PeopleSoft®

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About This PeopleBook Preface

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

This preface discusses:

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

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

PeopleSoft Application Prerequisites

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

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

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

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

PeopleSoft Application Fundamentals

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

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

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

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

Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

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

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

See Also

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

Ordering Printed Documentation

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

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Additional Resources

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

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

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

Typographical Conventions and Visual Cues

This section discusses:

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

Typographical Conventions

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

Typographical Convention or Visual Cue	Description
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.

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

Visual Cues

PeopleBooks contain the following visual cues.

Notes

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

Note. Example of a note.

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

Important! Example of an important note.

Warnings

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

Warning! Example of a warning.

Cross-References

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

Country, Region, and Industry Identifiers

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

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

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

Country Identifiers

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

Region Identifiers

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

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

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

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

Currency Codes

Monetary amounts are identified by the ISO currency code.

Comments and Suggestions

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

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

Or send email comments to doc@peoplesoft.com.

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

Common Elements Used in PeopleBooks

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

PeopleSoft Enterprise Global Payroll Preface

This preface discusses:

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

PeopleSoft Products

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

PeopleSoft Enterprise HRMS Application Fundamentals

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

See Also

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

PeopleBook Structure

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

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

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

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

Chapters	Description
Preface	This is the chapter you're reading now. It explains: • How to use the Application Fundamentals book. • How PeopleBooks are structured. • How Global Payroll documentation is structured. • Global Payroll terms.
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.

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 review the design of the application itself.

Global Payroll is composed of two complementary parts:

- A core payroll application that includes:

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

Global Payroll Documentation Structure

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

Core Documentation

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

Country Extension Documentation

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

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

Documentation Roadmap

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

What to Read When

You can approach the documentation in the following way:

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

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

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

Documentation Audiences

We've identified the following audiences for the documentation:

- Technical

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

  See Chapter 3, "Introducing the Core Application Architecture," page 9.

- 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.

Global Payroll Terms

There are some differences in the terms used in the Global Payroll core documentation and in the country extension documentation.

- Global Payroll core documentation uses the term *payee* to refer to employees, contingency workers and persons of interest (nonemployees).

  In some of the country extension applications, there are statutory rules that differentiate clearly between an employee and a nonemployee in the system. In such cases, PeopleSoft refers to *employees* and *nonemployees* more often than to *payees*.

- Global Payroll core documentation uses the term *organization* to refer to both companies in the private sector and organizations in the public sector.

  In some of the country extension documentation, PeopleSoft refers to *company,* rather than *organization.* This is because there are pages in the country extension applications where Company is a required field.

CHAPTER 1

Getting Started with Global Payroll

This chapter discusses:

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

Global Payroll Overview

Global Payroll handles payroll and absence processing and enables you to fine-tune the design of your payroll system. Using a browser environment, PeopleTools, and a rules-based system, you can configure your payroll system online without writing or changing the source code, thus reducing installation time and costs.

Global Payroll contains no application-specific rules or code. Using pay items, called *elements,* you build rules that determine what payroll or absence components are calculated, on a payee-by-payee basis, during batch processing.

See Also

Chapter 2, "Understanding Global Payroll," page 5

Global Payroll Business Processes

Global Payroll provides these business processes:

- Payroll.
- Absence.
- Banking.

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

Global Payroll Integrations

Global Payroll integrates with these applications:

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

We discuss integration considerations in the implementation chapters in this PeopleBook.

See Also

Chapter 4, "Working with Payee Data," page 35

Chapter 38, "Integrating with PeopleSoft Enterprise Time and Labor," page 1013

Chapter 36, "Integrating with PeopleSoft Enterprise General Ledger," page 955

Global Payroll 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 also provides component interfaces to help you load data from the existing system into Global Payroll 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 Interface	References
GP_CALENDAR	CI_GP_CALENDAR	See Chapter 16, "Using Calendars," page 383.
GP_CALENDAR_PERIOD	CI_GP_CALENDAR_PERIOD	See Chapter 16, "Using Calendars," page 383.
GP_CALENDAR_RUN	CI_GP_CALENDAR_RUN	See Chapter 16, "Using Calendars," page 383.
GP_GL_GROUP	CI_GP_GL_GROUP	See Chapter 36, "Integrating with PeopleSoft Enterprise General Ledger," page 955.
GP_GL_MAP	CI_GP_GL_MAP	See Chapter 36, "Integrating with PeopleSoft Enterprise General Ledger," page 955.

Other Sources of Information

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

See Also

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

PeopleSoft Enterprise Setup Manager for HRMS and Campus Solutions 8.9 PeopleBook

Enterprise PeopleTools PeopleBook: PeopleSoft Component Interfaces

CHAPTER 2

Understanding Global Payroll

This chapter discusses:

- Global Payroll features.
- Elements.
- Payroll rules.
- Payroll processing.
- Absence processing.
- Segmentation.
- Retroactivity.
- Realtime integration with other PeopleSoft applications.

Global Payroll Features

Global Payroll gives you control over all aspects of your payroll operation in a multinational environment. It supports multiple countries, languages, and currencies, and European Monetary Unit (EMU) processing requirements.

The core application handles payroll and absence processing and enables you to fine-tune the design of your payroll system. Using a browser environment, PeopleTools, and a rules-based system, you can configure your payroll system online without writing or changing source code, thus reducing installation time and costs. Global Payroll adjusts to hardware and software upgrades without altering your view of the system. Your workstations can run on virtually any operating system, because the user interface is browser-based and operating-system-independent.

Because payroll runs are typically large and time-consuming, the system calculates only where needed. Rather than processing 10,000 workers during each run, it processes only 20 or 100—whatever the number of adjustments you've made to the run. You can run the payroll process over and over again, without spending hours—or days—calculating payroll after payroll.

Elements

Global Payroll contains no application-specific rules or code. Using pay items called *elements*, you build rules that determine what payroll or absence components are calculated, on a payee-by-payee basis, during batch processing.

Elements provide system flexibility. With no payroll rules in the code line, you don't depend on programmers to make system changes. Your functional team members can do most of the maintenance and changes. The system provides utilities to process the entered rules and operates using the element names you've applied.

You'll name and define many elements in Global Payroll, including:

- Earnings
- Deductions
- Formulas
- Proration rules
- Rounding rules
- Accumulators

With a few exceptions, an element resolves to a value. For instance, you might create an element called SALARY that resolves to a specific number; for example, 50,000 for a particular payee and 67,000 for another.

Once an element is defined, you can associate it with a specific country or with all countries. You can even group elements by industry, category, or up to five database fields that are user-defined. The ability to group elements in various ways adds further flexibility to your payroll system.

You can set up elements in any language that is supported by PeopleSoft. PeopleSoft provides translations for all delivered system elements, and you can define the elements you create in more than one language. An organization building a payroll might use some or all of these languages. In short, each organization has the opportunity to create a payroll specific to its needs—in any or all languages—without having to rework the internal processes of the system.

Important! Defining elements is an important concept of Global Payroll because you must name, define, and sequence every aspect of the payroll process before the system can successfully complete a payroll.

Payroll Rules

Payroll rules are a set of elements that are used to:

- Calculate, accumulate, and aggregate pay items.
- Group and sequence pay items.
- Combine a series of formulas and logic statements into an iterative process.

A rule usually uses one or more elements. Payroll rules, combined with filtering mechanisms such as eligibility groups, generation control, payee assignments/overrides, and supporting element overrides, determine which elements are calculated. After defining your payroll rules, you add them to the main control feature, called a *process list*. The process list determines which elements are processed during the pay run, and the order of processing.

Each country defines its own Global Payroll rules.

Note. The core application is not delivered with any predefined country-specific rules. They are delivered as part of the country extensions. Some customers buy only the core application and create all rules themselves.

Payroll Processing

Once Global Payroll is set up to meet your organization's needs, processing your payroll involves:

- Determining which payees are to be paid for each payroll run.
- Running the payroll calculation process.
- Rerunning the payroll calculation process, if necessary, until you obtain the correct results.
- Finalizing the payroll run.
- Performing postprocessing functions such as banking, reporting, and generating payslips.

The first step is determining which payees to process. Once payees are selected, you run the payroll calculation process. If a few payees have had changes to their data since your last payroll or absence run, you can run the calculation process again only for those payees. There is no need to reprocess all of your payees. You can rerun your calculations as many times as necessary, until you are confident of your results.

Off-Cycle Processing

Off-cycle payroll processing refers to processing payments and making corrections to payroll results outside of the normal payroll schedule. Off-cycle transactions are typically made to correct prior payments or to make early termination payments that can't wait until the next scheduled on-cycle payroll.

You can readily launch an off-cycle process without creating additional calendars, and the system automatically suspends the on-cycle run. This feature is useful for any organization, but especially those organizations that have high attrition rates. Global Payroll supports the following four types of off-cycle transactions:

- Manual payments
- Corrections
- Unscheduled payments
- Advances

Absence Processing

Tracking payee absences is critical for payroll accuracy. You need to know whether payees are sick, on vacation, or absent for another reason. Most important, you need to know whether to pay them for the time they were absent.

With Global Payroll, you define valid absence types and how your organization handles them. You set up absence entitlement and absence take rules and use them to track and pay for payee absences.

Segmentation

Segmentation refers to the process of calculating all or a subset of elements in a process list in separate slices or segments. You can segment components of pay based on changes in compensation, employee status, or other events during a pay period. For example, if an individual changes jobs during a pay period and your organization separates components earned in the first job from those earned in the second job, you can set up your system to trigger segmentation of earnings results on the payslip when there's a change to the job change action/reason field in PeopleSoft Enterprise Human Resources.

Global Payroll provides two types of segmentation—*period segmentation* and *element segmentation*—in order to handle such situations.

Retroactivity

Sometimes you must correct or add data that applies to a specific pay period after payroll processing for that pay period. Global Payroll's retroactivity features help you handle such situations.

Realtime Integration with Other PeopleSoft Applications

Global Payroll integrates with other PeopleSoft applications, sharing the same relational data structure, user interface, reporting tools, and configuration capabilities. Because the components are integrated, Global Payroll has access to information from other PeopleSoft tables.

CHAPTER 3

Introducing the Core Application Architecture

This chapter provides overviews of the core application architecture, elements, the processing framework, the batch architecture process, multiple currencies, and discusses how to define the installation settings.

Understanding the Core Application Architecture

Global Payroll is built on a core application that organizations in all countries can use to create payroll systems. Understanding the core application architecture will enable you to better understand the complex details of Global Payroll.

Understanding Elements

When you create your payroll system using Global Payroll, you want to be sure that it meets all the requirements of your organization. One of the ways that PeopleSoft ensures this is by building the payroll system through the use of components called *elements*.

This section discusses:

- What is an element?
- Combining elements into rules.
- Why the core application uses pay item name (PIN) processing.

What Is an Element?

An element is the smallest component of Global Payroll. Elements are building blocks that relate to other building blocks to define your payroll system.

You define each element only once and use it repeatedly anywhere in the system.

This table lists the element categories:

Type of Element	Description
Data retrieval	Retrieves data. Some are predefined elements (called *system elements*) that are delivered by PeopleSoft. Others you define when creating your payroll system.
Calculation	Performs a calculation.
Organizational	Defines the structure and framework for the system.

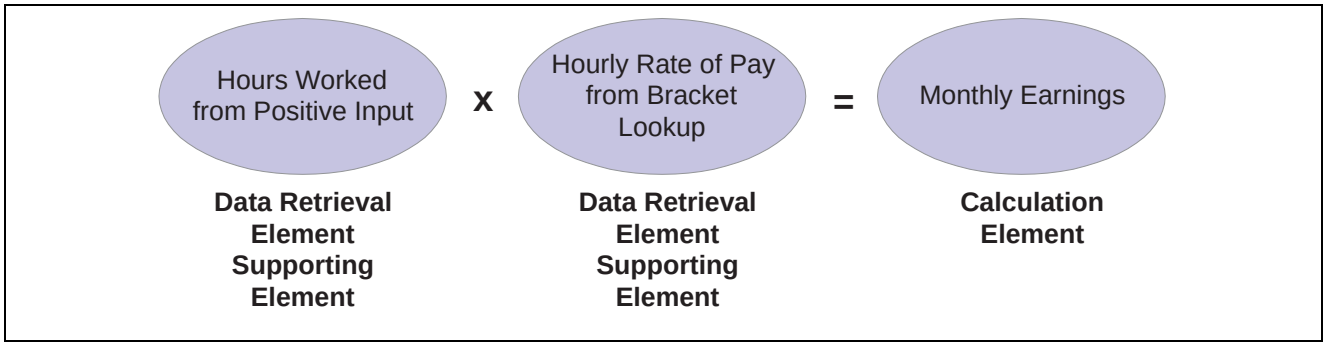
This table lists alternative element categories:

Type of Element	Description
Primary	Represents primary rules for earnings, deductions, and absences.
Supporting	Usually not used alone, but used to create other, more complex elements such as earnings and deductions.
Miscellaneous	Represents such things as eligibility criteria, accumulators, and certain types of rules.

You can combine these elements in an unlimited number of ways to produce the results that you need for your payroll processing.

Example

Let's say that you want to calculate a payee's earnings for a one-month period. One element might be defined to retrieve the number of hours that the payee worked during the month through positive input. Another element might be defined as a bracket element that retrieves the correct rate of pay. Still another element might be defined to calculate the earnings by multiplying the hours worked (from positive input) by the hourly rate of pay from the bracket lookup to produce an earnings amount for that month. This example shows how elements relate to each other in Global Payroll:



An example of how elements work together

See Also

Chapter 5, “Defining General Element Information,” page 47

Combining Elements Into Rules

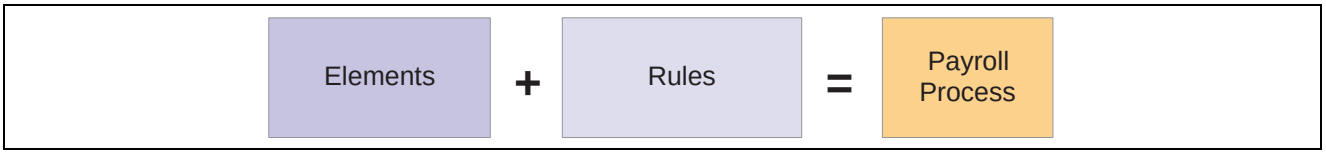
In Global Payroll, you create and store rules by entering data through the online pages.

These rules drive the core application and define the payroll process. Think of a *rule* as what defines how an element is calculated. Rules define the payroll process itself.

Each country using Global Payroll defines its own rules. For example, overtime in one country might be defined as the last three-month average rate of pay multiplied by a factor based on the payee’s seniority (5 years of service = factor of 1.3, 10 years of service = factor of 1.5, and so on). Global Payroll enables you to define rules that address your specific payroll processing needs.

Note. Through its country extension applications, PeopleSoft delivers a set of data that predefines most of the country-specific rules that your organization needs for its payroll system.

This diagram shows how elements and rules define your payroll process:



Elements are manipulated by rules to create the payroll process

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Important! There is usually no need to modify the Global Payroll COBOL programs. Using the online pages, you can configure the system to meet your payroll processing needs. PeopleSoft strongly discourages the modification of the delivered COBOL programs—with the possible exception of modifying array size—because modifications can affect the integrity of the entire system.

See Also

Chapter 6, “Defining Data Retrieval Elements,” Defining Array Elements, page 87

Why the Core Application Uses Pay Item Name (PIN) Processing

A PIN number is a numeric identifier for an element. Every element in Global Payroll has a unique PIN number, including the elements that you create and the elements PeopleSoft delivers. Global Payroll programs access and process an element by referring to its PIN number, rather than its name.

A PIN is referred to as an *element* in Global Payroll. A PIN and an element are identical, and a PIN number is the same as an element number. We explain the term PIN here because it is referenced throughout the programs and table structure of the application. Think of PIN as the technical name that is used in the programming and table structure and *element* as the functional name that is used on all pages and discussions.

This is necessary because Global Payroll is designed for use by any organization in any country. Each organization will likely give the elements that form the basis for its payroll system different names, depending on its requirements. And organizations in different countries are going to name their elements using different languages. Also, the system elements delivered by PeopleSoft are often translated into many languages. If the name were the only way to identify an element, there could be problems.

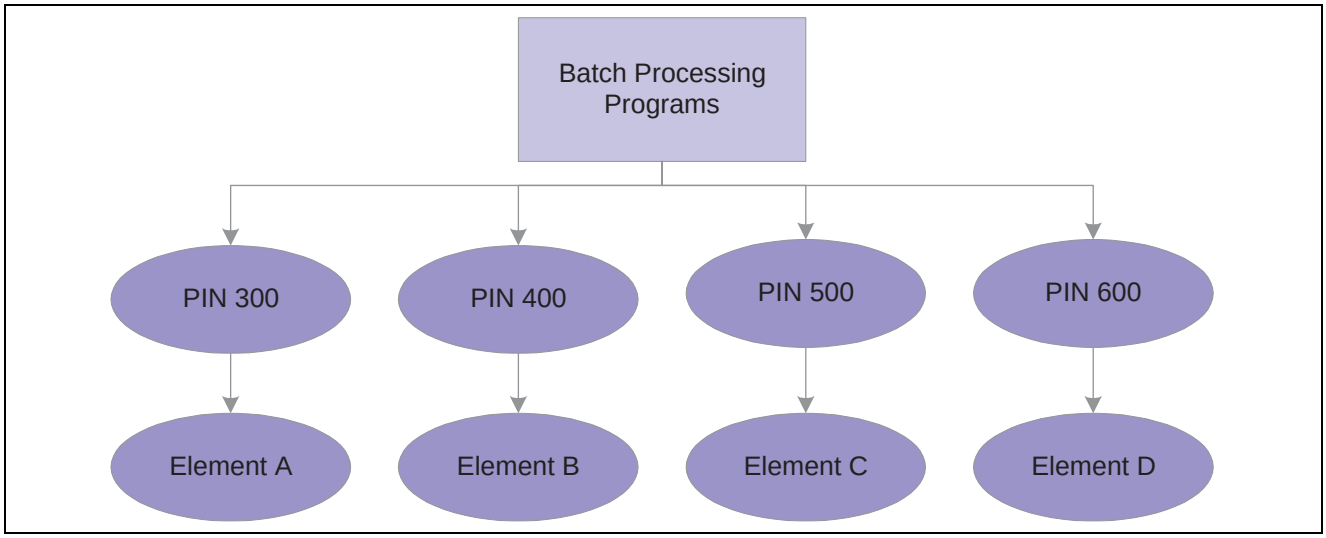
One problem would be batch processing errors. If elements were referenced only by name, and you tried to run a payroll after having renamed an element, then the programs would not know how to access that element. By having the element represented by a unique and constant number (the PIN number), the programs always know that they're referencing the correct element during processing.

PIN numbers also improve performance within batch processes. It is more efficient for the system to use numeric values than to use character values. This performance improvement is a result of being able to easily read the numeric values into the processing arrays and create a pointer to the correct place in the array.

PINs are numbered sequentially.

Note. The system assigns a PIN number to each element that you create. The first number the system assigns is 100,001. PIN numbers prior to 100,001 are reserved for the elements that are delivered with Global Payroll.

Elements are accessed by PIN number, rather than by element name, as shown in the following graphic:



Elements are accessed by PIN number

Understanding the Processing Framework

The Global Payroll core application is a common foundation and structure that organizations in every country use to build their own calculation rules. The core application determines the basic framework for your payroll and absence processing. This framework supplies the normal processing sequence, organizational structure, and processing structure for calculating a payroll or an absence.

This section discusses:

- The processing sequence
- The organizational structure
- The processing structure
- Calendars

The Processing Sequence

A payroll or absence process consists of several processing phases, some of which you can run together. The typical processing sequence (the order in which Global Payroll executes phases of a batch process) for a payroll or absence run consists of these phases:

- Identification (payee selection)
- Calculation
- Finalization

You can also run Cancel, Freeze, Unfreeze, and Suspend phases as needed and modify processing instructions by payee.

When you first launch the batch process, Global Payroll determines which payees are to be selected and calculated for the payroll or absence run, based on the selection criteria that you have specified. This identification phase is executed only once for each calendar group ID.

During the calculation phase, payroll or absence calculations are performed. Each payee is processed sequentially. As the system encounters each payee, it processes each element that is identified in the process list. Various criteria such as eligibility and generation control are considered in selecting which elements to process.

The calculation process can be repeated any number of times; only the payments that are appropriate to calculate are processed. When a calculation is first executed, all payments are processed. During subsequent calculations, only the following payments are processed:

- Payments resulting from iterative triggers or positive input.
- Payments for which you have entered recalculate instructions.
- Payments that encountered errors during the previous run.

An iterative trigger can be produced when data changes for a payee. For example, a change to a payee's rate of pay might create an iterative trigger. Or the addition of a new hire to the calendar group ID can produce iterative triggers. An iterative trigger populates a process indicator field to indicate the type of iterative trigger.

Finalizing an absence or payroll run closes and completes the process.

See Also

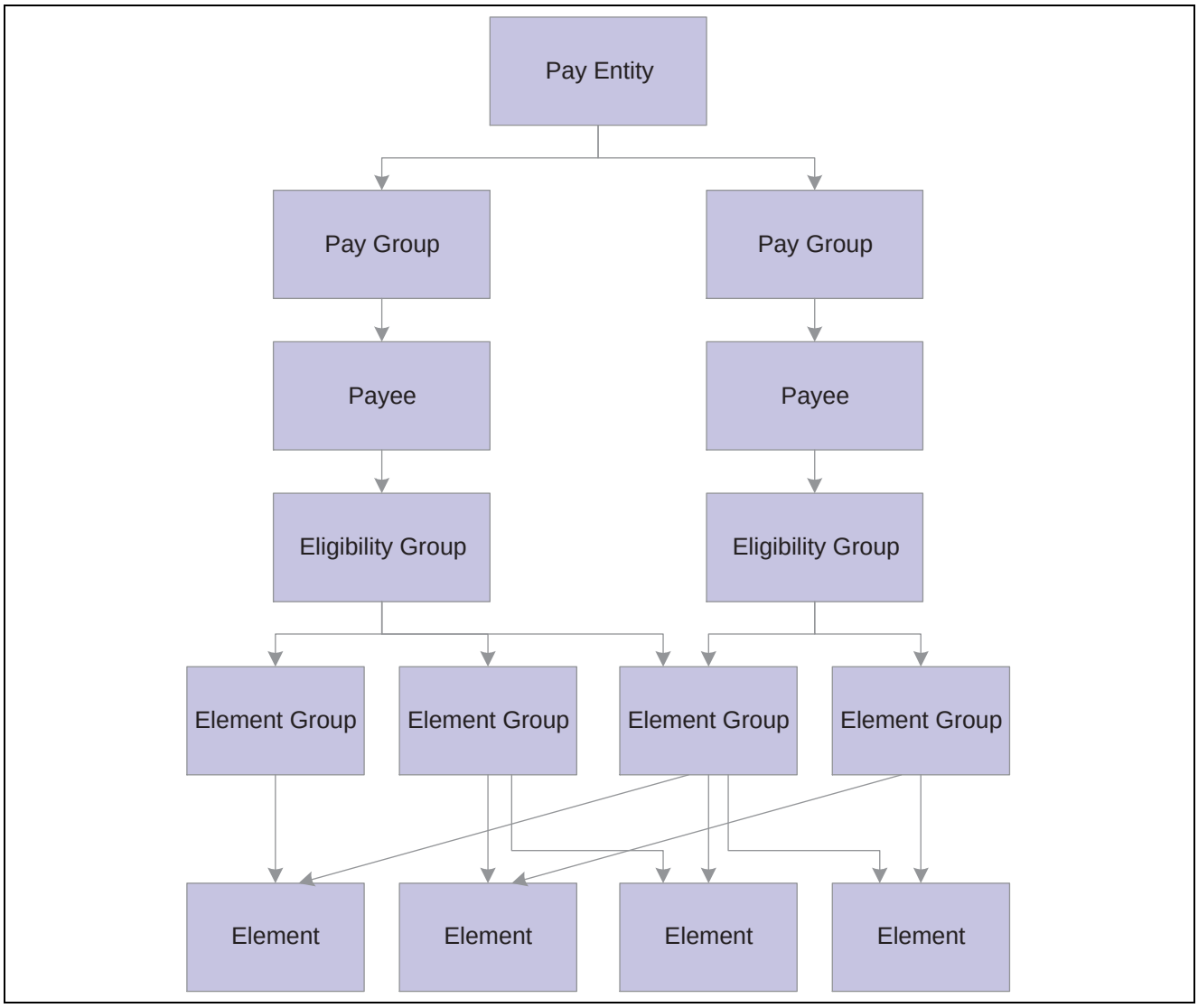
Chapter 21, "Processing Payroll," page 527

Chapter 27, "Setting Up Triggers," Iterative Triggers, page 703

Chapter 15, "Defining Processing Elements," Understanding Process List, page 378

The Organizational Structure

The Global Payroll core application determines the organizational structure for payroll processing. This diagram shows the hierarchy of components in the organizational structure:



Organizational structure of Global Payroll

Pay Entity

Pay entity defines the organization making payments to payees. It also defines the type of currency to be used as the processing currency for every calculation.

Only one processing currency can be defined in Pay Entity. However, you can have multiple types of currency used as input and output. For example, you could enter your data in one type of currency and have 50 percent paid in one currency and 50 percent in another currency, regardless of the processing currency defined in pay entity.

The processing currency defined in pay entity is the currency that is used to generate reports.

A pay entity can be linked to one or more paygroups. However, each paygroup is linked with only one pay entity.

You associate a specific country with each pay entity. This country designation is important for many features in Global Payroll such as the groups of calendars with a single calendar group ID, retroactive methods, and trigger definitions.

Paygroup

Global Payroll uses a logical grouping, called paygroup, to qualify individuals for payment. Typically, all individuals in a paygroup have something in common that causes them to be processed at the same time in the payroll system.

Common examples of paygroups are salaried and hourly pay. You can assign a payee's default earnings and deductions based on paygroup if you select this option at installation time. A paygroup can be associated only with a single pay entity.

Each paygroup has a default eligibility group associated with it. This is traditionally the default earnings and deductions for the paygroup population. The default eligibility group that is associated with a paygroup is used as the payee level default. You can override these defaults.

Paygroups are ultimately associated with pay calendars to process a payroll. It is important to group payees who are paid with the same pay frequency—weekly, monthly, and so on—as well as payees who typically receive the same type of earnings and deductions.

Payee

Payees are the people in your organization that you want to pay.

Payees who are included in a paygroup definition can be members of different eligibility groups. The only link between paygroups and eligibility groups is from a default perspective. The eligibility group that is defined on the Pay Group page is used as an initial default for the payee. You can override the default.

Eligibility Group

An eligibility group is a grouping of element groups. Eligibility groups indicate the specific elements for which a certain payee population is eligible. The default eligibility group is defined at the paygroup level. A payee is assigned to an eligibility group through the default that is defined at the paygroup level. You can override the default value.

For example, let's say that you have a paygroup for all payees who are paid monthly. Of those payees, 99 percent are regular, salaried payees who are eligible for regular earnings. However, you also have 10 executives whom you want to pay in that same paygroup. These executives are eligible for a slightly different set of earnings and deductions. You can override their eligibility group and assign them to the EXEC EARNINGS eligibility group. You can have only one default eligibility group for each paygroup.

Element Group

Element groups provide a method of assigning a large number of elements (like taxes) to many eligibility groups without repeating the elements in each and every eligibility group. Element groups provide a means for grouping these elements. You can assign any number of element groups to an eligibility group.

Elements

Elements are the basic building blocks of Global Payroll. The organizational structure of the system begins with the definition of these basic payroll components.

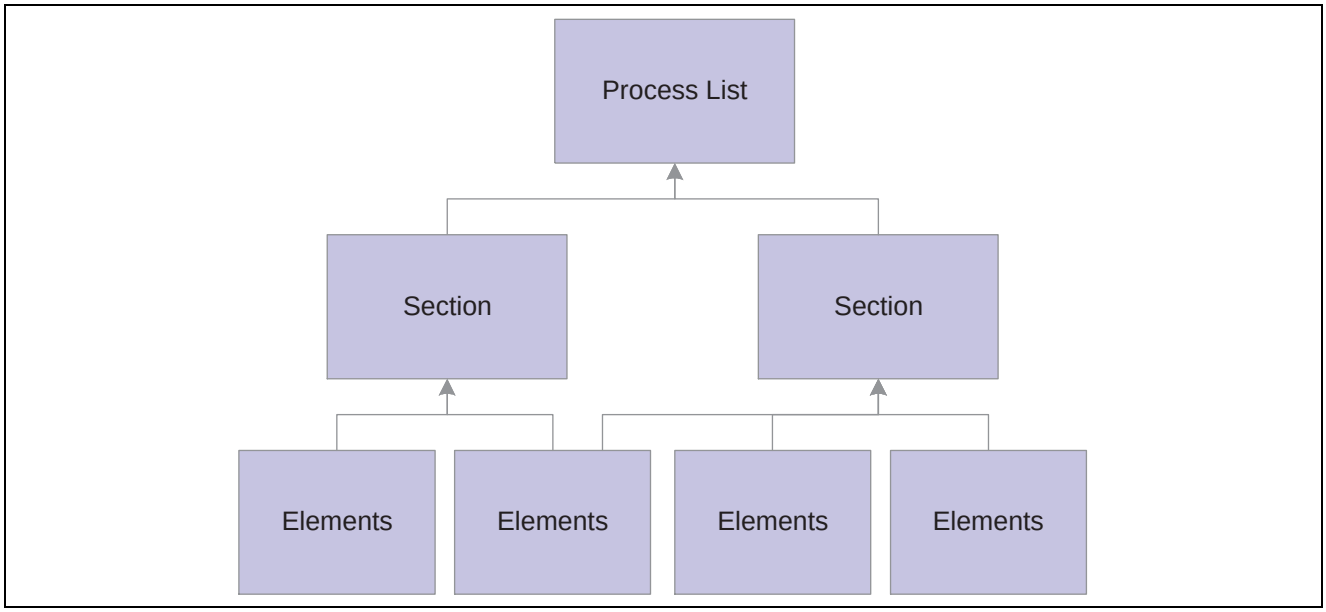
See Also

Chapter 4, "Working with Payee Data," page 35

Chapter 14, "Defining the Organizational Structure," page 341

The Processing Structure

This diagram shows the components of the processing structure:



Processing structure of Global Payroll

Process List

A process list specifies the order in which gross and net pay elements are processed and resolved. You add these elements to the process list by using sections. You add sections to your process list; the sections are processed in the order in which you insert them into the list. You can also execute sections conditionally.

The process list is where you indicate whether you are calculating an absence or a payroll. You use separate calendars for absence and payroll processing runs, so you must create separate process lists for absence and payroll runs.

On the Process List page you indicate what type of calculation is taking place. If the calculation type is absence, then the gross and net pay element name fields are not available. If the calculation type is payroll, then the gross and net pay element name fields are required. When you enter the gross and net pay element names, you are referencing the gross and net accumulators.

The net element number is used during deduction arrears processing. The deduction amount is compared to the net to see if the deduction can be taken. If the net is less than the deduction, the system follows its own set of rules to process the deduction.

The net and gross element numbers and values are stored in output tables so that you can access this data for reporting and online inquiries.

Section

A section is a grouping of elements and controls the order that those elements are processed on the process list. Five types of sections are used for different types of processing:

- Standard sections are used during an absence run, a payroll run, or both.
- Sub process sections are used for payroll runs and can be used for gross-ups.
- Payee sections are used for payroll runs.

Payee sections are used for garnishments or any other element that needs to provide the flexibility to distinguish which elements should be processed, and the order, at the payee level.

- Generate Positive Input sections are used during an absence run, a payroll run, or both.

  This type of section can be used to create positive input for different calendars.

- Absence Take section are used for absence runs.

  You can use this type of section to process absences in date sequence.

Once you have defined a section, you can reuse it in multiple process lists.

Elements

Elements are the basic building blocks in Global Payroll. Some stand alone while others use several simple elements (called *supporting elements*) that are combined to form more complex elements.

During a payroll or absence processing run, the system resolves each element in the process list for each payee. The elements that are resolved depend on a payee, so the resolved value of an element depends on which payee is under consideration.

See Also

Chapter 15, "Defining Processing Elements," page 359

Chapter 5, "Defining General Element Information," page 47

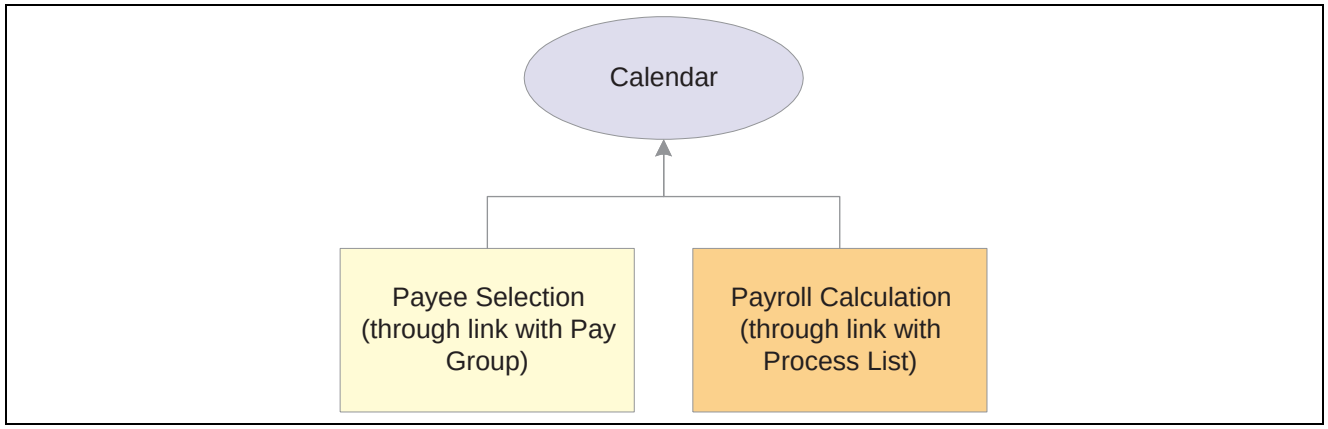
Calendars

To run a payroll or absence process, the relevant components of the system are linked together through the use of calendars. A calendar controls who is to be paid, what amounts are to be paid, and the period of time for which the payment is being made.

Only one paygroup can be associated with a calendar. Through the use of various selection criteria, you can define who is going to be paid:

- Calendar run types enable you to define what is being paid.
- Calendar period IDs define the period of time for which the payment is being paid.
- Calendar group ID groups the calendars that you want to process at the same time.

This diagram shows how calendars ties together the components of a payroll or absence run:



Calendar links the entire process together

See Also

Chapter 16, “Using Calendars,” page 383

Understanding the Batch Architecture Process Flow

This section discusses:

- Global Payroll modes.
- Payee selection.
- Calculation (technical).
- Arrays used in batch processing (technical).
- Batch processing output tables.

Global Payroll Modes

Global Payroll processes payees and elements by utilizing a very specific processing order. All the components of the system that you define, such as payees, elements, and rules, come together at the time a payroll or absence run is executed.

Think of Global Payroll as having two primary modes:

- Setup mode

  During the setup mode, you define the various elements, rules, and other system configurations that make up your payroll system.

- Processing mode

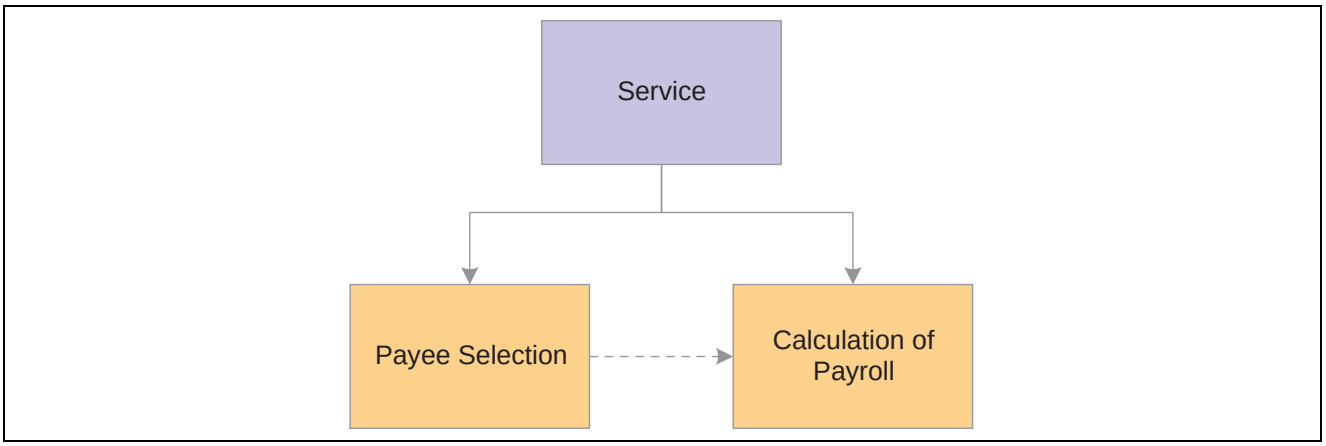
  It is during the processing mode that Global Payroll looks at all the setup information that you’ve defined, along with any data that you’ve entered, and processes it according to your specifications.

Note. The discussion in this section about the batch architecture process flow is a very high-level overview of the process. Each phase of the process is discussed in greater detail later in this PeopleBook.

Payee Selection

When you run a payroll or absence batch process, the first program that the system calls is the Service program. The Service program acts as the coordinator between the selection of payees to be processed and the calculation process. The Service program initiates the payee selection process. Once the payees are selected, the Service program passes control of the data that was created during the payee selection phase to the Calculation program.

This diagram shows how the Service program coordinates the payee selection and calculation phases:



The Service program is the batch processing starting point

Before you can process a payroll, you must identify the payees that are to be processed. In Global Payroll, this is called *payee selection* or *payee identification.* Payee selection is required in payroll and absence processing.

The payee selection process is separate from the calculation process. No rules are defined for payee selection that is associated with a payroll or absence calculation. The payee selection phase of the process only identifies the payees and creates the data that is later passed on to the calculation phase.

The pay calendar acts as the controlling function that coordinates and defines the payee selection and calculation processes. The Payroll/Absence Run Control also controls payee selection.

On the calendar definition page, you indicate whether you want active payees or listed payees selected. If you select active payees, you are offered a number of other defining choices. If you select listed payees, you insert the employee ID numbers for the payees that you want to select.

The payee selection process also uses retroactive and period segmentation triggers. Retroactive triggers can cause other pay periods besides the current pay period to be processed for a particular payee. Period segmentation triggers can cause the pay period to be split into segments, thus producing multiple calculations.

The result of the payee selection process is the creation of Process Status (GP_PYE_PRC_STAT) and Segment Status (GP_PYE_SEG_STAT) records. A Process Stat record is created for each payee for each calendar (including retroactive processes). A Segment Stat record is created for each payee for each segment in each calendar. The Process Stat and Segment Stat records are the storage places for the payee data that is related to the calendar that is being run. Essentially, the Process Stat and Segment Stat records list the payees and all the pay periods that are to be processed, including the current pay period and possible retroactive periods.

See Also

Chapter 21, “Processing Payroll,” Processing Concepts, page 530

Chapter 16, “Using Calendars,” page 383

Calculation (Technical)

Once payees have been selected, the Service program passes control to the calculation phase of the process. The calculation phase uses the data that is stored in the Process Stat and Segment Stat records as the beginning set of payee data.

The first step in calculating the payroll is to load process-level data into arrays, including data from sources such as pay entity, paygroup, eligibility group, calendar, and the process list. This system data is more static than the payee-specific data.

The calculation programs process each payee, using the Payee Process Stat records and Payee Segment Stat Records that were created during the payee selection phase. The program loads all the payee-level data into payee arrays, including data from table sources such as Job, Person, Compensation, Overrides, and Positive Input.

The process that loads the payee-level data into the arrays also refreshes its data or reset pointers to data between every payment so that:

- The correct effective-dated information is always used.
- The correct year-to-date balances are always reflected.
- Any positive input—such as absence data—is always forwarded into the next payment.

At this stage, all the process-level and payee-level data is loaded into arrays, ready for processing.

Next, the calculation phase checks element eligibility.

The calculation program calls the Process List Manager program, which looks to the process list to determine which elements will be processed and in what order.

When the Process List Manager encounters an element to be processed, it calls the PIN Manager (a program that manages individual elements) to process each element that passed the element eligibility check earlier in the process. The PIN Manager references the PINV array during this process. The PINV array stores the results of all element resolutions during payroll batch processing. If the data stored in PINV indicates that an element has not already been resolved, the PIN Manager calls a PIN resolution program (a program that processes specific types of elements).

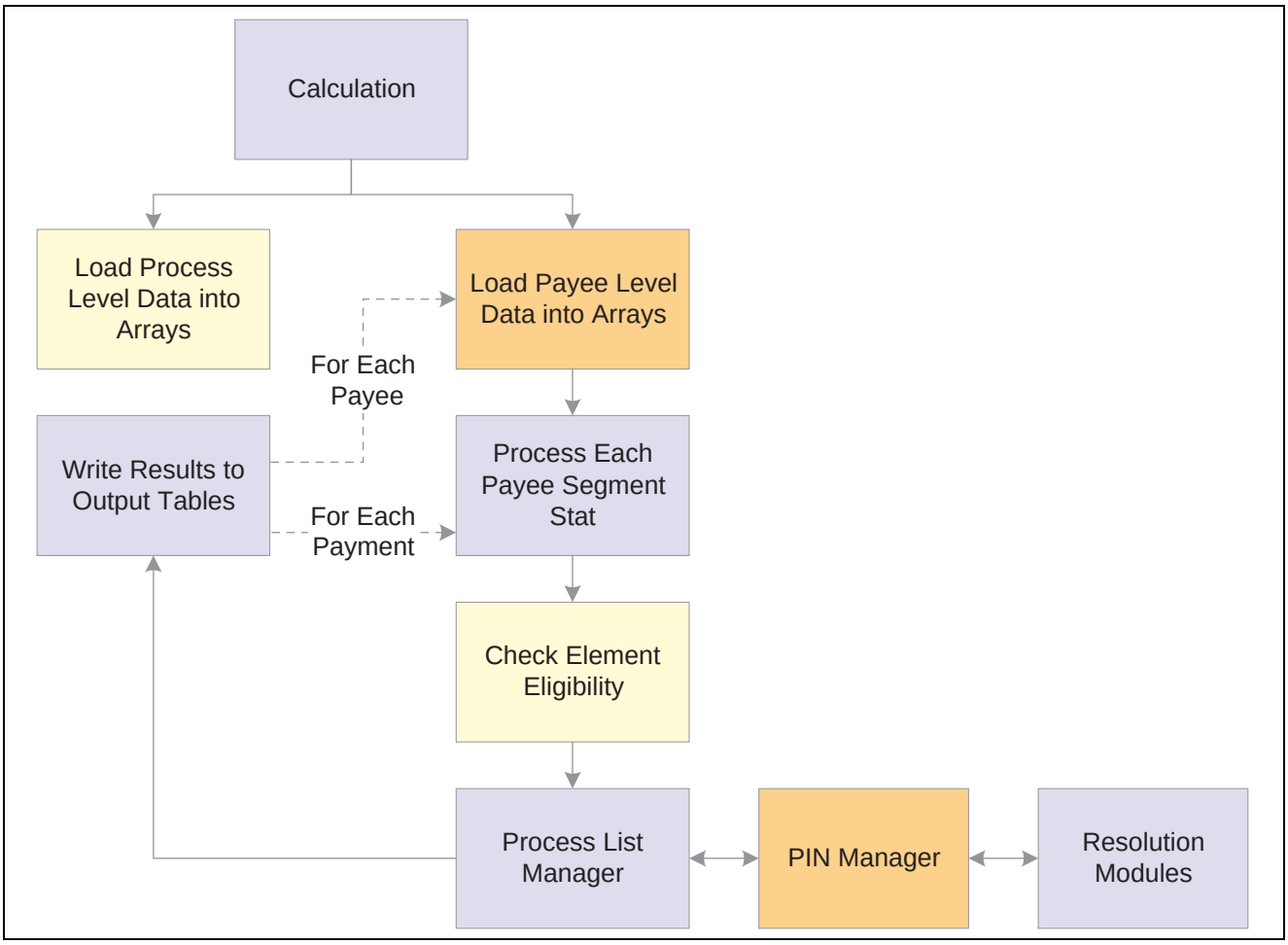
A separate array, called *PINW,* stores the accumulator data that is resolved during batch processing.

Each PIN resolution program resolves a specific type of element. For example, one PIN resolution program might resolve earning elements while another might resolve formula elements. The PIN resolution program loads the element definition into memory. Then the program overrides the definition that is stored in memory with any payee overrides or positive input that is designated for that payee. If any elements are referenced in the element and overrides definitions that are now in memory, the program calls the PIN Manager to resolve them. Remember, an element can comprise other elements. During processing, this means that to resolve a single element, the system might need to resolve any number of other elements from which the primary element is created. The results of this process are used to calculate the values of earnings, deductions, and other elements, and pass the values back to the PIN Manager, which writes them to the main value array (PINV).

Each element is resolved in a cyclical (or *recursive*) manner; that is, each element is resolved, and the data is stored (in PINV or PINW). Then the Process List Manager again looks to the process list to see what element is to be processed next, and the process is repeated.

When all calculations are complete for the payroll or absence run, the program writes the results to the appropriate output tables. First, the program references the PINV and PINW arrays and writes the results to the database. Then it references all positive input and writes the data to the positive input history records. Finally, the program generates deltas for any future retroactive processing.

This diagram shows the calculation phase of the batch process:



The calculation process

See Also

Chapter 19, “Managing Element Eligibility and Resolution,” page 467

Chapter 15, “Defining Processing Elements,” Pages Used to Set Up Process Lists, page 379

Chapter 18, “Setting Up Overrides,” page 435

Chapter 17, “Working with Positive Input,” page 409

Arrays Used in Batch Processing (Technical)

In Global Payroll batch processing, arrays are used to store data. Arrays are temporary tables that COBOL programs use to store data during processing. Once processing is complete, the programs write the data from the temporary arrays to the appropriate output tables.

Occasionally you might need to modify the COBOL programs to accommodate a larger maximum array size than is defined in the programs that are delivered by PeopleSoft. If an array is too small (the data overflows the array), you get an error message, and the batch process fails. The error message (MSGID-ARRAY-OFLOW) identifies the array and the COBOL file where the array is defined. This guides you to the location in the designated file that might need modification.

Increasing the Occurs Count in Arrays

The table access programs allocate a specified, limited amount of memory space to store in a table array all the details of the payroll process tables that are typical for a payroll run.

You can increase the maximum size of an array by increasing the occurs count in the appropriate table access program.

Note. This is the only COBOL modification that we detail because COBOL modifications to the delivered Global Payroll programs are *strongly* discouraged.

For example, let's look at a piece of unmodified code in GPCDPDM.CBL.

Below is an array and its related COUNT control field that prevents the program from aborting. When you make a modification, both *highlighted* numbers must be changed and kept in sync.

```
05  L-PMT-COUNT            PIC 9999    VALUE 0   COMP.
          88  L-PMT-COUNT-MAX               VALUE 200.

05  L-PMT-DATA                          OCCURS 200
                                             INDEXED BY PMT-IDX.
```

The assumption here is that there will never be more than 200 payments processed for a payee during any calendar run. If more than 200 payments were processed, the program would issue an error message (MSGID-ARRAY-OFLOW), and the payroll process would terminate.

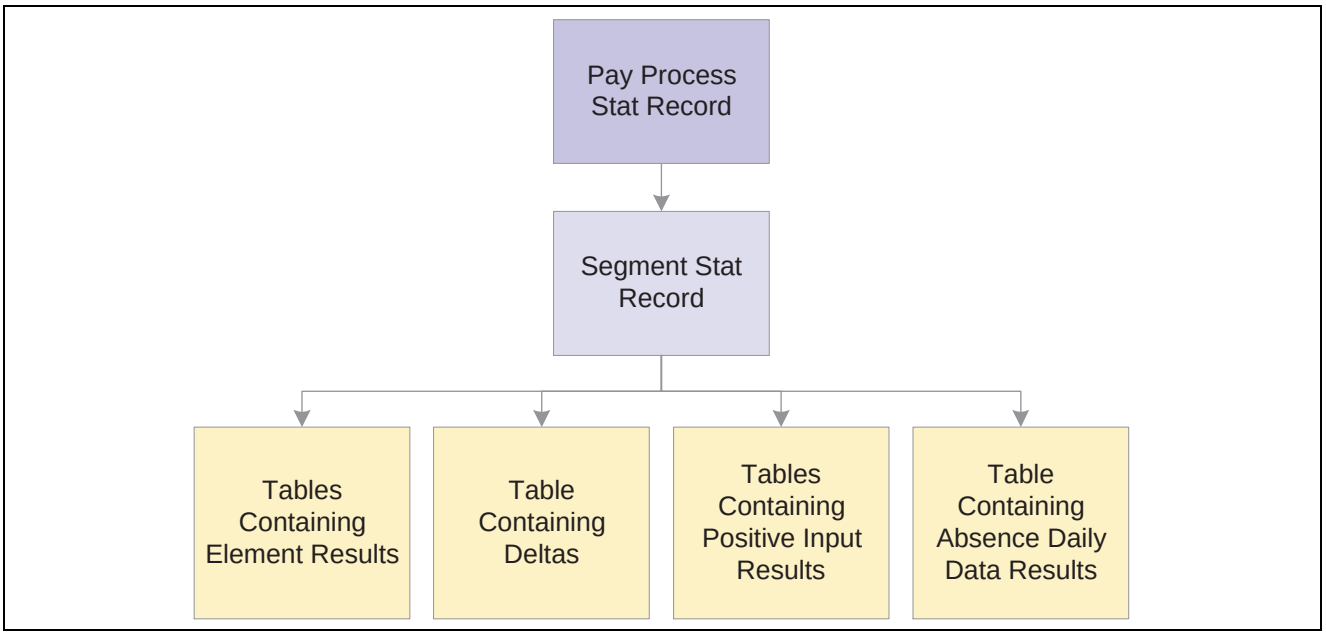
While the system loads and refreshes this array once for each payee, the system refreshes other arrays for each payment, and loads and increments others throughout the entire process.

This type of modification is not difficult to deal with when you upgrade to a new Global Payroll release, when PeopleSoft delivers a whole new set of source code. Then, you use your installation Compare utility to compare the new source that we send you with the old source.

The code in the example above is taken from the copy section called GPCDPDM.CBL. If you were to run the Compare utility, you would see that the new incoming source for GPCDPDM.CBL contains different values. You would probably decide to retain your change to the code.

Batch Processing Output Tables

The goal of a payroll or absence batch processing run is to produce a set of output tables, where your important batch processing data results reside. Once you know the type of information that resides in the output tables that are generated by Global Payroll, you can use those tables to produce reports and other data manipulations that are relevant to your organization's needs. This diagram shows the relationships between the batch processing output tables:



Relationships Between batch processing output tables

Tables Generated by Payee Selection Process

The payee selection process generates the following tables:

- Pay Process Stat (status) record (GP_PYE_PRC_STAT)

  There is one Pay Process Stat record for every EMPLID/EMPL_RCD combination per calendar.

  There is a one-to-one/many relationship between the Pay Process Stat record and the Segment Stat record.

- Segment Stat record (GP_PYE_SEG_STAT)

  The Segment Stat record is a child of the Pay Process Stat record. There is one Segment Stat record for each gross to net within the calendar.

Tables Containing Element Results

The following tables contain element results:

- Earnings/Deductions (GP_RSLT_ERN_DED)

  Contains the results of earnings and deductions after batch processing.

- Other Elements (GP_RSLT_PIN)

  Contains the results of miscellaneous element resolutions after batch processing.

Table Containing Accumulator Results

The Accumulators table (GP_RSLT_ACUM) contains the results of accumulators after batch processing.

Table Containing Deltas

The Deltas table (GP_RSLT_DELTA) contains deltas, which are the differences between two element results. This data is often important for processing retroactivity. This table is a child table to the Segment Stat (segment status) table (GP_PYE_SEG_STAT), which is a child of the Pay Process Stat table (GP_PYE_PRC_STAT).

Tables Containing Positive Input Results

The following tables contain positive input results:

- Positive Input Data (GP_RSLT_PI_DATA)

  Contains the results of positive input calculations after batch processing.
- Positive Input Supporting Element Overrides (GP_RSLT_PI_SOVR)

  Contains the results of supporting element overrides after batch processing.
- Absence Daily Data (GP_RSLT_ABS)

  Contains the absence daily data results.

Understanding Multiple Currencies

A key part of any multiple country system is currency support. Global Payroll streamlines the process of using multiple currencies. You can enter amounts and make payments in any currency—the system performs all necessary conversions using the parameters that you define.

This section discusses:

- Using and defining currency.
- Currency at the pay entity level.
- Currency at the element level.
- Exchange rate types and dates.
- Accumulators and currency.
- Viewing payments across multiple currencies.
- Online currency defaults.
- Currency in batch processing.

Note. Global Payroll is designed to meet the changing currency requirements of the European Monetary Union (EMU). The system supports all currencies and enables multiple currency conversions.

Using and Defining Currency

To use multiple currencies in Global Payroll, you set up and maintain the following tables:

- CURRENCY_CD_TBL (stores currency code data).
- CURR_QUOTE_TBL (stores currency quotation method data).
- RT_INDEX_TABLE (stores market rate index data).
- RT_TYPE_TBL (stores market rate types).
- RT_RATE_TABLE (stores market rate data).

These PeopleSoft Enterprise Component tables are used universally by PeopleSoft Enterprise Human Resources.

See *PeopleSoft Enterprise Components for PeopleSoft Enterprise HRMS and Campus Solutions 8.9 PeopleBook, Working with Currencies and Market Rates*

Once you have defined the currency codes, types, exchange rates, and base currencies that you use in your system, you'll need to understand how Global Payroll uses this information so that you can run your payroll using multiple currencies.

The pages referred to in this discussion are described in detail in other areas of this documentation; here we discuss only how the fields on the pages are used in currency processing.

Once you've set up your currency rate codes, rate types, and exchange rates, you can use them to control your input and output amounts.

This table describes the Global Payroll two-tiered approach to currency codes:

Tier	Currency Code Use
Pay Entity	Determines the processing currency for all payees in this pay entity. If no override currency code is present at a lower level, the system assumes that the amounts are in this processing currency.
Definition of database field or element	When you enter a payee's base compensation as a database field, on the Job Table or in the Payee Data component, you can enter a currency code. Also, when you define certain other elements, such as earnings and deductions, you assign a currency code to the definition. Then the system knows that your input for this definition is in that currency. The currency is converted to the processing currency for gross-to-net processing.

In Global Payroll, you must enter a currency code every time you enter a monetary value on a page. The currency code designates what monetary unit you are entering.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up and Working with Currencies"

Currency at the Pay Entity Level

For payroll purposes, the pay entity is the highest level of an organization. All payees are assigned to paygroups. Each paygroup is assigned to one—and only one—pay entity. The currency entered on the Pay Entity page affects all paygroups that are assigned to that pay entity and all payees who are assigned to those paygroups. We refer to the pay entity currency as the processing currency.

All calculations for payees who are associated with this pay entity occurs in the pay entity currency. Before processing, all input items are converted to this currency. After processing, all output values are stored with net distribution information for each payee. Eventually this information is passed to banking payment files. Any conversion of a monetary output value to a different currency is handled by the party who receives the information, such as a bank.

Always define your processing currency as the currency that is used for most of your input and output, unless your country or locality requires stipulating what currency must be used for processing.

Note. You cannot override the processing currency. This doesn't mean that you can't enter amounts, or get output, in other currencies; it means that the processing occurs in this currency. If you override the default currency, the payments are converted to the processing currency for processing.

See Also

Chapter 14, "Defining the Organizational Structure," Defining Pay Entities, page 348

Currency at the Element Level

There are many kinds of monetary elements in Global Payroll. You can use currency with base compensation and with other elements.

Using Currency with Base Compensation

When a payee's base earnings are entered on the Job Data pages, you attach a currency code to the amount. If this currency is not the same as the processing currency, the system converts the amount entered into the processing currency before processing a payee's payment. If you do not enter a currency code, the system assumes that the amount is expressed in the processing currency and does no conversion.

Note. The currency code on Job Data appears by default from the base currency on the Installation Table, not from the Pay Entity Table. The base currency does not have to be the same as the pay entity currency—base currency has no impact on Global Payroll. However, check the code carefully to ensure that the default is correct. If it is not correct, change it.

Using Currency with Other Elements

Earnings and deductions are examples of elements. When you define an earning or deduction element, you enter other supporting elements, such as variables, in one of the component fields for the earning or deduction element. A component field, such as a base or a rate, can have a monetary format. The system requires that a currency code be provided for any field with a monetary format. When calculating earning or deductions, the system uses the currency of the supporting element and not the currency of the earning or deduction.

See Also

Chapter 6, "Defining Data Retrieval Elements," Working with System Elements, page 82

Exchange Rate Types and Dates

When the Global Payroll calculation encounters a currency value that is not in the processing currency as defined at the Pay Entity level, the payroll system must perform a currency conversion. To do this, the system must know which exchange rate type to use and the dates to which it applies. The exchange rate type and dates documented below only apply to calculations performed within the Global Payroll process. They do not apply to other features like online currency conversions.

Exchange Rate Types and Dates at the Payee Level

You can override the exchange rate type and date at the payee level on the Payee Data Defaults page. Let's say that ten payees in the United Kingdom are working in Germany. One has a special rate, and the other nine get the official bank rate. For the paygroup that includes these payees, you define the exchange rate type as the official bank rate. But let's say that you need to override that entry for the tenth payee. You can override the exchange rate in Job Data.

The default values for the payee are those defined for the payee's paygroup. The system stores a value at the payee level only if you override the default.

To determine the exchange rate date, the system looks at the period end date, payment date, or period begin date and compares the date to the calendar period dates. It determines which exchange rate—based on the appropriate effective date—should be used for any required currency conversions during batch processing.

See Also

Chapter 14, "Defining the Organizational Structure," Defining Paygroups, page 353

Chapter 14, "Defining the Organizational Structure," Defining Pay Entities, page 348

Chapter 4, "Working with Payee Data," page 35

Accumulators and Currency

An accumulator tracks values in a single currency. If you change the processing currency, the system automatically converts the accumulator's value to the new processing currency. So, if you switch the processing currency from FRA to EUR on July 1, the system converts the accumulator's June 30 value to euros. Any amounts that are added to or subtracted from the accumulator after June 30 are tracked in euros.

If a payee receives earnings from countries that use different currencies, a separate accumulator must be defined for each currency. Say that a payee works in one country and is paid in that country's currency. An accumulator stores the payee's year-to-date earnings. The payee's job is redefined and now he works in two countries that use different currencies. The payee's earnings can no longer be stored in a single accumulator. You must define a new accumulator to store year-to-date earnings for the second country.

Viewing Payments Across Multiple Currencies

Many online pages that display earnings or amounts in one currency enable you to view these amounts in another currency so that you can track conversions across all currencies that are supported by the system.

In Global Payroll, you can view monetary values in multiple currencies on data entry pages and on pages where you view information.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up and Working with Currencies"

Online Currency Defaults

When you enter a monetary value, you must also enter a currency code. You can change the default currency codes.

Currency defaults can come from operator preference, element definition, or pay entity. Operator preference refers to the EXCHNG_TO_CUR field on the Operator Defaults Table — HR record (OPR_DEF_TBL_HR). It is set on the Operator Preferences page. The record is not effective-dated. The pay entity record and the element definition record are effective-dated.

This table lists the currency code defaults and the as of date used:

Page	Default Currency Code From	As of Date
Earnings	Operator preference	Not applicable.
Deduction	Operator preference	Not applicable.
Variables	Operator preference	Not applicable.
Brackets	Operator preference	Not applicable.
Historical Rule	Operator preference	Not applicable.
Positive Input	Element definition (if currency exists on element definition; else from pay entity for calendar ID)	If from element definition, use the definition as of the Definition As Of Date. If from Pay Entity, use Pay Period End Date.
Supporting Element Overrides	Pay entity definition (if currency exists on element definition, else from paying entity)	Current Date.
	Pay group definition (if currency exists on element definition, else from pay entity for that pay group)	Current Date.
	Pay calendar definition (if currency exists on element definition, else from pay entity for the calendar's pay group)	Pay Period End Date.
	Payee definition (if currency exists on element definition, else from Operator Preference)	Current Date.
Overrides	Payee definition (if currency exists on element definition, else from Operator Preference)	Current Date.

Currency in Batch Processing

Here are the steps that take place during batch processing with regard to currency conversion:

1. The user enters monetary amounts into the system in any type of currency that the user chooses.
2. The system calculates exchange rates and converts amounts into a single processing currency (the processing currency that is defined at the pay entity level).

If it cannot find an associated currency code for a monetary value, the element is not resolved and the payment is placed in error.

The batch processes use a standard PeopleSoft currency conversion application that does the conversion and passes back the corresponding numerator and denominator to be applied against the input currency. The processes also handle triangulation.

For calculation, any value (for example, an accumulator value) that is being retrieved from a previous period, and is stored in a different currency, is converted into the current processing currency using the current period's exchange rate type and effective date.

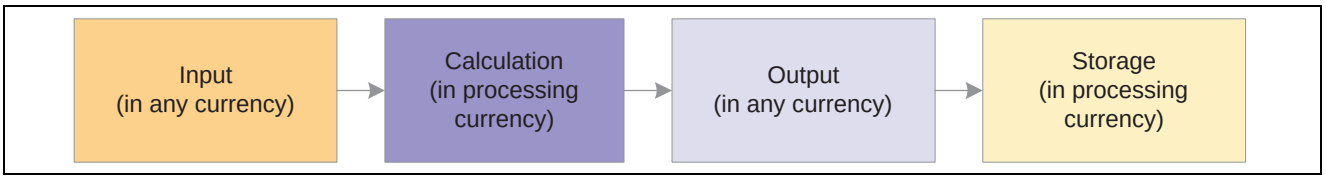
3. The system performs calculations, using the processing currency, and stores the results in the processing currency in the PINV array.
4. When calculations are complete, the system outputs the results in the designated currency, converting to that currency from the processing currency, if needed.
5. The system stores the calculation results in the processing currency in the appropriate tables. It does not store the exchange rate that is used for currency conversions, the numerators and denominators that are used in the batch currency conversion program, or the original source input monetary value and currency code.

   If the batch process cannot find an associated currency code for a monetary field (that is, the field is blank or the currency code is not valid), the system cannot resolve the element and puts the payment in error.

   During batch processing, the value resulting from a currency conversion is stored in the PINV array in the processing currency. If an element has already been resolved, and the value is retrieved again from PINV, no additional currency conversion is required unless the element is defined to always be recalculated.

Note. To find the original source input monetary value and currency code for a calculation, look in the input source tables.

This flowchart illustrates how currency is managed during batch processing:



Currency during batch processing

Defining Installation Settings

To define installation settings, use the Installation Table (INSTALLATION_TBL), Installation Settings (GP_INSTALLATION), and Countries (GP_COUNTRY) components.

When you install Global Payroll, you select various settings and default values that are specific to your implementation.

This section discusses how to:

- Indicate a Global Payroll installation.
- Define the default country.
- Define Global Payroll installation settings.
- Define schedule settings and load dates.

- Define country-level setup.

Pages Used to Define Installation Settings

Page Name	Object Name	Navigation	Usage
Products	INSTALLATION_TBL1	Set Up HRMS, Install, Installation Table, Products	Define the PeopleSoft applications installed.
Country Specific	INSTALLATION_TBL3	Set Up HRMS, Install, Installation Table, Country Specific	Define country-specific information.
Installation Settings	GP_INSTALLATION	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Installation Settings, Installation Settings	Define installation settings that are unique to Global Payroll.
Schedule Settings	TL_INSTL_PUNCH	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Installation Settings, Schedule Settings	Define default settings for work schedules.
Dates Table Load	TL_DATE_LOAD	Click the Load Dates link on the Schedule Settings page.	Load dates for use in resolving schedules.
Countries	GP_COUNTRY	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Countries, Countries	Define country-level setup parameters, such as the net pay validation formula, the default retroactive method, and banking and general ledger processing.

Indicating a Global Payroll Installation

Access the Products page and select the Global Payroll Core check box.

If your organization also uses PeopleSoft Enterprise Payroll for North America or PeopleSoft Enterprise Payroll Interface, select these check boxes as well. You can pay your employees exclusively through Global Payroll or through a combination of payroll applications. For example, an employee who holds three jobs in your organization might be paid for one job through Global Payroll, another through Payroll for North America, and yet another (using a third-party payroll vendor) through a Payroll Interface data export.

To install Global Payroll country extensions, click the Installed GP Countries link on the Products page and select the country extensions that apply.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, “Setting Up and Installing PeopleSoft HRMS”

Defining the Default Country

Access the Country Specific page.

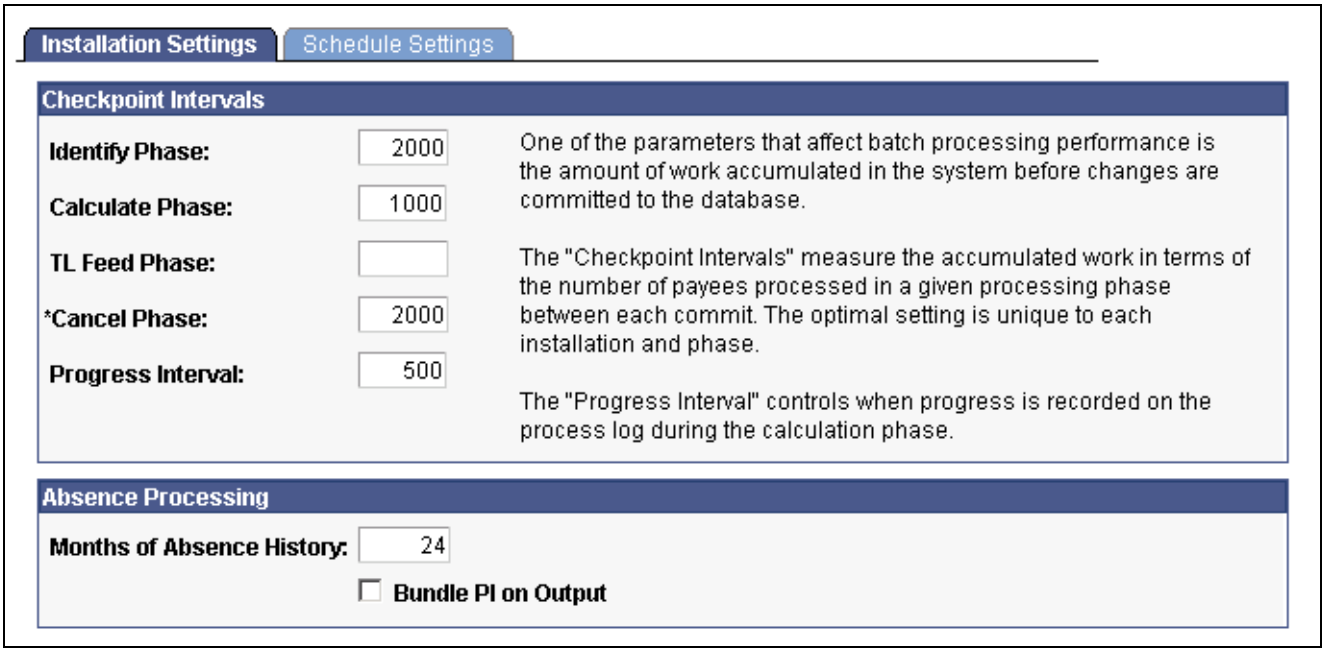
Use the Country field to define the primary country in which your organization does business. This should be the country from which the majority of your payees are paid.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up and Installing PeopleSoft HRMS"

Defining Global Payroll Installation Settings

Access the Installation Settings page.



Installation Settings page

Checkpoint intervals control how many employees are processed between database commits. You can select a different interval for the identify and calculate processing phases. Employees that are *committed* do not need to be recalculated if the run has to be restarted because of a technical error.

TL Feed Phase This field is currently not used.

Progress Interval Controls how often the process writes a line to the process log stating how many employees have been processed.

Months of Absence History Controls how long the system retains daily data for absences.

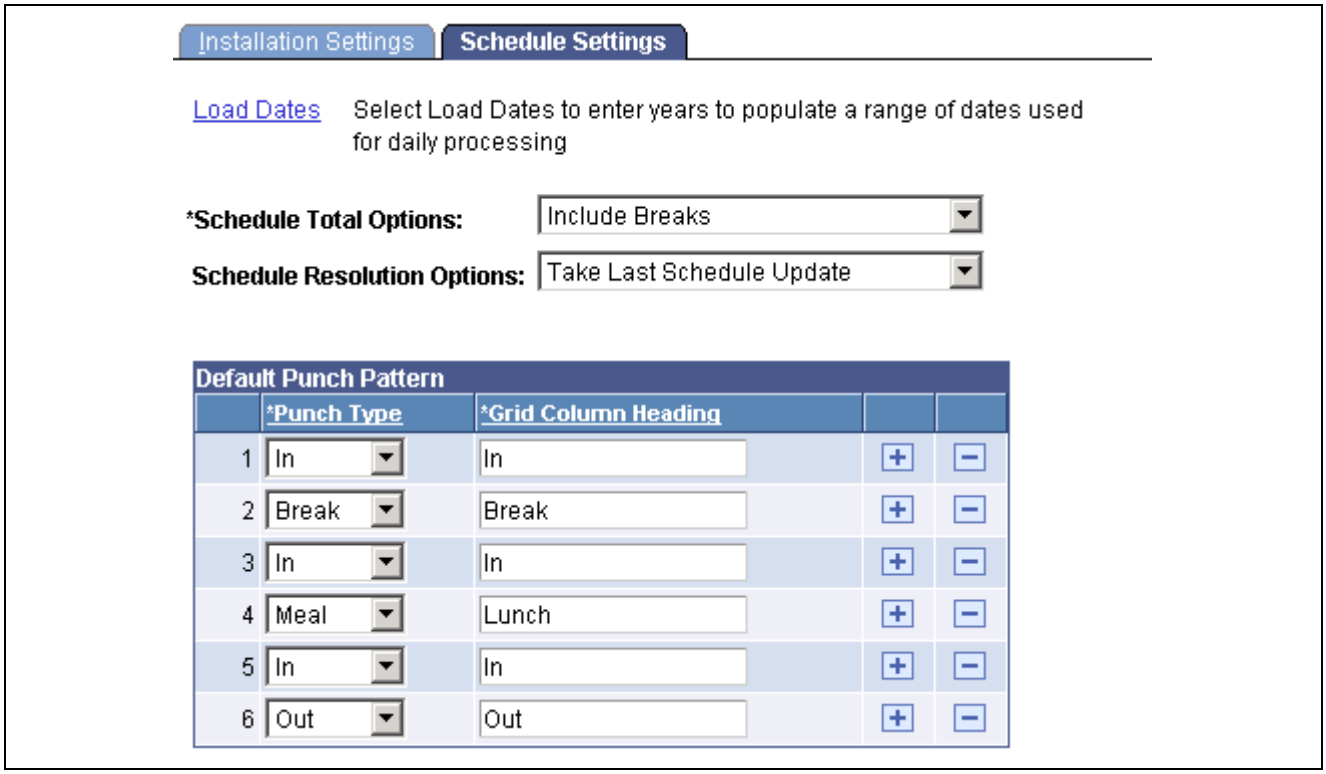
Bundle PI on Output (bundle positive input on output) Selecting this check box causes the system to consolidate positive input during the absence process, when possible, so that you can send a single row of positive input to payroll. Positive input entries for the same absence event that share the same percent and rate are combined; the unit, amount, and base values are summed

See Also

Chapter 24, "Entering and Processing Absences," page 635

Defining Schedule Settings and Loading Dates

Access the Schedule Settings page.



Schedule Settings page

Load Dates Click to access the Dates Table Load page where you can load the range of dates to be used in schedules. Dates from 1994 to 2014 are preloaded. You need only use this feature to load dates before or after this date range.

Schedule Total Options This field applies only if People Soft Enterprise Time and Labor is installed. Specify whether to include or exclude meal times, breaks, or both in the scheduled hours totals on schedule definitions, shift definitions, and the Manage Schedules page. Options are *Exclude Meals and Breaks, Include Meals and Breaks, Include Meals,* and *Include Breaks.* The default is *Exclude Meals and Breaks*.

Schedule Resolution Options Specify how to resolve schedule changes.

Select *Take Last Schedule Update* to have the system use the last update to resolve an employee's schedule, whether the update comes from a third-party, workforce scheduling system or an online override.

Select *Take Online Override* to have the system look for an online schedule override to resolve the schedule for the day. The system does not look for changes from a third-party workforce scheduling system.

Default Punch Pattern

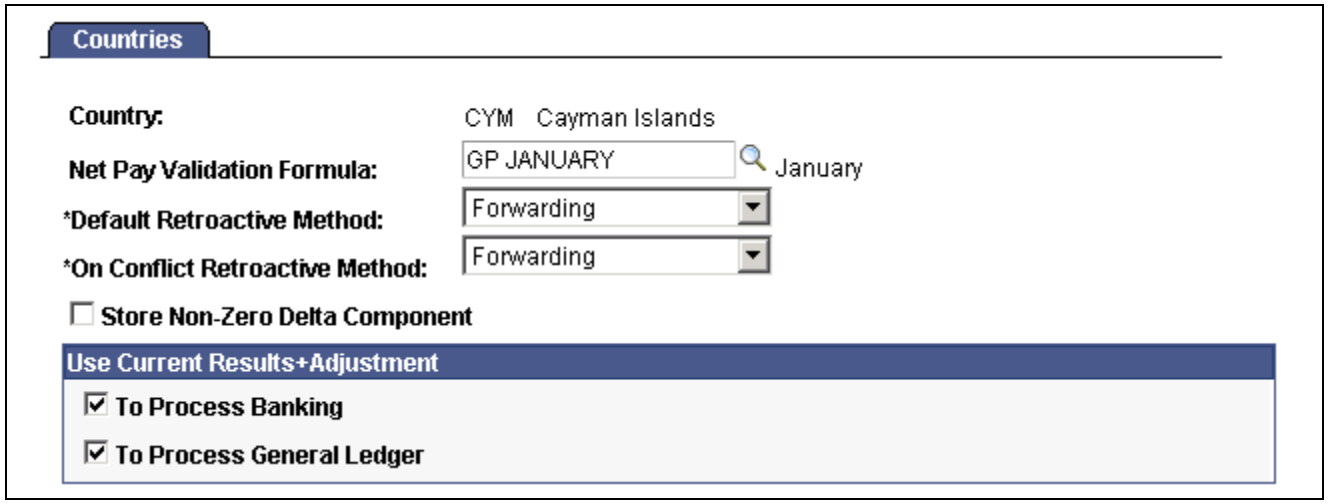
Specify the default sequence for displaying punch types on the scheduling pages. You can also use the Grid Column Heading fields to modify the punch type labels that are to appear as column headings on the schedule pages.

See Also

Chapter 13, "Using Schedules," page 309

Defining Country-Level Setup

Access the Countries page.



Countries page

Net Pay Validation Formula

Select the net pay validation formula to use for this country if you intend to use the net pay validation by priority feature. Net pay validation prevents a deduction from reducing net pay below zero or a minimum amount that you define. With net validation by priority, after the system calculates all deductions according to processing sequence, it resolves the formula that you specify here for each deduction starting with the deduction with lowest priority (the highest priority number). The formula returns a value that tells the system whether to calculate the element, perform net pay validation, do both, or skip the element. Guidelines for creating the formula are provided in the chapter on Defining Processing Elements.

Note. Net pay validation is discussed in detail later in this PeopleBook.

See Chapter 8, "Defining Earning and Deduction Elements," Understanding Net Pay Validation and Arrears Processing, page 205.

Default Retroactive Method

Select a Default Retroactive Method to use for the selected country. Values are *Corrective* and *Forwarding*.

On Conflict Retroactive Method

Select which retroactive method, *Corrective* or *Forwarding*, to use when:

- An employee is associated with more than one paygroup or pay entity.
- Two calendars with the same period ID each use different retroactive methods within the same calendar group.

Store Non-Zero Delta Component

Select this check box in order for the system to store any delta amount or delta component that has a non-zero value, regardless of the setting on the Element Name (GP_PIN) page, Results group box for the element. Clear this check box in order for deltas to inherit the element's store option.

The following table provides an overview of how the system interprets the check box settings at different levels:

Element Store Option	Country Delta Option	Element is Stored	Country is Stored
ON	ON	YES	YES
ON	OFF	YES	YES
OFF	ON	NO	YES
OFF	OFF	NO	NO

Note. Additional information regarding retroactivity is discussed in detail in another chapter in this PeopleBook.

See Chapter 30, "Defining Retroactive Processing," page 753.

Use Current Results + Adjustment

If you select either To Process Banking or To Process General Ledger in this group box, the effect is different depending on the retroactive method.

- If the Default Retroactive Method is *Corrective,* the enhancement does not change the behavior of corrective retroactivity in banking or general ledger.
- If the Default Retroactive Method is *Forwarding,* the system does not reverse prior amounts or post recalculated amounts during retroactive processing. Instead, the system implements current results (V1R1) plus adjustments in banking or general ledger, depending on which check boxes you select.

Note. Additional information regarding what happens during retroactivity in relation to banking and General Ledger is discussed in other chapters in this PeopleBook.

See Chapter 31, "Defining Banking Instructions," page 823 and Chapter 36, "Integrating with PeopleSoft Enterprise General Ledger," page 955.

CHAPTER 4

Working with Payee Data

This chapter provides overviews of payee data, data retrieval from PeopleSoft Enterprise Human Resources, and payroll system and paygroup assignments for a payee, and discusses how to:

- Add a person of interest.
- View payee data.
- Update payee data.
- Share banking data.
- Share schedule data.

Understanding Payee Data

Global Payroll uses payee data that is defined in Human Resources, including job and personal data, banking information, and schedules.

Global Payroll recognizes three payee types:

- Employees.
- Contingent workers.
- Persons of interest with jobs.

All of these payee types can be paid through Global Payroll.

See *PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce*, "Adding a Person in PeopleSoft Human Resources," Adding a Person.

When you add a payee into Human Resources through the Job Data component, you will indicate that Global Payroll is the payroll system for the payee and then assign the payee to a paygroup. The paygroup defines the default processing instructions for the payee, which you can override.

Using elements defined in Global Payroll, you can retrieve payee-specific data from Human Resources during processing. For example, you can use rate code elements to retrieve information for multiple components of pay in Human Resources.

Several areas of Human Resources and Global Payroll integration are country-specific, such as those that deal with job and personal data. For more information about these topics, see the corresponding country-specific documentation for Global Payroll and Human Resources.

Note. Global Payroll provides payee-level security that restricts the payees that a user can view.

See Also

Chapter 35, “Defining Security,” page 941

Understanding Data Retrieval from Human Resources

This section discusses how data in Human Resources is retrieved and used in Global Payroll using these elements:

- Database system elements
- Arrays
- Rate codes
- Frequency
- Triggers

Database System Elements

Database system elements contain payee-related data that is retrieved from Human Resources and commonly used in pay calculations. You don’t have to set up these elements or do anything special to resolve them. They are resolved when they’re used in a calculation.

These Human Resources tables populate database system elements:

- PERSON.
- PERS_DATA_EFFDT (personal data effective date).
- PER_ORG_ASGN_VW.
- JOB (including fields from country-specific sub records).
- PER_ORG_ASGN (person organizational assignment).
- PER_ORG_INST (person organizational instance).
- ADDRESSES.
- CONTRACT_DATA.
- WKF_CNT_TYPE (workforce contract type).

See Chapter 6, “Defining Data Retrieval Elements,” Working with System Elements, page 82.

Using Address Related System Elements

Human Resources can store several different addresses for a payee. In Global Payroll, you can specify which of these addresses you want the system to use. You do this through the use of a formula and a database system element called ADDRESS TYPE.

When you run the payroll process, the system retrieves the address that was effective as of the end date of the segment or slice.

Note. The batch process truncates data that is retrieved by system elements when the data exceeds 30 characters (for character fields) or 12.6 (for numeric fields). For example, system elements for the ADDRESS fields can contain up to 55 characters; however, the system truncates the last 25 characters of data during the batch process.

To identify which payee address you want the system to use:

1. Create a formula that assigns the appropriate character value to the system element ADDRESS TYPE.

   For example, your formula might assign the value HOME to ADDRESS TYPE.

2. Add the formula to a section of the process list.

Note. You can view the different address types on the Address Type Table page, which can be found under Set Up HRMS, Foundation Tables, Personal, Address Type.

See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up Personal Information Foundation Tables," Defining Address Types.

Arrays

An array is an element that retrieves data from any table or view that database system elements do not retrieve. For example, you can use an array to retrieve data from the Benefit table or the Company table in Human Resources for further processing in Global Payroll.

See Chapter 6, "Defining Data Retrieval Elements," Defining Array Elements, page 87.

Rate Codes

You use rate codes to retrieve multiple components of pay data from Human Resources and bring into Global Payroll. The system calculates the values in Global Payroll, rather than transferring the data directly from Human Resources, so that currency conversions can be calculated for every pay run. In Global Payroll, you can define a rate code element and link it to the corresponding rate code that is defined in a Human Resources table.

See Chapter 6, "Defining Data Retrieval Elements," Defining Rate Code Elements, page 109.

Frequency

Human Resources has an effective-dated Frequency table, where you enter the annualization factor for each frequency. Defining the annualization factor is important for payroll processing in Global Payroll.

Global Payroll accesses the same Frequency table as Human Resources and uses it throughout Global Payroll for annualization and deannualization. When you set up a frequency in Human Resources, you associate a factor with it. For example, an annual factor can be equal to one, a monthly factor can be equal to 12, and a weekly factor can be equal to 52.

The frequency formulas used for annualization and deannualization are the same for both Human Resources and Global Payroll:

- (Annualized Amount) = (Amount) × (Frequency Factor)
- (Deannualized Amount) = (Annualized Amount) / (Frequency Factor)

Important! If you change the effective status, frequency type, or annualization factor of an existing frequency on the Frequency Table page in Human Resources, you get a warning message saying that previous calculations using this frequency are out of sync with the new values of the frequency.

When defining earnings and deductions in Global Payroll, the system obtains the frequency factor from Human Resources. The system annualizes the earning or deduction element, according to the specified frequency factor, and deannualizes the earning or deduction element, according to the specified calendar period frequency. The only exception to this rule is when you've specified a generation control frequency. Then, the system annualizes the earning or deduction value according to the specified frequency factor, but deannualizes it according to the generation control frequency.

In Global Payroll, frequency is used with:

- Element definition.
- Generation control.
- Calendar periods (when defining the frequency that's being processed).
- Rate code elements.
- System elements.

See Chapter 8, "Defining Earning and Deduction Elements," Calculation Rules and Components, page 181; Chapter 8, "Defining Earning and Deduction Elements," Frequency and Generation Control Calculations, page 183 and *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up and Working with Frequencies".

Triggers

You can create triggers in Global Payroll to detect changes made to data in Human Resources. This enables Global Payroll to identify payees automatically who need to be recalculated during a payroll run. You can set up retro, segmentation, or iterative triggers. For example, you might want to create a retro trigger that detects changes to job titles, thus telling the system that retroactivity should occur for this event.

Triggers can respond to field-level and record-level data changes; therefore, you can signal the system to perform an action based on a field change in a record or when any data in the entire record changes.

With Global Payroll, you can also create mass triggers. Mass triggers enable you to generate payee triggers based on changes to setup tables. Mass triggers can be established for specific records on specific components.

See Chapter 27, "Setting Up Triggers," page 699 and Chapter 28, "Setting Up Mass Triggers," page 723.

Understanding Payroll System and Paygroup Assignments for a Payee

For each payee that you want to pay through Global Payroll, you must do the following:

1. Select *Global Payroll* as the payroll system on the Installation Table - Products page.
2. Select *Global Payroll* as the payroll system on the Job Data - Payroll page in Human Resources.
3. Assign the payee to a paygroup on the Job Data - Payroll page.

The paygroup assignment determines the default values for the payee's eligibility group, exchange rate type, and use rate as of date. You can override these values for an individual payee on the Job Data - Payroll page.

Note. As part of the general setup for Global Payroll, you must have defined payee job data defaults on the Pay Group Name page prior to selecting a paygroup for a payee on the Job Data - Payroll page.

Note. If you do not select a holiday schedule for the payee on the Job Data - Payroll page, the system uses the holiday schedule assigned to the payee's paygroup during payroll processing.

See Chapter 14, "Defining the Organizational Structure," page 341; *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up and Installing PeopleSoft HRMS" and *PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce*, "Increasing the Workforce".

There are three actions for which you can select a payroll system for a payee:

- Hire.
- Rehire.
- Change of pay system.

During the hire or rehire process, when you select a payroll system for a payee on the Job Data - Payroll page, you create a row with a Payroll System flag that identifies the selected payroll system in each payee's Job record.

You can also select a payroll system by using the action of *Change of Pay System*.

For example, suppose that you initially implemented Human Resources, but used a third-party payroll system. On January 1, 2004, your organization decided to convert to Global Payroll. Now, you can insert a row into the Job record with a new Payroll System flag set to *Global Payroll* and the payee data will be calculated and paid through the Global Payroll system, for pay periods that are in effect as of January 1, 2004.

Points to Remember

Here are some points to remember about assigning Global Payroll as the payroll system:

- In order for a payee to be processed in Global Payroll, the payee must have a Job record, because information about the Payroll System flag and the paygroup are stored on the payee's Job record. This applies to all types of payees - employees, contingent workers, and persons of interest with jobs.
- Global Payroll processes only the payees for whom the Payroll System flag is set to *Global Payroll* for the period of time that the payees are associated with that pay system.
- Global Payroll does not prevent you from changing the Payroll System flag indicator from *Global Payroll* to another payroll system going forward.
- Global Payroll does not prevent you from changing the Payroll System flag indicator from *Global Payroll* to another payroll system retroactively.

  Note. It is recommended that you create retro and period segmentation triggers for the Payroll System flag change.

- When a payee is added to Global Payroll (and the Payroll System flag indicator is set to *Global Payroll*) a row is created in the GP_PAYEE_DATA record.

At this time, the Retro Calculation Begin Date in Global Payroll is set to *Job Effective Date.* During processing in Global Payroll, the earliest effective date that the system allows for retro is the Retro Calculation Begin Date. After that date, the system never updates the Retro Calculation Begin Date. If you need to make a correction, either as a result of a correction to the Job Effective Date or to add a Concurrent Job for Global Payroll with an earlier effective date, you must make the correction manually on the Retro Limits Assignment page in Global Payroll.

See Chapter 30, "Defining Retroactive Processing," page 753.

- There is no integration between pay systems.

  For example, if your organization switches from PeopleSoft Enterprise Payroll Interface to Global Payroll, PeopleSoft does not automatically transfer the balances and the data. You must transfer that information yourself.

System Occurrences When a Job Data Record is Added or Modified

Certain things happen in the system when a Job record is created for a payee. For example, a row is inserted into the Schedule Assignment table, indicating that the person should use the default schedules that are assigned at the paygroup level for Global Payroll and at the work group level for PeopleSoft Enterprise Time and Labor. This occurs regardless of whether or not the payee is paid from Global Payroll.

See Also

Chapter 30, "Defining Retroactive Processing," Retroactive Deletes, page 818

Chapter 27, "Setting Up Triggers," Segmentation Triggers, page 704

PeopleSoft Enterprise Time and Labor 8.9 PeopleBook, "Setting Up Time Reporters," Assigning Schedules to a Group

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up and Installing PeopleSoft HRMS," Selecting PeopleSoft Applications for Your Installation

Adding a Person of Interest

This section provides an overview of a person of interest to and discusses how to add a person of interest.

Understanding a Person of Interest

A person of interest is defined as someone who is not an employee or a contingent worker, but is paid through the system. If a person of interest is paid through Global Payroll, he or she will be added to the system, with the person of interest type defined as *Global Payroll Payee.*

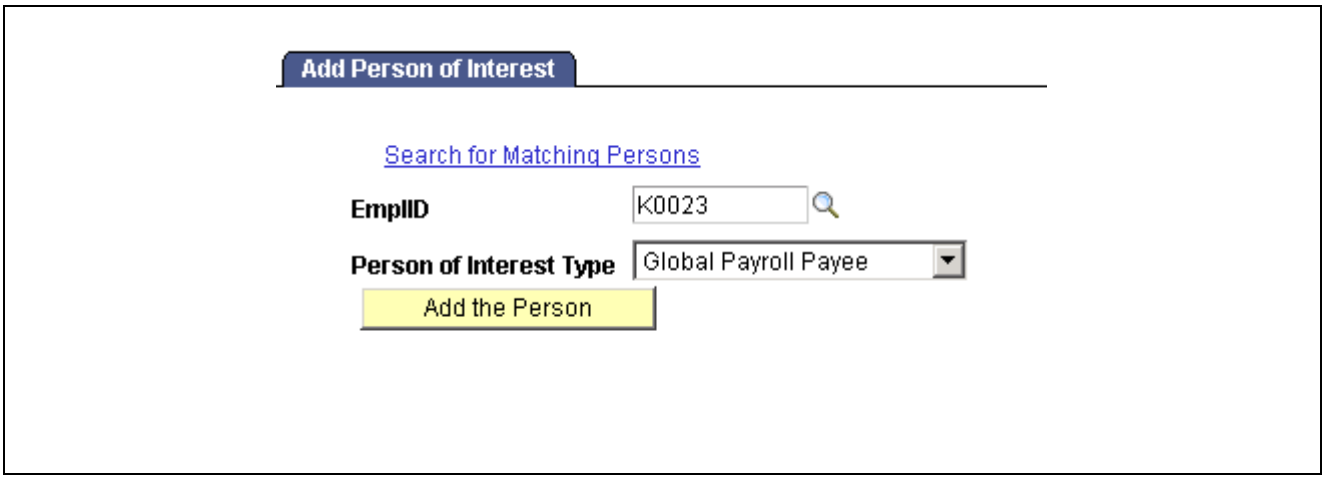
You can add a person of interest using the Add a Person of Interest component in Global Payroll. This component is the same as the Add a Person component in Human Resources. You can add a person of interest through either application, but having the Add a Person of Interest component in Global Payroll makes it easy for you to add Global Payroll-specific payees within a Global Payroll menu.

Page Used to Add a Person of Interest

Page Name	Object Name	Navigation	Usage
Add Person of Interest	GP_ADD_PERSON	Global Payroll & Absence Mgmt, Payee Data, Add a POI Payee, Add a Person of Interest	Add a person of interest payee in Global Payroll.

Adding a Person of Interest

Access the Add Person of Interest page.



Add Person of Interest page

EmplID Enter the employee ID for the person.

Person of Interest Type Select *Global Payroll Payee* to indicate that this person is to be paid through Global Payroll.

Add the Person When you set up a Global Payroll person of interest, and you click the Add the Person button, you will be taken to the Personal Data component in Human Resources to enter person related information where you can add the organizational relationship (Global Payroll Person of Interest Payee). Next, you'll be taken to the Job Data component in Human Resources to enter payroll related data such as payroll system and paygroup.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, "Adding a Person in PeopleSoft Human Resources"

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce, "Increasing the Workforce"

Viewing Payee Data

This section provides an overview of payee data pages in Global Payroll and discusses how to view job information.

Understanding Payee Data Pages in Global Payroll

Global Payroll contains two payee data-related pages: Job Information and Retro Limits Assignment. This section discusses how to view job data for a payee on the Job Information page. The Retro Limits Assignment page is discussed later in this PeopleBook.

See Also

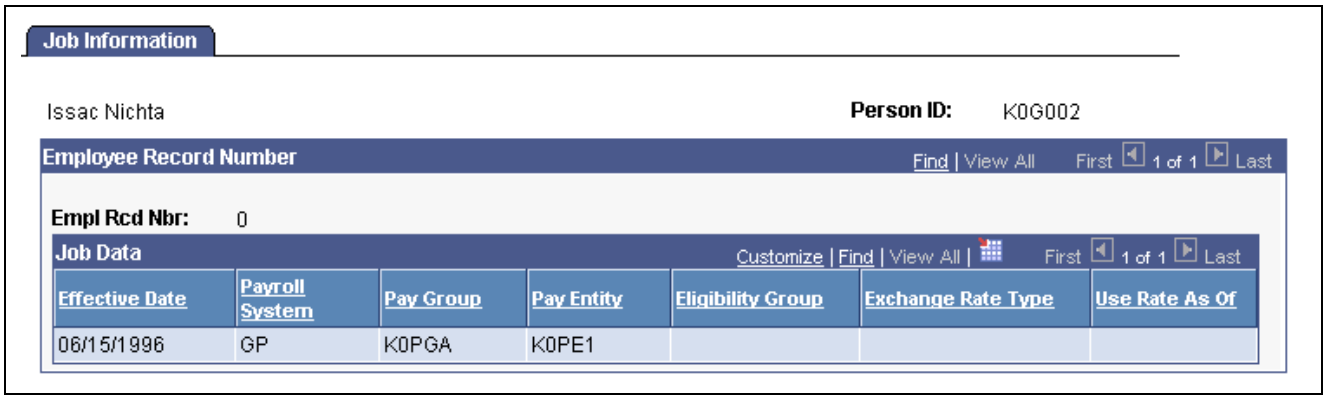
Chapter 30, "Defining Retroactive Processing," Defining Backward and Forward Retroactive Processing Limits, page 779

Page Used to View Job Information

Page Name	Object Name	Navigation	Usage
Job Information	GP_PYE_DATA	Global Payroll & Absence Mgmt, Payee Data, Review Job Information, Job Information	View Global Payroll-specific information that is stored for a payee on the Job record in Human Resources, as well as the pay entity that is associated with the paygroup on the Job record.

Viewing Job Information

Access the Job Information page.



Job Information page

To change data that appears on this page, you must update the Job record in Human Resources using the Job Data - Payroll page or one of the other Job Data components.

Payroll System Displays the payroll system for the payee. Values are:

GP (Global Payroll)

NA (Payroll for North America)

OT (Other)

PI (Payroll Interface)

Pay Group Displays the paygroup for the payee.

Pay Entity Displays the pay entity for the payee.

Eligibility Group	Displays the eligibility group for the payee.
Exchange Rate Type	Displays the currency exchange rate type for the payee. Values are stored in Human Resources and are not unique to Global Payroll.
Use Rate As Of	Displays the effective date that is used when retrieving the currency conversion rate. Values are *Pay Period Begin Date, Pay Period End Date,*and *Payment Date* (based on the Calendar ID).

Note. The Eligibility Group, Exchange Rate Type, and Use Rate As Of fields appear only if they are overridden at the payee level. These fields are blank if the default values from the paygroup are used.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up and Working with Currencies," Viewing Information About Current Exchange Rate Calculations

Chapter 30, "Defining Retroactive Processing," Defining Retro Processing Limits at the Payee Level, page 785

Updating Payee Data

When you need to change job or personal data for a payee, be sure to add a new effective-dated row. Making changes to an existing row in Job Data or Personal Data can lead to data corruption.

For example, suppose that you run the payroll process and then change a payee's data in an existing Job or Personal Data row. If you change a payment key, the system tries to run retroactive processing to reverse the old payment. However, it will not find a Job row that matches on payment keys with any deltas that are created for the reversed segment and sets the payment in error.

To correct this, change the Job row back to the way it was and insert a new row with a different effective sequence.

Sharing Banking Data

Global Payroll uses the Bank table, Bank Branch table, and Source Bank Accounts table that reside in Human Resources. You can use these tables to define general bank information, such as bank name, address, account name, and bank ID.

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

Global Payroll includes additional banking pages that you use to define bank account information and disbursement details for a payee.

See Chapter 31, "Defining Banking Instructions," page 823.

Sharing Schedule Data

This section discusses how to:

- Share the holiday schedule with Human Resources.
- Share schedule assignments with Time and Labor.

Sharing the Holiday Schedule with Human Resources

Global Payroll uses the holiday schedule that is created in Human Resources. Holiday schedule information is stored on a payee's Job record. Global Payroll uses the holiday schedule during absence processing to create daily data and update leave balances. It also uses the holiday schedule to resolve count elements during payroll and absence processing.

If a holiday schedule is not defined for a payee at the job level in Human Resources, Global Payroll uses the holiday schedule defined for the payee's paygroup. (The holiday schedule defined for the paygroup does not appear, by default, on the Job record.)

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Organization Foundation Tables," Setting Up Holiday Schedules

Chapter 14, "Defining the Organizational Structure," page 341

Sharing Schedule Assignments with Time and Labor

Global Payroll and Time and Labor use many of the same pages and records for setting up and assigning work schedules. If you're using both applications, you may need to create and assign schedules only once.

Global Payroll handles batch processing for schedule assignments differently than Time and Labor. When processing in Global Payroll, if a payee is using the default work schedule, the system retrieves the default work schedule from the paygroup definition. In Time and Labor, if the payee is using the default work schedule, that system retrieves the default work schedule from the workgroup definition.

In Global Payroll, you can also assign a schedule to a payee other than the paygroup default. You can assign schedules and alternate schedules individually to payees on the Assign Work Schedule page (Primary Details tab and Alternate Details tab).

Points to Remember

Here are some points to remember about work schedules:

- A payee's default work schedule and alternate work schedule are not stored on the Job record.

  This information is stored on the PS_SCH_ASSIGN table that is shared by Time and Labor and Global Payroll. When a payee is hired, the system creates a new row and sets the payee to use the default work schedule.
- You can override a payee's default work schedule and alternate work schedule information at the payee level on the Assign Work Schedule page (Primary Details tab and the Alternate Details tab).

See Also

Chapter 13, “Using Schedules,” Assigning Work Schedules, page 325

Chapter 38, “Integrating with PeopleSoft Enterprise Time and Labor,” page 1013

Chapter 14, “Defining the Organizational Structure,” page 341

CHAPTER 5

Defining General Element Information

This chapter provides overviews of elements, categorization of elements, data retrieval elements, calculation elements, and organizational elements, and discusses how to:

- Define element types.
- Define entry types.
- Select entry types and display record.field combinations.
- Define industries and categories.
- Define element names.
- Update component element information.
- Define suffixes.

Understanding Elements

There are many types of elements; each has a unique purpose. Elements can be grouped into different categories, depending on how each one is used. An element can be used to retrieve data, calculate a formula, or organize the framework for a system. Some elements stand on their own, while others, called *supporting elements,* are building blocks for other elements.

Before defining elements, you perform some basic, one-time setup tasks—such as, defining element types and entry types—to help classify your elements so that they make the most sense for your organization.

Although each element type is unique, all element types share a common set of attributes that are defined and stored the same way. Once you've defined an element name, you can add information (such as rules) to the element through its component.

Understanding Categorization of Elements

Elements can fall into different categories, depending on how they're used. This table categorizes elements by function:

Data Retrieval Elements	Calculation Elements	Organizational Elements
System Elements	Variables	Element Groups
Arrays	Dates	Sections
Writable Arrays	Duration	Process Lists
Brackets	Formulas	
Rate Codes	Rounding Rules	
Fictitious Calculations	Counts	
Historical Rules	Proration Rules	
	Earnings	
	Deductions	
	Absence Entitlements	
	Absence Takes	
	Accumulators	
	Generation Control	

Elements can also be categorized by element type: primary element, supporting element, or other type. A primary element can stand alone. A supporting element is used to create other, more complex elements, such as earning or deduction elements. Other elements are used to represent things like eligibility criteria, accumulators, and certain types of rules.

This table categorizes elements by element type:

Primary Elements	Supporting Elements	Other Elements
Earnings	System Elements	Historical Rules
Deductions	Arrays	Rounding Rules
Absence Entitlements	Brackets	Proration Rules

Primary Elements	Supporting Elements	Other Elements
Absence Takes	Rate Codes	Accumulators
	Variables	Fictitious Calculations
	Dates	Element Group
	Durations	Sections
	Formulas	Process List
	Counts	Generation Control
	Writable Arrays	

Understanding Data Retrieval Elements

PeopleSoft delivers some data retrieval elements; you can define others. This section discusses:

- System elements
- Arrays
- Writable arrays
- Brackets
- Rate codes
- Fictitious calculations
- Historical rules

System Elements

System elements are delivered and maintained by PeopleSoft. You never have to change system elements or do anything special to define them. You cannot add system elements; however, you can rename them. Once the data in a system element is retrieved, you can use the data in any element that you create.

There are two types of system elements:

- Database system elements

  Think of database system elements as payee-related elements. They contain data that can be used frequently in a calculation, such as department ID, location, and personal data. Database system elements are resolved only when they are used in a calculation.

- System-computed elements

System-computed elements are populated by the payroll process, but are not physical database fields. They are resolved at different times, depending on their purposes. If, when, and how often a system-computed element is resolved depends on its type.

For example, Pay Period End Date and Period Type are resolved at the beginning of every gross-to-net calculation; daily data, which is used in absence calculations, is calculated daily. Other system-computed elements, such as those that are used with rate codes, are resolved only when a rate code element is encountered in a calculation.

See Also

Chapter 6, "Defining Data Retrieval Elements," Working with System Elements, page 82

Arrays

An array is a link between a field and an element. An array retrieves data that's stored on the database tables that Global Payroll does not automatically provide in system elements. You can use arrays to retrieve complex data that's stored in any table outside Global Payroll. For example, you can create an array to retrieve birthday data for a payee's dependents from the DEPENDENT_BENEF table in PeopleSoft Enterprise Human Resources.

Arrays are temporary tables that the COBOL programs use to store data during processing. Once processing is complete, the programs write the data from the temporary arrays to the output tables.

Using an array is a two-step process:

1. Retrieve data from the database.
2. Use that data for further processing.

When defining an array, you must provide enough data to the system so that it can perform both steps.

See Also

Chapter 6, "Defining Data Retrieval Elements," Defining Array Elements, page 87

Chapter 3, "Introducing the Core Application Architecture," Arrays Used in Batch Processing (Technical), page 21

Writable Arrays

A writable array writes the values of user-defined elements into a row in a table. Writable arrays are in many ways the opposite of standard arrays.

You can use writable arrays to populate your own result tables. You use PeopleSoft Application Designer to create the result table, and then you use the writable array pages in Global Payroll to define the element that populates the table during batch processing.

See Also

Chapter 6, "Defining Data Retrieval Elements," Defining Array Elements, page 87

Brackets

You use brackets to look up and retrieve database table values. After you've defined a table, the system finds a corresponding row on that table and returns the value of the bracket. This value is available for use in other items such as formulas.

For example, say that your organization gives bonuses based on seniority. You build a bracket that lets you look up the correct bonus amount based on a payee's years of service.

Note. It's important that you define all the building blocks that are associated with your lookup needs before you define your bracket.

See Also

Chapter 6, "Defining Data Retrieval Elements," Defining Bracket Elements, page 99

Rate Codes

You use rate codes to resolve multiple components of pay, including base pay and non base pay. Rate codes retrieve multiple components of pay data from Human Resources and bring that data into Global Payroll. The system calculates the values in Global Payroll, rather than transferring the data directly from Human Resources so that currency conversions can be calculated for each payroll run.

HR rate codes (Human Resources rate codes) are not automatically resolved in Global Payroll. To pay the rate code, you set up an earnings element in Global Payroll and use the rate code element within the definition of that element. You must define an earnings element for every rate code element that you want to pay.

Note. When you define a rate code element in Global Payroll, you associate it with a predefined HR rate code. The Global Payroll rate code element is automatically created only if the HR rate codes are defined when Global Payroll is installed.

Note. Global Payroll cannot map to rate matrices. Global Payroll can only map to simple rate codes.

See Also

Chapter 6, "Defining Data Retrieval Elements," Defining Rate Code Elements, page 109

Fictitious Calculations

You use fictitious calculations to perform temporary recalculations on prior periods. Temporary recalculations enable the system to calculate something and return the value without storing it. After the system calculates something, the system deletes it.

A fictitious calculation is started from inside a normal calculation. It is run for one payee and a specified set of time periods.

One example of using fictitious calculation is for maternity leave. Let's say that your organization gives three months of maternity leave to payees. The average net of three months is calculated only when a certain condition (in this case, maternity) is met. As long as the payee remains in this status, the average is needed. If certain values change, the average must be recalculated for the original three periods, even if the change in values is effective-dated for a later date.

See Also

Chapter 6, "Defining Data Retrieval Elements," Defining Fictitious Calculation Elements, page 117

Historical Rules

You use historical rule elements to set up rules that retrieve data from prior periods. You can use historical rules in formulas and in fictitious calculations.

An example of using historical rules is when you want to create a rolling average three-month salary. Let's say that you are currently in the April pay period (end of month). You can define a historical rule to go back three months, to the beginning of January, to average a payee's salary. As you move into the May pay period, the three months roll forward so that the calculation of the average is always based on the last three months.

A historical rule can be:

- Attached to an earning or deduction element on the Definition page.
- Attached to any element that's stored in the Global Payroll Earnings/Deductions results table, the Global Payroll Accumulator results table, or the Global Payroll Element results table.
- Used by fictitious calculation elements to find periods to recalculate.

See Also

Chapter 6, "Defining Data Retrieval Elements," Defining Historical Rule Elements, page 123

Understanding Calculation Elements

You use calculation elements to perform calculations such as formulas, earnings, and deductions.

This section discusses:

- Variables
- Dates
- Duration
- Formulas
- Rounding rules
- Counts
- Proration rules
- Earnings
- Deductions
- Absence entitlements
- Absence takes
- Accumulators
- Generation control

Variables

You use a variable element to define and store a value such as a character, date, or number. You can also define a variable to help create generic formulas by defining the variable with a field format of an element pointer. For example, if you find that you are using the same values over and over in a calculation, define a value as a variable element and use that variable wherever it appears in your formulas and calculations.

For example, assume that on January 1, you have three formulas and two earning elements that use a monetary factor of 20 in their calculations, and that this factor is scheduled to change on April 1 to a factor of 25. Without a variable element, you would have to make five effective-dated changes. However, if you define this factor as a variable element, you make just one effective-dated change. You can then use the new factor of 25 anywhere that the variable is used.

Variables are the only items that are used with arrays. When you create an array, you retrieve the values into variables.

See Also

Chapter 7, “Defining Calculation Elements,” Defining Variable Elements, page 142

Dates

Using the date element, you can calculate a date by starting with an existing date and adding to or subtracting from it to come up with a new date. For example, to determine the date for a payee’s five years of service, start with the payee’s hire date and add five years to it.

You can also parse parts of a date. For example, if you want only the year of a date to be returned, use a date element to parse out the years, months, or days of the date.

See Also

Chapter 7, “Defining Calculation Elements,” Defining Date Elements, page 145

Duration

You use a duration element to calculate the period of time between two dates. A duration is the result of subtracting one date from another and is expressed as a number. You define duration in years, months, or days.

For example, to determine a payee’s age, calculate the duration between the payee’s birth date and the calendar period end date.

See Also

Chapter 7, “Defining Calculation Elements,” Defining Duration Elements, page 132

Formulas

You use a formula element to calculate any type of formula. With a formula element, you create your own unique element. You can enter sophisticated rules, mathematical formulas, and iterative calculations as formula elements.

For example, you can define a formula to calculate an employee’s vacation entitlement, quarterly bonus pay, or contributions to a pension plan.

See Also

Chapter 7, “Defining Calculation Elements,” Defining Formula Elements, page 149

Rounding Rules

You use a rounding rule to apply rounding to something such as a formula or an earnings element. When you perform calculations that resolve to a numerical value, you use rounding rules to round the resultant value to suit your needs. A rounding rule resolves to 1, if rounding is successful, or 0, if rounding is not successful.

For example, let’s say that you define a rounding rule that truncates resolved values to two decimal places. During a calculation, you get a resolved value of 2.833333. The rounding rule truncates the value to 2.83.

You specify whether you want to round based on a certain size, such as a number of digits or decimals, or round to an incremental value. You also select the type of rounding: Nearest, Round Up, Round Down, or Round Up if Greater Than or Equal To, Else Down.

See Also

Chapter 7, “Defining Calculation Elements,” Defining Rounding Rule Elements, page 160

Counts

Counts are a way to calculate and summarize something on a daily basis. For example, you might track the number of hours that a payee worked. A count element provides a day-by-day check of the hours worked and keeps adding to a value for a defined period of time.

Once you define the calculation rules for a count, you can associate it with a proration rule. When segmentation occurs, the count elements used in the proration rule determine the numerator and denominator to use for prorating amounts.

See Also

Chapter 7, “Defining Calculation Elements,” Defining Count Elements, page 166

Proration Rules

You can use a proration rule to prorate a value when segmentation occurs. A proration rule generally works in conjunction with segmentation.

A proration rule defines a numerator and a denominator to apply to an amount during segmentation. A proration rule defines the *from* and *to* dates for a count.

As an example, for a pay period of June 1–30, with one segment from June 1 to June 10, you define the *numerator* as the time of the segmentation (June 1 to June 10) and the *denominator* as the time of the entire pay period (June 1 to June 30). Therefore, you set up your formula as 10/30, and the proration rule resolves to .333.

See Also

Chapter 7, “Defining Calculation Elements,” Defining Proration Rules, page 168

Earnings

You use earning elements to define all types of compensation for a payee, including salary, fees, bonuses, commissions, pensions, and retirement pay.

You can define the following four types of calculation rules for earning elements:

- *Amount*
- *Base * Percent*
- *Unit * Rate*
- *Unit * Rate * Percent*

For example, you can define an earnings element as EARNINGS1 = Unit * Rate. The components of this element (Unit and Rate) take on the same attributes as the element itself. If you change the values of the element, the values of the components also change. Once you define an earnings element, you can reuse its components so that you don't have to redefine components for every new element.

See Also

Chapter 8, "Defining Earning and Deduction Elements," Defining Earning Elements, page 189

Deductions

You use deduction elements to define different types of deductions for a payee. Deductions can be voluntary, such as those for retirement plans, or statutory, such as taxes and garnishments.

In addition to the rate, unit, base, and percent components, the system creates three other components for deductions:

- Amount not taken
- Payback amount
- Add to arrears

The system also creates an arrears balance accumulator to keep track of a payee's arrears. An arrears is a way to store deductions that the system cannot take from a current pay run because of insufficient net pay.

See Also

Chapter 8, "Defining Earning and Deduction Elements," Defining Deduction Elements, page 204

Absence Entitlements

You use absence entitlement elements to track absences such as vacations or leaves of absence. There are two types of absence entitlements:

- Per frequency

  The entitlement amount is calculated, regardless of whether there is an absence.

  As an example, say that payees receive 12 days of vacation per year and that this entitlement is accumulated at 10 hours per month. This entitlement is a fixed, predetermined amount that is calculated and updated monthly, regardless of whether it is used.

- Per absence

  The entitlement amount is calculated only if there is an absence.

See Also

Chapter 11, “Understanding Absence Management,” page 253

Chapter 12, “Defining Absence Elements,” Defining Absence Entitlement Elements, page 273

Absence Takes

You use an absence-take element to define the conditions that must be met for an absence to be paid. An absence take involves defining rules for minimum and maximum absence takes. You set up absence takes to accumulate in hours, days, or other units.

For example, if your organization gives payees 12 days of vacation each year, and a payee goes on vacation for five days, the absence take for the payee is five days.

Once you’ve defined your absence take rules on the Absence Take pages, you can track absences by entering them on the Absence Event Entry page.

See Also

Chapter 11, “Understanding Absence Management,” page 253

Chapter 12, “Defining Absence Elements,” Defining Absence Take Elements, page 283

Accumulators

You use accumulator elements to store and track balances. You can store an accumulator for a designated period of time. For example, you can store gross pay data for one year. The system can create accumulators automatically *(automatically generated accumulators)* or you can create them manually *(additional accumulators)*.

You can add or subtract elements with accumulator members and define begin and end dates.

There are two types of accumulators:

- Payment accumulators, which accumulate values through gross-to-net calculation.
- Balance accumulators, which accumulate values over a period of time, such as a month or a year.

You can also define the level at which you want to track a balance. For example, you can track a balance by payee record number, payee ID, department, or organization. You set up the tracking levels that work best for your organization.

See Also

Chapter 10, “Setting Up Accumulators,” page 241

Chapter 8, “Defining Earning and Deduction Elements,” Automatically Generated Accumulators, page 182

Generation Control

You use a generation control element to determine whether an element should be resolved. You define parameters for an element on the Conditions page. You can define these parameters at different levels, such as HR Status, Action, Frequency, Segment Status, and Formula.

For example, let’s say that a payee is paid weekly and has a monthly medical deduction of 100 that is to be deducted only once a month. You define the Generation Control - Frequency parameters so that this deduction is taken out only on the first pay period of the month.

See Also

Chapter 7, “Defining Calculation Elements,” Defining Generation Control Elements, page 170

Understanding Organizational Elements

You use organizational elements to define the structure and framework for the system, such as the processing framework (process lists and sections) and organizational structure (element groups).

In the overall-processing framework, the calendar ties the element group (on the payee side) to the section and ties the process list to the process.

This section discusses:

- Element groups
- Sections
- Process lists

Element Groups

You use element groups to group elements that you associate with eligibility groups. You associate eligibility groups with paygroups and list sets.

You define element groups based on your organizational needs. For example, if your organization has a simple payroll system, you might group all earnings into one element group and all deductions into another element group and use the two element group names to specify all earnings and deductions.

See Also

Chapter 14, “Defining the Organizational Structure,” Defining Element Groups, page 343

Chapter 33, “Managing Applications and List Sets,” page 871

Sections

Sections are groups of elements that you add to a process list. Sections tell the system what elements to resolve when processing a payroll or absence run and the sequence for resolving them. The order of sections is important because it determines the order in which your elements and calculations are processed.

There are five types of sections:

- Standard, which is used for regular processing.
- Generate Positive Input, which is used to create positive input for a different calendar pay period.
- Payee, which is used to specify which elements should be processed and in what sequence, at the payee level.
- Sub-Process, which is used for net-to-gross calculations and other iterative processes.

  For example, you can create a payee section to process garnishments for a payee.
- Absence Take, which is used to process absences according to date order.

See Also

Chapter 15, “Defining Processing Elements,” Setting Up Sections, page 372

Process Lists

You use process lists to control the order in which sections are processed during a payroll run. A process list identifies accumulators that are used to calculate gross and net pay and specifies whether the process is for a payroll or absence process.

You can create a general or specific process list, based on your organization’s needs. For example, you can create a process list for the different types of earnings that a payee can have, including earnings for regular, absence, bonus, and commissions.

See Also

Chapter 15, “Defining Processing Elements,” Functions of Process Lists, page 369

Chapter 15, “Defining Processing Elements,” Understanding Process List, page 378

Defining Element Types

To define element types, use the Element Types (GP_PIN_TYPE) component.

This section provides an overview of element types and codes and discusses how to define element types.

Understanding Element Types and Codes

PeopleSoft delivers the data for the Element Types page, which is used in batch processing to resolve the valid element types with the utility program. This table lists the 2-character codes and corresponding element types that PeopleSoft delivers:

Element Type Code	Element Type
AA	Auto Assigned
AC	Accumulator
AE	Absence Entitlement
AR	Array
AT	Absence Take
BR	Bracket
CT	Count

Element Type Code	Element Type
DD	Deduction
DR	Duration
DT	Date
EG	Element Group
EM	Error Message
ER	Earnings
FC	Fictitious Calculation
FM	Formula
GC	Generation Control
HR	Manage Historical Data Rule
PO	Proration Rule
PR	Process
RC	Rate Code
RR	Rounding Rule
SE	Section
SY	System Element
VR	Variable
WA	Writable Array

You can modify the utility program, but it is recommended that you do not. Instead, create a new element type and utility program to resolve the new element type. Add the new element type and associated programs on the Element Type page.

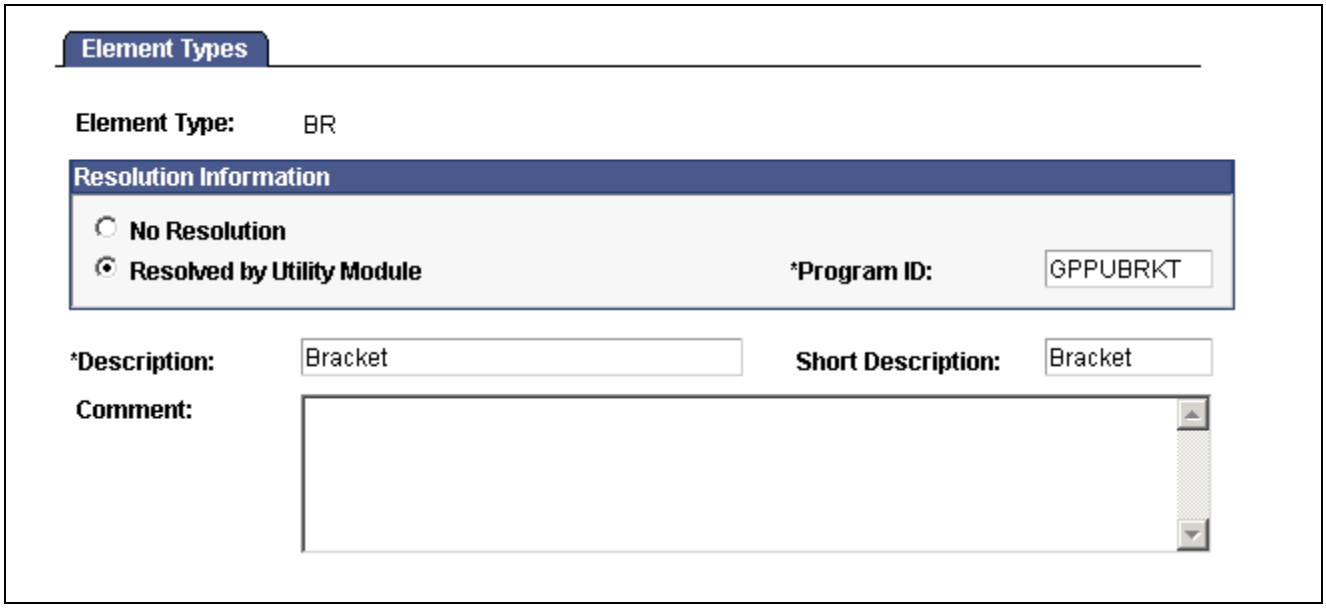
Note. If you know an element name, but you don't know what type of element it is, you can find this information on the Element Name inquiry page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, View Element Names). There is no security on the inquiry page, so users can view all elements on this page.

Page Used to Define Element Types

Page Name	Object Name	Navigation	Usage
Element Types	GP_PIN_TYPE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Element Types	Define element types, such as arrays, brackets, and earnings. You can also define the program ID that's used to resolve each element.

Defining Element Types

Access the Element Types page.



Element Types page

Element Type Displays the element type value that you selected in the entry dialog box.

Resolution Information

No Resolution Select if you don't want the element resolved. In this case, the element that is associated with the element type is just a point of reference. For example, a paygroup is a collection of elements and never resolves to a value. This option is used in batch processing. The PIN manager checks the element type to determine whether any resolution is needed.

Resolved by Utility Module Select if you want the element that is associated with the element type to be resolved by a utility program that is delivered by PeopleSoft or created by you.

Program ID Select the utility program that is used to resolve each element. Program ID data is delivered by PeopleSoft.

When a batch process that is running encounters an array element, the process first looks to see which program should be called to resolve the element. This field provides a link for batch processing between an element type and the utility program that is to be used to resolve that element type.

Note. If you selected *No Resolution* in the Resolution Information group box, this field is unavailable for entry.

Defining Entry Types

To define entry types, use the Entry Types (GP_ENTRY_TYPE) component.

This section provides an overview of entry types and discusses how to define entry types and element groupings.

Understanding Entry Types

Elements can use other elements. Sometimes there are restrictions on the types of elements that you can use in certain places. For example, it doesn't make sense to have an earnings element use an absence entitlement element in its calculation process. To restrict the entry types that are entered into an element definition, you use the Entry Types page.

Entry types can be elements, but they don't have to be. For example, an entry type can be an element name, an amount, or a date. You use entry types to determine what you're going to enter initially. The information from the Entry Types page is stored for every element.

For example, let's say that you have an earnings (EARNINGS1) with a calculation rule that is defined as EARNINGS1 = Amount. Because it's defined as an amount, entry types for EARNINGS1 can include numeric variables, numeric formulas, and numeric values, but you cannot enter a date in the amount field.

You use the Entry Types page mainly to associate a corresponding prompt view to use if the entry type is selected online. For each entry type that's defined, you associate a prompt view with it. For some entry types, you also associate additional, special prompts to be used for security and override areas (related to the Override fields on the Element Name page). Entry type prompts are closely related to entry types. Use an entry type prompt to indicate the entry types for a field in the application. The entry type prompts are then used and attached through Global Payroll so that only those entry types are available. Based on the entry type that you selected, you go to the prompt views that are indicated for that entry type to get a list of elements to select from.

See Also

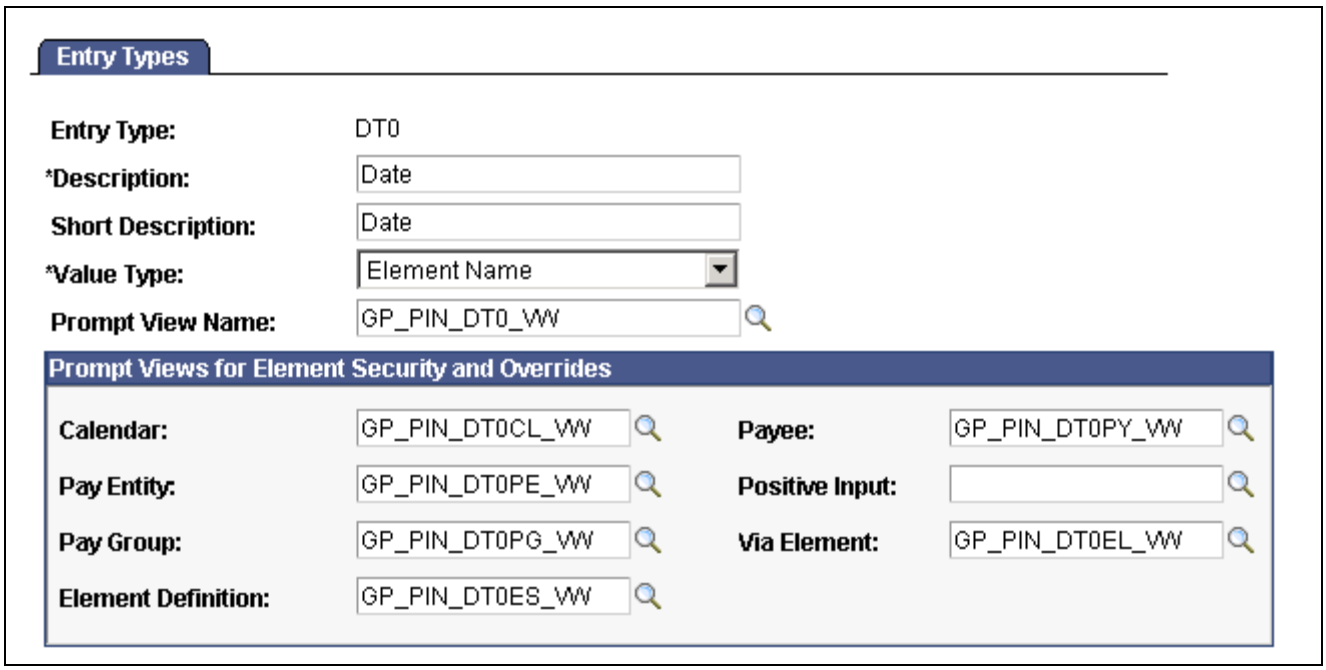
Chapter 5, "Defining General Element Information," Defining Entry Types for Prompt Views, page 64

Page Used to Define Entry Types

Page Name	Object Name	Navigation	Usage
Entry Types	GP_ENTRY_TYPE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Entry Types	Enter entry types and define unique groupings of elements.

Defining Entry Types and Element Groupings

Access the Entry Types page.



Entry Types page

Value Type Select the type of field that appears on a page when an entry construct is used. Values are: *Character, Date, Element Name, Integer, Not Applicable,* and *Numeric.* If you select *Element Name,* you can enter information into the Prompt Views for Element Security and Overrides group box. For all other values, this group box is unavailable for entry.

Prompt View Name Displays the value that appears in the Valid Entry Type field on the Entry Type Prompts page. Instead of hard-coding the values in the view text, the system controls the prompt by defining the values on the Entry Types page.

Prompt Views for Element Security and Overrides

Calendar, Payee, Pay Entity, Positive Input, Pay Group, Via Element, and **Element Definition** These fields are related to the Override Levels check boxes on the Element Name page. You can enter overrides at various levels and control additional security in prompt views. For example, if you are on the Pay Entity page, the system looks for the Pay Entity prompt view first (instead of the prompt view name). All eight prompt views (including the prompt view name and the seven prompt views in this group box) have the same purpose, but are coded differently. The prompt views in this group box also look at the security check boxes on the Element Name page.

Selecting Entry Types and Displaying Record.Field Combinations

To define entry type prompt settings, use the Entry Type Prompts (GP_ENTRY_PROMPT) component.

This section provides an overview of prompt views and discusses how to:

- Define entry types for prompt views.
- Display record.field combinations.

Understanding Prompt Views

Prompt views are associated with an entry type to determine the list of valid values available in a field. Usually, before you select an actual element, you are prompted to select the entry type itself. This entry type is used to define what type of element is going to be used or whether a straight character, numeric, date, and so on is to be used. Based on the entry type that you select, you can prompt correctly on the next field.

For example, when you select a calculation rule on the Earnings Calculation page, the corresponding entry type fields appear on the page. If the calculation rule is Amount, you see two fields next to the Amount label: the first is the entry type and the second is the actual selection. The Entry Type field might display values of *Numeric, Accumulator, Bracket, Deduction, Earning, Formula, Payee Level, Rate Code,* and *Variable,* all of which are entry types. For example, if you select *Variable,* when you press the TAB key to move out of the field and you prompt against the second field, only the variables appear as valid values. (If you had selected *Bracket,* only brackets would appear as valid values.)

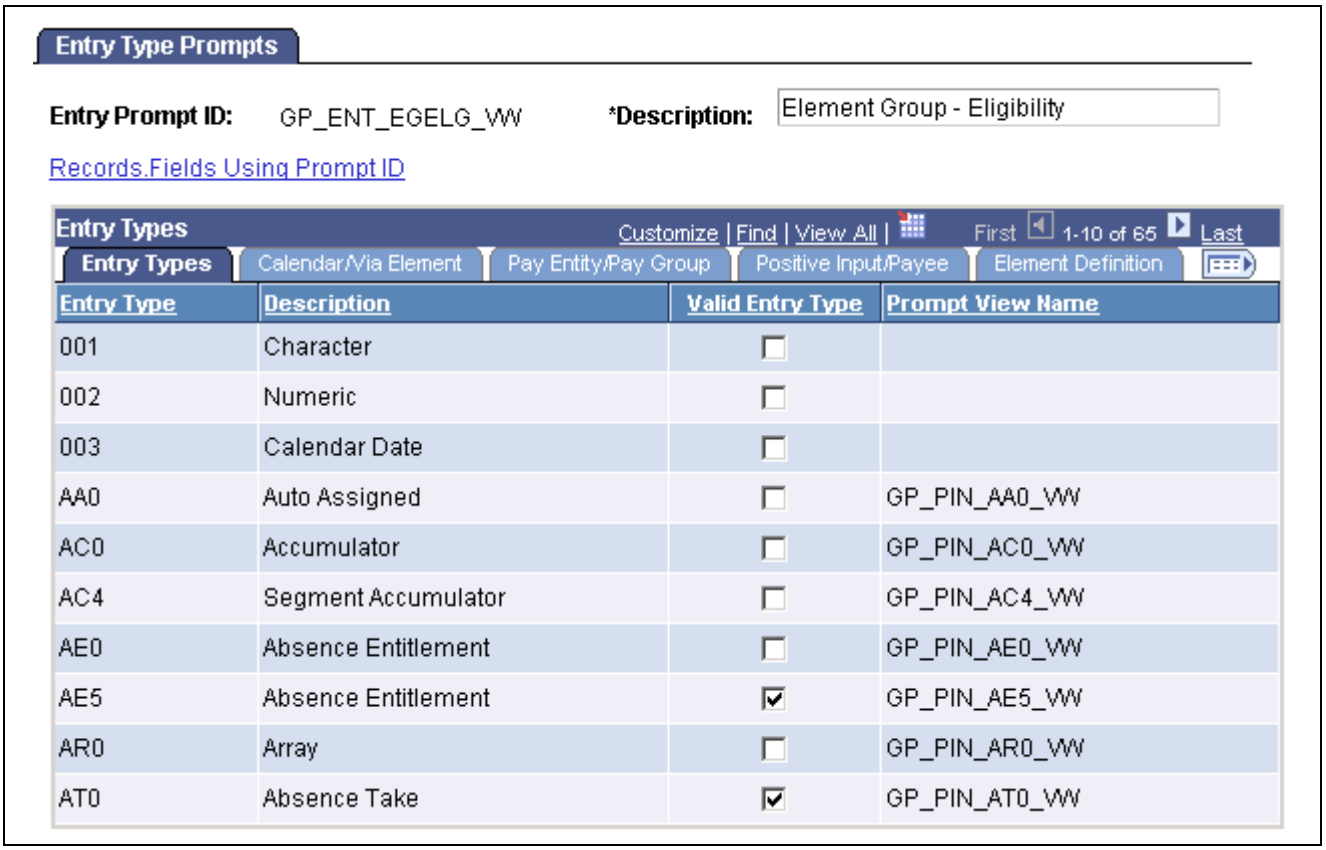
For the example of an earnings definition, if the calculation rule is Amount, an entry prompt ID, *GP_ENT_AMT_VW,* is defined. For this entry prompt ID, we have indicated (by selecting the Valid Entry Type check boxes) that the following entry types are valid: *Numeric, Accumulator, Bracket, Deduction, Earning, Formula, Payee Level, Rate Code,* and *Variable.* These are the valid entry types that appear when you prompt on the Earnings Calculation page for the Amount Entry Type field.

Pages Used to Select Entry Types and Display Record.Field Combinations

Page Name	Object Name	Navigation	Usage
Entry Type Prompts	GP_ENTRY_PROMPT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Entry Type Prompts	Define which entry types are valid for a specific prompt view. View a list of all entry types for an entry prompt ID. Complete the Entry Types page prior to using this page.
Record.Fields using Prompt ID,	GP_ENTRY_PROMPT_VW	Click the Record. Fields Using Prompt ID link on the Entry Type Prompts page.	Displays the record.field combinations for the entry prompt ID. This page references the Entry Type Prompts page, providing an easy way to view the database fields that use this prompt. To change an entry type, check this page first to see which record.field combinations will be affected.

Defining Entry Types for Prompt Views

Access the Entry Type Prompts page.



Entry Type Prompts page

You use the Entry Type Prompts page to define which entry types are valid for a specific prompt view. You select which Entry Types are valid and entered wherever this entry prompt ID is used.

Calendar, Payee, Pay Entity, Positive Input, Pay Group, Via Element, and Element Definition are related to the Override Levels check boxes on the Element Name page. You enter overrides at various levels to control additional security within prompt views. For example, if you are on the Pay Entity page, the system looks for the Pay Entity prompt view first instead of the prompt view name. So, all eight prompt views (including Prompt View Name and the seven prompt views found in the Prompt Views for Element Security/Override group box) have the same purpose, but they are coded a little differently. The prompt views in the Prompt Views for Element Security/Override group box also look at the security check boxes on the Element Name page. You select entry types for the entry prompt ID that you want to look at on the Entry Type Prompts page. You use entry type prompt IDs to create and maintain valid entry type prompt views. Entry types are not hard-coded in the prompt views.

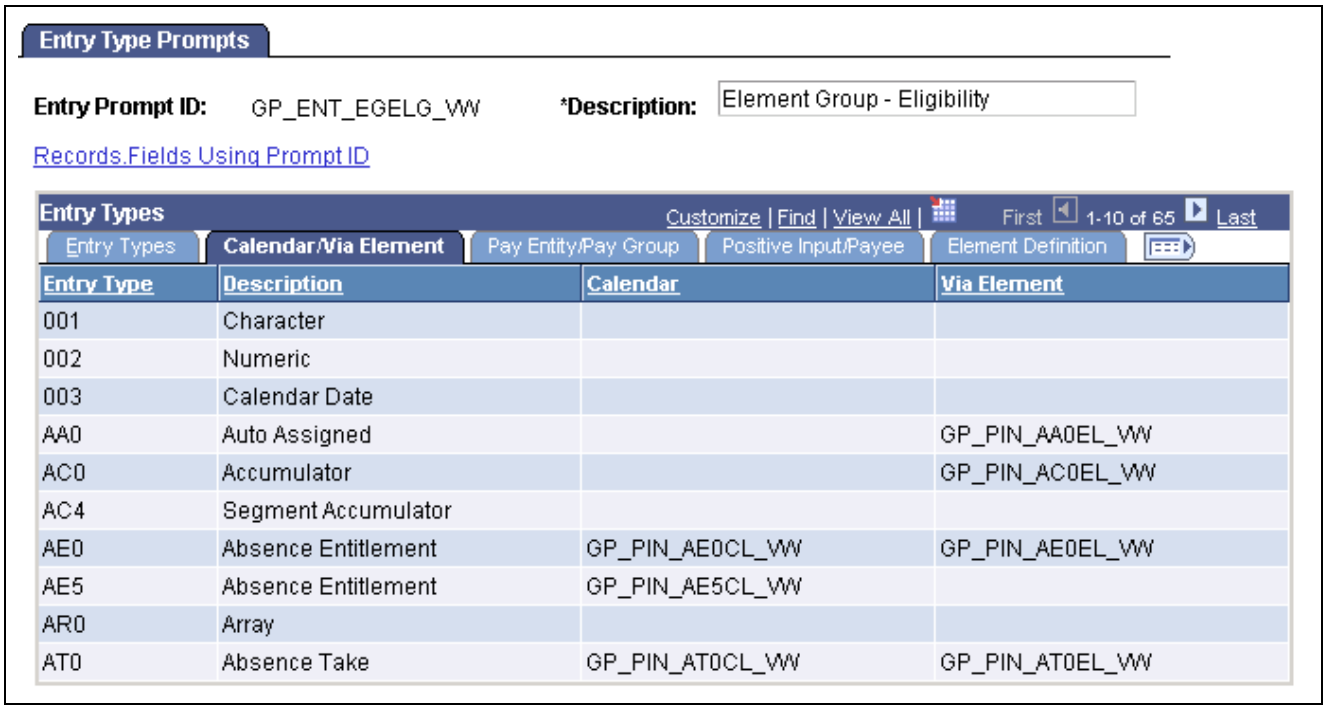
Common Page Information

Record.Fields Using Prompt ID Click to access the Record.Fields Using Prompt ID page.

Entry Type Displays information from the Entry Types page. You can select entry type for each entry prompt ID. For example, let's say that you have an earnings element (EARNINGS1). Valid entry types for the element can include *Numeric* and *Accumulator*. Select the check box associated with any of the valid entry types. If the Valid Entry Type check box is selected, the entry type appears as a valid value on the prompt. Based on the entry type that you select, the system returns to the corresponding entry type definition in the Prompt View Name field on the Entry Types page.

Calendar/Via Element

Select the Calendar/Via Element tab.



Entry Type	Description	Calendar	Via Element
001	Character		
002	Numeric		
003	Calendar Date		
AA0	Auto Assigned		GP_PIN_AA0EL_VW
AC0	Accumulator		GP_PIN_AC0EL_VW
AC4	Segment Accumulator		
AE0	Absence Entitlement	GP_PIN_AE0CL_VW	GP_PIN_AE0EL_VW
AE5	Absence Entitlement	GP_PIN_AE5CL_VW	
AR0	Array		
AT0	Absence Take	GP_PIN_AT0CL_VW	GP_PIN_AT0EL_VW

Entry Type Prompts page: Calendar/Via Element tab

This tab pertains to calendar and via element overrides.

The prompt view name and the prompt views that appear on the Calendar/Via Element, Pay Entity/Pay Group, Positive Input/Payee, and Element Definition tabs are related displays, based on information that you entered on the Entry Types page (for each defined entry type). When you use these online, you are first prompted to select an entry type, and then (based on the entry type that you selected) you enter the second field.

For example, if you select an entry type of *Variable* for the Earnings Amount field, when you press TAB to move out of that field and prompt on the next field, the system locates the prompt view name. The system uses that as the prompt for the next field; therefore, only variables appear.

The functionality of the prompts that are defined on these tabs is similar to the prompt view names. The difference is that the Override check boxes on the Element Name page (Pay Calendar, Pay Entity, Pay Group, Payee, Positive Input, Element Definition, and Via Element) are used to control where in the system you can override the element. You notice that on these tabs, you can define separate prompt views for each entry type. These views are defined just to take the Override check boxes on the Element Name page into consideration.

So, based on where you are in the system, you use either the prompt view name or the correct override prompt view name to prompt for valid values in the second field.

Pay Entity/Pay Group

Select the Pay Entity/Pay Group tab.

This tab pertains to pay entity and paygroup overrides.

Positive Input/Payee

Select the Positive Input/Payee tab.

This tab pertains to positive input and payee overrides.

Element Definition

Select the Element Definition tab.

This tab pertains to element definition overrides.

Defining Industries and Categories

To define industries and categories, use the Categories (GP_PIN_CATEGORY) component.

This section provides an overview of industries and categories and lists the pages used to define industries and categories.

See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 68

Chapter 35, "Defining Security," Restricting User Access, page 942

Understanding Industries and Categories

Industries and categories are ways to further classify elements. You create codes for the industries and categories that are applicable to your organization. For each code, you specify if it is applicable to all countries or a specific country.

You can view all industry and category codes through the Industry/Region Types and Category Types pages. Your security level, as defined on the User Rules Profile page, determines the countries for which you can add industries and categories.

You associate an industry and category with an element by selecting from prompt tables on the Element Name page. The country for which an element is defined determines the available industry and category codes.

Note. You cannot change or delete existing industry codes or categories because they are also entered in the GP_PIN table. Updating the Industry/Region Types or the Category Types page does not update the GP_PIN table.

Pages Used to Define Industries and Categories

Page Name	Object Name	Navigation	Usage
Industry/Region Types	GP_PIN_INDUSTRY	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Industries/Regions, Industry/Region Types	Define industry and region codes that help classify elements and supporting elements.
Category Types	GP_PIN_CATEGORY	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Categories, Category Types	Define category codes that help classify elements and supporting elements.

Defining Element Names

This section provides overviews of element names, PIN codes and PINs, and the process of selecting definition as of dates, and discusses how to:

- Define element names.
- Add user-defined fields to element definitions.
- Enter and view element comments.
- Select forecasting options.

Understanding Element Names

Although each element type has a unique purpose, all element types share a common set of attributes that are defined and stored on the first page of each element component. The object name of this page is always GP_PIN and it appears as the first page for all element definitions. In this chapter, this page is called the Element Name page, although it is often labeled to identify the element type that is being created—for example, *Earnings Name.* Once you define an element name, you can enter additional information that is specific to the element type.

Understanding PIN Codes and PIN Numbers

When you create an element name, the system assigns the element a PIN code and a PIN number. The PIN code and the element name must be unique. As you create new elements, the system checks to see whether the PIN code is the same as the element name—that is, whether this unique set of identifiers already exists. You can rename an element name, but the PIN code is a constant.

PIN numbers:

- Enable the system to track the element and its name wherever it's used, regardless of its name.

  You can change an element name without affecting the system.
- Point to the data and the element name on the Element Name page.
- Are significant only within a database and can be different for the same element names across databases.
- Act as keys to the GP_PIN table and the value that is stored in other tables to represent an element.
- Are assigned sequentially.
- Are used only for batch-processing considerations.

See Also

Chapter 34, "Using the Utilities," Understanding the Global Payroll Utilities, page 883

Understanding the Process of Selecting Definition As Of Dates

Elements can have many effective-dated rows. The definition as of date that you assign to an element on the Element Name page tells the system which effective-dated definition to retrieve for the element during processing.

You can select one of these dates: Calendar Period Begin Date, Calendar Period End Date, Payment Date, Process Begin Date, and Process End Date.

Note. You can override the process begin date and process end date for a payee and calendar group by using the Payee Calendar Groups page.

Example 1

Assume that an element has the following effective-dated rows (definitions) and values:

January 1, 1990 = 100

January 1, 2000 = 125

January 31, 2000 = 150

February 1, 2000 = 175

The January and February calendars have the following dates:

Calendar Date	January Calendar	February Calendar
Begin Date	January 1, 2000	February 1, 2000
End Date	January 31, 2000	February 28, 2000
Payment Date	February 1, 2000	March 1, 2000

When you process the January calendar, the system retrieves the definition of the element based on the element's definition as of date:

Definition As Of Date	Effective-Dated Row Used	Value
Calendar Begin Date	January 1, 2000	125
Calendar End Date	January 31, 2000	150
Payment Date	February 1, 2000	175

Example 2

Process Begin Date and Process End Date can be especially useful for issuing advance payments. They refer to the begin date and end date of the calendar period in which the element is actually processed.

For example, suppose that in January you want to issue an advance payment to a payee who will be on vacation in February. To make the advance payment, you process the February calendar in January; however, you want the system to use the definition of the element as of January—the actual processing period.

This table shows which definition of the element the system retrieves, based on your choice of definition as of date:

Definition As Of Date	Effective-Dated Row Used	Value
Process Begin Date	January 1, 2000	125
Process End Date	January 31, 2000	150
Calendar Begin Date	February 1, 2000	175
Calendar End Date	February 28, 2000	175

See Also

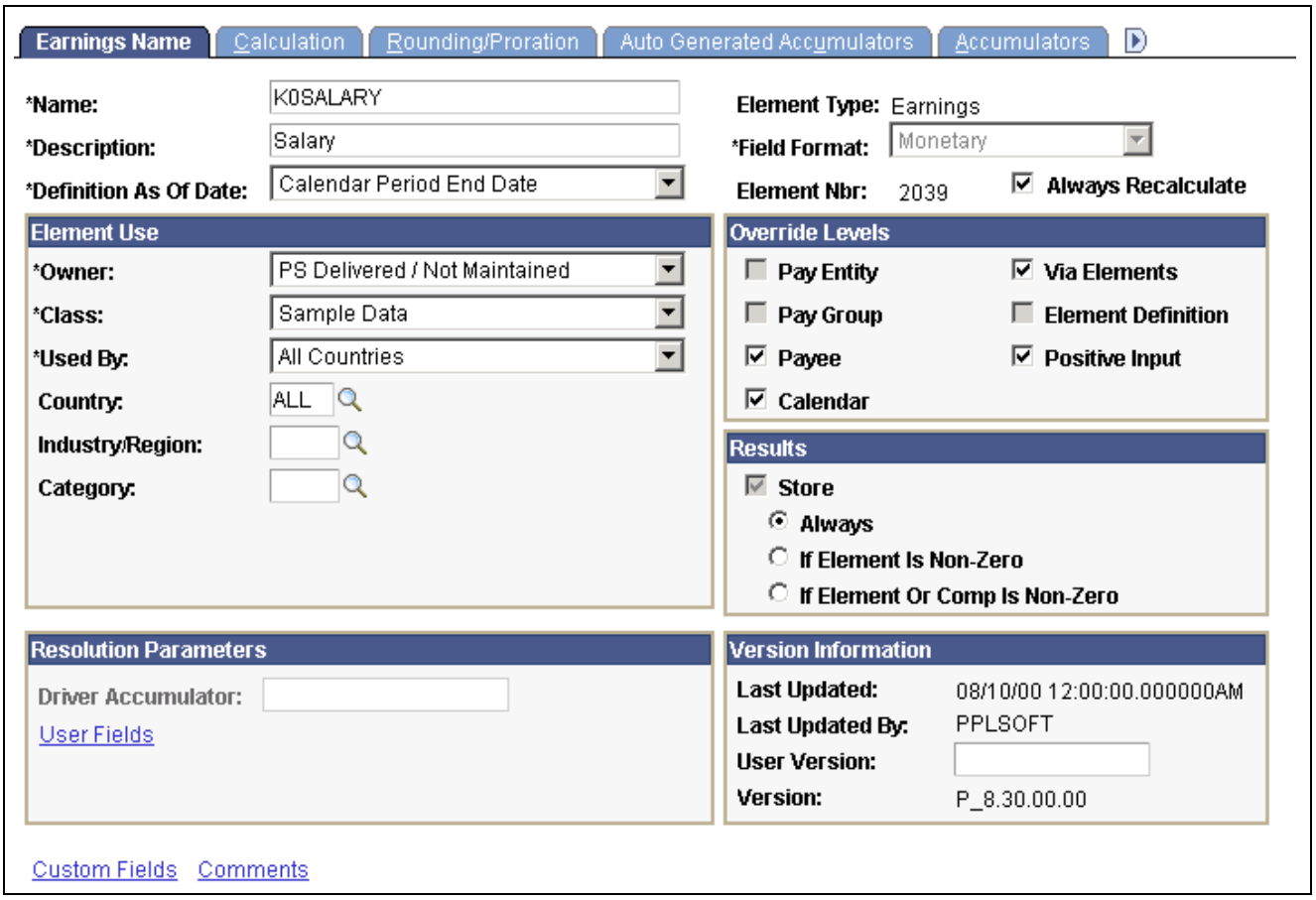
Chapter 16, “Using Calendars,” Entering Calendar Override Instructions for a Payee, page 405

Pages Used to Define Element Names

Page Name	Object Name	Navigation	Usage
Element Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings	Name an element and define its basic parameters.
Element Name - Custom Fields	GP_PIN_CUSTOM_SEC	Click the Custom Fields link on the Element Name page.	Add user-defined fields to an element definition.
Element Name - Comments	GP_PIN_SEC	Click the Comments link on the Element Name page.	Enter or review detailed comments for an element. The comments that you enter are for informational purposes only and do not affect payroll processing.
Element Name - Forecasting	GP_FORECAST_SEC	Click the Forecasting link on the Element Name page. Available for absence take and absence entitlement elements only.	Select forecasting options for an element.

Defining Element Names

Access the Element Name page.



Element Name page

Note. The preceding example is a generic representation of the page that you use to create all element types. After you create an element on the Element Name page, you continue the process of defining each element in its appropriate component, as described elsewhere in this PeopleBook.

Field Format

Defines the format for the resolved value. Available values are based on the element type and can include *Date, Decimal, Character, Monetary,* or *Pointer* (for calculating generic formulas for a variable).

For some element types, such as earnings and deductions, you cannot change the displayed field format.

Note. The difference between *Decimal* and *Monetary* is that *Monetary* is currency-controlled and requires the entry of a currency code.

Definition As Of Date

Select the date on which the system is to retrieve the element definition during a process run. Options are:

Calendar Period Begin Date: The begin date of the calendar period to which the element is linked.

Calendar Period End Date: End date of the calendar period to which the element is linked.

Payment Date: Payment date of the calendar period to which the element is linked.

Process Begin Date: Begin date of the calendar period in which the element is processed.

Process End Date: End date of the calendar period in which the element is processed.

Selections are limited for some elements. For example, *Calendar Period End Date* is the only valid option for section and process list elements.

Retroactivity is also a consideration for this field. During recalculation, the system always respects this day and uses the appropriate date based on individual recalculation period calendars.

Element Nbr (element number) The PIN number.

Always Recalculate Applies only to the period of time that is being resolved and is selected by default. If selected, the system recalculates the element every time that it encounters it in the calculation process. If this check box is cleared, the system uses the previous resolved value of the element.

Clear the check box when:

- You update an element through an element-like formula.

  Otherwise, each time that the system encounters the element, it initializes it according to the element's definition.

- You think that the old value will be different from the value that you'll get if the system resolves this element again—for example, when a variable has been set up with a Via Element override on the Element Name page.

Select this check box if you think that the previous value is incorrect and needs to be updated—for example, in formulas that need to be applied within a loop, an array, or a count.

Note. If this check box is cleared, and the Recalculate check box on the Section - Definition page is selected, the system resolves the element each time that it encounters it (when that section is processed). If the same element is encountered in a different section, where the check box is cleared the element is resolved only once.

When the PIN Manager encounters an element, it runs an eligibility check. If it determines that the element must be resolved, it looks at the recalculation logic. You can indicate an element's recalculation at the process list level, the section level, and the element level. If you indicate recalculation at any of these levels, the element is recalculated.

For example, if the Always Recalculate check box is selected, the system recalculates the element. If the Always Recalculate check box is cleared, the system looks at the table of resolved elements for a match between the same element and the same calculation dates. If there is a match, the system uses that value; otherwise, the system resolves the element.

See Chapter 5, "Defining General Element Information," Understanding the Process of Selecting Definition As Of Dates, page 68.

Element Use

In this group box, you define several security-related options.

Owner Identifies who controls and maintains the definition of the element. Values are:

Customer Maintained: Identifies the elements that you created. All fields are available for entry.

PS Delivered/Maintained: The element is delivered and maintained by PeopleSoft. To edit any fields, you can take control of the element by selecting the Customer Control Indicator check box. This changes the owner to *PS Delivered/Customer Modified.* If PeopleSoft later releases an updated version of the element, you can accept the updated definition or retain your changes. Either way, element ownership does not change.

If you change the name, description, override levels, class, industry, or category for an earnings, deduction, or absence element, the system makes the same changes to all related components and autogenerated accumulators and changes the owner for those items.

Important! Taking control of an element is irreversible.

PS Delivered/Not Maintained: The element is delivered, but not maintained by PeopleSoft (for example, sample data or statutory data). You can update any editable fields.

PS Delivered/Customer Modified: Indicates that you have taken control of a PeopleSoft-delivered or maintained element.

PS Delivered/Maintained/Secure: The element is delivered and maintained by PeopleSoft. You can edit the name, description, override levels, results, custom fields, and comments (and for system elements, Use as Chartfield and prompt view). Any changes that you make can be overwritten by future PeopleSoft updates.

Class Indicates the type of rule for the element. Values are:

Customary: Sample rules that are created by PeopleSoft. They are not statutory requirements, but are commonly followed rules. An example of when a customary rule is used is with tariffs. Customary rules are often used in a production environment.

Not Classified.

Sample Data: Rules that are created by PeopleSoft for sample data purposes. They are not used in a production environment.

Statutory: Rules that are created by PeopleSoft for calculating rules that are required by law.

System Data: Rules that are created by PeopleSoft. They are either system elements or system data that are delivered with the application—for example, common constants and dates.

The Class field works with the Owner field to determine the level of support and security.

Note. Not all statutory rules are set to *PS Delivered/Maintained.* For some statutory rules, the owner is set to *PS Delivered/Not Maintained.* Typically these rules are statutory, but might need to be modified for organization-specific information—for example, an accumulator for taxable gross. All organizations need to comply with reporting taxable gross; however, you need to add specific earnings in your organization that contribute to taxable gross.

Used By Select whether the element is used by *All Countries* or a *Specific Country.* This field is also used in User Rules Profile security to determine which elements a user can access.

Country If you selected *Specific Country* in the Used By field, the Country field appears. Select the country for which the security-related options apply.

Note. Element usage security is a way to limit the number of elements that you see on a prompt so that you see only the element information that's useful to you. You can check element usage security with the Used By and Country fields.

Industry/Region To classify your element further, select an industry code or region code. You define industry codes on the Industry/Region Types page. If an element is created for a specific industry, select an industry code here. Typical industry codes include Banking, Insurance, and Metallurgy.

Category To classify your element further, select a category code. Category codes are defined on the Category Types page.

Customer Control Indicator Appears only if you have authority to take control of the element according to the user profile rules. See the Owner field.

See Chapter 35, "Defining Security," Restricting User Access, page 942.

Override Levels

In this group box, you enable security-related override levels for the selected element. That is, you define when users can override the element's value, or, in some cases, exclude the element from processing. For example, if you select Pay Calendar, you can use the Calendar - Excluded Elements page to tell the system not to process this element for any payee associated with a particular calendar. If you select Pay Calendar for a bracket, date, duration, formula, or variable element, you can use the Calendar - Overrides page to have the system use an override value for the element when the system processes a particular calendar.

Pay Entity, Pay Group, Payee, Calendar, Via Elements, Element Definition and **Positive Input** Select each type of override that you want to enable. Options vary by element type.

See Chapter 18, "Setting Up Overrides," page 435.

Results

In this group box, you specify when to store the resolved value of the element in the result tables. The options vary by element type.

Select these options with caution to avoid creating large tables that are difficult to manage. Consider storing only the values that you need for reporting and auditing purposes or for executing historical rules, retroactivity, or other situations where you need to refer to the prior value of an element.

Store Select to store the resolved value of the element in the result table during processing. For certain element types, you can specify the conditions under which the value is stored by selecting an option below the check box.

When Store is cleared, the resolved value is never stored.

Always This option (the default) appears only for earning and deduction elements. Select it to store the calculated result of the element, even when the value is 0.

If Element Is Non-Zero Appears only for earning and deduction elements. Select it to store the resolved value of the element when it is not 0.

If Element or Comp is Non-Zero (if element or component is non-zero) Appears only for earning and deduction elements. Select the option if you want to store the resolved value of the element if it or one of its components (percent, base, rate, or unit) is non-zero.

With this option, the element or component values are always stored if the arrears balance, the amount being paid back, the amount not taken, the adjustment value, or the retroactive adjustment value is non-zero.

Store if Zero Appears for all element types except earnings and deductions. You cannot select this check box without first selecting Store.

The Store if Zero check box is a way to further define what is sent to the results tables.

Select Store if Zero to store a resolved value even when the value is 0.

If you select Store but not Store if Zero, the element is written to the result tables only if the resolved value is not equal to zero, blank, or null. If you select both check boxes, the resolved value is written to the result tables, even if it is zero, blank, or null. If you select neither check box, the system never stores the resolved value.

Resolution Parameters

The fields in this group box apply only to earning and deduction elements.

See Chapter 8, "Defining Earning and Deduction Elements," Naming an Earnings Element, page 192.

Version Information

User Version You can enter up to 14 alphanumeric characters in this field to identify changes you make to the element definition. When you save the definition, the system adds a prefix of *INT_* to indicate that this is a user-defined value. You can use the Global Payroll utilities to stamp and package elements by version.

The value that you enter here appears in the Version field of the pages that you update. For example, if you change the calculation rule for an earnings element, then update the User Version field on the Element Name page, the version that you enter appears on the Element Name page and the Earnings - Calculation page.

Version Displays the version of the element. The prefix *P_* identifies versions released by PeopleSoft. The prefix *C_* identifies versions created by customers.

The system clears the version from this page when any of the following conditions occur:

- You save the page after making changes.

  (The version is cleared only on the page that you make corrections to.)
- You enter a value in the User Version field and save the page.

  (The version is cleared only on the page to which you make corrections.)
- You run the Stamping process for the element.

  In this case, the element is stamped with the new version.

Additional Elements

Custom Fields Click this link to access the Element Name - Custom Fields page.

Comments Click this link to access the Element Name - Comments page.

Forecasting This link appears for absence take and absence entitlement elements only. Click this link to access the Element Name - Forecasting page.

See Also

Chapter 34, “Using the Utilities,” Stamping and Packaging Elements by Version, page 935

Adding User-Defined Fields to Element Definitions

Access the Element Name - Custom Fields page.

Use the fields on this page in any way that you want. For example, you can use the fields to classify elements or to indicate a sorting order for reports. The data that you enter is stored by system elements.

Entering and Viewing Element Comments

Access the Comments page.

For each system-computed system element that is delivered by PeopleSoft, you can view detailed comments including a general description, when the system element is available, and where it is used. This is useful information when you want to learn about what a specific system element does.

For elements that you define, you can use the Comments page to view or enter your own notes or details about an element.

Selecting Forecasting Options

Access the Element Name - Forecasting page.

Forecasting Used Select to enable the absence forecasting or balance inquiry feature for this element.

Forecasting Required This field appears for absence take elements only. Select to have the system generate a warning if a user tries to save absence entries on the Absence Event Entry page without first running the Forecasting process.

Updating Component Element Information

To define component element information, use the Components (GP_COMPONENT) component.

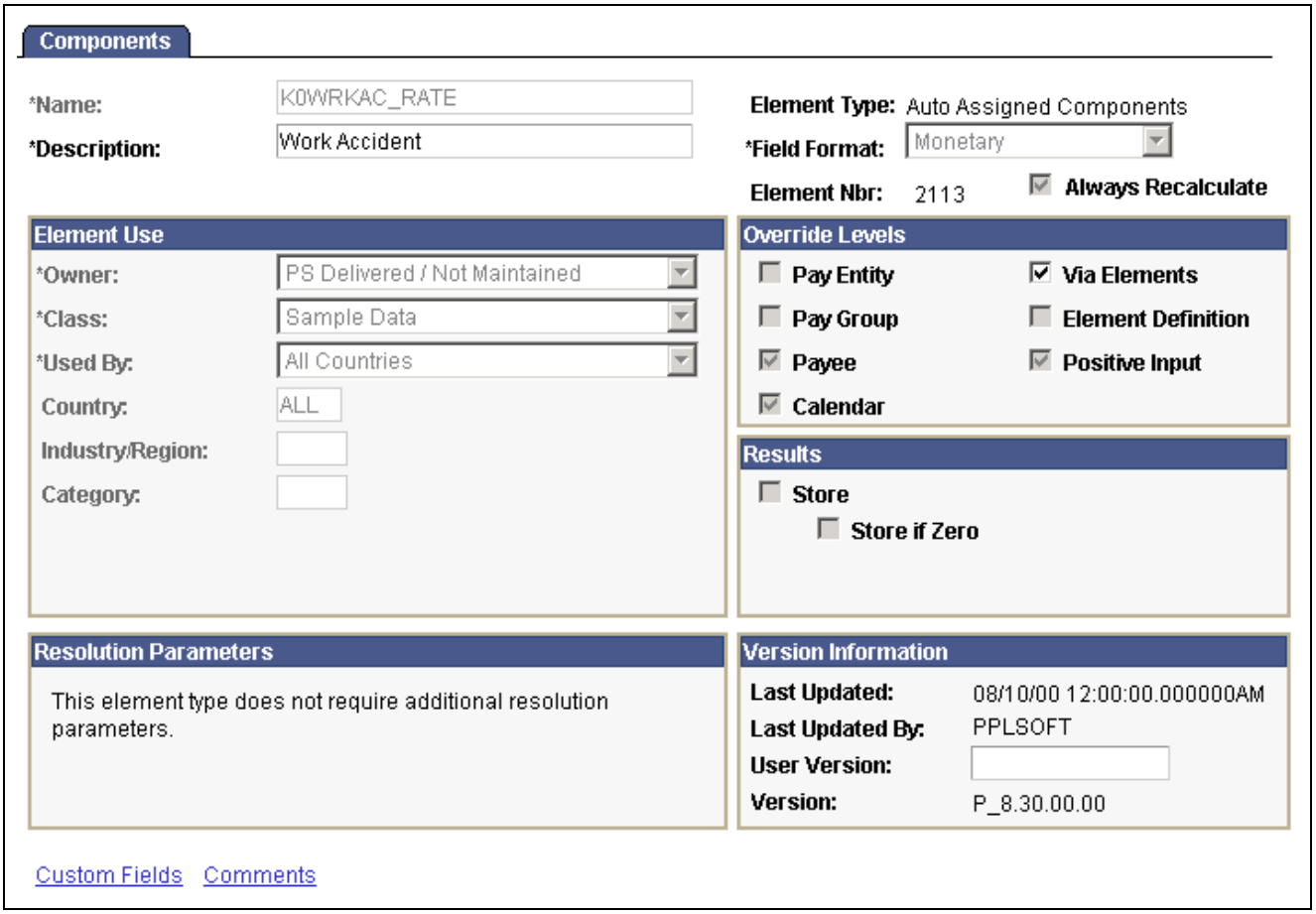
This section discusses how to update component element information.

Page Used to Update Component Element Information

Page Name	Object Name	Navigation	Usage
Components	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Components, Components	Update information about component elements (such as rate, unit, base, and percent) that are generated when an earnings, deduction, or absence entitlement element is created.

Updating Component Element Information

Access the Components page.



Components page

On this page, only the Description field, the Via Elements check box, the Custom Fields link, and the Comments link are available for entry or selection.

All other fields are updated when the parent element value changes. (A *parent element* is an earnings element, a deduction element, or an absence entitlement element.) These fields display the values that were entered for the parent element when it was created.

Override Levels

Via Elements Select to indicate the override level for the component, if there is one.

See Also

Chapter 5, "Defining General Element Information," Adding User-Defined Fields to Element Definitions, page 76

Chapter 18, "Setting Up Overrides," Understanding Overrides, page 435

Defining Suffixes

To define suffixes, use the Element Suffixes (GP_SUFFIX) component.

This section provides an overview of suffixes and discusses how to:

- Define suffixes for earnings and deductions components and accumulators.
- Define suffixes for absence entitlements.

Understanding Suffixes

When you create certain types of elements—such as earnings, deductions, and absence entitlements—suffixes are added for the components and for the system-generated accumulators of those elements.

For example, in an earnings element that is defined as EARNINGS1 = Unit x Rate, Unit and Rate are the element's components. Accumulators are generated by the system to keep track of balances for an element. For example, if EARNINGS1 = Unit x Rate, you can track the year-to-date units for that element.

You define suffixes that are appended to component names to make each element name unique so that it can be easily referenced. The system uses the suffixes when creating element components.

PeopleSoft delivers suffixes, but you can also create your own suffixes. Suffixes are defined by country, so you can define element components in your native language.

The system determines the suffix names to use, based on the country that is identified in the Used By/Country fields on the Element Name page. If an element is defined as All Countries in the Used By/Country fields, the system determines the correct suffix by identifying the entry on the Suffix page that has the Default Country check box selected.

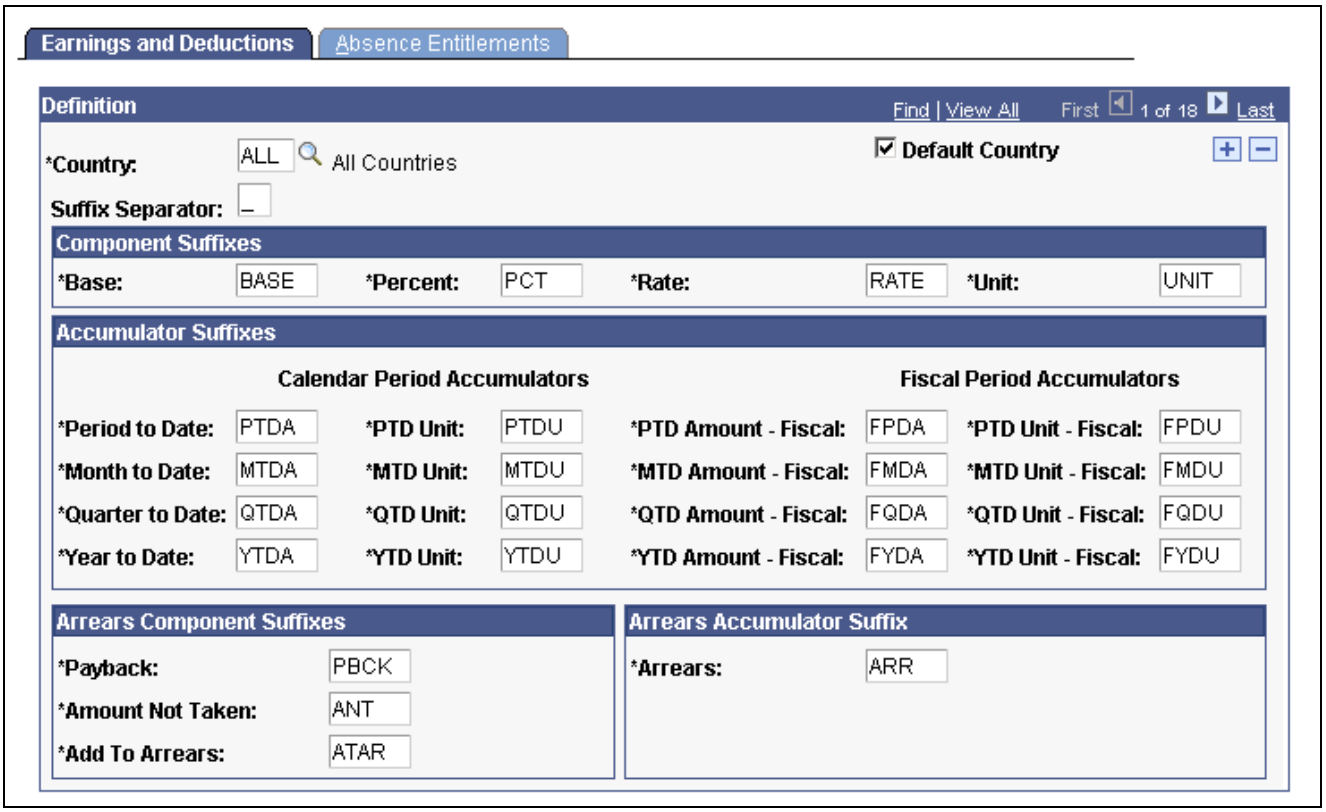
Note. When you create an element, the system creates only the suffixes and components that are needed. For example, if you create an earnings element and define it as EARNINGS1 = Unit x Rate, the system creates suffixes only for the unit and the rate.

Pages Used to Define Suffixes

Page Name	Object Name	Navigation	Usage
Earnings and Deductions	GP_SUFFIX1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Element Suffixes, Earnings and Deductions	Define suffixes for earnings and deductions components and accumulators in the base language that you've selected.
Absence Entitlements	GP_SUFFIX2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Element Suffixes, Absence Entitlements	Define suffixes for absence elements in the base language that you've selected.

Defining Suffixes for Earnings and Deductions Components and Accumulators

Access the Earnings and Deductions page.



Earnings and Deductions page

Country Select the country for which you are defining the suffix. When you select a country, you see predefined suffixes in the language for this country. You can change the predefined suffixes.

Default Country Select to indicate the country that you want to be used when the element is defined as All Countries in the Used By/Country fields on the Element Name page. If you select this check box, the system uses the default country, if it

can't find a match between the Country field on this page and the Country field on the Element Name page.

Suffix Separator Separates the element name from the component suffix. For example, if you create an earnings element (EARN1), defined as EARN1 = Unit x Rate, the system creates three elements: EARN1, EARN1_UN, and EARN1_RT. In this case, the separator is an underscore. You can identify the separator as anything you want, or leave this field blank.

Component Suffixes, Accumulator Suffixes, Arrears Component Suffixes, and Arrears Accumulator Suffix

Using the language of the specified country, enter the suffix to be appended to each type of automatically generated component, accumulator, and recipient component.

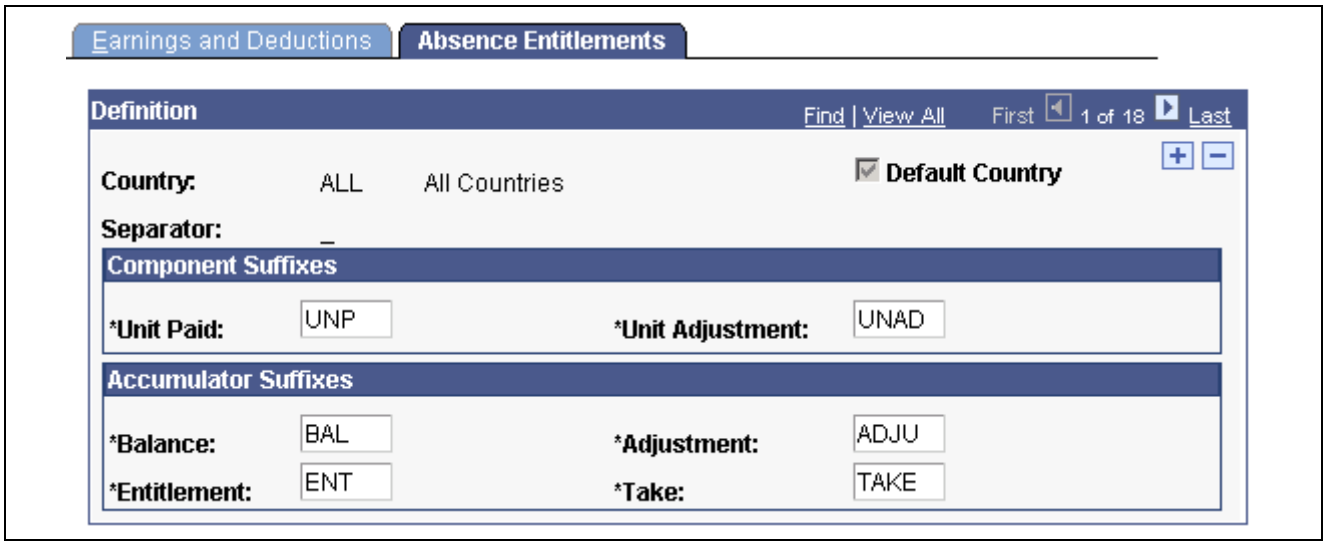
See Also

Chapter 8, "Defining Earning and Deduction Elements," Calculation Rules and Components, page 181

Chapter 8, "Defining Earning and Deduction Elements," Automatically Generated Accumulators, page 182

Defining Suffixes for Absence Entitlements

Access the Absence Entitlements page.



Absence Entitlements page

Component Suffixes and Accumulator Suffixes

Unit Paid and **Unit Adjustment** Define the suffixes to be appended to the components and accumulators that the system generates for absence entitlement elements.

See Also

Chapter 12, "Defining Absence Elements," Defining Rules for Auto Generated Accumulators, page 279

CHAPTER 6

Defining Data Retrieval Elements

This chapter provides an overview of data retrieval elements, and discusses how to:

- Work with system elements.
- Work with arrays.
- Work with writable arrays.
- Define brackets.
- Define rate codes.
- Define fictitious calculations.
- Define historical rules.

Understanding Data Retrieval Elements

In Global Payroll, you use data retrieval elements to retrieve data from the system.

There are six data retrieval elements included in the system:

- System elements.
- Arrays.
- Brackets.
- Rate codes.
- Fictitious calculations.
- Historical rules.

PeopleSoft defines and delivers system elements; you name and define the basic parameters of other elements, such as arrays and brackets.

Batch Processing

During processing, the system truncates data that is retrieved by system elements and arrays when the data exceeds these lengths:

Character fields: 30

Numeric fields: 12.6

See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 68

Working with System Elements

This section provides overviews of system elements and batch processing of system elements, and discusses how to:

- Name and define system elements.
- View system element details.
- View system element comments.

Understanding System Elements

System elements are delivered and maintained by PeopleSoft and usually contain payee-related data for use in calculations. Although you cannot add system elements, you have the ability to define and alter various parameters that control their use.

There are two types of system elements:

- Database system elements, which come from a predefined list of database records and fields.
- System-computed elements, which come from internally stored data.

  System-computed elements are resolved at different times, for example, at the beginning of every segment calculation, daily, or when a rate code element is encountered, depending on the element's purpose.

Note. To store the value of a database system element for reporting purposes, include the element in your process.

Understanding Batch Processing of System Elements

All system elements, whether they are database or system-computed elements, have several important considerations. A system element that is frequency controlled by compensatory rate, which is controlled by compensatory frequency, is annualized by the Frequency field and then deannualized, based on the calendar frequency. Thus, any element, such as earnings, deductions, or absences, that uses the Frequency field should be defined as having a frequency equal to the use calendar period frequency. This approach ensures correct results, avoiding additional annualization or deannualization.

Database System Elements

For database elements from effective-dated records, the row selected is based on context. Typically the value is as of the segment end date. If referenced during resolution of a sliced element, the value is as of the slice end date. When retrieving values from job records, for example, the system matches on employee ID, employee record, and the segment and slice end date.

System element definitions for the country being processed and those used by all countries are loaded at the beginning of a run. System elements are resolved when used in the process.

Note. Only database system elements that are used and have been defined as Store = Yes are stored in the result tables.

PeopleSoft Enterprise Human Resources Database System Element Records

The following table lists the database tables that populate database system elements:

Table Name	Description
PERSON	Not effective-dated. Select based on employee ID.
PERS_DATA_EFFDT (personal data effective date)	Max Effdt (maximum effective-dated) row is less than or equal to the segment end date. If referenced in a slice, looks at Max Effdt rows that are less than or equal to the slice end date.
JOB	The Max Effdt row is less than or equal to the segment end date. If referenced in a slice, looks at Max Effdt rows that are less than or equal to the slice end date.
PER_ORG_ASGN (person organization assignment)	Not effective-dated. Select based from the employee's organizational instance number
PER_ORG_INST (person organization instance)	Not effective-dated.
CONTRACT_DATA	Not effective-dated. There are no employee ID or employee record number fields on record. Select based on CONTRACT_NUM (contract number) from the selected job record.
WKF_CNT_TYPE (workforce contract type)	The Max Effdt row is less than or equal to the segment end date where the contract number on this row matches the contract number on job. You can use CONTRACT_NUM from JOB or from CONTRACT_DATA, because the system synchronizes them. If the contract number is referenced in a slice, use the slice end date.
COMPENSATION	Includes all comp_effseq rows for each rate code (comp_ratecd) where Effdt and Effseq (effective sequence) match Effdt and Effseq from the Job table.

Note. These Human Resources tables are discussed in detail in the PeopleSoft Enterprise Human Resources documentation.

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

Database System Elements and Currency

Some database system elements are monetary values. The value stored in the field is stated in terms of the currency with which the value is associated. This currency may or may not be the same as the Global Payroll processing currency.

Note. Use caution when you use the COMPRATE system element (from the Job record). That system element is populated based on multiple components. It is not dynamically updated with a new currency exchange rate type and effective date when it is referenced during a payroll calculation. Instead, it's populated using the currency exchange rate and effective date from Human Resources when it's updated.

When these system elements are resolved, if the currency code of the Human Resources record doesn't match the processing currency of the pay run, the system converts from human resources currency to the processing currency defined on the GP Pay Entity page.

This table lists the monetary fields on the Job record:

Field on Job Record	Associated Currency
Comprate	Currency Cd
Annual Rate	Currency Cd
Monthly Rate	Currency Cd
Daily Rate	Currency Cd
Hourly Rate	Currency Cd
Shift Rate	Currency Cd
Change Amount	Currency Cd
Annual Benefits Base Rate	Currency Cd

Similarly, system elements that are stated in a specified frequency will be resolved in the same way that currency-controlled system elements are resolved. The Comprate field on the job record is stated in the comp frequency stored in the job record. This frequency may differ from the calendar frequency being processed in Global Payroll. Any database system element that is frequency-controlled is resolved in the calendar frequency.

System-Computed Elements

System-computed elements appear on the output results table only if they are used, provided that the appropriate output options on the Source And Use page are selected.

During batch processing, all database system elements are retrieved and stored in arrays, whereas system-computed element values are retrieved and set by the appropriate processing application. For example, when you process absences, the system populates only those system elements that are specific to absences.

With system-element processing:

- The system populates the first active segment, based on all the active segments that are created for a specific process stat record.

- The system also populates the last active segment, based on all the active segments that are created for a specific process stat record.

Pages Used to Modify and View System Elements

Page Name	Object Name	Navigation	Usage
System Element Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, System Elements, System Element Name	Name the element and define its basic parameters.
Source And Use	GP_SYSTEM_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, System Elements, Source and Use	Displays whether a system element is a system-computed element or a database system element. For a database system element, it also displays the record and field that populates it and indicates whether the field is setID-controlled.
System Elements by Source	GP_SYSTEM_PIN_INQ	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, View System Elements by Source, System Elements by Source	View system elements by source.
Comments	GP_PIN_SEC	Click the Comments link on the System Element Name page.	View detailed comments about system-computed system elements that PeopleSoft delivers. See Chapter 5, "Defining General Element Information," Entering and Viewing Element Comments, page 76.

Naming System Elements

Access the System Element Name page.

Note. You name every element and define its basic parameters on an element name page with the object name of GP_PIN. The page title and general appearance of this page change based on the type of Global Payroll element that you name and define. All of the fields on this page are documented in another chapter in this PeopleBook.

For each system-computed system element that is delivered by PeopleSoft, you can view detailed comments including a general description, when the system element is available, and where the element is used by clicking the Comments link. This is useful information when you want to learn more about how the system uses a specific system element.

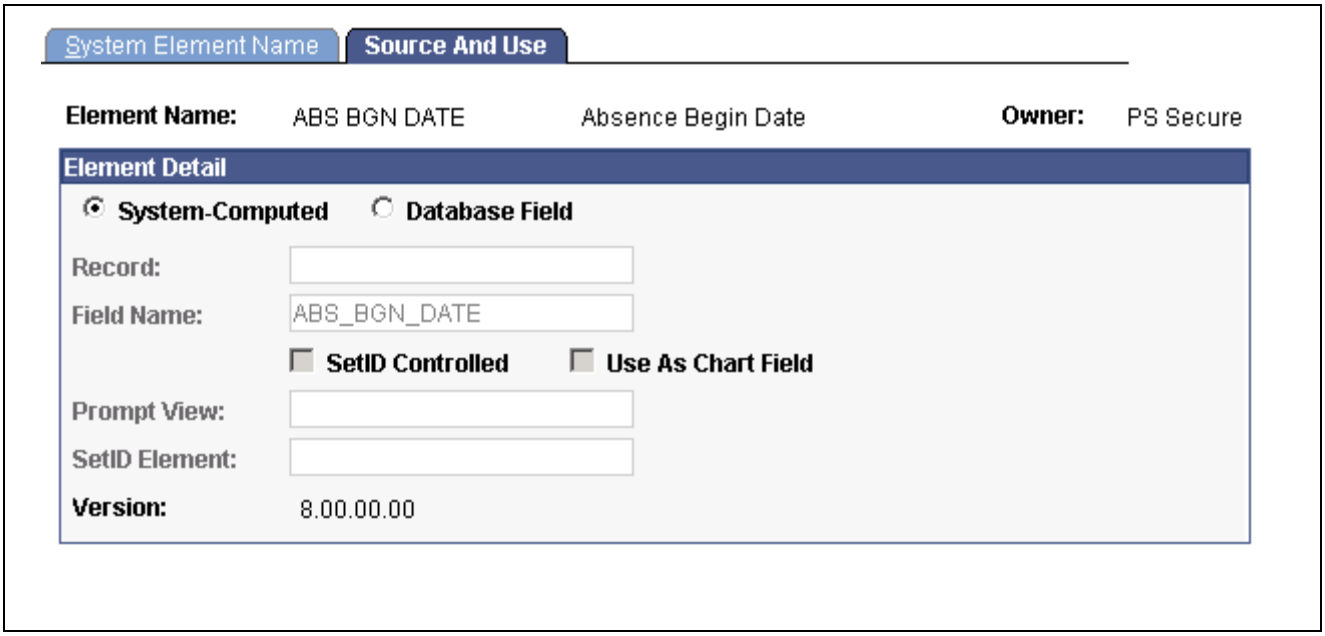
See Also

Chapter 5, “Defining General Element Information,” Entering and Viewing Element Comments, page 76

Chapter 5, “Defining General Element Information,” Defining Element Names, page 68

Viewing System Element Details

Access the Source And Use page.



Source And Use page

Record Displays the record from which the system element obtains its information.

Field Name Displays the field from which the system element obtains its information.

SetID Controlled Selected if the field is controlled by setID. Elements that are controlled by setID have field name and prompt view values.

Use As Chart Field For database fields, you can select this check box to use the element as a ChartField. ChartFields are applicable when you integrate Global Payroll with PeopleSoft Enterprise General Ledger.

Prompt View Elements that are controlled by setID or used as ChartFields have a prompt view specified. If a setID controlled system element is used as a supporting element override for positive input, it also requires a prompt view.

SetID Element Displays the setID field name for the system element.

See Also

Chapter 36, “Integrating with PeopleSoft Enterprise General Ledger,” Selecting ChartFields for Allocating Costs to General Ledger, page 960

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, “Understanding HRMS,” Business Units, Tablesets and SetIDs

Defining Array Elements

To define array elements, use the Arrays (GP_ARRAY) component.

This section provides an overview of arrays and batch processing of arrays, and discusses how to:

- Name an array.
- Select and define information about the SQL statement.
- Define fields retrieved by an array.
- Define formula processing for an array.

Understanding Array Elements

Arrays enable you to retrieve data from external sources such as Human Resources tables—data that you need to use, evaluate, or process in your payroll rules.

To build an array, you assemble a Structured Query Language (SQL) statement out of FROM, SELECT, and WHERE clauses using the Array Definition component.

- To define the FROM clause, you identify the table containing the required data in the Record (Table) Name field on the Field Map and Keys page.
- To build the SELECT clause, you identify the table columns (fields) containing the data in the Fields Retrieved group box on the Field Map and Keys page.
- To build the WHERE clause, you define the array keys and the conditions under which rows of data are to be pulled from the database table based on the values of the array keys.

  To do this, you use the fields in the Retrieval Criteria group box on the Field Map and Keys page.
- After defining the SQL statement, you must map the database column values in the array to Global Payroll variables.

  These variables hold the column values and make them available for use in Global Payroll rules.

  To do this, use the Variable Element Name field on the Field Map and Keys page

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Note. After you construct your SQL statement, you can also define any formulas; you need to evaluate the data retrieved by the array.

Do this on the Array Processing Formulas page.

Note. Arrays are not effective-dated. Any changes are likely to affect retroactive processing.

Understanding Batch Processing of Arrays

Arrays can be used to access data in database tables or views that are not delivered by system elements. They do not resolve to a value but instead invoke processing.

You can create either payee-based arrays or non-payee-based arrays on the Field Map and Keys page. Payee-based arrays are resolved as of the slice or segment that is currently being resolved.

Arrays must be resolved for every segment and slice. If any element set by an array is used by another element that's being sliced, the array itself should be added to the event list to ensure that the array and all return column elements are also sliced. You must enter the array into the event list.

Payee-Based Array Processing

The system performs these steps when processing payee-based arrays:

1. Arrays call the database the first time that they are encountered in a calendar run.

   All of the rows of data that fit the WHERE criteria (based on keys entered) are pulled into memory. The cursors are sorted by employee ID in ascending order, by employee record number in ascending order, and by effective date in descending order.

2. For each payee, a cursor is set to access the appropriate rows of data (the Payee and Effective Date fields based on field use on the Field Map and Keys page).

   Payee-based arrays are aligned per payment based on the pay period end date. If segmentation occurs and the array is on the event list or is being used in an earnings, deduction, or absence element that's being sliced or segmented, the array must be aligned by slice or segment end date.

3. The array process formulas are applied against the data that is stored in memory (for the payee cursor set above), based on the process code.

4. The database field is resolved to the last row of data against which the process formulas were applied.

Whenever the array is accessed, steps 2 through 4 are performed again. Step 1 is performed only if the payee has changed or if a new slice or segment is being resolved.

Non-Payee-Based Array Processing

When processing non-payee-based arrays, the system performs the following steps:

1. Arrays call the database the first time they are encountered in a calendar run.

   All rows of data that fit the WHERE criteria (based on keys entered) are pulled into memory, so most effective-dated logic should be within the process formula logic.

2. If the table is effective-dated, the lookup formula references the system element that refers to the correct date (segment, slice, period).

   If segmentation occurs and the array is on the event list or is being used in an earnings, deduction, or absence element that's being sliced or segmented, the array must be aligned by slice or segment end date. Arrays can return multiple rows from the database. The process formulas are applied against the rows.

3. The array process formula is run.

4. The database field is resolved to the last row of data against which the process formula was applied.

Whenever the array is accessed, steps 2 through 4 are performed again. Step 1 is performed only if the *Reload for Each Resolution* or *Reload for Each Segment* value is selected on the Field Map and Keys page.

See Also

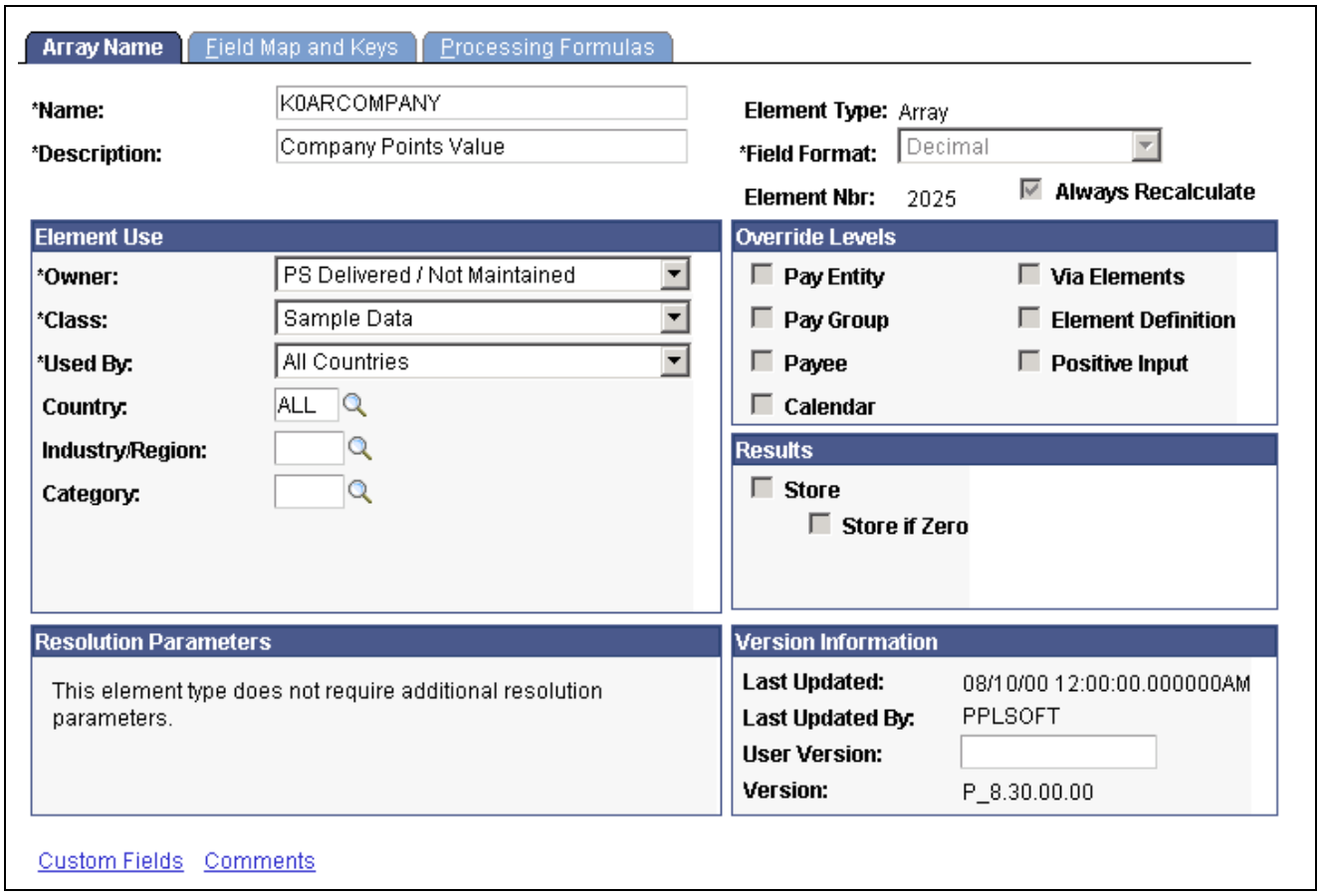
Chapter 3, "Introducing the Core Application Architecture," Arrays Used in Batch Processing (Technical), page 21

Pages Used to Define Array Elements

Page Name	Object Name	Navigation	Usage
Array Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Arrays, Array Name	Name the element and define its basic parameters.
Field Map and Keys	GP_ARRAY_KEYS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Arrays, Field Map and Keys	• Select the database table for the FROM clause of the SQL statement. • Define the keys and retrieval criteria for the array and the WHERE clause of the SQL statement the system uses when retrieving data for the array. • Define the fields to be returned and the elements to be filled by the array. This provides the data for the SELECT clause of the SQL statement and determines the elements to resolve from this array call. You also use this page to define the sort order for retrieving rows from a database.
Processing Formulas	GP_ARRAY_PROCESS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Arrays, Processing Formulas	Define all required formula processing.

Naming an Array Element

Access the Array Name page.



Array Name page

Because arrays are temporary tables that store results only during processing, storing the results after processing isn't necessary. The system clears the Store and Store if Zero check boxes and makes them unavailable for entry.

In addition, arrays are not effective-dated, so this page has no definition as of date. To change an array definition, create a new array and new effective-dated elements that reference it. If a database table or view is renamed, create a new array.

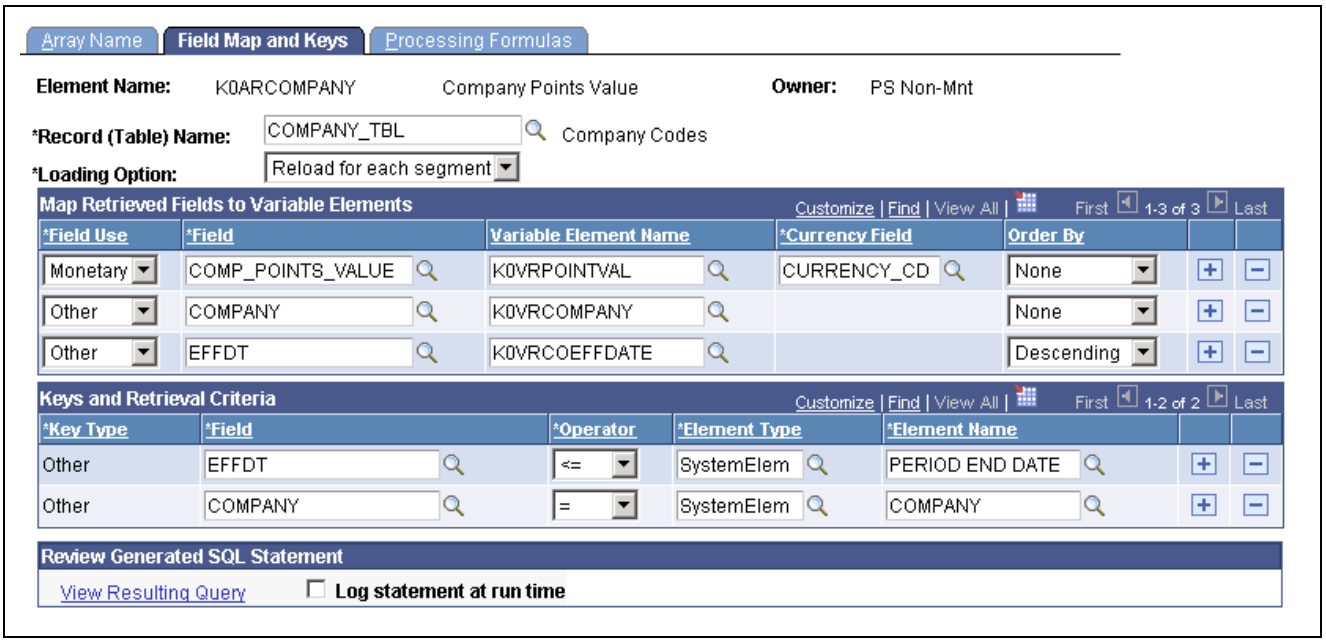
Note. You name every element and define its basic parameters on an element name page with the object name of GP_PIN. The page title and general appearance of this page change based on the type of Global Payroll element you are naming and defining. All of the fields on this page are documented in another chapter in this PeopleBook.

See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 68

Selecting and Defining Information for the SQL Statement

Access the Field Map and Keys page.



Field Map and Keys page

Record (Table) Name

Select the table for the SQL statement to use from the list of PeopleSoft defined tables. In the FROM clause of the SQL statement, the system appends the prefix *PS_* to the selected table name.

You can also select views. The prompt list displays all SQL tables and views in the database.

Loading Option

Select a value to control how often the array data are refreshed from the database.

Values are:

Employee-based look-up: Select to create a payee-based array.

Data is retrieved once for each payee. When that person is processed, the array storage becomes available for the next payee.

Load once (small table): Select to create a nonpayee-based array. Data is retrieved only once the very first time the array is referenced within the process. Compared to the two "Reload" alternatives, this option can significantly improve performance because the process only accesses the database once to load data. As indicated, this should be used only with smaller tables. The buffer for all arrays with this option combined can only hold 5000 rows. If the data in the table is changed by the process itself (and it is desirable to reflect these updates in the process, *Load once* is not a good option.

Reload for each resolution: Select to create a nonpayee-based array.

Data is retrieved from the database every time the array is resolved.

Reload for each segment: Select to create a nonpayee-based array.

Data is retrieved from the database once per segment being processed, regardless of the number of times the array may be resolved within each segment.

Note. The loading option that you select controls the key types that you can enter in the Key Type field.

Log statement at run time Select this check box to view the text of the SQL statement dynamically generated by the array module during batch processing. You can direct the output display into a file by selecting the Redirect Output option in PeopleTools Configuration Manager.

View Resulting Query Click to view the SQL statement in real time. The system displays what SQL is to be created to pull data into the array, and lists how many rows are in the table defined in the Record (Table) Name field.

See *Enterprise PeopleTools PeopleBook: Data Management.*

Retrieval Criteria

Key Type Select a key type.

If the Loading Option is *Employee-based look-up,* the key types are *Effdt* (effective date), *EmplRcd* (employee record number), *EmplID* (employee ID), and *Other.* Select *Other* if you want to use any other database field in the table that you are querying as a key.

If the Loading Option is *Load once (small table), Reload for each resolution,* or *Reload for each segment,* all key fields are defined as *Other.*

When specifying keys for a user-defined array, you generally define at least one key, but the system enables you to save this page without specifying keys. (In this case, the system loads the entire table.)

Warning! Changing the array keys clears the data in the Keys and Retrieved fields and the Processing Formulas pages.

Field Enter the exact name of the record (table) column as defined in the database. This is the first half of the equation in the WHERE clause. For example, suppose that you have the equation WHERE EmplID equals System Element Payee ID1, EmplID is what you enter underField.

The field name must be the exact name of the column in the table in the database—not the field label or description.

Operator Indicates the user in the WHERE clause. You can enter an operator only if the key type is *Other.* Valid operators are: *<, <=, <>, =, >=, >,* and *N.A.*

Entry Type Select *Bracket, Formula, System Element,* or *Variable.* You can enter an entry type only if the key type is *Other.*

Element Name Select the element for the second half of the WHERE clause. For example, in the equation WHERE EmplID equals System Element Payee ID1, Payee ID1 is the element name. You can enter an element name only if the key type is *Other.*

Fields Retrieved

Specify the columns to be retrieved from selected rows in the Array - Fields Retrieved group box (this is the SELECT part of the SQL statement). Also specify the variable elements to populate with the selected columns' values. The system orders the *Keyed by Employee* arrays by employee ID (and employee record number and effective date, if specified), with employee ID and employee record number in ascending order and effective date in descending order.

Field Use Select from these options:

Monetary: When monetary conversion is required.

Pointer: To specify that a column contains a PIN.

Other: (default) For all other cases.

Field Select a field from the list of columns in the database table. The system displays all columns in the database table that can be used in the SELECT AND/OR ORDER BY clause.

Variable Element Name Define the host variable to populate with the value of the selected field. The Variable Element Name field is not required. If this field is blank, only the database field name column value is used in the ORDER BY clause.

Note. You cannot use the same variable name for two or more different field names.

Currency Field If the field being retrieved from the database stores a monetary amount, enter a currency field name, indicating the column name of the field in the database that stores the corresponding currency code. If the currency code doesn't equal the processing currency, the system converts the monetary amount in the database to the processing currency. This field is available for entry only if you select *Monetary* in Field Use.

Order By Define the sort order—ascending, descending, or none—for retrieving rows from the database. This is crucial because, depending on the defined lookup formula, you may want only the first row retrieved or use special formula logic dependent on the order.

Note. The same field can be assigned to more than one Global Payroll variable, but it cannot be ordered in more than one way (for example, both ascending and descending).

Using System Elements as Key Values

Depending on your loading option, you can use *EmplID, EmplRcd#,* and *Effdt* as key fields.

If you select *EmplID* or *EmplRcd* as array keys, the system hides the Operator and Element Name fields and assumes an operator of equal to (=) current *EmplID* and *EmplRcd#.* For *Effdt,* the system assumes an operator of less than or equal to (<=) the date specified in the Compare Effdt (effective date) against field.

For example, if you select *Employee-based look-up* and enter a key type of *EmplID* (using field name *EmplID*), and a key type of *EmplRcd#* (using field name, *EmplRcd#*), the system builds a SQL statement that retrieves data for the current payee only.

Using Other as a Key Type in Payee-Based and Non-Payee-Based Arrays

If you are not using one or more of the three provided array key elements—or you want entries beyond those—specify a key field name, an operator, an entry type, and the correct element name.

1. Select the correct operator for the key field (record column) in the WHERE clause.
2. Select an entry type.
3. Enter an element name corresponding to the entry type—this must be a defined element of the type that you selected.

This is the data that the system uses to build the WHERE clause of the SQL statement that it needs for retrieving data for the array. You can enter multiple key fields for your definition.

Note. If you enter multiple rows on the page, the multiple conditions are processed as AND conditions.

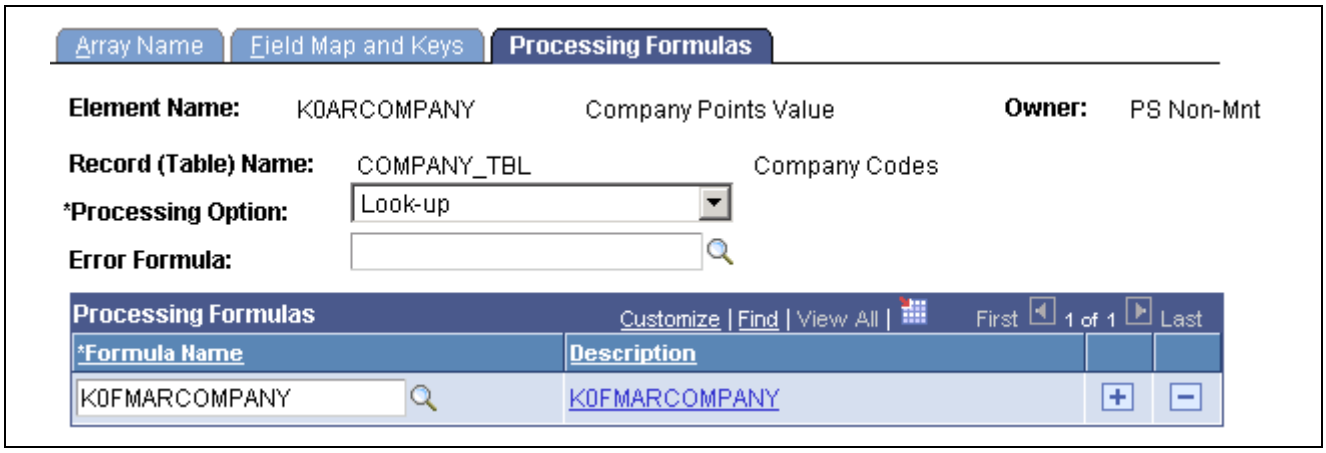
Example: User-Defined Key Structure

Say that you're searching the database for a row of data with a matching department ID.

You enter Other DEPTID = System Element DEPTID. The system looks for a row in the Department table (DEPT_TBL) with a DEPTID (department ID) that equals the value in the system element DEPTID for the payee currently being processed when it encounters this array.

Defining Formula Processing for an Array Element

Access the Processing Formulas page.



Processing Formulas page

Processing Option Select one of these values to determine when and how the system applies a formula. Values are:

By Formula, Apply all Rows: The system selects all the rows required for the array, applies the first formula to all rows, applies the second formula to all rows, and continues for all formulas.

By Row, Apply all Formulas: The system selects a row of data from the database and applies each formula on this page to that row. It then selects the next row and applies each formula to that row, continuing for all rows.

Look-up: The system selects a row of data from the database, applies each formula on this page to that row, selects the next row, and applies each formula

to that row. The first formula that resolves to a value of 1 stops the loop. So if you are searching data for a particular value, the system stops looking when it finds that value.

Note. With regards to arrays with look-up processing, if you select a value of *Look-up,* but do not specify a formula value in the Formula Name field, the system uses the first row of data returned by the array.

Error Formula Select an Error Formula Name for the system to use during error processing, if no rows are found.

Formula Name Select the formula that the system applies to each row of data to resolve the array.

If you selected *Look-up* as the array processing option, select a Boolean formula here.

Note. Instead of using a formula, consider defining the array so that the desired row of data is always ordered first. Also, if the array will never return more than one row of data, and this row will always contain the desired data, no Formula Name field value is necessary with the processing option of *Look-up*.

Note. The system automatically assigns a sequence number to each formula. The sequence is unchangeable. If you make a mistake, delete all the items back to the mistake and add the formulas again in the correct order.

See Also

Chapter 7, "Defining Calculation Elements," Defining Formula Elements, page 149

Defining Writable Array Elements

To define writable array elements, use the Writeable Arrays (GP_WRITE_ARRAY) component.

This section provides overviews of writable arrays, storage considerations for writable arrays, and batch processing of writable arrays, and discusses how to:

- Name a writable array.
- Define writable array records and fields.

Understanding Writable Array Elements

Writable arrays are elements that you can use to populate user-defined result tables. You use PeopleSoft Application Designer to create the result table, then you use the writable array pages that are described in this section to define the element that populates the table during batch processing. Writable arrays are in many ways the opposite of standard arrays. Instead of reading values from a row in a table to user-defined variables, a writable array writes the values of user-defined elements into a row in a table.

Writable arrays make it easy for you to design reports that exactly meet your needs—each row in your table can produce a corresponding line of information in your report. You can also combine multiple tables to create a report, for example, use one table for a report header, one for the body of the report, and another for the footer.

Finally, writable arrays can also conserve valuable storage space by consolidating many vertical rows of information into a single horizontal row.

To define a writable array:

1. Use PeopleSoft Application Designer to create the table that the writable array element populates.

   The first seven fields in the table must be the same as the keys in the basic result tables. You can also use some of the optional result table keys, such as INSTANCE or SLICE_BGN_DT, and include keys that are not used in the basic result tables, such as DEPTID.

   The seven fields are:

   - EMPLID
   - CAL_RUN_ID
   - EMPL_RCD
   - GP_PAYGROUP
   - CAL_ID
   - ORIG_CAL_RUN_ID
   - RSLT_SEG_NUM
2. On the Writable Array Name page, define the naming information for the writable array.
3. On the Definition and Fields page, identify the table that the writable array is to populate, and map the elements that are to populate the table to the corresponding fields (columns) within the table.

Note. When you create a result table using a writable array, the table must include the basic segment status keys shared by all the standard result tables. You can include additional keys as well.

Understanding Storage Considerations for Writable Array Elements

While custom result tables can conserve storage space, they can also increase the need for space if they duplicate data from the standard result tables. Consider using writable arrays to consolidate or temporarily store the following types of results:

- Miscellaneous personal data required for audit purposes.

  You might want to store these values in a single row instead of in the standard result tables and keep the records as long as you need them for auditing purposes.

- Period summary data.

  If you need to summarize data by period on year-to-date reports, you can save summary data for each period for as far back as needed.

- Temporary data used in reports.

  For reporting purposes, you may want to duplicate data found in the standard result tables but present it in a different form. You can then delete the data once you complete the reporting period.

Because you may want to delete temporary data at different times, the management of the data in your result tables is up to you.

Understanding Batch Processing of Writable Array Elements

Typically, each call to a writable array element creates one row of data. To produce multiple rows of output, you can use loops within a subprocess section and arrays to call the writable array multiple times. Using pointers and variables, you can populate the same field in a writable array with values from different elements, as long as you do not map character and numeric elements to the same field.

Pages Used to Define Writable Array Elements

Page Name	Object Name	Navigation	Usage
Writable Array Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Writable Arrays, Writable Array Name	Name the element and define its basic parameters.
Definition and Fields	GP_WRITABLE_ARRAY	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Writable Arrays, Definition and Fields	Identifies the table into which the writable array process inserts data. Also identifies the element that populates each column (field name) in the table.

Naming a Writable Array Element

Access the Writable Array Name page.

When a writable array resolves successfully, the element itself is set to one. Most likely, you will not want to store this value, so the Store and Store if Zero options on the Element Name page are not selected, by default. You can select them if you choose.

In addition, writable arrays are not effective-dated, so there is no definition as of date on the Writable Array Name page. If you need to change the element's definition, create a new writable array instead, and then create new effective-dated elements that reference the new writable array. If you rename a database table or view, create a new writable array.

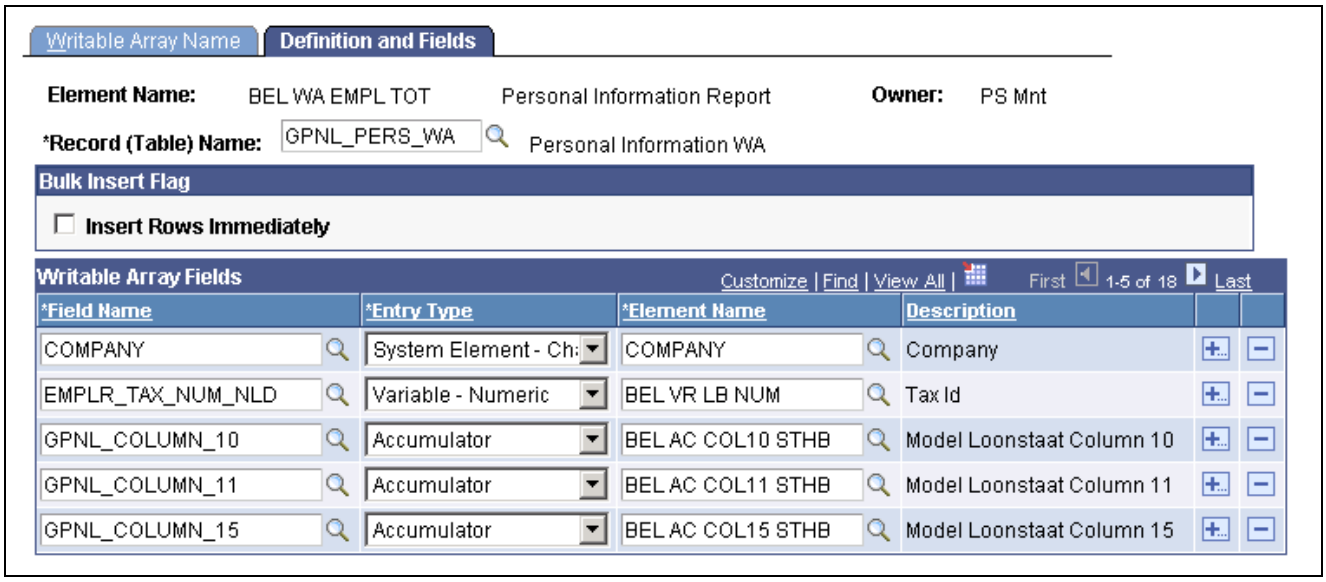
Note. You name every element and define its basic parameters on an element name page with the object name of GP_PIN. The page title and general appearance of this page change based on the type of Global Payroll element that you are naming and defining. All of the fields on this page are documented in another chapter in this PeopleBook.

See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 68

Defining Writable Array Records and Fields

Access the Definition and Fields page.



Definition and Fields page

Note. The writable array must have a record name and at least one field name in order to save.

Record (Table) Name Enter the name of the table that the writable array is to populate.

The system appends the prefix *PS_* to the table name and uses the new name in the INSERT clause of a SQL statement.

Insert Rows Immediately Select if you are defining a writable array to generate data for immediate use by a standard array in the same process. This ensures that the data is present in the database when the standard array element is processed.

If this check box is not selected, the system does not immediately write data to the database table that the array is populating. It inserts the data at a later time using a bulk insert process.

Note. Not all relational database management systems provide bulk insert. For these, the rows will always be inserted one-by-one as they are processed.

Field Name Enter the name of the writable array field that you want to populate. The list of available options includes only those fields that are included in the table that you selected in the Record (Table) Name field.

The order in which you add field name is not important.

Entry Type Select the type of element that will populate the field.

Element Name Select the element whose value the system uses to populate the writable array key field that you are defining.

Note. During processing, the system populates the array with the current value of the selected element. (Linking an element to a writable array field does not, in itself, cause the element to resolve.)

Defining Bracket Elements

To define bracket elements, use the Brackets (GP_BRACKET) component.

This section provides overviews of brackets, interpolation methods, and batch processing of brackets, and discusses how to:

- Define the lookup rules for a bracket.
- Identify the search keys and return columns.
- Enter lookup values.

See Also

Chapter 5, “Defining General Element Information,” Defining Element Names, page 68

Understanding Bracket Elements

Brackets enable you to create simple lookup tables. Based on a table that you define in a bracket, a bracket is used to look up data and assign certain values based on the lookup data. Brackets are also called *bands* and *lookup tables.*

Brackets can use one or more lookup values (search columns). Using a lookup value, bracket processing returns one or more columns that are available for use in other elements such as formulas.

Before defining a bracket, create any elements that you need to use in the bracket definition. For example, before building a bracket that lets you look up bonus amounts based on years of service, create the duration element that returns the years of service.

To define a bracket:

1. Define the naming information for a bracket on the Bracket Name page.
2. Define the lookup rules for the bracket on the Lookup Rules page.
3. Select the search key values and the return column values that you’ll use in the lookup table on the Search Keys/Return Columns page.
4. Enter the lookup values on the Brackets - Data page.

Understanding Interpolation Methods

When a search key doesn’t exactly match the lookup values defined for the bracket (on the Bracket Data page), the interpolation method defines how the system calculates the values that the bracket returns.

You can select one of the following three interpolation methods on the Lookup Rules page:

- *Linear:*

  Uses a mathematical formula to create a prorated value based on the next-higher and next-lower keys (works only with brackets that have one or two numeric keys and with numeric result columns).

- *Use Nearest:*

  Uses the value from the row that has the nearest key (works only with brackets that have numeric or date keys).

- *Use Next Higher:*

Uses the value from the row that has the next-higher key (works with any bracket).

- *Use Next Lower:*

  Uses the value from the row that has the next-lower key (works with any bracket).

For example, suppose that you create a bracket to calculate a bonus value based on years of service, this table lists the search keys and return columns:

Search Keys (Years of Service)	Return Column (Bonus Amount)
5	30%
10	60%

If the years of service is seven years, the value returned depends on the interpolation method that you selected. This table lists the values returned for each method:

Interpolation Method	Return Value	Description
Linear	42%	The system uses a formula to calculate the value.
Use Nearest	30%	The system selects five years and the value from its row, because five years is closer to seven years than ten years.
Use Next Higher	60%	The system selects the next-higher key, ten years, and returns the value from its row.
Use Next Lower	30%	The system selects five years, and returns the value from its row.

Use Lowest and Highest Option

For the linear interpolation method, the system looks for the next-lower and next-higher rows to calculate the return value. When there isn't a lower or higher row, you can use the Use Lowest/Highest Option check box on the Lookup Rules page to indicate whether the system should take the lowest or highest matching option.

For example, suppose that the bracket is defined with these search keys and return columns:

Search Keys (Dept ID, Years of Service)	Return Columns (Bonus Percentage)
ABC, 1	10
ABC, 3	12
ABC, 5	15

Search Keys (Dept ID, Years of Service)	Return Columns (Bonus Percentage)
DEF, 1	11
DEF, 3	13
DEF, 5	15

If the department ID is ABC and the employee has six years of service, the next-lower row is for department ID, ABC, and five years of service. However, there is no next-higher row. If the Use Lowest/Highest Option check box is selected, the system uses the highest option of Dept ABC and Years of Service = 5.

Rounding Rules

With the linear interpolation method, you can use a rounding rule to specify the type of rounding for the returned value.

For example, you're dealing with bonus amounts or rates based on the number of hours worked during a quarter (QTD hours), and you need to use linear interpolation to determine the value of the bonus amount or rate if a payee's hours don't match the values defined on the Bracket Data page. You may want to round the return column result up to 0 decimal places.

Suppose that the bracket data includes the information that appears in the following table:

Search Keys - Accumulator QTD Hours	Return Column - Bracket - Bonus Amount
200	2000
300	2500
500	3000

Assume a payee who has worked 303 QTD hours. Using linear interpolation, the system normally returns:

(303.5 − 300) / (500 − 300) = 3.5/200 = 0.017500

The result is:

2500 + (0.017500 * (3000-2500) = 2500 + (0.017500 * 500) = 2500+ 8.75 = 2508.75

If you apply a rounding rule element, you round up to 0 decimal places and the bracket return column equals 2509 instead of 2508.75.

Understanding Batch Processing of Bracket Elements

In bracket processing, the system looks up a row based on the key values and returns a bracket value.

The Bracket elements themselves always resolve to the value of the first column returned. They are resolved as they're encountered in the process. If an element in the return column of a bracket is encountered during processing, it doesn't automatically invoke resolution of the bracket, because the process doesn't know whether the element is associated with this bracket.

Brackets and all return columns are populated as of applicable slice and segment end dates that are used when encountered during processing, with these criteria:

- If a bracket is used by another element that's being sliced, the bracket and all return column elements are also sliced.
- If the bracket is encountered on the process list, it is resolved for the segment that's currently being processed.
- If a bracket return column needs to be re-resolved during segmentation, the bracket should be used in the calculation or the bracket should be on the event list.

How Brackets Use Interpolation Methods

Three factors need to be considered:

- Interpolation Method (corresponding Use Lowest/Highest Option check box if *Use Next Higher, Use Next Lower,* or *Linear* is selected).
- Outside Table Limits (only if there's no match on the first key).
- Error Processing Options (when there's no match using appropriate interpolation methods and selections).

  Two options are available. If Generate Error is selected, the system does not resolve the bracket (or any of the return columns) and puts the payment in error. If Continue Process is selected, the system resolves the bracket and all the other return columns to be either 0 or blank (depending on the field format).

This table clarifies how batch processing treats each interpolation method:

Interpolation Method	Batch Process
Use Nearest	If mismatch key is non-numeric, go to Error Processing Options. If mismatch key is numeric determine whether next-lower and next-higher values exist: • If only next-lower value exists, use that row. • If only next-higher value exists, use that row. • If both next-lower and next-higher values exist, determine which value is nearer and return that row (if exactly halfway between, return the higher row).

Interpolation Method	Batch Process
Use Next Lower	Determine whether next-lower row exists: • If next-lower row exists, use that row. • If next-lower row doesn't exist, look at the Use Lowest/Highest Option check box (if lower value doesn't exist). • If Use Lowest/Highest Option check box is selected, use the lowest row where keys match. • If Use Lowest/Highest Option check box is not selected, go to Error Processing Options.

Interpolation Method	Batch Process
Use Next Higher	Determine whether next-higher row exists: • If next-higher row exists, use that row. • If next-higher row doesn't exist, look at the Use Lowest/Highest Option check box (if higher value doesn't exist). • If Use Lowest/Highest Option check box is selected, use the lowest row where keys match. • If Use Lowest/Highest Option check box is not selected, go to Error Processing Options.
Linear	If mismatch key is non-numeric, go to Error Processing Options. If mismatch key is numeric determine whether next-lower and next-higher values exist: • If only next-lower value or next-higher row exists, look at Use Lowest/Highest Option check box. • If Use Lowest/Highest Option check box is selected, use that row (no linear interpolation required). • If Use Lowest/Highest Option check box is not selected, go to Error Processing Options. If both next-lower and next-higher values exist: • In relation to the keys: - Determine the difference between the next-lower and next-higher rows (Key Difference 1). - Determine the difference between your value and the next-lower value (Key Difference 2). - Determine ratio by dividing Key Difference 2 by Key Difference 1 (Key Ratio). • For each return column: - Determine the difference between the values for the next-lower and next-higher rows (Return Column Difference 1). - Apply Key Ratio to the Return Column Difference (Return Column Difference 2). - Add Return Column Difference 2 to the value from the next-lower row. This is the value that should be returned for the return column.

Additional Notes About Batch Processing for Bracket Elements

Search keys are considered in the order in which they are entered on the bracket definition. Values are in ascending order (based on key order).

For all interpolation methods, if all keys match, use that row. For all interpolation methods, try to match on keys sequentially (first key, second key, and so on).

What to Do When Keys Are Mismatched

If there's a mismatch on the first key:

- Determine whether the mismatch is specified in Outside of the Table Limits.

  If the first key value is under the key 1 value defined on the first row:

  - If *Use First Row if Under* is selected, use the first row.
  - If *Use First Row if Under* isn't selected, go to Error Processing Options.
- If the first key value is over the key 1 value defined on the first row:
  - If *Use Last Row if Over* is selected, use the last row.
  - If *Use Last Row if Over* isn't selected, go to Error Processing Options.
- If the mismatch isn't specified in Outside of the Table Limits and no interpolation method is selected, go to Error Processing Options.
- If an interpolation method is selected and the field format of the first key is non-numeric, go to Error Processing Options.
- If an interpolation method is selected and the field format is numeric, go to the appropriate logic, based on the interpolation method process. See details of each interpolation method in the preceding table.
- If there's a mismatch on a subsequent key and no interpolation method is selected, go to Error Processing Options.
- If there's a mismatch on a subsequent key and an interpolation method is selected, consider only the rows where all keys have been matched.

  Go to the appropriate logic based on the interpolation method process. Refer to the details of each interpolation method in the preceding table.

Pages Used to Define Bracket Elements

Page Name	Object Name	Navigation	Usage
Bracket Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Bracket Name	Name the element and define its basic parameters.
Lookup Rules	GP_BRACKET1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Lookup Rules	Define the lookup rules for a bracket.
Search Keys/Return Columns	GP_BRACKET2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Search Keys/Return Columns	Identify the search keys and the return columns for the bracket.
Brackets - Data	GP_BRACKET3	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Data	Enter lookup values. The search key values and the return column values that you selected in the Brackets - Search Keys/ Return Columns page appear here.

Naming Bracket Elements

Access the Bracket Name page.

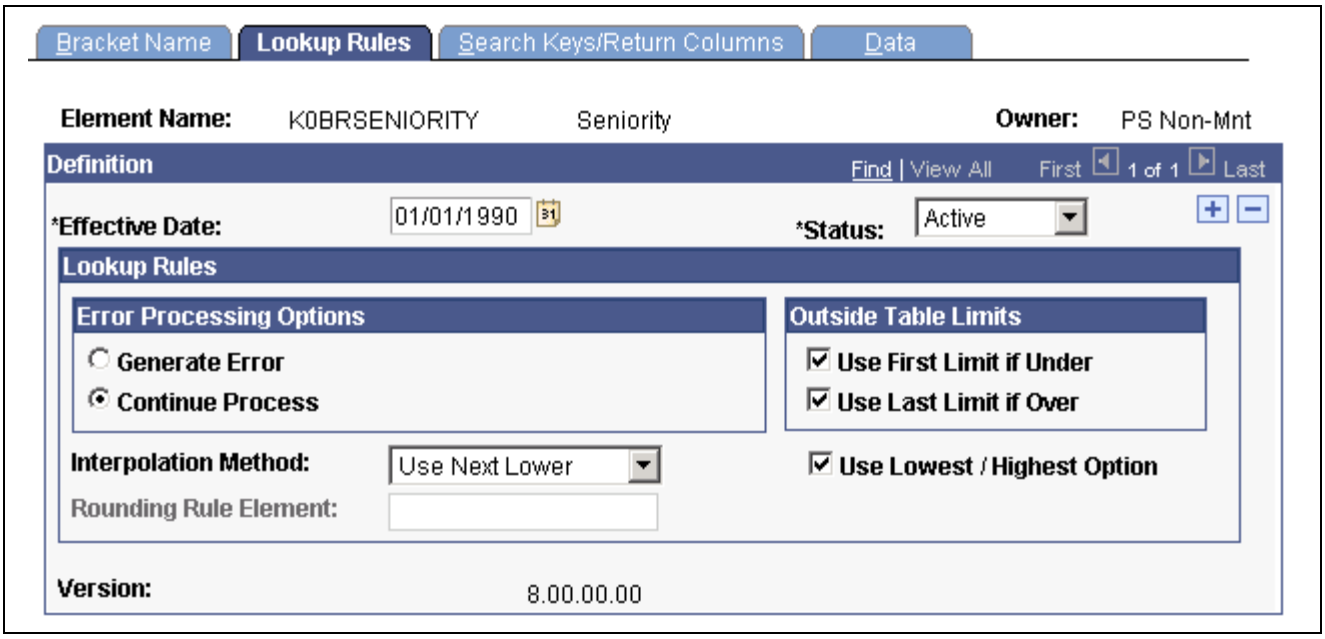
Note. You name every element and define its basic parameters on an element name page with the object name of GP_PIN. The page title and general appearance of this page change based on the type of Global Payroll element that you are naming and defining. All of the fields on this page are documented in another chapter in this PeopleBook.

See Also

Chapter 5, “Defining General Element Information,” Defining Element Names, page 68

Defining Lookup Rules for a Bracket Element

Access the Lookup Rules page.



Lookup Rules page

Error Processing Options Select from the following values:

Generate Error: Stops processing and generates an error.

Continue Process: Continues processing without returning any value.

Outside Table Limits Defines what happens if the key values are over or under those that are defined in the table:

Use First Row if Under: Select if key values are under those that are defined in the table.

Use Last Row if Over: Select if key values are over those that are defined in the table.

Interpolation Method Select an interpolation method that defines the values to return if the system doesn't find an exact match; for example, if the key values are between two rows on the table. All interpolation methods use only one search key, the first mismatched one. Select from the following values:

Linear: Uses a mathematical formula to create a prorated value based on the next-higher and next-lower keys (works only with brackets that have one or two numeric keys and with numeric result columns).

Use Nearest: Uses the value from the row that has the nearest key (works only with brackets that have numeric or date keys).

Use Next Higher: Uses the value from the row that has the next-higher key (works with any bracket).

Use Next Lower: Uses the value from the row that has the next-lower key (works with any bracket).

See Chapter 6, "Defining Data Retrieval Elements," Understanding Interpolation Methods, page 99.

Use Lowest/Highest Option When using linear interpolation, the system matches on all search columns that have already been matched. Then it looks for the next-lower and next-higher

rows where the search columns match. When there isn't a lower or higher row where search columns match, you can use the Use Lowest/Highest Option check box to indicate whether the system should take the lowest or highest matching option.

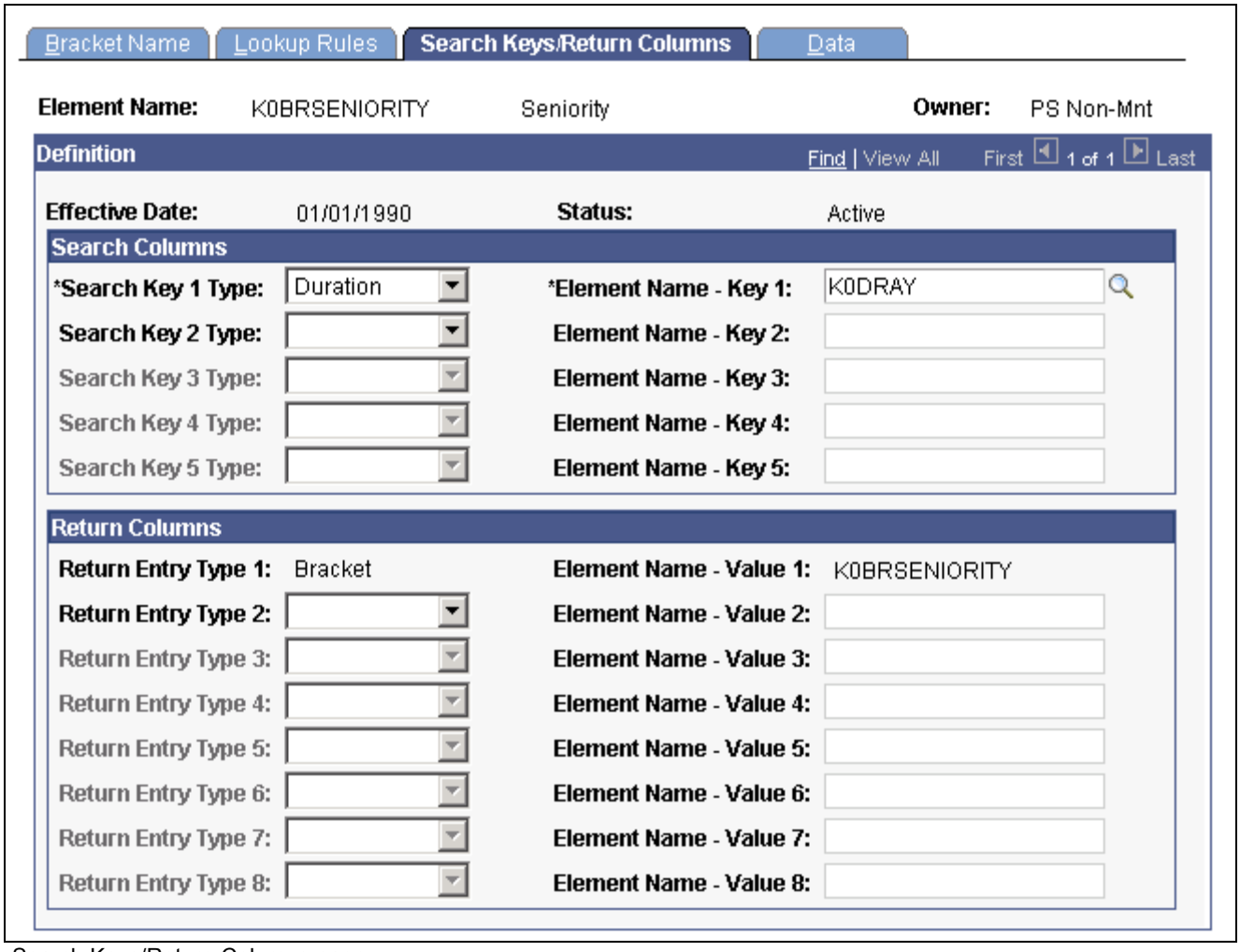
See Chapter 6, "Defining Data Retrieval Elements," Understanding Interpolation Methods, page 99.

Rounding Rule Element With linear interpolation, you can use a rounding rule to specify the type of rounding for the returned value. The system applies this rounding rule to all return columns whose field format is numeric (decimal or monetary), because linear interpolation takes the ratio of the next-lower return column value and the next-higher value and returns the prorated value based on the ratio that is above the next-lower value. The result might be an excess of decimal places.

See Chapter 6, "Defining Data Retrieval Elements," Understanding Interpolation Methods, page 99.

Identifying Bracket Search Keys and Return Columns

Access the Search Keys/Return Columns page.



Search Keys/Return Columns page

Search Columns

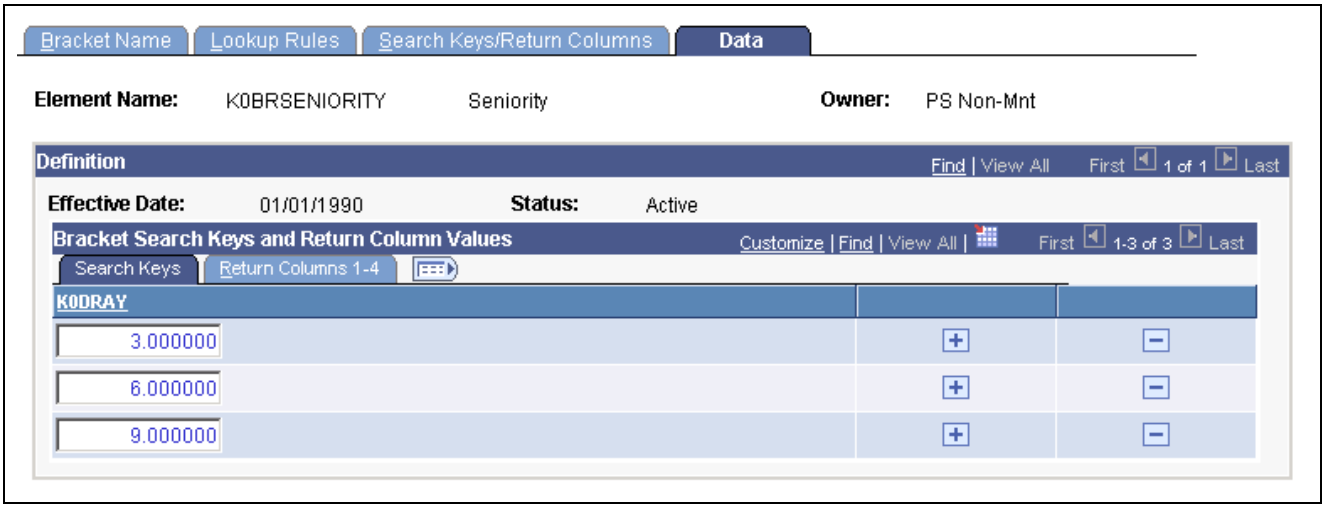
In the Search Columns group box, select the keys that the system uses to search the bracket data. For each key, select the Search Key Type (element type) that you're entering. Then select the corresponding Element Name. You can enter up to five search keys.

Return Columns

In the Return Columns group box, select the columns that tell the system where to store the values returned by the lookup. For each column, select the Return Entry Type (element type) that you're entering. Then select the corresponding Element Name. The bracket itself is the first returned column. You can enter up to eight return columns.

Entering Bracket Lookup Values

Access the Brackets - Data page.



Brackets - Data page

Bracket Search Keys and Return Column Values - Search Keys

Enter the values of the search keys.

Bracket Search Keys and Return Column Values - Return Columns

Enter the values to be returned for each search key value, based on your entries on the Search Keys/Return Columns page. You can enter multiple return values.

Defining Rate Code Elements

To define rate code elements, use the Rate Codes (GP_RATE_CODE) component.

This section provides overviews of rate code mapping, the use of rate codes in earnings, and batch processing of rate codes, and discusses how to:

- Name rate code elements.
- Create a rate code element.

Understanding Rate Code Mapping

You can use rate code elements to retrieve multiple components of pay that have been defined in Human Resources—including base pay and nonbase-pay components.

To have the system retrieve the rate codes set up in Human Resources, matching rate code elements must be defined in Global Payroll and mapped to the corresponding Human Resources rate codes. A Human Resources rate code can be associated with only one Global Payroll rate code element.

Note. Global Payroll cannot map to rate matrices. Global Payroll can only map to simple rate codes.

Rate code elements can be defined and mapped to Human Resources rate codes in two ways:

- If you install Global Payroll after creating rate codes in Human Resources, use the Rate Codes - Definition page to create rate code elements and map them to the corresponding rate codes in Human Resources.

  Mapping an element to a Human Resources rate code makes the element take on the values of the Human Resources rate code.

- If Global Payroll is installed when you create rate codes in Human Resources, matching rate code elements are created automatically in Global Payroll.

  You can display the rate code elements through the Rate Codes - Definition page in Global Payroll. You can also use the page to map the element to a different rate code.

  This table lists the values that appear on the Rate Codes - Definition page:

Field	Value
Name	Same as Human Resources Rate Code Name
Element Type	Rate Code (RC)
Description	HR Rate Code description
Field Format	Decimal
Use Defn As Of	Calendar Period End Date
Always Recalculate	Off (No)
Owner	Customer Maintained
Class	Not Classified
Used By	All Countries
Country	Not applicable since All Countries

Field	Value
Industry/Region	Blank
Category	Blank
Override Levels	All options set to Off (No)
Store	On (Yes)
Store if Zero	On (Yes)
Customer Fields	Blank
Comments	Blank

Understanding the Use of Rate Code Elements in Earnings Definitions

Rate code elements return the values of rate codes defined in Human Resources. To use a rate code to calculate a payee's earnings, use the rate code in the earnings element definition—either directly, as part of the earnings calculation rule, or within a formula or other element used by the earnings calculation rule.

Example

A certain payee's monthly pay has three components—a base amount, merit amount, and ten percent bonus that is based on the monthly total of base pay plus merit pay—and the following rate codes are defined in Human Resources:

BASE = 1000 (monthly earnings)

MERIT = 100 (monthly merit)

BONUS = 10 percent (monthly bonus)

For Global Payroll to retrieve this rate information from Human Resources and use it in calculations, corresponding rate code elements must be defined in Global Payroll and mapped to the Human Resources rate codes. This table shows the mapping:

Human Resources Rate Code	Corresponding Global Payroll Rate Code Element
BASE	BASE

Human Resources Rate Code	Corresponding Global Payroll Rate Code Element
MERIT	MERIT
BONUS	BONUS

In Global Payroll, you've also defined an accumulator (SALARY TOTAL) to keep track of the total of base pay plus merit pay for each calculation (to facilitate monthly bonus calculations), and you want to use the rate code data defined in Human Resources to calculate a payee's monthly pay. In this case, you need to create three earning elements in Global Payroll:

- E1: Represents base pay.

  Give E1 a calculation rule of *Amount* and select the rate code element, BASE, as the element to retrieve the base amount.

- E2: Represents merit pay.

  Give E2 a calculation rule of *Amount* and select the rate code element, MERIT, as the element to retrieve the merit amount.

- E3: Represents the bonus.

  Give E3 a calculation rule of *Base* * *Percent* and select the accumulator element, SALARY TOTAL, as the base component and the rate code element, BONUS, as the Percent component.

Note. To have Global Payroll retrieve rate code information from Human Resources, include the rate code element in the definition of the earning or deduction element.

You typically use rate code elements when defining an earnings element on the Earnings Calculation page. This table shows how you might use a rate code element as a component of an earnings calculation rule:

Rate Code Type	Earnings Calculation Rule	Component Information
Flat Amount	Amount	Amount = rate code element
Percent	Base * Percent	Base = anything (usually an accumulator) Percent = rate code element
Points	Unit * Rate	Rate = anything (typically a formula that calls an array to retrieve the appropriate point value from the Company table and applies FTE, if applicable) Units = rate code element

Rate Code Type	Earnings Calculation Rule	Component Information
Hourly	Unit * Rate	Rate = rate code element Units = anything (typically positive input)
Hourly + Flat Amount	Unit * Rate	Rate = formula; can take flat amount rate code element and add to a calculated hourly amount Units = anything (typically positive input)

Note. PeopleSoft recommends that when using a nonbase-pay rate code as a component of an earnings element, you assign the earnings element *by payee* on the Element Group Members page. Then, during processing, the system runs through the nonbase-pay hierarchy for only those payees who have nonbase-pay earnings for the pay period.

Warning! The order of resolving rate code elements—including rate code elements in earning elements—is extremely important.

See Also

Chapter 15, "Defining Processing Elements," Ordering Elements and Sections in a Process List, page 371

Understanding Batch Processing of Rate Code Elements

When the system encounters a rate code element during the payroll process, it calls the Rate Code PIN Resolution program, which first determines whether the element, effective on the calendar period end date, represents a base pay rate code or a nonbase-pay rate code. It then follows the hierarchy for base pay or nonbase-pay rate code elements, as appropriate, to resolve the rate code.

Criteria for Selecting the Job Row

For both base pay and nonbase-pay rate code elements, Global Payroll uses the RATE AS OF DATE system element to determine to which maximum effective-dated job row it refers for the rate code. The EmplID, EmplRcd#, and payment keys on the selected job row must match the current payment's corresponding values, or the payment is placed in error.

- If RATE AS OF DATE is unpopulated, the system uses the end date of the current slice or segment to select the job row.
- If RATE AS OF DATE is greater than the calendar period end date, the system uses the calendar period end date to select the job row.
- If RATE AS OF DATE is before the first effective date on job, the rate code resolves to 0 and the payment is put in error.
- In all other cases, RATE AS OF DATE is used.

The FTE factor that applies to some rate codes is retrieved from the maximum effective-dated job row that is less than or equal to the RATE AS OF DATE or slice end date where the payment keys match.

Currency Conversion

When the currency code for a flat amount, hourly, or hourly plus flat amount rate code, as defined in Human Resources, doesn't match the processing currency, Global Payroll performs its standard currency conversion during processing. That is, it uses the payee's effective-dated exchange rate type to perform the conversion.

Note. Currency conversion is not required on percent or point rate codes, because returned values are nonmonetary.

Frequency Conversion

Global Payroll also performs frequency conversion on any flat amount or hourly plus flat amount rate code, where the corresponding frequency code in Human Resources doesn't match the calendar period frequency. The system annualizes the rate code using the corresponding frequency factor from Human Resources. It then deannualizes for the calendar period frequency (using the applicable frequency factor). Define all earning elements that use rate codes as Use Calendar Period Frequency.

Note. Frequency conversion is not required on percent or point rate codes, because returned values are nonmonetary.

Resolving Multiple Instances of the Same Rate Code Element

If the PS_COMPENSATION record contains multiple instances for the same rate code (base pay or nonbase-pay), the system evaluates each instance separately, sums the instances, and returns one value to the rate code element. Global Payroll references two system elements, RATE CODE GROUP and FTE INDICATOR, and applies the following rules:

- If the Rate Code Group differs between the instances, the system element RATE CODE GROUP is resolved according to the last instance and an error message is generated.
- If the FTE indicator differs between instances, the system resolves the system element named FTE INDICATOR according to the last instance and issues a warning message. The payee is not put into an error status. (Global Payroll uses the FTE INDICATOR only for rate codes types of flat amount and hourly plus flat amount.)

For example, if a flat amount rate code has one instance in which FTE applies, Global Payroll uses the FTE_COMPRATE for this instance. If a second instance indicates that FTE doesn't apply, the system uses the COMPRATE field value for the second instance and sums the two instances.

Hierarchy for Resolving Base Pay Rate Code Elements

When the system encounters a rate code element that's mapped to a Human Resources base pay rate code, it finds the appropriate rows on the PS_COMPENSATION record, where the element matches the rate code. It then identifies the value to be returned, based on the rate code type, as shown in this table:

Rate Code Type	Fields Evaluated on PS_COMPENSATION	Value Returned for Rate Code
Percent	COMP_PCT	Percent
Points	COMP_RATE_POINTS	Points

Rate Code Type	Fields Evaluated on PS_COMPENSATION	Value Returned for Rate Code
Flat Amount	COMPRATE and FTE_INDICATOR	If FTE_INDICATOR = Yes, return COMPRATE * FTE factor (stored on JOB) If FTE_INDICATOR = No, return COMPRATE
Hourly	COMPRATE	Hourly rate

Hierarchy for Resolving NonBase-Pay Rate Code Elements

When the system encounters a rate code element that's mapped to a Human Resources nonbase-pay rate code, it derives the rate from the following hierarchy, stopping when it finds the rate:

- Compensation table (PS_COMPENSATION).
- Job Code table (PS_JOBCD_COMP_RATE).

  The system looks for the row where the SetID and Job code fields match the SETID_JOBCODE and JOBCODE system elements.
- HR Comp Rate table (PS_COMP_RATECD_TBL).

The system identifies the value to be returned, based on the rate code type and FTE_INDICATOR, as shown in this table:

Rate Code Type	Fields Evaluated on PS_COMPENSATION	Value Returned for Rate Code
Percent	COMP_PCT	Percent
Points	COMP_RATE_POINTS	Points
Flat Amount, or Hourly + Flat Amount	COMP_RATE FTE_INDICATOR	If FTE_INDICATOR = Yes, return COMPRATE * FTE factor (stored on JOB) If FTE_INDICATOR = No, return COMPRATE
Hourly	COMPRATE	Hourly rate

Common Elements Used in This Section

Base pay components Components that contribute to a payee's base pay are called base pay components. All base pay components are stored in the PS_COMPENSATION record in Human Resources, but they can be overridden through the Payee Element Assignment page or Positive Input page in Global Payroll. (Hourly plus flat amount is not valid for base pay components.)

Multiple components of pay This functionality enables your organization to compensate a payee at more than one *rate* of pay, such as regular pay and merit pay. Components can represent a flat amount, hourly rate, hourly rate plus flat amount, percentage of the worker's compensation package, or salary points.

Non-base-pay components Components that do not contribute to base pay are called nonbase-pay components and may or may not be stored in the PS_COMPENSATION record. When you run the payroll process, the system follows a hierarchy to determine the applicable rate.

Pages Used to Create Rate Code Elements

Page Name	Object Name	Navigation	Usage
Rate Code Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Rate Codes, Rate Code Name	Name the element and define its basic parameters.
Definition	GP_RATE_CODE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Rate Codes, Definition	Create a rate code element and map it to a rate code defined in Human Resources. You can also use the page to view rate code elements and change the mapping.

Naming Rate Code Elements

Access the Rate Code Name page.

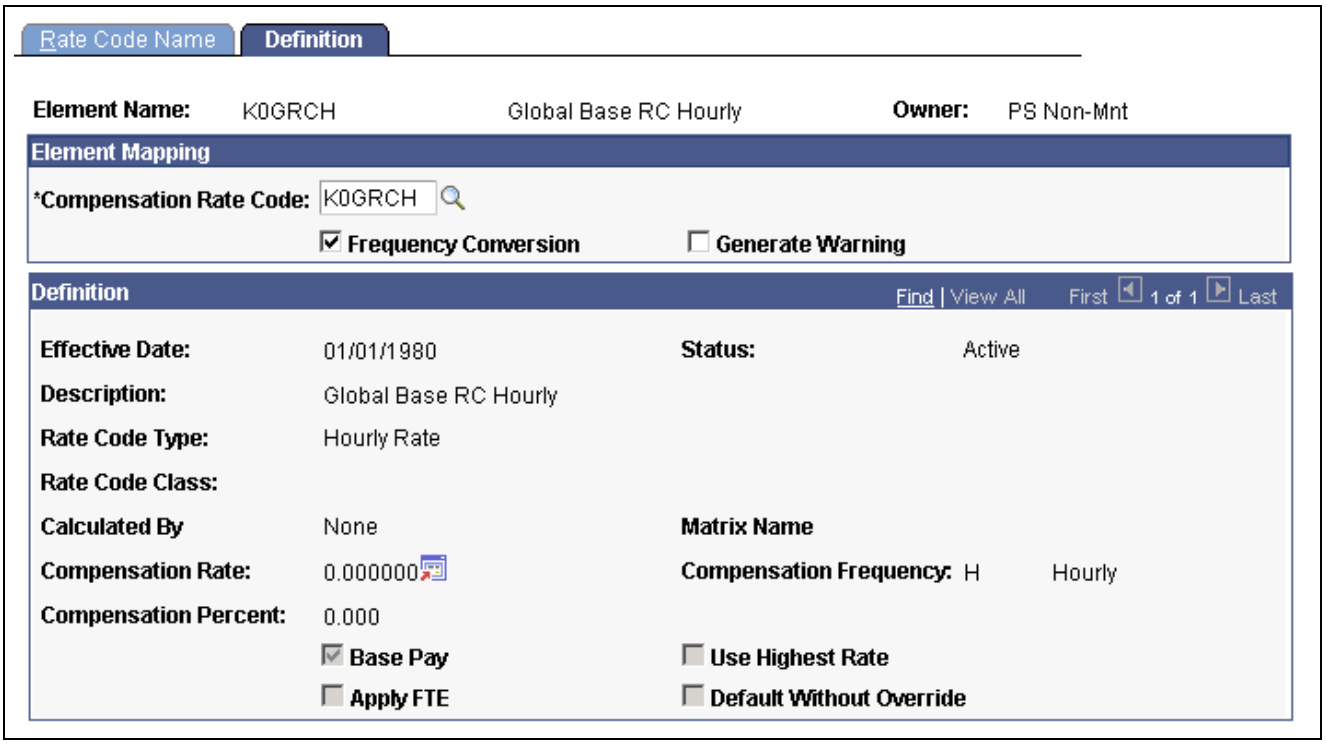
Note. You name every element and define its basic parameters on an element name page with the object name of GP_PIN. The page title and general appearance of this page change based on the type of Global Payroll element that you are naming and defining. All of the fields on this page are documented in another chapter in this PeopleBook.

See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 68

Creating a Rate Code Element

Access the Rate Codes - Definition page.



Rate Codes - Definition page

Compensation Rate Code Enter the Human Resources rate code to which you want to map this element. When you select the rate code, the lower half of the page displays information that is defined for the rate code in Human Resources. You cannot change this information in Global Payroll.

Frequency Conversion This check box is selected by default to indicate that the system is to perform frequency conversion (annualization and deannualization) on the value returned by the rate code.

Clear this check box if you want the system to return the value from the rate code definition without performing frequency conversion.

Generate Warning This check box applies only to rate codes that represent a base pay component. It is selected automatically to indicate that the system generates a warning message during batch processing if it does not find the rate code on the payee's compensation record.

Clear the check box if you do not want the system to generate a warning message in these situations.

See Also

Chapter 4, "Working with Payee Data," Understanding Data Retrieval from Human Resources, page 36

Defining Fictitious Calculation Elements

To define fictitious calculation elements, use the Fictitious Calculations (GP_FICT_CALC) component.

This section provides an overview of fictitious calculation elements and batch processing of fictitious calculation elements, and discusses how to:

- Define a previous period rule for a fictitious calculation.
- Specify elements for overriding original values.
- Select accumulators to forward to the next segment.
- Specify elements for storage in the current period's elements.
- Move data by using fictitious calculations.

Understanding Fictitious Calculation Elements

You can use fictitious calculation rules to perform temporary calculations, which enable the system to calculate something and return a value without having to store it.

A fictitious calculation is a subcalculation that is run during a normal calculation to determine a net that would be computed if certain parameters were used. This result is used for further processing in the normal calculation. A fictitious calculation always starts from inside a normal calculation and is run for one payee and for a specified set of periods.

The intermediate results of a fictitious calculation are not needed and are ignored, except for the small subset of results brought forward to the normal calculation.

Note. A fictitious calculation is not a retroactive process because there are no changes to the results of the previous period. No new versions, deltas, or adjustments are created. No results are stored. Also, certain values from the current period are passed to the previous period calculation to override values used in the original calculation.

Understanding Batch Processing of Fictitious Calculation Elements

During the calculation phase of batch processing, the system uses a payment loop to calculate payments. When the payment loop process detects that a fictitious calculation is needed, it passes control to a fictitious calculation application, which performs the following steps:

1. Reads the fictitious calculation definitions.
2. Formats the input and output mapping arrays.
3. Calls the PIN manager to resolve the previous period rule.
4. Sets the fictitious calculation switch in SERVC copybook.
5. Calls the GPPSERVC program, passing SERVC.
6. Performs the required averaging and summing operations.
7. Returns values to the PIN manager.

At this point, control is passed back to the service application. This application recognizes when a fictitious calculation is taking place, thereby running some processes and bypassing others, such as retroactive, payee selection, and the writing of output tables.

Intermediate results are not stored, except for debugging purposes, when a distinct set of fictitious results is written to the audit table.

The system processes calendars and segments in the order in which they were initially run.

Pages Used to Define Fictitious Calculation Elements

Page Name	Object Name	Navigation	Usage
Fictitious Calculation Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Fictitious Calculations, Fictitious Calculation Name	Name the element and define its basic parameters.
Fictitious Calculations - Processing	GP_FICT_CALC1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Fictitious Calculations, Processing	Define the previous period rule for a fictitious calculation that is used to determine the periods for which the fictitious calculation is performed. You can request that the original process be used or select a different process.
Input Mapping	GP_FICT_CALC2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Fictitious Calculations, Input Mapping	Specify elements from the current period for overriding the original values for the selected elements in each of the fictitious periods.
Segment Mapping	GP_FICT_CALC3	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Fictitious Calculations, Segment Mapping	Select the accumulators that are to be forwarded to the next segment.
Output Mapping	GP_FICT_CALC4	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Fictitious Calculations, Output Mapping	Specify elements from the fictitious calculation (summed or averaged) to be passed back to the current period and stored in the current period's elements.

Naming Fictitious Calculation Elements

Access the Fictitious Calculation Name page.

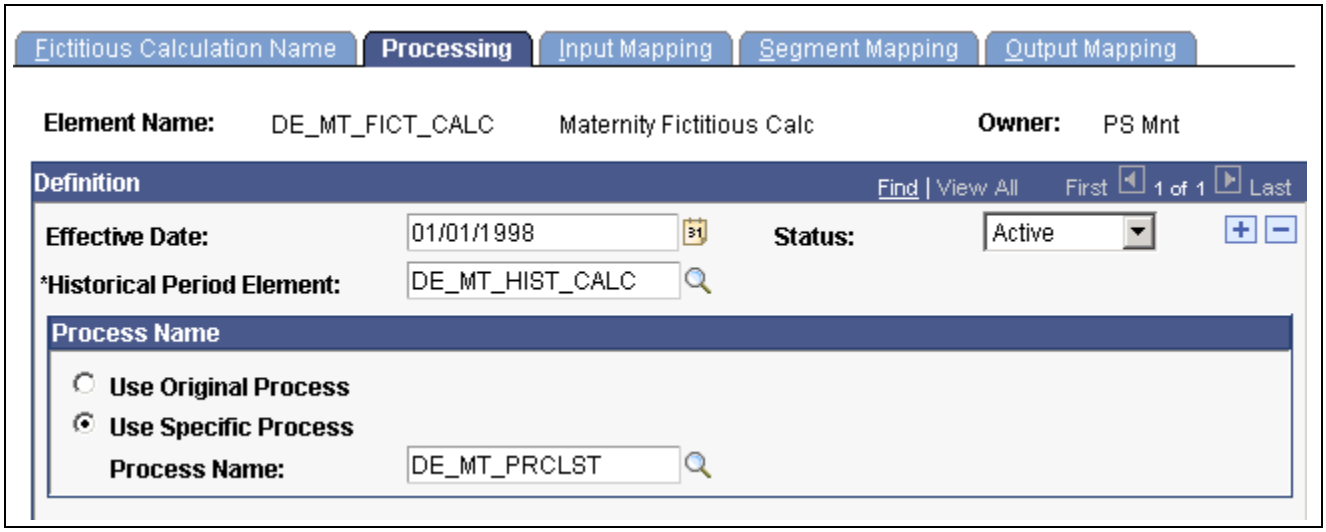
Note. You name every element and define its basic parameters on an element name page with the object name of GP_PIN. The page title and general appearance of this page change based on the type of Global Payroll element you are naming and defining. All of the fields on this page are documented in another chapter in this PeopleBook.

See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 68

Defining a Previous Period Rule for a Fictitious Calculation Element

Access the Fictitious Calculations - Processing page.



Fictitious Calculations - Processing page

Historical Period Element Select the element that determines which periods you want to recalculate during the fictitious calculation. The available elements are historical rules specifically created for fictitious calculation.

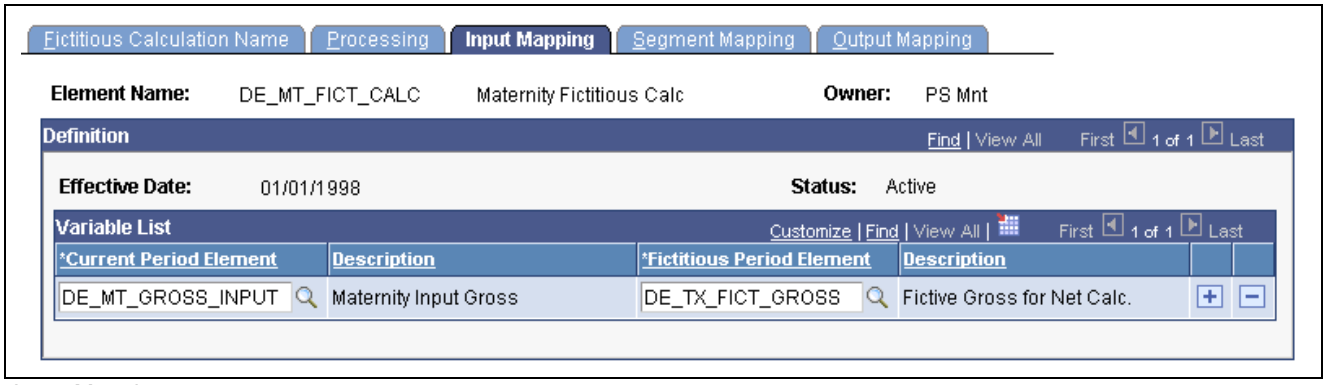
Use Original Process Select to make the fictitious calculation use the original process. The process won't run the fictitious calculation a second time.

Use Specific Process Select to make the fictitious calculation use a process other than the original process. Select the process that the system should use during this fictitious calculation in the Process Name field.

Note. During the fictitious calculation, system element values at the payee level and system-computed elements take on previous period values.

Specifying Elements for Overriding Original Values

Access the Input Mapping page.



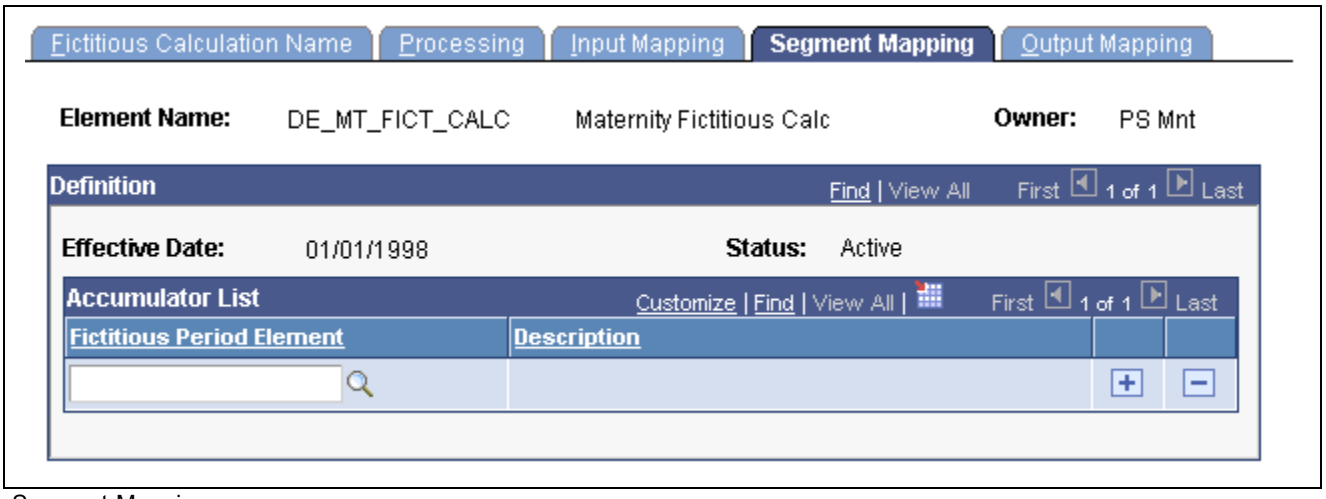
Input Mapping page

Current Period Element Enter an element whose value is to be passed to the previous period.

Fictitious Period Element Enter a previous period element whose value is to be overridden in the previous period.

Selecting Accumulators to Forward to the Next Segment

Access the Segment Mapping page.

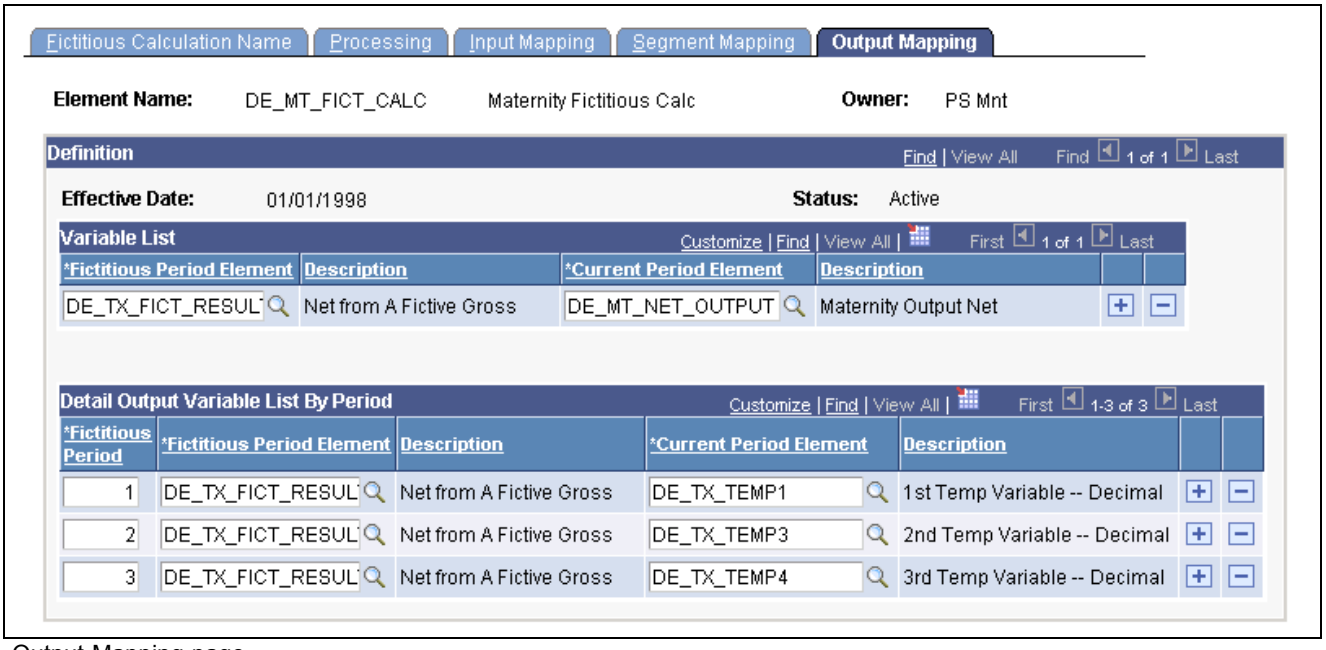


Segment Mapping page

Fictitious Period Element Enter an element whose value is to be forwarded to the next segment.

Specifying Elements for Storage in the Current Period's Elements

Access the Output Mapping page.



Output Mapping page

Fictitious Period Element Enter an element whose sum or average (based on the calculation type of the previous period rule) value is to be passed to the current period.

Current Period Element Enter an element to store the result of a calculation in a previous period.

Fictitious Period Enter a number to designate the order in which the system shall process the fictitious periods. The lowest number is processed first, and so on.

Fictitious Period Element Enter an element whose value is to be passed to the current period.

Current Period Element Enter an element to store the result of the calculation in the previous period.

Moving Data by Using Fictitious Calculations

This table lists moving data from the current period to the fictitious one and vice versa.

FROM Element	Multiple Instances	Value Status	TO Element	Original Multiple Instances	Override Status
Primary Element	No	Period	Primary Element	Yes, sliced positive input	One instance for Period
Primary Element	Yes	Summed	Primary Element	Yes, sliced positive input	One instance for Period
Primary Element	No	Period	Supporting Element	Yes	One instance for Period
Primary Element	Yes	Summed	Supporting Element	Yes	One instance for Period
Primary Element	No	Period	Accumulator	Yes, sliced	One instance for Period
Primary Element	Yes	Summed	Accumulator	Yes, sliced	One instance for Period
Support- ing Element	Yes	Period or Summed	Supporting Element	Yes	One instance for Period
Support- ing Element	Yes	Period or Summed	Primary Element	Yes, sliced positive input	One instance for Period
Support- ing Element	Yes	Period or Summed	Accumulator	Yes, sliced	One instance for Period

FROM Element	Multiple Instances	Value Status	TO Element	Original Multiple Instances	Override Status
Accum-ulator	Yes, sliced	Summed	Accumulator	Yes, sliced	One instance for Period
Accum-ulator	Yes, user keys	Period or Summed For the Current User Key Value	Accumulator	Yes, user keys	Only the one for the current user key value is over- ridden. The current user key is added to PINV.
Accum-ulator	Yes, sliced	Summed	Supporting Element	Yes, sliced	One instance for Period
Accum-ulator	Yes, sliced	Summed	Primary Element	Yes, sliced	One instance for Period
Accum-ulator	Yes, user keys	Period or Summed For the Current User Key Value	Supporting Element	Yes	One instance for Period
Accum-ulator	Yes, user keys	Period or Summed For the Current User Key Value	Primary Element	Yes, sliced positive input	One instance for Period

Defining Historical Rule Elements

To define historical rule elements, use the Historical Rules (GP_HIST_RULE) component.

This section provides overviews of historical rules and batch processing of historical rules, and discusses how to:

- Define the rule type and periods to be processed.
- Define the formula for a historical rule.

Understanding Historical Rule Elements

You can use historical rule elements to set up rules that retrieve data from prior periods. Historical rules can be used in formulas and fictitious calculations.

A historical rule can be associated with an earning or deduction element on the Formula Definition page. It can also be associated with any element that's stored in the Earnings/Deductions results table, Accumulators results table, or Other Elements results table. A historical rule can be used by fictitious calculation elements to find periods to recalculate.

Historical rule elements, retroactive calculations, and fictitious calculation elements differ in the following ways:

- A historical rule element enables you to set up rules that retrieve data from prior periods.
- A retroactive calculation enables you to recalculate a prior period, and the results of that calculation are kept.
- A fictitious calculation element enables you to recalculate a prior period, but the results are not kept and only the final amount is passed to the current period.

To define a historical rule:

1. Define the naming information for the historical rule on the Historical Rules Name page.
2. Define the rule type and the periods to be processed on the Processing Period page.
3. Define the formula for a historical rule on the Parameters and Mapping page.

Understanding Batch Processing of Historical Rule Elements

You can attach a historical rule to an earning or deduction element on the Formula Definition page or to any element that's stored in the Global Payroll Earnings/Deductions results table (GP_RSLT_ERN_DED), Global Payroll Accumulators results table (GP_RSLT_ACUM), or Global Payroll Other Elements results table (GP_RSLT_PIN). In addition, a historical rule can be used by fictitious calculation elements to find periods to recalculate.

A historical rule resolves to one if it's successful and to zero if it's not successful. This works the same way as an array element. A historical rule can then be used in a formula such as:

IF HIST_RULE_TEST =1, THEN

Use variable elements populated by historical rule

ELSE

Generate an error

END-IF

A historical rule is set to one when either the end-of-process formula resolves without errors, or if that formula is not used in the processes, the stop-process-if-true variable is set to TRUE.

In all other situations, a historical rule is set to zero and SQL returns no data.

How the System Processes Historical Rule Elements

Here's how the system processes historical rules:

1. The system dynamically creates SQL to load elements requested from the Global Payroll result tables.

It can get data from multiple result tables at one time by using a SQL UNION, meaning direct access to the database each time the historical rule is called. A SELECT and a series of FETCHES are performed each time. The use of this element type affects performance.

2. The system maps columns to variables.

   The variables are available for use in a formula.

3. The first fetch establishes the keys for the first retrieved segment.

   The program continues fetching records until there is a break in the segment keys. It then populates the input and output interface copybook (PINL) with the values for the retrieved elements or with the null values for the elements in the element mapping that were not found. Then the program requests the resolution of Formula to Execute By Segment.

4. The system performs formula resolution per segment.
5. The system resolves an end of process formula for additional calculations such as averaging.

This table lists how calendars and segments are processed in the reverse order in which they were initially run:

Original Processing Sequence	Processing Sequence for Historical Rules
January absence calendar	February payroll calendar
January payroll calendar (segment 1, segment 2)	February absence calendar
February absence calendar	January payroll calendar (segment 2, segment 1)
February payroll calendar	January absence calendar

Formulas Used to Calculate the Preceding Values

Formulas to run by period (CUM_COMP):

- CUM_PERIOD_SAL + CUR_SAL = CUM_PERIOD_SAL, where you calculate the earnings value.
- CUM_NUM_PERIODS + 1 = CUM_NUM_PERIODS, where you calculate the period of time.

Formula to calculate at the end (AVG_COMP):

CUM_PERIOD_SAL/CUM_NUM_PERIODS = AVG_COMP, where you calculate the earnings value divided by the period of time.

See Also

Chapter 7, “Defining Calculation Elements,” Defining Proration Rules, page 168

Pages Used to Define Historical Rule Elements

Page Name	Object Name	Navigation	Usage
Historical Calculation Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Historical Rules, Historical Calculation Name	Name the element and define its basic parameters.
Processing Period	GP_HIST_RULE1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Historical Rules, Processing Period	Define the details of the processing period for the historical rule. Depending on what you select as the rule type, some fields may not be available for entry.
Parameters and Mapping	GP_HIST_RULE2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Historical Rules, Parameters and Mapping	Define the formula for a historical rule.

Naming Historical Rule Elements

Access the Historical Calculation Name page.

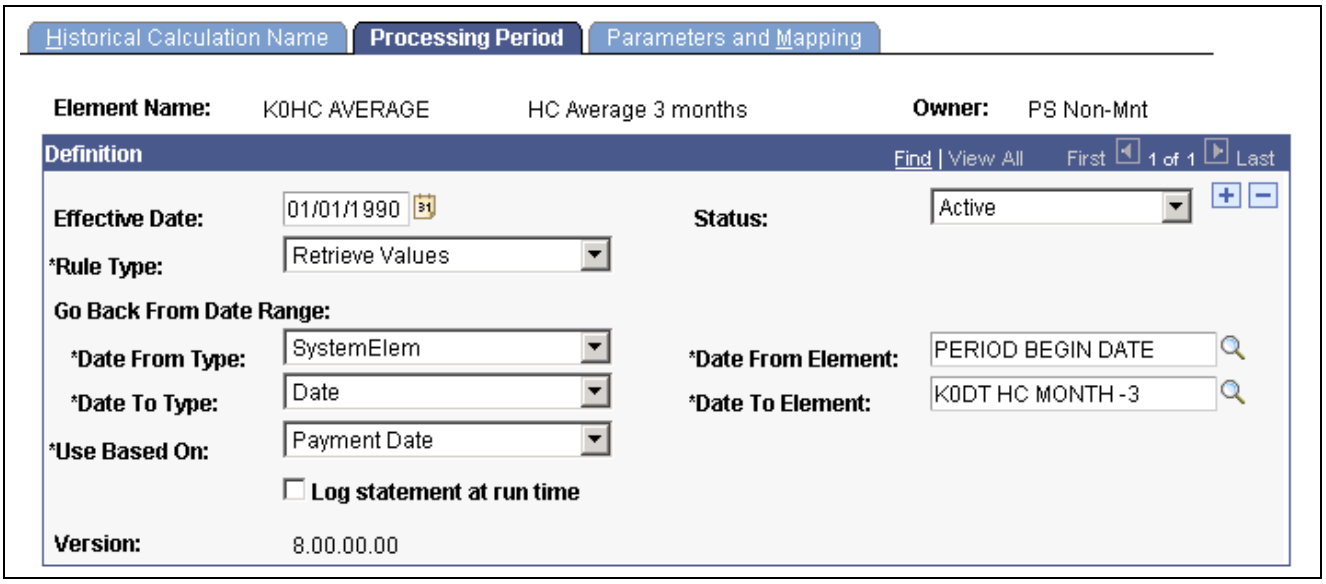
Note. You name every element and define its basic parameters on an element name page with the object name of GP_PIN. The page title and general appearance of this page change based on the type of Global Payroll element that you are naming and defining. All of the fields on this page are documented in another chapter in this PeopleBook.

See Also

Chapter 5, “Defining General Element Information,” Defining Element Names, page 68

Defining the Rule Type and Periods to Be Processed

Access the Processing Period page.



Processing Period page

Note. On the Processing Period page, you create the periods from the *date from* to the *date to* date. You then map the selected result data to the processing periods. If no data exists for an element in a period, it is set to spaces for character and date elements and to zeros for numeric and monetary elements.

Rule Type

Select the type of historical rule from these options:

Use in Fictitious Calculation: Select when you want to use a historical rule element in a fictitious calculation element to determine which pay periods to recalculate.

Retrieve Values: Select when you want to use a historical rule element in a formula to retrieve previously calculated values.

Go Back From Date Range

Define the date from, date to type, date from element, and date to element to establish the rule's date range. If you select a *Retrieve Values* rule type, this field appears as Go Back From Date Range. If you select a *Use in Fictitious Calculation* rule type, this field appears as Go Forward From Date Range.

Select from the following values in the Date From Type and Date To Type fields:

Bracket

Cal Date (calendar date): Enter a date instead of an element that resolves to a date. In the next field, specify the date to start going back from (for historical rules) or to start going forward from (for fictitious rules).

Date

Formula

SystemElem (system element)

Variable

Use Based On

Select a date that tells the system which data values from the GP_RSLT tables are processed by a historical rule. Select from these values: *Period End Date, Period Begin Date* or *Payment Date*.

Log statement at run time Select this check box to see the text of the SQL statement dynamically generated by the array module during batch processing. You can direct the output display into a file by selecting the Redirect Output option in PeopleTools Configuration Manager.

View Resulting Query Click to view the SQL statement in real time. The system displays what SQL is to be created to pull data into the array, and lists how many rows are in the table.

Example

You want to determine three months of salary (element SALARY) for the period between March 28 and June 27. This table lists the GP_RSLT table values:

Period Payment Date	Result	Period Begin	Period End Date	Payment Date
January 2003	100	January 1, 2003	January 31, 2003	February 2, 2003
February 2003	100	February 1, 2003	February 28, 2003	March 2, 2003
March 2003	100	March 1, 2003	March 31, 2003	April 2, 2003
April 2003	100	April 1, 2003	April 30, 2003	May 2, 2003
May 2003	100	May 1, 2003	May 31, 2003	June 2, 2003
June 2003	100	June 1, 2003	June 30, 2003	July 2, 2003
July 2003	100	July 1, 2003	July 31, 2003	August 2, 2003

If you select *Period Begin Date,* the historical rule processes only June, May, and April. It does not process July, because July 1, 2003 (the period begin date) is later than the date from date of the historical period (June 27, 2003). It also does not process March, because March 1, 2003 (the period begin date) is before the date to date of the historical period (March 28, 2003).

Note. Historical rules start from the date from date and look at periods and segments in the reverse order in which they were originally processed and go back to the date to date.

If you select *Period End Date,* the rule processes May, April, and March. It does not process June, because June 30, 2003 (the period end date) is later than the date from date of the historical period (June 27, 2003). It also does not process February, because February 28, 2003 (the period end date) is before the date to date of the historical period (March 28, 2003).

If you select *Payment Date,* the rule processes May, April, and March. It does not process June, because July 2, 2003 (the payment date) is later than the date from date of the historical period (June 27, 2003). It also does not process February, because March 2, 2003 (the payment date) is before the date to date of the historical period (March 28, 2003).

See Also

Chapter 29, "Defining Segmentation," page 731

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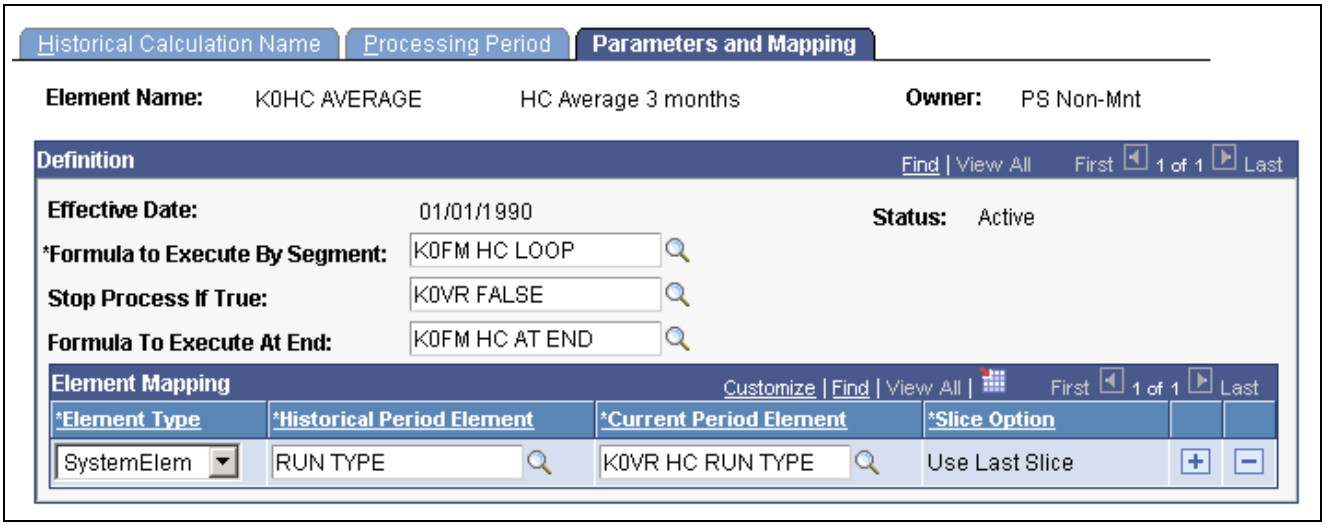
Defining the Formula for a Historical Rule Element

Access the Parameters and Mapping page.



Parameters and Mapping page

Note. Depending on whether you specified a historical or fictitious rule type on the Processing Period page, different fields appear on this page.

When you run a payroll, the system resolves the Formula to Execute by Segment field per historical period until the Stop Process If True variable is not equal to zero or the last historical period is processed. The system then resolves the formula specified in the Formula To Execute at End field.

Formula to Execute By Segment Enter the formula to be resolved for each segment or period.

Stop Process If True Enter a variable. The process keeps looping through periods, resolving the formula for each period, until this variable doesn't equal zero, the date to date is reached, or no more data is found.

Formula To Execute At End Select the formula to resolve when period processing is completed.

Use Period If True This field appears for *Use in Fictitious Calculation* rule types only. Enter a variable. After each call to the Formula to Execute By Segment field, this variable is checked for zero or one. If it's set to one, the fictitious calculation process uses the period for which the formula was called.

Element Mapping

The grid in the Element Mapping group box lists the elements for retrieval from the Global Payroll result tables for a historical rule.

Element Type	Select the type of element—such as the earnings, deduction, or variable—to retrieve.
Historical Period Element	Enter the element that you want to retrieve.
Current Period Element	Enter the variable in which the retrieved value is to be stored. This variable becomes available for use in the Formula to Execute By Segment field.
Slice Option	Specify the last slice or sum slices to use for multiple instances of an element in the historical period.

CHAPTER 7

Defining Calculation Elements

This chapter provides an overview of calculation elements and discusses how to:

- Define duration elements.
- Define variable elements.
- Define date elements.
- Define formula elements.
- Define message elements.
- Define rounding rule elements.
- Define count elements.
- Define proration rules.
- Define generation control elements.
- Define generation control frequency elements.

Understanding Calculation Elements

Supporting elements are the building blocks of your system. Calculation elements, a subset of supporting elements, assist in the calculation process and are used to further refine the more complex elements.

This section discusses:

- Calculation element names.
- Element pointers.

Calculation Element Names

You must name every element and define its basic parameters on an Element Name page. All element page components share the same first Element Name page (GP_PIN).

See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 68

Element Pointers

An element pointer is an element that points to another element by its system identifying number (PIN).

Once you define an element, its value may change. This presents a dilemma when you try to use elements to calculate other elements. The problem is especially evident when you are creating formulas. Element pointers help you alleviate this problem.

Advantages of Element Pointers

The following are advantages of using element pointers:

- You can use them in formulas to make formulas generic and reusable.
- Different earning, deduction, and absence calculations can use the same formula.
- When you define a formula, the values for the various elements that constitute the formula will likely change. Rather than referring to the element's value, you can refer to its system identifying number—its *element number*.
- Because you point to its element number—which remains constant—a formula using the element can remain useful over time because the element values will be valid.

Element Pointer Example

You have written a formula to calculate garnishments. But different payees have different garnishments. If you use element pointers in your formula expression to point to an element using its identifying element number, then you won't have to rewrite the formula every time the number and types of garnishments change for different payees. The formula will adapt its calculations because it is retrieving current values for the elements referenced by the element pointer.

Elements that can Use Element Pointers

Pointers can reference almost all elements that use the Definition page.

Use the following major elements to retrieve, store, and assign element pointers:

- Variables
- Brackets

  When using brackets, element pointers can store values that are returned by the lookup. Select a pointer for storing bracket values on the Search Keys/Return Column page.
- Formulas
- Arrays

  Use a pointer to tell the system that a column to be retrieved contains a PIN number. Use the Fields Retrieved page to enter instructions for retrieving columns for an array

See Also

Chapter 7, "Defining Calculation Elements," Understanding Element Pointers in Formulas, page 149

Defining Duration Elements

To define duration elements, use the Durations (GP_DURATION) component.

This section provides overviews of duration elements and batch processing of duration elements, and discusses how to:

- Name durations.
- Define a duration element.
- Use HR status to include or exclude time.

Understanding Duration Elements

A duration element calculates the time between two dates, by subtracting one date from another. For example, age at Pay Period End Date is calculated as Pay Period End Date minus Birth Date. The resulting value is a duration.

Duration elements always resolve to a number. You can define durations in years, months, or days. If you define duration in days, you can include or exclude certain periods of time based on PeopleSoft Enterprise Human Resources status codes. You can also include or exclude absence days that have been entered in Global Payroll.

Including or Excluding Absences

The typical use for the include or exclude absences feature is to exclude absence days from a duration. For example, you are calculating a service duration, but you do not want to include sick days. The daily absence formula will be resolved for each day absent between the begin and end dates of the duration. This formula returns a one for each paid sick day; for all others it returns a zero. The duration program will sum up each day's value. If the payee had 15 sick days within this time period and the Include Absence Days check box is cleared, then 15 will be subtracted from the total number of calendar days in the period.

Your formula can call any of the system elements that are designed specifically for absence duration. These elements have the same names as those that are used to generate the absence daily data, but they end with the suffix DU. For example, you can use the system element, ABS END DATE DU, to retrieve an absence end date for a particular absence.

Example 1: Rounding

On the Duration - Definition page, you can define whether the duration is a decimal and how to round the duration. This section provides an example of how rounding works for decimal durations.

The result (before rounding) is 2 years, 5 months, and 20 days and you want the result in months, without rounding. The result is:

(2 Years * 12) + 5 Months = 29 Months + 20/30 = 29.666667

If the Return Duration With Decimals check box is cleared, the value is 29.

If you select the Return Duration With Decimals check box and Add 1 Month if Days, with a value of 15, the result is:

(2 Years * 12) + 5 Months + 1 Month (because days are > 15) = 30

The small difference in the results can be significant when the duration resolution is used throughout the system.

Example 2: Rounding

In this example, assume that:

The Duration From date is January 1, 1999 and the Duration To date is January 31, 2001.

This table illustrates how various options, used together, affect the value returned by a duration element (the system's standard field size is 12.6, so all values are shown to the full six decimal places):

Return Duration In	Rounding Add 1 Year If Months >=	Rounding Add 1 Month If Days >=	Return Duration With Decimals	Value
Years	No	No	Yes	2.083333
Years	No	No	No	2.000000
Years	Yes, 1	No	No	2.000000
Months	No	No	Yes	25.000000
Months	No	Yes, 15	No	25.000000
Days			Yes	Impossible. An online error message appears.
Days	No	No	No Inclusive = No	761.000000
Days	No	No	No Inclusive = Yes	762.000000

Including/Excluding HR Status Days

Using the Set Daily HR Status Criteria page you can include or exclude time periods from the duration calculation, based on Human Resources status codes.

If status Include or Exclude criteria are defined as part of the duration definition:

- The Date From date cannot be earlier than the first effective-dated PS_JOB row.

  If the Date From date is before the first effective-dated PS_JOB row, the duration calculation uses the earliest effective-dated PS_JOB row for this EmplID/Empl_Rcd combination as the default Date From date. The duration calculation doesn't limit the Date From date based on other fields.

- The Date To date cannot be after the Calendar Period End Date.

  If the Date To date is after the Period End Date, the duration calculation uses the Period End Date as the default Date To date.

- Only the maximum effective sequence PS_JOB row is considered, because any nonmaximum effective sequence PS_JOB rows mean nothing from a status perspective.

- No warnings or errors are issued if the Date From or Date To dates are modified to be the effective date of the first PS_JOB row or the Period End Date in the above situations.

For example, if the first effective date PS_JOB row is January 7, 1995 but the Date From date is January 1, 1995, the system uses January 7, 1995 because the Date From date cannot be less than the first PS_JOB effective date.

Note. Payment keys are ignored in Status Control Include or Exclude calculations.

Example 1: Including/Excluding HR Status Days

For this example, assume the following:

Date From: January 1, 2000

Date To: January 31, 2000

Unit of measure: Days

Include From and To Date: Selected

Payee Status: Leave effective January 22, 2000

Days Active: 21 Days, Inactive: 10, Result of absence formula: 5

This table shows how the system resolves the duration value, based on various Include/Exclude options:

HR Status	Absence Formula	Duration with Inclusive ON	Duration with Inclusive OFF	Reason
Include-Active	Blank	21 days	21 days	Active days only
Include-Inactive	Blank	10 days	9 days	Leave days only
Include-Active	Include	26 days	26 days	Active Days + Formula Days
Include-Inactive	Include	15 days	14 days	Leave Days + Formula Days
Include-Active	Exclude	16 days	16 days	Active Days - Formula Days
Include-Inactive	Exclude	5 days	4 days	Leave Days - Formula Days
Blank	Include	5 days	5 days	Formula Days only
Blank	Exclude	26 days	25 days	Total Days - Formula Days
Blank	Blank	31 days	30 days	Total Days
Exclude-Active	Blank	10 days	9 days	Leave Days only
Exclude-Inactive	Blank	21 days	21 days	Active Days only

HR Status	Absence Formula	Duration with Inclusive ON	Duration with Inclusive OFF	Reason
Exclude-Active	Include	15 days	14 days	Leave Days + Formula Days
Exclude-Inactive	Include	26 days	26 days	Active Days + Formula Days
Exclude-Active	Exclude	5 days	4 days	Leave Days - Formula Days
Exclude-Inactive	Exclude	16 days	16 days	Active Days - Formula Days

Example 2: Including/Excluding HR Status Days

Assume that a duration is set up as follows:

- Date From: June 23, 1999.
- Date To: September 23, 1999.

A subperiod is defined as follows:

- Include if status is *Active*.
- Subperiod > 5 days.

This table lists a payee's PS_JOB rows:

Status	Effective Date
Active	June 23, 1999
Suspended	July 1, 1999
Active	August 1, 1999
Terminated	August 10, 1999

The duration resolves to eight days (first Active) plus nine days (second Active), meaning a value of 17 days. Both Active periods are included because they are both greater than five days.

Note. Payment keys and fields besides Employee Status aren't considered during the Status inclusion/exclusion calculations.

Only PS_JOB rows that are less than or equal to the period end date are considered. The Date From or Date To dates can be modified to be the effective date of the first PS_JOB row, or the Period End Date, because of the system rule that the Date From date cannot be before the first PS_JOB effective date.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Administer Workforce

Chapter 11, "Understanding Absence Management," Daily Data, page 262

Understanding Batch Processing of Duration Elements

The duration module resolves a duration element by:

1. Resolving Date From and Date To, if needed.
2. If there are status entries, validating that the first PS_JOB row isn't less than the Date From and that Date To isn't after the period end date.
3. Calculating the duration period (years, months, or days) between Date From and Date To.
4. If there are Human Resource status entries, processing them.
5. Including or excluding absence days, if applicable.
6. Applying rounding.
7. Truncating decimals if Return Duration With Decimals isn't selected.

If you've indicated on the Duration - Definition page that the value should be returned in years and you've selected both the Add 1 Year if Months >= and Add 1 Month if Days >= options, the system evaluates the Add 1 Month if Days >= option and then evaluates and applies the Add 1 Year if Months >= option.

Pages Used to Define Duration Elements

Page Name	Object Name	Navigation	Usage
Duration Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Durations, Duration Name	Name the element and define its basic parameters.
Durations - Definition	GP_DURATION	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Durations, Definition	Define the number of days, months, or years between two dates.
Set Daily HR Status Criteria	GP_DUR_STAT_SEC	Click the Set Daily HR Status Criteria link on the Durations - Definition page, which is activated when you select Days.	Specify time periods for duration calculation, excluding or including them according to Human Resources status codes.

Naming Durations

Access the Duration Name page.

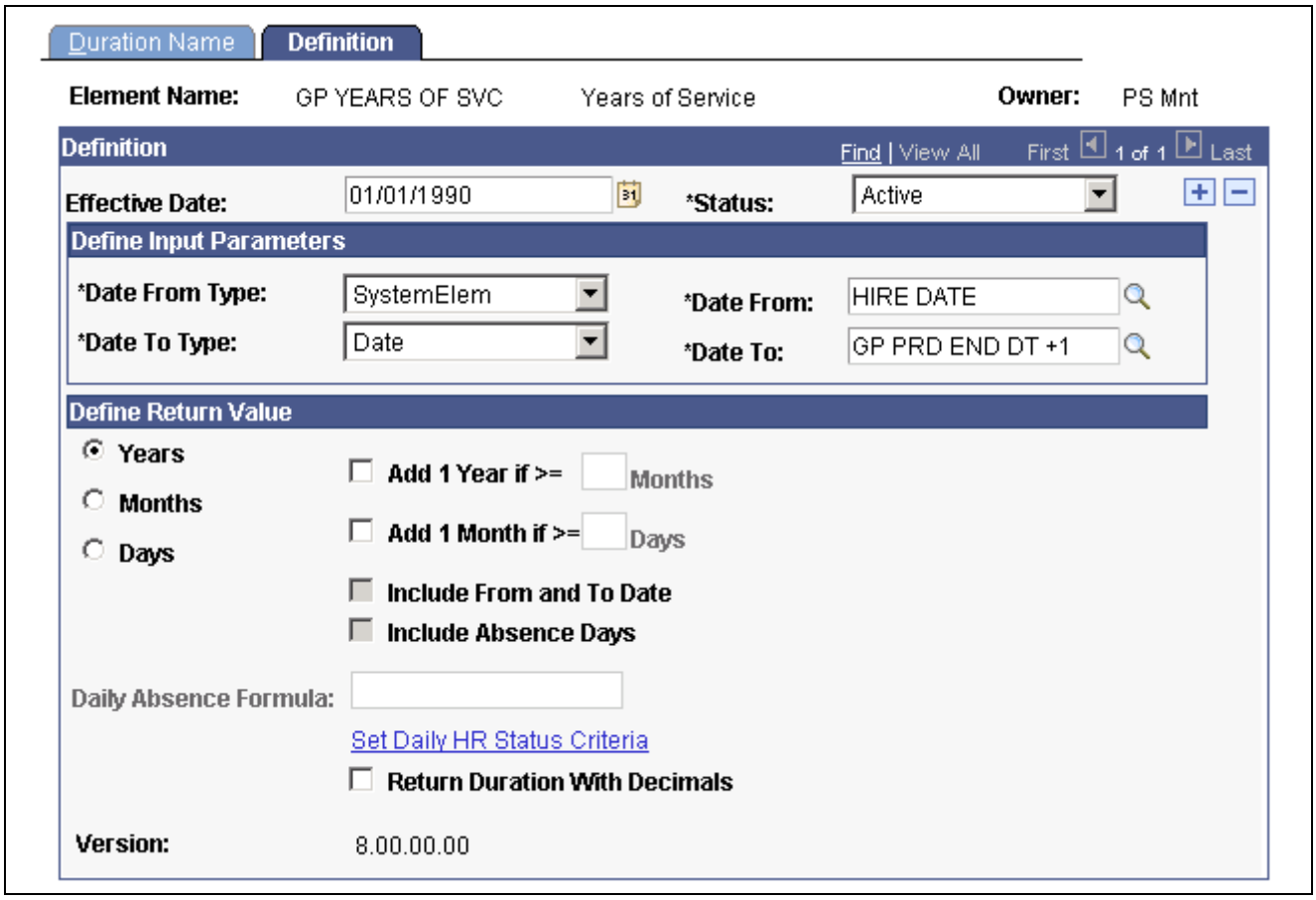
You name every element and define its basic parameters on an Element Name page. All element components in Global Payroll share the same Element Name page (GP_PIN).

See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 70

Defining a Duration Element

Access the Durations - Definition page.



Durations - Definition page

Date From Type and **Date To Type** Select the type of element that returns the Date From and Date To days. Valid values are: *Bracket, Cal Date* (calendar date), *Date, Formula, System Elem* (system element), and *Variable.*

Date From and **Date To** Define the first and last day that the system is to include in the duration calculation.

Select the names of the elements that return the dates.

If the Date From date is the same as or greater than the Date To date, the duration element resolves to zero.

Define Return Value

Use the fields in the Define Return Value group box to:

- Select a unit of measure for the duration calculation.
- Apply rounding rules to the duration results.
- Include/exclude absence days from a duration.
- Include/exclude days from a duration based on HR status codes (Human Resources status codes).
- Retrieve duration results in decimal form.

Select a Unit of Measure

Use the following fields to select a unit of measure for the returned duration value:

Years Select to return the duration in years. This is the default value.

Months Select to return the duration in months.

Days Select to return the duration in days.

If you select Days, the Include From and To Date and Include Absence Days check boxes become available.

Select the Include From and To Date check box to include the from and to dates in the calculation.

For example, if the date from and date to are February 1, 2001 and February 5, 2001, and you select Include From and To Date, the system counts five days. If you don't select Include From and To Date, the system ignores the last day and returns a count of four. It also ignores the last day when it applies any instructions that you enter for including/excluding absences or including/excluding days based on HR status.

(The system returns a value of zero when the begin date and end date are the same if you select *Days* but don't select Include From and To Date. It returns a value of one if you select Include From and To Date.)

Apply Rounding

Use the following check boxes to apply rounding rules to the result of your duration calculation. If you do not select a check box, no rounding occurs.

Add 1 Month if Days >= Select and enter the number of days to which the system rounds the month.

Add 1 Year if Months >= Select and enter the number of the months to which the system rounds the year.

If you select either of these check boxes, and the months or days value is greater than the value that you enter, the calculation adds one year or one month, respectively.

For example, if Return Duration in is *Years,* and you select Add 1 Year if Months >= and enter *6,* the system returns a duration of 3 years and 6 months as a value of 4 years.

Note. The system applies the selected rounding rule before converting durations to decimals. If you select the Return Duration With Decimals check box and a rounding option, the system rounds up the months or years, as applicable, leaving no decimal value.

Include/Exclude Absence Days

Leave the Include Absence Days check box cleared to exclude days. For example, if you leave this check box cleared, you can calculate a duration of time minus sick days.

Select the Include Absence Days check box to include absence days in the duration calculation.

This check box becomes available when you select *Days* as your unit of measure.

Note. The system automatically excludes absences if you do not select Include Absence Days and specify a daily absence formula.

Daily Absence Formula

This field becomes available when you select *Days* as your unit of measure.

To include or exclude the days that a payee is absent, select the formula that returns the number of absent days. To include the days that a payee is absent, you select the Include Absence Days check box. To exclude the days that a payee is absent, clear the Include Absence Days check box; now the number of absent days will be subtracted from the total duration count.

The formula is resolved for every day of absence daily history between the from and to dates (including those dates), and should return a 1 for each absence day it wants to count. The duration program cumulates the formula for each row of absence daily data (GP_RSLT_ABS, which is the output of the Absence Take process) and totals the results of the formula for all of the rows where the absence dates fall within the From and the To dates. (Keep in mind that the first and last day is considered only if the Include From and To Date check box is selected.)

Your formula must specify the take elements that you want to count. For example, you can use the absence type in an IF statement to count only sick time.

Your formula can call any of the system elements that are designed specifically for absence duration. These elements have the same names as those that are used to generate the absence daily data, but they end with the suffix DU. For example, you can use the system element, ABS END DATE DU to retrieve an absence end date for a particular absence.

Set Daily HR Status Criteria

The Set Daily HR Status Criteria link is available only when you calculate duration in days.

Set Daily HR Status Criteria

Click this link to access the Set Daily HR Status Criteria page, where you can include or exclude time periods in the calculation based on Human Resources status codes.

If you enter instructions to include daily absence data *and* include or exclude days based on status codes, the system performs two separate counts and combines the results. For example, if you include active days (based on HR status) and exclude absence days, the system counts the number of days the payee was active and subtracts the number of days the payee was absent.

Warning! Double counting can occur, depending on the instructions that you enter in the two group boxes. For example, if you include active days *and* days a payee is out sick, the days on which a payee is both active and sick are counted twice.

Return Duration with Decimals

If you select Return Duration With Decimals, the system converts durations to decimals after applying any rounding rules you may have defined.

Return Duration With Decimals

Select to receive the duration result in decimal form.

The system expresses the results as follows, depending on the unit of measure:

Years: The system returns years and the remaining number of months and days in decimal form. To calculate the decimal amount, the system divides the number of days by 30 and adds the result to the number of months. It then divides the number of months by 12 and adds the result to the number of years. For example, a duration of two years and one month returns a value of 2.08333.

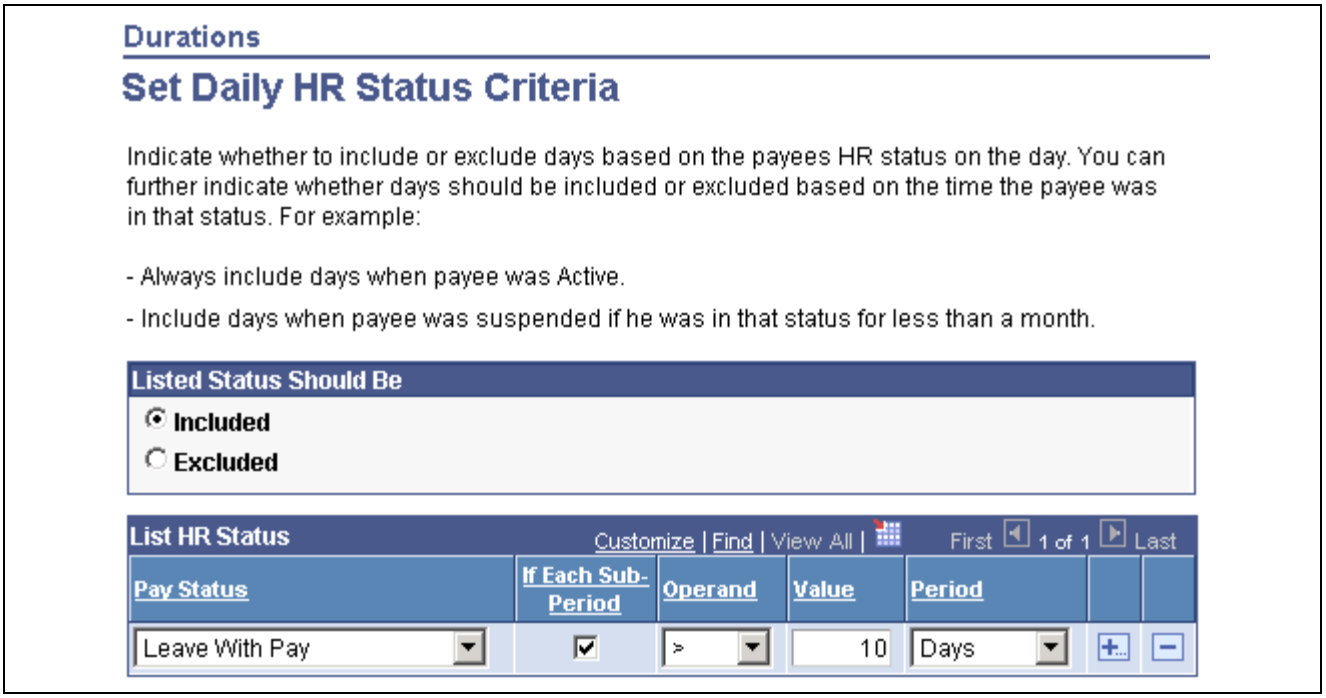
Months: The system returns the number of months plus any additional days (partial month) in decimal form. Days are divided by 30 for calculation of the decimal value.

Days: Invalid.

Note. A month is defined the period between the first day of one month and the first day of the next month. For example, January 1, 1999 to January 31, 1999 isn't a month—it's 30 days. To make it a month, select Return Duration With Decimals. The system returns 30 days, which equals one month. If you don't select Return Duration With Decimals and you're counting months, the result is zero.

Using HR Status to Include or Exclude Time

Access the Set Daily HR Status Criteria page.



Set Daily HR Status Criteria page

If the unit of measure on the Durations - Definition page is set to *Days,* you can include or exclude time periods from the duration based on Human Resources status codes. You can also specify minimum and maximum periods to check against.

Listed Status Should Be Select *Included* or *Excluded* to include or exclude the status combinations that you specify in the List HR Stata group box. Including or excluding status combinations has the following implications at processing time:

Include directs the system to include the period with that status combination in the duration.

Exclude directs the system to exclude the period with that status combination in the duration.

The code combinations that you enter are, as a group, either included or excluded, meaning that when you include specific status codes, those that you omit are automatically excluded. If you exclude certain codes, those that you don't exclude are automatically included.

The time period indicated includes the PS_JOB Effective Date.

Additional Period Definitions

Use the following fields to further define the periods that you want to include or exclude from the duration.

If Each Sub-Period Select to include or exclude subperiods of a specified length from the duration. A subperiod is a consecutive number of days that a payee's status remains unchanged.

Whether you can add subperiods together depends on whether the subperiods are in the same period. Subperiods are added together if they individually fulfill the criteria. The system calculates period by period; for each period, it checks the criteria that is defined on this page. If the criteria are met, the system considers the period for inclusion or exclusion. If the criteria are not met, the system ignores the period.

Operand Select from <, <=, >, and >= to determine whether the time period is included in or excluded from the duration calculation. The operand is used with the Value and Period fields.

Value The number of years, months, or days to include or exclude from the duration. This value is used with the operand to determine whether the length of time in the selected status is included in or excluded from the calculation.

Period The period of time defined in the previous field: *Days, Months,* or *Years*.

Defining Variable Elements

To define variable elements, use the Variables (GP_VARIABLE) and Variables by Category (GP_VARIABLE_BY_CAT) components.

This section provides overviews of variable elements, field formats, and batch processing of variables, and discusses how to:

- Name variables.

- Define a variable.

Understanding Variable Elements

Variables are a means of storing a value and using it later. In situations requiring you to input a value—whether in a formula, in a calculation component, or elsewhere—the system enables you to identify the input as a variable and use the same value repeatedly. Using variables, you can define this value and invoke it anywhere in your formulas and calculations.

Example

On January 1, the batch process resolves three formulas and two earnings using a monetary factor of 20 in their calculations. This factor changes to 25 on April 1. If you assign this factor a format type of *numeric*, you have to make five effective-dated changes, but if you define this factor as a variable element, you have to make only one effective-dated change for the new factor, 25, to be used anywhere the variable is referenced.

Understanding Field Formats

Variables can be defined with any one of the following field formats:

- Character

  The field length for variables with a character field format is 30 spaces.

- Date
- Decimal

  The field length for variables with a decimal field format is 12.6.

- Monetary

  The field length for variables with a monetary field format is 12.6.

- Pointer

  Variables can be defined with the *Element Pointer* field format, which enables you to link a variable element to another element. This concept is useful when you use variable elements as components of a formula element to make the formula more generic and applicable to changing situations.

  An element pointer is a means of storing the element number of another element, not the element's actual value. When you use the element pointer variable, the process uses the value of the element pointed to by the element pointer.

Note. When you assign a value to a variable either directly or by means of another element (for example, an array), consider whether the variable can support the assigned value in terms of field length and field format. For example, 50 characters of text should not be assigned to a character variable with a field length of 30 spaces. Similarly, a monetary value should not be assigned to a variable with a character format.

See Also

Chapter 7, "Defining Calculation Elements," Understanding Element Pointers in Formulas, page 149

Understanding Batch Processing of Variables

Being data input elements, variables are resolved as they are encountered during batch processing. The resolution of the value equals the value you put in the definition.

If you've selected the Store check box on the Variable Name page, all resolutions of the variable are stored.

Pages Used to Define Variable Elements

Page Name	Object Name	Navigation	Usage
Variable Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variables, Variable Name	Name the element and define its basic parameters.
Variables - Definition	GP_VARIABLE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variables, Definition	Define the value of a variable according to the format specified on the Variable Name page.
Variables By Category	GP_VARIABLE_BY_CAT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variables by Category, Variables by Category	View or update the values of one or more variables within the same category. (Variables are assigned to categories on the Variable Name page.) One or two Values tabs can appear on this page: • The Numeric Values tab displays variables defined with decimal values or monetary values (along with the currency code). • The Character Values tab displays variables defined with character values or date values. **Note.** You can't create or delete variables using this page.

Naming Variables

Access the Variable Name page.

You name every element and define its basic parameters on an Element Name page. All element components in Global Payroll share the same Element Name page (GP_PIN).

See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 68

Defining a Variable

Access the Variables - Definition page.

Variables - Definition page

Value Enter the value to assign to this variable.

The type of value that you assign depends on the format type that you designated on the Variable Name page.

Use As Chart Field and **Prompt View** Select the Use As Chart Field check box to use the variable element as a ChartField. ChartFields are used by PeopleSoft Enterprise General Ledger. In the Prompt View field, select the record with which you want to associate this variable. The name of the record appears as a column heading on the GL Mapping page

See Also

Chapter 36, “Integrating with PeopleSoft Enterprise General Ledger,” Integrating Global Payroll with General Ledger, page 956

Defining Date Elements

To define date elements, use the Dates (GP_DATE) component.

Use a date element to include a date in a calculation or determine a new date by taking a starting date and adding or subtracting a period of time to get another date.

Note. Date elements are used for defining specific dates. If you need to subtract one date from another and determine the intervening duration, use a duration element, not a date element.

This section discusses how to:

- Name dates.
- Define a date or calculate a new date based on an existing date.
- Assign unique element identifiers.

See Also

Chapter 7, “Defining Calculation Elements,” Defining Duration Elements, page 132

Pages Used to Define Date Elements

Page Name	Object Name	Navigation	Usage
Date Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Dates, Date Name	Name the element and define its basic parameters.
Dates - Definition	GP_DATE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Dates, Definition	Define a date or calculate a new date based on an existing date.
Extract	GP_DATE_EXTRACT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Dates, Extract	Assign a unique identifier to each element that you enter on the Dates Definition page, allowing reuse of the Year, Month, and Day fields, individually or together.

Naming Dates

Access the Date Name page.

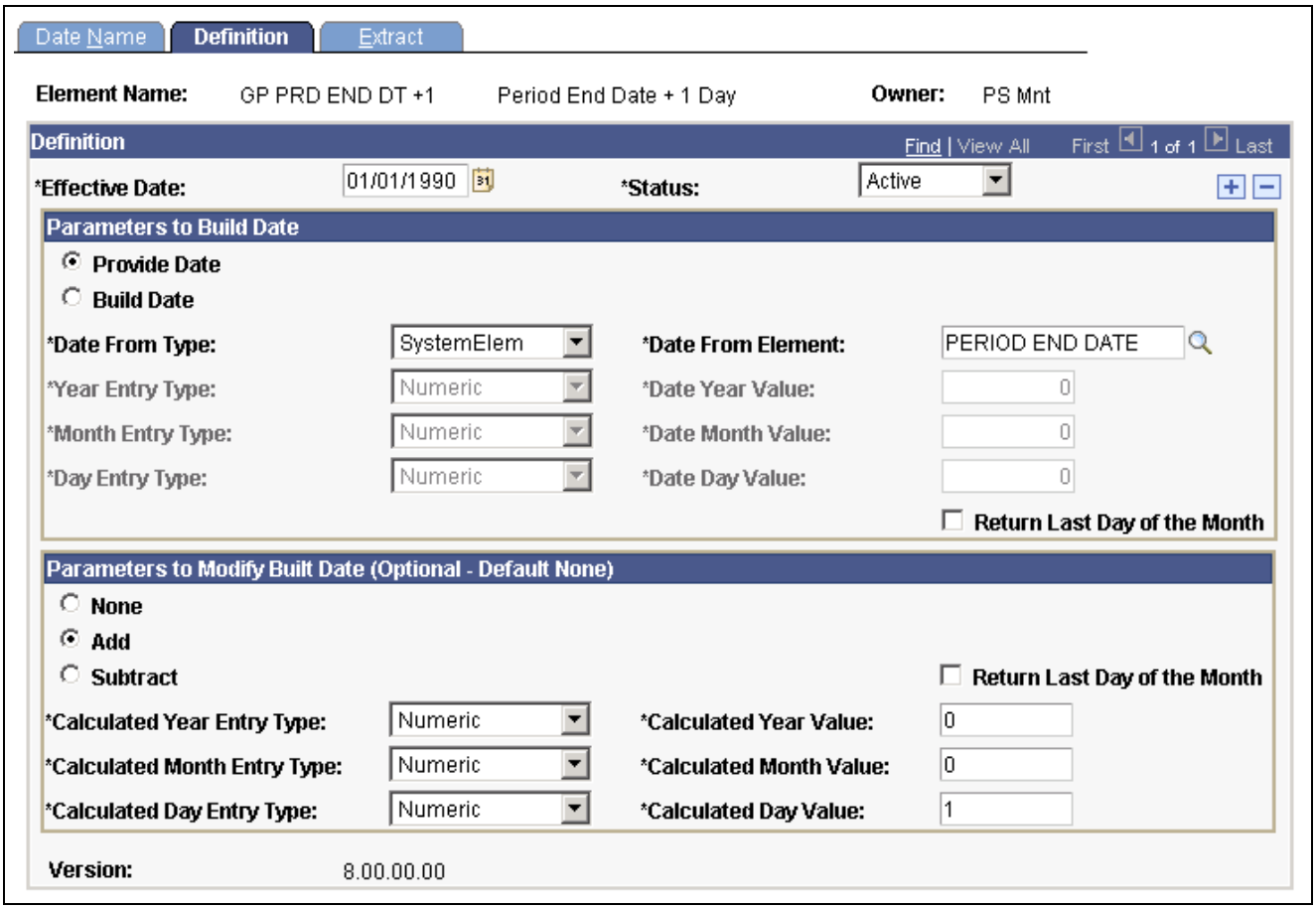
You name every element and define its basic parameters on an Element Name page. All element components in Global Payroll share the same Element Name page (GP_PIN).

See Also

Chapter 5, “Defining General Element Information,” Defining Element Names, page 70

Defining a Date or Calculating a New Date Based on an Existing Date

Access the Dates - Definition page.



Dates - Definition page

Provide Date Select to provide the date, and specify the entry type of the element containing the date in the Date From Type field. Define the date or date element in the Date From or Date From Element field. The Date From field appears when you select *Cal Date* in the Date From Type field.

Build Date Select to have the system build the date, based on elements that you select.

When you select Build Date, the Year Entry Type, Month Entry Type, and Day Entry Type fields become available. Use these fields to define the entry type of the elements containing the month, day, or year. Identify the date elements in the fields to the right.

Return Last Day of the Month Select to have the system return the last day of the month as a value.

You can use this check box with both the Provide Date and Build Date options. Selecting this check box will override the provided or built date by moving the last day of the month into the day portion of the date.

Parameters to Modify Built Date (Optional - Default None)

None Select if you don't want any calculations performed using this date—the date value remains as defined in the group box above.

Add Select to add to the value defined in the Parameters to Build Date group box. The Calculated Year Entry Type, Calculated Month Entry Type, and Calculated

Day Entry Type fields become available, offering a list of entry types. Enter the elements corresponding to these entry types in the fields on the right.

The value that you select is added to the date value in the Definition group box.

Subtract Select to subtract from the value defined in the Parameters to Build Date group box. The Calculated Year Entry Type, Calculated Month Entry Type, and Calculated Day Entry Type fields become available, offering a list of entry types. Enter the elements corresponding to these entry types in the fields on the right.

The value that you select is subtracted from the date value in the Parameters to Build Date group box, to arrive at the resolved date value.

Return Last Day of the Month Select to have the system return the last day of the month as a value. This result occurs only after the Add or Subtract calculation is complete, and it's independent of the Return Last Day of the Month field in the Parameters to Build Date group box.

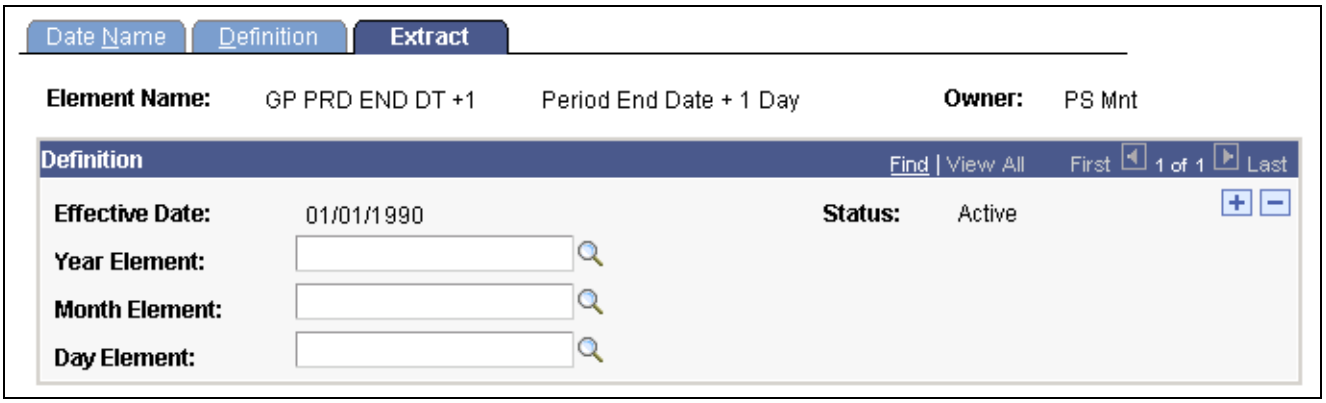
Examples

This table illustrates what date values result from various page selections:

Provide Date/Build Date	Entry Type, Value	Return Last Day of the Month	Calculate Option	Entry Type, Value	Return Last Day of the Month	Resolved Value
Provide Date	Date, November 22, 1999	No	Add	Month: Numeric, 2	No	January 22, 2000
Provide Date	Date, November 22, 1999	No	Add	Month: Numeric, 2 Day: Numeric, 3	No	January 25, 2000

Assigning Unique Element Identifiers

Access the Extract page.



Extract page

Year Element, Month Element, and **Day Element**

Select the variable to extract the year, month, and day, as applicable.

For example, say that you want to capture the year that your date element resolves to. You create a variable called YEAR and select it in the Year Element field. Now, say that the date element resolves to January 10, 2008. The system stores the value, 2008, in the YEAR variable.

The YEAR variable can then be used in another date formula to build a new date.

Defining Formula Elements

To define formula elements, use the Formulas (GP_FORMULA) component.

This section provides an overview of element pointers in formulas and discusses how to:

- Name formulas.
- Define formulas for use in calculations.
- Assign a rounding rule and element pointer selections.
- View formulas.

Understanding Element Pointers in Formulas

When you define a formula, the values of the elements that comprise it are likely to change. If you refer to an element's specific value at a given time, you have to change the formula every time a component element value changes. Rather than referring to the element's value, you can use an *element pointer* to refer to its system identifying number—its element number. When you do this, you are telling the system that during processing, it should return whatever value is stored in the element's array. Because the element number remains constant, a formula using the element remains useful indefinitely, because the element values are valid.

During batch processing, any variable defined with a *Pointer* field format has a value stored in the Element Pointer field in the PINV array. That is, only the element number is stored and the variable element isn't resolved to an actual character, numeric, or date value.

If the field format for the variable element used in a formula isn't equal to *Pointer* and you select the Use Element Value option on the Element Name Attributes page, the formula uses the element's value.

If the field format for the variable element used in a formula isn't equal to *Pointer* and you select the Use Element Number option on the Element Name Attributes page, the formula uses the element's number.

If the field format for the variable element used in a formula is equal to *Pointer* and you select the Use Element Value option on the Element Name Attributes page, the formula uses the value of the element to which the pointer element is pointing.

If the field format for the variable element in a formula equals *Pointer* and you select the Use Element Number option on the Element Name Attributes page, the formula uses the value of the pointer element. In other words, it uses the element number, because that's what elements with a field format equal to *Pointer* store.

This table summarizes which values are used with different configurations:

Field Format	Use Element Value Option Selected	Use Element Number Option Selected
Field Format <> Pointer	Element Value	Element Number
Field Format = Pointer	Value of the element pointed to by Pointer Value	Pointer Value (an element number)

Example 1

You've written a formula to calculate garnishments, but different payees have different garnishments. If you use element pointers in your formula expression to point to an element using its element number, you won't have to rewrite the formula whenever the number and types of garnishments change for different payees. The formula adapts its calculations, because it's retrieving current values for the elements referenced by the element pointer.

Example 2

Say that before a certain formula is used, the values for the elements are as follows:

Element Number	Element Name	Element Type	Field Format	Decimal Value	Character Value	Pointer Value
1000	V1	Variable	Decimal	150		
2000	V2	Variable	Character		ABC	
3000	V3	Variable	Decimal	250		
4000	V4	Variable	Pointer			1000

You've selected the Use Element Value option on the Element Name Attributes page.

If an element's field format isn't *Pointer,* the formula uses the value of the element. So, if you're using the following statement in your formula:

V1 Assign to V3

then, after the resolution of the formula, V3 equals 150.

If an element's field format is *Pointer,* the formula uses the value of the element pointed to by the pointer. So, if you're using the following statement in your formula:

V4 Assign to V3

then, after the resolution of the formula, V3 equals 150.

If you want to use V4 in your formula, the formula checks whether the Use Element Value or Use Element Number option is selected. In this example, it's Use Element Value. The formula then checks whether the field format is *Pointer* In this example, it's *Pointer.* The pointer value is 1000. Because 1000 is an element number and this element number represents V1, the formula uses the value of V1 (150).

Assume also that you've selected the Use Element Number option on the Element Name Attributes page.

If the field formats for Element Name 1 and Element Name 2 aren't *Pointer*, the formula uses the element number. So, if you're using the following statement in your formula:

V2 Assign to V4

and you're using pointers, then, after resolution of the formula, V4 contains 2000 in the pointer value.

If the field formats for Element Name 1 and Element Name 2 are *Pointer*, the formula uses the pointer value. So, if you're using the following statement in your formula:

If V4 = 2000

then the condition is true, because the pointer value of V4 equals 2000.

If you want to use V2 in your formula, the formula checks whether the Use Element Value or the Use Element Number option is selected. In this example, it's Use Element Number. The formula then checks whether the field format is a *Pointer.* In this example, it isn't. This directs the formula to use the element number of V2, whose element number is 2000. So, 2000 will be assigned to the pointer value of V4.

Note. If you're using the element number V2, the Assign To element must be in Pointer field format and the Use Element Number option must be selected on the Element Name Attributes page for Element Name 1, Element Name 2, and Element Name 3.

See Also

Chapter 7, "Defining Calculation Elements," Understanding Field Formats, page 143

Chapter 7, "Defining Calculation Elements," Defining Variable Elements, page 142

Pages Used to Define Formula Elements

Page Name	Object Name	Navigation	Usage
Formula Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Formulas, Formula Name	Name the element and define its basic parameters.
Field-by-Field Definition	GP_FORMULA1_V2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Formulas, Field-by-Field Definition	Define formulas for use in calculations. View formula definitions.
Element Name Attributes	GP_FORMULA_F1_SEC	Click the Details button on the Formulas - Definition page.	Assign a rounding rule, previous period rule, and element pointer selection to the field in your formula.
Text Definition	GP_FORMULA2_V2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Formulas, Text Definition	View your formula and confirm that it's correct.

Naming Formulas

Access the Formula Name page.

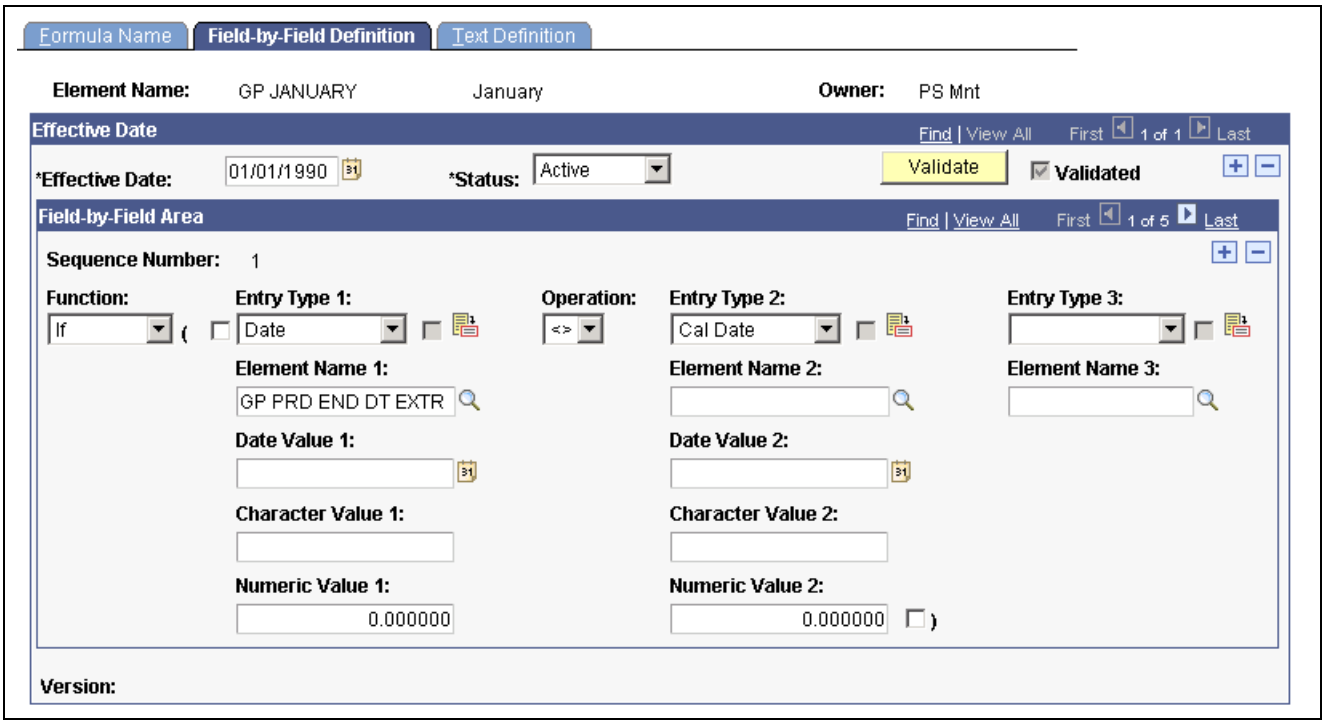
You name every element and define its basic parameters on an Element Name page. All element components in Global Payroll share the same Element Name page (GP_PIN).

See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 70

Defining Formulas for Use in Calculations

Access the Field-by-Field Definition page.



Field-by-Field Definition page

Building Your Formula

Build your formula in the Field-by-Field Area group box, specifying one operation or result in each row.

Function — Select the type of function or qualifier for the formula. Options include *And, Average, Comment, Else, Endif, Exit, If, In, Let, Maximum, Minimum, Or, Sum,* and *Then.*

((left parenthesis) — Select to group your formula calculations. Selecting this check box requires that you must select the) check box. How you group your formula calculations with parentheses can affect the calculation sequence.

Entry Type 1 or 2, Element Name 1 or 2, Date Value 1 or 2, Character Value 1 or 2, and **Numeric Value 1 or 2** — Select the entry type for the operation. If you select the *Character, Cal Date, Date,* or *Numeric* entry type, enter a value in the corresponding Date Value, Numeric Value, or Character Value field. If you select any other entry type, the system prompts for the correct element in the corresponding Element Name field.

Details — Click to access the Element Name Attributes page and assign a rounding rule, previous period rule, or element pointer selection to a field that you're using in your formula. The check box to the right of the entry type list is selected if additional information has been entered on the Formula - Field Details page.

Operation — Select the operation to perform on the operands that you entered. The following standard operators are available: *(none), -, *, /, +, <, <=, <>, =, >,* and >=.

) (right parenthesis) — Select to group your formula calculations. If you select this check box, you must select the (check box. How you group your formula calculations with parentheses can affect the calculation sequence.

Entry Type 3 and **Element Name 3** — To assign a value to an element, first select the entry type and then select the element.

For example, you might have a formula named BASIC PENSION to define a basic pension amount. This element resolves to 1000 or 1200, depending on how the formula resolves. If you want the element BASIC PENSION to have the value of 1000 or 1200, you must enter BASIC PENSION in Element Name in your formula. You can use the BASIC PENSION element as an earning or deduction element, and it will have this value.

To use the element feature, you must save a formula with an effective date.

Note. Under either parenthesis, you can enter multiple sets of parentheses. To do so, use multiple lines. You can enter only one (or) per row.

Validating Your Formula

After you define your formula, save it, then validate and edit the formula. Whenever you alter the formula, revalidate it.

Validate Click this button to validate your formula.

Validated This check box is selected if you clicked the Validate button and the formula passed validation.

Note. If you try to run a process using a formula that you've changed without validating, you get an error. Save the page before clicking the Validate button. You can save the page anytime, but no validation against the database occurs until you click the Validate button. Clicking the Validate button validates and saves the formula.

Example: Setting Up a Formula

Using the formula element, you can create elements using mathematical and logical operands, rules, and mathematical formulas.

In this example, you need a simple formula to calculate a pension deduction. The requirements are as follows:

- If basic earnings are less than 10,000, the pension deduction is one percent of basic earnings.
- If basic earnings are greater than or equal to 10,000, the pension deduction is one percent of the first 10,000 and two percent of the remainder.

The system uses basic earnings for all calculations. The formula should resolve to the amount of the deduction.

Start by turning the calculation into a mathematical formula.

```
If basic comp < 10,000, then
  pension = basic comp * .10,
else
    pension = (10,000 * .01) + ((basic comp - 10,000) * .02)
Endif
```

Formulas can often be expressed in multiple ways. To streamline processing, use the simplest version that requires the least processing.

After turning the calculation into a mathematical formula, you enter the formula into the system. If you haven't defined the element and entered the basic descriptions, do so on the Formula Name page. Then, on the Field-by-Field Definition page, define the formula, line by line.

This table shows how you enter your pension formula:

Sequence Number	Function	(	Element Name	Operation	Element Name 2	)	Element Name 3
1	If		BASE COMP1	<	10,000		
2	Then		BASE COMP1	*	.10		BASIC PENSION
3	Else	(	10,000	*	.01	)	
4				+			
5		(					
6		(	BASE COMP1	-	10,000	)	
7				*	.02	)	BASIC PENSION
8	Endif						

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Note. Every If statement must end with an Endif.

Each element name must be associated with an appropriate entry type. For example, on the first line, Element Name 1 (BASE COMP1) is associated with the entry type *System Element.* Element Name 2 (10,000) is associated with the entry type *Numeric*.

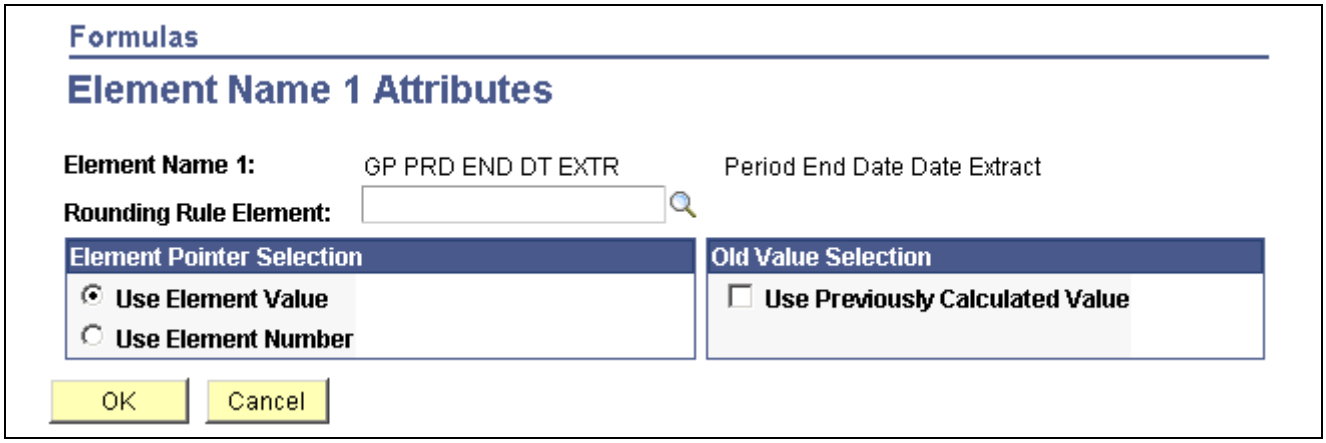
You can view your formula by accessing the Text Definition page. When you have defined the formula, validate it by clicking the Validate button on the Field-by-Field Definition page.

See Also

Chapter 7, "Defining Calculation Elements," Understanding Element Pointers in Formulas, page 149

Assigning Rounding Rules and Element Pointer Selections

Access the Element Name Attributes page.



Element Name Attributes page

Rounding Rule Element If the field format of the element that you selected on the Formula Name page is *Monetary, Decimal,* or *Pointer,* select a rounding rule from the list. If the field format isn't *Monetary, Decimal,* or *Pointer* and you select a rounding rule on this page, you receive an error message indicating that rounding rules do no apply to the element. In this situation, you must remove the rounding rule before you can leave the page.

The rounding rule applies only to the operand for which you've entered it. The element itself isn't updated; only the calculation is affected.

Element Pointer Selection

Use these fields to define element pointers in your formula.

Use Element Value Select to use an element's value in the calculation.

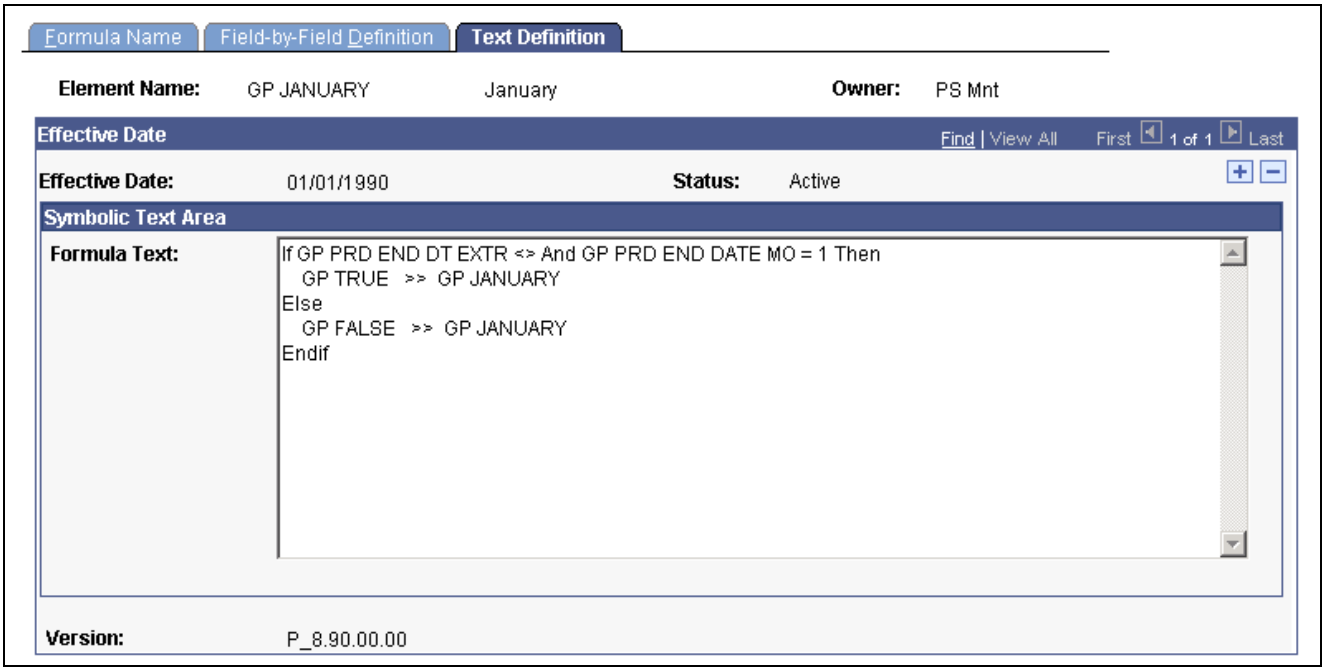
Use Element Number Select to reference an element by using its system identifying number (element number), not its current value.

Old Value Selection

Use Previously Calculated Value Select to use the previously calculated value.

Viewing Formulas

Access the Text Definition page.



Text Definition page

Use the Text Definition page to view the formula that you created on the Formula - Definitions page. If something isn't correct, return to the Field-by-Field Definition page and adjust the formula.

Defining Message Elements

Message elements are closely related to formula elements. To fully understand message elements, read the section on formulas before reading this section.

This section discusses how to define message elements.

Note. No online pages specifically define message elements, because they are provided in system data.

By referencing the message element in a formula, you can manage the error messages that are created during batch processing. A message element calls a program that writes an error message into the error message table (PS_GP_MESSAGES) and then, optionally, puts the payment in error.

Many of the fields in the PS_GP_MESSAGES table are system-populated. Others are populated during batch processing. By using these field values as components of a formula, you can create your own message and error conditions during batch processing.

To populate fields that aren't system-populated, these components and processes are provided:

- Five system elements (MSG_BIND1_PTR … MSG_BIND5_PTR), with the *Pointer* field format.

  These pointers point to the parameters that you're using in your error messages.

- Five numeric system elements (MSG_BIND1_NM_IND … MSG_BIND5_NM_IND).

  If the value of MSG_BINDx_NM_IND equals zero, the system displays on the Payee Messages page the element name to which the MSG_BINDx_PTR element points. Otherwise it displays the value of the element that is pointed to by MSG_BINDx_PTR.

- Numeric system elements for the message number (MSG_NBR) and MSG_SET_NBR.

- A numeric system element (MSG_PAYMENT_ERR) that can put the calculation in error.

  If the value of this system element doesn't equal 0, the calculation is in error.

- An error message element type.

  This element type has only one element in the GP_PIN_NM table (MESSAGE). The field format is *Decimal*. The Re-calc (recalculation) check box must be cleared. This entry type is available only on the Field-by-Field Definition page and for Element Name 1 and Element Name 2. When the batch process encounters this message (formula) element, it inserts a row in the PS_GP_MESSAGES table for the message ID and parameters specified. If there's no error, the MESSAGE element equals zero. If there's an error, the MESSAGE element equals one. The primary purpose of this element type is to enable the batch process to recognize that a user error needs invoking. The batch process doesn't look at its value.

Every system element that is related to an error message is reset to blank or zero.

Note. You can create your own error messages only by using formula elements.

Example

This table gives an example of a formula element setup (a portion of an entire formula expression):

Line	Function	Element Name 1	Operation	Element Name 2	Element Name 3
1	If	XXXXX	=	YYYYY	
2	Then (error)			17005	MSG_SET_ NBR
				1015	MSG_NBR
3				ELEMENT_A (Use Element Number)	MSG_BIND1_ PTR (Use Element Number)
4				ELEMENT_B (Use Element Number)	MSG_BIND2_ PTR (Use Element Number)

Line	Function	Element Name 1	Operation	Element Name 2	Element Name 3
5				1	MSG_BIND1_ NM_IND
6				1	MSG_ PAYMENT_ ERR
7	If	MESS_AGE	=	0	
8	. . .				

This table provides explanations of the formula described in the previous table:

Line	Explanation
1	This is a regular expression in the formula.
2, 3	Assign the error message number to the system element MSG_NBR and MSG_SET_NBR.
3	Assign the element number ELEMENT_A (represents the element in error) to MSG_BIND1_PTR pointer value.
4	Assign the element number ELEMENT_B (represents the element in error) to MSG_BIND2_PTR pointer value.
5	Assign the value 1 to MSG_BIND1_NM_IND to indicate that ELEMENT_A contains an element number. Because no value has been assigned to MSG_BIND2_NM_IND, it appears as an element value.
6	Assign the value 1 to element MSG_PAYment_ERR, which puts the payment status in error.
7	Use the message element, which calls the resolution program for this element type.

Note. An indicator tells the system whether a number value is an element number so that the formula message program knows whether to leave that value alone or retrieve that element's value. Leaving that value alone means that the element name is displayed on the online message page.

See Also

Chapter 7, “Defining Calculation Elements,” Defining Formula Elements, page 149

Defining Rounding Rule Elements

To define rounding rule elements, use the Rounding Rules (GP_ROUNDING) component.

This section provides an overview of rounding rule elements and discusses how to:

- Name rounding rule elements.
- Define how numeric values are rounded.

Understanding Rounding Rule Elements

When performing calculations that resolve to a numeric value, the value may need rounding. The rounded value is what gets stored or used in further calculations. Rounding is a tool that enables you to systematically change values according to predefined rules.

Once you’ve defined your rounding rule elements, you can apply them to other elements throughout the system to determine how rounding will occur.

Note. Many rounding rules apply to specific features of the system. They are explained in the section of this PeopleBook that discusses those features. The text here describes only the generic functionality of the rounding rules element.

Examples of Size Rounding

This table provides examples of how the rounding rules work if you select Rounding on the Rounding - Definition page:

Size	Option	Amount Before Rounding	Rounded Value
2 Decimal Places	Truncate/Down	123.454999	123.450000
	Truncate/Down	123.455000	123.450000
	Truncate/Down	123.450001	123.450000
	Truncate/Down	123.450000	123.450000
	Up	123.454999	123.460000
	Up	123.455000	123.460000

Size	Option	Amount Before Rounding	Rounded Value
	Up	123.450001	123.460000
	Up	123.450000	123.450000
	Round Up If >= 4 Else Down	123.454999	123.460000
	Round Up If >= 4 Else Down	123.455000	123.460000
	Round Up If >= 4 Else Down	123.450001	123.450000
	Round Up If >= 4 Else Down	123.450000	123.450000
0 Decimal Places	Truncate/Down	123.499999	123.000000
	Truncate/Down	123.500000	123.000000
	Truncate/Down	123.000001	123.000000
	Truncate/Down	123.000000	123.000000
	Up	123.499999	124.000000
	Up	123.500000	124.000000
	Up	123.000001	124.000000
	Up	123.000000	123.000000
	Round Up If >= 4 Else Down	123.499999	124.000000
	Round Up If >= 4 Else Down	123.500000	124.000000
	Round Up If >= 4 Else Down	123.000001	123.000000

Size	Option	Amount Before Rounding	Rounded Value
	Round Up If >= 4 Else Down	123.000000	123.000000
1 Digit - 10’s	Truncate/Down	124.999999	120.000000
	Truncate/Down	125.000000	120.000000
	Truncate/Down	120.000001	120.000000
	Truncate/Down	120.000000	120.000000
	Up	124.999999	130.000000
	Up	125.000000	130.000000
	Up	120.000001	130.000000
	Up	120.000000	120.000000
	Round Up If >= 4 Else Down	124.999999	130.000000
	Round Up If >= 4 Else Down	125.000000	130.000000
	Round Up If >= 4 Else Down	120.000001	120.000000
	Round Up If >= 4 Else Down	120.000000	120.000000

Examples of Incremental Rounding

This table provides examples of how the rounding rules work if you select the Increment on the Rounding - Definition page:

Increment	Option	Amount Before Rounding	Rounded Value
25	Truncate/Down	137.499999	125.000000
	Truncate/Down	137.500000	125.000000
	Truncate/Down	150.000001	150.000000
	Truncate/Down	150.000000	150.000000
	Up	137.499999	150.000000
	Up	137.500000	150.000000
	Up	150.000001	175.000000
	Up	150.000000	150.000000
	Round Up If >= 12.4 Else Down	137.499999	150.000000
	Round Up If >= 12.4 Else Down	137.500000	150.000000
	Round Up If >= 12.4 Else Down	150.000001	150.000000
	Round Up If >= 12.4n Else Down	150.000000	150.000000
2.5	Truncate/Down	137.499999	135.000000
	Truncate/Down	137.500000	137.500000
	Truncate/Down	150.000001	150.000000
	Truncate/Down	150.000000	150.000000
	Up	137.499999	137.500000
	Up	137.500000	137.500000

Increment	Option	Amount Before Rounding	Rounded Value
	Up	150.000001	152.500000
	Up	150.000000	150.000000
	Round Up If >= 1.25 Else Down	137.499999	137.500000
	Round Up If >= 1.25 Else Down	137.500000	137.500000
	Round Up If >= 1.25 Else Down	150.000001	150.000000
	Round Up If >= 1.25 Else Down	150.000000	150.000000

Pages Used to Define Rounding Rule Elements

Page Name	Object Name	Navigation	Usage
Rounding Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Rounding Rules, Rounding Name	Name the element and define its basic parameters.
Rounding Rules - Definition	GP_ROUND_RULE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Rounding Rules, Definition	Define how numeric values are rounded.

Naming Rounding Rules

Access the Rounding Name page.

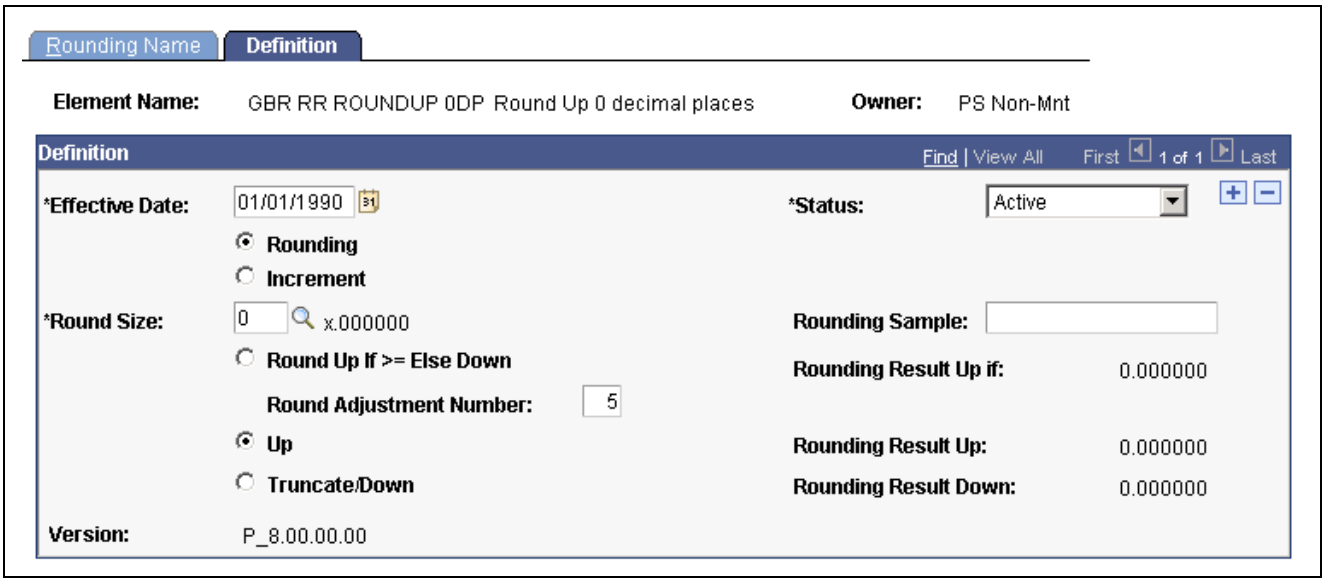
You name every element and define its basic parameters on an Element Name page. All element components in Global Payroll share the same Element Name page (GP_PIN).

See Also

Chapter 5, “Defining General Element Information,” Defining Element Names, page 70

Defining How Numeric Values Are Rounded

Access the Rounding Rules - Definition page.



Rounding - Definition page

Rounding Select to use traditional rounding rules.

Increment Select to set rounding increments.

When you select this option, the Increment field appears, where you define the incremental value.

Round Size This field appears when you select the Rounding option. Specify a round size from the list. Values are *01* through *11*, or 0 to 5 decimal places.

The example fields on the bottom right half of the page enable you to view examples of each type of rounding.

Round Up if >= Else Down Select to round up if the result is greater than or equal to the value you enter in the Round Adjustment field, based on the number of digits or decimal places entered. If the result doesn't exceed or equal the value, the result is rounded down.

The default value is *5* for rounding.

If you select the Rounding option, you can enter only one digit in the Round Adjustment field. If you select the Increment option, you can enter a value of up to eight digits. This digit looks at the decimal place to the right of what is being rounded. For example, if you're rounding to the tens (one decimal place), it looks to the hundreds field.

Up Select to round up, based on the number of digits or decimal places entered. It rounds up if the value to the right of the digits or decimal places specified is greater than zero. The system looks at all the remaining digits or decimal places, not just the next digit.

Truncate/Down Select to truncate (round down), based on the number of digits or decimal places entered. All digits or decimal places to the right of the number specified are changed to zero, and the rest are truncated.

Rounding Sample Enter a value to see how the system would round the amount based on your page selections.

Defining Count Elements

To define count elements, use the Counts (GP_COUNT) component.

This section provides an overview of count elements and discusses how to define count elements.

Understanding Count Elements

You might need a process for counting the number of scheduled work days or hours from a specific period of time. For this purpose, you use count elements, which are primarily for proration calculations but can be used in other situations.

When you define a count element, you reference a formula that you've defined as the counting formula. That is, you define a formula that counts the number of scheduled work days or hours; then you reference that formula on the Counts - Definition page so that the system knows that it should process the referenced formula as a counting formula.

The count element refers to the work schedule that is associated with each payee to count the correct workdays. When the system finishes checking each day's work schedule, counting the number of days or hours for the subperiods, either segments or slices.

The formula is resolved for each day in the work schedule within a date range. Set up the formula to return the number of units for each day. The count program will cumulate the formula results. If the count element is called from the proration element, the counting period is set by the proration element. If the count formula is not called from a proration element, the counting period is the segment.

An example of a simple count formula is GP COUNT WORK DAYS:

```
If SCHED HRS>0 Then
GP TRUE => GP COUNT WORK DAYS
Else
GP FALSE => GP COUNT WORK DAYS
Endif
```

See Also

Chapter 7, "Defining Calculation Elements," Defining Proration Rules, page 168

Chapter 7, "Defining Calculation Elements," Defining Formula Elements, page 149

Chapter 13, "Using Schedules," Understanding Work Schedules, page 309

Chapter 29, "Defining Segmentation," page 731

Pages Used to Define Count Elements

Page Name	Object Name	Navigation	Usage
Count Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Counts, Count Name	Name the element and define its basic parameters.
Counts - Definition	GP_COUNT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Counts, Definition	Define a count element. Use this page to select an existing counting formula.

See Also

Chapter 7, "Defining Calculation Elements," Defining Formula Elements, page 149

Naming a Count Element

Access the Count Name page.

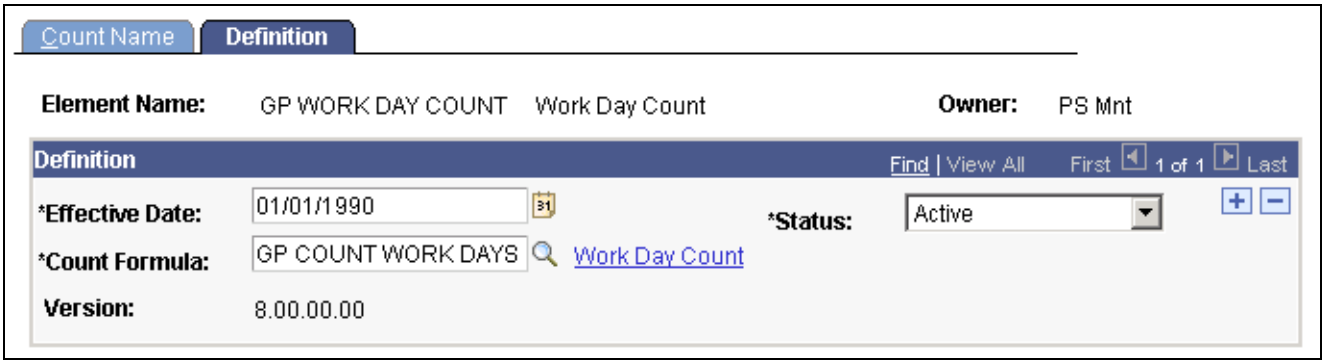
You name every element and define its basic parameters on an Element Name page. All element components in Global Payroll share the same Element Name page (GP_PIN).

See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 70

Defining Counts

Access the Counts - Definition page.



Counts - Definition page

Count Formula Enter the name of the formula that performs the count.

<<Formula Name>> link Click the link next to the Count Formula field to access the formula definition pages.

Defining Proration Rules

To define proration rules, use the Proration Rules (GP_PRORATION) component.

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

Understanding Proration Rules

A proration rule can be triggered by segmentation or with the system element, PRORATE. You define what values to use as the numerator and denominator of a proration rule. When the system applies a proration rule, it multiples the amount by the numerator, and divides the result by the denominator.

You can use a proration rule in the definition of an earnings, deduction, or absence entitlement (frequency-based). Proration applies only to an element's amount, base, or unit components. You can assign a default proration rule on the Pay Group - Defaults page.

When defining an earning, deduction, or frequency-based absence entitlement element, you have three choices for proration:

- Use no proration, regardless of segmentation.
- Use the paygroup proration rule.
- Specify a unique proration rule.

Denominator Schedule Example

The Denominator Schedule group box on the Proration - Definition page enables you to select which work schedules to include in the denominator calculation. Assume that a payee has two work schedules:

- Work Schedule A, 5 days a week.
- Work Schedule B, 3 days a week.

Also assume that February has exactly 4 weeks and that the proration rule is defined to use the number of workdays, then:

- If the payee has only Work Schedule A, the denominator is 20 (5 days × 4 weeks).
- If the payee has only Work Schedule B, the denominator is 12 (3 days × 4 weeks).
- If the payee has Work Schedule A for the first 2 weeks and Work Schedule B for the second 2 weeks, you can tell the system to use a denominator of:
  - 12 (3 × 4), if you're using the work schedule as of the end of the period.
  - 16 ((5 × 2) + (3 × 2)), if you're using both (all) work schedules.

Note. When you define a proration element, the Always Recalculate check box on the Proration Name page is automatically selected. This is to ensure that the system correctly calculates the proration factor when there is element segmentation.

Pages Used to Define Proration Rules

Page Name	Object Name	Navigation	Usage
Proration Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Proration Rules, Proration Name	Name the element and define its basic parameters.
Proration - Definition	GP_PRORATION	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Proration Rules, Definition	Define numerators and denominators that comprise proration factors.

Naming Proration Elements

Access the Proration Name page.

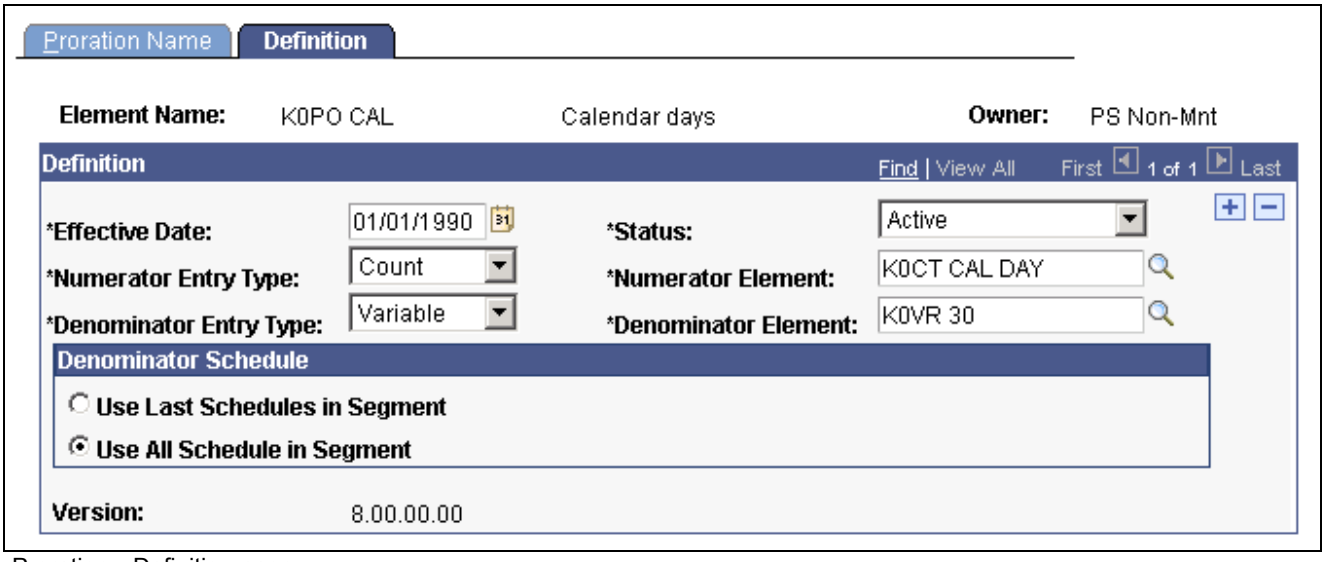
You name every element and define its basic parameters on an Element Name page. All element components in Global Payroll share the same Element Name page (GP_PIN).

See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 70

Defining Numerators and Denominators

Access the Proration - Definition page.



Proration - Definition page

Numerator Entry Type, Denominator Entry Type, Numerator Element, and **Denominator Element**

Select the types of elements that define the numerator (slice period) and the denominator (the full pay period). Values are *Accumulatr* (accumulator), *Count, Formula, Duration,* and *Variable.*

Enter the element name in the Numerator Element or Denominator Element field to the right.

Counts are perhaps the most common element type used to define proration rules. For example, you can define count elements to count the number of scheduled work days or hours in a pay period. When a payee has segmentation, the system resolves the count element for the slice period (or segment if no slices) and uses that value as the numerator; the system resolves the count element for the entire period and uses that value as the denominator.

If you want to count calendar days you should use a duration element. You could use a count element (returning a one per day), but a duration element results in better performance. For the numerator, calculate the calendar duration between the slice begin and slice end dates. For the denominator, use a duration element that calculates the calendar days between the period begin and period end dates.

You might use a variable if you aren't concerned with the number of days in a calendar period and prefer a static value. For example, in a monthly pay cycle, the number of calendar days in the period fluctuates every month but you may want to ignore this fluctuation. You can create a variable with a value of 30.00 and use it as the denominator.

Denominator Schedule

Use these fields to select which work schedules to include in the denominator calculation.

Use Last Schedules in Segment Select to use the last schedule in the segment.

Use All Schedule in Segment Select to use all schedules in the segment.

Defining Generation Control Elements

To define generation control elements, use the Generation Control (GP_GCTL_CONDITION) component.

This section provides an overview of generation control elements and discusses how to:

- Define the criteria for certain element conditions in batch processing.
- Include or exclude employee status conditions.
- Include or exclude action/reason code combinations.
- Include or exclude frequency codes.
- Include or exclude segment status conditions.
- Include or exclude formula elements.
- Include or exclude run types.

Understanding Generation Control Elements

In the basic processing of an element, the system assumes that the element is to be processed whenever a payee is processed. But sometimes you don't want an element processed every time for every payee.

Generation control provides a type of filtering that enables you to control whether an element for a payee is processed during batch processing. Using generation control elements, you can tell the system whether to process an element based on predefined criteria.

The following six parameters are used to define generation control elements:

- HR Status
- HR Action/Reason
- Segment Status
- Frequency
- Formula
- Run Types

For each control parameter, you specify whether the entries exclude or include the element during batch processing. If you include the element, only payees that match on the selected values have the element processed. All other values are excluded. If you exclude the element, the element isn't processed for payees that match on the selected value or values. All other values are included.

HR Status Example 1

You want to include for processing all payees whose HR status is *Active,* so you create a generation control element that includes all payees with this status. You then associate this generation control element with the elements that you want to control. So, in batch processing, only payees with an *Active* HR status have these elements processed. All payees with a different HR status, such as *Inactive* or *Terminated,* don't have the element processed.

HR Status Example 2

This table lists the PS_JOB rows for a payee:

Effective Date	HR Employee Status
January 1, 1999	Active
January 10, 1999	Leave of Absence
January 20, 1999	Active

This table shows how elements E1 and E2 have the following generation control conditions applied to them with the HR Status page controls:

Element	Include/ Exclude	Employee Status	All Job Records in Segment	Last Job Record
E1	Include	Leave of Absence	No	Yes
E2	Include	Leave of Absence	Yes	No

E1 isn't processed, because the last Job row isn't Leave of Absence. E2 is processed, because the Job row with Leave of Absence is in the segment.

HR Action/Reason Example (Without Segmentation)

This table lists a payee's PS_JOB row:

Effective Date	Action	Reason
January 1, 1990	Hire	New Position

This table shows how element E1 has the following generation control conditions applied to it with the HR Action/Reason page controls:

Element	Include/ Exclude	Action	Reason
E1	Include	Hire	New Position

If you're processing January 1, 1999 through January 31, 1999, E1 isn't processed, because the PS_JOB row doesn't have an effective date in the segment.

HR Action/Reason Example (With Segmentation)

This table lists a payee's PS_JOB rows:

Effective Date	Action	Reason
January 1, 1990	Hire	New Position
January 15, 1999	Termination	Dishonesty

This table shows how element E1 has the following generation control conditions applied to it with the HR Action/Reason page controls:

Element	Include/ Exclude	Action	Reason
E1	Include	Termination	Dishonesty

For the January 1999 pay period, this payee has two segments: Segment 1 (January 1, 1999 through January 15, 1999) and Segment 2 (January 16, 1999 through January 31, 1999).

E1 is processed in Segment 1, because the effective date falls within the segment's date parameters. E1 isn't processed in Segment 2, because the effective date doesn't fall within these parameters.

HR Action/Reason Example (With Last Day Worked)

In this example, assume that you want a certain earnings to be paid to a payee upon termination. This table shows how elements E1 and E2 have the following generation control conditions applied to them on the HR Action/Reason page:

Element	Include/ Exclude	Action	Last day Worked
E1	Include	Termination	Yes
E2	Include	Termination	No

Assume the following:

Pay period is January 1, 2001 − January 31, 2001.

Payee's last day of work is January 31, 2001.

Accordingly, a job row is inserted with an effective date of February 1, 2001 (which is the first day the person is terminated, or not active) with an Action of *Termination*.

E1 is processed because the system looks at the Last Day Worked (on the Employment record) to see if the action is within the period.

E2 is *not* processed in January because the effective date is February 1, 2001. If the payee is paid in February for some reason, E2 would be processed.

Note. The Generation Control HR Action/Reason page considers all PS_JOB rows for a given segment. The PS_JOB row must have an effective date in the segment.

Frequency Code Example

You have a weekly pay period and want to apply a particular deduction, only to the first pay period of the month. But you want to use the same process list for all four weekly runs during the month. To avoid having to create a new process list just to accommodate your needs for the first pay period, you can use the frequency generation control feature to define a frequency with a *First of the Month* value. In this way, you can use the same process list for all four pay periods and confine the particular deduction processing to the first pay period.

Understanding Batch Processing of Generation Control Elements

The Generation Control program is called from the Deduction, Earnings, and Absence Entitlement programs. The calling programs pass the Generation Control element to be resolved. The PIN Manager acts as the central program controlling the process.

Pages Used to Define Generation Control Elements

Page Name	Object Name	Navigation	Usage
Generation Control Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Generation Control, Generation Control Name	Name the element and define its basic parameters.
Generation Control - Conditions	GP_GCTL_CONDITION	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Generation Control, Conditions	Define the criteria for use in directing the system to include or exclude certain element conditions during batch processing.
HR Status (human resources status)	GP_GCTL_ST_SEC	Click the HR Status link on the Conditions page.	Exclude or include employee status conditions during batch processing.
HR Action/Reason (human resources action/reason)	GP_GCTL_AR_SEC	Click the Action/Reason link on the Conditions page.	Exclude or include action/reason code combinations.
Generation Control - Frequency	GP_GCTL_FQ_SEC	Click the Frequency link on the Conditions page.	Exclude or include frequency codes.
Segment Status	GP_GCTL_SS_SEC	Click the Segment Status link on the Conditions page.	Exclude or include segment status conditions.
Generation Control - Formula	GP_GCTL_FM_SEC	Click the Formula link on the Conditions page.	Exclude or include formula elements.
Generation Control - Run Type	GP_GCTL_RT_SEC	Click the Run Type link on the Conditions page.	Exclude or include run types.

Naming Generation Control Elements

Access the Generation Control Name page.

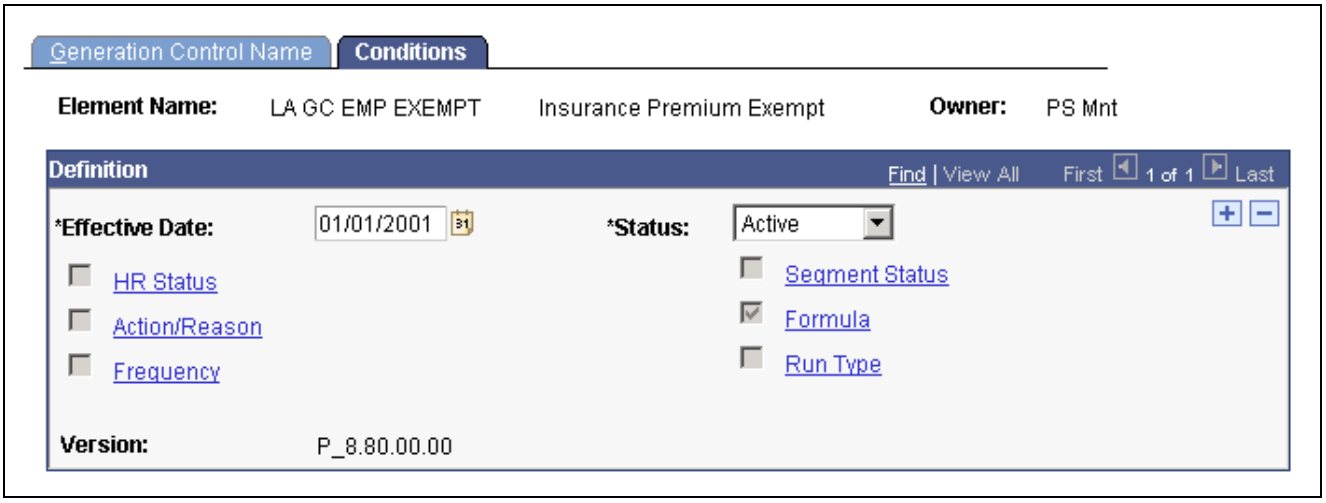
You name every element and define its basic parameters on an Element Name page. All element components in Global Payroll share the same Element Name page (GP_PIN).

See Also

Chapter 5, “Defining General Element Information,” Defining Element Names, page 70

Defining Criteria for Certain Element Conditions in Batch Processing

Access the Generation Control - Conditions page.



Generation Control - Conditions page

HR Status (human resources status) Click this link to access the HR Status page. Indicate which employee status conditions to process.

Action/Reason Click this link to access the HR Action/Reason page. Indicate which Action/Reason code combinations to process.

Frequency Click this link to access the Generation Control - Frequency page. Indicate which frequencies to process.

Segment Status Click this link to access the Segment Status page. Indicate which segment status conditions to process.

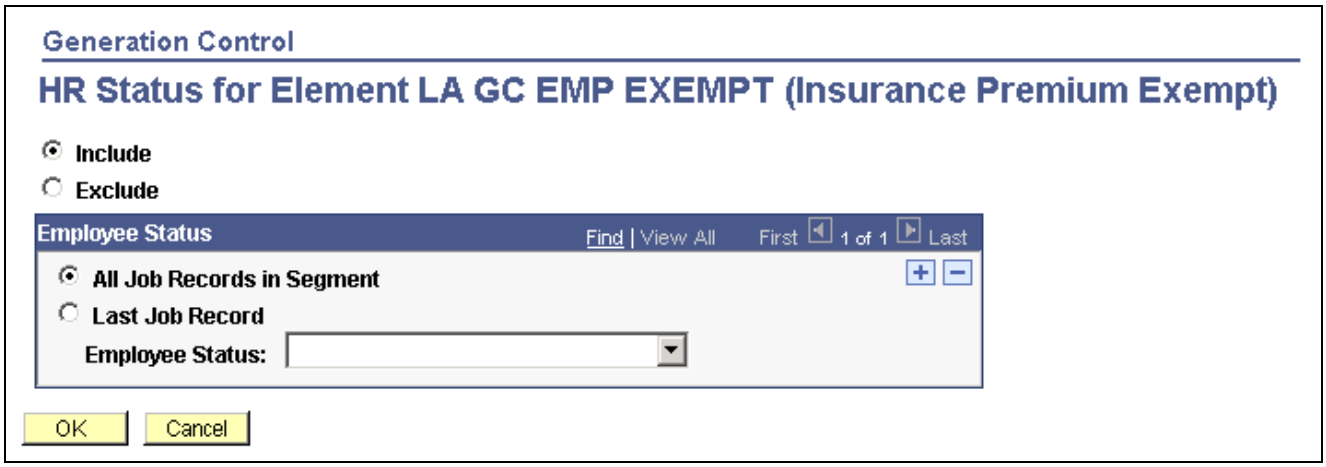
Formula Click this link to access the Generation Control - Formula page. Indicate which formulas to process.

Run Type Click this link to access the Generation Control - Run Type page. Indicate which run types to process.

Important! When more than one generation control parameter type (such as HR status and frequency) is entered, the payee must meet both criteria to pass generation control. When more than one value (such as Actions of *Hire* or *Rehire*) for a particular generation control type is entered, the payee must meet only one of the criteria to pass generation control.

Including or Excluding Employee Status Conditions

Access the HR Status page.



HR Status page

Include and **Exclude** Select the option to include or exclude the employee status conditions that you enter in the group box below.

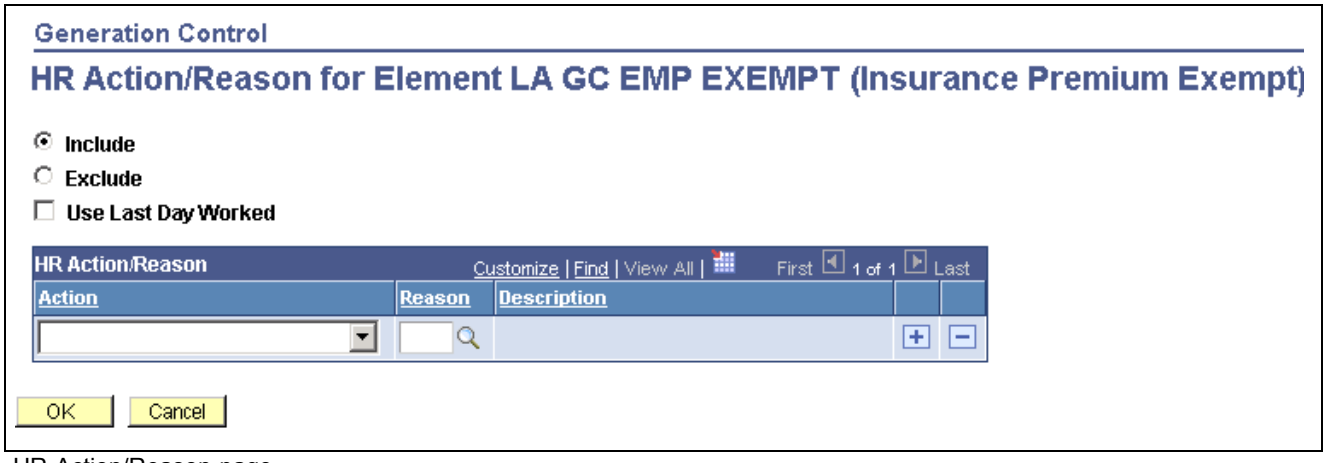
All Job Records in Segment Select to tell the system to look at all job rows in the segment. If any row contains the value indicated in the Employee Status field, it's considered a match.

Last Job Record Select to tell the system to look only at the maximum effective-dated PS_JOB row for the match, within the period in question.

Employee Status Select a status code from the list.

Including or Excluding Action/Reason Code Combinations

Access the HR Action/Reason page.



HR Action/Reason page

Include and **Exclude** Select the option to include or exclude the action/reason code combinations that you insert in the group box below.

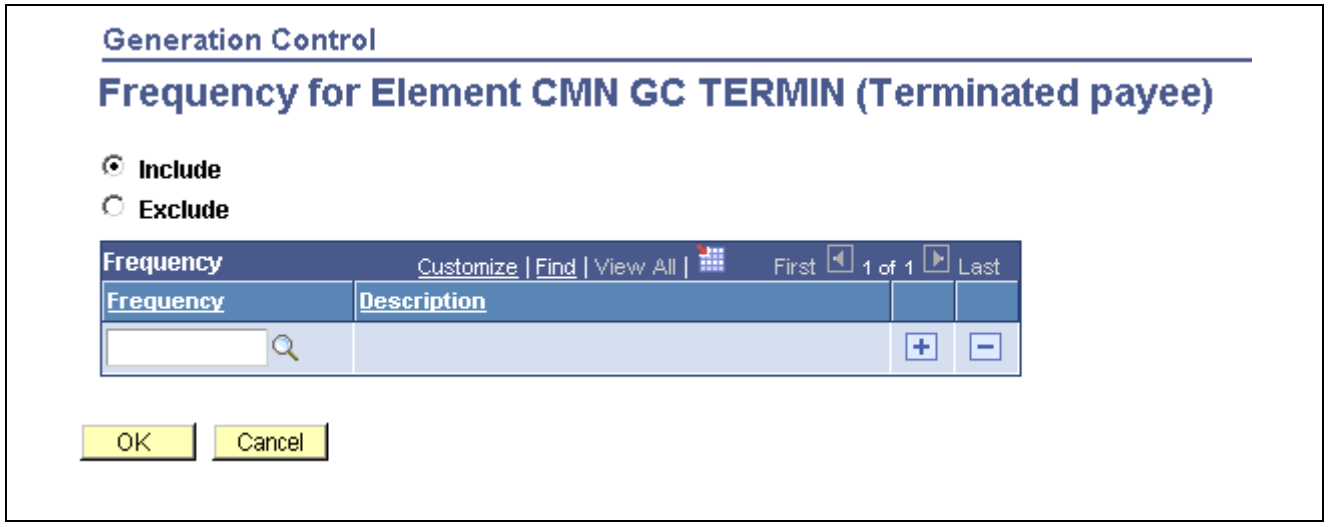
Use Last Day Worked Select to use the last day worked.

Action and **Reason** Select from the list of HR Action codes.

Note. If an action is entered with no reason, the system assumes that all reasons are valid.

Including or Excluding Frequency Codes

Access the Generation Control - Frequency page.



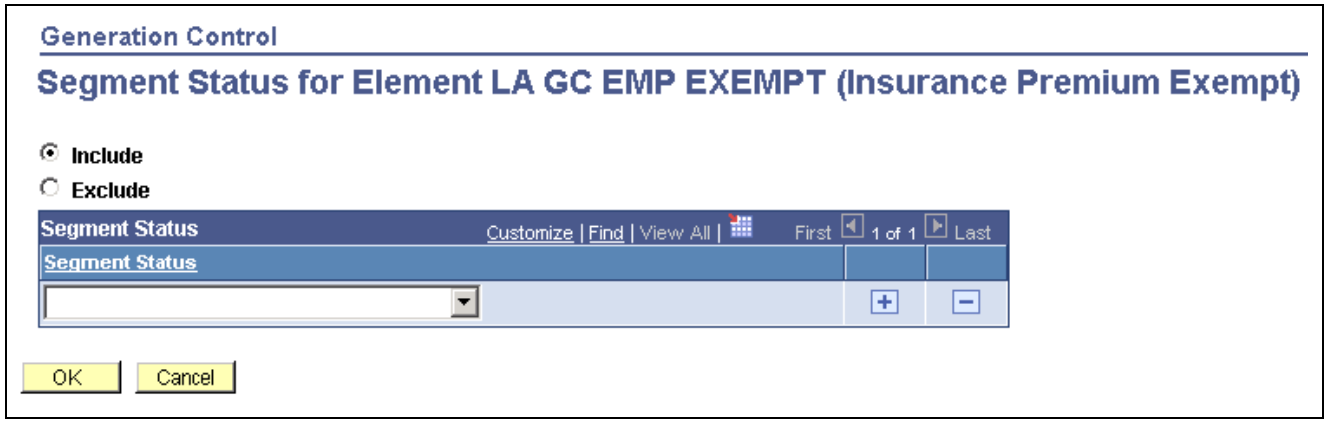
Generation Control - Frequency page

Include and **Exclude** Select the option to include or exclude the frequency codes that you insert into the group box below.

Frequency Select from the list of codes.

Including or Excluding Segment Status Conditions

Access the Segment Status page.



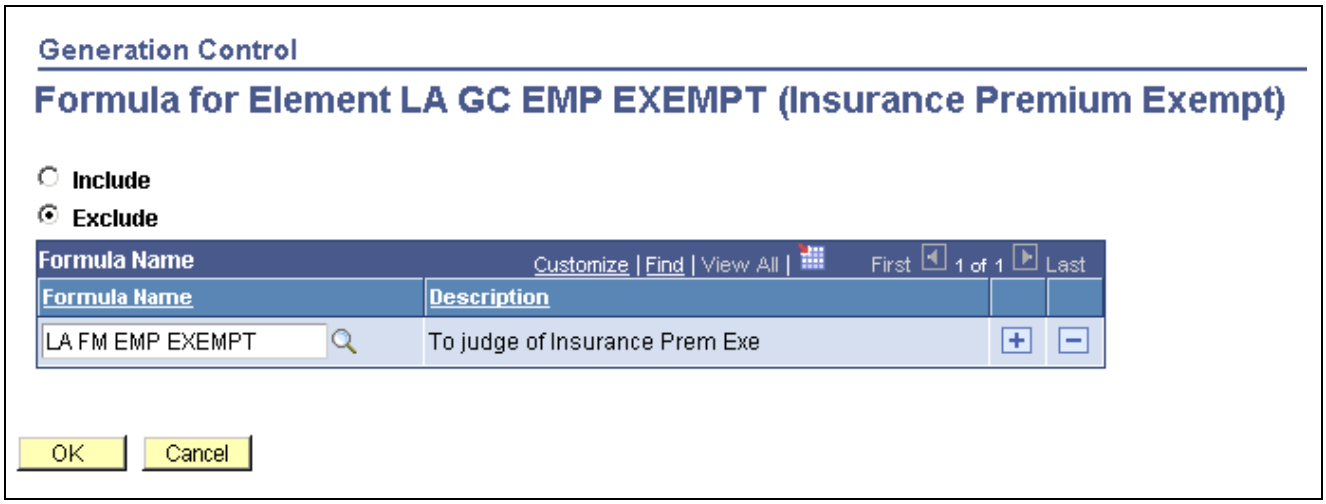
Segment Status page

Include and **Exclude** Select the option to include or exclude the segment status conditions that you insert in the group box below.

Segment Status Select from the list of conditions.

Including or Excluding Formula Elements

Access the Generation Control - Formula page.



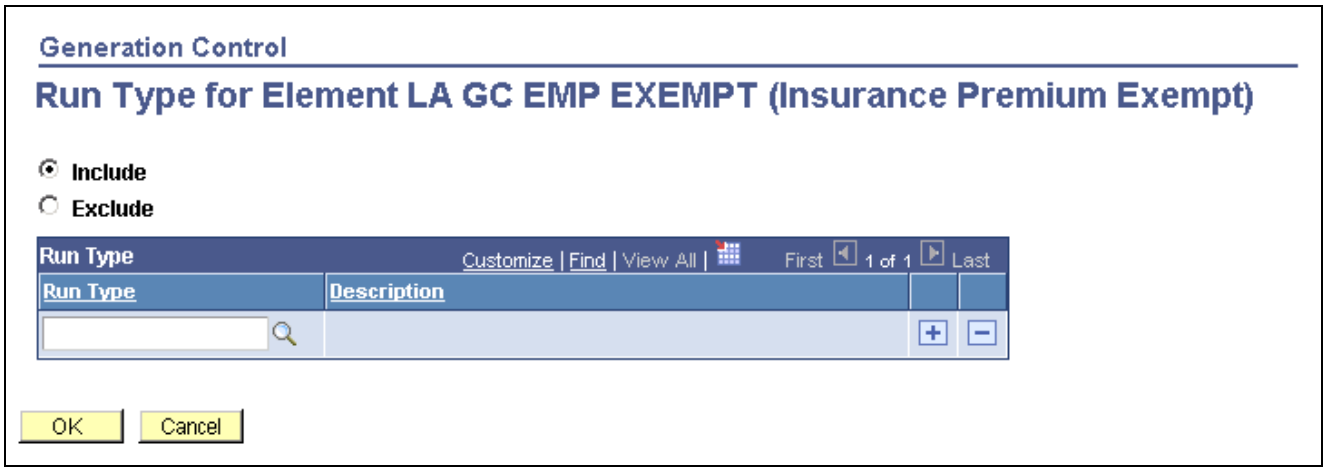
Generation Control - Formula page

Include and **Exclude** Select the option to include or exclude the formula elements that you insert into the group box below.

Formula Name Select from the list of elements.

Including or Excluding Run Types

Access the Generation Control - Run Type page.



Generation Control - Run Type page

Include and **Exclude** Select the option to include or exclude the run type that you insert in the group box below.

Run Type Select from the list of run types.

Defining Generation Control Frequency

To define generation control frequency, use the Generation Control Frequencies (GP_GCTL_FREQUENCY) component.

This section provides an overview of generation control frequency and discusses how to define a generation control frequency.

Understanding Generation Control Frequency

The frequency tag element is used to define an intermediary table so that the system can associate a Human Resources frequency (residing in the Human Resources Frequency Table) with a Global Payroll frequency. There are many frequencies that you use infrequently, and this feature enables you to define them through a table in Global Payroll rather than through the Human Resources Frequency Table.

Through use of the frequency tag, generation control is also related to how the system annualizes and deannualizes elements.

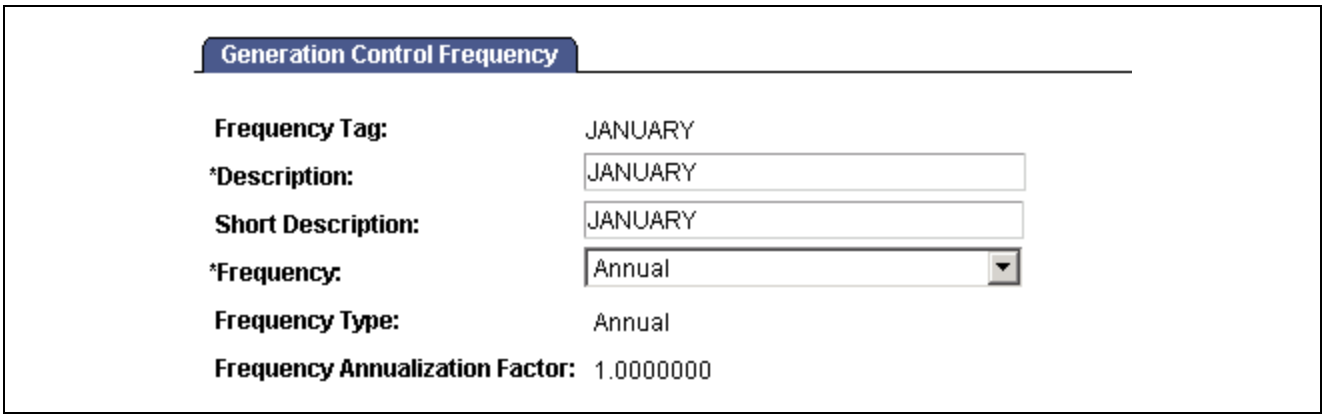
When you aren't using generation control, the numerator for annualization is the element's frequency and the denominator is the calendar period frequency. When you are using generation control, the numerator for annualization is still the element's frequency but the denominator is the generation control frequency.

Page Used to Define Generation Control Frequency

Page Name	Object Name	Navigation	Usage
Generation Control Frequency	GP_GCTL_FREQUENCY	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Generation Control Frequencies, Generation Control Frequency	Define a generation control frequency.

Defining a Generation Control Frequency

Access the Generation Control Frequency page.



Generation Control Frequency page

Frequency Select from the list of available values (*Annual, Biweekly, Contract, Daily*, and so on.)

The values in this field come from FREQUENCY_TBL.

CHAPTER 8

Defining Earning and Deduction Elements

This chapter provides an overview of earning and deduction elements and discusses how to:

- Define earning elements.
- Define deduction elements.
- Prepare earnings and deductions for processing.

Understanding Earning and Deduction Elements

This section discusses:

- Earnings and deductions.
- Calculation rules and components.
- Automatically generated accumulators.
- Frequency and generation control calculations.
- Retroactivity calculations.
- Pre-process and post-process formulas.
- Proration and rounding processing.
- Earning and deduction assignments (by element and by payee).
- Multiple resolutions.

Earnings and Deductions

Earnings and deductions are not hard-coded in Global Payroll; instead, you create your own rules online. Think of earnings as adding to a person's pay and deductions as subtracting from a person's pay. There's little difference between defining earning elements and defining deduction elements; however, with deductions you also specify how to handle arrears processing and banking information.

Calculation Rules and Components

When you create an earning or deduction element, you define its calculation rule, such as *Unit x Rate.* When you save the element definition, the system automatically creates the following components based on the selected calculation rule and element type:

- Unit, Rate, Base, and Percent components, based on the calculation rule.
- Payback Amount, Amount Not Taken, and Add to Arrears components for deduction elements only.

- Arrears Balance accumulator for deduction elements only.

The system gives the automatically generated components the same name as the earning or deduction element plus a suffix. For example, if you create the earnings element EARN1 = Unit × Rate, the system automatically generates two component elements named EARN1_UNIT and EARN1_RATE. Suffix names are determined by the country that you specify for the earning or deduction element on the Element Name page.

Note. Names of earning and deduction elements are limited to 12 characters because of suffixes. Other element names can have as many as 18 characters.

Components take on the attributes of the earning or deduction element. If you change the attributes of the earning or deduction element, the component attributes also change. To continue with the previous example, if you change the name of the EARN1 earnings element to REGULAR, the system changes the component names to REGULAR_UNIT and REGULAR_RATE. The only attributes of a component that you can change directly are the description, comments, customer fields, and the Via Element Overrides option. You make these changes on the Components page.

A component is also an element and can therefore be used in another element's definition. As an example, assume that you define the following elements:

- SALARY1 = Unit × Rate
- SALARY2 = Unit × Rate
- SALARY2 Rate = SALARY1 Rate

When the system calculates the rate for SALARY2, it uses the rate for SALARY1. You don't have to redefine the rate for every new element. No matter how the rate for SALARY1 is defined (numeric, formula, and so on), the rate for SALARY2 always equals the rate for SALARY1.

See Also

Chapter 5, "Defining General Element Information," Updating Component Element Information, page 77

Chapter 5, "Defining General Element Information," Defining Suffixes, page 78

Automatically Generated Accumulators

When you define an earning or deduction element, you specify which accumulators to create. For example, you probably want to create a year-to-date accumulator for every earnings element and every deduction element that you define. You can base the accumulators on calendar periods, fiscal periods, or both. You can also indicate whether you want to store amounts, units, or both and the periods that you want to store in the accumulator—period, month, quarter, or year.

Like components, automatically generated accumulators take on the attributes of the corresponding earning or deduction element and use the suffixes that you define on the Earnings and Deductions page of the Element Suffixes component (GP_SUFFIX).

Note. The only accumulators whose attributes are linked directly to an earnings element or deduction element are those that are automatically generated by the Earnings component (GP_EARNING) or the Deductions component (GP_DEDUCTION). Attributes of accumulators that you create using the Accumulators component (GP_ACCUMULATOR) are not linked directly to earning or deduction elements.

See Also

Chapter 10, "Setting Up Accumulators," page 241

Frequency and Generation Control Calculations

When you set up an earning or deduction, you can specify a frequency on the Calculation page. There are two options:

- *Use Calendar Period Frequency* indicates that the element frequency is determined by the calendar period.
- *Use Specified Frequency* enables you to define the frequency.

For earning or deduction elements that use a frequency-controlled rate code, select *Use Calendar Period Frequency*. Otherwise, you may not get the result that you are looking for.

A rate code element that is frequency-controlled is resolved in the calendar frequency. It is annualized by the Frequency Option field that controls it and deannualized by the calendar frequency.

Say that you have a weekly payroll, and you create an earnings element with an amount of 100 and a frequency of monthly. If no generation control conditions are defined, the system annualizes and deannualizes the amount into a processing frequency amount. Let's assume that your organization's monthly frequency is 12 and its weekly frequency is 52. First, the system annualizes the 100 (monthly amount) to 1200. Then it deannualizes that amount into the payroll processing frequency. If the payroll frequency is weekly, the amount that is paid each pay period is 1200 / 52 = 23.076923.

If your organization has multiple pay frequencies, the system converts the amount into the corresponding pay period amount for each frequency. Let's say that your organization gives an annual bonus of 1000 to all payees, and distributes the bonus in payslips throughout the year. Your hourly payees are paid weekly and your salaried payees are paid monthly. If you define an earnings bonus as BON = 1000, with a frequency of *Annual,* that definition is applied, using annualization and deannualization, to all payees according to each group's pay frequency.

Human Resources Frequency and Global Payroll Frequency Tables

Global Payroll usually uses the PeopleSoft Enterprise Human Resources Frequency Table to determine how a frequency is calculated. However, some frequencies that are not defined in that table are defined in the Generation Control Frequency Table in Global Payroll. An example of this is *First of the Month.* Let's say that you have a weekly pay frequency, but you want an earnings element to be paid in the first pay period of the month. In Global Payroll, you can define a generation control frequency and assign it to the earnings element through Generation Control.

Frequency Conversion and Generation Control

With generation control you can control when an element is processed, based on various criteria (one of which is frequency.)

If you select a frequency other than *Use Calendar Period Frequency,* the system annualizes and deannualizes the earnings amount based on the pay period frequency. If a generation control frequency exists, the system annualizes and deannualizes the earnings amount based on that frequency. The generation control frequency overrides the pay period frequency during frequency conversion.

For example, an earnings element has an amount of 1200, an annual frequency, and a monthly pay period. If you define the monthly frequency as 12, and you don't have a generation control frequency for the earnings, the amount is deannualized to 100 per month (1200 / 12 = 100). Now, if the generation control frequency is quarterly, the earnings element is deannualized to 300 (1200 / 4 = 300).

This table lists the calculation rules and components for which frequency conversion is performed:

Calculation Rule	Component
Amount	Amount
Base × Percent	Base
Unit × Rate	Unit
Unit × Rate × Percent	Unit

When you select *Use Calendar Period Frequency* in the Frequency Option field, the system does not perform frequency conversion.

For example, let's say that you have an earnings element with a calculation rule of Amount and the amount is 100. If Frequency is set to *Use Calendar Period Frequency,* the amount calculated is always 100, regardless of what period frequency is used. If you have weekly and monthly paygroups, the resolved amount is 100 for payees in both groups. Even if a generation control condition uses frequency, the system doesn't perform annualization or deannualization. For frequency conversion, you specify the frequency in the earnings calculation rule. Frequency deannualization for generation control does not occur unless you specify a frequency on the earnings element definition. Even though the system does not perform this routine, you can still use Generation Control - Frequency to control when the element is processed for the weekly paygroup.

See Chapter 7, "Defining Calculation Elements," Defining Generation Control Elements, page 170.

Example 1: Frequency Conversion without Generation Control

An earnings element has a flat amount of 1200 and an annual frequency (factor = 1). You run a pay period with a monthly frequency (factor = 12).

The system retrieves the value of the frequency defined for the element (1) and the value of the frequency defined for the pay period (12) from the Human Resources Frequency Table. It divides the element frequency factor by the period frequency factor to determine the annualization/deannualization factor. The equation used to calculate the element is: 1200 × 1/12 = 100

Example 2: Frequency Conversion with Generation Control

You have a monthly payroll and an earnings element, a Christmas bonus, that should be paid only in December. The earnings element is set up with a flat amount of 50 and a frequency of Weekly (factor = 52). To pay the bonus in December, you can:

1. Create a generation control frequency called *December* and give it a frequency factor of 1.
2. Create a generation control definition called *Christmas*.
3. In the definition, add the December generation control frequency, and select *Include* on the Generation Control - Conditions: Frequency page.
4. Add the generation control definition to the earnings element.
5. Attach the December generation control frequency to the December calendar.

When the system processes the December calendar for a payee and sees that the earnings element has frequency generation control, it checks for a matching generation control frequency on the calendar. If it doesn't find a match, the system doesn't process the element. If the system finds a match, it performs the following calculation:

(Element amount (50)) × (element frequency factor (52)) / (generation control frequency factor (1)) = 2600.

The denominator changes from Period Frequency to Generation Control Frequency.

Retroactivity Calculations

During retroactive processing, if an earning or deduction element is defined as *Do Not Recalculate,* the system returns the old value for the element, along with all of its component elements. However, if there is a segment or slice mismatch between the period being recalculated and the prior calculated period, the system ignores the *Do Not Recalculate* designation and recalculates the element.

A *segment match* occurs when a segment's Begin Date, End Date, and Payment Keys are the same. All of these parts of a segment must match for the segments to match. Then the number of segments remains the same as the number from prior calculation to recalculation.

A *slice match* is when the system compares the number of current slices to the distinct slice periods in the previous calculation, regardless of the dates for the slices. Unlike segments, the differences in dates and ranges are not considered mismatches for slices.

Examples of mismatches include:

- If an element was not previously calculated, it will always be calculated during retroactive processing.
- When segments mismatch or when segments match but slices mismatch, the Do Not Recalculate designation is ignored and the elements will be recalculated.

Positive input overrides the Do Not Recalculate designation. Positive input instances are always calculated.

Note. A single instance of positive input with an action type of Override will cause the element to be recalculated. Positive input instances with action types of Add are always recalculated, regardless of whether the element is recalculated or not. This means that new positive input rows with action types of Add will be resolved even if the retroactive element is designated as Do Not Recalculate

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See Also

Chapter 30, "Defining Retroactive Processing," page 753

Pre-process and Post-process Formulas

When defining an earning or deduction element, you can assign it a pre-process formula, a post-process formula, or both using the Calculation page.

- A pre-process formula is executed immediately *before* the resolution of the earning or deduction element.

  You might use a pre-process formula to retrieve data for use in the resolution of the earning or deduction.

- A post-process formula is executed immediately *after* the resolution of the earning or deduction element.

  You can use a post-process formula to change the calculated value of an earning or deduction and its components before the resolved value is stored (in the PINV array), and becomes available for use elsewhere. You might use a post-process formula to enforce an annual limit for a deduction or to add an additional amount.

Pre-process and post-process formulas are executed for each instance of an element; however, you can use system elements to control when resolution occurs. PeopleSoft delivers numerous system elements for use with pre- and post-process formulas.

System Elements for Post-process Formulas

The following table lists the system elements that PeopleSoft delivers for use in post-process formulas. As is true of all system elements, these elements resolve only if they are referenced in the process; for example, in the formula.

System Element	Description
CURR x VAL (x = PCT, UNITS, BASE, or RT)	Stores the resolved value of the most recent instance of the amount or of the percent, unit, base, or rate component. This element is populated by the value of the amount immediately after the amount is calculated or by the value of the percent, unit, base, or rate component immediately after the component is resolved. This is after frequency conversion, proration, rounding, if applicable, is applied. This value can be used as input for the post-process formula. CURR x VAL is updated by setting SET CURR x VAL to a non-zero number. The primary use of the system element is to check its value for the current amount or for the current percent, unit, base, or rate component of the deduction or earnings.
OVRD CURR x VAL (x = AMT, PCT, UNIT, BASE, or RT)	Stores the value to be used to override the most recently resolved instance of the amount or of the percent, unit, base, or rate component. Think of this as the output of a post-process formula. You can assign override values to this set of elements. OVRD CURR x VAL is updated by setting SET CURR x VAL to true (a non-zero number).
SET CURR x VAL (x = PCT, UNIT, BASE, or RT)	To override the value of the most recently resolved instance of amount or of the percent, unit, base, or rate component, set this system element to a non-zero value. This causes the system to assign the value of OVRD CURR x VAL to the amount or to the percent, unit, base, or rate component.

Example

This example illustrates how you might use a post-process formula to enforce an annual deduction limit. After the system computes the deduction, it calls a post-process formula to determine whether the limit has been reached, and if so, what to do with the deduction.

Assumptions:

- DD represents the deduction element.
- YTD Limit Amt is a variable that represents the year-to-date limit amount.
- Amt Over is a variable that represents the amount that exceeds the limit.

Here's what the code looks like:

```
If DD YTD Accum + CURR AMT VAL + DD Arrears Amt<= YTD Limit Amt
Then exit
```

```
Else
DD YTD Accum + CURR AMT VAL + DD Arrears Amt - YTD Limit Amt = Amt Over
CURR AMT VAL – Amt Over = OVRD_CURR_AMT_VAL
1 = SET CURR AMT VAL
```

To illustrate with numbers, assume that a deduction has an annual limit of 1,000. The payee's year-to-date balance for the deduction is 950. The deduction for the current period is 125, and there is no arrears balance. Processing occurs as follows:

If 950 + 125 + 0 <= 1000

then exit

else

950 + 125 + 0 - 1000 = 75

125 - 75 = 50

A value of 50 is assigned to the override element (OVRD_CURR_AMT_VAL), and the value of SET CURR AMT VAL is set to 1, so the system retrieves the value of the override element and assigns it to the deduction.

The rounding rule defined for the resolved amount is applied after the post-process formula.

Note. Post-process formulas are resolved before arrears processing. Therefore, if you use a post-process formula to limit an amount, the amount that exceeds the limit that is defined in your formula does not update the arrears balance.

System Elements that Control the Timing of Resolutions

You can use delivered system elements to control when resolution of a pre- or post-process formula occurs. The following table lists some of the system elements that could be useful when you want to execute a pre- or post-process formula on a specific instance:

System Element	Description
PI INSTANCE NUMBER	Positive input instance number. Resolves to the instance number if positive input exists. Otherwise, resolves to zero.
PI INSTANCE FIRST	First instance of positive input (Y / N). Resolves to Y for the first instance of positive input; otherwise resolves to N.
PI INSTANCE LAST	Last instance of positive input. (Y / N). Resolves to Y for the last instance of positive input; otherwise resolves to N.

See Also

Chapter 20, "Managing Multiple Resolutions of an Earning or Deduction," page 475

Proration and Rounding Processing

The system goes through the following steps when prorating and rounding an earning or deduction element:

1. For each segment or slice, retrieves the components of the calculation rule.
2. For each segment or slice, prorates the applicable components.

   Note. Percent component and rate component are not subject to proration.

3. Rounds the components.
4. Resolves the segment or slice.
5. Rounds the segment or slice resolved amount.

The PRORATE System Element

Proration of an earning or deduction element can be triggered in one of two ways: through segmentation or through the use of the PRORATE system element.

You can use the PRORATE system element to invoke proration for an earning or deduction element, even when there's no segmentation. Set the value of PRORATE to Y (yes) to activate proration. You can create a pre-process formula that defines the conditions under which PRORATE is set to Y. Proration will occur as long as the earning or deduction element includes a proration rule, or specifies to the Use Pay Group proration rule. In your post-process formula, be sure to include instructions to reset PRORATE to N.

See Also

Chapter 8, "Defining Earning and Deduction Elements," Pre-process and Post-process Formulas, page 185

Earning and Deduction Assignments and Positive Input

Earnings and deductions can be defined with one or more components of their calculation rule (the unit, rate, base, percent, or amount) set to *Payee Level.* This means that the earning or deduction must be assigned to a specific payee before it can be processed, and that the value of the component designated as *Payee Level* must be entered using positive input or the element/payee assignment components. The element/payee assignment and positive input pages can be configured for specific earnings and deductions to simplify the process of entering payee level data.

See Also

Chapter 9, "Configuring Element Overrides," page 223

Chapter 17, "Working with Positive Input," page 409

Multiple Resolutions

In Global Payroll you can cause an element to resolve multiple times in a single segment by:

- Entering positive input for an element using an Action Type of *Additional*, *Override,* or *Resolve to Zero*.

  When you enter *additional* positive input for an element, the element resolves once using the element's rule definition—or if there are element overrides, by using the override values. The element resolves again using the values associated with the *additional*-type instance of positive input.

  If there is more than one *additional* positive input entry, the system assigns a different instance number to each entry to trigger multiple resolutions of the element.

When you enter multiple positive input *overrides,* the system processes them separately, using instance numbers to trigger multiple resolutions.

- Entering multiple instances of an element on the element assignment pages.

  For example, you can enter the same garnishment multiple times for the same periods. The system assigns an instance number to each entry and processes each one separately.

  You can also define user fields to track different resolutions of an element (for example, you can define a user field called Garnishment Number to distinguish different resolutions of a garnishment element).
- Defining an accumulator driver to trigger multiple resolutions of an earning or deduction. For each instance of the accumulator, there is a corresponding resolution of the earning or deduction.
- When an element segmentation trigger that applies to an earning or deduction exists, there is a separate resolution for each slice of the element.

See Also

Chapter 20, "Managing Multiple Resolutions of an Earning or Deduction," page 475

Defining Earning Elements

To define earning elements, use the Earnings (GP_EARNING) component.

This section provides an overview of the setup steps for earning elements and discusses how to:

- Name an earnings element.
- Define user fields for an earnings element.
- Define calculation rules for an earnings element.
- Define rounding and proration options for an earnings element.
- Define auto generated accumulators for an earnings element.
- Select accumulator periods for an earnings element.
- View generated elements for earnings.
- Specify the accumulators to which an earnings element contributes.
- Override earning elements.

Understanding Setup Steps for Earning Elements

Earnings are any type of compensation, such as salary, fees, and bonuses, that a person receives for work or services performed. You define earning elements to represent your organization's earnings rules.

To create an earnings element:

1. Define the earnings name, security levels, and allowable overrides on the Earnings Name page.

   You can also associate the earnings element with a driver accumulator or user fields.
2. Set up the calculation rule on the Earnings - Calculation page.

You select the components that make up the calculation rule: an amount or a combination of a base, percent, rate, and unit. You also define the frequency of the earnings and select any generation control parameters that apply. You define pre-processing and post-processing formulas associated with the earnings as well as retroactive recalculation options.

Note. If the earning has been processed (has results in the output results) or has more than one effective-dated row, you cannot change a calculation rule once you define it.

3. Specify the rounding and proration rules for the element on the Earnings - Rounding/Proration page.

   You can select rounding and proration rules that are defined on the Pay Group Defaults page, specify your own rules, or use no rounding or proration.

4. Define the characteristics of the automatically generated accumulators on the Earnings - Auto Generated Accumulators page.

   You define the characteristics of the accumulators that track and maintain balances for a payee's earnings. You specify the type of accumulator, indicate when and how the accumulator gets updated, and select the calendar and fiscal periods for the accumulator.

5. Select the accumulators that the earnings element contributes to on the Earnings - Accumulators page.

   You can indicate which accumulators this earnings is a member of. For each accumulator, you specify the element name, begin and end dates, whether the earning adds or subtracts from the accumulator, and the percentage that the earnings adds or subtracts from the accumulator.

6. Override a supporting element, as needed.

   You can override a supporting element that may or may not be used in the calculation of the earnings.

Pages Used to Define Earning Elements

Page Name	Object Name	Navigation	Usage
Earnings Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Earnings Name	Name the element and define its basic parameters.
Earnings - User Fields	GP_PIN_USR_FLD_SEC	Click the User Fields link on the Earnings Name page.	Define user fields to create unique instances of an element.
Earnings - Calculation	GP_ERN_DED_CALC	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Calculation	Define calculation rules for an earnings element.
Earnings - Rounding/Proration	GP_ERN_DED_RND	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Rounding/Proration	Specify rounding and proration options for the components of an earnings element.

Page Name	Object Name	Navigation	Usage
Earnings - Auto Generated Accumulators	GP_AUTOGEN_ACUM	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Auto Generated Accumulators	Define characteristics of automatically generated accumulators for an earnings element.
Earnings - Accumulator Periods	GP_ERN_DED_ACM_SEC	Click the Accumulator Periods link on the Earnings - Auto Generated Accumulators page.	Define which accumulators the system creates. This page is also used to view deduction elements. See Chapter 8, "Defining Earning and Deduction Elements," Pages Used to Define Deduction Elements, page 214.
Earnings - Generated Elements	GP_AUTOGEN_SEC	Click the View Generated Elements link on the Earnings - Auto Generated Accumulators page.	Displays the system-generated components and accumulators that have been created for an earnings element. This page is also used to view deduction elements. See Chapter 8, "Defining Earning and Deduction Elements," Pages Used to Define Deduction Elements, page 214.
Earnings - Accumulators	GP_ERN_DED_AC_ADDL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Accumulators	Indicate the accumulators (already defined in the system) to which the earnings element contributes.
Earnings - Supporting Element Overrides	GP_ELM_DFN_SOVR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Supporting Element Overrides	Override the value of certain supporting elements that are used by the definition of the earnings element or override the supporting elements when they are not part of the earnings definition. This page is also used to override deductions. See Chapter 8, "Defining Earning and Deduction Elements," Pages Used to Define Deduction Elements, page 214.

See Also

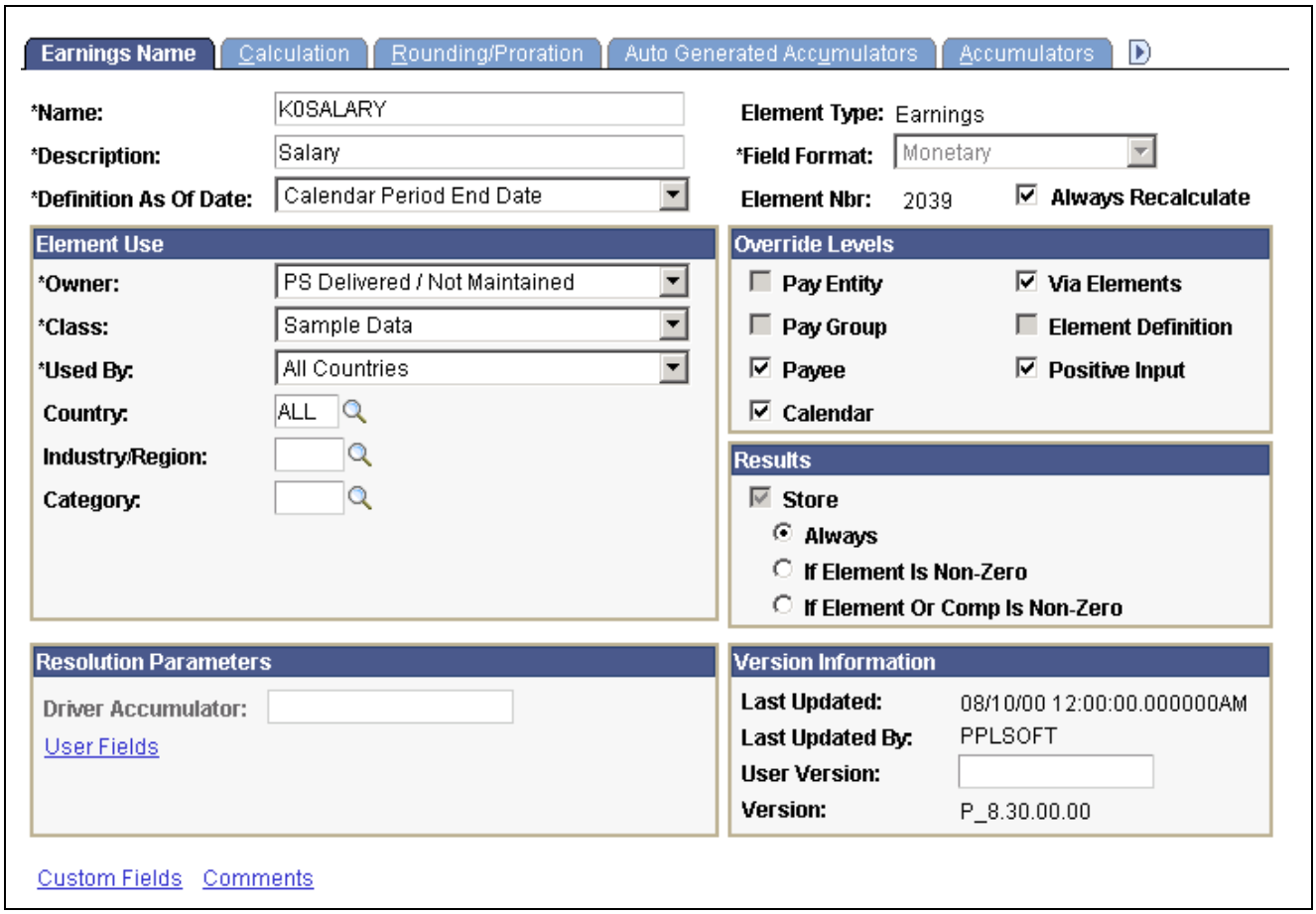
Chapter 8, "Defining Earning and Deduction Elements," Pages Used to Define Deduction Elements, page 214

Chapter 18, "Setting Up Overrides," Defining Element Definition Overrides, page 456

Chapter 5, "Defining General Element Information," Defining Element Names, page 68

Naming an Earnings Element

Access the Earnings Name page.



Earnings Name page

Note. You name every element and define its basic parameters on an Element Name page. All element components within Global Payroll share the same first Element Name page (GP_PIN). However, the Earnings Name page contains the following additional fields that apply only to earnings.

Driver Accumulator

To drive multiple resolutions of an earnings using an accumulator, designate the accumulator in the Driver Accumulator field.

For each instance of the accumulator, the system resolves a separate instance of the earnings.

Note. When you link a *driver accumulator* to an earnings, the earnings inherits the user keys of the accumulator as user fields.

See Chapter 20, "Managing Multiple Resolutions of an Earning or Deduction," page 475.

User Fields Click to access the User Fields page, where you can:

- Associate an element with up to six user fields.

  User fields are used to define unique instances of an element. They enable the system to generate and track multiple resolutions of an earning or deduction.

  Note. You can specify the values of user fields by entering supporting element overrides, or populate their values by using formulas, brackets, and arrays.

  For example, you could define an earnings to supplement regular pay that varies by location and cost of living by associating it with a user field called Location. If a payee is entitled to more than one supplement due to his/her association with multiple locations, you could then define the different locations as supporting element overrides.

- View user fields inherited from a driver accumulator.
- Define the retroactive delta user field level.

See Chapter 8, "Defining Earning and Deduction Elements," Defining User Fields for an Earnings Element, page 193 and Chapter 20, "Managing Multiple Resolutions of an Earning or Deduction," page 475.

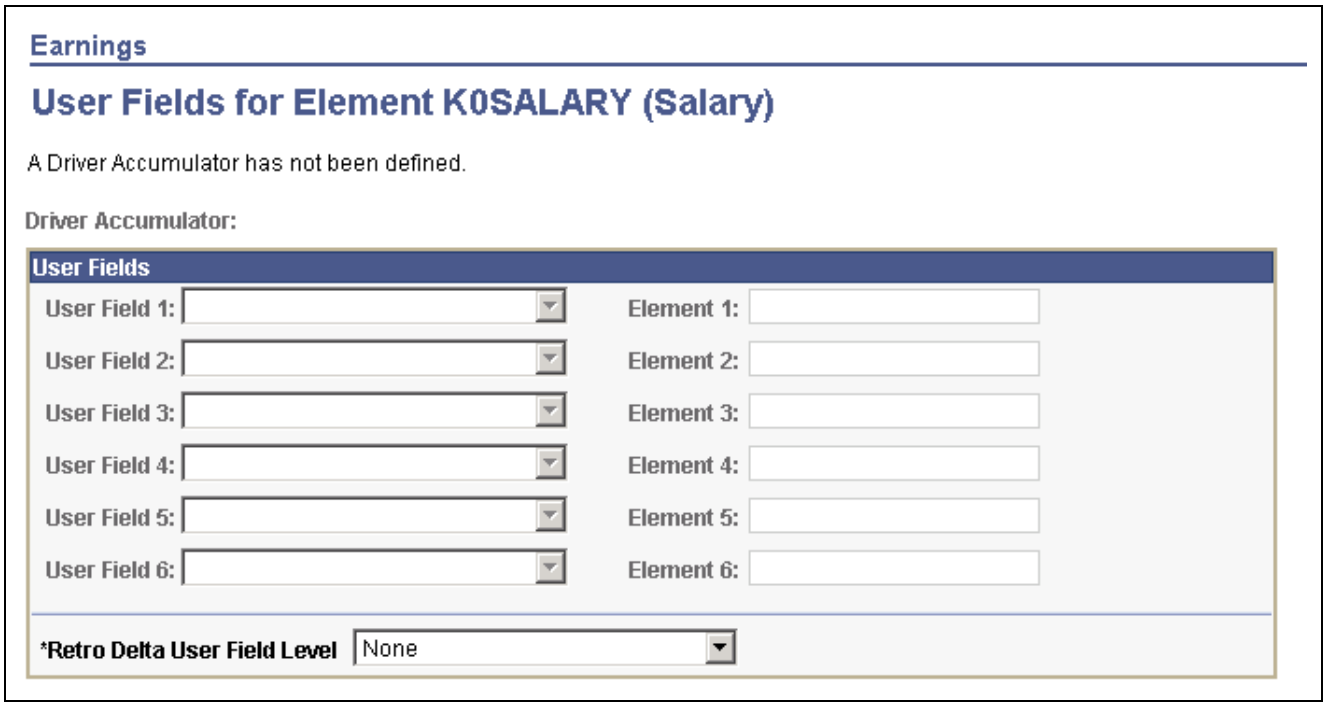
Note. All other fields on the Earnings Name page are discussed in another chapter in this PeopleBook.

See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 68

Defining User Fields for an Earnings Element

Access the User Fields page.



User Fields page

User Field 1– 6

Define the type of element that you want to hold the value of the user field.

Valid values are *Variable* and *System Element.*

If your rules design calls for the value of this field to be defined on the element assignment (recurring) pages, you must select *Variable.* This is because the only supporting elements you can override on these pages are variables.

If you plan to override the value of this element through positive input, you can select either *Variable* or *System Element.*

Note. The values of these fields can also be set by other elements such as formulas, brackets, and arrays.

Note. If you enter an accumulator driver on the Earnings Name page, these fields become unavailable for data entry. The user keys of the driver accumulator automatically become the user fields of the earnings element, and the User Fields display the entry type (*Variable* or *System Element)* of the inherited accumulator keys. In addition, once an earnings has been processed, the user fields cannot be changed. They can only be viewed.

Element 1 – 6

If you select *Variable* for User Field 1– 6, enter the name of the variable element that you want to hold the value of this field.

Note. You must have previously defined the variable on the variable definition pages.

If you select *System Element* for User Field 1– 6, enter the name of the system element that you want to hold the value of this field.

Note. If you enter an accumulator driver on the Earnings Name page, the Element fields become unavailable for data entry. The user keys of the driver accumulator automatically become the user fields of the earnings element, and Elements 1–6 display the variables or system elements that have been defined to hold the values of the accumulator keys.

Retro Delta User Field Level

Select a user field level to control how the system groups retroactive deltas for different instances of an earnings with different user field values:

- *None*: The system sums deltas for all instances of the earnings regardless of differences between user field values.
- *Through User Field 1*: The system sums deltas for different instances of the earnings with the same User Field 1 value.
- *Through User Field 2*: The system sums deltas for different instances of the earnings with the same User Field 1 and User Field 2values.
- Through User Field 3: The system sums deltas for different instances of the earnings with the same User Field 1, User Field 2, and User Field 3values.
- Through User Field 4: The system sums deltas for different instances of the earnings with the same User Field 1–4 values.
- Through User Field 5: The system sums deltas for different instances of the earnings with the same User Field 1–5 values.
- All User Fields Defined: The system sums deltas for different instances of the earnings with the same User Field 1–6 values.

Note. The values available for selection depend on the number of user fields defined. For example three user fields give the choices *None*, *Through User Field 1*, *Through User Field 2*, and *All User Fields Defined*. If you change the user fields or alter the user keys of the driver accumulator, the system automatically updates the available values. If you reduce the number of user fields so that the current Retro Delta User Field Level value is no longer valid, the system changes the Retro Delta User Field Level value to be *All User Fields Defined* and issues a message to that effect. The Retro Delta User Field Level value can subsequently be changed, as necessary.

Important! If a deduction is defined with user fields, the system automatically transfers these fields to the deduction's auto-generated arrears accumulator as user keys. If you change the user fields, the system automatically synchronizes the accumulator keys of the arrears accumulator with the user fields. After an element has been processed, you cannot change the user fields.

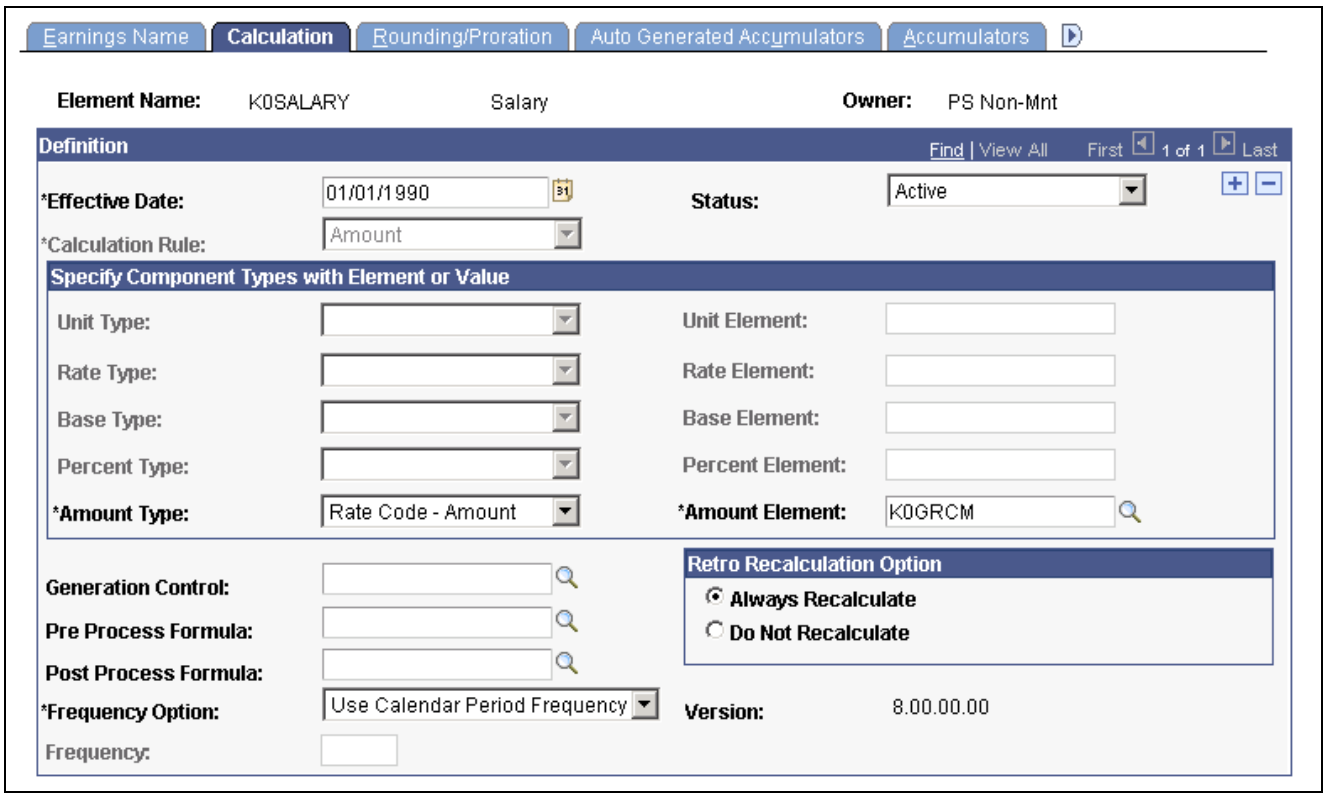
See Chapter 20, "Managing Multiple Resolutions of an Earning or Deduction," page 475.

See Also

Chapter 10, "Setting Up Accumulators," page 241

Defining Calculation Rules for an Earnings Element

Access the Earnings - Calculation page.



Earnings - Calculation page

Calculation Rule

Define the calculation rule for the element. Valid values are *Amount, Base x Percent, Unit x Rate,* and *Unit x Rate x Percent.* Your selection affects the availability of other fields.

Once you define a calculation rule for an element, you cannot change the rule unless all of the following conditions are met:

- Element has not been processed (No output results exist for the element).
- There is only one effective-dated row for the element.

Note. If you define a calculation rule and discover that one of these conditions exists, create a new element. This restriction primarily exists because of retroactive considerations. Let's say that you define an earnings element with a calculation rule of *Unit x Rate.* After several payroll runs, you add a new effective-dated row and change the calculation rule to Amount. Now, a retroactive event causes the system to recalculate the element and forward the deltas to the current period. Since the calculation rule has changed, an adjustment that is made to units, for example, is not compatible with the current calculation rule of amount.

Unit Type, Rate Type, Base Type, Percent Type, and **Amount Type**

Specify how the system is to determine the amount or component values, as applicable. The fields that you can update here depend on the selected calculation rule. For example, if the calculation rule is Unit x Rate, you can select the type of elements that are to retrieve the unit value and the rate

value in the Unit Type field and the Rate Type field respectively. Values vary by component type.

A value of *Payee Level* tells the system to resolve the element only if the value of the component is found on the Element Assignment By Payee page, the Payee Assignment By Element page, or in positive input. To use *Payee Level* to define a component, select the Payee Override and/or Positive Input check boxes on the Earnings Name page.

Unit Element, Rate Element, Base Element, Percent Element, Amount Element, Amount Value and **Amount Currency**

Select the element name that corresponds to the component type in the calculation rule.

Note. If you select a *Numeric* Amount Type, the Amount Element field will not display. Instead, the Amount Value and Amount Currency fields will be available for entry. Similarly, if you select *Numeric* for the rate or base components, you will see fields for Rate Value and Rate Currency, and Base Value and Base Currency, respectively. If you select *Numeric* for Unit Type and Percent Type the Unit Value field and Percent Value field will be available for entry.

The value of the currency code is based on the currency that is defined for the user, which is based on the User Preference definition. Regardless of what currency you enter for the earnings element, the system converts it to the processing currency during the element's resolution. You define the processing currency when you're setting up your pay entity information. If you enter an element type, such as a variable, for a component in a calculation rule, the system uses the currency that was defined for that element and performs a currency conversion, if that currency is different from the processing currency.

Generation Control

To restrict the conditions under which the element is resolved, select the applicable generation control element. For example, you can use generation control to specify that an element be resolved for active payees only.

Define generation control elements using the Generation Control component.

Note. If generation control prevents the resolution of a deduction, the system still processes the arrears payback, if there is an arrears balance. It also processes retroactive adjustments.

See Chapter 8, "Defining Earning and Deduction Elements," Frequency and Generation Control Calculations, page 183.

Pre Process Formula and **Post Process Formula**

Select a formula to execute immediately before or immediately after the system resolves each instance of the earning or deduction element.

See Chapter 8, "Defining Earning and Deduction Elements," Pre-process and Post-process Formulas, page 185.

Frequency Option

Select the frequency option with which you are stating a value. Values are:

Use Calendar Period Frequency: The system assumes that the element value is in the frequency of the calendar period that you have defined.

Use Specified Frequency: If you select this value, you will define the frequency in the Frequency field.

See Chapter 8, "Defining Earning and Deduction Elements," Frequency and Generation Control Calculations, page 183.

Frequency

If you selected a frequency option of *Use Specified Frequency*, you'll define the frequency type here. Examples are *Annual, Biweekly, Contract, Daily, Fourweekly, Hourly, Monthly, Quarterly, Semimonthly,* and *Weekly.* These values are prompted from the Frequency Table in Human Resources.

Retro Recalculation Option

Specify whether to recalculate an element during retroactive processing. Values are:

Always Recalculate

Do Not Recalculate

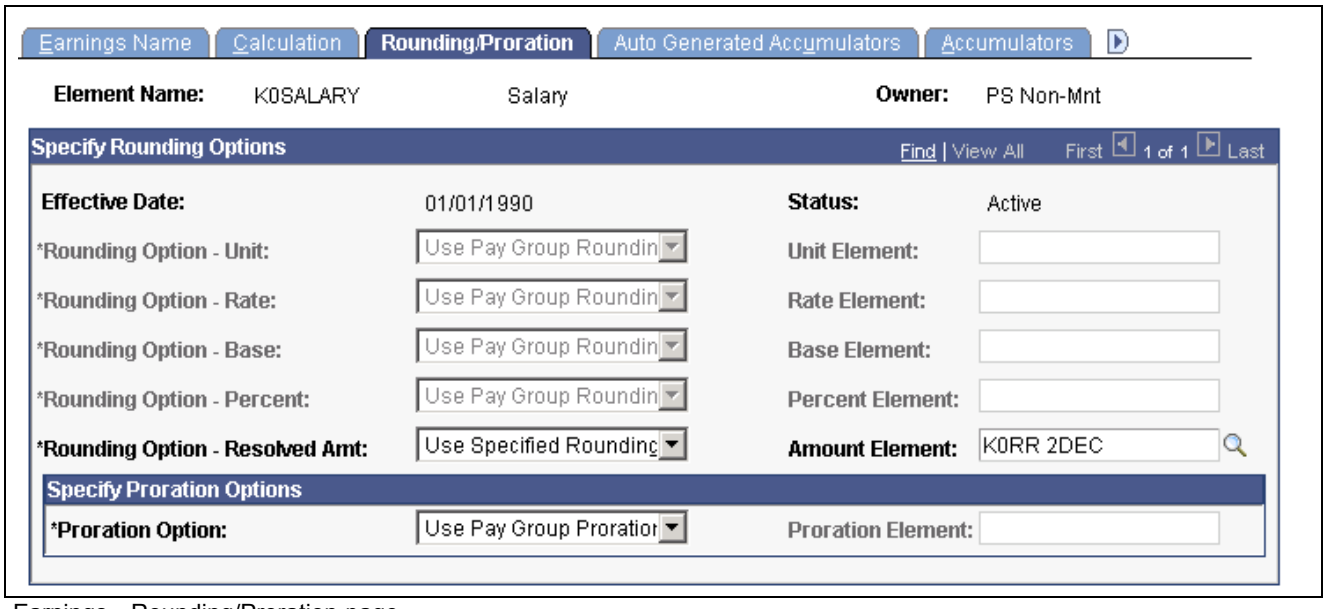
If you select *Always Recalculate* , the element is recalculated during processing the element in a retroactive situation.

Note. You can override this field on the Retro Process Overrides page.

See Chapter 8, "Defining Earning and Deduction Elements," Retroactivity Calculations, page 185 and Chapter 30, "Defining Retroactive Processing," page 753.

Defining Rounding and Proration Options for an Earnings Element

Access the Earnings - Rounding/Proration page.



Earnings - Rounding/Proration page

Rounding Option - Unit, Rounding Option - Rate, Rounding Option - Base, and **Rounding Option - Percent**

Select a rounding option for the component. Values are:

Use Pay Group Rounding: (Default) Select to use the rounding rule that you defined on the Pay Group − Defaults page.

Use Specified Rounding: Enables you to select a rounding rule element in the field to the right.

Note. Before you can select a rounding option for the earnings component, you must first define the rounding rule element. Rounding rules are defined on the Rounding Definition page.

No Rounding: Select if you do not want the system to perform rounding.

Rounding Option - Resolved Amount

Indicate how to round elements that have a calculation rule of amount and how to round the resolved value of elements that have a calculation rule that uses other components.

For example, the calculation rule for E1 is *Unit × Rate.* If you select *No Rounding* in the Rate and Unit field, and you select a rounding rule here, the system rounds the resolved value of *Unit × Rate*. Or, let's say you want to round the rate to four decimal points, and then round the result of Unit x Rate to two decimal points. In this case, you select a rounding rule in both the Rate field and in this field.

Usually you select *Use Pay Group Rounding* or *Use Specified Rounding,* because you want the Resolved Amount to be a rounded value. It is not common to select *No Rounding*.

Note. The system does not assume any decimal precision in the calculation process. Certain countries may have limitations on rounding because of their currency. In the Unites States, you can only make payments with two places to the right of the decimal. For example, you would probably round up a payment of 200.6778 to 200.68. However, in another country, you may be able to make payments for amounts with less than two places to the right of the decimal. It is *extremely important* that you consider this when defining your resolved amount rounding options. Rounding for the resolved amount happens before Net Pay Validation processing for a deduction. If you are using a Partial Formula for Net Pay Validation processing, you need to round the partial amount in that formula, as per your rounding requirements.

Unit Element, Rate Element, Base Element, Percent Element, and **Amount Element**

Enter an element for each applicable rounding option.

Proration Option

Select a proration option that defines if and how the system prorates the component value or amount when there is segmentation, or if the system element, PRORATE, is not equal to zero. Values are:

Use Pay Group Proration Rule: (Default) Select to use the standard proration rule you defined on the Pay Group - Defaults page.

Use Specified Proration Rule: Enables you to select a proration rule element in the field to the right.

No Proration: Select if you don't want to apply a proration rule to the earnings.

Proration Element

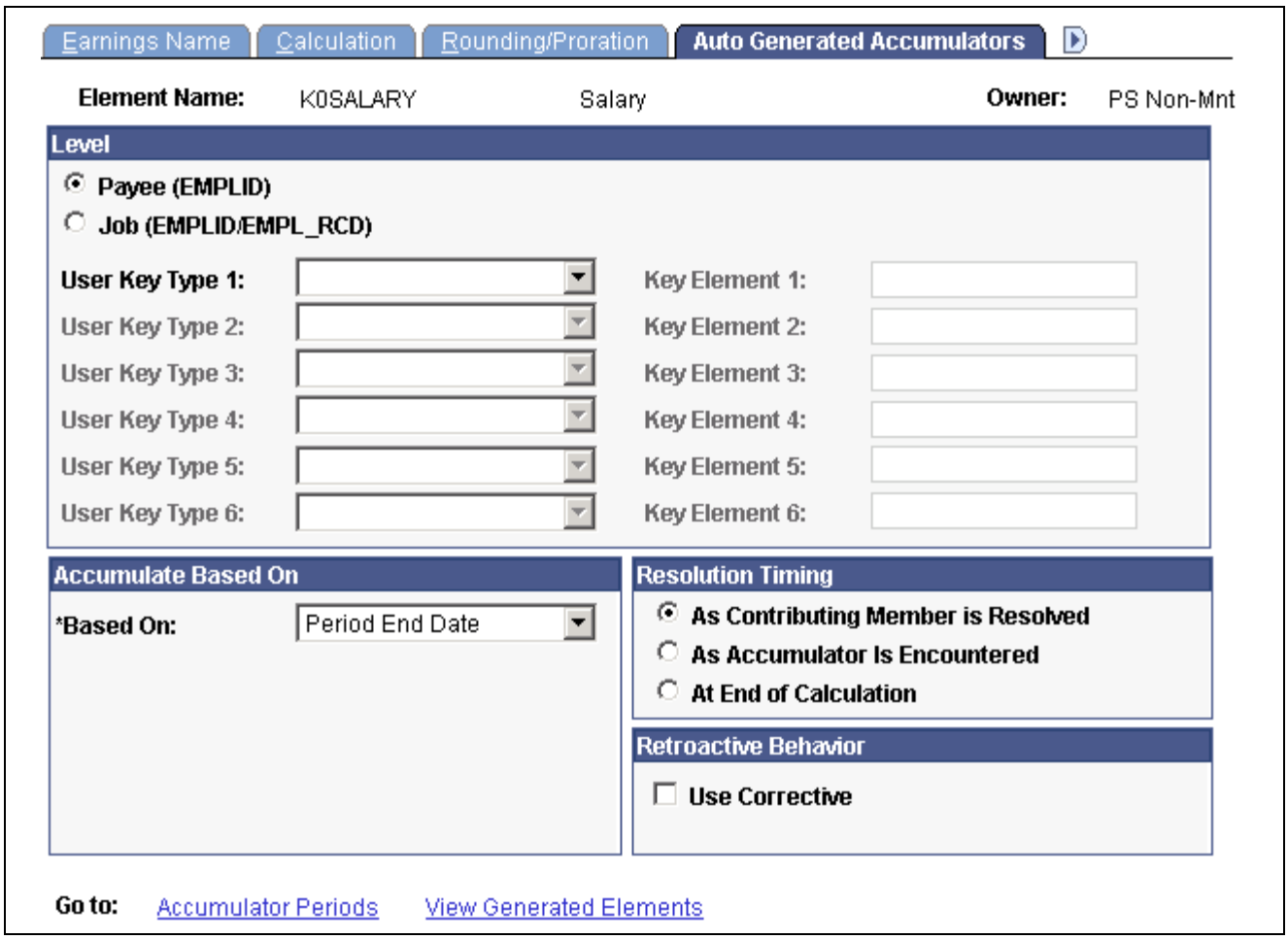
If you select *Use Specified Proration Rule* in the Proration Option field, select the proration element here.

See Also

Chapter 7, "Defining Calculation Elements," Defining Proration Rules, page 168

Defining Auto Generated Accumulators for an Earnings Element

Access the Earnings - Auto Generated Accumulators page.



Earnings - Auto Generated Accumulators page

Note. All fields on this page, except the Copy User Fields button, the Accumulator Periods link, and the View Generated Elements link, are the same as those on the Level page of the Accumulators component and are discussed in another chapter in this PeopleBook.

See Chapter 10, "Setting Up Accumulators," Specifying Keys and Timing for Accumulators, page 244.

Copy User Fields Click to copy the user fields associated with the earnings to the auto-generated accumulators. These fields become the user keys of the accumulators.

If you do this, the system generates different accumulator instances for each resolution of the earnings with different user field values.

Note. This button becomes available only when there are user fields defined on the User Fields page.

Important! If a deduction has user fields, the system automatically transfers these fields to the deduction's auto-generated arrears accumulator as user keys (you do not need to click the Copy User Fields button to transfer the user fields to the arrears accumulator). If you change the user fields, the system automatically synchronizes the accumulator keys of the arrears accumulator with the user fields. After an element has been processed, you cannot change the user fields.

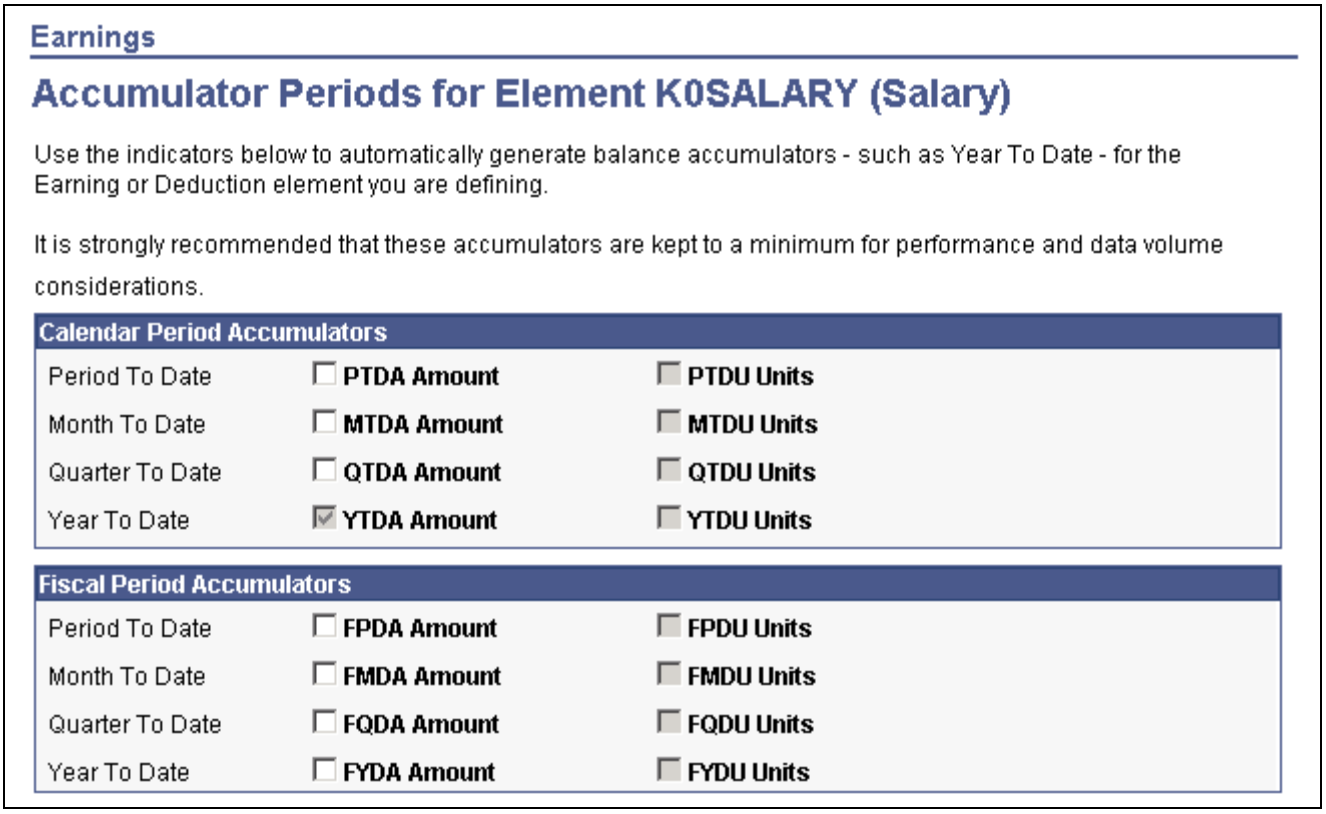
See Chapter 20, "Managing Multiple Resolutions of an Earning or Deduction," page 475.

Accumulator Periods Click to access the Accumulator Periods page where you define the periods that you want the earnings element to accumulate.

View Generated Elements Click to access the Generated Elements page to view the automatically generated components and accumulators that have been created.

Selecting Accumulator Periods for an Earnings Element

Access the Earnings - Accumulator Periods page.



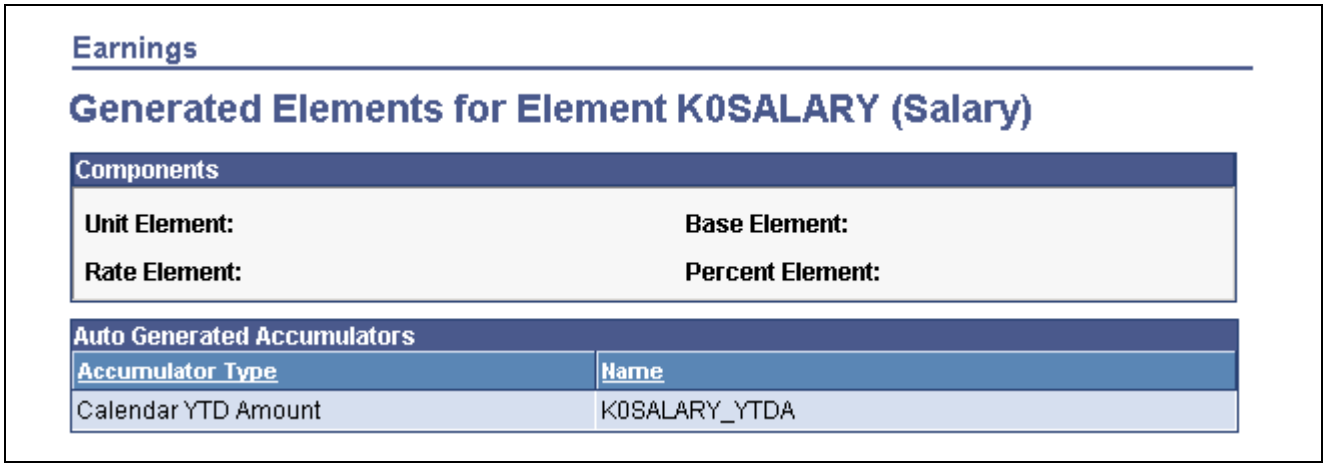
Earnings - Accumulator Periods page

Note. Automatically generated accumulators take on the name of the earnings element plus a suffix. Suffixes appear next to the accumulator check boxes and are determined by the country you specify for the earning or deduction element on the Element Name page.

Calendar Period Accumulators/Fiscal Period Accumulators Select the accumulators you want to create. You can select as many as you need, keeping in mind performance and data volume considerations.

Viewing Generated Elements for Earnings

Access the Earnings - Generated Elements page.



Earnings - Generated Elements page

Components Displays the automatically generated element for each component of the earnings element.

Arrears Elements For deduction elements, these arrears elements are assigned: Payback Amount, Amount Not Taken, Add to Arrears, and Arrears Balance. The first three are deduction components; Arrears Balance is an accumulator.

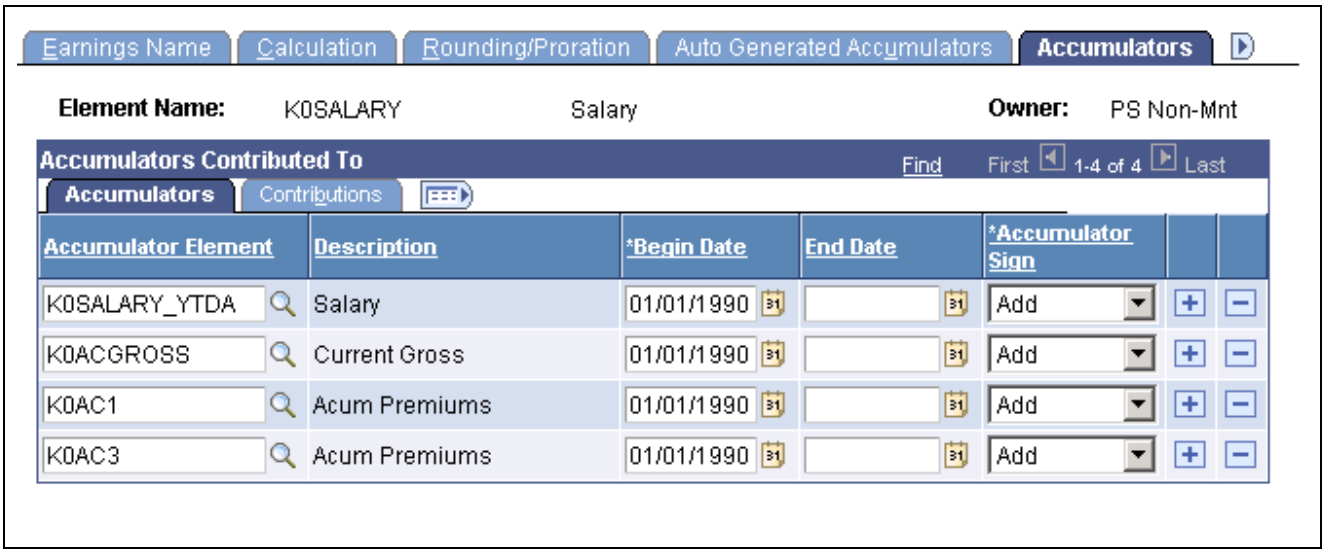
Auto Generated Accumulators Displays automatically generated accumulators.

See Also

Chapter 5, “Defining General Element Information,” Defining Suffixes, page 78

Specifying the Accumulators to Which an Earnings Element Contributes

Access the Earnings - Accumulators page.



Earnings - Accumulators page

Accumulators

Define whether the earnings element adds to or subtracts from other accumulators. For example, you can add the results of the earnings element to the Gross Base and Taxable Gross accumulators.

For each accumulator, specify the element name, the begin and end dates, and whether the earnings element adds or subtracts from the accumulator.

Accumulator Element Select the element name.

Begin Date Specify when you want the earnings element to begin adding or subtracting from the accumulator. In Add mode, the default date is the earliest effective date for that element. Otherwise, the default is today's date.

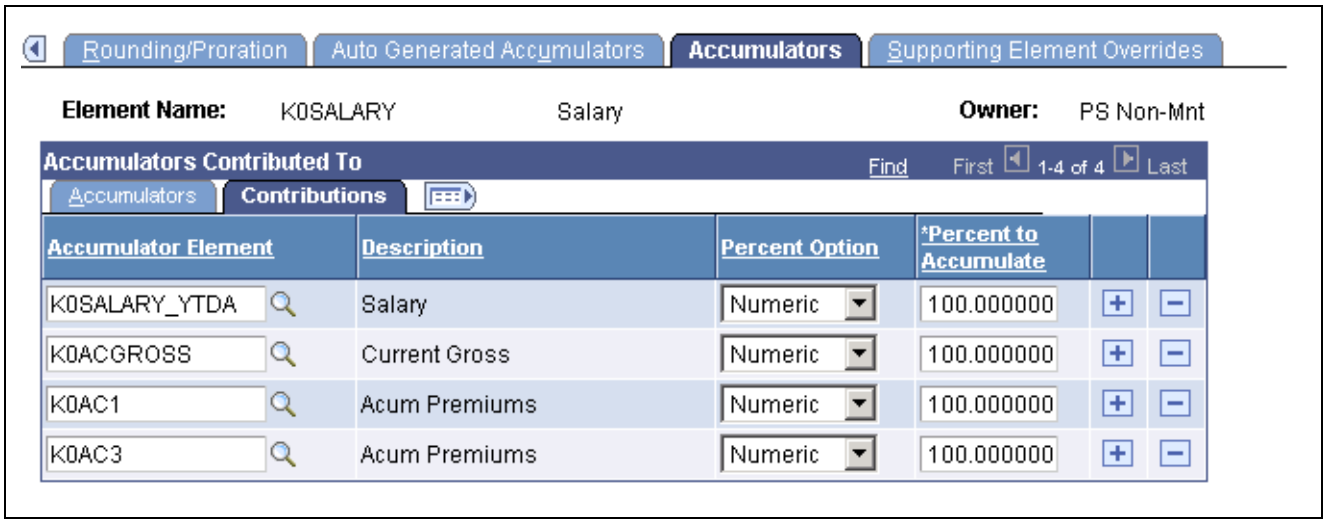
End Date Specify when you want the earnings element to stop adding or subtracting from the accumulator.

Note. Enter a begin date and an end date if you want the earnings element to accumulate only for a specified period of time. If the begin date or end date occurs during a pay period, the system accumulates the earnings element for that period. If you leave the End Date blank, the system starts accumulating on the date that you enter the data and accumulates during all pay periods until you enter an End Date.

Accumulator Sign Select *Add* or *Subtract* to indicate whether you want the earnings element to add to or subtract from the accumulator.

Contributions

Select the Contributions tab.



Earnings - Accumulators page: Contributions tab

For each accumulator, specify the percentage that the earnings element adds or subtracts from the accumulator.

Percent Option Specify how the system is to determine the percentage of the earnings to contribute to or subtract from the accumulator:

Numeric: Select to specify a percentage.

Variable or *Formula:* Select if you want a variable or formula element to return the value to accumulate or subtract.

Percent to Accumulate If you selected a percent option of *Numeric*, enter a percentage of up to 100 percent here.

Percent Element If you selected a percent option of *Variable* or *Formula*, select the name of the variable or formula here.

Overriding Earning Elements

You can use the Supporting Element Overrides page in the Earnings component to override the value of a bracket, date, duration, formula, or variable element that is used in the definition of the earnings element. You can also use the override feature to have the system resolve a bracket, date, duration, formula or variable when it resolves an earnings element—even when the supporting element is not part of the earnings' definition.

Note. The Earnings - Supporting Element Overrides page is discussed in the Overrides chapter of this PeopleBook.

See Also

Chapter 18, "Setting Up Overrides," Defining Element Definition Overrides, page 456

Defining Deduction Elements

To define deduction elements, use the Deductions (GP_DEDUCTION) component.

This section provides overviews of setup steps for deduction elements, net pay validation and arrears processing, arrears and retroactive processing, and payback processing, and discusses how to:

- Name a deduction element.
- Define user fields for a deduction element.
- Define calculation rules for a deduction element.
- Define rounding and proration options for a deduction element.
- Define arrears information.
- Define auto generated accumulators for a deduction element.
- Select accumulator periods for a deduction element.
- View generated elements for a deduction.
- Specify the accumulators to which a deduction element contributes.
- Select a general recipient for a deduction.
- Override deduction elements.

Understanding Setup Steps for Deduction Elements

A deduction is any payroll element that subtracts from a person's pay. A deduction can be voluntary or statutory. Voluntary deductions include deductions for retirement plans, company stock purchases, union dues, and parking fees. Statutory deductions include deductions for taxes and garnishments.

To create a deduction element:

1. Define the deduction name, calculation rule, rounding and proration rules, accumulators, and supporting element overrides, as needed.

   Note. The pages that you use are similar to the Earnings definition pages.

2. Define the rules that apply when net pay is insufficient to cover a deduction.

   Use the Deductions - Arrears page to define these rules. An *arrears* is a way to store deductions that the system can't take from the current pay run because of insufficient net pay. An arrears stores an amount that will be deducted at a future time.

3. Select a general recipient, if applicable for the deduction using the Deductions - Recipient page.

Note. Only pages that are unique to the Deductions component are documented here. Pages that are common to both the Earnings and Deduction components are documented in the Earnings section of this chapter.

See Also

Chapter 8, "Defining Earning and Deduction Elements," Defining Earning Elements, page 189

Understanding Net Pay Validation and Arrears Processing

When defining a deduction, you can define the action the system takes when a payee's net pay is not sufficient to cover the entire amount of a deduction. You can also establish a payback method for the amount that is not taken (the arrears).

Note. Before you define deductions for your organization, you may want to decide whether you want the system to perform the functions described on the Deduction - Arrears page or whether you want to handle these functions on your own.

Net Pay Validation

The net pay validation feature prevents a deduction from reducing net pay below zero or a minimum amount that you define. To use the system's arrears management and payback features, you must enable net pay validation. If you do not use net pay validation, the system always takes the entire amount of a deduction, even if the payee's net pay drops below zero. In addition, none of the arrears processing options are available.

When using net pay validation, you can specify the order for taking deductions when there's not enough net pay to cover all deductions. The choices are:

- Processing sequence
- Priority order

Processing sequence refers to the order in which deductions are encountered in a section during processing, as determined by the deduction's assigned sequence number in the section. When the system calculates the deduction, it immediately verifies whether the payee's net pay is sufficient to cover it. If net pay is insufficient, the system deducts a partial amount or no amount, according to what is defined on the Deduction - Arrears page.

Priority order refers to a relative priority number that you can assign to a deduction on the Deduction - Arrears page. When net pay validation occurs by priority order, the system first calculates all deductions according to their processing sequence with no net pay validation. It then checks the net accumulator. If net pay is greater than zero (or a defined minimum) processing is complete. Otherwise, the system adjusts the deduction with the lowest priority then checks to see if net pay is still insufficient. It repeats this process for the deduction with the next lowest priority until net pay is above zero or the defined minimum. Because Net validation by priority requires iterative processing, it is available for subprocess sections only.

Net pay validation by priority order can be useful when a deduction's processing sequence is different from its priority. For example, a pre-tax deduction must be processed before tax calculations to determine the correct net pay. However, it might be more important to deduct funds for a garnishment that's processed after taxes than it is to cover a pre-tax deduction.

Note. Typically, only one method of Net Pay Validation is used in a given pay run.

The following are two examples that illustrate the difference between using processing sequence and priority order for net pay validation.

Example: Net Pay Validation in Processing Sequence

This table shows the processing results when net pay validation (NPV) is based on processing sequence. Assume that each deduction is defined to allow a partial deduction when net pay drops below zero.

Process Sequence	Always Recalculate	Amount (Pre-NPV)	Resolved Amount	Amount Not Taken	Available Net
Salary					9,000
Car Allow					9,000
Health	N	500	500	0	8,500

Process Sequence	Always Recalculate	Amount (Pre-NPV)	Resolved Amount	Amount Not Taken	Available Net
Pension	N	1,500	1,500	0	7,000
Tax1	Y	2,240	2,240	0	4,760
Tax2	Y	720	720	0	4,040
Union Dues	N	500	500	0	3,540
Parking	N	300	300	0	3,240
Garn1	Y	1,208	1,208	0	2,032
Garn2	N	3,000	2,032	968	0

In this case, net pay is sufficient to cover all deductions except Garnishment2. For Garnishment2, only a partial deduction can be taken (3,000 - 2,032 = 968).

Example: Net Pay Validation in Priority Order

This table shows the processing results after the first pass when net pay validation (NPV) is based on priority order. Net pay validation does not occur during the first pass of the subprocess.

Process Sequence	Always Recalculate	Amount (Pre-NPV)	Resolved Amount	Amount Not Taken	Available Net
Salary					9,000
Car Allow					9,000
Health	N	500	500	0	8,500
Pension	N	1,500	1,500	0	7,000
Tax1	Y	2,240	2,240	0	4,760
Tax2	Y	720	720	0	4,040
Union Dues	N	500	500	0	3,540
Parking	N	300	300	0	3,240
Garn1	Y	1,208	1,208	0	2,032
Garn2	N	3,000	3,000	0	-968

Note. Car allowance is a non-cash earning. It contributes to taxable gross, but not to net pay.

Because net is negative, another pass is required. During the second pass, net pay validation is applied to parking, because it has the lowest priority (the highest priority number). First the system backs out the prior value of parking. The deduction's recalculation rule (as defined by the Always Recalculate check box on the Deduction Name page) is always honored, so during the second pass the system does not recalculate parking, it only applies net pay validation.

Process Sequence	Always Recalculate	Net w/o Ded	Amount (Pre-NPV)	Resolved Amount	Amount Not Taken	Available Net	Priority
Salary						-968	
Car Allow						-968	
Health	N		500	500	0	-968	450
Pension	N		1,500	1,500	0	-968	500
Tax1	Y		2,240	2,240	0	-968	100
Tax2	Y		720	720	0	-968	100
Union Dues	N		500	500	0	-968	700
Parking	N	-668	300	0	300	-668	800
Garn1	Y		1,208	1,208	0	-668	225
Garn2	N		3,000	3,000	0	-668	225

Net is still negative after the second pass. Parking can't be reduced any further so it's excluded from the priority list. In the next loop, the deduction with the lowest priority is union dues. All recalculation logic is followed except that parking is skipped and union dues are subject to net pay validation processing. After union dues, the system evaluates the pension deduction. The process repeats until available net is zero or greater.

Note. To improve system performance, you can assign the same priority number to all post-tax deductions so that they are modified during the same iteration.

Setup Steps for Net Pay Validation by Priority Order

Configuring the system to validate net pay based on a deduction's priority requires some additional setup that is not necessary when net pay validation is based on processing sequence.

Following are the high-level setup steps for using priority order for net pay validation:

1. Define a formula for net pay validation.

   After the system calculates all deductions according to processing sequence, it resolves this formula for each deduction starting with the deduction with lowest priority (the highest priority number). The formula returns a value that tells the system whether to calculate the element, perform net pay validation, do both, or skip the element. Guidelines for creating the formula are provided in the chapter on Defining Processing Elements.

2. Assign the net pay validation formula to the country.

   Select the formula in the Net Pay Validation Formula field on the Countries page.

3. Specify the priority order for the deduction on the Deduction - Arrears page.

4. Include deductions in a sub-process section.

   The sub-process section must be enabled for net pay validation by priority.

See Chapter 15, "Defining Processing Elements," Setting Up Sections, page 372 and Chapter 3, "Introducing the Core Application Architecture," Defining Country-Level Setup, page 33.

Arrears Components and Accumulators

When you create a deduction element, the system automatically generates three component elements for arrears processing and an arrears balance accumulator, regardless of whether or not you've chosen to use net pay validation. The system automatically updates these components only if you're using net pay validation:

- Amount Not Taken.

  This component stores the amount of the deduction that exceeds the defined limit based on the net pay accumulator for the current pay period.

  Note. The net pay accumulator is defined on the Definition page on the Process Lists component (GP_PROCESS).

- Payback Amount.

  This component stores the portion of the arrears balance that is being paid off during the current pay period. It does not include the Amount Not Taken for the current pay period.

- Add to Arrears.

  If you select the Deduction Arrears Allowed check box on the Deduction - Arrears page, the Add to Arrears equals the Amount Not Taken.

- Arrears Balance.

  This accumulator keeps track of the arrears for a payee. The Add to Arrears component adds to this balance accumulator; the Payback Amount component subtracts from it.

Arrears Processing Methods

When net pay does not cover the entire amount of a deduction, you can have the system deduct a partial amount or nothing. The options that you select in the Deduction Processing Method group box on the Deduction - Arrears page determine this behavior. The two examples that follow illustrate the outcomes of the different processing methods.

Arrears Processing: Example 1 (Partial Amount Allowed = No)

If partial deductions are not allowed, the system takes a deduction for the current pay period only if net pay covers the entire deduction. If the full deduction can't be taken, the system adds the entire deduction amount to the arrears balance. This table lists the net pay, deduction, and arrears for the example that follows:

Current Available Net Pay	Deduction	Begin Arrears Balance
100	120	50

The processing sequence is:

1. Add the deduction amount of 120 to Amount Not Taken.

2. Add the deduction amount of 120 to Add to Arrears (if the Deduction Arrears Allowed check box is selected).
3. Move zero to the deduction amount.
4. Move the Beginning Arrears balance of 50 to Payback Amount.
5. Move the Beginning Arrears balance of 50 to deduction amount (add the Payback Amount to the deduction amount).

This table lists the end values:

Deduction	Amount Not Taken	Add to Arrears	End Arrears Balance
50	120	120	120

The resolved value of the deduction element = Deduction Amount + Payback Amount.

Arrears Processing: Example 2

January Available Net Pay (prior to deductions) = 50

Deductions:

- D1 = 25, Partial Amount Allowed
- D2 = 50, Entire Amount Only
- D3 = 50, Partial Amount Allowed

This table lists the values calculated during arrears processing for deductions D1, D2, and D3:

Ded	Re-solved Amt	Amt Not Taken	Add to Arrears	Payback Amt	End Arrears Bal	Accum. YTD Val	Trans-fer Amt	End Net Val
D1	25	0	0	0	0	25	25	25
D2	0	50	50	0	50	0	0	25
D3	25	25	25	0	25	25	25	0

Final Net Pay in January = 0

February Available Net Pay (prior to deductions) = 110

This table lists the values calculated during arrears processing for deductions D1, D2, and D3 for February:

Ded	Re-solved Amt	Amt Not Taken	Add to Arrears	Pay-back Amt	End Arrears Bal	Accum. YTD Value	Trans-fer Amt	End Net Val
D1	25	0	0	0	0	50	25	85
D2	85*	0	0	35	15	85	85	0
D3	0	50	50	0	75	25	0	0

* 50 + 35 = 85 (current deduction plus amount of arrears balance that can be paid back)

Final Net Pay in February = 0

Arrears and Segmentation

When a period is segmented and a deduction goes into arrears in the first segment, the system attempts the payback on any subsequent segment.

Net Pay Validation and Retroactive Processing

The retroactive adjustment will be added to the deduction amount prior to Net Pay Validation. If there is not enough net to cover the adjustment, any remaining amount will be added to Amount Not Taken.

Understanding Arrears and Retroactive Processing

Arrears processing must take into account two basic situations:

- An arrears was originally calculated for a pay period, but a subsequent retroactive process for that period doesn't calculate the arrears.
- An arrears was not originally calculated for a pay period, but a subsequent retroactive process for that period calculates the arrears.

Here is a list of the basic rules for arrears and forwarding retroactive processing:

- If an element is based on an element that is being forwarded, it should not be set up to also act in a forwarding manner.
- If an element that's based on another element is a deduction:
  - Forward the deduction that's based on an element that is not being forwarded.
  - Do not forward a deduction that's based on an element that is being forwarded.

Note. PeopleSoft recommends that you always select the Use Corrective check box on the Accumulators - Level page when you define arrears accumulators . This is because the component that contributes to the accumulator does not itself generate a delta, making double-counts very likely if the accumulator behaves in a forwarding manner.

See Chapter 10, "Setting Up Accumulators," page 241 and Chapter 30, "Defining Retroactive Processing," page 753.

Example: Arrears and Forwarding Retroactive Processing

The following example illustrates how elements that are based on other elements should be set up and how they function during retroactive processing. Although the example used here deals specifically with the recalculation of arrears in a previous period, it can apply to any situation in which there is interdependency between recalculated elements.

This example assumes the use of the forwarding retroactive method. In forwarding retroactive, not every element automatically acts in a forwarding method - you specify the elements that you want forwarded. You follow certain setup rules when you have deductions that are based on other elements. The example below illustrates a correct setup that typically occurs.

For this example, assume the following:

- There are two pay periods: January and February.
- In February, a retroactive payment is made for January.
- The following elements are involved:
  - E1 = Flat Amount (Numeric) = 100
  - D2 = Flat Amount (Numeric) = 95
  - D1 = Base × Percent (where Base = Earnings (E1) and Percent = Numeric (10%), therefore, D1 = E1 × 10%
- Additional element definitions:
  - E1. Retro Recalculate Option = *Yes*
  - D2. Retro Recalculate Option = *No*
  - D1. Retro Recalculate Option = *No*
- The retroactive adjustment to E1 in January is 100. The payee should have been paid a total of 200. There is a 100 delta that will be forwarded to February.

This table shows the original and recalculated amounts for E1, D1, D2, D1_ANT, D1_PBK, D1_ATAR, and D1_ARR over a period of two months (February is the current period, so there is no recalculated value column for February):

Element	Retro Recalc Option	January - Prior Results	January - Recalculated Results	February
E1	Always Recalculate	100	200 (with 100 delta)	300 (200 + 100 delta forwarded from January)
D2	Do Not Recalculate	95	95	95
D1	Do Not Recalculate	5	5	35 (30 + 5 payback)
D1_ANT	Do Not Recalculate	5	5	0
D1_PBK	Do Not Recalculate	0	0	5

Element	Retro Recalc Option	January - Prior Results	January - Recalculated Results	February
D1_ATAR	Do Not Recalculate	5	5	0
D1_ARR	Use Corrective = *No*	5	5	0
Net Pay	Not applicable	0	0	170

Here is an explanation of the example:

- D1 in January = 5.

  Since D1 = 10% of E1, D1 would normally = 10 in January, but since Net Pay cannot go below zero and E1 = 100 and D2 = 95, the maximum amount that D1 can equal in January is 5. The outstanding amount of 5 is brought over to D1_ANT (Amount Not Taken), D1_ATAR (Amount to Add to Arrears), and D1_ARR (Arrears accumulator).

- E1 for February is 300.

  This is calculated as 200 (E1 February original amount) + 100 (forwarded delta amount from January) = 300

- D1 in February is 35.

  This is calculated as: 30 (10% of E1 in February) + 5 Payback Amount (January value of D1_ARR is carried over to February) = 35

- The total amount that should be deducted for D1 is 40, which represents the sum of the two months: D1 = 5 (January) + 35 (February) = 40

  You can also validate that this retroactive calculation is correct in the following way: Since D1 = 10% of E1, add the total of the original amounts for E1 for both months: 100 (January) + 300 (February) = 400. Therefore, D1 = 40 (10% of 400).

Understanding Payback Processing

If there is a positive input row with *Do Not Process* instructions for a deduction and an arrears balance exists, the system attempts to collect it, as long as the deduction is still on the process list and net pay is sufficient.

When generation control is checked for an element and does not indicate for an element to be resolved, payback processing still occurs if there is an arrears balance and the Arrears Payback Controlled By is indicated as All Pay Runs.

The arrears balance being considered for payback processing does not include the new amount that was added to the arrears balance.

Payback Processing and Eligibility

Payback processing does not look at a payee's eligibility for a deduction. If a payee has an arrears balance, the system attempts to collect it, as long as the deduction is still in the process list and net pay is sufficient. For example, if a payee who has an arrears balance changes eligibility groups, and the deduction element does not belong to the new eligibility group, the system still processes the payback.

Example: Arrears and Payback Processing

For this example, assume this information:

- Net Pay = 100
- Deduction = 120
- Beginning Arrears Balance = 50
- Perform Net Pay Validation is selected, Partial Amount Allowed is not selected, Deduction Arrears Allowed is selected, and the Payback Option is indicated as No Limit.

The deduction and Add to Arrears would be:

- Amount Not Taken = 120
- Add to Arrears = 120
- Deduction = 0

The payback processing would be:

- Beginning arrears balance to consider for payback purposes = 50
- Net Pay = 100
- Payback will be set to 50
- Add the payback to the deduction (0 + 50 = 50)

The arrears accumulator would be calculated as follows:

- Beginning balance = 50
- Add to Arrears = 120
- Payback Amount = 50
- Formula: Beginning Balance + Add to Arrears − Payback Amount

  50 + 120 − 50 = 120

Pages Used to Define Deduction Elements

Page Name	Object Name	Navigation	Usage
Deduction Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Deduction Name	Name the element and define its basic parameters.
Deductions - User Fields	GP_PIN_USR_FLD_SEC	Click the User Fields link on the Deduction Name page.	Define user fields to create unique instances of an element.
Deductions - Calculation	GP_ERN_DED_CALC	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Calculation	Define calculation rules for a deduction element.

Page Name	Object Name	Navigation	Usage
Deductions - Rounding/Proration	GP_ERN_DED_RND	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Rounding/Proration	Specify rounding and proration options for a deduction element.
Deductions - Arrears	GP_ERN_DED_ARR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Arrears	Specify what to do when available net pay is insufficient to cover the deduction, how to pay back arrears, and how the third-party recipient is to be paid, if there is an arrears balance.
Deductions - Auto Generated Accumulators	GP_AUTOGEN_ACUM	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Auto Generated Accumulators	Define characteristics of automatically generated accumulators for a deductions element.
Deductions - Accumulator Periods	GP_ERN_DED_ACM_SEC	Click the Accumulator Periods link on the Deductions - Auto Generated Accumulators page.	Define which accumulators the system creates.
Deductions - Generated Elements	GP_AUTOGEN_SEC	Click the View Generated Elements link on the Deductions - Auto Generated Accumulators page.	Displays the system-generated components and accumulators that have been created for a deduction element.
Deductions - Accumulators	GP_ERN_DED_AC_ADDL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Accumulators	Indicate the accumulators (already defined in the system) to which the deduction element contributes.
Deductions - 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 (the entity that receives all amounts that are withheld from payees for a particular deduction, such as a government agency).
Deductions - Supporting Element Overrides	GP_ELM_DFN_SOVR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Supporting Element Overrides	Override the value of certain supporting elements that are used by the definition of the deduction element or override the supporting elements when they are not part of the deduction definition.

See Also

Chapter 8, “Defining Earning and Deduction Elements,” Pages Used to Define Earning Elements, page 190

Naming a Deduction Element

You name every element and define its basic parameters on an Element Name page. All element components within Global Payroll share the same first Element Name page (GP_PIN). However, the Deduction Name pages contains some additional fields that apply only to deductions.

The Deduction Name page is similar to the Earnings Name page.

See Also

Chapter 8, “Defining Earning and Deduction Elements,” Naming an Earnings Element, page 192

Defining User Fields for a Deduction Element

The Deduction - User Fields page is similar to the Earnings - User Fields page.

Important! If a deduction is defined with user fields, the system automatically transfers these fields to the deduction’s auto-generated arrears accumulator as user keys. If you change the user fields, the system automatically synchronizes the accumulator keys of the arrears accumulator with the user fields. After an element has been processed, you cannot change the user fields.

See Also

Chapter 8, “Defining Earning and Deduction Elements,” Defining User Fields for an Earnings Element, page 193

Defining Calculation Rules for a Deduction Element

The Deduction - Calculation Rules page is similar to the Earnings - Calculation page.

See Also

Chapter 8, “Defining Earning and Deduction Elements,” Defining Calculation Rules for an Earnings Element, page 196

Defining Rounding and Proration Options for a Deduction Element

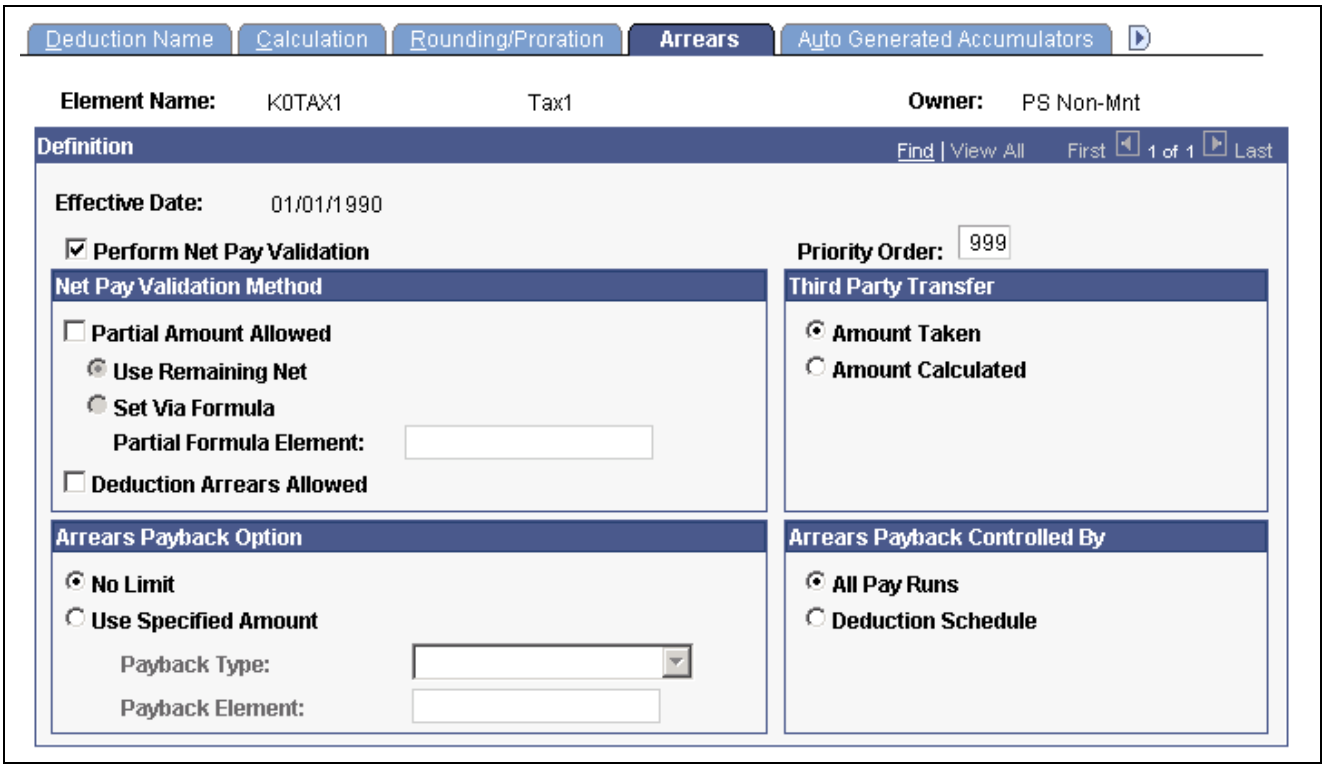
The Deduction - Rounding/Proration page is similar to the Earnings - Rounding/Proration page.

See Also

Chapter 8, “Defining Earning and Deduction Elements,” Defining Rounding and Proration Options for an Earnings Element, page 198

Defining Arrears Information

Access the Deductions - Arrears page.



Deductions - Arrears page

Perform Net Pay Validation Select to enable net pay validation for this deduction. Net pay validation prevents the system from reducing net pay below zero or a defined minimum when a payee's net pay is insufficient to cover the deduction. (You can select Partial Amount Allowed and Deduction Arrears Allowed to specify whether the deduction is to be taken and how much is to be taken.)

If you do not select this check box, the system takes the full amount of the deduction, even if net pay becomes negative. You must define what to do with the negative balance.

To prevent net pay from dropping below a minimum amount other than zero, define the minimum on the Process List - Definition page.

Note. Other fields on this page are available for entry only if you select this check box.

See Chapter 15, "Defining Processing Elements," Setting Up Process Lists, page 378.

Priority Order Specify the priority of this deduction, relative to other deductions, when the system detects that the payee's net pay is insufficient to cover all deductions. The default value is 999, which is also the maximum value. Deductions with a low priority number have the highest relative priority. For example, the system will try to deduct funds for an element that has a priority of 1, before it tries to cover other deductions.

If more than one deduction has the same priority number, net pay validation is applied to deductions in the order in which they're encountered in the section (that is, in processing sequence). If a deduction has more than one instance, priority order is the reverse of processing order. So, if there are instances 1, 2,

and 3 for element D1, processing order would be 1, 2, 3. Net pay validation would follow this order: 3, 2, 1.

Note. This field applies when you base net pay validation on a deduction's priority.

It appears only when a net pay validation formula is associated with the country for which the deduction element is defined or when the deduction is defined for use by all countries. Use the Countries page to select a country's net pay validation formula.

See Chapter 8, "Defining Earning and Deduction Elements," Understanding Net Pay Validation and Arrears Processing, page 205.

Net Pay Validation Method

Your selections in this group box instruct the system on how much, if any, of the deduction should be processed and whether to track the amount not taken as an arrears balance.

Partial Amount Allowed Select to have the system deduct a partial amount when the deduction exceeds available net pay (or the minimum net defined on the Process List - Definition page). Specify how much the system is to deduct by selecting one of the following options:

Use Remaining Net: This option causes the system to deduct the remaining available net pay. For example, if a payee has net pay of 100 and the deduction is 120, the system deducts 100. If you defined a minimum net pay, the system does not deduct below the minimum.

Set Via Formula: With this option, the system uses a formula to determine the amount to deduct.

Set Via Formula is especially useful for pretax deductions when you base net pay validation on priority order. You can create a formula that sets the partial amount to an amount that's less than the remaining net, for example, to a third of the remaining net. This can reduce the number of loops the system needs to make through a net pay validation subprocess section. The formula should assign the partial amount to the system element OVRD CURR AMT VAL. Since rounding on the resolved amount happens prior to Net Pay Validation processing, you need to apply rounding to the partial amount, as per your rounding requirements, in this formula. During processing, the system checks to see if the value of this element is greater than zero and less than or equal to the remaining net (system element NET AVAILABLE) taking the minimum net into account. If OVRD CURR AMT VAL is less than zero or greater than NET AVAILABLE, the deduction and payment are put in error.

The formula might look something like this: `( sy/NET AVAILABLE / 2 ) >>  sy/OVRD CURR AMT VAL`

In this case, the formula determines the partial amount by dividing the remaining net amount that was calculated during the first pass by two.

If you don't select the Partial Amount Allowed check box, and the system can't deduct the entire amount, it will not deduct any of the amount from the payroll. The resolved amount is zero.

Partial Formula Element If you select Set Via Formula , enter the formula here.

Deduction Arrears Allowed If you select this check box, and a deduction exceeds available net pay, the system maintains these numbers and keeps the deduction in an accumulator (an arrears balance). This is how the system keeps track of the Amount Not Taken (either a partial amount or the entire amount, depending on whether you selected the Partial Amount Allowed option) and knows that it has to take the amount from a future payroll. Indicate how much you want paid back in future payrolls in the Payback Option group box.

If Perform Net Pay Validation is selected, the system always tracks the Amount Not Taken. Only if you select Deduction Arrears Allowed does the Amount Not Taken move into the Add to Arrears component and become eligible for payback. This in turn adds to the arrears balance.

Third Party Transfer

Indicate how much of the deduction to send to the deduction recipients. (You define recipient information on the Deductions - Recipients page.)

Amount Taken Select this option if you plan to send only the amount that was resolved for the payee. This does not include any amount stored in the amount not taken component.

Amount Calculated Select this option to send the amount that was calculated (the resolved amount plus amount not taken).

Example: Comparing Third Party Transfer Methods

The end result of Amount Taken and Amount Calculated is the same, once the arrears amount is paid back. Assume the following:

D1 = Amount Taken; value = 100

D2 = Amount Calculated; value = 100

In period 1, 50 is taken for D1 and zero for D2 because of insufficient net pay. For D1, 50 is sent (the amount taken). For D2 100 is sent (resolved amount plus amount not taken).

In period 2, net pay is sufficient to cover the current and payback amounts for both deductions. D1 resolves to 150 (100 current plus 50 payback). D2 resolves to 200 (100 current plus 100 payback). For D1, 150 is sent (current plus payback); for D2, 100 is sent (current only). After period 2, 200 is sent for each deduction.

Arrears Payback Option

No Limit Select this option to have the system try to deduct the entire arrears balance. For example, assume a payee has an arrears balance of 200 after the first payroll. If you select No Limit, the next time a payroll is processed, the system tries to deduct 200, the entire amount of the arrears balance. This is known as the Payback Amount.

Use Specified Amount Select this option to specify the maximum payback amount by entering a numeric value or by selecting a bracket, formula or variable element.

Payback Type This field is available only when you select Use Specified Amount. Select the type of element that returns the maximum payback amount, that is the maximum amount the system deducts from each payroll until the arrears balance is zero.

Values are: *Bracket*, *Formula*, *Numeric*, and *Variable*.

Payback Element Select the element to return the maximum payback amount or enter the numeric value. For variables, brackets, and formulas, only elements with a decimal or monetary field format are allowed.

Note. The system uses the currency that is defined for the element on the Earnings or Deduction Calculation page. If no currency is defined on that page, it uses the currency that is defined on the User Preferences page.

Arrears Payback Controlled By

Specify when paybacks are paid.

All Pay Runs Select this option to have the arrears payback occur every time a person is paid and for every segment that's processed for that payee, even for periods where generation control conditions exist.

Deduction Schedule Select to have the system perform the payback function only when the deduction is resolved. For example, you may have a deduction that is scheduled for processing (resolved) only in the first weekly period of every month (for a weekly payroll). If during this period, an arrears is created for the payee, the system will not perform the payback function until the first weekly period of the next month (controlled by generation control). However, if positive input is entered for the nonscheduled periods, the system will perform the payback function.

See Also

Chapter 17, "Working with Positive Input," Entering Positive Input, page 419

Defining Auto Generated Accumulators for a Deduction Element

The Deduction - Auto Generated Accumulators page is similar to the Earnings - Auto Generated Accumulators page.

See Also

Chapter 8, "Defining Earning and Deduction Elements," Defining Auto Generated Accumulators for an Earnings Element, page 200

Selecting Accumulator Periods for a Deduction Element

The Deduction - Accumulator Periods page is similar to the Earnings - Accumulator Periods page.

See Also

Chapter 8, "Defining Earning and Deduction Elements," Selecting Accumulator Periods for an Earnings Element, page 201

Viewing Generated Elements for a Deduction

The Deduction - Generated Elements page is similar to the Earnings - Generated Elements page.

See Also

Chapter 8, "Defining Earning and Deduction Elements," Viewing Generated Elements for Earnings, page 202

Specifying the Accumulators to Which a Deduction Element Contributes

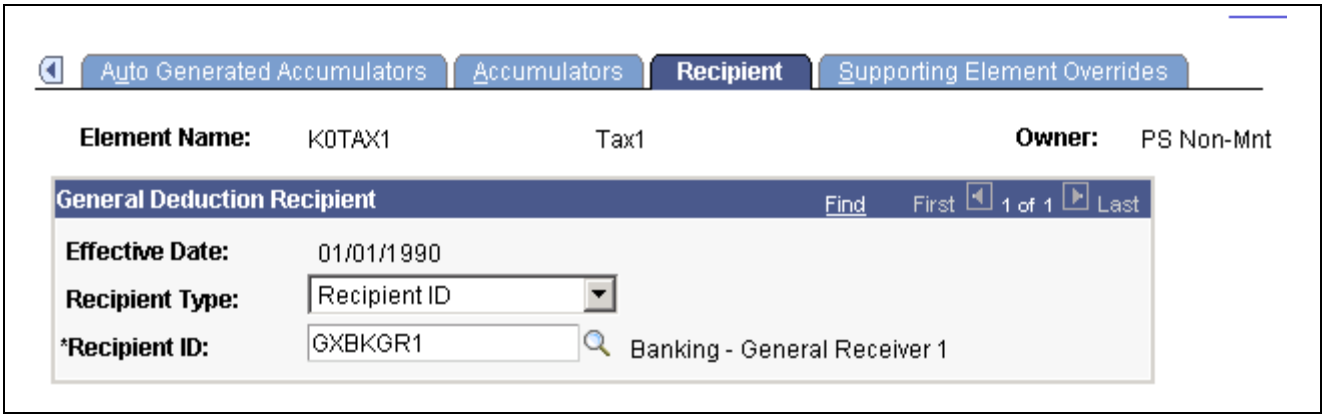
The Deduction - Accumulators page is similar to the Earnings - Accumulators page.

See Also

Chapter 8, "Defining Earning and Deduction Elements," Specifying the Accumulators to Which an Earnings Element Contributes, page 202

Selecting a General Recipient for a Deduction

Access the Deductions - Recipient page.



Deductions - Recipient page

Note. Define the general recipient on the Deduction Recipient page first. If you want to use a formula to identify the recipient, define the formula first.

Recipient Type Define the recipient type. Values are *Recipient* and *Recipient ID*.

Recipient/Recipient ID Select the recipient or recipient ID for this deduction.

Identify the *general* recipient of all amounts that are withheld for this deduction, if applicable. (You designate a recipient category—general or individual—through the Deduction Recipients component that is described in the Banking section.)

Values are:

Recipient: Select to use a formula to identify the general recipient.

Recipient ID: Select if all deducted amounts go to the same general recipient.

Leave this field blank if you want to assign the recipient at the payee level (as you might with garnishments, for example). Instead, use the Payee Deduction Recipients page to identify the individual recipient(s) of the amounts deducted for a particular payee. If more than one individual recipient is identified for a given payee/deduction (for deductions that have multiple resolutions), you

may then use the Element Assignment By Payee or the Payee Assignment By Element page to identify the individual recipient for the instance.

Note. When you assign a general recipient to a deduction, you can override the recipient for a particular payee. This can be done by setting up individual recipients through Payee Deduction Recipients page and then using the Element Assignment By Payee or Payee Assignment By Element as necessary.

See Also

Chapter 31, "Defining Banking Instructions," Defining Recipients, page 833

Chapter 31, "Defining Banking Instructions," Assigning Recipients to Deductions and Payees, page 836

Overriding Deduction Elements

The Deduction - Supporting Element Overrides page is similar to the Earnings - Supporting Element Overrides page.

See Also

Chapter 8, "Defining Earning and Deduction Elements," Overriding Earning Elements, page 204

Preparing Earnings and Deductions for Processing

After you set up an earning or deduction element, you need to:

- Add the element to an element group.

  An element group is a way to group elements for eligibility purposes.

- Add the element to a section.

  Sections define which elements get resolved during processing and the order in which they are resolved.

See Also

Chapter 14, "Defining the Organizational Structure," Defining Element Groups, page 343

Chapter 15, "Defining Processing Elements," Understanding Sections, page 360

CHAPTER 9

Configuring Element Overrides

This chapter provides an overview of element assignment overrides, and discusses how to:

- Modify and replace the supporting element override components to suit your business process needs.
- Review standard component override examples.
- Review alternate component override examples.

Understanding Element Override Configurations

Global Payroll enables you to configure the pages of the following delivered components:

- Element Detail page (accessible through the Element Assignment By Payee component and the Payee Assignments by Element component, commonly known as the "earning/deduction assignment" pages).
- Calendar ID Override Details page (accessible through the Positive Input By Payee component and the Positive Input By Calendar component).

You can use the pages on these components as delivered, or:

- Modify them by changing the labels, prompt tables, translate values, and yes/no values to better suit the element you want to override.
- Create an entirely new component to replace the Element Detail page. This gives you additional flexibility to define fields, page labels, prompts, and other page elements.

  You create an alternate component just as you would any other component in PeopleSoft—by using PeopleSoft Application Designer.

  See *Enterprise PeopleTools PeopleBook: PeopleSoft Application Designer*.

Modifying the Element Override Components

Two setup components enable you to modify the element override pages. More specifically, through the Configuration by Element and Configuration by Category components, you can:

- Replace the Element Detail page (for earning/deduction assignments) with an alternate component of your own creation (to handle the overrides of loans, garnishments, and bonds, for example).
- Modify the Element Detail page (for earning/deduction assignments) and the Calendar ID Override Details page (for positive input), with a page that enables you to:
  - Define group box labels for the supporting element overrides.
  - Indicate what supporting element overrides a user can enter.
  - Indicate if a field is required.

- Indicate any prompts, yes/no values, and translate values that apply, for each supporting element override.
- Define supporting element override labels.

The following table lists the element override pages that you can modify or replace, and describes the changes that you can make to each:

Element Override Page Name	Access Method	Modify /Replace	Hide/Display Additional Overrides Group Box	Summary
Calendar ID Override Details	• Click the Details link on the Positive Input by Payee page. • Click the Details link on the Positive Input by Calendar page.	Yes/No	Not applicable	• Define a descriptive label for the Supporting Element Overrides group box. For example, you can label the group box Car Allowance Overrides which will display as a new group box within the standard Supporting Element Overrides group box. • Replace the generic field labels in the Supporting Element Overrides group box with descriptive labels. For example, in place of the field labeled Variable Name, which lists variables by their object name, you can insert a field with a descriptive label, such as State or Company for variables identifying a state or business unit. • Link the fields in the Supporting Element Overrides group box to prompts such as Yes/No edit prompts, translate table prompts, and standard prompts. For example, you can define a field for State or Location and link it to a prompt table for states or locations. • Define a field as Required to oblige the user to enter data.

Element Detail	• Click the Element Name link on the Element Assignment page. • Click the EmplID link on the Payee Assignments page.	Yes/Yes	Yes	• Define a descriptive label for the Supporting Element Overrides group box. For example, you can label the group box Car Allowance Overrides instead of Supporting Element Overrides for a specific car allowance. • Replace the generic field labels in the Supporting Element Overrides group box with descriptive labels. For example, in place of the field labeled Variable Name, which lists variables by their object name, you can insert a field with a descriptive label, such as State or Company for variables identifying a state or business unit. • Link the fields in the Supporting Element Overrides group box to prompts such as Yes/No edit prompts, translate table prompts, and standard prompts. For example, you can define a field for State or Location and link it to a prompt table for states or locations. • Define a field as Required to oblige the user to enter data. • Configure the Element Detail page to hide or display the fields in the Additional Overrides group box.

Configuring Element Override Assignments

This section provides an overview of the setup components and modification steps, and discusses the pages used to create standard and alternate element override components.

Understanding the Setup Components

PeopleSoft delivers two virtually identical components through which you can modify or replace the supporting element override components:

- Configuration by Element
- Configuration by Category

Each component consists of three pages, through which you can do the following:

- Use the *Common Settings* page to define supporting element override changes that apply equally to both the Element Detail page and the Calendar ID Override Details page.
- Use the *Earning Deduction* page to modify the Element Details page (accessible through the Element Assignment By Payee component and the Payee Assignments by Element component), or to indicate that you want to replace the element override component with your own alternate component.
- Use the *Positive Input* page to modify the Calendar ID Override Details page (accessible through the positive input components).

Understanding Standard Modification Steps

To *modify* an element override component:

1. Access the Configuration by Element component or the Configuration by Category component for the element.
2. On the Common Settings page, define your own element override group box label using the Label Type, Message Set, Message Number, and Label Name fields.
3. If you plan to create a standard override for both earning/deduction assignments and positive input, and the override information is the same for each, enter your specifications on the Common Settings page in the Standard Component Overrides group box.
4. If you have different specifications for earning/deduction assignment overrides and positive input overrides, specify your override information separately, using the Standard Component Overrides group box on the Earning and Deduction page and Positive Input page, respectively.
5. Save the component.

Understanding Alternate Component Modification Steps

To create an alternate component and use it to replace the existing Element Detail page for an element:

1. Create a replacement component using PeopleSoft Application Designer.

   See *Enterprise PeopleTools PeopleBook: PeopleSoft Application Designer*.
2. Access the Configuration by Element component, or the Configuration by Category component for the element.
3. On the Common Settings page, define your own element override group box label using the Label Type, Message Set, Message Number, and Label Name fields. This will apply to the Calendar ID Override Details page only, since you are replacing the Element Detail page with an alternate component.
4. On the Earning Deduction page, select the Alternate Component option.
5. In the Content Reference Name field, enter the component that you defined in step 1.
6. Access the Positive Input page to make any standard modifications to the Element Overrides group box.

   Note. You cannot replace the Calendar ID Override Details page with an alternate component. Modification to the Calendar ID Override Details page is limited to modifying the fields, labels, and prompts, on the Element Overrides group box only.
7. Save the component.

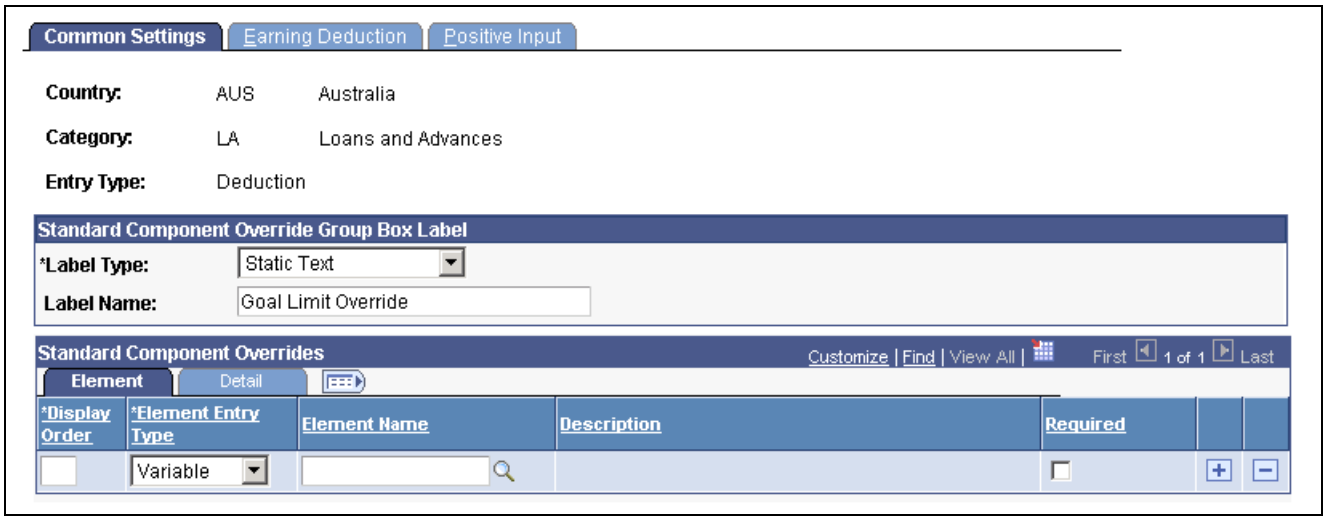
Pages Used to Configure Element Overrides

Page Name	Object Name	Navigation	Usage
Configuration by Category - Common Settings	GP_ED_SETUP_CAT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Configuration by Category, Common Settings	Define your own label for the Supporting Element Overrides group box. It will appear in the system for elements in the specified element category. Enter standard element override specifications if you want the Supporting Element Override fields to appear the same on both the Element Detail and Calendar ID Override Details pages.
Configuration by Category - Earning Deduction	GP_ED_SETUP_CAT_ED	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Configuration by Category, Earning Deduction	Indicate if a standard or alternate component is used, and further define the supporting element override details as appropriate.
Configuration by Category - Positive Input	GP_ED_SETUP_CAT_PI	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Configuration by Category, Positive Input	Enter standard element category override specifications for the Calendar ID Override Details page.
Configuration by Element - Common Settings	GP_ED_SETUP_CAT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Configuration by Element, Common Settings	Define your own label for the Supporting Element Overrides group box, wherever it appears in the system for the specified element. Enter standard element override specifications if you want the Supporting Element Override group box fields to appear the same on both the Element Detail and Calendar ID Override Details pages. **Note.** The fields on this page are similar to those on the Configuration by Category - Common Settings page. See Chapter 9, "Configuring Element Overrides," Entering Common Element Override Settings, page 228.

Page Name	Object Name	Navigation	Usage
Configuration by Element - Earning Deduction	GP_ED_SETUP_ED	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Configuration by Element, Earning Deduction	Indicate if a standard or alternate component is used, and further define the supporting element override details as appropriate, for the Element Detail page. **Note.** The fields on this page are similar to those on the Configuration by Category - Earning Deduction page. See Chapter 9, "Configuring Element Overrides," Specifying Earning Deduction Override Information, page 231.
Configuration by Element - Positive Input	GP_ED_SETUP_PI	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Configuration by Element, Positive Input	Enter standard element override specifications for the Calendar ID Override Details page. **Note.** The fields on this page are similar to those on the Configuration by Category - Positive Input page. See Chapter 9, "Configuring Element Overrides," Specifying Positive Input Override Information, page 233.

Entering Common Element Override Settings

Access the Configuration by Category - Common Settings page.



Configuration by Category - Common Settings page

Note. The preceding exhibit shows the Configuration by Category - Common Settings page. This page is very similar to the Configuration by Element - Common Settings page. The only difference between the two pages is the Configuration by Category - Common Settings page has an additional Category field that appears at the top of the page.

Country Displays the country for which you are modifying the element override components.

Category When you access the Configuration by Category - Common Settings page, the system displays the category of elements (earnings or deductions) for which you are modifying the element override components.

Note. You define element categories on the Category Types page.

You assign categories to elements on the element name page (GP_PIN).

Entry Type Displays the entry type for which you are modifying the element override components.

Valid values are:

- *Earnings*
- *Deductions*

Element Name When you access the Configuration by Element - Common Settings page, the system displays the element for which you are modifying the element override components.

Standard Component Override Group Box Label

Use the following fields to define a descriptive label to replace the generic Supporting Element Overrides group box label on the Element Detail page and the Calendar ID Override Details page.

Note. The system references these values for delivered or standard supporting element override components.

Label Type Select one of the following options:

- *Static Text*

  If you select *Static Text*, you must enter a static label in the Label Name field.

- *Message Catalog*

  If you select *Message Catalog*, you must specify the message set and message number of the new label.

  When you enter the message set and number, the system displays the associated label.

Message Set Select the message set containing the label you want to display on the Element Detail page and the Calendar ID Override Details page.

This field becomes available when you select *Message Catalog* as the group box label type.

Message Number Select the message number corresponding to the label you want to display on the Element Detail page and the Calendar ID Override Details page.

This field becomes available when you select *Message Catalog* as the group box label type.

Label Name Enter the label you want to display on the Element Detail page and the Calendar ID Override Details page.

This field becomes available when you select *Static Text* as the group box label type.

Standard Component Overrides

Use the fields in the Standard Component Overrides group box to specify the same element override modification rules for both the earning/deduction assignment entries, and positive input entries. Specifically, use the Element tab and the Detail tab to define:

- The supporting elements you want users to be able to override on the Element Detail page and the Calendar ID Override Details page.
- The order in which supporting elements appear on the Element Detail page and the Calendar ID Override Details page.
- Prompts and required fields.

Display Order Enter a sequence number to define the order in which the override elements appear on the Element Detail page and the Calendar ID Override Details page.

Note. The lower the sequence number, the higher the priority.

Element Entry Type Enter the kind of supporting elements for which you want to enter overrides on the Element Detail page and the Calendar ID Override Details page.

Only one common option is available: *Variable.*

Element Name Enter the name of the element corresponding to the specified entry type.

Only elements that are set up to allow overrides at the payee level are included in the prompt.

Required Select to make the element required on the Element Detail page and the Calendar ID Override Details page.

If this check box is selected, and the user does not enter an override value for the element on the Element Detail page or the Calendar ID Override Details page, the user will receive a save edit error.

Edit Type Use this field to associate prompt table edits with the supporting element specified in the Element Name field.

Enter one of the following values:

- *No Prompt*

  Select if you do not want to associate a table edit with the supporting element.

- *Xlat Value*

  Select if you want to associate a translate table edit with the supporting element.

  If you select this option, you must identify the translate table in the Prompt View Name field.

- *Yes/No*

  Select if you want to associate a Yes/No edit with the supporting element.

  If you select *Yes/No*, a check box will appear next to the field for the supporting element override on the Element Detail page and the Calendar ID Override Details page.

- *Prompt*

  Select if you want to associate a prompt table edit with the supporting element.

  If you select this option, you must identify the prompt view in the Prompt View Name field.

Label Type and **User Field - Label**

Select one of the following options:

- *Description*

  If you select *Description,* the supporting element short description appears in the User Field - Label field.

- *Element Name*

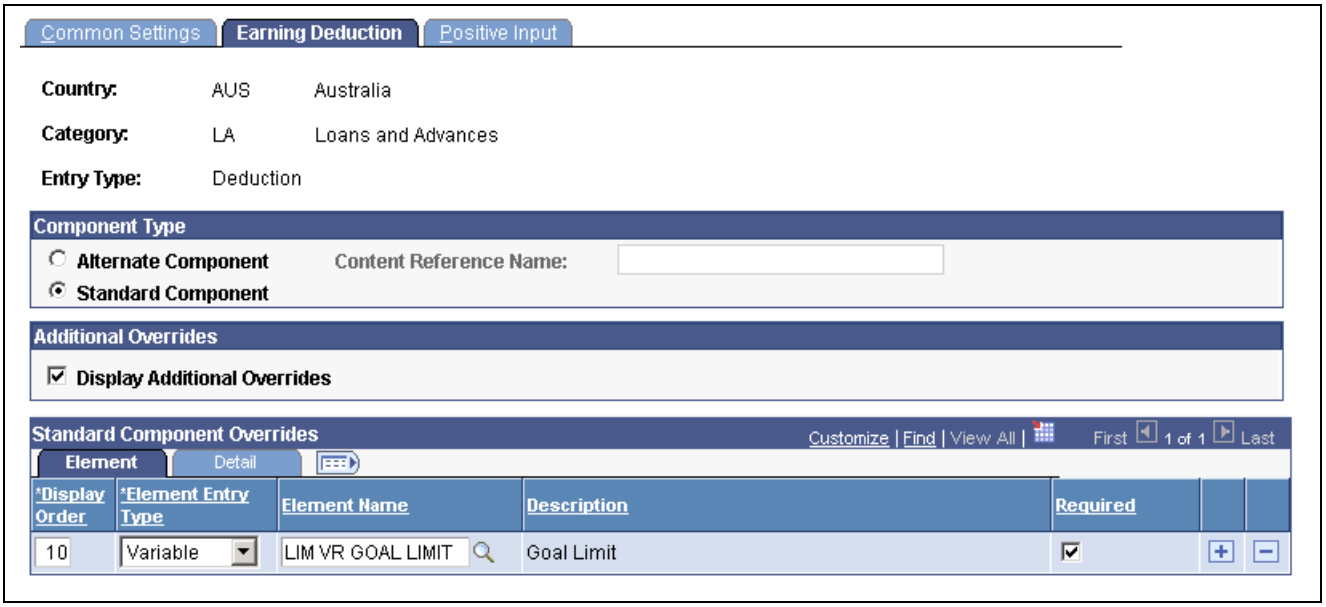
  If you select *Element Name,* the supporting element name appears in the User Field - Label field.

- *Static Text*

  If you select *Static Text,* you must enter an alphanumeric value 1–15 characters in length in the User Field - Label field.

Specifying Earning Deduction Override Information

Access the Configuration by Category - Earning Deduction page.



Configuration by Category - Earning Deduction page

Note. The preceding exhibit shows the Configuration by Category - Earning Deduction page. This page is very similar to the Configuration by Element - Earning Deduction page. The only difference between the two pages is the Configuration by Category - Earning Deduction page has an additional Category field that appears at the top of the page.

Alternate Component Select to designate an alternate component to replace the Element Detail page for a specific element.

If you select this option, you must enter the portal definition of the alternate component in the Content Reference Name field.

Note. You must create an alternate component prior to selecting it on this page.

See *Enterprise PeopleTools PeopleBook: PeopleSoft Application Designer*.

Content Reference Name Enter the name of the component you have created to replace the standard Element Detail page.

This field is available only if you select a component type of Alternate Component.

Standard Component Select if you want to modify, but not replace, the element override component for a specific element.

Display Additional Overrides Select to display the existing fields in the Additional Overrides group box on the Element Detail page.

Standard Component Overrides

If you select the *Standard Component* option, the following fields are available for you to enter your supporting element override component modifications:

Display Order Enter a sequence number to define the order in which the override elements appear on the Element Detail page.

Note. The lower the sequence number, the higher the priority.

Element Entry Type Enter the kind of supporting elements for which you want to enter overrides on the Element Detail page.

Only one assignment option is available: *Variable.*

Element Name Enter the name of the element corresponding to the specified entry type.

Only elements that are set up to allow overrides at the payee level are included in the prompt.

Required Select to make the element required on the Element Detail page.

If this check box is selected, and the user does not enter an override value for the element on the Element Detail page, the user will receive a save edit error.

Edit Type Use this field to associate prompt table edits with the supporting element specified in the Element Name field.

Enter one of the following values:

- *No Prompt*

  Select if you do not want to associate a table edit with the supporting element.

- *Xlat Value*

  Select if you want to associate a translate table edit with the supporting element.

  If you select this option, you must identify the translate table in the Prompt View Name field.

- *Yes/No*

  Select if you want to associate a Yes/No edit with the supporting element.

  If you select *Yes/No*, a check box will appear next to the field for the supporting element override on the Element Detail page.

- *Prompt*

  Select if you want to associate a prompt table edit with the supporting element.

  If you select this option, you must identify the prompt view in the Prompt View Name field.

Label Type and **User Field - Label** Select one of the following options:

- *Description*

  If you select *Description,* the supporting element short description appears in the User Field - Label field.

- *Element Name*

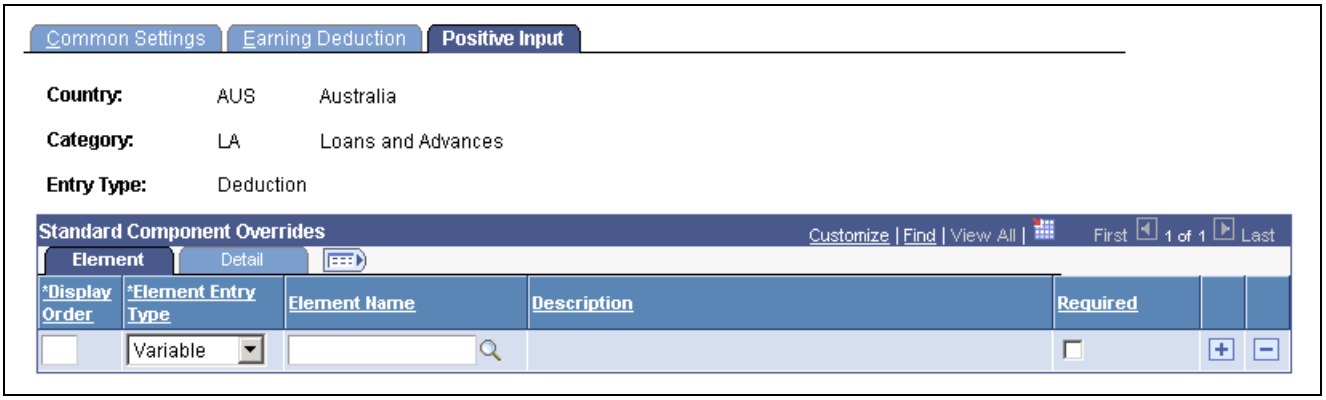
  If you select *Element Name,* the supporting element name appears in the User Field - Label field.

- *Static Text*

  If you select *Static Text,* you must enter an alphanumeric value 1–15 characters in length in the User Field - Label field.

Specifying Positive Input Override Information

Access the Configuration by Category - Positive Input page.



Configuration by Category - Positive Input page

Note. The preceding exhibit shows the Configuration by Category - Positive Input page. This page is very similar to the Configuration by Element - Positive Input page. The only difference between the two pages is the Configuration by Category - Positive Input page has an additional Category field that appears at the top of the page.

Display Order Enter a sequence number to define the order in which the override elements appear on the Calendar ID Override Details page.

Note. The lower the sequence number, the higher the priority.

Element Entry Type Enter the kind of supporting elements for which you want to enter overrides on the Calendar ID Override Details page.

Select from the following options:

- *Variable*
- *SystemElem*

Element Name Enter the name of the element corresponding to the specified entry type.

Only elements that are set up to allow overrides at the payee level are included in the prompt.

Required Select to make the element required on the Calendar ID Override Details page.

If this check box is selected, and the user does not enter an override value for the element on the Calendar ID Override Details page, the user will receive a save edit error.

Edit Type Use this field to associate prompt table edits with the supporting element specified in the Element Name field.

Enter one of the following values:

- *No Prompt*

  Select if you do not want to associate a table edit with the supporting element.

- *Xlat Value*

  Select if you want to associate a translate table edit with the supporting element.

  If you select this option, you must identify the translate table in the Prompt View Name field.

- *Yes/No*

  Select if you want to associate a Yes/No edit with the supporting element.

  If you select *Yes/No*, a check box will appear next to the field for the supporting element override on the Calendar ID Override Details page.

- *Prompt*

  Select if you want to associate a prompt table edit with the supporting element.

  If you select this option, you must identify the prompt view in the Prompt View Name field.

Label Type and **User Field - Label**

Select one of the following options:

- *Description*

  If you select *Description,* the supporting element short description appears in the User Field - Label field.

- *Element Name*

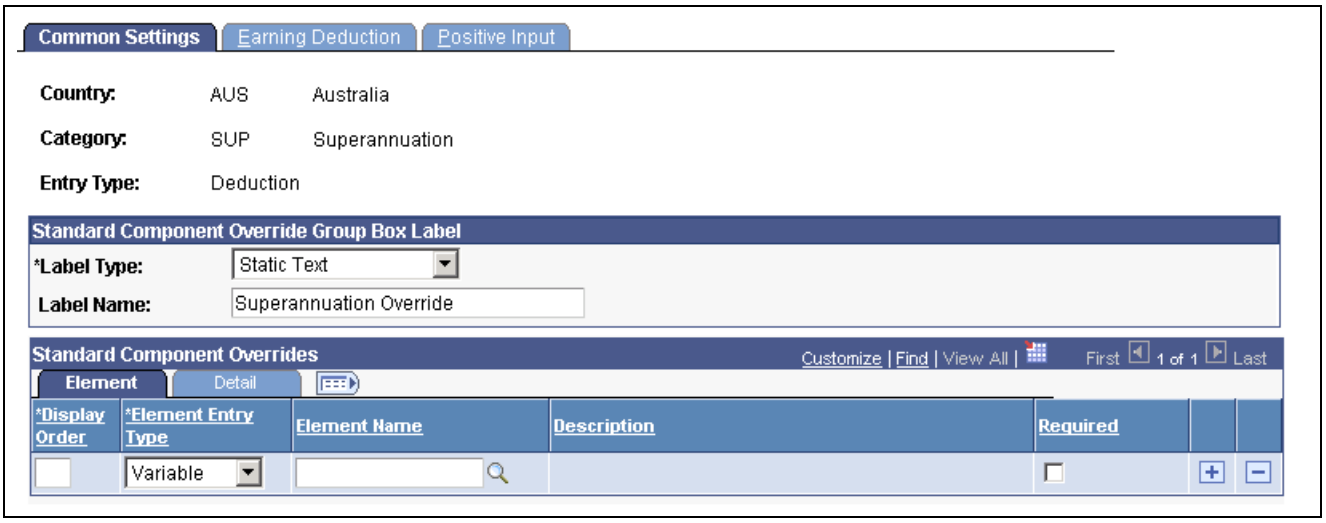
  If you select *Element Name,* the supporting element name appears in the User Field - Label field.

- *Static Text*

  If you select *Static Text,* you must enter an alphanumeric value 1–15 characters in length in the User Field - Label field.

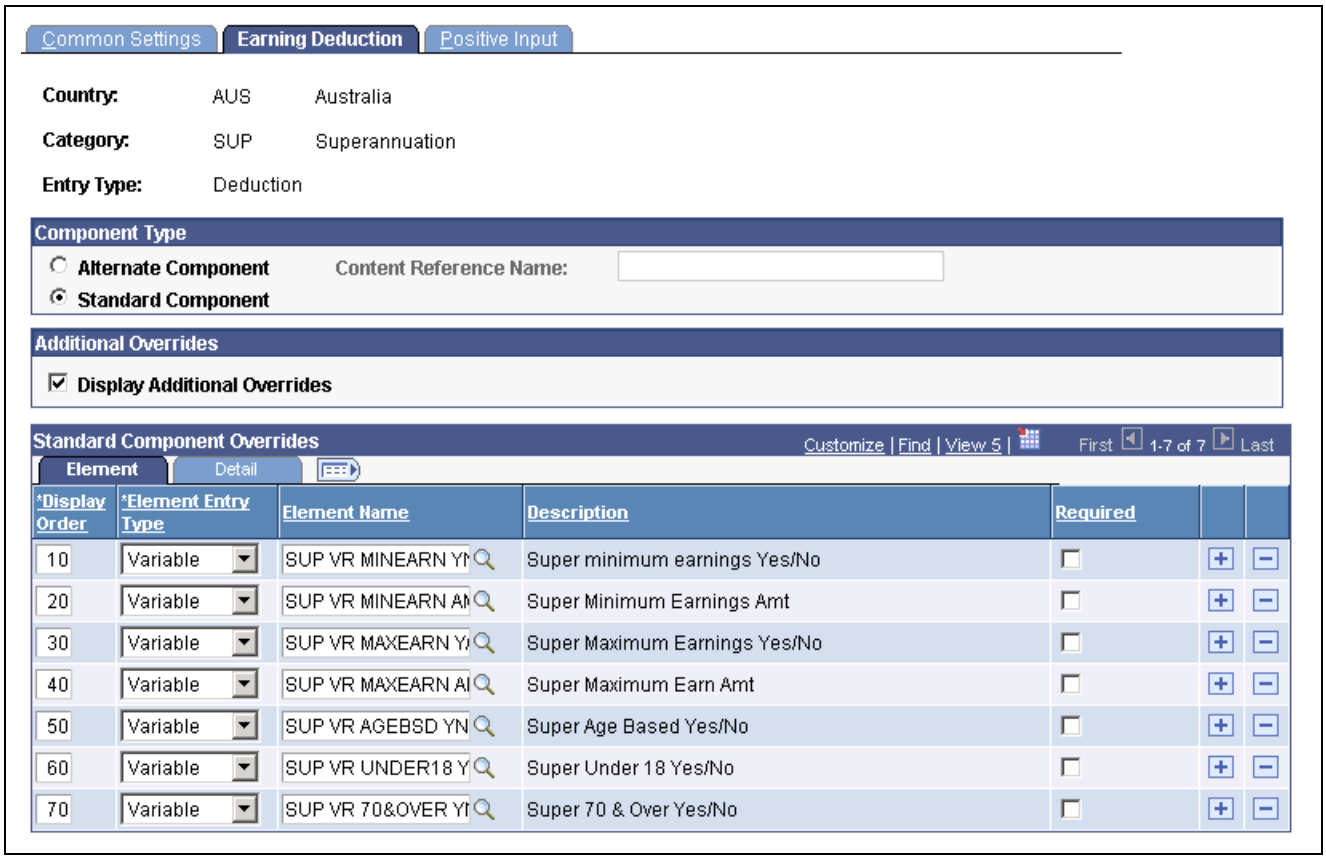
Reviewing Standard Component Override Examples

To modify the appearance of an element override detail page, for either an earning/deduction assignment, or positive input entry, you can create a *standard* component override. For example, if you want to modify the appearance of the Supporting Element Overrides group box on both the Calendar ID Override Details page and the Element Detail page for a given element or element category, you could define the Common Settings page as follows:

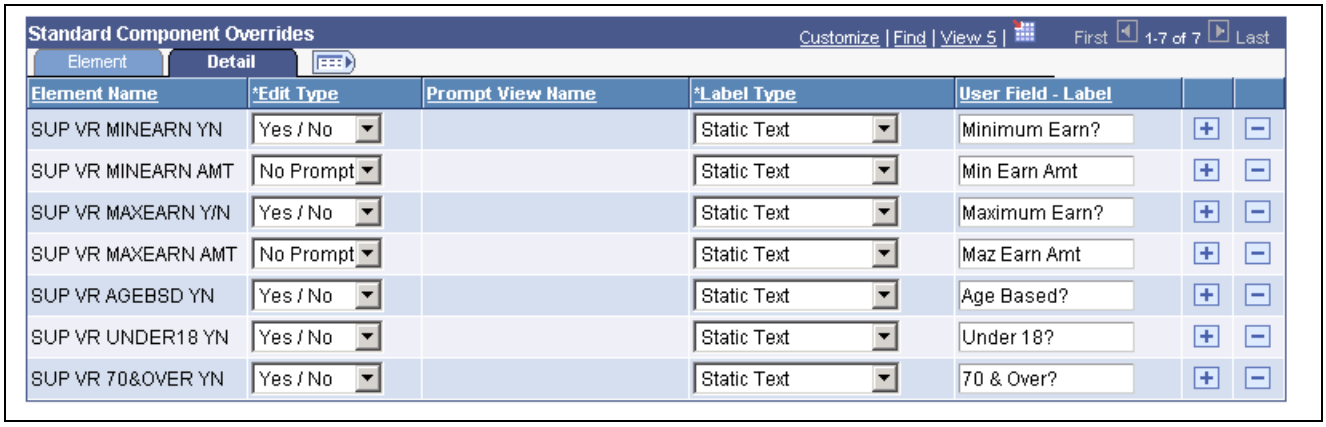


Example of Common Settings page for Standard Component Configuration

Then, by going to the Earning Deduction page, you could define which fields appear within the Supporting Elements Overrides group box for the Element Detail page as follows:



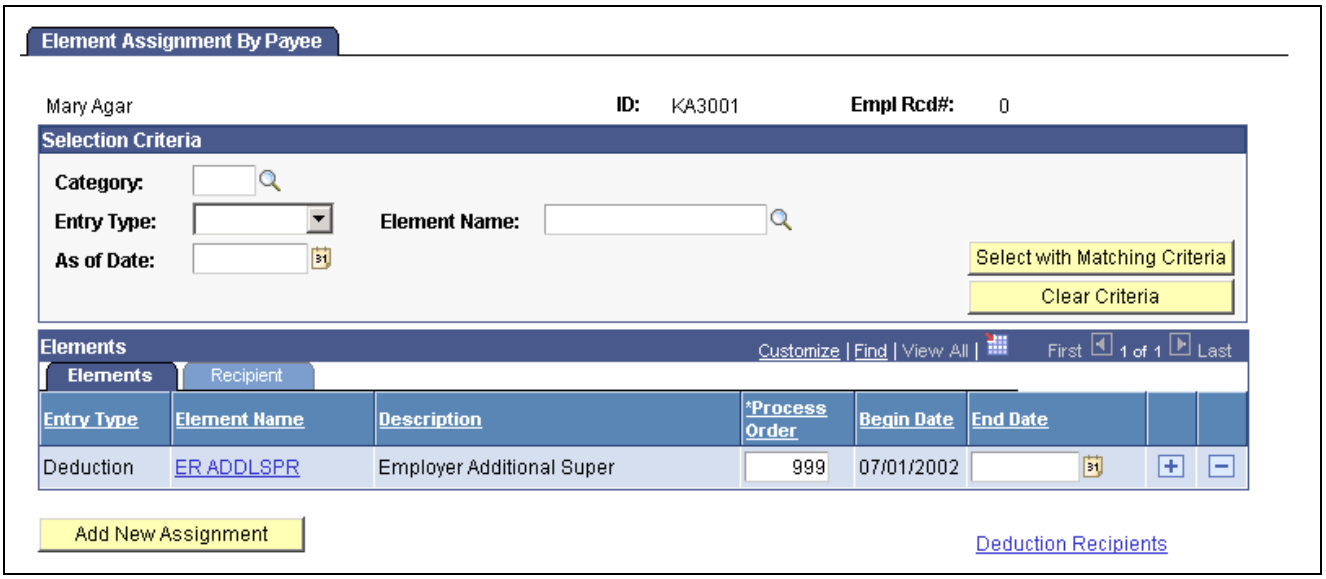
Example of Earning Deduction page for Standard Component Configuration



Example of Earning Deduction page: Detail tab for Standard Component Configuration

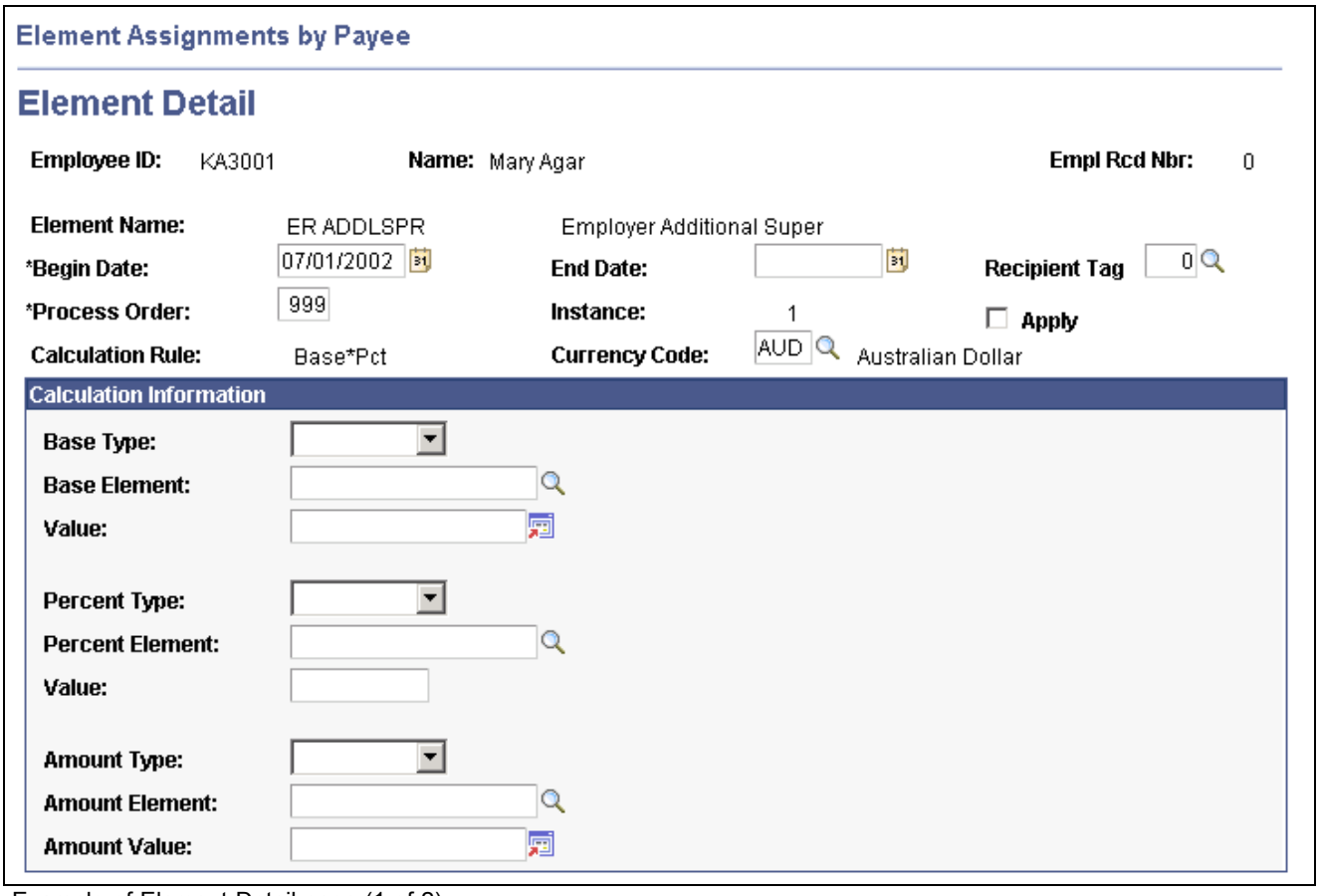
Note. To have the same fields apply or appear on the Calendar ID Override Details page you need to also define the fields on the Positive Input page. Instead, if you know you want the same fields to appear on both the Element Detail page and the Calendar Override Details page, you can define the fields on the Common Settings page.

Once you have defined the standard configuration, you can access the Element Assignment By Payee page (or the Payee Assignment By Element page) to assign or override a deduction element that falls within the element category of *Superannuation*:

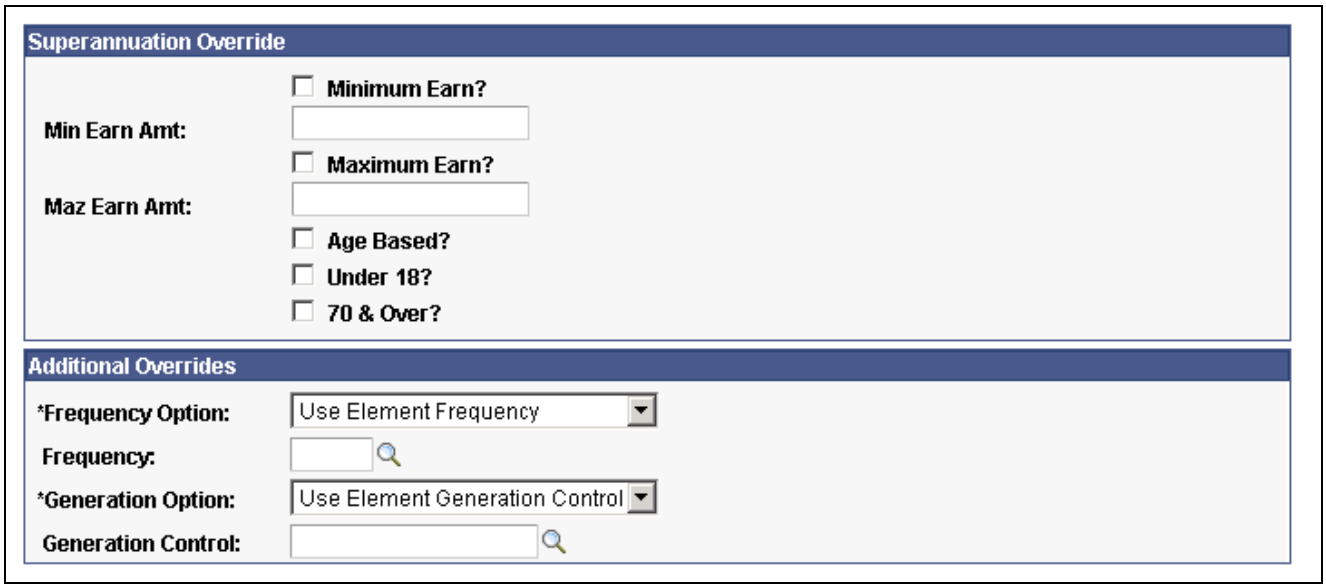


Example of Element Assignment By Payee page for Standard Component Configuration

You'll click the Element Name link for *ER ADDLSPR* and access the Element Detail page, where you will see the modified Supporting Element Overrides group box instead of the delivered group box:



Example of Element Detail page (1 of 2)



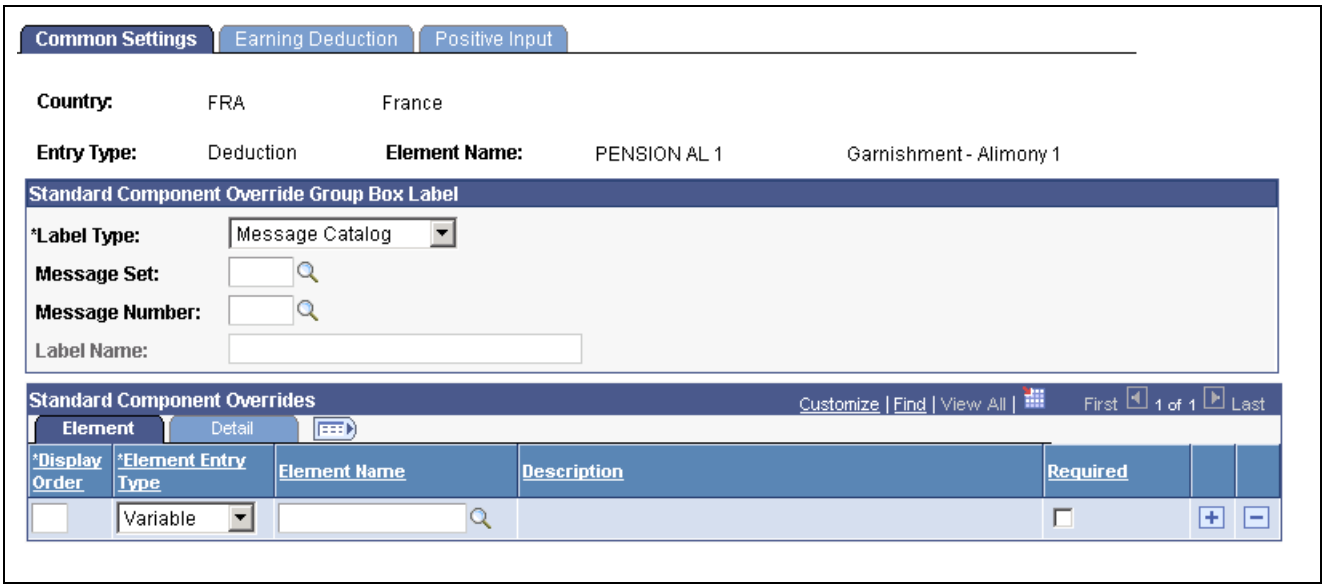
Example of Element Detail page (2 of 2)

Notice that above, the Supporting Element Overrides group box and fields are user-defined. The group box is now named *Superannuation Override,* and the fields within the group box have the user-defined labels we defined previously on the Earning Deduction page. Also note that on the Common Settings page, since the Display Additional Overrides check box was selected, that following the Superannuation Override group box is the group box for Additional Overrides. If the check box was cleared, this group box would not appear at all.

Note. In our example, because nothing was configured for the Positive Input page, the delivered Calendar ID Override Details page (accessible through the positive input pages) will not be modified.

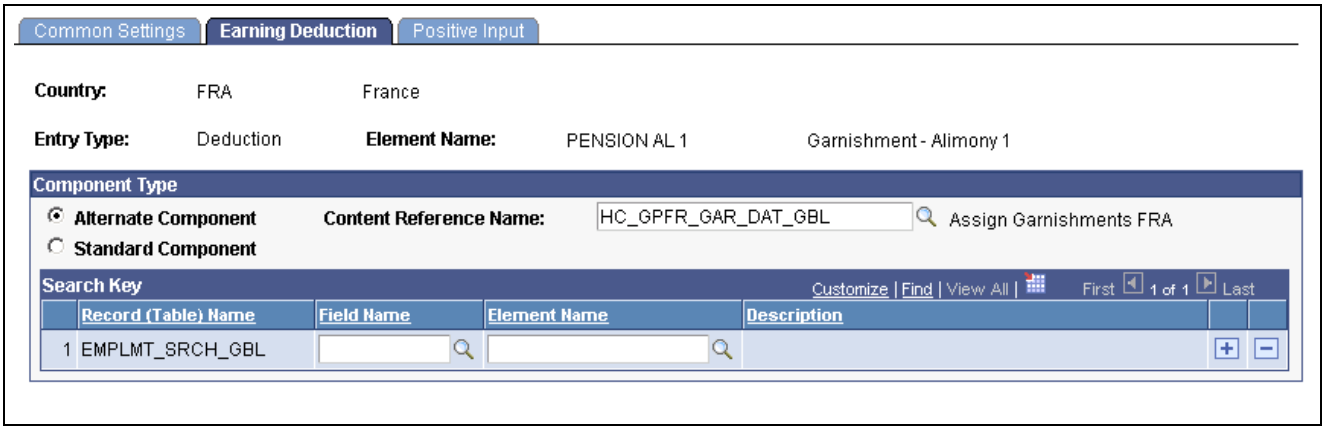
Reviewing Alternate Component Override Examples

To replace an element override detail page altogether (for earning/deduction assignment overrides only), you can create a "replacement" alternate component in PeopleSoft Application Designer, and then create a configuration rule for an element or element category that points to the replacement component. For example, if you want to replace the override details page for the PENSION AL 1 element with a component of your own design, you could define the Common Settings page as follows:



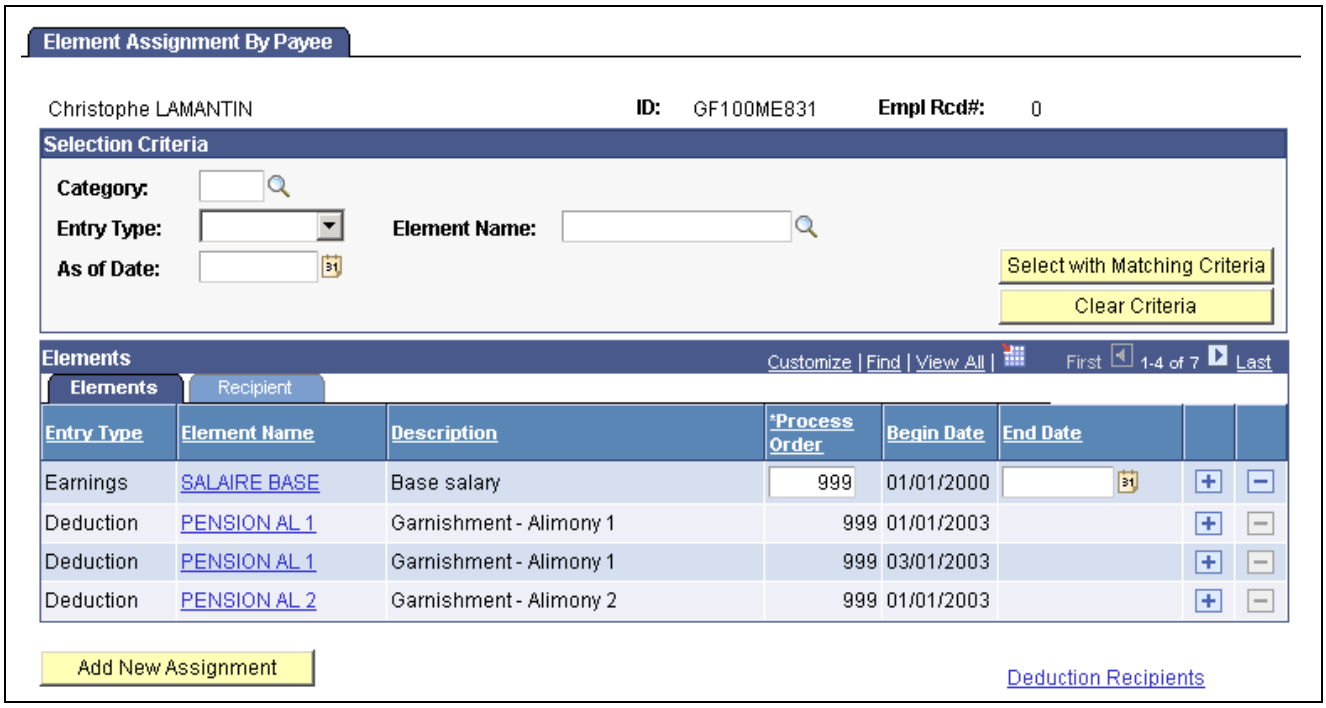
Example of Common Settings page for Alternate Component Configuration

Then access the Earning Deduction page and select the Alternate Component option and enter your replacement component's content reference name:



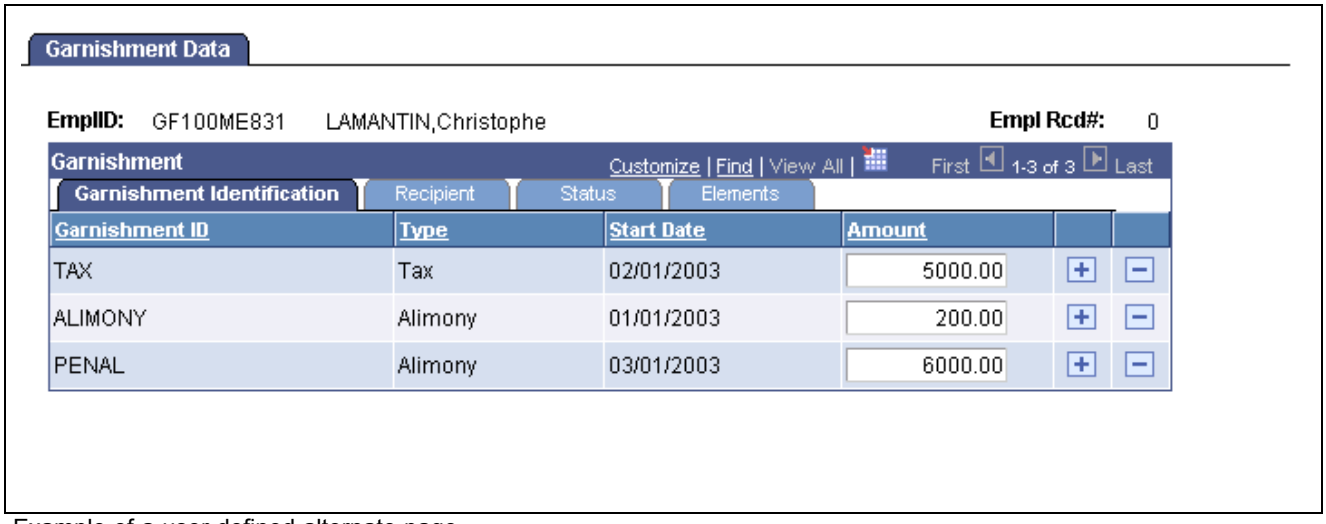
Example of Earning Deduction page for Alternate Component Configuration

Once you have defined the replacement component, you can access the Element Assignment By Payee page (or the Payee Assignment By Element page) to assign or override the PENSION AL 1 element:



Example of Element Assignment By Payee page for Alternate Component Configuration

You'll click the Element Name link for *PENSION AL 1* and access a detail page for the element, where you will see the following replacement component instead of the delivered Element Detail page:



Example of a user defined alternate page

Notice the page title, group box titles, and all of the field labels for this page (HC_GPFR_GAR_DAT_GBL) are user-defined. This page was built by the user in PeopleSoft Application Designer.

CHAPTER 10

Setting Up Accumulators

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

- Define accumulators.
- Adjust accumulator balances.

Understanding Accumulators

This section discusses:

- Accumulator elements.
- Balance accumulators in batch processing.
- Retroactive processing and accumulators.

Accumulator Elements

Accumulators are elements that store the cumulative values of defined items as they're processed. For example, they can store accrued entitlement balances, gross earnings, and other cumulative values.

Accumulators can be defined:

- Automatically

  When you create an earnings, deduction, or entitlement element, the system can automatically generate a set of accumulators to track the value of the element over time. Automatically generated accumulators typically accumulate values for a single element. You specify the periods of time that the accumulators are to track.

- Manually

  You can create accumulators to track several elements, such as all voluntary deductions or all accrued entitlement. You select the elements that the accumulator is to track and define the period of time that the accumulator is to cover. You can accumulate a single value or multiple values over time.

There are two types of accumulators, those that pertain to a single segment, and those that span several calculation periods:

- Segment accumulators accumulate values during a single gross-to-net calculation.
- Balance accumulators accumulate values over a period of time, such as a month or a year.

See Also

Chapter 8, "Defining Earning and Deduction Elements," Automatically Generated Accumulators, page 182

Balance Accumulators in Batch Processing

This section describes various aspects of how the batch process handles balance accumulators.

Updating Balances

The system loads the value for an accumulator from the end of the previous period. When the accumulator is processed, the value for the current period is added to the historic value to maintain an up-to-date balance. For each period, the batch process pulls forward the accumulator likewise.

Creating New Instances

When defining an accumulator, assign such attributes as level, based-on date, and period to cover—such as calendar year. Level determines whether to keep separate counts per job or across jobs by employee. You can add specifications by adding user keys, such as contract or department. The period and based-on date determine the applicable time period. These attributes determine how and when the batch process creates and keeps separate instances of the same accumulator. The system creates a new instance of balance and segment accumulators anytime that you change the value of a key field. Balance accumulators also spin off a new instance for each new period.

Writing to the Result Tables

How you set up the Accumulator page tells the system whether to write the accumulator to the results tables. The system determines when to drop balance accumulators, using the number of months to maintain after end date and comparing the accumulate through date of each instance with the current pay period begin date.

See Also

Chapter 15, “Defining Processing Elements,” page 359

Retroactive Processing and Accumulators

With retroactive processing, you must be aware of several accumulator considerations.

Only segment accumulator deltas can be forwarded, because forwarding a balance accumulator delta can lead to double counting of contributing elements. The calculation period accumulator delta must be forwarded to an earnings or a deduction, not an accumulator.

If the retroactive method is corrective, accumulators reflect new retroactive values in the retroactive period by default. If the retroactive method is forwarding, accumulator values in the retroactive period remain unchanged by default and reflect delta values when they’re brought in as adjustments in the current period.

Use the Use Corrective check box on the Level page (for automatically generated accumulators, it’s on the Earning Accumulators page) to override a general retroactive method of forwarding and make the accumulator behave in a corrective fashion. Define all absence balance accumulators as corrective. This makes it possible for the true balance of the accumulator to be reflected in each period.

Note. Once the accumulator has results stored, the Use Corrective check box is not available for selection. To make the check box available again, you must cancel the payroll calendar that generated results for the accumulator.

Example

An accumulator is used as a limit in a retirement account; its value determines the value of other elements. Assume a current period of December, with retroactivity going back to October. Further assume an original balance of 9,000 at the beginning of October, with no contribution to the retirement account. If the contribution is recalculated as 1,000, that should be reflected in the accumulator balance going into November to prevent further contributions. When the 1,000 delta is brought in as an adjustment in December, it isn't added to the accumulator, because that would cause double counting.

See Also

Chapter 30, "Defining Retroactive Processing," Loading Balance Accumulators, page 802

Defining Accumulators

To define accumulators, use the Accumulators (GP_ACCUMULATOR) component.

This section discusses how to:

- Name an accumulator.
- Specify keys and timing for accumulators.
- Define the period for an accumulator.
- Define the list of elements that contribute to an accumulator.

Pages Used to Define Accumulators

Page Name	Object Name	Navigation	Usage
Accumulator Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Accumulator Name	Name an accumulator element and define its basic parameters.
Accumulators - Level	GP_ACCUMULATOR_1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Level	Specify keys for accumulators and indicate the timing of the accumulator's resolution.
Accumulators - Period	GP_ACCUMULATOR_2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Period	Define the period for an accumulator.
Members	GP_ACCUMULATOR_3	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Members	Define the list of elements that contribute to an accumulator.

Naming an Accumulator

You must name every element that you create and define its basic parameters on an Element Name page. All element page groups share the same first Element Name page (GP_PIN).

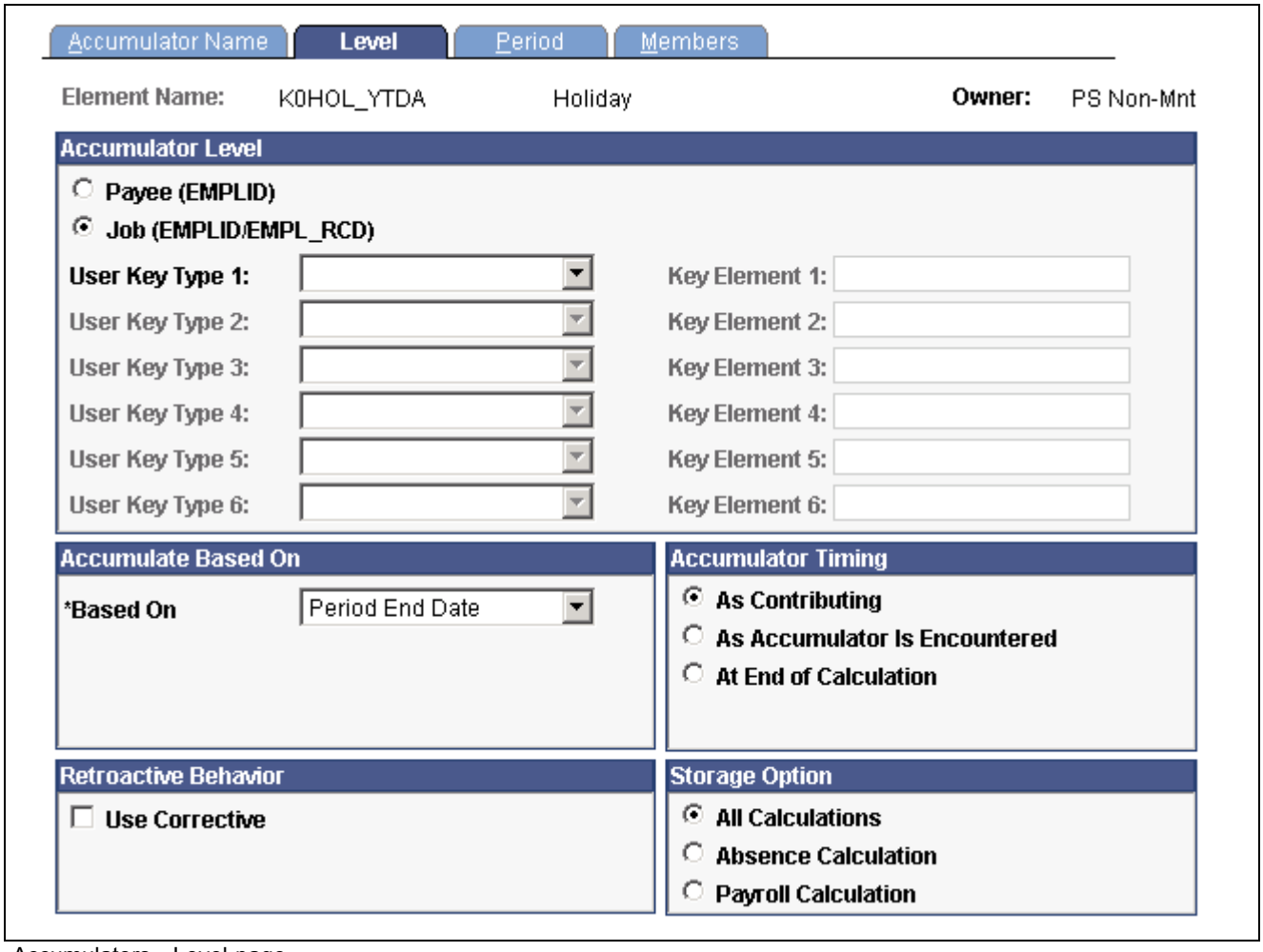
Note. When creating an accumulator, you can select a decimal or monetary field format. Select *monetary* for elements that may be subject to currency conversions and *decimal* for elements that accumulate nonmonetary values, such as holiday hours or years of service.

See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 68

Specifying Keys and Timing for Accumulators

Access the Accumulators - Level page.



Accumulators - Level page

Payee (EMPLID) (payee employee ID) Select to have the accumulator store the results for all of a payee's jobs together. This is the default option.

Job (EMPLID/EMPL_RCD) (job employee ID/employee record)

Select to have the system store the results for each job that a payee holds in a separate accumulator with EMPLID/Rcd as a key.

User Key Type

You can define up to six user keys for an accumulator. User keys enable you to track a given accumulator at levels below employee record. For example, you can track an employee's year-to-date earnings by contract number or company.

Enter the type of element for the user key. Values are *Variable* and *SystemElem*.

Key Element

Use these fields to select the elements to use as the accumulator keys. For example, to track an accumulator by company, select the system element COMPANY as a user key, which directs the system to maintain different accumulated numbers for each location of the employee.

The following guidelines apply:

- The system doesn't accumulate employee data across paygroups and pay entities in different countries. Thus, COUNTRY is not a meaningful user key.
- Key values are limited to 25 characters and can be characters, dates, or integers. Before selecting user keys, know how their values are stored in the results table.
- You can use decimal and monetary elements as user keys, but the system uses only the whole number and ignores the decimal part. Negative values are converted and stored as positive values.

Accumulate Based On

Based On

Select the calendar period date to use when determining the correct period for recording accumulators. Select from *Period Begin Date, Period End Date* (default), *Payment Date,* or *Specified Date. Specified Date* is commonly used in absence situations. An absence is often linked back to its initial date, even if that was in another period.

Example:

A certain monthly accumulator has one member: E1.

A weekly paygroup has these period dates:

Begin Date = January 26, 2000

End Date = February 3, 2000

Payment Date = February 4, 2000

E1 = 100.00

The Based On field value tells the system whether the 100.00 of E1 is added to the monthly value for January or February. If you select *Period Begin Date,* the 100.00 is added to the January balance. If you select *Period End Date,* (or *Payment Date*), the 100.00 is added to the February balance.

Retroactive Behavior

Use Corrective

Select to override the behavior of an accumulator, only when the retroactive method is defined as forwarding. This enables you to change the accumulator's

forwarding behavior to corrective. If Use Corrective is selected, the accumulator behaves in a corrective mode; adjustments are not added to the accumulator in the current period. This is the default value.

You can designate certain balance accumulators as corrective to have balances updated at the end of a retroactive recalculation with the newly calculated values of the member elements, rather than waiting to update the balance of the accumulator with the current calculation. This is appropriate when the timing of the balance update is critical to further calculations.

Note. PeopleSoft recommends that you always select the Use Corrective check box on the Accumulators - Level page when you define arrears accumulators. This is because the component that contributes to the accumulator does not itself generate a delta, making double-counts very likely if the accumulator behaves in a forwarding manner.

Note. Once the accumulator has results stored, the Use Corrective check box is not available for selection. To make the check box available again, you must cancel the payroll calendar that generated results for the accumulator.

Accumulator Timing

Select the method for resolving the accumulator. Every accumulator has a list of elements associated with it (defined on the Accumulator Elements page). If you reference the accumulator during processing, the value of the accumulator varies, depending on the time that you specify for the accumulation.

As Contributing As each contributing element is resolved, the accumulator is updated to reflect the new value. The system adds the value of an element—such as an earning or an entitlement—to the accumulator as the system calculates the element. The accumulator doesn't need to appear on the process list.

As Encountered The accumulator is resolved whenever it is encountered, for example, within a formula. The accumulator does not need to appear on the process list to be resolved. When a contributing element to an accumulator is resolved, the accumulator itself is not automatically updated with the new value.

At End of Calculation The accumulator is not updated during the main calculation process, but maintains the value loaded from the end of the last finalized segment. Only after all other elements are resolved does the system update the accumulator to reflect the new, current values of its contributing members. This is done automatically: the accumulator does not need to be on the process list. By default, auto-generated accumulators are defined as *at end of calculation*.

Storage Option

Storage Option Select the run types during which you can change and store accumulators. Options are:

- *All Calculations:* The accumulator value can be changed during any run type. The value is stored after every run.

  Note. Select this option only if truly necessary. Storing values after every run can consume significant storage space.

- *Payroll Calculation:* The accumulator value can be changed during a payroll run only. The value is only stored after a payroll run.
- *Absence Calculation:* The accumulator value can be changed during an absence run only. The value is only stored after an absence run.

Note. The system displays an error message if an accumulator is updated during the inappropriate run type. The error message appears, for example, if you attempt to update an absence accumulator in a payroll run.

Warning! You should select the storage option before performing batch processing. This is to ensure that the method the batch system uses to load accumulator balances is consistent with the results already generated.

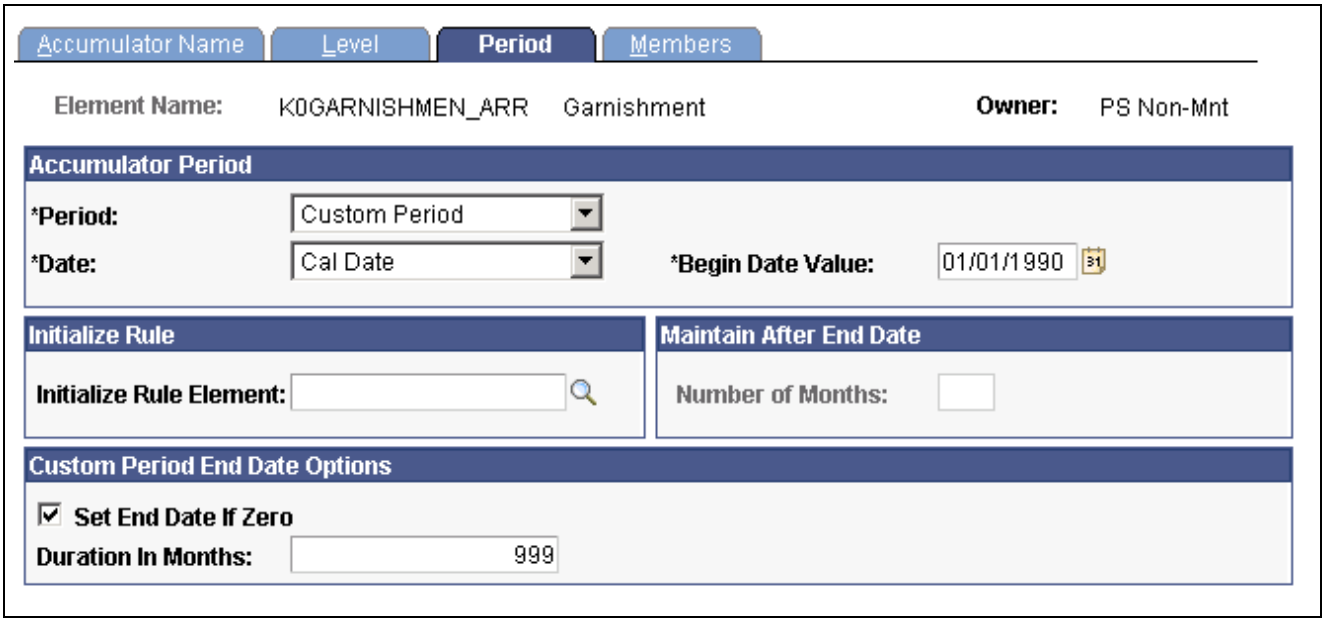
See Also

Chapter 10, "Setting Up Accumulators," Retroactive Processing and Accumulators, page 242

Chapter 11, "Understanding Absence Management," page 253

Defining the Period for an Accumulator

Access the Accumulators - Period page.



Accumulators - Period page

Accumulator Period

An accumulator period is the period for which an accumulator collects and accumulates amounts.

Period

Select from the following options:

Segment Period: Represents one gross-to-net calculation, or segment. If there's no segmentation, a segment period and a payment period are identical.

Calendar Period: The period begin and end dates come from the current calendar period.

Month to Date: The system collects information monthly.

Quarter to Date: The system collects information quarterly.

Year to Date: The system collects information yearly.

Custom Period: A custom period enables you to create an accumulator that's completely open-ended—an end date is not required, as might a custom period to track an employee's lifetime wages. When you select this option, the Date field appears for the begin date. Select the element type from the list in this new field.

Begin Option Select the accumulator's starting point. This field appears if you select *Month to Date, Quarter to Date,* or *Year to Date* in the Period field. Values are:

Specify Date: The Begin Month and the Begin Day fields appear. Enter the day and month or select variables to return these values.

Use Paying Entity Calendar and *Use Paying Entity Fiscal:* The system uses the defaults set on the Pay Entity Processing Details page.

Initialize Rule

Initialize Rule Element Enter a formula element to be invoked when a new instance of an accumulator is created for a new period. This formula must also be a member of the accumulator for its results to be added to the accumulator. For example, at the beginning of a calendar year, you might want to have a YTD accumulator that contains accrued vacation time carry over the previous year's value, with certain limits. The formula that you select here can serve this purpose. When the accumulator for the new year is created, the formula is invoked. If you leave this field blank, no special processing occurs.

Maintain After End Date

Number of Months Specify how long an accumulator remains in the output results table after its stop date. You can use this to access a previous accumulator value for a current calculation.

Custom Period End Date Options

These fields are only available for custom period accumulators.

Note. The two fields in this group box work independently.

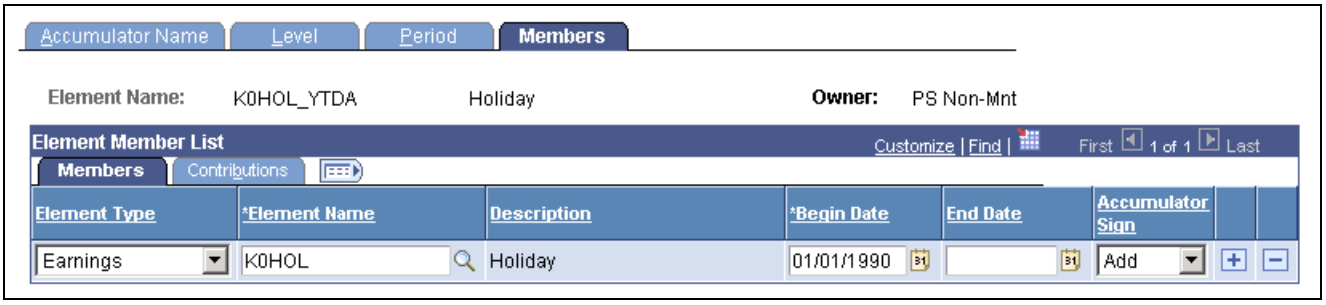
Set End Date If Zero Select this option to set the accumulator's end date to the segment end date in the period when the accumulator value equals zero. This lets the system display the accumulator's value when it reaches zero and then cease storing this value in the subsequent period. For example, when tracking an outstanding loan balance, you could use this field to display the balance until it is paid in full. If you select this check box, the system populates the Duration in Months field to *999* by default (equivalent to no end date).

Duration in Months Enter the accumulator's length of duration. The custom period ends after this duration. For example, when tracking maternity leave, you could use this field to display the accumulator for a set entitlement number of months. You should not enter a value in this field if you select the Set End Date if Zero check box. If you select the Set End Date If Zero check box, the system will

overwrite any value you enter in the Duration in Months field with a value of *999* (equivalent to no end date).

Defining the List of Elements That Contribute to an Accumulator

Access the Members page.



Members page

Members

Select the Members tab.

Use the fields on this tab to specify which elements contribute to the accumulator's total.

Element Type — Select from the list of element types. Values are *Abs Entitl, Array, Auto Assgn, Bracket, Deduction, Duration, Earnings, Formula, Seg. Accum, System Elem,* and *Variable.*

Element Name — Select elements that contribute to the accumulator's total. An element can accumulate to multiple accumulators; accumulators can contribute to other accumulators.

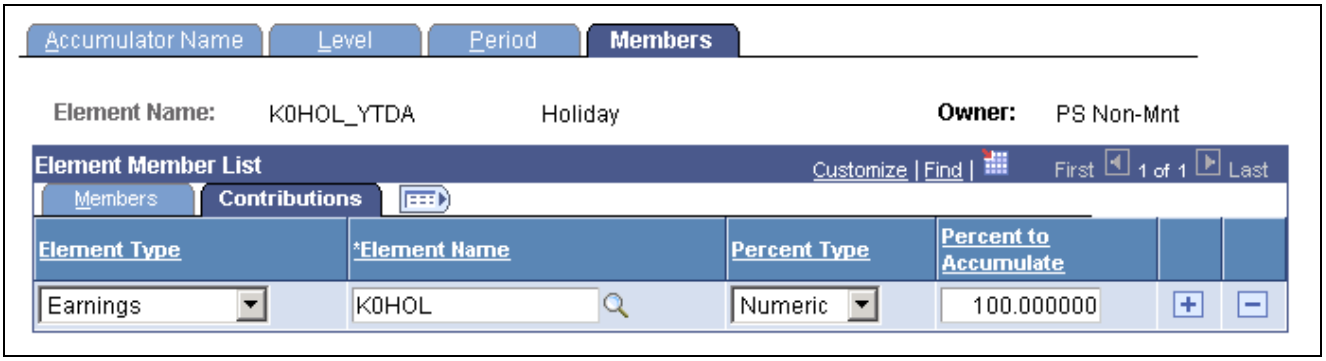
Begin Date and **End Date** — Tell the system when a member must start and stop calculating an accumulator.

If this field is blank, the system continues updating the accumulator indefinitely while the elements remain valid.

Accumulator Sign — Select *Add* or *Subtract* to indicate if the element adds to or subtracts from the accumulator.

Contributions

Select the Contributions tab.



Accumulator - Members page: Contributions tab

The system lists the elements that you selected on the Members tab.

Percent Typeand **Percent to Accumulate** Specify the portion of the element's value that the system contributes to or subtracts from the accumulator. Values are:

Numeric: Select to specify a percentage of up to 100 percent. Enter the percentage in the Percent to Accumulate field.

Variable or *Formula:* Select to have a variable or formula element return the value to accumulate or subtract. Select the variable or formula name in the Element Name field.

Adjusting Accumulator Balances

This section provides an overview of accumulator adjustments and discusses how to adjust accumulator amounts.

Understanding Accumulator Adjustments

For a given payee in a finalized calendar group, you can:

- Adjust an accumulator's results or add a new instance to the results.
- Insert a new accumulator into the results.

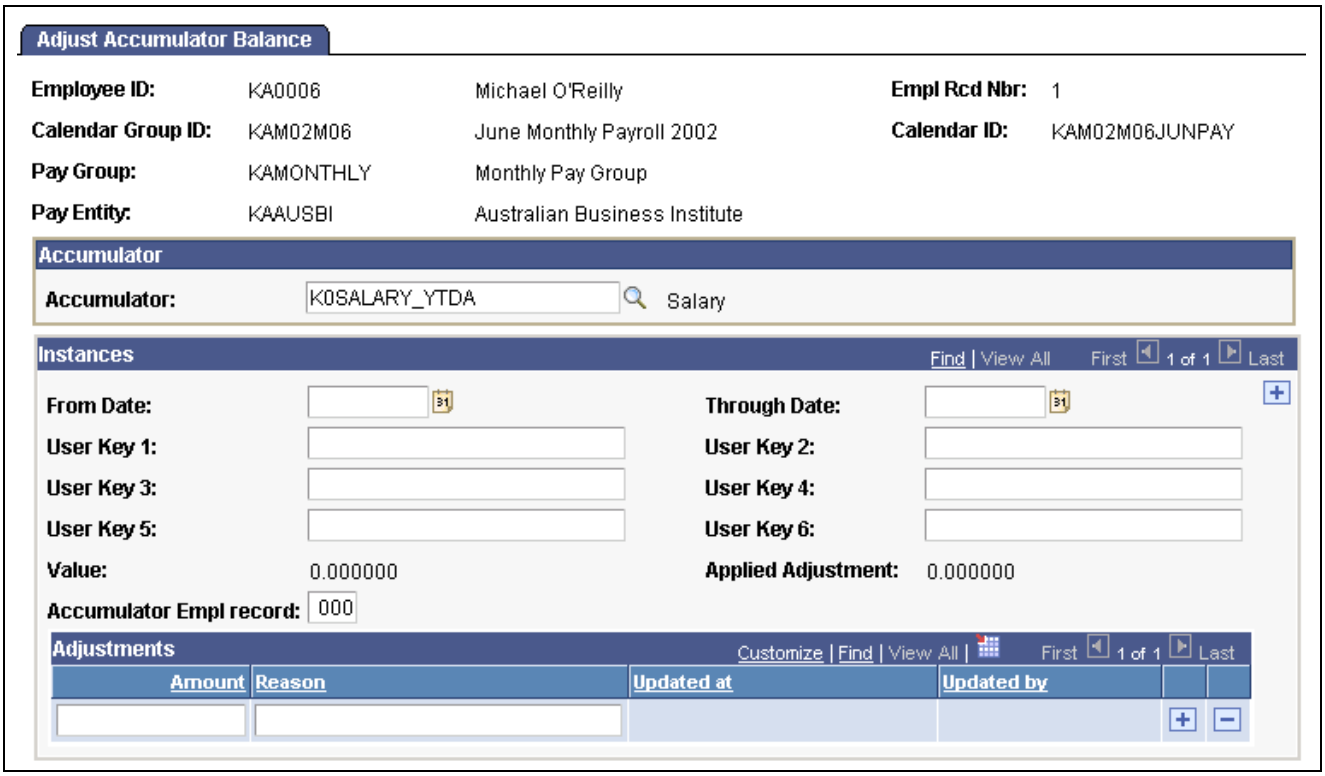
When adjusting accumulator results, adjust the accumulator that's loaded as the starting point for a calculation. For example, say that you finalize the March run, and then realize that an adjustment needs to be made to a March year-to-date accumulator. You make the adjustment. When you process the April run, the system reads the March year-to-date balance with the adjustment and uses it as the starting value for the accumulator. In contrast, if you ran April with a retroactive trigger that caused March to be recalculated, the starting balance would come from February and the adjustment would be ignored.

Page Used to Adjust Accumulators

Page Name	Object Name	Navigation	Usage
Adjust Accumulator Balance	GP_ACM_USER_ADJ	Global Payroll & Absence Mgmt, Payee Data, Adjust Balances, Accumulators	Adjust an accumulator balance for a given payee in a finalized calendar group.

Adjusting Accumulator Balances

Access the Adjust Accumulator Balance page.



Adjust Accumulator Balance page

Note. You cannot adjust accumulators that are in an unfinalized calendar group.

Accumulator

Accumulator Select the accumulator to adjust. Once selected, the system displays the accumulator's description to the right of this field and populates the Instances group box with information from the result tables. If no results are returned, the accumulator has no recorded balance for the identified employee record and calendar.

Instances

This group box displays the recorded balance, if any, for the selected employee record and calendar. You can enter new instances to add to the result tables at the end of the calendar ID that appears.

From Date and **Through Date** The begin and end dates for the accumulator period.

User Key The user keys that are associated with the accumulator.

Value The value of the accumulator for the employee (and employee record) at the end of that calendar ID period.

Accumulator Empl record (accumulator employee record) This field can be helpful when payees have more than one job. It identifies the employee record number to which the accumulator values pertain.

All accumulator data for an employee ID is passed from one segment to another regardless of job. Therefore, when you access a particular Empl Rcd Nbr to view or adjust the accumulator values that resulted from processing that

job, you can view and adjust the accumulator values for the payee's other jobs as well. Use the links at the top of the Instances group box to access the accumulator value for the next or previous job.

As an example, assume that a payee has two jobs:

- Empl_rcd = 0 that pays 1000 each month
- Empl_rcd = 1 that pays 1100 each month

Assume also that Empl_rcd is a key for the year-to-date salary accumulator. Now, suppose that you process payroll for two segments: January/Job 1 and January/Job 2. If you were to access the Adjust Accumulator Balance page for Empl_rcd 0 for the January calendar (and click the Retrieve Data button), the system would display a value of 1000 for Accumulator Empl Rcd Nbr 0. (The system provides a snapshot of what it processed for the first segment.) If you were to access this page for Empl_Rcd 1 instead, the system would again display a value of 1000 for Accumulator Empl Rcd Nbr 0. In addition, it would display a value of 1100 for Accumulator Empl Rcd Nbr 1, when you click the link for the next job.

Note. If you adjust the accumulator balance for Empl_rcd 0, Empl_rcd_acum 0, but the last segment processed for the payee was Empl_rcd 1, the system will ignore the adjustment. You should adjust the balance for Empl_rcd 1, Empl_rcd_acum 0 instead, because this balance becomes the source for the next calendar.

Applied Adjustment The sum of adjustments that have been made to this accumulator instance. When you click Save, this number is updated to reflect all accumulator adjustments that are currently entered in the Adjustments group box.

Adjustments

Amount Enter the adjustment amount, either positive or negative.

Reason Enter the reason for the adjustment

Updated At and **Updated by** The system populates these fields when you save the page and displays them when you query adjustments.

Note. You can add new instances and adjust accumulators, but you cannot delete entered data. All adjustments remain in the system for an audit trail. To reverse a prior adjustment, enter a row with an offsetting or negative value.

CHAPTER 11

Understanding Absence Management

Absence management refers to entering and processing payee absences. This chapter is the starting point for learning about the system's absence tasks and features. It discusses:

- Absence setup and management tasks.
- Absence management features.
- Batch absence processes.
- The Entitlement process.
- The Take process.
- Online Forecasting and Balance Inquiry processes.

See Also

Chapter 12, "Defining Absence Elements," page 269

Chapter 24, "Entering and Processing Absences," page 635

Chapter 25, "Setting Up Self-Service Absence Transactions," page 657

Chapter 26, "Entering and Approving Self-Service Absence Requests," page 679

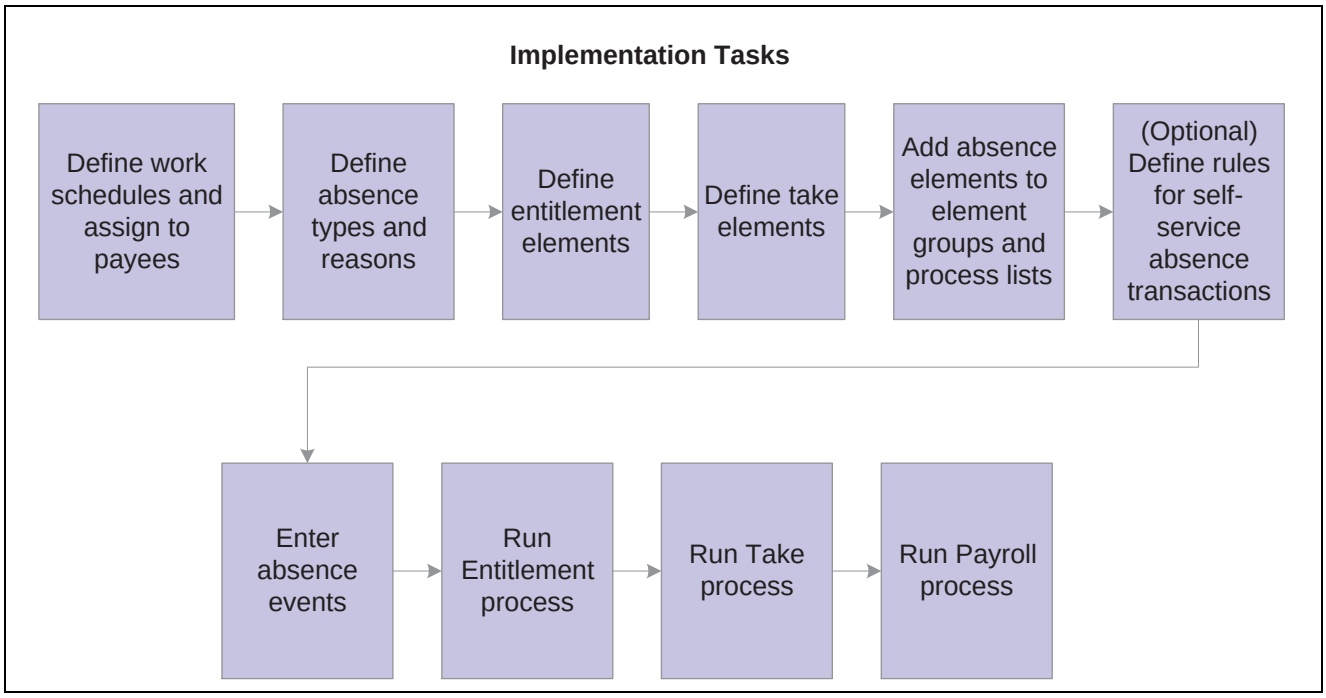
Understanding Absence Setup and Management Tasks

This section provides an overview of absence implementation and ongoing tasks, lists common elements, and discusses the steps for both setup and ongoing tasks.

Absence Implementation and Ongoing Task Overview

Tracking the time that payees are absent from work is critical to producing an accurate payroll. You need to know when payees are out sick, on vacation, or absent for any other reason and whether to pay them for this time.

This flowchart shows the typical sequence of absence setup and management tasks:



Absence implementation and ongoing tasks

Common Elements Used in This Chapter

Absence Event The consecutive period of time that a payee is absent for the same reason. For example, if a payee is out sick Monday through Wednesday, the three-day absence is referred to as an *absence event*.

Adjustment An increase or decrease that is made to the entitlement balance.

Entitlement The amount of paid time-off that a payee is entitled to take for each category of absence or each absence event, depending on your method of accrual. For example, payees in your organization may be entitled to receive 20 vacation days per year.

Entitlement Balance The amount of unused entitlement.

Take The amount of time off that a payee takes.

Units The period of time in which entitlement, take, adjustments, balances, and other absence-related time periods are measured. Typically, units represent either hours or days. You choose the unit of measurement to use.

Setup Tasks

Following is a description of the steps for implementing absence features:

1. Define work schedules and assign to payees.

   Work schedules define the hours and days of the week that payees are scheduled to work. This information is important to the absence process because it tells the system whether a reported absence occurred during a scheduled work time. Absences during scheduled work periods may be paid if they meet your organization's absence rules.

2. Define absence types and reasons.

Absence types define the broad categories of absences you want to track, such as illness, vacation, or maternity leave. Within each absence type, you can create a set of absence reasons that further classify absences. For example, if you create an absence type called Illness, you may want to set up reasons such as cold, flu, stress, and so on.

3. Define absence entitlement elements.

   Absence entitlement elements define how much paid time off your organization gives payees for various kinds of absences. They also specify the entitlement period, the calculation frequency, and any automatic adjustments to make to entitlement balances. For example, you might set up a Vacation entitlement element that gives payees 15 days of paid vacation each year. Also, you might specify that payees are compensated for half of any vacation days that are unused by April 1 of the following year. Entitlement can be granted for each absence or at the frequency that you specify.

4. Define absence take elements.

   Absence take elements define your rules for allowing paid time off. They define which kinds of absences are valid and the requirements that must be met before entitlement can be used. For example, a Vacation take rule may require that payees be employed three months before using Vacation entitlement. You link each take element to an absence type and to one or more entitlement elements so that the system can calculate the number of paid and unpaid units and update the entitlement balances. You also link each take element to one or more earning and deduction elements.

5. Add absence elements to eligibility groups and process lists.

   After you set up absence entitlement and absence take elements, follow the same two steps that you follow after defining earning and deduction elements. (This step does not apply when entitlement is granted for each absence, rather than at a regular frequency, such as monthly or annually.)

   a. Add the absence elements to the appropriate element groups. Element groups are the means by which elements are assigned to payees.

   b. Add the absence elements to one or more absence process lists. Process lists define which elements are resolved during absence processing and the order in which they are resolved. You can create one process list for entitlement elements and a second one for take elements or combine the two, depending on your needs.

6. (Optional) Define rules for self-service absence transactions.

   To enable employees, managers, or both to use self-service pages to enter absence requests, define the rules for self-service transactions. You can also define rules for approving self-service absence requests.

Ongoing Tasks

Following is a description of the steps for managing absence events:

1. Enter absences.

   To record actual absences into the system, users select the take element that identifies the absence and enter the dates of the absence. An absence reason can also be entered to further identify the cause of the absence (if you have defined absence reasons according to step 2 of the setup steps). Depending on your take rules, you can require online approval of absence entries before processing. If online forecasting is required for a take element, the system issues a warning when users try to save absence entries without first running the online forecasting process.

   Note. If you define rules for self-service absence transactions, employees, managers, or both can use the self-service pages to enter requests for absences. Requests entered through the self-service pages are treated as actual absences once they are approved.

   ---

2. Override or adjust the entitlement and enter positive input, when necessary.

Users can manually enter one-time adjustments to entitlement balances (when entitlement is defined per absence) and override the standard entitlement rule for individual payees, as needed.

3. Run the Entitlement process (GPPDPRUN).

   The Entitlement process resolves the entitlement accrual and updates payees' entitlement balances. The steps for running this process are similar to those for running a regular payroll. When you launch the Entitlement process, the system retrieves the process list that is attached to the absence calendar and tries to resolve the appropriate entitlement elements for each payee.

4. Run the Take process (GPPDPRUN).

   The steps for running the Take process are similar to those for running a regular payroll. You can run the Entitlement and Take processes together or separately. (Absence elements must be on a separate calendar from earning and deduction elements.)

   The Take process:

   a. Creates daily data, a detailed record for each day of the absence event.
   b. Applies the absence rules to the daily data to calculate paid and unpaid units.
   c. Associates the units with the earning and deduction elements that you defined in the absence take rule.
   d. Generates positive input for the payroll process.
   e. Updates the entitlement balances.

5. Run the Payroll process (GPPDPRUN).

   You're ready to run payroll. The pay run converts the positive input that is generated by the Take process into earning elements or deduction elements.

Absence Management Features

The system supports a broad range of absence features. Spending some time up front analyzing your organization's needs and deciding which features you want to use can save you time during implementation.

This section discusses:

- Scheduling features.
- Entitlement features.
- Take features.
- Absence entry features.
- Self-service features.

Scheduling Features

Scheduling features include:

- Sharing schedules across applications.

  If your organization uses both Global Payroll and Time and Labor, those applications can share the same work schedules.

- Configurable fields.

When you set up shifts, you can enter information in as many as four configurable fields on the Shifts page. This information updates the daily data when you run the Take process and can be used in absence formulas.

See Also

Chapter 13, "Using Schedules," page 309

Entitlement Features

Entitlement features include:

- Accrual method and frequency.

  For each absence entitlement element that you create, you indicate whether entitlement should accrue for each absence (for example, 40 days for each illness) or at the frequency that you specify (for example, 2 sick days per month). Absence-based entitlement is resolved when you run the Take process after an absence occurs; frequency-based entitlement is resolved when you run the Entitlement process. With frequency-based entitlement, you can use generation control to limit the conditions under which entitlement is resolved; for example, you can limit resolution to active payees only.

- Entitlement amount.

  You can enter a numeric entitlement amount or define a supporting element that retrieves the appropriate amount during processing. For example, you might create a bracket element that returns the entitlement amount based on months of service.

- Proration and rounding.

  You can instruct the system to round or prorate entitlement units and define the rounding and proration rules to use. (Proration applies to frequency-based entitlement only.)

- Automatic adjustments.

  You can specify what happens to a payee's frequency-based entitlement balance when certain conditions are met; for example, when a payee is terminated or when a certain date is reached. Payees can be compensated for all or part of the unused entitlement, or they can lose all or part of the unused entitlement. You use a generation control element to define the conditions under which the adjustment is made.

- Accumulator preferences.

  The system generates a balance accumulator for entitlement. You can configure the way the balance is calculated and select additional accumulators. You also tell the system when to begin accumulating and over what period of time.

- Absence forecasting.

  You can require the use of online absence forecasting during absence entry or make its use optional. With forecasting, a user enters actual or planned absence events and launches an online process that processes future periods of time, starting with the last finalized calendar. It can return values for balances and other items that you define. You might use this feature, for example, to determine whether a payee has or will have enough entitlement to cover an absence.

- Balance inquiry.

  Use this feature to project a payee's entitlement balance without entering actual or planned absence events. The online process displays the current entitlement balance and can be used to project entitlement for a take element as of the date that you specify.

See Also

Chapter 12, "Defining Absence Elements," Defining Absence Entitlement Elements, page 273

Take Features

Take features include:

- Entitlement links.

  You can link each take element to one or more entitlement elements. If you link to more than one entitlement element, specify the order in which the elements are to be used. When an absence occurs, the system takes from the first entitlement (until it is depleted) before taking from the next entitlement.

- Absence types and reason codes.

  You create absence types to describe the categories of absences that are relevant to your organization such as illness, vacation, personal, or work injury. Within each reason type, you can define codes that further describe the reason for the absence; for example, flu or back problems. The type and reason that are associated with an absence event populate system elements that you can use in absence formulas.

- Approvals.

  You can require that absence events be approved before they are processed. If you select this option, a user needs to select the Manager Approved check box when entering an absence on the Absence Event Entry page. Otherwise, the event is not processed. (Absence Take - Calculation page.)

- Combining absences.

  You can instruct the system to create one row of positive input for multiple instances of the same type of absence within the same pay period or create a separate row of positive input for each absence event (Absence Take - Calculation page.) Or you can instruct the system to create one row of positive input for all absence takes (Installation Settings page.)

- User-defined fields.

  You can enter any information in as many as four user-defined fields on the Take element's Calculation page. This information updates the daily data when you run the Take process and can be available for your absence formulas.

- Earning and deduction links.

  You can link each take element to the earning or deduction elements for which you want to generate positive input. You can also indicate the units, percent, rate, or amount to be returned when the calculation rule for the earning or deduction element is Rate × Units or Rate × Units × Percent.

- Generate matching absence data.

  If you use the mapping feature, the system generates matching absence data for a mapped take element when an absence event is reported. You can also use a formula to specify the conditions under which the Take process generates matching data.

- Day formula.

  Define the formula that the system uses to evaluate each day of the absence. The formula returns the number of absence units that the system compares to the absence entitlement balance to calculate paid and unpaid units.

- Automatic offset.

  When you link a take element to an entitlement that accrues per absence, you specify conditions for reducing the entitlement balance.

- Time period requirements.

  You can select up to three time period requirements that must be met before an absence can be paid: an eligibility date that must be reached, a minimum absence period, or a wait per absence.

- Linked absences.

  You can instruct the system to link related absences of the same type that fall within a specified period of time. During absence entry, users enter the begin date of the original related absence. When absences are linked, they can share the same entitlement or the same wait period. You define the period of time over which absences can be linked.

- Negative entitlement.

  You can specify what to do if there's not enough entitlement to cover an absence: allow a negative entitlement balance (up to the limit that you specify), treat the absence as unpaid time, or redirect the days to be processed by the set of take and entitlement rules that is associated with another take element.

- Priority processing for same-day absences.

  You can enable users to enter more than one absence event for the same day or you can use the automatic priority processing feature. When more than one event is entered for a payee for the same day, the system refers to the priority that you assigned to each take element to determine which absence event to process for the specified day.

See Also

Chapter 12, "Defining Absence Elements," Defining Absence Types and Reasons, page 272

Chapter 12, "Defining Absence Elements," Defining Absence Take Elements, page 283

Absence Entry Features

Absence entry features include:

- Partial hours.

  Users can enter full or partial day absences. When a payee is out for the same number of hours during each day of an absence event, the user enters the hours only once or select the Half Day check box, if appropriate.

- Configurable fields.

  Users can enter information in as many as 16 configurable fields when they enter absence events. This information updates the daily data when you run the Take process and can be available to your absence formulas. If you use this feature, we recommend that you provide users with guidelines for the types of data that they can enter.

- Forecasting.

  Users can run a process to process absences in future periods of time, which is useful when trying to project future entitlement balances or to apply other absence-related business rules to future periods.

  See Chapter 11, "Understanding Absence Management," Online Forecasting and Balance Inquiry Processes, page 267.

See Also

Chapter 24, "Entering and Processing Absences," page 635

Self-Service Features

Self-service features include:

- Absence entry and forecasting.

Payees and managers can enter requests for absences through a web browser, view requests, and forecast absence balances as of a particular date.

- Absence approval.

  Managers can approve, deny, or push back absence requests online.

- Country specific display configurations.

  You can define country specific rules for how the self-service pages appear. For example, you can control the way that entitlement balances, absence history, and forecasting options appear to users.

- Take-specific display configurations.

  You can define a variety of rules and settings that control how data appears on the self-service pages. For example, you can control who can enter and approve absence requests, date rules, and how messages are returned and appear to users.

- Forecasting rules.

  You can define how entitlement balances appear for both forecasting results and balance inquiry results.

- Configurable self-service text.

  You can modify the text that appears on self-service absence pages. Using the Text Catalog feature, you can modify field labels, button text, and text that appears elsewhere on self-service pages.

See Also

Chapter 25, “Setting Up Self-Service Absence Transactions,” page 657

Chapter 26, “Entering and Approving Self-Service Absence Requests,” page 679

Batch Absence Processes

Two batch programs within the Global Payroll process (GPPDPRUN) calculate absence entries and create payroll input. These programs are referred to as the Entitlement process and Take process. You can create a separate process list for each or use one process list. The system processes entitlement and take elements when they are included on the absence process list that is called by a calendar during processing, which is the same way that it processes all elements.

Note. You do not need to run a separate Entitlement process to resolve per-absence entitlement elements. These elements are resolved only when you run the Take process.

Processing Features

Processing features include:

- Processing periods.

  The absence period can be the same as or different from the pay period. For example, January absences can be paid in January or February. You specify the target calendar pay for each absence process.

- Multiple Take processes.

More than one Take process can target the same pay calendar. For example, vacations taken in January and sick time taken in February can be paid in February. To accomplish this, create two absence process lists, one for vacations and another for sick time, and attach each process list to a separate absence calendar. On each absence calendar, select the pay calendar as the target calendar.

- Combining Entitlement and Take processes.

  You can run the entitlement and take processes together or separately.

- Processing sequence.

  The system can process absence takes according to their sequence on the process list or in daily order. To process absences in daily order, you include take elements in an absence take section of a process list.

See Also

Chapter 15, "Defining Processing Elements," Absence Take Sections, page 367

The Entitlement Process

The primary job of the Entitlement process is to resolve entitlement elements. The process begins when the Process List Manager encounters the entitlement element on the Process List as it processes a payee. The process contains four steps:

1. Get entitlement rule definition.
    a. Get the definition of the entitlement element.
    b. Overlay the entitlement definition with the payee override, if any.
    c. Overlay the entitlement definition with positive input, if any.
    d. If the payee override is required, but no override or positive input exists, exit the program.
2. Resolve frequency-based entitlement.
    a. Check generation control for entitlement.
    b. If generation control exists, call the Generation Control program. If the program says not to process the entitlement element or the adjustment element, exit the program.
    c. If generation control is not entered, or if the condition is met, call the PIN Manager to resolve the entitlement.
    d. If the entitlement frequency differs from the pay period frequency, convert the entitlement units.
3. Resolve adjustment, if applicable.
    a. If generation control says to process the adjustment, call the PIN Manager to resolve the adjustment element and pay off units element.
    b. If the pay off units element does not equal 0, add the pay off earnings element and units to positive input.
4. Update results.
    a. Set the return code to PIN Manager.
    b. Add the entitlement element and units to the PIN Manager return list, if calculated.
    c. Add the adjustment element and units to the PIN Manager return list, if calculated.

The Take Process

This section discusses:

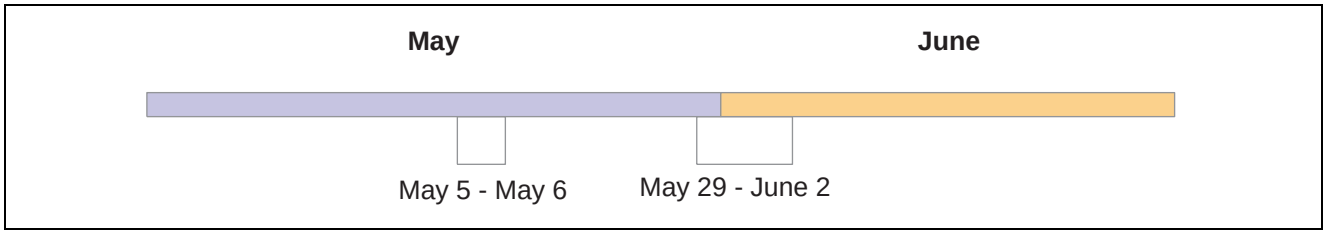
- Daily data.
- The role of system elements in daily data.
- Take process (detail).
- Daily processing (detail).

Daily Data

When you run the Take process, one of the first things the program does is *expand* each absence event in the process list that occurred for a payee during the absence processing period (or current segment, if the processing period is segmented). Expanding the event means that the system creates a detailed row of data for each day of the absence in the GP_RSLT_ABS record. We call these rows *daily data*.

The Take process expands each event that includes a date in the current segment. It creates a row for each day of the absence event, including days that fall outside the processing period. The system also populates the work schedule and holiday schedule system elements for the day before and after the absence, if the payee was not absent on those days. If the payee was absent the day before or the day after the reported absence, other absence-related system elements can be populated, depending on your rules.

For example, assume that the processing period is May 1 to 31, and there is no segmentation. If the payee is absent from May 5 to May 6 and again from May 29 to June 2, the Take process creates two rows of daily data for the first absence and five rows for the second absence.



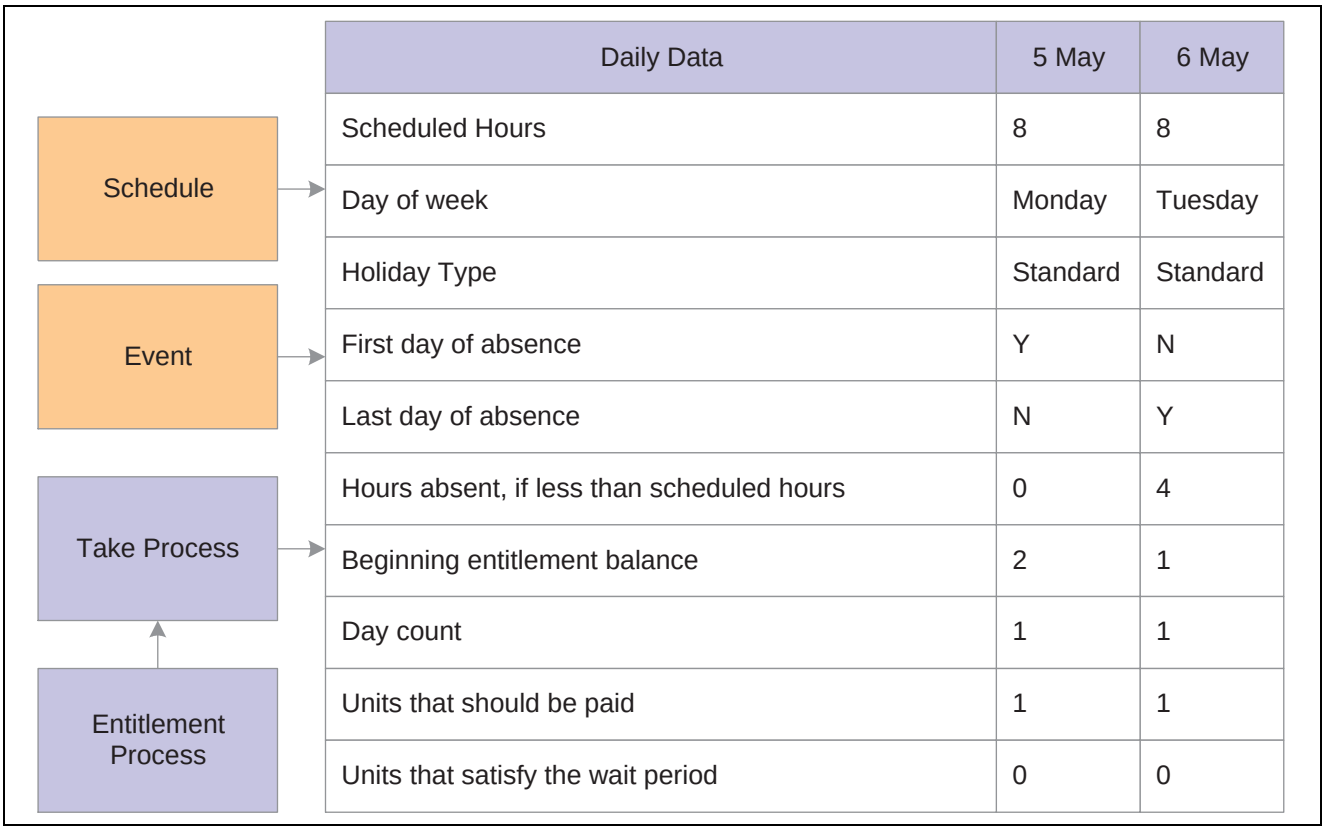
Daily data is created for each day of an absence event

Even though the system creates a row of daily data for each day of an absence event, this does not mean that each day is processed. The entire event is expanded so that the system has all the information it needs to accurately evaluate each absent day. Only those days that occurred during the processing period are processed. Using the above example, the system would process the following absent days: May 5, 6, 29, 30, and 31.

Sources of Daily Data

Data that populates the daily data row initially comes from two sources:

- The payee's work and holiday schedules, which provide the day of the week, scheduled hours, and holiday type.
- The absence event, which provides the absence take, begin and end dates, partial days absent, if applicable, and other information.



Daily Data	5 May	6 May
Scheduled Hours	8	8
Day of week	Monday	Tuesday
Holiday Type	Standard	Standard
First day of absence	Y	N
Last day of absence	N	Y
Hours absent, if less than scheduled hours	0	4
Beginning entitlement balance	2	1
Day count	1	1
Units that should be paid	1	1
Units that satisfy the wait period	0	0

Sources of daily data

The Take process also contributes to the daily data. When it applies the absence rules—defined by your absence elements—to the event and schedule data, it derives a set of results that populates the daily data. The results include the beginning entitlement balance, absent units, paid and unpaid units, ending balance, and other information.

The *day formula,* which you create and assign to your take rule, is what drives the results. This formula interprets each day of the absence and returns the number of units that the absent day represents; for example, four hours or one day. Once the system knows the absence *day count,* it can compare the count to the entitlement balance, determine whether a wait period or any other requirements for payment have been met and determine whether any part of the absent day should be paid. It can also calculate the ending entitlement balance.

The Role of System Elements in Daily Data

Much of the daily absence data is stored by system elements—a collection of predefined elements.

Using System Elements in Formulas

When you define a take element, you identify the day count formula that the system will use to calculate the number of units that the payee was absent for the day being processed. The formula makes use of any information that is stored in the daily data, including—in some cases—data from the day before or after the day that is being evaluated. For example, three system elements store a payee's scheduled hours:

- SCHED_HRS captures the number of hours that the payee was scheduled to work for the day that is being evaluated.
- SCHED_HRS_DB captures the number of hours that the payee was scheduled to work the day before.
- SCHED_HRS_DA captures the number of hours that the payee was scheduled to work the day after.

You might create a day count formula that uses the prior or next day's values in its calculations. Or you might create a day count formula that uses the value of the SCHED_HRS element to calculate the day count.

Depending on what absence features you want to use, you might need to create other formulas. Any of these formulas can make use of the daily data that is captured by the system elements.

Using User-Defined Fields

User-defined system elements enable you to capture and use absence data that is specific to your organization. Data that is entered into these fields is stored by system elements and added to the Daily Data records during the Take process. As is true of all system elements, the data captured by these elements can be used by any absence formula.

Each of the following pages includes a set of user-defined fields:

- Absence Event Entry
- Take Calculation
- Shift
- Absence Request (manager or employee)

Take Process (Detail)

The primary job of the take element is to determine paid and unpaid units. The Take process expands each absence event into daily data and generates positive input for the pay run. It also updates balance accumulators.

1. Search for take element.
    a. Search the event array for the current take element in the take process array, where the event is in the current segment. If not found, search days for current segment.
    b. If an event or daily row is found, set Event Found to Yes and/or Daily row Found to Yes, take Process to Yes for the current take element in the take process array and continue.
    c. If an event or daily row is not found, go to the next take in the array.
2. Get rule definition.

    For the current take element in the take process array:
    a. Get the definition of the take element and the take element child records: Entitlement child record; Earnings Deduction child record; Same day Take element child record; and Forecast element child record.
    b. Get the entitlement definition for each entitlement child record.
    c. Set the take pointer on the take process array to the correct effective-dated take definition. This is done per segment, even if the take definition has already been loaded.
3. Update existing daily absence rows. If Daily Row Found is set to Yes, update the existing daily rows which match the current take element of the take process array, are within the segment and which have not been processed:
    a. Set the take process pointer to the correct take definition. This also indicates that the row has been processed.
    b. Update Absence Type, Take Config fields using the take process pointer.
    c. Link rows such that the daily order/absence take section order for overlaps is set correctly.
4. If the work schedule is not already loaded, for each EmplRcd per segment within the absence period:

    Get the work schedule and the holiday data for the current period. This includes the day before and the day after the current period to accommodate DB and DA system elements.

5. Expand events for the current segment. If Event Found is set to Yes, expand the events for the current take element in the take process array and create an absence daily row for each day absent for that event. Each daily row includes:
    a. Work schedule data.
    b. Alternate work schedule data.
    c. Holiday data.
    d. Event data.
    e. Set Insert — No.
    f. Set take process pointer to the correct take definition. This also indicates how that row is to be processed.
    g. Absence Take data — Absence Type, Take Config fields using the take process pointer.
    h. Link rows such that the daily order/absence take section order for overlaps is set correctly.
6. Perform daily processing, which is documented in detail in the following subsection:

Daily Processing (Detail)

This lists a detail of the steps taken to perform daily processing (from step number 6 above):

1. Initialize day.
    a. If Auditing is on, initialize the audit array, and create a new audit row for the take element.
    b. If the take has changed and the prior take had an override definition, reset the prior SOVR values to the original values.
    c. If the take has changed and the current take has an override definition in effect, store the prior values for this take's override definition (SOVR's) and add new values for this take's override definition (SOVR's).
    d. For the current day being processed, set the following pointers so that data is available for the system elements: Current Day; Prior and Next Days; and Parent take element, when the take has been mapped from another element.
    e. If there are no absences for the prior or the next day, load the schedule data into the appropriate system elements.
    f. If Allow Duplicates is set to Yes, total the partial hours for all take elements for the current day.
2. Initialize event. This is only performed for the begin day or the first process day of the event in segment.
    a. If the absence date is the same as the event begin date:

       Check for the minimum period requirements.

       Check linking, per absence only.

       Check for eligibility requirements.

       Check for a wait period.
    b. If the absence date is not the same as the event begin date:

       Copy the fields related to the event from the prior day to the current day.

       Check for eligibility.

       Check for a wait period.
3. Get day counts.
    a. Call the PIN Manager to resolve the Day Count formula.
    b. Call the PIN Manager to resolve the Wait Count formula, if any.

4. Evaluate day to produce paid and unpaid units. This is only performed for regular and forecasting processes.
    a. Check the minimum requirement, if applicable.
    b. Check the eligibility date, if applicable.
    c. Check the wait period, if applicable.
    d. Loop through the entitlement array till the take units to be processed = 0, or there is no more entitlement.
    e. Get the balance for the current entitlement:

        If the balance > 0, compare it to the units to be processed. If the balance covers the remaining units, consider the units paid. Apply the negative balance rules if the balance is insufficient and no other entitlement is available.

        If there are paid units, add the auto-assigned Paid Units to the PIN Manager return list.
    f. Add Day Counts Paid and Day Counts Unpaid units to the PIN Manager return list for the daily row.
5. Process forecast PIN. This is only performed for forecasting or balance inquiries.

    Call the PIN Manager to resolve the forecast PIN.
6. Loop per Earnings/Deduction Counts. This is only performed for the regular process.

    Call the PIN Manager to resolve the unit formula:

    If the formula results = 0, call the PIN Manager to resolve the Percent formula, Rate formula and/or Amount formula.

    If the formula results do not equal 0, add the earnings/deduction elements, units, and the percent to the daily positive input.
7. Add mapped to and redirected days.
    a. Call the PIN Manager to resolve the conditional formula for mapping.
    b. If there is no formula or the formula does not equal 0, insert a duplicate absence row for the current day for the mapped take.
    c. If the day has been redirected, insert a duplicate absence row for the current day for the redirected take.
    d. Search the take process array for the mapped and redirected take, if found. If Take Process is set to No, get the rule definition as was done in the take process array loop. If it is set to Yes, the rule definitions are already loaded.
    e. If the take for the Mapped to or Redirected day is found in the take process array:

        Set the take process pointer to the correct take definition.

        Update the Absence Type and Take Config fields using the take process pointer.
    f. Set the absence pointers so that the new row is linked such that the daily order/absence take section order for overlaps is set correctly.
8. Terminate the day.
    a. Store the day results on the daily row.
    b. If End Day is set to Yes, get the forecast element result value.
    c. If the absence date is the same as the segment end date, store the forecast results.
    d. Set Insert to Yes on the daily row processed.
    e. Set the Daily Process switch to Processed.
    f. If Auditing is on, update the audit row for the take element, and write the resolution chain.
    g. If there is an override definition in effect and no more rows to process, restore the previous values of the override elements (SOVR's) for the current take override definition.

Online Forecasting and Balance Inquiry Processes

Two online absence processes can process future periods of time. You can use these processes to project future entitlement balances or to apply other absence-related business rules to future periods:

- Absence Forecasting

  Launch this process from the Absence Event Entry page after you enter actual or planned absences. The system executes a user-defined Forecast formula that returns an alphanumeric value that you define, plus a list of values for the elements that you identified when creating the Take definition. For example, your formula might determine if a payee has sufficient entitlement to cover an absence. If yes, the formula could display the value ELIGIBLE on the Absence Event Entry page and return the entitlement balance that remains after the future absence, the length of the requested absence, and other information that you find useful. You can require that a warning message be displayed if a user tries to save absence entries without running the Forecasting process first for certain absence takes.

- Balance Inquiry

  Launch this process from the Forecast Balance page, where you select a take element and enter the date as of which you want to see balances or other values returned.

The Absence Forecasting and Balance Inquiry processes simulate the Entitlement and Take processes. When you launch either process, the system finds the earliest calendar that has not been finalized for the payee and looks at each subsequent calendar (included in the calendar group template) up through the calendar in which the latest forecasted event (for the Forecasting process) or as of date (for the Balance Inquiry process) falls. The Absence Forecasting and Balance Inquiry processes select only those calendars that are associated with the payee's paygroup. Neither process directly affects the regular batch process. However the values resolved for the forecasting system elements can be used by other system elements in the regular batch process.

The Absence Forecasting process updates the forecast value and a date/time stamp (ABS_EVT_FCST_VAL and FCST_DTTM) on the event record (GP_ABS_EVENT). The Balance Inquiry process does not update the event record.

You identify which results you want to see—beginning entitlement, ending entitlement, absence duration, and so forth—when you define your absence take rules. At the end of a successful Forecasting or Balance Inquiry process, the results populate the table (GP_ABS_EVT_FCST). These results are overwritten each time you successfully run the Forecasting or Balance Inquiry process for the same payee. Data is not written to the results tables that are used by the Take and Entitlement processes, but to identical tables with the prefix GPX rather than GP_. When you run the Take process, the forecast value is written to the results table (GP_RSLT_ABS). Consequently:

- Historic rules return data from the last batch run, not the current run.
- Arrays that read from the result tables return data from the last batch run, not the current run.
- Writable arrays are not processed.

See Also

Chapter 12, "Defining Absence Elements," Defining Absence Take Elements, page 283

Chapter 12, "Defining Absence Elements," Defining Rules for Take Balance Inquiry, page 302

CHAPTER 12

Defining Absence Elements

This chapter provides an overview of absence element setup and discusses how to:

- Define absence types and reasons.
- Define absence entitlement rules.
- Define absence take rules.
- Prepare absence elements for use.
- Set up the Absence Forecasting and Balance Inquiry processes.

Understanding Absence Element Setup

This section discusses:

- Prerequisites.
- Setup guidelines and dependencies.
- Absence formulas.

Prerequisites

Before you define any absence elements, review the "Understanding Absence Management" chapter that provides an overview of absence features.

See Also

Chapter 11, "Understanding Absence Management," page 253

Setup Guidelines and Dependencies

You define the policies or rules that your organization follows for tracking and compensating payees for absences by creating absence entitlement and take elements. Absence entitlement elements define the conditions under which payees accrue paid time off and the amount of time that they can accrue. Absence take elements specify the rules that the Take process applies to determine whether an absence should be paid.

Consider the following factors before you begin your setup:

- Several absence features require the use of formulas.

  At a minimum, you define a day formula for the take definition. If you're creating entitlement elements that resolve per absence, you also define a per absence formula element. You cannot save the entitlement element until you enter the name of the formula on the Absence Entitlements - Calculation page.

- Entitlement and take elements are linked.

  When you define a take element, you specify which entitlement rules apply. If you define take elements before defining entitlement elements, return to the take pages in correction mode to select the entitlement elements.

- You assign an absence type to each absence take element.

  Absence types provide a way to group or categorize absences. You can assign the same absence type to more than one take element.

- Depending on your take rules, take elements can have several interdependencies.

  Mapping out the relationships between these elements can reduce setup time. Take elements are related when:

  - You enable payees to use an entitlement that is associated with another take when they exceed the entitlement balance.
  - You request the system to create a duplicate event for a second take element.
  - You prevent users from entering more than one absence for the same payee for the same day, but you want an error message to give information about the priority of the conflicting events.

- Entitlement, adjustments, balances, and other absence-related values are stated in the same units (hours, days, or some other period of time).

  For example, if you express entitlement in days, make sure that any supporting elements that define adjustments, balances, and other absence-related amounts also resolve to days. The units that you use to define absence elements must match the units that the users enter when they adjust or override an entitlement.

- Although you define most absence entitlement and take elements during implementation, you can create additional absence elements anytime.

  As your business needs change, we recommend creating new absence elements, rather than modifying existing elements. Changing existing elements can affect retroactive processing.

Absence Formulas

Formulas offer a convenient way to implement various absence management features. You can create different formulas for the features that you use or use the same formula in as many situations as you need to.

This table lists the absence-related formulas that you may need:

Formula and Page	Use	Element Populated	Value Returned
Per Absence Formula Element (Absence Entitlements - Calculation page)	Required for *per-absence* entitlement elements. Defines when to resolve entitlement. Resolved each day if the balance is needed during processing.		0 = do not resolve entitlement. Nonzero value = resolve entitlement.

Formula and Page	Use	Element Populated	Value Returned
Day Formula (Absence Take - Day Formula page)	Required for all take elements. Interprets each absent day and returns the units to compare to the entitlement balance. Always resolved per day.	DAY COUNT	Count that represents units for the absent day.
Offset Formula (Absence Take - Day Formula page)	Per-absence entitlements only. Automatically reduces beginning entitlement balance. Resolved immediately after a per-absence entitlement is resolved.		Count that can be added to or subtracted from the entitlement balance.
Conditional Formula (Absence Take - Day Formula page)	Defines conditions for generating an absence event for another take element.		Zero or nonzero value.
(Wait) Count Formula (Absence Take - Period page)	Returns the number of remaining days that a payee must be absent before a wait period is satisfied. Often the formula that is used for the Wait Count is the same as the formula that is used for the Day Formula. For example, *workday* could be counted.	WAIT COUNT	Count
Forecast Element (Absence Take - Forecasting page)	Used during the Forecasting process to evaluate an absence. The result of the formula appears on the Absence Event Entry page. Resolved for each day of an absence event. The system saves only the value that is resolved for the last day of the absence.	ABS EVT FCST VAL	Up to 30 alphanumeric characters.

Many system elements are designed for use within absence formulas and point to columns in the absence daily data table.

For example, assume that you use the system element named SCHED HRS in your Day Formula and that you define the formula, named WRK DAY, as follows:

```
IF SCHED HRS > 0
THEN 1 ->> WRK DAY
ELSE 0 ->> WRK DAY
END IF
```

The formula checks to see if scheduled hours are greater than zero. If they are, the day equals one workday. If they are not, it is not a workday. As long as there is at least one scheduled hour, the absent day is considered a workday.

The formula processes each row of the daily data for the specified period for the absence take element that is being processed. For each row, the system retrieves the value for SCHED HRS from the daily data table.

Note. Absence system elements in the rows of daily data reflect what the current process row contains. You can use other system elements in your formulas; however, the system resolves them only once—not for each row. For example, if you use a system element from the Job row, such as Department, the value for Department does not change for each row.

See Also

Chapter 6, "Defining Data Retrieval Elements," Working with System Elements, page 82

Defining Absence Types and Reasons

To set up absence types and reasons, use the Absence Take Types (GP_ABS_TYPE) component.

This section provides an overview of absence types and reasons and discusses how to define absence types.

Understanding Absence Types and Reasons

When you define an absence take element, you assign it an absence type that describes the category of the absence; for example, vacation or sick. You can specify whether an absence type applies to all countries or a specific country. For each absence type, you can define an unlimited number of absence reasons.

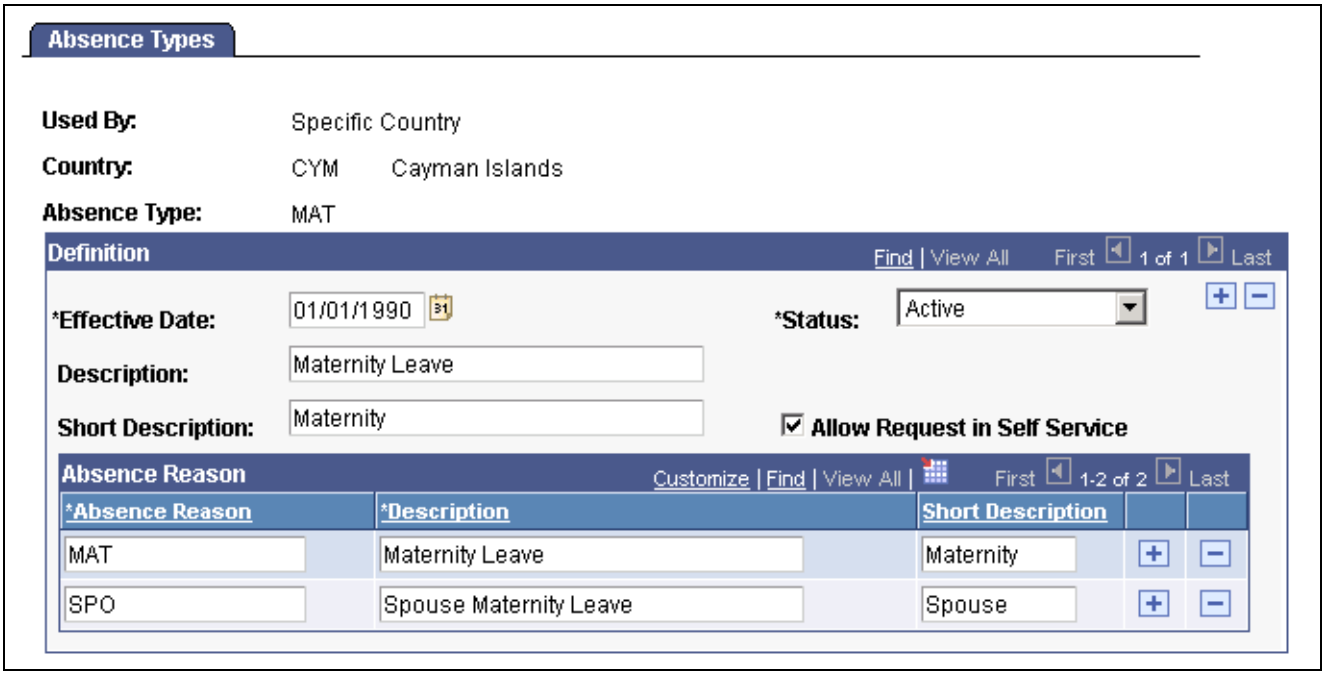
When reporting absence events, the system displays the absence type associated with the take that you enter. Entering an absence reason is optional. During the batch and online forecasting processes, the absence type and reason code populate system elements (for example, ABSENCE_TYPE, ABSENCE_TYPE_DB (absence type day before), and ABSENCE_REASON) that you can access within your absence formulas.

Page Used to Define Absence Types

Page Name	Object Name	Navigation	Usage
Absence Types	GP_ABS_TYPE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Take Types, Absence Types	Define the types of absences that your organization recognizes. You can define reasons in each absence type.

Defining Absence Types

Access the Absence Types page.



Absence Types page

Allow Request in Self Service Selecting this check box enables you to configure all associated take elements for self-service absence functionality.

Absence Reason Enter up to three alphanumeric characters for the Absence Reason code.

Defining Absence Entitlement Elements

Use the Absence Entitlements component (GP_ABS_ENTL) to create an absence entitlement element for each type of entitlement that your organization offers. For example, if you have separate accrual policies for sick time, vacations, maternity leave, and so on, create a separate entitlement element for each.

This section provides an overview of auto generated accumulators and discusses how to:

- Name entitlement elements and enable forecasting.
- Define an entitlement amount and accrual method.
- Define rounding and proration rules.
- Define accumulator rules for entitlement.
- Define the start date and length of the accumulator period.
- View auto-generated accumulators.
- Define supporting element overrides for entitlement elements.

Understanding Auto Generated Accumulators

When you define and save a new entitlement element, the system generates an accumulator to track the entitlement balance.

After you save the element, you can go to the accumulator definition and enter additional instructions for the balance accumulator:

- For frequency-based entitlements, you can specify an Initialize Rule if you want the system to carry forward all or part of the balance at the end of the accumulation period. If you do not select an Initialize Rule, the system sets the remaining balance to 0 at the beginning of the new accumulation period.
- For absence-based and frequency-based entitlements, you can configure the way the entitlement balance is updated by adding or removing elements that contribute to or deduct from the balance. The system uses the following formula to calculate the entitlement balance:

  Entitlement balance = Entitlement − Units Paid + Units Adjusted

  Units Paid and Units Adjusted are assigned elements that the system creates when it generates the accumulator for the entitlement balance.

Example

If you create an entitlement element called VACATION, the system automatically creates a balance accumulator for the entitlement. This table lists the elements defined on the Members page for the accumulator (suffix names may differ by country) and explains when the elements are resolved:

Element Name	Element Type	Accumulator Sign	When Resolved
VACATION (entitlement)	Absence Entitlement	Add	When entitlement is resolved.
VACATION_TAKE (units paid)	Auto-assign	Subtract	During the Take process the paid units are assigned to this element each day.
VACATION_ADJU (units adjusted)	Auto-assign	Add (positive or negative number)	When entitlement adjustment is resolved.

See Also

Chapter 5, “Defining General Element Information,” page 47

Pages Used to Define Entitlement Elements

Page Name	Object Name	Navigation	Usage
Absence Entitlement Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Entitlements, Absence Entitlement Name	Name the element and define basic parameters.

Page Name	Object Name	Navigation	Usage
Absence Entitlements - Forecasting	GP_FORECAST_SEC	Click the Forecasting link on the Absence Entitlement Name page.	Enable forecasting. for an entitlement element.
Absence Entitlements - Calculation	GP_ABS_ENTL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Entitlements, Calculation	Define the method of accruing entitlement, the entitlement amount, generation control, and enter instructions for adjusting the entitlement balance under certain conditions.
Absence Entitlements - Rounding/Proration	GP_ABS_RND_PRORTN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Entitlements, Rounding/Proration	Define rounding and proration rules for an entitlement element.
Absence Entitlements - Auto Generated Accumulators	GP_AUTOGEN_ACUM	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Entitlements, Auto Generated Accumulators	Define user keys for tracking entitlement balances and specify when the accumulation of entitlement occurs.
Absence Entitlements - Accumulator Periods for Element <name>	GP_AUTOGEN_SEC	Click the Accumulator Periods link on the Absence Entitlements - Auto Generated Accumulators page.	Define the start date and length of the entitlement accumulation period (for example, month-to-date or year-to-date) and select auto-generated accumulators to track entitlement, adjustments, and paid units.
Absence Entitlements - Generated Elements for Element <name>	GP_ABS_ACM_SEC	Click the View Generated Elements link on the Absence Entitlements - Auto Generated Accumulators page.	View the list of auto-generated accumulators for the entitlement element after saving the element's definition.
Absence Entitlements - Supporting Element Overrides	GP_ELM_DFN_SOVR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Entitlements, Supporting Element Overrides	Override the value of a supporting element that is used in the definition of the entitlement element. This page is also used for absence takes. See Chapter 12, "Defining Absence Elements," Pages Used to Define Absence Take Elements, page 287.

Naming Entitlement Elements and Enabling Forecasting

Access the Absence Entitlement Name page.

You must name every element and define its basic parameters on an Element Name page. All element components in Global Payroll share the same Element Name page (GP_PIN).

Enabling Forecasting

If the entitlement element that you're defining will be linked to a take element for which absence forecasting is enabled, click the Forecasting link at the bottom of the Absence Entitlement Name page to access the Forecasting page. Select the Forecasting Used check box.

To avoid degrading system performance, select the feature only for those takes and entitlements that you're interested in forecasting.

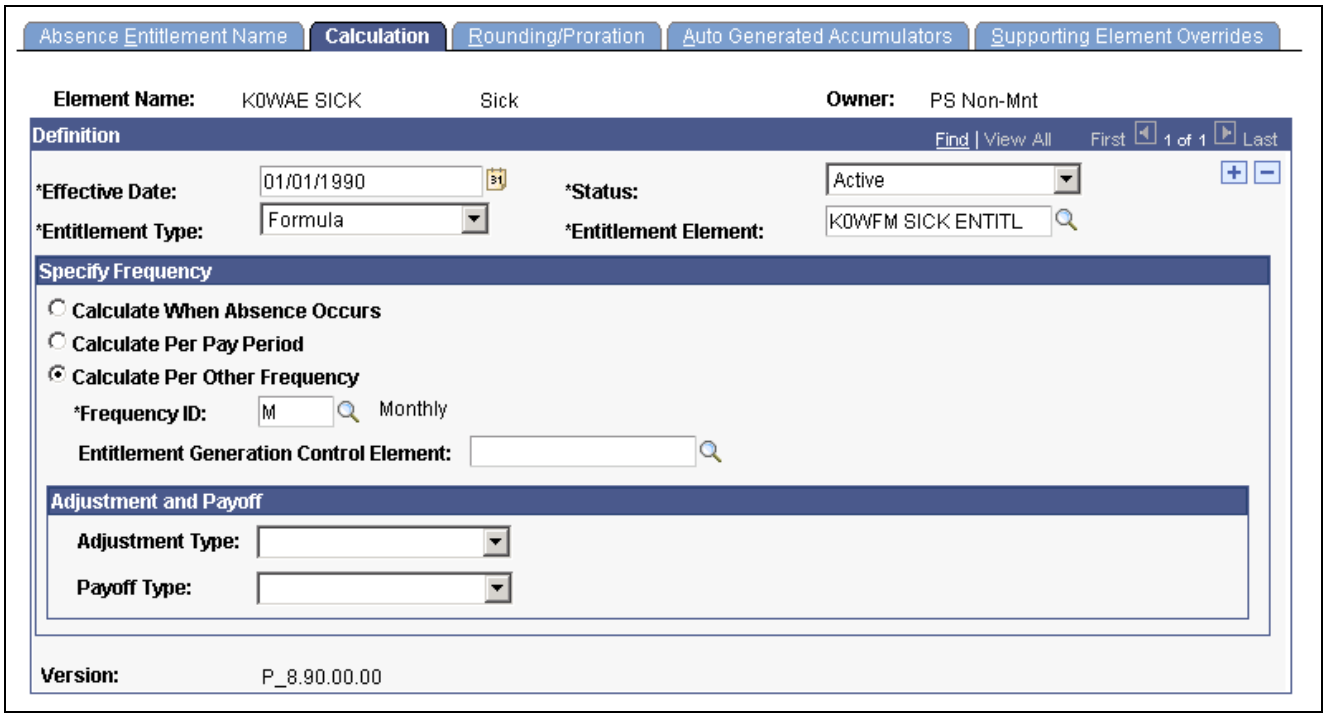
See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 68

Chapter 11, "Understanding Absence Management," Absence Management Features, page 256

Defining an Entitlement Amount and Accrual Method

Access the Absence Entitlements - Calculation page.



Absence Entitlements - Calculation page

Entitlement Type Select the type of element to use to resolve the entitlement amount. Values are *Accumulator, Bracket, Formula, Numeric, Payee Level, System Element, Variable.*

If you select *Payee Level*, the entitlement element is resolved only if the element is assigned to the payee on the Entitlement/Take Assignment page.

Entitlement Element If you selected a value other than *Numeric* in the Entitlement Type field, select the name of the element that calculates entitlement.

Entitlement Unit If you selected *Numeric* in the Entitlement Type field, type the number of units in this field.

Specify Frequency

The fields that appear in this group box vary according to the frequency option that you select.

Calculate When Absence Occurs Select to grant entitlement only when an absence occurs; for example, you want payees to accrue 42 days of entitlement for each illness. Clear to grant entitlement at a regular frequency such as monthly or annually.

Calculate Per Pay Period Select if the entitlement is frequency-based, and you want entitlement to accrue each pay period.

Calculate Per Other Frequency and **Frequency ID** Select if the entitlement is frequency-based and is to accrue at the frequency that you specify in the Frequency ID field. Frequencies include, but are not limited to *Annual, Daily, Weekly, Monthly, Quarterly,* and *Semimonthly.*

Note. Frequency values are defined in PeopleSoft Enterprise Human Resources.

The system uses the frequency to determine the entitlement amount to accrue each pay period. For example, if payees accrue one day of entitlement at a *Monthly* frequency, the system annualizes (calculates the annual entitlement) by multiplying 1 (day) by 12 (months). It uses the calendar period for the absence run to deannualize the amount. So, if payees' absences are run weekly, the system calculates the amount to accrue during each absence run by dividing 12 by 52. Therefore, payees accrue 12/52, or .23 days of sick time each pay period.

To deannualize entitlement using a frequency other than the pay period, select a generation control frequency in the Entitlement Generation Control Element field.

Per Absence Formula Element This field appears only if you selected Calculate When Absence Occurs. Select a formula element. When you run the Take process, the system resolves the day formula (defined for the take element on the Absence Take - Day Formula page) and evaluates the day to determine whether the entitlement balance is needed. If it is, the system resolves the per absence formula element.

If the condition is met (the formula returns a non-zero value), the Take process resolves the entitlement. If the condition is not met, the existing entitlement balance is used.

When a take element linked to this entitlement has a minimum pay period, eligibility period, or wait period, the per absence formula is executed only after these periods have been met.

Entitlement Generation Control Element Select a generation control element to limit the conditions under which the entitlement element is resolved. This field appears when you select Calculate Per Pay Period or Calculate Per Other Frequency.

For example, use generation control to restrict resolution of the element to active payees. If you are defining a frequency-based entitlement and you selected Calculate Per Other Frequency, you can select a generation control frequency element. The system uses the frequency that is defined by the generation control element, rather than the frequency of the pay calendar,

to deannualize the entitlement amount and to determine when to resolve the entitlement.

Adjustment and Payoff

For frequency-based entitlements, you can instruct the system to reduce or pay off all or a portion of a payee's entitlement balance when a certain event occurs. Use generation control to define when you want the adjustment to occur.

Adjustment Type Select the type of supporting element that returns the number of units that you want added to or deducted from the entitlement balance. The system *adds* the returned amount to the entitlement balance; to reduce the balance, be sure that the element returns a negative number. Select from these element types: *Accumulatr, Bracket, Formula, SystemElem,* or *Variable.*

Adjustment Element Select the name of the supporting element that is to return the adjustment units.

For example, let's say that payees can carry up to three months of unused vacation into the new year, at which time any unused entitlement is lost. On March 31, a payee has three unused vacation days carried over from the previous period. The element that you select in this field returns a value of -3.

Adjustment Generation Control Element This field is required if you completed the Adjustment Type field. Select the generation control element that identifies when the adjustment is to occur.

Payoff Type Use to compensate payees for all or some of the units that they will lose. Select the supporting element that returns the number of units that are to be paid off. Values are *Accumulatr, Bracket, Formula, SystemElem,* and *Variable.*

Payoff Element Select the name of the supporting element that is to return the units to be paid off.

Payoff Earning If you completed the Payoff Element field, select the earnings element with which the payoff units are associated. When you run the Take process, the system generates positive input for the target calendar that is specified on the current calendar.

Entitlement Carryover

When the system creates a new accumulator at the start of a new accumulation period, it assigns the value of the old accumulator to the system element named PREVIOUS VALUE ACCM. If you want entitlement balances to carry forward to the new accumulation period, you can create an initialization formula (on the Accumulator - Period page) that retrieves the old value from PREVIOUS VALUE ACCM and assigns its value to the formula. Add the formula element to the element member list for the accumulator (by selecting *Add* for the Accumulator Sign) through the Members page. When you do this, the value of PREVIOUS VALUE ACCM will be assigned to the formula, which will then be added to the balance accumulator. You can add the entire previous balance to the new accumulator, or whatever portion you want.

See Also

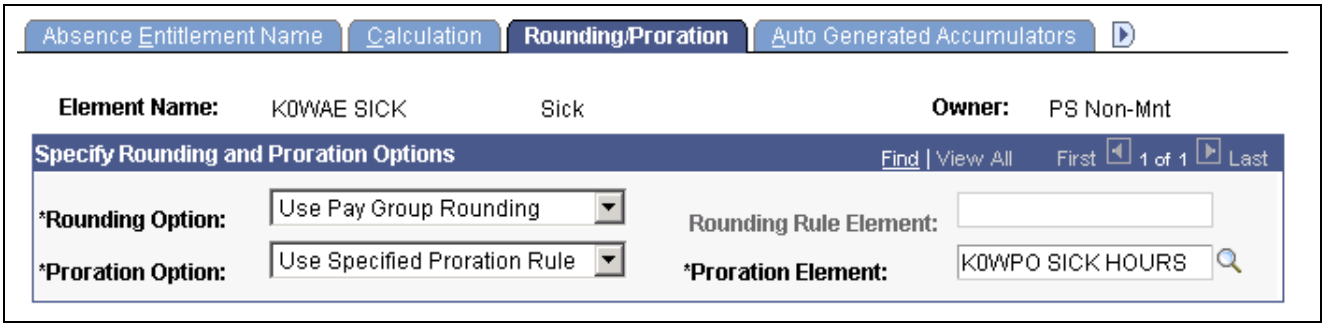
Chapter 7, "Defining Calculation Elements," Defining Generation Control Frequency, page 179

Chapter 7, "Defining Calculation Elements," Defining Generation Control Elements, page 170

Chapter 10, "Setting Up Accumulators," Defining the Period for an Accumulator, page 247

Defining Rounding and Proration

Access the Absence Entitlements - Rounding/Proration page.



Absence Entitlements − Rounding/Proration page

You can have the system round entitlement units or prorate those units when there is period segmentation. Proration applies to frequency-based entitlement only. If you select both a rounding rule and a proration rule, the system prorates and then rounds the entitlement units. Adjustment and payoff units are never rounded or prorated.

Rounding Option and **Rounding Rule Element**

To have the system round the entitlement units, specify where you defined the rounding rule by selecting one of the following values in the Rounding Option field.

*Use Pay Group Rounding:*The system applies the rounding rule that is defined for the payee's paygroup.

Use Specified Rounding: The system applies the rounding rule that you select in the Rounding Rule Element field.

Proration Option and **Proration Element**

These fields applies to frequency-based entitlements only. To prorate entitlement units when the pay period is segmented, specify where the proration rule is defined by selecting a value in the first field:

Use Pay Group Proration Rule: The system applies the proration rule that is defined for the payee's paygroup.

Use Specified Proration Rule: The system applies the proration rule that you select in the Proration Rule field.

Note. You can use the PRORATE system element to invoke proration for an entitlement element, even when there's no segmentation. You set the value of PRORATE to Y or N (yes or no) to activate and deactivate proration. For example, you might create a formula that sets PRORATE to Y, prior to processing the entitlement element. After the entitlement element, you reset the system element PRORATE to *N*.

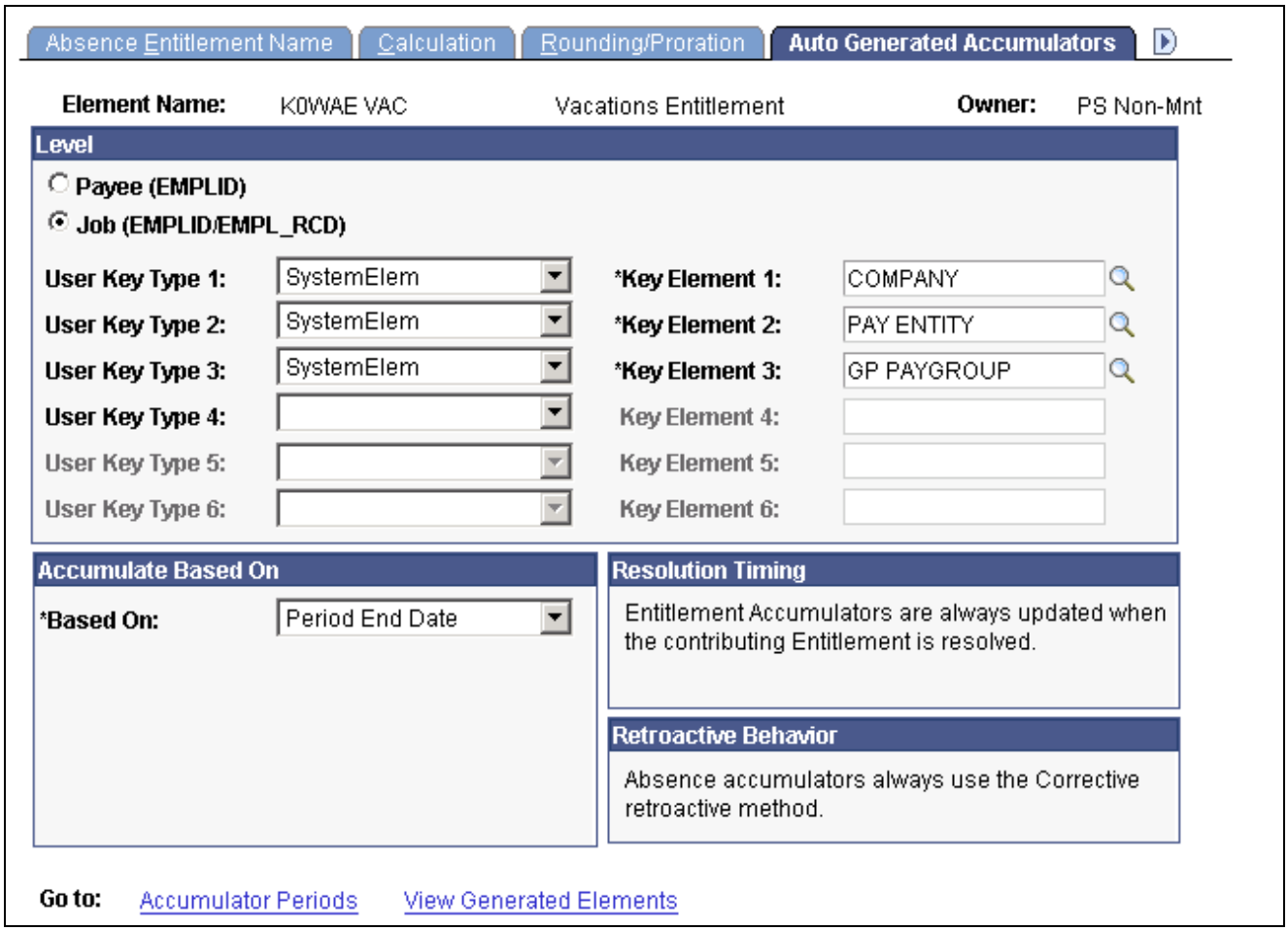
See Also

Chapter 7, "Defining Calculation Elements," Defining Rounding Rule Elements, page 160

Chapter 7, "Defining Calculation Elements," Defining Proration Rules, page 168

Defining Rules for Auto Generated Accumulators

Access the Absence Entitlements - Auto Generated Accumulators page.



Absence Entitlements - Auto Generated Accumulators page

The fields on this page are the same as the fields on the Accumulators - Level page in the Accumulators component. Only the settings that are specific to absence entitlement elements are described below.

Level

User Key Type 1...6 and **Key Element 1...6**

To have linked take elements share a per-absence entitlement balance when a user enters absence events with the same original begin date, you can select user keys to set up these instructions.

Select *SystemElem* for one of the user keys, and select *ORIG BEGIN DATE* (original begin date) in the corresponding Key Element field. On the Accumulator Periods for Element <name> page, select *Custom Period* in the Period field. In the Date field, select *System Element - Date* and select *ORIG BEGIN DATE* in the Begin Date Element field.

Now, when you enter two absence events for the same take element and both events have the same original begin date, the second event uses the entitlement balance of the first event.

Resolution Timing

Accumulator timing identifies when the entitlement balance accumulator is resolved. As the online message indicates, as each element contributing to the accumulator is resolved, the accumulator itself is also updated. The accumulator does not need to appear on the absence process list to be updated.

Retroactive Behavior

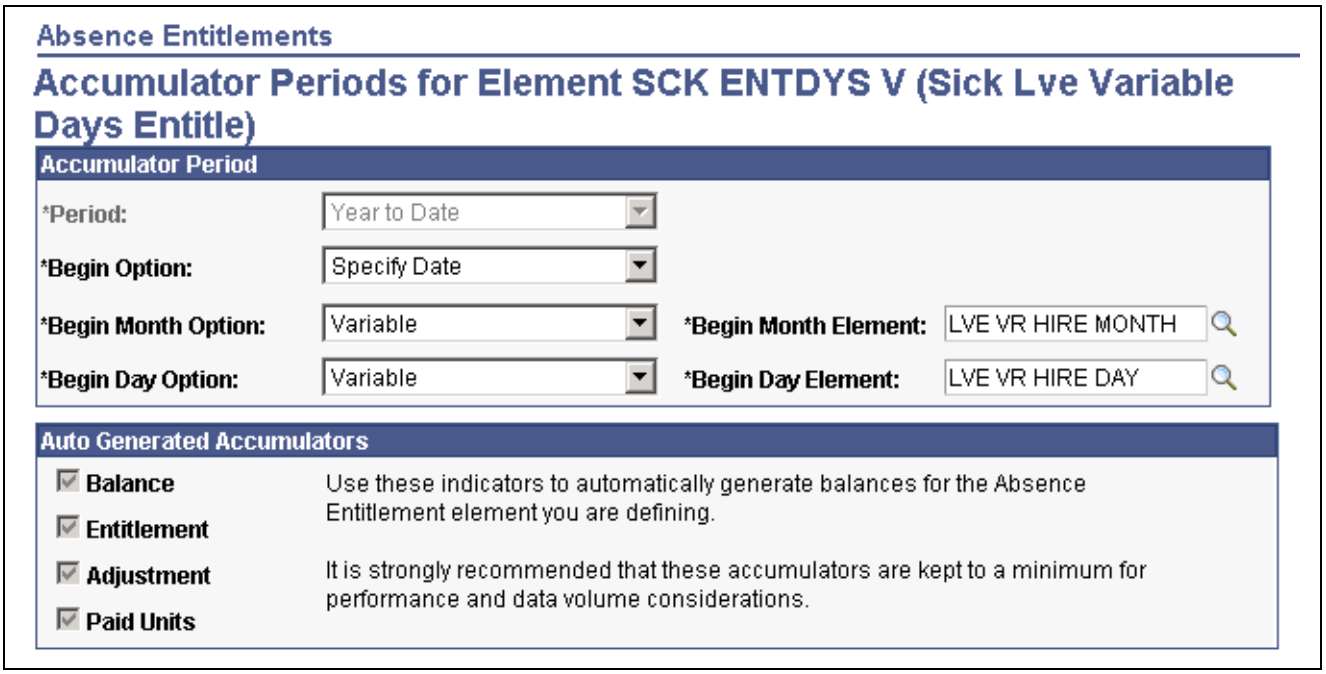
Retroactive behavior identifies how the accumulator is updated during retroactive processing. Absence accumulators always use the corrective retroactive method. The accumulator is updated with the newly calculated values of the member elements at the end of a retroactive recalculation.

See Also

Chapter 10, "Setting Up Accumulators," Specifying Keys and Timing for Accumulators, page 244

Defining the Start Date and Length of the Accumulator Period

Access the Absence Entitlements - Accumulator Periods for Element <name> page.



Absence Entitlements - Accumulator Periods for Element <name> page

Accumulator Periods

Period Select the period of time you want the accumulators to track. Depending on the option that you select, other fields may appear. Options are:

Calendar Period

Custom Period: If you select this option, complete the Date fields.

Month to Date: If you select this option, complete the Begin Option and Begin Day fields.

Quarter to Date: If you select this option, complete the Begin Option, Begin Month, and Begin Day fields.

Segment

Year to Date: If you select this option, complete the Begin Option, Begin Month, and Begin Day fields.

Date and **Begin Date Value** If you selected *Custom* in the Period field, select the type of supporting element that defines the start date of the accumulation period. Options are: *Bracket - Date, Calendar Date*, *Date, Formula - Date, System Element - Date,* and *Variable - Date.*

(*Calendar Date* enables you to choose a specific date; *Date* enables you to use a *Date* element.)

In the Begin Date Value field, select the name of the element that defines the date. Or, if you selected *Cal Date* in the first field, select a date in this field.

Begin Option If you selected *Quarter to Date* or *Year to Date* in the Period field, select the type of supporting element that defines the start date of the accumulation period. Options are:

Specify Date: The accumulation period will begin on the date you specify by completing the Begin Month and Begin Day fields.

Use Pay Entity Calendar: The accumulation period begins on the same day as the calendar that is defined for the pay entity.

Use Pay Entity Fiscal: The accumulation period begins on the same day as the fiscal calendar that is defined for the pay entity.

You define the pay entity calendar and fiscal calendar on the Pay Entity - Processing Details page.

Begin Month Option This field appears only if you select *Quarter To Date* or *Year To Date*. Select the month in which you want the accumulation period to begin.

Begin Day Option This field appears only if you select *Month To Date, Quarter To Date,* or *Year To Date*. Select the day of the month on which you want the accumulation period to begin.

Warning! If you change the Begin Month or Begin Day field after you run the Entitlement or Take process, accumulator results may be inaccurate.

Auto Generated Accumulators

When the system generates the accumulators, it automatically adds a suffix to each accumulator's name to identify what the accumulator represents: the balance, entitlement, adjustment, or paid units. For example, an entitlement element named Vacation might have accumulators named VACATION_BAL, VACATION_TAKE, and so forth.

Balance Selected by default to remind you that the system always creates a balance accumulator to track the unused entitlement units that a payee has accrued. When it creates the balance accumulator, the system also generates two system-assigned elements that contribute to the entitlement balance accumulator: Units Adjusted and Units Paid.

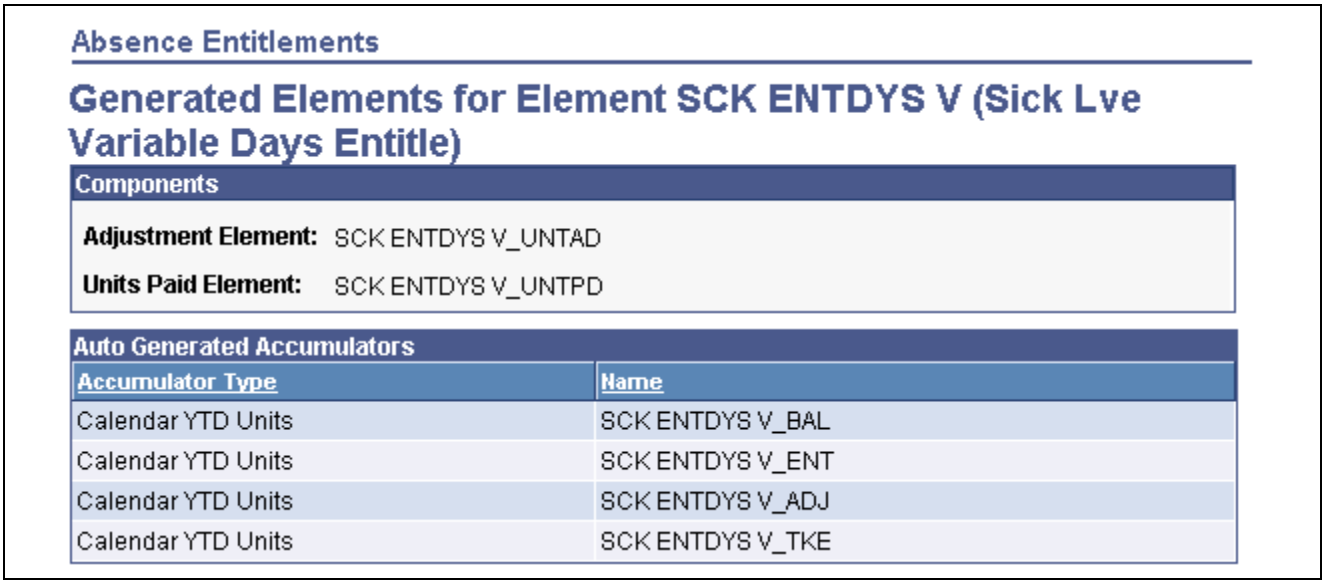
Entitlement Select to create a separate accumulator that tracks the total number of entitlement units that the payee has accrued during the accumulation period, including those that have been used.

Adjustment Select to create a separate accumulator for the automatically assigned Units Adjusted element. The accumulator tracks the adjustments that have been made, including manual and automatic adjustments.

Paid Units Select to create a separate accumulator for the automatically assigned Units Paid element. The accumulator tracks the total number of entitlement units the payee has used during the accumulation period.

Viewing Auto Generated Accumulators

Access the Absence Entitlements - Generated Elements for Element <name> page.


Absence Entitlements

Generated Elements for Element SCK ENTDYS V (Sick Lve Variable Days Entitle)

Components

Adjustment Element: SCK ENTDYS V_UNTAD

Units Paid Element: SCK ENTDYS V_UNTPD

Auto Generated Accumulators

Accumulator Type	Name
Calendar YTD Units	SCK ENTDYS V_BAL
Calendar YTD Units	SCK ENTDYS V_ENT
Calendar YTD Units	SCK ENTDYS V_ADJ
Calendar YTD Units	SCK ENTDYS V_TKE

Absence Entitlements - Generated Elements for Element <name> page

You can see the list of automatically generated accumulators after you save the entitlement element's definition.

Defining Supporting Element Overrides for Entitlement Elements

Use the Supporting Element Overrides page to override the value of a bracket, date, duration, formula, or variable element that is associated with the entitlement element

See Also

Chapter 18, "Setting Up Overrides," Defining Element Definition Overrides, page 456

Defining Absence Take Elements

Use the Absence Take (GP_ABS_TAKE) component to create an absence take element for each type of absence that your organization recognizes. For example, if you have separate rules for compensating sick time, vacation time, leaves of absence, and so on, create a separate take element for each.

This section provides an overview of absence take elements and discusses how to:

- Name take elements and enable configuration for forecasting.
- Define general calculation rules for take elements.
- Select the day formula, link earnings and deductions, and other take elements.
- Define absence take periods and linked absences.

- Define take rules for negative balances.
- Define absence take priorities.
- Define rules for absence forecasting.
- Define rules for balance inquiry.
- Define user defined result fields.
- Define supporting element overrides for take elements.

Understanding Absence Take Elements

This section discusses:

- Mapping.
- Eligibility, minimum absence, and wait period criteria.
- Linked absence takes.
- System elements for overwriting daily data from user-defined fields.

Mapping

You can instruct the system to generate a matching absence for another take element (such as TAKE2) when a user enters an absence for this take (for example, TAKE1). When you run the Take process, the system creates additional days in the daily absence results for TAKE2, using the same data that you entered for TAKE1, but applying the take rules that you defined for TAKE2. This feature enables you to evaluate a single absence event using more than one set of entitlement and take rules.

For example, your organization offers a supplemental sick plan in addition to the statutory sick plan. For payees to receive benefits from both plans when you enter sick time, you map the take element for your statutory plan (let's call it SICK) to the take element for the supplemental plan (let's call it SUPP SICK). Now, when a user enters an absence event for SICK, the system creates additional absence days for SUPP SICK. When the Take processing is complete, you can see these additional days in the daily absence results (GP_RSLT_ABS), but not in the absence event record (GP_ABS_EVENT). Define a linked absence take on the Absence Take - Day Formula page.

Eligibility, Minimum Absence, and Wait Period Criteria

When you define an absence take element, you can select up to three time periods that must be met before an absence can qualify for payment:

- Minimum absence

  Define the number of calendar days that an absence must last before it can be paid. If the minimum is not satisfied, the entire absence is unpaid.

- Eligibility period

  Specify the date that must be reached before an absence can be paid.

- Wait per absence

  Define a minimum waiting period per absence. An absence qualifies for payment only after the wait period has been satisfied. Only the days that exceed the wait period qualify. If you link related absences, you can specify that one wait period applies to all linked events or that a separate wait period applies to each event.

When you run the Take process, the system resolves the day formula, evaluates the day, and checks to see whether the period requirements have been met, in the order listed above. If the minimum pay period is not met, no further processing is done for that day, and the day count that is returned by the day formula is considered unpaid. If the minimum period is met, the system checks to see whether the eligibility period is met, and then the wait period. Define the criteria for eligibility, minimum absence, and wait periods on the Absence Take – Period page.

See Chapter 12, "Defining Absence Elements," Defining Absence Take Periods and Linked Absences, page 295.

Linked Absences Takes

You can instruct the system to link related absences that fall in a defined period of time. When occurrences of the same absence are linked, they can share the same per-absence entitlement or the same wait period. Define the criteria for linked absences on the Absence Take - Period page.

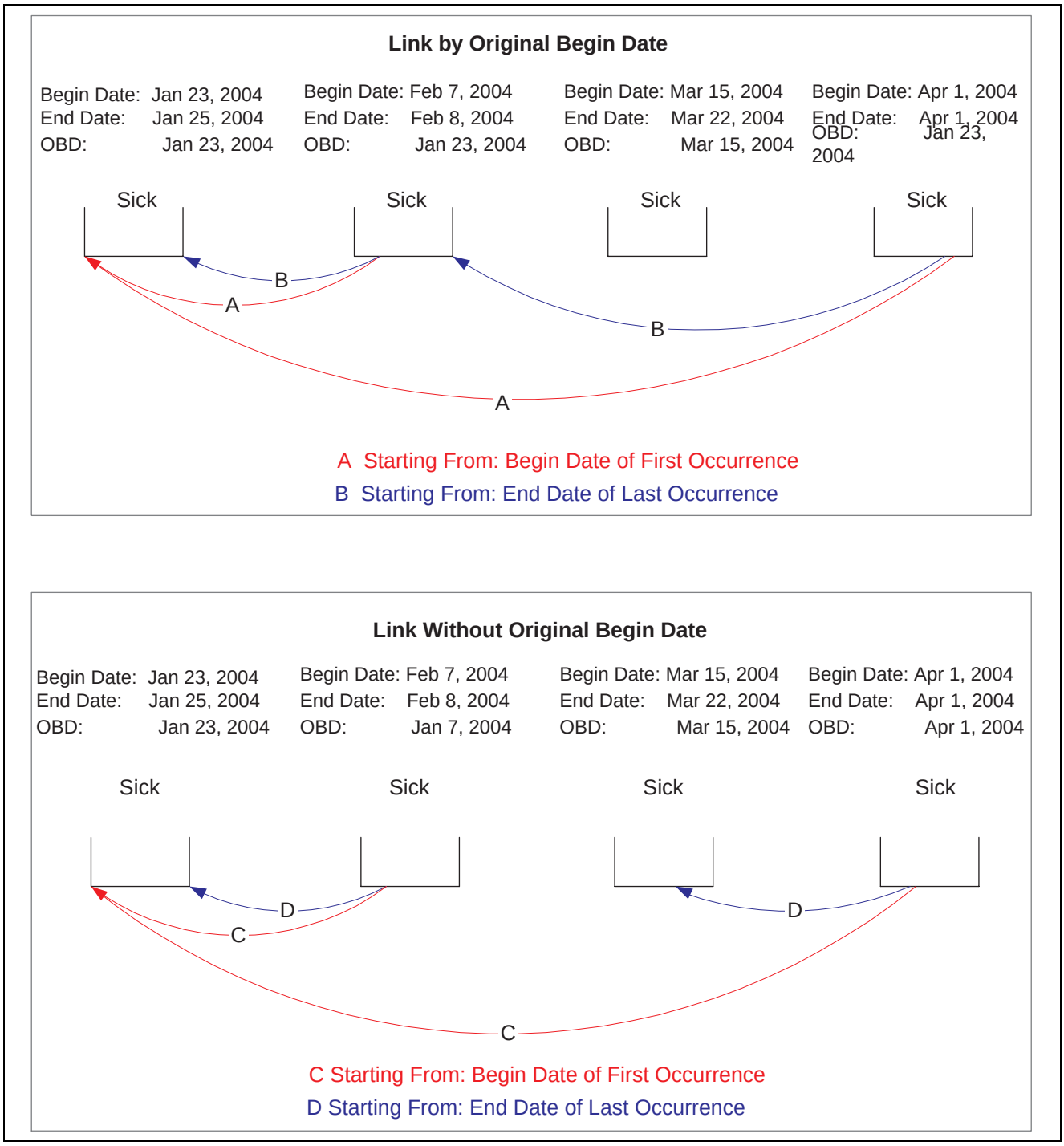
When you run the Take process, the system determines whether the new absence falls within the valid linking period. If it does, the system sets the system element named LINK YES-NO, which is associated with the new event, to YES. The per absence formula element (selected on the Absence Entitlements - Calculation page) refers to the value of the LINK YES-NO element to determine whether to resolve entitlement or to use the existing entitlement balance.

The system always compares the start date of the current event to the last matching absence event to determine whether the event falls within the linking period. You define what qualifies as the last matching event. If you specify that the Original Begin Date field on the Absence Event Entry page is used to identify linked absence, absence entries with the same absence type and original begin date are treated as one absence period.

For example, if a payee is out from January 23 to January 25 because of a broken leg and is out again from February 7 to February 8 for the same reason, this table shows how the absence is entered for the person on the Absence Event Entry page:

Absence Type	Reason (not entered online)	Begin Date	End Date	Original Begin Date
Sick	Broken leg	January 23	January 25	January 23
Sick	Broken leg complications	February 7	February 8	January 23

This diagram provides examples of how linking works:



Linking absences with and without original begin date

System Elements for Overwriting Daily Data from User Defined Fields

You can use up to 16 system elements to overwrite absence data that's entered into the user-defined fields (labeled Date 1, Date 2, Decimal 1, Decimal 2, and so on) on the Absence Event Input Detail page. When you run the Take process, the system writes the values that are assigned to the system elements to the daily data in the Absence Results (GP_RSLT_ABS) table in place of the user-entered values. You can use system elements to overwrite data for every day of an absence event or for selected days.

The following table lists the system elements, the corresponding fields that they overwrite in the Absence Results table, and the labels for the user-defined fields on the Absence Event Input Detail page:

System Element	Field Overwritten in Absence Results Table	Field Labels on Absence Event Input Detail Page
EVT CONFIGx DT UPD	EVT CONFIGx DT	Date 1, 2, 3, 4
EVT CONFIGx DC UPD	EVT CONFIGx DC	Decimal 1, 2, 3, 4
EVT CONFIGx CH UPD	EVT CONFIGx CH	Character 1, 2, 3, 4
EVT CONFIGx MN UPD	EVT CONFIGx MN	Monetary 1, 2, 3, 4

where x = 1, 2, 3, or 4

For example, say that a user enters a value of 100 USD in the Monetary 1 field (EVT CONFIG1 DC) on the Absence Event Input Detail page. Using the EVT CONFIG1 DC UPD system element, you can have the system write 150 USD to the result table for the first day of the absence event, and use the value entered by the user for the remaining days of the event

To use the system elements:

- Specify which user-defined fields can be overwritten.

  Select these fields on the Absence Take - User Defined Result Fields page.
- Use a formula or rule to define the conditions for assigning a value to the system elements.

See Also

Chapter 12, “Defining Absence Elements,” Defining Absence Take Periods and Linked Absences, page 295

Chapter 12, “Defining Absence Elements,” Defining User Defined Result Fields, page 302

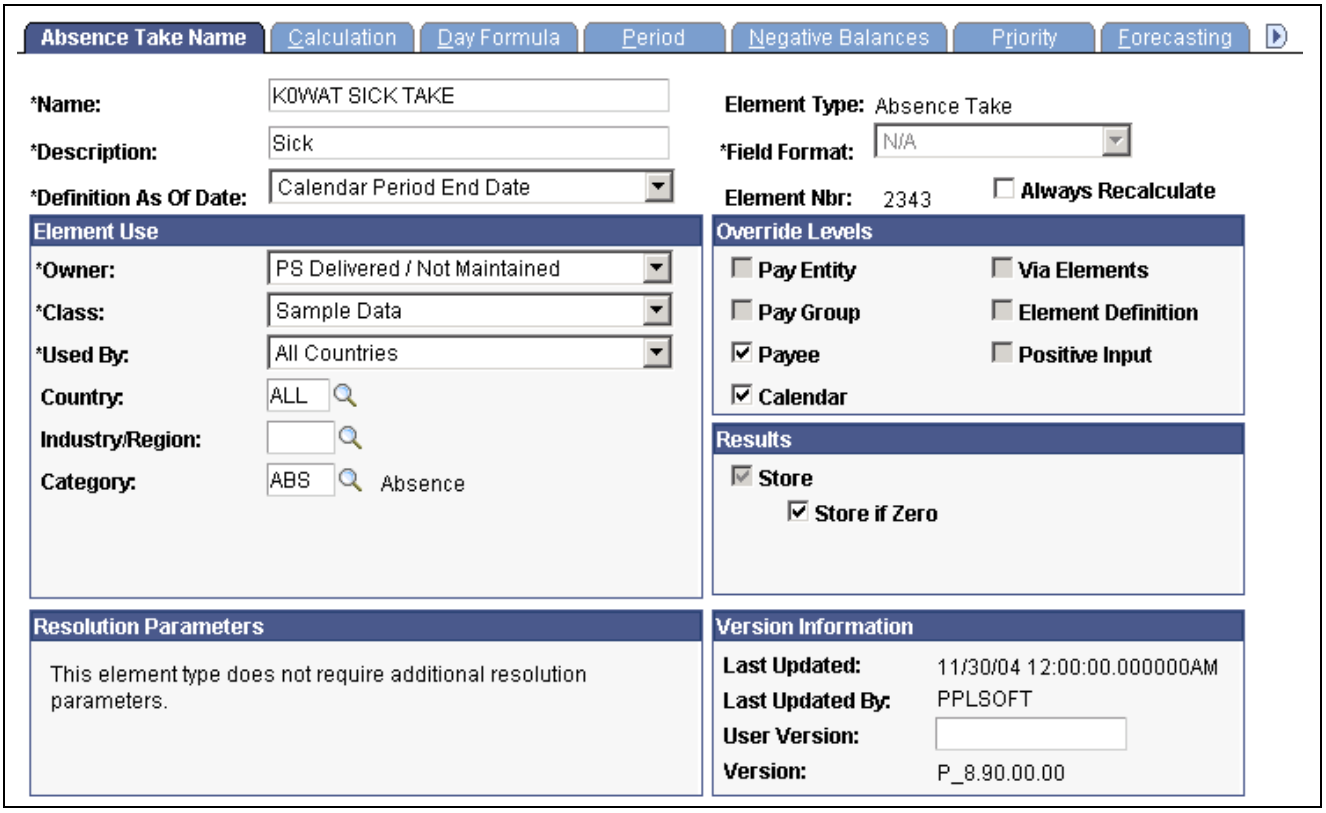
Pages Used to Define Absence Take Elements

Page Name	Object Name	Navigation	Usage
Absence Take Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Absence Take Name	Name the element and define basic parameters.
Absence Takes - Forecasting	GP_FORECAST_SEC	Click the Forecasting link on the Absence Take Name page.	Enable forecasting rules to be entered on the Absence Take - Forecasting page.
Absence Takes - Calculation	GP_RSLT_ADM_ABS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Calculation	Define general calculation rules for take elements, select the absence type, link entitlement elements, and specify whether absence events require online approval. Also contains user-defined fields.

Page Name	Object Name	Navigation	Usage
Absence Takes - Day Formula	GP_ABS_TAKE2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Day Formula	Specify the day formula for calculating the day count; linked earning and deduction elements; conditions for reducing the beginning entitlement balance; and mapped take elements.
Absence Takes - Period	GP_ABS_TAKE3	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Period	Define eligibility, minimum absence, or wait per absence requirements. Link related absences.
Absence Takes - Negative Balances	GP_ABS_TAKE4	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Negative Balances	Define negative balance rules (what happens when the entitlement balance is not sufficient to cover an absence).
Absence Takes - Priority	GP_ABS_TAKE5	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Priority	Specify if users can enter more than one absence for a payee for the same day and to assign a priority to absence takes if only one type of absence is allowed each day.
Absence Takes - Forecasting	GP_ABS_TAKE6	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Forecasting	Specify the formula to use for absence forecasting and the list of elements that are displayed by the Absence Forecasting process.
Absence Takes - Balance Inquiry	GP_ABS_TAKE7	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Balance Inquiry	List the elements that are displayed by the Balance Inquiry process.
Absence Takes - User Defined Result Fields	GP_ABS_TAKE8	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Used Defined Result Fields	Select the user-defined fields that can be overwritten by a system element during processing.
Absence Takes - Supporting Element Overrides	GP_ELM_DFN_SOVR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes, Supporting Element Override	Override the value of a bracket, date, duration, formula, or variable element that is used in the definition of the take element.

Naming Take Elements and Enabling Configuration for Forecasting

Access the Absence Take Name page.



Absence Take Name page

You must name every element and define its basic parameters on an Element Name page. All element components in Global Payroll share the same first Element Name page (GP_PIN).

Enabling Configuration of Forecasting

Before you can define forecasting rules for a take element on the Absence Take - Forecasting page, you need to enable the take element for forecasting. To do this, click the Forecasting link at the bottom of the Absence Take Name page to access the Forecasting page. Select the Forecasting Used check box. Select the Forecasting Required check box if users are required to run the forecasting process before entering an absence through the Absence Event Entry page.

To avoid degrading system performance, enable the forecasting feature only for those takes that you're interested in forecasting.

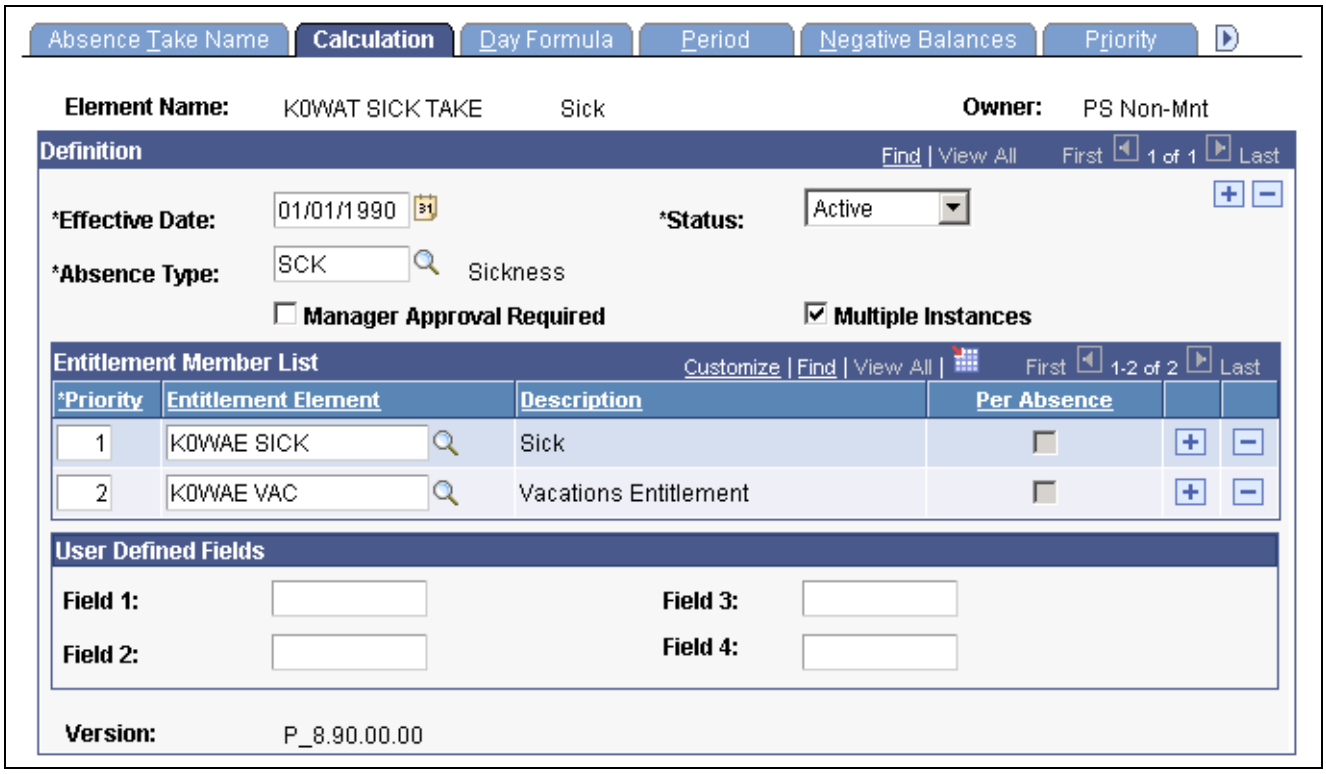
See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 68

Chapter 11, "Understanding Absence Management," Absence Management Features, page 256

Defining General Calculation Rules for Take Elements

Access the Absence Takes - Calculation page.



Absence Takes - Calculation page

Absence Type Select the absence type. You define absence types on the Absence Types page.

Manager Approval Required Select if a manager must approve every absence that is associated with this take. When a user enters an absence, someone must select this check box on the Absence Event Input Detail page, or the event will not be processed when you run the Take process. The system does not verify that the user who selects the check box is a manager.

Note. This field does not apply to absence requests entered through the self-service pages. Fields on the self-service setup pages control the approval requirements for these requests.

Multiple Instances Select to have the system create a separate bundle for the instances of positive input that are generated for the earning or deduction elements (associated with this take element).

For example, say that a payee is sick on two separate occasions during the January processing period:

- Event 1: January 1-2
- Event 2: January 20-22

If Multiple Instances is selected, the system creates one row of positive input for Event 1 and one row of positive input for Event 2, enabling you to report the two events separately on the payslip

Both Absence Begin Date and Absence Period Begin Date are populated when you select this check box, so select it if these dates are significant to your earning and deduction processing rules.

If this check box is cleared, the system bundles the positive input that is generated for all absence events that occur for this take during the same period. A single row of positive input will represent the consolidated absence events.

Entitlement Member List

Use these fields to link the take element to one or more entitlement elements. When you run the Take process, the system reduces entitlement balances in the order that you specify. For example, if you link vacation take to entitlement for floating holidays and then to vacation entitlement, the system uses the floating holiday entitlement until it's depleted and then reduces vacation entitlement.

All entitlement elements that you add to the Entitlement Member List must be of the same type: per-absence entitlement or frequency-based entitlement. The first element that you add to the list limits the choice of entitlement elements that you can add in subsequent rows.

Priority Enter up to three digits to identify the relative order in which the absence take should be applied to the entitlement element.

Entitlement Element Select the entitlement element that you want to link to the take element.

If you've already added a row for an entitlement element, you can select only absence-based or frequency-based entitlement elements, depending on the Specify Frequency option selected on the Calculation page.

Per Absence If the entitlement is absence-based (the Calculate When Absence Occurs option is selected on the Calculation page), the system selects this check box. The value that you select for the first row determines the type of entitlement elements that you can select in additional rows.

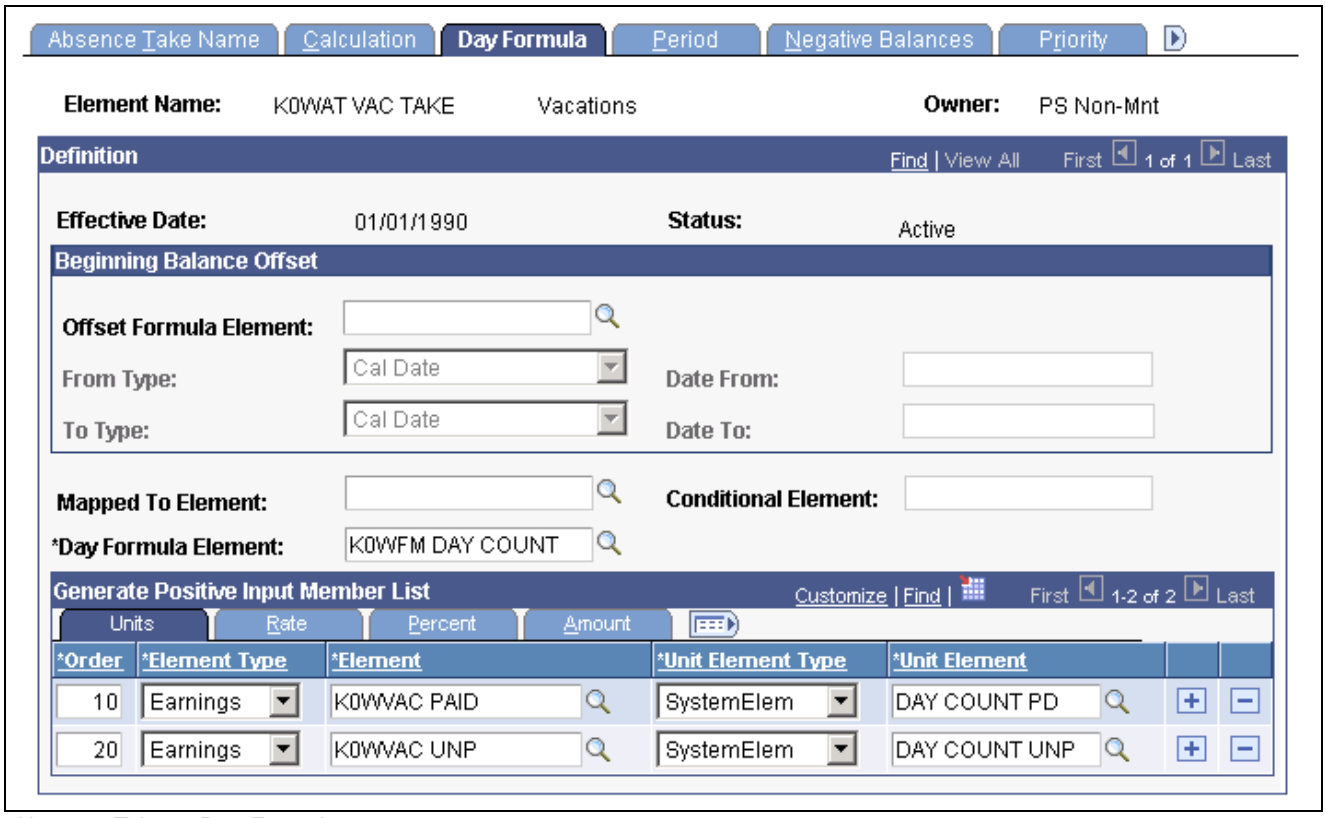
User Defined Fields

The system provides four user defined fields that you can use to add any information you want to the take definition. When you run the Take process, the data that you enter populates the TAKE CONFIG1 through TAKE CONFIG4 system elements.

Field 1: through **Field 4:** Enter up to 10 alphanumeric characters in each field.

Selecting the Day Formula, Linked Earnings and Deductions, and Other Take Elements

Access the Absence Takes - Day Formula page.



Absence Takes - Day Formula page

Beginning Balance Offset

If the take element is linked to a per-absence entitlement, select a formula that defines the conditions under which the beginning entitlement balance is reduced. The system executes the beginning balance offset formula only if the entitlement element is resolved (the conditional resolution formula is true).

You might use this feature to reduce entitlement when a payee has already received entitlement for related absences that occurred in the past. For example, you could use the beginning balance offset to reduce a sickness entitlement amount by the number of days that were used during the last 12 months.

Offset Formula Element

Select the formula that the system is to execute. The formula is executed each day of the period that you define in the Date From and Date To fields, but only if the entitlement element is resolved. It should return the number of units that you want the system to subtract from the beginning entitlement balance.

When the formula is executed, the system loops through the daily absence rows that are defined by the Date From and Date To fields and resolves the formula per row for every take element.

For example, your formula assigns a unit amount to each row (or day) that is associated with the variable SICK_PD_TAKEN. If the variable is a member of the entitlement balance accumulator and has an action of subtract, then each day that it resolves, it contributes to the accumulator and subtracts from the beginning entitlement balance.

It's important that the formula specify which take elements and events you want the system to consider. Your formula can look at any information in the daily absence rows.

From Type, To Type, Date From and **Date To**

Select the type of element that defines the begin *(From)* date or end *(To)* date of the period to which the formula is applied. Values are *Bracket-Date, Calendar Date, Date, Formula-Date, System Element-Date,* and *Variable-Date.* (*Calendar Date* enables you to select a date; *Date* enables you to use a *Date* element.)

In the Date From and Date To fields, select the name of the element that defines the date. Or, if you selected *Calendar Date*, select a date in this field.

Mapping Events

Mapped To Element

For the system to generate take for another take element at the same time that it generates take for this element, select the name of the linked element.

When the Take process resolves the element, it inserts a row of duplicate absence daily data for the current day that is being processed, but alters the take element and the take user-defined fields.

Important! The order in which you add mapped take elements to the take process list is critical. The element that you select in this field is always processed after its source element. Otherwise, the linked take element is not resolved.

Conditional Element

If you completed the Mapped To Element field, select a conditional formula that is executed for each day of the absence event to determine whether to generate a duplicate entry for the linked element.

If the formula returns an amount other than zero, or if you leave this field blank, a duplicate row is created.

Day Formula Element

Select the formula element that the system uses to evaluate each day of the absence event. The goal of the formula is to return the units for the absent day to compare to the absence entitlement balance. The Take process uses the take rules, the beginning balance, and the absent units to calculate the paid and unpaid units to pass to payroll.

The day formula interprets each absent day in any way that your plan requires. For example, if a payee is scheduled to work 8 hours but works only three hours, the day count formula determines whether this constitutes absence for a full day, half a day, no days, or five-eighths of a day.

For example, your day formula might look like this:

```
IF SCHED_HRS > 0
THEN 1 ->> WRK_DAY
ELSE 0 ->> WRK_DAY
END IF
```

Assume that a payee is on vacation from February 1 to 5:

Wednesday, February 1, 8 hours

Thursday, February 2, 8 hours

Friday, February 3, 8 hours

Saturday, February 4, 0 hours

Sunday, February 5, 0 hours

The day formula evaluates each day. When the system processes February 1, it populates the system element, SCHED HRS, and the day formula, *WRK DAY,* resolves to 1. On January 4, the payee is not scheduled to work. The system populates SCHED HRS with 0, so *WRK DAY* resolves to 0.

Generate Positive Input Member List

Complete these fields to have the Take process generate positive input for one or more earning and deduction elements with a calculation rule of Rate × Units or Rate × Units × Percent. Specify the supporting element that returns a value for the Units component of the calculation rule. You can also select the supporting elements that will return the percent, rate, and amount values.

Common Page Information

Order Enter up to three digits to specify the order in which the Take process should generates positive input for the earning or deduction elements when performing the day-by-day processing for this take. The lower the number, the sooner the element will be processed.

Order is important only if there are dependencies between the elements. For example, if data generated by Earnings1 is needed to resolve Earnings 2, assign Earnings1 a lower order number.

Element Type Select the type of element positive input that is to be generated when you run the Take process: *Deduction* or *Earnings.*

Element Select the name of the earning or deduction element for which the positive input should be generated.

Only earnings and deductions with a calculation rule of “Rate x Unit”, or “Rate x Unit x Percent” are allowed.

Units

Unit Element Type Select the type of supporting element that returns the value of the paid or unpaid units that are associated with the earning or deduction. The elements are:*Accumulator, Bracket, Formula, SystemElem,* or *Variable.*

For example, to return the number of paid units that are calculated by the day formula, you could select the system element DAY COUNT PD. Or, to return the number of unpaid units, you could select DAY COUNT UNPD.

To convert the units that are returned by the day formula—from days to hours, for example—use a formula element that uses the following system elements:

- DAY COUNT (result of the day formula)
- DAY COUNT PD (paid portion of the day formula)
- DAY COUNT UNPD (unpaid portion of the day formula)
- SCHED HRS (hours that the payee was scheduled to work)

Unit Element Select the name of the supporting element that returns the units that are associated with the earning or deduction element.

Rate

Select the Rate tab.

Rate Element Type Select the type of supporting element that returns the value of the Rate component. Values are: *Bracket, Formula, SystemElem,* or *Variable.*

The take process applies the instructions that you enter day by day. If the value of the Rate component changes (during the absence period, for example) the change is applied on the correct day.

For example, if payees receive 100 percent of their payment for an illness and the rate changes due to seniority, you might use a system element to retrieve the correct rate for the generated positive input.

Rate Element If you selected an element type, select the name of the supporting element that returns the value of the Rate component.

Percent

Select the Percent tab.

Percent Element Type If the calculation rule for the earning or deduction element is defined as Rate x Unit x Percent, select a supporting element that returns the value of the Percent component. Values are *Bracket, Formula, SystemElem,* and *Variable.*

The Take process applies the instructions that you enter day by day. If the value of the percent components changes (during the absence period, for example), the change is applied on the correct day.

For example, if payees receive 100 percent of their pay for the first 30 days of an illness and 75 percent for each day thereafter, you might use a bracket element that returns the appropriate percent, based on the length of the absence.

Percent Element If you selected an element type, select the name of the supporting element that returns the value of the Percent component.

Amount

Select the Amount tab.

Amount Element Type Select an element that returns the value of the amount component for the earning or deduction element.

The amount overrides any values returned by other components of the element's calculation rule. Although you can still select elements to return the rate or percent, the values of these components are not used for calculations.

Values are *Accumulator, Bracket, Formula, SystemElem,* or *Variable.*

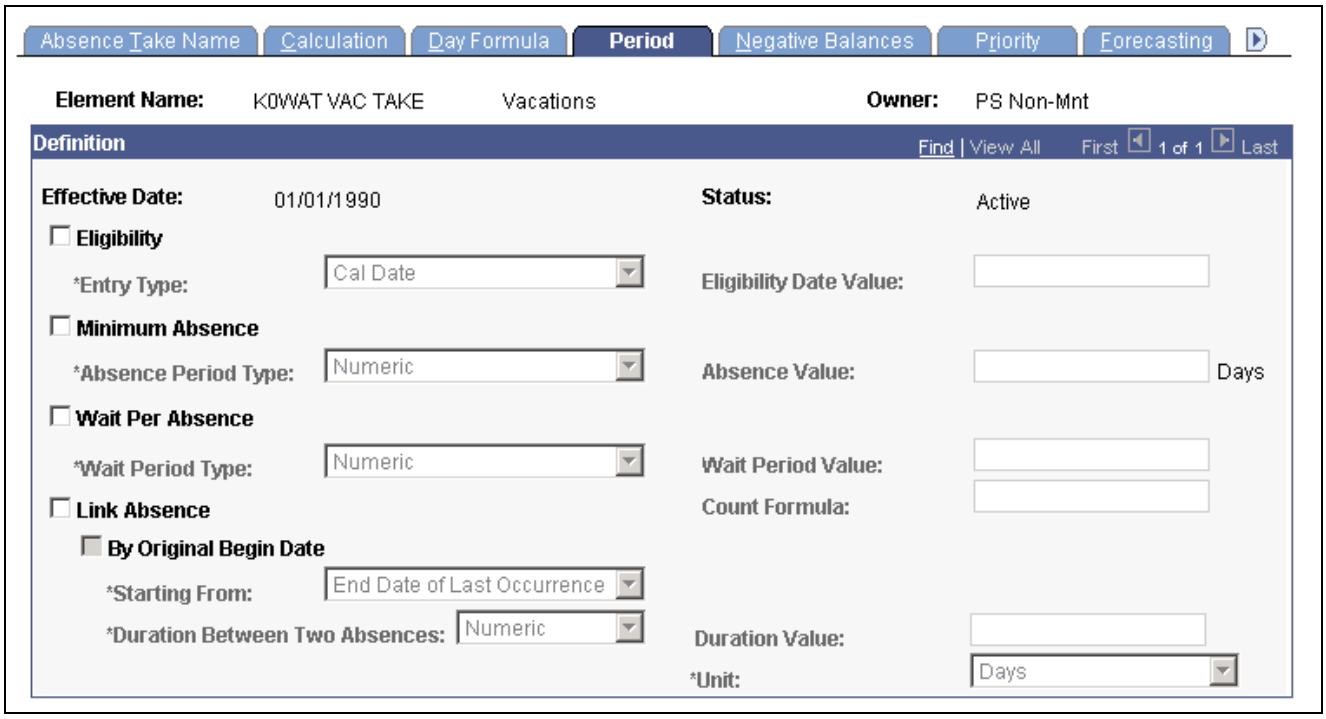
Amount Element Select the name of the element that returns the value of the Amount component.

See Also

Chapter 15, "Defining Processing Elements," page 359

Defining Absence Take Periods and Linked Absences

Access the Absence Takes - Period page.



Absence Takes - Period page

Eligibility

Complete the Eligibility, Entry Type, and Date Element or Eligibility Date Value fields if payees are eligible to use entitlement only on or after a certain date.

Eligibility — Select to define an eligibility period for this take.

Entry Type, Date Element and **Eligibility Date Value** — In the Entry Type field, select the type of supporting element that defines the eligibility date. The Take process treats days that are taken before the eligibility date as unpaid units. Absences that are taken on or after this date can be applied against the entitlement balance. For example, if the eligibility date is June 1, an absence on June 1 qualifies for payment.

Values are *Bracket, Cal Date, Date, Formula, System Element,* and *Variable. (Cal Date* enables you to select a specific date; *Date* enables you to select a date element.)

In the Date Element field, select the name of the element that defines the date. Or, if you selected *Calendar Date* in the Entry Type field, select the appropriate Eligibility Date Value field value.

Minimum Absence

Complete the Minimum Absence, Absence Period Type or Absence Period Element and Absence Value fields if payees must be absent a minimum number of calendar days before an absence event is paid. If the absence event is longer than the minimum period, the entire absence qualifies for payment. If the minimum period is not met, the entire absence is unpaid. (The system does not consider linked absences when determining whether the minimum period has been met. Linked absences are described below.)

The system refers to the end date of an absence to determine whether the minimum period has been met—even when the end date falls in a different calendar period.

Minimum Absence Select to define a minimum absence rule for this take.

Absence Period Type, Absence Period Element and **Absence Value** In the Absence Period Type field, select the type of supporting element that defines the minimum absence period. The period must be in calendar days. Values are *Accumulator, Bracket, Duration, Formula, Numeric, System Element,* and *Variable.*

In the Absence Period Element field, select the name of the element. Or, if you selected *Numeric* in the first field, enter up to 8 digits in the Absence Value field.

For example, if an absence of less than 4 days is unpaid, select *Numeric* in the first field and type *4* in the field to the right.

Wait Per Absence

Complete the Wait Per Absence, Wait Period Type, Wait Period Element or Wait Period Value, and Count Formula fields if each absence event must satisfy a minimum waiting period before it can be paid. When the minimum wait period is met, the payee can be paid only for the period of time that exceeds the wait period.

If you define a Wait Per Absence and also select the Link Absence check box on this page, you can create a formula that enables linked events to share the same waiting period.

Wait Per Absence Select to define a minimum waiting period for each absence.

Wait Period Type, Wait Period Element and **Wait Period Value** In the Wait Period Type field, select the type of supporting element that defines the number of remaining wait units the payee must be absent before the event can be paid. This element is resolved on the first day of the absence event.

Values are *Accumulator, Bracket, Duration, Formula, Numeric, System Element,* and *Variable.*

In the Wait Period Element field, select the name of the element. Or, if you selected *Numeric* in the first field, enter up to 8 digits in the Wait Period Value field. For example, if you select *Numeric,* and you enter *3* in the field to the right, the first three days of the absence are not paid.

If you select the Link Absence check box to link related events, you can have the value that is returned by a Period formula apply to the linked absence period, rather than to each event.

In a Period formula, you can reference one of the following system elements:

- LINK YES-NO (linked event, yes or no) is set to Yes if the current event is linked to a previous event.
- ABS CUM LINK WAIT (cumulative linked wait) captures the total wait units that are taken for the linked events and the current event.

  Values are stored on the absence results table and carried forward from period to period.

Count Formula If you selected Wait Per Absence, select a formula in this field. The count formula interprets the days that are to be counted against the wait period. This formula is similar to, and usually the same as, the day formula, though this is not a requirement. For example, you might want the day formula to consider workdays and the count formula to consider calendar days.

The count formula is resolved each day of the absence event until the wait period is met.

Note. For payees to be compensated for partial hours worked on the day that the waiting period is met, the count formula must be the same as the day formula.

Linking

Link Absence Select to have the system link related absences.

By Original Begin Date Select to have the system link the current absence event to the last absence event with the same original begin date.

If you do not select this check box, the system treats the event begin date as the original begin date.

Starting From Specify the start date that the system uses to determine if a linked absence falls within the allowed period. When you run the Take process, the system compares the first day of the current absence event to the date that you specify in this field. If the period is greater than that defined by the Duration Between Two Absences field, the absences are not linked. Values are:

End Date of Last Occurrence: The system looks at the end date of the last matching event. (If you selected By Original Begin Date, the last matching event is the last event with the same original begin date.)

Begin Date of First Occurrence: The system looks at the begin date of the first matching event.

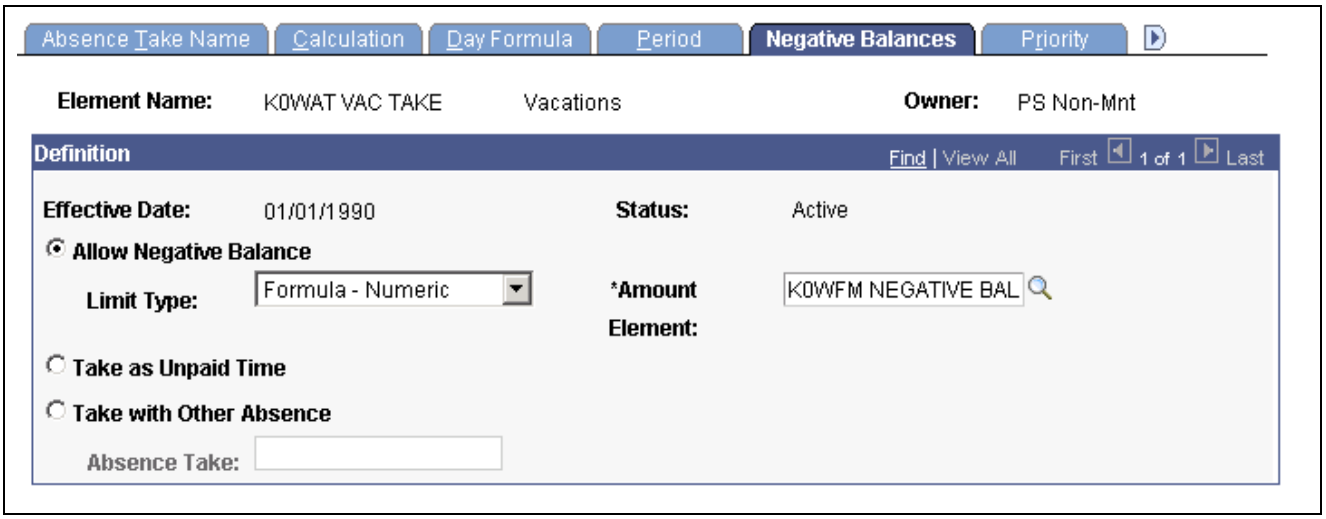
Duration Between Two Absences, Duration Value, Duration Element and **Unit** In the Duration Between Two Absences field, select the type of element that defines the duration period. Values are *Accumulator, Bracket-Numeric, Duration, Formula-Numeric, Numeric, System Element-Numeric,* and *Variable-Numeric*.

In the Duration Element field, select the name of the element that defines the duration period. If you selected *Numeric* in the Duration Between Two Absences field, enter the number of units in the Duration Value field.

In the Unit field, select the unit of measurement you want to use. Values are *Days, Months,* and *Weeks.*

Defining Take Rules for Negative Balances

Access the Absence Takes - Negative Balances page.



Absence Takes - Negative Balances page

On this page, you specify what the system is to do if a payee's absence take exceeds the entitlement balance; that is, if the entitlement balance drops below zero. You can enable payees to:

- Carry a negative balance up to the limit that you specify.
- Take the absence as unpaid time.
- Use the accrued entitlement that is associated with another type of absence.

Negative balance rules do not take effect until the payee has depleted all the linked entitlements that are defined on the Calculation page.

Allow Negative Balance — Select if your organization allows employees to take more paid time than they have accrued. Absence time that exceeds accrued entitlement is paid up to the limit that you specify.

Limit Type, Amount Element and **Limit Value** — To limit the amount of negative entitlement balance allowed, select the supporting element that defines the limit. Any take that exceeds the limit will populates the DAY COUNT UNP system element. A limit of 3, for example, indicates that up to three days will be paid.

In the Amount Element field, select the name of the element. If you selected *Numeric* in the first field, enter a number in the Limit Value field.

Take as Unpaid Time — Select to process any take that exceeds the entitlement balance as unpaid time. When you run the Take process, the system element DAY COUNT UNP is populated with the number of unpaid units. (To have unpaid units processed as a deduction, add the deduction element to the grid at the bottom of the Day Formula page.)

Take with Other Absence and **Absence Take** — Select if payees can apply the entitlement that is associated with another type of absence to this take.

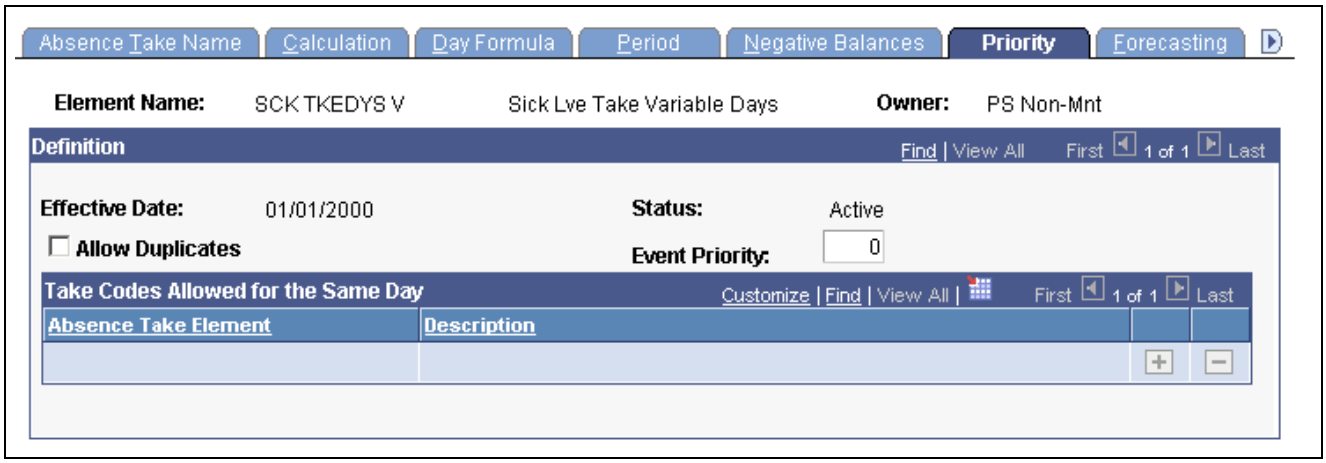
In the field to the right, select the take element that is associated with the entitlement that you want to use.

For example, your organization pays 100 percent of salary for the first 60 days of maternity leave and 50 percent for the next 30 days. You create two take elements, one called Maternity60 and another called Maternity30. When you define Maternity60, you select Take with Other Absence and link to the Maternity30 element. When the payee's actual maternity leave is entered on

the Absence Event Entry page, all 90 days are entered, using the Maternity60 element. The system pays the first 60 days at 100 percent, depleting the maternity entitlement. The system then redirects the next 30 days to the Maternity30 element; that is, it adds a new row for each day after the sixtieth day, using the redirected element.

Defining Absence Take Priorities

Access the Absence Takes - Priority page.



Absence Takes - Priority page

Allow Duplicates

Select to enable users to enter more than one absence for the same day on the Absence Event Entry page. For example, if an employee has a two-hour union meeting in the morning and takes six hours of vacation on the same day, select Allow Duplicates to enable the user to enter and save the two absences for the same day. Clear this check box to prevent users from entering more than one absence for the same day.

When a user enters multiple events for the same day on the Absence Event Entry page and tries to save the entries, the system displays a message. If the user clicks OK, the system applies the take definition with the highest priority for the date in conflict (that is, the event with the lowest priority number).

You designate the priority of the take element in the Event Priority field. The priority number appears on the Absence Event Entry page when you enter an absence using this take element.

Using the same example, if you want the system to display the above message when a user tries to save the entries for a union meeting and vacation that occur the same day, do not select Allow Duplicates.

Event Priority

You can specify the priority of this absence take element in relation to others by entering a unique number of up to three digits in this field. Lower numbers represent higher priority.

When a user tries to enter more than one type of absence for the same day, and duplicates are not allowed, the system displays a message that provides information about take priorities. It also enables the user to invoke a process that causes the system to use the take definition with the highest priority for the date in conflict.

Take Codes Allowed for the Same Day

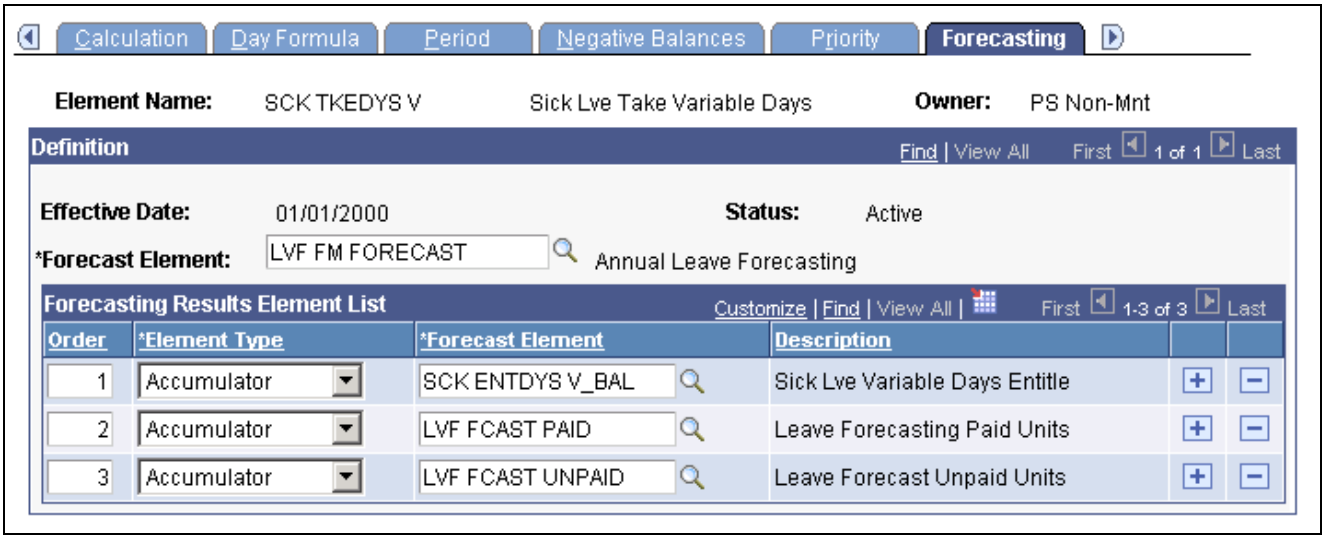
Absence Take

If you selected Allow Duplicates, specify the types of absences that can be taken the same day. Add a row for each allowable absence take element. Select at least one element.

When you run the Take process, the system calculates total partial hours that were written to the results table for events that occurred on the same day. It returns the total to the system element named ABS CUM PARTIAL HR. (You might consider creating a formula that generates an error if scheduled hours exceed total partial hours.)

Defining Rules for Absence Forecasting

Access the Absence Takes - Forecasting page.



Absence Takes - Forecasting page

Complete the Forecasting page if you want users to be able to run the Forecast process when entering absences.

Note. To enter information on this page, the Forecasting Used check box must be selected on the Forecasting page that you access through the link at the bottom of the Absence Take – Name page.

Forecast Element

Select the formula that you want the system to resolve during the Forecasting process.

Only formulas with a field type of character are allowed. The system resolves this formula for each day of the absence event immediately after the day is evaluated (after the DAY COUNT, DAY COUNT PD, and DAY COUNT UNPD elements are resolved). It stores the last resolved value.

As an example, say you want your formula, named FM ELIG, to return a value of ELIGIBLE or NOT ELIGIBLE depending on whether a payee has enough entitlement to cover an absence. Your forecast formula might look like this:

```
IF DAY COUNT UNP > 0
THEN NOT ELIGIBLE >> FM ELIG
ELSE ELIGIBLE >> FM ELIG
ENDIF
```

Forecasting Results Element List

This group box controls what appears on the Absence Forecast Results page (in the Absence Event Entry component) after you run the Forecasting process. Select the elements for which you would like to view results. For example, you may want a duration element to display the length of the absence and an accumulator element to display the entitlement balance.

The elements that you select should be those that are normally resolved during absence processing. Element types are: *Accumulator, Bracket, Date, Duration, Formula, System Element,* and *Variable*.

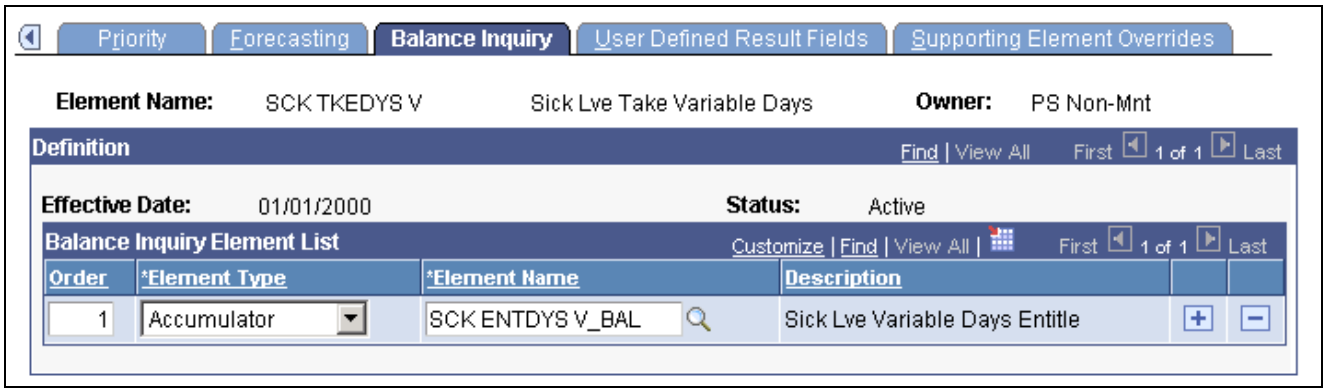
See Also

Chapter 11, "Understanding Absence Management," Absence Entry Features, page 259

Chapter 12, "Defining Absence Elements," Absence Formulas, page 270

Defining Rules for Take Balance Inquiry

Access the Absence Takes - Balance Inquiry page.



Absence Takes - Balance Inquiry page

Note. To enter information on this page, the Forecasting Used check box must be selected on the Absence Take Name page.

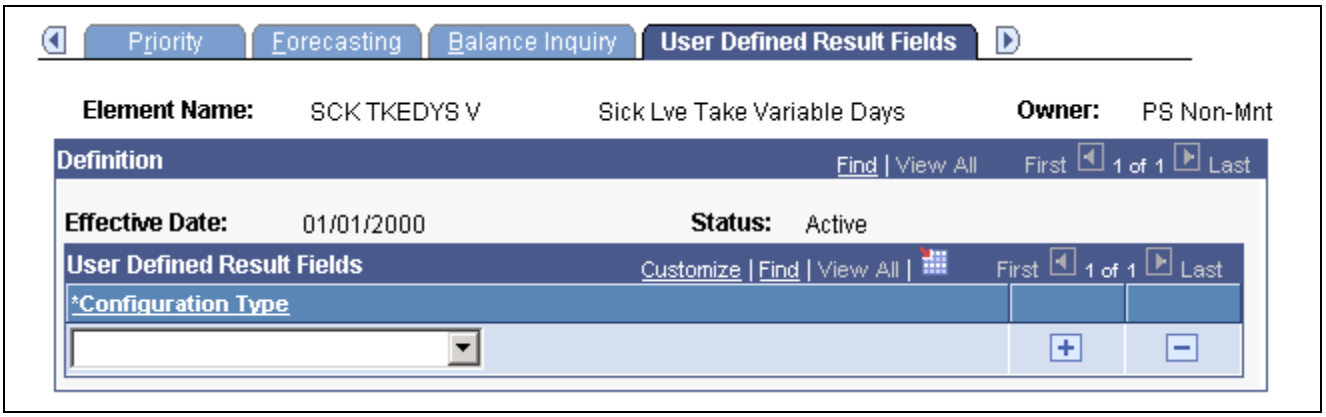
Balance Inquiry Element List

This group box controls what appears on the Forecast Balance page after you run the Balance Inquiry process. Select the elements for which you would like to view results; for example, accumulators that track entitlement balances for the take, and system elements that help explain the balances.

Element types are: *Accumulator, Bracket, Date, Duration, Formula, System Element,* and *Variable.*

Defining User Defined Result Fields

Access the Absence Takes - User Defined Result Fields page.



Absence Takes - User Defined Result Fields page

In the Configuration Type field, select the user-defined fields that can be overwritten by a system element. During batch processing, the value that's assigned to the corresponding system element will overwrite the user-entered value in the absence results table (GP_RSLT_ABS). Select only those fields that you will use in your rules.

For example, to specify that the value a user enters in the Date 3 field on the Absence Event Input Detail page can be overwritten, select *User Defined Date 3* in the Configuration Type field.

See Also

Chapter 12, "Defining Absence Elements," Understanding Absence Take Elements, page 284

Defining Supporting Element Overrides for Take Elements

You can use the Supporting Element Overrides page to override the value of a bracket, date, duration, formula, or variable element associated with an absence take element. This page is described in the chapter titled "Understanding Overrides".

See Also

Chapter 18, "Setting Up Overrides," Defining Element Definition Overrides, page 456

Preparing Absence Elements for Use

Once you've created absence entitlement and take elements, follow these steps to prepare them for use:

1. Assign elements to payees.

   Begin by adding the elements to an element group. (Element groups are linked to eligibility groups, which are linked to paygroups. A paygroup is associated with each payee.) Payees can accrue entitlement and be paid for absences only when they are associated with absence elements. Exception: It is not necessary to assign per-absence entitlement elements to payees. When you assign related take elements, payees are eligible for the per-absence entitlement. To assign entitlement elements that are defined at the Payee Level (you selected *Payee Lvl* in the Entitlement field on the Absence Entitlements - Calculation page), use the Entitlement/Take Assignment page.

2. Add elements to the absence processing framework.

Sections tell the system which elements to resolve during processing. You can create a separate section for the entitlement and take processes, or you can create one section for both, depending on your organization's needs. Per-absence entitlement elements do not need to be included on a process list through a section. They are processed automatically when the Take program processes the related take element.

See Also

Chapter 14, "Defining the Organizational Structure," Defining Element Groups, page 343

Setting Up Forecasting

To set up forecasting, use the Absence Forecast Transactions (GP_TXN) component.

This section provides an overview of how to enable absence forecasting and balance inquiry, and discusses how to:

- Create a transaction definition.
- Filter absence events from the forecasting process.

Understanding How to Enable Absence Forecasting and Balance Inquiry

Before using absence forecasting or balance inquiry, you must activate these features for each absence take and entitlement element to which they apply, except for per-absence entitlement elements. For example, to forecast entitlement for vacations only, you activate forecasting for the vacation take and vacation entitlement elements.

Following is an overview of steps to enable absence forecasting or balance inquiry:

1. Define forecast formulas for absence takes (absence forecasting only).

   A forecast formula evaluates an absence according to the business rules you define. For example, your formula might determine if there is sufficient entitlement to cover an absence and, if not, what action to take. It returns a user-defined character string that appears on the Absence Event Entry page. For example, it might display "Eligible" or "Success" if there is enough entitlement to cover an absence. The system resolves the forecast formula for each day of the absence, immediately after it resolves the day count, day count paid, and day count unpaid. Only the last value of the formula is stored and is moved to the Absence Event table (GP_ABS_EVENT) during the Absence Forecasting process. The value is also moved to the results table (GP_RSLT_ABS) when the event is processed during the Absence Take process.

   The formula can check to see if there are any unpaid units for the day and why the units are unpaid—perhaps because of a waiting period. To determine this, you refer to other absence system elements, such as the beginning wait balance, ABS BEGIN WAIT BAL, and the ending balance, ABS END WAIT BAL.

   You can use the results of the forecast formula to invoke other actions. For example, you might create a formula, that when resolved to Eligible, populates the units element that is used to generate positive input. (You select the Units element on the Take - Day Formula page.)

2. Enable forecasting and/or balance inquiry for the take element on the Forecasting page that you access through the Element Name page.

   a. For absence forecasting, indicate whether forecasting is allowed (select Forecasting Used) or required (select Forecasting Required).

   b. For balance inquiry, select Forecasting Used.

3. Complete the Take - Forecasting and Take - Balance Inquiry pages, as applicable.
    a. For absence forecasting, select the forecast formula and the elements that are to return the results of the forecast process on the Take - Forecasting page.
    b. For balance inquiry, select the elements that are to return the results of the balance inquiry process on the Take - Balance Inquiry page.
4. Enable forecasting for associated entitlement elements.

    Repeat step 2 for each linked, frequency-based entitlement element.
5. Enable forecasting for redirected take elements.

    If you've redirected this take element to another take element on the Take - Negative Balances page, follow step 2 for the redirected take element and its associated entitlement elements.
6. Create a Calendar Group template.

    When you run the Forecasting or Balance Inquiry process, the system must know which absence calendars to refer to so that it can identify the elements to process, the period of time to evaluate, and so on. Use the Calendar Group page to select the applicable absence calendars. (These should be the same calendars that you use when running the Take and Entitlement processes.) Also select the Use as a Template check box on the Calendar Group page to indicate that the calendar group is to be used by the forecasting process.

    The template should cover the forecasting period, which runs from the earliest calendar that has not been finalized for the payee to the end date of the latest absence event (or the as of date, for Balance Inquiry). Most likely, you'll want the calendar group to span one or more years. (It can include up to 225 calendars.) The template should also include all paygroups whose employees could be forecasted.
7. Create transaction definitions.

    Use the Transaction Definition page to link the calendar group template (created in the previous step) to the absence forecasting or balance inquiry process. If you plan to use both processes, create a transaction definition for each. When you launch the Forecasting or Balance Inquiry process, the transaction ID tells the system which calendar group to look for.
8. Specify the status of the absence events to be considered by the Forecasting process.

    You have the Forecasting process consider only those absence events that are in one of the statuses that you specify. Use the Forecasting Filters page to select the statuses.

See Also

Chapter 11, "Understanding Absence Management," Absence Entry Features, page 259

Chapter 24, "Entering and Processing Absences," Viewing Current Entitlement Balances and Running the Balance Inquiry Process, page 645

Chapter 24, "Entering and Processing Absences," Forecasting Entitlement During Absence Entry, page 641

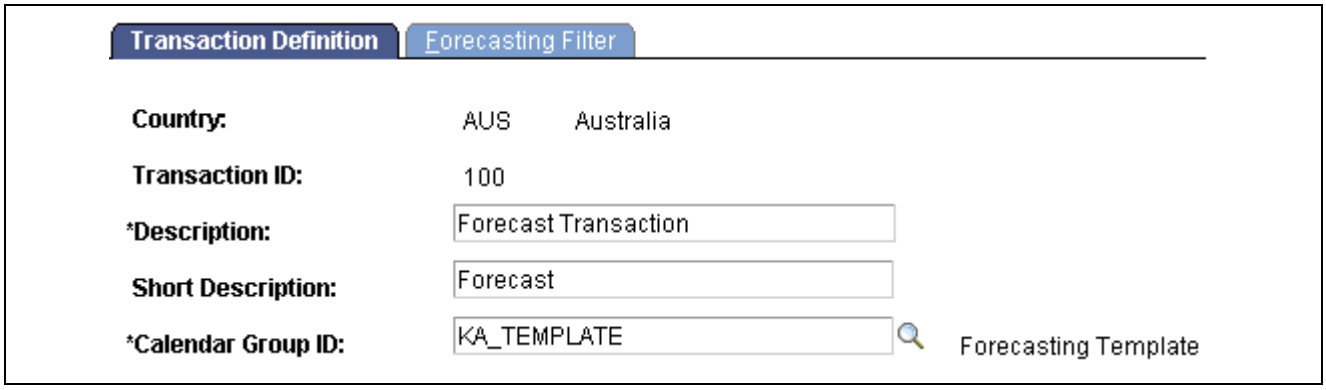
Chapter 16, "Using Calendars," Defining Calendar Groups, page 403

Pages Used to Create a Transaction Definition and Filter Absence Events

Page Name	Object Name	Navigation	Usage
Transaction Definition	GP_TXN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Forecast Transactions, Transaction Definition	Create a transaction definition by linking a calendar group template to the Absence Forecasting process or Balance Inquiry process. A transaction definition is linked to a specific country.
Forecasting Filter	GP_TXN_FILTER	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Forecast Transactions, Forecasting Filter	Select the status of the absence events that the system is to consider when you run the Forecasting process.

Creating a Transaction Definition

Access the Transaction Definition page.



Transaction Definition page

Transaction ID Values are:

100: Absence Forecasting process.

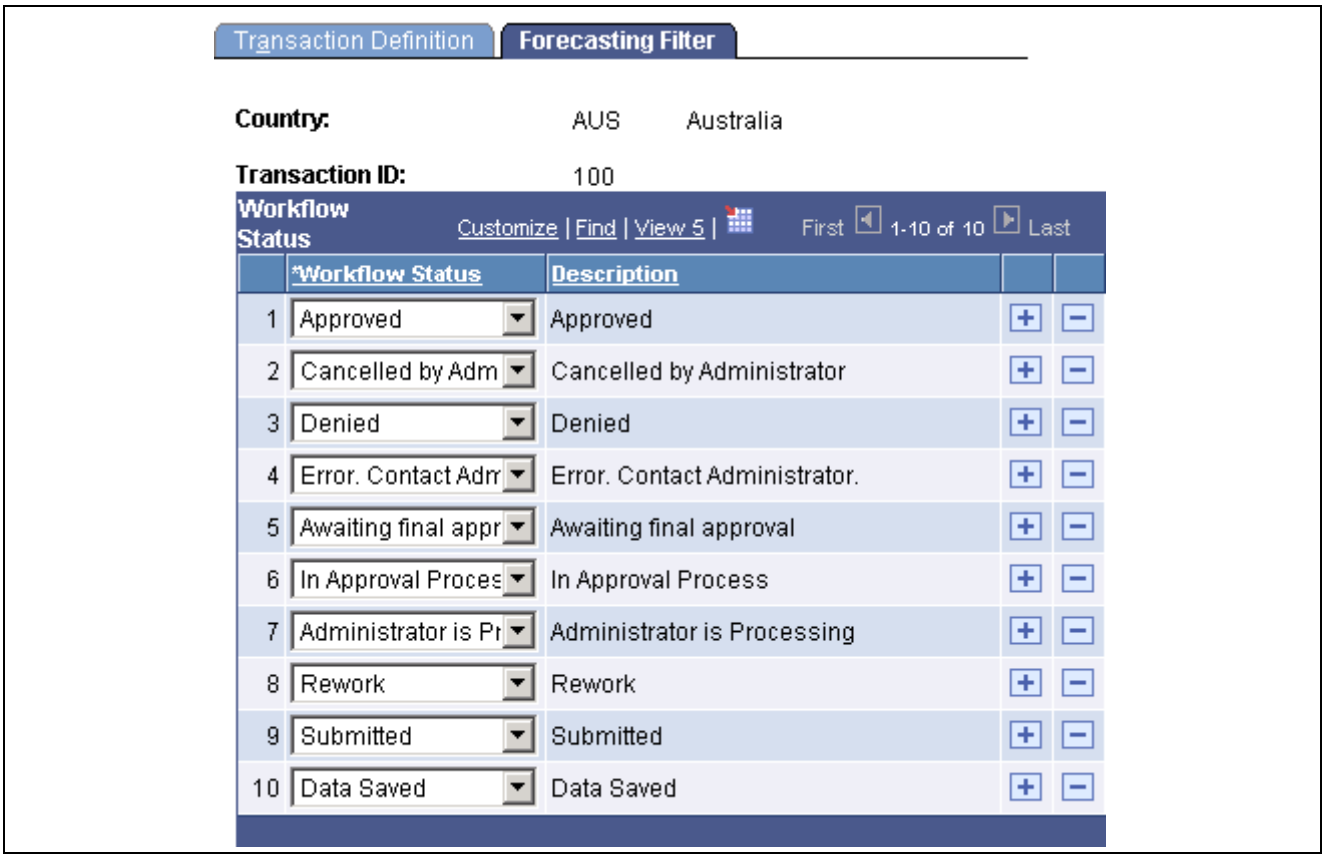
110: Balance Inquiry process.

Note. You can define one of each type of transaction ID per country.

Calendar Group ID Select the appropriate calendar group ID. You can choose from the list of calendar group IDs that have been set up as templates.

Filtering Absence Events by Status

Access the Forecasting Filter page.



Forecasting Filter page

The system uses status values, such as Saved, Submitted, and Approved, to track and manage the approval of absence requests.

Use this page to specify which absence request statuses the system is to consider when a self-service user runs the Forecasting process. For example, you may want the Forecasting process to evaluate only those absence requests that have a status of Approved. In this case, you would select *Approved* in the Workflow Status field.

CHAPTER 13

Using Schedules

This chapter provides an overview of work schedules and discusses how to:

- Create and view work schedules.
- Validate schedules.
- Define holiday schedules.
- Assign schedules.
- Use self-service scheduling features for managers.
- Use self-service scheduling features for employees.

Note. Global Payroll and PeopleSoft Enterprise Time and Labor use many of the same pages and records for schedule setup and assignment. If you're using both applications, you need to create and assign schedules only once. The information that displays on the scheduling pages may vary somewhat, depending on which application you use to access them.

See Also

Chapter 38, "Integrating with PeopleSoft Enterprise Time and Labor," Sharing Work Schedules with Time and Labor, page 1025

PeopleSoft Enterprise Time and Labor 8.9 PeopleBook, "Defining Work Schedules"

Understanding Work Schedules

In Global Payroll, work schedules provide a way to communicate and manage workforce attendance expectations. They also enable the absence process to determine when a payee's absence falls on a scheduled work day. For exception time reporting payees, you set up schedules and enter exception data. For positive time reporting payees, the system compares reported hours with schedules to determine pay.

This section discusses:

- Types of schedules.
- Types of shifts.
- Schedule definitions and calendars.
- Rotating schedules.
- Self-service scheduling features.
- Schedule settings.

Type of Schedules

You can define three main types of schedules:

- Punch schedules include punch detail such as In, Out, Meal, Break, and Transfer.
- Elapsed schedules show the duration of time to be worked—for example, eight hours on Monday.
- Flex schedules are practical when a payee has some flexibility to begin and end the workday.

Types of Shifts

A shift represents a set of punch types from which it is built. You can create three types of shifts:

- Elapsed shifts

  Define one elapsed punch entry for the shift, such as an elapsed shift of 8 hours, which is nonclock time. Elapsed shifts cannot exceed 24 hours.

- Punch shifts

  Use punch shifts to create shifts that define specific work times. Punch shifts are defined by an in punch and the first subsequent instance of an out punch. Other punches such as break, meal, or transfer, can occur between the in and out punches. Punch times are associated with each punch. The duration of a punch can be entered, or the system can calculate the duration when the next punch time is entered.

- Flex (flexible) shifts

  The system supports flexible shifts, giving payees latitude for beginning and ending shifts. You can enter core, required hours and the weekly number of hours that the flexible shift requires, but the system uses the weekly information only if you set up an array for processing.

  See Chapter 6, "Defining Data Retrieval Elements," Defining Array Elements, page 87.

Example: Flex Shifts

Type of Flex Shift	In Punch	Out Punch	Scheduled Hours	Flex Start	Flex End	Flex Weekly Hours
1 Flex Band	06:00	18:00	8	09:00	15:00	40
2 Flex Range	06:00	19:00	8			40
3 Flex Core	00:00	23.59	8 (daily average)	09:00	15:00	40
4 Flex Core Plus	00:00	23.59	8	09:00	15:00	40

In this example:

1. Payees begin and end their workdays within a range of flexible hours in the morning and afternoon (begin between 06:00 and 09:00 and end between 15:00 and 18:00). They must work 8 hours a day, 40 hours a week and must work during the core hours, 09:00 to 15:00. A payee's begin and end times can vary daily within the flexible hours.
2. Payees work any 8 hours during the day, within a range of flexible hours (between 06:00 and 19:00), and there's no company-defined core period. They must work 40 hours a week.

3. Payees work anytime during the week, provided that they work 40 hours a week and during the core hours, 09:00 to 15:00. A payee's begin and end times can vary daily within the flexible hours, and the length of the workday can vary, provided that the weekly 40-hour requirement is met.
4. Payees work 40 hours a week and during the core hours, 09:00 to 15:00. A payee's begin and end times can vary daily within the flexible hours, but the workday must be 8 hours.

Schedule Definitions and Schedule Calendars

A schedule definition defines a work schedule and is identified by a schedule ID. After creating schedule definitions, you can assign them to paygroups and payees. The same schedule can be assigned to multiple paygroups. You also have the option of creating and assigning a personal schedule to a given payee.

The system uses schedule definitions to derive schedule calendars and to resolve payee schedules. A schedule calendar is a range of dates with specified work and nonwork time.

Rotating Schedules

You can define rotating schedules that enable you to assign the same schedule to several payees with different start dates. For example, a basic rotating schedule for a continuously operating factory operation might consist of:

- Seven days
- One off
- Seven afternoons
- One off
- Seven nights
- Five off

To keep the factory staffed 24 hours, seven days per week, there are four groups, or rotations, of workers. Each rotation uses the same schedule, but the actual days are staggered so that there is always one rotation covering each of the shifts. This table represents what the actual rotations would look like for a month:

Start Day	Rotation 1	Rotation 2	Rotation 3	Rotation 4
1	Day	Off	Afternoon	Night
2	Day	Afternoon	Off	Night
3	Day	Afternoon	Night	Off
4	Day	Afternoon	Night	Off
5	Day	Afternoon	Night	Off
6	Day	Afternoon	Night	Off
7	Day	Afternoon	Night	Off
8	Off	Afternoon	Night	Day
9	Afternoon	Off	Night	Day
10	Afternoon	Night	Off	Day

Start Day	Rotation 1	Rotation 2	Rotation 3	Rotation 4
11	Afternoon	Night	Off	Day
12	Afternoon	Night	Off	Day
13	Afternoon	Night	Off	Day
14	Afternoon	Night	Off	Day
15	Afternoon	Night	Day	Off
16	Off	Night	Day	Afternoon
17	Night	Off	Day	Afternoon
18	Night	Off	Day	Afternoon
19	Night	Off	Day	Afternoon
20	Night	Off	Day	Afternoon
21	Night	Off	Day	Afternoon
22	Night	Day	Off	Afternoon
23	Night	Day	Afternoon	Off
24	Off	Day	Afternoon	Night
25	Off	Day	Afternoon	Night
26	Off	Day	Afternoon	Night
27	Off	Day	Afternoon	Night
28	Off	Day	Afternoon	Night

Self-Service Scheduling Features

Self-service scheduling pages are available to managers and payees. Managers can use these pages to view schedules, view payee's scheduling preferences and change schedule assignments, and create schedules for individual payees. Employees can use these pages to view their monthly schedules and to enter personal scheduling preferences.

Schedule Settings

Use the Schedule Settings page to define the labels to display for punch types, the range of dates for the Dates table (TL_DATES_TBL), and other scheduling settings. The Dates table stores date-related information, such as the day of week, day of month, and calendar year that the system needs to build calendar schedules.

See Also

Chapter 3, “Introducing the Core Application Architecture,” Defining Schedule Settings and Loading Dates, page 32

Chapter 13, “Using Schedules,” Using Scheduling Self-Service for Employees, page 330

Chapter 13, “Using Schedules,” Using Self-Service Scheduling Features for Managers, page 331

Creating and Viewing Schedules

To create schedules, use the Schedule Group (SCH_GROUP), Shifts (SCH_SHIFT), Workdays (SCH_WRKDAY), and Definitions (SCH_DEFINITION) components.

This section provides an overview of schedule creation and discusses how to:

- Define schedule groups.
- Set up shifts.
- Define workdays.
- Create schedule definitions.
- Define shift details for schedule definitions.
- View schedule calendars.

Note. Self-service pages are available to managers for creating, viewing, and modifying work schedules. These pages are discussed later in this chapter.

See Also

Chapter 13, “Using Schedules,” Using Self-Service Scheduling Features for Managers, page 331

Understanding Schedule Creation

To create work schedules:

1. Create schedule groups.

   Schedule groups provide a way to organize schedules and group payees with like schedules. Each schedule group is associated with a SetID (as is each shift, workday, and schedule definition). When you assign schedules, you select the schedule group, which filters the schedules that you can assign.

2. Create shifts (optional).

   You can create elapsed, flex, and punch shifts with the Shifts component (SCH_SHIFT) or you can enter shift information manually when you create a schedule definition.

3. Create workdays (optional).

   You can create workdays to be used as labels for the days within a schedule definition.

4. Create schedule definitions.

Schedule definitions comprise a series of short term or long term workdays. When you create schedule definitions, you can incorporate predefined shifts and workdays. You can also enter shift information manually.

5. View schedule calendar.

   The system derives the schedule calendar from the schedule definition.

Creating Personal Schedules

At times, you may want to create a schedule definition that applies only to a specific payee. In these cases, you use the Personal Schedule Definition component (SCH_DEFN_ADHOC) that you access through the Work Schedule Assignment page. The personal schedule definition pages are identical to the pages in the Schedule Definition component that you use to define all other work schedules.

See Also

Chapter 13, "Using Schedules," Creating Personal Schedule Definitions, page 329

Pages Used to Define and View Schedules

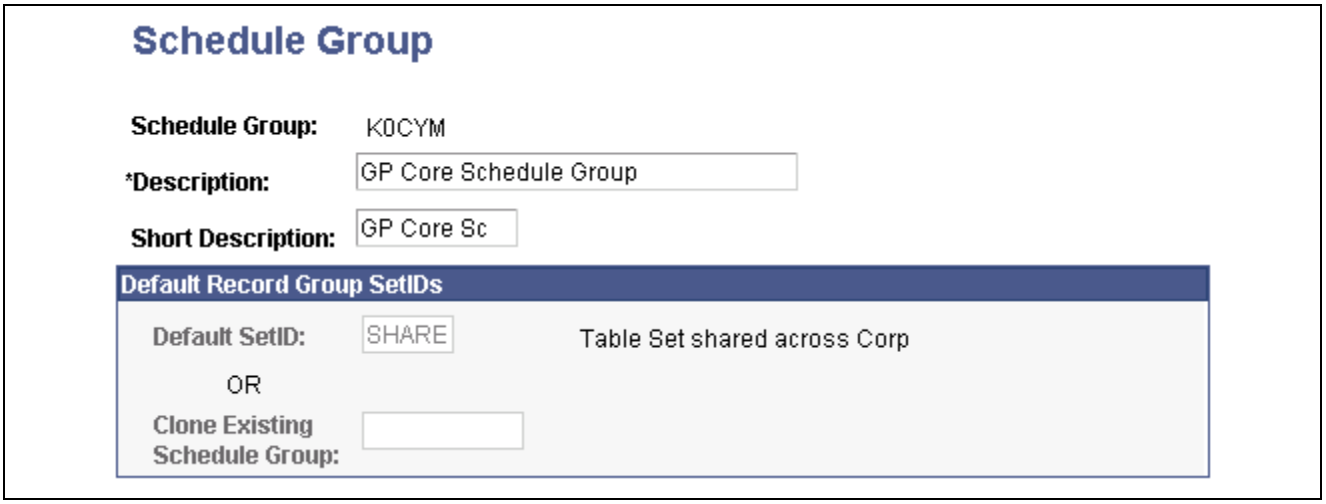
Page Name	Object Name	Navigation	Usage
Schedule Group	SCH_GROUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Schedules, Schedule Groups, Schedule Group	Define schedule groups.
Shift	SCH_SHIFT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Schedules, Shifts, Shift	Set up elapsed, flex, and punch shifts.
Workday	SCH_WRKDAY	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Schedules, Workdays, Workday	Set up workdays.
Definitions - Definition	SCH_DEFINITION	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Schedules, Definitions, Definition	Define basic schedule definition details.
Definitions - Schedule Shifts	SCH_DEFINITION_2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Schedules, Definitions, Schedule Shifts	Define shifts for schedule definitions.
Shift Information	SCH_DEFN_SEC	Click the More link on the Definitions - Schedule Shifts page.	Define or view shift details.
Schedule Calendar	SCH_CLND_VW_SEC	Click the Show Calendar link on the Definitions - Shifts page.	View the schedule calendar derived from a specific schedule definition.

See Also

Chapter 3, "Introducing the Core Application Architecture," Defining Schedule Settings and Loading Dates, page 32

Defining Schedule Groups

Access the Schedule Group page.



Schedule Group page

Think of a schedule group as a way to organize schedules. Shifts, workdays, and schedule definitions are created based on a SetID value. Schedule groups group these together by way of the Set Control value.

When you assign a schedule to a paygroup or directly to a payee, you must first select the associated schedule group. This selected schedule group filters the schedules that you can choose from.

Clone Existing Schedule Group If you clear the Default SetID field, you can select a schedule group to clone. The system copies the SetID from the definition of the cloned schedule group.

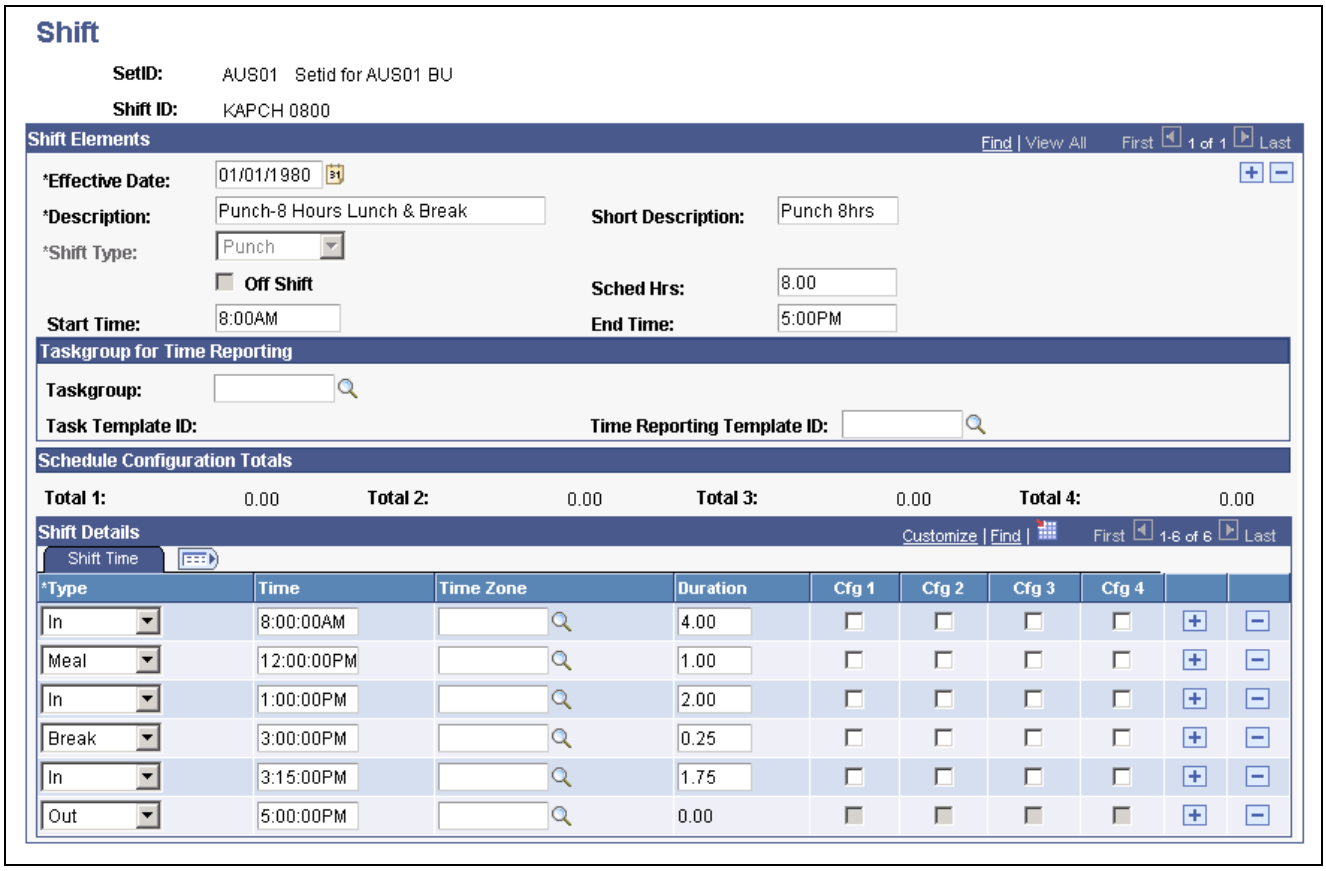
See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Working with System Data Regulation in HRMS"

Enterprise PeopleTools PeopleBook: Data Management

Setting Up Shifts

Access the Shift page.



Shift page

Effective Date

Enter a date for this shift. If you modify a previously saved shift, the effective date that you select has some limitations. You cannot change the effective date of the shift to:

A date before the earliest effective date of all workdays that contain that shift.

A date later than the start date of any schedule calendar containing it.

A date later than the earliest effective date of all paygroups whose default schedule IDs contain that shift.

Shift Type

Select a type. Options are:

Elapsed: Only the *Elapsed* punch types appear in the prompt. An *Elapsed* shift can contain only one punch entry.

Punch: In, Out, Break, Meal, and *Transfer* punch types can be entered. The Flex Shift Information group box doesn't appear on the page. To save punch shifts, you need an *In* and *Out* punch.

Flex: Only *In* and *Out* punches can be entered. The Flex Shift Information group box appears, available for entry. To save flex shifts, you need an *In* and *Out* punch.

If you change this field in Add mode and punch detail is already entered, you're warned that punch detail is deleted if the type field is changed. For all effective-dated rows, the system deletes the punch details for all effective-dated rows and the type field is updated to the new type that you selected.

Having saved a shift as one type, you cannot change it to another.

Off Shift Select to identify this day as an off day.

Scheduled Hrs (scheduled hours) Displays the total amount of work time for the shift. For example, you require payees to punch in at 09:00 and punch out at 17:00, but the shift includes a one-hour nonpunch lunch break. The field calculates nine hours, but your organization is paying for eight hours worked, so the scheduled hours are eight.

This field's value is calculated from the sum of the durations of punches in the group box at the bottom of the page—except *Meal* punches. You can edit this number for *Punch* and *Flex* shifts. For an *Elapsed* shift, this field equals the *Elapsed* punch entry's duration and is unchangeable.

If you make changes affecting punch time or punch duration, the Scheduled Work Hours field recalculates.

Start Time and **End Time** These fields indicate the starting and ending times of the shift. For fixed and punch shifts, the system populates these fields automatically based on the information you enter in the Shift Detail group box.

Taskgroup for Time Reporting

This group box enables you to view time reporting and task elements while you build the schedule definition. It appears only if you have Time and Labor installed.

Taskgroup Select a taskgroup. The system populates the Time Rptg Tmplt field with the associated time reporting template.

See *PeopleSoft Enterprise Time and Labor 8.9 PeopleBook*, "Defining Task Reporting Requirements".

Task Template ID Displays the task template associated with the taskgroup you select. Click the link next to view details about the task template.

See *PeopleSoft Enterprise Time and Labor 8.9 PeopleBook*, "Defining Task Reporting Requirements".

Time Rptg Tmplt (time reporting template) The system populates this field with the time reporting template associated with the taskgroup you select. Click the link next to this field to view details about the time reporting template.

See *PeopleSoft Enterprise Time and Labor 8.9 PeopleBook*, "Reporting Time," Creating Time Reporting Templates.

The task template and the related time reporting template determine which task elements and time reporting elements appear as columns in the grid for scheduling purposes.

Schedule Configuration Totals

Total durations appear for the punches being tracked. For each selected check box that appears in the group box at the bottom of the page, the corresponding configuration total is updated with the number of hours corresponding to the total of all marked entries.

Flex Shift Information

If the *Flex* shift type is selected, these times represent the required core hours for the flex shift.

Core Begin and **Core End** — Enter the times for the core period, the period when payees must be at work, excluding meal and break time. The core begin time must be after the shift's *In* punch; the core end time must be before the shift's *Out* punch.

Weekly Hours — Enter how many hours this shift requires.

Shift Details

This group box label varies, depending on which shift type you selected. Saving the shift requires at least one line of punch detail.

Type — Select a punch type. You cannot have consecutive punches (except transfer punches) of the same type. Options are:

In: Start of a work period—at the beginning of a shift or for returning to work after a break or meal. The first punch of a punch or flex shift must be an *In* punch. Punch and flex shifts cannot be saved if an *In* punch lacks a punch time and duration.

Transfer: Start of a work period that generally denotes a change in task and compensation-related characteristics.

Break: Start of a break period. If you enter a *Break* punch, you must follow this with an *In* or *Transfer* punch.

Meal: Start of a meal period. If you enter a *Meal* punch, an *In* or *Transfer* punch must follow immediately, or the system can't save the page.

Out: Start of unpaid, nonwork time. Required as the last punch of a punch or flex shift. The *Duration* field is unavailable for entry. You can't enter an *Out* punch if an *In* punch doesn't precede it somewhere in the shift. *Punch* and *Flex* shifts cannot be saved if an *Out* punch lacks a punch time. For a *Punch* or *Flex* shift, you must enter an *Out* punch. No punches can be added to a shift after the *Out* punch row.

Elapsed: For *Elapsed* shifts. The associated duration reflects the elapsed duration of the shift. An *Elapsed* shift cannot be saved if an *Elapsed* punch lacks a punch duration.

Note. This PeopleBook uses *punch* and *punch type* interchangeably.

Time — For *Punch* and *Flex* shifts; all punches (except the *Out* punch) in *Punch* and *Flex* shifts require a time and duration. Enter the time this punch is scheduled. The first punch time of a shift must be entered. You can enter subsequent punch times, or the system can calculate punch times based on the duration of the preceding punch.

If you change the time of a punch besides the last punch, the duration changes, based on the new and the subsequent punch time. If it's not the first punch, the duration of the previous punch changes, based on the changed punch's new punch time.

If you enter a punch time, the system calculates the duration based on the punch time of the previous row. If you enter a duration, the system calculates this field on the next punch row.

Time Zone — Enter a time zone that is assigned to time entered for this shift.

Duration

Displays the length of the punch in hours. You can enter it, or the system can calculate it when the next punch time is entered.

If you change the time of a punch besides the last punch, the duration changes, based on the new and the subsequent punch time. If it's not the first punch, the previous punch's duration changes, based on the changed punch's new punch time.

If you delete a row, the duration of the punch above the deleted row changes to the difference between the punch times of that row and of the row that followed the deleted row.

The system warns you if a punch or flex shift is over 24 hours.

The duration is displayed as a percentage of an hour.

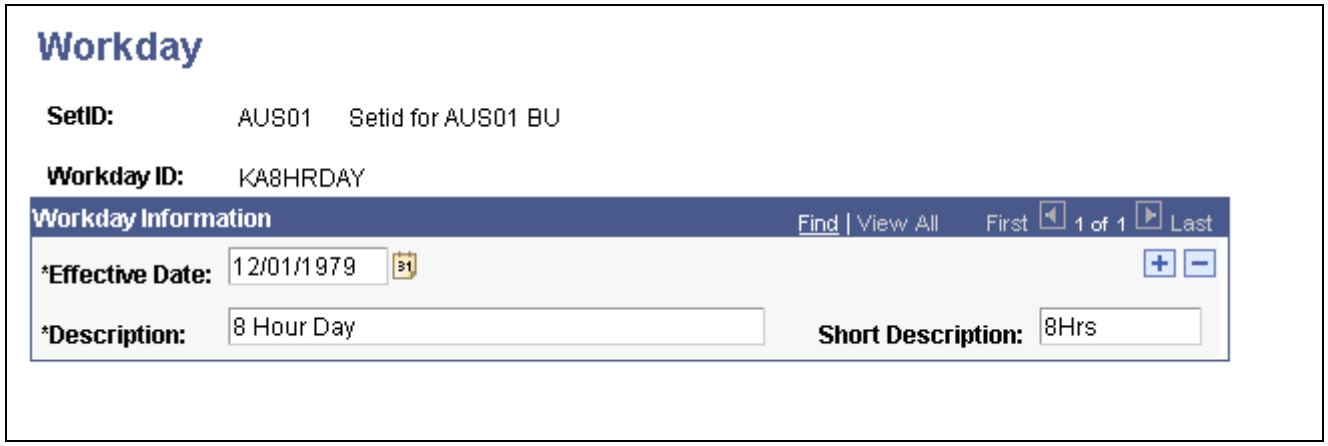
Cfg1 to **Cfg4** (schedule configuration)

These fields are populated based on check boxes that you select in the Shift Details group box. The corresponding Schedule Configuration Total fields are updated with the corresponding number of hours.

For example, to have the system calculate how many hours in a shift are in the morning and how many in the afternoon, select Cfg1 for morning punches and Cfg 2 for afternoon punches.

Defining Workdays

Access the Workday page.



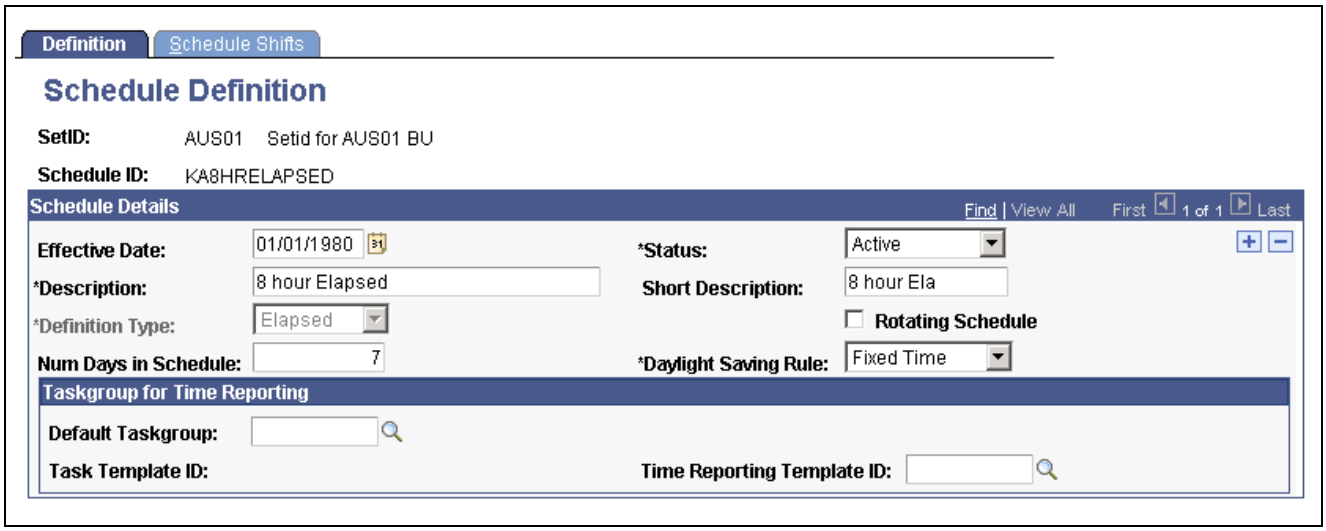
Workday page

You use workdays to group shifts when creating a schedule definition. Enter an effective date and a description for the workday. The effective date of a workday must be earlier than or equal to the effective dates of the schedule definitions in which you use it.

Note. Setting up workdays is not a prerequisite for creating schedule definitions. You can define shift information that is not grouped by workday when you create schedule definitions.

Creating Schedule Definitions

Access the Definitions - Definition page.



Definitions - Definition page

Schedule ID Displays the value that you entered to access this page.

Schedule Details

Effective Date Enter the first day of the schedule definition. For example, if the schedule begins on a Monday, make sure that the date you enter falls on a Monday.

Definition Type Select a type. Options are:

Elapsed: Only *Elapsed* shifts can be used in the definition.

Punch: Only *Punch* shifts can be used in the definition.

Flex: Only *Flex* shifts can be used in the definition.

You cannot combine different types of shifts in the same definition.

If you change this field in Add mode and shift detail rows are already entered, you're warned that shift detail rows are deleted if the type field is changed.

When a schedule definition is saved as a particular type, such as *Elapsed,* it cannot be changed to another type, such as *Punch.*

Rotating Schedule Select to indicate that this definition is for a rotating schedule. When you select this check box, the Rotation Details group box becomes available.

Num Days in Schedule (number of days in schedule) Enter the number of days in the schedule. You can change this at anytime. If you do make a change, the system automatically inserts or deletes the appropriate number of rows from the SCH_DEFN_DTL table to ensure that there is one row for each day in the schedule.

Daylight Saving Rule This field applies to punch and flex schedules.

Select the method that the system uses to resolve the schedule on days where daylight saving time changes fall within a shift.

Fixed Time: The system uses the specified out time that you enter even if it shortens or lengthens the shift by one hour.

Fixed Duration: The system adjusts the schedule to maintain the total duration that you specify for the shift.

Taskgroup for Time Reporting

This group box enables you to view the time reporting and task elements while you build the schedule definition. It appears only if you have Time and Labor installed.

Taskgroup Select a taskgroup. The system populates the Time Rptg Tmplt field with the associated time reporting template.

See *PeopleSoft Enterprise Time and Labor 8.9 PeopleBook*, "Defining Task Reporting Requirements".

Task Template ID Displays the task template associated with the taskgroup you select. Click the link next to view details about the task template.

See *PeopleSoft Enterprise Time and Labor 8.9 PeopleBook*, "Defining Task Reporting Requirements".

Time Rptg Tmplt (time reporting template) The system populates this field with the time reporting template associated with the taskgroup you select. Click the link next to this field to view details about the time reporting template.

See *PeopleSoft Enterprise Time and Labor 8.9 PeopleBook*, "Reporting Time," Creating Time Reporting Templates.

The task template and the related time reporting template determine which task elements and time reporting elements appear as columns in the grid for scheduling purposes.

Rotation Details

Use this group box to determine the rotating pattern of the schedule. You create multiple rotation IDs that share the same schedule, but start on different days.

Rotation ID Enter an ID for each rotation.

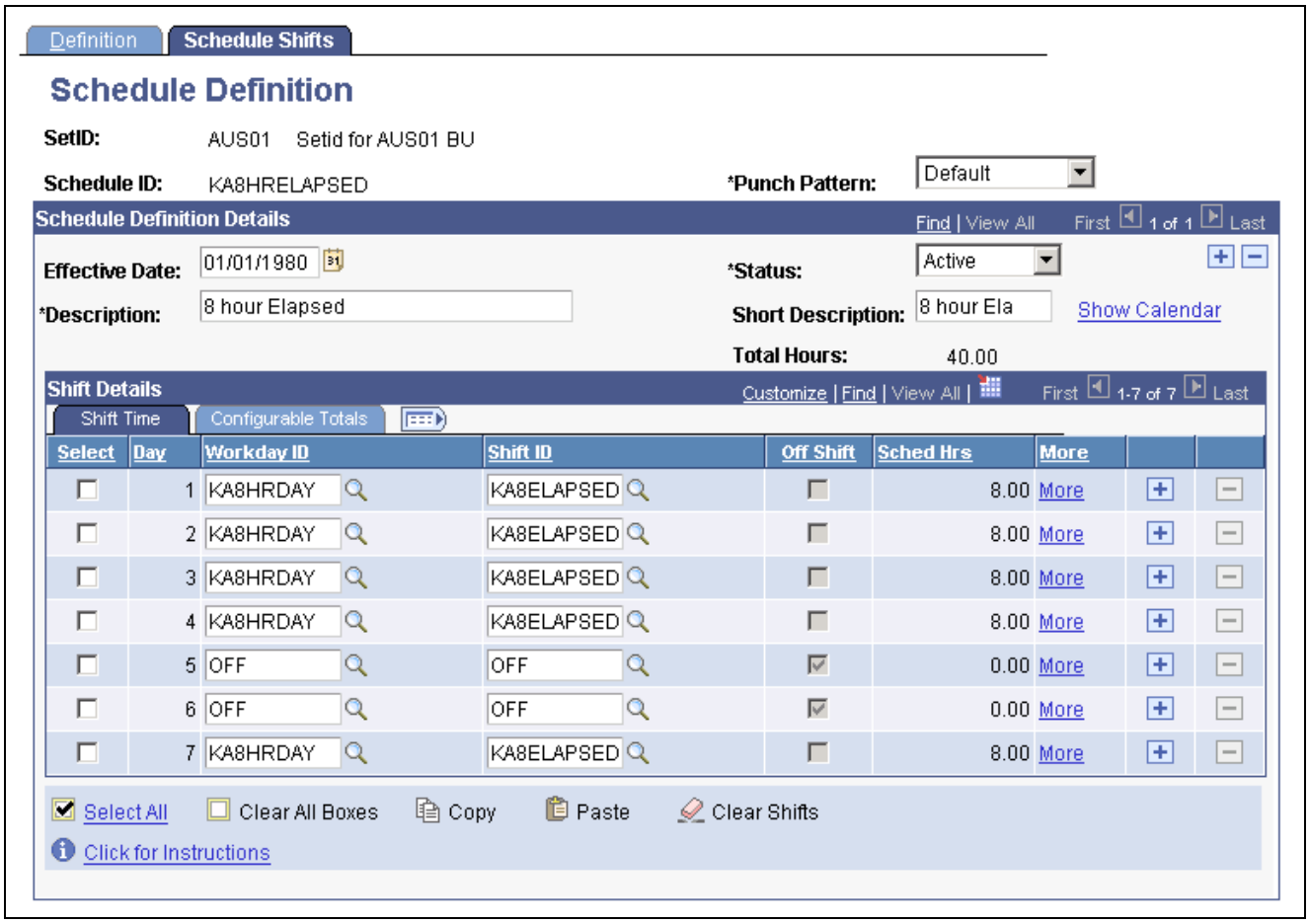
Relative Day Enter the day that the rotation starts in relation to the first day of the schedule. For example, if you enter *8* in this field, the associated rotation begins 7 days after the first day.

Note. You may not enter *0* or a number greater than the total number of days in the schedule

Add Rotations Click to insert a new rotation. The system prompts you to enter the number of days between rotations to determine the relative day of the new rotation.

Defining Shift Details for Schedule Definitions

Access the Definitions - Schedule Shifts page.



Definitions - Schedule Shifts page

You can use this page to define shift information for schedules in two ways:

- Using predefined workdays and shifts.

  Use the Workday ID and Shift ID columns to select predefined workday and shifts. The system populates the remaining columns based on the shift you enter.

- Manually (for flex and punch schedules).

  The type of schedule that you are defining determines the columns that appear in the Shift Details grid. For punch schedules, the system displays the default punch pattern and labels defined on the Schedule Settings page. To see all available punch types, select *All Punches* in the Punch Pattern field. For flex schedules, the system includes fields for In, Out, and Sched Hrs (scheduled hours). For elapsed schedules, it includes fields for identifying an off shift and scheduled hours.

  To specify an off shift, you can select a predefined off shift, or select the Off Shift check box and enter an in and out time.

Click the Show Calendar link to view the schedule calendar that the system derives from the schedule definition.

Click the More link to access the Shift page where you can view or enter details for a shift.

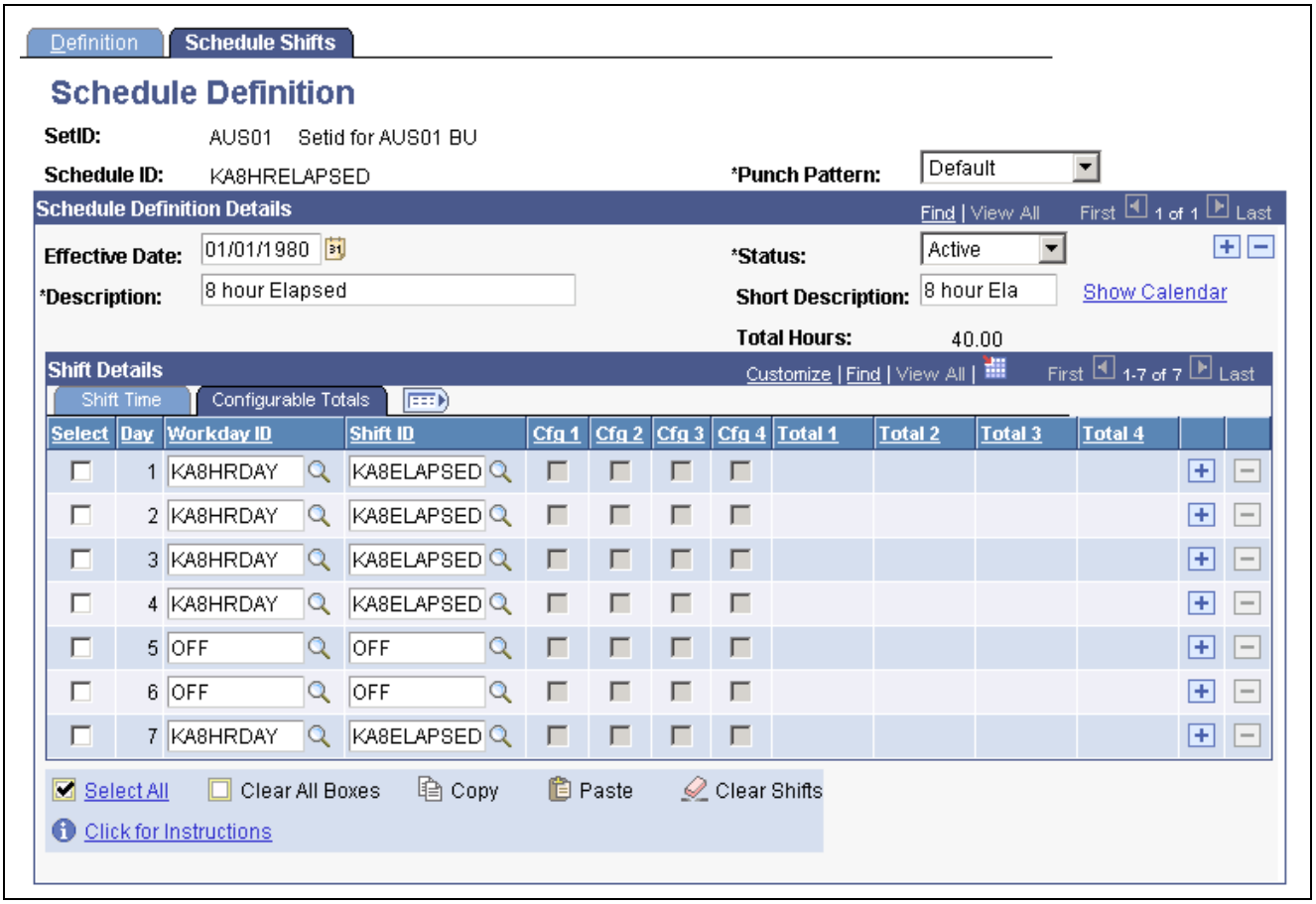
Copying, Pasting, and Clearing Shifts

Select the check box in the Select column. This makes the Copy, Paste, and Clear Shifts links available so that you can quickly copy, insert, and delete rows of workday and shift information.

See Chapter 13, "Using Schedules," Setting Up Shifts, page 315.

Configuration Totals

Select the Configuration Totals tab.

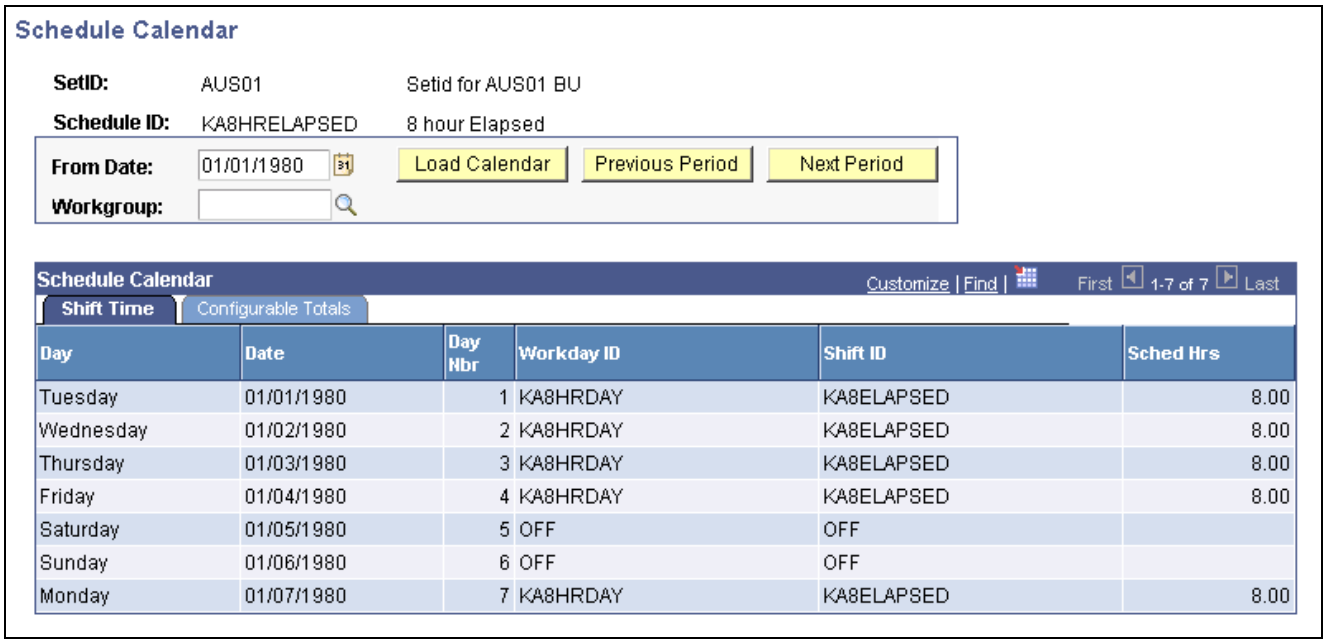


Schedule Definition - Schedule Shifts page: Configurable Totals tab

This tab displays the total hours that are associated with each configuration indicator. You can use the configuration totals in payroll and absence rules.

Viewing Schedule Calendars

Access the Schedule Calendar page.



Day	Date	Day Nbr	Workday ID	Shift ID	Sched Hrs
Tuesday	01/01/1980	1	KA8HRDAY	KA8ELAPSED	8.00
Wednesday	01/02/1980	2	KA8HRDAY	KA8ELAPSED	8.00
Thursday	01/03/1980	3	KA8HRDAY	KA8ELAPSED	8.00
Friday	01/04/1980	4	KA8HRDAY	KA8ELAPSED	8.00
Saturday	01/05/1980	5	OFF	OFF	
Sunday	01/06/1980	6	OFF	OFF	
Monday	01/07/1980	7	KA8HRDAY	KA8ELAPSED	8.00

Schedule Calendar page

This page enables you to view the schedule calendar that the system derives from a specific schedule definition.

From Date Enter the starting date of the schedule calendar you want to view. By default this page displays the schedule calendar starting with the effective date of the associated schedule definition.

Rotation ID Select the rotation ID for which you want to view a schedule calendar. This field appears only if there are rotation IDs defined for the schedule calendar.

Workgroup Enter the workgroup for which you want to view a schedule calendar. This field is available only if Time and Labor is installed.

Load Calendar Click to view the schedule calendar for the selected date and workgroup.

Previous Period Click to view the schedule calendar for the previous period.

Next Period Click to view the schedule calendar for the next period.

Validating Work Schedules

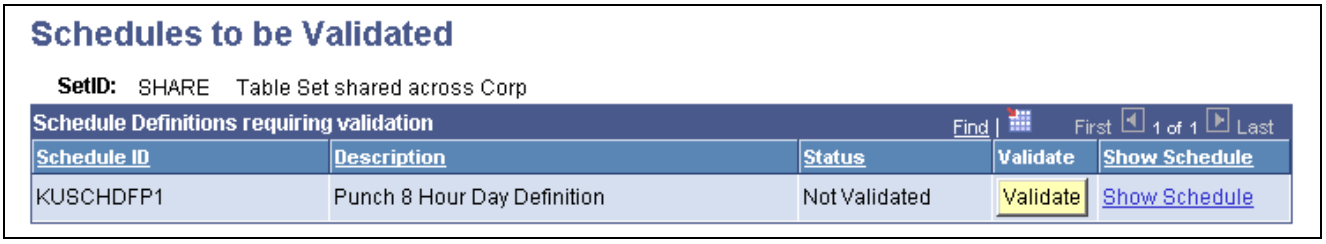
For punch type schedules, when a change is made to a shift, the related schedule(s) may need to be re-validated.

Page Used to Validate Schedules

Page Name	Object Name	Navigation	Usage
Schedules to be Validated	SCH_CLND_REFRESH	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Schedules, Schedules to be Validated	Validate a schedule after making a change to a shift.

Validating Schedules

Access the Schedules to be Validated page.



Schedules to be Validated page

This page contains a list of schedules that need validating because a related shift was modified for punch type schedules. The system displays a schedule ID, description and status for each schedule that needs validating.

Click the Validate button to validate the schedule or click the Show Schedule link to access the Schedule Definition page.

Defining Holiday Schedules

To define holiday schedules, use the Holiday Schedule (HOLIDAY_SCHED_TBL) component.

During batch processing, the system retrieves the holiday schedule for each payee and uses this information for absence processing (several system elements exist for daily holiday schedule information) and for counts.

By default, a payee inherits the holiday schedule from the paygroup. You can assign a different holiday schedule to a payee using the Job Data - Payroll page.

Page Used to Define Holiday Schedules

Page Name	Object Name	Navigation	Usage
Holiday Schedule	HOLIDAY_SCHED_TBL	Set Up HRMS, Foundation Tables, Organization, Holiday Schedule, Holiday Schedule	Define holiday schedules.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Organization Foundation Tables," Setting Up Holiday Schedules

Assigning Work Schedules

This section provides an overview of work schedule assignment and discusses how to:

- Assign work schedules to a payee.
- Create personal schedule definitions.

- Compare work schedule rotations.

Understanding Work Schedule Assignment

After you create work schedules, you assign a schedule group and a schedule ID to each paygroup using the Pay Group Name page. By default, a payee inherits the schedule group and work schedule that are associated with the payee's paygroup. (Paygroups are assigned to payees using the Payroll page of the Job Information component.)

You can explicitly assign a schedule to a payee other than the paygroup default using the Assign Work Schedules component (GP_SCH_ASSIGN). You can also use this component to assign an alternate schedule to a payee and access the Personal Schedule Definition component (SCH_DEFN_ADHOC) where you can define a personal schedule for the payee.

When you assign a schedule to a payee, the system deletes any workday overrides for that payee that are of a different type than the schedule assignment (for example, *Elapsed* instead of *Punch*) and that have a date later than or equal to the new assignment.

Managers can use self-service pages to assign schedules to payees and to change schedule assignments. The self-service pages are discussed later in this chapter.

Note. For schedule assignment, the Workforce_Sync Message must be active on the PERSON_DATA Message Channel, which comes with the PeopleSoft Application Messaging feature.

Pages Used to Assign Work Schedules

Page Name	Object Name	Navigation	Usage
Pay Group Name	GP_PYGRP_NAME	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups, Pay Group Name	Assign a schedule group and a schedule to a paygroup.
Assign Work Schedule	SCH_ASSIGN	Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Assign Work Schedule	Assign payees' long-term schedules or alternate schedules.
Personal Schedule Definition - Definition	SCH_DEFINITION	From the Assign Work Schedule page, click the Create Schedule link (which is only visible when the assignment method is Create Personal Schedule).	Define schedule definition details for a specific payee.
Personal Schedule Definition - Schedule Shifts	SCH_DEFINITION_2	From the Assign Work Schedule page, click the Create Schedule link (which is only visible when the assignment method is Create Personal Schedule). Select the Schedule Shifts page.	Define shift details for a specific payee.
Schedule Calendar Rotations	SCH_CLND_ROTATN	From the Assign Work Schedule page, click the Show Schedule link to access the Schedule Calendar page. (The Show Schedule link appears when the assignment method is Use Default Schedule or Use Predefined Schedule.) Click the Compare Rotations link on the Schedule Calendar page.	Compare selected rotations to see what the pattern rotations look like as of the effective date of the schedule assignment.

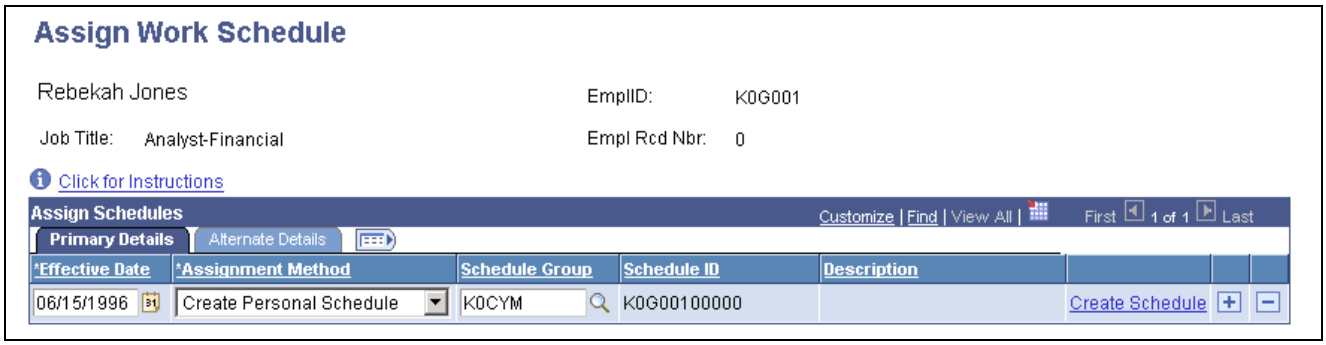
See Also

Chapter 14, "Defining the Organizational Structure," Pages Used to Define Paygroups, page 354

Chapter 13, "Using Schedules," Pages Used to Manage Schedules, page 331

Assigning Work Schedules to a Payee

Access the Assign Work Schedule page.



Assign Work Schedule page

Primary Details

Assignment Method Select from the following options:

- *Create Personal Schedule:* Select to create an effective-dated schedule for this payee. When you select this option, the Create Schedule link appears.
- *Select Predefined Schedule:* Select a schedule group and schedule ID to associate with the payee.
- *Use Default Schedule:* Select to assign the default schedule for the payee's paygroup.

Schedule Group If the assignment method is *Select Predefined Schedule* or *Create Personal Schedule,* select the schedule group to assign to the payee. Each schedule group is associated with a setID that determines which schedules you can associate with the payee (if you are assigning a predefined schedule) or which predefined workdays and shifts you can use (if you are creating a personal schedule).

If the assignment method is *Use Default Schedule,* the system displays the schedule group that the payee inherits from the paygroup.

Schedule ID If the assignment method is *Select Predefined Schedule,* select the schedule to assign to the payee.

If the assignment method is *Use Default Schedule,* the system displays the schedule ID that the payee inherits from the paygroup.

If the assignment method is *Create Personal Schedule,* the system populates this field with the payee's employee ID and five zeros. For example, if the payee's employee ID is KA3007, the schedule ID is KA300700000. The schedule ID is incremented by one if you assign an additional personal schedule to the payee.

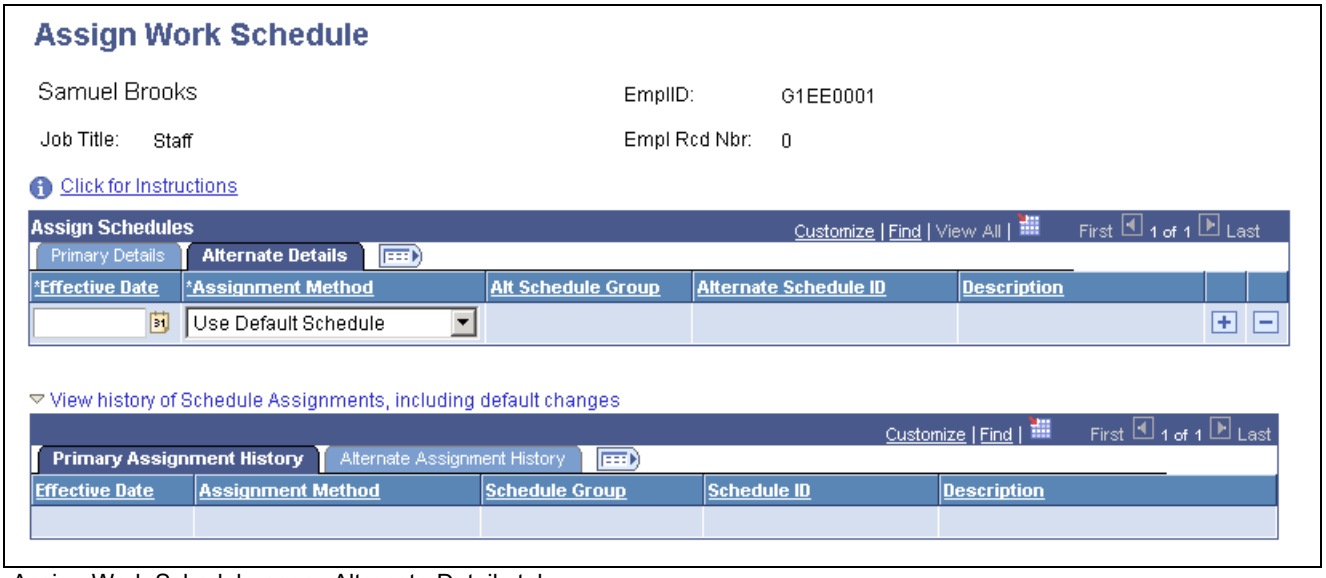
Rotation ID This field appears if the selected schedule is a rotating schedule. It is used to determine the relative day in the schedule to which the payee should be assigned.

Show Schedule This link appears if the assignment method is *Use Default Schedule* or *Select Predefined Schedule*. Click to access the Schedule Calendar page where you can view the schedule as of the effective date of the schedule assignment. For rotating schedules, you can click a link on the Schedule Calendar page to compare rotations.

Create Schedule This link appears if the assignment method is *Create Personal Schedule.* Click to access the Personal Schedule Definition component where you can define a schedule for this payee.

Alternate Details

Select the Alternate Details tab.



Assign Work Schedule page: Alternate Details tab

Use this tab to assign an alternate schedule to a payee. The fields on this tab are similar to the fields on the Primary Details tab.

Viewing the History of Schedule Assignments

When you click the link to expand the history section of the page, the system displays all of the schedule assignments, including any changes to the default schedule assigned to the payee's paygroup.

Creating Personal Schedule Definitions

Access the Personal Schedule Definition - Definition page.

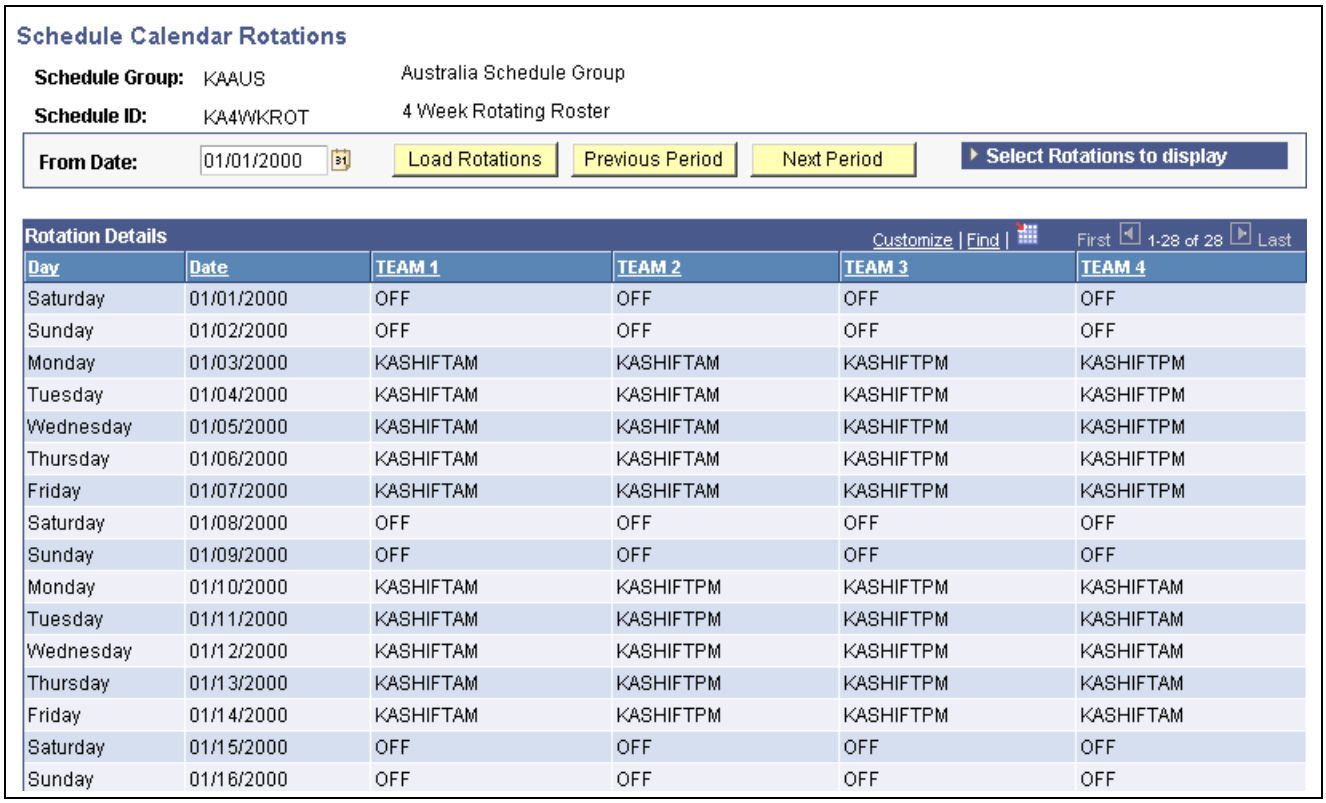
Define the payee's schedule in the same way that you create a schedule definition. Personal schedules, however, cannot be rotating schedules.

See Also

Chapter 13, "Using Schedules," Creating Schedule Definitions, page 319

Comparing Rotations

Access the Schedule Calendar Rotations page.



Schedule Calendar Rotations

Schedule Group: KAAUS Australia Schedule Group

Schedule ID: KA4WKROT 4 Week Rotating Roster

From Date: 01/01/2000 Load Rotations Previous Period Next Period Select Rotations to display

Rotation Details Customize | Find | First 1-28 of 28 Last

Day	Date	TEAM 1	TEAM 2	TEAM 3	TEAM 4
Saturday	01/01/2000	OFF	OFF	OFF	OFF
Sunday	01/02/2000	OFF	OFF	OFF	OFF
Monday	01/03/2000	KASHIFTAM	KASHIFTAM	KASHIFTPM	KASHIFTPM
Tuesday	01/04/2000	KASHIFTAM	KASHIFTAM	KASHIFTPM	KASHIFTPM
Wednesday	01/05/2000	KASHIFTAM	KASHIFTAM	KASHIFTPM	KASHIFTPM
Thursday	01/06/2000	KASHIFTAM	KASHIFTAM	KASHIFTPM	KASHIFTPM
Friday	01/07/2000	KASHIFTAM	KASHIFTAM	KASHIFTPM	KASHIFTPM
Saturday	01/08/2000	OFF	OFF	OFF	OFF
Sunday	01/09/2000	OFF	OFF	OFF	OFF
Monday	01/10/2000	KASHIFTAM	KASHIFTPM	KASHIFTPM	KASHIFTAM
Tuesday	01/11/2000	KASHIFTAM	KASHIFTPM	KASHIFTPM	KASHIFTAM
Wednesday	01/12/2000	KASHIFTAM	KASHIFTPM	KASHIFTPM	KASHIFTAM
Thursday	01/13/2000	KASHIFTAM	KASHIFTPM	KASHIFTPM	KASHIFTAM
Friday	01/14/2000	KASHIFTAM	KASHIFTPM	KASHIFTPM	KASHIFTAM
Saturday	01/15/2000	OFF	OFF	OFF	OFF
Sunday	01/16/2000	OFF	OFF	OFF	OFF

Schedule Calendar Rotations page

The displayed schedule pattern is the length of the actual schedule. For example, if the schedule is 28 days, that is the actual pattern that displays.

Select Rotations to display Click to select the rotations to compare. The system displays a list of the rotation IDs that are associated with the schedule. Select those that you want to compare and click the Load Rotations button.

Using Scheduling Self-Service for Employees

This section discusses how to:

- Use self-service scheduling features for managers.
- Use self-service scheduling features for employees.

See Also

PeopleSoft Enterprise Time and Labor 8.9 PeopleBook, "Defining Work Schedules"

PeopleSoft Enterprise Time and Labor 8.9 PeopleBook, "Setting Up Time Reporters"

PeopleSoft Enterprise Time and Labor 8.9 PeopleBook, "Using Self-Service Components"

PeopleSoft Enterprise Time and Labor 8.9 PeopleBook, "Using Manager Self-Service Components for Time Management and Reporting"

PeopleSoft Enterprise Time and Labor 8.9 PeopleBook, "Using Manager Self-Service for Scheduling Components"

Using Self-Service Scheduling Features for Managers

Managers can use self-service pages in Global Payroll to assign, view, change, and override work schedules. In addition to viewing coverage, assigned shifts, and total work hours, managers can find replacements, swap shifts, copy schedules, and make short- and long-term schedule changes.

This section discusses how to:

- Manage schedules.
- Override shifts.
- Select default options for managing schedules.
- Find replacements.
- Copy schedules.
- Swap schedules.
- Assign and create schedules.

Pages Used to Manage Schedules

Note. The pages listed here include only those self-service scheduling pages included with Global Payroll. If you have also installed Time and Labor, see additional documentation in the Time and Labor PeopleBook.

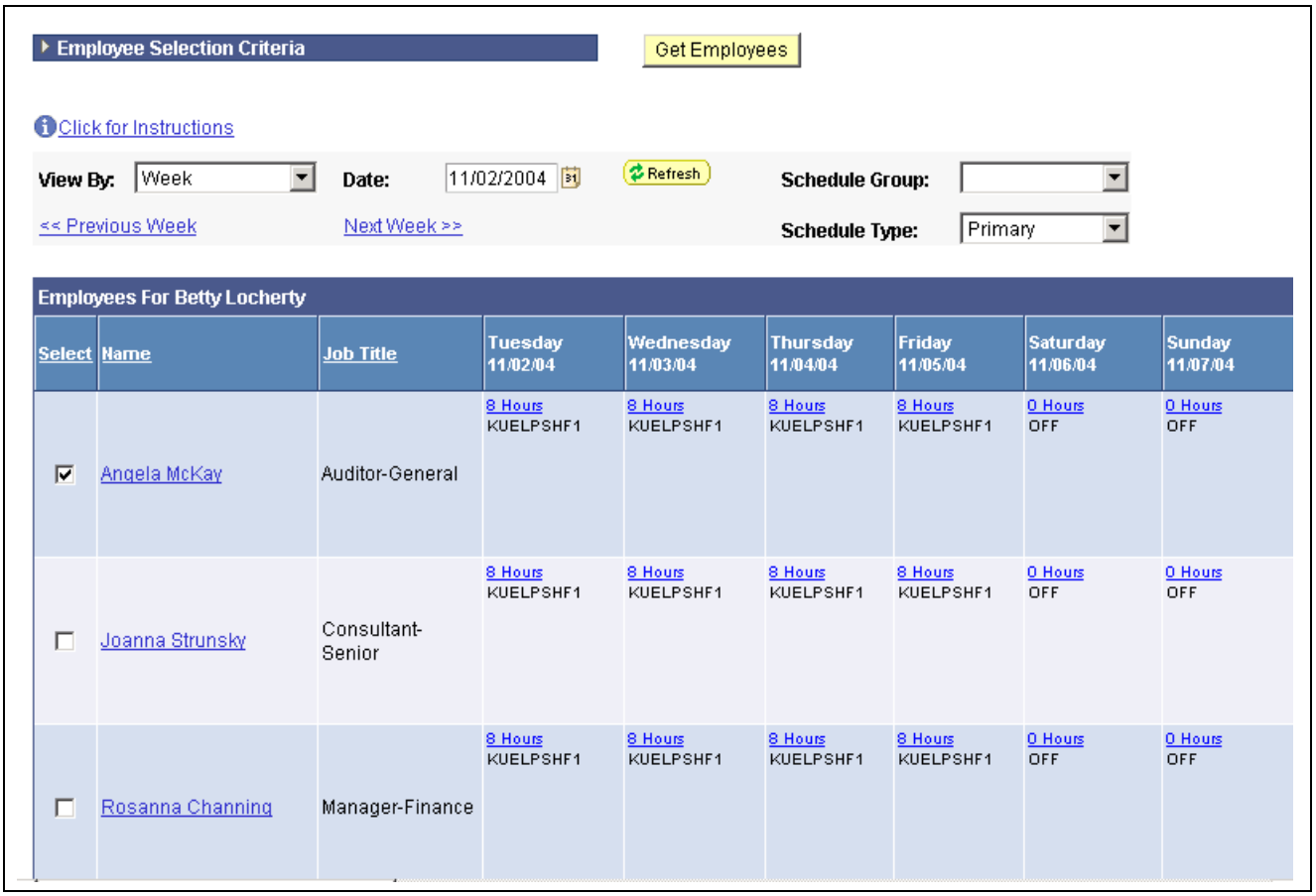
Page Name	Object Name	Navigation	Usage
Manage Schedules	SCH_MNG_DAILY, SCH_MNG_WEEKLY, SCH_MNG_DRANGE	Manager Self Service, Time Management, Manage Schedules, Manage Schedules	View a payees' schedule and access linked pages to update schedules.
Daily Detail for <date> page	SCH_MNG_DAILY_DTL	Click the View Daily Detail link on the Manage Schedules page.	View details for a given shift and override shift information.
Manage Schedules Display Options	SCH_MNG_OPTIONS	Manager Self Service, Time Management, Manage Schedules, Manage Schedules Click the Schedule Display Options link at the bottom of the Manage Schedules page.	Define default settings for the Manage Schedules page.
Schedule Preferences	SCH_EE_PREF	Manager Self Service, Time Management, Manage Schedules, Schedule Preferences Click the payee's name.	View an employee's contact and schedule preferences. This page is used in additional ways. See Chapter 13, "Using Schedules," Pages Used to Enter Scheduling Preferences and View Schedules, page 338.
Find Replacement	SCH_MNG_REPLACE	Manager Self Service, Time Management, Manage Schedules Select a payee and click the Find Replacements button.	Find a replacement for an employee.
Copy Schedules	SCH_MNG_COPY	Manager Self Service, Time Management, Manage Schedules Select a payee and click the Copy Schedules button.	Copy an employee schedule to be used by another employee.
Swap Schedules	SCH_MNG_SWAP	Manager Self Service, Time Management, Manage Schedules Select a payee and click the Swap Schedules button.	Swap two employees' schedules.

See Also

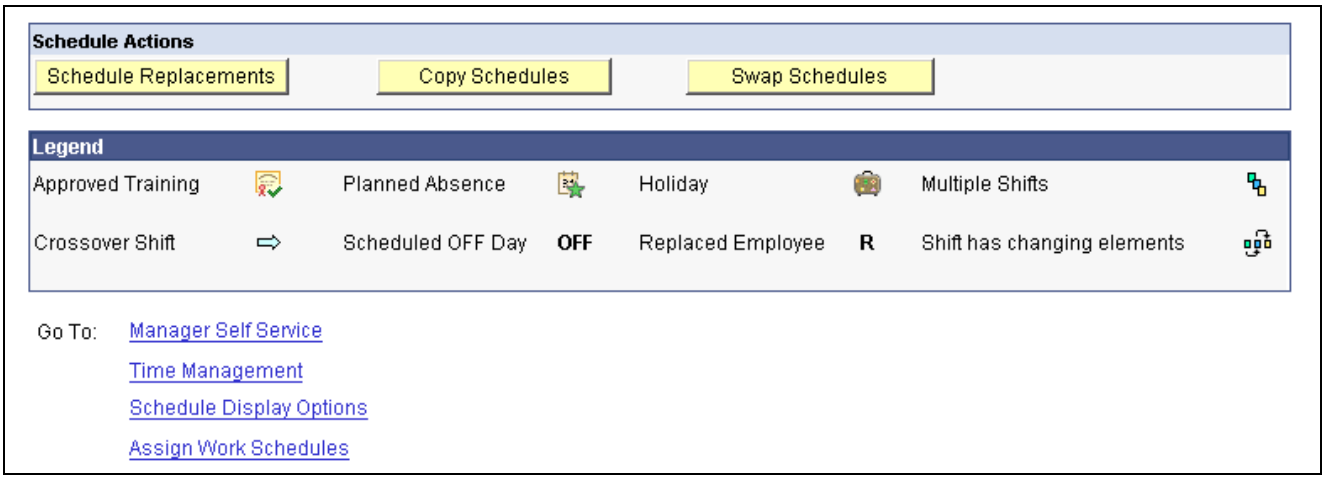
PeopleSoft Enterprise Time and Labor 8.9 PeopleBook, "Using Manager Self-Service for Scheduling Components," Understanding Manager Self-Service for Scheduling Components

Managing Schedules

Access the Manage Schedules page.



Manage Schedules - Weekly Schedules page (1 of 2)



Manage Schedules - Weekly Schedules page (2 of 2)

When you access this page, the system displays either the Daily, Weekly, or Date Range Schedules pages, depending on the default set on the Manage Schedules View Options page.

Enter values in Employee Selection Criteria and click the Get Employees button to filter the list of payees that requires changes or review. Fields for North American Paygroup, Global Payroll Paygroup, Workgroup, and Taskgroup apply only if Global Payroll and Time and Labor are integrated.

View By Select *Day, Week,* or *Date Range* to view the listed payees and their schedules using the time period chosen. The value that you select here determines the labels that appear on various links and date fields.

- If you select *Day*, you can also enter the start time and end time.
- If you select *Date Range*, the maximum number of days the date range can span is 31.

Schedule Type Values are *Primary* or *Alternate.*

Coverage This field appears only if you view by day. Options are *Scheduled* and *Unscheduled*.

Refresh Schedules Click to refresh the page after selecting viewing preferences.

Employees for <Manager Name>

The system lists the payees that meet your selection criteria.

Select This field works with the schedule action fields.

Name Click the employee's name to access the Schedule Preferences page where you can view the employee's schedule preferences before making scheduling changes.

View Daily Details Click this link to access the Daily Details page for a given shift to view the shift details or override the shift.

Schedule Actions

The schedule actions of Schedule Replacements, Swap Schedules, Copy Schedules, and Override Schedules are audited.

Schedule Replacements To find a replacement for this payee, select the payee and click the Replacements button.

Copy Schedules To copy this payee's schedule, select the payee and click the Copy Schedules button. The Copy Schedules page opens so that you can specify which payees are to inherit the copied schedule.

Swap Schedules To swap two payees' schedules, select the two payees and click the Swap Schedules button.

Legend

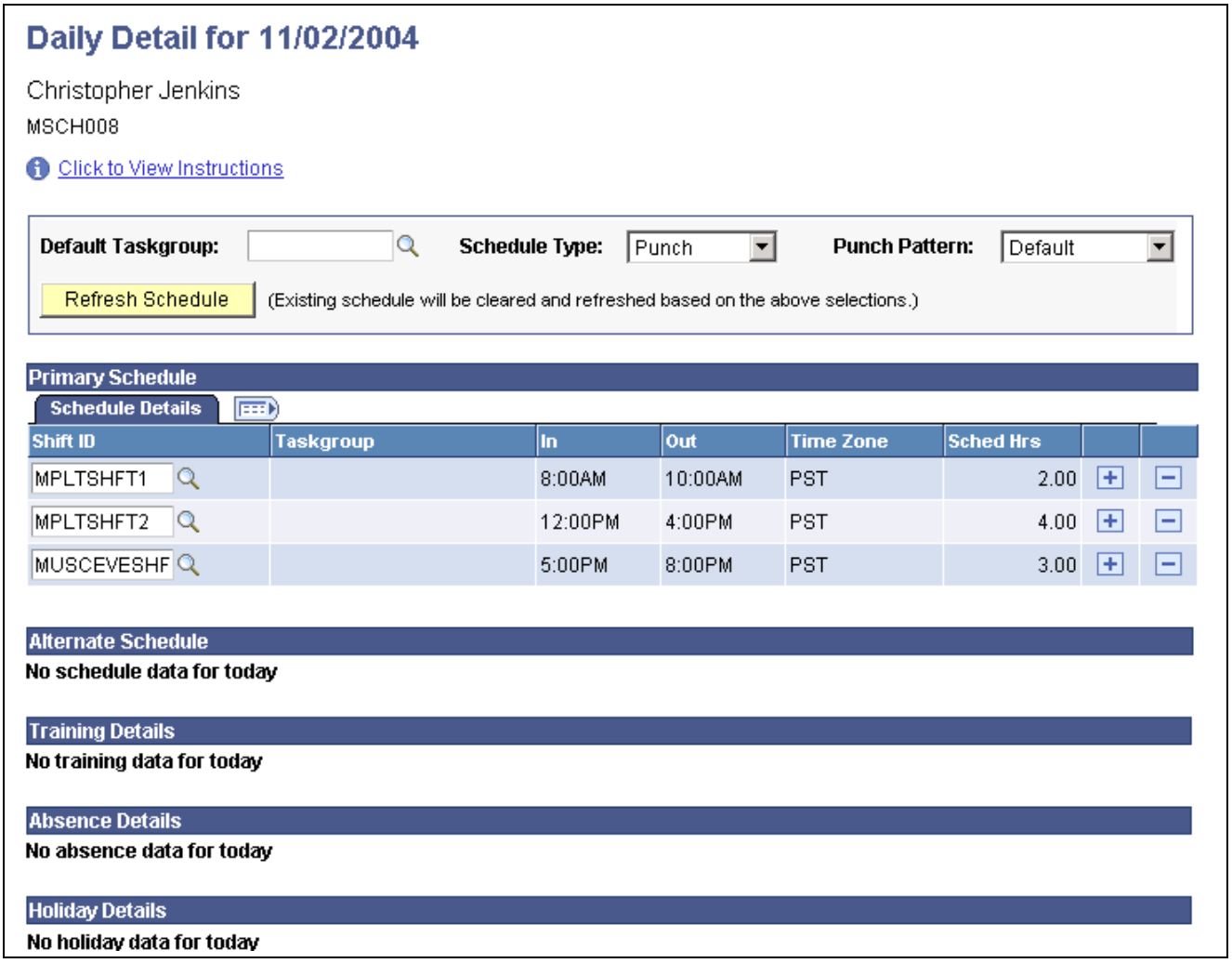
Events such as approved training, planned absence, and holiday are denoted on the schedule with icons. A crossover shift indicates a shift that continues past midnight. Approved training can be designated only if Time and Labor is installed;

If a day has multiple shifts, the first shift information appears along with the multiple shifts icon. The second shift and its details appear on the Daily Details for <date> page.

Note. To have the system display icons for approved training, planned absences, holidays, and no shows, you must select these options on the Manage Schedules View Options page.

Overriding a Shift

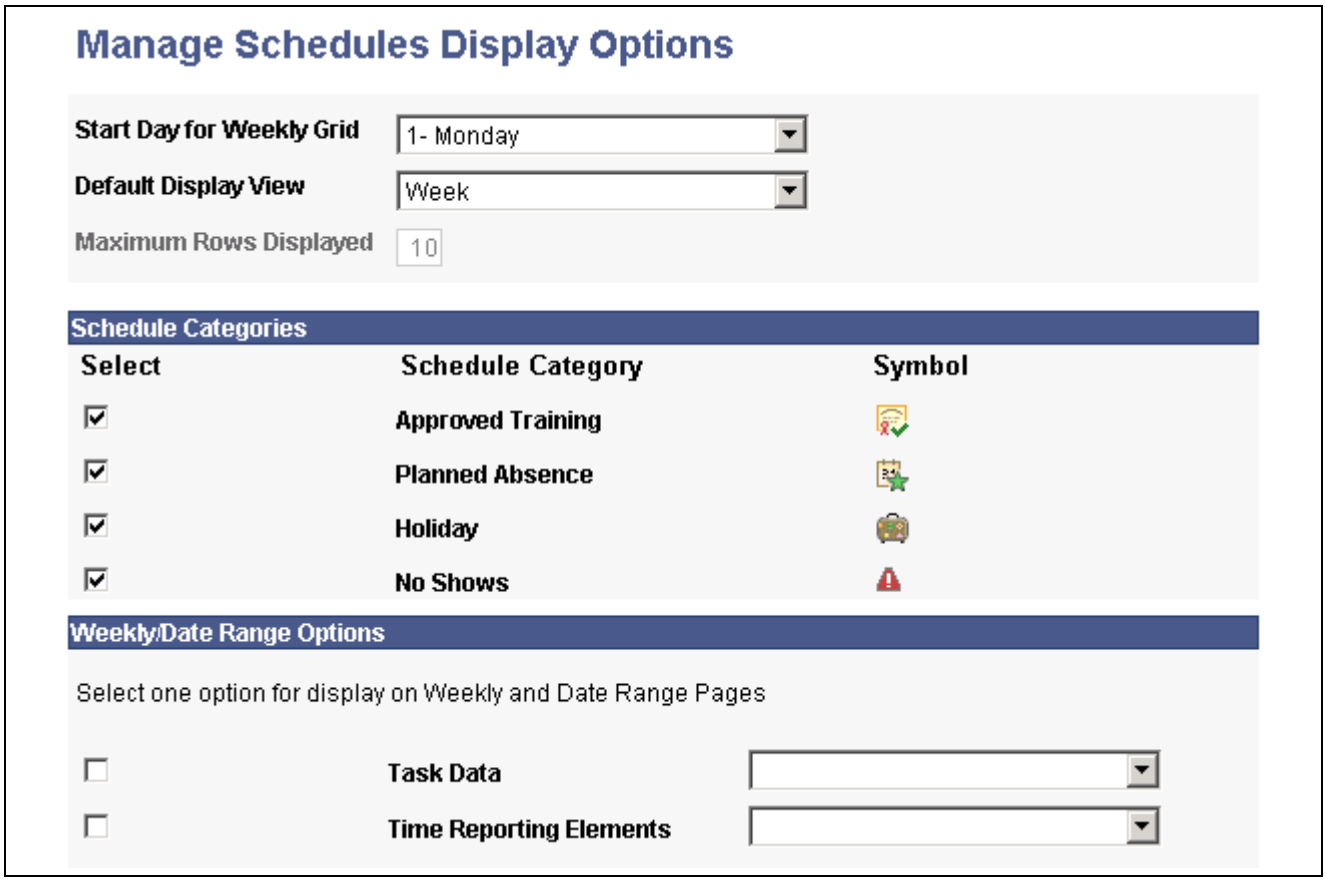
Access the Daily Detail for <date> page.



Daily Detail for <date> page

Selecting Default Options for Managing Schedules

Access the Manage Schedules Display Options page



Manage Schedules Display Options page

Use this page to define default settings for the Manage Schedules page.

Start day for Weekly Grid Select the day of the week that is to appear first in the scheduling grid.

Default Display View Select *Date Range, Day,* or *Week* to have the system display the daily, weekly, or date range pages when you access the Manage Schedules page.

Maximum Rows Displayed Enter the maximum number of payees to display on each page.

Schedule Categories

Select the types of events you want the system to mark on the schedule. The system displays the corresponding symbol on the relevant day.

Approved training applies only if Time and Labor is installed. In this case, the system can identify training days that are recorded in PeopleSoft Enterprise Learning Management and Human Resources: Manage Training.

Planned absences represent requested and approved absences (from the GP_ABS_EVENT table). If Time and Labor is installed, planned absences also include leaves of absence for Base Benefits customers.

No show information applies to payees with a punch schedule and can be reported only if Time and Labor is installed. The *No Shows* value only displays for the Daily Schedules page. *No Shows* information is stored, so any *No Shows* information from the past can be viewed.

Weekly/Date Range Options

If Time and Labor is installed, you can display one type of task data and one time reporting element on the weekly or date range pages.

Finding Replacements

Access the Find Replacements page.

This page lists all payees who are not scheduled for the shift or time range for which you need a replacement. It excludes payees for whom an absence has been entered. If Time and Labor is installed, it can also exclude payees who are scheduled for training.

Using the replacement feature is appropriate when you want to replace an absent payee with another payee who is not already scheduled to work during that time period.

Select the employee who will act as a replacement and click the Replace button. The system displays an *R* next to the replaced employee in the daily cell on the Manage Schedules pages (day, week or date range).

The person who is replacing the employee inherits the schedule. The replaced employee retains the original schedule for appropriate payment if the employee reports an absence for that day.

If you need to undo the replacement, click the View Daily Details link in the cell for the replaced employee (the cell that displays the *R*). Click the Undo Replacement button and then click OK.

Copying Schedules

Access the Copy Schedules page.

Select one or more employees who are to receive the copied schedule and click the Copy button. The whole day is copied for the date or range of dates defined.

Note. If you selected *Day* as the View By option on the Manage Schedules page, the Date field is display only.

Swapping Schedules

Access the Swap Schedules page.

Change the start date and end date if required and click the Swap button. The whole day's schedule is swapped between the two employees, or all the days listed if it is a range of dates.

Important! Avoid using the swap feature to replace an absent payee. If you use the swap feature, and the payee reports an absence, the payee may not be correctly compensated for the absence. This is because the absence process refers to the swapped schedule (which might be for an off shift or different shift), rather than the payee's actual schedule, to determine the amount of time off.

Note. If you selected the *Day* View By option, the Date field on this page is display only.

Assigning and Creating Schedules

Access the Assign Work Schedule page for a payee.

You can use this page to assign work schedules to a payee and to access pages for viewing assigned schedules and for creating a schedule for a particular payee. These pages are the same as the pages that administrators use to assign schedules and create personal schedules.

See Also

Chapter 13, "Using Schedules," Assigning Work Schedules, page 325

Using Self-Service Scheduling Features for Employees

Employees can use self-service pages in Global Payroll to enter their schedule preferences, such as preferred contact information for schedule updates, willingness to work a compressed work week, and daily shift preferences. When a manager wants to replace, swap, or copy a schedule, the employee preferences can be viewed to determine the best available replacement or schedule.

This section discusses how to set up schedule preferences.

Pages Used to Enter Scheduling Preferences and View Schedules

Page Name	Object Name	Navigation	Usage
Schedule Preferences	SCH_EE_PREF	Self Service, Time Reporting, User Preferences, Schedule Preferences	Enables employees to view and update their schedule related preferences.
Personal Information,	HR_EE_PERS_INFO	Click the Update your contact information link on the Schedule Preferences page.	View contact information and access pages where you can update it.
Monthly Schedule	SCH_EE_MONTHLY, SCH_EE_PREF	Self Service, Time Reporting, View Time, Monthly Schedule, Monthly Schedule	Enables employees to view their schedules.

Setting Up Scheduling Preferences

Access the Schedule Preferences page.

Contact Preference

The employee's preferred phone number and email address appear. If PeopleSoft Enterprise eProfile is installed, you can click a link to access the Personal Information page, where you can update the contact information.

Schedule Preferences

For each day of the week, enter the shift or start and end times you prefer to work.

Willing to work a compressed work week Define whether or not you will work a compressed work week.

Shift Enter the shift you prefer to work. This field is populated based on the employee ID. If the current user has a schedule assigned, the only shifts available are those shifts that correspond to the user's schedule ID and the

SetID determined by the user's schedule group. If the user has no schedule assigned, the Shift ID field is hidden.

Note. There is no validation between start and end times and shifts. No logic exists to verify that the times entered fall within the shift, if one is entered.

Start Time, End Time Enter the start and end times you prefer to work.

Willing to work overtime Enter whether you will work overtime.

Willing to work double shifts Enter whether you will work a double shift.

CHAPTER 14

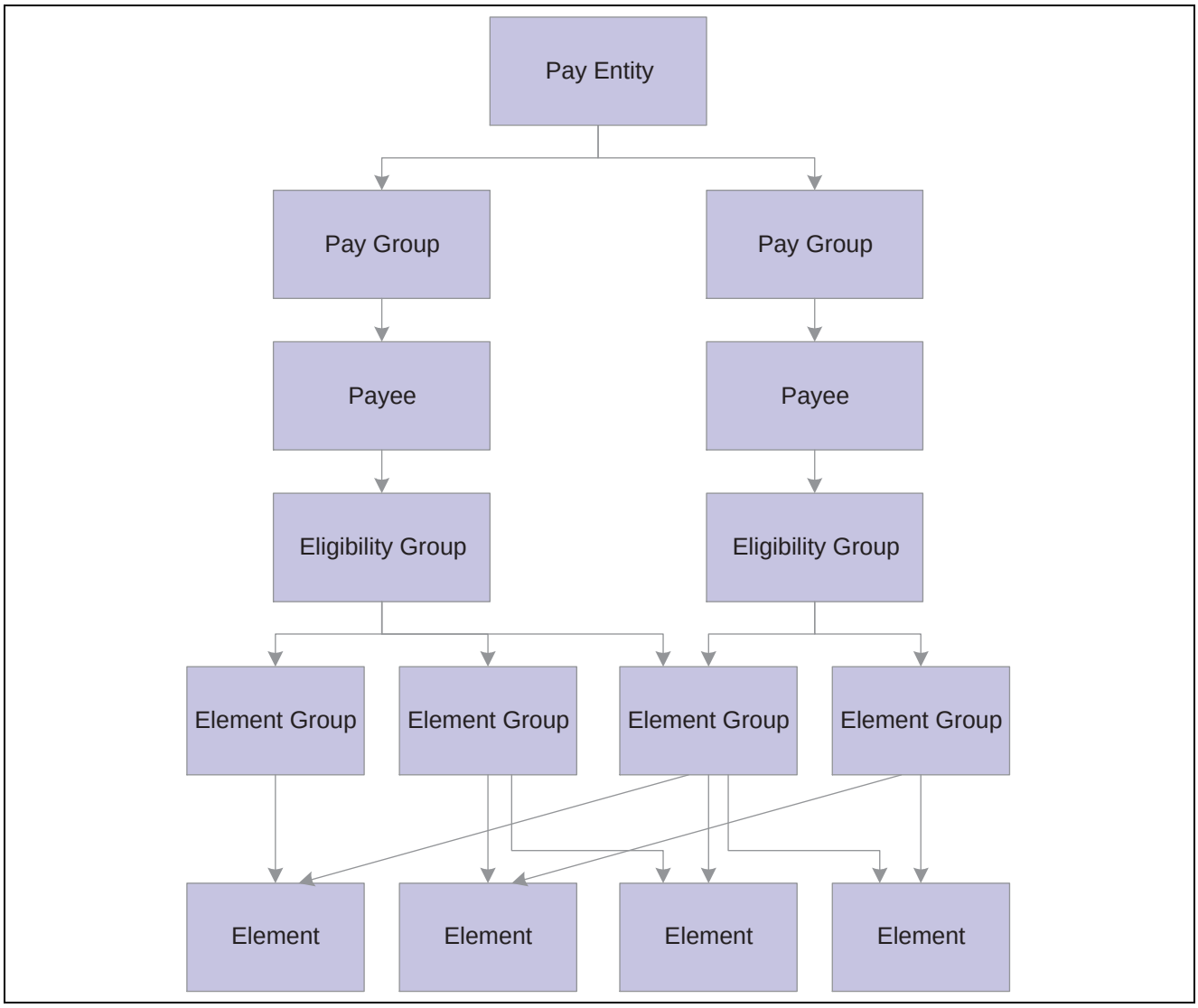
Defining the Organizational Structure

This chapter provides an overview of the organizational structure in Global Payroll and discusses how to:

- Define element groups.
- Define eligibility groups.
- Define pay entities.
- Define paygroups.

Understanding the Organizational Structure

This diagram shows the components of the Global Payroll organizational structure for payroll processing:



Organizational structure of Global Payroll

Elements are the basic building blocks of Global Payroll. Element groups are used to communicate lists of elements to eligibility groups. Eligibility groups are associated with paygroups. Payees who share pay characteristics belong to paygroups. Multiple paygroups are linked to a single pay entity, the business organization that pays payees.

Eligibility groups and element groups are used to control which elements a payee receives. Element Groups contain individual elements such as earnings, deductions, absence entitlements, and absence takes. Eligibility Groups in turn contain Element Groups. This two-level approach allows for a more efficient setup, as illustrated by the following example.

Each payee is assigned to an eligibility group, such as an eligibility group for managers or one for staff employees. You might have some elements, such as management bonuses, for managers only; other elements, such as overtime, for staff employees only; and other elements, such as base pay and taxes, for which all payees are eligible.

Example

Suppose that you have two groups of payees—managers and staff employees—so you create two eligibility groups.

You have 50 earning elements. Of those, 10 earnings (E1−E10) are for managers only, 10 earnings (E11−E20) are for staff employees only, and 30 earnings (E21−E50) are for all payees. You have 20 tax deduction elements (D1−D20) for all payees.

Without element groups, you'd have to add 60 elements to the management eligibility group and 60 elements to the staff eligibility group.

With the element group concept, you create four element groups:

- Management Earnings (earnings that only managers receive).
- Staff Earnings (earnings that only staff employees receive).
- Common Earnings (earnings that are available to both groups of payees).
- Taxes (the 20 deductions).

This table lists the element groups that you would add to the eligibility groups:

Eligibility Group	Element Group Members
Management	Management Earnings (E1−E10) Common Earnings (E21−E50) Taxes (D1−D20)
Staff	Staff Earnings (E11−E20) Common Earnings (E21−E50) Taxes (D1−D20)

Another benefit of element groups becomes apparent if you add elements after initial implementation. Say that you create a new tax (D21) after implementation. Instead of having to add that new element to every eligibility group, you add it to one element group (Taxes).

Defining Element Groups

To define element groups, use the Element Groups (GP_ELEMENT_GROUP) component.

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

- Name an element group.
- Insert elements into element groups.

Understanding Element Groups

To identify numerous elements, you can define element groups—groups of earnings, deductions, or absence elements. You can use element groups to:

- Assign the same set of elements to a group of payees.

For example, you might group earnings into one element group and deductions into another and use only those two element group names to specify earnings and deductions. Or you might create one element group for hourly employees' earning elements and another for salaried employees' earning elements.

- Identify the sets of elements to process during an off-cycle payroll.

  When processing off-cycle transactions, such as payroll corrections or unscheduled payments, you can use the element group feature to specify which elements to process. You select the element set when you enter off-cycle processing instructions through the Off-Cycle Requests components (GP_OFFCYCLE_SETUP).

  When processing off-cycle transactions, such as payroll corrections or unscheduled payments, you can use the element group feature to filter the elements that are processed. You select the element set when you enter off-cycle processing instructions through the Off-Cycle Requests components (GP_OFFCYCLE_SETUP).

- Create list sets.

  A list set is a collection of elements and parameters that you can use in any process or report that requires a list of elements. For example, you would use an element group to create a list set for use with a payslip generation process.

See Also

Chapter 23, "Managing Off-Cycle Processing," page 607

Chapter 33, "Managing Applications and List Sets," page 871

Page Used to Define Element Groups

Page Name	Object Name	Navigation	Usage
Element Group Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Element Groups, Element Group Name	Name the element group and define its basic parameters.
Element Group Members	GP_ELEMENT_GROUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Element Groups, Element Group Members	Insert elements into element groups.

Naming an Element Group

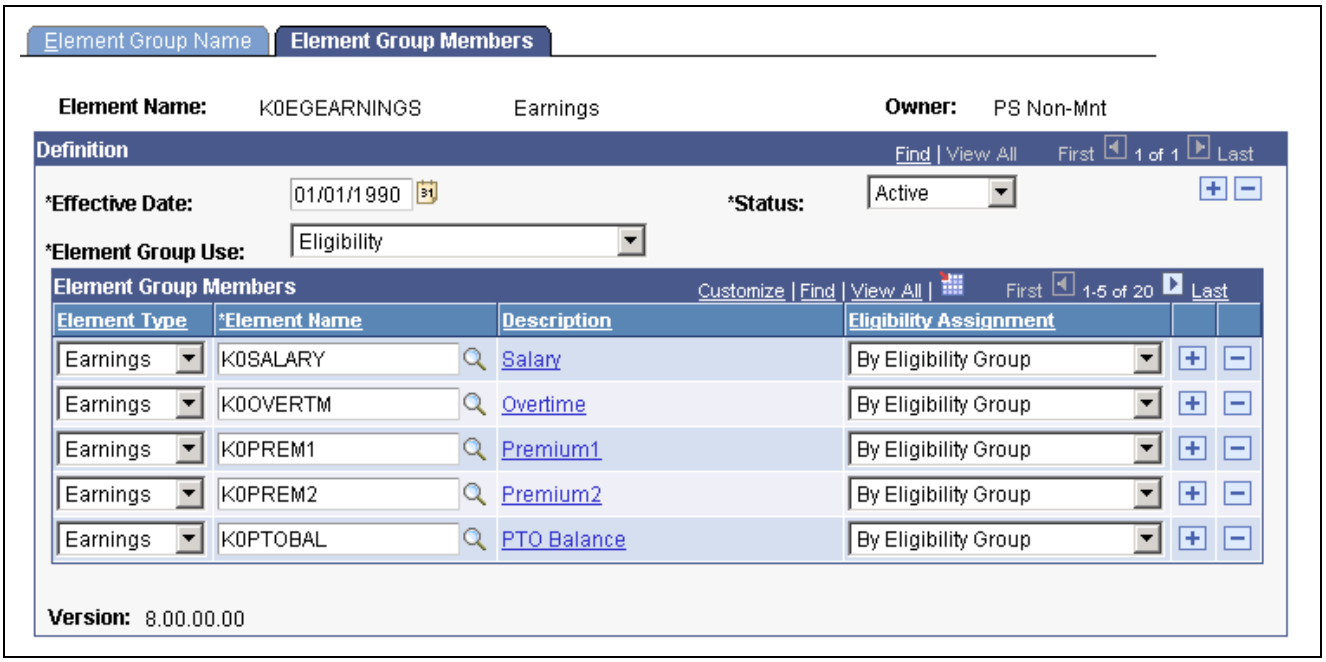
You name every element and define its basic parameters on an Element Name page. All element components within Global Payroll share the same first Element Name page (GP_PIN).

See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 68

Inserting Elements into Element Groups

Access the Element Group Members page.



Element Group Members page

Use caution when making changes to element groups that are referenced by list sets. Changes to element groups affect related list sets. List sets, their use, and their relationship to element groups are discussed in detail in another chapter in this PeopleBook.

See Chapter 33, "Managing Applications and List Sets," page 871.

Element Group Use Define the way that this element group will be used. This field limits the entry types available in the Element Group Members group box. Values are:

- *All-purpose:* Select if this element group can be used for eligibility processing, to define a process set for off-cycle processing, or with list set functionality.
- *Eligibility:*This is the default value. Select if this element group is to be used only for eligibility processing.
- *Process Set:* Select if this element group identifies a limited set of elements to be processed for a given segment. This type of element group is available for off-cycle processing. The inclusion of an element in this group does not waive eligibility requirements; payees must still be eligible for these elements for the elements to be resolved.
- *Application:* Select to use this element group specifically with the list set functionality. Selecting this value will avail the Applications — Static/Dynamic group box and the Application Default Sort Order field.

Note. The system requires that the Element Group Use field value be the same for *multiple* effective-dated rows. Therefore, if you add a second effective-dated row to this page, the system populates the new effective-dated row's Element Group Use field by default to the value on the original or earliest effective-dated row, and makes the Element Group Use fields unavailable for entry on all effective-dated rows. So, as long as there's only one row, you can edit the Element Group Use field value. When you insert more than one row, all rows will have the same Element Group Use field value (the value of the original or earliest effective-dated row) and all rows will have the Element Group Use field unavailable for entry.

Applications - Static/Dynamic

Select whether the element group is a static or dynamic list of elements. Static element groups include a list of elements in the Element Group Members group box. Dynamic element groups include only a SQL Where clause that dynamically determines which elements are included in the group every time the element group is called. The Where clause can also contain an Order By clause to sort the selected elements. This option is only available when Element Group Use is *Application.*

Element Group Members

Entry Type Select the type of element that you're adding to the element group. Values are *Absence Entitlement, Absence Take, Deduction, Earnings,* and *Element Group.*

Note. When nesting element groups (that is, including element groups within element groups), the member groups must have the same use option as the parent group.

Element Name Select the element name that corresponds to the entry type selected.

Description Click to open the element's definition component in a separate browser window.

Eligibility Assignment Select the method for assigning the selected element to a payee. This field enables you to indicate whether a payee gets the element processed simply by inclusion in the eligibility group or whether you have to assign the element through the payee-level Earnings/Deductions Assignment page or enter positive input. This field is only available when Group Use Type is *Eligibility* or *All-Purpose.*

Values are:

By Eligibility Group: For elements that apply to most or all payees who are associated with this element group through an eligibility group. This option is used infrequently, because most earnings and deductions are payee-specific.

By Payee: For payee-level elements. Typically, most earning and deduction elements fall into this category.

This field is hidden when you select *Process Set* for the element group use. It is also hidden when the entry type is *Element Group.*

Application Default Sort Order Enter the sequence number used to sort the element. To display multiple elements on the same line, use the same sequence number. For example, you would use the same sequence number to display employer and employee

deductions side by side. This field is only available when Group Use Type is *Application* or *All-Purpose.*

Changing the Element Group Use Field

When needed, you can change the Element Group Use value after you have created the element group. When the field value is changed, the system conducts the following checks:

- If the field value is *Eligibility* or *Process Set* and the element group is being used in that specific area, the system will only allow a change to *All-purpose.*
- If the field value is *Eligibility* or *Process Set* and the element group is not being used in that specific area, the system will allow any change.
- If the field value is *All-purpose*, the system will only allow a change if it is does not alter any current usage (for example, the system will not allow a change to *Eligibility* if the Element Group is used to define a process set.

See Also

Chapter 17, "Working with Positive Input," page 409

Chapter 33, "Managing Applications and List Sets," page 871

Defining Eligibility Groups

To define eligibility groups, use the Eligibility Groups (GP_ELIG_GROUP) component.

This section provides an overview of eligibility groups and discusses how to insert element groups into eligibility groups.

Understanding Eligibility Groups

Eligibility groups indicate the specific elements for which a certain payee population may be eligible. Eligibility groups contain one or more element groups and are often used to differentiate types or levels of workers. For example, you can create an eligibility group of element groups pertaining to company executives.

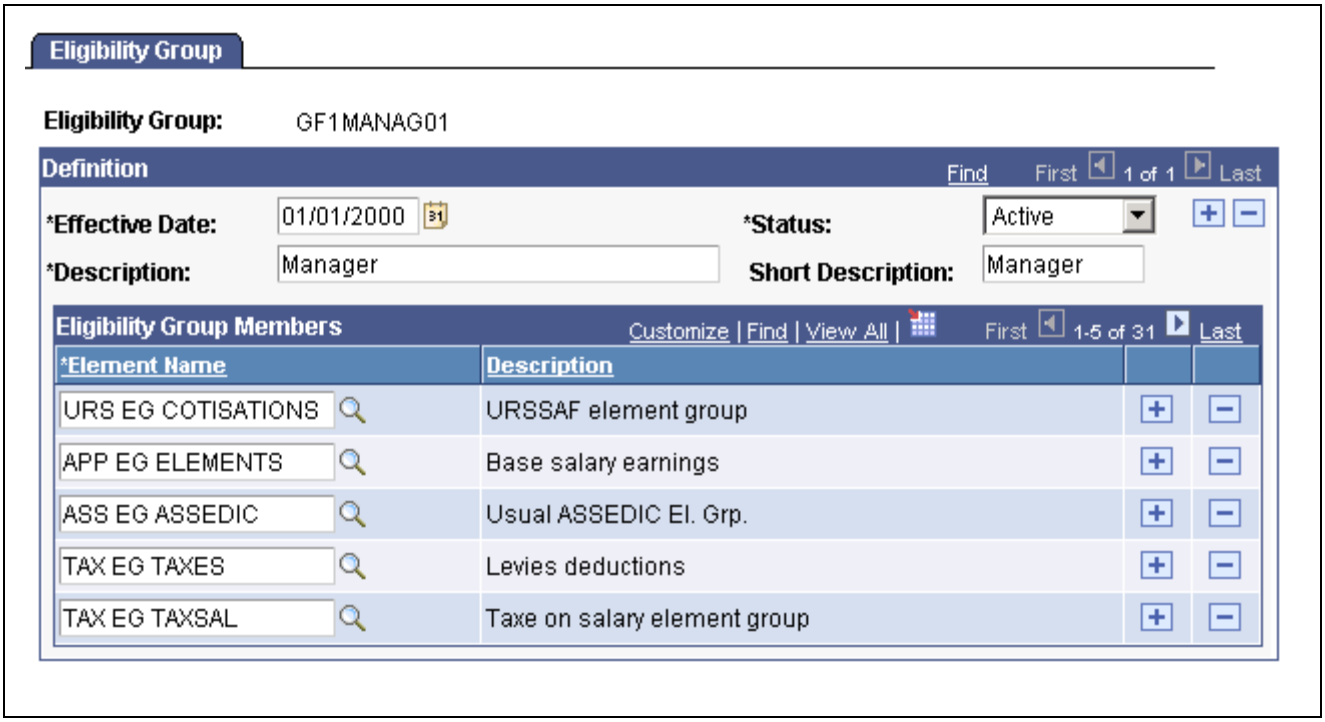
You assign a default eligibility group to each paygroup. Payees assigned to a paygroup inherit the eligibility group from the paygroup definition. You can override a paygroup definition by payee by stating a different eligibility group at the payee level.

Page Used to Define Eligibility Groups

Page Name	Object Name	Navigation	Usage
Eligibility Group	GP_ELIG_GROUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Eligibility Groups, Eligibility Group	Insert element groups into eligibility groups.

Inserting Element Groups Into Eligibility Groups

Access the Eligibility Group page.



Eligibility Group page

Element Name Select the name of the element group to associate with this eligibility group. To select additional element groups, add more rows.

Defining Pay Entities

To define pay entities, use the Pay Entities (GP_PYENT) component.

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

- Enter address information for a pay entity.
- Enter processing details for a pay entity.

Note. This section discusses the first two pages of the Pay Entity component. The other pages in the Pay Entity component, including the Retro Limits page, the Supporting Element Overrides page, and the Source Bank Link page, are discussed elsewhere in this PeopleBook.

See Also

Chapter 30, "Defining Retroactive Processing," Defining Backward and Forward Limits for Retro Processing at the Pay Entity Level, page 782

Chapter 18, "Setting Up Overrides," Defining Pay Entity Overrides, page 439

Chapter 31, "Defining Banking Instructions," Linking Source Banks to Pay Entities, page 829

Understanding Pay Entities

A pay entity is the organization that is responsible for paying payees. You can also use a pay entity to define the type of currency for processing calculations. The pay entity is a legal definition of an organization from a payroll perspective. In many cases, an organization and a pay entity are identical. Global Payroll doesn't define a relationship between an organization and a pay entity. If several organizations are held by the same holding organization, the holding organization can be the pay entity, or one organization can have several subsidiaries that are individual pay entities. The system defines most accumulators by pay entity.

Batch Processing

Batch processing uses the data on the Processing Details page to determine which elements to load. Only elements that are defined for *All Countries* (on the Element Name page) and those defined for *Specific Country,* where the country equals the pay entity country are loaded.

If any element with a different country has been referenced, the batch program logs an error. Depending on that element's importance, the process might cease. If it cannot continue, it issues the following message:

Element %1 (PIN %2) not loaded into UPINA. (N/A for country: %3).

If the process can continue, it issues one of these messages:

Element %1 (PIN %2) - and data for the element - not loaded into the process. (N/A for country: %3)

Element %1 of parent element %2 on Process List %3 is not found in %4. (PIN number %5)

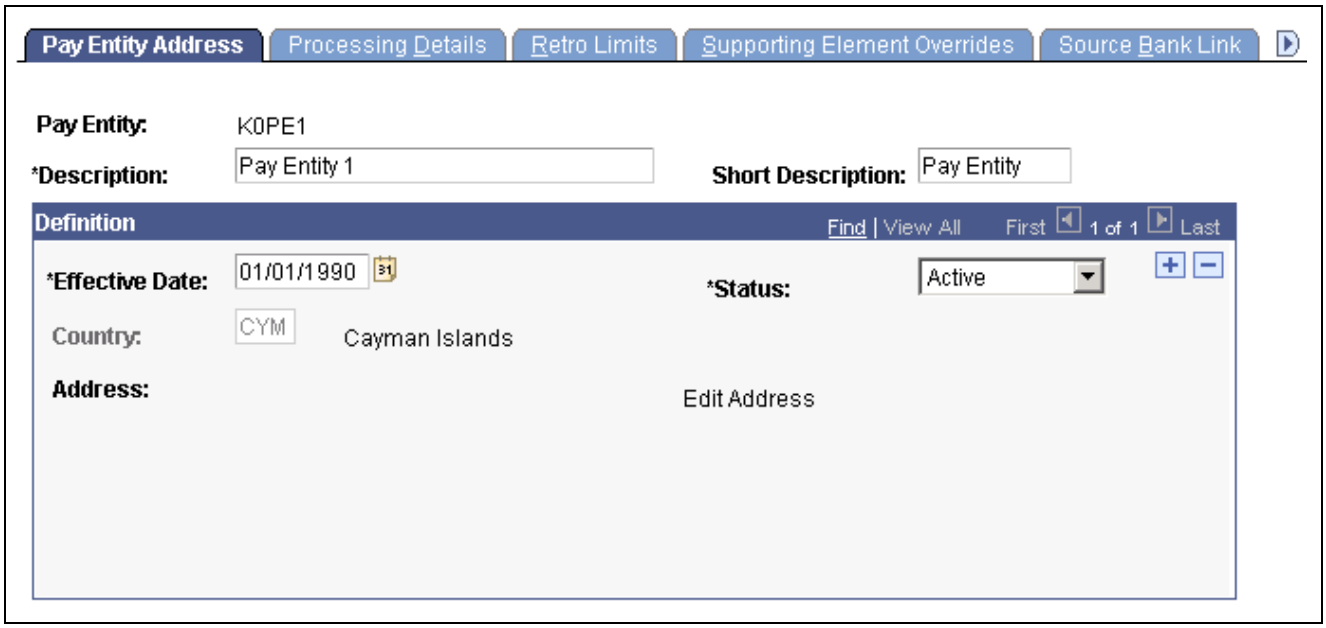
Note. Reasons other than country assignment can prevent an element from being loaded.

Pages Used to Define Pay Entities

Page Name	Object Name	Navigation	Usage
Pay Entity Address	GP_PYENT_NAME	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities, Pay Entity Address	Enter address information for a pay entity.
Processing Details	GP_PYENT_PRCS_DTL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities, Processing Details	Enter processing details for a pay entity.

Entering Address Information for a Pay Entity

Access the Pay Entity Address page.



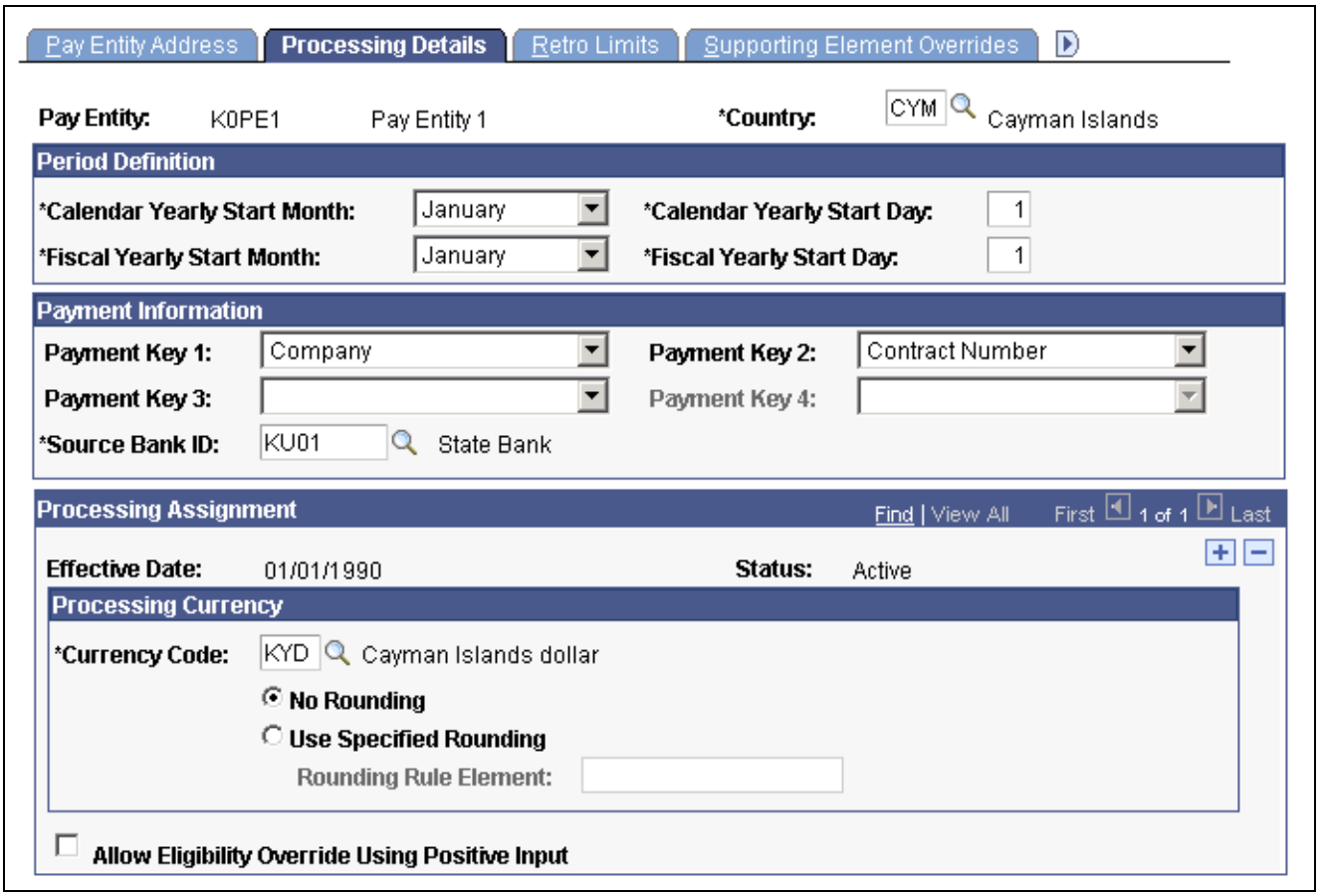
Pay Entity Address page

Country Select the country where your pay entity is located.

Address Click the Edit Address link to enter the pay entity address. The system displays the appropriate address fields for the selected country. Address information fields aren't required; therefore, you can enter only the information that applies to your organization's pay entity. Leave other fields blank.

Entering Processing Details for a Pay Entity

Access the Processing Details page.



Processing Details page

Warning! Do not modify fields above the effective-dated area of the page after implementation. Doing so can destroy the integrity of retroactive and accumulator calculations.

Country Select the processing country for this pay entity.

Period Definition

Calendar Yearly Start Month and **Calendar Yearly Start Day** Enter the start date for the pay entity's calendar year. This date becomes the default start date for accumulators that are based on calendar year, unless you specify otherwise in the accumulator definition.

Fiscal Yearly Start Month and **Fiscal Yearly Start Day** If your pay entity operates on a fiscal year that's different from the calendar year, enter the start date of the fiscal year. This date is used as the default start date for accumulators that are based on fiscal year, unless you specify otherwise in the accumulator definition.

Payment Information

Payment Key 1–4 If your business rules require the use of payment keys, you can set them up here. A pay entity can have up to four payment keys. Values are: *Company, Contract Number, Department,* and *Establishment ID.*

Payment keys are used primarily during forwarding retroactive situations. When a payment key exists (for example, company or contract number) for

the recalculation period (the period from which the retroactive deltas are being forwarded) and the deltas are being forwarded to the current period, the system keeps the retroactive delta data separate in the current pay period. This enables the system to run a separate gross-to-net calculation in the current pay period for that set of payment keys, creating an additional GP_PYE_SEG_STAT record.

Source Bank ID Enter the default source bank that funds payroll activities for this pay entity's payees. You can override this value through the Source Bank Link page.

Processing Currency

The processing currency defined at the pay entity level is the unit to which other currencies are converted before calculations are made.

Currency Code Select the default processing currency, which the system uses for calculations and reports and as the default for any element without an associated currency.

Note. If the effective date changes during a pay period, the system uses the currency that's effective at the end of that pay period. Any change of currency should coincide with the beginning of a pay period.

No Rounding Select to prevent rounding in currency conversion.

Use Specified Rounding Select to have the system run a rounding rule for currency conversion, regardless of the value's source (for example, positive input, accumulators, or historical rules).

Rounding Rule Element If you selected Use Specified Rounding, enter the rounding rule element that you want to use for rounding.

Allow Eligibility Override Using Positive Input Select to enable positive input to override eligibility group defaults. Enables you to override the effect that eligibility groups have on what elements a payee can use.

For example, suppose that during the batch process the system encounters positive input for an earnings element that is not in a payee's eligibility group. By selecting *Positive Input,* you are telling the system to process the positive input.

With retroactivity, it's necessary to recalculate prior periods in the same currency as the original calculation for the pay period. When the recalculation and the current period have different processing currencies, the difference between the new and old values is computed in the currency of the original calculation.

The retroactive deltas are converted to the processing currency with the exchange rate as of the effective date defined at the payee level (period begin date, end date, and pay date). Retroactive adjustments are, therefore, computed in the processing currency.

Example

From January to June 2001, the currency is set to FRF (French francs). In July, you switch to EUR. In July there is retroactivity for a payee effective in June 2001. The recalculations are done using FRF. The delta is first calculated in FRF and converted to the EUR, using the exchange rate as of the current pay period. Retro adjustments are brought forward into the current period in EUR.

The delta is calculated and stored in FRF. When the July calendar is processed, deltas that are designated or qualified to be pulled into the July calendar are pulled in and converted to EUR before they are used in the July calculations.

See Also

Chapter 30, “Defining Retroactive Processing,” page 753

Chapter 31, “Defining Banking Instructions,” page 823

Chapter 3, “Introducing the Core Application Architecture,” Understanding Multiple Currencies, page 24

Chapter 18, “Setting Up Overrides,” page 435

Defining Paygroups

To define paygroups, use the Pay Groups (GP_PYGRP) component.

This section provides an overview of paygroups and overrides of paygroup defaults and discusses how to:

- Define paygroup parameters.
- Define default rounding, proration, and frequency conditions for a paygroup.

Note. This section discusses the first two pages of the Pay Group component. The other page in the Pay Group component is the Supporting Element Overrides page which is discussed elsewhere in this PeopleBook.

See Also

Chapter 18, “Setting Up Overrides,” page 435

Understanding Paygroups

A paygroup is a logical grouping of qualifying individuals for payment and contains payees who share pay characteristics. All payees in a paygroup must have the same pay frequency (begin, end, and payment dates) and payroll calculation process and belong to the same pay entity.

Understanding Overrides of Paygroup Defaults

When you set up a paygroup, you define a number of default settings, such as eligibility group and work schedules, that apply to payees associated with the paygroup.

However, you can set up paygroup rule overrides for earnings and deductions, which is useful when certain rules don’t apply to specific groups of payees.

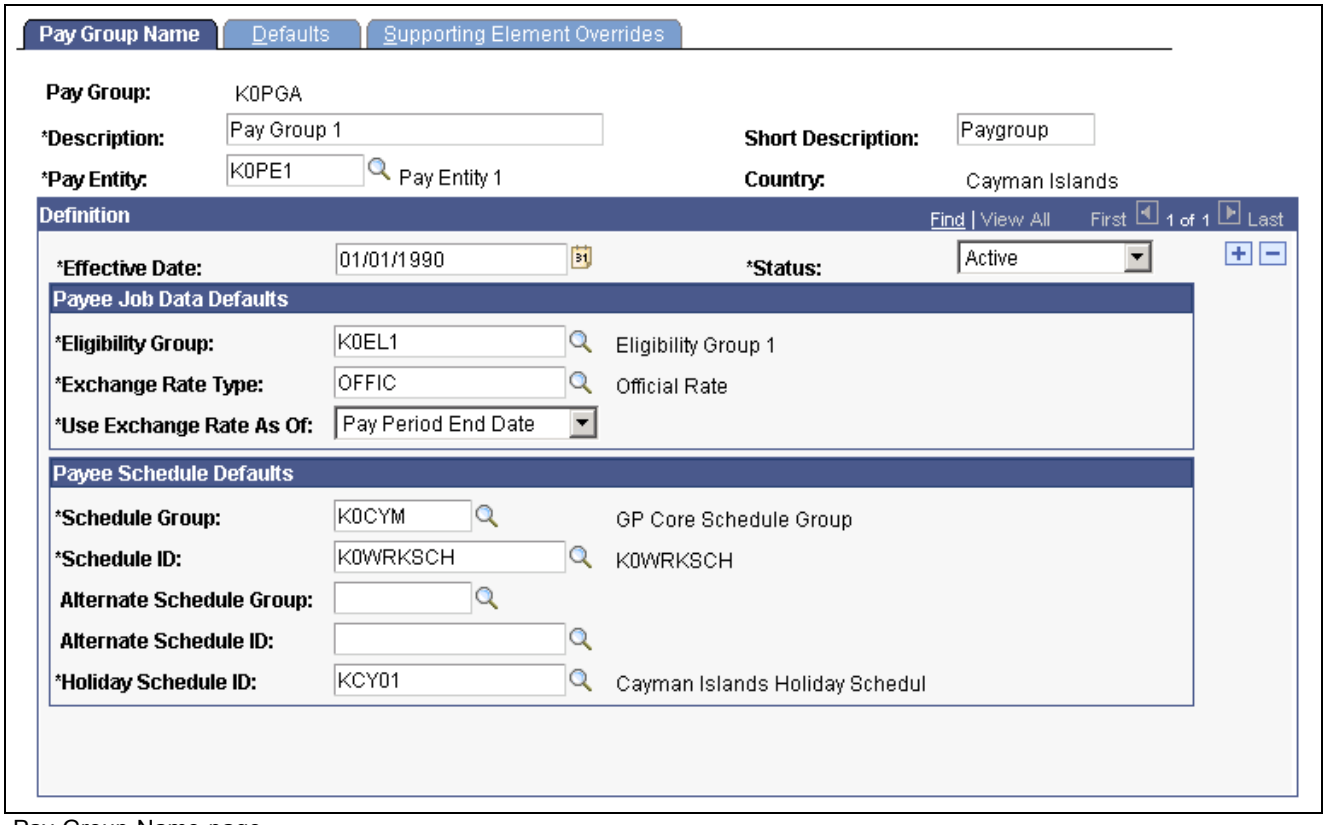
Group together payees who typically receive the same type of earnings and deductions. This enables you to define elements that apply to most members of a paygroup. You can create any exceptions through payee-level overrides or override the default paygroup.

Pages Used to Define Paygroups

Page Name	Object Name	Navigation	Usage
Pay Group Name	GP_PYGRP_NAME	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups, Pay Group Name	Define paygroup parameters.
Defaults	GP_PYGRP_DFLT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups, Defaults	Define default rounding, proration, and frequency conditions for a paygroup.

Defining Paygroup Parameters

Access the Pay Group Name page.



Pay Group Name page

Pay Entity Select the pay entity to associate with this paygroup. You can link each paygroup with only one pay entity.

Warning! Once you've processed a payroll, never change the pay entity. Doing so can corrupt your data.

Payee Job Data Defaults

In this group box, you can define numerous default settings for a paygroup. The effective date applies to the entire group box; therefore, you can change these options simultaneously if you have schedule, business process, or rule changes.

Note. Not every payee in a paygroup has the same eligibility group, exchange rate type, or holiday schedule. You can override any default for an individual on the Job Data - Payroll page. Defaults can be overridden for certain periods of time through effective-dating. On the Job Data - Payroll page, the Global Payroll group box that includes eligibility group, exchange rate type, and holiday schedule information appears only if you set the Payroll System field to *Global Payroll.*

See Chapter 4, "Working with Payee Data," page 35.

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

Eligibility Group Select the default eligibility group to associate with this paygroup.

Apply elements to payees in paygroups through eligibility groups. An eligibility group must be associated with a paygroup. A payee is assigned to an eligibility group through the default defined at the paygroup level. This default value can be overridden at the payee level.

Note. Payees in an eligibility group are eligible for elements at the payee level, but if a payee isn't in an eligibility group for which an element is valid, that payee cannot be eligible for that element.

Exchange Rate Type Select the default exchange rate type that's used for currency conversions for this paygroup during processing. You can specify an element in a currency other than the processing currency. During processing, it is converted to the processing currency, using this exchange rate information. Define exchange rate types on the Market Rate Type page.

See *PeopleSoft Enterprise Components for PeopleSoft Enterprise HRMS and Campus Solutions PeopleBook.*

Use Exchange Rate As Of Select the effective date for use in retrieving the exchange rate. The options correspond to the dates that you associate with this paygroup. Values are *Pay Period Begin Date, Pay Period End Date,* and *Payment Date.*

Payee Schedule Defaults

Define scheduling defaults for a paygroup. Payees can be assigned a work schedule and an alternate work schedule based on the scheduling defaults defined for the payee's paygroup.

Schedule Group Select the schedule group for the paygroup. Schedule groups enable you to categorize schedules into specific groups.

Schedule ID Select the schedule ID for the paygroup.

Rotation ID Select the rotation ID for the selected the schedule ID. Rotation IDs are used with rotating schedules. Rotating schedules can be assigned to several payees with different schedule begin days.

Note. The Rotation ID field only appears if you select a rotating schedule.

Alternate Schedule Group (Optional) Select an alternate schedule group for the paygroup.

Alternate Work Schedule (Optional) Select an alternate work schedule. A payee can be associated with an alternate work schedule for some absences.

Alternate Rotation ID (Optional) Select an alternate rotation ID for the paygroup.

Note. The Alternate Rotation ID field only appears if you select a rotating schedule.

Holiday Schedule Select the holiday schedule for the paygroup. The paygroup's holiday schedule is used in processing if you do not select a different holiday schedule for the payee on the Job Data - Payroll page. However, the paygroup holiday schedule is not entered as a default on the payee's Job record.

See Also

Chapter 14, "Defining the Organizational Structure," Defining Pay Entities, page 348

Chapter 29, "Defining Segmentation," Proration and Segmentation, page 745

Chapter 7, "Defining Calculation Elements," Defining Proration Rules, page 168

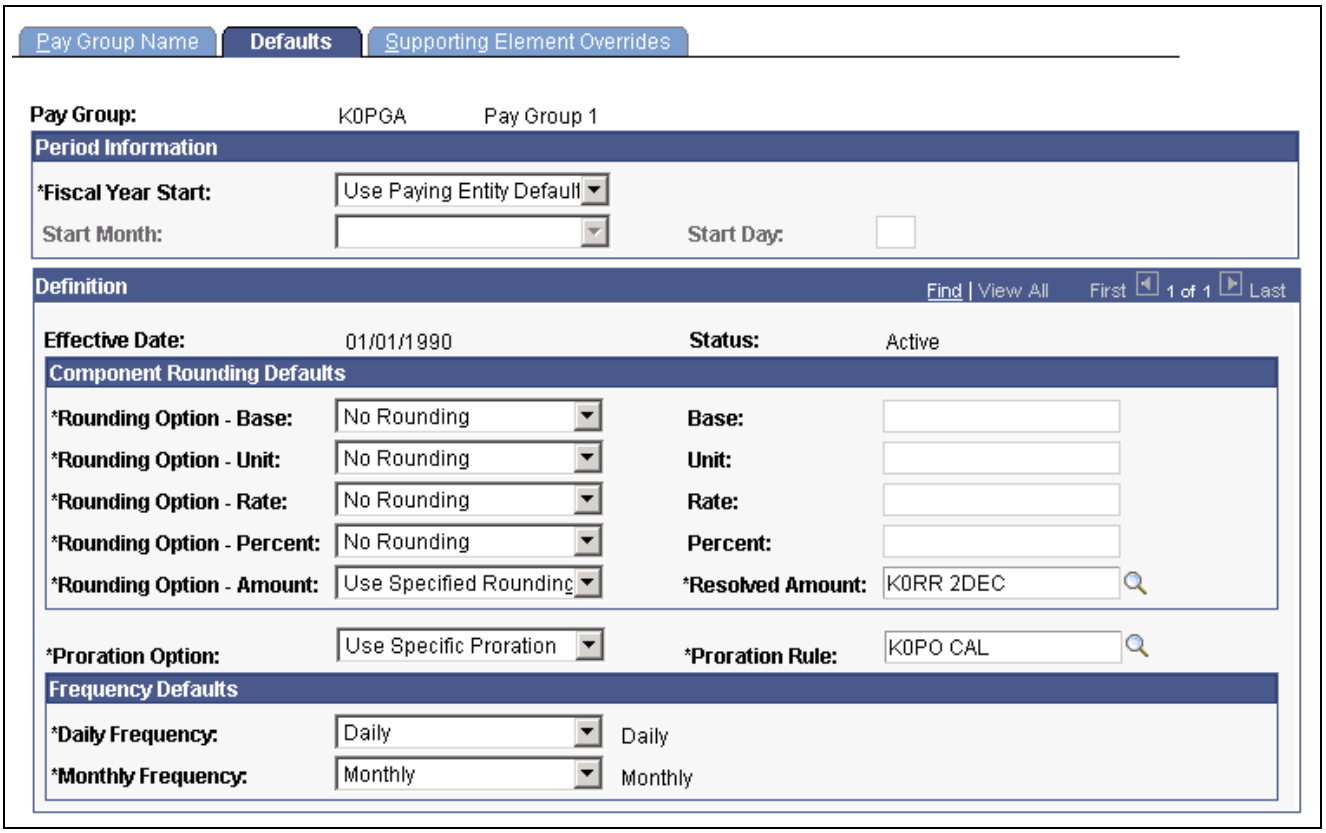
Chapter 13, "Using Schedules," Understanding Work Schedules, page 309

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up and Working with Currencies"

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Jobs"

Defining Default Rounding, Proration, and Frequency Conditions for a Paygroup

Access the Defaults page.



Defaults page

Period Information

Define dates for your paygroup's fiscal year.

Fiscal Year Start Define the start date of your organization's fiscal year for this paygroup. Values are:

Use Paying Entity Defaults: The next two fields become unavailable.

Use Specified Start Date: Complete the next two fields.

Start Month and **Start Day** Enter the first month and the first day of the start month in your organization's fiscal year.

Component Rounding Defaults

Specify default rounding rules for earnings and deductions at the paygroup level. You can specify rounding for individual earnings and deductions when those elements are defined or direct the system to follow the paygroup default settings.

Rounding Option - Base, Rounding Option - Unit, Rounding Option - Rate, Rounding Option - Percent and **Rounding Option - Amount** Select an option to determine whether these components of an earnings, deduction, or entitlement element can be rounded before calculation. Values are:

No Rounding: Prevents rounding of the component.

Use Specified Rounding: Enter a rounding rule in the corresponding field on the right.

Resolved Amount Select the rounding rule to apply to the resolved amount for earnings and deductions.

Rounding occurs after the system resolves the element's calculation rule. Also applies to an earning or deduction element for which the calculation rule is defined as *Amount.* Values are:

No Rounding: Prevents rounding of the amount.

Use Specified Rounding: Enter a rounding rule in the field on the right.

Proration Option Select either *No Proration* or *Use Specific Proration.*

Proration Rule If you selected *Use Specific Proration* in the Proration Option field, enter the proration rule that is to be used as the default proration rule for elements being used to process this paygroup. In defining an earning or deduction element, you can have the system use the paygroup default value or have it specify a unique rule for a certain earning or deduction element.

Frequency Defaults

Use this group box to define the frequency defaults used in multiple pay calculation components.

Note. The system calculates the daily and monthly pay rates that appear on the Job Data - Compensation page based on the frequency factors associated with the paygroup assigned to each payee (on the Job Data - Payroll page). As a result, if you use these corresponding daily and monthly rate system elements directly within your Global Payroll rules, you will need to ensure that the frequency factors associated with the paygroup coincide with the values to which you expect these values to resolve. Otherwise, rates may not be in sync (because the system retrieves daily and monthly rates directly from Job Data.)

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up and Working with Frequencies," Defining a Frequency ID and Country-Specific Defaults

Chapter 7, "Defining Calculation Elements," Defining Rounding Rule Elements, page 160

Chapter 7, "Defining Calculation Elements," Defining Proration Rules, page 168

Chapter 6, "Defining Data Retrieval Elements," Defining Rate Code Elements, page 109

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up and Working with Frequencies"

CHAPTER 15

Defining Processing Elements

This chapter provides overviews of processing elements, sections, and process lists, and discusses how to:

- Set up sections.
- Set up process lists.

Understanding Processing Elements

Global Payroll enables you to define payroll, absence take, and absence entitlement processes. To set up processing:

1. Create *sections,* which are logical groups of elements that are resolved during a payroll or absence run.
2. Add the sections to a *process list* that identifies the sequence and conditions under which each section of elements is resolved.

   You can create any number of process lists, but separate lists are required for payroll and absences processes.
3. Attach each process list to a calendar, by associating the process list with a run type.
4. Schedule the calendars for processing.

To run a payroll or absence process, run the process that you defined. The Process List Manager program starts at the top of the process list and, for each payee, works with the PIN Manager to resolve elements sequentially in each process list section. The system creates a set of files and tables to hold the processing results.

Common Elements Used in This Chapter

Recalculate Select this check box to instruct the PIN Manager to recalculate the element if it encounters it more than once in the process list. Clear the check box to have the PIN Manager adhere to the Always Recalculate check box setting on the Element Name page for the element.

For subprocess sections (with the exception of those set up for net pay validation by priority order), the system selects Recalculate. This setting is unchangeable.

Avoid recalculating elements, which can slow down processing.

Seq Nbr (sequence number) Enter a sequence number for the element in the section to specify processing order. The processing sequence is extremely important; it can directly affect payroll or absence calculations.

Numbers can be up to 5 digits, and each number in the section must be unique. Assign numbers in increments of 10 or some other factor to avoid having to renumber to insert an element.

Understanding Sections

This section discusses:

- Section types.
- Standard sections.
- Generate positive input sections.
- Payee sections.
- Subprocess sections.
- Absence take sections.

Section Types

Sections control the processing order of individual elements, breaking down large process lists into manageable pieces. Each section can have one or more individual elements. You can't add element groups to a section and generally can't include sections in sections.

Using sections enables reuse of work. For example, if several processes use the same set of earnings, you can create one earnings section and attach it to multiple process lists.

Sections are effective-dated—when running a payroll, the system retrieves sections attached to the process list, based on your calendar period end date.

You can define four section types, which determine:

- How the system processes section elements during payroll or absence runs.
- What types of elements—such as earning elements, absence take elements, and supporting elements—you can add to the section.
- Whether the section can be used for absence processing, payroll processing, or both.

This table lists the section types, the type of processing that each section is used in and what each section is used for:

Section Type	Type of Processing	Use
Standard	Absence, payroll, or both	For regular processing or when defining absence entitlement or absence take processes.
Generate Positive Input	Absence or payroll	For creating positive input (earnings or deductions) for another calendar. Example: meal allowances.

Section Type	Type of Processing	Use
Payee	Absence, payroll, or both	For specifying, at the payee level, elements for processing and their sequence. Example: court orders.
Subprocess	Payroll	For doing net-to-gross calculations, net pay validation based on the priority of deductions, or other iterative processes. Can include loops and conditional formulas that determine whether a particular element is resolved. Examples: moving expenses and bonus payments.
Absence Take	Absence	For resolving absence takes in chronological order based on the absence begin date.

Standard Sections

Most sections in your process list are probably standard sections. When the Process List Manager encounters a standard section during payroll or absence runs, it reads and resolves each element in the section in the specified order.

Generate Positive Input Sections

Generate positive input sections trigger creation of positive input—earning or deduction data, such as meal or travel allowances, that applies to one pay period and is payee-specific. Positive input is generated in one pay run and resolved in another. When the Process List Manager encounters a generate positive input section during *source* calendar processing, it creates rows of positive input that can be resolved and paid when you process the *target* calendar. The source and target calendars can be associated with the same or different pay periods or calendar group IDs.

Say your organization gives payees a meal allowance when they work four or more hours a day. Rather than using the Positive Input page to enter expenses manually, you can have the system generate positive input based on a formula that you define.

Note. Positive input can also be entered manually or received from other applications.

Rules for Generate Positive Input Sections

These are the rules for generate positive input sections:

- You can generate positive input only for earning and deduction elements that are defined with one of these calculation rules:

  Base × Percent

  Unit × Rate

  Unit × Rate × Percent

- Before positive input can be generated, at least one auto-assign component—base, percent, rate, or unit—of the earning or deduction element needs resolving.

  When the Process List Manager reaches the generate positive input section during the batch process, it calls the Generate Positive Input program for the first element, to determine whether any of its components are populated. If one is populated, the system creates a row of positive input for the target calendar; if none is populated, the Process List Manager continues to the next element in the section.
- Because positive input is generated in source calendar processing and resolved in target calendar processing, you must create the source *and* target calendars before running the payroll or absence process for the source calendar.
- The system checks element eligibility while processing the target calendar, not while processing the source calendar that generates positive input.

  When checking element eligibility, the system ensures that:

  - The element has been assigned to the payee through the Eligibility Group
  - The element doesn't appear on the Elements to be Excluded grid on the Calendars - Excluded Elements page
  - There are no Do Not Process instructions for the element on the Positive Input page or the Positive Input - Calendar page.
- Generation control and eligibility group changes can affect positive input resolution.

  Say the system generates positive input for a payee during June payroll. If the target calendar is July and the payee is no longer eligible in July, the positive input may or may not be resolved based on the Allow Eligibility Override Using PI check box setting on the paying entity setup.
- When segmentation occurs, generate positive input sections are segmented based on the begin and end dates of the source calendar, not the target calendar.

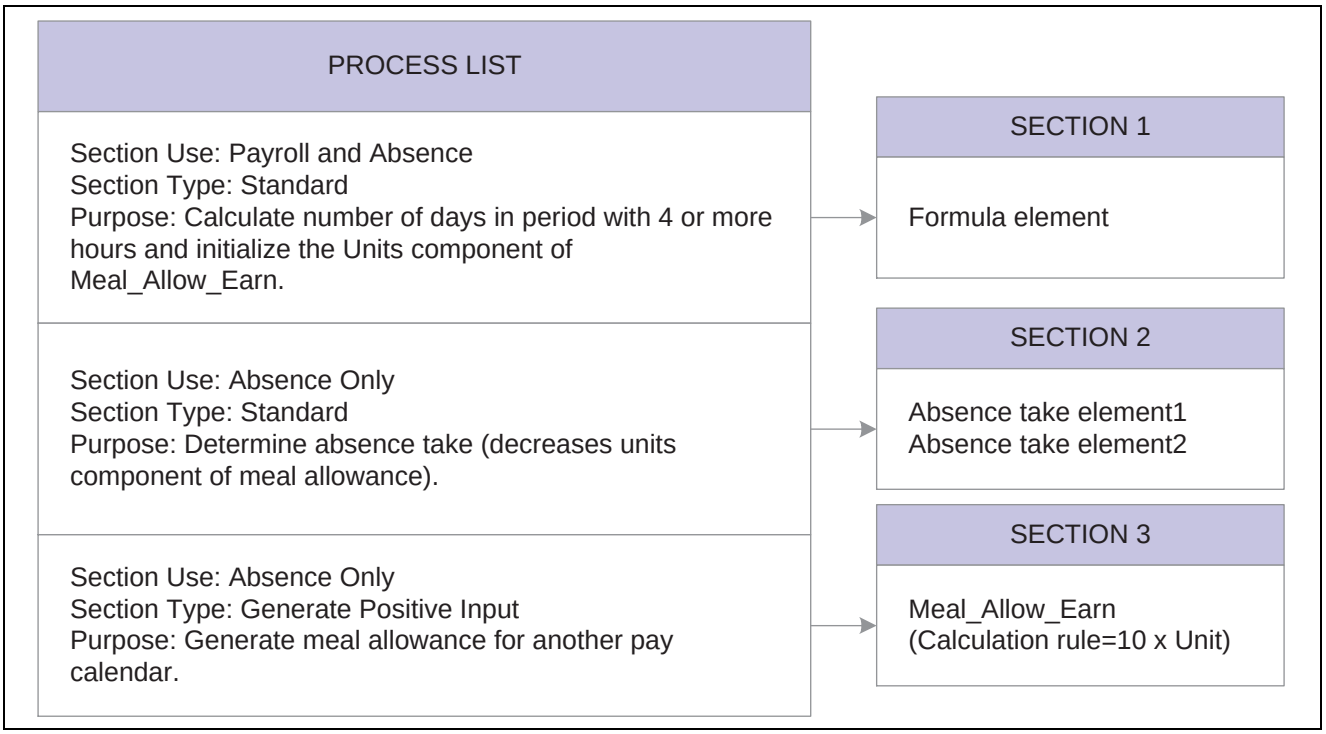
  If the source calendar is segmented, the Process List Manager calls the Generate Positive Input program only once in a segment. The generated positive input is assigned to the target calendar, based on the target calendar's end date.
- When element segmentation occurs, the system creates a separate instance of positive input for each slice.

  The rate as of date associated with each slice corresponds to the slice end date, not the segment end date.

Generate Positive Input Section Example

Your organization's policy is to pay a daily meal allowance to payees who work four or more hours in a day, and you've created an earnings element called Meal_Allow_Earn, with a calculation rule of *Unit* × *Rate*.

This example shows how your process list might be defined (the generate positive input section is the last in the process list):



Process list with generate positive input section

The system resolves the formula element in section 1, initializing the units component of Meal_Allow_Earn with the number of days in the period when the payee is scheduled to work four or more hours. The system moves to section 2, where it resolves the absence take elements, thereby decreasing the meal allowance units by the number of days that the payee was absent on days the payee was scheduled to work four or more hours. Assume that the units component resolves to 1 (day)—the payee was scheduled to work five hours and did so. Finally the system reaches section 3, the generate positive input section, containing the meal allowance earnings element. Because the units component of the earnings element was populated in sections 1 and 2, the system generates a row of positive input as listed in the following table:

Element	Rate Component (Meal_Allow_Earn_Rate)	Units Component (Meal_Allow_Earn_Unit)
Meal_Allow_Earn	10	1

Nothing happens to the data row until you run the payroll process for the target calendar. The system then checks for eligibility, and assuming that the payee still qualifies for a meal allowance, resolves the positive input by calculating 10 × 1.

See Also

Chapter 17, “Working with Positive Input,” page 409

Chapter 16, “Using Calendars,” page 383

Chapter 14, “Defining the Organizational Structure,” Defining Element Groups, page 343

Chapter 14, “Defining the Organizational Structure,” Defining Eligibility Groups, page 347

Chapter 17, “Working with Positive Input,” Segmentation Considerations, page 415

Payee Sections

Payee sections enable you to control which elements are processed for a specific payee and their processing order, in cases such as court orders; capital accumulation, such as payee contribution to a retirement plan; and other instances of special instructions at the payee level.

Having created a payee section, use the Section Overrides page to define the elements to be resolved for a particular payee. When encountering a payee section in a process list, the system retrieves the appropriate payee section and processes the elements in the section one by one.

Process lists can have multiple payee sections. You can include payee sections in subprocess sections.

Subprocess Sections

Subprocess sections are especially useful for:

- Calculating *gross ups,* gross amounts based on known net amounts.

  Say payees get a bonus payment of a specific amount. You can create a subprocess section that uses iterative calculations to compute taxes and subsequent gross pay to achieve the desired net amount.

- Taking deductions based on their relative priority.

  You can create a subprocess section that's enabled for net pay validation by priority. When deductions exceed net pay or a defined minimum, the system uses an iterative process to adjust the amounts deducted, based on the relative priority of each deduction.

A subprocess can include conditional formulas that determine whether a particular element is resolved and whether to perform a looping action.

See Chapter 8, "Defining Earning and Deduction Elements," Understanding Net Pay Validation and Arrears Processing, page 205.

Rules for Using Subprocess Sections

These are the rules for using subprocess sections:

- All elements and supporting elements in a subprocess section are recalculated in subprocess execution.

  An exception to this rule applies to subsections that are enabled for net pay validation by priority order. For these sections, you can choose whether to recalculate an element. By default, the system does not recalculate.

- Forwarded adjustments are considered during each subprocess iteration.
- Regular element eligibility and generation control apply during a subprocess.
- You can include standard sections and payee sections in a subprocess section.
- Accumulators used during an iterative process are self-correcting—they don't require resetting.

  During each iteration, the system removes the old value and adds or subtracts the new value, as applicable. (When the Accumulate Timing option for an accumulator is set to *After Calculation,* the value isn't updated until the process ends.)

  For subprocess sections that are enabled for net pay validation by priority, this rule applies only to the elements that are calculated during the iteration. Accumulators are updated depending on the amount that could actually be taken for a deduction.

- The element resolution chain audits subprocesses.

  Audit chain results are written out by iteration: each loop is documented with its iteration number.

See Chapter 22, "Viewing and Finalizing Payroll Results," Viewing an Element Resolution Chain, page 594.

- When using the net pay validation by priority feature, the system performs the net pay validation processing when it discovers that net pay has dropped below zero (or a defined minimum).

Including Multiple Subprocess Sections in a Process List

Following are guidelines for including multiple subprocess sections in the same process list:

- Rather than creating multiple subprocess sections, you can gross up multiple elements in the same subprocess.

  The system calculates the gross up amount after entry of all net amounts and before deductions. Create an earnings element to hold the grossed-up amount for each element or group of elements that you're grossing up. The net amount remains as is in the existing element, and if entered through positive input, the result tables' net amount still reconciles to the positive input entered. To report the entire amount, you can create an accumulator that includes the net amount and the grossed-up amount.

- To reduce the number of elements to be grossed up, consider creating an accumulator that stores the grossed-up amount of like groups of elements, such as elements subject to the same tax treatment.

  You can add this grossed-up element to applicable accumulators.

- If using net pay validation by priority, all deductions that are to be considered must be in the same subprocess loop.

  Net pay validation is done in processing sequence for all deductions that are placed outside of the subprocess loop for net pay validation.

Guidelines for Defining Net Pay Validation Logic for a Subprocess Section

Use the following guidelines to perform net pay validation by priority order:

- When creating the section, select the Net Pay Validation by Priority check box on the Section-Definition page.

  Note. This check box appears only if the associated country contains a Net Pay Validation formula on the Country Setup page.

- List deductions and other elements in the subprocess section in normal *processing* sequence.

  The system refers to the priority order assigned to the deduction on the Deduction - Arrears page during the net pay validation process.

- Associate a loop formula with the element that is to begin the loop action. During the first loop, the formula should resolve to true (1), causing all elements in the subprocess to be calculated in processing sequence. Before performing a subsequent loop, the formula should check net pay. If it detects that net pay is greater than zero or a minimum amount that you define for the process list, the formula should return a value of false (zero), and end the looping process. If net is less than zero or the defined minimum, the formula should return a value of true (1) and initiate another pass. (The system automatically calls the net pay validation formula that you selected on the Country Setup page and adjusts the deduction with the lowest priority.)

  The following example shows how a conditional formula called FM ANOTHER PASS might be used to drive looping. It uses the system element, SUB PROCESS PASS, to determine the current loop number. This element is automatically incremented before each pass. GXVRNPVMIN represents the element entered on the Process List - Definition page that determines the minimum net pay.

```
If ac/NET1 >=var/GXVRNPVMIN and sy/SUB PROCESS PASS > 1
then 0  >> fm/FM ANOTHER PASS?
Else
   1  >> fm/FM ANOTHER PASS?
```

```
Endif
```

SUB PROCESS PASS > 1 ensures that the system processes the loop at least once and calculates all of the elements. Without this instruction, the elements in the subprocess section will not be processed in the event that net exceeds the minimum before taking deductions (the usual case).

- To specify a minimum net pay other than zero, select the minimum net element on the Process List - Definition page.

Guidelines for Creating the Net Pay Validation Formula

Use the Country Setup page to assign a net pay validation formula to each country that intends to use the net pay validation by priority feature. The Always Recalculate option should be activated for the formula. The Process List Manager program resolves the formula once for each deduction in the subprocess section beginning with the second loop.

The formula should return one of these four values:

- 0 = Calculate and perform net pay validation

  Return this value if calculation and net pay validation need to occur during the same iteration. This is the default setting for gross-to-net subprocess sections and, in most cases, will not be used in this formula.

- 1 = Calculate

  This is the default value for the first iteration of the loop. The system resolves the formula beginning with the second iteration.

- 2 = Perform net pay validation
- 3 = Skip

If the formula returns any other value, the system generates an error message and puts the segment in error. It also skips the deduction and continues processing with the next element in the section. If no formula exists, the system generates an error message and puts the segment in error. Calculation of the segment continues with a default setting of zero (calculate and perform net pay validation).

Here's a sample formula:

```
/* This formula controls the processing per deduction during a Net Pay
Validation sub-process */

/*set to calculate*/
1 >> fm/FM CONTR NPV FLOW

/*if Net is greater than the defined minimum and deduction is not
NPV completed we need to calculate*/
IF ac/NET >= var/MINIMUM NET and sy/NPV COMPLETED = 0
  Exit
End-If

/*if element is NPV modified already don't use it again; set to skip*/
If sy/NPV COMPLETED = 1
  2 >> fm/FM CONTROL NPV FLOW
 exit
end-if

/*if the element isn't of lowest priority, calculate*/
```

```
if sy/CURR PRIORITY NBR <> sy/LOW PRIORITY NBR then
 Exit
End-If

/*set formula to NPV processing*/
3 >> fm/FM CONTROL NPV FLOW
```

Using System Elements in Subprocess Formulas

You may find the following system elements useful when creating formulas for net pay validation by priority processing.

System Element	Description
NET AVAILABLE	Holds the current value of the net accumulator minus the minimum net without the deduction that is currently being processed. It is set by the earning and deduction resolution module during net pay validation of an element. The net pay validation partial formula that calculates a partial deduction can reference this element.
CURR PRIORITY NBR	Holds the priority number of the deduction that is currently being processed. Set in the deduction program before resolving the net pay validation formula.
LOW PRIORITY NBR	Holds the lowest relative priority number of deductions that are processed within the subprocess section. The low priority nbr system element represents the priority number that Net Pay Validation is processing in the current sub-process iteration. When the deduction is reduced to zero by the net pay validation process at the end of each subprocess loop, the system sets this element to the next lowest priority (the highest priority number). When there are no deductions with a higher priority, the system sets the element to zero.
SUB PROCESS PASS	Holds the number of the current loop iteration. The number is set at the beginning of the subprocess loop.
NPV COMPLETED	(Binary: 1/0, decimal value of 1 or 0.) Set to true (nonzero) if the deduction has already been modified and set to zero in a previous pass of the net pay validation process. All instances of a deduction must be resolved to zero before this element is set to true.
PRIOR DED VAL	Holds the previously calculated deduction amount. The amount is only available within a net pay validation sub-process while net pay validation processing is being processed for a deduction. The system element can be used in a net pay validation partial formula (within a net pay validation sub-process section only).

See Also

Chapter 3, “Introducing the Core Application Architecture,” Defining Country-Level Setup, page 33

Absence Take Sections

Absence take sections enable you to process take elements based on the order in which absences occurred, rather than the processing sequence defined in a section. These sections are useful when there are dependencies between take elements, and processing in chronological order is necessary to determine correctly which absences to pay.

Absence Take Section Example

Assume that there's a requirement to reduce sickness entitlement by the number of days a payee was absent for sickness or an industrial accident over the past year. In February, a payee is absent 7 days for sickness, 6 days for an industrial accident, and 8 days for sickness, in that order.

You create a section that includes take elements in this processing sequence: SICK, IND ACC. As the following paragraphs illustrate, section type affects the amount of entitlement that's available to cover the takes:

- If the section type is standard, the system processes both SICK takes before it processes the IND ACC take.

  Consequently, it does not consider any days that were taken for the industrial accident when it determines the entitlement balance that is available for the second SICK take.

- If the section type is absence take, the system processes the absences in the order of occurrence.

  As a result, it reduces the entitlement balance for the last SICK take by the number of days that were taken (paid) for the industrial accident and for prior sicknesses over the last year.

Rules for Absence Take Sections

Following are the rules for absence take sections:

- Absence take sections can include take elements only.
- Takes are processed based on absence begin date.

  The system looks at the Absence Event record (GP_ABS_EVENT) to find the absence event with the earliest begin date.

- If more than one absence has the same date, the system refers to the processing sequence defined for the section to determine which take to process first.

  For example, assume that an absence take section includes Takes A and B in that order and that the following absence events are reported: June 2–3 (Take B) and June 3 (Take A). The system will process the absent days in this order:

  - June 2, Take B (the event with the earliest begin date)
  - June 3, Take A
  - June 3, Take B

- If a take element (parent element) is mapped to another take element (child element):
  - The child element is processed immediately after the parent element for the day being processed.

    List the child element after the parent element on the process list. The system proceeds to the next day, only after processing all generated and manually entered take elements for that day.

  - Child elements that are not included in the section where the parent element is being processed are not processed until the system resolves the section that lists the child element.

Note. Mapping refers to linking one take to another by completing the Element Mapped to field on the Absence Take - Day Formula page or the Take with Other Absence field on the Absence Take - Negative Balances page.

See Chapter 12, "Defining Absence Elements," Selecting the Day Formula, Linked Earnings and Deductions, and Other Take Elements, page 291 and Chapter 12, "Defining Absence Elements," Defining Take Rules for Negative Balances, page 298.

Understanding Process Lists

This section discusses:

- Functions of process lists.
- Batch processing and the Process List Manager.
- Ordering elements and sections in a process list.
- Retroactive processing considerations for process lists.

Functions of Process Lists

Process lists control payroll processing at the highest level. They perform three basic functions:

- Identify the sections, or sets of elements, to resolve during the payroll process and the order in which they resolve.
- Identify the gross and net pay accumulators for the payroll process.

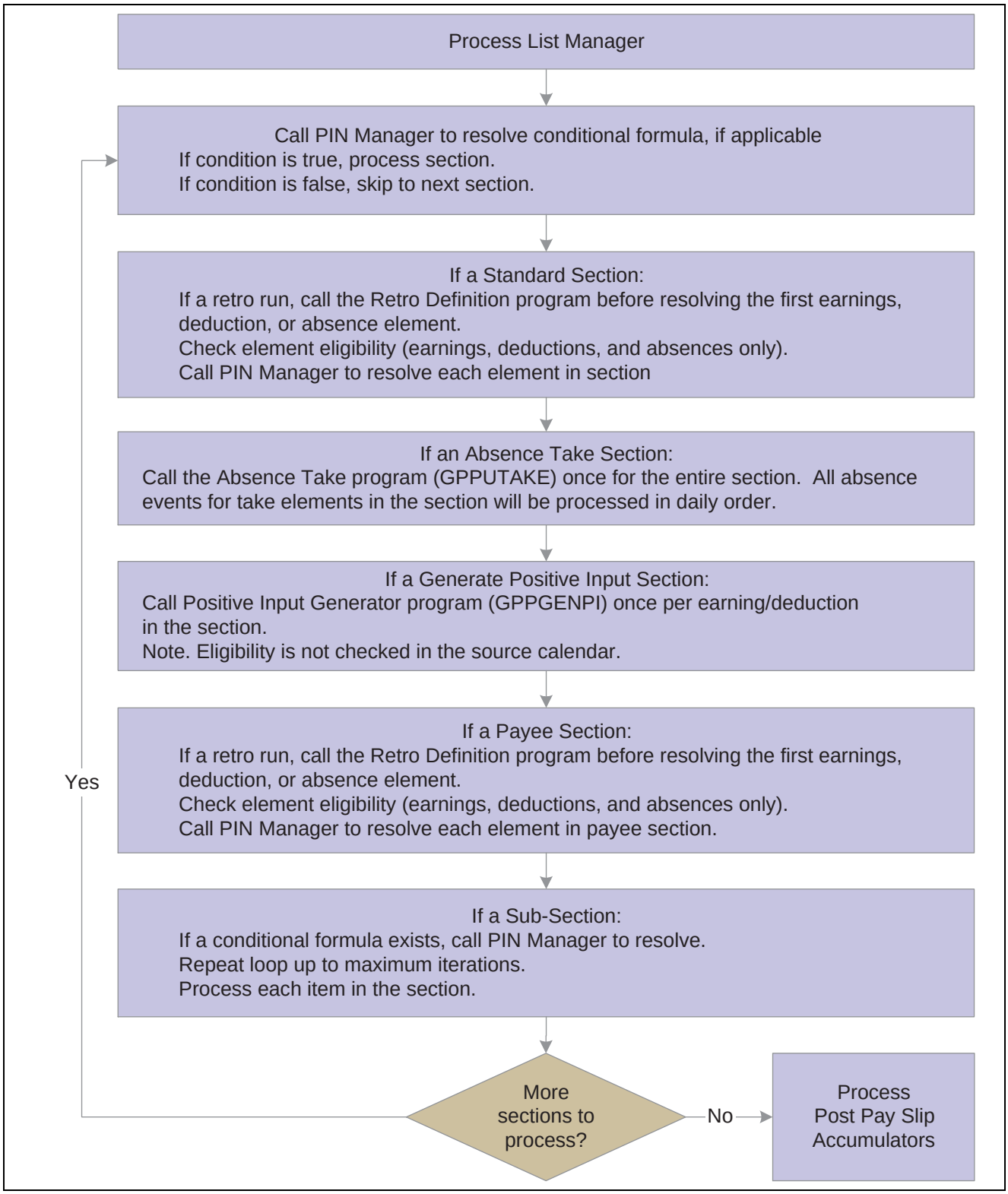
  The banking process determines net pay by referencing the net pay accumulator.
- Specify whether the process applies to absence or payroll processing.

  They’re very similar, but some differences occur during retroactive processing.

Batch Processing and the Process List Manager

The Process List Manager, a program that calls the PIN Manager during the payroll process to resolve elements on the process list, begins at the top of the process list and reads one section at a time, according to the specified sequence. Whenever the Process List Manager encounters a conditional formula, it calls the PIN Manager for resolution. If the formula resolves to zero, the section is not processed; if the formula resolves to a nonzero number, the section is processed.

This diagram illustrates how the Process List Manager and PIN Manager work together to resolve each section of the process list during a payroll or absence run:



The Process List Manager

See Also

Chapter 3, “Introducing the Core Application Architecture,” Understanding the Batch Architecture Process Flow, page 18

Chapter 29, “Defining Segmentation,” page 731

Chapter 17, “Working with Positive Input,” page 409

Ordering Elements and Sections in a Process List

Here are some guidelines for verifying that elements in sections and sections in process lists are ordered logically in the correct sequence for the payroll run:

- Entitlement processing for absences adds to the balance.

  Take processing takes away from the balance. If you include absence entitlement and absence take elements on the same process list and put the entitlement elements before the take elements, the additional balance becomes available for take processing.
- If an array needs to populate data fields before the system can execute a conditional formula, add the section with the array before the conditional section.
- Nonpercent rate code earnings need resolving before any percent rate code earnings, so that members of any Comp Rate (compensation rate) code group that need to be used in a percent calculation have been resolved.
- Base pay rate code earnings need resolving before any nonbase-pay rate code earnings, so that the appropriate hourly rate can be calculated and available for any hourly, plus flat amount rate code calculations.
- If an element exists in a standard section and a generate positive input section and if the standard section precedes the generate positive input section, the system considers any adjustments to base and units when generating positive input for that element.

  The PIN Manager returns the value as the resolved amount, plus the adjustment. If an element exists only in a generate positive input section, adjustments are ignored during processing.

Retroactive Processing Considerations for Process Lists

This section discusses:

- How changes to a process list can affect retroactive processing.
- Recalculating subprocess sections during retroactive processing.

How Changes to a Process List Can Affect Retroactive Processing

Pay attention to effective dates. If you modify an effective-dated set of data that applies to previously processed payroll periods, when retroactive processing is run, the results will vary. If you want to change the section for future payroll periods only, add a new effective-dated row to the section, then modify the list of elements.

Recalculating Subprocess Sections During Retroactive Processing

When a subprocess section is executed during retroactive processing, the *Retro Recalc* (retroactive recalculation) option, which you select for the earning and deduction elements on the Earnings - Calculation page, applies. For example, if you select *Do Not Recalc* (do not recalculate), the element isn’t recalculated when it’s encountered in the subprocess section.

See Also

Chapter 30, “Defining Retroactive Processing,” page 753

Setting Up Sections

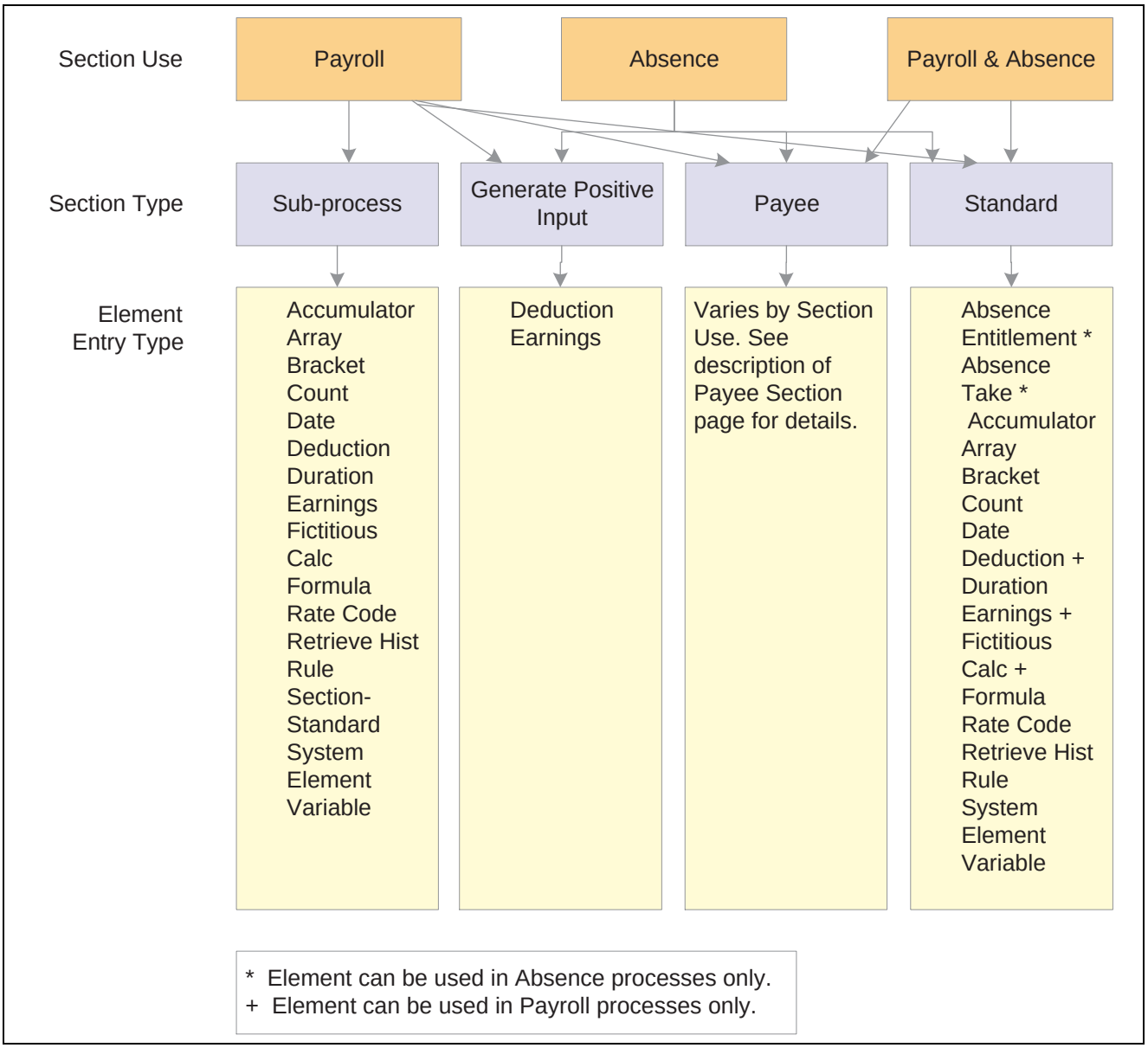
To set up sections, use the Sections component (GP_SECTION).

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

- Name a section.
- Select elements that constitute a section.
- Create a payee section for a process list.

Understanding Section Setup

Sections are the building blocks for creating process lists. You create a section by giving it an element name and indicating its use: for payroll processing, absence processing, or both. Finally, you select the section type and enter elements in processing order. Eligible elements depend on the section use and type. This diagram shows the element types that you can include in each section type:



Section use and type determine which elements can be added to a section

Warning! Adding or deleting an element from a section and then trying to process a retroactive pay run may yield incorrect results. Before changing any element in a section, assess the impact on retroactive processing.

See Also

Chapter 15, "Defining Processing Elements," Setting Up Sections, page 372

Chapter 15, "Defining Processing Elements," Ordering Elements and Sections in a Process List, page 371

Pages Used to Set Up Sections

Page Name	Object Name	Navigation	Usage
Section Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Sections, Section Name	Name a section and define its basic parameters. This page is also used to set up process lists. See Chapter 15, "Defining Processing Elements," Pages Used to Set Up Process Lists, page 379.
Definition	GP_SECTION	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Sections, Definition	Select elements that constitute a section.
Section Overrides	GP_PYE_SECTION	Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Payee Sections, Section Overrides	Create a payee section for a process list.

Naming a Section

You must enter the basic parameters of each section on the Section Name page. All elements within Global Payroll share the same name page (GP_PIN).

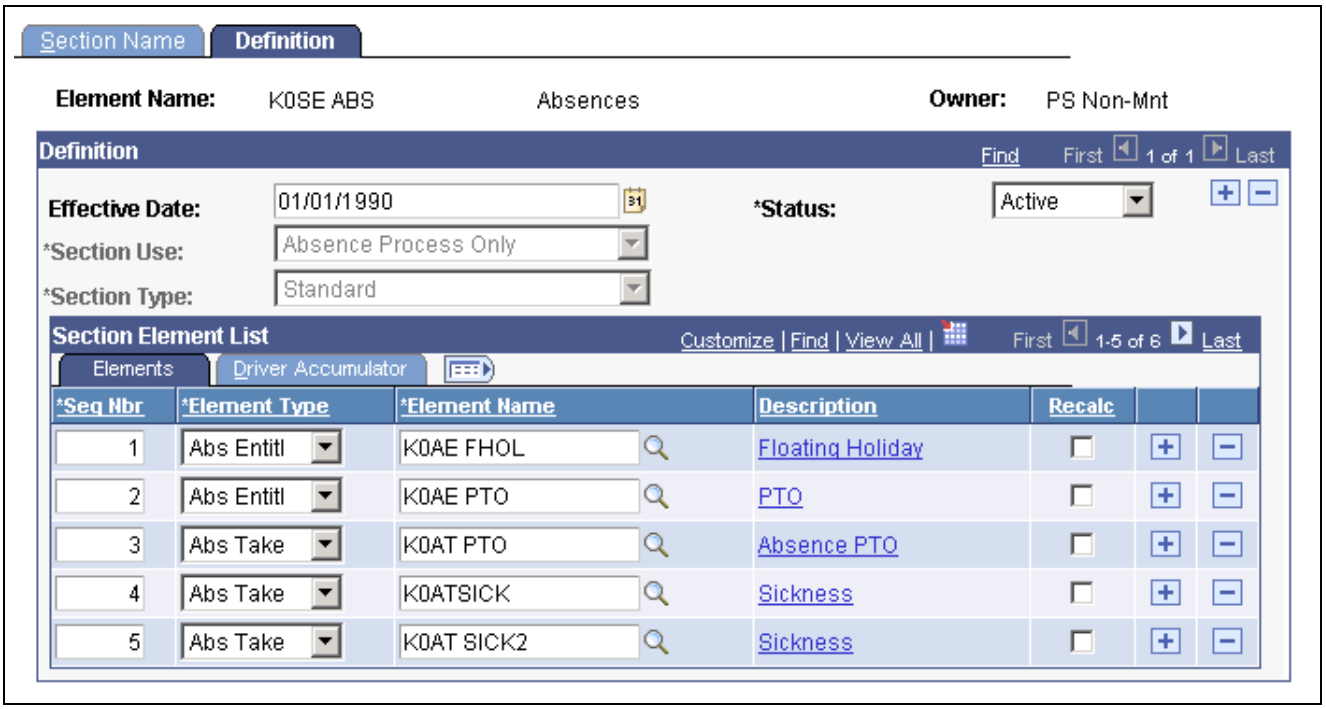
Note. On the Section Name page, *Calendar Period End Date* is the only value for the Definition as of Date field. When you run the payroll process, the system reads the calendar period end date to determine which effective-dated sections and process list to use.

See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 68

Selecting Elements That Constitute a Section

Access the Definition page.



Definition page

Section Use

Select the section use that specifies whether you can use the section for payroll processing, absence processing, or both. Determines what type of section you can create and the elements that can be added to those sections. Values are: *Absence Process Only, Payroll Process Only,* and *Payroll and Absence Process.*

Section Type

Select the section type. This specifies how the Process List Manager processes the elements in this section during a payroll or absence run. Values depend on your Section Use selection:

Absence Process Only: Select *Absence Take, Generate Positive Input, Payee Section,* or *Standard.*

Payroll Process Only: Select *Sub-Process, Generate Positive Input, Payee Section,* or *Standard.*

Payroll and/or Absence Process: Select *Payee Section* or *Standard.*

Depending on your selection, certain fields in the Section Element List group box become hidden or available. If you select *Payee Section,* all fields become unavailable for entry. After saving this page, you can access the Section Overrides page and select the elements to be resolved for a particular payee.

Net Pay Validation by Priority

Appears only if you select *Sub-Process* as the section type, and the associate country contains a Net Pay Validation formula on the country setup component. Select to make this section eligible for net pay validation by priority. This prevents the system from applying net pay validation logic on its first loop through the section. Instead, it calculates elements according to their processing sequence during the first loop.

The control formula that's next to the loop action of begin controls the number of subsequent loops. This formula should compare the net amount to zero (or to the defined minimum) to determine whether to perform another loop.

The net pay validation formula (specified on the Country Setup page) controls what happens to each deduction in a subsequent loop. Depending on the value returned by this formula, the system will calculate the deduction and perform net pay validation, calculate only, perform net pay validation only, or skip the deduction.

Maximum Iteration

This field works with the Loop Action field and appears only if you select *Sub-Process* as the section type. To have the system perform a loop, enter the maximum number of loop repetitions. Values are *1* through *999.* Decimals are *not* allowed.

Note. For processing efficiency, keep the iterations to a minimum and include a condition in your loop that, if met, ends the looping process before the maximum number of iterations.

Formula Name

Appears only if you select *Sub-Process* as the section type. This field works with the Loop Action field. It enables you to select a numeric formula that's executed to determine whether an element, or the elements within a loop, are resolved:

- A control formula that is placed next to an element that has a loop action of begin, controls the resolution of all elements between the begin and end tags. If the formula resolves to zero (false), the system does not resolve these elements and ends the loop. If the formula resolves to a nonzero value (for example, -2, -1, 1, or 2), the condition is considered true and the system tries to resolve the elements in the loop.
- A formula that is associated with a single element, with a loop action of none, applies only to that element. If the formula resolves to zero the element isn't resolved. If the formula resolves to a nonzero value the system tries resolving the element.

Loop Action

Appears only if you select *Sub-Process* as the section type. Select the loop action that identifies the beginning or end of a loop. Values are *None, Begin,* and *End.* Only one *Begin* and one *End* are allowed in a subprocess. An *End* must follow a *Begin.* (This field works with the Maximum Iteration field.)

Element Type

Select the type of element that you're adding to the section. Values depend on your Section Type and, sometimes, Section Use selections:

Standard sections: Select *Accumulator, Array, Bracket, Count, Date, Duration, Formula, Rate Code, Retrieve Historical Rule, System Element, Variable* or *Writable Array.*

Standard sections in a payroll process: Select from all of the above, plus *Deduction, Fictitious Calc* (fictitious calculation), and *Earnings.*

Standard sections in an absence process: Select from all of the above (for standard sections), plus *Absence Entitlement* and *Absence Take.* (*Absence Entitlement* refers to frequency-based entitlement elements only.)

Subprocess sections: Select *Accumulator, Array, Bracket, Count, Date, Deduction, Duration, Earnings, Fictitious Calc, Formula, Rate Code, Retrieve Historical Rule, Section-Standard, Section-Payee, System Element,* or *Variable.*

Generate positive input sections: Select *Deduction* or *Earnings.*

Absence take section: Select *Absence Take.*

Element Name Enter the name of the element to include in the section. Selectable names depend on the element type.

Driver Accumulator

Select the Driver Accumulator tab.

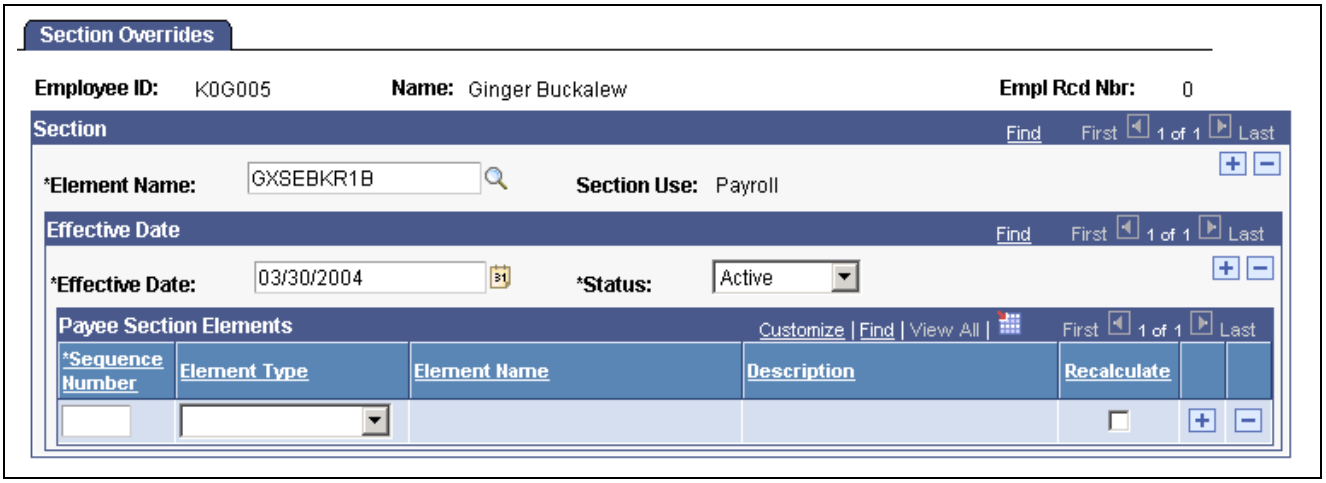
This tab displays the driver accumulator, if any, that is defined for an earning or deduction on the Element Name page (GP_PIN). This page is informational only. To associate a driver with an earning or deduction, access the earning or deduction setup component.

See Also

Chapter 7, "Defining Calculation Elements," Defining Formula Elements, page 149

Creating a Payee Section for a Process List

Access the Section Overrides page.



Section Overrides page

Before using this page, create a payee section using the Sections - Section Name and Sections - Definition pages.

Element Name Enter the name of the payee section, as defined on the Sections - Section Name page.

Section Use Displays a value to indicate in which type of process list the section can be used: *Payroll, Absence,* or *Either.* (Specify section use on the Sections - Definition page.)

Payee Section Elements

Element Entry Type Select the type of element that you're adding to the section. Values depend on the section use:

Payroll: Select *Accumulator, Array, Bracket, Count, Date, Deduction, Duration, Earnings, Fict Calc* (fictitious calculation), *Formula, Hist Rule* (historical rule), *Rate Code, System Element, Variable,* or *WritArray* (writable array).

Absence: Select *Absence Entitlement* (frequency-based entitlement elements), *Absence Take, Accumulator, Array, Bracket, Count, Date, Duration, Formula, Hist Rule, Rate Code, System Element, Variable,* or *WritArray.*

Either: Select *Accumulator, Array, Bracket, Count, Date, Duration, Formula, Rate Code, System Element, Variable,* or *WritArray.*

Element Name Select the name of the element that you're adding to the section.

Setting Up Process Lists

To set up a process list, use the Process Lists component (GP_PROCESS).

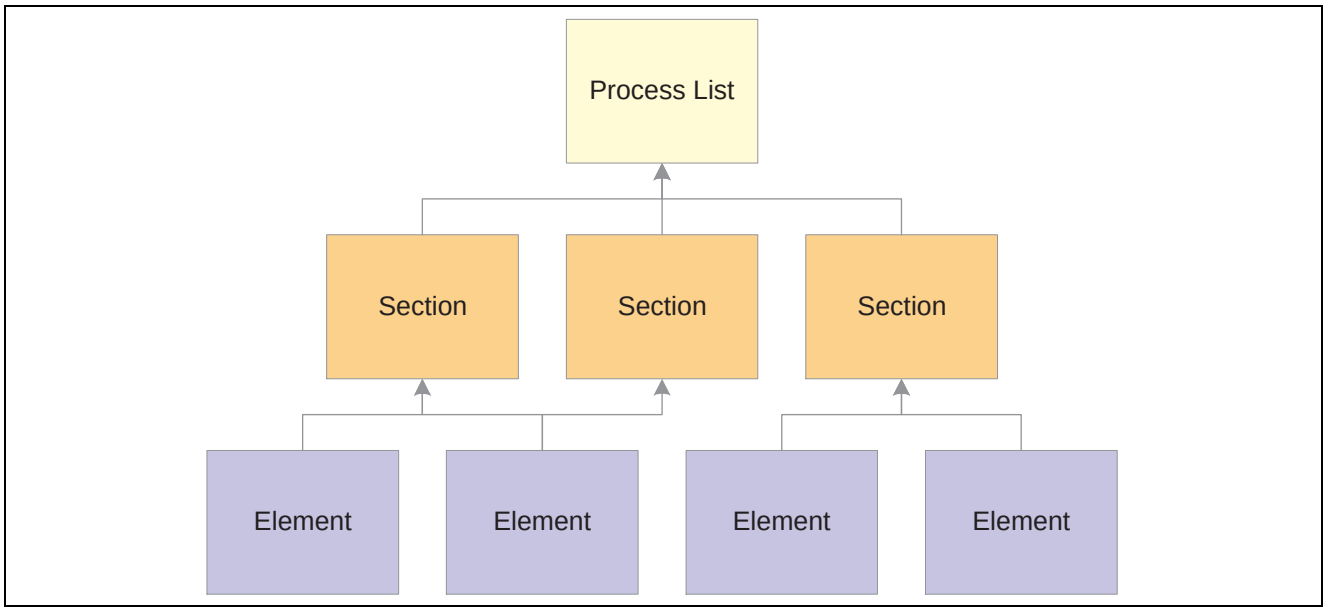
This section provides an overview of process list setup and discusses how to:

- Name a process list.
- Identify sections comprising the process list.

Understanding Process List

Before creating a process list, you define the sections to include in the process, grouping sets of elements into sections for addition to your process list. In your process list, you can use conditional logic to specify when each section is executed.

This diagram illustrates the relationship between elements, sections, and process lists:



Relationship between process list, sections, and elements

You can create multiple process lists for your payroll. For example, you can create a separate process list for each type of pay—regular earnings, bonus pay, overtime, and so on—or create one process list that handles all pay types, depending on how you run your processes. Create different process lists for absences, because absences must be processed separately from payroll.

Having created a process list, you attach it to one or more calendars (through a run type). A calendar determines:

- Who's paid.

  Specified by the paygroup and payee selection criteria on the calendar.

- What's paid.

  Specified by the process list associated with the calendar.

- What period of time and pay frequency apply.

  Specified by the period ID linked to the calendar.

When running the payroll, the system reads the pay period end date for the calendar; finds the appropriate effective-dated process list; and processes the selected payees, one by one.

See Also

Chapter 16, "Using Calendars," page 383

Chapter 11, "Understanding Absence Management," Batch Absence Processes, page 260

Pages Used to Set Up Process Lists

Page Name	Object Name	Navigation	Usage
Process Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Process Lists, Process Name	Name a process list and define its basic parameters.
Process Lists - Definition	GP_PROCESS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Process Lists, Definition	Identify sections comprising the process list and the order of execution.

Naming a Process List

You must enter the basic parameters of the process list on the Process List Name page. All elements within Global Payroll share the same name page (GP_PIN).

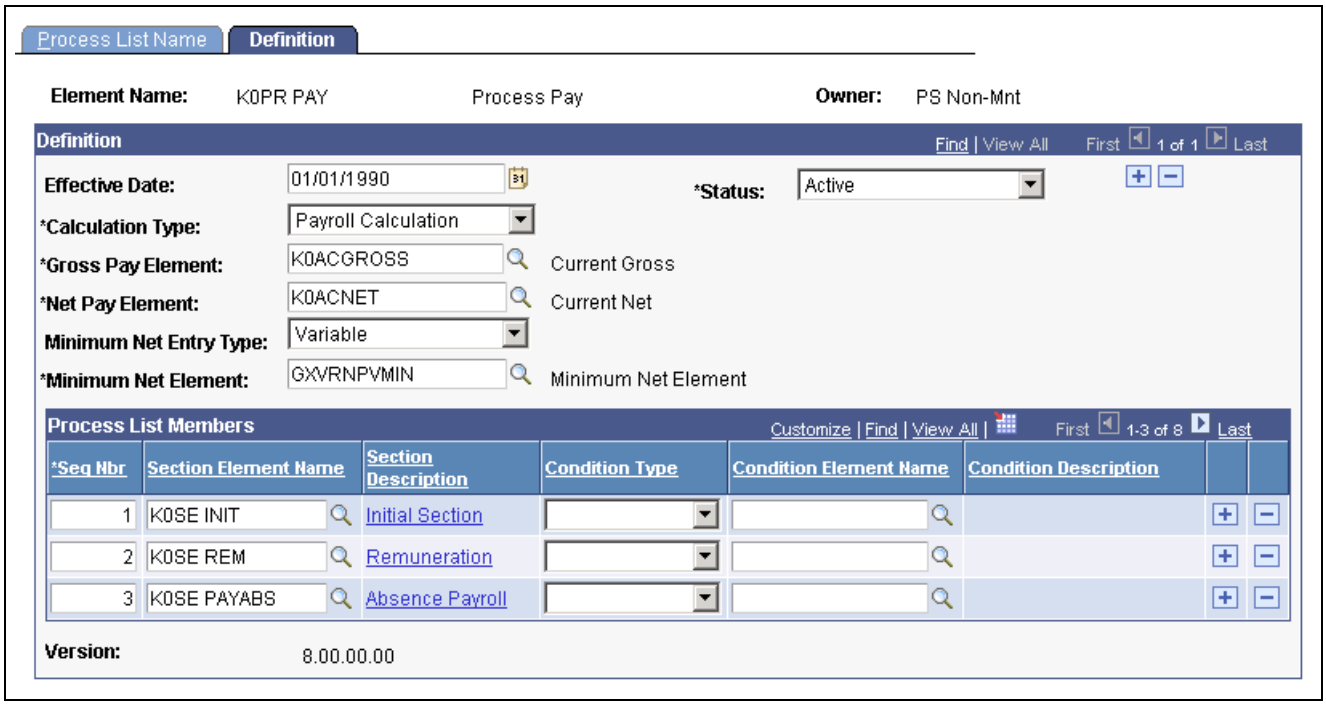
Note. On the Process List Name page, *Calendar Period End Date* is the only value for the Definition as of Date field. When you run the payroll process, the system reads the calendar period end date to determine which effective-dated process list and sections to use.

See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 68

Identifying Sections Comprising the Process List

Access the Definition page.



Definition page

Calculation Type Select the calculation type that identifies whether the process list can be used for absence or payroll processing. This field also determines which section types you can add to the process list. Values are: *Absence* and *Payroll.*

Gross Pay Element Enter the accumulator element for gross pay. The system stores the gross amount in the payee's segment status record. This field is not available for absence process lists.

Net Pay Element Select the net pay accumulator element the banking process uses when determining the payee's net pay. The system stores the net amount in the payee's segment status record. The information is also used during net pay validation for arrears processing. This field is not available for absence process lists.

Minimum Net Entry Type This field is applicable when you use the net pay validation feature. Net pay validation occurs when a payee's deductions exceed net pay or a minimum net pay amount that you define. To prevent net pay from dropping below a minimum amount, select the type of element that defines the minimum amount. This works with net pay validation processing regardless of whether the processing occurs in processing order (not in a net pay validation sub-section) or priority order (in a net pay validation section).

Values are *Bracket - Numeric, Formula - Monetary & Decimal,* and *Variable - Numeric.*

Minimum Net Element Select the element that defines minimum net pay. Your selection in the Entry Type field determines the elements from which you can select.

Deduction net pay validation processing uses the minimum defined here. If you do not enter a minimum value, zero is used as the minimum during net pay validation

When you define this element, consider whether you want the system to recalculate it. Most likely, you will want one minimum net value for the entire pay run. If this is the case, you will want to clear the Always Recalculate option.

Process List Members

Section Element Name Select the name of the section that you're adding. The calculation type that you selected determines sections that can be added. You can use a section only once in a process list, but you can add the same section to more than one process list.

Condition Type Select *Formula* or *Variable* to specify a condition for resolving the section that you're adding to the process list.

Condition Element Name Required if you selected a condition type. Select the name of the element that defines the condition. If the element resolves to zero, the condition is considered false and the section isn't resolved. If the element resolves to a nonzero value (for example, -2, -1, 1, or 2), the condition is considered true and the system tries resolving the section.

See Also

Chapter 15, "Defining Processing Elements," Ordering Elements and Sections in a Process List, page 371

Chapter 8, "Defining Earning and Deduction Elements," Understanding Net Pay Validation and Arrears Processing, page 205

CHAPTER 16

Using Calendars

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

- Define run types.
- Create periods.
- Create single calendars.
- Create a set of calendars.
- Define calendar groups.
- Enter calendar overrides for a payee.

Understanding Calendars

This section lists common elements and discusses:

- Calendar pay process flow.
- Creating calendars.

Common Elements Used in This Chapter

Calendar Identifies which payees to process and the run type and pay period. It can include instructions for generation control, excluding certain elements from processing, overriding supporting elements, and providing other information.

Calendar Group When you start a payroll or absence process, you must enter the calendar group ID that identifies the calendar or set of calendars to process, or in the case of off-cycle runs, the set of off-cycle groups to process.

You can process multiple calendars or off-cycle groups simultaneously. Calendar groups are keyed by country, so you can include multiple calendars or off-cycle groups for the same country in a single calendar group.

Period Defines the pay period and frequency for your processing run.

You attach a pay period to a pay run by linking it to a calendar. Like run types, pay periods are reusable.

Run Type A user-defined method of identifying a payroll or absence run. Common run types are regular, bonus, overtime, and advance pay. The run type identifies the process list to use, whether to process retroactive triggers, and information needed when processing data from Time and Labor or the Manage Variable

Compensation application of Human Resources. It's also used in generation control, historical rules, and retroactive matching processes.

You attach a run type to a pay run process by linking it to a calendar. Because you define the run type information outside the calendar, you can link the same run type to multiple calendars. For example, if a weekly and a monthly paygroup use the same process list, you might set up one run type and link it to multiple calendars. The effective date enables you to switch process lists or retroactive trigger processing actions and yet reproduce a retroactive calculation with old settings.

See Also

Chapter 29, "Defining Segmentation," page 731

Chapter 7, "Defining Calculation Elements," Defining Generation Control Elements, page 170

Chapter 6, "Defining Data Retrieval Elements," Defining Historical Rule Elements, page 123

Chapter 30, "Defining Retroactive Processing," Managing Unprocessed Retro Deltas, page 786

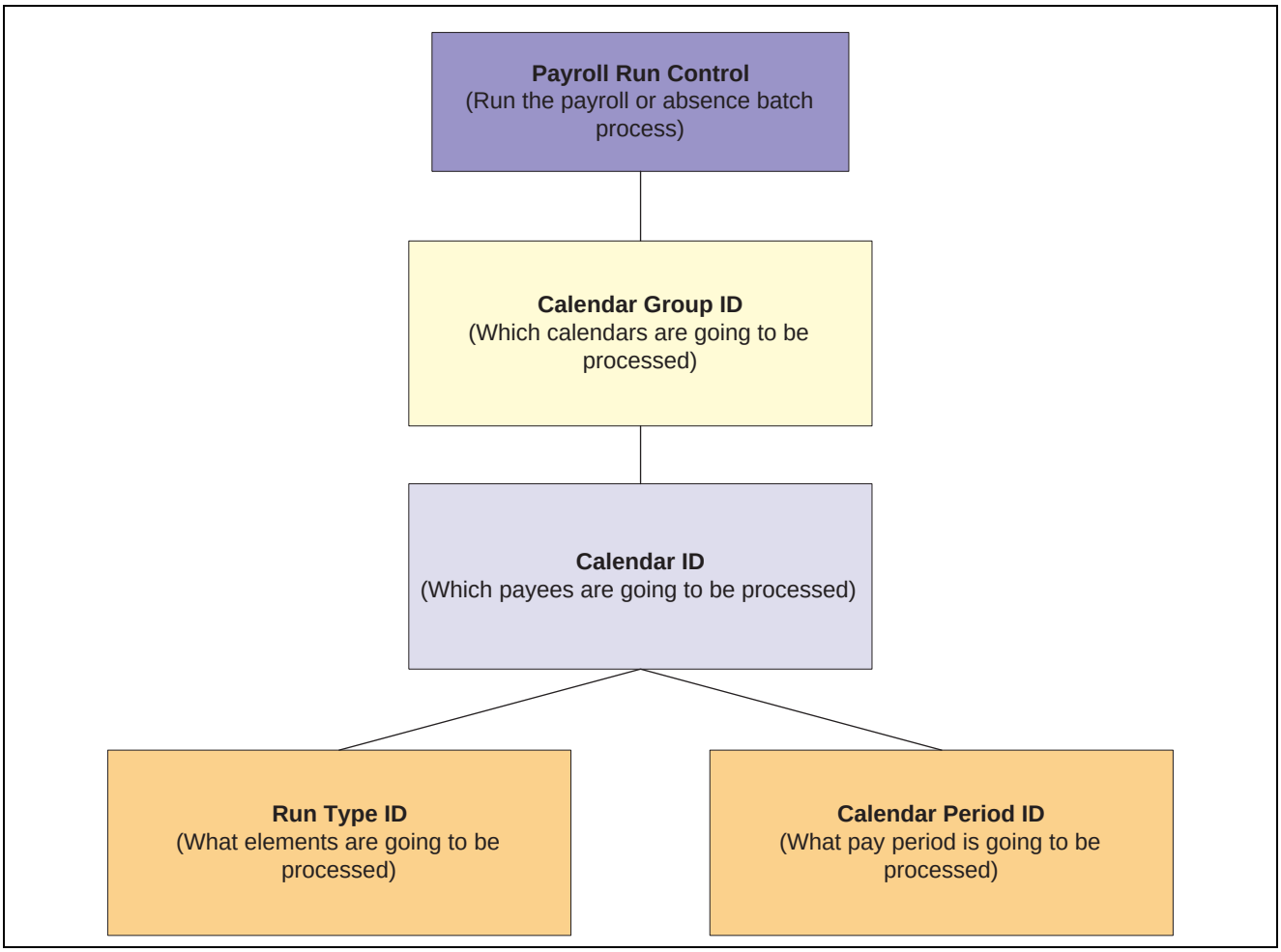
Calendar Pay Process Flow

When processing a payroll or absence run, the system must determine which payees to process; what earnings, deductions, and other elements to process for selected payees; and what time period to process.

For on-cycle processing, calendars unify this information. Calendars link the components that tell the system whom and what to process for which pay period.

Note. With off-cycle processing, off-cycle groups, rather than calendars, identify which payees to process, the elements to process, and the time period.

This diagram illustrates how components interact to produce an on-cycle payroll or absence batch processing run:



Component interaction

See Also

Chapter 23, “Managing Off-Cycle Processing,” Understanding Off-Cycle Processing, page 607

Creating Calendars

Calendars bring payees in a selected paygroup together with the rules and processes for calculating a payroll or absence run. You can define calendars by:

- Defining a single calendar with the Calendars component.

  When you define a calendar with this feature, you can enter instructions for generation control, overrides, or elements to exclude from processing. You can specify the period for which to retrieve payable time from Time and Labor.

- Using the Automatic Calendar Creation component to define multiple calendars simultaneously.

  You can use the Calendars component to edit an automatically generated calendar.

Note. Before you create calendars you must define the run type and period ID associated with the calendar.

See Chapter 16, “Using Calendars,” Prerequisites, page 393.

Defining Run Types

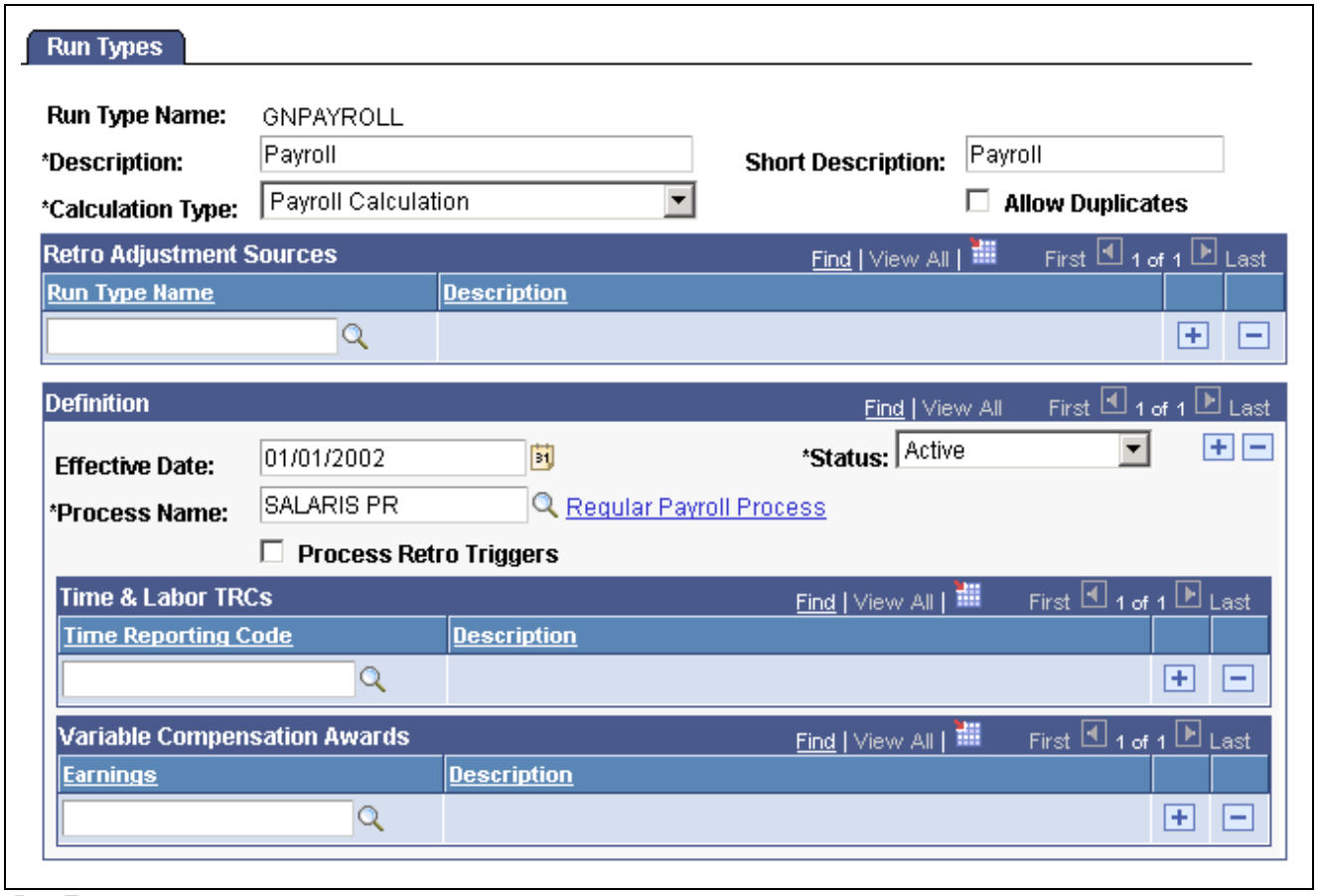
This section discusses how to specify processing parameters.

Page Used to Define Run Types

Page Name	Object Name	Navigation	Usage
Run Types	GP_RUN_TYPE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Run Types, Run Types	Specify the process list to be used, whether to process retroactive triggers, and other processing parameters.

Specifying Processing Parameters

Access the Run Types page.



Run Types page

Note. After processing begins, you cannot edit fields on the Run Types page. To make changes, cancel the pay run.

Calculation Type Select *Payroll Calculation* or *Absence Calculation.*

Allow Duplicates Select to allow duplicate segments.

If you don't select this check box, then while the payee selection process creates the segment status records, the system determines whether other segment stat records exist with the same employee ID, employee record, paygroup, run type, period ID, segment from dates and segment to dates (both must match).

The system creates a new segment stat record if a matching one doesn't exist.

This check box ensures that duplicates are or aren't made in certain situations. For example, you might create a calendar to calculate off-cycle payments but need to avoid paying the payees again during the regular payroll cycle. If the check box isn't selected, the system notes those occurrences and doesn't double-pay. If you're creating a calendar to process bonus or commission payroll runs, you might have multiple calendar IDs defined and the same payee is allowed to be paid in more than one calendar. If the check box is selected, the appropriate payees are paid twice.

Note. Regardless of setting, the system never creates overlapping segments for the same payee within a calendar. If you have processed a partial period with payee calendar overrides or an off-cycle advance, on subsequent processing of the same calendar the system will only process remaining portions of the period, thus avoiding processing overlaps.

Retro Adjustment Sources

Run Type Name Enter additional run types for which the system includes retroactive adjustments during the pay run. For example, you can select a bonus run type as an additional retroactive adjustment source for your regular payroll run type. This enables you to calculate retroactive adjustments for payee bonuses during your regular payroll run so that your payees don't have to wait for the more infrequent and irregular bonus pay runs to view their retroactive bonus adjustments.

Definition

Process Name Enter the process list, selecting from absence or payroll process lists, depending on your selection in the Calculation Type field.

Process Retro Triggers Select this check box to process retroactive triggers. You might ignore retroactive triggers when running a bonus or an expense run but include processing of retroactive triggers with all regular payrolls.

Retroactive triggers are processed for any payee who's identified in any calendar ID with this check box selected.

You can override this field at the calendar and calendar group ID level.

Time & Labor TRCs

Time Reporting Code Select the time reporting codes for processing for a particular run type.

Note. This field applies only if you use Time and Labor.

Variable Compensation Awards

Earnings Enter the earning elements that are linked to the award records being processed.

Note. This field applies only if you use setup the Manage Variable Compensation application of Human Resources.

See Also

Chapter 38, “Integrating with PeopleSoft Enterprise Time and Labor,” page 1013

Chapter 39, “Integrating with Variable Compensation Functionality,” page 1027

Creating Periods

To set up periods, use the Periods (GP_CALENDAR_PERIOD) component.

To process a payroll or absence run, specify the time period to calculate by using a period ID, which identifies the begin date, end date, and frequency of a pay period.

This section discusses how to:

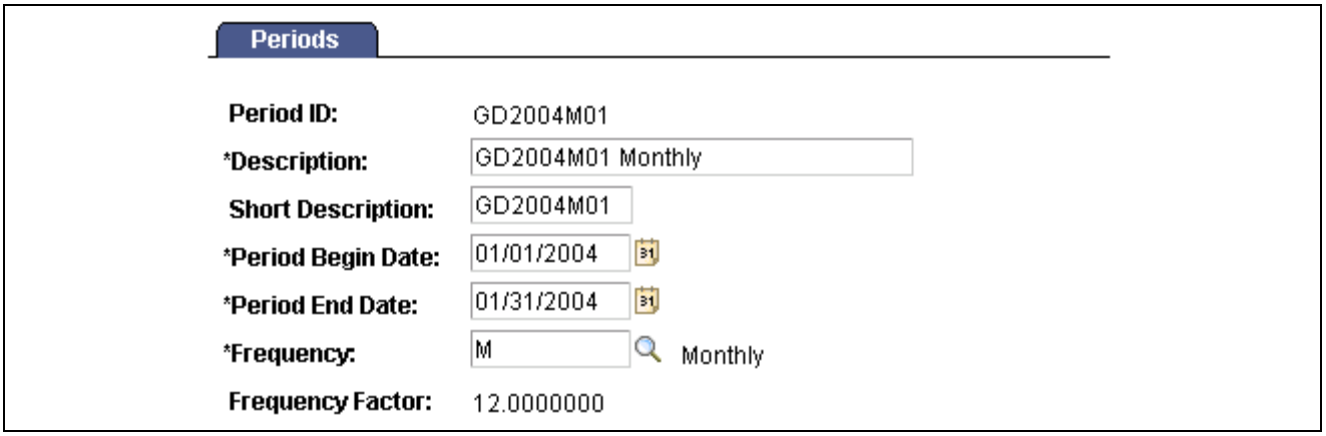
- Define a single period.
- Use automatic period creation.

Pages Used to Create Periods

Page Name	Object Name	Navigation	Usage
Periods	GP_CALENDAR_PERIOD	• Global Payroll & Absence Mgmt, Absence and Payroll Processing, Define Calendars, Periods, Periods • Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Periods, Periods	Define a single pay period.
Automatic Period Creation	GP_AUTO_PRD	• Global Payroll & Absence Mgmt, Absence and Payroll Processing, Define Calendars, Periods - Automated Creation, Automatic Period Creation • Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Automatic Period Creation, Automatic Period Creation	Define multiple pay periods.

Defining a Single Period

Access the Periods page.



Periods page

Note. After processing begins, you cannot edit fields on the Periods page. To make changes, cancel the pay run.

Period Begin Date and **Period End Date**

Enter the dates for the period being calculated.

Because multiple calendars that use the same pay period can have different payment dates, you specify the payment date on the Calendar Definition page.

Frequency Enter the frequency. The system uses this to deannualize an earning, deduction, or entitlement element that's defined without generation control frequency. When generation control frequency is defined for an element, the following occurs:

- If there's a match between the element generation control and the calendar ID generation control, the generation control frequency is used for the deannualization factor.
- If there's no match between the element generation control and the calendar ID generation control, the element isn't resolved, with a couple of exceptions.

  If a retroactive adjustment exists, the adjustment is brought into the earning or deduction, but the earning or deduction itself is not resolved. The Deduction program still performs arrears payback processing. If a payback amount is generated, the deduction resolves to the payback amount.

Note. Entitlement elements have two generation control fields, one for the primary element and one for adjustment processing.

Frequency Factor Displays the factor for annualization and deannualization.

Examples of the Time and Frequency Data That a Period ID Can Define

This table lists examples of how you can define different periods by varying the end date and frequency:

Begin Date	End Date	Frequency
June 1	June 7	Weekly
June 1	June 30	Monthly
June 1	June 15	Semimonthly
June 1	August 31	Quarterly

Frequency Examples

Assume that there are four elements, each element begins with a gross amount of 1200. This table lists the effect of combining various frequency options (the value of each element after frequency option application appears in the last row of the table):

Frequency	Element 1	Element 2	Element 3	Element 4
Amount	1200	1200	1200	1200
Frequency (Element Definition)	Monthly (12)	Monthly (12)	Monthly (12)	Monthly (12)

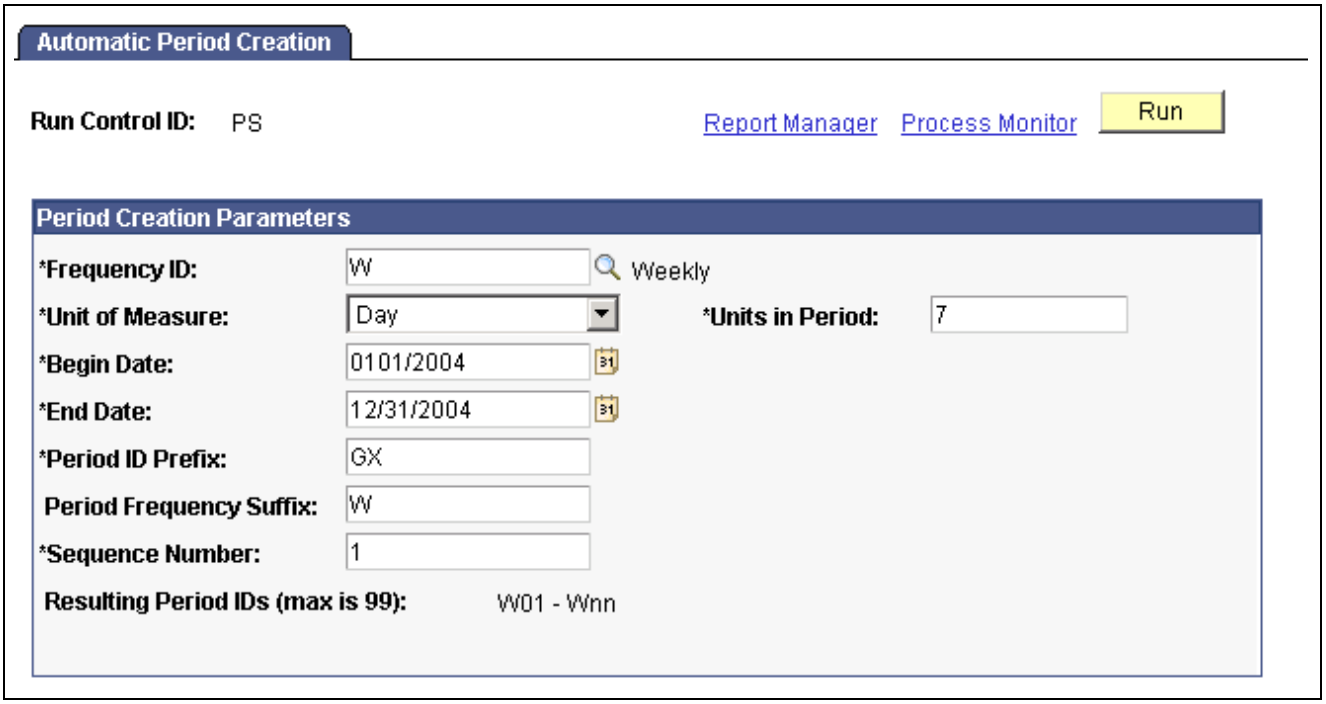
Frequency	Element 1	Element 2	Element 3	Element 4
Generation Control Frequency	None	Monthly (12)	Monthly (12)	Annual (1)
Pay Period Frequency	Semimonthly (24)	Semimonthly (24)	Semimonthly (24)	Semimonthly (24)
Calendar Generation Control Frequency	None	Monthly (12)	None	Semimonthly (24)
Calculated Amount (Amount * Annualization factor /deannualization factor)	600 (Amount * Frequency/Pay Period Frequency)	1200 (Amount * Frequency /Generation Control Frequency)	Not resolved	24 000 (Amount * Frequency /Generation Control Frequency)

See Also

Chapter 7, "Defining Calculation Elements," Defining Generation Control Elements, page 170

Using Automatic Period Creation

Access the Automatic Period Creation page.



Automatic Period Creation page

Enter the period creation parameters and click the Run button.

Frequency ID Enter the calendar period frequency. This field is also used to generate the period description.

Note. The system doesn't edit your entry to ensure it's consistent with the values in the Unit of Measure and Units in Period fields.

See Chapter 16, "Using Calendars," Defining a Single Period, page 389.

Unit of Measure Select the unit of measure for the periods.

The *Day* and *Month* values, used in conjunction with the Units in Period field determine the number of days or months in a period.

The *Semimonth* value represents 15 days. The first semimonthly period always includes days 1 to 15. The second period includes days 16 to 28, 29, 30, or 31, depending on the month. When you select this value, the Units in Period becomes unavailable.

Units in Period Enter the number of units in each generated period.

Begin Date and **End Date** Enter the first day of the first period being generated and the last date through which the system should generate periods.

The system generates all periods for which the end date is before or equal to the end date that you enter.

Period ID Prefix Enter a prefix of up to seven alphanumeric characters. The system creates a unique period ID for each period it creates, by adding the period frequency suffix and a consecutive sequence number to the prefix.

Period Frequency Suffix Enter the period frequency suffix that's added to the period ID. The default is the first letter of the selected frequency ID.

Sequence Number Enter for the first period. The system assigns a sequential number to each following period that you create.

This is useful when you create periods for the same year in separate runs. Suppose that you want to generate six periods for a monthly payroll. You enter *1* in this field, and the process creates periods 1 to 6. Later, when you generate periods for the remaining months, you enter *7* here.

Resulting Period IDs (max is 99) This field combines the period ID prefix, period frequency suffix, and sequence number to show you what periods the process will create. For example, if you enter a period ID prefix of *PAY2001,* a period frequency suffix of *M,* and a sequence number of *1,* the periods generated are PAY2001M01 - PAY2001Mnn where nn represents the number of the last period created.

Examples: Unit of Measure and Units in Period Combinations

This table gives examples of periods defined using different combinations of unit of measure and units in period:

Unit of Measure	Units in Period	Result
Day	7	Each period represents seven days (for a weekly payroll).
Day	14	Each period represents 14 days (for a biweekly payroll).
Semimonth	Not applicable.	Each period represents 15 days (for a semimonthly payroll), but the periods go from 1 to 15 and from 16 to the last day of the month.
Month	1	Each period represents a month (for a monthly payroll).
Month	3	Each period represents three months (for a quarterly payroll).

Creating Single Calendars

To create single calendars, use the Calendars (GP_CALENDAR) component.

This section lists prerequisites and discusses how to:

- Link criteria associated with a calendar.
- Override generation control frequencies for a calendar.
- Override supporting elements for a calendar.
- Exclude elements from a calendar.

Note. After processing begins, you cannot edit the fields on the Calendars component, other than to add payees to the list of payees to be processed. To modify these pages, cancel the process.

Prerequisites

Before creating a calendar, define the run type and period ID associated with the calendar.

If you're creating calendars for an absence run or for a pay run that generates positive input for another calendar, create the target calendars first.

Note. Calendars are associated with a single paygroup. If you change a payee's paygroup assignment, period segmentation results. For example, if a payee changes from paygroup PGA to PGB on June 15, days 1−14 are processed with the PGA calendar and days 15−30 with the PGB calendar.

See Also

Chapter 16, “Using Calendars,” Defining Run Types, page 386

Chapter 16, “Using Calendars,” Creating Periods, page 388

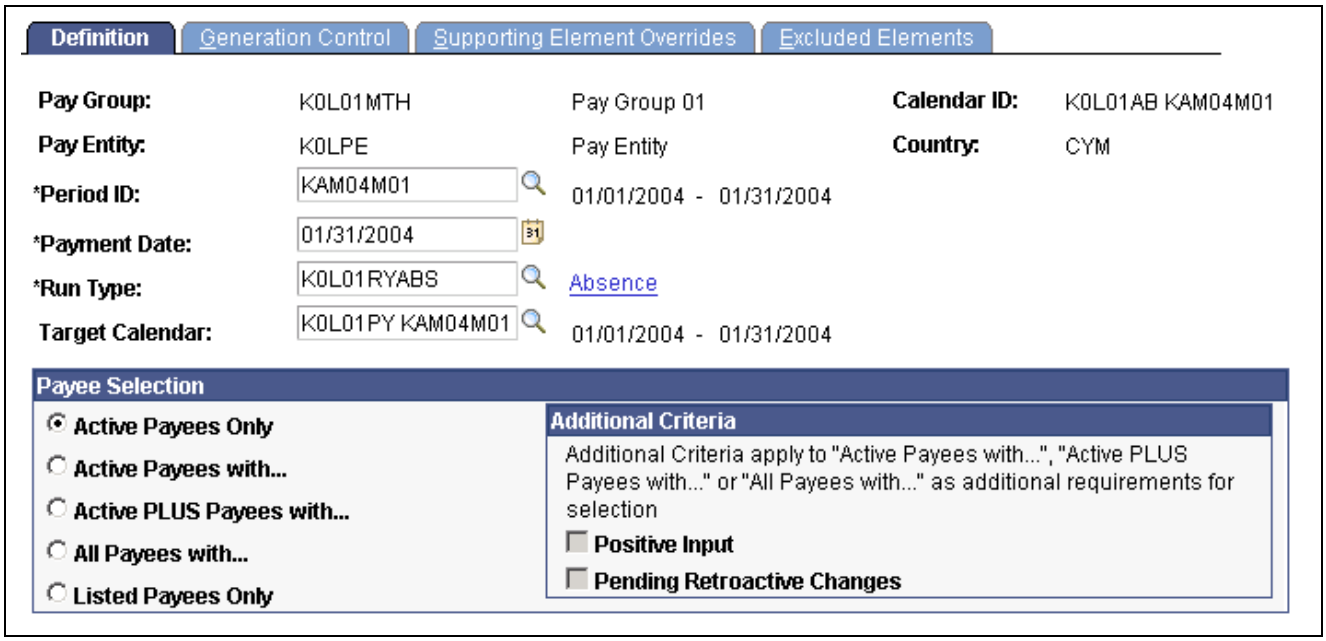
Chapter 17, “Working with Positive Input,” page 409

Pages Used to Create Single Calendars

Page Name	Object Name	Navigation	Usage
Calendars - Definition	GP_CALENDAR1	• Global Payroll & Absence Mgmt, Absence and Payroll Processing, Define Calendars, Calendars, Definition • Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Calendars, Definition	Link together the paygroup, period ID, run type ID, target calendar ID, and payee selection criteria associated with a calendar.
Calendars - Generation Control	GP_CALENDAR3	• Global Payroll & Absence Mgmt, Absence and Payroll Processing, Define Calendars, Calendars, Generation Control • Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Calendars, Generation Control	Override generation control frequencies for a calendar.
Supporting Element Overrides	GP_CALENDAR2	• Global Payroll & Absence Mgmt, Absence and Payroll Processing, Define Calendars, Calendars, Supporting Element Overrides • Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Calendars, Supporting Element Overrides	Override the value of a bracket, date, duration, formula, or variable element associated with a calendar.
Calendars - Excluded Elements	GP_CALENDAR4	• Global Payroll & Absence Mgmt, Absence and Payroll Processing, Define Calendars, Calendars, Excluded Elements • Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Calendars, Excluded Elements	Exclude earnings, deductions, take, or entitlement elements from a calendar.

Linking Criteria Associated with a Calendar

Access the Calendars - Definition page.



Calendars - Definition page

Period ID Enter the pay period the calendar represents. The corresponding dates appear in the Begin Date and End Date fields.

Payment Date Enter the date when payees are paid. In certain countries, this date is important for tax calculations.

Run Type Enter the run type that identifies the process list to be used for this calendar run. (The run type also identifies whether retroactive triggers are to be processed.)

Payroll Click to access the Run Types page, where you can specify the process list to be used, whether to process retroactive triggers, and other processing parameters.

See Chapter 16, "Using Calendars," Specifying Processing Parameters, page 386.

Target Calendar Enter a target calendar ID if you're defining an absence processing run or any processing run that generates positive input. Identifies the target calendar for the daily data or positive input being generated. Absences cannot be targeted back in time, so the target calendar end date cannot be earlier than the end date of the current period ID.

Time & Labor Calendar If you're using Time and Labor, enter the calendar period ID. This enables you to map a date range to a payroll calendar. The date range pulls Time and Labor payable time into your payroll run.

Payee Selection

Identify which payees in the selected paygroup to include in the calendar that you're defining. You can have the system identify the payees, or you can list the payees manually. Active payees are those who were active in the paygroup for at least one day during the pay period.

The information that you enter here gives the system basic information about which payees to process for a particular calendar.

Note. A calendar created for active payees must be unique based on the combination of paygroup, period ID, and run type, reducing the possibility of duplicate payments.

Active Payees Only Select to include all active payees with no other qualifying criteria.

Active payees are those who were active in the paygroup for at least one day during the pay period.

Active Payees with... Select to include only those active payees who have pending positive input or pending retroactive triggers. If you select this option, you must select the Positive Input check box, the Pending Retroactive Changes check box, or both.

Active PLUS Payees with... Select to include all active payees and payees who were ever active in the paygroup, but only if they have pending positive input, pending retroactive triggers, or pending forwarded adjustments. If you select this option, you must select the Positive Input check box, the Pending Retroactive Changes check box, or both.

All Payees with... Select to include only those payees who have pending positive input or pending retroactive triggers. If you select this option, you must select the Positive Input check box, the Pending Retroactive Changes check box, or both.

Listed Payees Only Select to list payees for processing, rather than have the system identify them automatically. The Payee List group box becomes available.

You can use this option to pay one payee or a small group of payees.

Positive Input Becomes available if you select Active Payees with..., Active PLUS Payees with...., or All Payees with.

If you select this check box and Active Payees with..., the calendar processes active payees who have pending positive input.

If you select this check box and Active PLUS Payees with..., the calendar processes active payees and payees who have pending positive input.

This check box enables you to include a terminated payee in an active-only run based on the existence of positive input for that payee.

Pending Retroactive Changes Becomes available if you select Active Payees with..., Active PLUS Payees with...., or All Payees with.

If you select this check box and Active Payees with..., the calendar processes active payees who have pending retroactive triggers.

If you select this check box and Active PLUS Payees with..., the calendar processes active payees or payees who have pending retroactive changes.

This check box enables you to include inactive payees in an active-only run based on the occurrence of a retroactive change that affected the inactive payee.

Payee List

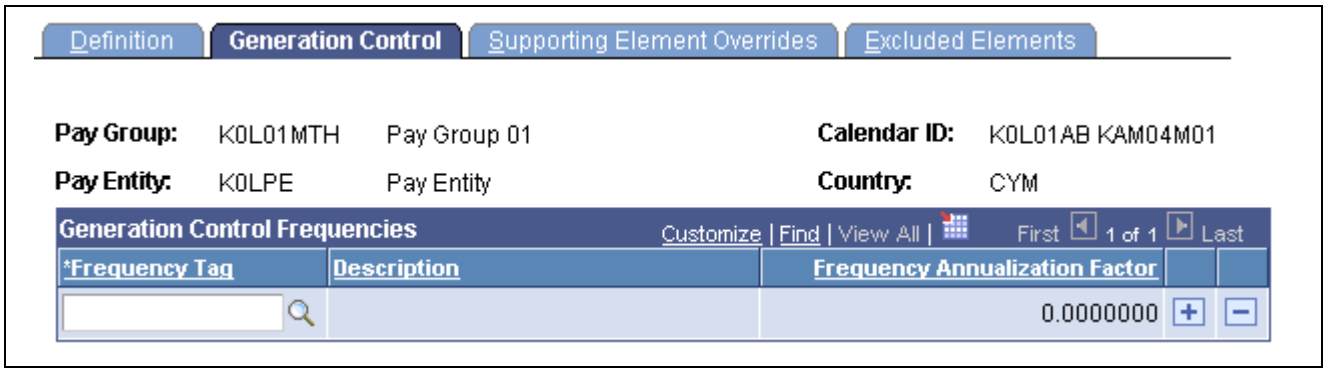
The system displays this group box if you select the Listed Payees Only option.

EmplID Enter the payees that the calendar processes. Anyone on the payee list must be a current or previous member of the paygroup associated with this calendar. While the calendar remains open, you can add to the payee list.

Calculate Thru Date The default value for this field is the last day of the period selected in the Period ID field. If you want to perform the calculation of a payee for part of a pay period, you can enter an earlier date. The system calculates only segments that end on or before the date that you enter.

Overriding Generation Control Frequencies for a Calendar

Access the Calendars - Generation Control page.



Calendars - Generation Control page

To have a frequency compared with generation control frequencies entered at the element level—for eligibility and deannualization purposes—enter those frequencies here.

Frequency Tag Enter the frequency ID to be overridden.

Frequency Annualization Factor Displays the frequency factor associated with the selected frequency ID.

Eligibility Example

Suppose that you have a weekly paygroup and pay period. This paygroup has a deduction that‘s processed only during the first pay period of every month. You create a generation control frequency called *1st of Month* (with a factor of 12), which you assign to the deduction, and attach the frequency *1st of Month* to the first calendar of each month.

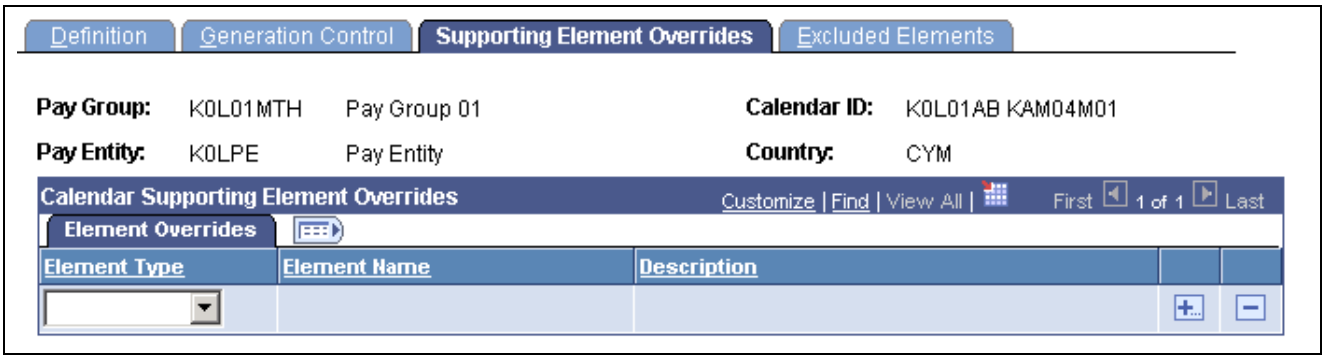
When the system processes the deduction, it compares the element’s generation control frequency with the calendar values. If they match, the deduction passes eligibility. If not, the deduction fails eligibility and isn’t processed. If the generation control and calendar have multiple frequency values and there’s a match on more than one frequency but the factors aren’t the same, the system sets the payees in error.

See Also

Chapter 19, “Managing Element Eligibility and Resolution,” Generation Control, page 471

Overriding Supporting Elements for a Calendar

Access the Calendars - Supporting Element Overrides page.



Calendars - Supporting Element Overrides page

Calendar Supporting Element Overrides

Element Type Select the element type. Values are: *Bracket, Date, Duration, Formula,* and *Variable.*

Element Name Select the particular element to override.

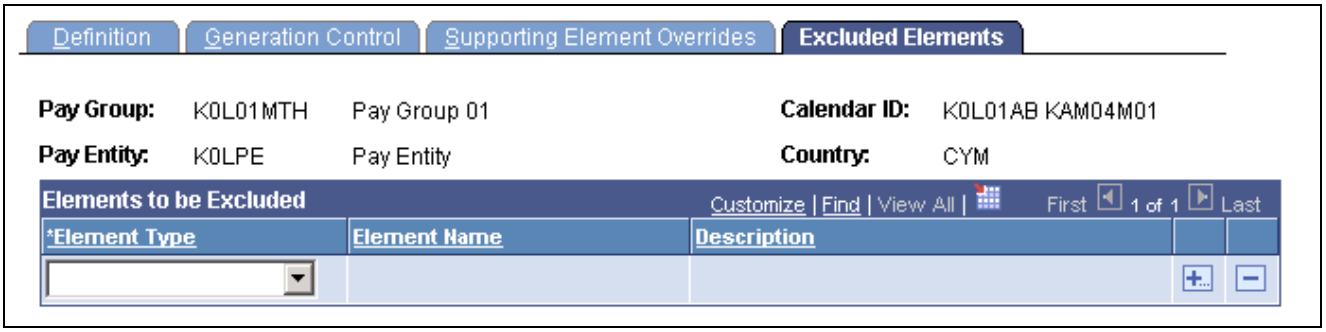
Numeric Value Enter an override value. When the system encounters the specified element on the process list, it applies the override value that you defined in this field. The override value can itself be overridden by positive input instructions, payee overrides, and so on.

See Also

Chapter 18, "Setting Up Overrides," page 435

Excluding Elements From a Calendar

Access the Calendars - Excluded Elements page.



Calendars - Excluded Elements page

Element Type Select the element type. Values are: *Absence Entitlement* and *Absence Take,* or *Deduction* and *Earnings*, depending on the type of calendar.

Element Name Enter the element to be excluded from processing. The element is not processed, no positive input is used, no paybacks from arrears balances take place, no adjustments are forwarded, and you cannot *Assign To* in a formula.

Note. To exclude an element from processing, the element must be defined to enable calendar overrides.

See Also

Chapter 18, “Setting Up Overrides,” page 435

Creating a Set of Calendars

This section lists prerequisites and discusses how to create a set of calendars.

Prerequisites

Before creating a series of calendars, define the run type and periods associated with the calendars. Use the automatic period creation feature to create periods automatically.

If you’re creating calendars for an absence run or for a pay run that generates positive input for another calendar, create the target calendars first.

Note. Calendars are associated with a single paygroup. If you change a payee’s paygroup assignment, period segmentation results.

See Also

Chapter 16, “Using Calendars,” Defining Run Types, page 386

Chapter 16, “Using Calendars,” Creating Periods, page 388

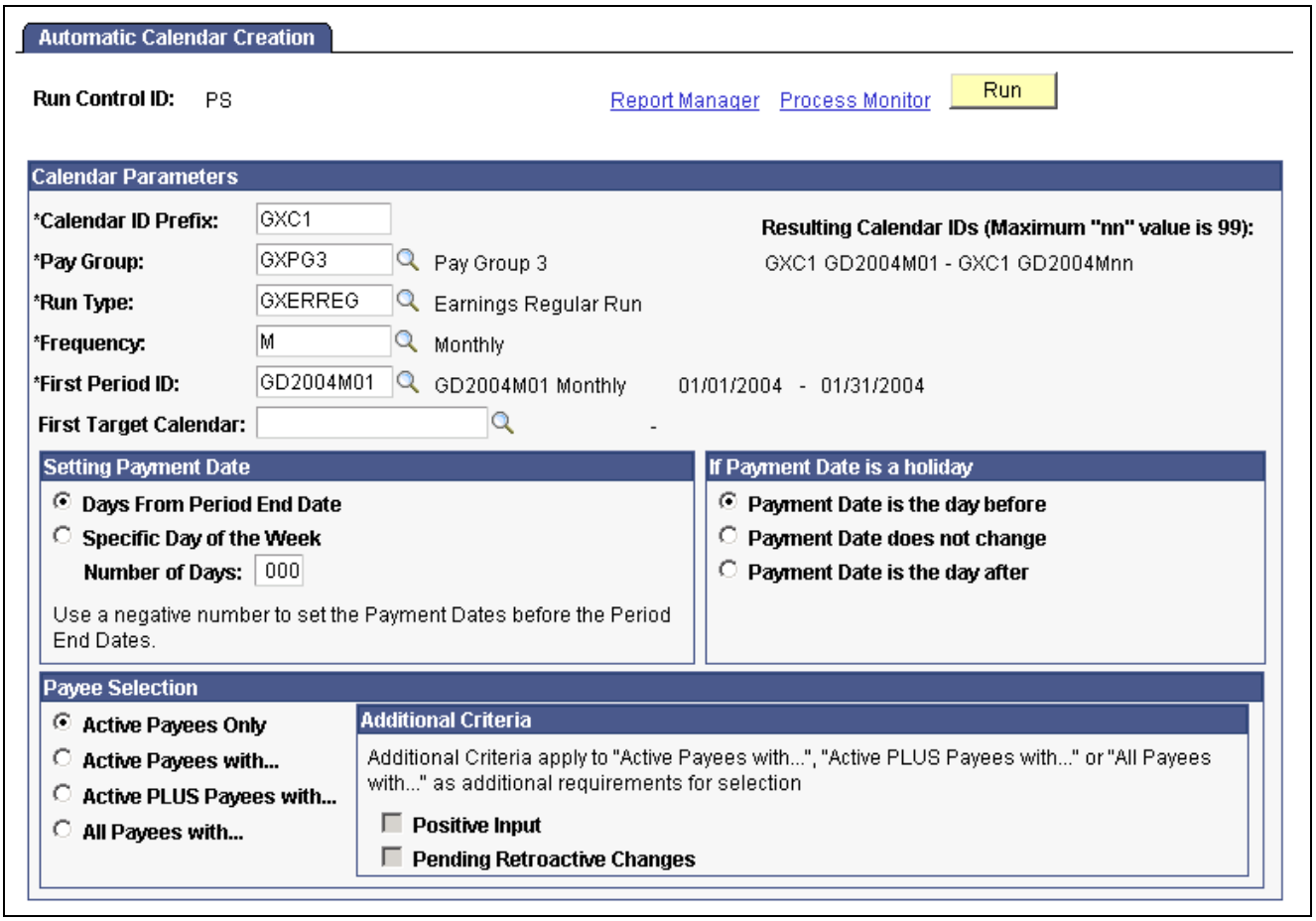
Chapter 17, “Working with Positive Input,” page 409

Page Used to Create a Set of Calendars

Page Name	Object Name	Navigation	Usage
Automatic Calendar Creation	GP_AUTO_CAL1	• Global Payroll & Absence Mgmt, Absence and Payroll Processing, Define Calendars, Calendars - Automated Creation, Automatic Calendar Creation • Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Automatic Calendar Creation, Automatic Calendar Creation	Run the Automatic Calendar Creation process to create a set of calendars.

Creating a Set of Calendars

Access the Automatic Calendar Creation page.



Automatic Calendar Creation page

Calendar ID Prefix Enter a prefix of up to seven alphanumeric characters. The system creates a unique calendar ID for each calendar it creates, by adding this prefix to the period ID associated with the calendar and the number of the calendar.

For example, if the first period ID is PAY2001M01 and you enter a prefix of REGULAR, the calendar ID for the first generated calendar becomes REGULAR PAY2001M01.

Pay Group Enter the paygroup for which the calendars are being built.

Run Type Enter the run type to which the calendars are associated.

Frequency Enter the frequency for creating the calendars.

First Period ID Enter the first period that the system uses to build calendars. The period IDs from which you select are based on the frequency ID.

The system generates calendars for the number of consecutive periods that you defined when creating the periods.

First Target Calendar If you're defining calendars for an absence processing run or for a pay run that generates positive input for a different calendar, enter the target calendar ID for the first calendar being created. This field is optional.

Based on this ID, the system determines the sequential target calendars to use for autocreated calendars.

Note. For the system to determine sequential target calendars, the calendar entered in the First Target Calendar field must follow a standard naming convention that ends with two digits to describe the month or any other period that the calendar represents. For example, you can select a first target calendar of *GXCI CPY2000M01,* because the system can use the last two digits to determine the appropriate sequential target calendars. If you select a nonstandard first target calendar, such as *GW10204P,* you receive an error message if you click Save or Run.

This process enables you to create up to 99 calendars, but each one must be based on an existing target calendar. For example, if you try to generate calendars ABS001 through ABS099, but the only target calendars that exist are PAY001 through PAY050, the system cannot create calendars ABS051 through ABS099.

Setting Payment Date

Days From Period End Date and **Number of Days** — Select to have the payment date be a specific number of days before or after the period end date. Enter a positive or negative number in the Number of Days field. For example, to always pay two days before the period end date, enter *-2* in the Days Adjustment field.

Specific Day of the Week — Select to have the payment date always fall on the same day of the week. Enter the selected day in the Payment Day Is field. Select either On or Before Period End Date or On or After Period End Date to specify what happens if the selected day differs from the calendar end date. For example, suppose that you select Friday as the payment date for a monthly calendar, the period end date is May 26, and the last Friday in May is May 25. If you select On or Before Period End Date, the payment date is May 25. If you select On or After Period End Date, the payment date is the next Friday, June 1. Or, suppose that you set up weekly calendars and designate Saturday as the period end date and Friday as the payment date. Using July 2001 as an example, the period end dates are: July 7, 14, 21, and 28. If you select On or Before Period End Date, the payment dates are July 6, 13, 20, and 27. If you select On or After Period End Date, the payment dates are July 13, 20, 27 and August 3.

If Payment Date is a Holiday

Select an option that determines what the system does if the payment date falls on a holiday. Options are: Payment Date is the day before, Payment Date does not change, and Payment Date is the day after.

Payee Selection

This group box is identical to the Payee Selection group box on the Calendars - Definition page except that Listed Payees Only is not an option.

See Also

Chapter 16, “Using Calendars,” Linking Criteria Associated with a Calendar, page 395

Defining Calendar Groups

This section provides an overview of calendar groups and discusses how to create a calendar group ID.

Understanding Calendar Groups

A calendar group identifies calendars to process together for an on-cycle run or the off-cycle groups to process for an off-cycle run. When creating a calendar group, consider that:

- The processing phases defined on the run control page are performed across all members of the calendar group; therefore, group together calendars that require identical calculations.
- Elements from different countries cannot be processed simultaneously.

  Don't include calendars that represent pay entities from different countries—based on the pay entity defined for the calendar's paygroup—in the same calendar group.
- A calendar's order in the calendar group ID determines the calculation processing sequence.

  If you're processing an absence calendar and a payroll calendar in the same calendar group ID, typically, you place the absence calendar before the payroll calendar to ensure accurate results.

Processing Sequence

Run calendars in pay period date order, because many payroll processes are based on the order in which calendars are run and thus finalized. Running calendars nonsequentially can affect how accumulators and retroactive limit dates are handled—inserting a calendar that isn't for the next sequential pay period can create unexpected results.

Calendars that are run out of pay period order experience these accumulators issues:

- Accumulators are included in calendar processing by determining which finalized payroll or absence calendar (for the country being processed) is the most recent.
- Accumulator values are stored for each calendar based on the accumulator from and to dates, not the pay period begin and end dates.

  If the accumulator from and to dates include any day in the pay period, the accumulator is written to the results tables.
- An accumulator might not be written to the results tables and therefore wouldn't be included in the next calendar, preventing referencing or updating of the accumulator values.
- Accumulator balances might be inaccurate.

  Suppose that you run a March calendar before a February calendar. The accumulator balances that are included as starting balances for the February calendar would include the results from the March calendar.

Calendars that are run out of pay period order experience these retroactive limit date issues:

- Retroactive limit dates are determined based on the first calendar that's encountered—for a payee—within a calendar group ID.

  Although other calendars might be encountered later that have earlier pay period dates, the retroactive limit date is determined by the first calendar's dates.
- When processing retroactive situations, the system determines which calendars to rerun by looking for the earliest calendar finalize time stamp where the calendar period end date is greater than the trigger effective date.

Suppose that you run and finalize calendars in this order: January (Calendar 1), February (Calendar 2), another January (Calendar 3), and March (Calendar 4). If you have retroactive data for February 15, then Calendar 2, Calendar 3, and Calendar 4 run again.

Note. With on-cycle processing, if you attach several calendars to the same calendar group ID and decide, after the payee identification process, not to process one of the calendars, you must cancel the entire run before running any of the other calendars. After you cancel the run, return to the calendar for the paygroups that you want to cancel and change or delete the original paygroup ID. Rerun the payroll for the paygroups that you're processing. With off-cycle processing, you do not need to cancel the entire run. You can instead delete the off-cycle group from the calendar group and add the correct group. When you run the off-cycle process again, the system cancels the deleted off-cycle group and processes the one that you added.

See Also

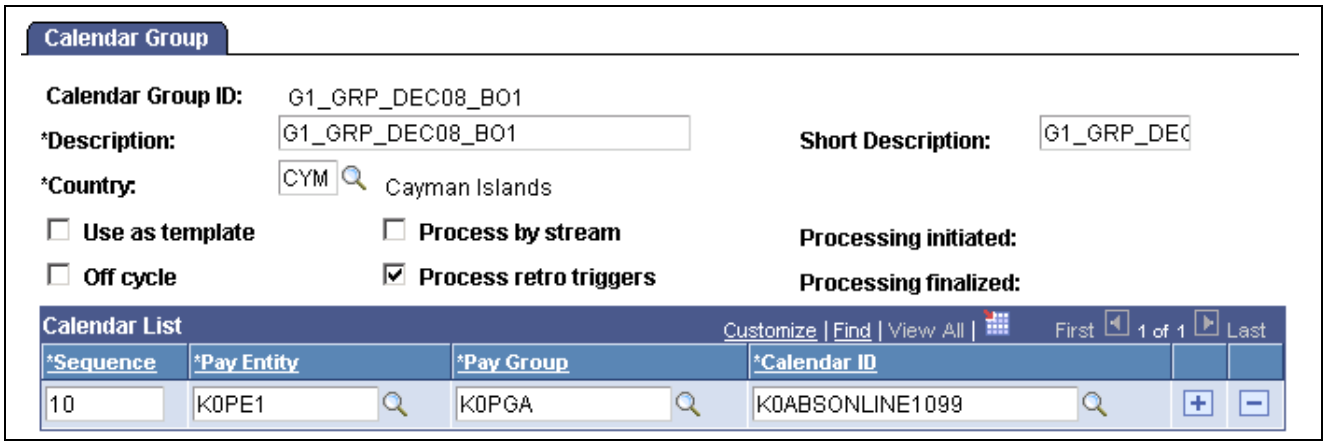
Chapter 23, "Managing Off-Cycle Processing," Understanding Off-Cycle Processing, page 607

Page Used to Create Calendar Groups

Page Name	Object Name	Navigation	Usage
Calendar Group	GP_CALENDAR_RUN	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Define Calendars, Calendar Groups, Calendar Group Global Payroll & Absence Mgmt, Absence and Payroll Processing, Off Cycle, Off Cycle Calendar Group, Calendar Group	Define the calendar ID of the of the off-cycle groups to process together. Calendars are processed in the order listed.

Creating a Calendar Group

Access the Calendar Group page.



Calendar Group page

Note. After processing begins for an on-cycle run, you should not edit the fields on the Calendar Group page. To modify this page, cancel the pay run.

Use as template Select to use this calendar group to run the online Absence Forecasting or Balance Inquiry process. This option is not available for off-cycle processing.

See Chapter 11, "Understanding Absence Management," Online Forecasting and Balance Inquiry Processes, page 267.

Process by stream Select to use stream processing for this calendar group. This feature is typically not used for off-cycle processing.

Off cycle Select if this calendar group is to be used for off-cycle processing.

Process retro triggers Select to process retroactive triggers for this calendar group.

For on-cycle processing, the default value is based on the Process Retro Triggers field on the Run Types page. If any run type indicates that retroactive triggers should be processed, the default is to select this option.

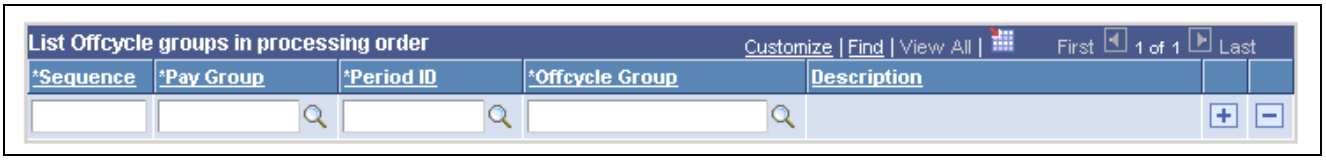
For off-cycle processing, you must select this check box if any of the off-cycle groups that you add to this calendar group include correction transactions.

Calendar List

List the calendars to process together. The number that you enter in the Sequence field determines the calendar processing order. This grid is hidden when you select the Off cycle check box.

List off-cycle groups in processing order

The following grid appears only when you select the Off cycle check box. List the off-cycle groups to process. An off-cycle group identifies the off-cycle transactions to be processed for a specific paygroup and period.



Entering values for off-cycle groups

See Also

Chapter 11, "Understanding Absence Management," Online Forecasting and Balance Inquiry Processes, page 267

Entering Calendar Override Instructions for a Payee

This section provides an overview of calendar overrides and discusses how to:

- Select the calendars to override.
- Enter processing instructions for a period segment.

Understanding Calendar Overrides

Payee calendar overrides "override" the selection criteria of the calendar. For example, if your calendar is set up with selection criteria such as "Active With... Positive Input" and you add a payee calendar override for a person who is both terminated (inactive) and has no positive input, that payee will still be processed for the calendar through the Calendar Override. If instead, you set up an off-cycle advance for the same payee and calendar, the process will still apply all the normal selection criteria and will not process the payee.

You can create additional segments (gross-to-net payments) for a payee and calendar and enter processing instructions for a specific segment.

Suppose that in March, you issue advance pay to someone who's taking vacation from April 1 to 15. Because the payee is to receive half of April's pay in March, you're paying only the salary for April 16−30 in April. You can use the Payee Calendar Groups page to accomplish this.

You create a calendar group that includes March and April. To issue the advance pay in March, you use the Payee Calendar Groups page for March to indicate that the payee is to be paid for both the March calendar and April 1−15. For April, you use the April calendar group but this time indicate that the payee is being paid for April 16−30 only.

You can specify which effective-dated rules the system applies when processing a calendar segment and which period's accumulators it updates. For example, when paying the April amount in March, you can instruct the system to apply the earnings rules that are in effect in March and update the accumulators for March. Or you can instruct the system to use the rules that will be in effect in April.

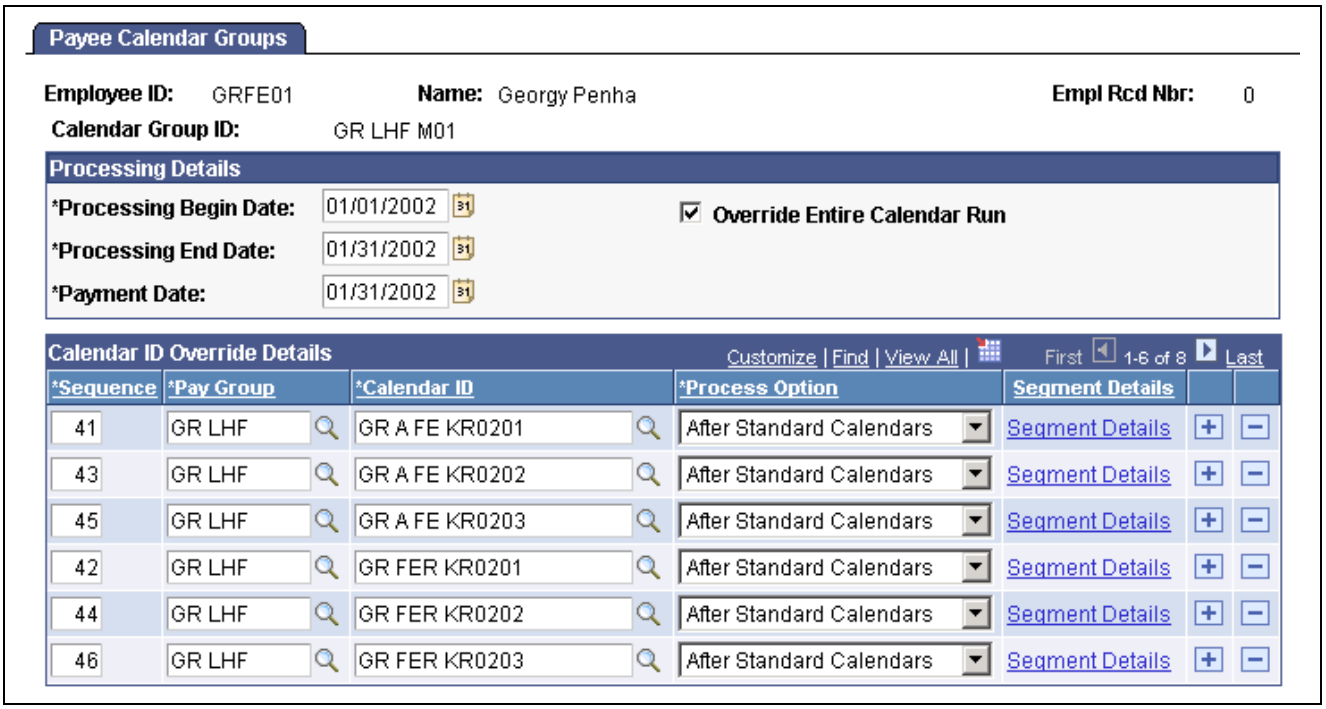
Note. As an alternative to using calendar overrides to process an advance payment, you can enter instructions for an advance using the Off Cycle Requests component (GP_OFFCYCLE_) and run an off-cycle payroll.

Pages Used for Entering Calendar Override Instructions for a Payee

Page Name	Object Name	Navigation	Usage
Payee Calendar Groups	GP_PYE_RUN	Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Payee Calendar Groups, Payee Calendar Groups	Select the calendars for which to enter special processing instructions for a payee.
Segment Details	GP_PYE_RUN_SEC	Click the Segment Details link on the Payee Calendar Groups page.	Create period segments for a payee and identify which segments to process.

Selecting the Calendars to Override

Access the Payee Calendar Groups page.



Payee Calendar Groups page

Processing Begin Date, Processing End Date, and **Payment Date**

Enter processing begin and end dates, and a payment date. These fields apply to processing effective-dated elements whose definition as of date (defined on the Element Name page) is set to *Process Begin Date*, *Process End Date,* or *Payment Date.*

The dates determine which effective-dated rules (element definitions) to use for these elements and which period's accumulators to update for the elements.

Say that the definition as of date for an earnings element is set to *Process End Date.* When the system encounters the element during the batch process, it retrieves the element definition that was in effect on the date entered in the Processing End Date field.

The system also updates the accumulators for the period in which the processing begin date or the processing end date falls.

Override Entire Calendar Run

Select to have the system process only calendars or segments that you designate for processing in the Calendar ID Override Details group box or on the Segment Details page.

If you do not select this check box, the system processes the calendars that you want to override (those listed in the Calendar ID Override Details group box), plus any other calendars that are included in the calendar group.

Calendar ID Override Details

In this group box, select the calendars for which you want to specify special processing instructions for the payee.

Sequence Enter a number that determines the calendar processing order.

Pay Group Enter the paygroup that's associated with the calendar to be overridden.

Calendar ID Enter the calendar to override.

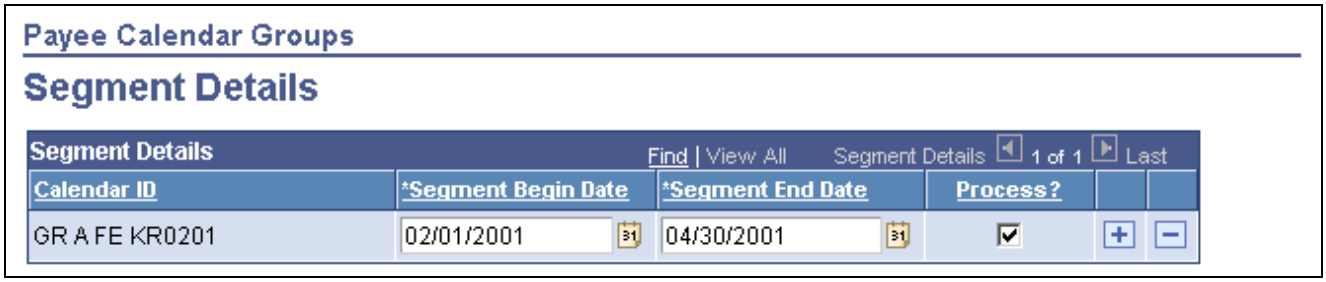
Process Option Applies only if the Override Entire Calendar Run check box is not selected (that is, you are overriding selected calendars only). Select the process option to determine whether the system is to process the calendars that have override instructions before or after all other calendars in the calendar group. Values are: *Before Standard Calendars, After Standard Calendars,* and *Not Applicable.*

For example, the calendar group for March includes a regular calendar and a bonus calendar, as does the calendar group for April. You create an override entry for the regular March and April calendars. To have the system process the regular calendars—those with override instructions—before it processes the bonus calendars, select *Before Standard Calendars*. The system processes the calendars in this order: March regular, March bonus, April regular, April bonus.

Segment Details Click this link to access the Segment Details page.

Entering Processing Instructions for a Period Segment

Access the Segment Details page.



Segment Details page

Segment Begin Date and **Segment End Date** Enter the dates to process in the calendar period and the dates not to process.

Provide instructions for the entire calendar period.

Note. To have the system calculate pay for part of a calendar period, you must create one or more period segmentation triggers for the payee. The trigger effective date must correspond to the dates that you enter on the Segment Details page. For example, to process pay for February 1 to 9, but not for the rest of the month, define a segmentation trigger for February 10.

See Also

Chapter 29, “Defining Segmentation,” page 731

Chapter 27, “Setting Up Triggers,” Segmentation Triggers, page 704

CHAPTER 17

Working with Positive Input

This chapter provides an overview of positive input and discusses how to:

- Enter positive input.
- Create and use template-based pages to enter positive input.
- Make retroactive adjustments to positive input.
- Review positive input.

Understanding Positive Input

This section discusses:

- Characteristics of positive input.
- Sources of positive input.
- Instances and bundling.
- Eligibility rules.
- Action types and processing rules.
- Segmentation considerations.
- Batch processing and positive input.

Characteristics of Positive Input

Positive input is earning and deduction data that you enter for one pay period. The data—such as hours worked or a one-time bonus—is payee-specific and can change each period. You can enter positive input manually or receive it from applications such as PeopleSoft Enterprise Time and Labor.

When entering positive input for an earning or deduction element, you can enter a flat amount or values for the components of the element's calculation rule. For example, if the rule for calculating a payee's regular pay element is *Regular Pay = Rate × Units*, you can enter an amount that overrides the calculation rule or specify a value for rate, units, or both rate and units. If you enter values, you can enter numeric values, such as 40 hours, or select a rate code element that retrieves the component's value from PeopleSoft Enterprise Human Resources.

Global Payroll offers optional features that you can use when entering positive input. You can select the currency that applies to an entry; override a payee's department, job code, or location; or enter information that's specific to your organization and can be transmitted to your general ledger system.

Note. The data that you enter applies to one pay period only. Set up long-term overrides for elements on the Element Assignment By Payee page or the Payee Assignments by Element page.

Sources of Positive Input

Positive input can come from various sources. You can:

- Manually enter data through the positive input pages.
- Receive data from Time and Labor, the Manage Variable Compensation application of Human Resources, or third-party applications.
- Run the Absence Take process (GPPDPRUN) to convert paid and unpaid absences into positive input.
- Include a generate positive input section in your process list, causing the system to create positive input for a different pay calendar.

With one exception, manual entries override positive input generated by other sources. (Manual entries with an action type of *Add* do not override automated entries.) If a payee has system-generated entries from multiple sources, such as Time and Labor and the Absence Take process, but no manual entries, the system processes all automated entries during the pay run.

You can edit positive input only if it was entered into the system manually. To add, delete, or correct a system-generated entry, enter positive input that *overrides* the system-generated entry; if the data was generated by another application, correct the source records and retransmit the data.

See Also

Chapter 12, "Defining Absence Elements," page 269

Chapter 15, "Defining Processing Elements," Generate Positive Input Sections, page 361

Chapter 38, "Integrating with PeopleSoft Enterprise Time and Labor," page 1013

Chapter 39, "Integrating with Variable Compensation Functionality," page 1027

Instances and Bundling

This section provides an overview of positive input entry instances and bundles.

Instances

Positive input entries are also called *instances.* When entering positive input into the system manually, you assign an instance number to each entry. So, if a payee works overtime at three rates and you make three separate entries of positive input for the OVERTIME element, each entry has a different instance number. The following example assumes that the calculation rule is *(Overtime) = (Rate) × (Units)*

Element	Instance	Rate × Units
Overtime	1	25 × 10
Overtime	2	35 × 5
Overtime	3	30 × 5

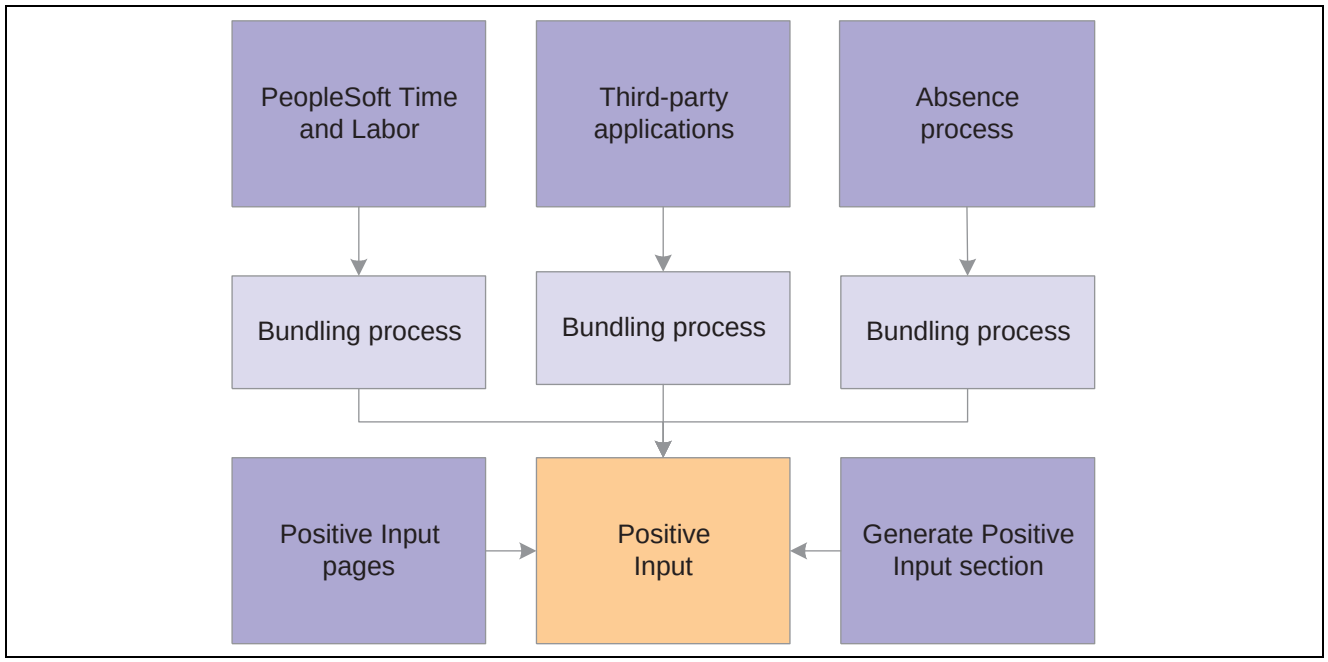
When positive input comes from external sources, the system assigns instance numbers. Whether the system assigns a separate instance number to each entry of positive input or to a group of entries depends on whether bundling occurred.

Bundling

Positive input created by the Absence Take process, Time and Labor, or a third-party application is often bundled by pay period into an array, for more-efficient processing. If a payee works eight hours a day on a weekly pay frequency, five eight-hour entries can be bundled into one 40-hour entry. Bundling has no impact on processing or results other than that it creates a single row of output (GP_RSLT_ERN_DED) instead of multiple rows.

Each bundle receives an instance number. Instance numbers begin with 1 and are assigned to each bundled element in a calendar run.

Rules for bundling data depend on the positive input source. This diagram illustrates the sources of positive input and bundling:



Sources of positive input and bundling

Bundling Rules for Time and Labor

Positive input entries received from Time and Labor (called *payable time* in that application) are bundled by slice or segment when they contain compatible data—that is, when the values for the following types of data are identical:

- Rate
- Currency
- Rate as of date
- Task entities*

* To be considered for bundling, selected task entities defined in Time and Labor—including business unit, product, and department—must be mapped to system elements or variable elements in Global Payroll using the Mapping page.

Example 1

A payee has five positive input entries, one for each weekday. Each entry specifies a rate value as in the table. The rate earned every day except Thursday is the same. Therefore, the system bundles and creates one instance for the four days with a rate of 10 and creates a separate instance for Thursday, with a rate of 12:

Day	Hours Worked	Rate
Monday	8	10
Tuesday	4	10
Wednesday	8	10
Thursday	8	12
Friday	8	10

Example 2

A payee performs work in two departments. The positive input entries include a system element that defines the department (A or B) and a variable element that specifies the hours worked. Because the system elements must match for bundling to occur, the system bundles all entries for department A and creates another bundle for the department B entries:

Day	Variable	System Element
Monday	8	Department A
Tuesday	8	Department A
Wednesday	8	Department B
Thursday	8	Department B
Friday	8	Department A

Bundling Rules for Absence Take

Positive input that's created by the Absence Take process and that falls in the same slice or segment can be bundled, depending on the take element definition:

- If you didn't select the *Multiple Instances* option for the take element, positive input for absences taken for the same reason during the pay period is bundled.

- If you allocated the positive input associated with an absence take element to more than one earning or deduction element (on the Absence Take - Day Formula page), the system bundles the positive input for each earning and deduction element separately.

Bundling Rules for Third-Party Applications

Positive input received from third-party applications can be bundled or unbundled, depending on the bundling group tag assigned to each instance before transmission to Global Payroll. The third-party application must use a unique value for the Source (PI_SOURCE) field and handle any segmentation requirements. It is the responsibility of the third-party interface to bundle entries as required by Global Payroll.

Eligibility Rules

For positive input to be resolved, all of the following conditions must be met:

- The payee must be selected and identified for processing.

  You enter criteria for selecting payees when creating the calendar for the pay period. You identify payees to be calculated when you set up the run control for the payroll process.

- The element cannot be excluded from the calendar.
- The element must be included in a section of the process list that's executed during processing.
- The element must belong to the payee's eligibility group, or positive input must be selected as an override on the Pay Entities - Processing Details page.

Why Positive Input Might Not Be Resolved

If you discover that some instances of positive input weren't resolved during processing, the most likely causes—besides the aforementioned eligibility issues—are that:

- The value of a component of the element's calculation rule is defined at the payee level, but you didn't specify the component's value through positive input or a payee override.

  If you enter positive input without values for the components, the element is resolved using the element's definition and payee override, if any.

- You entered positive input after running the last iteration of the payroll processing calculate phase or after freezing calculations for payees.

See Also

Chapter 16, "Using Calendars," page 383

Chapter 15, "Defining Processing Elements," page 359

Chapter 14, "Defining the Organizational Structure," Defining Eligibility Groups, page 347

Chapter 21, "Processing Payroll," Processing Concepts, page 530

Action Types and Processing Rules

When you manually enter an instance of positive input, you select an action type that tells the system how to process the instance. You can select from the following action types:

- Override
- Add

- Do Not Process
- Resolve to Zero

A brief explanation of each action type follows.

Override

When you enter positive input with the action type of *Override*, you can enter an amount that overrides the calculation rule for the instance of the element or enter a value for components of the element's calculation rule: rate, unit, percent, or base. (If the calculation rule is defined as amount, you can enter only an amount.)

Suppose that you define an earnings code as a flat amount of 100 EUR. You want to give the payee 90 EUR instead. You enter the amount of 90 EUR on the Positive Input page, specifying the action type as *Override*. The system overrides the definition amount of 100 EUR that is resolved, and the payee receives 90 EUR.

Add

When you enter positive input with the action type of *Add,* the system processes the normal resolution of the element based on the element definition or instructions entered on the Element Assignment By Payee page or the Payee Assignments by Element page, if any. In addition, it processes the element again based on the values that you enter in positive input, resulting in multiple occurrences.

Suppose that you define an earnings code as a flat amount of 100 EUR. You want to give the payee an extra 50 EUR. From a data entry standpoint, the administrator enters the additional 50 EUR on the Positive Input page, specifying the action type as *Add.* The system processes the definition amount of 100 EUR and then resolves the additional amount of 50 EUR, so that the payee receives 150 EUR.

Do Not Process

When you enter positive input with the action type of *Do Not Process*, you prevent the system from processing this element for the payee when calculating the calendar. No result is written to the result table.

Do Not Process instructions apply to all instances of positive input for the element—manual or system-generated—in all segments and slices of the calendar, unless you enter an end date (on the Other Data page), which enables you to limit the instructions to instances that fall in the same slice or segment.

Suppose that instance 1 has an action type of *Do Not Process*, and that instance 2, for the same element, has an action type of *Override*. If you don't enter an end date for instance 1, the *Do Not Process* instructions apply to both instances and neither is processed.

Resolve to Zero

When you enter positive input with the action type of *Resolve to Zero*, the system resolves the instance of the earning or deduction with a value of 0.

Unlike *Do Not Process* , *Resolve to Zero* writes an amount of 0 to the results table, making a zero amount on the payslip possible. Also, *Resolve to Zero* instructions, do not affect any other instances.

Rules for Mixed Action Types

The following rules apply when positive input occurs with mixed action types within a segment:

- Where positive input entries are a combination of *Add* and *Override* action types, the system does not resolve the element definition because of the presence of the override entry.

  Instead, the system processes all positive input entries with action types of *Override* and *Add* in this order (hierarchically): first the entry with an action type of *Override,* then the entry with an action type of *Add.*

Suppose that E3 is a flat amount of 100 USD. You create two positive input entries, one (instance #1) with an *Add* action type for 30 USD and one (instance #2) with an *Override* action type for 200 USD.

Despite the presence of what could be construed as conflicting action types, the system processes both entries, regardless of the order in which you enter them. The system processes the entry with an action type of *Override* first and creates a row for 200 USD on the earnings/deduction result table. Then the system processes the entry with an action type of *Add* and creates a row for 30 USD on the earnings/deduction result table.

The result is that the payee receives 230 USD for E3 with two rows on the earnings/deduction result table. The system does not resolve the element through its definition.

- Regardless of the combination of action types, the presence of an entry with an action type of *Do Not Process* always overrides any other positive input entries for that segment.

  In other words, the system processes nothing for this element. The *Do Not Process* value supersedes all action types.

- The action type, *Resolve to Zero*, affects only the current positive input instance.

  Where the action types of *Override, Add,* and *Resolve to Zero* are combined, the system processes all entries.

  Suppose that E4 is a flat amount of 500 USD. You create three positive input entries with the following attributes:

  - Action type of *Override* for 700 USD.
  - Action type of *Resolve to Zero.*
  - Action type of *Add* for 300 USD.

    The end result is that the system processes all three positive input entries and the payee receives 1000 USD for E4 with three rows (instances) in the earnings/deduction result table. The system does not resolve the element through its definition. Also, the system creates a row with a result amount of 0.

Segmentation Considerations

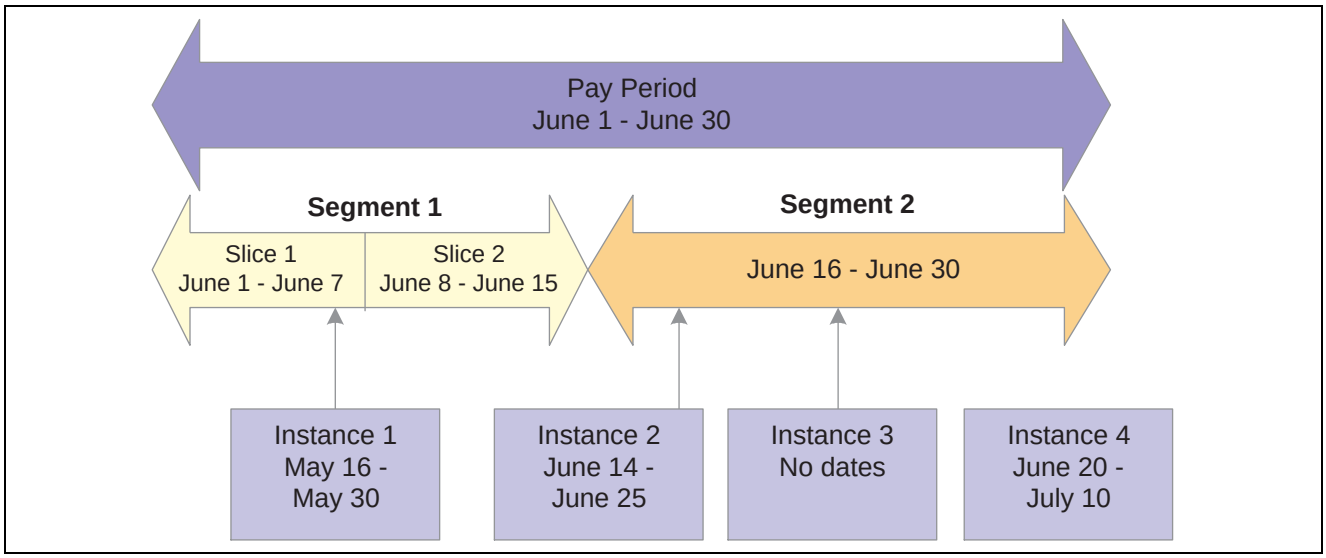
When a calendar pay period has period or element segmentation, positive input isn't prorated. It's assigned to a single segment or slice, based on the instance's end date:

- If the end date falls before the calendar period begin date, the instance is assigned to the pay period's first segment or slice (see Instance 1 in the diagram).
- If the end date falls in the pay period, the instance is assigned to the segment or slice in which the end date falls (see Instance 2).
- When no end date is specified, the instance is assigned to the pay period's last segment or slice.

  It's assumed that the end date for the instance and the calendar is identical (see Instance 3). There is one exception: you can enter *Do Not Process* instructions to prevent the element's resolution. If you enter this instruction with no end date, the element isn't resolved in any slice or segment.

- If the end date falls after the pay period end date, the instance isn't processed (see Instance 4).

This diagram illustrates instances assigned to segments and slices by end date:



Instances assigned to segments and slices by end date

Example 1: Effect of Period Segmentation on Positive Input

You're processing your January payroll. On January 16, a payee is promoted, causing period segmentation (two gross-to-net payments). In an unrelated transaction, You enter positive input for the payee's earnings element with a begin date of January 20 and an end date of January 21. Because the end date for the positive input falls in segment 2, it's processed in segment 2 only. In segment 1, the earnings element is processed as usual, unaffected by the positive input:

Segment 1 January 1–15	Segment 2 January 16–31
Element is processed normally.	Positive input is processed.

Example 2: Effect of Element Segmentation on Positive Input

You're processing your January payroll. On January 16, a payee's compensation rate changes, causing element segmentation (slices). Positive input is entered for the payee with a begin date of January 20 and an end date of January 21. Because the end date for the positive input falls in slice 2, the positive input is assigned to that slice. The element isn't processed in slice 1. In other words, the positive input overrides the element slicing. (The slice dates are still relevant to accumulators.)

Slice 1 January 1–15	Slice 2 January 16–31
Positive input entered for element is *not* processed.	Positive input is processed.

Example 3: Effect of Element Segmentation on Payroll Calculations

Rules for assigning positive input to slices and segments can affect payroll calculations.

Assume that *(GROSS) = (PAY1) + (PAY2)*. Without positive input or segmentation, the elements' value is:

Element	Element Value Without Segmentation
PAY1	3000
PAY2	900
GROSS	3900
TAX	10% × GROSS

Tax = 390 [10% × 3900]

On June 10, the tax rate increases to 20 percent, triggering element segmentation. The segmentation event definition includes PAY1, PAY2, and TAX.

With element segmentation but no positive input, the value of each element is now as follows, assuming that PAY1 and PAY2 are prorated:

Element Name	Slice 1 June 1−10	Slice 2 June 11−30
PAY1	1000	2000
PAY2	300	600
GROSS	1300	2600
TAX	10% × GROSS	20% × GROSS

Tax = 650 [(10% × 1300) +(20% × 2600)]

If you enter an instance of positive input, you get:

Element	Amount	Begin Date	End Date
PAY1	3300	June 2	June 8

Because positive input is assigned to a slice based on its end date and the end date of our instance falls in slice 1, PAY1 is resolved in slice 1 and overrides the element's standard calculation. In addition, PAY1 isn't resolved in slice 2, because of element segmentation.

With positive input and element segmentation, the elements' value is:

Element Name	Slice 1 June 1–10	Slice 2 June 11–20
PAY1	3300	0
PAY2	300	600
GROSS	3600	600
TAX	10% × GROSS	20% × GROSS

Tax = 480 [(10% × 3600) + (20% × 600)]

If the instance of positive input has the following begin and end dates instead, the input is assigned to slice 2, making the 3300 subject to 20 percent tax:

Element	Amount	Begin Date	End Date
PAY1	3300	June 8	June 12

Then the elements' value is:

Element Name	Slice 1 June 1–10	Slice 2 June 11–20
PAY1	0	3300
PAY2	300	600
GROSS	300	3900
TAX	10% × GROSS	20% × GROSS

Tax = 810 [(10% × 300) + (20% × 3900)]

The tax amount is now 1080, not the 660 it would have been with the instance assigned to slice 1. The slice or segment to which positive input is assigned can significantly affect payroll calculations.

See Also

Chapter 29, "Defining Segmentation," page 731

Batch Processing and Positive Input

This section describes how batch processing works with positive input.

Unprocessed Positive Input

You can finalize a calendar run without processing all positive input. For example, suppose that a payee has 10 units of positive input, and you change the units to 12 after running the Calculate phase, the system creates a trigger (assuming that you defined units as a trigger field). If you don't rerun the Calculate phase, only 10 units are processed. If you run a retroactive process, all 12 units are processed.

Arrears - Payback

If positive input instances with the action type of *Override* exist, the system determines any arrears payback amount and adds it to the first positive input instance. If the element resolves multiple times per segment in the current period, the following hierarchy is observed when applying the Arrears - Payback amount:

1. Normal resolution of the element.
2. Override occurrence.
3. Additional occurrence.

When there are positive input instances with only action types of *Add* (no other action types such as *Override*), the system adds the arrears payback to the initial resolution based on the definition of the element and not to the subsequent additional resolutions of the element. If there is a mix of *Override* and *Add* action types resolved, the system applies the arrears - payback amount to the override resolution of the element. Lastly, if a normal resolution of the element does not exist, and an override resolution of the element does not exist, then the system applies the arrears - payback to the additional resolution of the element. It is important to ensure that the system applies the arrears payback amount only once.

Frequency Conversion, Rounding, and Proration

The system does not apply frequency conversion, rounding, or proration to any numeric component or amount entered in positive input. For components not entered through positive input, normal rule processing occurs based on the element definition.

How the Batch Process Stores Positive Input

Manually entered positive input is maintained in a separate record from positive input that's automatically generated. All positive input considered during processing is stored in the same output record (GP_RSLT_PI_DATA), regardless of source. A second record (GP_RSLT_PI_SOVR) stores data for supporting elements, such as department or job codes that you entered manually or received from Time and Labor.

One row of data is written to the output table for each instance. Therefore, if entries are bundled, one row of data is written to the output table for the bundle. When a separate instance number is assigned to each entry, a row of data is written to the output table for each entry.

The instance numbers stored in the output table enable you to link each entry to the processing results. An automatically generated source code (PI_Source) identifies the origin of the entry: Absence, Generated PI, Manual, or Time & Labor.

Entering Positive Input

This section provides overviews of methods for entering positive input, tips and tricks for data entry, entering positive input for finalized calendars, and discusses how to:

- Enter positive input for one payee.

- Enter positive input for multiple payees.
- Override positive input details.

Methods for Entering Positive Input

Before you can enter positive input, you must set up the calendar with which the positive input is associated. Create the calendar with a run type of payroll. After creating the calendar, you can begin.

Global Payroll provides several options for manual entry of positive input. You can:

- Enter positive input for a single payee associated with the paygroup and calendar that you select.
- Enter positive input for multiple payees associated with the same paygroup and calendar.
- Use a template to create your own data entry page for payees in the same paygroup.

See Also

Chapter 17, "Working with Positive Input," Creating and Using Template-Based Pages to Enter Positive Input, page 428

Chapter 16, "Using Calendars," page 383

Tips and Tricks for Entering Positive Input

This section provides tips for entering positive input.

Positive Input for a Payee with Different Payment Keys

Positive input is applied to the payment key of the period for which the positive input is processed. For example, if a change in a contract ID causes segmentation, the positive input is applied to the contact ID that's in effect for that segment. You can direct the positive input to a specific contract by entering the applicable begin and end dates for the instance. If positive input applies to a prior period contract, enter it for the applicable calendar. Retroactive processing occurs, if appropriate.

Positive Input for a Payee Who's Compensated at Different Rates for Different Types of Work

You can:

- Enter the applicable numeric rate or select the rate code that the system uses to retrieve the rate.
- Override the job code system element, if the earnings element is defined with a nonbase-pay rate code.

  The system retrieves the rate that's applicable to the job code that you select.

See Also

Chapter 14, "Defining the Organizational Structure," Entering Processing Details for a Pay Entity, page 350

Positive Input for Finalized or Approved Calendars

Positive input that's entered for finalized or approved payees is only processed during a retroactive pay run for the same calendar. If the paygroup and calendar for which you are entering positive input has been finalized, or if there are payees associated with the calendar who have already been approved for banking, the following message appears on the data entry page:

"Pay Calendar has been finalized/approved. Any changes will be considered during retro processing."

Pages Used to Enter Positive Input

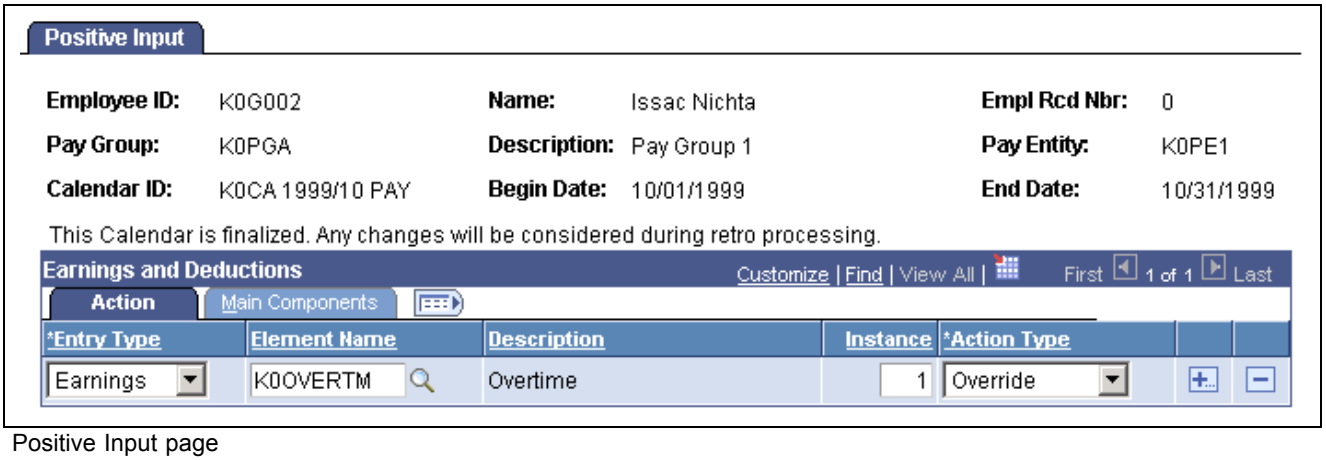
Page Name	Object Name	Navigation	Usage
Positive Input	GP_PI_MNL_ERNDED	Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, One Time (Positive Input), Positive Input	Enter positive input for one payee. (You select the employee ID, pay group, and calendar to access this page.)
Positive 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 paygroup 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 a rate code or a numeric value for a percent, base, rate, unit, or amount component; change the currency; add a description; and enter begin and end dates. You can also override system and variable elements associated with positive input, such as department, job code, or rate as of date.

See Also

Chapter 17, "Working with Positive Input," Pages Used to Work with Templates, page 428

Entering Positive Input for One Payee

Access the Positive Input page.



Positive Input page

To enter positive input for a payee:

1. On the Action tab, select the earning or deduction element for which to enter positive input, assign it an instance number, and specify the action to take during processing.

2. On the Main Components tab, enter numeric values for the components of the element's calculation rule, if applicable.
3. To enter a numeric value for percent or base or to select a rate code element for any components of the element's calculation rule, click the Details link on the Main Components tab.

   You can also override the value of a system or variable element, if applicable.

Action

Enter each instance of positive input that applies to this payee.

Entry Type Select *Earnings* or *Deduction* to indicate the type of element for which you're entering positive input.

Element Name Select the name of the element for which to enter positive input. You can select from those elements that meet all these conditions:

- Have the same entry type that you selected.
- Allow positive input as an override, according to the Element Name (GP_PIN) page.
- Are defined for a country that is associated with your user rules profile (on the User Rules Profile page).

  If your user rules profile is set up as specific country with a value of *France,* you see only elements that are set up for France and those set up for *ALL* countries.

Instance Enter a number from 1 to 999 to identify the instance of positive input that you're entering for the element. The default entry for the first row is 1.

Note. An instance number is required when the action type is *Add.*

Action Type Select the type of action to perform when processing this instance of positive input. Values are *Override, Add, Do Not Process,* and *Resolve to Zero.*

When you select *Resolve to Zero,* you cannot enter information on the Calendar ID Override Details page.

See Chapter 17, "Working with Positive Input," Action Types and Processing Rules, page 413.

Main Components

Select the Main Components tab.

The fields that you can complete depend on the value that you select in the Action Type field and the calculation rule used by the earning or deduction element.

Unit If unit is a component of the element's calculation rule, you can enter a positive or negative number of units in this field.

To select a rate code element to retrieve the unit's value from Human Resources, click the Details link to access the Calendar ID Override Details page.

If you don't enter a value and the units are defined on the element's Calculation page, the system checks the element's as of date to determine the appropriate value.

Rate Similar to the Unit field.

Amount Enter a positive or negative amount to override the element's calculation rule. The system uses this amount to resolve the element, regardless of its calculation rule.

If you enter an amount, you can still enter a numeric value in the Unit or Rate field—if these are components of the element's calculation rule. Although the values that you enter aren't used for calculations, the system moves them to the earnings and deductions results table, making the information available for payslips.

For example, if you have an earnings element defined as rate × units and enter an amount and a rate, the system uses the amount that you enter to resolve the element and passes the amount and rate to the results table.

Currency Code When you select a rate or amount, the code for the processing currency appears (as defined by the element definition or the pay entity).

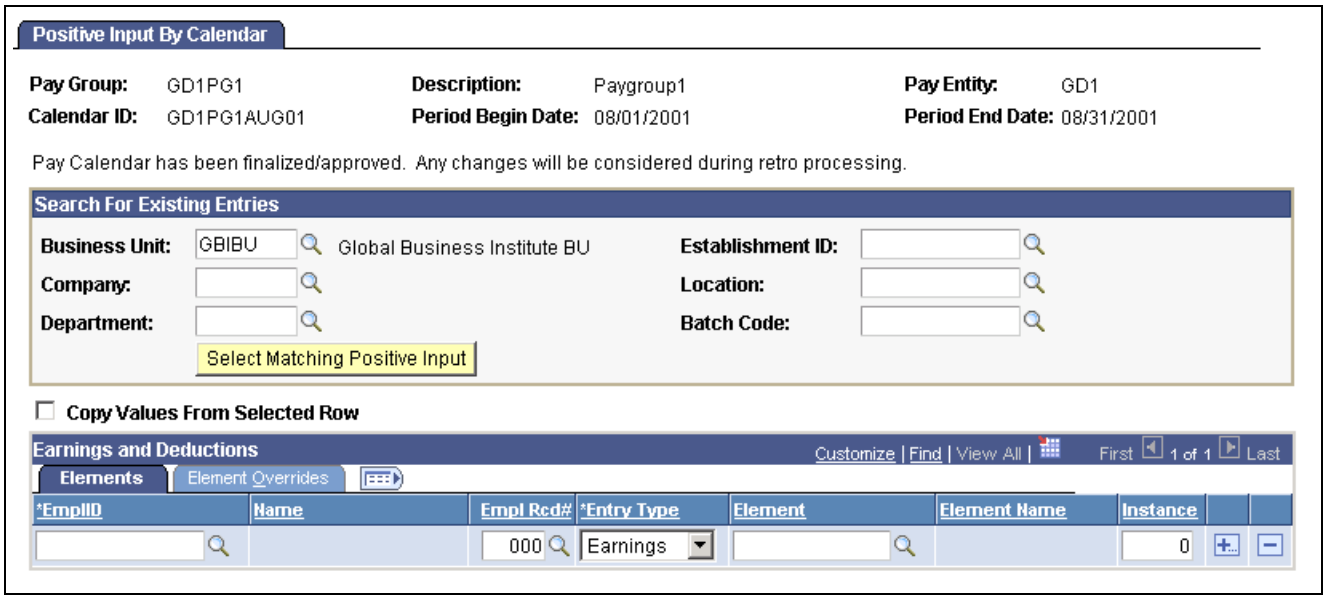
To use another currency, select it.

Details Click the Details button to access the Calendar ID Override Details page, where you can select a rate code or enter a numeric value for any component of the element's calculation rule (percent, base, rate, amount, or unit). You can also override a variable or system element that is associated with this instance of positive input, such as the business unit, department, or job, and enter other instructions.

A check mark appears in the Details check box if instructions have been entered on the Calendar ID Override Details page.

Entering Positive Input for Multiple Payees

Access the Positive Input By Calendar page.



Positive Input By Calendar page

You can use this page to add, change, or view positive input for multiple payees associated with the same paygroup and calendar. You cannot delete positive input from this page.

Search For Existing Entries

Use this group box to specify which positive input records to display or edit. The system retrieves the entries that meet all your selection criteria.

To display positive input entries for payees or edit unprocessed entries:

1. Enter the search criteria for the positive input entries to review.

   To search by department or location, you must first select the business unit.

   To search by batch code, there must be at least one payee who matches your search criteria and has an assigned batch code. This is because the Batch Code field in the Search for Existing Entries group box prompts against a derived table of all batch codes assigned to payees that match your search criteria.
2. Click the Select Matching Positive Input button.
3. Review or edit the entries on both tabs in the Earnings and Deductions group box.

Earnings and Deductions

Fields in this group box are similar to those on the Positive Input page that you use to enter positive input for a single payee.

To enter positive input entries for payees:

1. (Optional) On the Element Overrides tab, enter a unique batch code for each payee row to assist in further identifying the positive input entry with which a payee record is associated.
2. Complete the remaining required and optional data entry fields on this tab.
3. (Optional) Click the Details button to access the Calendar ID Override Details page, where you can enter rate codes, begin and end dates, and other instructions for each payee.

   You can also override system and variable elements associated with the positive input.
4. Add rows of data entry fields, as needed.

To add rows of data entry fields:

1. Select the Copy Values From Selected Row check box to copy the values that you entered in a given row into the new rows.

   Clear this check box to add blank rows.

2. Click the Add New Rows (+) button on the row that you are copying and enter the number of rows to add in the user prompt field that appears.

   The system does not copy the EmplID or the Empl Rcd# field value.

3. Enter an ID and other values for all new rows on both the Elements and Element Overrides tabs.

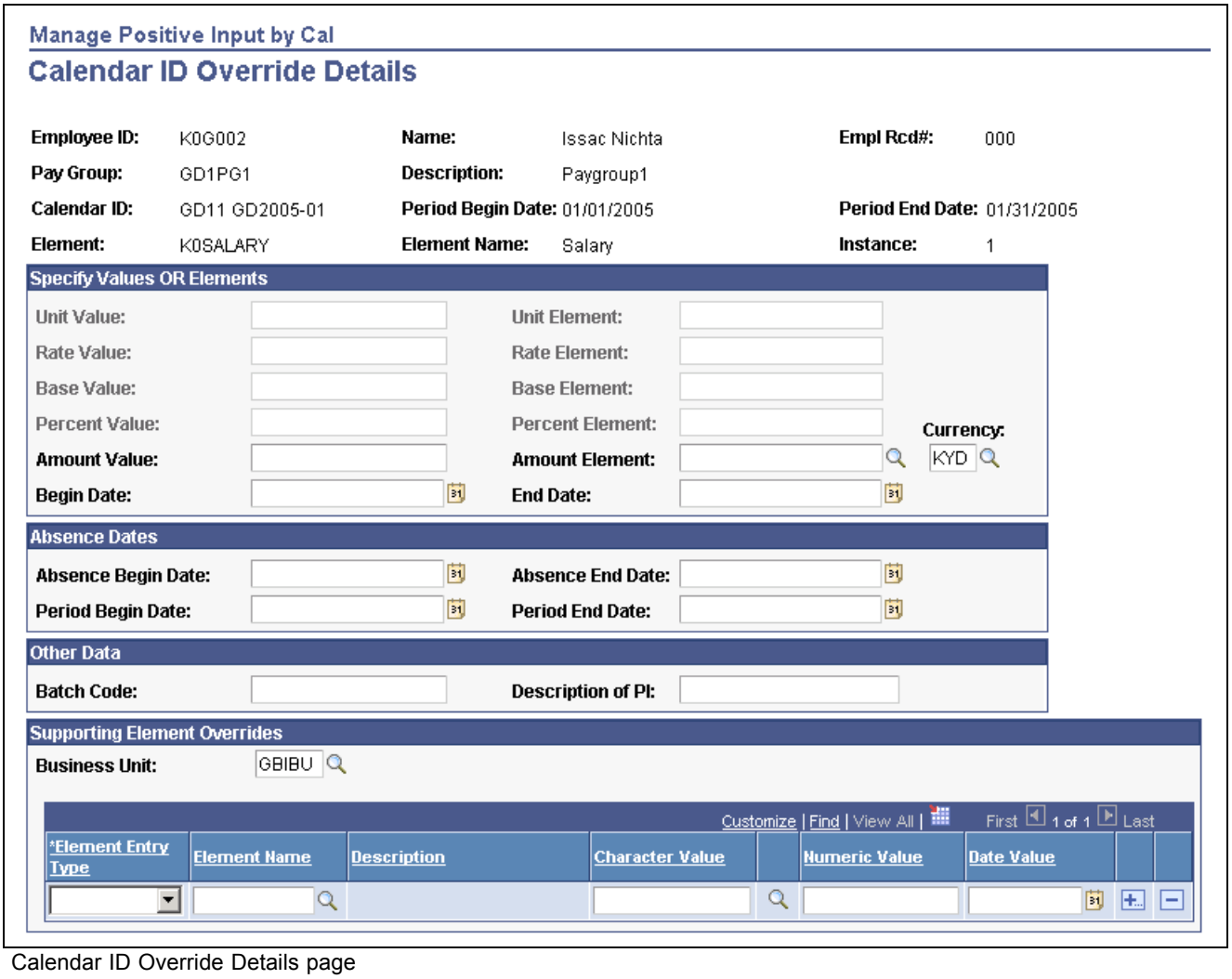
See Also

Chapter 17, "Working with Positive Input," Entering Positive Input for One Payee, page 421

Chapter 17, "Working with Positive Input," Overriding Positive Input Details, page 425

Overriding Positive Input Details

Access the Calendar ID Override Details page.



Calendar ID Override Details page

The title that appears at the top of the page depends on whether you access this page from the Positive Input page or the Positive Input By Calendar page.

Specify Values OR Elements

The fields for units, rate, base, and percent are enabled only when they are components of the calculation rule for the selected earning or deduction element. Any numeric values that you entered on the Positive Input page appear here.

You can enter a positive or negative numeric value or select a rate code element that retrieves the unit value from Human Resources. If you don't enter a value for the component and the component's value is defined on the element's Calculation page, the system uses the element's as of date to determine the value.

Begin Date and **End Date** — Enter the start date to which the instance of positive input applies. If you enter a begin date, you must also enter an end date, and vice versa. The system doesn't use the begin date for processing.

Enter the end date if it differs from the calendar end date. If the calendar period is segmented, the end date that you enter determines the segment or slice to which the instance of positive input is assigned. The end date must be on or before the calendar end date.

Currency Code — When you enter a value in the Rate Value, Base Value, or Amount Value field, the code for the processing currency (as defined by the element definition or the pay entity) appears in this field. To use another currency, select it from the list.

Absence Dates

Complete the following fields if you're entering positive input for an earning or deduction element associated with absence take.

Absence Begin Date and **Absence End Date** — Enter the dates of the absence event.

Period Begin Date — Enter the later of the begin date of the absence event or of the calendar period.

Period End Date — Enter the earlier of the end date of the absence event or of the calendar period.

Other Data

Batch Code — The system populates this field by default to the batch code on the Element Overrides tab, if any. Batch codes are optional, and assist in further identifying the positive input entry with which a payee record is associated. You can use this identifier as a search value on the Positive Input By Calendar page.

Note. For each payee, the system synchronizes the batch code that you enter on the Calendar ID Override Details page with the batch code on the Element Overrides tab, and vice versa.

Description of PI (description of positive input) — Enter a description to be stored in the GP_RSLT_PI_DATA record. You might use this feature to print a description besides the element description defined on the Element Name page (GP_PIN) when printing payslips or reports.

Supporting Element Overrides

You can override system or variable elements associated with an instance of positive input. For example, you can override the department, job code, or location associated with an instance. When you override the job code for a nonbase-pay earnings element, the system uses the compensation rate that's applicable to the job that you specify.

Assume that a payee does two types of work for your organization, with two pay rates. During the pay period, the payee works 32 hours at Job A—the regular job—and eight hours at Job B. You enter the 32-hour instance of positive input for Job A. Because the entry applies to the payee's regular job, you need do nothing more with this instance. You enter the eight-hour instance for Job B and override the standard job code for the eight-hour instance in the Supporting Element Overrides group box.

An override applies to one instance of positive input only. After the instance is resolved, the supporting element reverts to its previous value. The fields that you can complete depend on the element's format: numeric, character, or date. You cannot enter monetary values.

Note. The Supporting Element Overrides group box may appear different from the exhibit shown in this documentation. Using the configurable element overrides feature, you can modify the labels, fields, and prompt displays for each element, thereby enhancing the ease and accuracy of data entry for supporting element overrides.

See Chapter 9, "Configuring Element Overrides," page 223.

Business Unit To select a business unit other than the one to which the payee is assigned (through the Job Data component in Human Resources), select from the prompt table.

The system loads the prompt tables, so that they are available when completing the Supporting Element Overrides group box.

Element Entry Type Select the type of element to override. Values are *SystemElem* and *Variable.*

Element Name Enter the name of the element to override, from elements that meet all the following conditions:

- Have the same entry type that you selected.
- Allow positive input as an override (according to the Element Name page).
- Match your operator preference definition.

Character Value If the supporting element that you selected uses character values, you can enter up to 25 characters in this field.

The field is unavailable when you select the system element of department, job code, or location unless you previously selected a business unit.

When you've selected a business unit and department, job code, or location, the system displays a prompt table that lists the values applicable to the business unit that you selected. You can select the override value from the prompt table.

For example, if you select 123 as the business unit and *Job Code* as the element name, the prompt table lists all job codes associated with business unit 123.

Numeric Value Enter the number for system use if the supporting element uses numeric values.

Date Value Enter the date for system use if the supporting element uses date values.

See Also

Chapter 6, “Defining Data Retrieval Elements,” Defining Rate Code Elements, page 109

Chapter 17, “Working with Positive Input,” Segmentation Considerations, page 415

Chapter 9, “Configuring Element Overrides,” page 223

Creating and Using Template-Based Pages to Enter Positive Input

To create positive input templates, use the Positive Input Templates (GP_PI_BULK_TMPLT) component.

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

- Create a data entry page for positive input.
- Enter positive input on a template-created page.

Understanding Templates

You can use a template to design your own data entry pages that prompt users for the positive input information that’s specific to your payees. You can include fields for up to six earning and deduction elements, enable two component overrides, and enable three supporting element overrides for each earning or deduction element. Users can then access the page that you’ve designed to enter positive input quickly for multiple payees in the same paygroup.

See Also

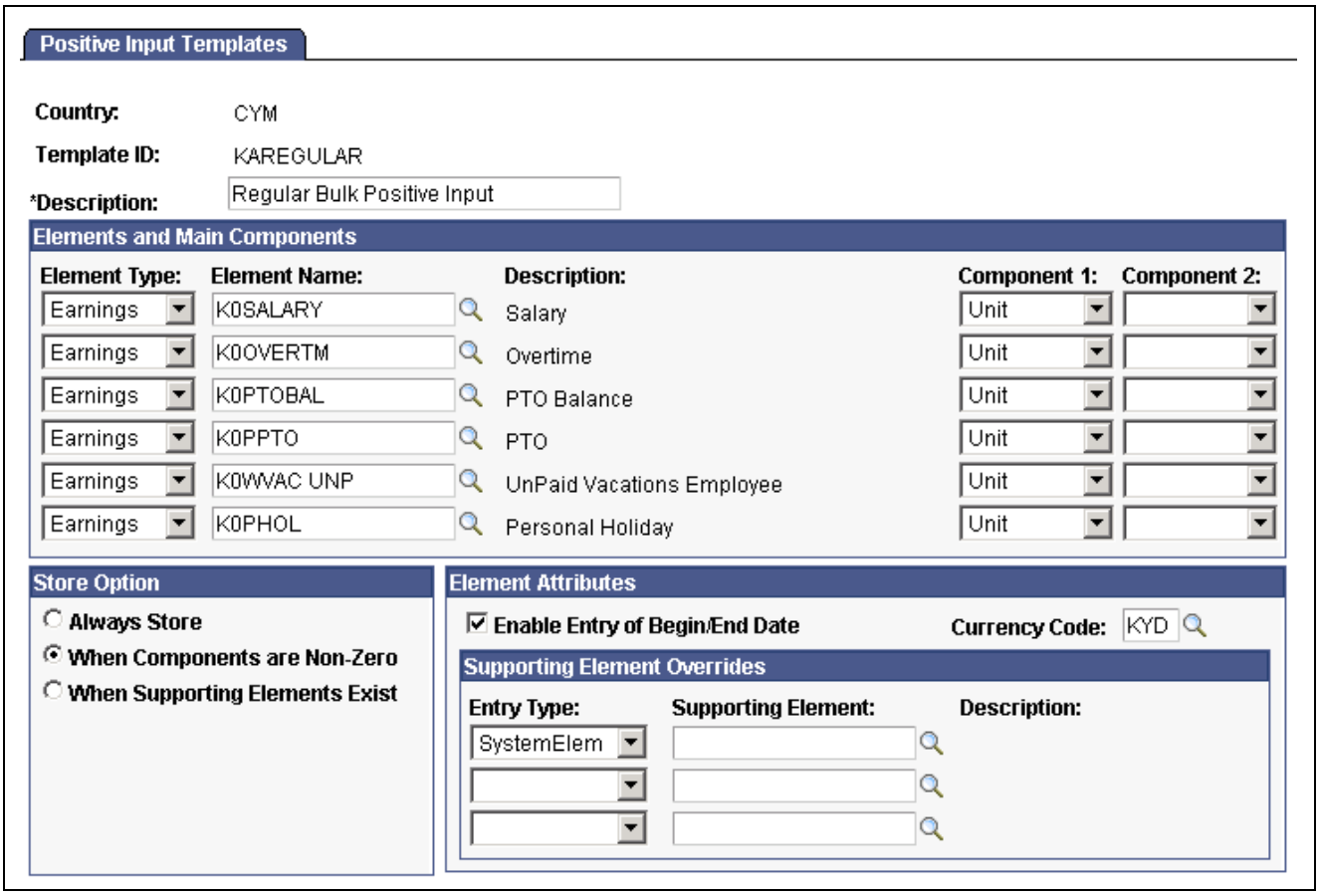
Chapter 17, “Working with Positive Input,” Entering Positive Input, page 419

Pages Used to Work with Templates

Page Name	Object Name	Navigation	Usage
Positive Input Templates	GP_PI_BULK_TMPLT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Positive Input Templates, Positive Input Templates	Define the fields that are to appear on your data entry page (the Positive Input by Template page).
Positive Input by Template	GP_PI_BULK_SSN	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Manage Positive Input by Tmplt, Positive Input by Template	Enter positive input for payees in the same paygroup and calendar. The page is built dynamically according to a template created with the Positive Input Templates page.

Creating a Data-Entry Page for Positive Input

Access the Positive Input Templates page.



Positive Input Templates page

Note. Each template is associated with the operator country of the template's creator.

Elements and Main Components

Select up to six earning or deduction elements from elements that allow positive input as an override, according to the Element Name (GP_PIN) page, to appear on your data entry page.

For each selected earning or deduction element, you can include fields for one or two component overrides. (Components are used in the calculation rule of an earning or deduction element.)

Component 1 and **Component 2** Select the type of component that users can override. Values are: *Amount, Base, Percent, Rate,* and *Unit.*

You can select only components that are part of the element's calculation rule.

Store Option

Select one of the following options for storing positive input values:

Select *Always Store* to have the system store positive input for the payee regardless of whether values are specified for components or supporting element overrides.

Select *When Components are Non-Zero* to have the system store the positive input for the payee only when values are specified for components or supporting element overrides.

Select *When Supporting Elements Exist* to have the system store positive input when values are specified for supporting element overrides, regardless of whether component values are entered.

Element Attributes

Enable Entry of Begin/End Date Select to have Begin Date and End Date fields appear on the data entry page. They enable you to enter the begin and end date of a positive input instance.

When a calendar period is segmented, the end date determines the segment or slice to which the instance is assigned.

Currency Code To include a field that displays the currency code that applies to all entries, select the appropriate currency.

Supporting Element Overrides

You can select up to three system or variable elements that users can override when entering positive input on the Positive Input by Template page.

Entry Type Values are *SystemElem* and *Variable.*

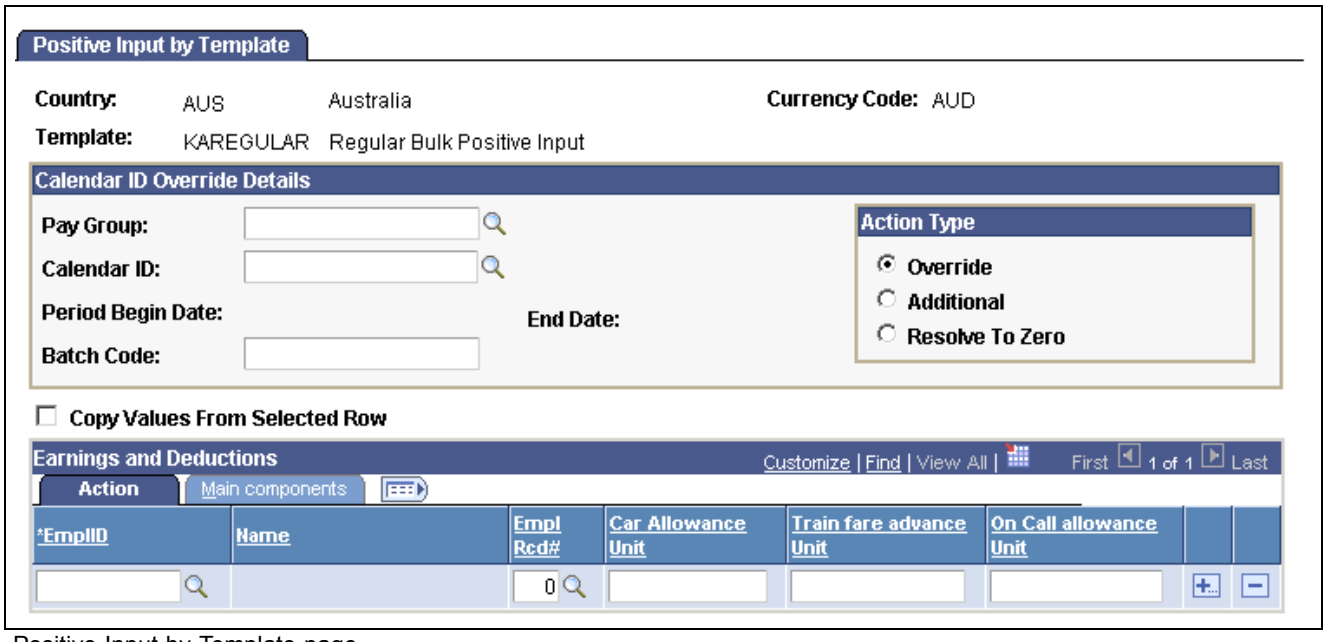
Supporting Element Enter the name of the supporting element that users can override. You can select a given element only once.

See Also

Chapter 17, "Working with Positive Input," Overriding Positive Input Details, page 425

Entering Positive Input on a Template-Created Page

Access the Positive Input by Template page.



Positive Input by Template page

Note. The fields that appear vary by template. The Positive Input by Template page is intended for rapid data entry for single positive input instances.

You can enter one row of data for each combination of employee ID and employee record number. Once you save the template, you can no longer see or edit your entries through this component. All subsequent modifications or additions must be made through the Positive Input component or the Positive Input By Calendar component, both of which enable you to create multiple positive input instances. You can rapidly enter your initial input through the Positive Input by Template component, and then, if necessary, call up all of the positive input entries for a specified paygroup/pay calendar through either of the two aforementioned components (Positive Input and Positive Input By Calendar). At that point, you can enter multiple instances, if desired, or modify the initial entry.

To enter positive input entries:

1. Select the paygroup and calendar ID for which you are entering positive input.

   The system displays the calendar period's begin and end dates.

2. (Optional) Enter a unique batch code to apply to each instance of positive input that you enter. Batch codes assist in further identifying a positive input entry with which a payee record is associated. You can use this identifier as a search value on the Positive Input By Calendar page. You can also modify or edit this value on the Positive Input By Calendar page or the Calendar ID Override Details page.

3. Select the action type to apply to each instance of positive input that you enter.

   See Chapter 17, "Working with Positive Input," Action Types and Processing Rules, page 413.

4. Enter each instance of positive input in a separate row.

   To have the system create positive input, you must enter a value for at least one component.

5. Add rows of data entry fields, as needed.

To add rows of data entry fields:

1. Select the Copy Values From Selected Row check box to copy the values that you entered in a given row into the new rows.

   Clear this check box to add blank rows.

2. Click the Add New Rows (+) button on the row that you are copying and enter the number of rows to add in the user prompt field that appears.

   The system does not copy the EmplID or the Empl Rcd#.

3. Enter an ID and other values for all new rows on both the Action tab and the Main Components tab.

Making Retroactive Adjustments to Positive Input

This section provides an overview of retroactive adjustments and discusses how to correct positive input entries.

Understanding Retroactive Adjustments

This section discusses:

- Positive input and the recalculation option.

- Deleting positive input.
- Applying deltas.
- Mismatched segments and slices and the do not recalculate option.
- Version numbers.

Positive Input and the Recalculation Option

Positive input overrides an element's recalculation rule during retroactive processing; the system uses the values provided through positive input to resolve an instance whether or not you selected the Always Recalculate check box on the Element Name (GP_PIN) page or the retroactive recalculation option on the element's Calculation page.

An exception to this rule applies to deleting positive input.

Deleting Positive Input

If you delete positive input for an element marked never recalculate, and the pay calendar has been finalized, it's best to keep the original entry and change the action to *Do Not Process*. Then when you rerun the payroll, the system doesn't resolve the element. If you delete the entry instead and there's element or period segmentation, results can be unpredictable.

Applying Deltas

To bring forward retroactive deltas as adjustments into the current period when segments match, the system sums deltas for the element and forwards them to the first segment in the current calendar. If the first segment is sliced, the system forwards the adjustments to the first slice within this first segment. When the element resolves multiple times per segment in the current period, the system observes the following hierarchy when it applies the summed deltas:

1. Normal resolution of the element.
2. Override occurrence.
3. Additional occurrence.

In the current period, when multiple instances of positive input with only the *Add* action type exist, the system applies the adjustment to the normal resolution of the element, not to the additional resolutions. Where multiple rows exist as a result of *Override* and *Add* action types, the system applies the retroactive adjustment to the override resolution of the element. Lastly, if a normal resolution of the element does not exist, and an override resolution of the element does not exist, then the system applies the retroactive adjustment to the additional resolution of the element. It applies the adjustment amount only once.

Mismatched Segments and Slices

When retroactive processing occurs where element segmentation exists, the system compares the number of resolutions from the original calculation to the number of slices in the recalculation to determine if there is a mismatch. The system excludes positive input instances with an action type of *Add* in the count because this would cause a false mismatch.

Version Numbers

When you make retroactive adjustments to positive input from a nonmanual source, the system uses a versioning scheme to differentiate original entries from revised entries. The original entries are assigned the version number 1, populating the PI_VER_NUM field. The version numbers are incremented for subsequent adjustments. This versioning scheme differs from the version and revision numbers for tracking retroactive pay run results.

The system updates the version number assigned to all generated instances of positive input for that calendar, including any unchanged instances, so that you can differentiate between the complete set of original entries and the complete set of entries for retroactive processing.

Say the Absence Take process generates an instance of positive input with a value of 1000. Version 1 is automatically assigned to this and every other nonmanual entry. Now, two months later, a retroactive adjustment changes the value to 1200. When you rerun the payroll for the target calendar, the updated entry and all other nonmanual entries of positive input are automatically named version 2.

See Also

Chapter 27, “Setting Up Triggers,” page 699

Chapter 30, “Defining Retroactive Processing,” page 753

Correcting Positive Input

To correct an instance of positive input, make the correction in the pay period of the original entry. Assuming that you’ve defined retroactive triggers to detect the online changes, your entries are written to a trigger occurrence table. When you run the next payroll cycle for the payee, the system reads the data from the table and adjusts retroactively.

Reviewing Positive Input

After you run the Calculate phase of the payroll process, you can view positive input on pages in the Results by Calendar component and the Results by Calendar Group component.

See Also

Chapter 22, “Viewing and Finalizing Payroll Results,” Viewing Positive Input Results, page 566

CHAPTER 18

Setting Up Overrides

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

- Define pay entity overrides.
- Define paygroup overrides.
- Define payee overrides.
- Define pay calendar overrides.
- Define overrides through elements.
- Define element definition overrides.
- Define overrides with positive input.
- Manage interactions between element definitions, positive input entries, and element assignment overrides.
- Resolve overrides in batch processing.

Understanding Overrides

This section lists common elements used in this chapter and discusses:

- Override levels.
- Overrides available for primary elements.
- Overrides available for supporting elements.
- Begin and end date logic for overrides.
- Element overrides and segmentation.

Use overrides to control the values the system uses to resolve an element for a specified time period. When you run the payroll or absence process, the system retrieves the rule definition for the element and applies any override instructions that you've entered.

Common Elements Used in This Chapter

Element definition override Overrides the value of a bracket, date, duration, formula, or variable element that's used in the definition of a primary element (earnings, deduction, absence take, or absence entitlement).

Pay calendar override Can exclude specific earnings, deduction, and absence elements from a calendar and override the values of associated bracket, date, duration, formula, and variable elements.

Pay entity override and **Pay group override**	Override the value of a bracket, date, duration, formula, or variable element whenever the element is resolved for a payee who's linked to a specified pay entity or paygroup, respectively.
Payee override	Refers to one of four types of payee-specific overrides: • Assigning or disabling an earnings, deduction, or absence element. • Overriding the definition of an earnings, deduction, or absence element (and the arrears payback amount for a deduction). • Overriding the value of a variable used by a particular earning or deduction. • Overriding the value of a bracket, date, duration, formula, or variable element whenever it's resolved.
Positive input override	Overrides the definition of an earnings, deduction, or absence element for a positive input instance. Can override system and variable elements associated with an instance of positive input.
Via elements override	Controls whether an element's value can be updated by an array, bracket, date, or formula element.

Override Levels

Before entering instructions to override an element, you must specify allowed types of overrides for that element by selecting the appropriate check boxes in the Override Levels group box on the Element Name page.

When you enable overrides for a supporting element, clear the Always Recalculate check box on the Element Name page. Otherwise the system uses the value of the element according to the element definition, not the override value.

Note. An additional level, 'Payee/Calendar' overrides, exist for supporting elements through the Off-Cycle Requests component. This level is available for off-cycle requests only and does not extend to on-cycle calendars. Before entering supporting element overrides on the Payee / Calendar Overrides page, you must select the Payee and the Calendar check boxes in the Override Levels group box on the Element Name page for the supporting element.

See Chapter 23, "Managing Off-Cycle Processing," Making Unscheduled Payments, page 627.

See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 68

Overrides Available for Primary Elements

Several override levels enable you to control the value of earnings, deduction, absence take, and absence entitlement elements, which the system applies in this order:

1. Payee overrides.

   Assign or disable an earnings, deduction, or absence element or override the definition of an earnings, deduction, or absence element.

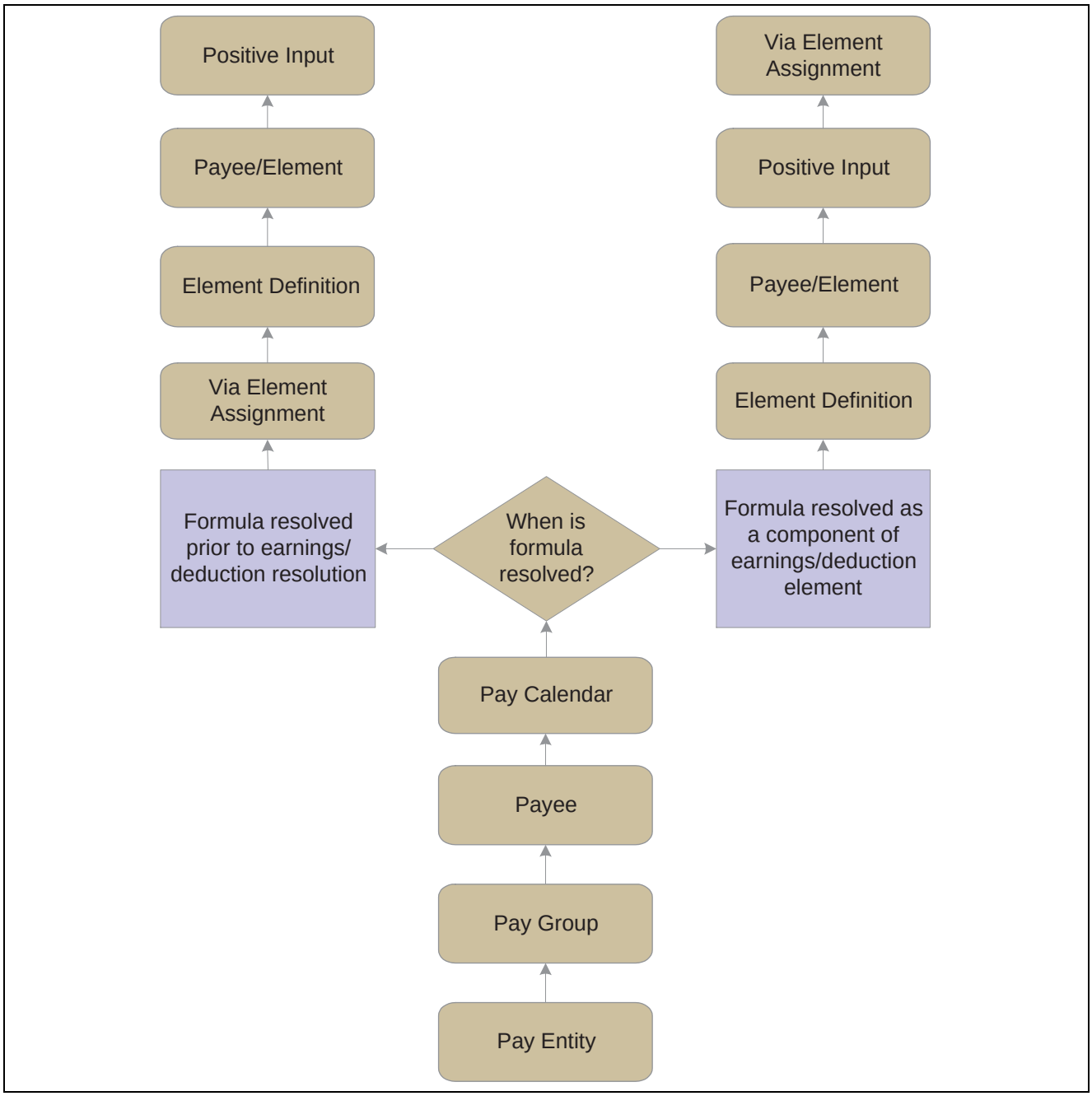
2. Pay calendar overrides.
3. Via element overrides.
4. Positive input overrides.

Overrides Available for Supporting Elements

Eight override levels enable you to control the values of brackets, dates, duration, formulas, and variables:

- Pay entity overrides.
- Paygroup overrides.
- Payee overrides: Override the value of a bracket, date, duration, formula, or variable element whenever it's resolved for the payee.
- Payee/Element overrides. Overrides the value of a variable used by a specific earning or deduction assigned to a payee.
- Pay calendar overrides.
- Via element overrides.
- Element definition overrides.
- Positive input overrides.

When the system encounters multiple overrides for a supporting element, it applies the overrides in the sequence illustrated below, beginning with pay entity overrides.



Element override hierarchy

Note. A payee/element override refers to the override of a variable element that's associated with a particular earning or deduction for a payee. Enter such overrides on the Element Detail page, linked to the Payee Assignment By Element and Element Assignment By Payee pages. A payee override is the override of a bracket, date, duration, formula, or variable that's associated with a payee. Enter such overrides on the Payee Supporting Element Overrides page.

Example

VARIABLE1 has the following values:

- 30 according to the rule definition

- 20 according to a pay entity override
- 10 according to a paygroup override

In this case, VARIABLE1 resolves to 10, because paygroup overrides take precedence over pay entity overrides.

Begin and End Date Logic for Overrides

When entering override instructions, you specify begin and end dates.

The begin date tells the system when to start applying the override instructions. It's required, and the current date is the default.

The end date specifies when override instructions become inactive. It's required only for entering multiple rows of instructions for the same element.

The processing rules for begin and end dates vary, depending on the type of override being processed.

Element Overrides and Segmentation

When a pay period has period segmentation or element segmentation, payee overrides are generally applied to a segment based on the segment end date as well as the override's end date.

Payee overrides are based on the segment or slice in which they fall. The definition may be different in a slice or segment, unlike in the rule definition. A segment or a slice uses a payee override if it falls in the segment or slice, based on the override begin and end dates. Payee overrides do not cause segmentation.

Pay entity, paygroup, and element overrides are unaffected by segmentation. The system retrieves the definition of the element and the override only once every period, regardless of period or element segmentation.

See Also

Chapter 18, "Setting Up Overrides," Defining Pay Entity Overrides, page 439

Defining Pay Entity Overrides

This section provides an overview of processing rules for pay entity overrides and discusses how to override the value of elements that are associated with a pay entity.

Understanding Processing Rules for Pay Entity Overrides

During processing, the system refers to the begin and end dates (if any) and the Definition as of Date (Use Defn As Of) that were defined for the element on the Element Name page.

For the override instructions to take effect:

- The begin date must be before or equal to element's Definition as of Date.
- The end date must be greater than or equal to the Definition as of Date.

Example

VARIABLE1 is defined as follows:

- Definition as of Date = Calendar Period Begin Date
- Value = 100
- Pay Period = January 01, 2004 − January 31, 2004

The following pay entity override exists:

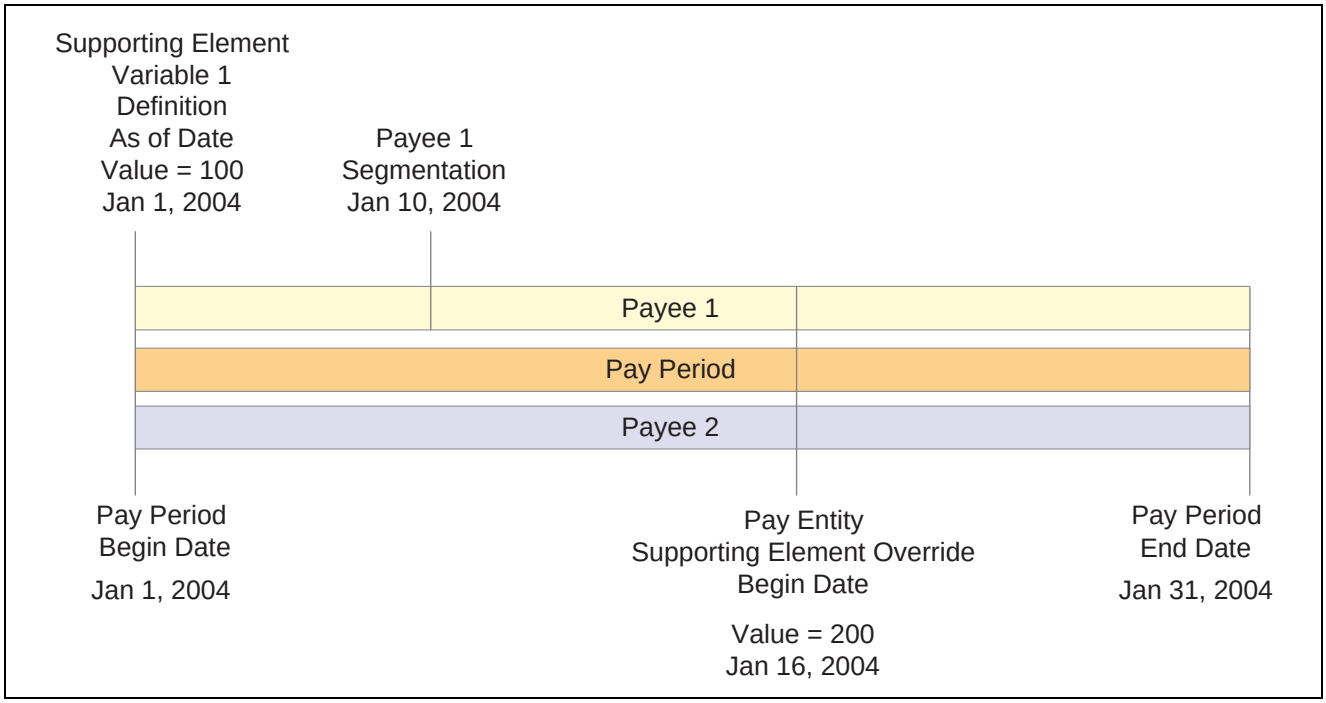
- Begin Date = January 16, 2004 (no End Date)
- Value = 200

Payee 1 has segmentation on January 10, 2004. Payee 2 has no segmentation.

Both payees have the same value for VARIABLE1. Payee 1's segmentation doesn't alter the value of VARIABLE1.

In the diagram, the pay entity supporting element override is *not* applicable to either payee, because it wasn't applicable as of the VARIABLE1 Definition as of Date (Calendar Period Begin Date), resulting in a value of 100 for both payees.

If the Definition as of Date for VARIABLE1 is Pay Period End Date, both payees use the pay entity override value 200.



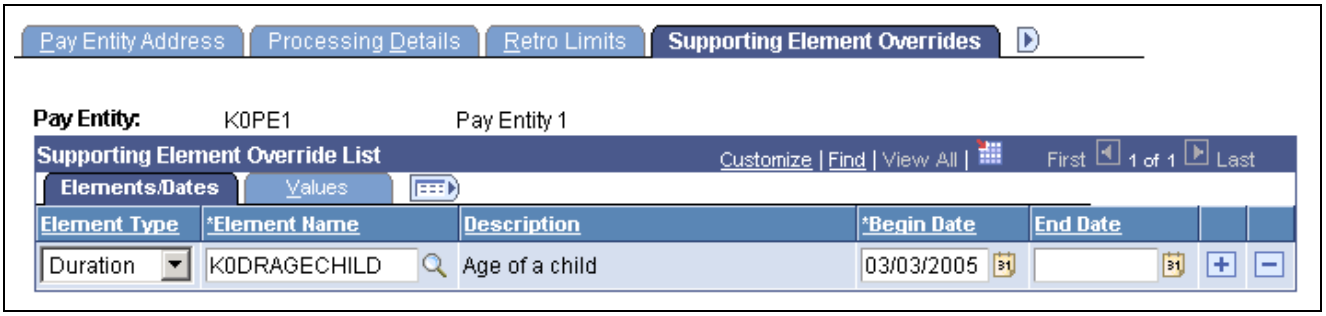
Processing rules for pay entity overrides example

Page Used to Define Pay Entity Overrides

Page Name	Object Name	Navigation	Usage
Pay Entities - Supporting Element Overrides	GP_PYENT_SOVR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities, Supporting Element Overrides	Override the value of bracket, date, duration, formula, or variable elements that are associated with a specified pay entity.

Overriding the Value of Elements That Are Associated with a Pay Entity

Access the Pay Entities - Supporting Element Overrides page.



Pay Entities — Supporting Element Overrides page

To define a pay entity override on the Pay Entities - Supporting Element Overrides page:

1. Select the type and name of the supporting element for which you want to enter override instructions.
2. Enter the override begin and end dates.
3. Enter the override value on the Values tab.

Defining Paygroup Overrides

This section provides an overview of paygroup overrides and lists the page used to define paygroup override.

Understanding Paygroup Overrides

To override the value of elements that are associated with payees in a specific paygroup, you use the Pay Groups - Supporting Element Overrides page. This page is similar to the Pay Entities - Supporting Element Overrides page, as are the processing rules.

Page Used to Define Paygroup Overrides

Page Name	Object Name	Navigation	Usage
Pay Groups - Supporting Element Overrides	GP_PYGRP_SOVR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups, Supporting Element Overrides	Override the value of bracket, date, duration, formula, or variable elements that are associated with payees in a specified paygroup.

See Also

Chapter 18, "Setting Up Overrides," Overriding the Value of Elements That Are Associated with a Pay Entity, page 441

Defining Payee Overrides

This section provides an overview of payee overrides and processing rules for payee overrides, and discusses how to:

- Assign and disable earnings and deductions by payee.
- Assign and disable earnings and deductions by element.
- Override component values, generation control, frequency, arrears, and variables for a payee.
- Override supporting element values for payees.

Understanding Payee Overrides

Payee overrides enable you to control how an earning or deduction element is resolved for a specific payee.

Using payee overrides, you can:

- Assign or disable an earning or deduction element for a payee.
- Override the component values defined for an earning or deduction element assigned to a payee, or override the defined frequency, generation control, payback type, or arrears payback amount.
- Override variable elements used by a specific earnings/deduction assigned to a payee.
- Override a variable for *all* elements that use the variable (not just one earning or deduction assigned to a payee).
- Override supporting elements associated with a payee.

There are two ways to enter overrides for a specific earning or deduction assigned to a payee:

- By assigning, disabling, and overriding elements by payee.

  To do this, you select a payee, and then assign the earning or deduction, or enter overrides for the payee's existing element assignments.

- By defining payee overrides by element.

  To do this, you select an element, and then assign it to a payee, or enter overrides for existing assignments of the element.

Using Payee Overrides to Trigger Multiple Resolutions

You can trigger multiple resolutions of an element at the payee level by entering multiple overrides with overlapping assignment dates for the same earning or deduction.

See Chapter 20, "Managing Multiple Resolutions of an Earning or Deduction," page 475.

Understanding Processing Rules for Payee Overrides

For payee overrides, the system looks at segment end dates (or period dates if there's no segmentation) for a payee to determine if a supporting element override is used. Unlike pay entity and paygroup, the system doesn't look at the Use Defn As Of (Definition as of Date).

Example: Segmentation and Payee Supporting Element Overrides

Two payees have the same override.

- Payee 1 has no segmentation.
- Payee 2 has segmentation. Segment 1 is January 1−15. Segment 2 is January 16−31.
- The pay period is January 1−31.
- VR1, a variable element, is defined as 50.
- VR1 has a payee-level override of 100 beginning on January 16.

For Payee 1, the value of VR1 is always 100, because there's no segmentation.

For Payee 2, the value of VR1 is 50 for Segment 1 and 100 for Segment 2.

See Also

Chapter 18, "Setting Up Overrides," Element Overrides and Segmentation, page 439

Pages Used to Define Payee Overrides

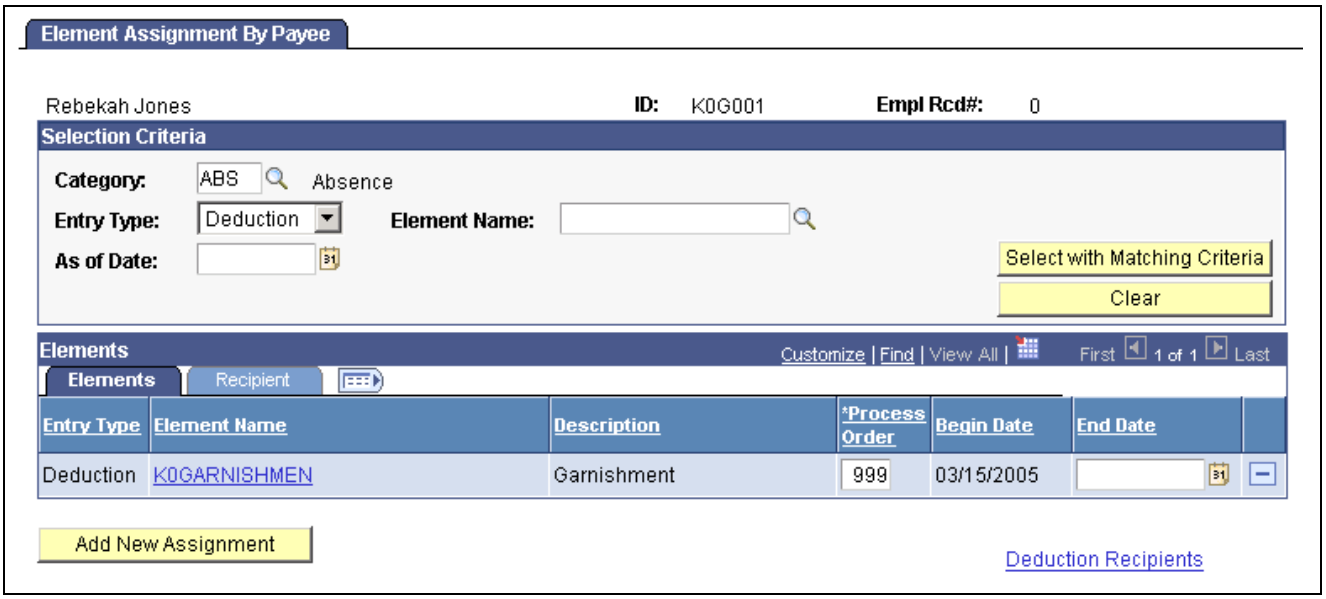
Page Name	Object Name	Navigation	Usage
Element Assignment By Payee	GP_ED_PYE	Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Element Assignment By Payee	By payee, assign specific earning and deduction elements, or disable earnings/deduction elements.
Payee Assignment By Element	GP_ED_ELEM	Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Payee Assignment By Element	By element, assign specific earnings and deductions to payees, or disable earnings/deduction elements.
Element Detail	GP_ED_PYE_DTL_SEC	• Click the element name link on the Element Assignment By Payee page. • Click the payee ID link on the Payee Assignment By Element page.	Use this page to: • Override the component values defined for an earning or deduction element. • Override variable values associated with an earning or deduction assigned to a payee. • Override generation control, frequency, and arrears.
Supporting Elements	GP_PAYEE_SOVR	Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Supporting Elements, Supporting Elements	Override the value of a bracket, date, duration, formula, or variable element that's associated with a payee.

See Also

Chapter 24, "Entering and Processing Absences," Pages Used to Adjust Entitlements, page 648

Assigning and Disabling Earnings and Deductions by Payee

Access the Element Assignment By Payee page.



Element Assignment By Payee page

Use the fields in the Selection Criteria group box to specify search criteria for retrieving earnings and deductions assigned to a payee.

Category

Select a category of elements to display. The system displays only categories that match the country of the pay entity. If no category is entered, category is not used in the element search.

Entry Type

Select an entry type. Valid options are:

- *Deduction*

  Select to search for assigned deductions only.

- *Earnings*

  Select to search for assigned earnings only.

- *Blank*

  Select to search for both assigned earnings and assigned deductions.

Element Name

Enter an element name or leave the Element Name field blank to search on all elements belonging to the specified entry type.

Only elements with a country matching the payee's pay entity, or elements defined for all countries, are available for selection. In addition, you can only enter elements with an override level of *Payee*.

As of Date

Enter an as of date or leave the field blank.

If you enter an as of date, the system retrieves only those element assignments that are active as of the specified date. Active assignments include:

- Assignments for which the begin date is less than or equal to the as of date *and* the end date is not specified.
- Assignments for which the begin date is less than or equal to the as of date *and* the end date is greater than or equal to the as of date.

If you do not enter a date, the system retrieves all elements to which a payee has been assigned.

Select with Matching Criteria Click to select the earnings or deductions to which the payee has been assigned based on the specified search criteria.

Clear Click to clear out all of the specified search criteria.

Add New Assignment Click the Add New Assignment button to add a new earning or deduction assignment. The system prompts you for an entry type, the element's name, and a begin date, and then takes you to the Element Details page where you can enter details of the assignment.

Deduction Recipients Click to access the Assign Deduction Recipients page for the payee whose name and ID are displayed at the top of the page.

Use the Assign Deduction Recipients page to link an individual recipient to a deduction and a payee, or to override the general recipient of a deduction for a specific payee.

See Chapter 31, "Defining Banking Instructions," page 823.

Elements

Use the fields in the Elements group box to establish or disable element assignments.

To assign an earning or deduction element to a payee:

1. Enter the new assignment.
2. Define the dates of the assignment period.
3. Specify the process order.
4. Verify that the Apply check box is selected.

To disable an earning or deduction assignment:

1. Select the assignment to disable.
2. Clear the Apply check box for that assignment.

Note. When you assign an element to an element group, you indicate that the element should be calculated automatically for each payee whose eligibility group contains that element group, or that the element should be calculated only when it's assigned to a payee.

With the second option, the element is resolved for a payee only if positive input exists for the payee or you assign the element to the payee on the Element Assignment By Payee page, the Payee Assignment By Element page, or the Entitlement/Take Assignment page.

Process Order Enter a number to define a processing order for the assigned element.

The value of this field defaults to 999. 1 is the lowest value and indicates that the element will be processed first.

Note. This field controls the order in which assignments of the *same* element are processed. For example, if you assign Deduction A multiple times with the same or overlapping begin and end dates, the Process Order field controls which instance of the assignment is processed first, second, third, and so on. This field cannot be used to control the relative processing order of different elements. To do this, you must define the processing sequence of the elements using process lists and sections.

See Chapter 20, "Managing Multiple Resolutions of an Earning or Deduction," page 475.

Begin Date and **End Date** Enter the begin and end dates of the element assignment.

Note. If you define a component to replace the standard element assignment interface, you can grant or deny users the ability to delete assignments, apply assignments, and update assignment begin and end dates. You cannot limit user access to these actions on the standard component shown here.

See Chapter 9, "Configuring Element Overrides," page 223.

Recipient

Select the Recipient tab.

Apply This check box is selected by default. Clear it to prevent the system from resolving the element for this payee.

Instance The system automatically assigns an instance number to each element assigned.

The value of this field increments by 1 for each new occurrence of the same earnings/deduction.

Note. This number is used to create unique instances of an element when there are multiple assignments of the same element. It allows multiple resolutions of an element with identical or overlapping begin and end dates.

See Chapter 20, "Managing Multiple Resolutions of an Earning or Deduction," Generating Multiple Resolutions Using Element Assignments, page 478.

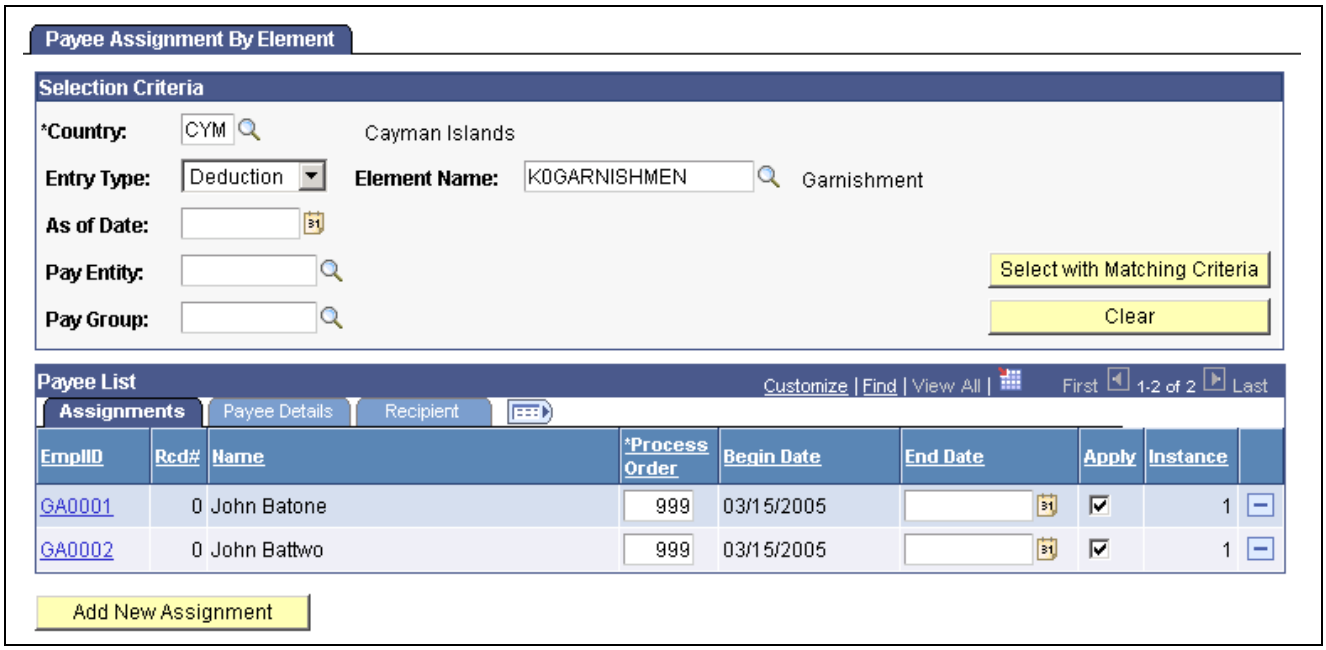
See Also

Chapter 18, "Setting Up Overrides," Begin and End Date Logic for Overrides, page 439

Chapter 14, "Defining the Organizational Structure," Defining Element Groups, page 343

Assigning and Disabling Earnings and Deductions by Element

Access the Payee Assignment By Element page.



Payee Assignment By Element page

Note. This page is similar to the Element Assignment By Payee page. Except for page elements described below, the information about the Element Assignment By Payee page applies to this page as well.

See Chapter 18, "Setting Up Overrides," Assigning and Disabling Earnings and Deductions by Payee, page 444.

Use the fields in the Selection Criteria group box to specify search criteria for retrieving earnings and deductions elements and the payees to which they are assigned.

Country

This field is unavailable for data entry unless the element is defined for all countries. If the element applies to all countries, the field is blank and you can enter a specific country.

Note. The country defaults from the operator preference profile.

Entry Type

Select an entry type. Valid options are:

- *Deduction*

  Select to search for assigned deductions only.

- *Earnings*

  Select to search for assigned earnings only.

This field cannot be left blank.

Element Name

Enter an element name or leave the Element Name field blank to search on all elements belonging to the specified entry type.

If you enter a country or entry type, the elements available for selection are limited to that country and entry type, or to elements defined for all countries that belong to that entry type. In addition, you can only enter elements with an override level of *Payee*.

Note. The elements available for selection are not limited to those that have already been assigned to a payee. All elements meeting the search criteria can be entered here.

As of Date Enter an as of date or leave the field blank.

If you enter an as of date, the system displays the following payees when you click the Select With Matching Criteria button:

- Payees assigned to one of the elements retrieved based on the search criteria, including the as of date criteria.
- Payees for whom the element assignment is active as of the date specified.

Note. Active assignments are defined in the same way as when searching for elements by payee.

See Chapter 18, "Setting Up Overrides," Assigning and Disabling Earnings and Deductions by Payee, page 444.

If you do not enter a date, the system displays all payees who have ever been assigned to the earnings and deductions retrieved during the search.

Add New Assignment Click to add a new earning or deduction assignment. The system prompts you for an EmplID (employee ID), the Empl Rcd Nbr (employee record number), and a begin date, and then takes you to the Element Detail page where you can enter the assignment details.

Assignments

Select the Assignments tab.

Use the fields on the Assignments tab to establish or disable element assignments.

Note. These fields are similar to those that appear on the Element Assignment By Payee page.

See Chapter 18, "Setting Up Overrides," Assigning and Disabling Earnings and Deductions by Payee, page 444.

Payee Details

Select the Payee Details tab.

Use the fields on the Payee Details tab to view pay entity and paygroup information for an employee.

Recipient

Select the Recipient tab.

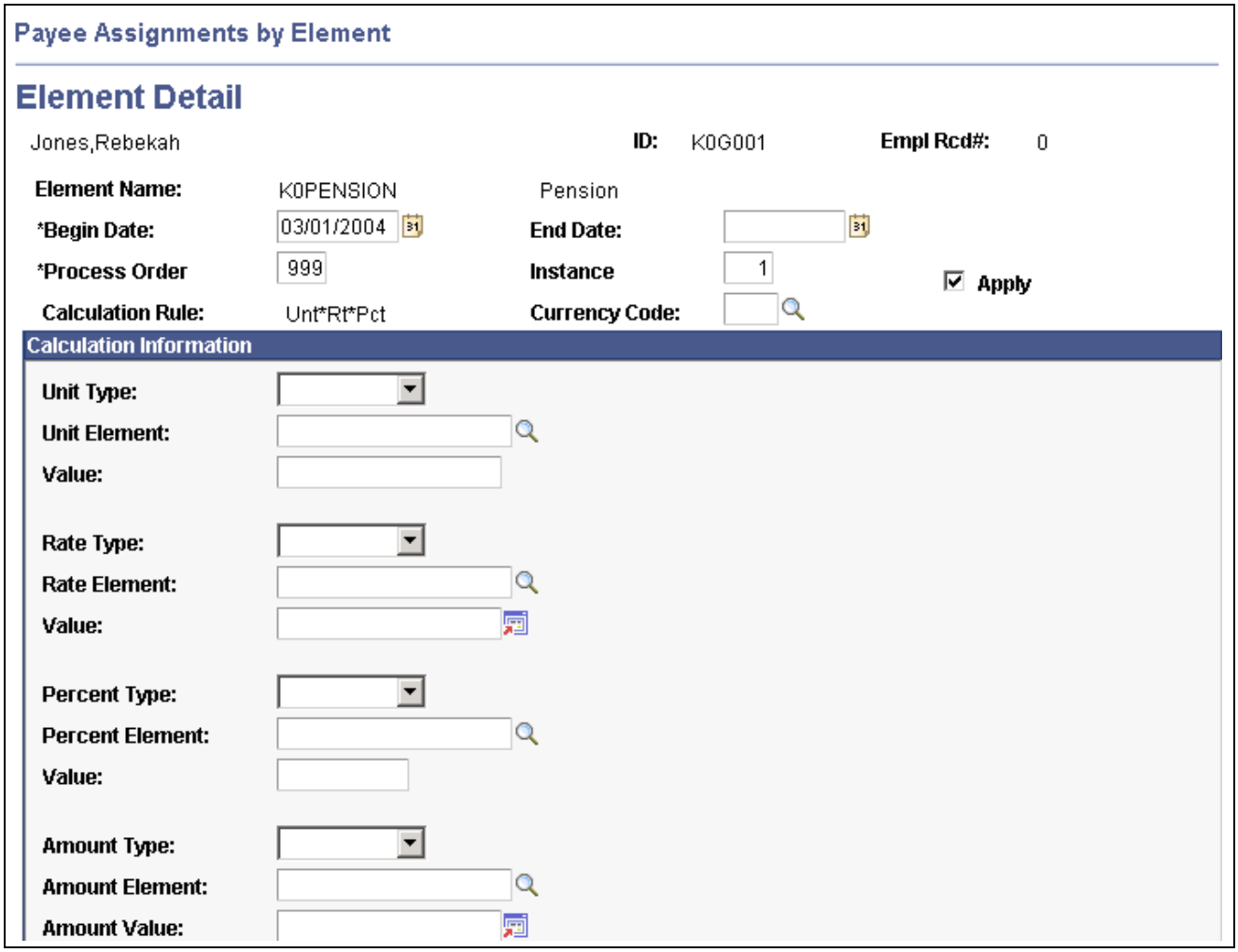
Click the Recipient link to access the Assign Deduction Recipients page for the payee.

Use the Assign Deduction Recipients page to link an individual recipient to a deduction and a payee, or to override the general recipient of a deduction for a specific payee.

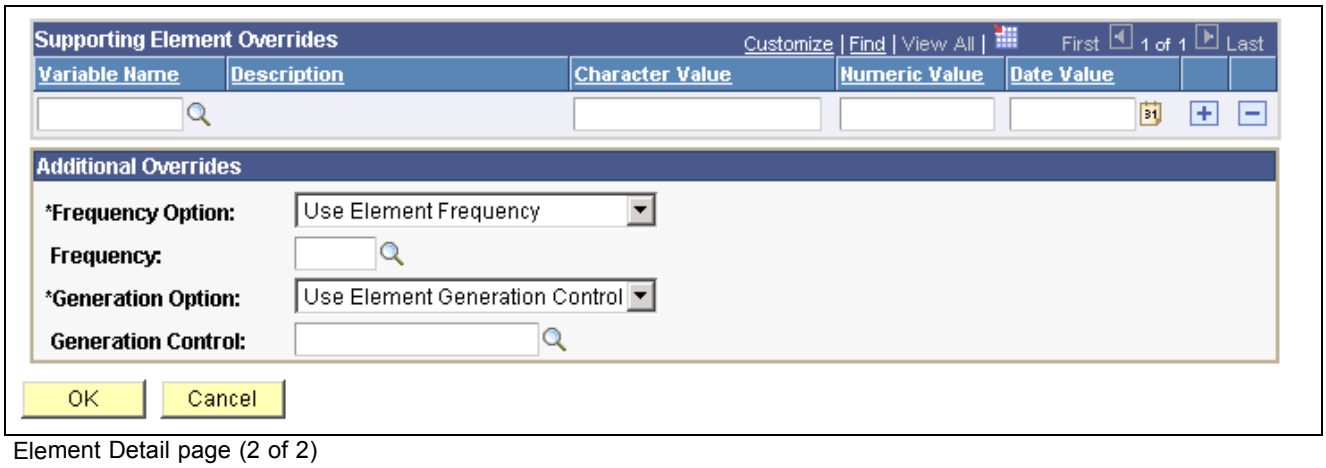
See Chapter 31, "Defining Banking Instructions," page 823.

Overriding Component Values, Generation Control, Frequency, Arrears, and Variables for a Payee

Access the Element Detail page.



Element Detail page (1 of 2)



Element Detail page (2 of 2)

Note. You can modify the appearance of the Element Detail page through the Configuration by Element and Configuration by Category components, or designate a user-configurable component to replace this page. Depending on the option you choose, your page may appear different than the standard page shown here.

See Chapter 9, "Configuring Element Overrides," page 223.

Element Name Displays the name of the element you are assigning or for which you are entering an override.

Calculation Rule Displays the rule defined for this earning or deduction element.

Calculation Information

Use the fields in this group box to override the values of components—unit, rate, base, percent, and amount—that constitute the calculation rule for the earning or deduction element.

For example, if the calculation rule for an element is unit * rate, you can enter values for the unit and rate components but not the base and percent components.

You can enter an amount, regardless of the calculation rule. If you enter an amount with other component values, the system uses the amount to resolve the element. For example, if you enter an amount for an earnings element that has a calculation rule of unit * rate, the system uses the amount in the calculation. If you also enter a unit and rate, the system passes these values to the results tables, but it doesn't use them to resolve the element.

To override the value of the unit, rate, base, percent, or amount component, select the type of element that returns the override value. For numeric elements, enter the appropriate number in the Value field; for other element types, enter the name of the element that retrieves the override value in the Element field.

Supporting Element Overrides

Use the fields in the Supporting Element Overrides group box to override the value of a variable used in the calculation of an earning or deduction.

When you override the value of a variable that is associated with an earning or deduction, the override value affects only the resolution of that earning or deduction for the specified payee. After the earning or deduction is resolved, the variable is set to its previous value. (These overrides are also called payee/element overrides.)

The supporting element override uses the same begin and end dates as the parent element. You cannot enter values with a monetary entry type.

Important! To override a variable element for *all* elements that use the variable (not just one earning or deduction that uses the variable), use the Payee Supporting Element Overrides page.

Note. You can configure the standard Supporting Element Overrides group box to include descriptive labels for override variables, required fields, and simple edits such as prompt table, translate value, and yes/no edits. To configure this group box for an element or a category of elements, use the Configuration by Element and Configuration by Category components. The modified group box replaces the standard one.

See Chapter 9, "Configuring Element Overrides," page 223.

Example: How the Two Variable Override Methods Differ

E1 and E2 are set up as a flat amount with the amount = V1.

V1 = 100 (from the element definition).

If V1 = 200, according to an override entered on the Payee Supporting Element Overrides page, E1 and E2 resolve to 200.

If V1 = 200, according to an override entered for E1 on the Element Assignment By Payee or Payee Assignment By Element pages, E1 resolves to 200, V1 is reset to 100, and E2 resolves to 100.

Example: Entering Variable Values for Court Orders

When a payee has a court order, you might have to define the payee's disposable earnings. Using a simplified example, say a judge indicates that E1 and E2 constitute disposable earnings but only 50 percent of E2 counts. So if E1 = 1000 and E2 = 500, disposable earnings should equal 1250 (1000 + 1/2 of 500).

When you define the disposable earnings accumulator on the Accumulators - Members page, you indicate the elements (E1 and E2) and the percentage. On this page, you could indicate the percentages (100 and 50), but to avoid setting up a unique disposable earnings accumulator for each person (because the next garnished employee might have E2 with a percentage of 75), you can create two variables that default to 100 (percent). On the accumulator, you enter the variable names, not a percentage.

To enter the variable values for a payee, select the garnishment deduction element on the Element Assignment By Payee page, go to the Element Detail page, and enter the variable values (50 percent for E2 in the example).

See Chapter 10, "Setting Up Accumulators," Defining the List of Elements That Contribute to an Accumulator, page 249.

Example: Using Variable Overrides to Calculate Garnishments

You have an accumulator for the GARNAC1 garnishment, with these earning elements as members:

Element	Percent	Percent to Accumulate
EARNINGS1	VARIABLE1	Blank
EARNINGS2	VARIABLE2	Blank
EARNINGS3	VARIABLE3	Blank

The variables are set up as follows:

Variable	Default Value
VARIABLE1	100
VARIABLE2	100
VARIABLE3	100

Payee 8001 has two garnishments that use the same calculation rule:

GARNISH1 = Percent × Base

GARNISH2 = Percent × Base

where:

Percent = Payee Level Override

Base = GARNAC1

You set it up on the Element Detail page as follows:

Element	Percent	Payee Supporting Element Override	Element	Payee Level Override Value
GARNISH1	10	Yes	VARIABLE1	75
GARNISH1	10	Yes	VARIABLE2	50
GARNISH2	10	Yes	VARIABLE1	60

- EARNINGS1 equals 1000.
- EARNINGS2 equals 500.
- EARNINGS3 equals 750.

When calculating GARNISH1, the system encounters GARNAC1, sees that Percent is a variable, looks for supporting element overrides, finds override values for VARIABLE1 and VARIABLE2 for Payee 8001, and calculates the value of GARNAC1 as follows:

[(1000 × 75%) + (500 × 50%) + (750 × 100%)] = 1750

where GARNAC1 is calculated as:

(EARNINGS1 × VARIABLE1 + EARNINGS2 × VARIABLE2 + EARNINGS3 × VARIABLE3).

Therefore, the calculation for GARNAC1 in GARNISH1 is:

1000 × 75% (using the payee-level override value of 75 for VARIABLE1)

500 × 50% (using the payee-level override value of 50 for VARIABLE2)

750 × 100% (using the default value of 100, because no payee-level override value existed for VARIABLE3).

When calculating GARNISH2, the system finds a supporting element override only for VARIABLE1 and calculates the value of GARNAC1 as:

[(1000 × 60%) + (500 × 100%) + (750 × 100%) = 1850

where GARNAC1 is:

(EARNINGS1 × VARIABLE1 + EARNINGS2 × VARIABLE2 + EARNINGS3 × VARIABLE3).

The calculation for GARNAC1 in GARNISH2 is as follows:

1000 × 60% (using the payee-level override of 60 for VARIABLE1)

500 × 100% (using the default value of 100, because there was no payee-level override value for VARIABLE2)

750 × 100% (using the default value of 100 because there was no payee-level override value for VARIABLE3)

Additional Overrides

Use the fields in this group box to override frequencies, generation control, and arrears.

Frequency Option Override the frequency defined on the Element Name page. Options are:

Use Calendar Period Frequency: The system assumes that the element is in the frequency of the defined calendar period.

Use Element Frequency: The system uses the frequency selected in the element setup pages, which, in turn, can use the calendar period.

Use Specified Frequency: Enter a specific frequency value in the Frequency field.

Generation Control Override the generation control condition defined on the Element Name page. You can enter instructions here without specifying generation control details at the element level. Options are:

No Generation Control: The system ignores the generation controls that you defined at the calculation rule level.

Specified Generation Control: Enter a generation control value in the Generation Element field.

Use Element Generation Control: The system uses the generation control that was defined in the element setup pages.

Payback Option Override an arrears payback. Available only if the element is a deduction and the Deduction Arrears Allowed check box is selected on the Arrears page. Options are:

Use Element Payback Amount: The system uses any payback amount that you defined while setting up the deduction element. Unavailable if the deduction doesn't have the Perform Net Pay Validation check box selected (on the Arrears page).

Use Specified Amount: Select if you want to specify the arrears payback amount. If you select *Use Specified Amount,* you need to indicate the element type in the Payback Type field. When you indicate the payback type, select the element name or a numeric value (depending on the element type you selected) in the Payback Element or Payback Amount field.

No Limit: Select if you don't want to specify a limit on the payback amount.

Note. The system assumes that the currency in thePayback Amount field matches that in the element definition.

Payback Type To override the payback amount, select the type of element to retrieve the amount. Options are *Bracket, Formula, Numeric,* and *Variable*. Select the element name in the Payback Element field, or enter the numeric value in the Payback Amount field to the far right.

Note. You can modify the appearance of the Element Detail page through the Configuration by Element and Configuration by Category components, or designate a user-configurable component to replace this page. Depending on the option you choose, your page may appear different than the standard page shown here.

See Chapter 9, “Configuring Element Overrides,” page 223.

See Also

Chapter 5, “Defining General Element Information,” Defining Element Names, page 68

Chapter 8, “Defining Earning and Deduction Elements,” Frequency and Generation Control Calculations, page 183

Chapter 8, “Defining Earning and Deduction Elements,” Understanding Net Pay Validation and Arrears Processing, page 205

Chapter 8, “Defining Earning and Deduction Elements,” Understanding Arrears and Retroactive Processing, page 211

Chapter 8, “Defining Earning and Deduction Elements,” Understanding Payback Processing, page 213

Overriding Supporting Element Values for Payees

Use the Supporting Elements page to override the value of a bracket, date, duration, formula, or variable element that’s associated with a payee. Whenever the system resolves an element for the payee, it uses the override value that you select.

The Supporting Elements page is similar to the Pay Entities - Supporting Element Overrides page, but the processing rules differ.

See Also

Chapter 18, “Setting Up Overrides,” Defining Pay Entity Overrides, page 439

Defining Pay Calendar Overrides

When defining a calendar for a payroll or absence process, you can enter instructions for two types of overrides. You can:

- Specify any earnings, deduction, or absence elements to exclude from processing for all payees.

  Enter these instructions on the Calendar - Excluded Elements page.

- Override the value of brackets, dates, duration, formulas, and variable elements on the Calendar - Overrides page.

  In this case, begin and end dates aren’t used, on the assumption that the override applies to the calendar period.

See Also

Chapter 16, “Using Calendars,” Excluding Elements From a Calendar, page 399

Chapter 16, “Using Calendars,” Overriding Supporting Elements for a Calendar, page 398

Chapter 16, “Using Calendars,” Entering Calendar Override Instructions for a Payee, page 405

Defining Overrides Via Elements

The Update Via Element feature is used to control which elements can be updated by another element. You can update an element by means of another element in four places in the application:

- Arrays (through the Arrays Fields Retrieved fields on the Array Fields Retrieved page.
- Brackets (through the Return Column fields on the Bracket Search Keys/Return Columns page).
- Dates (through the Date Extract fields on the Date Extract page).
- Formulas (through the Assign To columns on the Formula Definition page).

There are two ways to override the value of an element that's updated through another element: with positive input or by entering an override on the Supporting Element Overrides page, accessible through the Earning/Deduction Assignment page.

Defining Element Definition Overrides

This section provides an overview of element definition overrides and lists the page used to define element definition overrides.

Understanding Element Definition Overrides

With element overrides, you can override certain supporting elements that are associated with a primary element. The supporting element can be part of the primary element's definition.

You use the Element Definition - Supporting Element Overrides page to override the definition of elements associated with primary elements. This page is similar to the Pay Entities - Supporting Element Overrides page.

The processing rules for (primary) element overrides are the same as those for pay entity overrides, but element overrides are resolved in the earnings, deduction, or absence module of the batch process. Accordingly, the supporting element that's being overridden reverts to its prior value after being resolved.

Page Used to Define Element Definition Overrides

Page Name	Object Name	Navigation	Usage
Earnings - Supporting Element Overrides	GP_ELM_DFN_SOVR	• Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Supporting Element Overrides • You can also access this page from the Deduction component, Absence Take component, or Absence Entitlement component.	Override the definition of a bracket, date, duration, formula, or variable element associated with an earnings, deduction, absence take, or absence entitlement element.

See Also

Chapter 18, “Setting Up Overrides,” Defining Pay Entity Overrides, page 439

Defining Overrides with Positive Input

You can override an earning, deduction, or absence element by entering positive input on the Positive Input component. Use positive input to enter payee-related data for one pay period. For example, you can enter positive input for one-time bonuses or hours worked for a pay period.

You can also use the Supporting Element Overrides page, accessed through the Positive Input component, to override any system or variable element associated with an instance of positive input. Here, element values must be numeric, character, or date; they cannot be monetary.

An override applies to only one instance of positive input. After the instance is resolved, the supporting element returns to its previous value.

Processing Rules in Positive Input and Overrides

Begin and end dates exist on the positive input record, but the system uses them strictly as a means of assigning a positive input sequence (instance number) to a segment or slice. It uses the value assigned to the supporting element only for that sequence. After use, it reverts to the value that was assigned before the positive input entry.

See Also

Chapter 17, “Working with Positive Input,” page 409

Chapter 18, “Setting Up Overrides,” Defining Pay Entity Overrides, page 439

Managing Interactions Between Element Definitions, Positive Input Entries, and Element Assignment Overrides

This section discusses how the system manages overrides when there are element assignment and positive input entries for the same earning or deduction in the same period.

Rules for Processing Competing Element Assignments and Positive Input Entries

The system observes the following rules when processing competing element assignments and positive input entries:

Rule Number	Description
Rule 1: One Assignment to One or More Positive Input Overrides	When there are one or more positive input rows for an element with an action type of *Override* and a *single* element assignment, the system resolves the positive input and not the element assignment. If the positive input row does not specify the values of all components of the calculation rule, the system retrieves the missing component values from the element assignment, and if it can't find them there, from the element's rule definition.
Rule 2: Many Assignments to One or More Positive Input Overrides	When there are multiple element assignments for the same element, and at least one override row exists in positive input, the system ignores all element assignments and resolves only the positive input override(s). If the positive input overrides do not specify values for all the components of the calculation rule, the system goes to the element definition for the missing component values. **Note.** If an amount is entered in positive input, this amount overrides the individual component values in the element's rule definition.
Rule 3: One Assignment to One or More Positive Input Additional Rows	When there are one or more positive input rows for an element with an action type of *Additional*, and a *single* element assignment, the system resolves each of the positive input rows and also resolves the element assignment. If the positive input rows do not specify the values of all components of the calculation rule, the system pulls component values from the element assignment, and if it can't find them there, from the element's rule definition.
Rule 4: Many Assignments to One or More Positive Input Additional Rows	When there are multiple assignments of the same element, and one or more positive input rows with an action type of *Additional*: • The system resolves each additional positive input row without considering the element assignment rows. If the positive input rows do not specify values for all the components of the element's calculation rule, the system goes to the element definition for the missing component values. • Each element assignment row is resolved without considering the positive input rows. If the element assignment override(s) do not specify values for all the components of the element's calculation rule, the system goes to the element definition for the missing component values. **Note.** If amounts are entered at the positive input or element assignment levels, the system processes the amounts and ignores the individual component values.

Rule Number	Description
Rule 5: Many Assignments and a Resolve to Zero Row in Positive Input	When there are multiple assignments of the same element and a *Resolve to Zero* entry in positive input, only the *Resolve to Zero* row is processed. All element assignment entries are ignored.
Rule 6: Element Assignment in Conjunction With Override and Resolve to Zero Rows in Positive Input	If there is an element assignment, and in positive input, both an *Override* and a *Resolve to Zero* row, the system resolves the *Override* and *Resolve to Zero* rows, but not the element assignment. **Note.** The *Resolve to Zero* action is per instance.
Rule 7: Apply Check Box Deselected For an Element Assignment	When the Apply check box is deselected for an element assignment, this implies an action of *Do Not Process*, and the earnings/deduction is not resolved. If there is also a positive input entry with an action type of *Additional*, the additional positive input will resolve, but the rule definition will not because of the *Do Not Process* action on the element assignment.
Rule 8: Apply Check Box Deselected For One of Many Element Assignments	When there are multiple assignments of the same element, and one instance has the Apply check box set to cleared while all other instances have the Apply check box selected, none of the instances will be processed. In other words, the do not apply action is at the element level and negates the action of any other row.

The following examples illustrate how payee level overrides are resolved.

These examples are based on an earnings element E1 with a calculation rule of Rate x Unit x Percent.

Example: Rule 1 (One Assignment to One or More Positive Input Overrides)

Assume that the following element assignment and positive input entries exist for earnings element E1:

Component	Rule Definition	Element Assignment	Positive Input (Override)	Positive Input (Override)
Unit	Payee Level	10	10	5
Rate	50	60	75	
Percent	150			

Applying Rule 1, the system resolve E1 as follows:

1. 10 x 75 x 150% = 1125

Component	Rule Definition	Element Assignment	Positive Input (Override)	Positive Input (Override)
Unit	Payee Level		*10*	

Component	Rule Definition	Element Assignment	Positive Input (Override)	Positive Input (Override)
Rate			*75*	
Percent	*150*			

The system resolves the first instance of positive input and goes to either the element assignment or the rule definition for the missing component values.

2. 5 x 60 x 150% = 450

Component	Rule Definition	Element Assignment	Positive Input (Override)	Positive Input (Override)
Unit	Payee Level			*5*
Rate		*60*		
Percent	*150*			

The system resolves the second instance of positive input and goes to either the element assignment or the rule definition for the missing component values.

Example: Rule 2 (Many Assignments to One or More Positive Input Overrides)

Assume that the following element assignment and positive input entries exist for earnings element E1:

Component	Rule Definition	Element Assignment (Instance 1)	Element Assignment (Instance 2)	Positive Input (Override)
Unit	Payee Level	10	10	5
Rate	50	60	75	
Percent	150			

Applying Rule 2, the system resolve E1 as follows:

5 x 50 x 150% = 375

Component	Rule Definition	Element Assignment (Instance 1)	Element Assignment (Instance 2)	Positive Input (Override)
Unit	Payee Level			*5*
Rate	*50*			
Percent	*150*			

The system resolves the positive input and goes to the rule definition to obtain the missing component values, ignoring all earning/deduction assignments.

Example: Rule 4 (Many Assignments to One or More Positive Input Additional Rows)

Assume that the following element assignment and positive input entries exist for earnings element E1:

Note. In this example, element assignment is abbreviated *Assign*, positive input is abbreviated *PI*, and the positive input action type of additional is abbreviated *Add*.

Component	Rule Definition	Assign (Instance 1)	Assign (Instance 2)	PI (Add)	PI (Add)
Unit	Payee Level	10	10	2	5
Rate	50	60	75		
Percent	150				

Applying Rule 4, the system resolves E1 as follows:

1. 10 x 60 x 150% = 900

Component	Rule Definition	Assign (Instance 1)	Assign (Instance 2)	PI (Add)	PI (Add)
Unit	Payee Level	*10*			
Rate		*60*			
Percent	*150*				

The system resolves the first element assignment and goes to the rule definition to obtain missing component values.

2. 10 x 75 x 150% = 1125

Component	Rule Definition	Assign (Instance 1)	Assign (Instance 2)	PI (Add)	PI (Add)
Unit	Payee Level		*10*		
Rate			*75*		
Percent	*150*				

The system resolves the second element assignment and goes to the rule definition to obtain missing component values.

3. 2 x 50 x 150% = 150

Component	Rule Definition	Assign (Instance 1)	Assign (Instance 2)	PI (Add)	PI (Add)
Unit	Payee Level			*2*	

Component	Rule Definition	Assign (Instance 1)	Assign (Instance 2)	PI (Add)	PI (Add)
Rate	*50*				
Percent	*150*				

The system resolves the first instance of positive input and goes to the rule definition to obtain missing component values.

4. 5 x 50 x 150% = 375

Component	Rule Definition	Assign (Instance 1)	Assign (Instance 2)	PI (Add)	PI (Add)
Unit	Payee Level				*5*
Rate	*50*				
Percent	*150*				

The system resolves the second instance of positive input and goes to the rule definition to obtain missing component values.

Example: Rule 5 (Many Assignments and a Resolve to Zero Row in Positive Input)

Assume that the following element assignment and positive input entries exist for earnings element E1:

Component	Rule Definition	Element Assignment (Instance 1)	Element Assignment (Instance 2)	Positive Input (Resolve to Zero)
Unit	Payee Level	10	10	
Rate	50	60	75	
Percent	150			

Applying Rule 5, the system resolves E1 as follows:

E1 = 0

Component	Rule Definition	Element Assignment (Instance 1)	Element Assignment (Instance 2)	Positive Input (Resolves to Zero)
Unit	Payee Level			*0*
Rate				
Percent				

The system resolves only the positive input *Resolve to Zero* instance and not the element assignments.

Example: Rule 6 (Element Assignment in Conjunction with Override and Resolve to Zero Rows in Positive Input)

Assume that the following element assignment and positive input entries exist for earnings element E1:

Component	Rule Definition	Element Assignment	Positive Input (Override)	Positive Input (Resolve to Zero)
Unit	Payee Level	10	2	
Rate	50	60		
Percent	150			

Applying Rule 6, the system resolves E1 as follows:

1. 2 x 60 x 150% =180

Component	Rule Definition	Element Assignment	Positive Input (Override)	Positive Input (Resolve to Zero)
Unit	Payee Level		*2*	
Rate		*60*		
Percent	*150*			

The system resolves the positive input override and goes to both the element assignment and the rule definition for missing component values.

2. Resolve to Zero (0)

Component	Rule Definition	Element Assignment	Positive Input (Override)	Positive Input (Resolve to Zero)
Unit	Payee Level			
Rate				
Percent				

The system resolves the positive input *Resolve to Zero* instance and not the element assignment.

Example: Rule 7 (Apply Check Box Deselected For an Element Assignment)

Assume that the following element assignment and positive input entries exist for earnings element E1:

Component	Rule Definition	Element Assignment (Apply = No)	Positive Input (Additional)
Unit	Payee Level		2

Component	Rule Definition	Element Assignment (Apply = No)	Positive Input (Additional)
Rate	50		
Percent	150		

Applying Rule 7, the system resolves E1 as follows:

2 x 50 x 150% = 150

Component	Rule Definition	Element Assignment (Apply = No)	Positive Input (Additional)
Unit	Payee Level		2
Rate	50		
Percent	150		

The system resolves the positive input entry with the action type of *Additional*. There are no other resolutions of earnings E1.

Example: Rule 8 (Apply Check Box Deselected For One of Many Element Assignments)

Assume that the following element assignment and positive input entries exist for earnings element E1:

Component	Rule Definition	Element Assignment (Apply = Yes)	Element Assignment (Apply = No)	Element Assignment (Apply = Yes)
Unit	Payee Level	10	2	15
Rate	50	60		75
Percent	150			50

Applying Rule 8, there are no resolutions of Earnings E1.

Resolving Overrides in Batch Processing

This section discusses overrides in batch processing.

The following table describes how overrides to supporting elements are resolved during batch processing.

Program	Process
Payee Data Manager	Resolves hierarchy between pay entity, paygroup, payee, and calendar supporting element overrides and loads the winner into a supporting element override/value array.
PIN Manager	Checks to see if the supporting element is resolved. • If the element isn't resolved, it looks for a supporting element override. - If a supporting element override exists, the override value is used. - If no supporting element override exists, the PIN resolution program is called. • If the element is resolved, the PIN manager checks the RECALC logic. - If RECALC = NO, the PIN manager returns the previously resolved value. - If RECALC = YES, the system looks for a supporting element override. If none exists, the PIN manager calls the PIN Resolution program to resolve the element.
Element Assignment	An array, formula, bracket, or date extract can assign a value to another element. In this case, the element is considered resolved.
Earning/Deduction/Entitlement/Take program	Applies primary element overrides, then payee/element overrides, and finally positive input overrides, as applicable, to a supporting element used by an earnings, deduction, take, or entitlement element. For each type of override, the program saves the current value of the supporting element and retrieves the override value. Say a primary element override and a payee/element override exist for Variable A. The system stores the current value of Variable A (5), retrieves the primary override value (6), stores the current value of Variable 1 (6), retrieves the payee/element override value (3), and so on. After resolving the earnings, deduction, take, or entitlement element, the program restores the supporting element to its prior value—in our example, 5. For positive input overrides, the program assigns the override value per instance and restores the prior value at the end of each instance.

Earning/Deduction Program Flow (no positive input)

Here's what happens in the Earning/Deduction Program Flow when there is no positive input:

1. Retrieve rule.
2. When an element override exists (that is, there are instructions to override a supporting element that's associated with an earning or deduction), get the current value of the supporting element.

   Set the current value per the supporting element. Set the value of each supporting element to the override value (to be in force for the length of the earning or deduction element resolution).
3. Overlay payee/element overrides (field by field).
4. When payee/element supporting element override exists, get the current value of the supporting element.

   Save the current value per the supporting element. Set the value of each supporting element to the override value.
5. Calculate the earnings/deduction element.
6. Add return values to the PIN Manager Return List (earnings/deduction + components).
7. Reset the value of each overridden payee/element supporting element to its original (previously saved) value.
8. Reset the value of each overridden element supporting element to its original value.

Earning/Deduction Program Flow (with positive input)

Here's what happens in the Earning/Deduction Program Flow when there is positive input:

1. Retrieve rule.
2. When an element override exists (that is, there are instructions to override a supporting element that's associated with an earning or deduction), get the current value of the supporting element.

   Set the current value per the supporting element. Set the value of each supporting element to the override value (to be in force for the length of the earning or deduction element resolution).
3. Overlay payee/element overrides (field by field).
4. When payee/element supporting element override exists, get the current value of the supporting element.

   Save the current value per the supporting element. Set the value of each supporting element to the override value.
5. Save Rule + payee overrides.
6. Loop per instance.

   When positive input supporting element override exists for the current instance, call the PIN Manager to get the current value per positive input instance supporting element override PIN. Save the value per supporting element override PIN. Add positive input instance supporting element override PINs to the PIN Manager Return List, with instance override values.
7. Calculate the earnings/deduction instance.
8. Add the instance return values to the PIN Manager Return List (earnings/deduction + components).
9. Add prior values for each positive input instance supporting element override PIN to the PIN Manager Return List.
10. End positive input instance loop.
11. Reset the value of each overridden payee/element supporting element to its original (previously saved) value.
12. Reset the value of each overridden element supporting element to its original value.

CHAPTER 19

Managing Element Eligibility and Resolution

This chapter discusses which elements are eligible for resolution and whether to resolve an element that is eligible during a payroll or absence run. It discusses:

- Element eligibility.
- Element resolution.

Element Eligibility

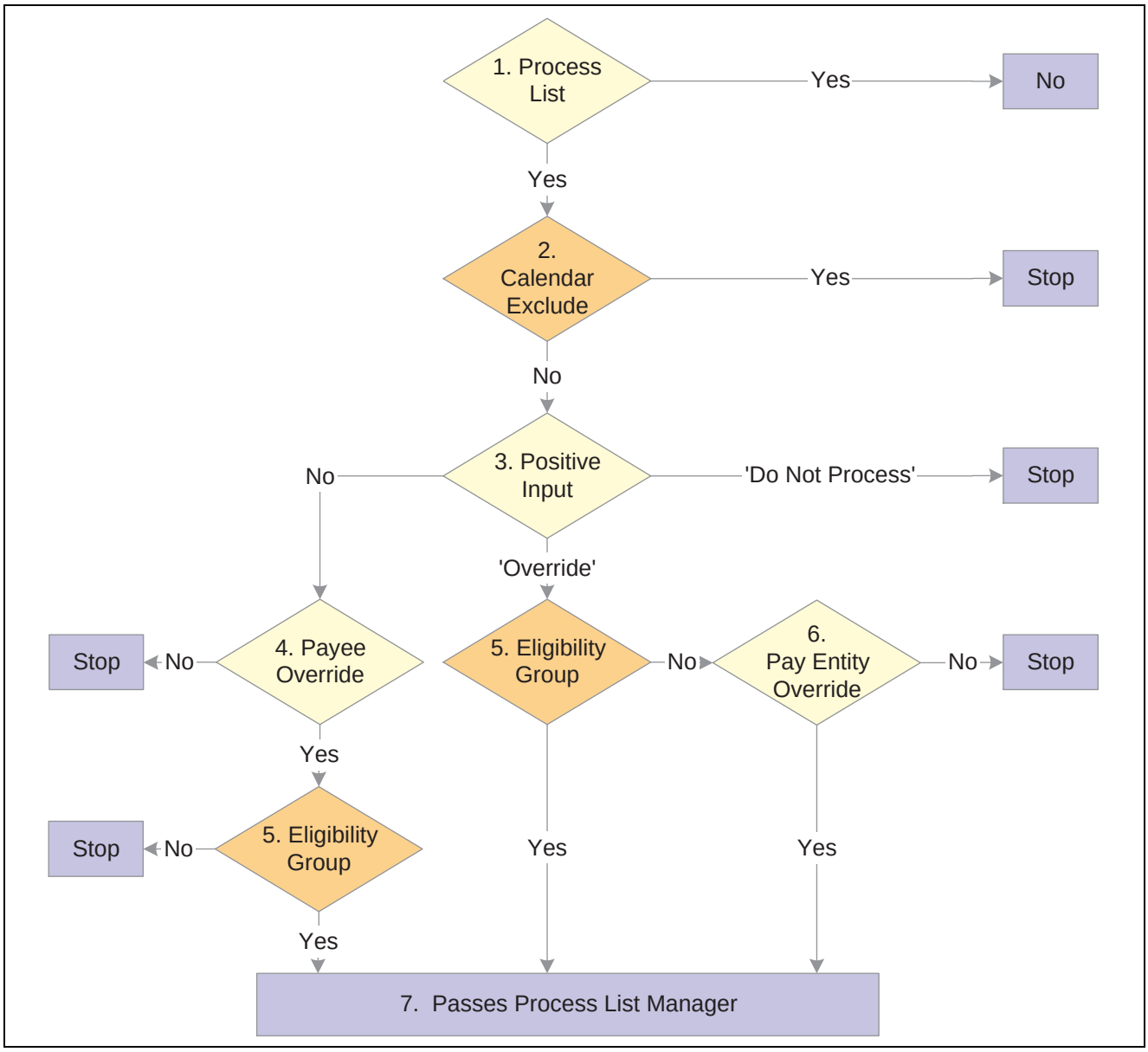
This section discusses how the system determines which elements are eligible for resolution.

The system determines which earning, deduction, absence take, and frequency-based entitlement elements that it encounters on a process list are eligible for resolution, using the Eligibility program, which applies eligibility tests.

- If the element passes, the system sets the eligibility switch to Yes and a process switch to Yes. The Process List Manager calls the PIN Manager to resolve the element.
- If the element is ineligible, the process switch is generally set to No and the element isn't resolved.

Under certain circumstances, the process switch is set to Yes, even if the element isn't eligible, for example, when a retroactive delta for an earning or deduction is forwarded to the calendar or when a deduction has an outstanding arrears balance. In such cases, the system might bring the delta in as an adjustment or resolve the arrears balance but not the earning or deduction element.

The following diagram illustrates what the system checks to determine element eligibility:



Element eligibility diagram

To determine element eligibility the system checks:

1. Process list.

   The process list provides the first test of eligibility. The element must be in a section of the process to be eligible for resolution.

   Process lists can specify conditions under which sections are resolved. If a section isn't resolved because the required conditions are not met, no further processing occurs for that section's elements.

   Note. With a generate positive input section, the system checks element eligibility while processing the target calendar, not when processing the source calendar that generates positive input.

2. Calendar exclude.

The Eligibility program checks to see if you've entered instructions to exclude the element from the calendar that's currently being processed. If the element is excluded, the eligibility switch is set to No. The element isn't resolved, no positive input is used, no pay backs from arrears balances occur, and no adjustments are forwarded. (If you exclude an element, you can still assign it a value in a formula.)

3. Positive input.

   If there's no positive input, the system checks for a payee override (step 4).

   If there's a positive input instance with the *Override* action type (and no *Do Not Process* instances), the system checks the eligibility group (step 5).

   If there's a positive input instance with the *Do Not Process* action type, the Eligibility program sets the process switch to No, even if there are other instances with an Override or Add action type. It takes only one Do Not Process instance to stop processing the element.

Note. In this context, if the element has user fields, element means element/user field set. For example, assume that STATE is a user field for garnishments, and a payee has garnishments for both Nevada and California. A *Do Not Process* instance for a garnishment positive input for Nevada would not affect the eligibility of the same garnishment positive input for California. This caveat applies to several of the following bullet points.

See Chapter 20, "Managing Multiple Resolutions of an Earning or Deduction," page 475.

4. Payee override.

   There are two functions of an element override at the payee level:

   a. To assign an element to a payee. When adding an element to an eligibility group, you can specify that the element will only pass eligibility if there is input at the payee level for that element. If so, the lack of positive input or a payee override causes the element to fail eligibility.

   b. To override the definition of an element for a payee. You can override most fields on the element definition on a field by field basis. You can also override the element's eligibility definition. If the Apply check box is cleared for a payee override, the element will fail eligibility even if the element is in the payee's eligibility group.

5. Eligibility group.

   If there's no positive input, the system checks if the element is in the payee's eligibility group.

   If the element's not in the eligibility group, processing of the element stops. If it is in the eligibility group, the system checks if you've entered instructions to assign the element at the payee level (through the Payee Assignment By Element page, Element Assignment By Payee page, or the Assignment or Entitlement/Take Assignment page.) If you have entered instructions and the Apply check box is selected, the system sets the process and eligibility switches to *Yes*.

   If there is positive input with the Override action type (and no Do Not Process instances) and the element is in the payee's eligibility group, the system sets the process and eligibility switches to Yes. Otherwise, it checks setup for a pay entity override (step 6).

6. Pay entity override.

   If you've enabled positive input overrides for the pay entity (on the Pay Entity - Processing Details page), the element is eligible for resolution.

Note. If a deduction element with an arrears balance doesn't pass the eligibility criteria, the system still performs payback processing when the Arrears Payback Controlled by option on the Deduction - Arrears page specifies *All Pay Runs*.

See Also

Chapter 15, “Defining Processing Elements,” page 359

Chapter 16, “Using Calendars,” Excluding Elements From a Calendar, page 399

Chapter 17, “Working with Positive Input,” page 409

Chapter 18, “Setting Up Overrides,” Assigning and Disabling Earnings and Deductions by Payee, page 444

Chapter 20, “Managing Multiple Resolutions of an Earning or Deduction,” page 475

Element Resolution

This section provides an overview of element resolution and discusses:

- Definition as of date.
- Begin and end dates.
- Generation control.
- Arrears.
- Earnings and deductions.
- Overrides.
- Recalculate options.

Understanding Element Resolution

There are many factors that affect the resolution of an element that meets the eligibility criteria. In general, there’s an element resolution program for each element type. Earning and deduction elements are handled by the same program.

Definition as of Date

All effective-dated elements contain a Definition As Of Date field, which tells the system which effective-dated row to use when retrieving an element definition. You provide the Definition As Of Date information on the Element Name page. If, for example, you select *Calendar Period Begin Date*, the system retrieves the element definition that was in effect as of the calendar period’s first day.

See Also

Chapter 5, “Defining General Element Information,” Understanding the Process of Selecting Definition As Of Dates, page 68

Begin and End Dates

Begin and end dates are used with override instructions, specifying the period during which an override applies. Processing rules for begin and end dates vary, depending on the type of override that’s being processed.

See Also

Chapter 18, “Setting Up Overrides,” Begin and End Date Logic for Overrides, page 439

Generation Control

Generation control enables you to further control whether an earnings, deduction, absence entitlement, or entitlement adjustment is processed for a payee. You define the criteria under which elements should be resolved. Criteria can be based on HR status, run type, segment status, and other parameters.

For each parameter, you select whether the entries exclude or include the element during batch processing. Each payee must pass all generation control conditions for the element to be processed.

If a payee fails generation control for a deduction, payback processing might still occur and retroactive adjustments can still be resolved. If a payee fails generation control for an earnings, retroactive adjustments are still resolved.

See Also

Chapter 7, "Defining Calculation Elements," Defining Generation Control Elements, page 170

Arrears

When a deduction fails generation control processing, payback processing can still occur, depending on the Arrears Payback Controlled By field on the Arrears page. The two values are *All Pay Runs* and *Deduction Schedule*. *Deduction Schedule* means the deduction must have passed generation control to do arrears payback processing. *All Pay Runs* means that even if the deduction doesn't pass generation control, payback processing occurs.

See Also

Chapter 8, "Defining Earning and Deduction Elements," Understanding Net Pay Validation and Arrears Processing, page 205

Earnings and Deductions

The following explains the element resolution code in the earnings/deduction program.

1. After passing eligibility, the element rule is overlaid with entries from the Payee Assignment By Element page, the Element Assignment By Payee page, or the Positive Input page.

   If required payee level components are missing, the element isn't resolved. Retroactive adjustment processing can occur, but arrears payback cannot.

   Note. In this context, element means element/user field set.

   See Chapter 20, "Managing Multiple Resolutions of an Earning or Deduction," page 475.

2. The last step is checking generation control.

   If generation control fails, the earning or deduction element doesn't resolve but the arrears payback and retroactive adjustment processing can occur.

See Also

Chapter 8, "Defining Earning and Deduction Elements," page 181

Overrides

You can override a value or an element definition at various levels. For example, you can override primary elements, such as earnings, deductions, and absences, at the payee level and exclude an element from the process list for all payees, by using the calendar exclude feature.

If there are several levels of overrides for an element, the system follows a hierarchy during processing.

See Also

Chapter 18, "Setting Up Overrides," page 435

Recalculate Options

The Always Recalculate option on the Element Name page, the Retro Recalculation Option on the Earnings - Calculation page, and the Recalculate option on the section component determine the recalculation options.

If you select Always Recalculate on the Element Name page, the system recalculates the element whenever it encounters it in the calculation process. So when you're updating a formula and recalculating or resolving it, the system uses the previously resolved value of the element if this check box is cleared. Always Recalculate applies only to the period that's being resolved.

On the Earnings Calculation page, the Retro Recalculation Option enables you to select *Always Recalculate* or *Do Not Recalculate.* If *Do Not Recalculate* is selected, the earnings/deduction program doesn't resolve the element in a retroactive period, but returns the value from the previous version. This applies to earnings and deductions, their components, arrears processing, and retroactive adjustments.

Note. The Recalculate setting on a section applies only to the element on that section, not to the entire element chain. In other words, it does not apply to the elements used by the parent element. For example, assume an earning is defined as *Variable * Numeric*. Further assume that the earning is defined as *Always Recalculate* and the variable is not, and the earning is up for recalculation. The earning will go through a new resolution but the *Always Recalculate* attribute would not be inherited by the variable. Instead, it would return its old value. On the other hand, if the earning had the *Always Recalculate* check box cleared (not selected), the resolution chain would end with the earning. No attempt would be made to resolve the variable, because it was not needed.

PIN Manager Logic

When the PIN Manager is called to resolve an element, it:

1. Checks to see whether the element has already been resolved for the current time frame (segment or slice).
2. If the element isn't resolved, it calls the appropriate element resolution program to resolve it.
3. If the element is resolved, the system checks the recalculation logic.

Recalc Logic

The recalculation logic is as follows:

1. The system reads the Always Recalculate check box on the Element Name page.

   If the check box is selected, the appropriate element resolution program is called; if it isn't, the system takes the next step.
2. If the PIN Manager was called from the process list, the PIN Manager reads the Recalculate check box from the section of the current element.

If the check box is selected, the appropriate element resolution program is called. If the check box isn't selected, the PIN Manager returns the previously resolved value for the element. The element isn't recalculated.

Example 1

You assign a value of 10 to variable V1 in formula F1 and use V1 in a different formula, F2. If V1 has Always Recalculate selected, the following occurs:

When the formula program calls the PIN Manager to get the V1 value, it determines that V1 is resolved. Because Always Recalculate is selected, the PIN Manager calls the variable element resolution program to resolve the element. V1 is resolved to whatever the definition contains. The value assigned to V1 from F1 is lost.

If you clear the Always Recalculate check box for V1, the value assigned to V1 isn't lost. The PIN Manager, called from F2 to resolve V1, determines that V1 is resolved. Additionally, it determines that Always Recalculate isn't selected and returns the resolved value to the formula program.

Dates, arrays, and brackets can assign values to variables. For proper calculation, you must consider recalculation logic.

Example 2

In this example, the Always Recalculate check box must be selected. During resolution of a count element, daily processing occurs. The PIN Manager is called to resolve the formula, which isn't used elsewhere, once each day. The formula is resolved for the first day. On the second day, the first-day value is used, unless Always Recalculate is selected for the formula.

See Also

Chapter 30, "Defining Retroactive Processing," page 753

CHAPTER 20

Managing Multiple Resolutions of an Earning or Deduction

This chapter provides an overview of multiple resolutions and discusses how to:

- Generate multiple resolutions using positive input.
- Generate multiple resolutions using element assignments.
- Generate multiple resolutions using accumulator drivers.
- Define interactions between positive input entries and element assignments with user field sets.
- Manage multiple resolutions through a driver when there are earnings/deduction assignments and positive input.
- Define element eligibility.
- Define components of a calculation rule when an element has multiple resolutions.
- Define element segmentation with accumulator drivers and driven elements.
- Retrieve data for elements that resolve multiple times.
- Define arrears.
- Use generation control with multiple resolutions.
- Use the always recalculate option.
- Use brackets and formulas to populate user fields.
- Define retroactive considerations.
- Use system elements.

Understanding Multiple Resolutions

You can cause an element to resolve multiple times in a single segment by:

- Slicing or segmenting the element (using element or period segmentation).

  When you segment elements using period or element segmentation, Global Payroll resolves the elements multiple times.

- Entering positive input for an element using an Action Type of *Additional*, *Override*, or *Resolve to Zero*.

  When you enter *additional* positive input for an element, the element resolves once using the element's rule definition—or if there are element overrides, using the override values. The element resolves again using the values associated with the add-type instance of positive input.

When you enter multiple positive input *overrides,* the system resolves them separately, using instance numbers to cause multiple resolutions of the earning or deduction.

- Entering multiple instances of an element on the element assignment pages.

  For example, you could enter the same garnishment multiple times for the same periods or segments. The system assigns an instance number to each entry and processes each one separately.

- Defining an accumulator driver to cause multiple resolutions of an earning or deduction.

  For each instance of the accumulator, there is a corresponding resolution of the earning or deduction that it drives.

This chapter focuses on these types of multiple resolutions:

- Resolutions generated by positive input.
- Resolutions initiated by element assignments.
- Resolutions initiated by accumulator drivers.

Multiple resolutions of an element initiated by segmentation are discussed in the chapter on segmentation.

See Also

Chapter 29, "Defining Segmentation," page 731

Common Elements Used in this Chapter

Earnings/Deduction Assignment

The term *earnings/deduction assignment* refers to the assignment of an earnings, deduction, or supporting element override to a payee on the Element Assignment By Payee, Payee Assignment By Element, and Element Detail pages.

Note. In tables and graphics this term is often abbreviated *E/D Assignment*.

Positive Input

Positive input refers to earning and deduction data that is entered for a single pay period on the Positive Input By Payee and Calendar ID Override Details pages.

Note. In tables and graphics, this term is often abbreviated *PI*.

Note. The action types of *Override* and *Additional* that can apply to an instance of positive input are often abbreviated *Over* and *Add*.

See Also

Chapter 18, "Setting Up Overrides," Defining Payee Overrides, page 442

Chapter 17, "Working with Positive Input," page 409

Generating Multiple Resolutions Using Positive Input

To initiate multiple resolutions of an element using positive input:

1. Define the element with an override level of *Payee* and *Positive Input*.

   Do this on the Element Name page for the earning or deduction.

2. Enter positive input for the payee and the element using the Action Type of *Additional* or *Resolve to Zero,*or define multiple positive input rows with an Action Type of *Override*.

   Do this on the Positive Input By Payee page.

Note. You can enter positive input at other levels as well—for example, at the paygroup and calendar levels.

Example 1: Using Positive Input Additional Instances to Generate Multiple Resolutions

When you enter *additional* positive input for an element, the system resolves the element once using the element level definition (or if there are overrides for the element, using the override values), and resolves it again using the additional positive input values. For example, if you define an earnings as a flat amount with a value of 1000 EUR at the element level, and enter *additional* positive input of 500 EUR, Global Payroll resolves the element once using the value of 1000 EUR, and again using a value of 500 EUR.

Example 2: Using Positive Input Override Instances to Generate Multiple Resolutions

If you create more than one positive input entry for an element using the Action Type of *Override,* the system assigns a different instance number to each entry and resolves them separately. For example, if you define an earnings as a flat amount with a value of 100 USD at the element level, and enter two positive input *overrides* for the element for 200 USD, Global Payroll resolves each entry separately (200 USD + 200 USD), but does not resolve the earnings using the element level definition (100 USD).

Example 3: Using Positive Input Resolve to Zero Instances to Generate Multiple Resolutions

If you enter a positive input override as well as a *resolve to zero* instance, the system resolves the override as well as the resolve to zero row. For example, if you define a deduction as a flat amount with a value of 500 USD at the element level, and enter a positive input *override* for 200 USD as well as a *resolve to zero* row, the system resolves the element twice: once for 200 USD and again for 0 USD.

Note. The resolve to zero action does not affect other instances of positive input—it applies only to itself.

See Also

Chapter 29, “Defining Segmentation,” page 731

Chapter 18, “Setting Up Overrides,” page 435

Chapter 17, “Working with Positive Input,” page 409

Pages Used to Generate Multiple Resolutions Using 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	Assign positive input and enter earning and deduction amounts.
Calendar ID Override Details	GP_PI_MNL_SEC	Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, One Time (Positive Input), Positive Input Click the Detail button on Positive Input page, Main Components tab.	Enter positive input override details.

Generating Multiple Resolutions Using Element Assignments

This section provides an overview of multiple resolutions using element assignments, and discusses how to:

- Generate multiple resolutions using element assignments without user fields.
- Generate multiple resolutions using element assignments with user fields.

Understanding Multiple Resolutions Using Element Assignments

In Global Payroll you can cause multiple resolutions of an earning or deduction using element assignments.

There are two ways to do this:

- You can enter multiple earning or deduction assignments with overlapping begin and end dates, without specifying user fields.
- You can define separate instances of an earning or deduction assignment with overlapping begin and end dates, and specify user fields.

Generating Multiple Resolutions Using Element Assignments without User Fields

When the system encounters multiple assignments of an element with overlapping begin and end dates on the earnings/deduction assignment pages (without user fields), it resolves each assignment separately, without generating a unique accumulator instance for each resolution.

For example, if you define three instances of Deduction A in July, the system resolves each instance, and sums the results in the auto-generated accumulators for the deduction.

Note. You can define other, non auto-generated accumulators to store each element's resolution separately if you want, but the auto-generated accumulators automatically sum the resolutions.

To generate multiple resolutions of an earning or deduction using element assignments without user fields:

1. Define the earning or deduction on the element definition page.
2. Select *Payee* as the override level when you define the earning or deduction.
3. Access the Element Assignment By Payee page or the Payee Assignment By Element page, and enter more than one assignment for the same element.

   The system automatically assigns an instance number to each entry to distinguish one assignment from another.

   Note. You can use the Process Order field to control the order in which an element is processed if there is more than one instance of the element per segment.

   When payroll processes the element, it resolves it once for each entry, and sums the results in the auto-generated accumulators.

Example: Earning and Deduction Assignments without User Fields

Consider the following example of a garnishment deduction:

Deduction Name	Instance Number	Begin Date	End Date	Amount
Garnishment A	1	March 1, 2003	February 28, 2006	100
Garnishment A	2	June 15, 2003	December 31, 2003	350
Garnishment A	3	July 1, 2003	June 30, 2004	1200

In this example:

- There are three instances of the garnishment on the element assignment pages (instances 1, 2, and 3).
- During payroll processing in July 2003, the deduction resolves three times (once for each element assignment in the same payroll period or segment).
- The system does not create a unique accumulator instance corresponding to each element assigned. Instead, it sums the resolutions in a single accumulator instance.

Generating Multiple Resolutions Using Element Assignments with User Fields

When the system encounters multiple assignments with overlapping begin and end dates and different user field values, it resolves each assignment separately. Depending on the user keys of the accumulators, the system generates separate accumulator instances to store different resolutions of the element:

- If the user keys on the auto-generated accumulators (or other accumulators created to store the element's resolutions) match the element's user fields, the system generates separate accumulator instances to store different resolutions of the element.

  For example, if you define three instances of Deduction A in July, you associate the deduction with the user field *Location,* and there are deduction assignments for three locations (locations A, B, and C) in a single segment, the system resolves the deduction for each location, and stores the results in separate accumulator instances (one for each location).

- If the user keys on the auto-generated accumulators (or other accumulators created to store the element's resolutions) do not match the element's user fields, the system may or may not sum all resolutions of the element in a single accumulator instance.

  The exact behavior depends on how the system resolves the accumulator keys (if any). For example, assume that Deduction A has a user field of state, and that the corresponding accumulator has a user key of company. If there are two instances of the deduction (one for California and one for New York), and the first instance is associated with company ABC while the second is associated with company DEF, the system would create a separate accumulator instance for each resolution.

To generate multiple resolution using element assignments with user fields:

1. Define the earning or deduction on the element definition pages.

   For example, define a loan payback deduction called LOAN.

2. Click the User Fields link on the Element Name page for the earning or deduction to access the User Fields page.

   For example, click the User Fields link for the LOAN deduction.

3. Define a user field on the User Fields page so that you can make unique assignments of the element based on user field values.

   For example, define a user field called Loan Type.

4. Define the user field as a variable and specify the name of the variable.

   User fields associated with an earning or deduction must be defined as variables. This is because only variables can be overridden on the element assignment pages.

   Note. To associate a variable with an element using user fields, you must have previously defined the variable on the variable definition pages. You define the value of the variable on the Element Assignment By Payee and Element Detail pages when you assign the element to a payee.

   ---

5. (Optional) Click the Copy User Fields button on the Auto-Generated Accumulators page of the earnings/deduction definition component to transfer the element's user fields to the auto-generated accumulators.

   If you do this, the system generates different accumulator instances for each resolution with different user field values.

   Note. The system automatically transfers the user fields associated with a deduction to the deduction's auto-generated arrears accumulators—you do not need to *copy* user keys to the arrears accumulators. However, you must click the Copy User Fields button to transfer user fields to all other auto-generated accumulators.

   ---

6. Select *Payee* override as the override level on the earning or deduction definition.

7. Access the Element Assignment By Payee page or the Payee Assignment By Element page, and enter multiple element assignments for the payee using the Instance Number and the user fields to distinguish one assignment from another.

   When payroll processes the element, it resolves each entry, and generates a separate accumulator instance for each assignment with unique user field values.

   For example, assign the LOAN deduction multiple times to the same payee with different instance numbers and different user field values (different loan types).

Example: Earning and Deduction Assignment with User Fields and Matching Accumulator Keys

Consider the following example of a loan payback deduction:

Deduction Name	Instance Number	Begin Date	End Date	Amount	Supporting Element Override for User Field = Loan Type
LOAN	1	July 1, 2003	February 28, 2006	100	Car
LOAN	2	June 15, 2003	December 31, 2003	350	Personal
LOAN	3	July 1, 2003	June 30, 2004	1200	Education

In this example:

- The loan payback deduction is associated with the User Field Loan Type.
- The user field Loan Type is a user key on the auto-generated accumulators for the LOAN deduction.
- Three loans with different user field values are assigned on the element assignments pages (instances 1, 2, and 3).
- During payroll processing in July, the deduction resolves three times (once for each instance), and the system generates three corresponding accumulator instances.

See Also

Chapter 8, “Defining Earning and Deduction Elements,” page 181

Chapter 10, “Setting Up Accumulators,” page 241

Chapter 18, “Setting Up Overrides,” Defining Payee Overrides, page 442

Pages Used to Generate Multiple Resolutions Using Element Assignments

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	By payee, assign specific earning and deduction elements, or disable earnings/deduction elements.
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	By element, assign specific earnings and deductions to payees, or disable earnings/deduction elements.
Element Detail	GP_ED_PYE_DTL_SEC	• Click the element name link on the Element Assignment By Payee page. • Click the payee ID link on the Payee Assignment By Element page.	Use this page to: • Override the component values defined for an earning or deduction element. • Override variable values associated with an earning or deduction assigned to a payee. • Override generation control, frequency, and arrears.

Generating Multiple Resolutions Using Accumulator Drivers

This section provides an overview of multiple resolutions using accumulator drivers, and discusses how to define the basic rules for earnings and deductions that use accumulator drivers.

Understanding Multiple Resolutions Using Accumulator Drivers

In Global Payroll you can define an accumulator driver to cause multiple resolutions of an earning or deduction. For each instance of the accumulator, there is a corresponding resolution of the earnings/deduction element that it drives.

To set up an accumulator to drive multiple resolutions of another element, you must define:

- The elements to accumulate in the driver.
- The driver accumulator itself.
- The elements (earnings or deductions) that are driven by the accumulator.
- The user fields to generate separate accumulator instances of the elements that feed the accumulator driver.

Follow these steps to generate multiple resolutions using accumulator drivers:

Note. The steps outlined in this section represent one possible approach to defining an earning or deduction that uses an accumulator driver. Your setup may differ from the one described here.

1. Define the earning or deduction element to accumulate in the accumulator driver.

   For example, define an earnings called SALARY.

2. Click the User Fields link on the Element Name page for the earning or deduction to access the User Fields page.

   For example, select the User Fields link on the Earnings Name page for the SALARY element.

3. Associate the earning or deduction with user fields on the User Fields page to generate unique accumulator instances for each resolution of the element.

   This field can be a variable or a system element.

   For example, if you are defining a taxable earnings (SALARY) that needs to be kept separate by state or location, define a user field called State or Location.

   Note. If you define the user field as a variable, you must have previously defined the variable on the variable definition pages.

4. Define a segment accumulator to store the earning or deduction. The user keys of the accumulator should match the user fields defined for the earning or deduction.

   For example, define an accumulator called State Taxable Gross and use State as an accumulator key to separate taxable earnings by state.

   Note. If you use State as the user key of the accumulator, when the SALARY element resolves for different states, the system will generate unique accumulator instances by state.

5. If the accumulator defined in step 4 drives the resolution of an earning or deduction, identify the accumulator as the driver of that element using the Driver Accumulator field on the Element Name page.

   For example, if you define a tax deduction that should be resolved for each state with taxable earnings, define the State Taxable Gross accumulator as the driver accumulator for the deduction.

   Note. Earnings and deductions automatically inherit the user keys of the driver accumulator to which they are linked. These user keys become the user fields of the earning or deduction element.

Example: Using Accumulator Drivers to Cause Multiple Resolutions

This table lists the instances of a driver accumulator for a state tax deduction:

Driver (Accumulator Name)	User Key (State)	Result Value
State Taxable Gross	State A	6000
State Taxable Gross	State B	5500
State Taxable Gross	State C	7000

This accumulator stores earnings, such as salary and overtime, that are taxed at the state level, and has the user key *State*.

The earnings it accumulates are also associated with the user field *State*.

The State Taxable Gross accumulator drives multiple resolutions of the State Income Tax deduction.

This deduction is defined as 20% of State Taxable Gross.

There are three resolutions of the state income tax corresponding to the three driver accumulator instances:

Deduction (20% of State Taxable Gross)	User Field (State)	Result Value
State Income Tax (Instance 1)	State A	1200
State Income Tax (Instance 2)	State B	1100
State Income Tax (Instance 3)	State C	1400

In this example:

- Because the user field *State* is associated with each taxable earnings element (for example, salary and overtime earnings), the earnings automatically populate the correct instance of the State Taxable Gross accumulator.
- The State Taxable Gross accumulator is defined as the driver of the State Income Tax deduction.
- The State Income Tax deduction automatically inherits the user keys of the driver accumulator.
- For each occurrence of the driver accumulator, there is a separate resolution of the state income tax deduction.

See Also

Chapter 8, "Defining Earning and Deduction Elements," page 181

Chapter 10, "Setting Up Accumulators," page 241

Defining Basic Rules for Earnings and Deductions Using Accumulator Drivers

This section discusses basic rules for:

- Earnings and deductions that use accumulator drivers.
- Accumulators used as accumulator drivers.

Earnings and Deductions That Use Accumulator Drivers

Earnings and deductions using accumulator drivers must conform to these rules:

- The earning or deduction elements must have the same user fields as the user keys of the driver accumulator.

  Note. Earnings and deductions automatically inherit their user fields from the user keys of the driver accumulator.

- The user fields of the earning or deduction must be in the same order as the user keys of the driver accumulator.
- You cannot define an earning or deduction with a driver and no user key.

There must be at least one user field (corresponding to a user key on the accumulator) associated with the earning or deduction.

- The only elements that can be resolved multiple times using a driver accumulator are earnings and deductions.
- Earning and deductions driven by an accumulator cannot use their own auto-generated accumulators as drivers.

Note. As a general rule, an accumulator used as a driver cannot include the element it is driving, because this would create a circular reference.

Note. The prompt view for the Driver Accumulator field on the earning and deduction Name page automatically excludes auto-generated accumulators.

- An earning or deduction element can have only one driver.

Accumulators Used as Driver Accumulators

Accumulators used as drivers must conform to these rules:

- The only element type that can be used as a driver is an accumulator.
- Only segment accumulators can be used as drivers.
- A segment accumulator used as a driver must be an *As Contributing* type accumulator.
- There must be at least one user key defined for an accumulator used as a driver.

Note. On the earning and deduction Name page, the prompt for valid driver accumulators displays only accumulators that are defined as segment and as contributing, and that have at least one user key defined.

- The user keys of the driver accumulator automatically become the user fields of the earning or deduction.
- The system automatically defaults the user keys of the driver to the *arrears* accumulator.

  You cannot alter the key structure of the arrears accumulator. However, the system does not automatically default the key structure of the driver to other auto-generated accumulators. You can define a different set of keys for these accumulators, or use the same keys.

Note. If you want to use the same set of keys for all of the auto-generated accumulators, click theCopy User Fields button on the Auto Generated Accumulators page. If you do this, the system generates separate accumulator instances of the driven element based on the key values.

- The system does not prevent you from changing the accumulator keys of a driver after it is associated with an earning or deduction.

  If you do change the user keys, Global Payroll updates the user fields of the earnings/deduction to match the accumulator keys. If the driven element is a deduction, the auto-generated arrears accumulators automatically inherit the new key structure. However, you must click the Copy User Fields button to update other auto-generated accumulators, and once an earning or deduction is processed, no additional changes can be made to the driver's user keys (the user keys become unavailable for data entry).

Pages Used to Generate Multiple Resolutions Using Accumulator Drivers

Page Name	Object Name	Navigation	Usage
User Fields	GP_PIN_USR_FLD_SEC	• Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Earnings Name • Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Deduction Name Click the User Fields link on the Earnings Name or Deduction Name page.	Use to: • Associate user fields with the earning or deduction elements that you want to accumulate in the driver accumulator. • Associate user fields with the earning or deduction element *driven* by the driver accumulator. • Associate a driver accumulator with the earning or deduction that it drives.
Accumulator Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Accumulator Name	Name the driver accumulator.
Level	GP_ACCUMULATOR_1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Level	Define the user keys of the driver accumulator.
Period	GP_ACCUMULATOR_2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Period	Define the period of the driver accumulator (for example, *Segment* or *Custom Period*.
Members	GP_ACCUMULATOR_3	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Members	Define the members (earnings or deductions) that contribute to the driver accumulator.

Defining Interactions Between Positive Input Entries and Element Assignments with User Field Sets

This section discusses how Global Payroll processes competing overrides when there are element assignment and positive input entries for the same earning or deduction, and the earnings and deductions have associated user fields.

It explains how Global Payroll:

- Defines user field sets.
- Fills out user field sets.
- Matches earnings/deduction assignments with positive input entries.
- Defines the processing order of earnings/deduction assignments and positive input entries.

The concepts discussed here are critical to understanding the interaction between positive input entries and element assignments when user fields have been defined.

Note. This section supplements information in the Setting Up Overrides chapter on the interaction between positive input entries and element assignments. You should review the Setting Up Overrides chapter before reading this section.

See Also

Chapter 18, "Setting Up Overrides," Managing Interactions Between Element Definitions, Positive Input Entries, and Element Assignment Overrides, page 457

Defining User Field Sets

Global Payroll defines all of the values of the user fields for a given positive input entry or element assignment as a *user field set*. An earning or deduction can have multiple element assignment and positive input instances, each with its own set of user field values.

For example, the following element assignment and positive input instances for a loan payback deduction are each associated with a different user field set:

Note. In this example, earnings/deduction assignment is abbreviated *E/D Assignment*, and positive input is abbreviated *PI*.

Earnings/Deduction Definition	E/D Assignment	PI (Override)	PI (Override)
Element Name	LOAN	LOAN	LOAN
Instance Number	2	1	2
Amount	350	175	225
User Field (Loan Purpose)	College	Car	Boat
User Field (Loan Type)	Family	Personal	Personal

Filling Out User Field Sets

When an earnings/deduction has user fields, it is likely that the values of these fields will come from earning/deduction assignment or positive input entries. Before the system resolves the element, it populates the user fields based on the positive input and element assignment entries.

However, if user field values are not defined on the element assignment or positive input pages, the system can retrieve the values from other sources. For example, these values can come from other supporting element overrides (calendar level overrides, or paygroup overrides), as well as arrays, formulas, and brackets.

Matching Earning and Deduction Assignments with Positive Input Entries

To determine how to process an element with both positive input and element assignment entries, the system matches element assignments with positive input entries based on common user fields.

For example:

- If the user field set of a positive input *override* matches the user field set of an earnings/deduction assignment, the system processes the positive input and not the element assignment.
- If the user field set of a positive input *override* does not match the user field set of an earnings/deduction assignment, the system processes both the positive input and the element assignment.

In other words, the system treats positive input overrides and element assignments as *different* elements unless they have matching user field sets; if the user field sets match, the system follows the same processing rules that apply to identical elements without user fields.

See Chapter 18, "Setting Up Overrides," Managing Interactions Between Element Definitions, Positive Input Entries, and Element Assignment Overrides, page 457.

Example 1: Partial Matching Between Element Assignments and Positive Input

The deduction LOAN PAYBACK has two user fields:

- User Field 1 = Loan Purpose
- User Field 2 = Loan Type

This table lists the positive input entries and element assignments for the deduction:

Note. In this example, earnings/deduction assignment is abbreviated *E/D Assignment*, and positive input is abbreviated *PI*.

	E/D Assignment	E/D Assignment	PI (Override)	PI (Override)
Element Name	LOAN PAYBACK	LOAN PAYBACK	LOAN PAYBACK	LOAN PAYBACK
Instance Number	1	2	1	2
Amount	100	350	175	225
User Field 1 (Loan Purpose)	Car	College	Car	Boat
User Field 2 (Loan Type)	Personal	Family	Personal	Personal

The system resolves three instances of the deduction:

Instance Number	Amount	Loan Purpose	Loan Type	Override Source
1	175	Car	Personal	Positive Input Override

Instance Number	Amount	Loan Purpose	Loan Type	Override Source
2	350	College	Family	Element Assignment
3	225	Boat	Personal	Positive Input Override

In this example, the system matches positive input Instance 1 with element assignment Instance 1 based on identical user fields and processes only the positive input entry. Because there is no match between positive input Instance 2 and element assignment Instance 2, it processes both instances.

Example 2: Full Matching Between Element Assignments and Positive Input

Deduction A has two user fields:

- User Field 1 = State
- User Field 2 = City

This table lists the positive input entries and element assignments for this deduction:

Note. In this example, earnings/deduction assignment is abbreviated *E/D Assignment*, and positive input is abbreviated *PI*.

	Rule Definition	E/D Assignment	E/D Assignment	PI (Override)	PI (Override)
Element Name		Deduction A	Deduction A	Deduction A	Deduction A
Instance Number	N/A	1	2	1	2
Base	200	300			
Percent	Payee Level	25%	50%	75%	100%
User Field 1 (State)	N/A	New York	California	New York	California
User Field 2 (City)	N/A	New York	Los Angeles	New York	Los Angeles

The system resolves two instances of the deduction:

Instance Number	Base	Percent	State	City	Override Source
1	300	75%	New York	New York	Positive Input Override
2	200	100%	California	Los Angeles	Positive Input Override

In this example, the system matches positive input Instance 1 with element assignment Instance 1, and positive input Instance 2 with element assignment Instance 2. Although it resolves the positive input entries rather than the element assignments, it considers element assignment override values (as well as the element's rule definition) when calculating deduction amounts.

Note. Because the value of the base component is not specified in the positive input entries or in the second element assignment, the system goes back to the element assignment and the rule definition for the value of the base.

Example 3: Matching When User Field Values Are Assigned By Another Element

Earnings E1 is defined with the user field of *State*.

The value of State is set by an array and the current value returned by the array is *Nevada*.

The value of the user field may also be entered as a supporting element override using the element assignment or positive input pages.

This table lists the element assignments and positive input entries for E1:

Note. In this example, earnings/deduction assignment is abbreviated *E/D Assignment*, and positive input is abbreviated *PI*.

	E/D Assignment	E/D Assignment	PI (Override)	PI (Override)
Element Name	E1	E1	E1	E1
Instance Number	1	2	1	2
Amount	1000	2000	3000	4000
User Field (State)	None	California	None	Arizona

The system resolves three instances of E1:

Instance Number	Amount	State	Override Source
1	3000	Nevada	Positive Input Override
2	2000	California	Element Assignment
3	4000	Arizona	Positive Input Override

Example 4: Matching with Additional Type Positive Input

Deduction D1 has a calculation rule of Base x Percent.

It has two user fields:

- User Field 1 = State
- User Field 2 = City

This table lists the element assignments and positive input entries for D1:

Note. In this example, earnings/deduction assignment is abbreviated *E/D Assignment*, and positive input is abbreviated *PI*.

	E/D Assignment	PI (Additional)
Element Name	D1	D1
Base	Gross Pay	Gross Pay
Percent	10%	None provided
User Field 1 (State)	New York	New York
User Field 2 (City)	New York	New York

The system resolves two instances of D1:

Instance Number	Base	Percent	State	City	Override Source
1	Gross Pay	10%	New York	New York	Element Assignment
2	Gross Pay	10%	New York	New York	Positive Input Additional

Because the positive input entry has an action type of *Additional*, the system resolves the additional instance as well as the standard instance; however, the positive input entry does not include a percentage amount, so the system goes to the matching earnings/deduction assignment to retrieve the missing percent.

Defining Processing Order

The processing order of an earning or deduction is determined by two factors:

- The element's location and sequence number in a process list or section.

  Process lists and sections help to control the relative order in which *different* elements are processed.

- The element's process order number.

  The process order is the order in which the system resolves instances of the *same* element when there are multiple earning and deduction assignments.

Note. You define the processing order of an earnings/deduction by using the Process Order field on the Element Assignment By Payee or Payee Assignment By Element pages.

For example, consider these deductions located in the same section of a process list with the following sequence numbers:

Sequence Number	Element Name
1	Main Loan Payback
2	Supplemental Loan

When these deductions are assigned to a payee, they are given the following process order:

Entry Type	Element Name	Instance	Process Order
Deduction	Main Loan Payback	1	2
Deduction	Supplemental Loan	1	1
Deduction	Main Loan Payback	2	1

During payroll processing, the system resolves the main loan deduction before the supplemental loan, because it has the highest priority in the process section. However, there are two instances of the main loan deduction. To determine which one to calculate first, the payroll program uses the process order number. In this example, Instance 2 of Main State Tax has the highest priority (the lowest process order number), so the system processes it first.

Defining the Process Order in Complex Situations

In the preceding example, the method used to determine the process order is straightforward, because the system is processing only element assignments; however, when element assignments combine with positive input entries, it becomes more difficult to establish a processing sequence.

To do this, the system applies these rules:

Rule	Description
Rule 1	Element assignments dictate the order of processing and are calculated first within each unique user field set. In other words, the process order of an element assignment determines the order in which all elements with the same user field set are processed. This includes the order of matching positive input entries—even in cases where the positive input entries override the element assignment. **Note.** If there are multiple element assignments with the same user field set as a positive input entry, and the element assignments have different process order numbers, the system uses the lowest process order number among the element assignments to determine the processing order of the user field set.

Rule	Description
Rule 2	When an element assignment with a given user field set has more than one matching positive input instance, the entire group of matching positive input entries inherits the process order of the element assignment (see Rule 1 above). Within the group of positive input entries, however, the system determines the process order as follows: it processes individual entries one after another in order of their instance number, regardless of the action type (override, add, or resolve to zero). In other words, the system processes one group of positive input entries before it processes another based on the process order of the matching element assignments, but within a given group, it processes positive input in instance number order.
Rule 3	The system processes positive input instances without matching earning/deduction assignments after entries with matching user field sets. These entries are processed in order of their instance numbers.
Rule 4	When a user does not enter a process order number, the process order defaults to 999. Entries with a process order number of 999 are processed last, after the other entries.
Rule 5	When multiple earning/deduction assignments have the same process order number, the entries are processed in the order of their begin dates (ascending).
Rule 6	When multiple earning/deduction assignments with the same process order have the same begin date, the entries are processed in the order of their instance number (ascending). **Note.** Multiple earnings/deduction assignments are processed in order of their process order, followed by begin date, followed by instance number.

The examples in this section illustrate these rules.

Note. These examples show how the system establishes a processing order when there are competing element assignments and positive input entries. The situations represented here occur very infrequently.

Example 1: Defining the Process Order for Multiple Element Assignments and Positive Input Entries

A loan payback deduction has two user fields:

- User Field 1 = Loan Purpose
- User Field 2 = Loan Classification

This table lists the element assignments and positive input entries for the loan deduction:

Note. In this example, earnings/deduction assignment is abbreviated *E/D Ass.*, positive input is abbreviated *PI*, and the positive input action types of override and additional are abbreviated *Over* and *Add*.

	E/D Ass.	E/D Ass.	E/D Ass.	PI (Over)	PI (Over)	PI (Over)	PI (Add)
Element Name	LOAN	LOAN	LOAN	LOAN	LOAN	LOAN	LOAN
Instance Number	1	2	3	1	2	3	4
Process Order	30	10	40	N/A	N/A	N/A	N/A
Amount	100	350	175	500	225	600	3000
User Field 1	Car	College	Bike	Car	Stove	Car	College
User Field 2	Personal	Family	Personal	Personal	Family	Personal	Family

The system resolves six instances of the loan, in the following order:

Resolution Number	Amount	User Field 1	User Field 2	Override Source
1	350	College	Family	Element Assignment
2	3000	College	Family	Positive Input Additional
3	500	Car	Personal	Positive Input Override
4	600	Car	Personal	Positive Input Override
5	175	Bike	Personal	Element Assignment
6	225	Stove	Family	Positive Input Override

Following Rule 1, the system resolves the element assignment for 350 first, because it has the lowest process order number. It then processes the matching additional positive input entry for 3000.

Note. The system processes the element assignment *before* its corresponding positive input entry—when an element assignment has a matching *additional* positive input instance, Global Payroll resolves the element assignment first.

Following Rule 1, the process order of the positive input entry for 500 (Resolution 3) comes from the element assignment with the matching user field values of *Car* and *Personal,* even though the assignment is overridden by its corresponding positive input entry.

Following Rule 2, the system processes positive input entries with the user field set of *Car* and *Personal* based on the process order of the corresponding element assignment—after processing elements with the higher priority user field set of *College* and *Family.*

In keeping with Rule 2, the system processes Resolution 3 (Amount = 500) before Resolution 4 (Amount = 600), based on the order of the positive input entries.

In keeping with Rule 3, the system processes positive input instances without a matching earning/deduction assignment (the positive input entry with the user field set of *Bike* and *Stove)* after the entries with matching user field sets.

Example 2: Multiple Earnings/Deduction Assignments with the Same User Field Set For More Than One Assignment

A loan payback deduction is defined with these user fields:

- User Field 1 = Loan Purpose
- User Field 2 = Loan Classification

This table lists the earnings/deduction assignments and positive input entries for the loan deduction:

Note. In this example, earnings/deduction assignment is abbreviated *E/D Assign.*, and positive input is abbreviated *PI.*

	E/D Assign.	E/D Assign.	E/D Assign.	PI (Override)	PI (Add)
Element Name	LOAN	LOAN	LOAN	LOAN	LOAN
Instance Number	1	2	3	1	2
Process Order	30	40	35	N/A	N/A
Amount	100	250	175	500	200
User Field 1	Car	Car	Motorcycle	Car	Motorcycle
User Field 2	Personal	Personal	Personal	Personal	Personal

The system resolves three instances of the loan payback deduction, in the following order:

Resolution Number	Amount	Loan Purpose	Loan Classification	Override Source
1	500	Car	Personal	Positive Input Override
2	175	Motorcycle	Personal	Element Assignment
3	200	Motorcycle	Personal	Positive Input Additional

In keeping with Rule 1, the lowest process order number from among the element assignments with the same user field values (*Car* and *Personal*) determines the process order of the matching positive input entries (thus the element assignment with a process order number of 30 drives the resolution of positive input Instance 1).

Managing Multiple Resolutions through a Driver When There Are Earning, Deduction, and Positive Input Assignments

This section discusses how Global Payroll processes accumulator-driven elements when there are earnings/deduction assignments and positive input entries for the same elements.

It explains how Global Payroll:

- Defines user field sets for earnings and deductions with accumulator drivers.
- Fills out user field sets for an accumulator-driven element.
- Matches element resolutions initiated by accumulator drivers.
- Defines the processing order.

The concepts discussed here are critical to understanding the interaction between accumulator driven elements, positive input entries, and element assignments.

Note. This section supplements the information on the interaction between positive input entries and element overrides in the Setting Up Overrides chapter. You should review the Setting Up Overrides chapter before reading the information in this section.

See Also

Chapter 18, "Setting Up Overrides," Managing Interactions Between Element Definitions, Positive Input Entries, and Element Assignment Overrides, page 457

Defining User Field Sets

Earnings or deductions driven by an accumulator inherit their user field sets—their associated user fields and values—from the user keys of the accumulator that drives their resolution.

All earnings and deductions using accumulator drivers must follow these rules:

- The user fields of the earning or deduction must be in the same order as the user keys of the driver accumulator.
- Earnings or deductions cannot be linked to a driver accumulator with no associated user key.

  There must be at least one user field (corresponding to a user key on the accumulator) associated with the earning or deduction.

See Also

Chapter 20, "Managing Multiple Resolutions of an Earning or Deduction," Defining Basic Rules for Earnings and Deductions Using Accumulator Drivers, page 484

Filling Out User Field Sets

The values of the user fields associated with accumulator-driven elements can come from several different sources. They can come from:

- Supporting element overrides entered on the earnings/deduction assignment pages (payee level overrides).
- Overrides values entered at the paygroup, calendar, or other levels.

• From arrays, formulas, brackets, or other elements that are set up to populate the user fields.

Matching Element Resolutions Initiated by Accumulator Drivers

The system follows the same rules for accumulator-driven elements that apply when there are only element assignments and positive input entries (except that matching now extends to the accumulator driven elements).

In other words, when an element with a driver accumulator coexists with element assignments and positive input entries, the system compares the user field sets of the element assignments or positive input entries with those of the driver accumulator instances to determine which driver instance the element assignments and positive input entries apply to. A match occurs when the system encounters identical user field sets.

See Chapter 20, "Managing Multiple Resolutions of an Earning or Deduction," Matching Earning and Deduction Assignments with Positive Input Entries, page 488.

Example 1: Matching Accumulator-Driven Elements with Earnings/Deduction Assignments and Positive Input

A tax deduction is defined with a driver accumulator (State Taxable Gross Accumulator).

Every driver instance matches with either an instance of positive input or an element assignment.

The tax deduction has one user field: State.

The tax deduction has a calculation rule of Base x Percent.

Assume that the percent is defined as a formula that uses the state to retrieve the applicable percent.

Assume that the base is defined as CURR_DRIVER_VAL.

Note. CURR_DRIVER_VAL is a delivered system element that can be used to retrieve the current value of a driver accumulator if that accumulator is used in the calculation of an element. We discuss this and other system elements later in this chapter.

See Chapter 20, "Managing Multiple Resolutions of an Earning or Deduction," Using System Elements, page 523.

During payroll processing, the system encounters two instances of the driver:

Note. In this example, earnings/deduction assignment is abbreviated *E/D Assignment*, and positive input is abbreviated *PI*.

Driver (Accumulator Name)	User Key (State)	Result Value
State Taxable Gross	State 1	6000
State Taxable Gross	State 2	5500

This table lists the earnings/deduction assignments and positive input entries for the tax deduction:

	E/D Assignment	PI (Override)
Element Name	Tax Deduction	Tax Deduction
Instance Number	1	1

	E/D Assignment	PI (Override)
Process Order	20	N/A
Amount	600	225
User Field (State)	State 1	State 2

The system resolves two instances of the tax deduction in the following order:

Resolution Number	Amount	User Field (State)	Override Source
1	600	State 1	Element Assignment
2	225	State 2	Positive Input Override

In this example:

- There are two instances of the driver element (State 1 and State 2).
- The system matches the driver instance for State 1 with the earnings/deduction assignment based on identical user field values.
- The system matches the driver instance for State 2 with the positive input override based on identical user field values.
- The earnings/deduction assignment and the positive input entry override the corresponding element definitions.

Example 2: Not All Driver Instances Match with Element Assignments or Positive Input

A tax deduction is defined with a driver accumulator (State Taxable Gross Accumulator).

Not all driver instances match with either an instance of positive input or an element assignment.

The tax deduction has one user field: State.

The tax deduction has a calculation rule of Base x Percent.

Assume that the percent is defined as a formula that uses the state to retrieve the applicable percent.

Assume that the base is defined as CURR_DRIVER_VAL.

Note. CURR_DRIVER_VAL is a delivered system element that can be used to retrieve the current value of a driver accumulator if that accumulator is used in the calculation of an element. We discuss this and other system elements later in this chapter.

See Chapter 20, "Managing Multiple Resolutions of an Earning or Deduction," Using System Elements, page 523.

During payroll processing, the system encounters three instances of the driver:

Note. In this example, earnings/deduction assignment is abbreviated *E/D Assign.*, positive input is abbreviated *PI*, and the positive input action type of override is abbreviated *Over*.

Driver (Accumulator Name)	User Key (State)	Result Value
State Taxable Gross	State 1	6000
State Taxable Gross	State 2	5500
State Taxable Gross	State 3	3300

This table lists the earnings/deduction assignments and positive input entries for the tax deduction:

	E/D Assign.	E/D Assign.	E/D Assign.	PI (Over)	PI (Over)	PI (Over)
Element Name	Tax Deduction	Tax Deduction	Tax Deduction	Tax Deduction	Tax Deduction	Tax Deduction
Instance Number	1	2	3	1	2	3
Process Order	20	10	30	N/A	N/A	N/A
Amount	600	555	175	225	325	500
User Field (State)	State 1	State 4	State 5	State 2	State 6	State 5

The system resolves six instances of the tax deduction:

Resolution Number	Amount	User Field (State)	Override Source
1	555	State 4	Element Assignment
2	600	State 1	Element Assignment
3	500	State 5	Positive Input Override
4	225	State 2	Positive Input Override
5	325	State 6	Positive Input Override
6	3300	State 3	Driver Occurrence

In this example:

- The system matches the accumulator instance for State 1 (6000) with the element assignment for 600. It processes the element assignment and not the accumulator instance (the assignment overrides the accumulator instance).
- The system matches the element assignment for State 5 (175) with its corresponding positive input instance (500). It processes the positive input instance and disregards the element assignment (the positive input overrides the element assignment).
- There are no other user field set matches. The system processes the remaining positive input overrides and the driver occurrences with no matching positive input entry or element assignment (3300).

Defining Processing Order

The processing rules that apply when earnings/deduction assignments occur with positive input also apply when accumulator driven elements occur in combination with element assignments and positive input:

- Earnings/deduction assignments dictate the order of processing and are calculated first within each unique user field set.
- After earnings/deduction assignments, the system processes positive input entries with matching user field sets, followed by positive input entries in instance number order when there is no user field set match.

In addition, the system observes the following rule for accumulator-driven elements:

Driver occurrences with no element assignment or positive input user field set match are processed last.

Example: Process Order with Accumulator Driven Elements

A tax deduction is defined with a driver accumulator (State Taxable Gross Accumulator).

Not all driver instances match with either an instance of positive input or an element assignment.

The tax deduction has one user field: *State*.

The tax deduction has a calculation rule of Base x Percent.

Assume that the percent is defined as a formula that uses the state to retrieve the applicable percent.

Assume that the Base is defined as CURR_DRIVER_VAL.

Note. CURR_DRIVER_VAL is a delivered system element that can be used to retrieve the current value of a driver accumulator if that accumulator is used in the calculation of an element. We discuss this and other system elements later in this chapter.

See Chapter 20, "Managing Multiple Resolutions of an Earning or Deduction," Using System Elements, page 523.

During payroll processing, the system encounters three instances of the driver:

Note. In this example, earnings/deduction assignment is abbreviated *E/D Assignment*, positive input is abbreviated *PI*, and the positive input action types of override and additional are abbreviated *Over* and *Add*.

Driver (Accumulator Name)	User Key (State)	Result Value
State Taxable Gross	State 1	6000
State Taxable Gross	State 2	5500
State Taxable Gross	State 3	3300

This table lists the earnings/deduction assignments for the tax deduction:

	E/D Assignment	E/D Assignment	E/D Assignment	E/D Assignment
Element Name	Tax Deduction	Tax Deduction	Tax Deduction	Tax Deduction
Instance Number	1	2	3	4

	E/D Assignment	E/D Assignment	E/D Assignment	E/D Assignment
Process Order	10	30	20	30
Amount	1000	750	175	225
User Field (State)	State 1	State 1	State 4	State 5

This table lists the positive input entries for the tax deduction:

	PI (Over)	PI (Over)	PI (Over)	PI (Add)	PI (Over)	PI (Add)
Element Name	Tax Deduction	Tax Deduction	Tax Deduction	Tax Deduction	Tax Deduction	Tax Deduction
Instance Number	1	2	3	4	5	6
Amount	600	555	175	225	325	500
User Field (State)	State 1	State 2	State 6	State 2	State 6	State 5

The system resolves nine instances of the tax deduction in the following order:

Resolution Number	Amount	User Field (State)	Override
1	600	State 1	Positive Input Override
2	175	State 4	Element Assignment
3	225	State 5	Element Assignment
4	500	State 5	Positive Input Additional
5	555	State 2	Positive Input Override
6	225	State 2	Positive Input Additional
7	175	State 6	Positive Input Override
8	325	State 6	Positive Input Override
9	99	State 3	Driver Occurrence

In this example:

- The system processes the user field set with the lowest process order number first (State 1, process order number = 10).
- The system then processes the user field set with the next highest process order number (State 4, process order number = 20).

- The system continues to define the process order of the various elements in this way until it comes to State 3— a state with a driver occurrence but no matching element assignment or positive input entry. It gives the driver occurrence for this state the highest process order number (the lowest priority).

Note. The system element CURR_DRIVER_VAL has a value only when an element assignment or positive input entry has a corresponding accumulator driver instance. If there is no corresponding accumulator instance, the value of CURR_DRIVER_VAL is zero. Consequently, when you enter data for earning/deduction assignments or positive input without a driver instance, you must specify the value of the Base and/or Amount fields. Thus, in the current example, the entries for State 4, State 5, and State 6 require a value for the Base or Amount.

Defining Element Eligibility

This section provides an overview of element eligibility and discusses defining additional eligibility considerations

Understanding Element Eligibility

The standard element eligibility rules apply in the case of multiple resolutions. However, it is important to consider how eligibility is defined when an element resolves multiple times and the element has different user field sets.

Eligibility for an earning or deduction can be defined as:

- By Eligibility Group

  If element eligibility is *By Eligibility Group*, the element is processed simply by inclusion in the eligibility group assigned to a payee. If the earnings/deduction is not in the eligibility group assigned to a payee, the payee is ineligible for the earning or deduction regardless of whether it has multiple earnings/deduction assignments or a driver.

- By Payee

  If element eligibility is *By Payee*, only earnings/deduction assignments or positive input entries are eligible for resolution. This is true regardless of whether the element has a driver or driver instances.

In addition to the standard eligibility rules, the following additional rule applies:

Eligibility for an earning or deduction with user fields applies only to that user field set. In other words, a *Do Not Apply* command applied to an element assignment or a *Do Not Process* command applied to a positive input entry turns off processing for that user field set only.

The examples in this section illustrate this rule.

Example 1: Eligibility with Element Assignments

A loan payback deduction has these earnings/deduction assignments:

Note. In this example, earnings/deduction assignment is abbreviated *E/D Assignment*.

	E/D Assignment (Apply = Yes)	E/D Assignment (Apply = No)
Element Name	LOAN PAYBACK	LOAN PAYBACK
Instance Number	1	2

	E/D Assignment (Apply = Yes)	E/D Assignment (Apply = No)
Amount	100	250
User Field (Loan Purpose)	Car	Mobile

The system resolves one instance of the loan deduction:

Resolution Number	Amount	Loan Purpose	Override Source
1	100	Car	Element Assignment (Apply = Yes)

Example 2: Eligibility with Positive Input

These positive input entries exist for a state tax deduction:

Note. In this example, positive input is abbreviated *PI*.

	PI (Override)	PI (Do Not Process)
Element Name	State Tax	State Tax
Instance Number	1	2
Amount	350	500
User Field (State)	State 1	State 2

The system resolves one instance of the tax deduction:

Resolution Number	Amount	State	Override Source
1	350	State 1	Positive Input Override

See Also

Chapter 14, “Defining the Organizational Structure,” Inserting Elements into Element Groups, page 344

Defining Additional Eligibility Considerations

For elements that resolve multiple times as a result of multiple assignments (for example, garnishments and loans), PeopleSoft recommends that you set element eligibility to *By Payee*. For elements that resolve multiple times as a result of accumulator driver instances, PeopleSoft recommends that you set element eligibility to *By Eligibility Group*. If you define element eligibility as *By Payee* for an earnings/deduction that is designed to resolve based on driver accumulator instances, the system does not resolve the element unless an assignment is made or there is positive input with an action type of *Additional*.

Example: A Deduction Set up To Use a Driver Accumulator is Defined as By Payee

A state tax deduction is defined with the element eligibility set to *By Payee*.

The state tax deduction is defined as Base x Percent, with the percent being 10% of the state taxable gross.

The State Taxable Gross accumulator holds the base and *drives* the tax deduction.

There is one instance of the driver accumulator:

Driver Accumulator Name	User Field = State	Result Value
State Taxable Gross	State 1	6000

There is an assignment entered for the state tax deduction:

Calculation Rule	Override Values
Instance Number	1
Percentage	No entry
Base	No entry
User Field (State)	State 1

The system resolves one instance of the deduction for State 1, using the percent and base defined in the calculation rule for the element (10% x 6000 = 60).

Note. If there had been no element assignment in this example, the tax deduction would not have been taken. When eligibility is *By Payee*, there must be an earning/deduction assignment or a positive input entry of *Additional* to resolve the element.

Defining Components of a Calculation Rule When an Element Has Multiple Resolutions

When you create an earning or deduction , you can specify that you want to define the amount or a component of the element's calculation rule at the payee level. If you do this, you must enter the amount or the component value on the element assignment or positive input pages. Otherwise, the system will not resolve the element.

However, in the case of elements that resolve multiple time, you need to consider the following before requiring payee level inputs:

- When you set up multiple resolutions that require payee level inputs, the system will not process the element until an amount or the component values are defined for a payee.
- If you specify payee level inputs, and an element has driver accumulator instances, the system only processes the element if there is an assignment or positive input entry with matching user field values (the system ignores driver accumulator instances without a matching positive input or element assignment entry that can provide the value of the missing components). This could result in the element not being processed.

See Also

Chapter 18, "Setting Up Overrides," page 435

Chapter 17, "Working with Positive Input," page 409

Defining Element Segmentation with Accumulator Drivers and Driver Elements

This section provides an overview of element segmentation with and without accumulator drivers, and discusses how to:

- Define proration with element segmentation.
- Enter positive input in a segmented calendar when user field sets are defined.
- Fill out and process user field sets in a segmented calendar.

Understanding Element Segmentation with and without Accumulator Drivers

When an accumulator used as a driver is sliced, the system observes the following rules:

- Slicing of a driver accumulator automatically causes slicing of the earning or deduction that it drives.

  If an earning or deduction with an accumulator driver is sliced, the driver value is applied to each slice of the earnings/deduction. The driver can then cause multiple resolutions for each slice of that earning or deduction.
- Earnings and deductions use accumulator occurrences with matching slice dates.

  If a match is not found, the system uses accumulator instances whose slice dates encompass the slice dates of the earning or deduction.

Example 1: Element Segmentation of Earnings and Deductions without Accumulator Drivers

An accumulator AC1 is included in an element segmentation event definition.

AC1 has these members: earnings E1, E2, and E3.

These earnings are automatically included in the segmentation event definition along with the accumulator.

AC1, E1, E2, and E3 are sliced when there is a segmentation trigger.

Assume a monthly pay period with a segmentation trigger defined for January 15.

E1 = 700, E2 = 1000, and E3 = 1500.

This table contains the earnings/deduction results:

Earnings	Instance	Slice Number	Slice Dates	Amount
E1	1	1	January 1–14	350
E1	2	2	January 15–31	350
E2	1	1	January 1–14	500
E2	2	2	January 15–31	500
E3	1	1	January 1–14	750
E3	2	2	January 15–31	750

This table contains the accumulator results:

Accumulator	Instance Number	Slice Number	Slice Dates	Amounts
AC1	1	1	January 1–14	1600
AC1	2	2	January 15–31	1600

Example 2: Element Segmentation of Earnings and Deductions with Accumulator Drivers

An accumulator AC1 is included in an element segmentation event definition.

AC1 has these members: earnings E1, E2, and E3.

These earnings are automatically included in the segmentation event definition along with the accumulator.

AC1 is the driver accumulator for deduction D1.

Slicing of the driver accumulator AC1 automatically causes slicing of the deduction that it drives (D1).

STATE is the user key for AC1; STATE is also a user field for D1.

D1 is defined as Base x Percent (assume the percent is the same for each state).

Base = CURR_DRIVER_VAL and Percent = 15%.

Note. CURR_DRIVER_VAL is a delivered system element that can be used to retrieve the current value of a driver accumulator if that accumulator is used in the calculation of an element. We discuss this and other system elements later in this chapter.

See Chapter 20, "Managing Multiple Resolutions of an Earning or Deduction," Using System Elements, page 523.

Assume a monthly pay period with a segmentation trigger defined for January 15.

E1 = 700, E2 = 1000, and E3 = 1500.

This table contains the earnings results:

Earnings	Instance	Slice Number	Slice Dates	Amount	User Field
E1	1	1	January 1–14	175	State 1
E1	2	2	January 15–31	175	State 1
E1	3	1	January 1–14	175	State 2
E1	4	2	January 15–31	175	State 2
E2	1	1	January 1–14	250	State 1
E2	2	2	January 15–31	250	State 1
E2	3	1	January 1–14	250	State 2
E2	4	2	January 15–31	250	State 2

Earnings	Instance	Slice Number	Slice Dates	Amount	User Field
E3	1	1	January 1–14	375	State 1
E3	2	2	January 15–31	375	State 1
E3	3	1	January 1–14	375	State 2
E3	4	2	January 15–31	375	State 2

This table shows the accumulator results:

Accumulator	Instance Number	Slice Number	Slice Dates	Amounts	User Field
AC1	1	1	January 1–14	800	State 1
AC1	2	2	January 15–31	800	State 1
AC1	3	1	January 1–14	800	State 2
AC1	4	2	January 15–31	800	State 2

This table shows the deduction results:

Deduction	Instance Number	Slice Number	Slice Dates	Amounts	User Field
D1	1	1	January 1–14	120	State 1
D1	2	2	January 15–31	120	State 1
D1	3	1	January 1–14	120	State 2
D1	4	2	January 15–31	120	State 2

Defining Proration with Element Segmentation

If you do not define proration correctly when setting up accumulator driven earnings or deductions, you could get unexpected results.

For example, if you place a driver accumulator on a segmentation event list, you should not prorate the element it drives. This is because slicing the driver automatically causes slicing of both the accumulator members and the driven element. However, if you do not place the driver on a segmentation event list, and the element it drives is on the event list, the driver and the driven element will not be sliced equally, and the two will be out of sync. In a situation like this, you should prorate the driven element.

Example: Element Segmentation of Earnings and Deductions with Accumulator Drivers; Driver Not on Segmentation Event List

The accumulator AC1 drives deduction D1.

AC1 is not included in the element segmentation event definition; D1 is included (when there is segmentation, only D1 is sliced).

AC1 has these members: earnings E1, E2, and E3.

STATE is a user key for AC1 and a user field for D1.

D1 is defined as Base x Percent (assume the percent is the same for each State).

Base = CURR_DRIVER_VAL and Percent = 15%.

Note. CURR_DRIVER_VAL is a delivered system element that can be used to retrieve the current value of a driver accumulator if that accumulator is used in the calculation of an element. We discuss this and other system elements later in this chapter.

See Chapter 20, "Managing Multiple Resolutions of an Earning or Deduction," Using System Elements, page 523.

Assume a monthly pay period with a segmentation trigger defined for January 15.

E1 = 700, E2 = 1000, and E3 = 1500.

This table contains the earnings results:

Earnings	Instance Number	Amount	User Field
E1	1	350	State 1
E1	2	350	State 2
E2	1	500	State 1
E2	2	500	State 2
E3	1	750	State 1
E3	2	750	State 2

This table contains the accumulator results:

Accumulator	Instance Number	Slice Dates	Amount	User Field
AC1	1	January 1–31	1600	State 1
AC1	2	January 1–31	1600	State 2

The following table shows the deduction results with proration turned off:

Deduction	Instance Number	Slice Number	Slice Dates	Amount	User Field
D1	1	1	January 1–14	240	State 1
D1	2	2	January 15–31	240	State 1
D1	3	1	January 1–14	240	State 2
D1	4	2	January 15–31	240	State 2

Note. When proration is turned off, the results are overstated.

This table shows the deduction results with proration turned on:

Deduction	Instance Number	Slice Number	Slice Dates	Amount	User Field
D1	1	1	January 1–14	120	State 1
D1	2	2	January 15–31	120	State 1
D1	3	1	January 1–14	120	State 2
D1	4	2	January 15–31	120	State 2

See Also

Chapter 29, “Defining Segmentation,” Proration and Segmentation, page 745

Entering Positive Input in a Segmented Calendar When User Field Sets are Defined

Normally, when positive input is entered into a segmented calendar, the positive input entry overrides segmentation. However, when user field sets are defined, the override respects the user field set of the positive input entry. In other words, positive input with a specific user field set overrides segmentation for the earning or deduction with the same user field set. Other resolutions of the earnings/deduction (whether they come from driver instances or element assignments) with different user field sets are still subject to element segmentation.

See Also

Chapter 29, “Defining Segmentation,” page 731

Chapter 17, “Working with Positive Input,” Segmentation Considerations, page 415

Filling Out and Processing User Field Sets in a Segmented Calendar

Global Payroll follows these rules when filling out and processing user field sets in a segmented calendar:

- When an earnings/deduction has element segmentation, the user field set is determined per slice.

  Depending on whether user field values come from an element assignment, a positive input entry, or a driver accumulator, the system assigns the correct values as follows:

  - Element Assignments: Apply to all slices within a segment.

    Note. Values for user fields not entered through element assignments are determined per slice (this could result in the values being different by slice).

- Positive Input: A given positive input entry always targets a specific slice. Positive input dates determine the slice into which the positive input entry falls and the user field set applies to that slice only.

  Note. Positive input always overrides segmentation.

  See Chapter 20, "Managing Multiple Resolutions of an Earning or Deduction," Entering Positive Input in a Segmented Calendar When User Field Sets are Defined, page 509.

- Driver Accumulators: Instances of a driver accumulator have associated user key values. Depending on whether the driver accumulator is on a segmentation event list, the instances may have either slice dates or segment dates. The user key values for each slice or segment of the driver apply to the corresponding segment or slice of the earning or deduction.

- The system processes one user field set at a time, in each slice in which it occurs, before moving on to the next user field set.

  For example, the system processes deduction D1 with the user field set of State = California and Company = AAA in slice 1, slice 2, and then slice 3, before processing D1 with the user field set of State = Nevada and Company = CCC.

  Note. The system uses the matching and process order rules described earlier in this chapter to determine which user field set to process first, second, third, and so on.

  See Chapter 20, "Managing Multiple Resolutions of an Earning or Deduction," Matching Earning and Deduction Assignments with Positive Input Entries, page 488 and Chapter 20, "Managing Multiple Resolutions of an Earning or Deduction," Matching Element Resolutions Initiated by Accumulator Drivers, page 497.

Example 1: Element Segmentation with Earnings/Deduction Assignments; All Overrides Entered Using Earnings/Deduction Assignments

A deduction D1 is included in an element segmentation event definition.

The deduction does not have an accumulator driver.

Payroll is processed monthly.

A segmentation trigger is defined for April 15.

All user fields are entered as overrides on the element assignment pages.

This table lists the deduction assignments:

Note. In this example, earnings/deduction assignment is abbreviated *E/D Assignment*.

	E/D Assignment	E/D Assignment	E/D Assignment
Element Name	D1	D1	D1
Instance Number	1	2	3
Process Order	10	20	30
Amount	1000	500	600

	E/D Assignment	E/D Assignment	E/D Assignment
User Field 1 (State)	State 1	State 2	State 1
User Field 2 (Company)	AAA	AAA	AAA

The system resolves six instances of the deduction in the following order:

Res. Nbr.	Slice Nbr.	Slice Dates	Amt.	User Field 1 (State)	User Field 2 (Company)	Override Source
1	1	April 1– 14	500	State 1	AAA	Element Assign.
2	2	April 15 – 30	500	State 1	AAA	Element Assign.
3	1	April 1– 14	250	State 2	AAA	Element Assign.
4	2	April 15 – 30	250	State 2	AAA	Element Assign.
5	1	April 1– 14	300	State 1	AAA	Element Assign.
6	2	April 15 – 30	300	State 1	AAA	Element Assign.

Note. The system resolves assignments in order of process order, and that within a given user field set, the system processes slice 1 first, and then slice 2, before moving on to the next user field set.

Example 2: Element Segmentation with Earnings/Deduction Assignments; Not All Overrides Entered Using Earnings/Deduction Assignments

A deduction D1 is included in an element segmentation event definition.

The deduction does not have an accumulator driver.

Payroll is processed monthly.

A segmentation trigger is defined for April 15.

Not all user fields are entered as overrides on the element assignment pages. A formula determines the value of the Company user field; this field has a different value in each slice.

This table lists the deduction assignments:

Note. In this example, earnings/deduction assignment is abbreviated *E/D Assignment*.

	E/D Assignment	E/D Assignment	E/D Assignment
Element Name	D1	D1	D1
Instance Number	1	2	3
Process Order	10	20	30
Amount	1000	500	600
User Field 1 (State)	State 1	State 2	State 1

The system resolves six instances of the deduction in the following order:

Res. Nbr.	Slice Nbr.	Slice Dates	Amt.	User Field 1 (State)	User Field 2 (Company)	Override Source
1	1	April 1– 14	500	State 1	AAA	Element Assign.
2	2	April 15 – 30	500	State 1	ZZZ	Element Assign.
3	1	April 1– 14	250	State 2	AAA	Element Assign.
4	2	April 15 – 30	250	State 2	ZZZ	Element Assign.
5	1	April 1– 14	300	State 1	AAA	Element Assign.
6	2	April 15 – 30	300	State 1	ZZZ	Element Assign.

Note. The values of the user fields not entered as element assignments are determined by slice and differ by slice. Also, within a user field set, the system uses process order to determine the element resolution priority.

Example 3: Element Segmentation with Positive Input; Not All Overrides Entered Using Positive Input

A deduction D1 is included in an element segmentation event definition.

The deduction does not have an accumulator driver.

Payroll is processed monthly.

A segmentation trigger is defined for April 15.

Not all user fields are entered as overrides in positive input.

All positive input entries have dates.

This table lists the positive input entries for the deduction:

Note. In this example, positive input is abbreviated *PI*.

	PI	PI
Element Name	D1	D1
Instance Number	1	2
Begin Date	April 1	April 15
End Date	April 14	April 30
Amount	1000	600
User Field 1 (State)	State 1	State 2
User Field 2 (Company)	AAA	Not Entered

The system resolves two instances of the tax deduction in the following order:

Res. Nbr.	Slice Nbr.	Slice Dates	Amt.	User Field 1 (State)	User Field 2 (Company)	Override Source
1	1	April 1– 14	1000	State 1	AAA	Positive Input
2	2	April 15 – 30	600	State 2	ZZZ	Positive Input

Note. Resolution 1 (Slice 1) uses the data defined in positive input Instance 1, and that Resolution 2 (Slice 2) uses the data defined in positive input Instance 2.

Retrieving Data for Elements that Resolve Multiple Times

If an earning or deduction has user fields and multiple resolutions occur due to multiple user field sets, the system sums the resolutions when returning a value for the element in a specific segment. The system does not return the value of individual user field instances.

Example: Summing the Value of Individual Instances of an Element

An earnings element E2 uses E1 as its base component.

E1 resolves multiple times in a segment, as shown in this table

Instance Number	User Field (State)	Amount	Segment Begin Date	Segment End Date
1	State 1	2000	October 1, 2003	October 31, 2003
2	State 2	1000	October 1, 2003	October 31, 2003
3	State 3	500	October 1, 2003	October 31, 2003

Assuming that E2 uses E1 as its base component, the system returns a value of 3500 for E1 when it resolves E2 (2000 + 1000 + 500).

Note. If you need to use the value of individual user field instances of an element in a rule, create segment accumulators with the appropriate user keys. In this example, you could define a segment accumulator for E1 with a user field of State. You could then use this segment accumulator as the base component in the definition of E2.

Defining Arrears

The following rules apply to deduction elements that have user fields and are defined to generate arrears:

- The user fields associated with the deduction automatically default to the auto-generated arrears accumulators as accumulator keys.

  This enables the system to track arrears separately by user field set.

- An arrears payback for a deduction applies only to the instance with matching user field values.

However, the system does not process arrears if a deduction does not resolve due to missing payee level data (for example, a deduction is defined with a calculation rule of amount with the Amount Type set to *Payee Level*). If a deduction instance does not resolve for reasons other than missing payee level data, the arrears payback is processed.

- If a deduction with arrears is sliced but does not resolve—and only the arrears payback is processed—the payback applies to the entire segment rather than to one slice or another in the calendar period.

See Also

Chapter 8, "Defining Earning and Deduction Elements," Understanding Arrears and Retroactive Processing, page 211

Using Generation Control with Multiple Resolutions

Generation control can be set at both the element definition level and the earnings/deduction assignment level. Regardless of where generation control is defined it is considered per instance. You can define different generation control parameters for each assignment of an element on the Element Assignment By Payee or Payee Assignment By Element components.

Note. Positive input overrides generation control. In other words, if there is positive input for an element, it is resolved regardless of the generation control parameters.

Note. Retroactive adjustments and arrears paybacks are not affected by generation control, and are always processed.

See Also

Chapter 8, "Defining Earning and Deduction Elements," Frequency and Generation Control Calculations, page 183

Using the Always Recalculate Option

The Always Recalculate option on the earning and deduction Name page (GP_PIN) applies at the element level, not the instance level. For example, if you set the Always Recalculate option to Yes for an instance of a deduction with a user field value of State = California, you cannot set the option to No for an instance with a user field value of State = New York. If an earning or deduction is set to recalculate, all resolutions from the initial calculation are replaced with resolutions resulting from the recalculation.

When the Always Recalculate option is turned on, the system updates the accumulators to which the elements contribute so that if previously calculated values change or a user field set no longer exist, the accumulators and arrears are cleared of the old values.

The examples in this section show how the accumulators are updated.

Note. The recalculation of an earning or deduction typically results from placing the element on the process list more than once, or from multiple passes of the net pay validation process.

Example 1: Recalculation of an Element Results in a Different Number of Instances

Deduction D1 adds to accumulator AC1.

The initial balance stored in AC1 is zero (0).

The first time the system encounters D1 on the process list, it resolves the deduction three times:

Instance	Resolved Amount	User Field 1 (State)	User Field 2 (Location)	Slice Dates
1	5000	State 1	Location 1	January 1 - January 31
2	1000	State 2	Location 2	January 1 - January 31
3	3500	State 3	Location 3	January 1 - January 31

For each resolution of D1, there is a corresponding accumulator instance:

Sequence	Amount	User Field 1 (State)	User Field 2 (Location)	Slice Dates
1	5000	State 1	Location 1	January 1 - January 31
2	1000	State 2	Location 2	January 1 - January 31
3	3500	State 3	Location 3	January 1 - January 31

The second time D1 appears on the process list, the system generates only two resolutions:

Instance	Resolved Amount	User Field 1 (State)	User Field 2 (Location)	Slice Dates
1	5500	State 1	Location 1	January 1 - January 31
2	4000	State 2	Location 2	January 1 - January 31

Note. The system does not store the result for State 3 in the Earnings/Deduction Results table (GP_RSLT_ERN_DED).

This table shows how the system updates accumulator AC1:

Sequence	Amount	User Field 1 (State)	User Field 2 (Location)	Slice Dates
1	5500 (5000 - 5000 + 5500)	State 1	Location 1	January 1 - January 31
2	4000 (1000 - 1000 + 4000)	State 2	Location 2	January 1 - January 31
3	0 (3500 - 3500 + 0)	State 3	Location 3	January 1 - January 31

Example 2: Recalculation of an Element Results in the Same Number of Instances with Different User Field Sets

Deduction D1 adds to accumulator AC1.

The initial balance stored in AC1 is zero (0).

The first time the system encounters D1 on the process list, it resolves the deduction three times:

Instance	Resolved Amount	User Field 1 (State)	User Field 2 (Location)	Slice Dates
1	5000	State 1	Location 1	January 1 - January 31
2	1000	State 2	Location 2	January 1 - January 31
3	3500	State 3	Location 3	January 1 - January 31

For each resolution of D1, there is a corresponding accumulator instance:

Sequence	Amount	User Field 1 (State)	User Field 2 (Location)	Slice Dates
1	5000	State 1	Location 1	January 1 - January 31
2	1000	State 2	Location 2	January 1 - January 31
3	3500	State 3	Location 3	January 1 - January 31

The second time D1 appears on the process list, the system generates three resolutions, but one resolution has different user field values:

Instance	Resolved Amount	User Field 1 (State)	User Field 2 (Location)	Slice Dates
1	5500	State 1	Location 1	January 1 - January 31
2	2500	State 2	Location 2	January 1 - January 31
3	2000	State 4	Location 4	January 1 - January 31

This table shows how the system updates accumulator AC1:

Sequence	Amount	User Field 1 (State)	User Field 2 (Location)	Slice Dates
1	5500 (5000 - 5000 + 5000)	State 1	Location 1	January 1 - January 31
2	2500 (1000 - 1000 + 2500)	State 2	Location 2	January 1 - January 31

Sequence	Amount	User Field 1 (State)	User Field 2 (Location)	Slice Dates
3	2000	State 4	Location 4	January 1 - January 31
4	0 (3500 - 3500 + 0)	State 3	Location 3	January 1 - January 31

See Also

Chapter 5, “Defining General Element Information,” Defining Element Names, page 70

Using Brackets and Formulas to Populate User Fields

When the user fields associated with an earning or deduction assignment are populated by a formula or a bracket, the formula or bracket updates the zero instance of the earning or deduction when it returns a value. In other words, the formula or bracket does not create multiple instances of the element when it populates the user field. For example, assume that earnings E1 resolves to 100 USD and that the value of the user field associated with the element is California (user field = State). If the formula or bracket that populates the user field later defines the value of state as Nevada, the system overwrites the earlier value of California and sets the value of the zero instance to Nevada.

See Also

Chapter 5, “Defining General Element Information,” Brackets, page 50

Chapter 5, “Defining General Element Information,” Formulas, page 53

Defining Retroactive Processing Considerations

This section discusses:

- Grouping deltas using user field levels.
- Processing Retroactive Overrides — Forwarding Options.
- Forwarding deltas with user fields and user field levels.
- Managing unprocessed retroactive deltas.
- Defining the retroactive recalculation option.
- Slice mismatches.

Grouping Deltas Using User Field Levels

Global Payroll enables you to group or separate deltas for an earning or deduction based on matching user field sets. You can control the level of matching needed to group deltas for a element by defining full or partial user field levels—that is, you can require matching on the first user field only before deltas can be grouped, both the first and second user fields, the first, second, and third user fields, and so on.

To control how the system groups retroactive deltas for forwarding to the current period, select one of the following user field levels when you define an earning or deduction element:

User Field Level	Description
None	Element level grouping (all deltas combined regardless of differences between user field sets)
Group through User Field 1	Partial set (only User Field 1 must be identical to combine deltas)
Group through User Field 2	Partial set (only User Fields 1 and 2 must be identical to combine deltas)
Group through User Field 3	Partial set (only User Fields 1, 2, and 3 must be identical to combine deltas)
Group through User Field 4	Partial set (User Fields 1, 2, 3, and 4 must be identical to combine deltas)
Group through User Field 5	Partial set (User Fields 1, 2, 3, 4, and 5 must be identical to combine deltas)
All User Fields Defined	Complete set (all user fields must be identical to combine deltas)

Note. You set the Retro Delta User Field Level on the User Fields page.

See Chapter 8, "Defining Earning and Deduction Elements," Defining User Fields for an Earnings Element, page 193.

The examples in this section illustrate how deltas are grouped or separated based on the user field level.

Example 1: User Field Level = None

Assume that there is retroactive processing in Period 2 back to Period 1, and that the user field level is set to *None* for element E1.

The retroactive method is forwarding.

The results for Period 1 (V1R1) are:

Earnings	Instance	Amount	User Field 1 (State)	User Field 2 (Location)	User Field 3 (Company)
E1	1	300	State 1	Location 1	ABC
E1	2	200	State 1	Location 2	DEF
E1	3	150	State 3	Location 3	ABC

When Period 1 is recalculated (V1R2), the results are:

Earnings	Instance	Amount	User Field 1 (State)	User Field 2 (Location)	User Field 3 (Company)
E1	1	400	State 1	Location 1	ABC
E1	2	300	State 1	Location 2	DEF
E1	3	200	State 3	Location 3	ABC

The system stores the following deltas for E1 in the result tables:

Earnings	Delta Number	Delta	User Field 1 (State)	User Field 2 (Location)	User Field 3 (Company)
E1	1	250			

Note. Because deltas are stored at the element level, the system sums the deltas for each user field set (100 + 100 + 50 = 250). No user field values are stored.

Example 2: User Field Level = All User Fields Defined (Complete Set)

Assume that there is retroactive processing in Period 2 back to Period 1, and that the user field level requires a complete user field match to group retroactive deltas.

The retroactive method is forwarding.

The results for Period 1 (V1R1) are:

Earnings	Instance	Amount	User Field 1 (State)	User Field 2 (Location)	User Field 3 (Company)
E1	1	300	State 1	Location 1	ABC
E1	2	200	State 1	Location 2	DEF
E1	3	150	State 3	Location 3	ABC

When Period 1 is recalculated (V1R2), the results are:

Earnings	Instance	Amount	User Field 1 (State)	User Field 2 (Location)	User Field 3 (Company)
E1	1	400	State 1	Location 1	ABC
E1	2	300	State 1	Location 2	DEF
E1	3	200	State 3	Location 3	ABC

The system stores the following deltas for E1 in the result tables:

Earnings	Delta Number	Delta	User Field 1 (State)	User Field 2 (Location)	User Field 3 (Company)
E1	1	100	State 1	Location 1	ABC
E1	2	100	State 1	Location 2	DEF
E1	3	50	State 3	Location 3	ABC

Note. Because the user field level requires a complete match to sum retroactive deltas, the system stores the deltas separately by user field set.

Example 3: User Field Level = Through User Field 1 (Partial Set)

Assume that there is retroactive processing in Period 2 back to Period 1, and that the user field level requires a match through User Field 1 to group retroactive deltas.

User Field 1 is Company.

The retroactive method is forwarding.

The results for Period 1 (V1R1) are:

Earnings	Instance	Amount	User Field 1 (Company)	User Field 2 (State)	User Field 3 (Location)
E1	1	300	ABC	State 1	Location 1
E1	2	200	DEF	State 1	Location 2
E1	3	150	ABC	State 3	Location 3

When Period 1 is recalculated (V1R2), the results are:

Earnings	Instance	Amount	User Field 1 (Company)	User Field 2 (State)	User Field 3 (Location)
E1	1	400	ABC	State 1	Location 1
E1	2	300	DEF	State 1	Location 2
E1	3	200	ABC	State 3	Location 3

The system stores the following deltas for E1 in the result tables:

Earnings	Delta Number	Delta	User Field 1 (Company)	User Field 2 (State)	User Field 3 (Location)
E1	1	150	ABC		
E1	2	100	DEF		

Note. The system stores deltas by company (User Field 1) in this example.

Processing Retroactive Overrides–Forwarding Options

When you forward an element to another element (regardless of the retroactive method), Global Payroll requires that both the user field set and the user field level of the element to be forwarded match the user field set and user field level of the *forward to* element.

See Also

Chapter 30, "Defining Retroactive Processing," Forwarding Elements and Defining Retroactive Overrides, page 768

Forwarding Deltas with User Fields and User Field Levels

When deltas are summed and forwarded to the current period from previous periods, Global Payroll observes these rules:

- Deltas for an element are forwarded to the first segment in the current calendar (first resolved instance).
- If the first segment is sliced, the system forwards adjustments to the first slice within the first segment.
- If an earning or deduction fails to resolve in the current period because of generation control or missing payee level data, the retroactive adjustment for the element is pulled into the current period as the first instance.
- If there is a retroactive adjustment only instance (a forwarded adjustment instance without a corresponding current period instance), the adjustment instance is resolved with segment dates, not slice dates.
- If there is a retroactive adjustment in conjunction with a positive input or rule resolution, the retroactive adjustment is added to the first instance resolved.
- If there is an arrears payback for a deduction in the current period but the deduction itself is not resolved, the arrears payback and the adjustment are brought in to create a single instance using segment dates.

These additional rules apply when there are user field levels defined for an element:

- If the user field level is *None*, the system forwards the deltas to the first instance of the earning or deduction in the current period; these deltas assume the user field values of the first instance.

  If there is no current instance, the adjustment becomes the first instance and uses the segment dates to fill out the user field set.
- If the user field level is *All User Fields Defined* (complete set), all of the user fields associated with the deltas come in with the retroactive adjustments.
- If the user field level is partial (*Through User Field 1,2, 3, 4* and so on), the system forwards the deltas to the first instance of the element that matches the partial set.

  If there is no match, segment dates are used to fill out the user field set.

These additional rules apply to earnings and deductions with or without user fields, and to elements with and without a driver:

- If there is more than one instance of an element in the current period with matching user field values, the system applies the adjustments to the first instance.
- The system allows only one retroactive adjustment per user field set.

  The system adds the adjustment to the first instance of the user field set, and this instance is saved with the dates associated with it.
- If there are no current instances of an element with a matching user field set, the adjustment resolves by itself using the segment dates.

A new user field set results in a new additional instance of the element.

See Also

Chapter 20, "Managing Multiple Resolutions of an Earning or Deduction," Grouping Deltas Using User Field Levels, page 517

Chapter 30, "Defining Retroactive Processing," Managing Unprocessed Retro Deltas, page 786

Chapter 30, "Defining Retroactive Processing," Understanding Complex Retro Processing, page 803

Managing Unprocessed Retroactive Deltas

The Review Unprocessed Retro Deltas component displays retroactive deltas by instance and user field set. However, the following attributes on the Review Unprocessed Retro Deltas component apply at the element level rather than at the instance or user field set level:

- Retro Delta Match Action (Default Match, Do Not Process, or Apply to Calendar)
- Forward to Paygroup/Calendar

Note. Using the Review Unprocessed Retro Deltas component, you can target unprocessed retroactive deltas to specific calendars and change the element that the delta is forwarded to. Both the user field set and the user field level of the element to be forwarded must match the user field set and level of the *forward to* element.

See Also

Chapter 30, "Defining Retroactive Processing," Managing Unprocessed Retro Deltas, page 786

Defining the Retroactive Recalculation Option

The Retro Recalculation Option on the Calculation page of the earning and deduction definition component applies at the element level, not at the instance level. For example, if you set the Retro Recalculation Option to *Always Recalculate* for an instance of a deduction with a user field value of State = California, you cannot set the option to *Do Not Recalculate* for an instance with a user field value of State = New York.

See Also

Chapter 8, "Defining Earning and Deduction Elements," Retroactivity Calculations, page 185

Chapter 8, "Defining Earning and Deduction Elements," Defining Calculation Rules for an Earnings Element, page 196

Defining Slice Matches and Mismatches

During retroactive processing, if an earning or deduction element is defined as *Do Not Recalculate,* the system returns the old value for the element, along with all of its component elements. However, if there is a segment or slice mismatch between the period being recalculated and the prior calculated period, the system ignores the *Do Not Recalculate* designation and recalculates the element.

See Also

Chapter 8, "Defining Earning and Deduction Elements," Retroactivity Calculations, page 185

Using System Elements

Global Payroll delivers system elements that you can use to define earnings or deductions that use accumulator drivers to initiate multiple resolutions. The most important of these system elements is CURR_DRIVER_VAL, an element that returns the current value of the driver accumulator when that accumulator is used as the base in the calculation rule of an element.

Example: Using CURR_DRIVER_VAL

When you define an element (earning or deduction) that uses a driver accumulator, you may need to use the driver accumulator in the calculation rule—in addition to using it to drive resolutions of the element.

For example, let's say you define a tax deduction D1 that resolves multiple times based on state taxable earnings. This element is defined as follows:

- State taxable earnings are contained in an accumulator called State Taxable Gross, which has STATE as a user key.
- This accumulator drives resolutions of the tax deduction D1, which has a calculation rule of Base x Percent.
- The percent is defined as a formula that returns a value based on STATE, and the base is taxable gross earnings.

When you define the calculation rule of the element, rather than using the State Taxable Gross accumulator as the base, you can use the system element CURR_DRIVER_VAL to return the current value of the driver accumulator.

There are several advantages of using the system element:

- During processing, the value of an existing driver accumulator instance could change and new instances could be generated, altering the true current values of the accumulator.

  To avoid this problem, the system element CURR_DRIVER_VAL takes a snapshot (copy) of the existing accumulator instances. This snapshot is taken each time the driven earnings/deduction is encountered on the process list prior to its resolution, and enables the element to resolve using the correct current values.
- From a performance standpoint, the resolution of an earning/deduction driver is quicker if CURR_DRIVER_VAL is used in the calculation rule than if the accumulator value is accessed directly.
- Using the driver accumulator directly in the earning's or deduction's calculation rule invokes regular accumulator value retrieval logic, which could cause the system to return the wrong row in the accumulator array.

  For example, user key values can change during the resolution of an earning or deduction (via a formula, for example), causing the system to return the wrong driver value (row).

Note. Global Payroll encourages the use of the system element CURR_DRIVER_VAL in place of the driver accumulator to ensure valid results.

Additional System Elements

In addition to CURR_DRIVER_VAL, Global Payroll delivers these system elements which can be used to define earnings/deductions driven by an accumulator:

	System Element	Occurrence Level	When Available	Field Format
1	USER_FIELD_ EXISTS	Element	Entire Segment	Char (0/1)
2	DRIVER_EXISTS	Element	Entire Segment	Char (0/1)
3	ACCUM_IS_ DRIVER	Element	Entire Segment	Char (0/1)
4	DRIVER_ELEM	Element	Entire Segment	PIN NUM
5	ED_ASSIGN_ EXISTS	Element	Earnings/Deduction Resolution Only	Char (0/1)
6	PI_EXISTS	Element	Earnings/Deduction Resolution Only	Char (0/1)
7	DRIVER_EXISTS	Element	Earnings/Deduction Resolution Only	Char (0/1)
8	UFS_ED_ASGN_ EXISTS	Per UFS	Earnings/Deduction Resolution Only	Char (0/1)
9	UFS_PI_EXISTS	Per UFS	Earnings/Deduction Resolution Only	Char (0/1)
10	UFS_DRIVER_ EXISTS	Per UFS	Earnings/Deduction Resolution Only	Char (0/1)
11	INSTANCE_NUM	Element	Earnings/Deduction Resolution Only	Decimal
12	ED_ASSIGN_ INSTANCE_NUM	Per Instance	Earnings/Deduction Resolution Only	Decimal
13	ED_PROCESS_ ORDER	Per Instance	Earnings/Deduction Resolution Only	Decimal
14	ED_ASSIGN_BGN_ DT	Per Instance	Earnings/Deduction Resolution Only	Date
15	ED_ASSIGN_END_ DT	Per Instance	Earnings/Deduction Resolution Only	Date
16	CURR_DRIVER_ VAL	Per Instance	Earnings/Deduction Resolution Only	Decimal
17	UFS_PI_INST_ FIRST	Per Instance	Earnings/Deduction Resolution Only	Char (Y/N)
18	UFS_PI_INST_LAST	Per Instance	Earnings/Deduction Resolution Only	Char (Y/N)

Note. All of the system elements except ELEM_IS_DRIVER are attributes of an earning or deduction element. ELEM_IS_DRIVER is an attribute of an accumulator.

See Also

Chapter 41, “Viewing Delivered Elements and System Data,” page 1045

CHAPTER 21

Processing Payroll

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

- Enter processing instructions.
- Create group lists.
- Create process streams.

Note. Although the focus of this chapter is on-cycle processing, most of the concepts and procedures discussed here also apply to off-cycle processing.

See Also

Chapter 22, "Viewing and Finalizing Payroll Results," page 545

Chapter 23, "Managing Off-Cycle Processing," page 607

Chapter 24, "Entering and Processing Absences," Running the Absence Entitlement and Take Processes, page 651

Understanding Payroll Processing

This section discusses:

- Processing features.
- Processing preparations.
- Processing sequence.
- Processing concepts.
- Status codes and process indicators.

Processing Features

Once you've finished setting up your payroll system, you're ready to run a payroll. Whether you're running the process for a regular payroll or for absence take or absence entitlement, the steps are the same. Your process list and calendar definitions determine who and what gets processed.

To take advantage of the Global Payroll processing capabilities, you need to understand how the system processes payroll and absence runs and what options are available. The next few sections discuss key processing features, preparations, steps for running the process, and status codes for monitoring processing.

Iterative Processing for Preliminary Pay Runs

Iterative processing enables you to process complex, preliminary pay runs quickly with minimal demands on system resources. You launch an Identify phase that flags each payee that meets the selection criteria for your pay run, then launch a Calculate phase that computes net income (or absence take or entitlement, as applicable) for all *identified* payees. After reviewing the results and making the necessary corrections, you rerun the Calculate phase for payees that have had changes since the last run.

Stream Processing

Stream processing is an optional feature that you can use to reduce processing time. You divide payees into subsets, based on their employee IDs, so that the system can perform calculations for multiple sets of payees at the same time.

Group Lists

Group lists are user-defined subsets of the payee population that are scheduled for processing. This feature enables payroll clerks to work concurrently with different sets of payees.

Troubleshooting Tools

When you run payroll or absence calculations, you can generate an element resolution chain that shows, by payee, how and in what order each element was resolved. This chain also shows how long it took to resolve each element on the process list. Significant system resources are needed to produce an element resolution chain, so we recommend that you use this feature for problem solving only.

See Also

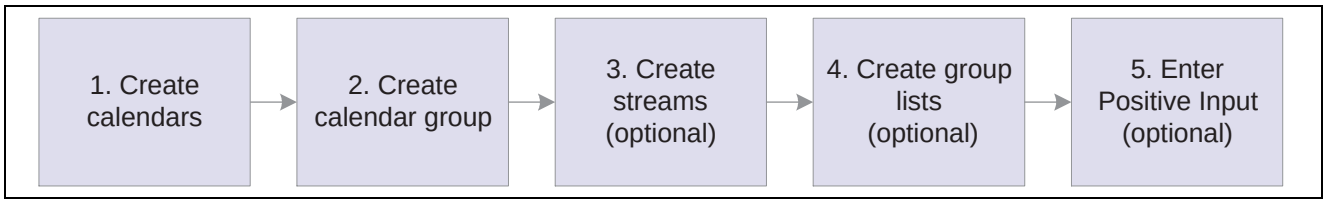
Chapter 21, “Processing Payroll,” Creating Process Streams, page 543

Chapter 21, “Processing Payroll,” Creating Group Lists, page 542

Chapter 22, “Viewing and Finalizing Payroll Results,” Viewing an Element Resolution Chain, page 594

Processing Preparations

The following illustration shows the steps to prepare for payroll processing:



Payroll preparation steps

Here are the steps to prepare for payroll processing:

1. (Required) Create calendars.

   Calendars tell the system which paygroup, run type, process list, and calendar period to process. You define paygroups, run types, and process lists during system implementation. You can define calendar periods during implementation or when you set up your calendars.

   Important! You should not edit fields on the Calendar Period, Calendar, or Calendar Group ID pages after you initiate processing (other than to add payees to the Calendar, if you selected the Listed Payees option). To make changes to those pages, you must cancel the pay run.

2. (Required) Create the calendar group ID.

   The calendar group ID identifies the set of calendars to run together and the sequence in which to process the calendars. If you want to use stream processing, you must indicate that when setting up the calendar group ID.

3. (Optional) Create streams.

   To use stream processing, identify the range of employee IDs for each stream. Stream set up is a one-time process that may require the assistance of a database administrator.

4. (Optional) Create group lists.

   To use the group list feature, clerks who run the payroll process select the payees for each group list. (Group lists are linked to user IDs.)

5. (Optional) Enter positive input.

   You can enter positive input for the pay period before or after you begin processing. If you enter positive input after you run the Calculate phase, run Calculate again to pick up your changes.

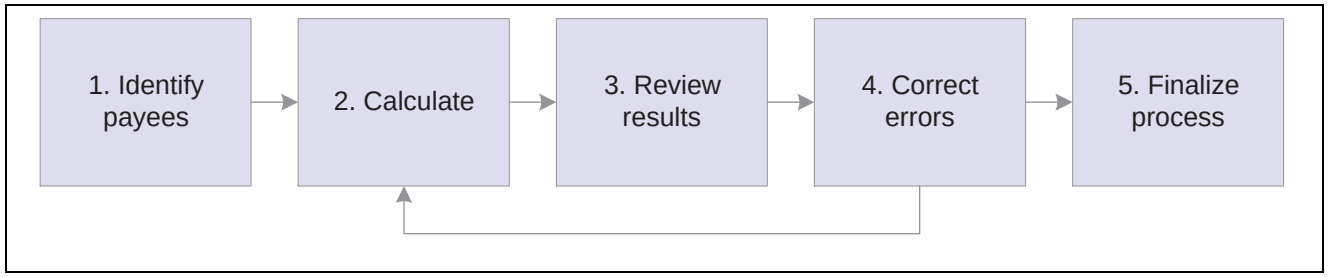
See Also

Chapter 16, "Using Calendars," page 383

Chapter 17, "Working with Positive Input," page 409

Processing Sequence

The following illustration shows the payroll and absence processing steps:



Payroll and absence processing steps

Here are the steps for running a payroll run or an absence run (use the Payroll/Absence Run Control page for steps 1, 2, and 5):

1. Identify payees (Identify phase).

   The payroll cycle begins when you run a process that identifies all payees that are to be processed.

2. Perform calculations (Calculate phase).

   This phase computes each payee's gross and net earnings (for a payroll run) or absence take or entitlement units (for an absence run).

3. Review results.

   If the system encounters problems during the Calculate phase—for example, invalid element definitions or payee eligibility problems—it places the payee in error. You can use various pages to review summary results, errors, and warning messages.

4. Correct any errors and recalculate.

To correct errors, you may need to update the Positive Input pages or make changes to the data in other applications that are integrated with Global Payroll, such as Human Resources or Time and Labor. You can then run the Calculate phase again to process only the payees that need to be recalculated.

5. Finalize the run.

   When you're satisfied with the processing results, run the Finalize phase to close the calendar group ID.

Processing Concepts

This section explains in detail some of the steps in payroll and absence processing.

Identifying Payees

You begin a payroll or absence run by selecting the Identify phase on the Payroll/Absence Run Control page. The Identify phase loops through each calendar that is linked to the calendar group ID and finds all the payees that belong to the paygroup that you identified when setting up the calendars. It then identifies the subset of payees that meet the Payee Selection Criteria on the calendars.

You run the Identify phase once per calendar group ID (or once for each stream, if you're using stream processing). Later, if you add new hires, remove terminated payees, enter positive input, or make other changes that affect payee eligibility, the system detects the changes by looking for iterative triggers when you run the Calculate phase. (You must define iterative triggers for the types of changes to the Job record that you want the system to detect.)

For example, after running the Identify phase, you add five new hires to the paygroup. As each new hire is added, the system creates an iterate trigger. When you run the Calculate phase, the system sees the iterative triggers for the new hires and includes them in the population of payees to be processed.

A calendar group ID is considered *open* from the time that you launch the Identify phase until you run the Finalize phase.

Important! Payees can be linked to only one open calendar group ID at a time. For example, if you're finishing up the payroll for July and you have set up a separate calendar group ID for bonuses, you must finalize a payee's regular July payroll run before you can run his or her bonus calculation. This feature helps ensure that the accumulators are updated in the correct sequence.

Calculating Payees

Once you identify payees, you can perform gross-to-net pay calculations or absence take or entitlement calculations. The system calculates one payee at a time, calendar by calendar. If a calendar that is associated with a payee is segmented—meaning that the payee receives more than one net payment for the calendar—the system calculates the net amount for each segment before calculating the payee's net amount in the next calendar. After the system has calculated a payee's net pay across all calendars, it continues to the next payee.

Usually you run the Calculate phase several times for the same calendar group ID, first for the entire population of payees that you selected during the Identify phase and then for payees with changes or errors. With each iteration, you identify which payees you want to calculate by selecting one of these options:

- Calculate

  This is the Calculate option that you'll select most often. It instructs the system to identify all payees with iterative triggers, including new hires and transfers, payees placed in error during a previous calculation, and those for whom you've manually entered processing instructions using the process indicator.

- Recalculate All

Occasionally, you might need to recalculate every payee that is associated with a calendar group ID, stream, or group list. The Recalculate All option instructs the system to delete existing calculations and calculate each payee again without identifying the payees; that is, without trying to determine whether each payee still meets the payee selection criteria.

Freezing and Unfreezing Calculations

If your organization is like most, you have a short window of time between the day that you start running the payroll process and your cut-off date. At some point, you might want to stop processing payees with iterative triggers (for example, those with salary adjustments) and concentrate on correcting errors so that you can finalize your payroll. To do this, you instruct the system to freeze calculations for the population that you specify. The Calculate phase ignores any subsequent online changes that you make to payees during the pay run and any positive input that you enter later for these payees. (The system keeps the triggers in case the payee is unfrozen later.) However, if you run the Recalculate All option after payees are frozen, the payees are recalculated.

You can freeze or unfreeze all payees that are in the current process stream, group list, or calendar group ID by selecting the Freeze option on the Payroll/Absence Run Control page or you can freeze selected payees on the Payee Status page.

To freeze calculations for a payee, the following conditions must be met:

- Each payment that is associated with the payee (for all segments of all calendars) must have a calculation status of *Payment Calculated*. If you freeze or unfreeze one segment for a payee, all of the payee's segments for the calendar group become frozen or unfrozen.
- The selection status cannot be *Suspended by User, Suspended by System,*or *Cancelled*.

Suspending Active Payees

When submitting processing instructions, you have the option to automatically suspend all active payees under certain circumstances so that you can process a special run, such as a one-time bonus for a small group of payees. The Suspend Active option on the run control page controls this feature. For on-cycle processing, this option is available when you run the Identify or Calculate phase (including Recalculate All). For off-cycle processing, this option is selected automatically and cannot be changed.

When the Suspend Active option is activated, the system does the following when it processes each payee:

- Checks to see if the payee is associated with another open calendar group.
- When this condition is true, the system checks the payee's calculation status in that calendar group:
  - As long as the status is not frozen, the system suspends the payee from that run, so that the payee can be immediately identified and calculated in the new run.
  - If the calculation status is Frozen, the system suspends the payee in the new run that you're submitting.

See Also

Chapter 27, "Setting Up Triggers," page 699

Chapter 21, "Processing Payroll," Status Codes and Process Indicators, page 531

Status Codes and Process Indicators

Status codes and process indicators play an important role in payroll and absence processing. Status codes help you monitor and interpret the processing results; process indicators enable you to manually enter processing instructions for specific payees. This section focuses on how the codes are created and how to interpret them.

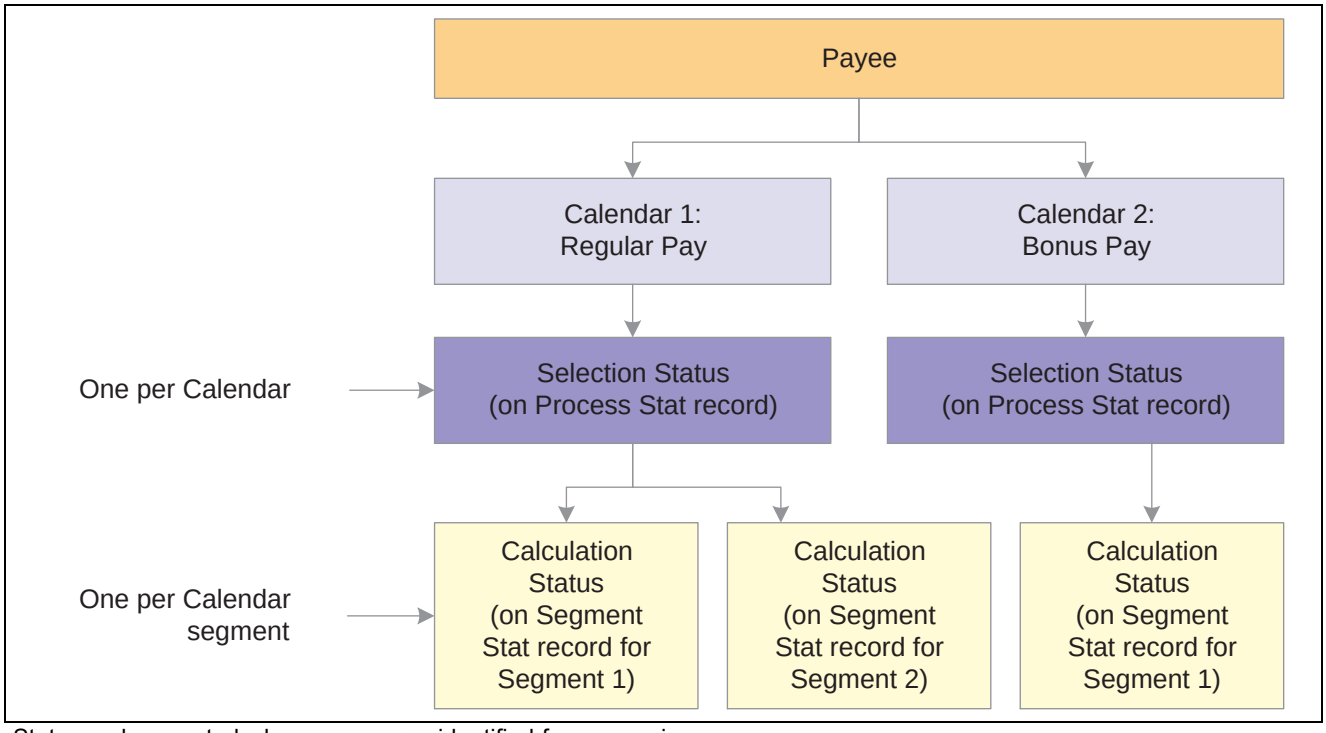
Status Codes

The system creates two sets of status codes as it identifies each payee for processing:

- One *selection status* code for each payee for each calendar, which it stores on the Process Stat (process status) record. During the first run of the Identify phase, each payee's selection status is set to Active or Inactive to explain why the payee was identified for processing. With each iteration of the Calculate phase, the system updates the status to explain why the payee was included in or excluded from processing.

  The system keeps a record of excluded payees only if they were *suspended* or *canceled.* If the payee simply no longer qualifies for selection (for example, the payee is assigned to a different paygroup), the system does not record this, and the payee's process and status records are deleted.

- One *calculation status* code for each payee, per calendar segment, which is stored on the Segment Stat record. If a calendar has no period segmentation, a payee has one calculation status. Calculation status tells you the most recent action that has been completed for the segment, for example, identified, calculated, in error, or frozen. Before you run the Calculate phase for the first time, the status code for each identified payee is *Identified*.



Status codes created when payees are identified for processing

Process Indicators

Sometimes you might need to cancel a payee from a payroll or an absence run; temporarily suspend a payee from processing; freeze, unfreeze a payee; or take some other action at the payee level. You do this by entering a process indicator that tells the system what action to take during the next iteration of processing. For example, if the selection status for payee A is *Active,* and you need to cancel that payee from the pay run, set the payee's process indicator to *Cancel*. The next time you run the Calculate phase, the system deletes all calculation results for payee A and changes payee A's selection status to *Cancelled*. You update the process indicator on the Payee Status component.

Important! Changing a process indicator updates all of a payee's segments that are in the same calendar group ID.

Status Code and Process Indicator Definitions

The tables below list the status codes and process indicators. Selection status (one per payee per calendar) and calculation status (one per calendar segment) are system-maintained; the process indicator is user-maintained.

Selection Status	Definition
Active	Payee was active for at least one day within the calendar.
Inactive	Payee was not active within the calendar, but was selected because of positive input, a retroactive trigger, or a forwarded adjustment.
Cancelled	You manually canceled the payee from the calendar run. The system doesn't reselect the payee for the current calendar run or a retroactive run.
Suspended by User	You manually suspended the payee from the calendar run. The next time you run Calculate, the system tries to reidentify the payee and recalculate the net pay.
Suspended by System	The payee is linked to another open calendar group ID. (A payee can be selected for only one unfinalized calendar group ID at a time.)

Calculation Status	Definition
Identified	Segment has been identified for calculation but has not been calculated.
Calculation Successful	Segment has been calculated.
Frozen For Further Calc	Segment is not subject to further calculations unless you unfreeze it or run the Recalculate All phase.
Finalized	The calendar run has been finalized. You can no longer make changes.
Finalized — With Banking	Segment has been finalized and run through the Banking process. This status occurs if you run the Finalize step and then the Banking process.
Calculation Error	An error occurred during calculation.
Calculation Error — Bypassed	The system did not attempt to calculate the payee because of an error.

Calculation Status	Definition
Calculation Error — By Rule	An error was produced because of a condition that you defined through a message element.
Has No Segment	Segment contains no scheduled payment.

Process Indicator	Definition
Normal	This initial setting appears after each calculation. It indicates that there are no special processing instructions for this payee.
Cancel	The payee will be canceled from the payroll or absence process during the next iteration of the Calculate phase. The selection status will be changed to Canceled. The payee will not be identified again unless you change the indicator to Uncancel before finalizing the pay run.
Recalculate	All calculations that are associated with the payee's jobs (employee ID and employee record number combination) will be rerun the next time you run the Calculate phase. This is similar to the Recalculate All option on the Payroll/Absence Run Control page, but it applies only to payees that you select.
Suspend	The payee will be withheld from processing the next time you run the Calculate phase. The selection status will be changed to *Suspended by,* and all calculation results will be deleted. During subsequent calculations, the system will try to reidentify and recalculate the payee (until it succeeds or you cancel the payee). You do not need to take any action.
Uncancel	The system will change the selection status from *Canceled* to *Active, Inactive,* or whichever selection status is appropriate and will try to reidentify and recalculate the payee the next time the Calculate phase runs.
Freeze	The payee is not subject to recalculation unless you select Recalculate All or Un-freeze on the Payroll/Absence Run Control page or the Payee Status page.
Unfreeze	Reverses a payee's freeze status.

See Also

Chapter 22, "Viewing and Finalizing Payroll Results," Viewing Payee Status and Updating a Payee's Processing Instructions, page 557

Common Elements Used in This Chapter

EmplID From (employee ID from) and **EmplID To** (employee ID to) — Enter the employee IDs of the first and last payees in the range (on inquiry pages) or to be included in the processing stream.

See Also

Chapter 30, "Defining Retroactive Processing," Tracking Recalculated Calendars, page 793

Entering Processing Instructions

When you're ready to begin a payroll or absence run, create a run control ID and enter your processing instructions:

1. Access the Payroll/Absence Run Control page.
2. Indicate which payees you want to process (options vary by processing phase).
3. Select the phase of processing to execute (always select the Identify phase the first time). To initiate processing for a calendar group, the calendar group must first be identified.
4. To produce an element resolution chain or generate performance statistics, select the appropriate option.
5. Select the language to use for the Log File.
6. Click the Run button.

Note. The Description and Process Name (as they appear on the Process Scheduler page) are GLOBAL PAYROLL, GPPDPRUN. The same name applies to absence and pay runs.

Because processing is iterative, you return to the Payroll/Absence Run Control page several times throughout the calendar group processing cycle to update your instructions. For example, after the Calculate phase runs, you'll want to check the results, make corrections, access the Payroll/Absence Run Control page again (using the same run control ID), and enter instructions for the next phase of processing. Repeat this process as often as necessary until you're ready to finalize the run. The system deletes the run control record each time a processing phase is completed.

If a pay run is aborted, you can correct the problem, use the Restart Information link on the run control page to view the restart information, and resume where processing left off. You don't have to start the pay run at the beginning. It is very important to continue using the same run control that was sued when the process was aborted. The information needed for the system to start up where it left off is stored on the run control. A new run control should *not* be used.

In this section, we discuss how to:

- Enter processing instructions for payroll, absence, and entitlement processes.
- View information about an aborted run and restart the process.

See Also

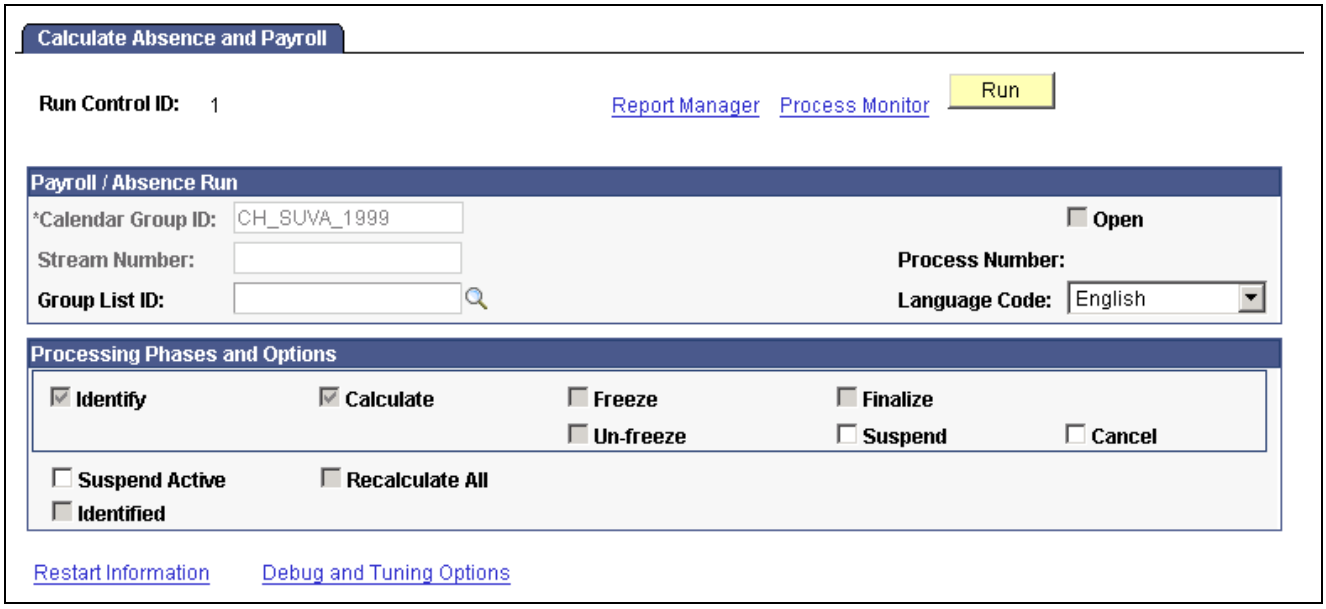
Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler

Pages Used to Enter Processing Instructions and Define Run Control Parameters

Page Name	Object Name	Navigation	Usage
Calculate Absence and Payroll	GP_RUNCTL	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Calculate Absence and Payroll, Calculate Absence and Payroll	Enter processing instructions for a payroll process, an absence take process, or an absence entitlement process. This page is used to run both on-cycle and off-cycle payrolls.
Restart Information	GP_RUNCTL_SEC	Click the Restart Information link on the Calculate Absence and Payroll page.	View information about an aborted run, including where the system resumes processing after you fix the problem and resubmit the process.
Debug and Tuning Options	GP_RUNCTL_DBUG_SEC	Click the Debug and Tuning Options link on the Calculate Absence and Payroll page.	Generate statistics to improve the performance of the pay run.

Entering Processing Instructions

Access the Calculate Absence and Payroll page.



Calculate Absence and Payroll page

Payroll/Absence Run

Calendar Group ID Select the ID for the set of calendars to process. (The prompt table excludes calendar group IDs that have been finalized.)

Open This is an attribute of the calendar group. The field is stored on the calendar group table. When the calendar group is initially identified, it is considered open, and the check box is selected. Once it is finalized, it will no longer be open, and the check box will be cleared.

Stream Number If you selected the stream processing option on the Calendar Group ID page, the Stream Number field is available. The following conditions apply:

- If you select Identify (as the processing phase), you must enter the stream number to process.
- If you select Calculate, Un-freeze, or Freeze, enter the stream number here or complete the Group List ID field (if you have run the Identify phase for all streams).

Group List ID To calculate, freeze, or unfreeze only payees in a particular group list, enter the group list ID. You can process only group lists that you created with your user ID.

Language Code Select the language the system uses to display the Log File (which helps the system administrator determine whether a run completes successfully). The default is the Preference Language that is defined for the user.

See Chapter 21, "Processing Payroll," Creating Process Streams, page 543.

Processing Phases and Options

Select the processing phase to run. You can run some phases together, such as Identify and Calculate. Sometimes selecting one option makes other options unavailable.

Identify Select the first time you run the process. It instructs the system to identify all payees (associated with the calendar group ID, or selected stream, if applicable) that meet the payee selection criteria that is defined on the calendar pages that are linked to the calendar group ID. Otherwise, you can run the Identify phase with the Calculate phase.

Once you run the Identify phase, you cannot select this check box again for the same calendar group ID or stream, unless you cancel the entire run. With iterative processing, the system adds and removes payees based on changes that you make to the data, so you don't have to run the Identify process more than once. This is accomplished by the use of iterative triggers. Payees with iterative triggers are reidentified and recalculated when you run the calculate phase.

Calculate Select when you are ready to calculate the payroll or absence units for an absence run. You can run the Calculate phase after or at the same time as the Identify phase. The first time you run Calculate, the system calculates every payee that is flagged by the Identify phase.

For each subsequent run of the Calculate phase, you define the subset of payees that you want to process or reprocess by selecting the appropriate check boxes:

Select the Calculate check box to reidentify payees and recalculate:

- Payees that were placed in error during a previous calculation.
- Payees that were placed in suspend status.
- Payees for whom you manually set the process indicator to *Recalculate* or *Uncancel*.
- Payees with iterative triggers, unless they are frozen.

Select both Calculate and Recalculate All to recalculate the entire population of payees that have already been calculated, including frozen payees. The system reidentifies only payees with iterative triggers.

Freeze Select to freeze payees that have been calculated. (Payees with *Identified* status are not frozen.) The system freezes all calculations for the selected population. When you run the Calculate phase for this payee again, the system ignores iterative triggers and positive input that were added while the payee was frozen. (If you select the Recalculate All option, however, the system processes the triggers and positive input.)

Finalize Select to close the payroll or absence cycle for the entire calendar group ID. Once you finalize the run, no more calculations are possible.

The Finalize phase must be run by itself.

Un-freeze Select to lift the freeze for payees that were frozen. During the batch process, the system resets the calculation status to *Calculated*. In subsequent runs of the Calculate phase, the system again performs calculations for these payees as needed (the system does not automatically perform calculations for these payees again unless there is a reason, such as a recalculation instruction or an iterative trigger.)

Suspend Select to pull payees from an open payroll run. Suspended payees are given an iterative trigger with a status of unprocessed. You can then include these payees in another run, like an off-cycle or bonus run, before finalizing the open payroll run. Once you return to the open pay run, the system re-identifies and re-calculates the suspended payees. Suspended payees do not lose their associated retroactivity.

Cancel Select to invalidate the entire pay run (as if the calendar group had never been run). The system deletes all calculations for payees, restores all data to prior values, and deletes all status indicators.

Select this check box after you run the Identify or Calculate phase. If this check box is selected, no other options are available. You cannot cancel a run after payments are finalized.

The Cancel phase must be run by itself.

Suspend Active This check box specifies whether to suspend payees from other open calendar groups so that they can be processed in this run. (A payee can only be identified in one open calendar group ID at a time.)

For on-cycle processing, the check box is available when you select the *Identify* or *Calculate* option. It is cleared, by default.

For off-cycle processing, the check box is always selected and you cannot change the setting.

Recalculate All If you select this check box, also select Calculate. The system deletes the calculation results for all payees from prior runs, including frozen payees, and sets the status indicators to their original values. It then recalculates (but does not reidentify) every payee that has already been calculated.

This option is appropriate if you've modified records that are used during processing and that do not create iterative triggers—for example, if you've changed an element's definition.

Warning! Recalculating all payees can place a heavy load on system resources. We suggest that you select Recalculate All only when you suspect that calculations are wrong for a large number of payees because of bad data, an erroneous element definition, or some other problem with far-reaching consequences.

Identified Selected if the Identify phase has been run for all streams. Once all streams are identified, you can use group lists for other phases of processing.

Restart Information If a fatal error, such as a database error, occurs during processing, the processing stops and an error message appears. Click to access the Restart Information page, where you can see where the process stopped and where it will resume after you address the problem. After correcting the error, restart the process. Usually you don't need to cancel the run.

Debug and Tuning Options Click to access the Debug and Tuning Options page, where you can generate statistics to improve the performance of the pay run.

See Also

Chapter 21, "Processing Payroll," Creating Process Streams, page 543

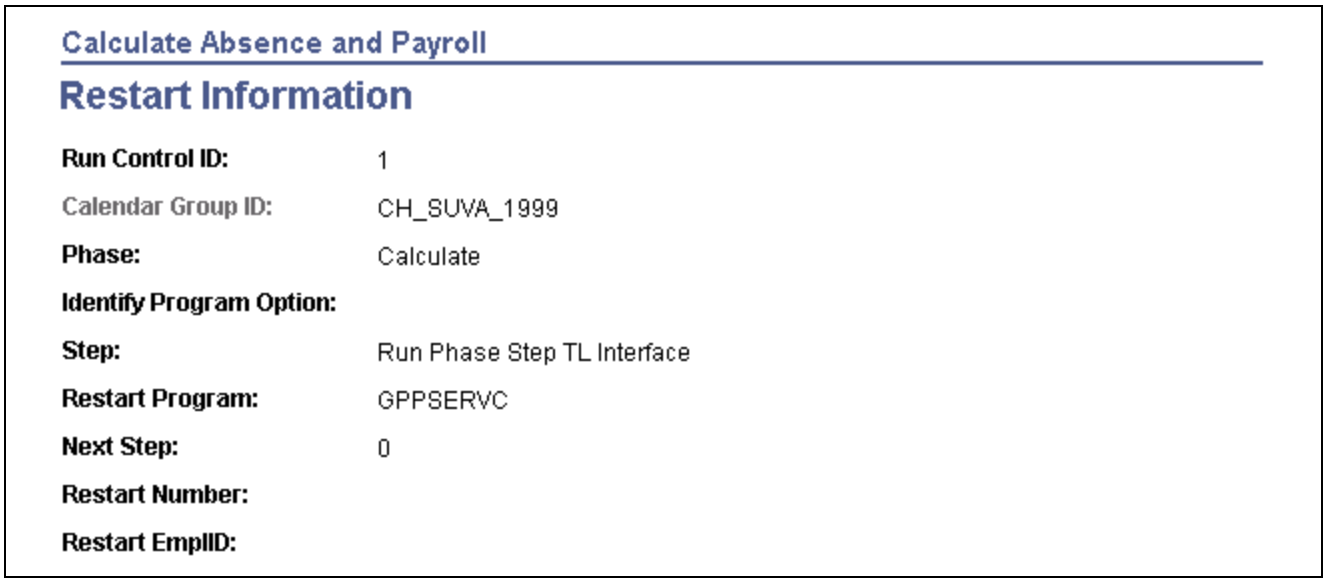
Chapter 22, "Viewing and Finalizing Payroll Results," Finalizing a Payroll or Absence Run, page 601

Chapter 22, "Viewing and Finalizing Payroll Results," Canceling a Payroll or Absence Run, page 602

Chapter 22, "Viewing and Finalizing Payroll Results," Viewing an Element Resolution Chain, page 594

Restarting the Process

Access the Restart Information page.



Restart Information page

Phase, Identify Program Option, and **Step** These fields identify where processing stopped, if the program made a commit during processing. Run Phase displays *Initial, Iterative, Cancel, Identify, Calculate, Finalize, Complete.*

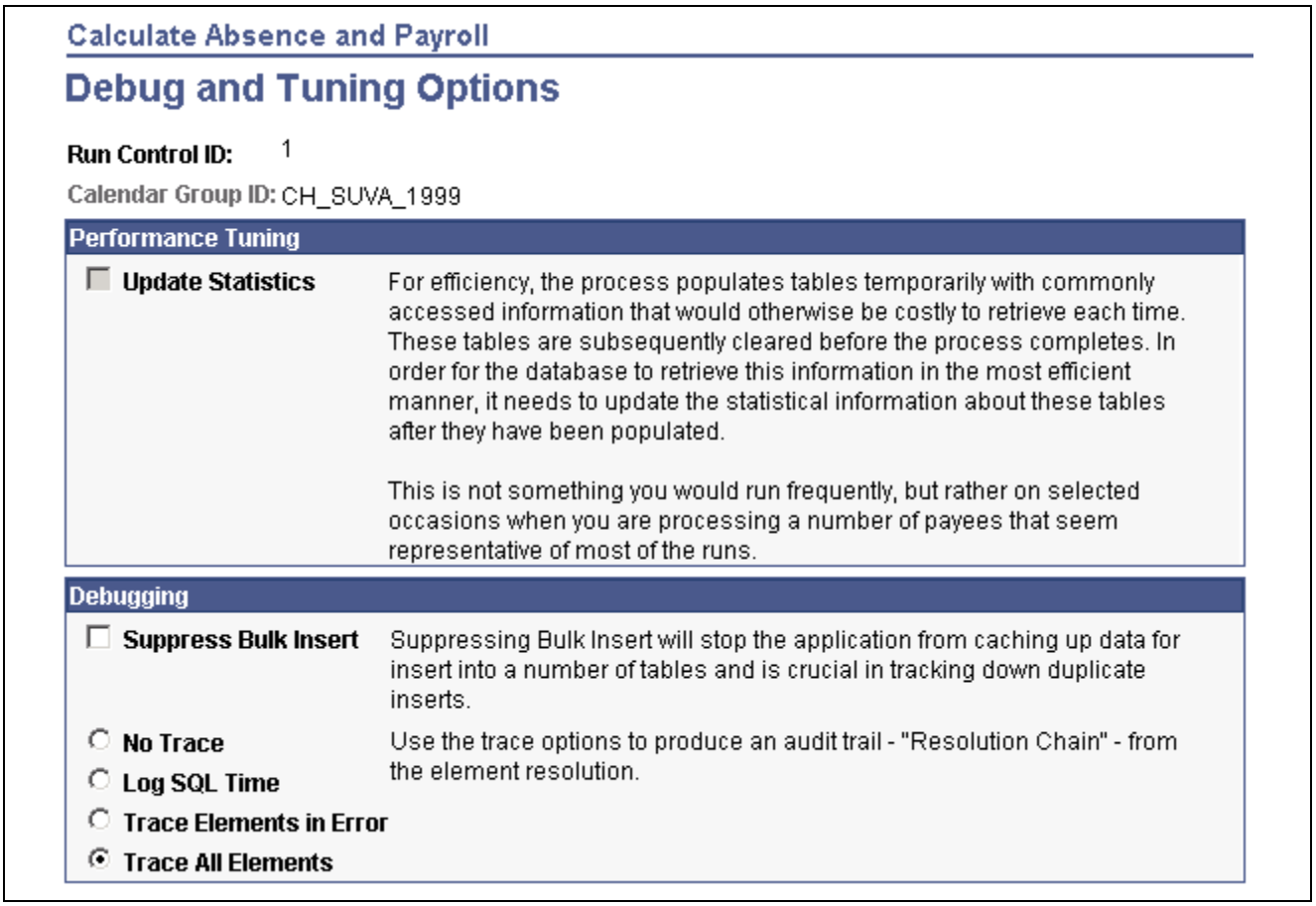
Restart Program, Next Step, and **Restart Number** These fields contain information only if the process was aborted during the Identify phase.

Restart EmplID If the failure occurred during the Calculate phase, this field displays the employee ID number of the first payee that is to be calculated when you restart the process.

Note. When you restart the Calculate phase for a group list, the system uses the definition of the group list as of the restart time.

Debugging and Tuning

Access the Debug and Tuning Options page.



Debug and Tuning Options page

Performance Tuning

Update Statistics This option helps the database administrator to fine-tune system performance. If you select this check box, the system generates statistics at the beginning of the Calculate phase that provide information about how the worktables are being used during processing.

Debugging

Suppress Bulk Insert Select to prevent the application from caching up data for insert into a number of tables. If you receive a SQL error (such as duplicate insert) while inserting duplicate results into a results table, select this check box and run the process again. Doing so enables the system to display the EMPLID that is causing the error along with the SQL error message.

Several trace options are available during the Calculate phase. These options enable you to request an element resolution chain—a file with detailed results of the Calculate phase—for payees that will be calculated during the next run.

Note. If you are calculating a large number of payees, selecting Log SQL Time, Trace Elements in Error, or Trace All Elements can degrade system performance. We recommend that you use these options for troubleshooting only. (These options require the same level of system resources.)

No Trace	Select if you don't want to produce an element resolution chain.
Log SQL Time	Select to have the Log File report each time the Payee Data Manager program opens cursors (SELECT statements that return more than one row) for the Job table, Job Dates table, Person Organization table, and the Person Organization Instance table during batch processing. This information can be useful for performance tuning.
Trace Elements in Error	Select to produce an element resolution chain that includes only those payees in error.
Trace All Elements	Select to produce an element resolution chain that shows how all elements were resolved for the calculated payees. You can determine the intermediate value of every element and the order in which the elements were resolved.

Creating Group Lists

A group list defines a subset of payees that you can process at the same time. Group lists are linked to user IDs. You can process any group list that you create. You can use group lists with the Calculate, Freeze, and Unfreeze phases of processing after you run the Identify phase for the calendar group. Group lists and streams are mutually exclusive: if you select a group list for processing, you cannot also select a stream number, and vice versa.

Following are some key characteristics of group membership:

- You can update the members of a group list at any time. The system uses the current definition of the group list.
- The system ignores payees in a group list that are not associated with the pay calendars that are being processed.
- You can include a payee in more than one group list; however, we recommend that you do not.

  If users start concurrent processes for the same calendar group, but with different group lists that include the same members, the second process stops soon after it begins. This enables the user to remove duplicate payees from the group list.

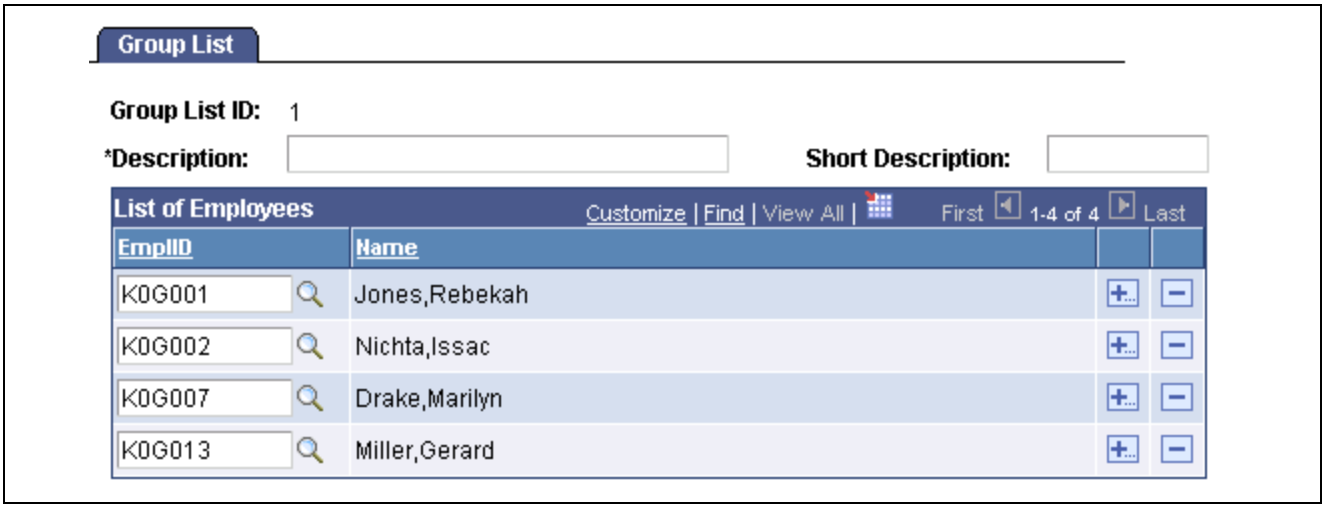
Warning! If you run the Calculate phase by group list only, the system doesn't detect changes to the payees that are added or removed from a calendar after the initial Identify phase, this is because "only payees within the group are processed." To process overlooked payees, run the Calculate phase for the entire population (without group lists) before finalizing the run.

Page Used to Create a Group List

Page Name	Object Name	Navigation	Usage
Group List	GP_GRP_LIST	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payee Groups, Group Lists, Group List	Create, edit, and view subsets of payees that you can process during a payroll or absence run.

Creating a Group List

Access the Group List page.



Group List page

EmplID Select the emplID for each person to include in the group.

Note. You can view or edit only groups that are created with your user ID.

Creating Process Streams

This section provides an overview of stream processing, lists prerequisites, and discusses creating streams.

Understanding Stream Processing

Stream processing is an optional feature that provides added flexibility to payroll processing. You can divide payees into subsets, or *streams,* based on employee ID ranges, and run calculations for either of the following:

- Only those payees in the stream that you select.
- Two or more streams at the same time.

By starting more than one stream at a time, you shorten the processing time significantly—the system processes the streams simultaneously, rather than going through a single, extended run. Using streams can also help control the sequence of each run and establish break points, to commit the results of your payroll run to the database.

You must process each stream before you can finalize the calendar group ID. The Cancel and Finalize phases are not stream-oriented because they affect all payees that are processed with the same calendar group ID.

Prerequisites

Stream processing requires preliminary steps. Perform steps 1 and 2 once. Perform steps 3 and 4 each time that you use stream processing while running a payroll.

To prepare for stream processing:

1. Create the streams.

2. Partition tables in the database.

   A database administrator needs to partition tables, using employee ID as the key.

3. When creating calendars, select the Stream Processing check box on the Calendar Group ID page.
4. Select the streams to process through the Payee/Absence Run Control page.

   To process several streams at once:

   a. Select the processing options for the first stream.
   b. Using a different Run Control ID, enter the instructions for the next stream.
   c. Repeat step (4b) for each stream.

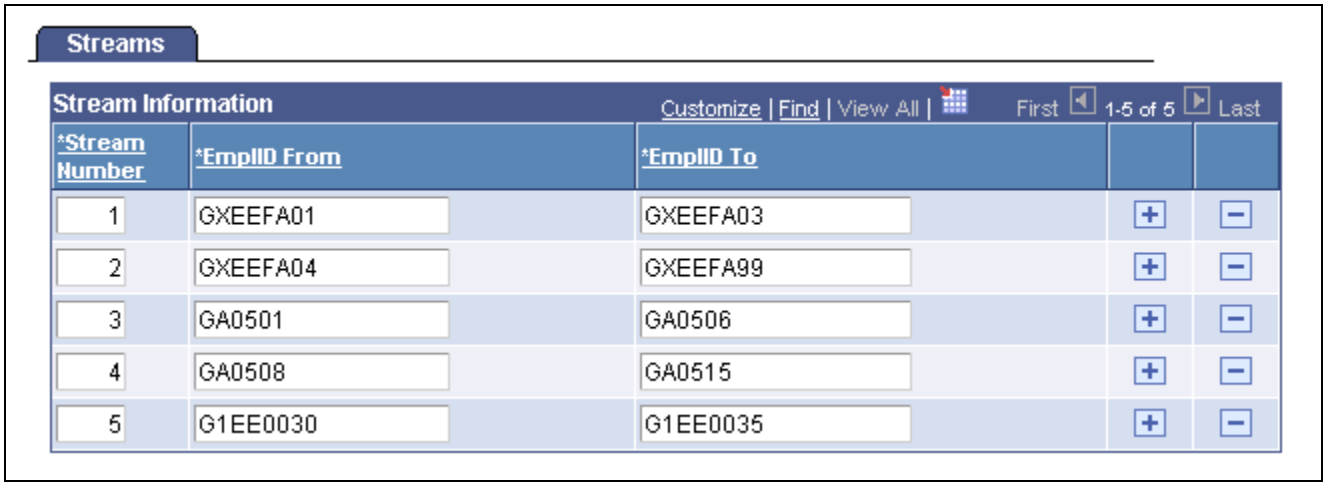
      You can run the streams all at once or at different times.

Page Used to Create Streams

Page Name	Object Name	Navigation	Usage
Streams	GP_STREAM	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payee Groups, Streams	Set up a processing stream. Before you can use stream processing, you must partition tables in the database.

Creating Streams

Access the Streams page.



Streams page

Enter a stream number and the emplIDs of the first and last payees to include in the stream.

Note. You cannot include the same emplID in more than one stream.

CHAPTER 22

Viewing and Finalizing Payroll Results

This chapter discusses how to:

- View processing results.
- View the log file.
- View processing statistics.
- View payee iterative lists.
- View payee messages.
- View payee status and update a payee's processing instructions.
- View results by calendar.
- View positive input results.
- View daily results of the Absence Take process.
- View delta values for retroactive calculations.
- View results by calendar group.
- Define administrator payroll results.
- View administrator payroll results.
- View an element resolution chain.
- Correct batch processing and data entry errors.
- Finalize a payroll or absence run.
- Cancel a payroll or absence run.
- Process special situations.
- Report Payroll Data.

See Also

Chapter 21, "Processing Payroll," page 527

Common Elements Used in This Chapter

Action Type Displays the type of action that the system performed when it processed an instance of positive input. Values are:

Add: The system processed the normal resolution of the element, processed the element again, and added the amount from positive input.

Do Not Prc (do not process): The system did not resolve the instance, based on instructions from the Positive Input page.

Override: The system resolved the value of this instance using an amount, rate, unit, percent, or base amount from the Positive Input component.

Zero: The system did not resolve the instance of positive input but entered 0 in the results table.

Calculate Action The following values appear in this field:

Calculate: The segment has been calculated.

Calculate and Replace: The segment was originally calculated and later an off-cycle correction, with a correction type of replacement, is selected.

Reverse: The segment was calculated originally, but during the recalculation period, the payee was no longer eligible for selection, and the segment was reversed. For example, assume that a payee was originally in Paygroup A but moved to Paygroup B. A retroactive change is made to switch the payee to Paygroup B. *Reversal* segments are created for the Paygroup A calendar during the retroactivity, to *reverse* the previous calculation.

EmplID From (employee ID from) and **EmplID To** (employee ID to) Enter the employee IDs of the first and last payees in the range (on inquiry pages) or to be included in the processing stream.

Paid and **Unpaid** The portions of the day count that are paid and unpaid.

Revision Number and **Version Number** Together, these fields indicate whether an amount was recalculated due to retroactivity and (if so) which retroactive method was applied:

When the retroactive method is corrective, the version number increments by 1; the Revision Number stays at 1.

When the retroactive method is forwarding, the version number stays the same; the Revision Number increments by 1.

The original set of output results for a calendar calculation is Version 1, Revision 1.

Segment Number The number that is associated with the segment. The value *1* appears if the calendar is not segmented.

Viewing Processing Results

After running the Calculate phase, you can view the results. Processing results appear on the components listed below. We suggest that you view the pages in the order shown.

Results Pages	Purpose
Log File	Enables the system administrator to determine whether the COBOL process was executed successfully.

Results Pages	Purpose
Processing Statistics	Provides processing statistics for the run, including the number of payees that are in error. View by calendar or calendar group.
Payee Iterative List	Lists those payees for whom the system has performed iterative calculations.
Payee Messages	Shows error messages and warnings.
Payee Status	Enables you to view the calculation status of payees and to enter processing instructions for individual payees.
Results by Calendar Group ID	Shows a payee's calculated earnings, deductions, accumulators, and supporting elements for each calendar that is associated with the calendar group ID that you select. You also see calculations by calendar segments, positive input, absences, and retroactive calculations, including deltas and forwarded adjustments.
Results by Calendar	These pages display the same information as the Results by Calendar Group pages, but only for the calendar that you select. You can view the results of a calendar that has been used in different Calendar Groups. For example, if retroactivity causes a calendar to be run more than once, you can access the results of the original run, plus the results of each retroactive run.
Element Resolution Chain	Shows how each element was resolved.

These pages can also be a helpful resource after the Finalize phase. All information remains available after you finalize a run except for Payee Messages and Iterative Triggers. Canceling an entire payroll or absence run deletes all results.

Viewing the Log File

This section discusses viewing the Log File generated by a payroll or absence process.

The Log File gives the system administrator basic information about the run and whether it was completed successfully. The language in which this file is produced is determined by the user ID of the person who enters the processing instructions on the Payroll/Absence Run Control page.

Example 1: Log File for Successfully Completed Run

The database name and the processing options that you selected on the Payroll/Absence Run Control page appear at the top of the file:

```
Process started       :               13:27:09

Connecting to Database                GP830DVL
  with User ID        :               PSGP
  and Batch Run ID    :               1

Calendar Group ID                     K0CRUSA 199910
  Stream Number       :               00
  Group List ID       :
  Identify Option     :               No
  Calculation Option  :               Y
  -   Trace Option    :               A
  -   Recalculate All :               N
  Unfreeze Option     :               N
  Freeze Option       :               N
  -   By Calendar     :               N
  Finalize Option     :               N
  Cancel Option       :               N
```

The Checkpoint Interval and Progress Interval that you selected on the Installation Settings page appear in the next section of the Log File.

```
Checkpoint / Restart
  CheckPoint Interval :               1000
  Progress Interval   :               0500
```

Information about the run phase follows. You can see some of the same information when you select the Restart Information link on the Payroll/Absence Run Control page.

```
Run Phase           :               1
  Cancel Pgm Option   :
  Identify Pgm Option :
  Next Program        :
  Next Step           :               0000
  Next Number         :               00
  Next Employee ID    :

Processing Payee Range
  First Employee ID   :               B-BARET100
  Last Employee ID    :               ZP007
```

A timestamp message appears at the beginning and end of each processing phase. The timestamps represent application server machine time, not database time.

```
Initial Phase started :               13:27:12

  Looking for T&L feed
  COMMIT TAKEN

Initial Phase ended   :               13:27:12

Iterative Phase started:              13:27:12

  COMMIT TAKEN
```

```
Iterative Phase ended  :                13:27:12

Cancel    Phase started:                13:27:12

  Canceling Selectively for Recalculation
  Total number of Segments processed   :          0
  COMMIT TAKEN

Cancel    Phase ended  :                13:27:14

Identify  Phase started:                13:27:14

  Iterative screening for new Payees

  Total number of Payees identified    :         10
  Total number of Segments identified  :         20
  COMMIT TAKEN

Identify  Phase ended  :                13:27:17

Calculate Phase started:                13:27:18

  Looking for T&L feed
  COMMIT TAKEN

  Total number of Payees processed     :         10
  Total number of Segments processed   :         20
  Total number of Payees in error      :          0
  Total number of Segments in error    :          0

Calculate Phase ended  :                13:27:45

  COMMIT TAKEN

Process ended          :                13:27:45

COBOL Array usage recorded during this run

PAYEE or SEGMENT Level Arrays

  Copybook      Array Name              Used   Limit
  ------------------------------------------------
  GPPIDNT7.CBL  CSTAT-DATA OF W-WK         2      50
 GPPIDNT7.CBL  CSEG-ENTRY OF W-WK         2      99
 GPPIDNT7.CBL  JOB-ROW OF W-WK            1    1000
 GPCDPDM1.CBL  L-JOB-DATA                 1     100
 GPCDPDM1.CBL  L-EMP-DATA                 1      20
 GPCDPDM1.CBL  L-PRD-DATA                 1      20
 GPCDPDM1.CBL  L-ADR-DATA                 2      20
```

```
 GPCDPDM1.CBL  L-CMP-DATA                3     100
 GPCDPDM1.CBL  L-WS-DATA                 1      20
 GPCDPDM .CBL  L-PMT-DATA                2      50
 GPCDPDM5.CBL  L-EVNT-DATA               1      50
 GPCUPINV.CBL  PINV-DATA                89    5000
 GPCUPINW.CBL  PINWB-DATA               33    3000
 GPCDPDM2.CBL  L-ABS-DATA                5    1000
 GPCDPDM5.CBL  L-FWD-PI-DATA            10     500
 GPCDPDM5.CBL  L-FWD-SOVR-DATA          10     600
 GPCDPDM5.CBL  L-PI-DATA                 5     300
 GPCDPDM5.CBL  L-PI-SOVR-DATA            3     600
 GPCDPDM5.CBL  L-PI-REF-DATA             3     600
 GPCUPINW.CBL  PINWC-DATA                6    2000
 GPCDPDM5.CBL  L-EOVR-DATA               1     300

PROCESS Level Arrays

  Copybook      Array Name              Used   Limit
  ------------------------------------------------
  GPCDPRUN.CBL  CAL-DATA                   2     100
 GPCUPING.CBL  PING-DATA                25      50
 GPCUPINT.CBL  PINT-DATA             107951  300000
 GPCUPINA.CBL  PINA-DATA               6718   18000
 GPCUPINB.CBL  PINB-DATA               6718   18000
 GPCPLIST.CBL  PL-PRCLIST-DATA            1      20
 GPCPLIST.CBL  PLS-SECTION-DATA          10     200
 GPCPLIST.CBL  PLE-ELEMENT-DATA          64    2000
 GPPCANWA.CBL  WA-TBL-NM OF W-WK         43      50 ***
 GPPIDNT7.CBL  PE-ENTRY OF PE-DATA        1      50
```

Example 2: Log File for Run That Is Terminated by an Error

The database name and the processing options that you selected on the Payroll/Absence Run Control page appear at the top of the file:

```
Process started        :                11:06:34

Connecting to Database                  GP830TS1
  with User ID         :                PS
  and Batch Run ID     :                GGTEST

Calendar Group ID                       GXHCRUSA 199910
  Stream Number        :                00
  Group List ID        :
  Identify Option      :                N
  Calculation Option   :                Y
  -   Trace Option     :                N
  -   Recalculate All  :                Y
  Unfreeze Option      :                N
  Freeze Option        :                N
  -   By Calendar     :                N
```

```
  Finalize Option      :                N
  Cancel Option        :                N

Checkpoint / Restart
  CheckPoint Interval  :                1000
  Progress Interval    :                0500
  Run Phase            :                1
  Cancel Pgm Option    :
  Identify Pgm Option  :
  Next Program         :
  Next Step            :                0000
  Next Number          :                00
  Next Employee ID     :

Processing Payee Range
  First Employee ID    :                B-BARET100
  Last Employee ID     :                Z9060

Initial Phase started  :                11:06:38

  Looking for T&L feed
  COMMIT TAKEN

Initial Phase ended    :                11:06:38

Cancel    Phase started:                11:06:38

  Canceling All For Recalculation
  Total number of Segments processed   :         12
  COMMIT TAKEN

Cancel    Phase ended  :                11:06:45

Calculate Phase started:                11:06:45

  Looking for T&L feed
  COMMIT TAKEN

Application Program Failed
Action Type     : SQL FETCH
 In Pgm Section  : SQLRT: DA000-FETCH
 With Return Code: 08608
 Error Message   : [Microsoft][ODBC SQL Server Driver]String data,
right truncation (SQLSTATE 01004) 0
Application Program Failed
In Pgm Section  : GPPDPDM1: RD000
Application Program Failed
In Pgm Section  : GPPDPDM0: XA000-GET-NEXT-SEGMENT
Application Program Failed
In Pgm Section  : GPPSERVC: XP000-CALL-PMT-DATA-MGR
```

```
Application Program Failed
In Pgm Section  : GPPDPRUN: JA000-CALL-SERVICE

Process ended          :                 11:06:48
The process terminated with ERRORS.
```

See Also

Chapter 22, "Viewing and Finalizing Payroll Results," Correcting Batch Processing and Data Entry Errors, page 596

Viewing Processing Statistics

This section discusses viewing processing statistics for a payroll or absence process.

The Processing Statistics component displays high-level processing results:

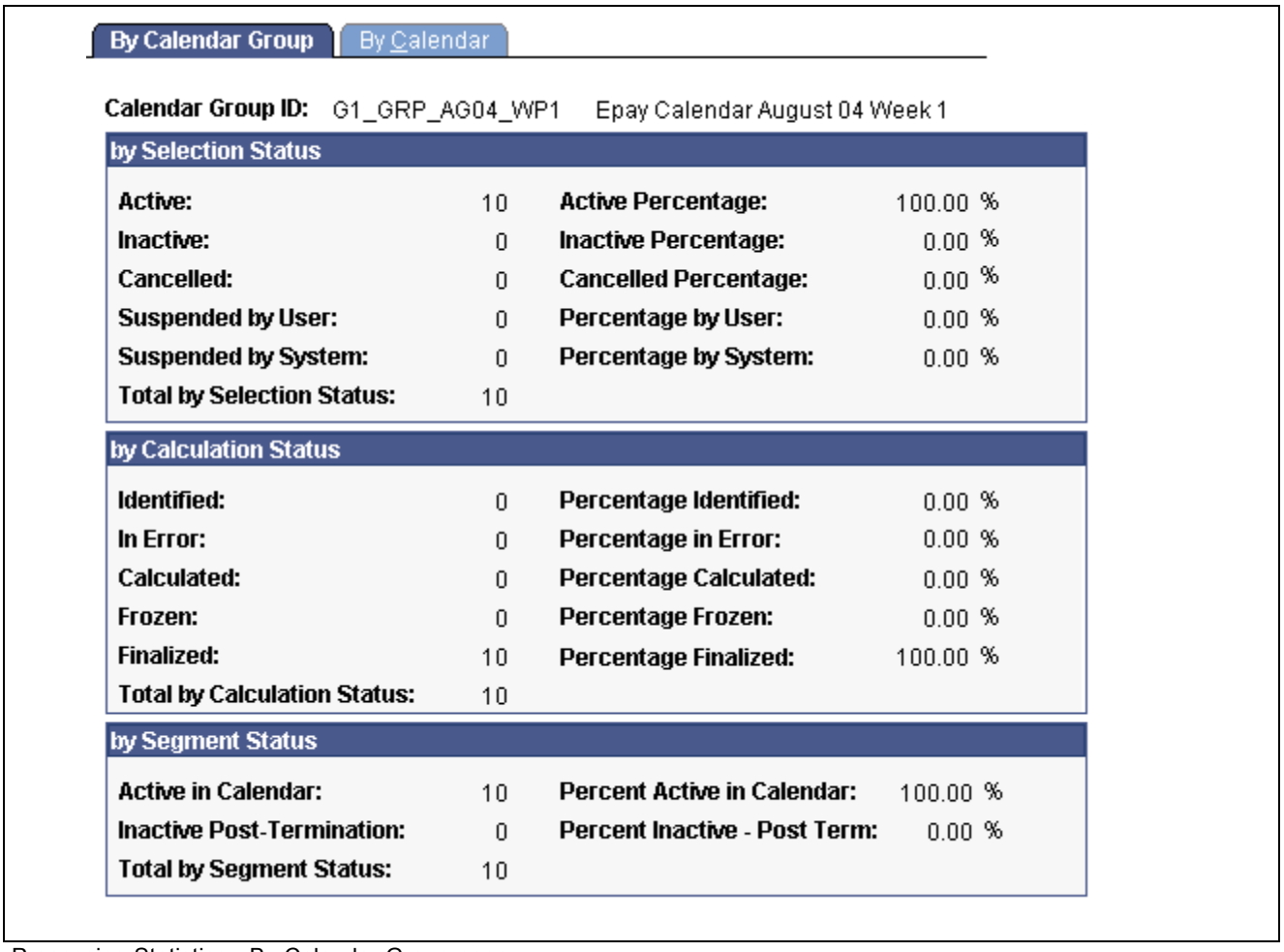
- The number of payees that are identified, in error, calculated, or finalized.
- The number of active, inactive, canceled, and suspended payees.

Pages Used to View Processing Statistics

Page Name	Object Name	Navigation	Usage
By Calendar Group	GP_CALRUN_STAT1	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Processing Statistics, By Calendar Group	View processing statistics for the payroll run or absence run by calendar group. First, run the Identify phase.
By Calendar	GP_CALRUN_STAT2	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Processing Statistics, By Calendar	View processing statistics for the payroll run or absence run by calendar.

Viewing Processing Statistics by Calendar Group

Access the By Calendar Group page.



Processing Statistics - By Calendar Group page

by Selection Status

Active Payees that were identified for processing because they were active for at least one day within the calendar period. Excludes payees with the selection status *Cancelled* or *Suspended*.

Inactive Payees that were identified for processing because they were inactive but had positive input, a retroactive trigger, or forwarded adjustment.

Cancelled Payees that you manually cancelled from the calendar group ID on the Payee Status page.

Suspended by User Payees that you manually suspended from the calendar group ID through the Payee Status page or the Payroll/Absence Run Control page.

Suspended by System Payees that the system suspended because the payee was also identified in another open calendar group ID.

by Calculation Status

This group box displays the number of payees with calculation statuses, followed by the percentage that each number represents.

by Segment Status

This group box displays the number of active and inactive payees, followed by the percentage that each number represents.

Active in Calendar Payees that were identified because they were active for at least one day within the calendar period.

Inactive Post-Termination Payees that are being paid for a period of time when they were inactive (such as a sales commission paid to a person that has left the company) or for a forwarding retroactive situation where there is a mismatch on the payment keys.

See Also

Chapter 30, "Defining Retroactive Processing," page 753

Viewing Processing Statistics by Calendar

Access the By Calendar page.

The fields on the By Calendar page are the same as those on the By Calendar Group page, but they reflect the results for an individual calendar.

To view statistics for the next or previous calendar that is associated with this calendar group ID, click the scroll arrows on the Calendar Statistics title bar.

See Also

Chapter 22, "Viewing and Finalizing Payroll Results," Viewing Processing Statistics by Calendar Group, page 552

Viewing Payee Iterative Lists

The payee iterative list provides an inquiry page that enables users to see who was processed during the last iterative calculation and why. Users can define whom the list includes: a single payee, payees that were recalculated, or an entire calendar group. Each batch process automatically creates a payee iterative list of those payees affected by the batch run.

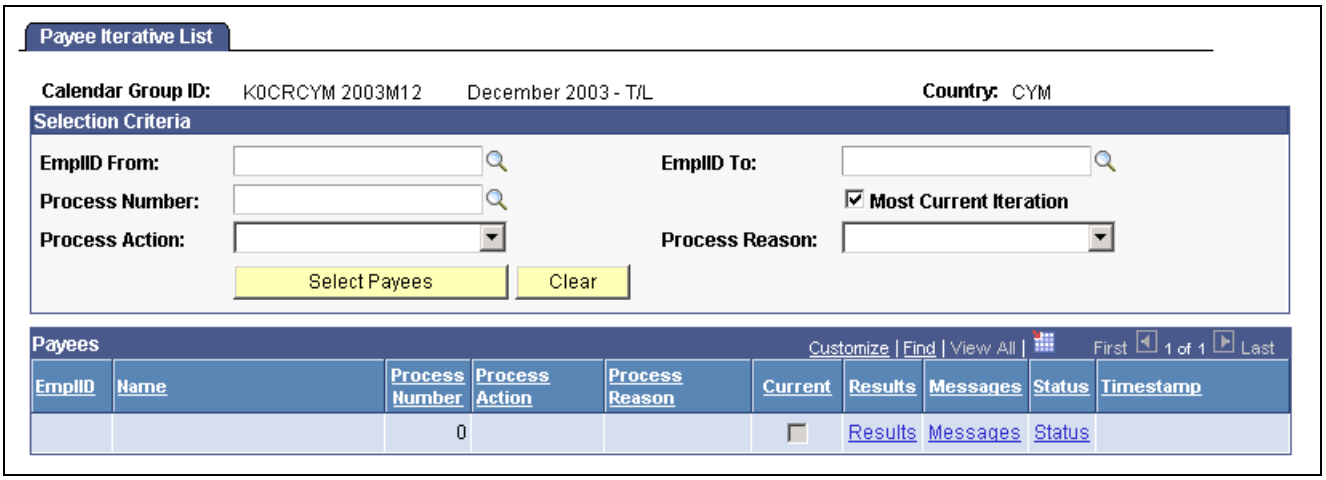
The Payee Iterative List is deleted when you run the Finalize process.

Page Used to View Payee Iterative Lists

Page Name	Object Name	Navigation	Usage
Payee Iterative List	GP_PYE_ITER_LST	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Payee Iterative List	View a list of employees that were processed in any manner during a batch process.

Viewing the Payee Iterative List

Access the Payee Iterative List page.



Payee Iterative List page

Calendar Group ID This list is available until the process is finalized for the Calendar Group, at which time the payee iterative list is deleted.

Process Number The process number has an associated operator ID, run control, timestamp, and group list ID.

Most Current Iteration Select to return only the payees processed in the last calendar group run.

Process Action The process action represents the high level reason for inclusion. They are *Added, Calculated, Status Change, Not Calculated,* and *Removed*

Process Reason Select a Process Reason to limit your search. Available options are: *Cancelled – By User, Error in Processing, Frozen – Run Control, Initial Calculation, Initial Identify, Iterative Trigger, Previously in Error, ReCalc – By User, ReCalc All – Run Control, Suspended – By User, Suspended – By System, Time and Labor Feed, Uncancelled – By User, Unfrozen – By Run,* and *Unsuspended – By System.*

Note. If you run the initial Identify and a calculation at the same time, the Action/Reason displayed is Calculated/Initial Identify.

Select Payees Runs the search according to the specifications that you selected in the Selection Criteria group box.

EmplID Displays the resulting emplIDs.

Current The system displays a *Y* if the viewed entry is the most current.

Messages Select to launch the Payee Message page in a new browser window.

Status Select to launch the Payee Status page in a new browser window.

Results Select to launch the Payee Results page in a new browser window.

Timestamp Displays when the run control was saved.

Viewing Payee Messages

Payee messages report errors and warnings that are generated during the Calculate phase. The system displays messages that are defined by PeopleSoft in the Message Catalog and any unique messages that you created using formula elements. You specify the population of payees for whom you want to review messages.

The message log is erased when you run the Finalize process.

This section discusses how to:

- View errors and warnings that are generated for the calendar group ID during the Identify or Calculate phase.
- View detailed information for a selected message.

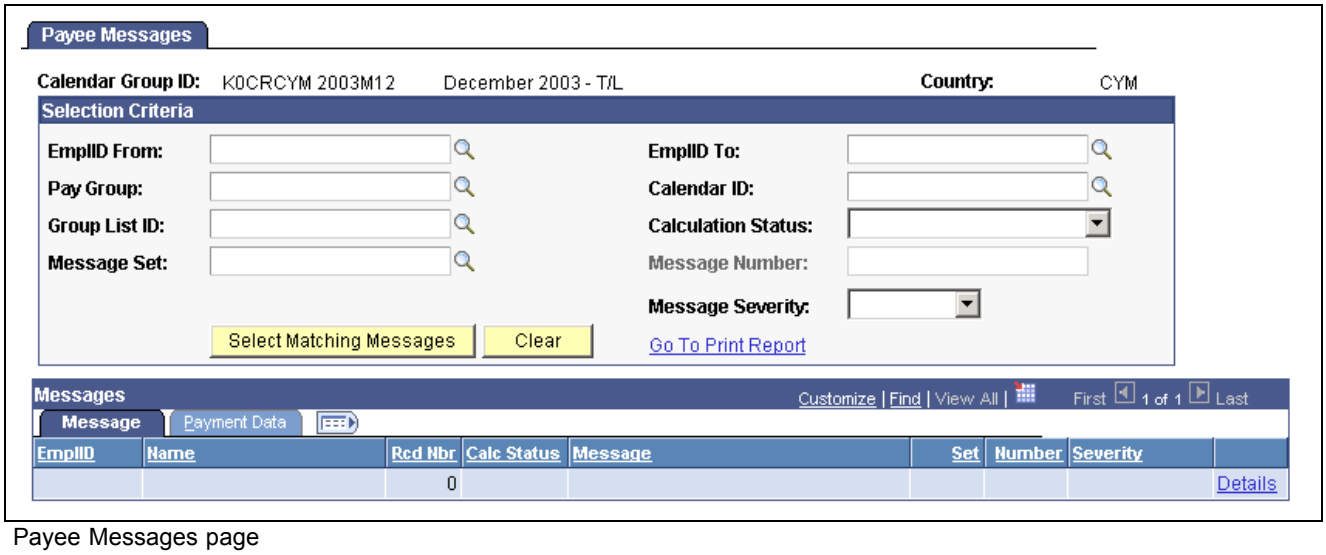
Important! Error messages require resolution; you cannot finalize a payroll or absence run with errors.

Pages Used to View Payee Messages

Page Name	Object Name	Navigation	Usage
Payee Messages	GP_MESSAGE_LOG	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Payee Messages	View errors and warnings generated for the calendar group ID during the Identify or Calculate phase.
Batch Message Details	GP_MESSAGE_SP	Click the Details link on the Payee Messages page.	View detailed information for a selected message.

Reviewing Payee Messages

Access the Payee Messages page.



Payee Messages page

To view payee messages:

1. Enter the criteria for screening messages in the Selection Criteria group box. (optional)

If you select a group list ID, messages for payees that currently belong to the group display. If you enter no selection criteria, messages for all payees in the calendar group display.

2. Click Select Matching Messages to display the results of your search.

Message

Set and **Number** — Associated set number and message number from the Message Catalog. (Message Set 17005 is the core batch message set; each country has a separate set number for messages from their country-specific batch processes.) If the message number is less than 300, the text only appears in the COBOL log file. Those with numbers greater than 300 appear online.

Details — Click to access the Batch Message Details page to see the full text of the message, an explanation, and the name of the Global Payroll program and program section that generated the message.

Message — Messages appear in the language that is associated with the user's language preference. Messages that have not been translated appear in the base language that is defined for Global Payroll.

Payment Data

This tab displays the calendar ID, paygroup, and segment associated with the warning or error message.

See Also

Chapter 21, "Processing Payroll," Status Codes and Process Indicators, page 531

Chapter 22, "Viewing and Finalizing Payroll Results," Correcting Batch Processing and Data Entry Errors, page 596

Viewing Payee Status and Updating a Payee's Processing Instructions

This section discusses how to review payee status and processing instructions.

Important! Changing a process indicator updates the process indicator for *every* calendar that is associated with the payee for a particular calendar group ID.

See Also

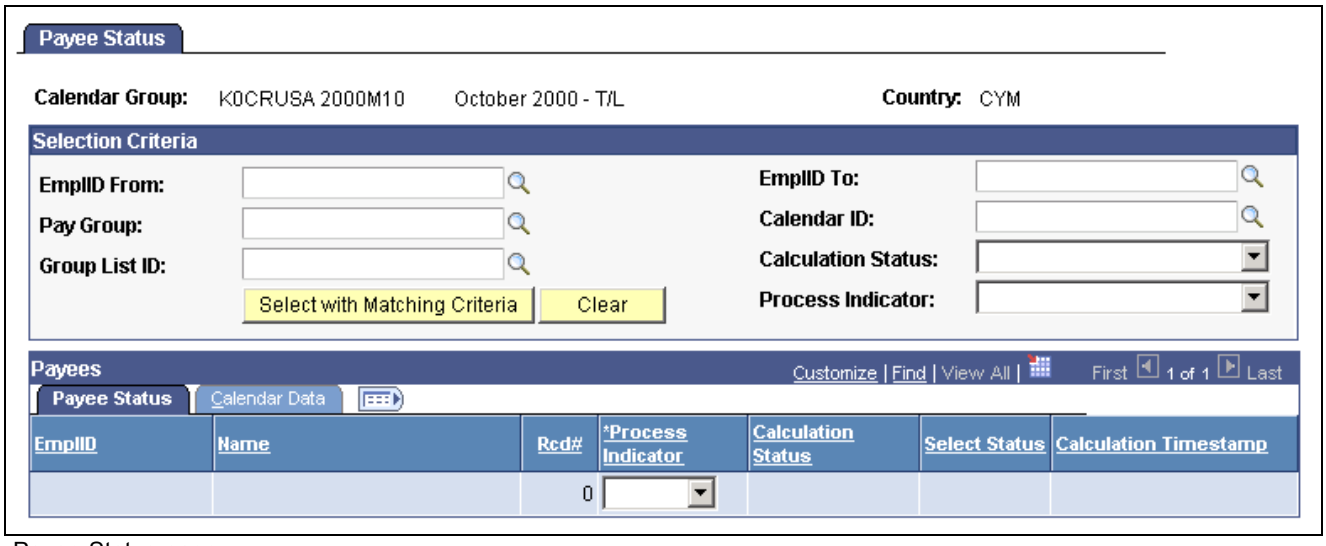
Chapter 21, "Processing Payroll," Status Codes and Process Indicators, page 531

Page Used to View Payee Status and Update a Payee's Processing Instructions

Page Name	Object Name	Navigation	Usage
Payee Status	GP_PAYEE_STATUS	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Payee Status	View payees by process indicator, calculation status, or other criteria and specify the action that the system is to take.

Reviewing Payee Status and Processing Instructions

Access the Payee Status page.



Payee Status page

To review payee status:

1. In the Selection Criteria group box, specify which payees to review (optional).

   For example, to see all payees that will be suspended from the next run, select *Suspend* in the Process Indicator field.

2. Click the Select with Matching Criteria button to display the results of your search.

To enter processing instructions for a payee:

1. In the Selection Criteria group box, specify the payees for which you want to enter instructions.
2. On the Payee Status tab, select the applicable process indicator.

Payee Status

The system displays the results of your search. Each segment, including retroactive segments, is listed on a separate line.

Process Indicator Select the action for the system to take. Some actions take effect instantly; others take effect the next time you run the batch process for the population that the payee is in. The selection status that's associated with the payee and

the payment's calculation status determine what actions you can select. (You cannot change process indicators after a run is finalized.)

All process indicators apply to all payments for a payee. You can see a payee's list of payments in the Results by Calendar component. If a payee has two process indicators because of two jobs, and you change the value of one process indicator to *Cancel,* the second process indicator is also set to *Cancel,* and the payee isn't paid. Options are:

Cancel: The next time you run Calculate, the payee's results (and segment status record) are deleted. The selection status is *Cancel*. The payee remains in *Cancel* status, unless you later change the status to *Uncancel.*

Freeze: Allowed only when the calculation status is *Payment Calculated.* Immediately updates the status to *Frozen* and causes future runs of the Calculate phase to ignore unprocessed positive input or other changes that have been entered since the payee was last calculated (for this calendar period). Applies to all segments for the payee.

Normal.

Re-Calc (recalculate): Use only when the calculation status is *Payment Calculated or Frozen.* The next time you run Calculate, the payee will be recalculated.

Suspend: The next time you run the batch process, the payee's results (and segment status record) are deleted. The selection status is set to *Suspended by User*. The payee is reidentified for inclusion in the pay run.

Uncancel: Use only if the selection status is *Cancelled.*

Unfreeze: Allowed only when the calculation status is *Frozen.* This action immediately changes the calculation status to *Payment Calculated.* The next time the Calculate phase is run for this payee, the system processes unprocessed changes (iterative triggers). Applies to all segments for the payee.

Calendar Data

This tab identifies the segment for which the payment was generated, the pay entity associated with the calendar, and the run type (absence or payroll).

Viewing Results by Calendar

Each time you run the Calculate phase, you can use the Results by Calendar pages to display payee information.

This section discusses how to:

- View segmentation information for a payee.
- View detailed information about a segment.
- View earnings and deductions for a calendar.
- View accumulators for a calendar.
- View supporting elements by calendar.

You can review the results of a calendar each time it's run. For example, if retroactivity causes the February 2000 calendar to be recalculated in March, April, and May, you can quickly view the results for each calendar run on the Results by Calendar page. Click the scroll arrows to view each set of results for the calendar.

See Also

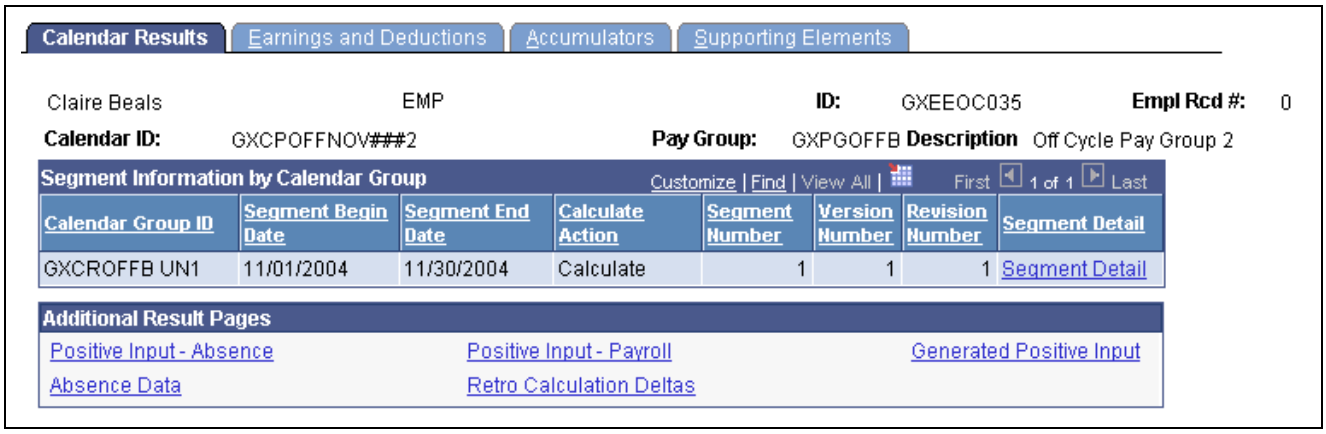
Chapter 22, "Viewing and Finalizing Payroll Results," Viewing Results by Calendar Group, page 583

Pages Used to View Results by Calendar

Page Name	Object Name	Navigation	Usage
Results by Calendar - Calendar Results	GP_RSLT_CAL_SEG	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar, Calendar Results	View segmentation information for a payee. Page includes links to other pages that display positive input, absence, and retroactive results.
Result Segment Detail	GP_RSLT_SEG_SP	• Click the Segment Detail link on the Calendar Results page. • Click the Segment Detail link on the Calendar Group Results page.	View more information about a segment's process and segment statuses. This page is also accessible by calendar group. See Chapter 22, "Viewing and Finalizing Payroll Results," Pages Used to View Results by Calendar Group, page 584.
Results by Calendar - Earnings and Deductions	GP_RSLT_CAL_ED	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar, Earnings and Deductions	View information about earnings and deductions for a payee.
Element Resolution Details	GP_RSLT_RES_SEC	Click the Resolution Details link on the Results by Calendar - Earnings and Deductions page.	View resolution details for each element. This page is also accessible by calendar group. See Chapter 22, "Viewing and Finalizing Payroll Results," Pages Used to View Results by Calendar Group, page 584.
Results by Calendar - Accumulators	GP_RSLT_CAL_ACUM	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar, Accumulators	View accumulator amounts.
Results by Calendar - Supporting Elements	GP_RSLT_CAL_PIN	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar, Supporting Elements	View information for each supporting element that was used to calculate the earning or deduction amount.

Viewing Segmentation Information for a Payee

Access the Results by Calendar - Calendar Results page.

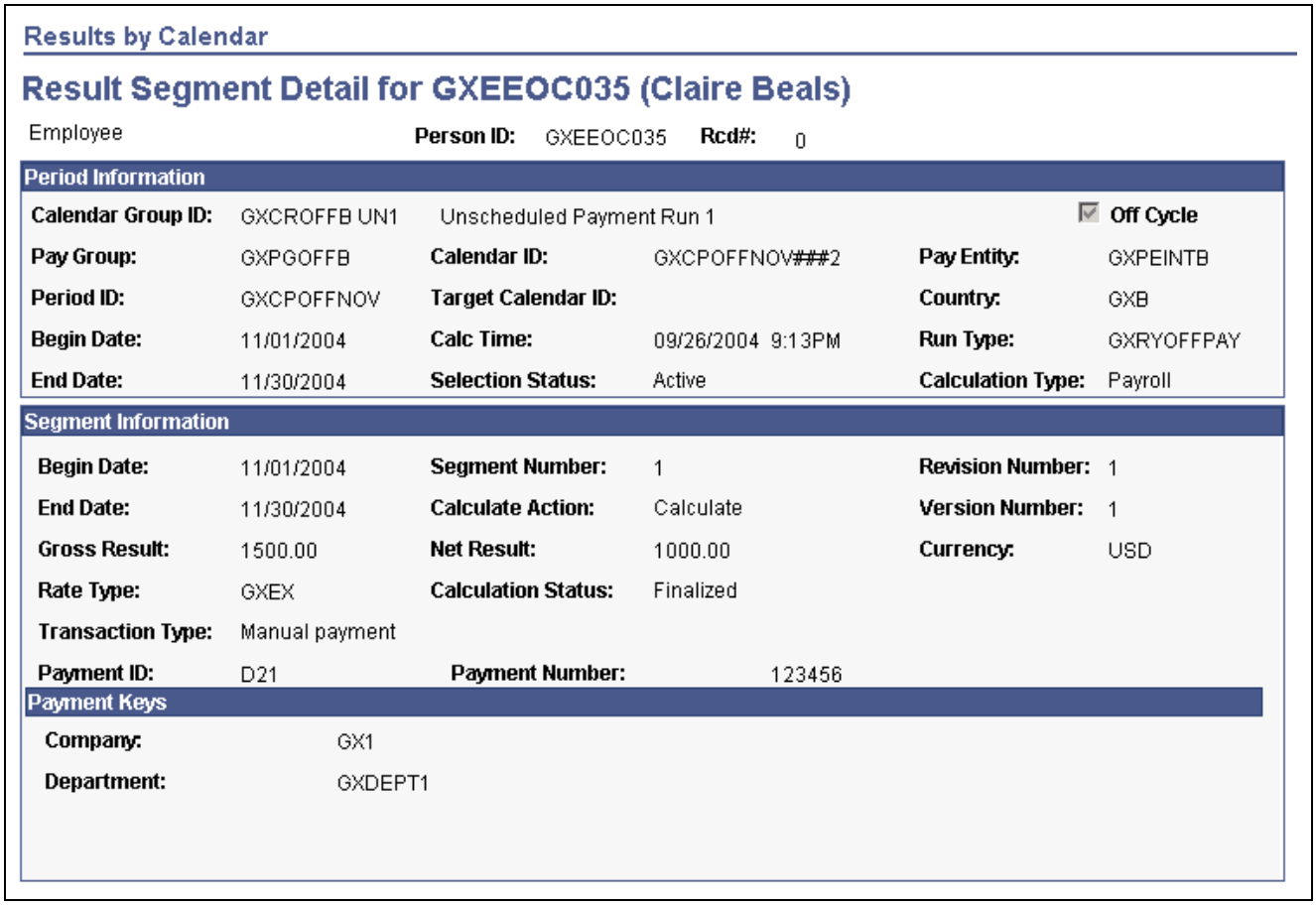


Results by Calendar - Calendar Results page

Segment Detail Click to access the Result Segment Detail page.

Viewing Detailed Information About a Segment

Access the Result Segment Detail page.



Result Segment Detail page

Period Information

Period ID The ID for the time period that is covered by the calendar.

Begin Date and **End Date** The begin and end dates that are associated with the Process Stat record. The dates match the calendar begin and end dates.

Target Calendar ID The target calendar that you selected when defining the calendar for this calendar run.

Calc Time (calculation time) The last time that calculations were run for this payee.

Segment Information

Rate Type The exchange rate type associated with the payment. (You define the exchange rate type on the Pay Group Name page and can override it by payee.)

Calculation Status Values are:

Active in Segment: Payee was active for at least one day during the calendar segment.

Inactive in Segment: Payee was not active during that time period.

*Finalized:*This particular calculation for the payment/transaction has been finalized.

Transaction Type Appears for off-cycle results. Values are *Correction, Advance Payment, Unscheduled Payment,* and *Manual Payment.*

Payment ID The ID of a manual payment.

Payment Number The payment number of a manual payment.

Payment Keys

This group box displays any payment keys that have been defined for the payee's pay entity.

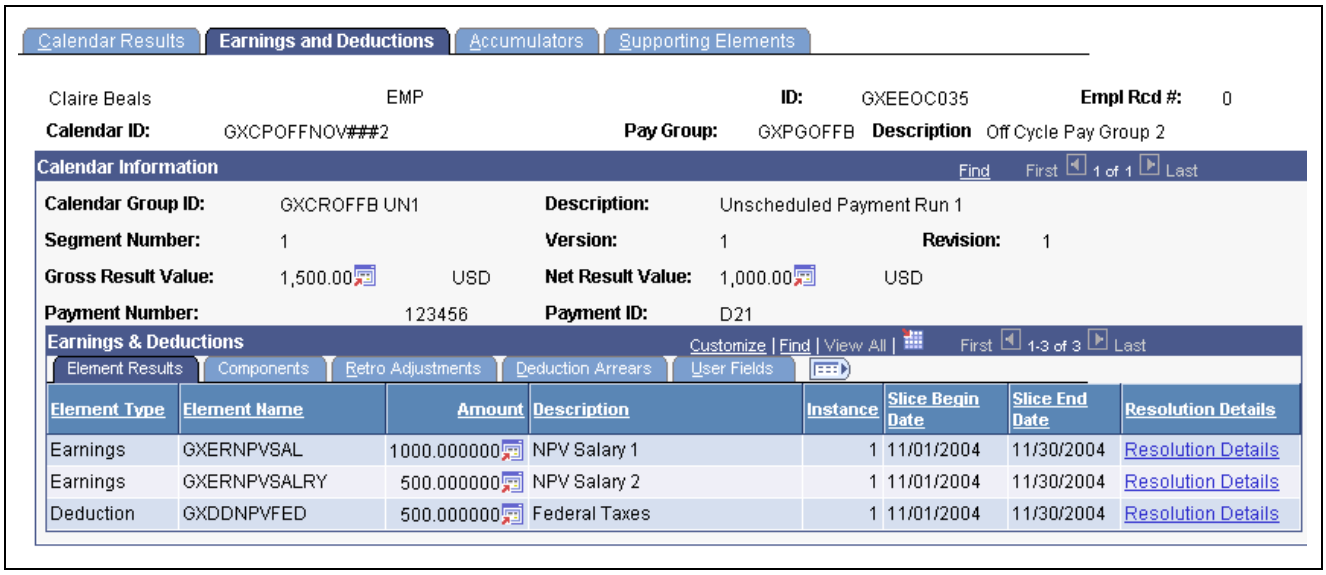
See Also

Chapter 21, "Processing Payroll," Status Codes and Process Indicators, page 531

Chapter 14, "Defining the Organizational Structure," Entering Processing Details for a Pay Entity, page 350

Viewing Earnings and Deductions for a Calendar

Access the Results by Calendar - Earnings and Deductions page.



Results by Calendar - Earnings and Deductions page

Amount The amount that the system calculated for this element. For deductions, this is the amount plus the payback.

Retro Adjustments

Calculation Adjustment If there was retroactivity for the earning or deduction element, the sum of any retroactive adjustments that were applied during this pay period.

Base Adjustment If base is a component of the element's calculation rule, the sum of any retroactive adjustments applied to the base amount during this pay period.

Unit Adjustment If unit is a component of the element's calculation rule, the sum of any retroactive adjustments made to the units during this pay period.

Deduction Arrears

Amount The deduction amount plus the payback amount.

Amount Not Taken The deduction amount that exceeds the net pay accumulator for the current pay period.

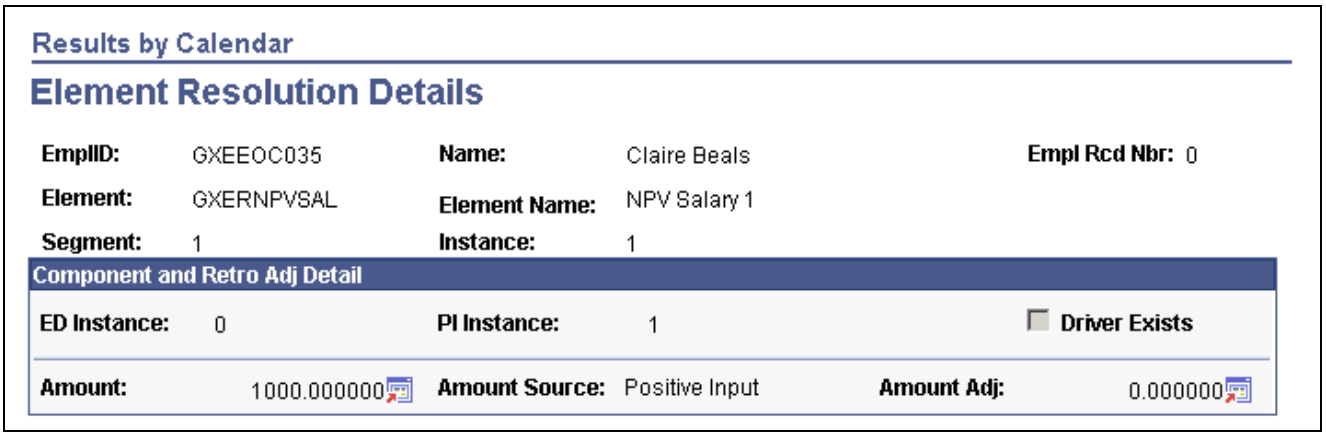
Payback Amount The portion of the arrears balance that is being paid off during the current pay period.

Amount Added to Arrears The amount that is added to the arrears balance accumulator. (The displayed value equals the Amount Not Taken if you selected Deduction Arrears Allowed on the Arrears page.)

Resolution Details Click to access the Element Resolution Details page, where you can view resolution details for each element.

Viewing Resolution Details

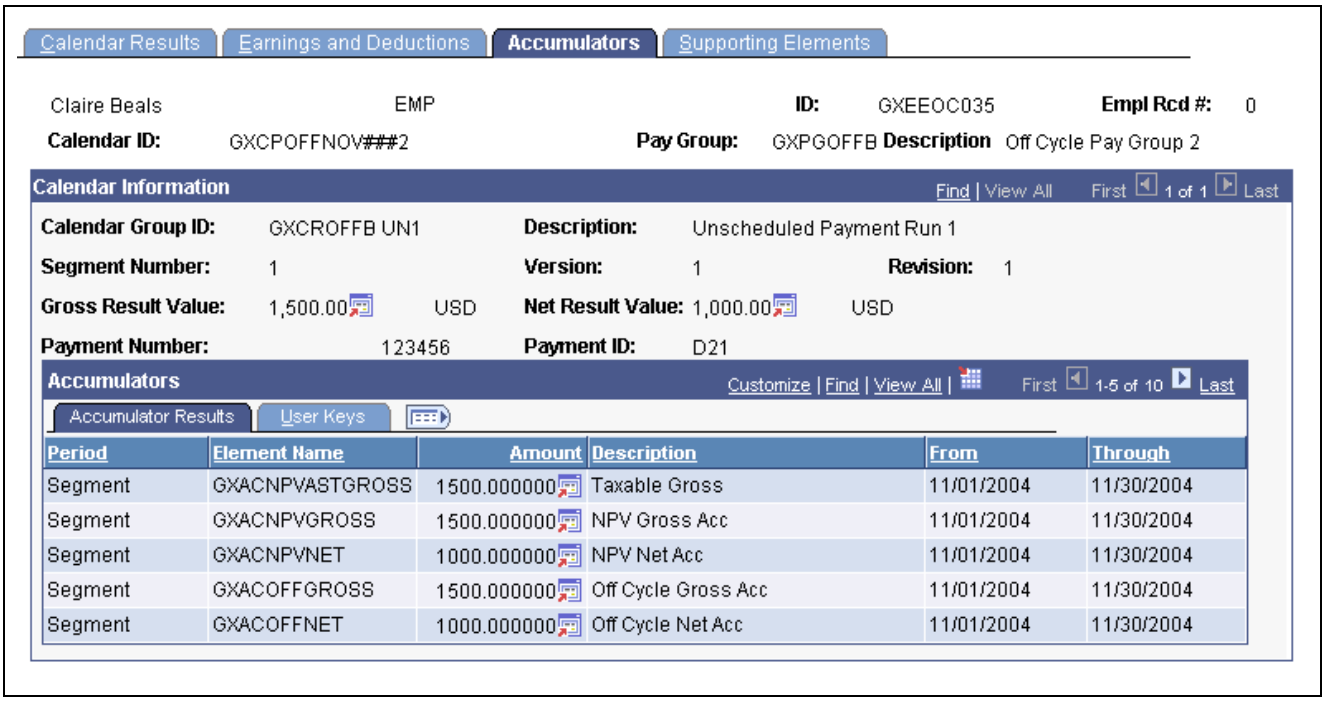
Access the Element Resolution Details page.



Element Resolution Details page

Viewing Accumulators for a Calendar

Access the Results by Calendar - Accumulators page.



Results by Calendar - Accumulators page

Accumulator Results

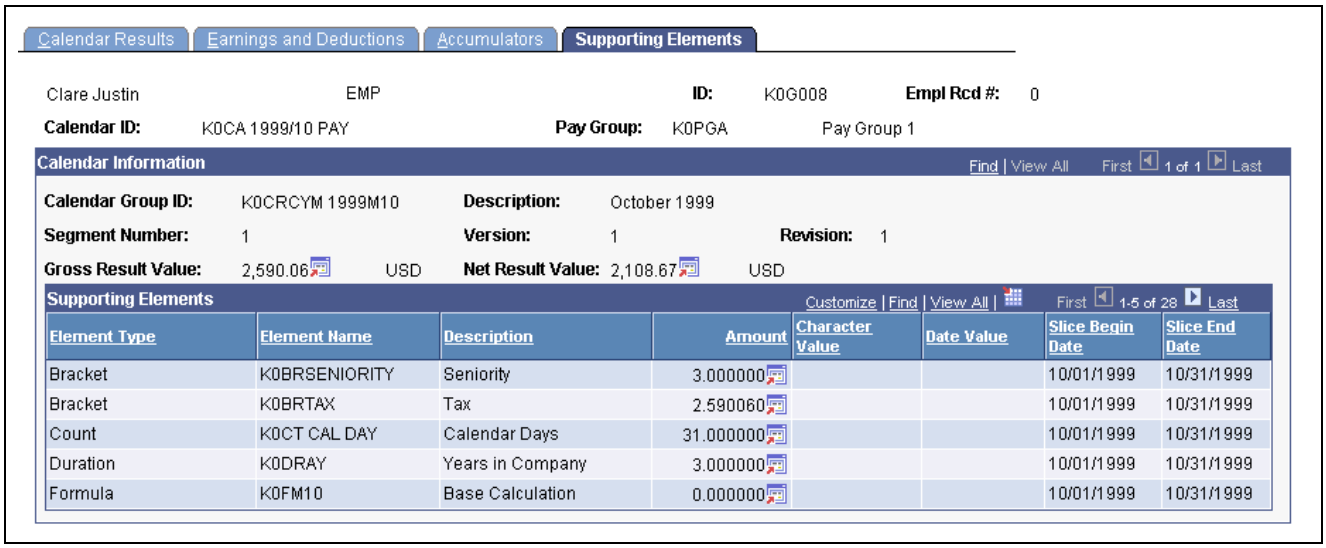
Period The period of time tracked by the accumulator.

User Keys

This tab displays the system element or variable element that is associated with the user keys for each accumulator.

Viewing Supporting Elements by Calendar

Access the Results by Calendar - Supporting Elements page.



Results by Calendar - Supporting Elements page

The type of value that the supporting element resolved to determines the column that it is listed under Amount, Character Value, or Date Value.

Slice Begin Date and **Slice End Date** The begin and end dates of the slice in which the supporting element was resolved.

Viewing Positive Input Results

This section discusses how to:

- View positive input from the Absence Take process.
- View all positive input processed for a payee.
- View system-generated positive input by calendar.
- View supporting element information.

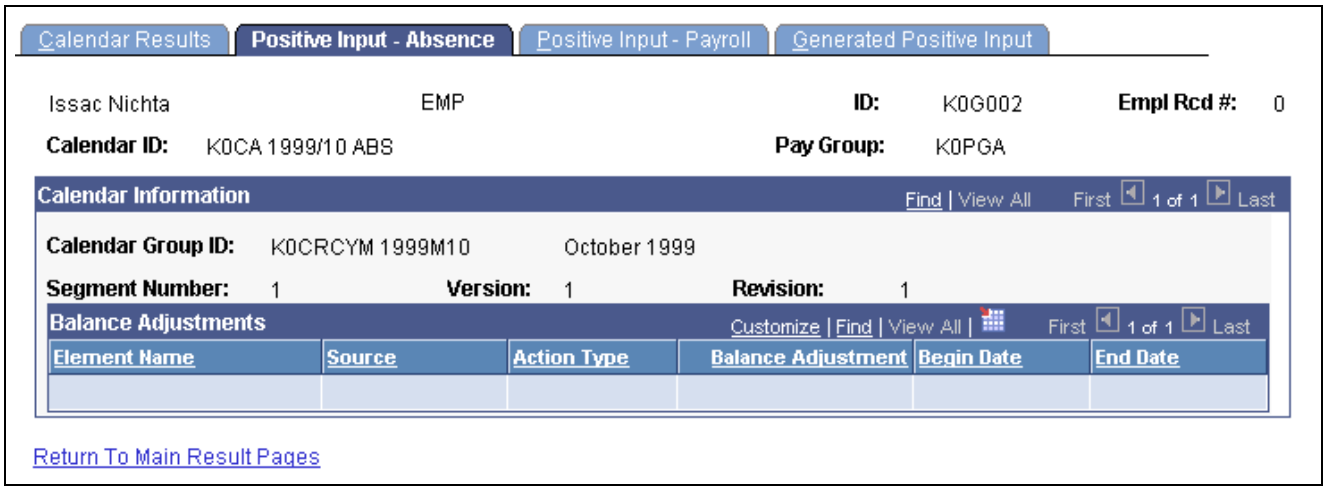
Pages Used to View Positive Input Results

Page Name	Object Name	Navigation	Usage
Positive Input - Absence	GP_RSLT_CAL_AE, GP_RSLT_RUN_AE	• Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar, Calendar Results Click the Positive Input - Absence link on the Calendar Results page. • Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar Group, Calendar Group Results Click the Positive Input - Absence link on the Calendar Group Results page.	Displays balance adjustments made to frequency-based entitlement elements that are processed for the absence calendar.
Positive Input - Payroll	GP_RSLT_CAL_PI, GP_RSLT_RUN_PI	• Click the Positive Input - Payroll link on the Calendar Results page. • Click the Positive Input - Payroll link on the Calendar Group Results page.	View all processed positive input that was targeted to a calendar in the calendar group.
Positive Input - Details	GP_RSLT_PI_COMP_SP	Click the Other Data link on the Positive Input - Payroll page.	View detailed user instructions on the Positive Input - Details page.
Results by Calendar - Supporting Element Overrides	GP_RSLT_PI_SOVR_SP	Click the Override link on the Positive Input - Payroll page.	View detailed user instructions on the Positive Input - Supporting Elements page.
Generated Positive Input	GP_RSLT_CAL_GPI, GP_RSLT_RUN_GPI	• Click the Generated Positive Input link on the Calendar Results page. • Click the Generated Positive Input link on the Calendar Group Results page.	View resolved and unresolved positive input that was created for another calendar from: a generated positive input section of the process list; the absence take process; and payable time that was retrieved from Time and Labor.
Results by Calendar - Positive Input - Details	GP_RSLT_GPICOMP_SP	Click the Other Data link on the Generated Positive Input page.	Displays detailed information for a system-generated instance of positive input.

Page Name	Object Name	Navigation	Usage
Results by Calendar-Supporting Element Overrides	GP_RSLT_GPISOVR_SP	Click the Override link on the Generated Positive Input page.	Displays information for supporting elements that are associated with a system-generated instance of positive input.

Viewing Positive Input From the Absence Take Process

Access the Positive Input - Absence page.



Positive Input - Absence page

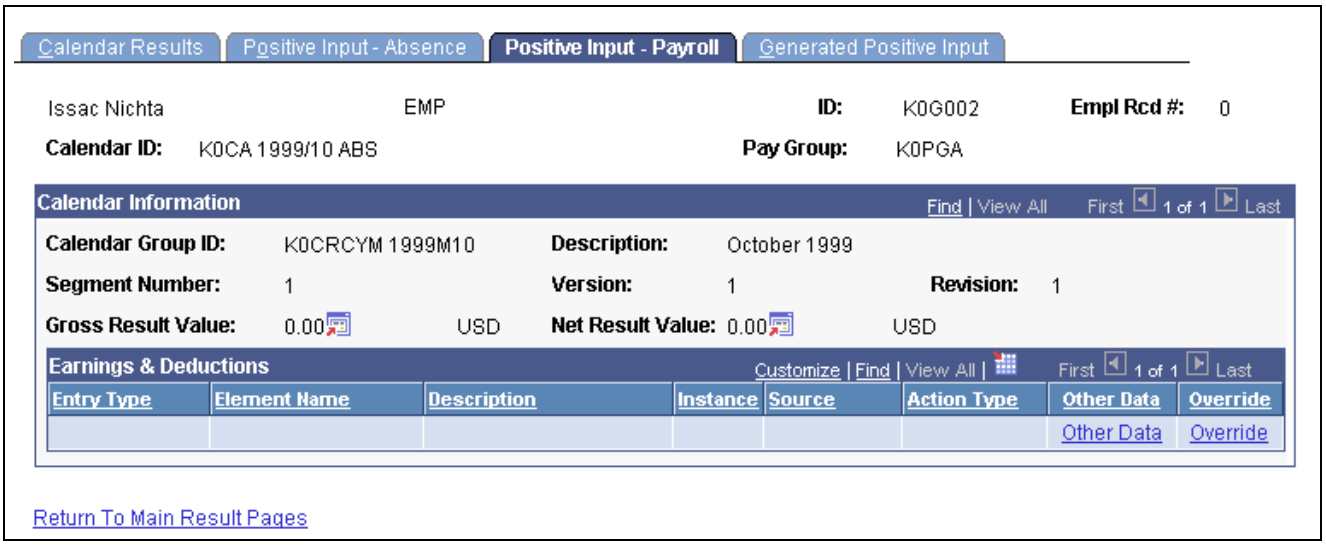
Source *Absence* means that the instance of positive input was created by the Absence Take process.

Balance Adjustment The number of units by which the entitlement balance for this absence take element is being adjusted, if applicable.

Begin Date and **End Date** The first day and last day of the absence event.

Viewing All Positive Input Processed for a Payee

Access the Positive Input - Payroll page.



Positive Input - Payroll page

Earnings & Deductions

Entry Type Displays the entry type.

Element Name Displays the element name.

Description Displays the element description.

Source Displays the origin of the positive input. Values are:

Absence: The instance was generated by the Absence Take process.

Gen PI (generated positive input): This instance was created through a generated positive input section of a process list.

Manual: The instance was manually entered into the system.

Time&Labor: The instance was received from Time and Labor.

Other Data Click to access the Details page to view the detailed instructions that were entered on the Positive Input - Details page.

Override Click to access the Positive Input - Supporting Element Overrides page to view any override information that was entered on the Positive Input - Override page.

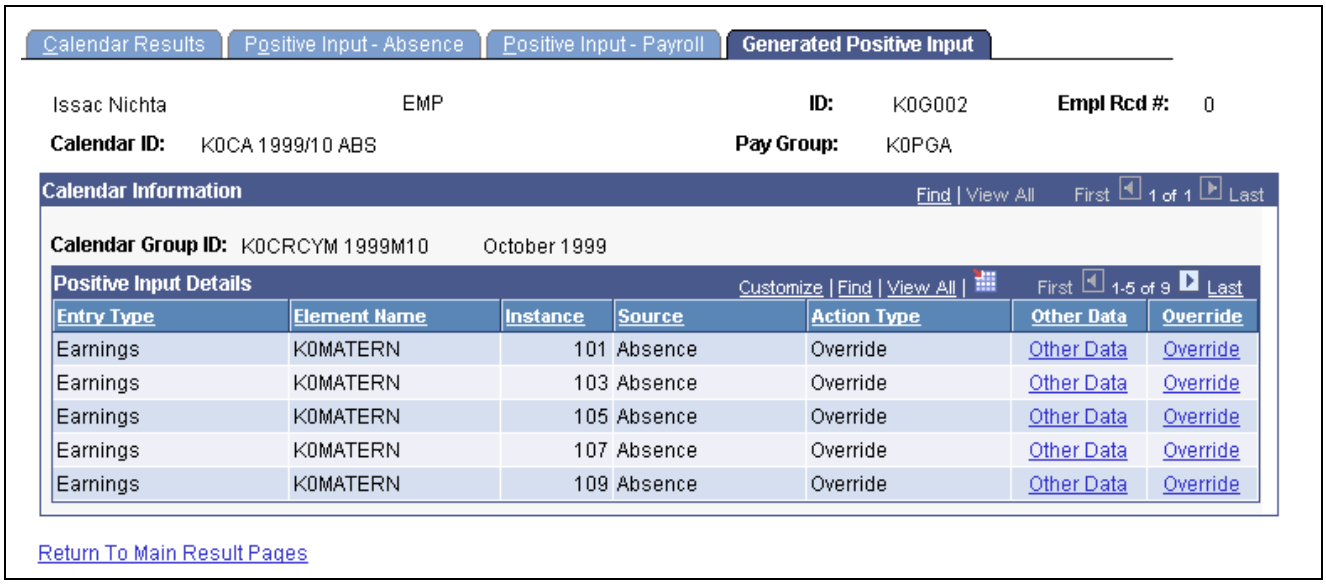
See Also

Chapter 17, “Working with Positive Input,” Overriding Positive Input Details, page 425

Chapter 18, “Setting Up Overrides,” page 435

Viewing System-Generated Positive Input by Calendar

Access the Generated Positive Input page.



Generated Positive Input page

Other Data Click to access the Details page where you can view detailed information about the instance of positive input.

Override Click to access the Supporting Element Overrides page where you can view information for supporting elements that are associated with the generated instance.

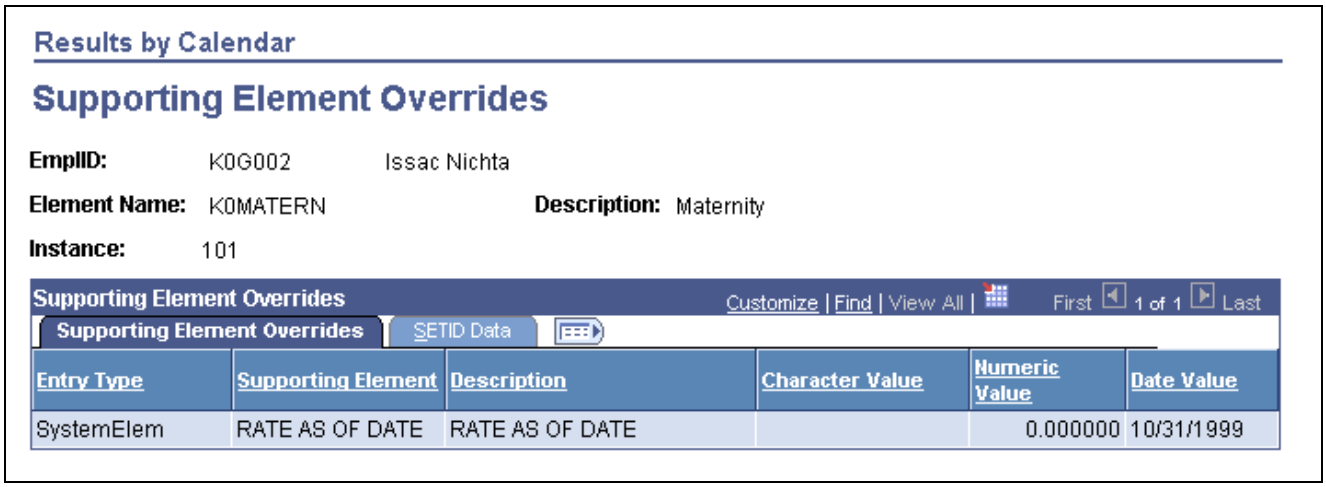
See Also

Chapter 22, "Viewing and Finalizing Payroll Results," Viewing Supporting Element Information, page 570

Chapter 17, "Working with Positive Input," Overriding Positive Input Details, page 425

Viewing Supporting Element Information

Access the Results by Calendar - Supporting Element Overrides page.



Results by Calendar - Supporting Element Overrides page

SETID Data

This tab displays the setID associated with the supporting element override.

See Also

Chapter 18, "Setting Up Overrides," page 435

Viewing Daily Results of the Absence Take Process

This section discusses how to:

- View the daily results of the absence process.
- View information about the payee's entitlement balance.
- View hours that a payee was absent.
- View values from the user defined fields.
- View values from the Cfg1 . . . 4 scheduling fields.
- View values from Cfg1 . . . 4 fields (alternate work schedule in effect).

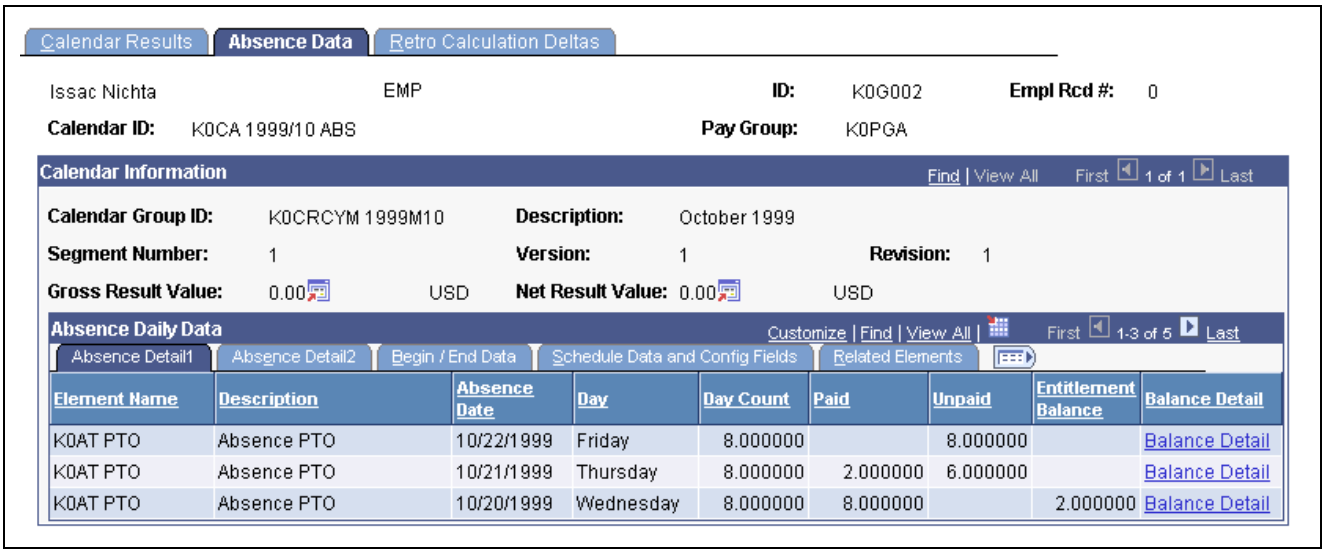
Pages Used to View Daily Results of the Absence Take Process

Page Name	Object Name	Navigation	Usage
Absence Data	GP_RSLT_CAL_ABS, GP_RSLT_RUN_ABS	• Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar, Calendar Results Click the Absence Data link on the Calendar Results page. • Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar Group, Calendar Group Results Click the Absence Data link on the Calendar Group Results page.	View the daily results of the Absence Take process, including the day count, paid and unpaid day count, ending entitlement balance, forecast value, absence type, and reason.
Absence Balance Data	GP_ABS_EXPLAIN_SP	Click the Balance Detail link on the Absence Detail1 tab of the Absence Data page.	View detailed information about the payee's entitlement balance.

Page Name	Object Name	Navigation	Usage
Absence Begin/End Data	GP_ABS_BGN_END_SP	Click the Begin/End link on the Begin/End Data tab of the Absence Data page.	View the hours that a payee was absent, if less than a full day. This page shows the first date of the absence and the original begin date, if this absence is linked to a previous absence.
Configurable Fields	GP_ABS_CONFIG_SP	Click the Configurable Fields link on the Schedule Data and Config Details tab of the Absence Data page.	View values that were entered in the User Defined fields when the absence was reported and the User Defined values that are associated with the take element.
Work Schedule Data	GP_ABS_WS_SP	Click the Work Schedule link on the Schedule Data and Config Fields tab of the Absence Data page.	View values that were entered in the Sch Cfg1…4 fields (Shifts page) that apply to the absence date. Also view values for the Sch Cfg fields that are associated with the Workday override schedule selected on the Daily Work Schedule Override page.
Alternate Work Schedule Data	GP_ABS_ALT_WS_SP	Click the Alternate Work Schedule link on the Schedule Data and Config Fields tab of the Absence Data page.	View values that were entered in the Sch Cfg1…4 fields (Shifts page or Daily Work Schedule Override page) that apply to the absence date. Applicable only If an alternate work schedule was in effect on the absence day.

Viewing the Daily Results of the Absence Process

Access the Absence Data page.



Absence Data page

Day Count Displays the result of the Day Formula for the absence take element.

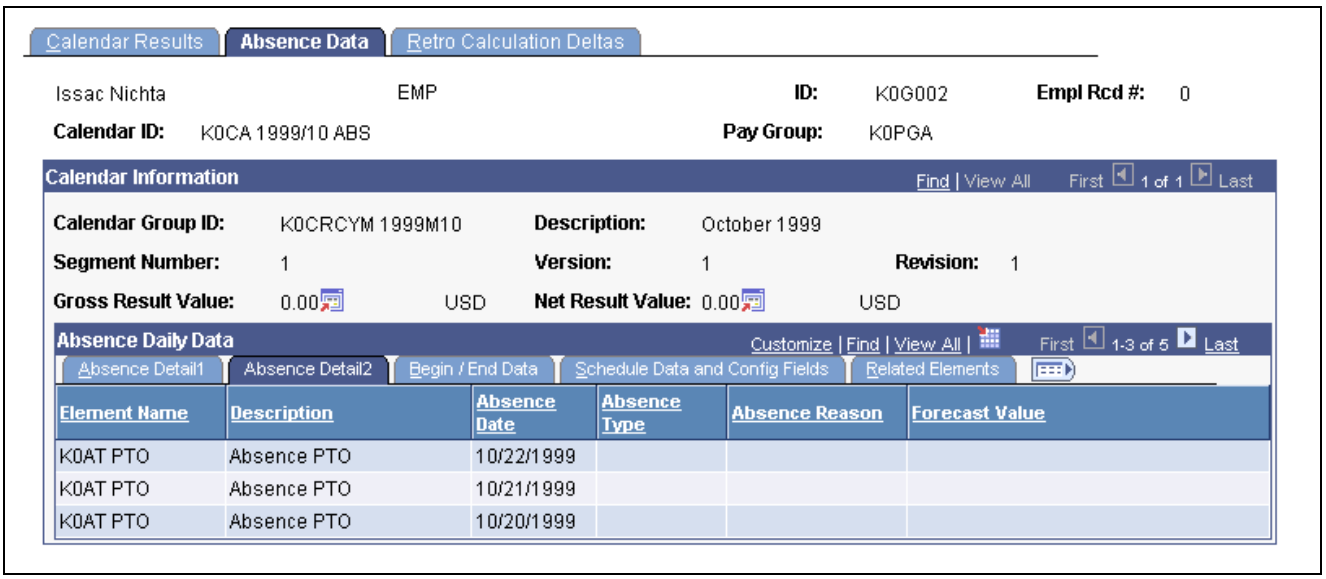
Entitlement Balance Displays the number of paid absence days to which the payee is entitled after taking this absence into account.

Balance Detail Click to access the Absence Balance Data page where you can view additional information about the absence.

See Chapter 22, "Viewing and Finalizing Payroll Results," Viewing Entitlement Balance Information, page 576.

Absence Detail2

Select the Absence Detail2 tab.

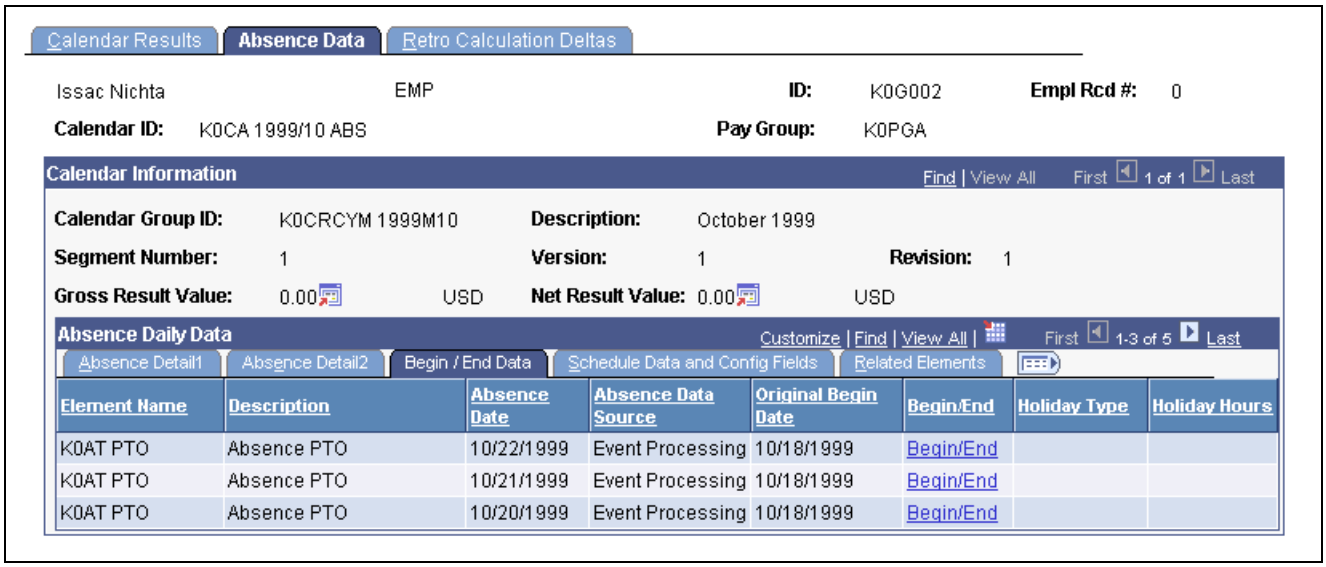


Absence Data page: Absence Detail2 tab

The Forecast Value field displays the forecast value for the last day of the absence event.

Begin/End Data

Select the Begin/End Data tab.



Absence Data page: Begin/End Data tab

Absence Data Source Displays the absence process that generated the absence event:

Take Processing: The row was created when a negative entitlement balance was redirected to another take element (according to instructions on the Absence Take - Negative Balance page) or when the "mapped to" feature (defined on the Absence Take - Day Formula page) resulted in the creation of a second absence event.

Event Processing: The row was created when the absence event was expanded into daily rows during the Absence Take process.

Original Begin Date If this is a linked absence, the original begin date from the Absence Event Entry page appears.

Begin/End Click to access the Absence Begin/End Data page where you can view information about partial-day absences.

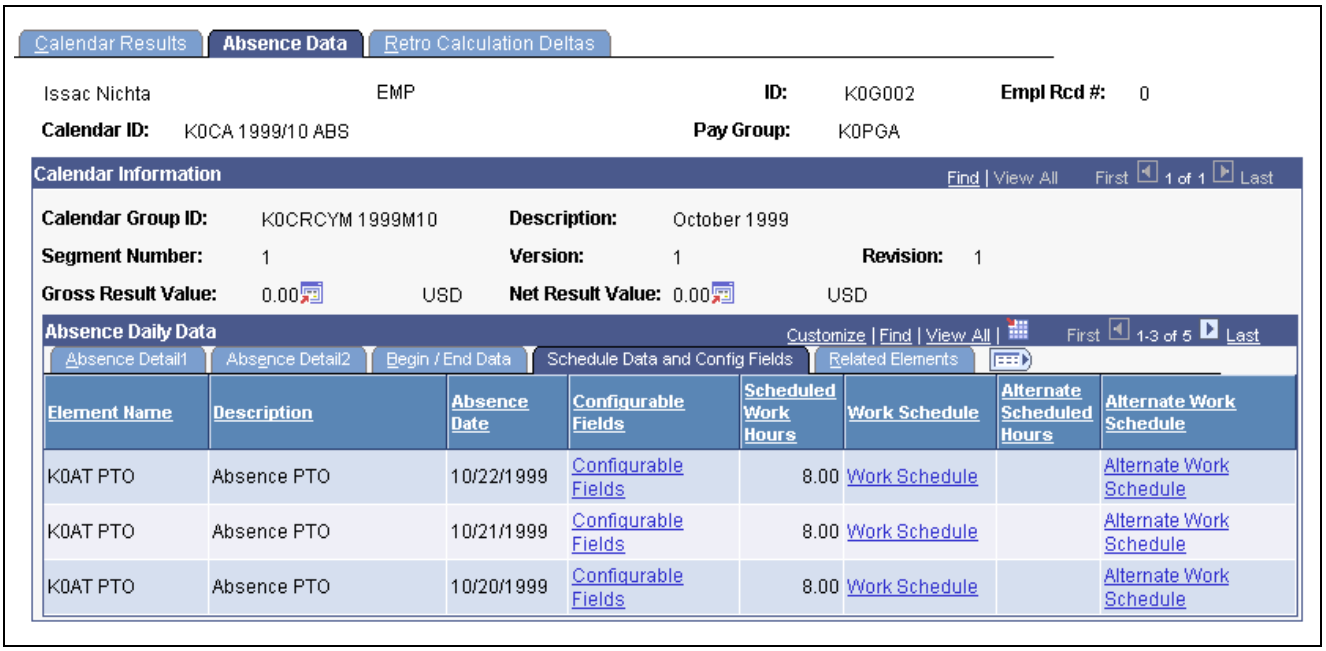
See Chapter 22, "Viewing and Finalizing Payroll Results," Viewing Hours That a Payee Was Absent, page 578.

Holiday Type If the absence occurred on a holiday, the type of holiday is identified: *BRG* (bridge), *CAN* (Canadian), *HIGH, LOW, STD* (standard), *USA* (USA public), *VERY* (very high).

Holiday Hours Displays the number of hours from the Holiday schedule.

Schedule Data and Config Fields (schedule data and configuration fields)

Select the Schedule Data and Config Fields tab.



Absence Data page: Schedule Data and Config Fields tab

Configuration Fields Click to access the Configurable Fields page to view information from the User Defined fields that are associated with the absence event and absence take element.

Scheduled Work Hours Displays the number of hours that the payee was scheduled to work on the absence date.

Work Schedule Click to access the Absence Configurable Data page to view the payee's Work Day ID, data that is contained in the User Defined fields, and information about schedule overrides.

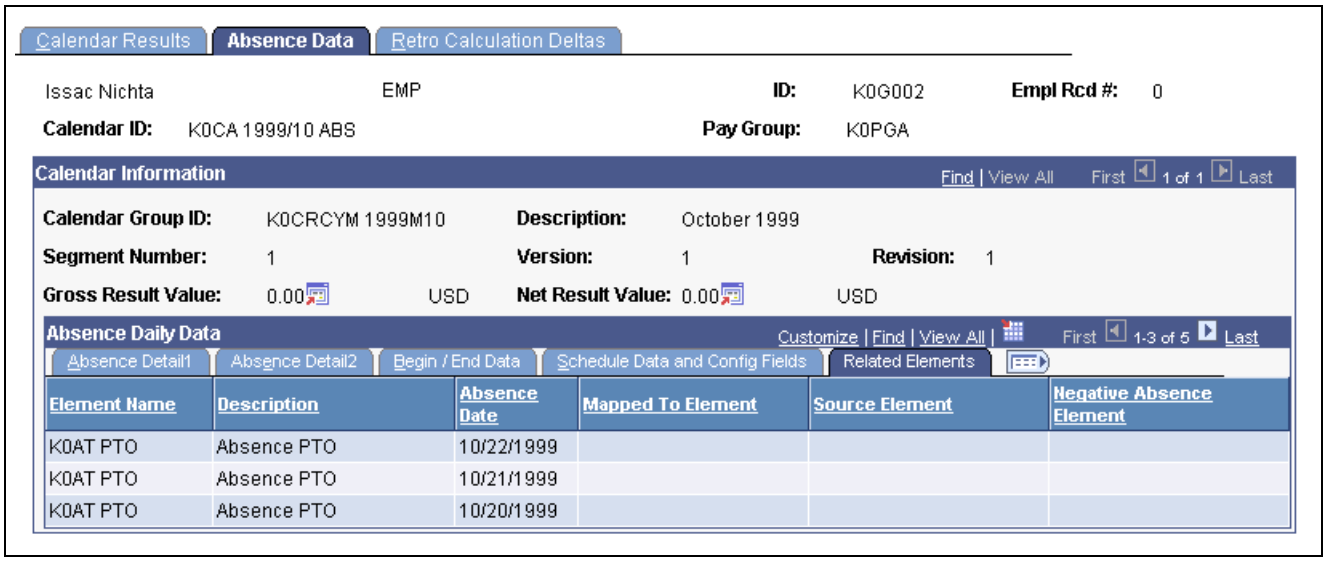
Alternate Scheduled Hours Number of hours that the payee was scheduled to work, according to the payee's alternate work schedule, on the absence date.

Alternate Work Schedule Click to access the Alternate Work Schedule Data page where you can view the payee's Work Day ID, data that is contained in the User Defined fields, and information about schedule overrides for the alternate work schedule.

See Chapter 22, "Viewing and Finalizing Payroll Results," Viewing Values From Cfg1 - 4 Fields (Alternate Work Schedule), page 580.

Related Elements

Select the Related Elements tab.



Absence Data page: Related Elements tab

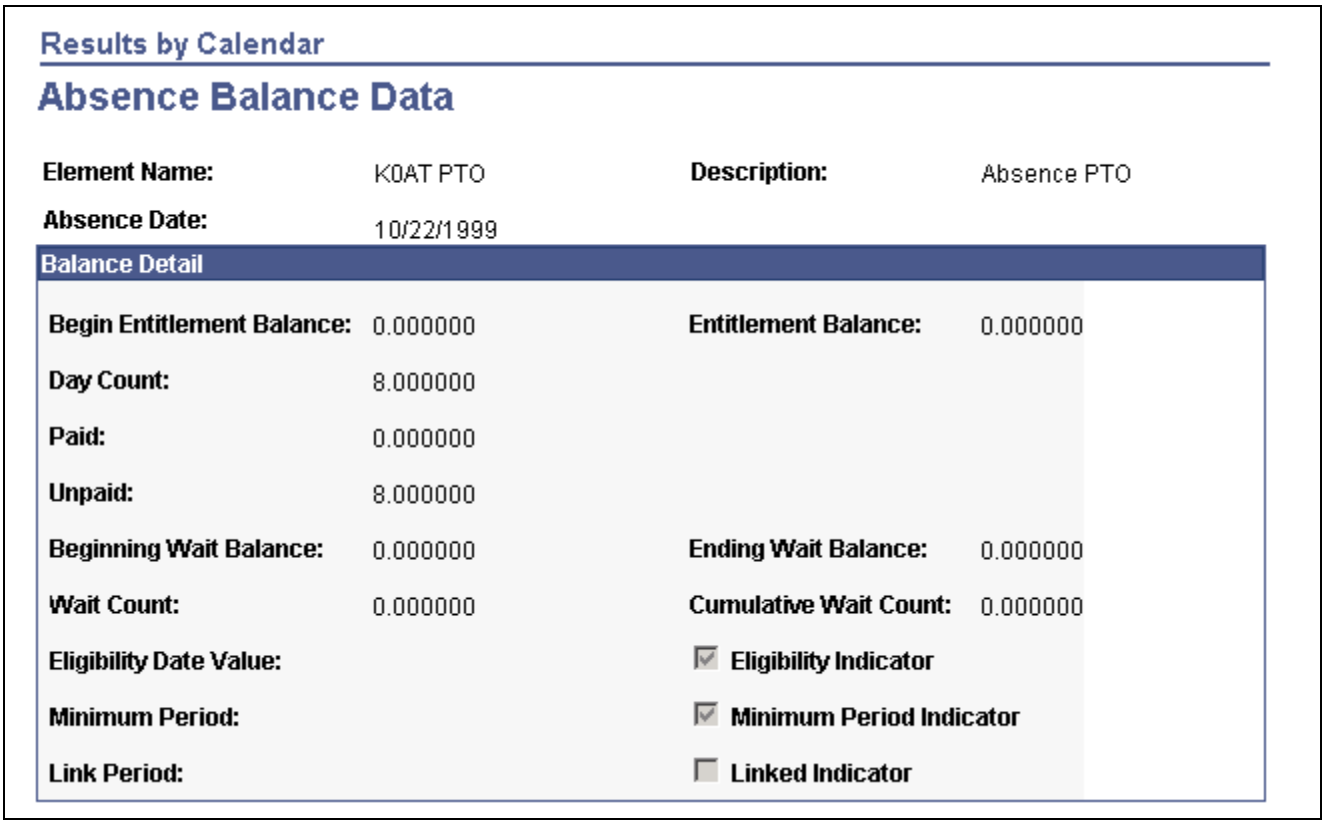
Mapped to Element If the absence take element that is associated with the payee's absence is mapped to another take element (through the Take - Day Formula page), the name of the absence take element for which the system will generate a matching absence event appears.

Source Element Displays the absence take element that triggered generation of a second absence event.

Negative Absence Element If the event resulted in a negative entitlement balance, and you selected *Take with Other Absence* for this take element (on the Absence Take - Negative Balance page), the name of the specified take element appears.

Viewing Entitlement Balance Information

Access the Absence Balance Data page.



Absence Balance Data page

Begin Entitlement Balance and **Entitlement Balance** — Displays the number of paid absence days to which the payee was entitled before and after taking this absence into account.

Day Count — Displays the calculated Day Count.

Beginning Wait Balance — If this absence is subject to a wait per absence rule, this field displays the remaining number of days that the payee must be absent before the current absence date can be paid. It does not count the current absence date.

Ending Wait Balance — Displays the waiting period balance after the current absence date is taken into account.

Wait Count — Displays the result of the Wait Count formula.

Cumulative Wait Count — Displays the wait units that are associated with the current absence event.

Eligibility Date — If the absence is subject to an eligibility period, the date that the payee becomes eligible to take a paid absence appears. Absences that are taken on or after this date can be applied against the entitlement balance. Days before this date are unpaid.

Eligibility Indicator — Selected if the eligibility date has been reached.

Minimum Period — If this absence is subject to a minimum period rule, this field displays the minimum number of calendar days that the payee must be absent before he or she can be paid for the entire absence.

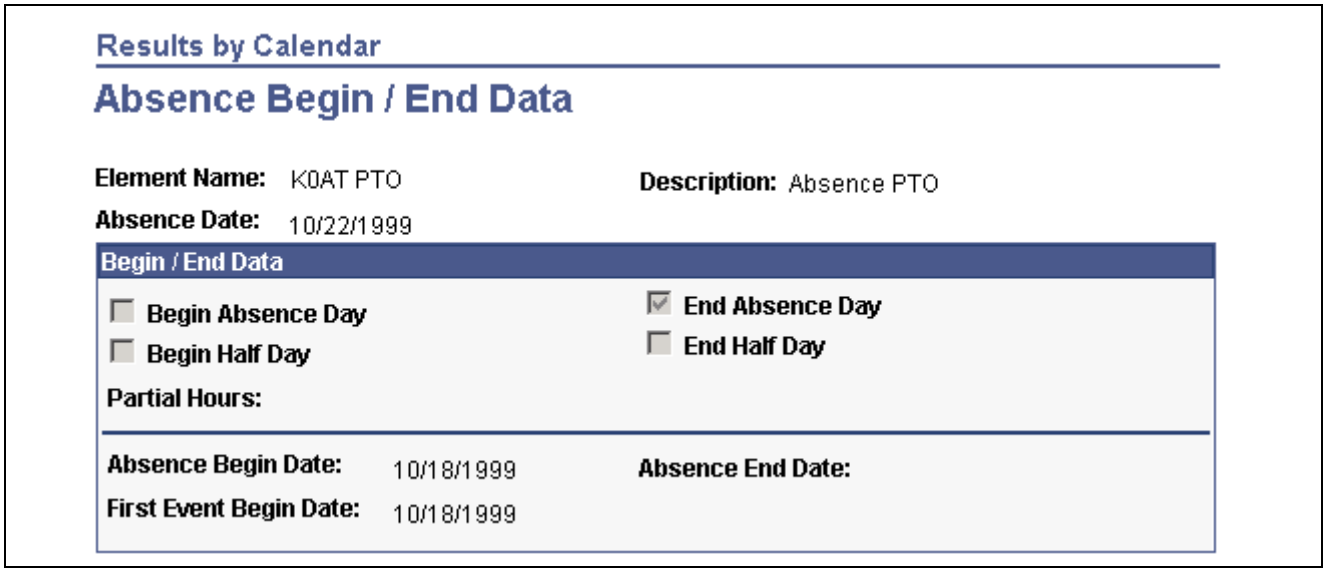
Minimum Period Indicator — Selected if the minimum absence period for this absence has been met.

Link Period This field applies only if the absence is subject to a linked absence rule. It displays the number of days (or other units) that can elapse between this absence and a related absence for the current absence date to be treated as a linked absence. Linked absences can share the same entitlement and wait period.

Linked Indicator Selected if this absence event is linked to another absence event.

Viewing Hours That a Payee Was Absent

Access the Absence Begin/End Data page.



Absence Begin/End Data page

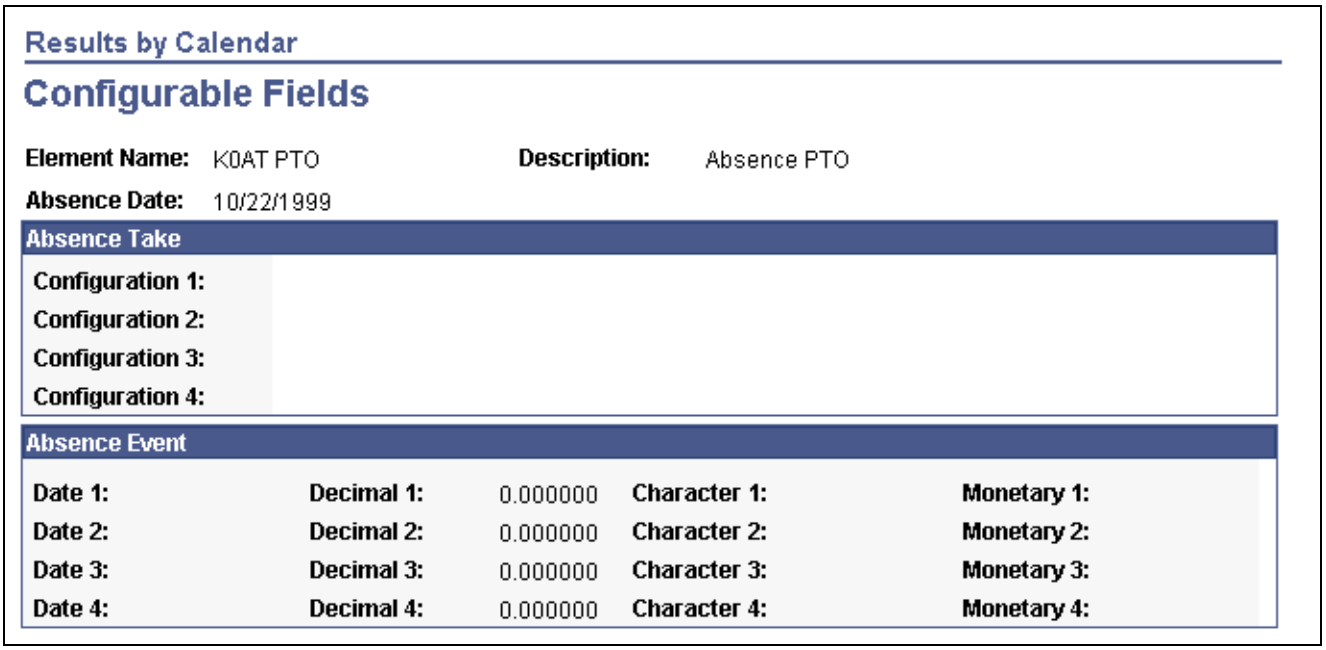
Element Name Displays the name of the absence take element.

Partial Hours Displays the hours that the payee was absent, if the payee was absent only part of the day.

First Event Begin Date Displays the date that was entered in the Original Begin Date field on the Absence Event Entry Detail page.

Viewing Values From the User Defined Fields

Access the Configurable Fields page.



Configurable Fields page

Absence Take

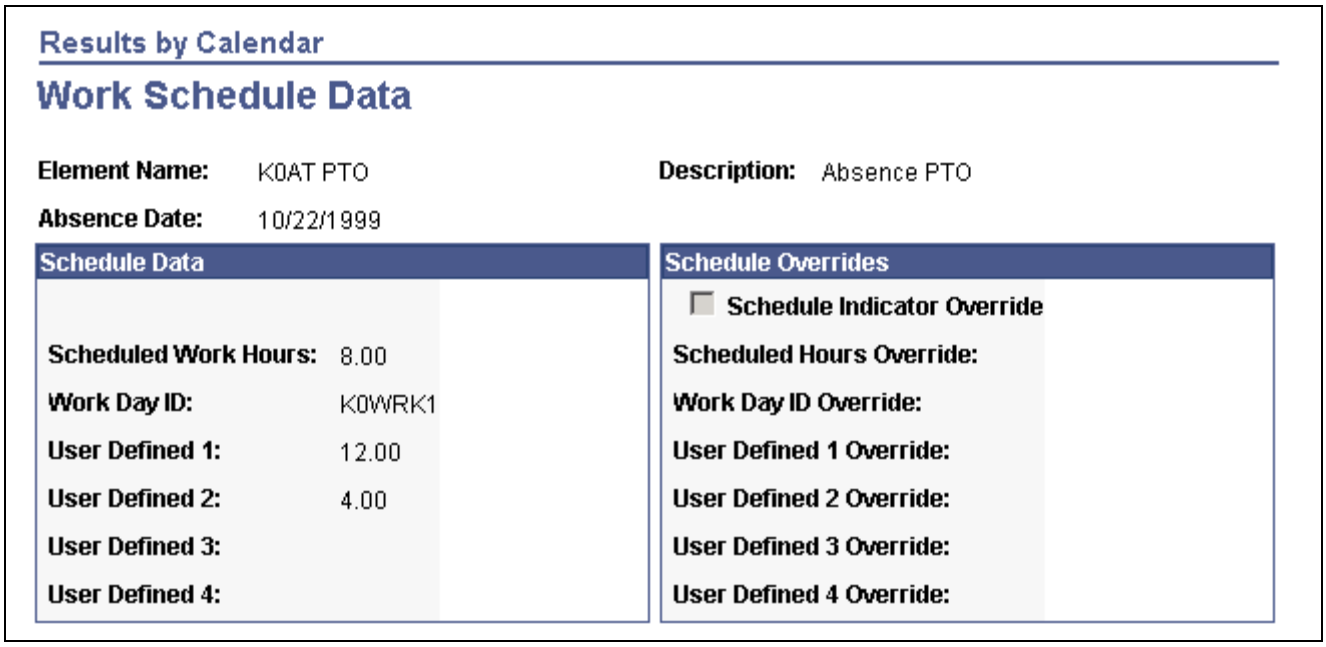
Configuration 1, Configuration 2, Configuration 3 and **Configuration 4** These fields display information that was entered in the Used Defined fields on the Absence Take - Calculation page.

Absence Event

These fields display information that a user entered into the User Defined fields on the Absence Event Entry Detail page.

Viewing Values From the Cfg1 - 4 Scheduling Fields

Access the Work Schedule Data page.



Work Schedule Data page

Schedule Data

Scheduled Work Hours Displays the number of hours the payee was scheduled to work on the absence date. The hours come from the Schedule Hours field on the Shift page.

Work Day ID Displays the Work Day ID for the work pattern assigned to the payee. Work Day IDs are assigned to all members of a paygroup through the Pay Group page and can be overridden for a payee on the Assign Schedules (Details) page.

User Defined 1 - 4 Displays the data that was entered in the Sch Cfg 1 - 4 fields on the Shifts page for this shift.

Schedule Overrides

Schedule Indicator Override Selected if an override was entered for the payee on the Override Scheduled Workday page.

Scheduled Hours Override Displays the scheduled hours that are associated with the Workday override that was entered on the Override Scheduled Workday page.

Work Day ID Override Displays the Work Day ID that was selected as an override on the Override Scheduled Workday page.

User Defined 1 - 4 Override Displays the values of the Sch Cfg fields that are associated with the Workday override schedule selected on the Override Scheduled Workday page.

Viewing Values From Cfg1 - 4 Fields (Alternate Work Schedule)

Access the Alternate Work Schedule Data page.

The fields on this page are the same as those on the Work Schedule Data page, but they apply to the alternate work schedule.

See Also

Chapter 22, "Viewing and Finalizing Payroll Results," Viewing Values From the Cfg1 - 4 Scheduling Fields, page 579

Viewing Delta Values for Retroactive Calculations

This section discusses viewing delta values.

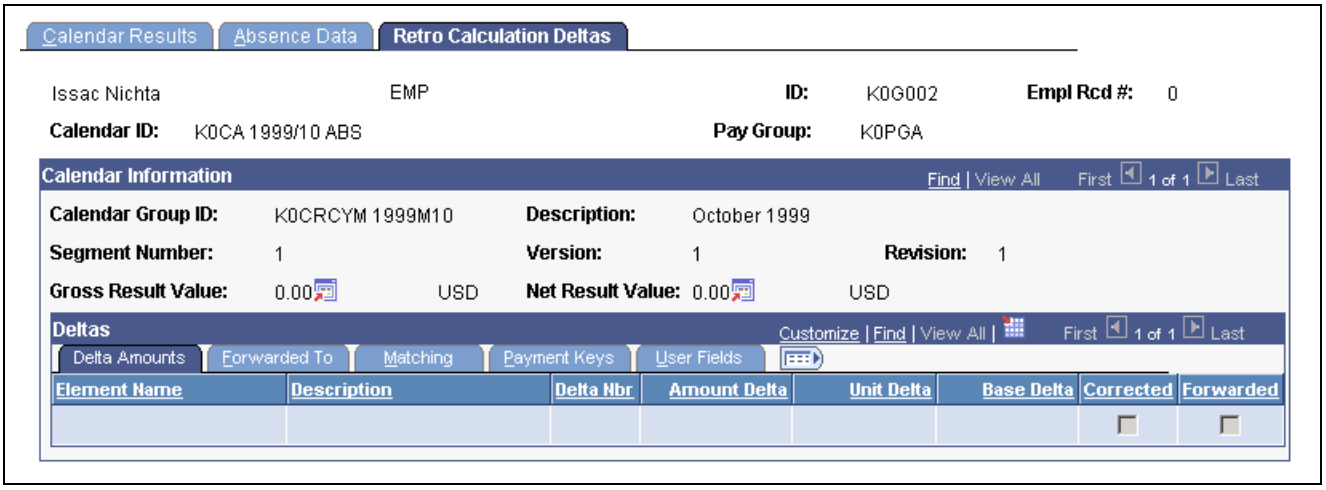
When retroactive processing occurs for a payee, the system recalculates each element that is generated for the payee. The difference between the recalculated results and the original results is called the *delta*. A delta can represent an underpayment or an overpayment that results in an adjustment to the payee's earnings.

Page Used to View Deltas

Page Name	Object Name	Navigation	Usage
Retro Calculation Deltas	GP_RSLT_RUN_DLTA	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar, Calendar Results Click the Retro Calculation Deltas link on the Calendar Results page.	View the delta values associated with payments that were recalculated because of retroactivity.

Viewing Delta Values

Access the Retro Calculation Deltas page.



Retro Calculation Deltas page

Amount Delta, Unit Delta, and **Base Delta** Displays the difference between the original value and the recalculated value.

Corrected Selected when the retroactive mode is corrective to indicate that the originally calculated value has been replaced by the recalculated value.

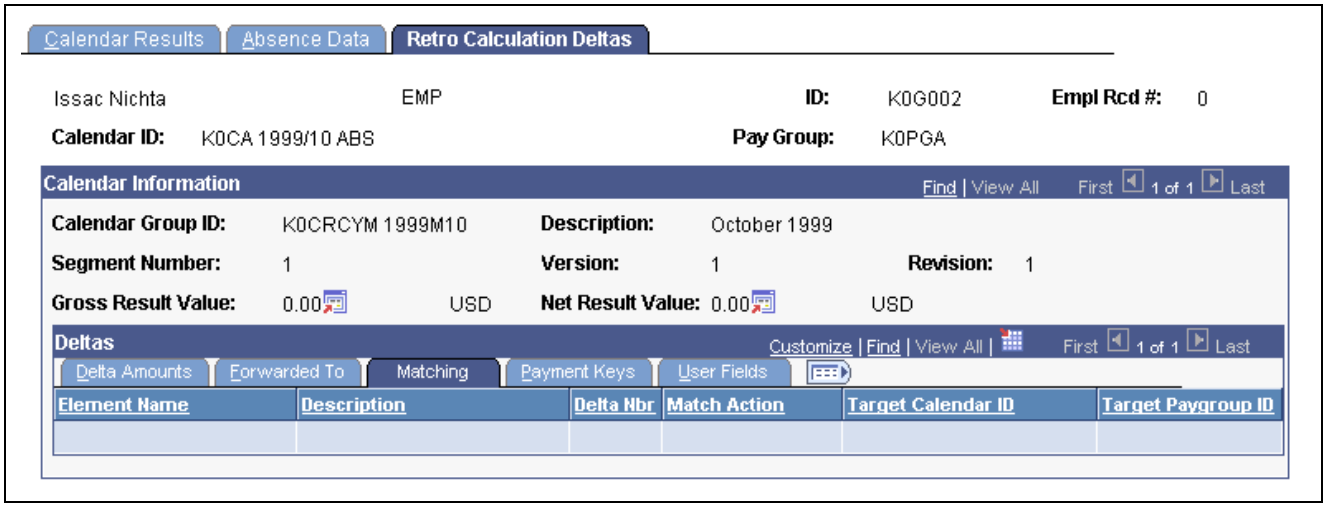
Forwarded Selected when the retroactive method is forwarding or when the retroactive method is corrective and you have defined a forwarding exception. It indicates that the system forwarded each earning and deduction delta (that was defined for forwarding) to the current period as an adjustment or forwarded the value of the elements to a new element—depending on your instructions.

Forwarded To

This tab identifies the calendar group ID, the calendar, paygroup and element that will receive the value of the element's retroactive delta in the current period.

Matching

Select the Matching tab.



Retro Calculation Deltas page: Matching tab

During forwarding retroactive processing, the system forwards adjustments from the recalculated calendars to the current calendar when the Employee Record Number, Paying Entity, Pay Group, and Run Type match. If any of these items do not match, the system follows the forwarding instructions that are defined for the payee on the Unprocessed Retro Deltas page and that display on the Delta Amounts page.

Match Action Displays the instructions that you entered on the Unprocessed Retro Deltas page. Values are:

Apply Cal (apply to calendar): The retroactive delta was pulled into the specific calendar and paygroup that you entered in the Target Calendar ID and Target Calendar Paygroup fields on the Unprocessed Retro Deltas page.

Dflt Match (default match): The retroactive delta was pulled into the current calendar and paygroup.

Do Not Prc (do not process): The unprocessed retroactive deltas were not pulled into a calendar as a retroactive adjustment.

Target Calendar ID and **Target Paygroup ID** Displays the calendar and paygroup to which the deltas were forwarded.

Payment Keys

This tab displays the names of the payment keys and their values.

See Also

Chapter 30, “Defining Retroactive Processing,” page 753

Chapter 30, “Defining Retroactive Processing,” Payment Keys with Forwarding Retro, page 813

Viewing Results by Calendar Group

This section discusses viewing results by calendar group. You can also view results by calendar.

See Also

Chapter 22, “Viewing and Finalizing Payroll Results,” Viewing Results by Calendar, page 559

Pages Used to View Results by Calendar Group

Page Name	Object Name	Navigation	Usage
Calendar Group Results	GP_RSLT_RUN_SEG	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar Group, Results by Calendar Group	View the processing statistics for an entire calendar group. This component displays the same information as the Results by Calendar component, except that it is for a calendar group rather than an individual calendar. Page includes links to other pages that display positive input, absence, and retroactive processing results.
Result Segment Detail	GP_RSLT_SEG_SP	• Click the Segment Detail link on the Calendar Results page. • Click the Segment Detail link on the Calendar Group Results page.	View more information about a segment's process and segment statuses.
Results by Calendar Group - Earnings and Deductions	GP_RSLT_RUN_ED	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar Group, Earnings and Deductions	View information about earnings and deductions for a payee.
Results by Calendar Group - Element Resolution Details	GP_RSLT_RES_SEC	Click the Resolution Details link on the Results by Calendar Group - Earnings and Deductions page.	View resolution details for each element.
Results by Calendar Group - Accumulators	GP_RSLT_RUN_ACUM	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar Group, Accumulators	View accumulator amounts.
Results by Calendar Group - Supporting Elements	GP_RSLT_RUN_PIN	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar Group, Supporting Elements	View information for each supporting element that was used to calculate the earning or deduction amount.

Defining Administrator Payroll Results

This section lists prerequisites and discusses setting up administrator results.

Prerequisites

List sets maintain the framework for Administrator Payroll Results. An application definition are delivered as system data. This definition is used to assign attributes to list sets and element groups. List sets are used to determine which elements appear on the page (through element groups defined for the set). These attributes control the Administrator Payroll Results component and the information displayed in the component. You can set up many different list sets for different types of views of the data.

List sets provide the ability to address the following requirements:

- Determine which inquiry pages should be available or hidden.
- Specify which element groups in a list set should appear in an element list area on a page.
- Either accept the default title or override it.
- Specify lists of elements such as earnings, deductions, accumulators, supporting elements, and absences.
- Specify individual lists of elements used in gross to net accumulators.
- Define a set of elements to be viewed in the inquiry pages.
- Compose attributes of the elements to be viewed.

See Chapter 33, "Managing Applications and List Sets," page 871.

Also, you have to determine what elements can be viewed by someone in a particular PeopleSoft role, such as a Global Payroll Administrator or a Benefits Administrator. For example, your Global Payroll Administrator may be able to view all elements, while your Benefits Administrator may only have access to the Benefit deductions, but not any salary information.

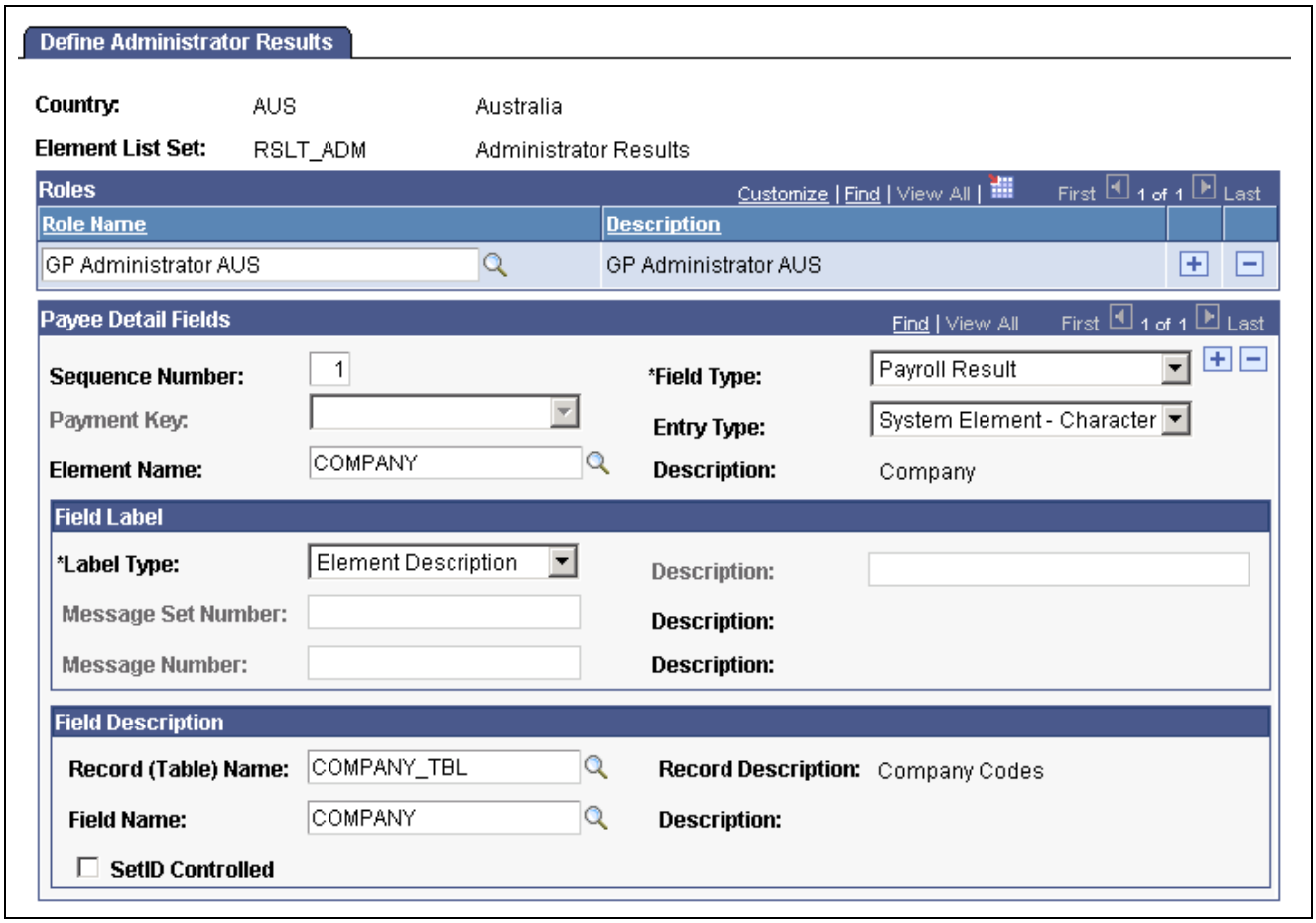
See *Enterprise PeopleTools PeopleBook: Security Administration, Setting Up Roles*

Page Used to Define Administrator Payroll Results

Page Name	Object Name	Navigation	Usage
Define Administrator Results	GP_RSLT_ADM_SETUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Define Administrator Results, Define Administrator Results	Set up country options and link a list set to a PeopleSoft role for the Payee Detail group box on the Summary page. See Chapter 22, "Viewing and Finalizing Payroll Results," Viewing Summary Information, page 589.

Setting Up Administrator Payroll Results

Access the Define Administrator Results page.



Define Administrator Results page

Roles

Enter the role name you want associated with the list set.

See *Enterprise PeopleTools PeopleBook: Security Administration, Setting Up Roles*

Payee Detail Fields

Field Type Enter the field type for the value you want displayed in the Payee Details section of the Summary page. Valid values are *Payment Key* and *Payroll Result*.

Payment Key If *Payment Key* is selected for the Field Type enter payment key number you want displayed.

Entry Type If *Payroll Result* is selected for the Field Type enter the entry type. Valid values are *System Element – Character* and *Variable – Character*.

Element Name If *Payroll Result* is selected for the Field Type enter the element name for the entry type selected.

Field Label

Label Type Select a label for the Field Type selected. Different fields will be able to be edited based on the Label Type selected.

If the Field Type is *Payment Key*, the valid values are *Message Catalog* or *Text*.

If the Field Type is *Payroll Results*, the valid values are *Element Description*, *Element Name*, *Message Catalog*, or *Text*.

Description If the Label Type selected is *Text* enter the description. This will display on the Summary page – Payee Details group box.

Message Set Number If the Label Type selected is *Message Catalog* select the message set number to be displayed on the Summary page – Payee Details group box.

Message Number If the Label Type selected is *Message Catalog* select the message number to be displayed on the Summary page – Payee Details group box.

Field Description

The fields in this section are used to retrieve the description of a field from the record indicated.

Record (Table) Name Enter the name of the record to retrieve a field description from if you want the field description on the Summary page – Payee Details group box.

Field Name Enter the field name which has the description that you want displayed on the Summary page – Payee Details group box.

SetID Controlled If the field entered in the Field Name is controlled by a SetID then select this box.

Viewing Administrator Payroll Results

This section provides an overview of administrator payroll results and discusses how to:

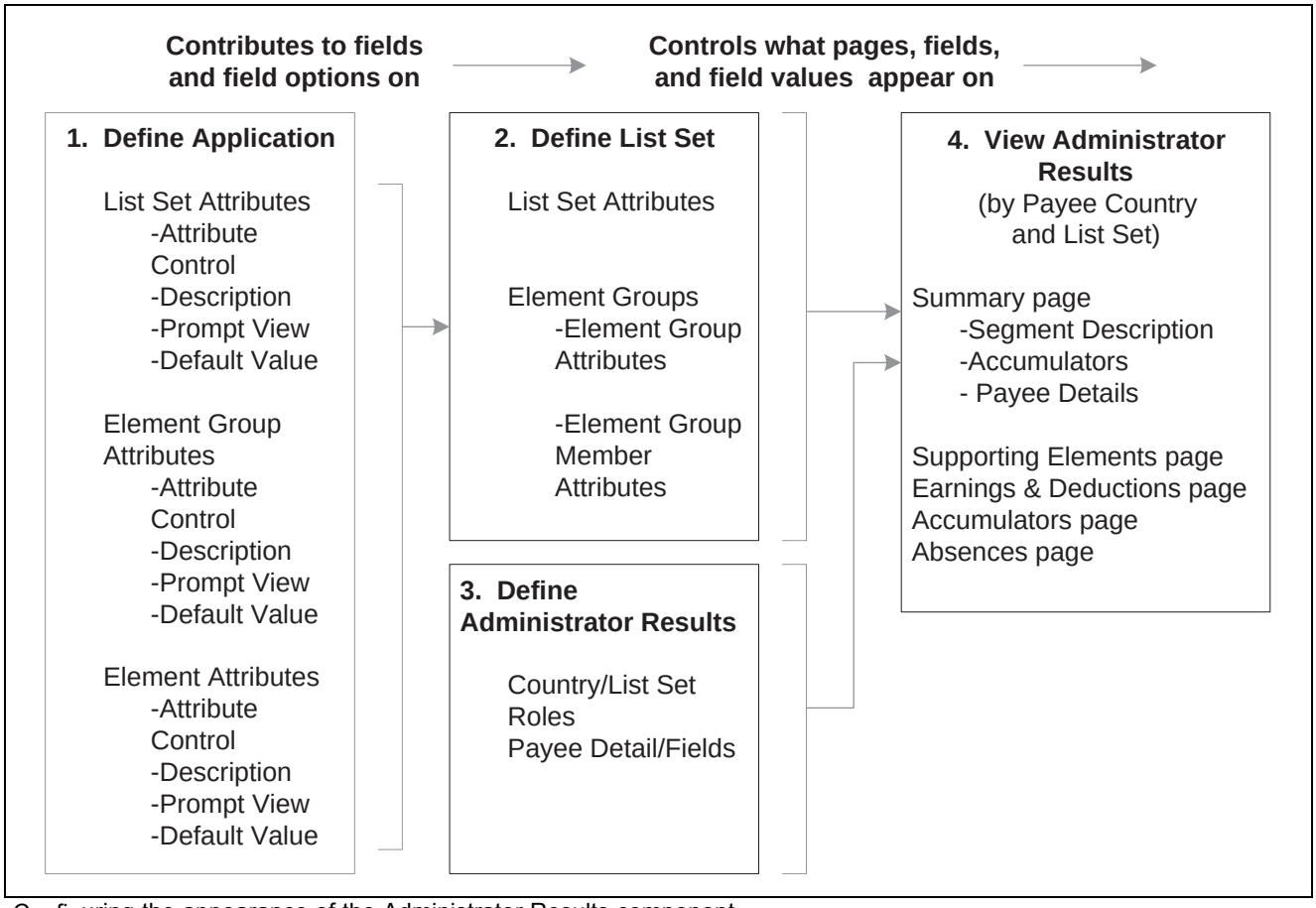
- View summary information.
- View supporting elements.
- View earnings and deductions.
- View accumulators.
- View absences.

Understanding Administrator Payroll Results

Administrator Payroll Results inquiry pages are used for viewing payroll results configured by the user. They provide the ability to view the following types of information after a payroll has been calculated:

- Summary information detailing payee and segment information as well as gross to net pay accumulators.
- Supporting elements used in the payroll calculation such as variables, accumulators, and such.
- Earning and deduction elements.
- Accumulators.
- Absence.

Application definitions, list sets, and role-based settings on the Define Administrator Results component all contribute to the appearance of the Administrator Results component. For example, the settings in the List Set Attributes group box on the Define List Set page control what pages of the component appear. This is just one of many ways that list sets contribute to the appearance of the Administrator Results component. The following diagram presents an overview of this relationship:



Configuring the appearance of the Administrator Results component

Note. PeopleSoft delivers an application of RSLT_ADM with a country of *ALL*, designed to work in conjunction with the Administrator Results component. You should not modify this delivered application. Link this application with a list set of your choosing, and use it to control the appearance of the Administrator Results component.

See Also

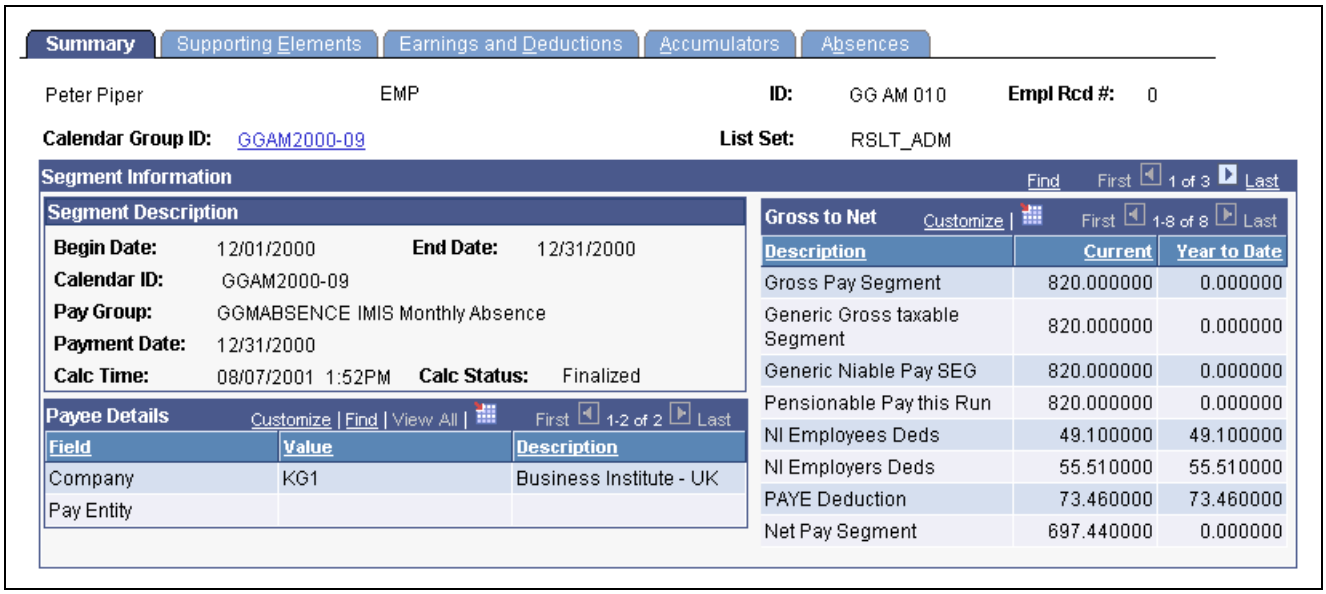
Chapter 22, "Viewing and Finalizing Payroll Results," Defining Administrator Payroll Results, page 584

Pages Used to View Administrator Payroll Results

Page Name	Object Name	Navigation	Usage
Summary	GP_RSLT_ADM_SUMM	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Administrator Results, Summary	View payee information by segment.
Administrator Results - Supporting Elements	GP_RSLT_ADM_SOVR	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Administrator Results, Supporting Elements	View information about supporting elements used to calculate earnings and deductions for a payee.
Administrator Results - Earnings and Deductions	GP_RSLT_ADM_ED	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Administrator Results, Earnings and Deductions	View information about earnings and deductions for a payee.
Administrator Results - Accumulators	GP_RSLT_ADM_ACUM	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Administrator Results, Accumulators	View accumulator amounts.
Administrator Results - Absences	GP_RSLT_ADM_ABS	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Administrator Results, Absences	View absence daily data, generated positive input, and accumulators that are processed for the absence calendar.

Viewing Summary Information

Access the Summary page.



Summary page

Note. The appearance of this page is controlled by list sets and role-based security. Depending on a user's role, and the user's role association with a given list set, different values will appear.

See Chapter 33, "Managing Applications and List Sets," page 871.

See *Enterprise PeopleTools PeopleBook: Security Administration, Setting Up Roles*

Segment Description

This area displays information pertaining to the payee's segment, regardless of list set setting. The segment begin date, segment end date, calendar, paygroup, payment date, calculation date and time, and the calculation status appear in this group box.

Payee Details

This area displays information that is stored in the payroll result tables that relate to a payee's segment, regardless of list set setting. The title and contents of this area are configured by country and are specified through the Payee Detail Fields group box settings on the Define Administrator Results page.

See Chapter 22, "Viewing and Finalizing Payroll Results," Defining Administrator Payroll Results, page 584.

If segmentation occurs the value displayed will be that of the last slice.

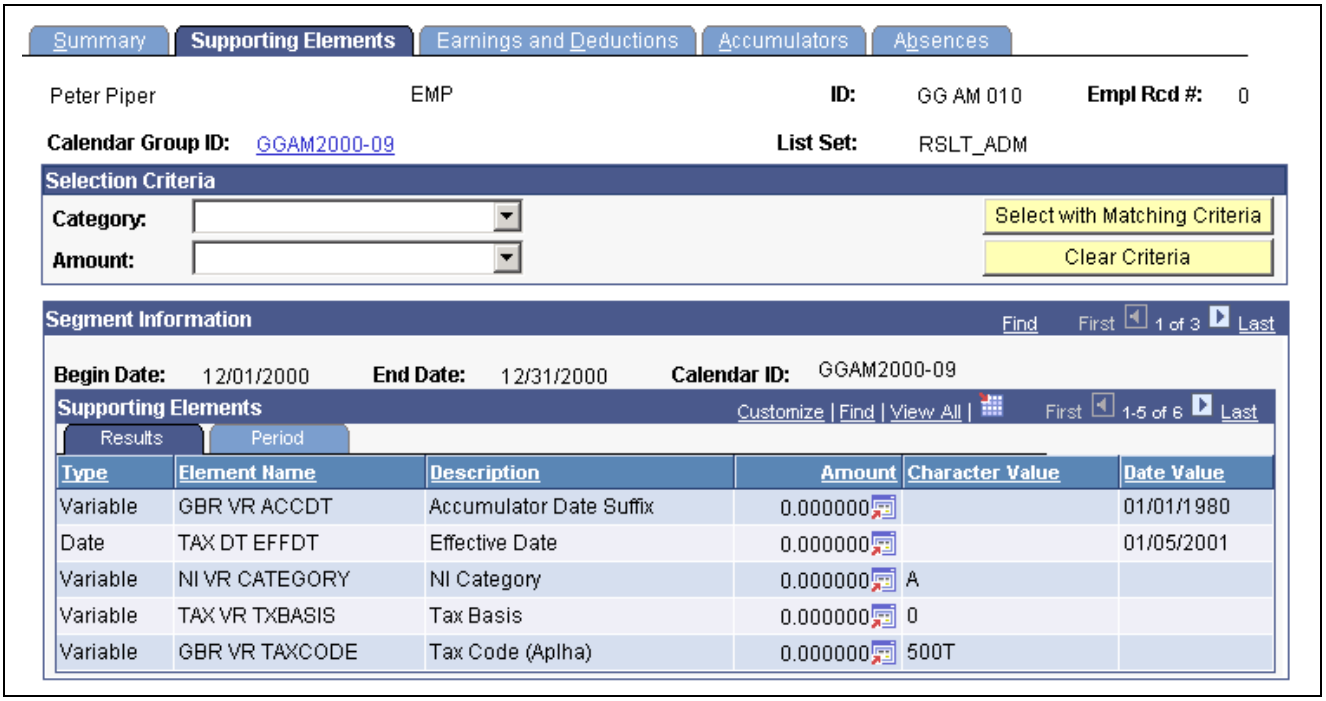
Gross to Net

This area displays segment and year to date accumulators that relate to a payee's segment. The title and content of this area are configured by country and *are* specified by the associated list set. The values in the Description column are derived from the Description field on the Element Group Attributes page: Type and Description tab. The column headers are derived from the list set attributes on the Define List Set page (which originate from the application definition for the list set). The relationship between applications and lists sets is discussed in further detail elsewhere in this PeopleBook.

See Chapter 33, "Managing Applications and List Sets," page 871.

Viewing Supporting Elements

Access the Supporting Elements page.



Supporting Elements page

This page displays supporting elements that have been defined in a list set.

Selection Criteria

This group box is available on most of the inquiry pages. Unless selection criteria is entered, all elements applicable in the list set defined in the setup will be displayed. Any selection criterion entered will filter the elements on the current inquiry page but it does not filter the information on any of the other inquiry pages.

If multiple criteria are entered, elements must match all criteria specified in order to be displayed.

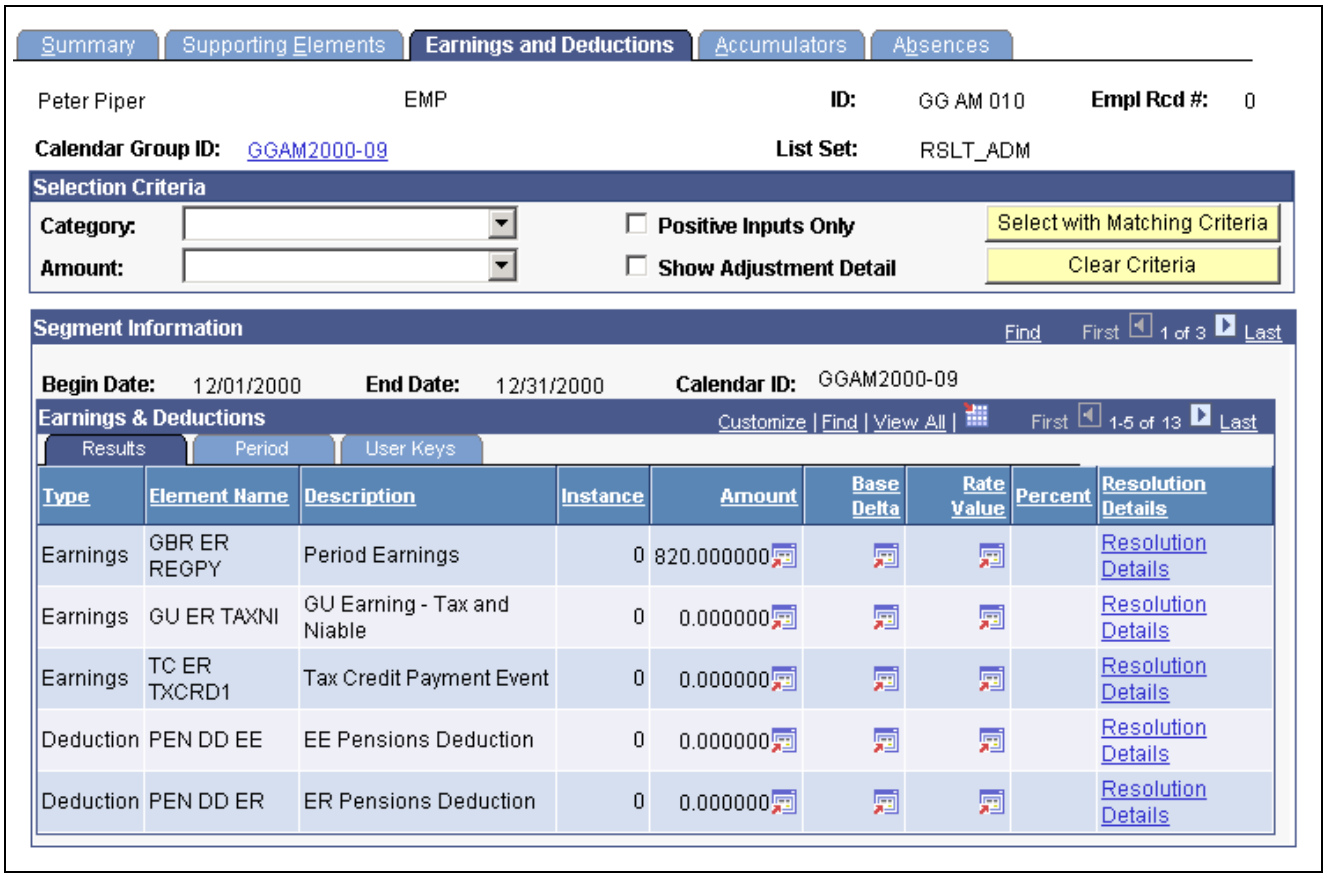
Category Select the name of the category of elements to filter. These categories are from the Category table.

See Chapter 5, "Defining General Element Information," Defining Industries and Categories, page 67.

Amount Select the type of amount you want to display. Choices are *Negative Amounts* and *Positive Amounts*. Leave the Amount field blank to return all amounts.

Viewing Earnings and Deductions

Access the Earnings and Deductions page.

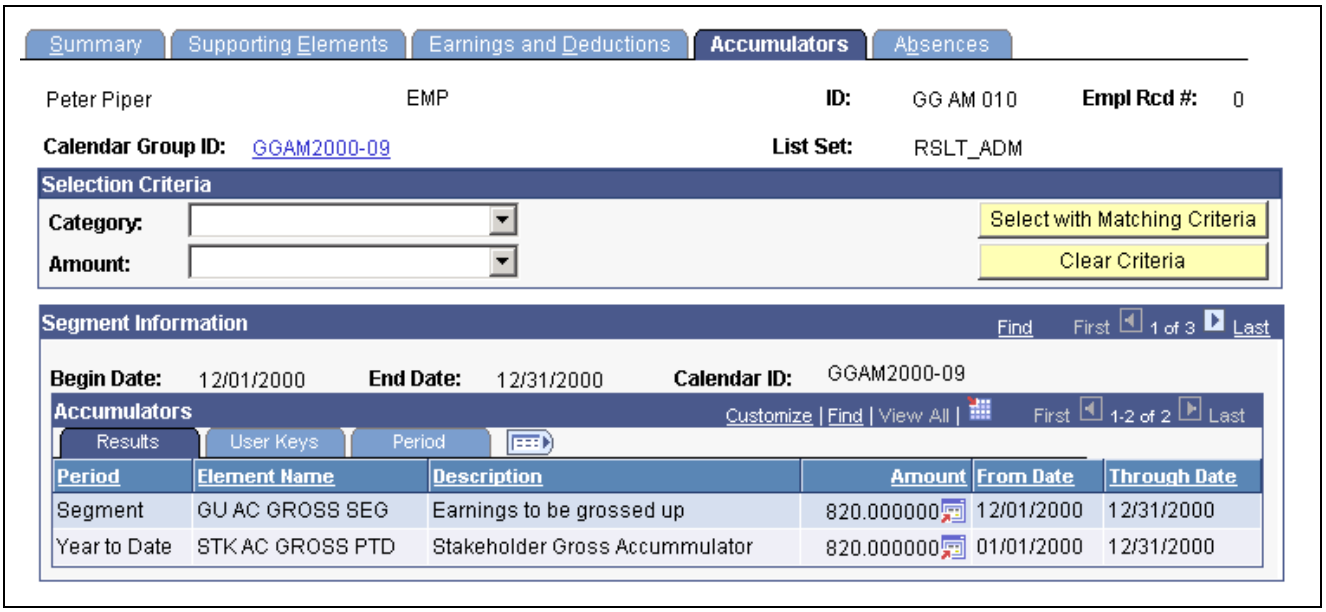


Earnings and Deductions page

This page displays earnings and deductions that have been defined in a list set. You can further define the search criteria for this page by selecting Show Adjustment Detail and/or Positive Inputs Only.

Viewing Accumulators

Access the Accumulators page.

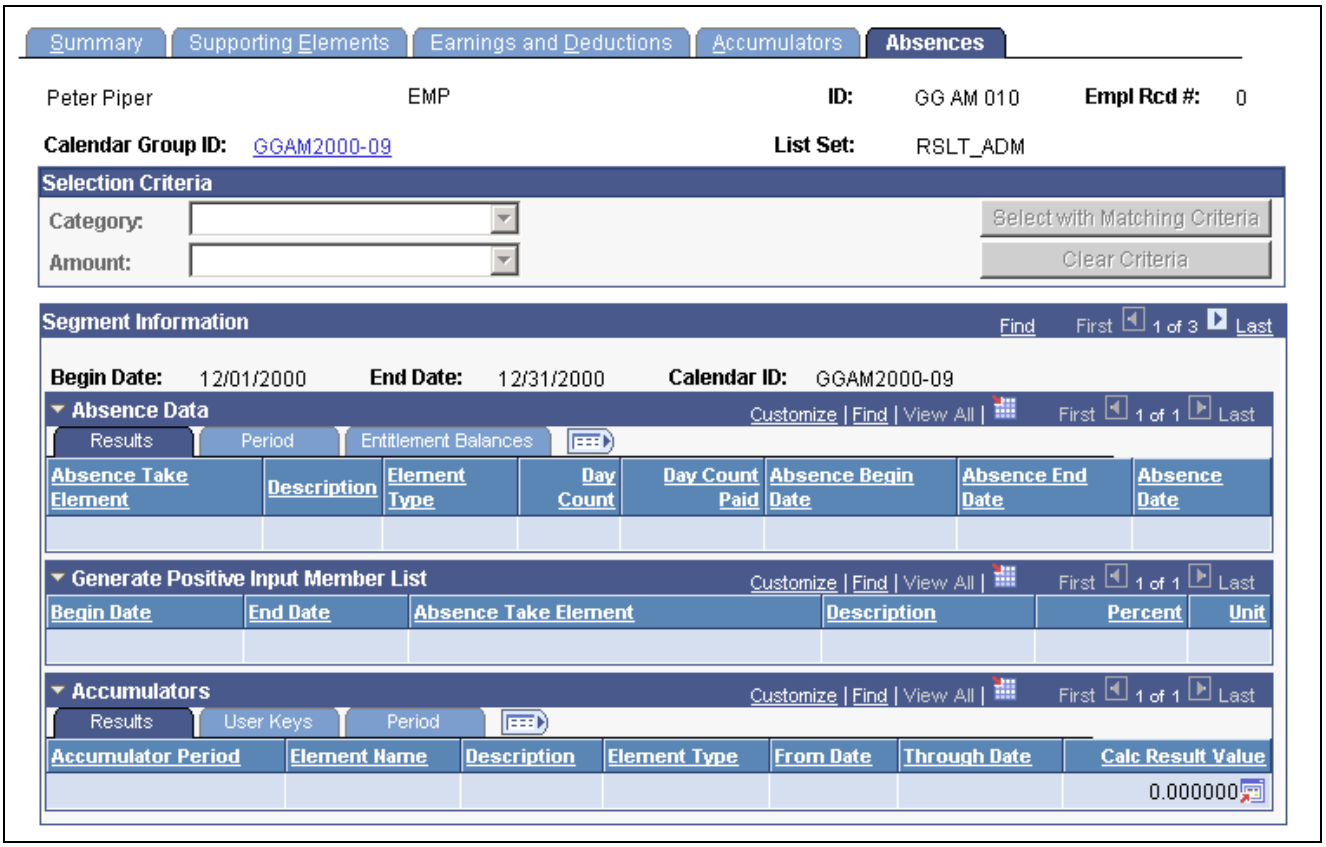


Accumulators page

This page displays accumulators that have been defined in a list set.

Viewing Absences

Access the Absences page.



Absences page

This page displays three element list areas that display absence information. These list areas include absence daily data, generated positive input, and accumulators. Each element that appears is defined in a list set.

Viewing an Element Resolution Chain

When you run payroll calculations, you can generate an element resolution chain that shows, by payee, how and in what order each element was resolved and how long it took to resolve each element on the process list. This can be helpful if your payroll is taking a long time to calculate, and you're doing some performance tuning on your rule definitions. Because significant system resources are required to produce an element resolution chain, we recommend that you use this feature for problem solving only.

This section discusses how to:

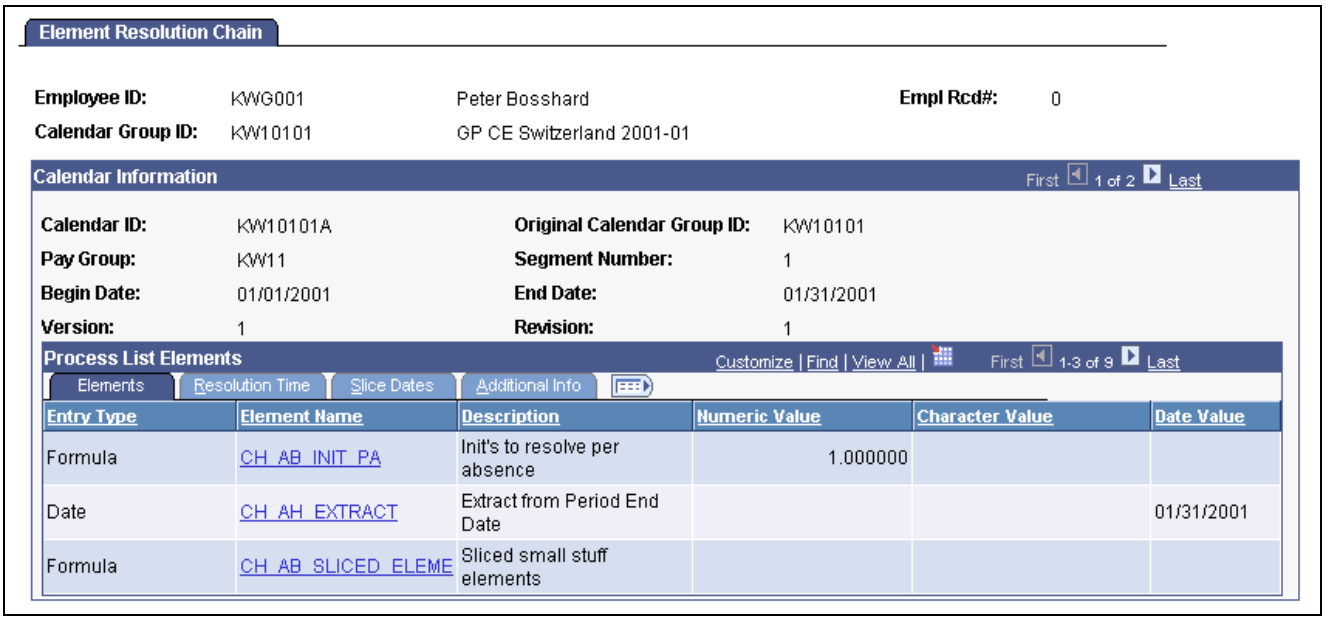
- View resolved elements.
- View the order in which the elements were resolved.

Pages Used to View the Element Resolution Chain

Page Name	Object Name	Navigation	Usage
Element Resolution Chain	GP_AUDIT_CHAIN	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Element Resolution Chain	View elements that were resolved for a payee during processing.
Detail Audit Chain	GP_AUDIT_DTL_SEC	Click the Element Name link on the Element Resolution Chain page.	View the order in which each element was resolved and the numeric, character, or date value to which the element resolved.

Viewing Resolved Elements

Access the Element Resolution Chain page.



Element Resolution Chain page

Begin Date and **End Date** Displays the begin and end dates of the calendar in which the element was processed.

Element Name Click to access the Detail Audit Chain page where you can view the order in which the element resolved.

Resolution Time

Seconds The number of seconds taken to resolve the element. An asterisk (*) indicates that resolution took less than one second.

Invalid Trace Selected if the system could not trace the element's resolution, due to a programming error, a corrupted table, or other problem.

Slice Dates

Displays the begin date and end date of the slice in which the element resolved.

Additional Info

Pointer Value Displays the PIN number to which the pointer element identified in the Name field resolved. Applies only to elements with a field format of *Pointer*.

Adjustment Displays the amount of the calculated adjustment for the element, such as a retroactive adjustment. Applies only to elements with a field format of *Decimal* or *Monetary*.

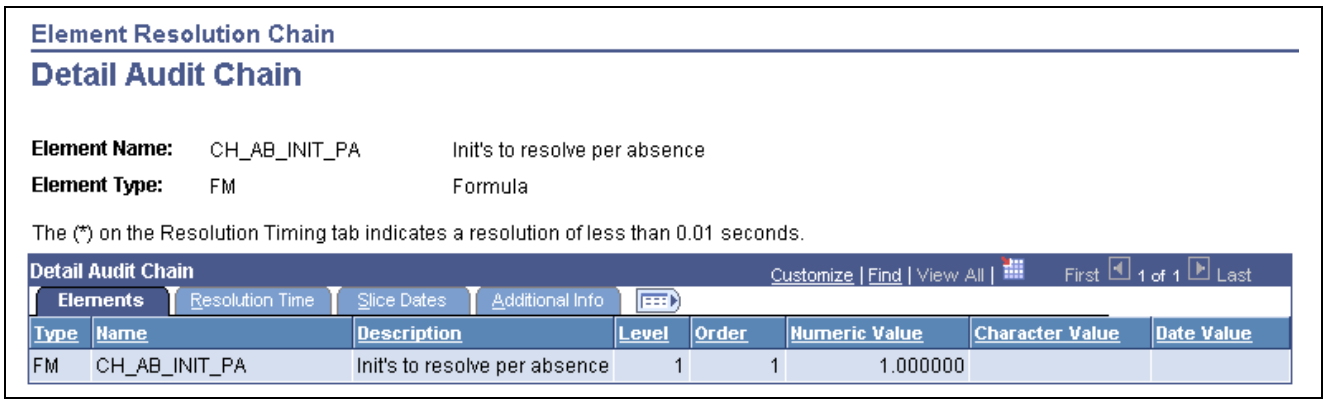
Calculation Raw Value Displays the amount before rounding if the element was rounded during processing. Applies only to elements with a field format of *Decimal* or *Monetary*.

See Also

Chapter 6, "Defining Data Retrieval Elements," Defining Fictitious Calculation Elements, page 117

Viewing the Order in Which Elements Were Resolved

Access the Detail Audit Chain page.



Detail Audit Chain page

The Order field shows the order of resolution.

Correcting Batch Processing and Data Entry Errors

This section provides an overview of batch processing errors and messages, and discusses how to generate the Payee Message report.

Understanding Batch Processing Errors

When an error occurs during batch processing, the system assigns one of the following calculation statuses to the payment:

- Error.

  The error occurred as the amount was being calculated. For example, the batch process could not find an appropriate effective-dated row for an element definition.

- Bypassed.

  The system did not attempt to calculate the payee because of an error. For example, the system could not find the payee's job row.

- Error - User.

  An error condition defined by your organization was met. For example, a formula element that generates an error message when a payee's salary reaches 1,000,000 or some other specified amount.

Each time you run the Calculate phase, you can review the Processing Statistics page for the number of payments in error. You can also review the Payee Messages page for warnings or messages generated for each error. After fixing problems that caused errors, run the Calculate phase again. The system tries to recalculate the payee.

While the inquiry pages provide the level of detail that you need to resolve most errors, sometimes you might need more help. If you're having problems resolving errors for a few payees, you can generate an element resolution chain for only those people.

To generate a resolution chain:

1. On the Payee Status page, set the process indicator to *Recalculate*.
2. On the Payroll/Absence Run Control page, select the Calculate check box and select *Trace Elements in Error* as the Trace option.
3. Start the job.

Important! You cannot finalize a payroll with errors. If you can't resolve all errors before completing the pay run, cancel the payments that are in error and process them later in a supplemental run.

Data Errors and Omissions

Data entry errors, late paperwork, and other events can create errors that the system can't detect. The inquiry pages can help you spot these types of problems.

When data that is transmitted to Global Payroll from other applications contains errors, do one of the following:

- Correct the errors in the source application and retransmit the data.
- Use positive input to override the incorrect data.

Correcting errors in the source application ensures that the data in the source application and in Global Payroll is correct.

See Also

Chapter 17, "Working with Positive Input," page 409

Understanding Batch Processing Messages

Batch processing messages in Global Payroll fall into two categories:

- Messages 1 to 300

  Informational messages and messages that identify process terminating errors. These messages appear in the process log and inform you of the progress of the process or report critical errors that cause the process to terminate.

- Messages 301 and higher

  Warnings and errors of lesser severity that allow processing to continue even though they might set one or more segments (payments) in error for the payee that is identified on the Payee Messages page.

  With a few exceptions, these messages report problems that caused the resolution of an element or a segment to be bypassed, and identify the affected payee. You can view these messages on the Payee Messages page.

These two categories of batch processing error messages apply to the delivered Message Set 17005 and to any Message Sets created by the customer.

Message Set number 17005 is the core application batch for Global Payroll. Some of the key messages in that set are described below.

You can review batch processing messages on the Payee Messages page, or through the Payee Message Report. This report provides the ability to identify payees who may need further editing to make it through finalization of the payroll. It provides the same selection logic as is available online.

Message Number	Message / Explanation
3	Internal array overflow occurred for array %1 defined in copybook %2 with a max array count of %3 COBOL does not offer an efficient way to dynamically allocate space for data, so we must define a predetermined number of rows in all arrays into which we read data. This message is issued when the process retrieves more data from the database than it can fit into the program's storage. The message identifies what storage area is exceeded, in what copy book the area is defined, and the limit of the area. To proceed, you must have a system administrator or system programmer expand the area to a reasonable number, recompile the Global Payroll COBOL application, and rerun your process. Sample message: GPPDPDM1: XB000 Internal array overflow occurred for array %1 defined in copybook %2 with a max array count of %3 L-PMT-DATA GPCDPDM.CBL 20 Sample Resolution: Go to the copybook in question, where you will find the setup shown below. 05 L-PMT-COUNT PIC 9999 VALUE 0 ⇒ COMP. 88 L-PMT-COUNT-MAX VALUE 50. 05 L-PREV-PMT-PTR PIC 9999 VALUE 0 ⇒ COMP. 05 L-ORIG-PMT-COUNT PIC 9999 VALUE 0 ⇒ COMP. 05 L-PMT-DATA OCCURS 50 INDEXED BY PMT-IDX. Increase the number in the OCCURS clause and the VALUE for L-PMT-COUNT-MAX, keeping the two numbers in sync. This array contains one row for each segment that is being processed for a payee in a calendar group. It includes a single history row and any retroactive segments, as well as the number of segments in the current period for all employee record numbers that are being processed (if the payee has multiple jobs).

Message Number	Message / Explanation
301	Element %1 of parent element %2 on process List %3 is not found in %4. (PIN number %5) This error is issued by an element resolution program when the program cannot find an entry for the element in one of the key attribute arrays (UPINT or UPINA). It identifies the element component, its parent (%2), and the process list being processed (%3). It tells you that it could not find the entry in UPINT or in UPINA (%4) and what the PIN number of the element is (%5). This error can occur if the parent is set up to use an element that is defined as specific to a country other than the country for which the current calendar group is running. Resolution: Inspect the parent element (or the sections of the process list, if the element reported in error is directly on the process list). Modify the element dependencies or remove the element from the process list, as appropriate. Also see messages 314 and 315.
302	The definition for element %1 (parent element %2, process list element %3) is inactive as of %4 On the Payee Messages page, the %n placeholders are substituted for the element names. The message is issued if the process encounters a request to resolve an element that was set to inactive on or before the date on which its resolution was requested (%4). The parent element (%2) is the element that is directly dependent on this element. The process list element (%3) shows the element on the process list that is dependent on both the element in error and its parent. In more complex setups, there may be multiple layers of elements between the parent and the element on the process list. If the error occurs for the process list entry itself, all three will show the same element name. Resolution: Review the definition of the element in error and assess whether the element should be inactivated. If so, modify the definition of the parent element to no longer depend on this element for resolution. If the element in error is directly on the process list (that is, in a section of a process list), remove it from that section.

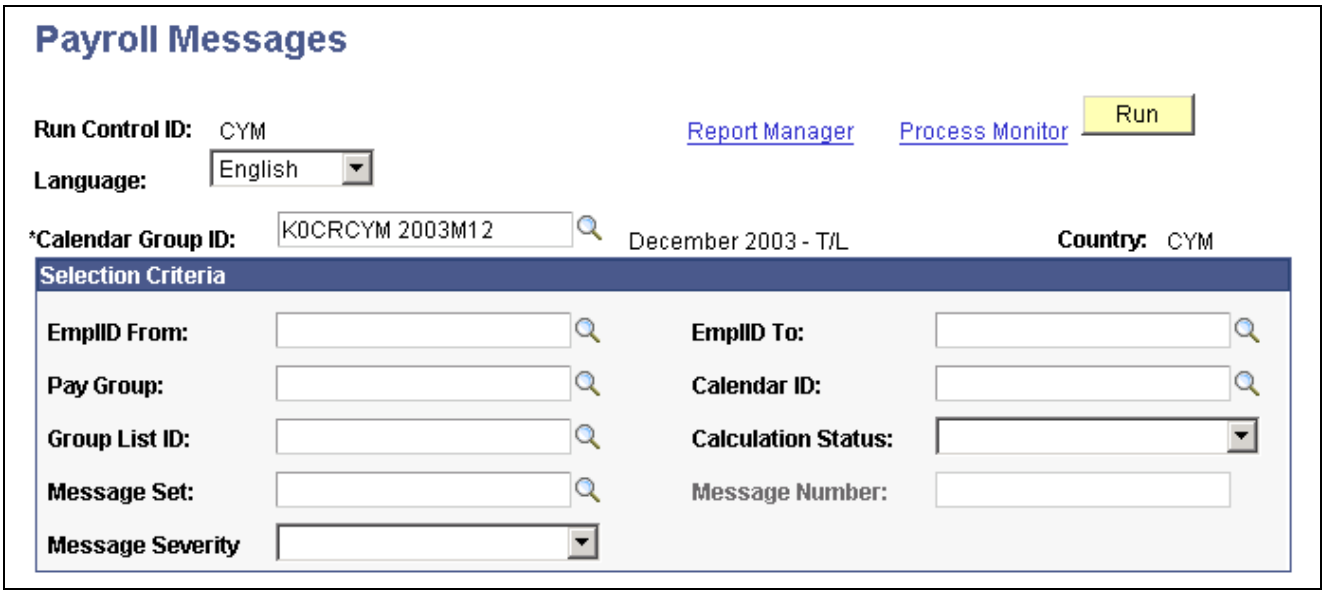
Message Number	Message / Explanation
314	Element %1 has an invalid PIN (%2). Valid range is 1 through %3. PIN not loaded This message is issued as elements or element rule definitions are loaded. It identifies an element with a PIN number that is outside the valid range of PIN numbers (1 through 300,000). The upward limit is the array size of the UPINT array in GPCUPINT. Resolution: If the PIN number (%2) is 0, something is wrong with the setup of one of your rules. A PIN number that is greater than 300,000 indicates that your rule set is getting large. Consult your system administrator or application developer to expand the UPINT array.
315	Element %1 (PIN %2) - and data for the element - not loaded into the process. (N/A for country: %3) This message is issued during the loading of elements or element rule definitions. It differs from message 314 in that the PIN number is valid, but the element for which the process is attempting to load data is specific to a country that is different from the country that is associated with your current process (%3). Resolution: Review your rule setup, focusing on any modifications or additions to the rules that have been made since the last successful run.

Page Used to Create the Payee Messages Report

Page Name	Object Name	Navigation	Usage
Payroll Messages	GP_GPSQR04_PNL	Global Payroll & Absence Management, Absence and Payroll Processing, Reports, Payroll Messages	Run the Messages Report (GP000004) SQR process to identify payees who may need further editing to make it through finalization of the payroll.

Creating the Payroll Messages Report

Access the Payroll Messages page.



Payroll Messages page

Calendar Group ID The calendar group to process.

EmplID From and **EmplID To** Range of payees to process. Do not enter an EmplID To value without also entering and EmplID From value.

Pay Group The paygroup to process.

Calendar ID The calendar to process.

Group List ID Payees currently assigned to the group list ID will be processed.

Calculation Status Calculation status to process.

Message Set A specific message set can be selected, and the system will report only those messages in Global Payroll.

Message Number This field is available if you select a message set. Enter any valid message number.

Message Severity Select *Error* or *Warning* to exclude informational messages and process terminating errors (message numbers under 300) from the report.

Finalizing a Payroll or Absence Run

When you finalize a payroll or absence run, no further changes can be made. Only after you finalize a run can the calendars in a calendar group be picked up for retroactive processing in subsequent runs of other calendar groups.

You finalize an entire run at the end of a payroll cycle, after you've resolved all errors and made all adjustments. When you run the Finalize phase, the system:

- Sets the calculation status of each payment to Finalize.

- Deletes all warnings, error messages, element resolution chains, processed retroactive triggers, and iterative triggers, including unprocessed, iterative triggers. (Positive input, segmentation triggers, and unprocessed retroactive triggers are not deleted.)
- Inserts a timestamp that you can view on the Calendar Group ID page.
- Marks the calendar group ID as Finalized and clears the Open indicator.

In this section, we discuss how to finalize a payroll or absence process.

Important! The Finalize phase cannot be reversed.

To finalize a payroll or absence run:

1. Ensure that the following requirements are met.

   The batch process aborts if any of the following conditions are not met. To see which conditions were not met, check the Log File.

Requirement	Where to Check
No payments are in Error or Identified status.	Processing Statistics pages for the calendar group ID.
No payees are Suspended by User or Suspended by System.	Processing Statistics pages for the calendar group ID.
All streams have been calculated, if stream processing is activated for the calendar group.	Processing Statistics pages. If you are unsure of the stream numbers, check the Stream Setup page.
All process indicators are set to Normal.	Payee Status page.

   Because the system deletes all iterative triggers, you may want to look at the Iterative Triggers - CalGrp ID page to see if there are unprocessed triggers that you need to address in a separate run.

   See Chapter 27, "Setting Up Triggers," Viewing Iterative Triggers by Calendar Group ID, page 719.
2. Access the Payroll/Absence Run Control page for the same run control ID and select the Finalize check box.
3. Review the Processing Statistics - By Calendar Group page and make sure that the *Finalized* and *Totals* figures match.

Canceling a Payroll or Absence Run

This section discusses how to:

- Cancel an entire payroll.
- Cancel an individual payee.

You can cancel an entire payroll or absence run (the entire calendar group ID) or you can cancel individual payees from a calendar group ID. For each canceled payee, the system deletes all calculations, sets the selection status to *Cancelled,* and deletes the Calculation status. It also deletes all error messages, warnings, and audit records, if you requested an element resolution chain.

Canceled payees are ignored during future iterations of processing, including retroactive runs, unless you manually *uncancel* them or run the Identify phase again—if you've canceled an entire run.

Canceling an Entire Payroll

You rarely need to cancel an entire payroll run. However, if you discover a problem that affects most or all payees, canceling the run may be the most efficient way to address the problem. For example, if you attach the wrong process list to a calendar or if you add calendars to the calendar group ID in the wrong order, it might be quicker to cancel the run, make the corrections, and run the Identify step again than to correct each payee individually.

To cancel a pay run, you select the Cancel check box on the Payroll/Absence Run Control page.

Canceling an Individual Payees

To cancel an individual payee, set the process indicator for the payee to *Cancel.*

Uncanceling a payee creates an iterative trigger during the next processing run. During the next iteration of the Calculate phase, the system deletes and re-identifies the payee. If the identification process determines that the payee still meets the selection criteria, that payee is included in the run. Otherwise, the payee is canceled again.

Processing Special Situations

This section discusses how to:

- Process payees in two open calendar groups.
- Run off-cycle calendar runs.

Processing Payees in Two Open Calendar Groups

Sometimes you might need to make two types of payments (for example, month-end payroll and quarterly bonuses) to the same paygroup within a short period of time. Since a payee can be identified in only one calendar group at a time, we recommend that you create a separate calendar for each type of payment and add the calendars to the same calendar group in the order that they should be processed.

If a payee is on more than one open calendar group, the payee is selected and processed in the first calendar group in which that payee is picked up. When the system processes the second calendar group, it puts the payee in an error status. To process that payee in the second calendar group, do one of the following:

- Finalize the first calendar group and then run the second calendar group.
- Suspend the payee in the first calendar group and recalculate the first calendar group (to invoke the suspend action). Rerun and finalize the second calendar group. Recalculate the first calendar group. This might be appropriate, for example, if the payee changes paygroups mid-period and the calendars for the previous and current paygroups are linked to different calendar groups.

Running Off-Cycle Calendar Runs

Sometimes you need to run off-cycle pay calculations. For example, you may need to pay people soon after they've been terminated or you might need to correct payroll results. Instructions for performing off-cycle processing are covered elsewhere in this book.

See Also

Chapter 23, "Managing Off-Cycle Processing," page 607

Reporting Payroll Data

This section discusses how to:

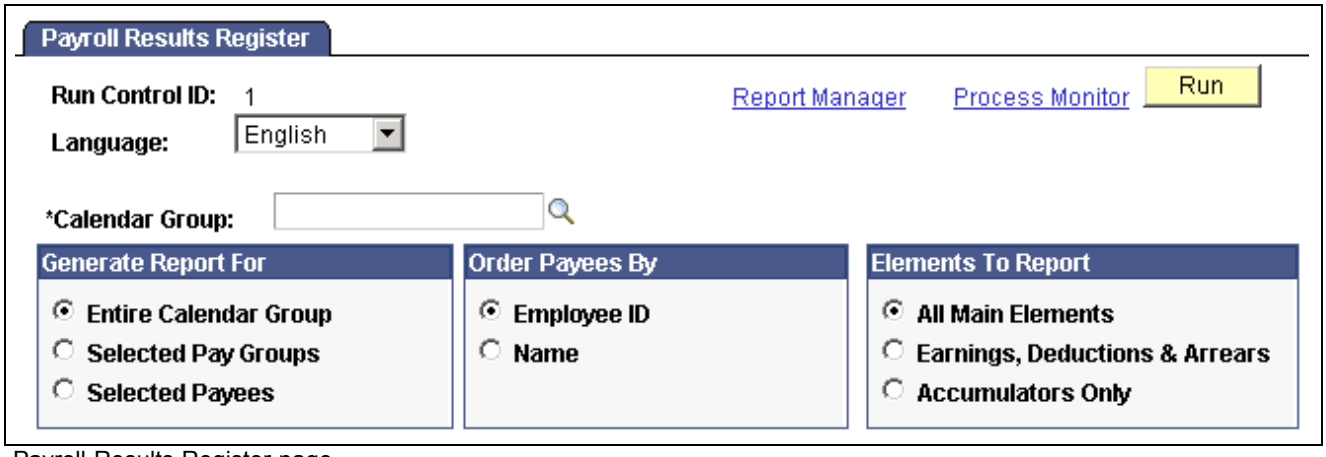
- Create a messages report.
- Create a results report.
- Create a summary report.

Pages Used to Report Payroll Data

Page Name	Object Name	Navigation	Usage
Payroll Results Register	GP_GPSQR01_PNL	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Results Register, Payroll Results Register	Create a report containing individual results of a payroll calculation for earnings, deductions, and/or accumulators.
Payroll Results Summary	GP_GPSQR03_PNL	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Results Summary, Payroll Results Summary	Create a summary report, which totals, by department, regular earnings, deductions, accumulators, contributions, taxes, and other earnings amounts.

Creating a Results Report

Access the Payroll Results Register page.



Payroll Results Register page

Language Determines the language that is used during translations and the formatting for dates and numbers.

Calendar Group Select the calendar group ID of the payroll run for which you want to generate a report.

Note. You can select calendar group IDs when at least one calendar is Payroll (versus Absence).

Generate Report For *Entire Calendar Group:* Select to generate a report for all paygroups and payees that are associated with the calendar group ID.

Selected Pay Groups: Select to generate a report for specific paygroups that associated with the calendar group ID. The Pay Group field becomes available for entry. Paygroups associated with absence runs or payroll runs, but not both, are available for selection, depending on the report.

Selected Payees: Select to generate a report for specific payees. The EmplID field becomes available for entry.

Order Payees By Select to sort payees by employee ID or name.

Elements to Report Refers to sections of the report (not sections from a process list). This report has three main sections:

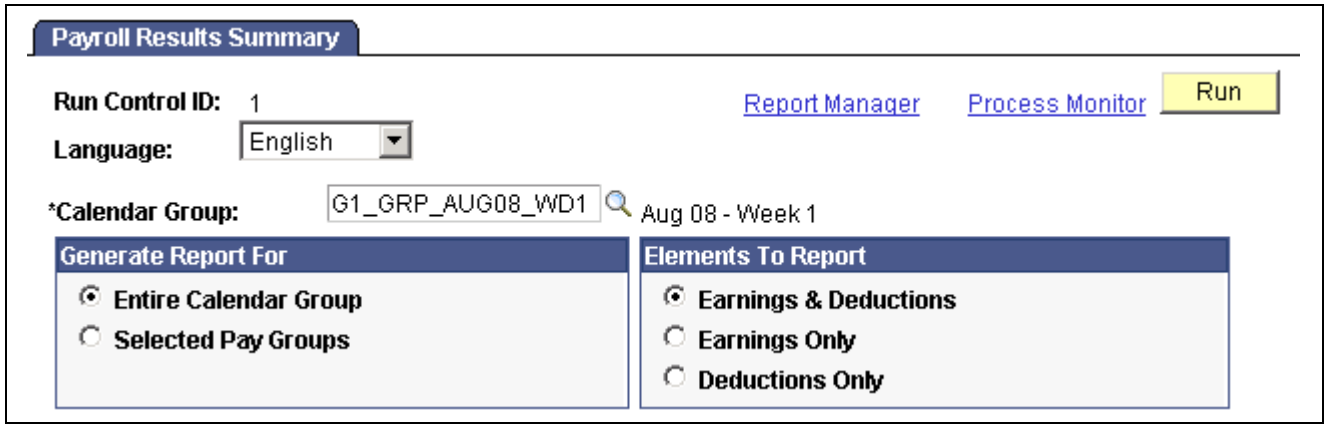
- Earnings and deductions.
- Accumulators.
- Arrears.

Data within each section is sorted alphabetically by element name within each type and arranged by slice dates within each element name. Select the report sections to generate:

- *All Main Elements*
- *Earnings, Deductions & Arrears*
- *Accumulators Only*

Creating a Summary Report

Access the Payroll Results Summary page.



Payroll Results Summary page

Language Determines the language that is used during translations and the formatting for dates and numbers.

Calendar Group Select the calendar group of the payroll run for which you want to generate a report.

Generate Report For *Entire Calendar Group:* Select to generate a report for all paygroups that are associated with the calendar group ID.

Selected Pay Groups: Select to generate a report for specific paygroups that are associated with the calendar group ID. The Pay Group field becomes available for entry. Paygroups associated with absence runs or payroll runs, but not both, are available for selection, depending on the report.

Elements to Report This selection criteria refers to sections of the report (not sections from a process list).

- *Earnings & Deductions:* Select to print only earnings and deductions.
- *Earnings Only:* Select to print only earnings.
- *Deductions Only:* Select to print only deductions.

CHAPTER 23

Managing Off-Cycle Processing

This chapter provides an overview of off-cycle processing, lists common elements, and discusses how to:

- Define common values for off-cycle groups.
- Record manual payments.
- Correct or reverse finalized results.
- Make unscheduled payments.
- Process periods in advance.
- View results of off-cycle processing.

Understanding Off-Cycle Processing

This section discusses:

- Differences between on- and off-cycle runs.
- Types of off-cycle transactions.
- Features of off-cycle processing.
- Steps for entering off-cycle requests.
- Processing and postprocessing steps.
- Source and target calendars.
- Off-cycle batch processing.
- System elements for developing off-cycle rules.

Differences Between On- and Off-Cycle Payrolls

On-cycle processing refers to executing regularly scheduled runs. In Global Payroll these are recurring runs for which a period, calendar, and calendar group have been predefined. A paygroup with a monthly frequency has twelve regularly scheduled on-cycle payrolls each year.

Off-cycle payroll processing refers to processing payments and making corrections to finalized results outside of the normal payroll schedule. Off-cycle transactions are typically made to correct prior payments or to make early termination payments that can't wait until the next scheduled on-cycle payroll.

Note. Quarterly bonuses, commission payments, and other regularly recurring transactions that are processed less frequently than regular payroll runs often involve large groups of payees, and can be managed most efficiently as on-cycle processes.

With the exceptions that are explained in this chapter, the concepts that apply to on-cycle processing also apply to off-cycle processing: retroactivity, segmentation, calendars and calendar groups, running calculations, banking, and general ledger. The primary difference between on and off-cycle processing is the way in which you enter instructions for what and who to process.

See Also

Chapter 21, "Processing Payroll," page 527

Types of Off-Cycle Transactions

Global Payroll supports four types of off-cycle transactions:

- Manual payments

  You can record payments for items that you calculate and pay outside of the system, such as cash or check payments.

- Corrections

  These are transactions that correct the results of a finalized payroll. Examples include paying a new hire who was not included in the regular run, and reversing a bonus payment that was made to a payee in error.

- Unscheduled payments

  These are one-time payments, such as a special bonus or expense reimbursement that fall outside of the on-cycle process and for which calendars would not ordinarily be defined.

- Advances

  Advances are the processing of segments before they are normally scheduled, such as the early payment of wages due to termination, or the processing and pay of leave in advance.

Features of Off-Cycle Processing

With off-cycle processing, you can:

- Override a payee's normal payment method.

  You can override the payment method that's defined for a payee on the Net Distribution page or that is defined through rules during the calculation process. For example, you can issue a check to a payee for a one-time bonus, even though the payee's regular monthly salary is paid through a direct deposit.

  See Chapter 31, "Defining Banking Instructions," Defining Payee Net Pay Elections, page 840.

- Limit which elements are resolved.

  For all off-cycle transactions except advances, you can use two features to limit the primary elements (earnings and deductions) on the process list the system resolves. The Stop Regular Resolution option enables you to prevent the resolution of all primary elements, with the exception of any retroactive or positive input for those elements. Alternatively, you can select a limited set of primary elements to process.

- Override supporting elements.

  For all off-cycle transactions except advances, you can override the values of brackets, dates, duration, formulas, and variables for a given payee and calendar. Advances will take these overrides from the calendar definitions of the calendars being advanced.

- Define iterative triggers definitions for modifications.

For all off-cycle transactions, iterative triggers are enabled, such that the addition or change to any data on the off-cycle pages will automatically cause the payee with data changes to be recalculated when the user next runs the calculate phase for the off-cycle calendar group.

Note. The system will not create triggers unless you have set up the proper trigger definitions for each country. The records for which you should create trigger definitions are GP_OFFCYCL_M_VW, GP_OFFCYCL_C_VW, GP_OFFCYCL_U_VW and GP_OFFCYCL_A_VW These correspond to Manual Payments, Corrections, Unscheduled payments and Advances, accordingly.

See Chapter 27, "Setting Up Triggers," Setting Up Trigger Definitions, page 707.

Steps for Entering Off-Cycle Requests

You can enter multiple off-cycle requests for the same paygroup and target period.

To enter requests for off-cycle transactions:

1. Create an off-cycle group using the Off Cycle Requests (GP_OFFCYCLE_SETUP) component.

   An off-cycle group identifies which off-cycle transactions to process and the processing instructions, including who and what to pay and when to pay it. Its purpose is similar to a calendar in an on-cycle process, except that you enter specific instructions for each payee. Off-cycle group setup includes two steps:

   a. Name the off-cycle group and enter various default instructions for all transactions on the Intro page.

   b. For each transaction, enter instructions on the page that's specific to that transaction type.

2. Create a calendar group for the off-cycle run on the Calendar Group page.

   A calendar group for an off-cycle run identifies the *off-cycle groups* to process together (whereas a calendar group for an on-cycle process identifies the *calendars* to process together). Use the same page to create all calendar groups, completing the fields that pertain to off-cycle processing.

   Note. You can create a calendar group for an off-cycle run directly on the Intro page of the Off Cycle Requests component by clicking the Create Calendar Group button. When you click this button, the system automatically populates the Calendar Group page with the information required to generate the off-cycle calendar group.

See Also

Chapter 16, "Using Calendars," Defining Calendar Groups, page 403

Processing and Postprocessing Steps

To process requests for off-cycle transactions:

1. Initiate the off-cycle run.

   Use the same run control page that you use to initiate on-cycle runs. This page, the Payroll/Absence Run Control page, can be accessed by navigating to Global Payroll & Absence Mgmt, Absence and Payroll Processing, Off Cycle, Process Off Cycle. Or the same page can be accessed by navigating to Global Payroll & Absence Mgmt, Absence and Payroll Processing, Calculate Absence and Payroll.

   When the system recognizes the entered calendar group as an off-cycle group, it sets the Suspend Active setting to *on* for the processing phases where it is relevant (Identify and Calculate).

2. Finalize te run once you're satisfied with the processing results.

3. Run all post-processes, such as Banking, General Ledger, Send Cost to TL, and reports.

Each post-processing step needs to be run with the same sequence as on-cycle.

See Also

Chapter 21, "Processing Payroll," Entering Processing Instructions, page 535

Off-Cycle Batch Processing

With off-cycle processing, the system automatically suspends affected payees from other runs in which they are active so that they can be included in the off-cycle process. (A payee can only be active in one run at a time.)

Here's what the system does when you submit an off-cycle request:

- Checks to see if the payee is associated with an open calendar group.
- If yes, suspends the payee in the calendar group so that the payee can be calculated immediately in the off-cycle group.

Note. If the Calculation status is set to Frozen, suspends the payee in the off-cycle calendar group.

Transaction processing varies depending on the type of off-cycle requesting being processed.

Manual Payments

With manual payments, batch validation checks to see if the calculated gross and net pay accumulator amounts match the gross and net pay amounts input. A message is issued and payee is placed in error if these calculated gross and net do not match the input gross and net amounts. The amounts will have to match in order to finalize the payroll.

During batch processing the process list associated with the run type entered will be used.

- Earnings and deductions entered on the manual payment request:
  - Only resolved if on the process list.
  - Eligibility is bypassed, including generation control.
  - Pre and Post-process formulas are resolved. Overrides from post-process formulas will not be applied.
  - No individual components are resolved. But if the user adds a component it will be stored and added to any accumulator in which it belongs. An example would be if Units are entered as hours, the amount is not used to calculate an amount, just to update this units balances.
- Earnings and deductions resolve depending on the presence of positive input entered in the off-cycle request, as well as the stop regular resolution and limit element set elections.
- Supporting Elements will always be resolved if they are on the process list.
- Both, period and element segmentation triggers are ignored.
- Entries from PeopleSoft Enterprise Time and Labor and the Manage Variable Compensation application of PeopleSoft Enterprise Human Resources are not picked up.

Corrections

Off cycle corrections are based on retroactive processing just like the retroactive corrections that take place during on-cycle runs.

- A trigger must exist on or before the pay period end date for the calendar being corrected or reversed.
- The retroactive method used is based on the type of correction being processed:

  - Normal Retro – Follows retroactive method based on the triggers and rule setup.
  - Replacement – Corrective retroactive method is forced.
  - Reverse – Normal Retro – Follows retroactive method based on the triggers and rule setup.
  - Reverse – Replacement – Corrective retroactive methods is forced.
- For the calendar being corrected or reversed the earnings and deductions resolve based on “normal” processing and eligibility.
- New calendars are created and will be processed. If delta’s exist and are to be forwarded, these new off-cycle calendars that are automatically generated will receive these deltas:
  - Earnings and deductions resolve depending on the presence of positive input entered in the off-cycle request, as well as the stop regular resolution and limit element set elections.
  - All supporting elements on process lists are resolved.
  - Segmentation triggers are ignored.
  - Entries from PeopleSoft Time and Labor and the Manage Variable Compensation application are not picked up.

Unscheduled Payments

During batch processing the process list associated with the run type entered will be used.

- Earnings and deductions entered on the unscheduled payments request follow on-cycle batch processing logic:
  - Only resolved if on the process list.
  - Eligibility is considered, including generation control.
  - Pre and post-process formulas are resolved.
  - Individual components are resolved, as needed.
- Earnings and deductions resolve depending on the presence of positive input entered in the off-cycle request, as well as the stop regular resolution and limit element set elections.
- Supporting Elements will always be resolved if they are on the process list.
- Both, period and element segmentation triggers are ignored.
- Entries from Time and Labor and the Manage Variable Compensation application are not picked up.

Advances

For advances, calendar groups are processed with the applicable calendars. Batch processing follows the same logic as on-cycle processing.

System Elements for Developing Off-Cycle Rules

The following table provides information about delivered system elements that are used during off-cycle processing:

System Element	Description	Values
GP TX TYPE	Identifies the transaction type	• R (Correction) • M (Manual Payment) • U (Unscheduled Payment) • A (Advances) • Blank (on-cycle runs)
OFF CYCLE	Identifies whether calendar is off-cycle or on-cycle.	• Y (Yes) = off-cycle calendar. • N (No) = on-cycle calendar. (Any run with a defined calendar is considered on-cycle, including semi-regular runs.)
GP CORR TYPE	Identifies the correction type	N Normal Retro, R Replacement — Normal Retro, V Reversal - Normal Retro, W Reversal — Replacement

Common Elements Used in This Chapter

Limited Element Set

To process only selected earning and deduction elements on the process list, select the element group to process. Use the Element Group component (GP_ELEMENT_GROUP) to define a limited element set.

For example, to specify that the system also process an employer contribution when you enter positive input for a payee, you can create an element group that includes the elements for the employer contribution and select this element set when entering the payment instructions.

Note. Including an element in a limited element set does not override general eligibility rules. Limited element sets provide an additional filter that can further narrow the elements that get resolved.

See Chapter 14, "Defining the Organizational Structure," Defining Element Groups, page 343.

Offcycle Group

Identifies a set of off-cycle transactions to process. The name of an off-cycle group is user defined. You can use any value.

Payment Date

The date that the system uses to determine:

- The period for updating accumulators, for those accumulators that are defined to accumulate based on payment date.
- The element definitions to retrieve during processing, for those elements that use payment date as the definition as of date.

The value that you enter on the Intro page becomes the default value for all transactions that are associated with the off-cycle group. You can override this date for individual transactions.

Payment Method

Options are *Cash, Check, Postal Order,* and *Pay Primary Account Only*. This field applies to all transaction types except manual payments. The selected payment method overrides the payee's normal instructions as well as any payment method that might be assigned through rules during the calculation process.

Enter a default value for all transactions on the Intro page. You can override this value for individual transactions.

Period Begin Date and **Period End Date**

Dates the system use to determine:

- The period for updating accumulators, for those accumulators that are defined to accumulate based on period begin date or period end date.
- The element definitions to retrieve during processing, for those elements that use period begin date or period end date as the definition as of date.

Manual payments, corrections, and unscheduled payments inherit these dates from the target calendar; you can override the default dates. Advance payments inherit these dates from the source calendar—the calendar that is being advanced; you cannot override these dates for advances.

Stop Regular Resolution

Select this check box to prevent the resolution of primary elements (earnings or deductions) on the process list, except those with positive input or retroactivity. Supporting elements on the process list will still be processed. When you select this option, the Limited Element Set field becomes unavailable.

Supporting Element Overrides

Click the Supporting Element Overrides button to access the Payee / Calendar Overrides page where you can override the value of a bracket, date, duration, formula, or variable element for a specific payee and calendar.

Target Period ID

Affects the period for which balance accumulators are updated. The target period provides the default values for the period begin date and period end date for all transaction types except advances. For advances, the target period determines the process begin date and process end date.

Defining Default Values for an Off-Cycle Group

This section provides an overview of off-cycle group setup and discusses how to create an off-cycle group and define its default values.

Understanding Off-Cycle Group Setup

Use the Off Cycle Requests component (GP_OFFYCLE_SETUP) to create an off-cycle group and to define default instructions for the transactions to be processed. On the component's Intro page you enter a description of the group and select the default payment date and payment method for all transactions. After entering instructions on the Intro page, you complete a separate page of the component for each transaction type you intend to process.

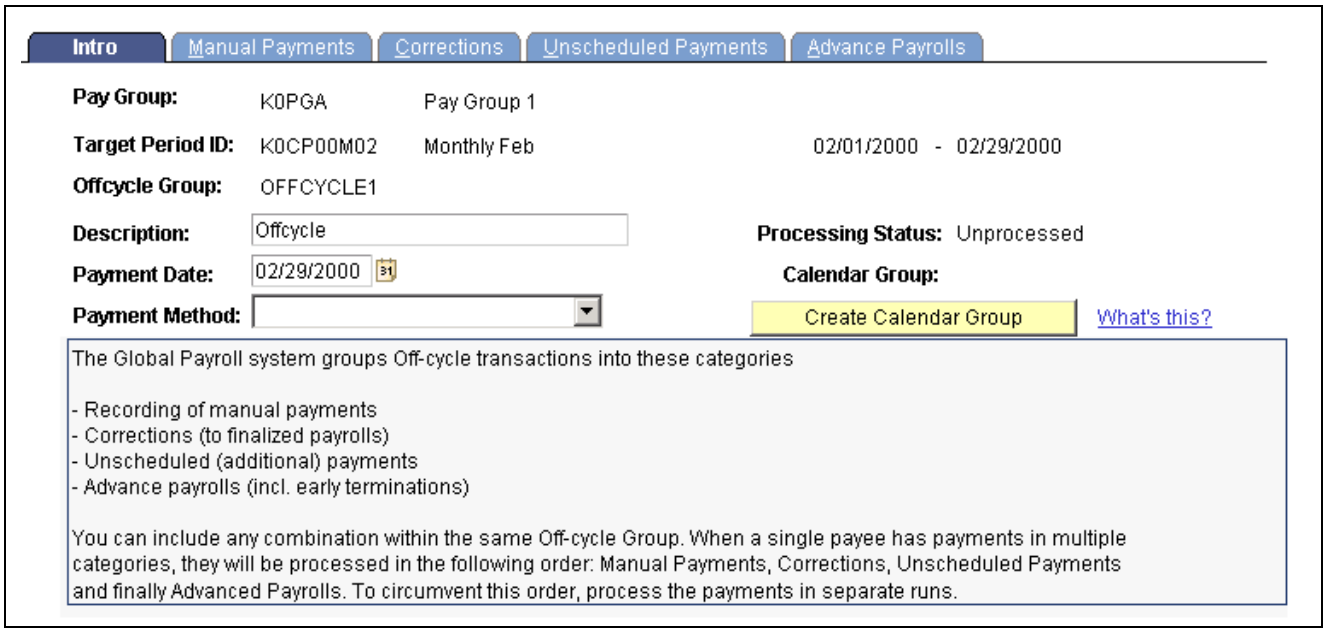
If a payee has entries for more than one transaction type, the system processes the transactions in the following order: manual payments, corrections, unscheduled payments, and advance payments. To process the transactions in any other order, set up separate off-cycle groups and process the payments in separate runs.

Page Used to Define Default Values for Off-Cycle Transactions

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: paygroup, period ID, off-cycle group, description, processing status, or calendar group.

Defining Common Values for Off-Cycle Transactions

Access the Intro page by entering the paygroup, target period ID, and name for the off-cycle group.



Intro page

Description Enter a long description of the off-cycle group.

Payment Date This field enables you to specify a common payment date for all the transactions included in the off-cycle group.

Payment Method This field enables you to specify a common payment method for all the transactions included in the off-cycle group.

Processing Status Displays *Unprocessed*, *Processing initiated, Processing finalized,* or *Canceled*, depending on the status of the off-cycle payroll process. Once processing is finalized, you cannot make changes to the off-cycle group. *Canceled* appears if a user has canceled the calendar group with which the off-cycle group is associated.

Calendar Group This value displays after you associate the off-cycle group with a calendar group. The system clears this value if you remove the off-cycle group from the calendar group.

Create Calendar Group Click to generate a calendar group for the off-cycle group you are defining. When you click this button, the system displays the Calendar Group page pre-populated with the required calendar group information. Click OK to accept the system-defined calendar group.

Note. This button appears on the page only after you save the off-cycle request. After the off-cycle request is associated with a calendar group, the button disappears.

Note. Note that this button enables you to associate a single off-cycle request (group) with a calendar group. If you want to combine multiple off-cycle requests in the same calendar group, you should create the calendar group manually and add the separate off-cycle requests to the calendar group directly on the Calendar Group page.

Recording Manual Payments

This section provides an overview of recording manual payments and discusses how to record manual payment details.

Understanding the Recording of Manual Payments

A manual payment is a check prepared outside of the Global Payroll system. You might have a remote office with no access to Global Payroll that occasionally needs to write a manual payment to process a last-minute payroll adjustment. Or you might correct errors in system-produced paychecks by producing manual payments.

Because manual payments are created outside of the system, you must record them manually into Global Payroll to update your employees' earnings, deductions, garnishments, and tax balances.

For example, employee 8101 was hired in a remote office on January 1. The clerk did not notify the central office of the new hire. So, when the payroll was produced for the January run, the new employee did not receive a check. The payroll clerk therefore calculated and produced a manual payment to be processed in an off-cycle run. He then forwarded the check information to the central office to be entered into the system.

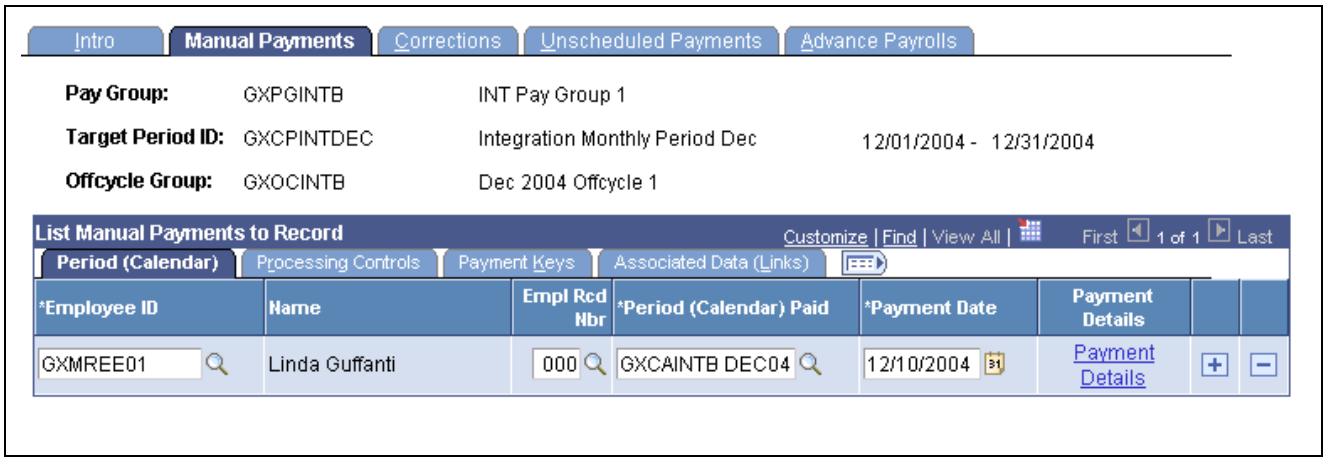
Manual payments are processed in off-cycle payroll runs.

Pages Used to Record Manual Payment Details

Page Name	Object Name	Navigation	Usage
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_DTL	Click the Payment Details link on the Period (Calendar) tab of the Manual Payments page.	Enter all manual payment details.

Recording Manual Payment Details

Access the Manual Payments page.



Manual Payments page

Employee ID Enter the employee ID for whom you created the manual payment. The section will limit itself to payees (and jobs) that at one time or another were associated with the paygroup associated with the off-cycle group.

Empl Rcd Nbr (employee record number) Select the job for which you created the manual payment.

Period (Calendar) Paid Enter the pay period the manual payment covers.

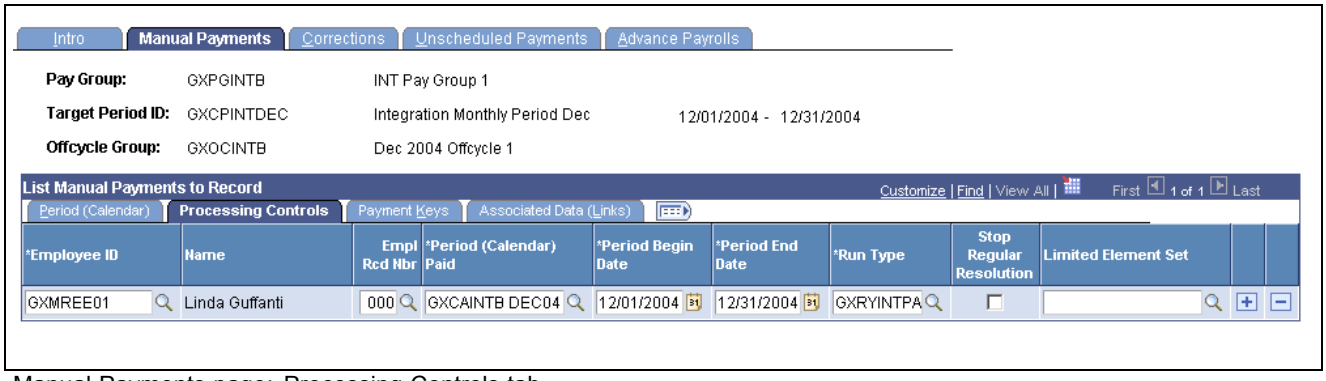
Payment Date Enter the payment date applicable to the off-cycle payment. Defaults the payment date from the off-cycle group, if it exists. You can override this value based on the individual payment.

Note. Payment date as noted earlier can be used to determine what period balances to update. It may be different from the issue date of the original payment.

Payment Details Click this link to access the Manual Payment Detail page, where you can enter all earning and deduction elements associated with the manual payment.

Processing Controls

Select the Processing Controls tab.



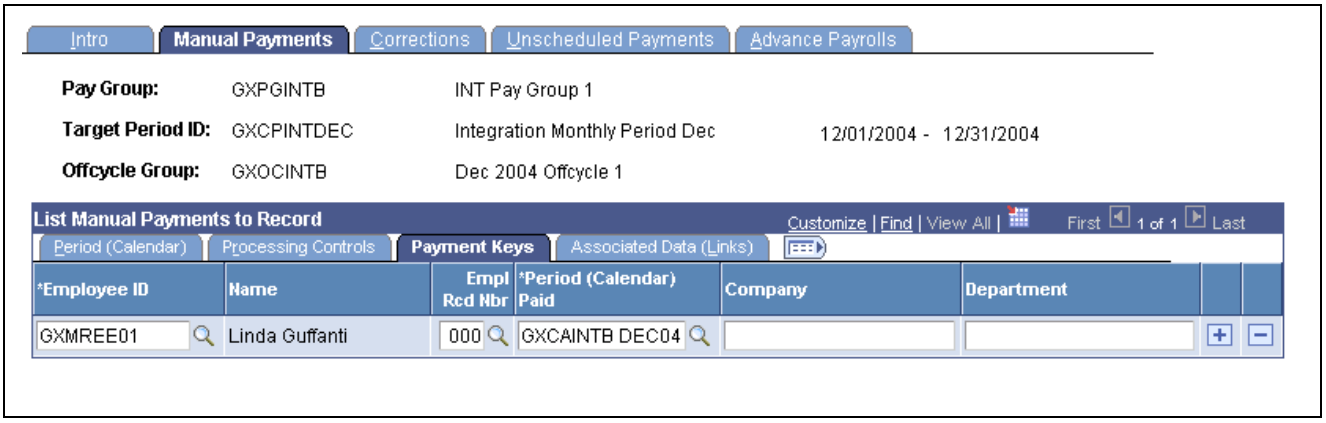
Manual Payments page: Processing Controls tab

Period Begin Date and **Period End Date** — Defaults from the target period ID. These values can be overridden.

Run Type — Defaults from the calendar paid. This value can be overridden.

Payment Keys

Select the Payment Keys tab.



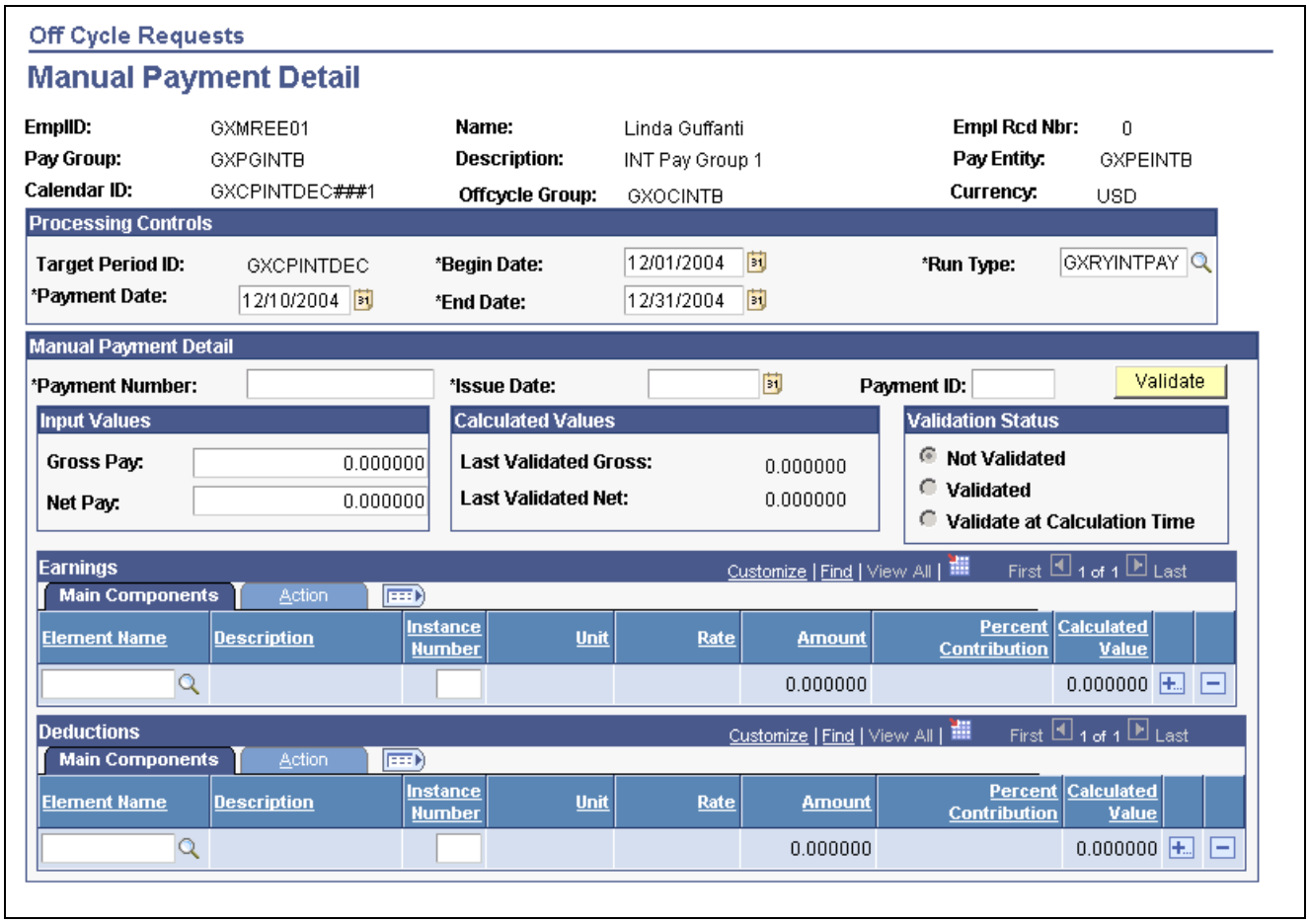
Manual Payments page: Payment Keys tab

This tab displays the payments keys that have been set up at the pay entity level. It will only be visible if there are payment keys set up. The user can override the payment keys. If no payment keys are overridden the system will use the payment keys of the period end date of the target calendar.

Note. If you override one payment key, you override them all.

Entering Payment Details

Access the Manual Payment Detail page.



Manual Payment Detail page

Payment Number Enter the number associated with the payment number, cash receipt, check, or bank transfer for this manual payment.

Issue Date Enter the date the payment was issued and payable to the payee.

Payment ID In order to include this payment in the payment reconciliation, add the payment ID applicable to the manual payment.

Validate After you enter all data for the page, click to validate the entries for the manual payment. The validation process will verify the input gross and net amounts are equal to the calculated gross and net accumulator amounts to ensure the amounts are entered correctly. If the values do not equal the manual payment detail can be saved but not processed. The input gross and net pay must equal the calculated gross and net accumulators before a manual payment can be validated and then processed. The only exception is when you have a status of validate at calculation time.

Validation Status Once the validation process is run, the Validation Status is automatically updated.

Valid values are:

- *Not Validated* – Indicates the calculated gross and net accumulators do not match the entered gross and net, or that the payment was saved and not validated.

- *Validated* – Indicates the calculated gross and net accumulators match the entered gross and net.
- *Validate at Calculation Time* – Indicates that the earnings or deductions contributed to the accumulator based on another element. Since the element needs to be resolved during calculation the system will not be able to validate until the calculation.

Gross Pay Enter the gross pay of the manual payment.

Net Pay Enter the net pay of the manual payment.

Calculated Values The Last Validated Gross and Last Validated Net values are derived based on how the earnings or deductions, entered on the positive input details, are defined to contribute to the gross and net accumulators. Since an earning or deduction can accumulate less than 100 percent to an accumulator the calculated gross and net may be different from the input values of Gross Pay and Net Pay.

Note. By simply entering all the earnings and deductions and then clicking the Validate button, you can use the page as a calculator to determine the gross and net for you, (and as such it can serve as a calculator when you issue the manual payment itself).

Earnings and Deductions Details

Element Name Enter all the earning and deduction elements that are used in this manual payment.

Unit, Rate, Amount, Base, Percent, and **Currency Code** Enter values in the applicable fields for each element of the manual payment.

Percent Contribution Based on the element's definition, this displays the percent to add or subtract from the accumulator for this element.

Note. If the element contributes based on another element, the element name will appear. If the element contributes differently to gross and net then ##### will appear in this field. The system displays a message when the element contributes differently to gross and net, which reads " # - Percent Contributions are different for Gross and Net."

Calculated Value Based on the element's definition, this displays the elements calculated value that it contributes to the accumulator.

Action Type The action type for the element listed is displayed. If no amount or a zero is entered for an element the Action Type will be *Resolve to Zero*. If a non-zero amount is entered for an element the Action Type will be *Override*.

Supporting Element Overrides Click to access the Supporting Element Overrides page, where you can override values of supporting elements for this manual payment. If override details are entered, the Details check box will be selected.

Correcting or Reversing Payroll Results

This section provides an overview of correcting payroll results and discusses how to enter instructions to correct payroll results.

With its built-in retroactive processing capabilities, Global Payroll generally handles corrections as a basic part of regular on-cycle payrolls. With off-cycle processing, you can quickly address the more critical exceptions.

Understanding Payroll Result Corrections

There are four types of corrections that can be processed. They are:

- Normal Retro.
- Replacement.
- Reversal – Normal Retro.
- Reversal – Replacement.

Example of a Normal Retroactive Correction and a Replacement Correction

Example: The user is aware that the payee was underpaid 50 USD in February. In actuality the pay was increased as of January 1st from 100 USD to 110 USD.

For a *normal retroactive correction,* the system handles the adjustment using the normal retroactive processing mode and processing set, as dictated by the existing triggers. Standard use and validation of retroactive rules apply (as if running on-cycle). This includes:

- the retroactive mode
- the forwarding of elements
- the recalculation of elements

For a forwarding mode client this example would develop as follows:

	1st Trigger				Target Calendar
	January	February	March	April	Off-Cycle
	v1r2	v1r2	v1r2	v1r2	
E1 Old	100	50	100	100	
Year-to-Date Old	100	150	250	350	
E1 New	110	110	110	110	90
Year-to-Date New		150	250	350	440
Difference	10	60	10	10	

For a *replacement correction,* the normal retroactive processing behavior is overruled from the “calendar to correct” forward. While the system still performs cross-validation of retroactive triggers (no method conflict among triggers allowed), other rules are abandoned. With normal retroactive corrections:

- The retroactive mode is corrective (the system ignores for processing the retroactive events of the trigger)
- No elements are forwarded (the system ignores the retroactive processing set)
- All elements are recalculated (the system ignores the retroactive recalculate setting)

For a forwarding mode client, the example would develop as follows (note the shift in retroactive mode):

	1st Trigger				Target Calendar
	January	February	March	April	Off-Cycle
	v1r2	v2r1	v2r1	v2r1	
E1 Old	100	50	100	100	
Year-to-Date Old	100	150	250	350	
E1 New	110	110	110	110	10
Year-to-Date New		210	320	430	440
Difference	10	50	10	10	

Example of a Reversal – Both Modes

The off-cycle request for a reversal will force the reversal regardless of whether the underlying data has been changed to reflect the fact that the payee is ineligible or not, meaning:

- If the necessary data corrections have already taken place to reflect that the payee should not have been paid, the request for an adjustment or a replacement will have the same effect.
- If the necessary data corrections are *not* made, a subsequent retroactive process will reidentify and recalculate the reversed payment.

Example: The payee was processed with a status of *Leave of Absence With Pay* during the month of February. The status should have been *Leave of Absence Without Pay*. This time assume there were no changes in January (despite the trigger on January 1st).

Original Check	February	Reversing Entry	Off-Cycle
Salary (E1)	10000	Salary	–10000
401K	1000	401K	–1000
FWT	2000	FWT	–2000
Union Dues	100	Union Dues	–100
Net Pay	6900	Net Pay	–6900

For a *normal retroactive reversal,* the retroactive processing mode dictated by the underlying triggers are respected, but the other rules are abandoned. For a forwarding client this would shape up as follows (in terms of balances and target calendar calculations).

- All elements will be forwarded (the system ignores the retroactive processing set)

- All elements will be recalculated (the system ignores the retroactive recalculate setting)

	1st Trigger				Target Calendar
	January	February	March	April	Off-Cycle
	v1r2	v1r2	v1r2	v1r2	
E1 Old	10000	10000	10000	10000	
Year-to-Date Old	10000	20000	30000	40000	
E1 New	10000	0	10000	10000	–10000
Year-to-Date New	10000	20000	30000	40000	30000
Difference		10000			

For a corrective client this would develop as follows (in terms of balances and target calendar calculations):

- No elements will be forwarded (the system ignores the retroactive processing set)
- All elements will be recalculated (the system ignores the retroactive recalculate setting)

	1st Trigger				Target Calendar
	January	February	March	April	Off-Cycle
	v2r1	v2r1	v2r1	v2r1	
E1 Old	10000	10000	10000	10000	
Year-to-Date Old	10000	20000	30000	40000	
E1 New	10000	0	10000	10000	0
Year-to-Date New	10000	10000	20000	30000	30000
Difference		10000			

Replacement reversals are similar to the standard replacement in that the normal retroactive behavior is overruled from the "calendar to correct" and forward. While the cross-validation of retroactive triggers still occurs (no method conflict among triggers allowed), other rules are abandoned. With replacement reversal corrections:

- The retroactive mode is corrective (the system ignores the retroactive events of the trigger for processing)
- No elements will be forwarded (the system ignores the retroactive processing set)
- All elements will be recalculated (the system ignores the retroactive recalculate setting)

For a forwarding client this would develop as follows (in terms of balances and target calendar calculations):

	1st Trigger				Target Calendar
	January	February	March	April	Off-Cycle
	v2r1	v2r1	v2r1	v2r1	
E1 Old	10000	10000	10000	10000	
Year-to-Date Old	10000	20000	30000	40000	
E1 New	10000	0	10000	10000	0
Year-to-Date New	10000	10000	20000	30000	30000
Difference		10000			

For a corrective client there is no principal difference between reversal – normal retroactive and reversal – forced replacement.

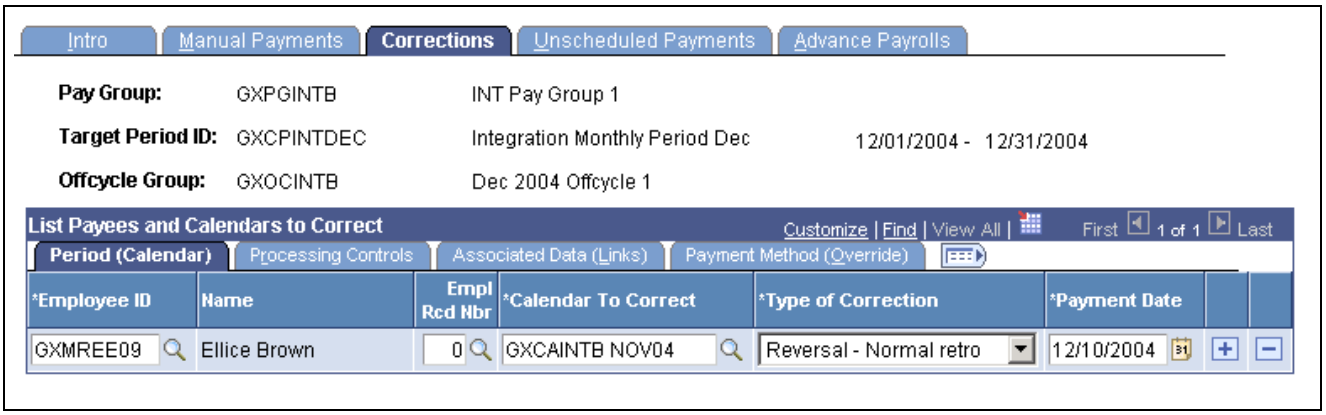
Note. The preceding examples include March and April as closed payrolls that have taken place between the corrected payroll and the actual correction taking place to illustrate the difference in the nature of the normal retroactive process and the forced replacement process (particularly for normally forwarding clients). The majority of the cases are likely to be corrections to the very last period paid – in this case April – and the difference in the behavior is generally negligible.

Pages Used to Correct Payroll Results

Page Name	Object Name	Navigation	Usage
Corrections	GP_OFFCYCLE_CORR	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Off Cycle, Off Cycle Requests, Corrections	Enter instructions for processing payroll corrections.
Positive Input by Payee	GP_PI_MNL_ERNDED	• Click the P.I. Calendar to Correct link on the Associated (Data) Links tab of the Corrections page. • Click the P.I. for Target Calendar link on the Associated (Data) Links tab of the Corrections page.	Enter positive input for the calendar with corrections needed. Enter positive input for the target calendar. This page is also used to enter unscheduled and advance payment instructions. See Chapter 23, "Managing Off-Cycle Processing," Pages Used to Enter Instructions for Unscheduled Payments, page 627 and Chapter 23, "Managing Off-Cycle Processing," Page Used to Enter Instructions for Advance Payments, page 630.
Payee / Calendar Overrides	GP_PYE_CAL_SOVR	Click the Supporting Element Overrides link on the Associated (Data) Links tab of the Corrections page.	Enter or review supporting element override information. This page is also used to enter unscheduled payment instructions. See Chapter 23, "Managing Off-Cycle Processing," Pages Used to Enter Instructions for Unscheduled Payments, page 627.
Retro	GP_TRIGGER_RTO	Click the Review Triggers link on the Associated (Data) Links tab of the Corrections page.	Enter or review retroactive trigger information.

Making Corrections

Access the Corrections page.



Corrections page

Employee ID Enter the employee ID for whom you created the payment. The section will limit itself to payees (and jobs) that at one time or another were associated with the paygroup associated with the off-cycle group.

Empl Rcd Nbr (employee record number) Select the job for which you created the payment.

Calendar To Correct Select the finalized calendar that needs a correction made to it.

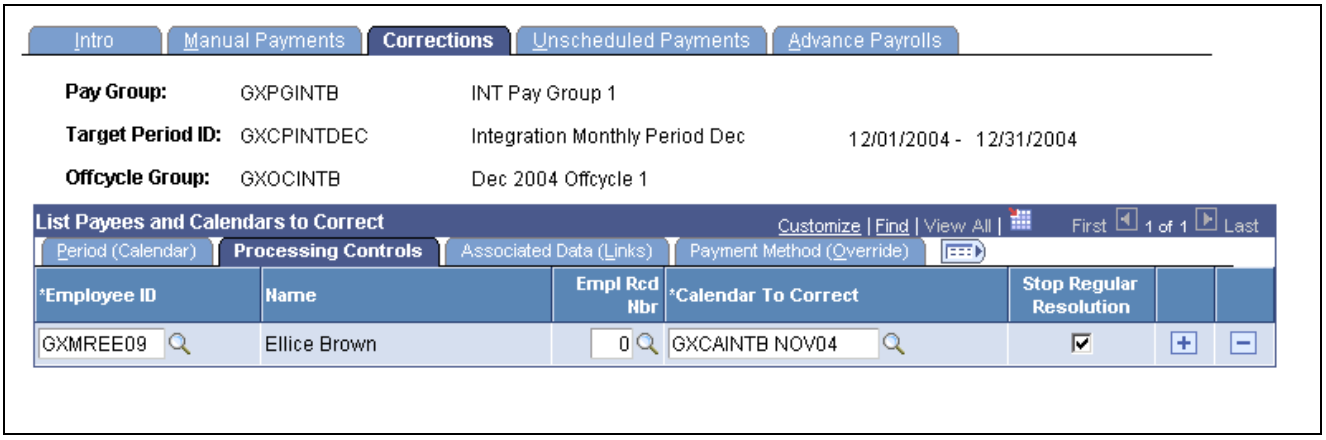
Type of Correction Enter the type of correction. Valid values are: *Normal Retro*, *Replacement*, *Reversal – Normal Retro*, and *Reversals – Replacement*.

Note. When processing reversals you need to void the payment, which can be done using the Review Payments by Cal Group component after banking has been finalized. Or, for reconciliation purposes on the Manual Payment Reconciliation page. This is not an automatic process.

See Chapter 31, "Defining Banking Instructions," page 823 and Chapter 32, "Reconciling Payments," Reconciling Transactions Manually, page 867.

Processing Controls

Select the Processing Controls tab.



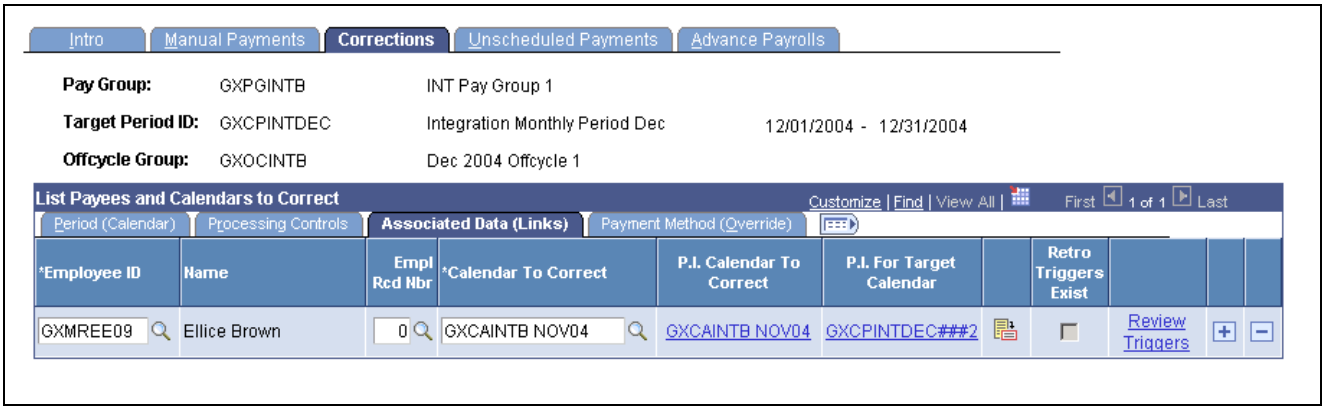
Corrections page: Processing Controls tab

Select Stop Regular Resolution if applicable to this correction. If a Limited Element Set needs to be processed, enter it here.

Note. For Reversal - Normal Retro, the Stop Regular Resolution check box will be selected and unavailable for entry. In addition, the Limited Element Set field will be unavailable.

Associated Data (Links)

Select the Associated Data (Links) tab.



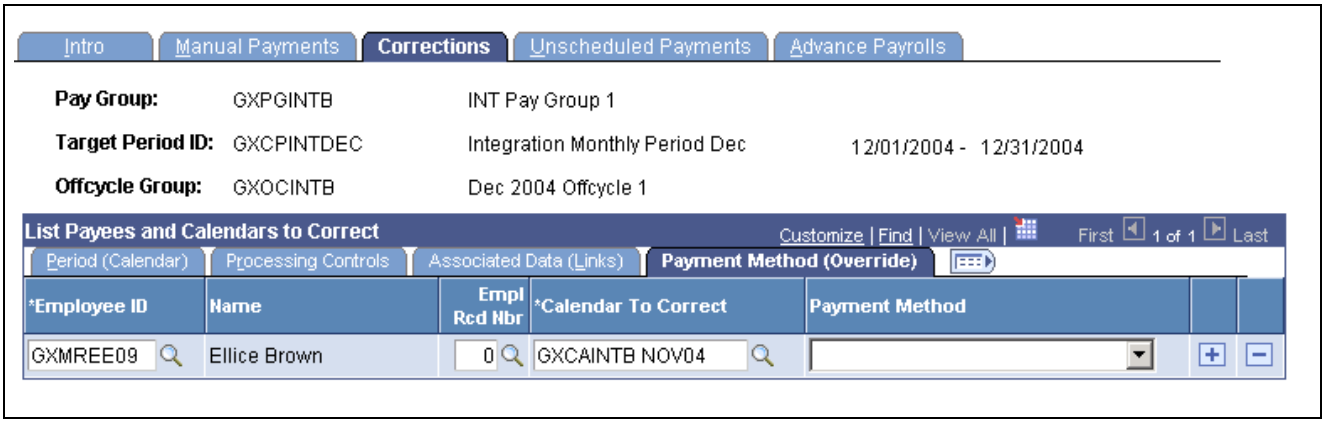
Corrections page: Associated Data (Links) tab

From this tab, you can click links to access the positive input pages for the corrected calendar and the target calendar. Also, you can access the Supporting Element Overrides page for the payee and calendar. You can click a link to view, edit, and add retroactive triggers.

Retro Triggers Exist (retroactive triggers exist) If a retroactive trigger exists for this correction the check box will be selected. If the check box is cleared, you must manually create the trigger or make the correction to data that will cause the trigger to be generated.

Payment Method (Override)

Select the Payment Method (Override) tab.



Corrections page: Payment Method (Override) tab

Select the payment method for the correction.

Making Unscheduled Payments

This section provides an overview of unscheduled payments and discusses how to enter instructions for unscheduled payments.

Understanding Unscheduled Payments

Unscheduled payments are one-time payments that are processed outside of the normal processing cycle. Examples include a one-time bonus, an award, expense reimbursement, or rent paid for an employee's housing. These transactions are similar to manual payments in many respects, however the system calculates the amount for unscheduled payments based on the criteria that you enter.

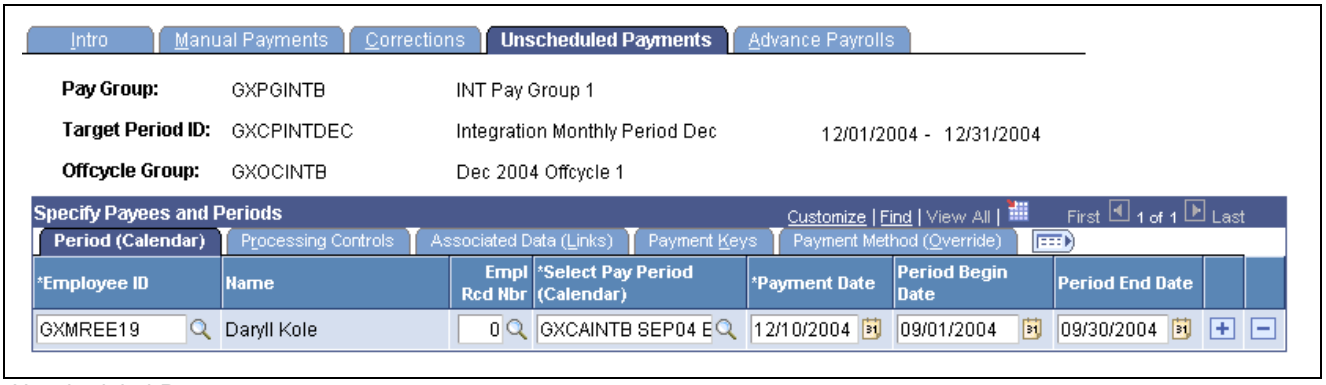
Items and amounts paid with an unscheduled payment are typically entered as one-time positive input.

Pages Used to Enter Instructions for Unscheduled Payments

Page Name	Object Name	Navigation	Usage
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.
Positive Input	GP_PI_MNL_ERNDED	Click the P.I. for Target Calendar link on the Associated (Data) Links tab of the Unscheduled Payments page.	Enter positive input for the target calendar.
Payee / Calendar Overrides	GP_PYE_CAL_SOVR	Click the Supporting Element Overrides button on the Associated (Data) Links tab of the Unscheduled Payments page.	Override the value of a bracket, date, duration, formula, or variable for a specific unscheduled payment.

Entering Instructions for Unscheduled Payments

Access the Unscheduled Payments page.



Unscheduled Payments page

Employee ID Enter the employee ID for whom you created the payment. The section will limit itself to payees (and jobs) that at one time or another were associated with the paygroup associated with the off-cycle group.

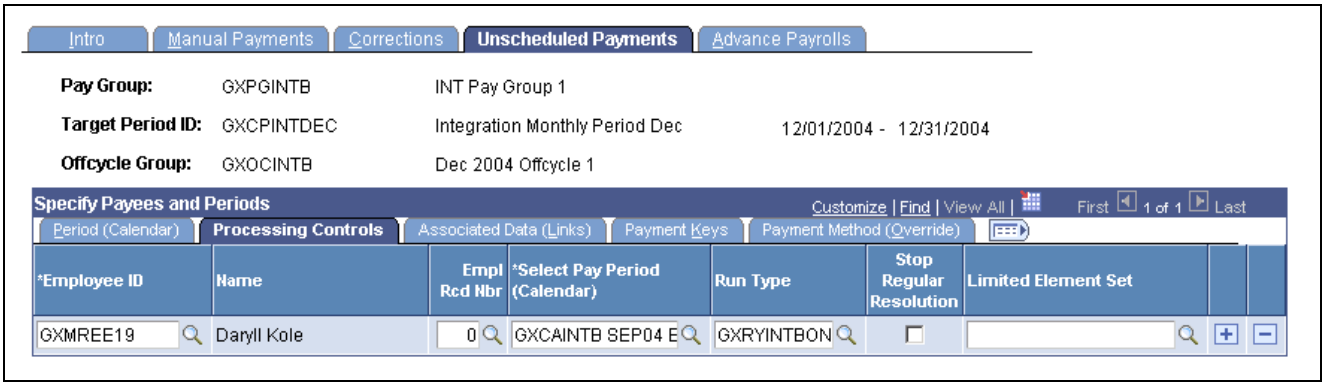
Empl Rcd Nbr (employee record number) Select the job for which you created the payment.

Select Pay Period (Calendar) Select the source calendar. You can select from open or closed *payroll* calendars only.

Payment Date The default value comes from the Intro page if a value was entered on that page.

Processing Controls

Select the Processing Controls tab.



Unscheduled Payments page: Processing Controls tab

Run Type The run type identifies the process list to use during processing. The system displays the run type that's associated with the selected pay period (source) calendar, by default. To use a different run type, make a selection here.

If the elements to be resolved are not included in the process list that's associated with the selected source calendar, you can create a new process list and run type for the unscheduled payment and select the new run type here.

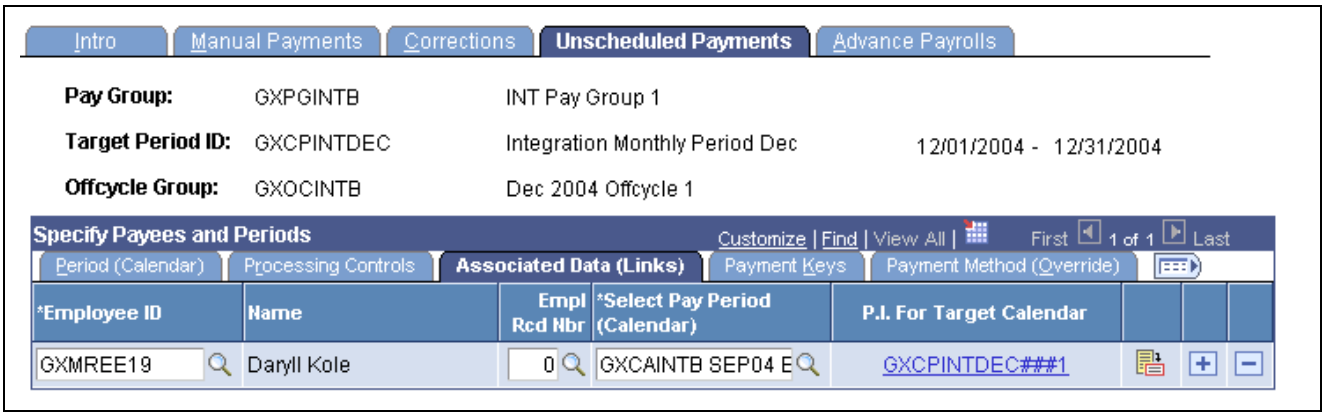
Stop Regular Resolution Select if applicable for this unscheduled payment

Limited Element Set Enter the limited element set here if needed for processing.

Note. To prevent regular earnings deductions from appearing on the unscheduled payment, you will probably want to select either Stop Regular Resolution or enter a Limited Element Set field value.

Associated Data (Links)

Select the Associated Data (Links) tab.



Unscheduled Payments page: Associated Data (Links) tab

P.I. For Target Calendar (positive input for target calendar)
Click to access the Positive Input page where you can enter positive input for the target calendar. The system generates a target calendar based on the target period ID. The calendar name consists of the target period ID plus a four-digit sequence number for the transaction. (You cannot access the calendar through the Calendar component, however the system stores data for the calendar in the results table.)

Supporting Element Overrides
Click the detail button to access the Payee / Calendar Overrides page, where you can override the value of a bracket, date, duration, formula, or variable for a specific unscheduled payment.

Payment Keys

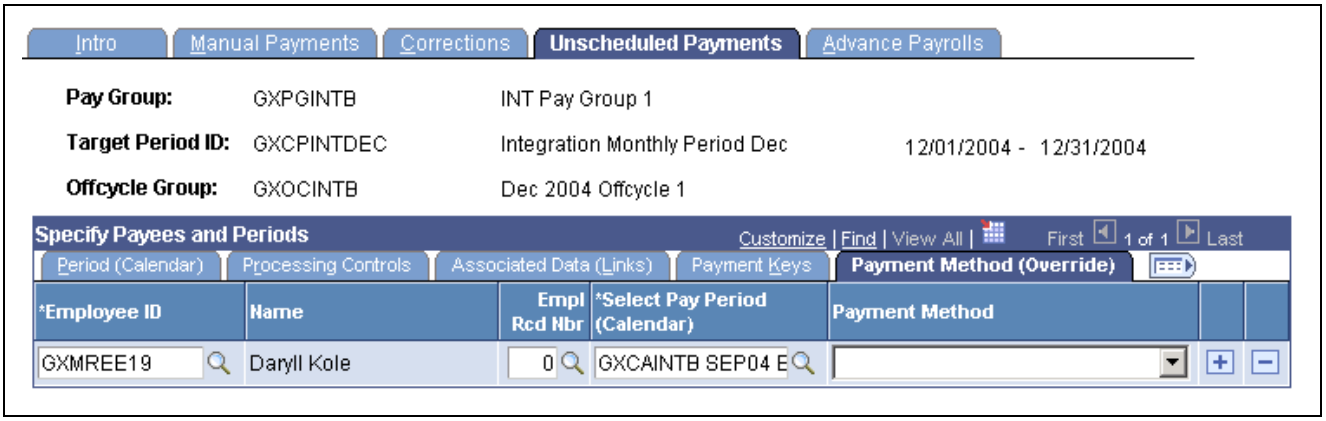
Select the Payment Keys tab.

This tab is identical to the Payment Keys tab on the Manual Payments page. You can override the values of any payment keys that have been defined for the pay entity that is associated with the paygroup.

See Chapter 23, "Managing Off-Cycle Processing," Recording Manual Payments, page 615.

Payment Method (Override)

Select the Payment Method (Override) tab.



Unscheduled Payments page: Payment Method (Override) tab

You can override the default payment method that is displayed on this tab. The default value comes from the Intro page.

Processing Advances

This section provides an overview of advances and discusses how to enter instructions for advances.

Understanding Advances

Advance processing is the processing of on-cycle calendars ahead of their regular schedule. Examples include payments for early termination or a full or partial period advance.

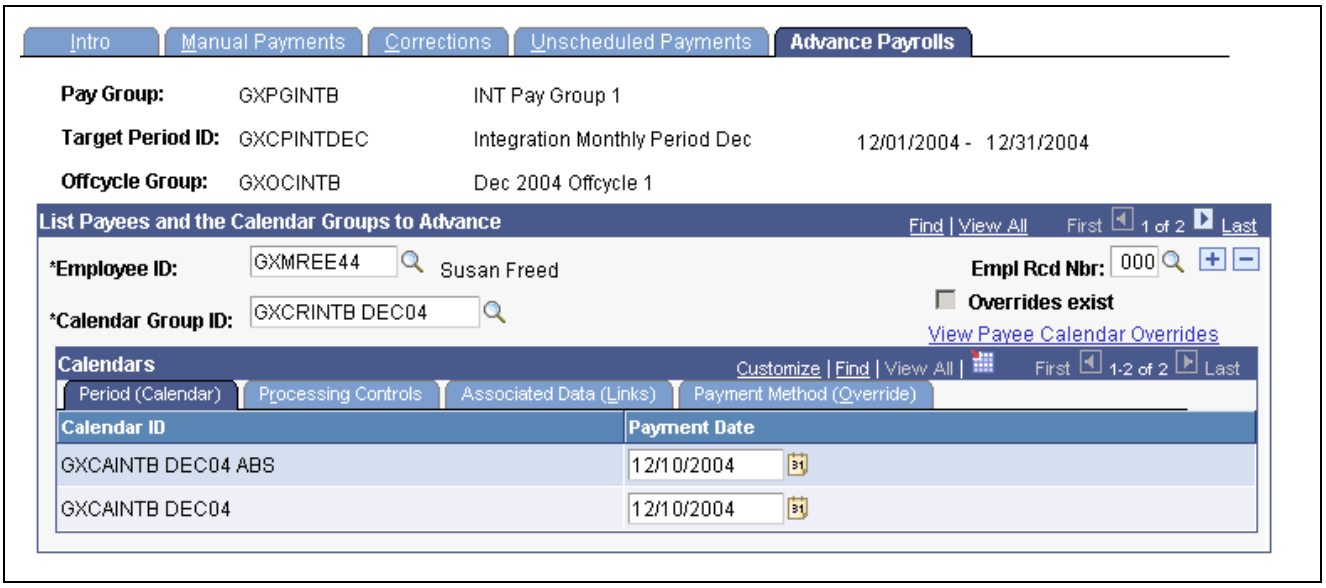
Note. The advance on-cycle calendars are processed individually exactly like they would have been within their scheduled run. The only difference is the timing. For lump-sum payments, create an unscheduled payment; not an advance payment.

Page Used to Enter Instructions for Advance Payments

Page Name	Object Name	Navigation	Usage
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 payment.
Adjust Absence Balances	GP_PI_MNL_AE	• Click the Absence Entitlement Adjustment link on the Associated Data (Links) tab of the Advance Payrolls page. • Click the Absence Entitlement link on the Advance Payrolls page.	Adjust entitlement balances.
Positive Input	GP_PI_MNL_ERNDED	Click the Earning / Deduction Overrides link on the Associated Data (Links) tab of the Advance Payrolls page.	Override earnings and deductions.

Entering Instructions for Advance Payments

Access the Advance Payrolls page.



Advance Payrolls page

Note. The system will not process more than one advance for the same calendar group and person within the same off cycle run. If you need to advance smaller fractions of the same pay period (such as, the 1st through the 5th and the 10th through 11th) at the same time, you must set up two different requests and process each in a separate run.

In addition, if two advances are set up for the same payee and calendar group in two different off cycle requests, and you attempt to process these together in the same run, the system issues a warning that informs you the duplicate was discovered and that all but one request will be ignored. You can ignore the warning and proceed, or go back and modify the request before processing.

List Payees and the Calendar Groups to Advance

Employee ID Enter the employee ID for whom you created the payment. The section will limit itself to payees (and jobs) that at one time or another were associated with the paygroup associated with the off-cycle group.

Empl Rcd Nbr (employee record number) Select the job for which you created the payment.

Calendar Group ID Select the unfinalized calendar group that is associated with the paygroup. In the Calendars grid, the system lists, in the defined processing order, all calendars that are associated with the selected calendar group.

Overrides Exist This check box is automatically selected if there are payee calendar overrides for the calendar group.

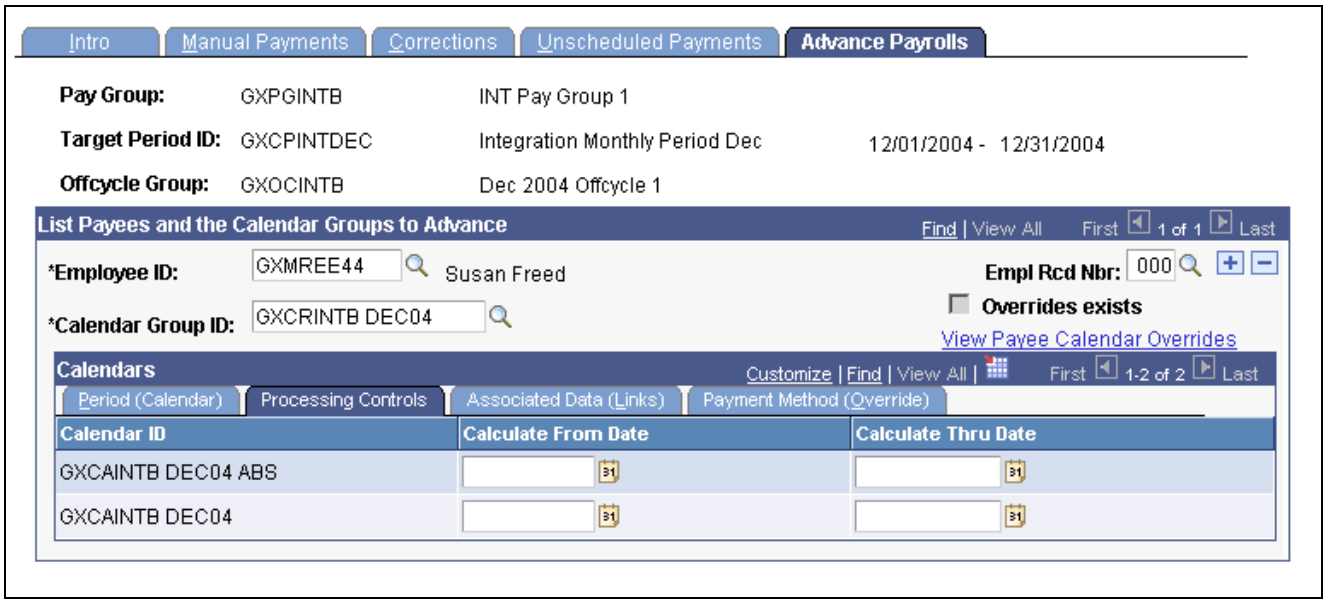
View Payee Calendar Overrides Click to access the Payee Calendar Override (GP_PYE_RUN) component. You can view or modify overrides here. The system respects all payee calendar overrides when processing the advance payment, including overrides to prevent the processing of calendars.

See Chapter 23, "Managing Off-Cycle Processing," Recording Manual Payments, page 615.

Payment Date You can override the default payment date for each calendar in the calendar group.

Processing Controls

Select the Processing Controls tab.



Advance Payrolls page: Processing Controls tab

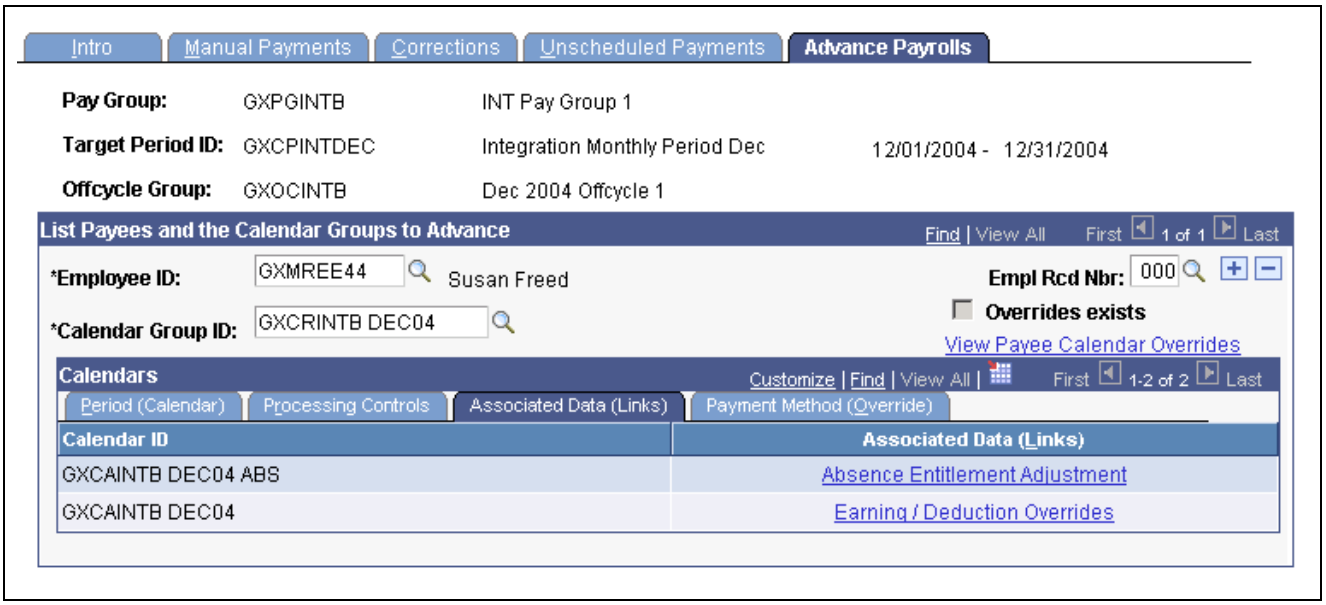
Calculate From Date and **Calculate Thru Date**

To issue a payment for a partial period, enter the begin and end dates for the period of time to be paid. Entering dates here causes period segmentation to occur during the off-cycle run, without the presence of a segmentation trigger. (Segmentation triggers would affect both on- and off-cycle transactions, which is not a desirable outcome. As an example, if you're paying a 10-day salary advance, there's no reason to segment a payee's bonus payment or absence data for the same period.)

To avoid unintentional duplicate payments, whenever from and through dates are defined for a calendar, subsequent processes will review the segments to ensure that new segments do not cover the same period of time for the same calendar. This rules applies whether or not the run type allows duplicates for the calendar period.

Associated Data (Links)

Select the Associated Data (Links) tab.



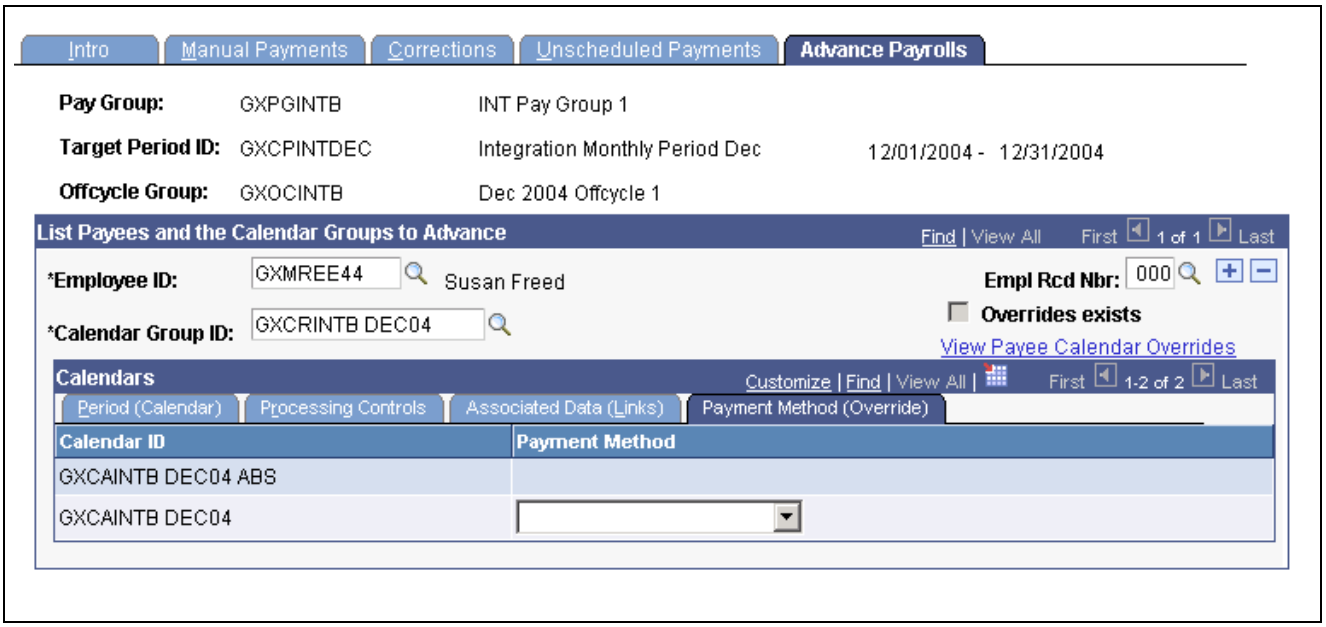
Advance Payrolls page: Associated Data (Links) tab

Absence Entitlement Adjustment Click to access the Adjust Absence Balances page where you can adjust entitlement balances.

Earning / Deduction Overrides Click to access the Positive Input page, where you can override earnings and deductions.

Payment Method (Override)

Select the Payment Method (Override) tab.



Advance Payrolls page: Payment Method (Override) tab

On this tab, you can override the default payment method for the payroll calendars.

Viewing Results of Off-Cycle Processing

To view the results of an off-cycle run you can:

- Check the Processing Status field on the Intro page of the Off-Cycle Request component to see the processing status for the entire off-cycle group.
- View the Results by Calendar Group pages.
- View the Payee Messages pages.

The last two items are covered in the payroll processing chapter.

See Also

Chapter 22, “Viewing and Finalizing Payroll Results,” Viewing Results by Calendar, page 559

Chapter 22, “Viewing and Finalizing Payroll Results,” Viewing Payee Messages, page 556

CHAPTER 24

Entering and Processing Absences

This chapter discusses how to:

- Enter, update, and void absence events.
- Forecast entitlement during absence entry.
- View current entitlement balances and run the Balance Inquiry process.
- Adjust and override entitlement balances.
- Review daily absence records.
- Run the Absence Entitlement and Absence Take processes.
- Create an Absence Results register.

See Also

Chapter 11, "Understanding Absence Management," page 253

Chapter 12, "Defining Absence Elements," page 269

Entering Updating, and Voiding Absence Events

This section provides an overview of absence entry and discusses how to:

- Enter, update, and void absence events.
- Enter detailed information about an absence.

Understanding Absence Entry

When a payee is absent from work at a normally scheduled work time, you record the absence take, the begin and end dates, and other details that you want to track.

Absences can be entered:

- Through the Absence Event Entry page.

  Payroll administrators use this page to record absence events.

- Through self-service absence pages.

  Payees and managers can use self-service pages to enter requests for absences; managers can also approve requests through the self-service pages.

This chapter discusses the absence entry tasks for payroll administrators.

Absence Event Entry Steps

Following are the steps for entering an absence event:

1. Access the Absence Event Entry page for the payee.
2. Select the absence take element and enter the begin and end dates of the absence.
3. If applicable, enter the partial hours that the payee was absent and the original begin date of the absence.
4. Click the Details link to access the Absence Event Input Detail page, where you can enter other details that are related to the absence, if applicable.
5. If the Forecasting process is required for the take that you entered, return to the Absence Event Entry page and follow the procedures for forecasting entitlement during absence entry. The system displays a warning message if you try to save absence entries for the take without first running the Forecasting process.

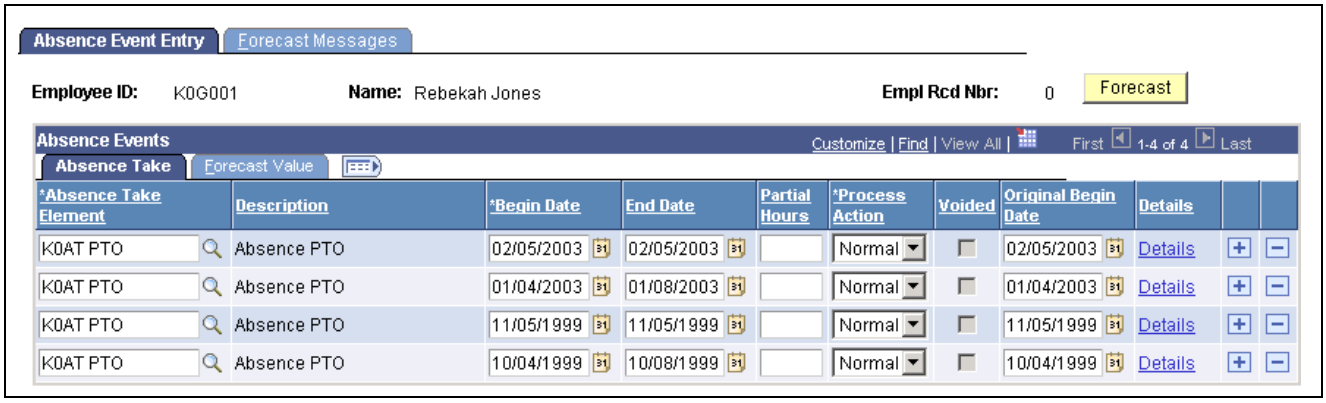
See Chapter 24, "Entering and Processing Absences," Forecasting Entitlement During Absence Entry, page 641.

Pages Used to Enter, Update, and Void Absence Events

Page Name	Object Name	Navigation	Usage
Absence Event Entry	GP_ABS_EVENT	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Absence Event, Absence Event Entry	Enter, update, and void absences. Start the Absence Forecasting process.
Absence Event Input Detail	GP_ABS_EVENT_SEC	Click the Details link on the Absence Event Entry page.	Enter detailed information for an absence, including the reason, processing action, manager approval, user-defined data, entitlement adjustment, and partial hours.

Entering, Updating, and Voiding Absences

Access the Absence Event Entry page.



Absence Event Entry page

To enter a new absence, insert a row and complete the fields described below. To make changes to a row, delete the row and add a new one.

Note. If you enter absences with overlapping dates, and your absence rules do not allow you to enter more than one absence for the same day, an error message appears when you try to save the events. If you've elected to use the automatic priority processing feature and have assigned a priority number to your absence take elements, the system determines which take element has priority for the date in question and offers the option of executing priority processing. You define absence priority rules on the Absence Take - Priority page.

Absence Take

Absence Take Element Select the absence take element that corresponds to the payee's absence. (You can select from all absence take elements that are defined by your organization, not just those for which the payee is eligible.)

Begin Date and **End Date** Enter the begin and end dates of the absence. If there's a break in the absence, enter each event separately. For example, if a payee is out sick for two days, returns to work for three days, and then is out sick again, enter two absence events. If the absence includes a weekend (say, Thursday to Monday), enter one absence event.

The system uses the Take definition that is in effect on the begin date that you specify.

Partial Hours For absences of less than a full day, enter the number of hours that the payee was absent.

If the payee was absent for more than one day (the begin and end dates are different), the system assumes that the partial hours apply only to the first day of the absence. To specify otherwise, click the Details link to access the Absence Event Input Detail page.

Process Action For a new absence event, the default is *Normal.*

Select *Void* to void an absence that has already gone through the Take process. The event is not processed in subsequent runs. Instead, the Process Action is reset to *Normal* and the Voided check box is automatically selected during the next Take process.

During retroactive processing, a new version of the results is calculated without the voided event. Positive input is not generated from the voided event, and the results for earnings/deduction have deltas.

Voided Selected if you voided the event and ran the Take process.

This field can also be selected if you're using the automatic priority processing feature and have assigned a priority number to your absence take elements. If you save absence entries with overlapping dates, the system voids the event with the lower priority and creates a new event for the days that do not overlap.

Original Begin Date Enter a date in this field if your absence take rules allow you to link this absence to a previous absence that was taken for the same reason. (The Link Absence and By Original Begin Date options are selected on the take element's Period page.)

If this absence is related to another absence, enter the begin date of the original absence.

Example: A payee is out sick for the following periods of time:

Absence Type	Reason (not entered online)	Absence Begin Date	Absence End Date	Original Begin Date
Sick	Sprained wrist	May 15	May 16	May 15
Sick	Flu	June 1	June 5	June 1
Sick	Wrist didn't heal properly	June 10	June 10	May 15

Entering the same original begin date for the first and third absence events tells the system that the absences are related. If you defined the take element to link absences, the system checks to see if the current absence occurred within the time frame allowed for linking. If it did, the two events are linked.

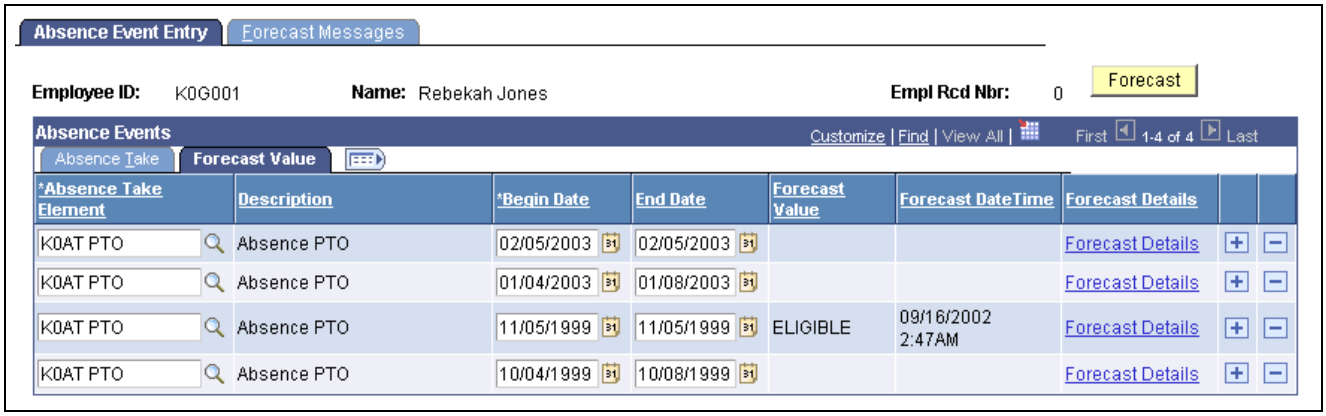
The default value for Original Begin Date is the begin date. Changing the begin date here does not update the original begin date.

Details Click to display the Absence Event Input Detail page, where you can enter additional information about the absence.

Forecast After entering absence events, click this button to start the Forecasting process. To use this button, absence forecasting must be enabled for one or more take elements.

Forecast Value

Select the Forecast Value tab.



Absence Event Entry page: Forecast Value tab

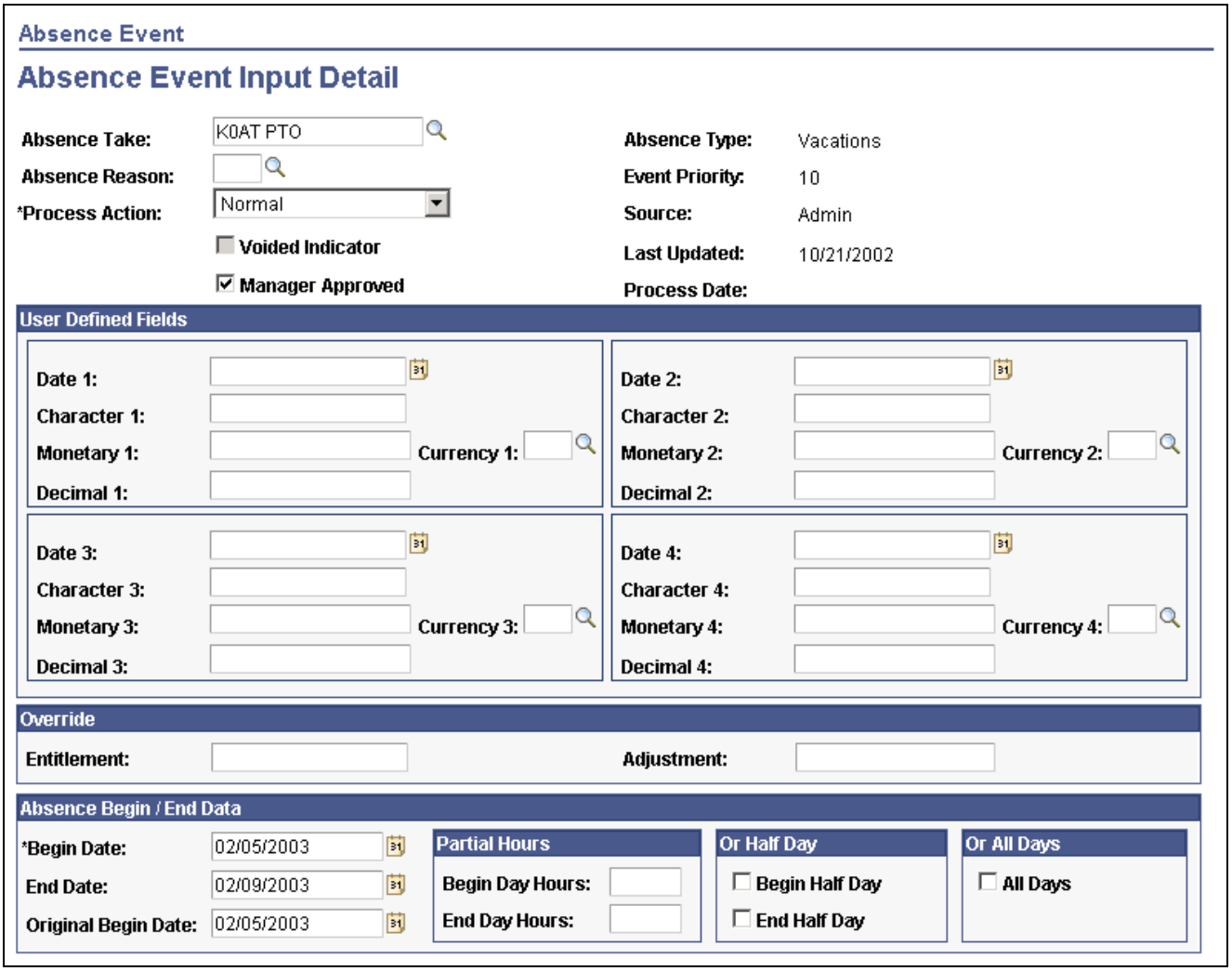
Forecast Value The alphanumeric value resolved by the forecasting element. You associate a forecasting formula with a take element on the Take − Forecasting page. (For example, your forecast element might return a value of *Eligible* or *Not Eligible.*

Forecast DateTime The last date and time that the Forecasting process was run for the take element.

Forecast Details Select to access the Absence Forecast Results page.

Entering Detailed Information About an Absence

Access the Absence Event Input Detail page.



Absence Event Input Detail page

Absence Take Displays the take element that you selected on the Absence Event Entry page.

Event Priority Displays the priority number of the take element if one was assigned on the Absence Take - Priority page.

If you enter more than one absence for the same date, you can use the automatic priority processing feature when you save your entries. The system compares the priority numbers of the overlapping absences to determine which take rule to apply for the date in conflict. The lower the number, the higher the priority.

Absence Reason You can select an absence reason from those that were in effect as of the absence begin date. You define absence reasons on the Absence Types page and link an absence type to a take element on the Take - Calculation page.

Absence Type The absence type for the Take element appears.

Source Identifies the source of the absence data. Values are:

Online: The absence event entry was created using the Absence Event Entry page. This is the default for new entries.

ThirdParty: The absence event entry was created by a non-PeopleSoft application.

Manager Approved Select to have the absence processed when you run the Take process. This check box is selected, by default, if you defined the absence take element (on the Absence Take - Calculation page) as not requiring manager approval.

Last Updated This date appears after you save your entry.

Process Date Displays the date that this event was last processed by the Take process.

User Defined Fields

You can enter data in up to 16 user-defined fields. When you run the Take process, the system writes the data to the daily records, so that it's available to the count formulas.

A system element in the GP_ABS_EVENT record corresponds to each user-defined field. The naming conventions are:

- EVT CONFIG1(2, 3, 4) DT for date values.
- EVT CONFIG1(2, 3, 4) DC for decimal values.
- EVT CONFIG1(2, 3, 4) CH for character values.
- EVT CONFIG1(2, 3, 4) MN for monetary values.

Definition of abbreviations: Event configurable 1(2,3,4) date/decimal/character/monetary

For example, employees take 100 percent or 80 percent pay for sick time. If they take 100 percent, they lose a day of vacation for each set of five sick days that they take. You enter *100* or *80* in one of the decimal fields to specify the employee's choice and use a formula that counts the number of vacation days that the employee loses in each case.

Note. Values entered in the user defined fields can be overwritten during the Take process, depending on your take rules.

Note. The user-defined fields on this page are not related to the user-defined fields that appear on the Absence Take - Calculation page.

Override

If the absence take element is associated with a per-absence entitlement element, use this group box to override the standard entitlement amount or adjust the payee's entitlement balance. To override the entitlement amount or adjust the entitlement balance for a frequency-based entitlement, use the Absence Adjustment page.

Important! Use the same type of units as those that are used to define the entitlement element.

Entitlement To override the entitlement for this event, enter the number of units in this field. If the take is linked to more than one entitlement element, the number overrides the entitlement for the first linked element only.

Adjustment To adjust the entitlement balance, enter the number of units in this field. (That number populates the automatically assigned adjustment element.) Enter a negative number to reduce the entitlement balance.

Absence Begin/End Data

Begin Date, End Date, and **Original Begin Date** These fields display the dates that you entered for the absence event on the main page. Any changes that you make here update the main page.

Data that you enter in the following fields is used in absence calculations only if the data is referenced by your absence formulas.

Partial Hours For absences of less than a full day, use these two fields to enter the number of hours that the payee was absent. (The Begin Day Hours field displays the partial hours that you entered on the main page.)

Complete the Begin Day Hours field if the payee was absent for less than a full day on the first day of the absence or absent the same number of hours each day. Complete the End Day Hours field if the payee was absent less than a full day on the last day of the absence.

During the Absence Take process, these hours are available through the PARTIAL HOURS system element.

Note. For single-day absences, enter partial hours in either field.

Or Half Day Select if the payee was absent exactly half a day.

Select the Begin Half Day check box if the payee worked half a day on the first day or every day of the absence. Select the End Half Day check box if the payee worked half a day on the last day of the absence.

Or All Days Select if you completed the Begin Day Hours field or selected Begin Half Day for the begin date, and your selections apply to all days of the absence. This field tells the system which condition existed.

See Also

Chapter 12, “Defining Absence Elements,” Defining Absence Take Priorities, page 300

Chapter 12, “Defining Absence Elements,” Defining User Defined Result Fields, page 302

Forecasting Entitlement During Absence Entry

This section provides an overview of forecasting and discusses how to:

- Review absence entitlement balance forecasting results.
- Review forecasting messages.

Understanding Absence Forecasting

Use the Absence Forecasting process to evaluate the impact of an absence event. To use this feature, you must have defined the forecasting rules that are applicable to your organization and enabled the absence forecasting feature.

Absence Forecasting Steps

Following are the steps for using absence forecasting:

1. Enter a payee's actual or anticipated absence events on the Absence Event Entry page.
2. Click the Forecast button to start the process.
3. If applicable, check the Forecast Messages page to see if errors or warnings were generated during the process.
4. Correct errors and rerun the process.

   Each time you run the Forecasting process, the system overwrites the previous forecast data.
5. View the results by clicking the Forecast Details link on the Absence Event Entry page.

Forecasting and Retroactivity

If you make a retroactive data change to an employee and run the Forecasting process before processing the retroactive data change in the absence batch process (including Take processing), the forecast results may not be accurate. For example, let's say you have already processed absences in batch through the end of January. In February, you add retroactive vacation (an absence event) for January. You also add a future-dated vacation in March. If you forecast the vacation in March prior to retroactively processing the new January vacation take element, your March results may not be correct.

See Also

Chapter 24, "Entering and Processing Absences," Absences and Retroactive Processing, page 655

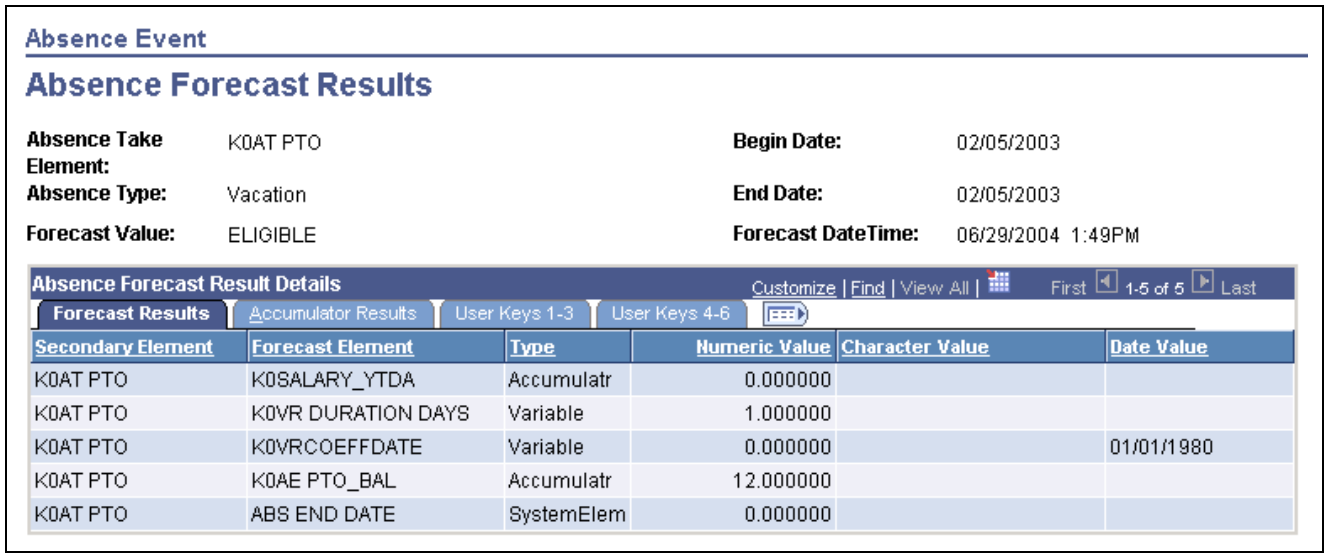
Chapter 11, "Understanding Absence Management," Online Forecasting and Balance Inquiry Processes, page 267

Pages Used to Forecast Absence Entitlement

Page Name	Object Name	Navigation	Usage
Absence Forecast Results	GP_ABS_EVT_FCS_SEC	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Absence Event, Absence Event Entry. Click the Forecast Details link on the Forecast Value tab.	Review the results of the Forecasting process for a specific absence event and any take elements that are mapped to it.
Forecast Messages	GP_ABS_FCST_MSG	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Absence Event, Forecast Messages	Review the messages that are generated during the Forecasting process.
Forecast Message Detail	GP_ABS_FCS_MSG_SEC	Click the Details link on the Forecast Messages page.	Review the text of a selected error or warning message.

Reviewing Absence Forecast Results

Access the Absence Forecast Results page.



Absence Forecast Results page

Forecast Results

This tab displays the forecasted value for each element that appears on the Absence Take - Forecasting page, along with related take elements.

Secondary Element Displays the name of the take element that the results pertain to. This can be the take element listed on the Absence Take - Forecasting page, a redirected take element, or a "mapped to" take element that's associated with that take.

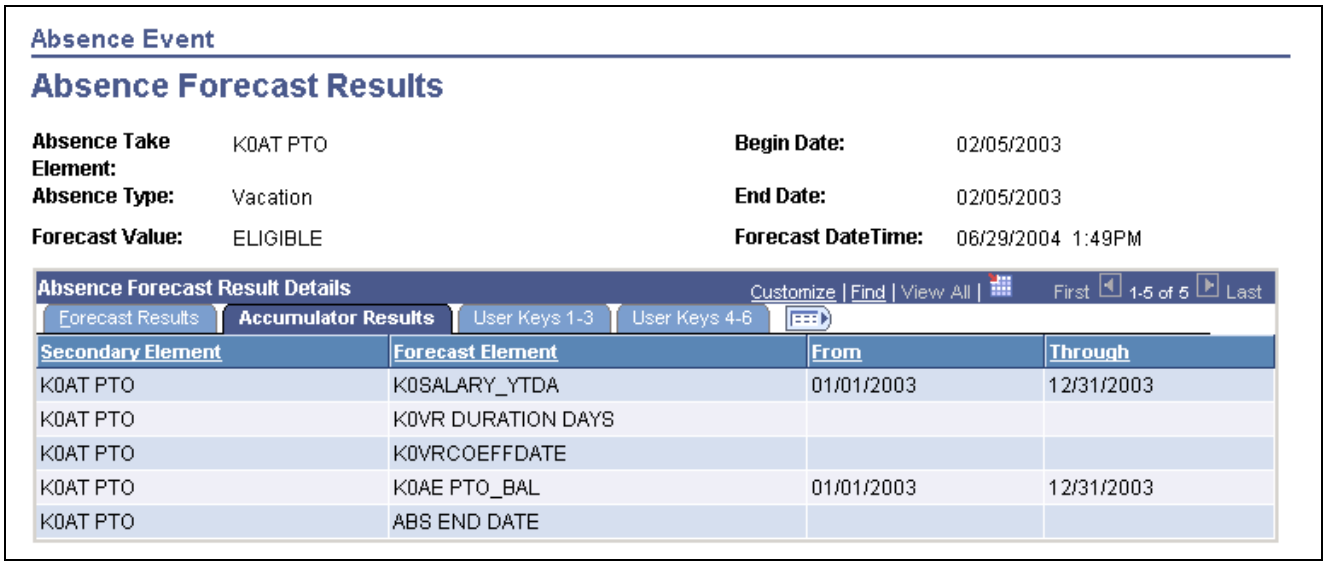
Note. You identify redirected take elements on the Take - Negative Balance page and "mapped to" elements on the Absence Take - Day Formula page. Redirected take element can be redirected to other take elements. For example, if A redirects to B, which redirects to C, then C can appear in this field.

Forecast Element Name and **Type** Displays the name of the element for which a value has been forecast, followed by its type.

A value displays for each element listed on the Take - Balance Inquiry page.

Accumulator Results

Select the Accumulator Results tab.


Absence Event

Absence Forecast Results

Absence Take Element: K0AT PTO
Absence Type: Vacation
Forecast Value: ELIGIBLE
Begin Date: 02/05/2003
End Date: 02/05/2003
Forecast DateTime: 06/29/2004 1:49PM

Absence Forecast Result Details — Customize | Find | View All | First 1-5 of 5 Last

Forecast Results | Accumulator Results | User Keys 1-3 | User Keys 4-6

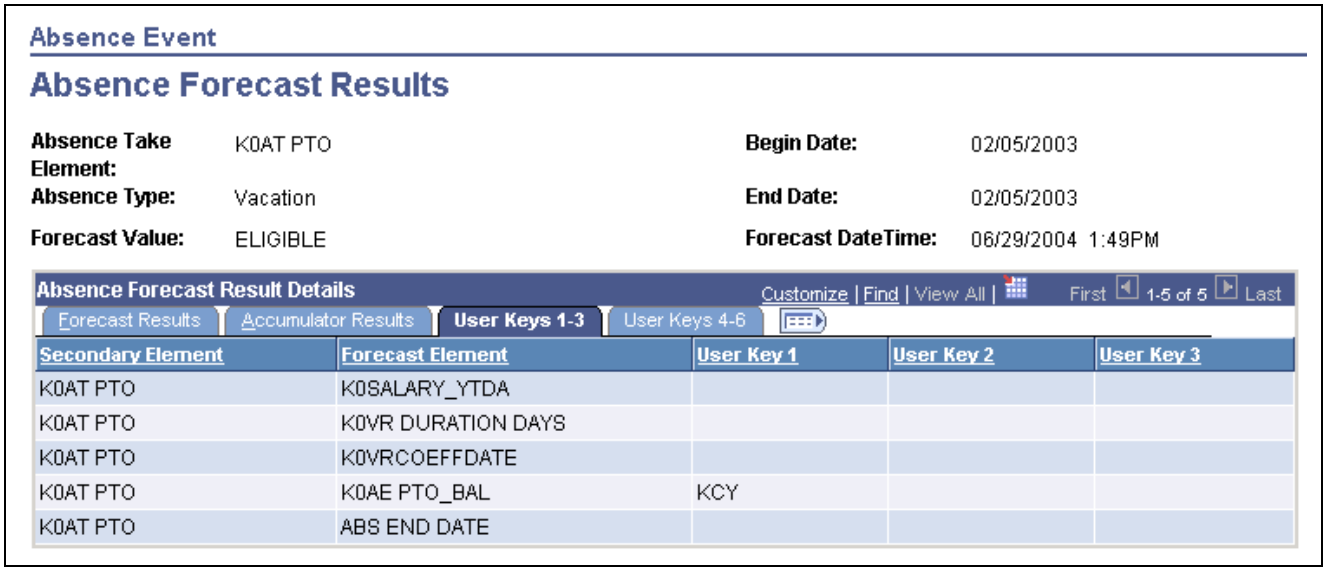
Secondary Element	Forecast Element	From	Through
K0AT PTO	K0SALARY_YTDA	01/01/2003	12/31/2003
K0AT PTO	K0VR DURATION DAYS		
K0AT PTO	K0VRCOEFFDATE		
K0AT PTO	K0AE PTO_BAL	01/01/2003	12/31/2003
K0AT PTO	ABS END DATE		

Absence Forecast Results page: Accumulator Results tab

The begin and end dates of the accumulation period are displayed for any accumulators that are included in the Forecasting Results Element List on the Absence Take - Forecasting page.

User Keys

Select the User Keys tab.


Absence Event

Absence Forecast Results

Absence Take Element: K0AT PTO
Absence Type: Vacation
Forecast Value: ELIGIBLE
Begin Date: 02/05/2003
End Date: 02/05/2003
Forecast DateTime: 06/29/2004 1:49PM

Absence Forecast Result Details — Customize | Find | View All | First 1-5 of 5 Last

Forecast Results | Accumulator Results | User Keys 1-3 | User Keys 4-6

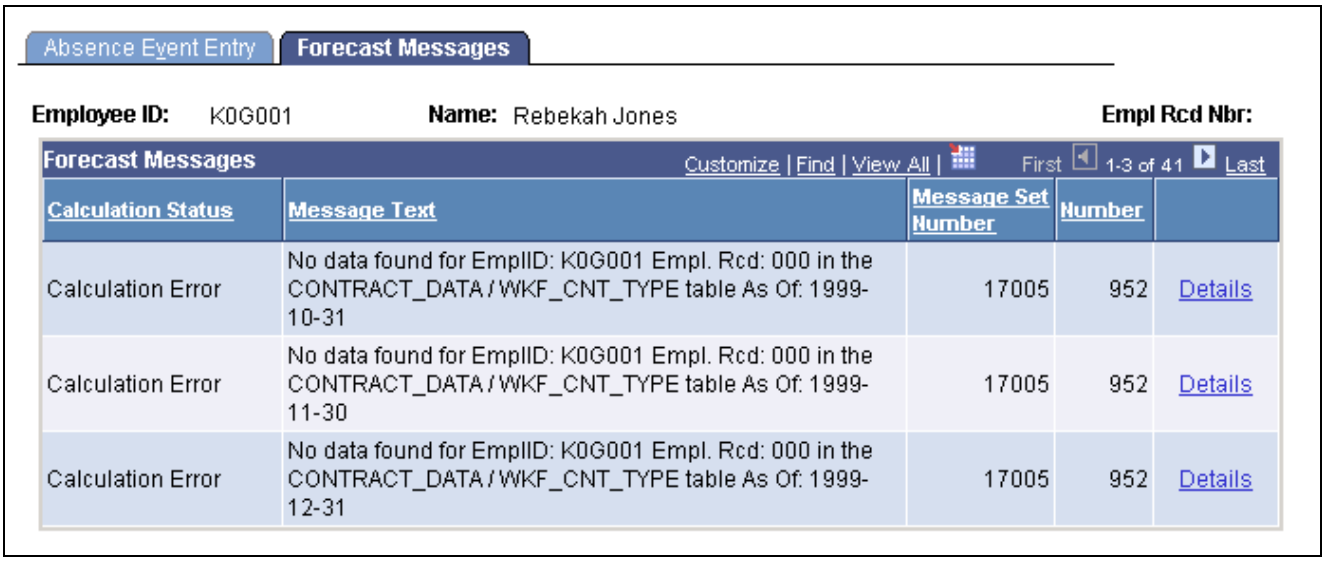
Secondary Element	Forecast Element	User Key 1	User Key 2	User Key 3
K0AT PTO	K0SALARY_YTDA			
K0AT PTO	K0VR DURATION DAYS			
K0AT PTO	K0VRCOEFFDATE			
K0AT PTO	K0AE PTO_BAL	KCY		
K0AT PTO	ABS END DATE			

Absence Forecast Results page: User Keys tab

The values of the accumulator's user keys are displayed for any accumulators that are included in the Forecasting Results Element List on the Absence Take - Forecasting page.

Reviewing Forecast Messages

Access the Forecast Messages page.



Forecast Messages page

Calculation Status Identifies the phase of processing during which the error or warning occurred.

Message Text Displays the abbreviated text of the message and other information about the message.

See Also

Chapter 21, “Processing Payroll,” Status Codes and Process Indicators, page 531

Viewing Current Entitlement Balances and Running the Balance Inquiry Process

Use the Balance Inquiry feature to view a payee’s current entitlement balance for a take. You can also run the Balance Inquiry process to return the values of the elements that are specified on the Absence Take - Balance Inquiry page. Typically, one of these elements returns the absence balance for the take. Values are displayed as of the date that you specify.

In this section, we discuss how to:

- View current balances for payees.
- Start the Balance Inquiry process.

See Also

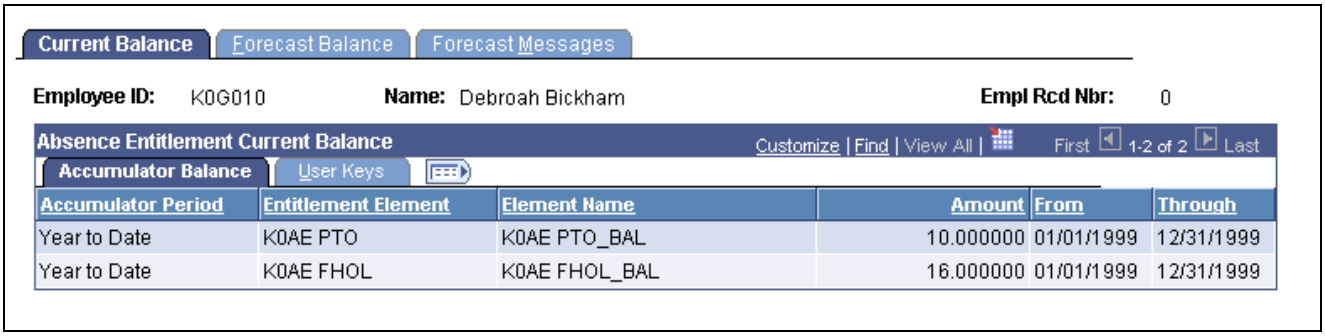
Chapter 21, “Processing Payroll,” Status Codes and Process Indicators, page 531

Pages Used to Start the Balance Inquiry Process and View Balances

Page Name	Object Name	Navigation	Usage
Current Balance	GP_ABS_CUR_BAL	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Review Absence Balances, Current Balance	View a payee's current entitlement balances.
Forecast Balance	GP_ABS_FCST_BAL	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Review Absence Balances, Forecast Balance	Starts the Balance Inquiry process and view the results.

Viewing a Payee's Entitlement Balances

Access the Current Balance page.



Current Balance page

Accumulator Balance

For the period of time defined by the From and Through dates this tab displays the payee's entitlement balances as of the most recent run of the Entitlement process for the payee.

User Keys

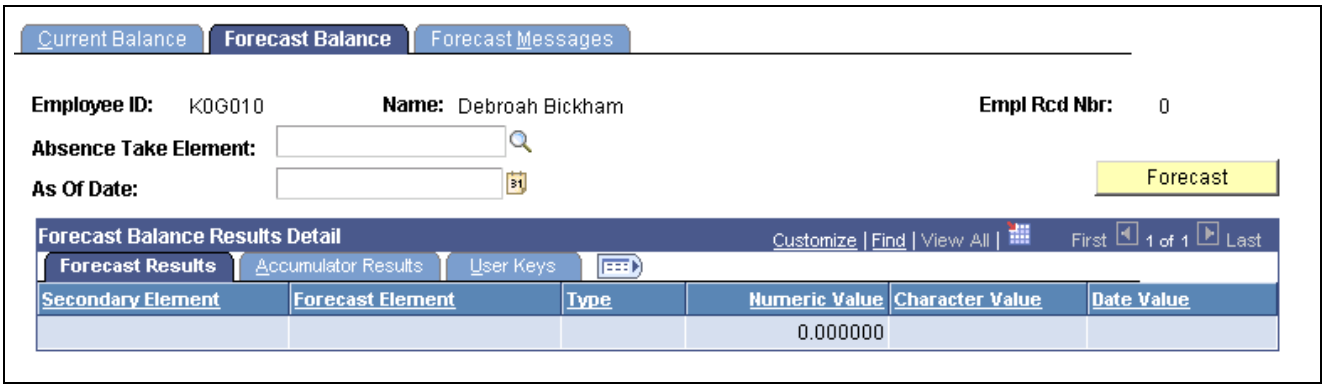
This tab displays the value that was entered for each user key defined on the Entitlement Accumulators page.

See Also

Chapter 12, "Defining Absence Elements," Defining Rules for Auto Generated Accumulators, page 279

Running the Balance Inquiry Process

Access the Forecast Balance page.



Forecast Balance page

Following are the steps for running the Balance Inquiry process:

1. Select the take element and the as of date for which you want to display forecasted results.
2. Click the Forecast button.
3. View the results in the Forecast Balance Results Detail group box.

   The tabs in this group box are identical to the tabs on the Absence Forecast Results page.

See Also

Chapter 24, "Entering and Processing Absences," Reviewing Absence Forecast Results, page 643

Adjusting and Overriding Entitlement Balances

You can adjust or override a payee's entitlement balance in several ways.

In this section, we discuss how to:

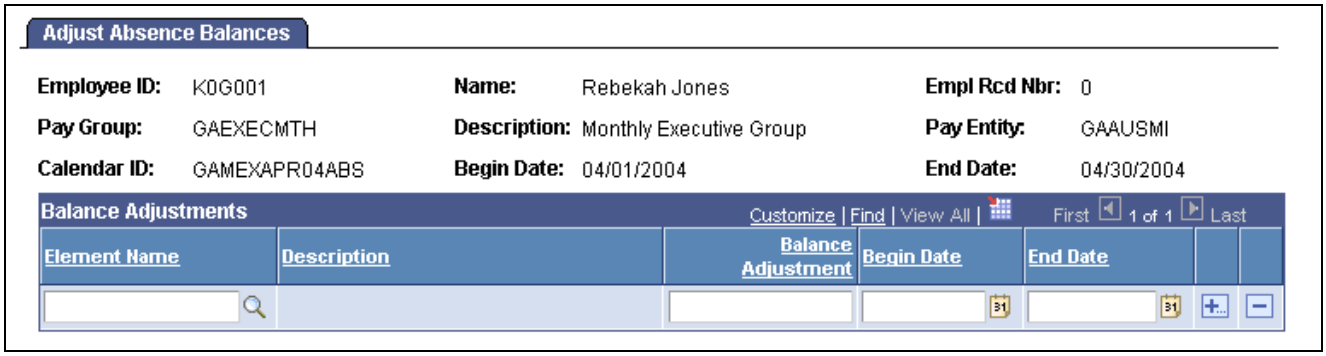
- Adjust entitlement.
- Redefine a frequency-based entitlement rule.

Pages Used to Adjust Entitlements

Page Name	Object Name	Navigation	Usage
Adjust Absence Balances	GP_PI_MNL_AE	• Global Payroll & Absence Mgmt, Payee Data, Adjust Balances, Absences, Adjust Absence Balances • Click the Absence Entitlement link on the Advance Payrolls page. • Click the Absence Entitlement Adjustment link on the Associated Data (Links) tab of the Advance Payrolls page.	Adjust a payee's frequency-based entitlement for a single calendar period. Before you can enter an adjustment, you must set up the corresponding absence calendar.
Entitlement/Take Assignment	GP_ABS_OVRD	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Assign Entitlements and Takes, Entitlement/Take Assignment	Redefine a frequency-based entitlement rule for a payee for a specified period of time. Specify whether a take or frequency-based entitlement element is processed for a payee.

Adjusting a Payee's Entitlement for a Single Calendar Period

Access the Adjust Absence Balances page.



Adjust Absence Balances page

The Absence Entitlement process processes the instructions you enter on this page.

Note. You can also enter one-time adjustments to a per-absence entitlement when entering an absence event.

Frequency-Based Entitlements

Enter each adjustment that applies to this payee for the selected absence calendar. You cannot enter more than one adjustment for the same element.

Element Name Select the entitlement element for which you want to enter an adjustment. The prompt table displays only frequency-based entitlement elements that are defined for positive input overrides on the Element Name page.

Instance Displays the system-assigned instance number for your entry.

Action Type The system assigns *Override*. The balance adjustment that you enter overrides the adjustment units that are defined on the Adjustments page.

Balance Adjustment Enter the adjustment units. You can enter a positive or negative number. The amount is added to or subtracted from the beginning entitlement balance when you run the Entitlement process. Generation control for the adjustment is ignored.

Begin Date and **End Date** These dates determine in which segment the adjustment is should be made, if the calendar period is segmented.

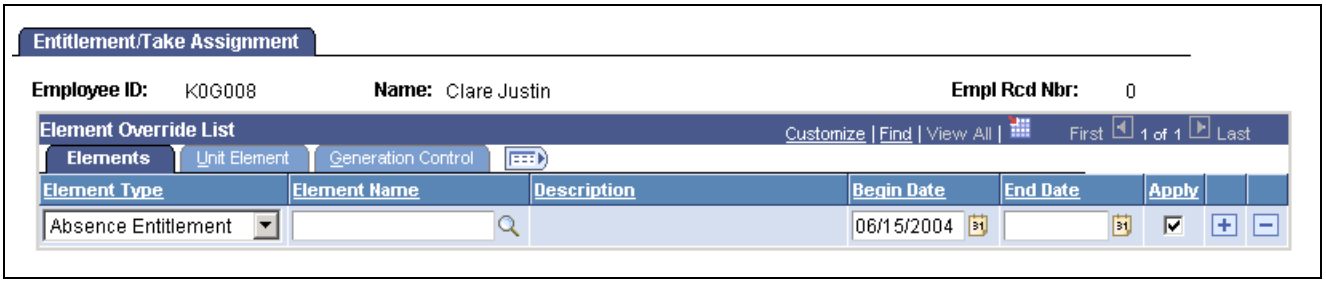
- If you leave the Begin Date field blank, the system assumes that the date is the same as the Begin Date on the Calendar - Definition page. The system does not use the begin date for processing.
- If the End Date differs from the Calendar End Date, and the calendar period is segmented, the end date determines the segment or slice to which the adjustment is assigned.

See Also

Chapter 24, "Entering and Processing Absences," Entering, Updating, and Voiding Absences, page 636

Redefining a Frequency-Based Entitlement Rule

Access the Entitlement/Take Assignment page.



Entitlement/Take Assignment page

To override a per-absence entitlement rule, use the Absence Event Entry page.

Note. To override an entitlement or take element, the Payee override option must be selected on the Element Name (GP_PIN) page.

Elements

Element Type Specify the type of element to override: *Absence Entitlement* or *Absence Take*.

Element Name Select the name of the element to override. Only elements that allow payee overrides are listed; the system does not check payee eligibility.

If you selected *Absence Entitlement* as the entry type, you can select a frequency-based entitlement element only.

Begin Date and **End Date** Enter the date that the override instructions become effective and the last date to which the override instructions apply.

Apply Selected by default. Clear if you don't want the system to resolve this absence element for the payee.

Unit Element

Unit Element Type To change the supporting element that is used to calculate the entitlement units, select *Accumulator, Bracket, Formula, Numeric, Payee Level, System Element,* or *Variable.*

If you select *Numeric*, enter the value in the Entitlement Unit field.

For all other element types, select the element name in the *Element Name - Unit* field.

Frequency and **Frequency ID** Specify the frequency for the system to apply when granting the entitlement. Values are *Pay Period* and *Other.*

If you select *Other,* select the frequency in the Frequency ID field; for example, *Monthly.*

Generation Control

Generation Control Option You can override the generation control condition that is defined for the take or entitlement element on the Element Name page. You can enter instructions here even if you didn't specify generation control details at the element level. Values are:

None: System ignores the generation controls that you originally defined at the calculation rule level.

*Specify:*Enter a generation control value in the field to the right.

Element (the default): System uses the generation control that was defined when the element was set up.

Reviewing Daily Absence Records

The following table lists the pages that display the results of a batch absence process:

Process	Tables Populated	Inquiry Pages and Display
Take	GP_RSLT_ABS (Daily absence rows)	Absence Data pages. Daily data that is generated by the Take process.
	GP_RSLT_ACUM	Accumulators page. Updated entitlement balances.
	GP_RSLT_PI_DATA	Results by Calendar: Positive Input - Absence page. Balances adjustments made to frequency based entitlement elements that are processed for the absence calendar.

Process	Tables Populated	Inquiry Pages and Display
	GP_RSLT_ABS	Results by Calendar - Calendar Results: Absence Data. Also Results by Calendar Group - Calendar Results: Absence Data. The absence type, reason, and forecast value.
Entitlement	GP_RSLT_ACUM	Accumulators page. Updated entitlement balances.
	GP_RSLT_PIN	Supporting Elements page. Entitlement units with supporting elements.
Payroll (for target calendar)	GP_RSLT_ERN_DED	Element Assignment By Payee page. Earnings and deductions that are applicable to the payee, including absences.
	GP_RSLT_PI_DATA	Results by Calendar: Positive Input - Payroll page. How the positive input that was generated for earnings and deductions during the Take process was resolved.
	GP_RSLT_PI_SOVR	Supporting Element Overrides page. The supporting elements that were used when the positive input (created by the Take process) was resolved.

See Also

Chapter 22, “Viewing and Finalizing Payroll Results,” Viewing Positive Input Results, page 566

Chapter 22, “Viewing and Finalizing Payroll Results,” Viewing Daily Results of the Absence Take Process, page 571

Running the Absence Entitlement and Take Processes

In this section, we discuss:

- The Absence Entitlement and Absence Take processes.
- Absences and Segmentation.
- Absences and Retroactive Processing.

Absence Entitlement and Absence Take Processes

Absence processing is done by the following processes:

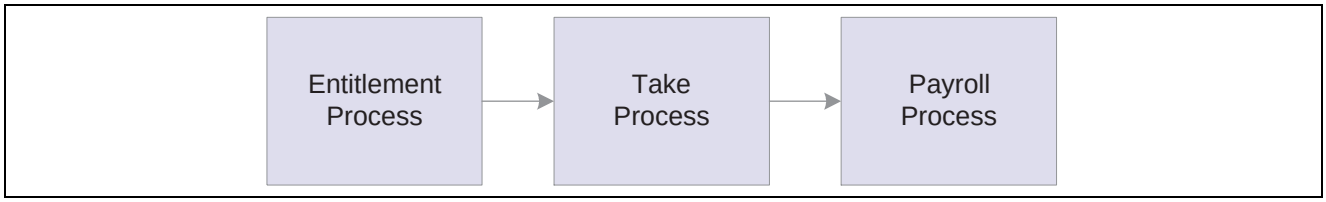
- Entitlement process

  This process updates frequency-based entitlements for payees and makes entitlement available. For example, if entitlement is granted monthly, you run the entitlement process once a month, even if you run weekly payrolls. You do not run this process for per-absence entitlements because they are updated by the Take process. You can run the Entitlement process before or after the Take process.

- Take process

  During this process, the system looks at each daily record and determines the amount of time that should be paid or unpaid, according to your absence rules. It converts paid and unpaid units to positive input and adjusts entitlement balances.

After running the Entitlement and Take processes, you run the payroll process to compensate payees for paid absences.



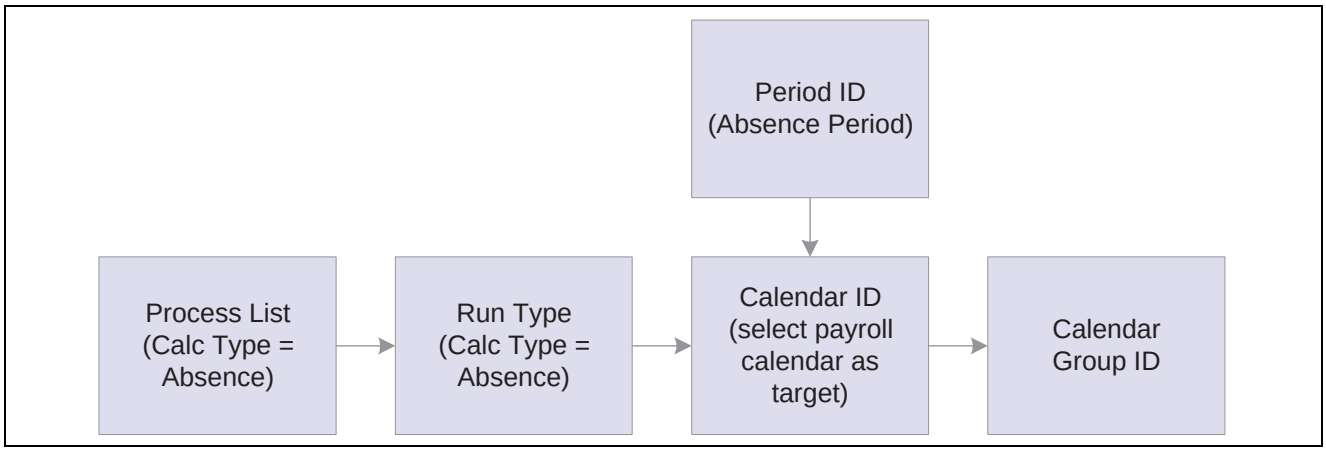
The absence processing cycle

Following are the steps to prepare for running the Entitlement and Take processes:

1. Create one or more absence process lists to define the absence take elements or frequency-based entitlement elements that are to be resolved during processing.
2. Associate the process list with a run type.
3. Create a calendar for the absence processing period.
4. Attach the calendar to a calendar group ID.

   You can attach an absence calendar and a pay calendar to the same calendar group ID.

Typically, you create process lists and attach them to run types when you implement Global Payroll. Then perform the remaining tasks on a regular basis.



Preparing for absence processes

Useful Features of Process Lists

Useful features of process lists include:

- The absence period can be the same as or different from the pay period. For example, January absences can be paid in January or February. You specify the target calendar pay for each absence process.
- You can run the entitlement and take processes together or separately.
- More than one Take process can target the same pay calendar. For example, vacations taken in January and sick time taken in February can be paid in February. To accomplish this, create two absence process lists, one for vacations and another for sick time, and attach each process list to a separate absence calendar. On each absence calendar, select the pay calendar as the target calendar.
- The system can process absence takes according to their sequence on the process list or in chronological order. To process absences in chronological order, you include take elements in an absence take section of a process list.

Guidelines for Creating Process Lists

Here are guidelines for creating process lists:

- When setting up process lists, select *Absence* as the Calculation Type on the Process Lists - Definition page.
- You can place entitlement and take elements on the same or different process lists.
- Do not include per-absence entitlement elements in a process list.

  An entitlement of this type is resolved by the Take process each time that an absence occurs.
- Consider the order in which you add elements to the process list.

  Place the entitlement elements before the take elements.
- If any take elements are mapped so that the system generates the same take for both elements simultaneously, place the source element before the “mapped to” element. Otherwise, the mapped element is not resolved. (You can map elements using the Mapped To field on the Absence Take - Day Formula page.)
- To have absence events processed in chronological order, add the take elements to an absence take section of the process list.

Guidelines for Creating Absence Calendars

Here are guidelines for creating absence calendars:

- Take and Entitlement processes must be associated with a pay calendar.

  Select the pay calendar as the target calendar when you create the calendar for the Take and Entitlement processes.
- The absence period can be the same as or different from the pay period.
- You can run some or all processes during the same run by attaching the appropriate calendars to the same calendar run ID.
- You can run the Entitlement and Take processes in any order; typically you run Entitlement first.

  Timing can affect entitlement balances, as shown in this example:

  Payees are entitled to 20 hours of vacation per month. In January, a payee takes 15 hours of vacation. The payee has no carryover from the prior year, so as of 1 January, the entitlement balance is 0.

  - If you run the absence Entitlement process first, the employee receives the monthly entitlement of 20 hours. When you run the Take process, the system subtracts 15 hours, leaving an entitlement balance of 5 hours.

- If you run the Take process first, the employee has a negative entitlement balance of 15 hours. When you run the Entitlement process, the balance becomes 5 hours. If your organization doesn't allow a negative balance, the payee might have to take the 15 hours as unpaid time or have the 15 hours deducted from the entitlement that is associated with another absence take. Only when the entitlement process is run does the payee receive the full 20 hours.

Running the Entitlement or Take Process

After defining the Calendar Run ID, you're ready to start the process. Complete the Run Control page and use PeopleSoft Process Scheduler to start the process.

See Also

Chapter 15, "Defining Processing Elements," page 359

Chapter 15, "Defining Processing Elements," page 359

Chapter 21, "Processing Payroll," page 527

Absences and Segmentation

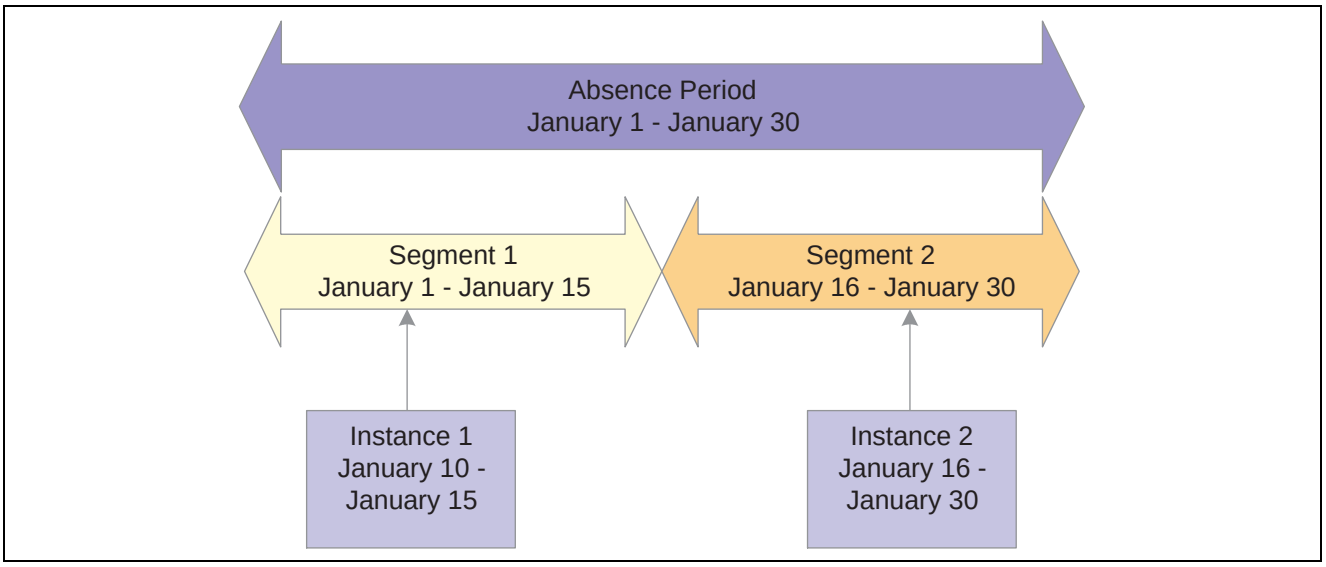
When you run the Take process, the system assigns an instance number to each event, based on the following rules:

- If Multiple Instances is selected on the Absence Take - Calculation page, the system assigns a separate instance number to each like event that falls within the same absence period.
- If Multiple Instances is not selected, the system assigns the same instance number to all like events that fall within the same absence period.

When the earning or deduction element that is associated with the take element is segmented, the Take process creates multiple instances, regardless of whether you selected Multiple Instances. Multiple instances are also created if the percent defined for the take element changes. (Percent is defined on the Generate Positive Input Member List on the Absence Take - Day Formula page.)

Example

Payee A is absent from January 10 to 17. The earnings element is segmented as shown below. The event is divided into the two instances.



Events divided into multiple instances because of segmentation

Absences and Retroactive Processing

This section describes how absences work with retroactive processing.

Setting Up Triggers for Absence Events

Triggers are the mechanism that Global Payroll uses to detect changes to data that result in some type of system action. We recommend that you create retroactive and iterative triggers so that the system recognizes the online changes that users make to absence events through the Absence Event Entry page (the GP_ABS_EVENT record). Then iterative or retroactive processing is triggered whenever you add, delete, or update events.

Retro Processing Method

Retroactive processing of absence calendars is carried out using the Corrective retroactive method. Deltas are not generated.

Retroactive processing creates a new version of the generated positive input results and new versions of the daily absence data (GP_RSLT_ABS). For example, if an absence event occurs from 1 to 5 January (when it was originally processed), the event is represented by five rows of data in the daily record, each named Version1. If you change the end date to 7 January, 7 rows appear in Version 2 of the results.

See Also

Chapter 27, “Setting Up Triggers,” page 699

Reporting Absence Data

This section explains how to create an absence results report.

Page Used to Create an Absence Results Report

Page Name	Object Name	Navigation	Usage
Absence Results Register	GP_GPSQR01_PNL	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Absence Results Register, Absence Results Register	Create a report containing individual results of a payroll calculation for earnings, deductions, and/or accumulators.

Creating an Absence Result Report

Access the Absence Results Register page.

Language Determines the language that is used during translations and the formatting for dates and numbers.

Calendar Group Select the calendar group of the absence run for which you want to generate a report.

Note. You can select calendar groups only when at least one calendar is Absence (versus Payroll).

Generate Report For

Entire Calendar Group: Select to generate a report for all paygroups and payees that are associated with the calendar group ID.

Selected Pay Groups: Select to generate a report for specific paygroups that associated with the calendar group ID. The Pay Group field becomes available for entry. Paygroups associated with absence runs or payroll runs, but not both, are available for selection, depending on the report.

Selected Payees: Select to generate a report for specific payees. The EmplID field becomes available for entry.

Payee Level Sort Select to sort payees by employee ID or name.

CHAPTER 25

Setting Up Self-Service Absence Transactions

This chapter provides an overview of the setup tasks for self-service absence transactions and explains how to:

- Define self-service absence rules by country.
- Define self-service absence rules by take element.
- Define forecasting rules for self-service absence requests.
- View or modify text on the self-service absence pages.

See Also

Chapter 11, "Understanding Absence Management," page 253

Understanding Self-Service Setup Tasks

Payees and managers can use web-based browser pages, referred to as self-service pages, to enter online requests for absences, view current and future absence balances, and run the Absence Forecasting process. Managers and administrators can also use self-service pages to approve, deny, or push back absence requests.

Requests that are entered through the self-service pages are treated as actual absences once they are approved, and are included in the Absence Take process.

This section lists prerequisites and common elements and provides an overview of the high-level setup tasks for self-service absence transactions.

Prerequisite

Before you can define take rules for self-service absence transactions, you must specify which absence take types are eligible for self-service use. On the Absence Take Types page for a given absence type, select the Allow Request in Self Service check box. This enables you to define self-service rules for any take element with that absence type.

See Chapter 12, "Defining Absence Elements," Defining Absence Types and Reasons, page 272.

Common Element Used in This Chapter

Status When you create a new country-specific or take-specific rule for absence self-service, the rule's default status is Active. Changing the status of a rule to Inactive can impact absence requests that have been entered but not yet approved. Before changing the status of a rule to Inactive, consider how this action will affect already submitted requests.

Setup Tasks for Self-Service Absence Transactions

The setup tasks for absence self-service are as follows:

1. Define self-service rules for each country.

   Country-specific rules apply to all take elements for a given country. They control some of the field displays on the self-service pages, and determine who can use the online Forecasting and Balance Inquiry processes. You can define a different set of self-service rules for each country.

2. Define self-service rules for each take element.

   For each take element that you want to make available to self-service users, you define an additional set of rules. These rules specify whether partial-day absences are allowed, approval requirements for absence requests, how to display forecasting results, and other usage rules.

3. Select the entitlement balances to display in the forecasting results.

   If you enable self-service users to run the online Forecasting process or Absence Inquiry process, specify which entitlement balances to display to self-service users.

4. (Optional) Modify fields labels and page text, as needed.

   The Text Catalog stores the text that appears on the self-service pages, including field labels, button names, links, page instructions, and warnings. You can modify this text by editing entries in the Text Catalog.

Note. The sequence of steps 2 and 3 can be reversed.

Defining Self-Service Absence Rules by Country

To define country-specific rules for using the absence self-service pages, use the Country Configuration (GP_ABS_SS_CNTRY) component.

This section discusses how to:

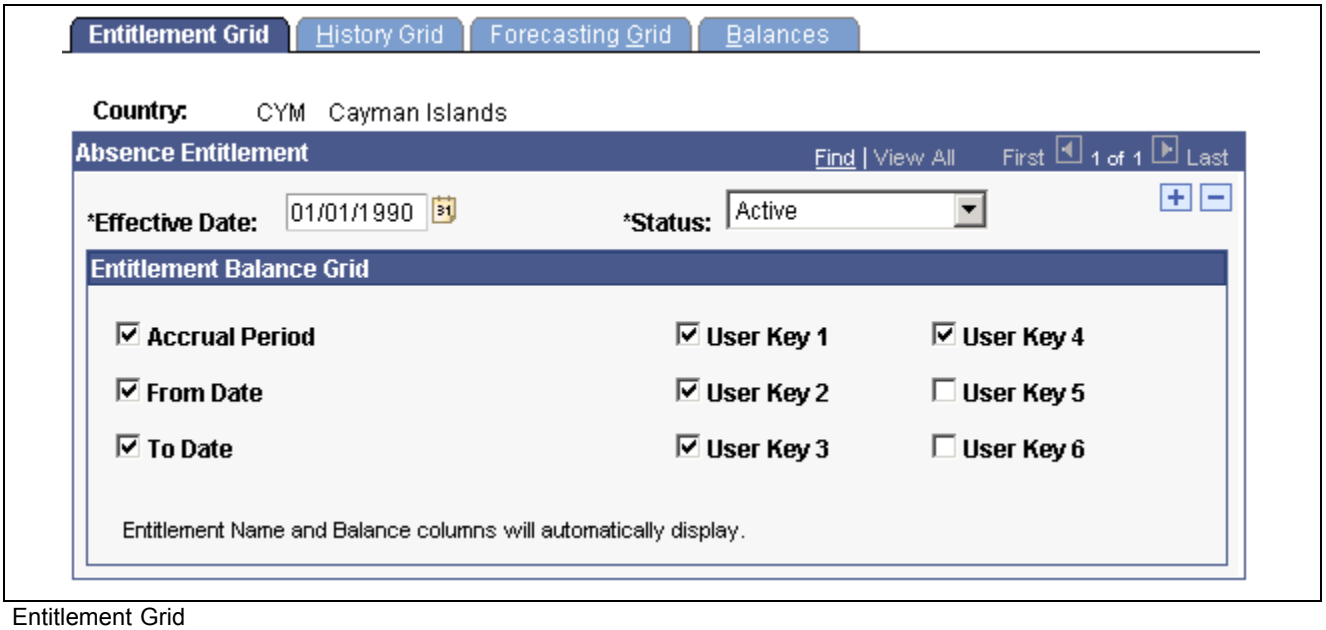
- Select fields for displaying entitlement balances.
- Select fields for displaying absence history.
- Select forecasting options and fields.
- Enter balance elements and select display options.

Pages Used to Define Self-Service Absence Rules by Country

Page Name	Object Name	Navigation	Usage
Entitlement Grid	GP_ABS_SS_CNTRY1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Absence Self Service, Country, Entitlement Grid	Select the entitlement fields that appear on the View Absence Balances page.
History Grid	GP_ABS_SS_CNTRY2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Absence Self Service, Country, History Grid	Select the history fields that appear on the View Absence Requests page.
Forecasting Grid	GP_ABS_SS_CNTRY3	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Absence Self Service, Country, Forecasting Grid	Select forecasting options and fields.
Balances	GP_BAL_ELIG_SS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Absence Self Service, Country, Balances	Enter balance elements and select display options.

Selecting Fields for Displaying Entitlement Balances

Access the Entitlement Grid page.



Entitlement Grid

The fields on this page control what appears on the View Absence Balances page.

Accrual Period Select to have the system display the accumulator period for each entitlement balance, for example, *year-to-date* or *month-to-date*. (Define the period for an

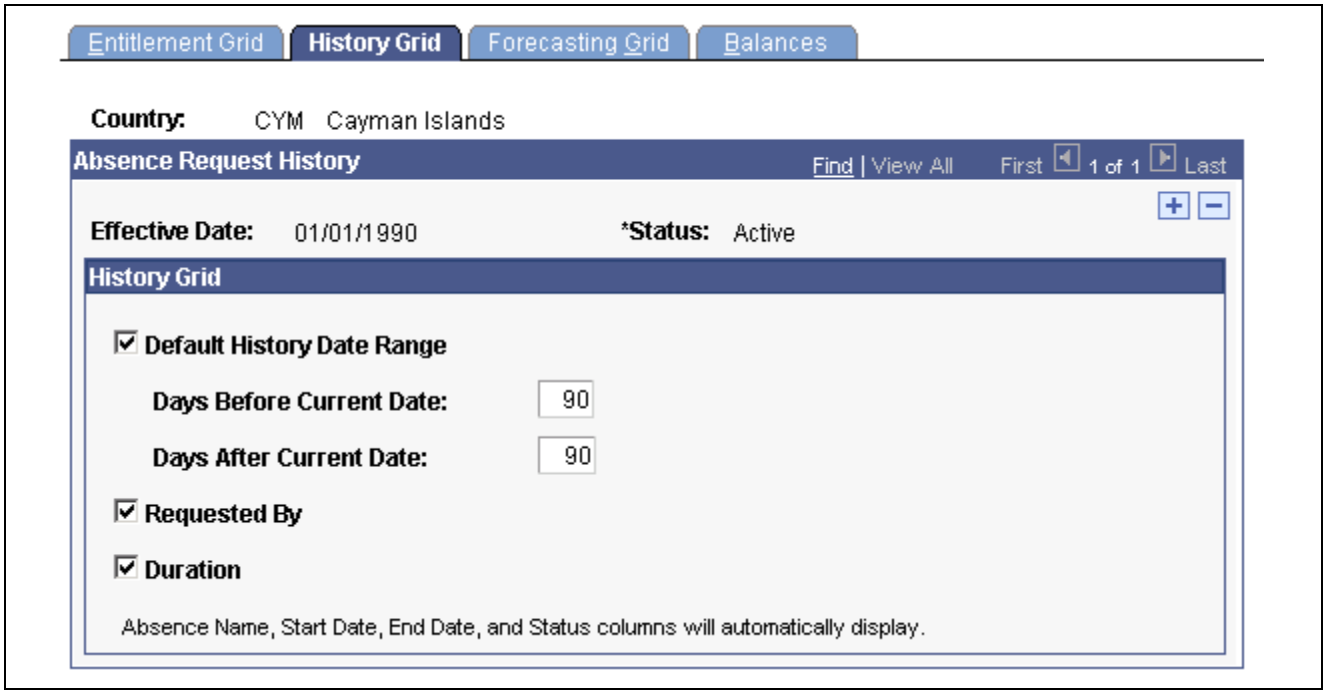
entitlement accumulator on the Accumulator Periods for Element <element name> page. Select the entitlement accumulators on the Balances page.)

From Date and **To Date** — Select to display the begin and end dates of the accrual period.

Display User Key 1...6 — Select to display the values of up to six user keys that are associated with the entitlement accumulator. (Define user key values on an entitlement element's Auto Generated Accumulators page.)

Selecting Fields for Displaying Absence History

Access the History Grid page.



History Grid page

The fields on this page control what appears on the View Absence Requests page.

Default History Date Range — Select to define the default date range for displaying historical absence events. When you select this check box, the system displays 90 days before the current date and 90 days after the current date.

Note. Users can select dates outside of this date range by editing the From: and Through: fields on the View Absence Requests page.

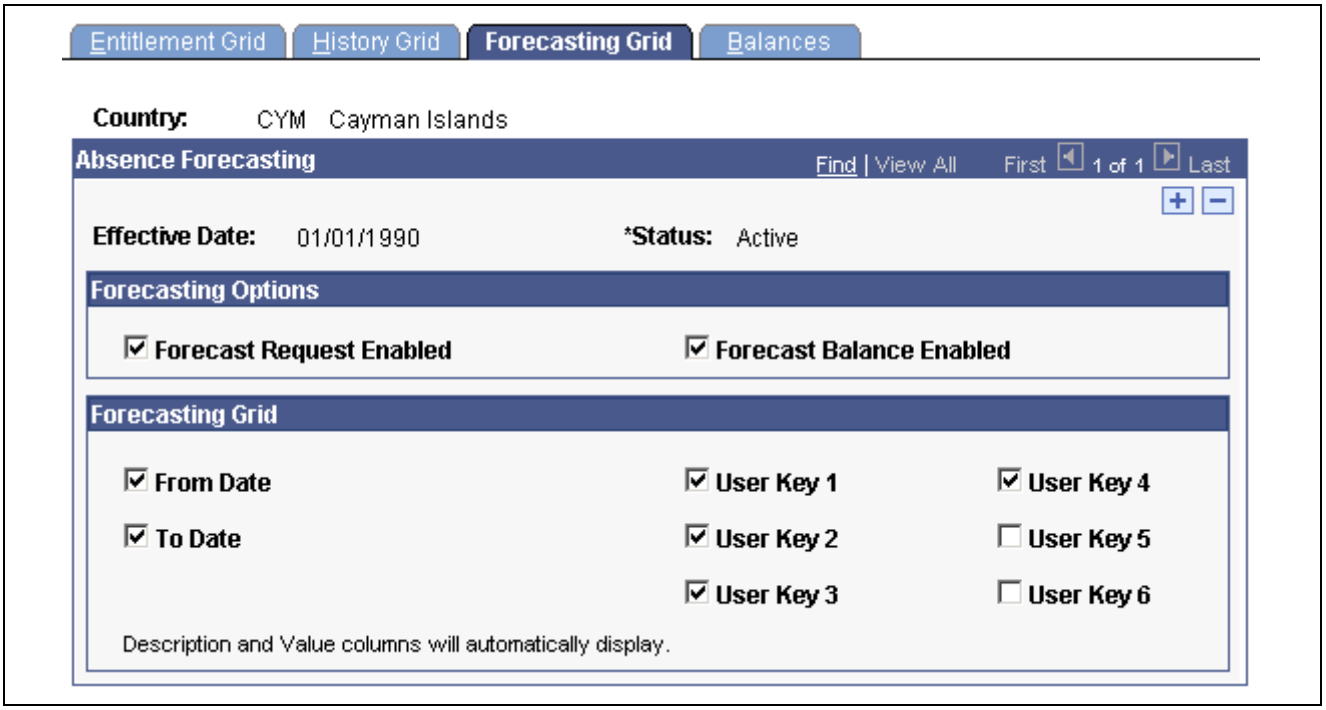
Days Before Current Date and **Days After Current Date** — Use these fields to modify the default date range for displaying historical absence events.

Requested By — Select to display a column that identifies who (which role) submitted each request: the employer, administrator, or manager. Names are not displayed. This field is selected by default.

Duration — Select to display the duration of the absence event. This field is selected by default.

Selecting Forecasting Options and Fields

Access the Forecasting Grid page.



Forecasting Grid page

All check boxes on this page are selected by default.

Forecasting Options

Forecast Request Enabled Select to enable self-service users to run the online Absence Forecasting process. This causes a Forecast button to appear on the Employee - Request Absence page and Manager - Request Absence page.

For self-service users to run the forecasting process for a given absence take element, the country take rule for that take element must also allow forecasting. (The Allow Forecasting check box must be selected on the take element's Forecasting Messages page.)

Forecast Balance Enabled Select to enable self-service users to run the online Balance Inquiry process. This causes a View Forecast Balances link to appear on the Request Absence pages and the View Absence Balances pages.

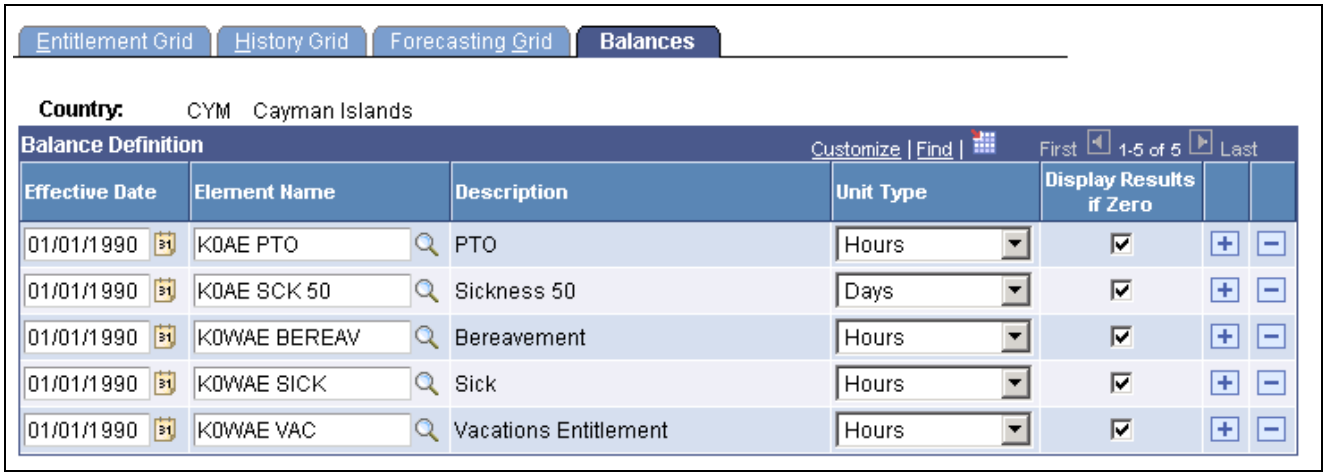
Forecasting Grid

From Date and **To Date** Select to have the forecasting results display the From Date and the To Date for the forecasted period.

User Key 1...6 Select to display the values of the user keys that are defined for the forecasted entitlement element's accumulator.

Entering Balance Elements and Selecting Display Options

Access the Balances page.



Balances page

The fields on this page control what appears on the View Absence Entitlement Balances page in the Self Service component.

Effective Date The date that the balance accumulator is will appear on the View Absence Entitlement Balances page.

Element Name Select the accumulator element for the entitlement balance you want to display.

Unit Type Select *Days* or *Hours* as the units to display on the self-service pages. These are units that users see when viewing absence entitlement balances.

Note. The selected unit type should match the unit type defined for the take element.

Display Results if Zero Select to display the element on the View Absence Entitlement Balances page when there is no balance for that accumulator. The system displays the balances as of the most recent run of the Entitlement process for the employee.

Defining Self-Service Absence Rules by Take Element

To define take-specific self-service absence rules, use the Country Take (GP_ABS_BAL_SS_DEF) component.

This section provides overviews of PeopleSoft-delivered Approval Process IDs and approval framework events, absence duration and end date calculations, and forecasting messages, and discusses how to:

- Define units, administrative rules, and display rules for absence requests.
- Define rules for entering absence dates.
- Define user fields to display.
- Select forecasting rules and messages.
- Customize forecasting messages.

Understanding PeopleSoft Delivered Approval Process IDs and Approval Framework Events

Approval Process IDs determine how absence request submissions, approvals, denials, and requests for rework are routed among approvers, requesters, and absence administrators. Self-service absence transactions that require action by a user appear in both user worklists and emails. The content of the email message is defined using the Generic Template pages in the PeopleTools Workflow Notifications component. Which email template is used depends on the user's role (approver, requester, or administrator), and the approval framework event.

Delivered Approval Process IDs for Absence Management

The following table lists the delivered Approval Process IDs:

Approval Process ID	Description
AbsenceManagement	Absence Self Service
Absence Mgmt ByDeptManager	Absence Mgmt By Dept Manager
Absence Mgmt ByPosMgmt	Absence Mgmt ByPosMgmt
Absence Mgmt ByPosnDeptMgr	Approval ID by Posn Dept Mgr
Absence Mgmt ByPosnSupervisor	Absence Mgmt By PosnSupervisor
Absence Mgmt BySupervisorId	Absence Mgmt BySupervisorId

See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up and Working with Self-Service Transactions," Setting Up Direct Reports.

Email Notification Templates for Absence Management Self-Service Transactions

The following table lists the email template names that are used for each role based on the approval framework event:

Approval Framework Event	Requester templates	Approver templates	Administrator templates	Absence Request Action Button
Launch	GP_ABS_SS_SUB			Submit
Approve		GP_ABS_SS_APPR_READY		Submit
OnApprove	GP_ABS_SS_APPR	GP_ABS_SS_APPR		Approve
OnDeny	GP_ABS_SS_DNY	GP_ABS_SS_DNY		Deny

Approval Framework Event	Requester templates	Approver templates	Administrator templates	Absence Request Action Button
Back		GP_ABS_SS_WRK		Needs Rework (Used when there are multiple levels of approval. For example, when Approver 2 pushes back to Approver 1.)
Terminate	GP_ABS_SS_ WRK			Needs Rework
Error			GP_ABS_SS_ ERR	NONE

See *Enterprise PeopleTools PeopleBook: Workflow Technology, Using Notification Templates*

Understanding Absence Duration and End Date Calculations

Depending on the rules that you define, the system can automatically calculate the duration of an absence event or its end date when a user enters an absence request. Calculation occurs when the user clicks a button on the Request Absence page.

The following factors can affect the calculation of an absence duration or end date:

- Partial-day absences.

  Users can indicate whether partial-day absences apply to the first day of the absence event, all days, or the last day.

- Absence take formulas.

  If the formulas that your organization has defined for absence take processing do not recognize partial hours, users can enter partial-day absences, but they are not used in calculations.

- Holidays and off days.

  Specify whether to include or exclude these days on the Date Rules page.

- Unit type.

  If the unit type defined for the absence (in the Unit Type field on the Absence page) is days, partial hours recorded for an absence event are ignored by the duration and end date calculations.

Calculations for Absences with a Unit Type of Hours

When the unit type defined for the absence is hours, the system calculates the end date and duration of an absence event as follows:

- End Date

  To calculate the end date, the system applies the hours entered in the Duration field to the scheduled hours, day by day, starting with the begin date. Partial hours and half-days are taken into account. If there's a negative balance when the end date is reached (that is, scheduled hours for the end date exceed any remaining duration hours) the partial hours for the end date are adjusted to reflect the difference of hours.

  An error is generated if the Apply to All Days check box is selected and the duration hours cannot be evenly divided by the partial hours or is not a sum of all scheduled hours divided by two.

- Duration

The system adds the scheduled hours for the requested absence dates and adjusts the sum for partial or 1/2 day absences.

Example 1: Calculating End Date

Assume an employee works eight hours each day from Monday to Friday. She enters an absence request with a begin date of Monday, January 7 and a duration of 24 hours. Absence take is defined in hours. The following table shows the system-calculated end date for various scenarios:

Begin Date	Duration	Begin Date, Partial Hours	1/2 Day, Begin Date	All Days	End Date, Partial Hours	1/2 Day, End Date	End Date	Comments
01/07/04	24	0	N	N	0	N	01/09/04	8hrs/3days
01/07/04	24	3	N	N	5	N	01/10/04	3 hrs/bgn day 8 hrs/2 days 5 hrs/end day
01/07/04	24	0	Y	N	4	N	01/10/04	4 hrs/bgn day 8 hrs/2 days 4 hrs/end day
01/07/04	24	4	N	Y	0	N	01/14/04	4 hrs/6days 0 hrs/sat/sun
01/07/04	24	0	Y	Y	0	N	01/14/04	4 hrs/6days 0 hrs/sat/sun
01/07/04	24	5	N	Y	0	N	Error!	24 not divisible by 5
01/07/04	5	5	N	N	0	N	01/07/04	

End date calculations

Example 2: Calculating Duration

Assume an employee works eight hours each day from Monday to Friday. Absence take is defined in hours. The following table shows the system-calculated duration for various scenarios:

Begin Date	Begin Date, Partial Hours	1/2 Day, Begin Date	All Days	End Date, Partial Hours	1/2 Day, End Date	End Date	Duration	Comments
01/07/04	0	N	N	0	N	01/10/04	32	8+8+8+8
01/07/04	3	N	N	0	N	01/10/04	27	3+8+8+8
01/07/04	0	N	N	3	N	01/10/04	27	8+8+8+3
01/07/04	3	N	N	3	N	01/10/04	22	3+8+8+3
01/07/04	3	N	Y	0	N	01/10/04	12	3+3+3+3
01/07/04	0	Y	N	0	N	01/10/04	28	4+8+8+8
01/07/04	0	N	N	0	Y	01/10/04	28	8+8+8+4
01/07/04	0	Y	N	0	Y	01/10/04	24	4+8+8+4
01/07/04	0	Y	Y	0	N	01/10/04	16	4+4+4+4
01/06/04	3	N	N	0	N	01/08/04	16	0+8+8
01/10/04	0	N	N	3	N	01/12/04	16	8+8+0
01/06/04	3	N	Y	0	N	01/08/04	6	0+3+3

Duration calculations

Understanding Forecasting Messages

If you enable self-service users to run the online Forecasting process, you can define the message to display at the end of that process. Use the Text Catalog to define the text for up to three messages: a success message, a warning message, and an error message. The entitlement element's forecasting formula should specify the conditions for issuing each message. You will map the value that's returned for each condition to the corresponding message that you define in the Text Catalog.

To define forecasting messages:

1. Use the Text Catalog to define a status message, a description, or both for each possible Forecasting outcome: success, warning, and error.
2. Use the Customize Messages page to map each message type (success, warning, error) to the value returned by the forecasting formula and to specify which text to display from the text catalog.

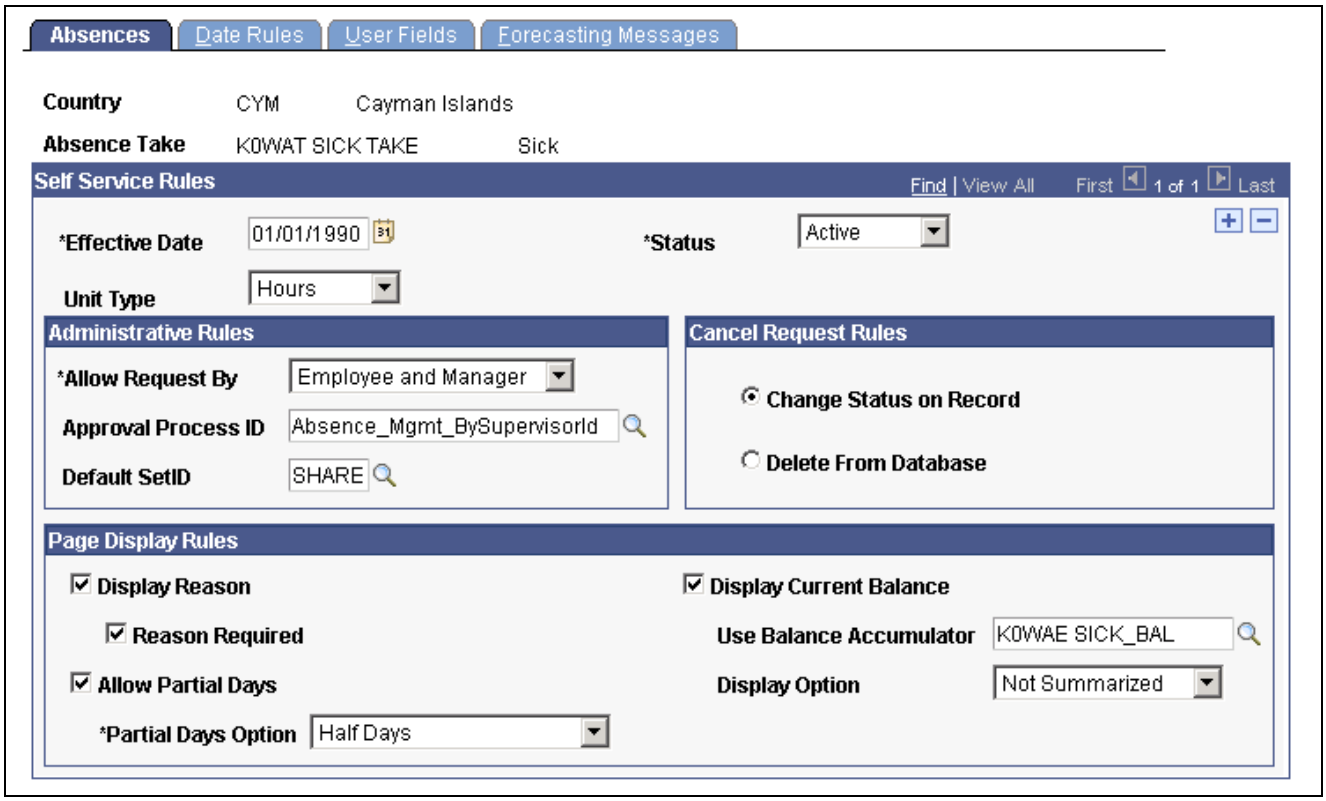
See Chapter 25, "Setting Up Self-Service Absence Transactions," Viewing or Modifying Text on the Self-Service Absence Pages, page 677.

Pages Used to Define Self-Service Absence Rules by Take Element

Page Name	Object Name	Navigation	Usage
Absences	GP_ABS_ELIG_SS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Absence Self Service, Country Take, Absences	For a given take element and country, define absence units (days or hours), who can submit and approve requests, what happens to cancelled requests, and whether to allow partial-day absences. You can also specify whether to display the absence reason and entitlement balances.
Date Rules	GP_ABS_ELIG2_SS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Absence Self Service, Country Take, Date Rules	Define rules for entering absence dates, such as whether absences can begin or end on a holiday or off-day and whether to have the system calculate an absence's end date or duration.
User Fields	GP_ABS_ELIG3_SS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Absence Self Service, Country Take, User Fields	Define user fields.
Forecasting Messages	GP_ABS_ELIG4_SS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Absence Self Service, Country Take, Forecasting Messages	Define forecasting rules.
View Messages	GP_ABS_ELIG42_SEC	Click the View Messages link on the Forecasting Messages page.	View the default messages that are returned by the online forecasting process.
Customize Messages	GP_ABS_ELIG4_SEC	Click the Customize Messages link on the Forecasting Messages page.	Customize the messages that are returned by the online forecasting process.

Defining Units, Administrative Rules, and Display Rules for Absence Requests

Access the Absences page.



Absences page

Self-service Rules

Unit Type Select *Days* or *Hours* as the units to display on the self-service pages. These are units that users enter when requesting time off.

Note. The selected unit type should match the unit type defined for the take element.

Administrative Rules

Allow Request By Specify who can request absences for this take element through the self-service pages. Values are: *Employee*, *Employee and Manager* (default), and *Manager*.

Approval Process ID Select the ID that corresponds to this type of approval, based on how you set up the approval framework. PeopleSoft delivers six Approval Process IDs. The selection of Approval Process ID for the self-service take elements at the country level depends on how the company has set up Direct Reports.

Default Set ID The Approval Process IDs within the approval framework are defined by SetID. The user will need to enter the correct SetID.

Note. If your absence requests do not require approval, then leave the Approval Process ID field and the Default Set ID field blank. The absence request will be automatically approved once the user submits it.

Cancel Request Rules

Specify what happens when an absence request is cancelled. Options are:

Change Status on Record: (Default) Select to have the system change the status of the request to Cancelled. When a request's status is set to Canceled, you can no longer access the request.

Delete from Database: Select to have the system delete the request from the database.

Note. Absence requests cannot be cancelled after they have been submitted.

Page Display Rules

Display Reason Select to enable self-service users to specify the reason for the absence. This check box is selected by default.

Reason Required Select to require that users enter the reason for the absence.

Allow Partial Days This check box works with the Partial Days Option field. Select it to specify conditions under which users can report partial day absences.

Do not select the check box if partial days or hours are not allowed.

Partial Days Option This field becomes available when you select *All Days*, *Begin Day Only*, or *End Day Only* in the Allow Partial Days field. Options are:

- *Half Days:* With this option, users can select a check box to enter a request for a half-day absence. The system determines the number of hours absent by looking at the user's schedule.
- *Partial Hours:* With this option, users can request a partial-day absence by entering the number of absent hours. This is the default option.
- *Partial Hours and Half Days:* With this option, users can request a partial-day absence by selecting a check box for a half-day absence or by entering the number of hours.
- *None* is the default value when the Allow Partial Days check box is not selected.

Display Current Balance Select to display the balance for the absence entitlement element, as of the last finalized absence run on the Request Absence page. The balance will not reflect the number of units that the user is requesting. This check box is not selected by default.

Use Balance Accumulator If you selected the Display Current Balance check box, select the accumulator element that stores the current balance for this absence take element.

Display Option Indicate which value you want the system to display as the current balance, when there are multiple instances of the accumulator with different user keys.

Select one of the following options:

Not Summarized (default). Consider using this option when your rules for displaying the current balance are very complex. Create an accumulator that summarizes the value of the element contributors. The system will display the value of the most current instance of the accumulator.

Summarized. Select this option to have the system display the sum of the values of the multiple instances.

In the following example, the Summarized option would return a value of 20 for the KOAE PTO accumulator.

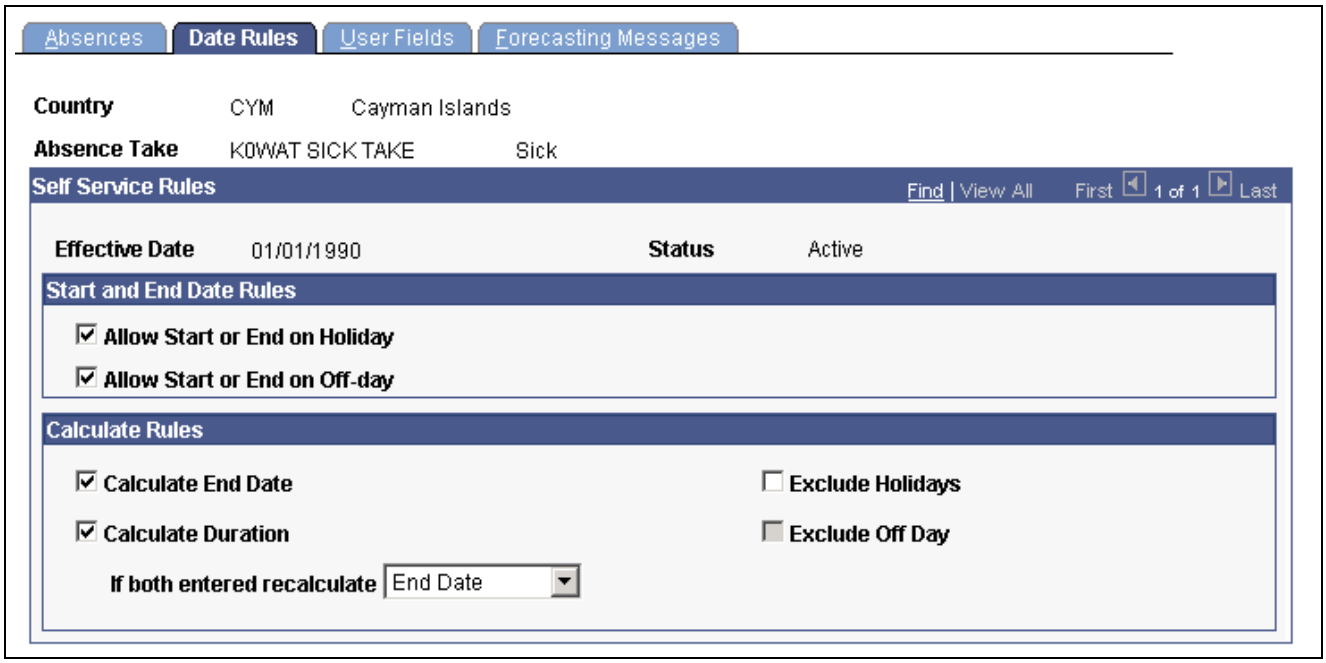
Accumulator	From	To	User Key 1	User Key 2	Value
KOAE PTO	January 1, 2000	December 31, 2000	CIA A	Paygroup A	5
KOAE PTO	January 1, 2001	December 31, 2001	CIA A	Paygroup A	8
KOAE PTO	January 1, 2002	July 31, 2001	CIA B	Paygroup B	4
KOAE PTO	August 1, 2002	December 31, 2002	CIA B	Paygroup B	2
KOAE PTO	January 1, 2003	December 31, 2003	CIA B	Paygroup XYZ	1

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up and Working with Self-Service Transactions," Setting Up Direct Reports

Defining Rules for Entering Absence Dates

Access the Date Rules page.



Date Rules page

Start and End Date Rules

Allow Start or End on Holiday Select if the start or end date of the request can fall on a holiday. This field is selected by default.

Allow Start or End on Off-day Select if the start or end date of the request can fall on a day the employee is not scheduled to work. This field is selected by default.

Calculate Rules

The option that you select here causes a Calculate End Date button, a Calculate Duration button, or both buttons to appear on the Request Absence page.

See Chapter 25, "Setting Up Self-Service Absence Transactions," Understanding Absence Duration and End Date Calculations, page 664.

Calculate End Date Select to have the Calculate End Date button appear. When entering an absence request, the user must enter the absence begin date and duration. Clicking the Calculate End Date button causes the system to calculate and display the end date. This is the default selection.

Calculate Duration Select to have the Calculate Duration button appear. When entering an absence request, the user must enter the absence begin and end dates. Clicking the Calculate Duration button causes the system to calculate and display the duration.

If both entered recalculate This field causes a button labeled Calculate End Date or Duration to appear and controls what happens when a user enters a value in both the End Date and Duration fields while entering an absence request.

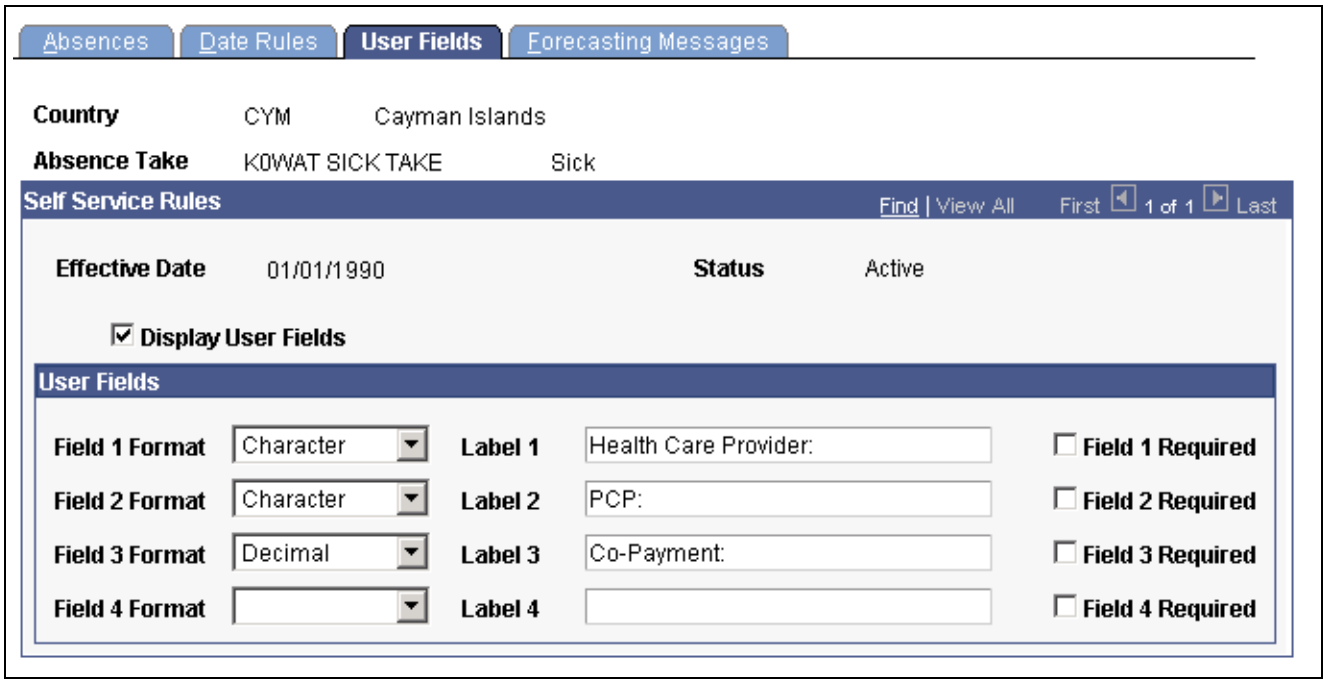
- If you select *End Date*, the system respects the user-defined end date and automatically calculates the duration.
- If you select *Duration*, the system respects the user-defined duration and automatically calculates the end date.

Exclude Holidays Select to exclude holidays from the end date and duration calculation for requested absence events.

Exclude Off Day Select to exclude non-worked days (based on the employee's schedule) from the end date and duration calculation for requested absence events.

Defining User Fields

Access the User Fields page.



User Fields page

Display User Fields Select to have up to four user-defined fields appear on the Request Absence page.

User Fields

Define up to four fields to appear on the Request Absence page. These fields enable you to collect additional data that you may need for absence tracking. You can use these fields as system elements and embed them in rules to perform a specific task with the information that users enter.

For each field you define, specify the format, the field label, and whether users are required to complete the field.

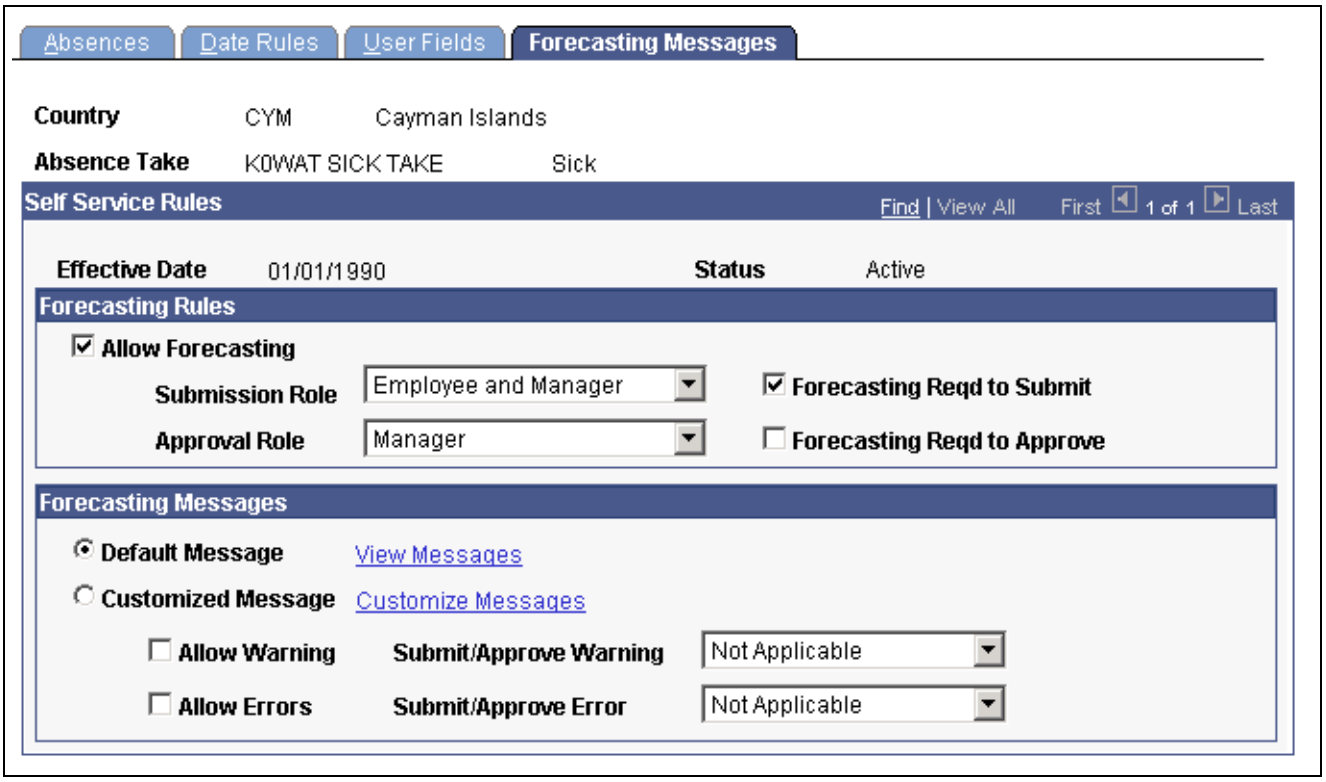
Field <number> Format Options are *Character, Date, Decimal,* and *Monetary.*

Label <number> Enter up to 30 alphanumeric characters for the field name. To appear on the Absence Detail page, the field must have a label.

Field <number> Required Select if users are required to complete the field.

Defining Forecasting Rules

Access the Forecasting Messages page.



Forecasting Messages page

Forecasting Results

Allow Forecasting

Select to enable self-service users to run the online forecasting process. A Forecast button will appear on the Request Absence page. This check box is not selected by default.

Note. For self-service users to run the forecasting process, the country rules for that take element must also allow forecasting. (The Forecast Request Enabled check box must be selected on the Forecasting Grid page.)

Submission Role

If forecasting is required before submitting an absence request, specify who must run the process. Options are: *Employee*, *Manager*, and *Employee and Manager*, and *Not Applicable* (default).

This field works in conjunction with the Forecasting Reqd to Submit check box. If you select the Forecasting Reqd to Submit check box, then you must specify a role in this field.

Forecasting Reqd to Submit (forecasting required to submit)

Select to require that the Forecasting process be run before submitting an absence request. This check box is not selected by default. Depending on your rules, the results of the forecasting process may determine whether or not the request can be submitted.

Users receive an error message when they click Submit on the Absence Request page without first forecasting the absence entitlement balance.

Forecasting Reqd to Approve (forecasting required to approve)

Select to require that the online forecasting process be run before approving an absence request.

Approval Role If forecasting is required, specify who can run the forecasting process. Options are: *Manager* and *Not Applicable* (default).

Forecasting Messages

The system can display the message, "Forecasting Completed Successfully!" at the end of the forecasting process, or it can display customized messages that you create. You can have a different message display when the forecasting process is successful, generates a warning, or results in an error. You define the criteria for issuing a success, warning, or error message.

Default Message and **View Messages** Select to have the system display the default message after a user runs the forecasting process. Click the View Messages link to access the View Messages page to see the default message. There is a default message for successful forecasting and one for system error.

Customized Message Select to have a customized message display after a user runs the online forecasting process.

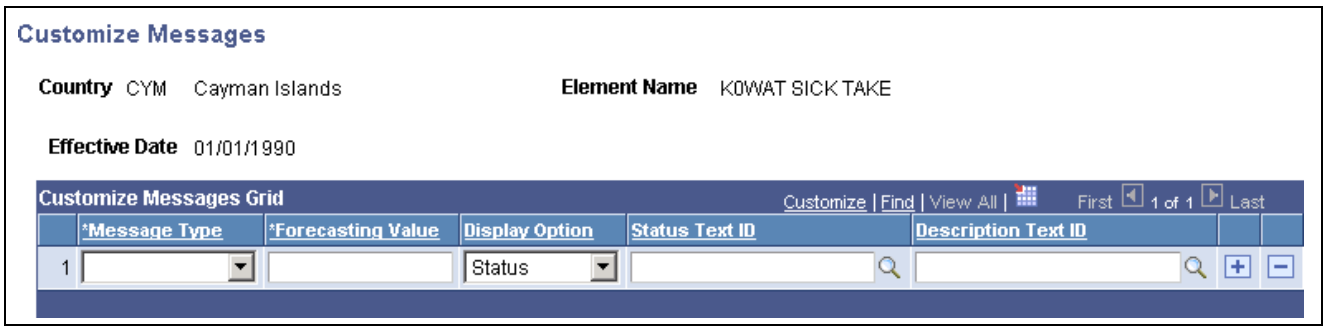
Customize Success Message, Customize Warning Message and **Customize Error Message** To have the system display a customized message for a success, warning, or error, click the appropriate link to access the Customize Messages page, where you can specify the message to use for each condition.

Allow Warning and **Submit Warning** Select to enable users to submit absence requests when the forecasting process results in a warning. In the Submit Warning field, specify who can submit requests with warnings. Options are: *Employee*, *Manager*, and *Employee and Manager*, and *Not Applicable* (default).

Allow Errors and **Submit Error** Select to enable users to submit absence requests when the forecasting process results in an error. In the Submit Error field, specify who can submit requests with errors. Options are: *Employee* , *Manager*, *Employee and Manager* , and *Not Applicable* (default).

Customizing Forecasting Messages

Access the Customize Messages page.



Customize Messages page

Message Type Select the type of message to define: *Error, Success,* or *Warning*.

Forecasting Value Enter the value that the Forecasting process (the forecasting formula) will return to trigger the display of this message. You can enter up to 20 alphanumeric characters in this field (the maximum field length for a character element).

Display Option Specify the type of information in the Text Catalog that is to display after forecasting is complete. Options are: *Status*, *Description* and *Both* (default).

Status Text ID If you selected *Display Status* or *Both* in the Display Option field, enter the text ID for the status message.

Description Text ID If you selected *Display Description* or *Both* in the Display Option field, enter the text ID for the description.

Defining Forecasting Rules for Self-Service Absence Requests

To define rules for using the self-service Forecasting and Balance Inquiry processes, use the Forecasting (GP_ABS_SS_FCST) component.

This section discusses how to:

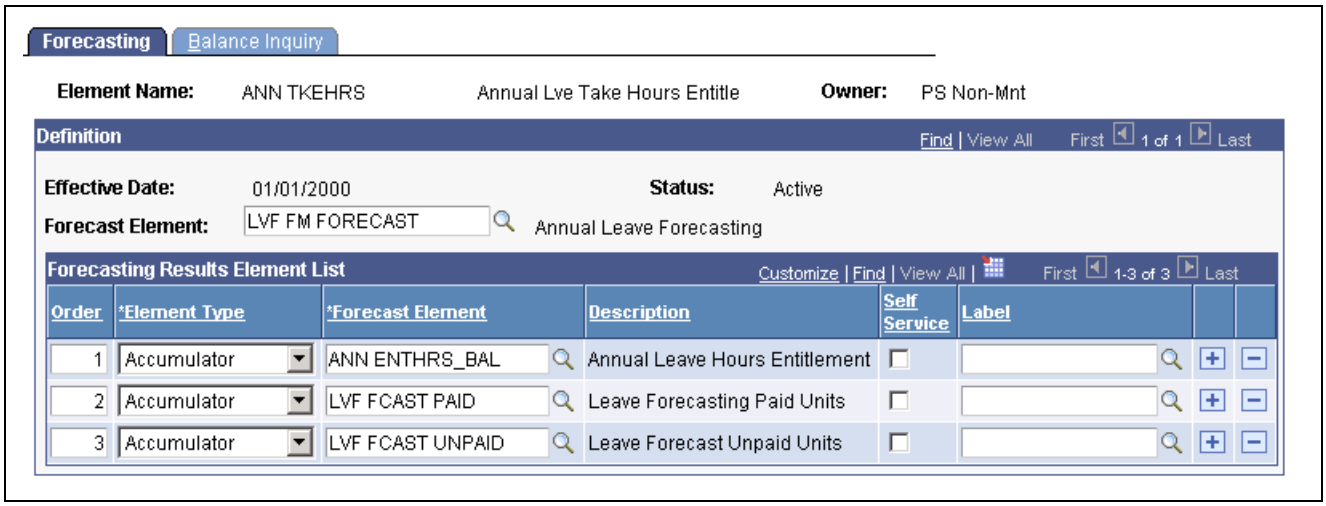
- Selecting entitlement balances to display in forecasting results.
- Selecting entitlement balances to display in balance inquiry results.

Pages Used to Define Self-Service Forecasting Rules

Page Name	Object Name	Navigation	Usage
Forecasting	GP_ABS_TAKE6	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Absence Self Service, Forecasting, Forecasting	Specify which forecasting result elements to display in the Forecasting Results grid. Also specify whether to display a customized label from the HR Text Catalog as the description or the element description as defined on the Element Name page (GP_PIN).
Balance Inquiry	GP_ABS_TAKE7	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Absence Self Service, Forecasting, Balance Inquiry	Specify which entitlement balances the Balance Inquiry process is to display and whether to display a customized label from the HR Text Catalog as the description or the element description as defined on the Element Name page (GP_PIN).

Defining Rules for Self-Service Absence Entitlement Balance Forecasting

Access the Forecasting page.



Forecasting page

This page displays the forecasting rules defined for a take element on the Absence Take - Forecasting page. The Forecast Element field at the top of the page shows the formula that the system resolves during the Forecasting process. The Forecasting Results Element List grid shows what appears on the Absence Forecast Results page (in the Absence Event Entry component) after you run the Forecasting process. You can have all or a subset of these results display to self-service users after they run the forecasting process.

Note. To enter information on this page, the Allow Forecasting check box must be selected on the Forecasting Messages page.

Self Service Select to have the forecasting results for this element display to self-service users.

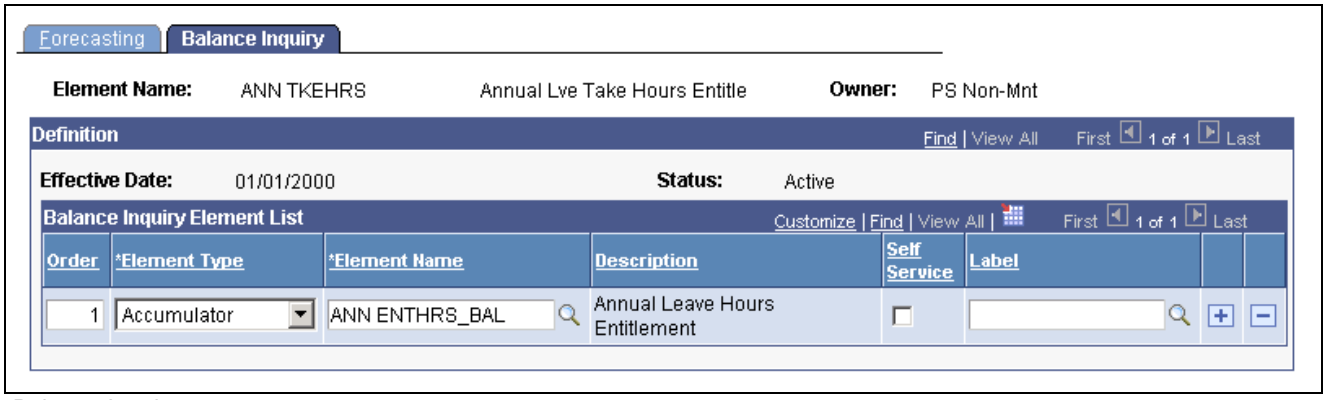
Label At the end of the Forecasting process, the system can display a customized message or status description that you build using the Text Catalog. Select the Text ID that corresponds to the message you want to display.

See Also

Chapter 12, "Defining Absence Elements," Defining Rules for Absence Forecasting, page 301

Defining Rules for the Self-Service Balance Inquiry Process

Access the Balance Inquiry page.



Balance Inquiry page

This page is similar in function to the Forecasting page but applies to rules for the Balance Inquiry process.

Viewing or Modifying Text on the Self-Service Absence Pages

You can use the Text Catalog feature to modify field labels, button text, and text that appear on the self-service absence pages.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Working with Common Components," Setting Up the Text Catalog

CHAPTER 26

Entering and Approving Self-Service Absence Requests

This chapter provides an overview of the self-service absence request transactions and explains how to manage absence requests.

Note. If you are using PeopleSoft Enterprise Global Payroll in Switzerland, follow the instructions for Switzerland instead of the instructions in this chapter.

See Also

Chapter 25, "Setting Up Self-Service Absence Transactions," page 657

Understanding the Absence Request Transactions

Using self-service transactions, employees and managers can submit absence requests, forecast absence entitlement balances, and carry out other common tasks using the self-service pages in Global Payroll.

Self-service options differ for employees and managers.

Role	Absence Self-Service Options
Employee	• Forecast, add, edit, and delete absence requests. • View absence requests, with their approval status. • View absence events entered by the Absence Administrator. • View absence entitlement balances for the current period. • View absence entitlement balances as of a future date. • View the employee's monthly schedule for past and future months.
Manager	• Perform all employee self-service absence functions on behalf of direct reports. • View a list of absence requests for direct reports. • Forecast an absence request in order to approve it. • Approve, deny, or push back absence requests submitted by direct reports. • View a monthly calendar for direct reports.

See Also

Chapter 24, "Entering and Processing Absences," Entering, Updating, and Voiding Absences, page 636

Employee Self-Service for Managing Absences

This section provides an overview of the procedures for accessing and using employee self-service absence pages and discusses how to:

- Request absences.
- View the employee's schedule for past or future months.
- View absence balances.
- View absence request history.
- View approval details for an absence request.
- Forecast absence entitlement balances as of a future date.

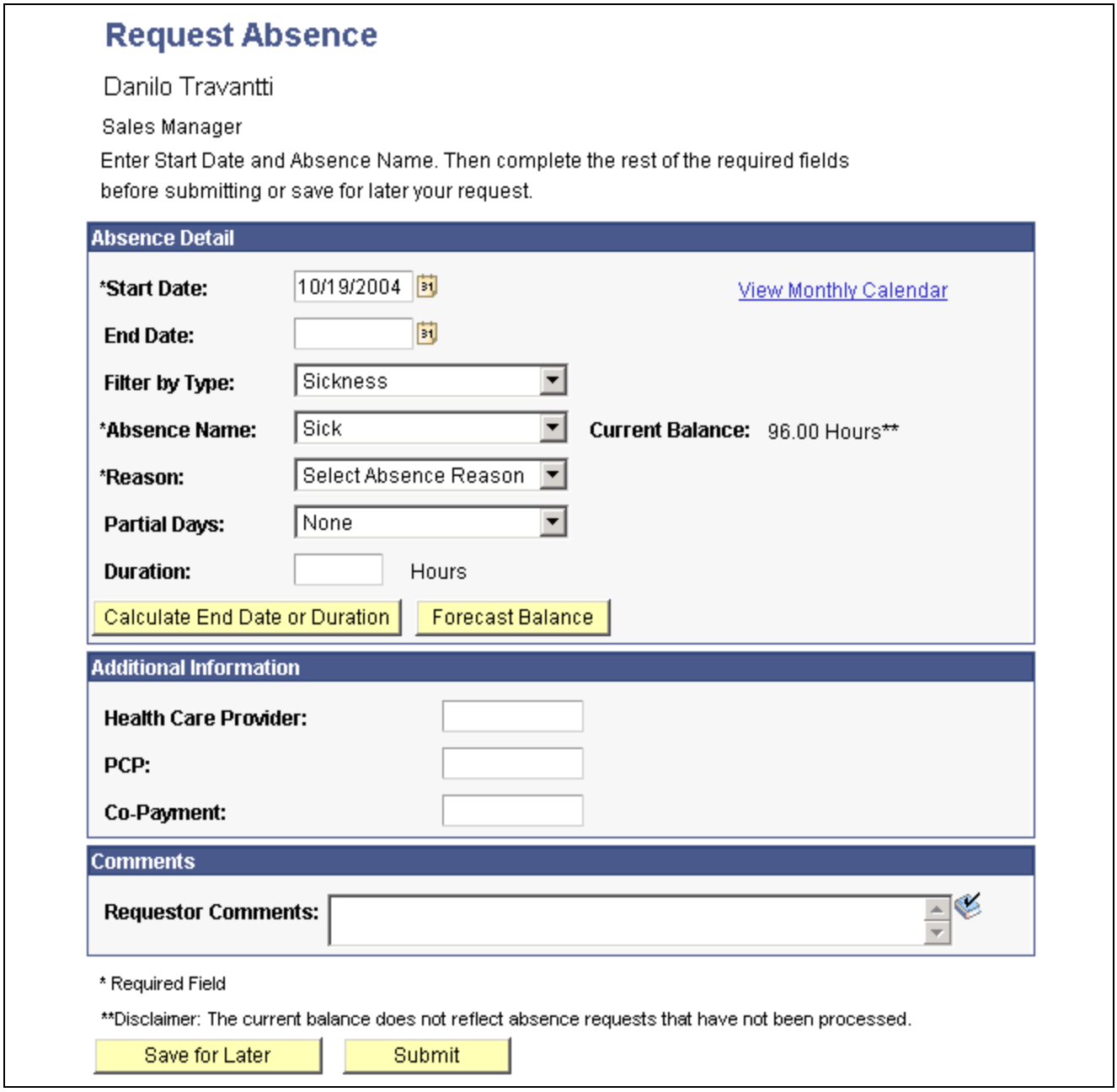
Self-Service Pages Used by Employees to Manage Absence Requests

Page Name	Object Name	Navigation	Usage
Request Absence	GP_ABS_SS_REQUEST	Self Service, Time Reporting, Report Time, Absence Request, Request Absence	Request absence based on the start date of the absence event.
Monthly Schedule	SCH_EE_MONTHLY	Click the View Monthly Calendar link on the Absence Request page.	Employees view their schedule for a one month period for any past or future month.
View Absence Balances	GP_ABS_SS_BALANCES	Self Service, Time Reporting, View Time, Absence Balances, View Absence Balances	This page includes links to pages to request absence, view absence requests, view monthly schedule, and forecast balances.
Absence Request History	GP_ABS_SS_REQHIST	• Self Service, Time Reporting, View Time, Absence Request History, Absence Request History • Click the View Absence Request History link on the Request Absences page or the View Absence Balances page.	View processed or pending absence events based on the specified date range. This page is also available to managers. See Chapter 26, "Entering and Approving Self-Service Absence Requests," Self-Service Pages Used by Managers to Manage Absence Requests, page 690.
Request Details	GP_ABS_SS_REQSTAT	Click the link for the absence in the Absence Name column on the Absence Request History page.	View details for a specific absence request.
Forecast Balance	GP_ABS_SS_FCST_BAL	Click the Forecast Balance link on the View Absence Balances page.	Run the online forecasting process for future absence entitlement balances based on date, absence type and absence name. This page is also used by managers. See Chapter 26, "Entering and Approving Self-Service Absence Requests," Self-Service Pages Used by Managers to Manage Absence Requests, page 690.

Page Name	Object Name	Navigation	Usage
Select Job Title	GP_SS_EE	Self Service, Time Reporting, Report Time, <any employee self service absence process>	Employees with multiple jobs use this page to select the job for which they want to enter or review a self-service absence transaction.

Employee Absence Request Entry

Access the Request Absence page.



Request Absence page

The Request Absence page consists of three group boxes: Absence Detail, Additional Information, and Comments. The available fields in the Additional Information group box depend on how your organization sets up self-service for absence management.

Absence Detail

Start Date Select the first day of the absence event. The field value defaults to the current date. If there's a break in the absence, enter each event separately. For example, if you're out sick for two days, return to work for three days, and are out sick again, enter two absence events. If the absence includes a weekend (say, Thursday to Monday), enter one absence event.

Note. The system uses the Take definition that is in effect on the Start Date.

End Date Select the last day of the absence event. If you leave this field empty and the Calculate End Date option on the Absence (setup) page is selected, the system automatically determines the end date based on the begin date, duration, and half day options or partial hours if the absence is measured in hours.

Filter by Type Select the absence type by which you want to filter. The selection you make in this field will limit or filter the selections available in the Absence Name field.

Absence Name Select the absence name. The options available depend on the selection in the Filter by Type field.

After you select entries in the above fields the system reloads the page with additional fields.

Reason Select a reason. The reasons available depend on the selections in the previous fields.

Partial Days Specify which days of the absence event are partial days.

If the Calculate End Date option is enabled on the Absence (setup) page, and the Unit Type is *Days*, the system does not consider any partial hours or half-day entries that are entered in this group box when it calculates the end date.

Note. Data that you enter in the following fields is used in the absence calculation process only if the data is referenced by your absence formulas.

For absences of less than a full day, use this field to enter the number of hours that the payee was absent or select a 1/2 Day check box, as appropriate.

The available values in the Partial Days field when the absence is calculated in days include:

- *All Days*
- *End Day Only*
- *None*
- *Start Day Only*
- *Start and End Days*

Depending on the value that you select, one or two *1/2 day* check boxes appear. Select the check boxes that correspond to the absence event.

Duration The system calculates the duration of the absence event in hours or days when you click the Calculate End Date or Duration button.

The behavior of this field depends on the settings on the Absence (setup) page. The value is automatically calculated if the Calculate End Date option is selected.

- If the absence is measured in days, the system automatically calculates the duration when you enter the begin date and end date.
- If the absence is measured in hours, the system automatically calculates the end date when you enter the begin date and duration.

Calculate End Date or Duration Click this button to have the system calculate the end date of an absence event based on the entries in the Start Date and Duration fields, or to calculate the Duration based on entries in the Start Date and End Date fields.

Forecast Balance Click to run the online absence forecasting process for the type of absence take selected for this absence request.

Save for Later This option enables the employee to save the absence event information for later review and editing, and does not generate workflow for the approvals process.

Submit This option saves the information and generates the workflow approval process that routes the request to one or more managers whose roles are defined in workflow to enable them to approve, deny, or push back the absence request to the employee with their comments. The push back is often used by approvers to suggest absence request revision or to obtain additional information.

Cancel This option is available only for requests that have been saved for later or that were pushed back from the approver. Depending on the , when you click Cancel the application either physically deletes the request from request and workflow records, or sets the status of the request to cancelled.

Additional Information

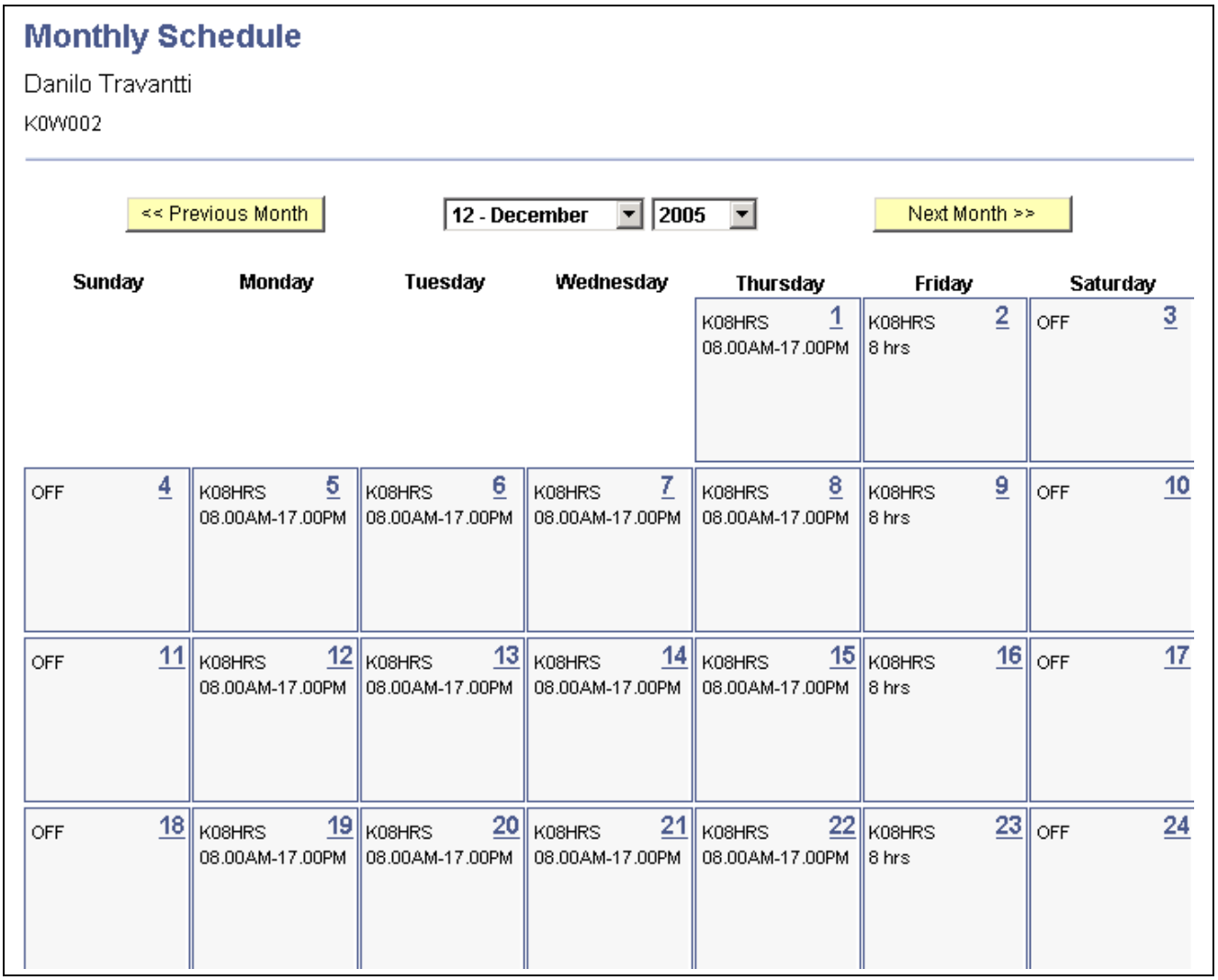
The fields that appear in this group box depend on how Global Payroll is configured during the implementation process.

Comments

The Requestor Comments field enables the employee to enter free form text related to the absence request that becomes part of the record and is visible throughout the approval process. Comments appear on the Absence Details page.

Viewing the Monthly Schedule

Access the Monthly Schedule page.

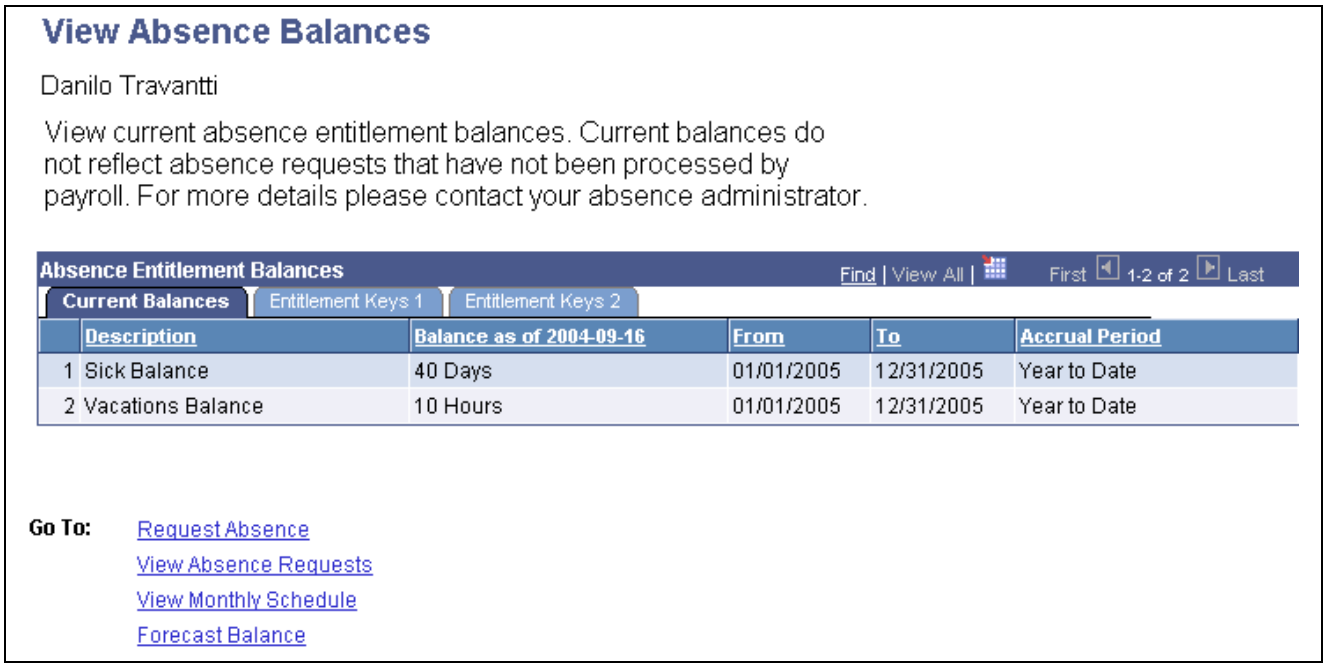


Monthly Schedule page

Employees can view their schedule for one month in the future or past by using the fields to enter a month and year, and then clicking the Previous Month and Next Month buttons to view previous or subsequent months, respectively.

Viewing Absence Balances

Access the View Absence Balances page.



View Absence Balances page

This page contains the following links:

- Request Absence

  This is a link back to the Absence Request page.

- View Absence Requests

  This is a link to the Absence Request History page.

- View Monthly Schedule

  This is a link to the Monthly Schedule page.

- Forecast Balance

  This is a link to the Forecast Balance page.

- Job List

  This is a link to the Select Job Title page for employees with multiple jobs.

  See *PeopleSoft Enterprise Absence Management 8.9 PeopleBook*, "Entering and Approving Self Service Absence Requests," Selecting Job Title.

See Also

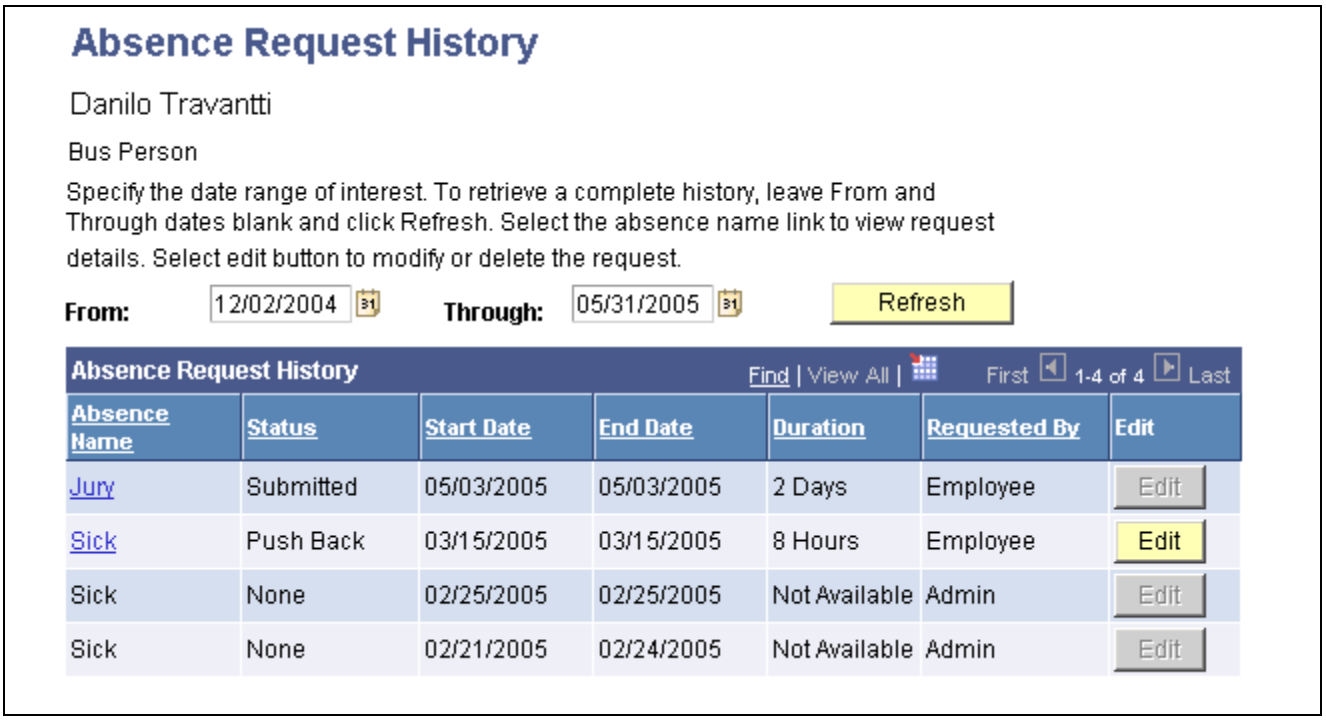
Chapter 26, "Entering and Approving Self-Service Absence Requests," Employee Absence Request Entry, page 682

Chapter 26, "Entering and Approving Self-Service Absence Requests," Viewing Absence Request History, page 686

Chapter 26, "Entering and Approving Self-Service Absence Requests," Viewing Absence Balances, page 685

Viewing Absence Request History

Access the Absence Request History page.



Absence Request History page

This page displays all absence requests for the employee. Absence requests entered by the employee contain a link in the Absence Name column. Absences that are entered by the Absence Administrator do not have a link in the Absence Name column. The employee can edit absences requests that are saved, but not yet submitted, by clicking the Edit button in the Edit column.

From: and **Through:** The user can display absence request that fall within a specified date range by entering dates in the From: and Through: fields. If the employee enters a date in only the From field, the system displays absence requests that have a start date equal to or after the specified date. Alternatively, if the employee enters a date only in the Through: field, the system displays absence requests that have an end date equal to or prior to the specified date. If no date is entered in either field, the system displays all absence requests for the employee.

Refresh Click after entering, changing, or removing dates in the From: and Through: fields.

The Absence Request History group box contains Absence Name, Status, Start Date, End Date, Duration, and Requested by. You can sort the rows by any of these criteria by clicking the column heading.

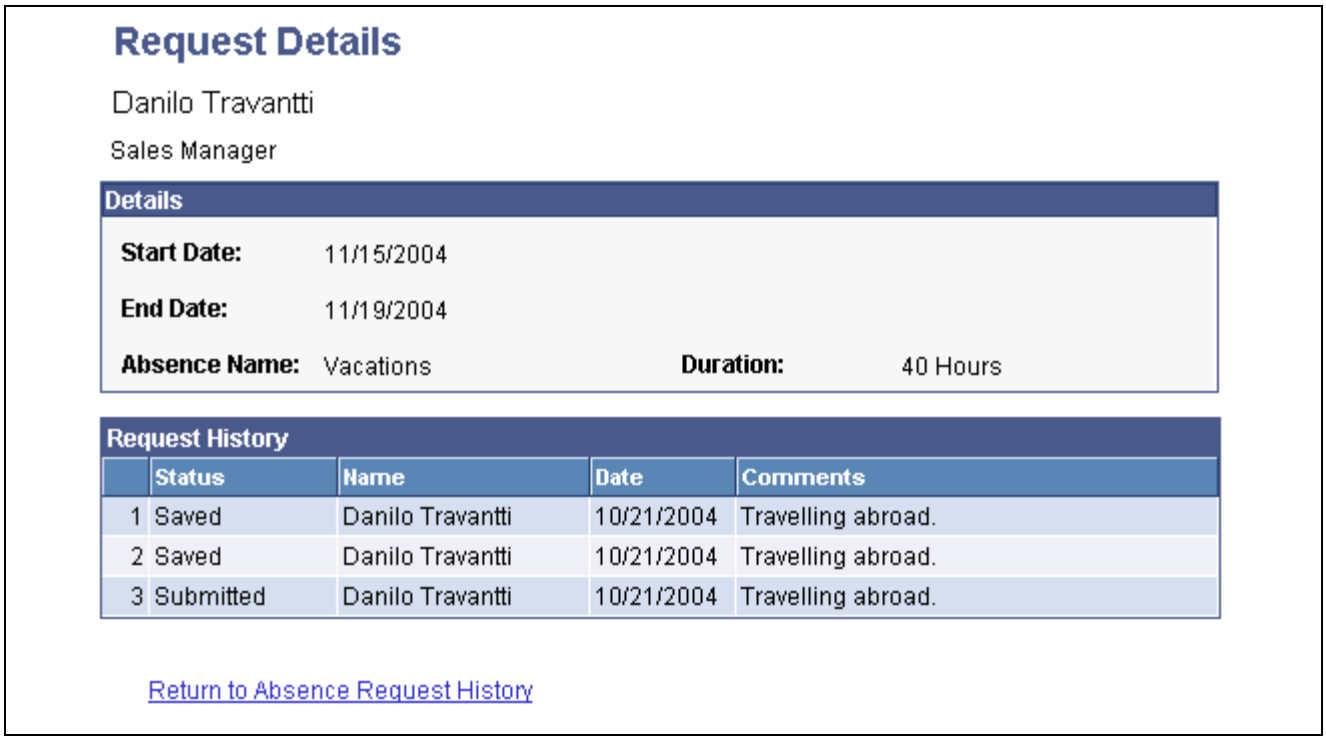
Note. The system calculates and stores duration values for absence requests entered through self-service only. The system does not calculate or store absence duration for absences entered through online pages.

See Also

Chapter 24, “Entering and Processing Absences,” Entering, Updating, and Voiding Absences, page 636

Viewing Absence Request Details

Access the Request Details page.

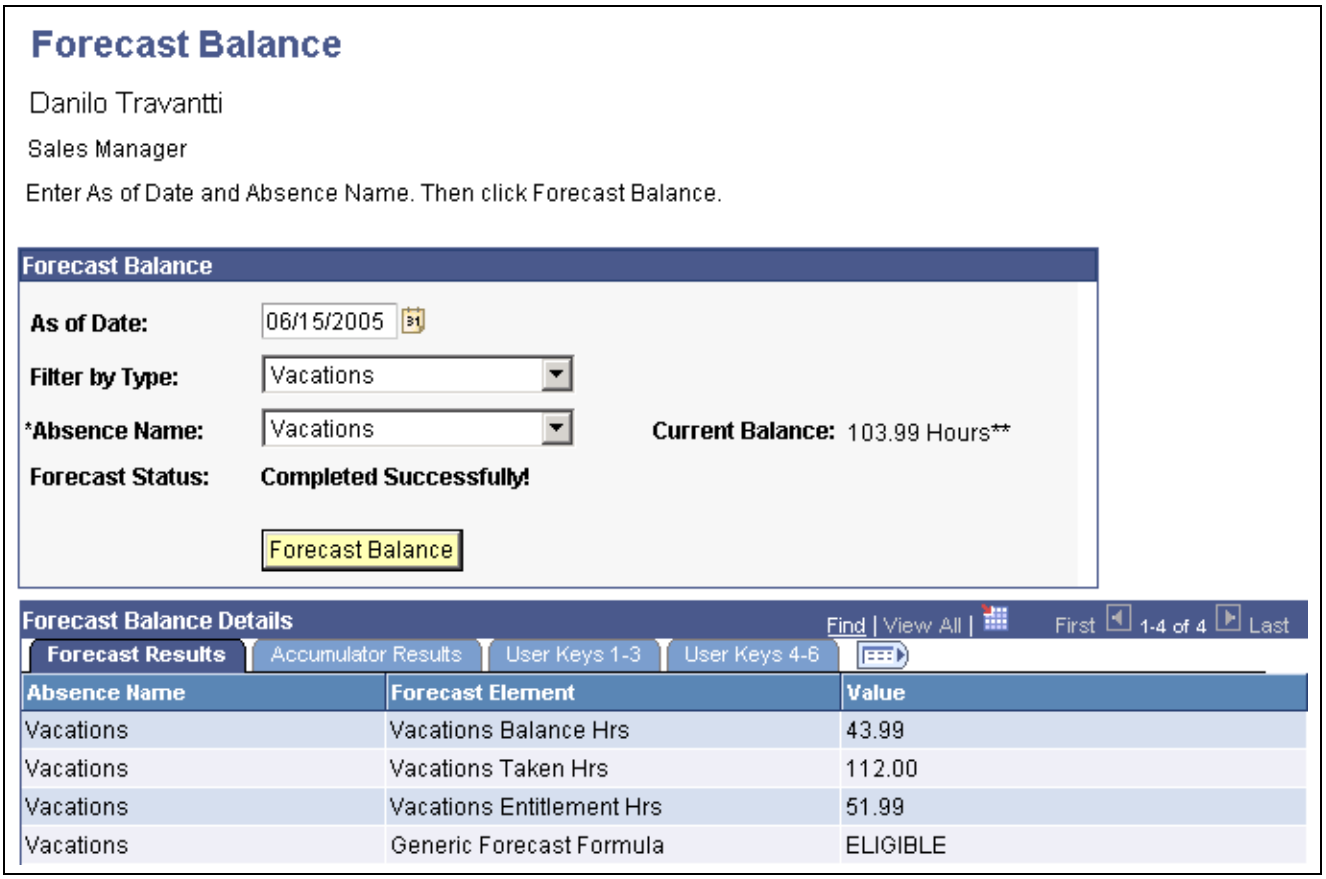


Request Details page

The page displays information about the selected absence.

Forecasting Absence Entitlement Balances

Access the Forecast Balance page.



Forecast Balance page

This page enables the employee to run the online absence entitlement balance forecast process, and to view entitlement balances as of a future date, by absence type, and absence name.

As of Date Enter a future date that the system will use to calculate the balance.

Absence Type Select the absence type from the available values.

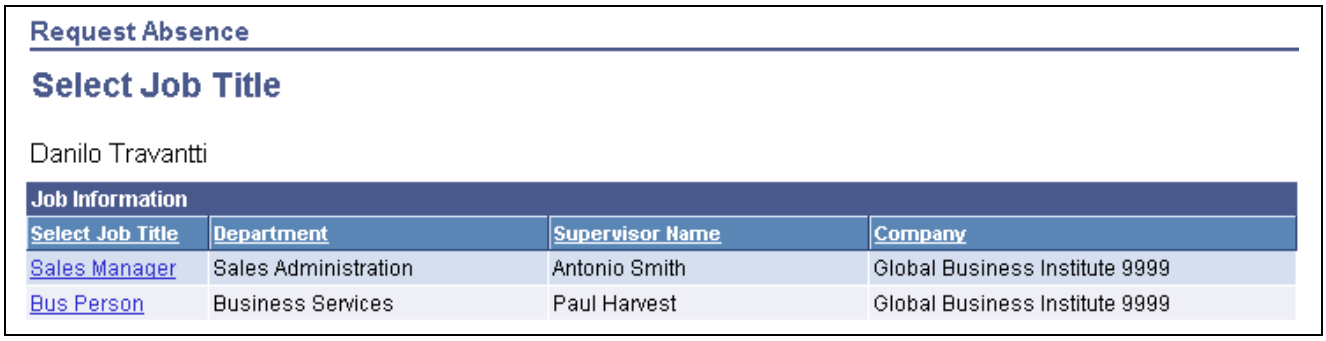
Absence Name Select the absence name from the available values.

Note. The user must make an entry in this field in order for the system to display the Forecast button.

Forecast Balance Click to run the online absence balance forecasting process. When the process is completed, the forecasted absence entitlement balances appear in the Forecast Balance Details group box.

Selecting Job Title

Employees with multiple jobs must select the job for which they are entering or reviewing self-service absence transactions The following page is an example of an employee with multiple jobs that is entering an absence request. A similar page with a modified title appears whenever this employee initiates any absence self-service transaction.



Select Job Title page for an absence request

After the employee selects the job title, the processes are identical to those discussed in the previous sections.

Manager Self-Service Pages

This section provides an overview of the procedures for accessing and using manager self-service absence pages and discusses how to:

- Request an absences on behalf of an employee who reports directly to the manager.
- View employee absence requests.
- View employee absence entitlement balances.
- Forecast employee absence entitlement balances.
- Approve, deny, or push back employee absence requests.
- View absence request history for direct reports.

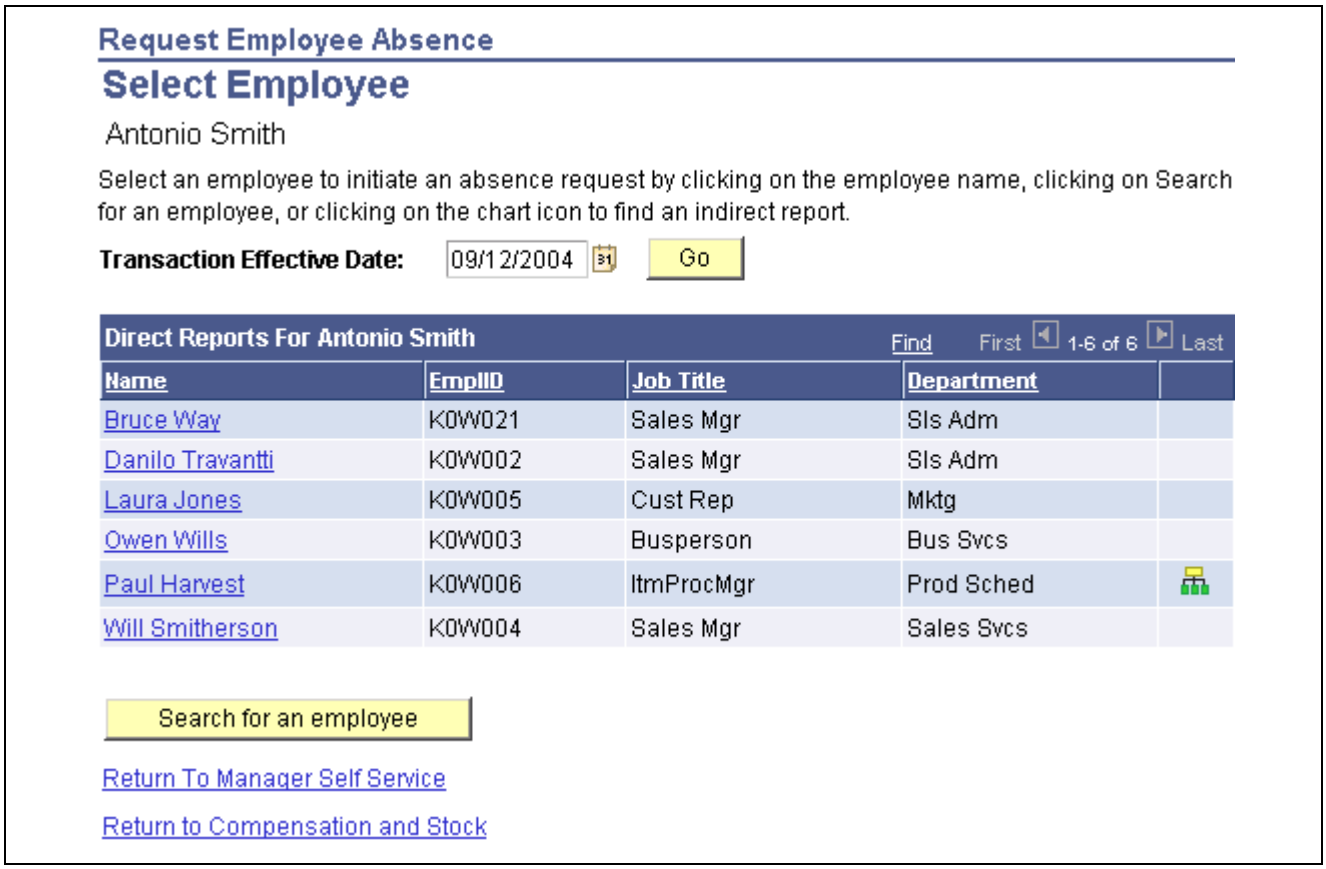
Self-Service Pages Used by Managers to Manage Absence Requests

Page Name	Object Name	Navigation	Usage
Request Employee Absence	OPRROWS	Manager Self Service, Time Management, Report Time, Absence Request, Request Employee Absence	View a list of direct reports, select an employee, and enter an absence request on behalf of the employee.
View Employee Absence Requests	OPRROWS	Manager Self Service, Time Management, View Time, Absence Request History, View Employee Absence Requests	Managers use this page to view absence request information for direct and indirect reports.

Page Name	Object Name	Navigation	Usage
View Employee Absence Balances	GP_ABS_SS_BALANCES	Manager Self Service, Time Management, View Time, Absence Balances, View Employee Absence Balances	View absence balances for direct reports. This page is also available to employees through the View Absence Balances page. See Chapter 26, "Entering and Approving Self-Service Absence Requests," Self-Service Pages Used by Employees to Manage Absence Requests, page 681.
Forecast Balance	GP_ABS_SS_FCST_BAL	Manager Self Service, View Time, Absence Balances Select the employee Name link, click the Forecast Balance link on the View Absence Balances page.	View the results of the Absence Forecasting process. This page is also available to employees. See Chapter 26, "Entering and Approving Self-Service Absence Requests," Self-Service Pages Used by Employees to Manage Absence Requests, page 681.
Absence Requests	GP_SS_ABS_APPR	Manager Self Service, Time Management, Approve Time and Exceptions, Absence Requests, Absence Requests	Select the absence request to approve or deny.
Request Details	GP_ABS_SS_APPROVE	Manager Self Service, Time Management, Approve Time and Exceptions, Absence Requests Click the employee Name link for the request.	Used by the manager to approve, deny, or push back an employee absence requests.
Absence Request History	GP_ABS_SS_REQHIST	Manager Self Service, Time Management, View Time, Absence Request History Click the employee Name link.	Review the absence request history for an employee for a specified time range of dates. This page is also available to employees. See Chapter 26, "Entering and Approving Self-Service Absence Requests," Self-Service Pages Used by Employees to Manage Absence Requests, page 681.

Requesting Absence on Behalf of an Employee

Access the Request Employee Absence page.



Request Employee Absence page

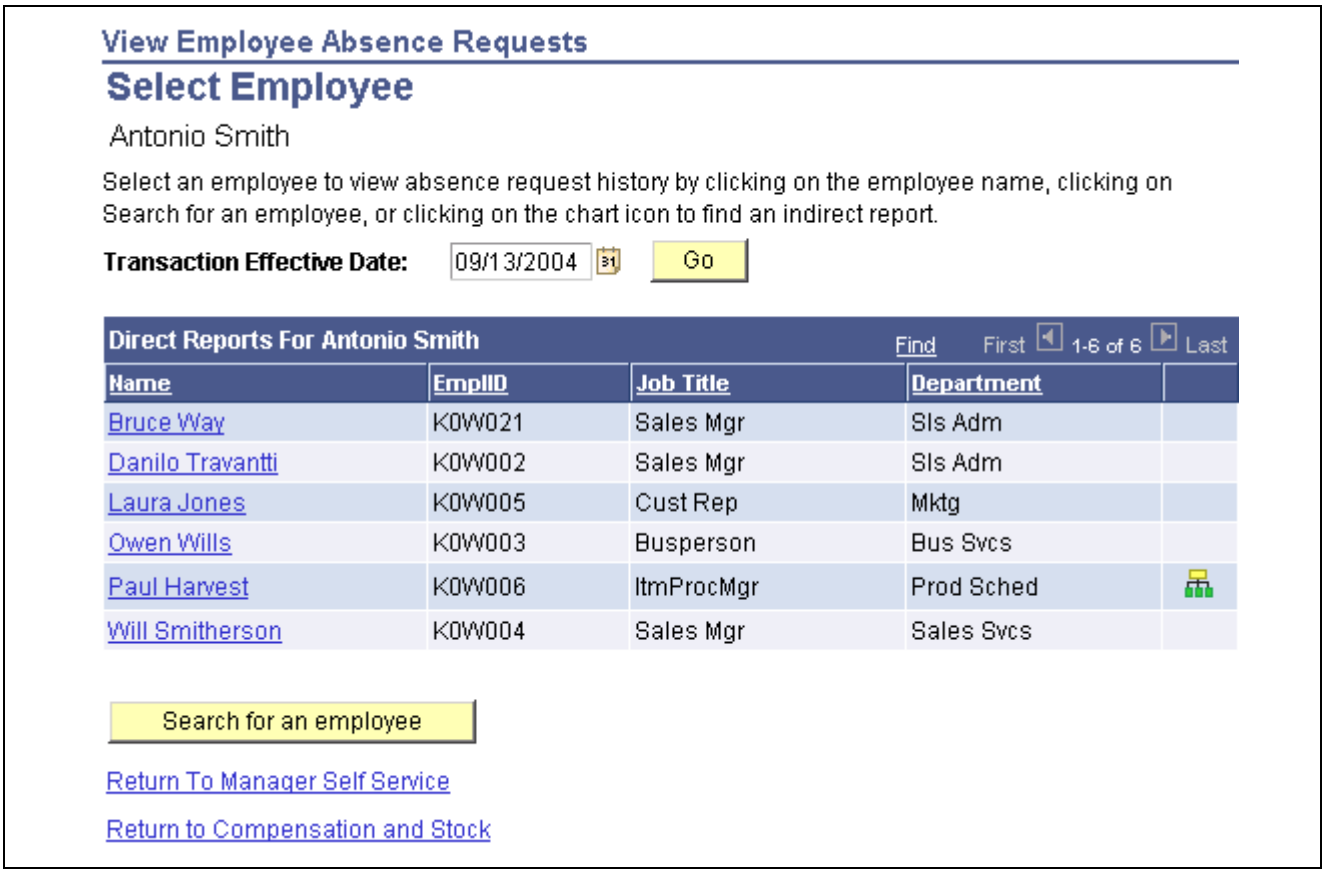
The page lists the manager's direct reports. Click the link for an employee to enter absence information. The Absence Request page will open for the selected employee. This page is identical to the employee's self-service Absence Request page, with the exception that it contains a Direct Reports link at the lower portion of the page that returns to the manager's Request Employee Absence — Select Employee page.

See Also

Chapter 26, "Entering and Approving Self-Service Absence Requests," Employee Absence Request Entry, page 682

Viewing Employee Absence Requests

Access the View Employee Absence Requests page.



View Employee Absence Requests page

The direct reports for the manager are displayed on this page. Click the column titles for Name, EmplID, Job Title, and Department to sort the list by these criteria. The last column may contain an icon that indicates the employee has direct reports. Click the icon to display a list of individuals that report to that employee. These employees are referred to as the manager's indirect reports.

Click the Search for an employee button to search for direct reports by last name.

Transaction Effective Date Changing the date enables managers to review past absence transactions based on the start date of the absence event.

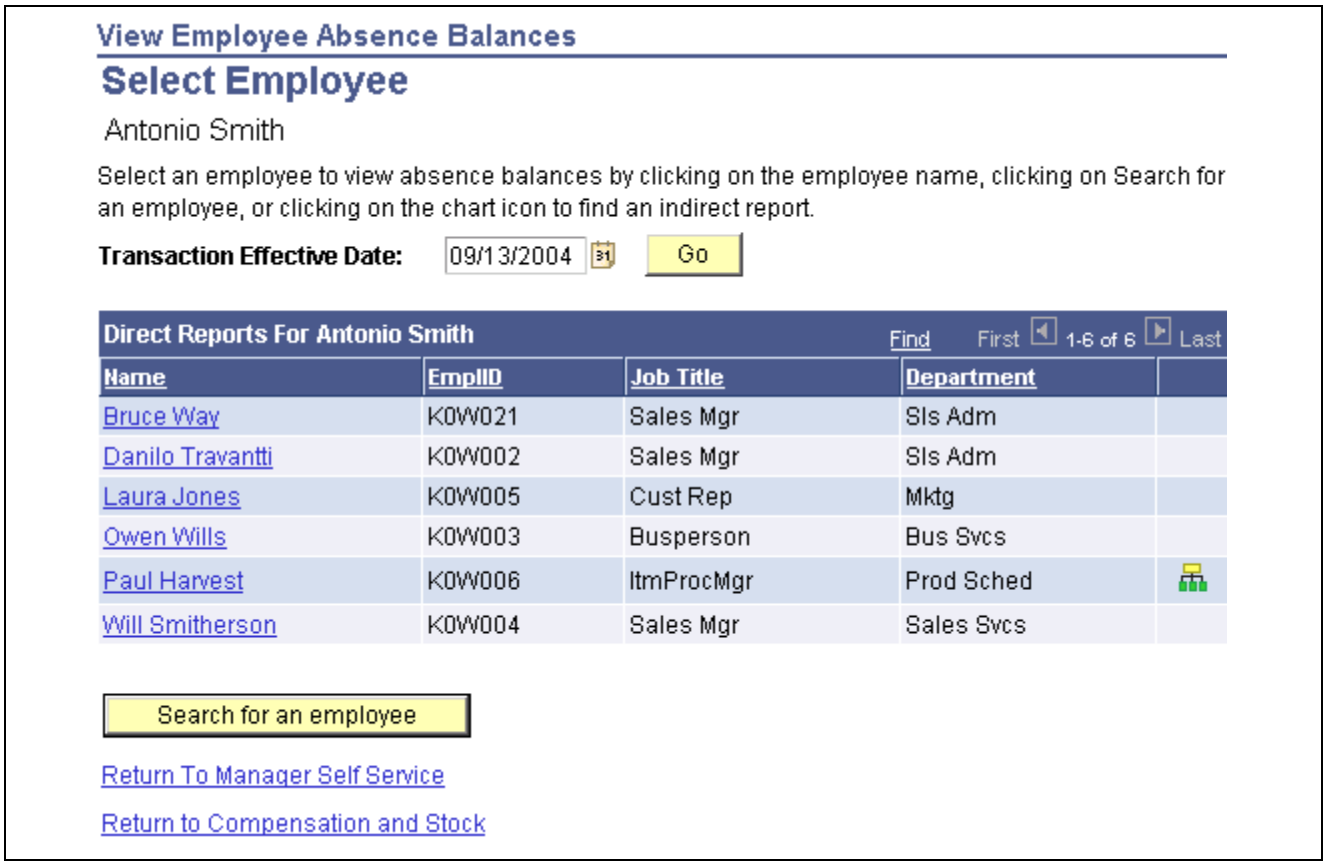
The system displays the Request Absence page for a manager's direct report when the manager clicks the link with that person's name. The system displays a page that is identical to the employee self-service Request Absence page, with the exception that it contains a Direct Reports link to return to the View Employee Absence Requests page.

See Also

Chapter 26, "Entering and Approving Self-Service Absence Requests," Viewing Absence Request History, page 686

Viewing Absence Balances for Direct and Indirect Reports

Access the View Employee Absence Balances page.



View Employee Absence Balances page

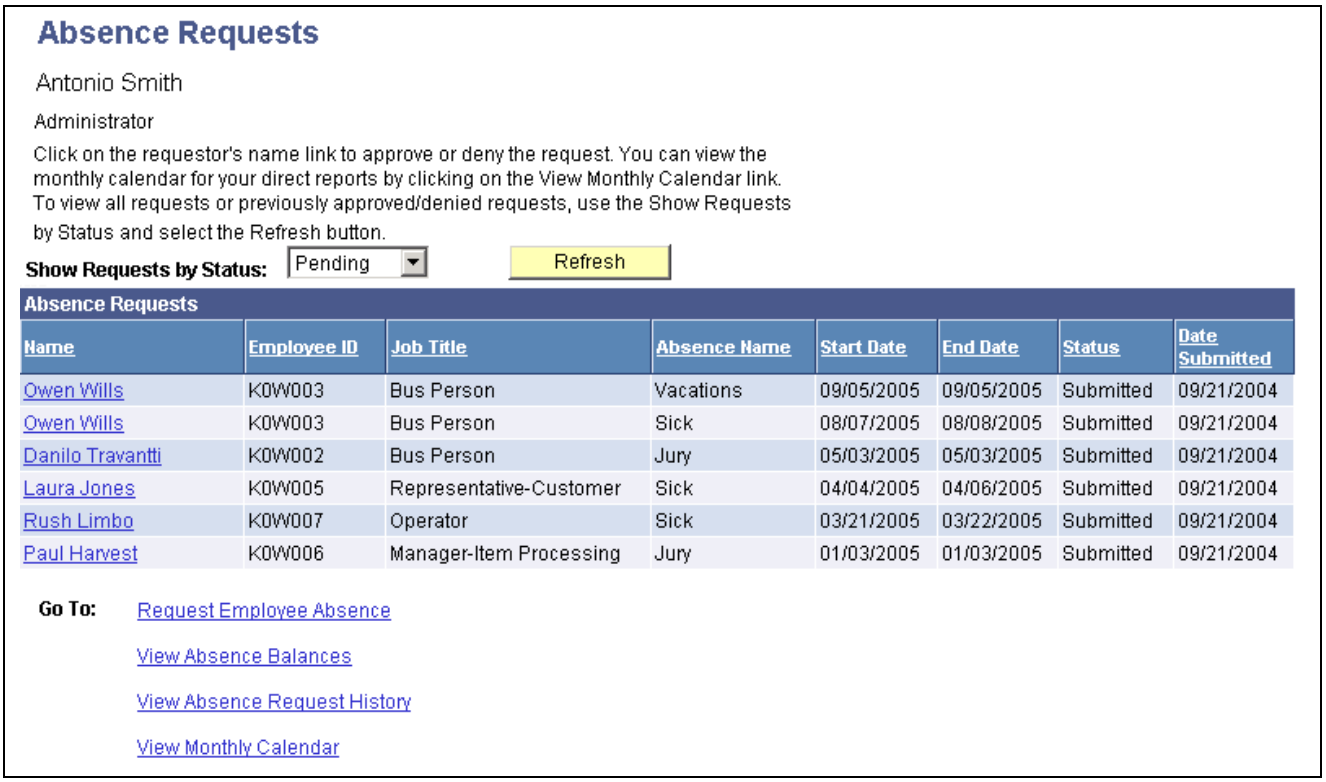
This page functions in the same manner as the View Employee Absence Requests page. From this page, when the manager clicks the employee name link the system displays the View Absence Balances page for that employee. This page is identical to the employee self-service View Absence Balances page, and includes the Forecast Balances link to enable the manage to forecast absence entitlement balances for a future date for direct reports. The one exception to the similar way that the employee self-service page and the manager self-service page is that the manager has a link for Direct Reports to return to the View Employee Absence Balances—Select Employee page.

See Also

Chapter 26, "Entering and Approving Self-Service Absence Requests," Viewing Absence Balances, page 685

Approving and Denying Absence Requests

Access the Absence Requests page.



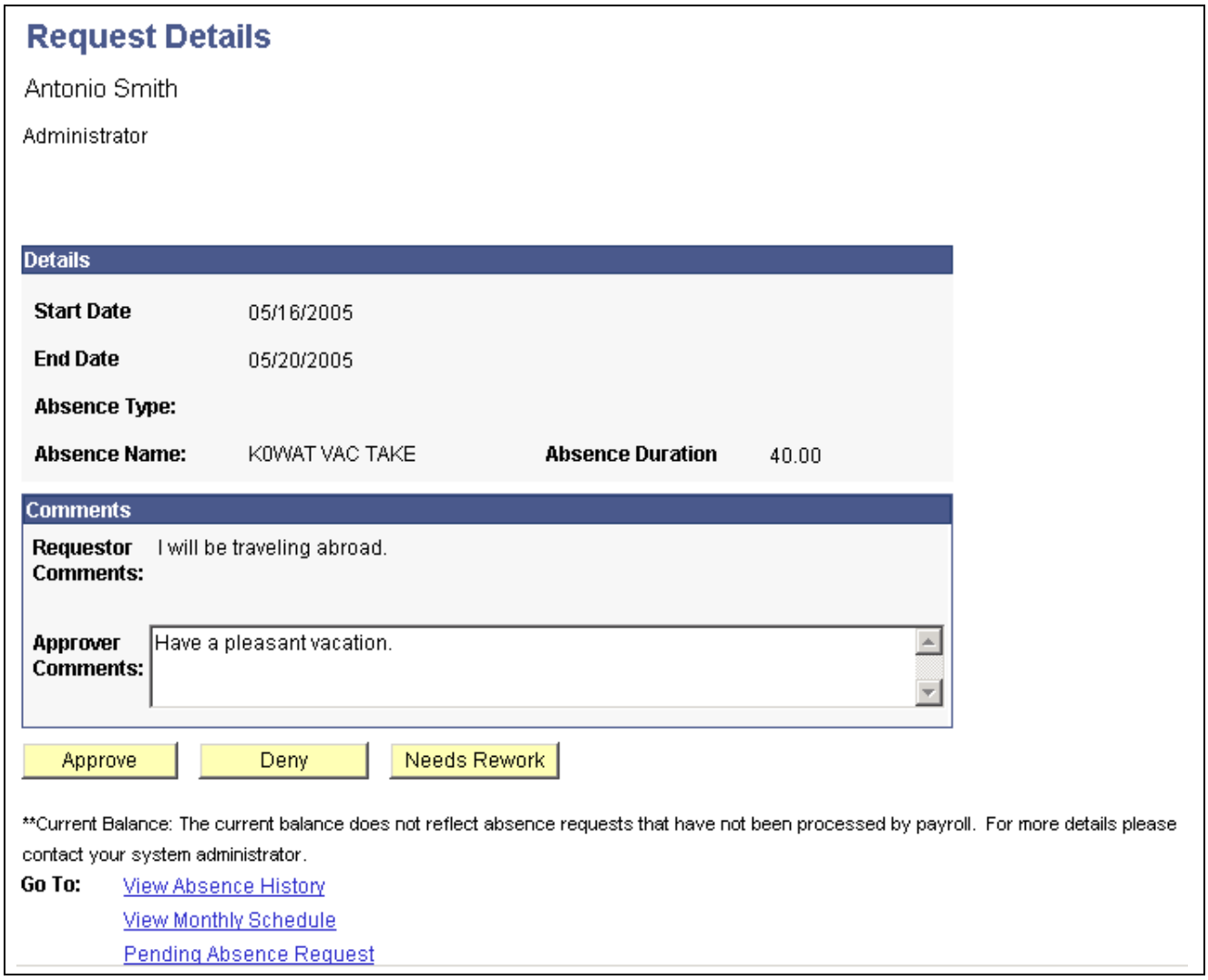
Absence Requests page

Show Requests by Status The following values are available in this field:

- *Blank*

  This selection returns all employee requests, regardless of status.
- *Approved*
- *Denied*
- *Pending (default)*

After selecting the status, click the Refresh button to display all requests. Click the employee name link to work with the request. The Request Details page appears:



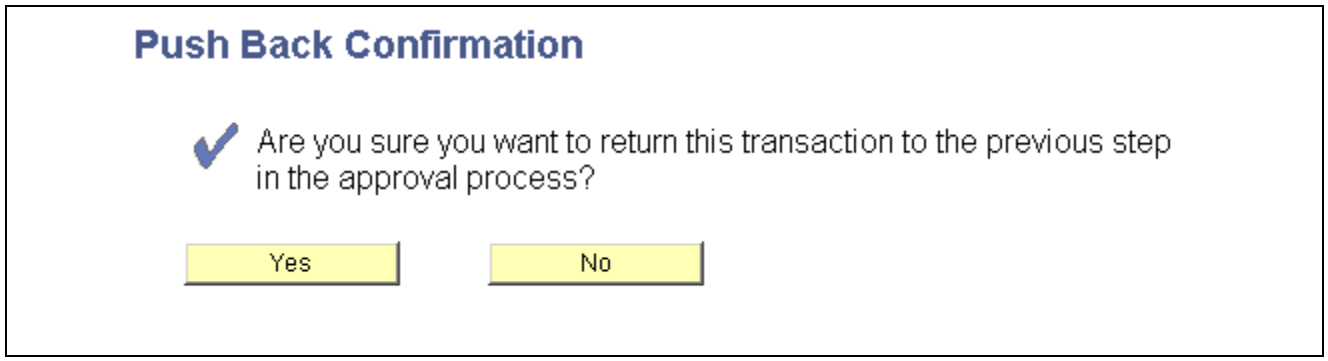
Request Details page

The manager uses this page to approve, deny, or push the request back to the previous step in the approval process (by clicking the Needs Rework button). If the manager clicks the Approve button, the approver must confirm the selection on a confirmation page:

Approval Confirmation page

After clicking the Yes button the system re-displays the Absence Requests page so that the manager can continue to work with other absence requests. Clicking the No button displays the Request Details page.

If the manager clicks the Needs Rework button, the system displays the Push Back Confirmation page:

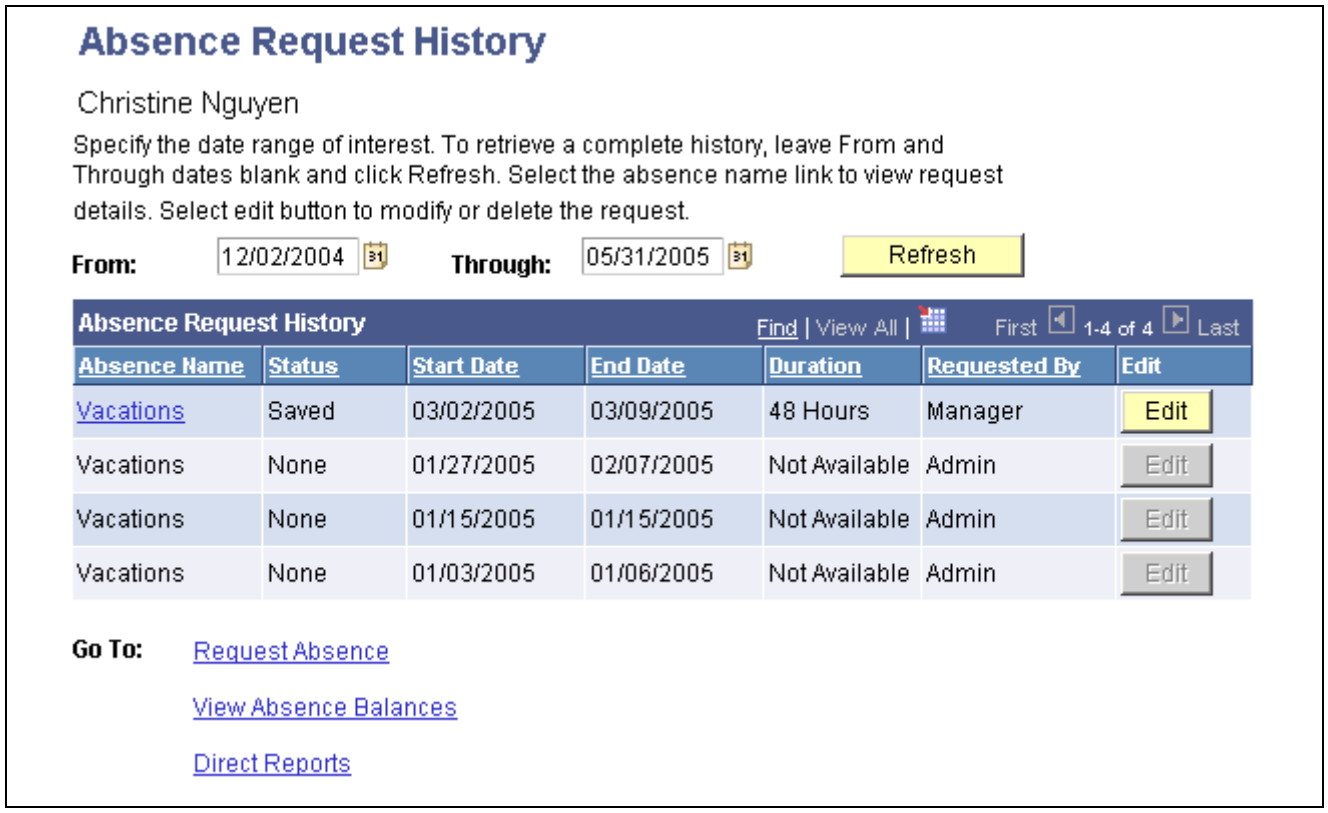


Push Back Confirmation page

After clicking the Yes button, the system displays a final confirmation page, where the user can click OK to return to the Absence Requests page. Pushing back an absence request returns the request to the employee, where the employee can make modifications and resubmit the request if needed.

Reviewing Absence Request History

Access the Absence Request History page.



Absence Request History

Click the link in the Absence Name column to display the Approval Details page. Links appear only for absence requests that the manager has worked with using the self-service pages. Absences that are entered through the absence entry pages (not self-service) appear on this page but cannot be modified from this page.

Note. The system calculates and stores duration values for absence requests entered through self-service only. The system does not calculate or store absence duration for absences entered through online pages.

See Also

Chapter 24, “Entering and Processing Absences,” Entering Updating, and Voiding Absence Events, page 635

CHAPTER 27

Setting Up Triggers

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

- Set up trigger definitions.
- Implement triggers.
- View and manage triggers.
- Review PeopleSoft delivered triggers.

Understanding Triggers

This section discusses:

- Description of triggers.
- Trigger table data.
- Iterative triggers.
- Retroactive triggers.
- Segmentation triggers.
- Trigger generation.

Description of Triggers

In Global Payroll, the mechanism used to detect online changes to data that result in a system action is called a *trigger.* Common data changes that might use triggers are payee hiring, pay rate changes, and job location changes.

There are three types of triggers: iterative, retroactive, and segmentation. You can generate triggers in two ways:

- Manually: Doesn't require you to set up trigger definitions. You create triggers manually for a given payee.

  Note. The manual generation of triggers is available for retroactive and segmentation triggers only. Iterative triggers can only be generated automatically.

- Automatically: Does require you to set up trigger definitions. These trigger definitions tell the system how and when to generate "automatic" triggers when a database change occurs.

Once triggers are generated (manually or automatically), the batch process uses the trigger to perform the proper action.

Trigger Table Data

When a trigger is generated by a change to a record or record and field combination, it writes out the necessary data to process the trigger. Each type of trigger has its own tables in which the trigger data is stored.

Besides storing information about which employees to process, process definitions, and effective dates, trigger tables store information about the status of payee-level triggers, the trigger type, the date and time when the trigger is generated, and so on.

Iterative Trigger Table

The information generated by an iterative trigger is stored in the iterative trigger table (GP_ITER_TRGR). The following table illustrates the structure of data in the iterative trigger table:

Field	Purpose
EMPLID	Identifies a payee who's affected by a change that generates an iterative trigger.
CAL_RUN_ID	Identifies the calendar run ID that processed an iterative trigger.
TRGR_CREATE_TS	The system date and time when a trigger is generated (for information only). If you change data so that the same iterative trigger is generated repeatedly, a timestamp is needed to keep the instances unique.
ITER_TRGR_STATUS	Identifies whether the batch process has considered a trigger. Options are: *Canceled:* You can cancel a trigger whose status is *Unprocessed* on the Payee Triggers - Iterative page. *In-Process:* For triggers that are being considered by the batch process. *Processed:* For triggers that were processed by the system and aren't to be reconsidered. *Unprocessed:* For triggers that haven't been processed by the system.
ITER_TRGR_SRC	Options are: *Batch:* For triggers that are generated during batch processing. *Online:* For triggers that are generated by the online code.
COUNTRY	The country code that's associated with the iterative trigger.

Retroactive Trigger Table

The information generated by a retroactive trigger is stored in the retroactive trigger table (GP_RTO_TRGR). The following table illustrates the structure of data in the retroactive trigger table:

Field	Purpose
EMPLID	Identifies a payee who's affected by the change that generates a retroactive trigger.
COUNTRY	The country code that's associated with a retroactive trigger.
TRGR_EVENT_ID	The trigger event ID that's associated with record, field, or value changes as defined in your setup.
TRGR_EFFDT	The effective date in relation to which retroactive processing is considered.
TRGR_CREATE_TS	The system date and time when a trigger is generated (for information only). If you change data so that the same retroactive trigger is generated repeatedly, a timestamp is needed to keep the instances unique.
RTO_TRGR_SRC	Options are: *Automatic:* Represents triggers that are generated by the online code. *Manual:* Denotes manually generated triggers. *Utility-Generated:* Not available.
TRGR_STATUS	Identifies whether the batch process has considered a trigger. Options are: *Canceled:* You can cancel a trigger whose status is *Unprocessed* on the Payee Triggers page. *In-Process:* Denotes triggers that are being considered by the batch process. *Processed:* Represents triggers that were processed by the system and aren't to be reconsidered. *Unprocessed:* Identifies triggers that haven't been processed by the system.

Field	Purpose
TRGR_DESCR	This field serves as the trigger tag, a description of a trigger. For use with the *Utility-Generated* source value.
CAL_RUN_ID	Identifies the calendar run ID that processed a retroactive trigger.

When a retroactive trigger is generated by a data change, it writes out the employee ID, the effective date of the change (also called the trigger effective date), the country, and the associated event ID along with information to facilitate retroactive processing by the batch code. Among other things, this data tells the system:

- Which payees to process.
- Which periods to process retroactively, based on the trigger effective date.
- Which process definition (associated with an event definition) to use when managing retroactive situations.

The system determines how many previous periods to recalculate in relation to the change's effective date.

Note. You can generate multiple rows of trigger data for one event by making multiple record and field combinations sensitive to retroactive data changes. For example, a retroactive hire situation might be picked up by a field on the Job page and fields on other pages that would ordinarily be affected by changes to an employee's hire date. Although multiple rows of trigger data don't prevent retroactive processing, the earliest trigger effective date is used to drive limit calculations, which, in turn, direct retroactive calculations.

Segmentation Trigger Table

The information generated by a segmentation trigger is stored in the segmentation trigger table (GP_SEG_TRGR). The following table illustrates the structure of data in the segmentation trigger table:

Field	Purpose
EMPLID	Identifies a payee who's affected by a change that generates a segmentation trigger.
EMPL_RCD	Identifies a job that's affected by a change.
COUNTRY	The country code that's associated with the segmentation trigger.
TRGR_EVENT_ID	The trigger event ID that's associated with a triggering condition, as defined in your . It tells the system what type of segmentation to apply and the elements to segment (given element segmentation).
TRGR_EFFDT	The effective date in relation to which a period or elements are segmented.

Field	Purpose
TRGR_CREATE_TS	The system date and time when a trigger is generated (for information only). If you change data so that the same segmentation trigger is generated repeatedly, a timestamp is needed to keep the instances unique.
SEG_TRGR_SRC	Options are: *Automatic:* Represents triggers that the online code generates. *Manual:* Denotes manually generated triggers.
SEG_TRGR_STATUS	Identifies whether the batch process considers a trigger. Options are: *Active:* This trigger has been written out and remains active until canceled by a user, and continues to be processed by the system during the batch process each time. *Canceled:* You can cancel a trigger whose status is *Active* on the Payee Triggers page.
SEG_TRGR_LVL	Specifies whether a trigger is payee-level or at the payee-job (EMPL_RCD) level. Instructs the system to process for one job only or for all jobs.
CAL_RUN_ID	Identifies the first calendar group ID that uses a segmentation trigger. If the segmentation trigger is reused because of retroactivity, the calendar group ID isn't updated.

See Also

Chapter 30, "Defining Retroactive Processing," Understanding Retroactive Processing, page 753

Chapter 30, "Defining Retroactive Processing," Defining Backward and Forward Retroactive Processing Limits, page 779

Iterative Triggers

Iterative triggers tell the system that a payee needs to be processed (or reprocessed) for the current open calendar. They are generated for open calendar group IDs. Without an iterative trigger, the payee cannot be reprocessed. Because processing is its sole function for the current open calendar, it doesn't need to have an event ID attached.

Iterative triggers are generated by the system, through online data changes or an automatic reprocess feature in batch processing. When specified data has changed for a payee, the system (through online code) generates iterative triggers that enable the batch process to recalculate the payee, add the payee to the calendar run, or remove the payee from the calendar run.

See Also

Chapter 21, “Processing Payroll,” Processing Concepts, page 530

Retroactive Triggers

When the online system registers payee data changes to an online record or record and field combination, PeopleCode creates a trigger including the country code, which is an integral part of its definition. A trigger is inserted for every country where a trigger definition for that record or record and field combination has been defined regardless of whether a payee has ever been in the country. The system cleans up extraneous retroactive triggers during the identification phase by searching the Job table for the country that’s associated with the payee’s current job and Payee Process Stat (payee process status) records for countries where the payee was formerly employed. If the payee has never been in the country that is being processed, the retroactive triggers for that country are deleted. To avoid more than one calendar group from deleting the same set of triggers, only triggers for the country identified by the calendar group being processed are deleted.

To enter a retroactive trigger manually, you use the Review Triggers-Retro page; required fields are Country, Trigger Effective Date, and Trigger Event ID.

See Also

Chapter 30, “Defining Retroactive Processing,” Defining Trigger Event IDs, page 777

Chapter 27, “Setting Up Triggers,” Viewing, Adding, or Canceling Retroactive Triggers, page 717

Segmentation Triggers

Segmentation triggers tell the system that payroll and absence data for a payee must be segmented. A segmentation event ID must be created before defining a segmentation trigger.

Example

A payee changes jobs on March 15, during a pay period that goes from March 1 through March 31. The system segments each period or element (given element segmentation), using the following segmentation logic:

Segment	Logic for Period Segmentation	Logic for Element Segmentation
First	From pay period start date to segmentation date minus 1 (March 1 − March 14).	First slice: From pay period start date to segmentation date minus 1 (March 1 − March 14). Second slice: From segmentation date to pay period end date (March 15 − March 31).
Second	From segmentation date to pay period end date (March 15 − March 31).	Not applicable.

For period segmentation: The first segment includes March 1 – March 14; the second segment includes March 15 – March 31. Each segment comprises a separate gross-to-net calculation.

For element segmentation: Only one segment exists, with two slices. The first slice includes March 1 – March 14; the second slice includes March 15 – March 31. There is only one gross-to-net calculation.

See Also

Chapter 29, "Defining Segmentation," Defining Segmentation Events and Types, page 749

Chapter 29, "Defining Segmentation," Understanding Segmentation Setup, page 731

Trigger Generation

All triggers are generated, taking trigger level into account. Retroactive and segmentation triggers check Trigger Effdt Type (trigger effective-dated type) to determine whether a trigger should be generated.

Rules for Generating Iterative Triggers

Iterative triggers are generated only when an open calendar group exists; the calendar group must be "Identified."

When the trigger level is *Record,* an iterative trigger is generated if a row is added, changed, or deleted.

When the trigger level is *Field,* Non-Value-based:

- If a row and the field are changed, an iterative trigger is generated.
- If a row is added or deleted, an iterative trigger is generated.

When the trigger level is *Field,* Value-based, besides observing the rules for non-value-based triggers, an iterative trigger is generated only if the value on the added, changed, or deleted row matches a specified value or you have specified generation of a trigger even if no values match.

Rules for Generating Retroactive Triggers

When Trigger Effdt Type is *Effective Date:*

- If a row is added, use that effective date as the trigger date.
- If a row is deleted, use the initial effective date as the trigger date.
- If a row is changed, the earlier of the initial effective date and the changed effective date is used.

The initial effective date is the effective date with which the row was loaded. The changed effective date is the effective date on the row at save time. If you haven't changed the effective date, it's the same as the initial effective date. If you've changed the effective date, it's different from the initial effective date.

When Trigger Effdt Type is *Begin/End Date:*

- If a row is added, use the begin date as the trigger date.
- If a row is deleted, use the initial begin date as the trigger date.
- If a row is changed and the end date is the only changed field, use the earlier of the initial end date and changed end date as the trigger date; otherwise, use the earlier of the initial begin date and the changed begin date as the trigger date.

The initial begin date is the begin date with which the row was loaded. The changed begin date is the begin date on the row at save time. If you haven't changed the begin date, it's the same as the initial begin date. If you've changed the begin date, it's different from the initial begin date.

The initial end date is the end date with which the row was loaded. The changed end date is the end date on the row at save time. If you haven't changed the end date, it's the same as the initial end date. If you've changed the end date, it's different from the initial end date.

Note. With absences, use the begin date even if you change the end date. If the existing row is voided, and a new row is created. Because the existing row is void, begin date is used.

When Trigger Effdt Type is *Fixed Date,* the trigger date is the date that you specify as a parameter in the PeopleCode function Generate_Triggers.

When Trigger Level is *Record:*

- If a row is added, changed, or deleted, a retroactive trigger is generated.
- If you change multiple rows, the earliest trigger date from all the changed rows is used as the trigger date.

When Trigger Level is *Field,* Non-Value-based:

- If a row is added or deleted, find the maximum effective-dated row that's earlier than the trigger date for the row.

  If the field value differs between the prior row and the added or deleted row, a retroactive trigger is generated.
- If a row and the field value are changed, a retroactive trigger is generated, whether or not the effective date for that row is changed.
- If a row and the effective date for that row are changed (assume the effective date before the change is "old date" and the effective date after the change is "new date"):
  - If the field is changed, a retroactive trigger is generated.
  - Find the row whose maximum effective date is less than the new date.

    If the field value differs between the prior row and the changed row, a retroactive trigger is generated.
  - Find the row whose maximum effective date is less than the old date.

    If the field value differs between the prior row and the changed row, a retroactive trigger is generated.
- If a prior row isn't found, the added, changed, or deleted row is the first row in the buffer.

  A retroactive trigger is generated with the primary event ID specified in the trigger definition.

When Trigger Level is *Field,* Value-based, besides observing the rules for non-value-based triggers, a retroactive trigger is generated only if the value on the added, changed, or deleted row matches a specified value or you've specified generation of a trigger even if no values match.

Rules for Generating Segmentation Triggers

Segmentation triggers are generated only from records whose Trigger Effdt Type is *Effective Date.*

Segmentation triggers aren't generated for deleted rows.

When Trigger Effdt Type is *Effective Date:*

- If a row is added, use that effective date as the trigger date.
- If a row is changed, the changed effective date (not the initial effective date) is used.

Note. The initial effective date is the effective date with which the row was loaded. The changed effective date is the effective date on the row at save time.

When Trigger Level is *Record,* a segmentation trigger is generated if a row is added or changed.

When Trigger Level is *Field,* Non-Value-based:

- If a row is added or changed, find the row whose maximum effective date is less than the added or changed row.

  If the field value differs between the prior and current row, a segmentation trigger is generated.
- If a prior row cannot be found:
  - If the field value is changed, a segmentation trigger is generated.
  - If it is a new row, a segmentation trigger is generated for all specified fields.

When Trigger Level is *Field,* Value-based, besides observing the rules for non-value-based triggers, a segmentation trigger is generated only if the value on the added or changed row matches a specified value or you've specified generation of a trigger even if no values match.

Setting Up Trigger Definitions

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

- Define triggers.
- Indicate which field values initiate actions.

See Also

Chapter 16, "Using Calendars," page 383

Chapter 30, "Defining Retroactive Processing," page 753

Chapter 29, "Defining Segmentation," page 731

Chapter 29, "Defining Segmentation," Defining Segmentation Events and Types, page 749

Understanding Trigger Definition Setup

To set up and use triggers, you should understand exactly how trigger definition is structured.

A trigger serves as a mechanism to detect online changes, as they happen, to certain data in the system and to write a row of data to a trigger table for further processing by the batch code. The row of data in the trigger table is the trigger that tells the system that some action must occur during batch processing.

Three types of actions can occur, reflecting the three types of triggers: iterative, retroactive, and segmentation.

An *iterative* trigger tells the system to process (or reprocess) a payee for the current open calendar, possibly because data has changed for the payee or the payee was placed in suspended mode during batch processing and needs reprocessing. Only one iterative trigger is generated, regardless of the number of calendars in the calendar group.

A *retro* trigger tells the system to perform retroactive processing. Perhaps a payee's rate of pay has changed and that rate of pay is retroactive for the previous two months. The payroll data must be reprocessed, to ensure that the payee is receiving the correct pay rate.

A *segmentation* trigger tells the system to perform period segmentation or element segmentation.

Note. It's highly recommended that when you define a retroactive or segmentation trigger, you also define an iterative trigger. If a calendar group has been calculated once and data changes are subsequently made, unless an iterative trigger is defined, retroactive or segmentation triggers generated from the data changes are not processed until the next Identify process.

Payee level triggers in Global Payroll are generated when there are changes to payee records that have Employee ID as part of their primary key structure. Payee-level triggers identify which specific payee needs processing. Mass triggers function differently.

See Chapter 28, "Setting Up Mass Triggers," page 723.

Segmentation triggers can only be defined with effective-dated records. Retroactive triggers can be defined only with records using *Effective Date, Begin-End Date,* or *Fixed Date.* Iterative triggers can be defined with non-effective-dated records. If you ignore these requirements, the system will generate an error message stating that the trigger will not be generated from the record.

To set up a trigger:

1. Select the country.

   All triggers are defined at the country level because retroactive methods, process definitions, and trigger event IDs are uniquely defined by country. The same trigger may be processed differently in different countries.

2. Specify which record or field combination needs to be sensitive to data changes.

   You can indicate that the entire record is to be sensitive to data changes (a *record-trigger* level), meaning that data changes to any field in the record trigger an action, or indicate that specific field combinations in the record are to be sensitive to data changes (a *field-trigger* level).

   For retroactive, segmentation, and iterative triggers, you can define *value-qualified* triggers, representing trigger conditions where the field must be changed to a value on a specified list for the trigger to be generated.

3. For retroactive and segmentation triggers, create a trigger event definition.

   The trigger event definition tells the system what to do when the trigger is activated. Iterative triggers don't have trigger event definitions, because their only function is to process a payee for the current open calendar; therefore, the defined event is always the same.

4. Create the trigger setup.

   On the Trigger Definitions - Trigger Definitions page, you define the type of trigger (iterative, retroactive, or segmentation), whether an entire record or one or more record and field combinations are to be sensitive to data changes, and which trigger event definition is associated with the trigger (for retroactive and segmentation triggers). If you choose to make one or more record and field combinations that are sensitive to data changes, you need to define the fields and, if applicable, their associated values.

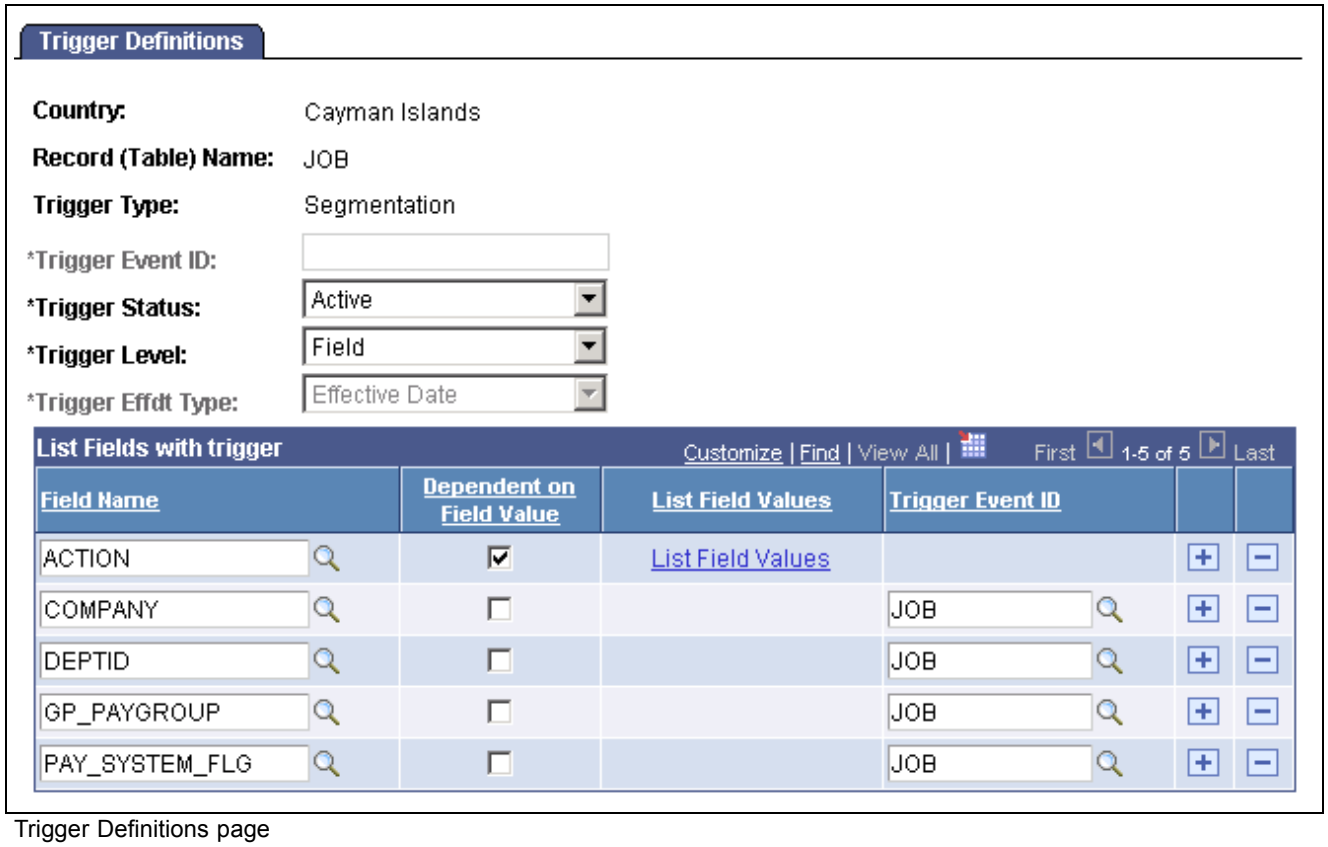
Note. Trigger data is generated by the online system, based on conditions that you specify during setup. Additionally, you can manually enter trigger rows.

Pages Used to Set Up Trigger Definitions

Page Name	Object Name	Navigation	Usage
Trigger Definitions	GP_TRGR_SETUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Triggers, Trigger Definitions, Trigger Definitions	Define iterative, segmentation, and retroactive triggers. To create a retroactive or segmentation trigger, first define the appropriate event ID on the Retro Event Definition page or Segmentation Event Definition page.
Trigger Definitions - Field Values	GP_TRGR_SETUP_SEC	Click the List Field Values link on the Trigger Definitions page.	Indicate which field values initiate actions.

Defining Triggers

Access the Trigger Definitions page.



Trigger Definitions page

Country Displays a definition that applies to one country.

Record (Table) Name Displays the record (table) name that you selected to access this page. Can stand alone or be part of the record and field combination that generates a trigger in response to an online data change.

Trigger Status To activate the trigger definition, select *Active.* To have no triggers generated, select *Inactive.*

Trigger Type Displays the trigger type, which is based on the type of trigger that you selected to access this page. Options are: *Iterative, Retro,* and *Segmentation.*

Trigger Level Select *Record* to have the trigger activated if any data change takes place to any field in the record. Select *Field* to indicate that the trigger is to be activated if any data change affects the record and field combination. You indicate the field of the record and field combination in Field Name in the Trigger List group box. If you select *Field,* Field Name contains the specific field that generates a trigger if it's changed.

Trigger Event ID and **Primary Event ID** Trigger Event ID is a required field, defined at the record level for retroactive and segmentation. Enter an event ID that you defined on the Retro Event Definition page or Segmentation Event Definition page. This field isn't used for iterative triggers, because they aren't dependent on event IDs. This field isn't available when the trigger type is *Segmentation* and trigger level is *Field.*

Primary Event ID appears only when the trigger type is *Retro* and the trigger level is *Field.* Enter an event ID that you defined on the Retro Event Definition page. This event ID handles the case when the trigger level is *Field* and a prior row cannot be found—meaning that the changed, added, or deleted row is the first row in the buffer. In such a case, a retroactive trigger is generated using the primary retroactive event ID specified.

Trigger Effdt Type Displays one of these values, based on your selection in Record (Table) Name:

Effective Date

Begin-End Date

Fixed Date: This value can be used only with retroactive triggers. You must pass a date as a parameter to the generic PeopleCode function. This date is used as the effective date for the trigger. Regardless of the number of data changes, only one trigger is generated.

Note. For the *Segmentation* trigger type, the record can only be effective-dated. Other Trigger Effdt Type values aren't allowed.

If you selected *Field* in the Trigger Level field, the Trigger List group box becomes available.

Field Name Enter the field name that is to generate a trigger in response to data changes.

Dependent on Field Value If you select this check box to indicate that the fields that you've defined as sensitive to data changes are dependent on field value, only changes to the values specified on the Trigger Definition - Field Values page trigger a system action. This enables you to limit the kinds of changes that cause system actions (because not all values in the field trigger an action—only those that you identify here).

Values Click to access the Trigger Definitions - Field Values page, where you can indicate the field values that trigger an action.

Trigger Event ID This field is required if Field Name is selected and Dependent on Field Value is not. Based on the trigger type selected, enter an event ID that you defined on the Retro Event Definition page or the Segmentation Event Definition page.

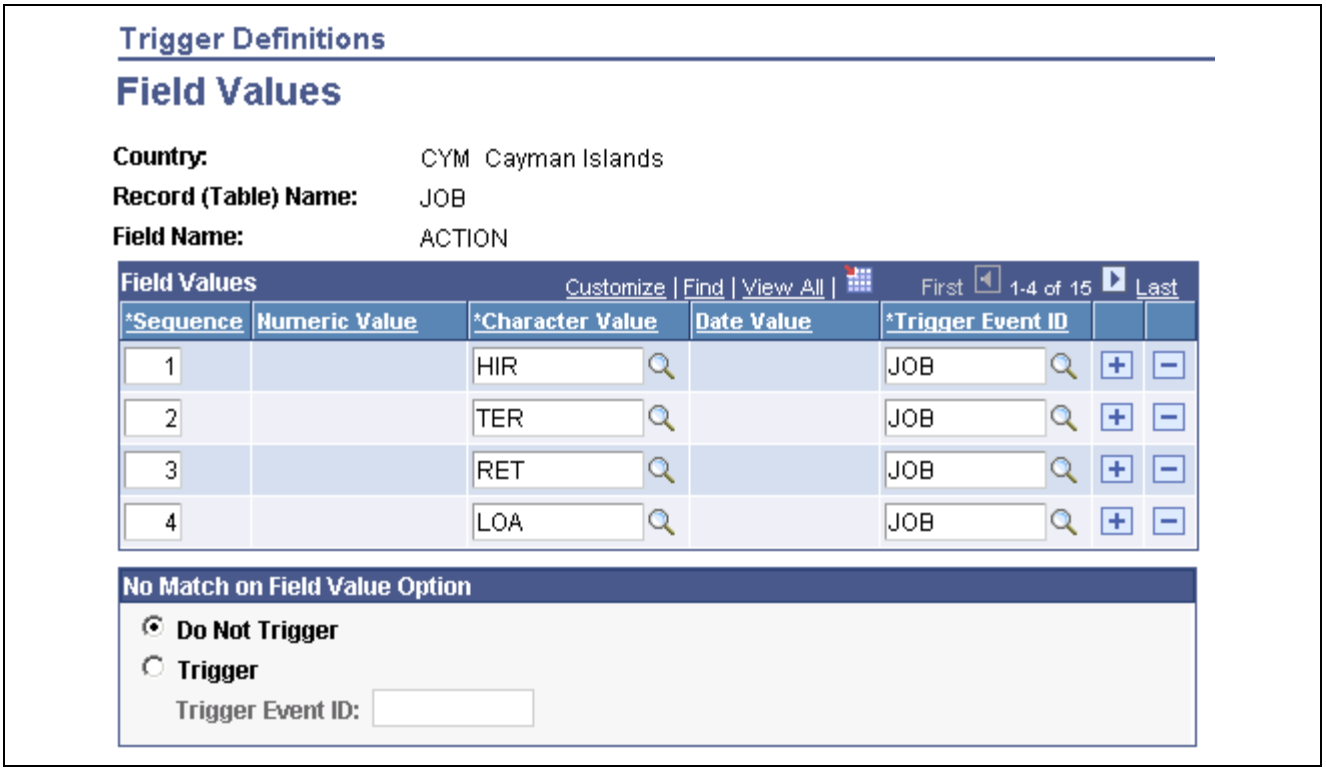
This field is not used for iterative triggers, because iterative triggers do not have event IDs.

See Also

Chapter 30, "Defining Retroactive Processing," Defining Backward and Forward Retroactive Processing Limits, page 779

Indicating Which Field Values Initiate Actions

Access the Trigger Definitions - Field Values page.



Trigger Definitions - Field Values page

Field Values

Sequence Enter a sequence number, which the system needs to uniquely identify the field values and distinguish it from other rows of data that you might set up.

Numeric Value If the record and field combination stores numeric values, this field is available for entry. Enter the matching value.

Character Value If the record and field combination stores character values, this field is available for entry. Enter the matching value.

Date Value If the record and field combination stores date values, this field is available for entry. Enter the matching value.

Trigger Event ID Based on the trigger type that you selected, enter one of the event IDs that you defined on the Retro Event Definition page or Segmentation Event Definition page. This field is not used for iterative triggers, because iterative triggers don't have event IDs.

No Match on Field Value Option

Using the options in this group box, you can specify a default trigger event ID to use when a change to a field affects values besides those you listed on the Field Values page. You need these options only if changes to other values in the field are to trigger processing.

Do Not Trigger This option is selected because the system assumes that triggers are to be generated only when there's a match between the actual value and the field values that you identify on the Field Values page.

Trigger If you select this option, the event ID field becomes available for entry.

Trigger Event ID Enter a default event ID to be used for processing field values that you have not linked to an event ID on the Field Values page.

Example

You're modifying the *Pay Rate Change* value in the HR Action field to trigger retroactive processing but aren't changing the effective date of other values, such as *Family Status Change* and *Hire,* in the same field to trigger retroactivity. To use the Trigger Definitions - Trigger Definitions page to specify one value for retroactive processing:

1. Enter the record (for this example, Job table) on the Add search page, and select *Retro* as the trigger type.
2. Select a trigger level of *Field* and the appropriate retroactive event ID.
3. In the Field group box, enter the field (Action) for which to generate a retroactive trigger, and select the Dependent on Field Value check box.
4. On the Trigger Definitions - Field Values page, define the exact value (Pay Rate Change) that you want to make sensitive to retroactive changes and the process to use when calculating retroactivity, by linking the value to a retroactive event ID.

See Also

Chapter 30, "Defining Retroactive Processing," page 753

Implementing Triggers

You need to implement triggers for every trigger record in Trigger Definition Setup.

Enter the following PeopleCode on SavePostChange for a field on this record. Because this PeopleCode has been defined at this level, it's run in any component that uses the record (provided that record fields aren't used as related-display fields).

The PeopleSoft system has delivered this PeopleCode on some records in the database. To prevent these records from generating triggers, remove the following PeopleCode from these records:

1. Declare the function that generates triggers:

```
Declare Function Generate_Triggers PeopleCode
FUNCLIB_GP.TRGR_FUNCTIONS FieldFormula;
```

2. Declare a local date variable as:

```
Local date &L_DT;
```

3. Invoke the function as:

```
Generate_Triggers(EMPLID, &L_DT);
```

Details

The function Generate_Triggers is defined in FUNCLIB_GP.TRGR_FUNCTIONS.FieldFormula and needs two parameters when it's invoked. The parameters are:

1. &P_EMPLID

   Indicates the EMPLID for which the triggers are to be generated. Use field EMPLID for &P_EMPLID.

2. &P_FIXED_DT

   The value to be used for trigger effective date for records where Trigger Effdt Type is *Fixed Date*. It's ignored for records where Trigger Effdt Type is *Effdt* or *Begin-End Date*. Use &L_DT for &P_FIXED_DT.

The variable &L_DT needs to be assigned a value only in case of the Fixed Date type of triggers. Examples are the positive input records, the Manual Positive Input table (GP_PI_MNL_DATA) and the Manual Positive Input Supporting Element Override table (GP_PI_MNL_SOVR).

Note. You can enter PeopleCode that can invoke the function only if certain conditions are met, as discussed in example 2 below.

The following examples are from PeopleCode that's delivered with the database. The examples show changes necessary for any additional records that are to generate triggers.

Example 1: Trigger Record = GP_PYE_SOVR

Sample PeopleCode:

```
PeopleCode on GP_PYE_SOVR.EMPLID.SavePostChange
Declare Function Generate_Triggers PeopleCode
FUNCLIB_GP.TRGR_FUNCTIONS FieldFormula;
Local date &L_DT;
/*-----Function to generate Triggers for Global Payroll---*/
Generate_Triggers(EMPLID, &L_DT);
```

Explanation

&L_DT isn't assigned a value, because Trigger Effdt Type for the Payee Supporting Element Override table (GP_PYE_SOVR) is not *Fixed Date*.

Example 2: Trigger Record = GP_PI_MNL_DATA (Manual Positive Input)

This record has Trigger Effdt Type is *Fixed Date*.

Sample PeopleCode:

```
PeopleCode on GP_PI_MNL_DATA.LASTUPDDTTM.SavePostChange
Declare Function Generate_Triggers PeopleCode
FUNCLIB_GP.TRGR_FUNCTIONS FieldFormula;
 Local date &L_DT;
 Local Rowset &L_RS0;
 Component datetime &C_CAL_IDNT_TS;
 /*-----Function to generate Triggers for Global Payroll---*/
```

```
&L_RS0 = GetLevel0();
&L_DT = &L_RS0(1).GP_PI_MNL_D.PRD_END_DT.Value;
If All(&C_CAL_IDNT_TS) Then
 Generate_Triggers(EMPLID, &L_DT);
End-If;
```

Explanation

&L_DT must be set to a value to be used as the trigger effective date for triggers generated from positive input.

With positive input, triggers must be generated with the period end date (for the calendar that has the positive input). So, &L_DT is set in this way:

```
&L_RS0 = GetLevel0();
&L_DT = &L_RS0(1).GP_PI_MNL_D.PRD_END_DT.Value;
```

Note. GP_PI_MNL_D.PRD_END_DT has been assigned the value of PRD_END_DT for the calendar through earlier PeopleCode on GP_PI_MNL_DATA.ENTRY_TYPE_ID.RowInit.

The function can now be invoked. In case of positive input, the trigger-generation mechanism needs to be invoked only if the calendar that has positive input has been identified:

```
If All(&C_CAL_IDNT_TS) Then
 Generate_Triggers(EMPLID, &L_DT);
End-If;
```

Note. You must define all the required trigger types. If a record is defined to have a trigger type of *Retro,* only a retroactive trigger is generated. An iterative trigger isn't automatically generated. In such a case, define a record to have retroactive and iterative trigger types. It's highly recommended that when you define a retroactive or segmentation trigger, you define an iterative trigger. If a calendar group has been calculated and data changes are subsequently made, unless an iterative trigger is defined, any retroactive or segmentation triggers generated from the data changes aren't processed until the next Identify phase.

See Also

Chapter 27, "Setting Up Triggers," Reviewing PeopleSoft Delivered Triggers, page 720

Viewing and Managing Triggers

This section discusses how to:

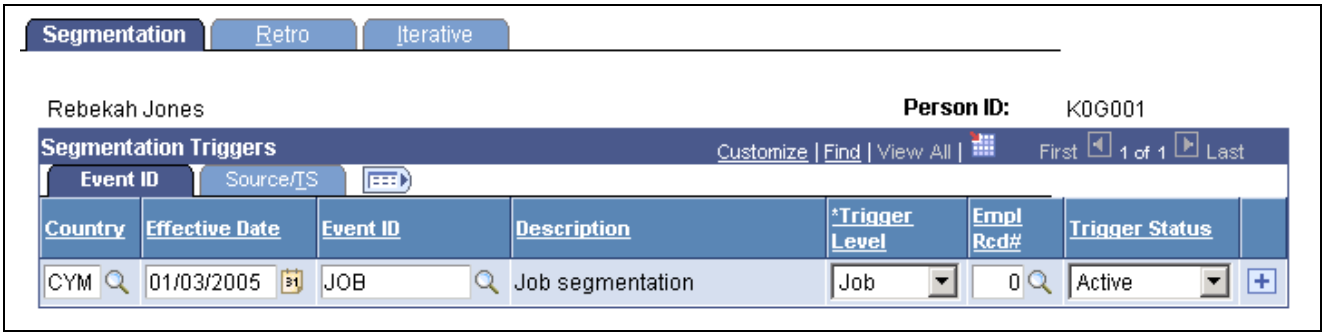
- View, add, or cancel segmentation triggers.
- View, add, or cancel retroactive triggers.
- View or change the trigger status for iterative triggers.
- View iterative triggers by calendar group ID.

Pages Used to View and Manage Triggers

Page Name	Object Name	Navigation	Usage
Review Triggers - Segmentation	GP_TRIGGER_SEG	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Review Triggers, Segmentation	View, add, or cancel segmentation triggers. A segmentation trigger must be active to be viewed or managed on this page.
Review Triggers - Retro	GP_TRIGGER_RTO	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Review Triggers, Retro	View, add, or cancel retroactive triggers. A retroactive trigger must be unprocessed to be viewed or managed on this page.
Review Triggers - Iterative	GP_TRIGGER_ITER	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Review Triggers, Iterative	View or change the trigger status for iterative triggers. An iterative trigger must be unprocessed to be viewed or managed on this page.
Review Iterative Triggers	GP_TRGRITER_CALRUN	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Review Iterative Triggers, Review Iterative Triggers	View iterative triggers by calendar group ID. An iterative trigger must be unprocessed to be viewed or managed on this page.

Viewing, Adding, or Canceling Segmentation Triggers

Access the Review Triggers - Segmentation page.



Review Triggers - Segmentation page

Country Displays the country to which the trigger applies.

Effective Date Displays the trigger effective date in relation to which the period or elements are segmented.

Event ID Displays the event ID, which tells the system which segmentation type to use to process segmentation events and which elements to segment if you use element segmentation. The event IDs displayed here are those that you defined on the Segmentation Event Definition page.

Description Displays a description of the trigger event ID that you defined on the Segmentation Event Definition page.

Trigger Level Options are:

Payee: Select to have all of a payee's jobs processed for segmentation.

Job: Select to have segmentation occur for one employee record number (job) and not for other jobs.

Empl Rcd# (employee record number) Select the employee record number for which you want to create a trigger.

If you select *Payee* as the trigger level, the value that appears in this field is *0.* If you select *Job,* that particular job (Empl Rcd#) appears.

Trigger Status Options are:

Active: Select if the trigger is active.

Canceled: Enables you to cancel an active segmentation trigger. After you save the page, the trigger no longer appears if you reenter the page.

Trigger Source Select a trigger source. A trigger can have two different sources. Trigger rows are generated by the online system, based on conditions that you specify during ; you can manually insert trigger rows that weren't created based on predefined rules. Options are:

Automatic: Indicates triggers that were created based on predefined conditions that you specify during setup.

Manual: Indicates triggers that were manually entered on this page. For a manually inserted row of trigger data, the trigger source is *Manual* and the trigger status is *Active.*

Timestamp The day and time the trigger was created.

Adding Manual Segmentation Triggers

For a manually inserted row of trigger data:

- You define the country and effective date on the Payee Triggers - Segmentation page.

  A trigger is created for a payee, and segmentation occurs. The system uses the effective date that you specify as the segmentation date, as with automatic segmentation.

- You must connect any trigger that you add on the Payee Triggers - Segmentation page to an event ID.

  The system uses the event ID that you specify on the Payee Triggers - Segmentation page to determine which type of segmentation to use and which elements to segment in the case of element segmentation.

The trigger source is *Manual,* and the trigger status is *Active.*

Note. Unlike automatically generated triggers, manual triggers are independent of any database change that's defined by a record or record and field combination on the Triggers Definition page. It's important to understand the potential consequences of creating manual triggers. Because they aren't linked to a specific data change, you might segment periods and elements where nothing has changed.

Updating and Canceling Segmentation Triggers

For automatically and manually generated rows of trigger data:

- The event ID is changeable.
- You can change the trigger status from *Active* to *Canceled.*

- You cannot reinstate a canceled trigger; you must add a new manual trigger.

For the effective date on generated rows of trigger data:

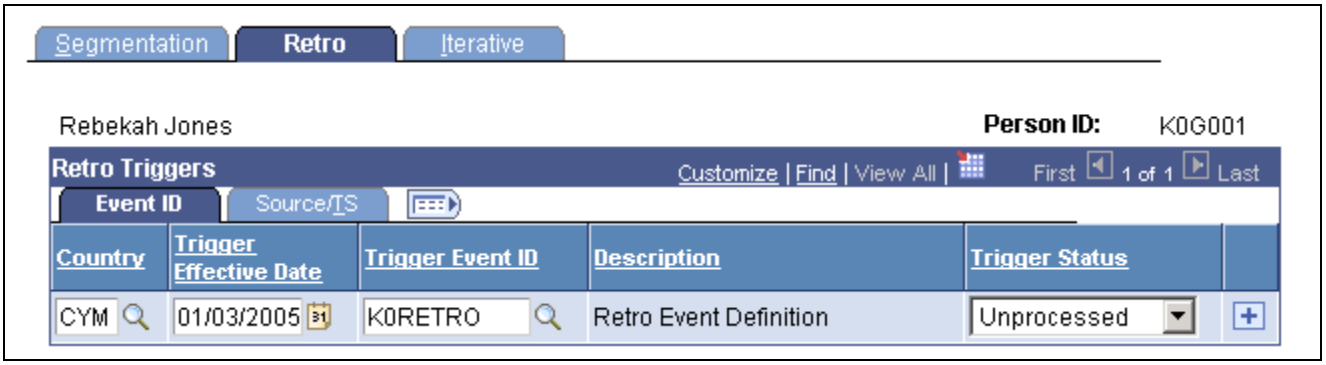
- The effective date on the Payee Triggers - Segmentation page is the date in relation to which segmentation occurs.
- The effective date can be changed on a manually generated trigger.
- You cannot alter the effective date of a trigger that was generated by the system based on predefined setup rules.

See Also

Chapter 30, "Defining Retroactive Processing," Segmentation and Retro, page 804

Viewing, Adding, or Canceling Retroactive Triggers

Access the Review Triggers - Retro page.



Review Triggers - Retro page

Country Displays the country to which the trigger applies.

Trigger Effective Date Displays the trigger effective date that the system uses to determine how many previous periods to recalculate.

Trigger Event ID Displays the trigger event ID, which tells the system which retroactive process definition to use when an event triggers retroactivity.

Description Displays the description of the trigger event ID that you defined on the Retro Event Definition page.

Trigger Status Select a trigger status. Options are:

Canceled: Indicates that the trigger will not be processed. A canceled trigger no longer appears on the page.

Unprocessed: Indicates that the trigger hasn't been processed.

Retro Trigger Source Select a retroactive trigger source. A trigger can have two different sources. Trigger data is generated automatically by the online system based on conditions that you specify during setup, or you can manually insert trigger rows that weren't created automatically based on predefined rules. Options are:

Automatic: Indicates triggers that were created based on predefined conditions that you specify during setup.

Manual: Indicates triggers that were manually entered on the Payee Triggers - Retro - Unexpanded page. For a manually inserted row of trigger data, the trigger source is *Manual* and the trigger status is *Unprocessed.*

Trigger Tag If a trigger is utility-generated, this field describes the source of the trigger.

Timestamp The day and time the trigger was created.

Adding Manual Retroactive Triggers

For a manually inserted row of trigger data:

- You define the country and effective date on the Payee Triggers - Retro page.

  A retroactive trigger is created for that payee, and retroactive processing occurs regardless of whether changes are made to the database. The system uses the effective date to determine which periods to recalculate, as with standard retroactivity.

- Any trigger that you add to the Payee Triggers - Retro page must be connected to an event ID.

  The system uses the event ID that you specify to determine how retroactivity should be processed so that when that trigger gets expanded and is used in a batch, the batch process knows which retroactive process to use.

- The trigger source is *Manual,* and the trigger status is *Unprocessed.*

Note. Unlike automatically generated triggers, manual triggers are independent of any database change that's defined by a record or record and field combination on the Triggers Definition page. It's important to understand the potential consequences of creating manual triggers. Because they aren't linked to a specific data change, you might process retroactivity in previous periods, where nothing has changed.

Warning! If a retroactive trigger is added or canceled, this isn't the only required action. The corresponding data in the database must be adjusted accordingly.

Updating and Canceling Retroactive Triggers

For automatically and manually generated rows of trigger data:

- The event ID may be changed.
- You can change the trigger status from *Unprocessed* to *Canceled.*

  After a trigger is processed, you cannot alter the trigger status, because it's no longer unprocessed and therefore doesn't appear on the page anymore.

- You cannot reinstate a canceled trigger.

  You must add a new manual trigger.

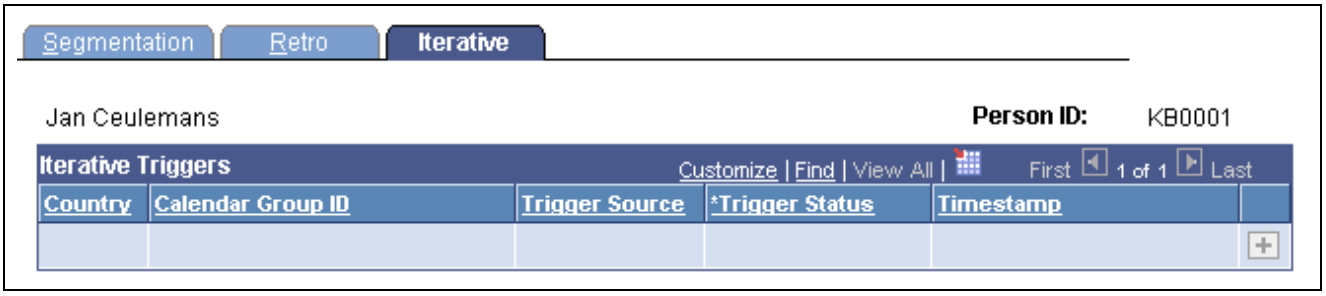
For the trigger effective date on generated rows of trigger data:

- The trigger effective date on the Payee Triggers - Retro page is the date in relation to which retroactive processing occurs.
- The trigger effective date can be changed on a manually generated trigger (the trigger source is *Manual).*
- You cannot alter the trigger effective date of a trigger that has been generated by the system based on predefined setup rules.

Warning! Canceling a trigger does not undo the database change that created the trigger. If there's retroactivity for another reason, this change can be picked up when prior periods are recalculated.

Viewing or Changing the Trigger Status for Iterative Triggers

Access the Review Triggers - Iterative page.



Review Triggers - Iterative page

Country Displays the country to which the trigger applies.

Calendar Group ID Identifies the calendar group that's targeted to process the iterative trigger.

Trigger Source Select a trigger source. An iterative trigger can have two different sources. Trigger data is generated by the online code based on conditions that you specify during setup or by the system during batch processing. Options are:

Batch: Indicates triggers that were generated by batch processing.

Online: Indicates triggers that were created by the online code.

Trigger Status Select a trigger status. Options are:

Canceled: Indicates that the trigger isn't to be processed.

Unprocessed: Indicates that the trigger hasn't been processed.

Timestamp The day and time the trigger was created.

Adding Manual Iterative Triggers

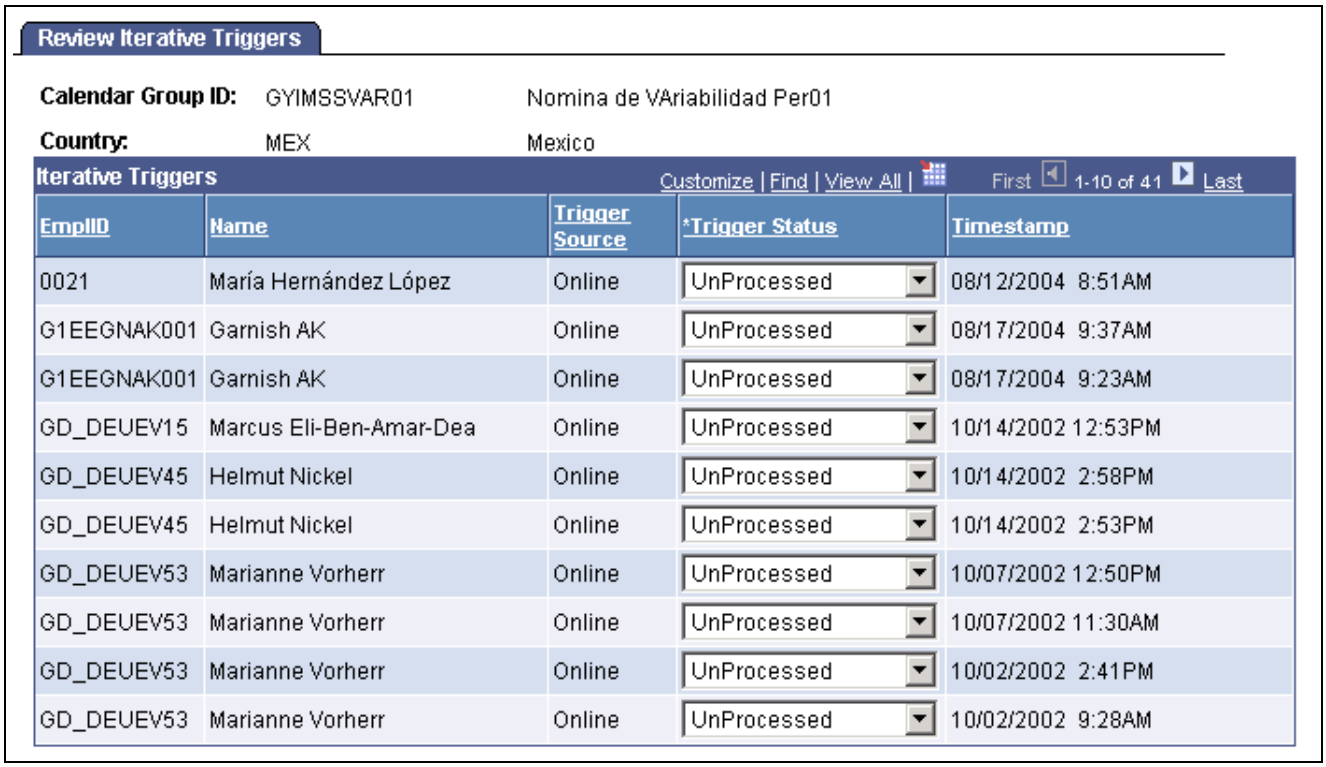
On this page, you cannot manually insert a row of trigger data.

Updating and Canceling Iterative Triggers

For automatically generated rows of trigger data, you can change the trigger status from *Unprocessed* to *Canceled.* After a trigger is processed, you cannot alter the trigger status, because it's no longer unprocessed and therefore doesn't appear on the page anymore.

Viewing Iterative Triggers by Calendar Group ID

Access the Iterative Triggers - CalGrpID page.



Review Iterative Triggers

Calendar Group ID: GYIMSSVAR01 Nomina de VAriabilidad Per01

Country: MEX Mexico

Iterative Triggers — Customize | Find | View All | First 1-10 of 41 Last

EmplID	Name	Trigger Source	*Trigger Status	Timestamp
0021	María Hernández López	Online	UnProcessed	08/12/2004 8:51AM
G1EEGNAK001	Garnish AK	Online	UnProcessed	08/17/2004 9:37AM
G1EEGNAK001	Garnish AK	Online	UnProcessed	08/17/2004 9:23AM
GD_DEUEV15	Marcus Eli-Ben-Amar-Dea	Online	UnProcessed	10/14/2002 12:53PM
GD_DEUEV45	Helmut Nickel	Online	UnProcessed	10/14/2002 2:58PM
GD_DEUEV45	Helmut Nickel	Online	UnProcessed	10/14/2002 2:53PM
GD_DEUEV53	Marianne Vorherr	Online	UnProcessed	10/07/2002 12:50PM
GD_DEUEV53	Marianne Vorherr	Online	UnProcessed	10/07/2002 11:30AM
GD_DEUEV53	Marianne Vorherr	Online	UnProcessed	10/02/2002 2:41PM
GD_DEUEV53	Marianne Vorherr	Online	UnProcessed	10/02/2002 9:28AM

Review Iterative Triggers page

EmplID Lists all payees in the selected calendar group who have unprocessed iterative triggers.

Trigger Source Displays the trigger source. An iterative trigger can have two different sources. Trigger data is generated automatically by the online code based on conditions that you specify during setup or by the system during batch processing. Options are:

Batch: Indicates triggers that were generated by batch processing.

Online: Indicates triggers that were created by the online code.

Trigger Status Select a trigger status. Options are:

Canceled: Indicates that the trigger isn't to be processed. You can cancel automatically generated triggers by setting the trigger status to *Canceled.*

Unprocessed: Indicates that the trigger has not been processed.

Reviewing PeopleSoft Delivered Triggers

The Global Payroll core application delivers the following list of record.fields that have trigger PeopleCode attached to facilitate trigger definition. Corresponding trigger definitions require trigger event IDs; therefore, it is your responsibility to set them up. All trigger definitions and trigger event IDs should be set up and defined based on statutory or customer-specific business logic.

The following list is delivered as a starting point. You can add PeopleCode to other fields to meet customer-specific business needs, and delete the PeopleCode from any of these fields:

- JOB.REPORTS_TO
- COMPENSATION.EMPLID
- GP_PI_MNL_SOVR.SETID
- GP_PYE_OVRD.ARR_PYBK_AMT
- GP_PYE_OVR_SOVR.SOVR_VAL_DT
- GP_PYE_SOVR.EMPLID
- PERS_DATA_EFFDT.EMPLID
- CONTRACT_DATA.EMPLID
- WKF_CNT_TYPE.EMPLID
- SCH_ASSIGN.EMPLID
- GP_ABS_EVENT.EMPL_RCD
- GP_SEG_TRGR.CAL_RUN_ID
- GP_SEG_TRGR_VW.CAL_RUN_ID
- GP_RTO_TRGR.CAL_RUN_ID
- GP_RTO_TRGR_VW.CAL_RUN_ID
- GP_RTO_TRG_CTRY.CAL_RUN_ID
- GP_ABS_OVRD.PIN_GCTL_NUM
- GP_PYE_SECT_DTL.RECALC_IND
- JOB_JR.EMPLID
- ADDRESSES.EMPLID
- BEN_PROG_PARTIC.EMPLID
- GP_PI_MNL_DATA.PIN_NUM
- GP_PI_MNL_D_VW.PIN_NUM
- GP_PI_MNL_E_VW.PIN_NUM
- HEALTH_BENEFIT.EMPLID
- LIFE_ADD_BEN.EMPLID
- PERSON.EMPLID
- PER_ORG_ASGN.EMPLID
- PRIMARY_JOBS.EMPLID

Because Compensation is a child of Job, it's highly suggested that only retroactive and iterative triggers be defined for this record. Defining a segmentation trigger at the record level for Compensation can have adverse effects. For each subsequent Compensation row dated after the changed row, a trigger is generated besides the changed row. As a result, too many triggers are generated and each additional trigger causes unwanted segmentation. It is recommended that you define the segmentation trigger using JOB.COMP_RATE at the record and field level.

The positive input records, the Manual Positive Input table (GP_PI_MNL_DATA) and the Manual Positive Input Supporting Element Override table (GP_PI_MNL_SOVR), require that a calendar group be identified for triggers to be generated from these records. Once identified, triggers are generated even if finalized.

Note. It's recommended that you set up period segmentation triggers for changes in the Pay System Flag and Pay Group fields on the Job record.

CHAPTER 28

Setting Up Mass Triggers

This chapter provides an overview of mass triggers and discusses how to:

- Set up mass triggers.
- Process mass trigger action events.

See Also

Chapter 27, "Setting Up Triggers," page 699

Understanding Mass Triggers

This feature enables you to generate employee triggers based on changes to setup tables. Mass triggers can be established for specific records on specific components. A set of SQL objects defines the population affected by the setup table change. Once the affected employees are determined, you can review the trigger details before accepting the changes.

To set up mass triggers you must:

- Define the component/record and fields that activate the trigger on the Trigger Definitions page.
- Set up the SQL objects that will check the records to determine the population affected by the setup table change. You must define the SQL objects using PeopleTools and select them on the Trigger SQL page.

The mass trigger event process occurs in three steps:

1. After saving the page containing the component/record and fields that activate the mass trigger, the event and the field values are stored on the mass trigger result table (GP_MT_TRIGGER). The event status is set to Unexpanded.
2. The system evaluates the SQL objects and writes the results to the mass trigger results table (GP_MT_RESULT), which records the impacted population. The event status is set to Expanded, if all objects expand successfully.
3. The system generates a list of retro and iterative triggers for the impacted population. Once completed, the event status is set to Triggers Generated.

You can view the events and their results on the Mass Trigger Events component. The system enables you to do the following:

- Delete a trigger event using the Trigger Events page. This includes the mass trigger, the impacted population, and the generated payee triggers. Deletion cannot occur if any of the generated triggers have been processed.
- Manually expand an event using the Impacted Employees page. You may want to generate triggers after correcting an erroneous SQL object. Manually expanded triggers can do the following:

- Generate the impacted population and the retroactive and iterative triggers for events that have a status of Unexpanded.
- Generate retroactive and iterative triggers for events that have a status of Expanded.

Setting Up Mass Triggers

This section discusses how to:

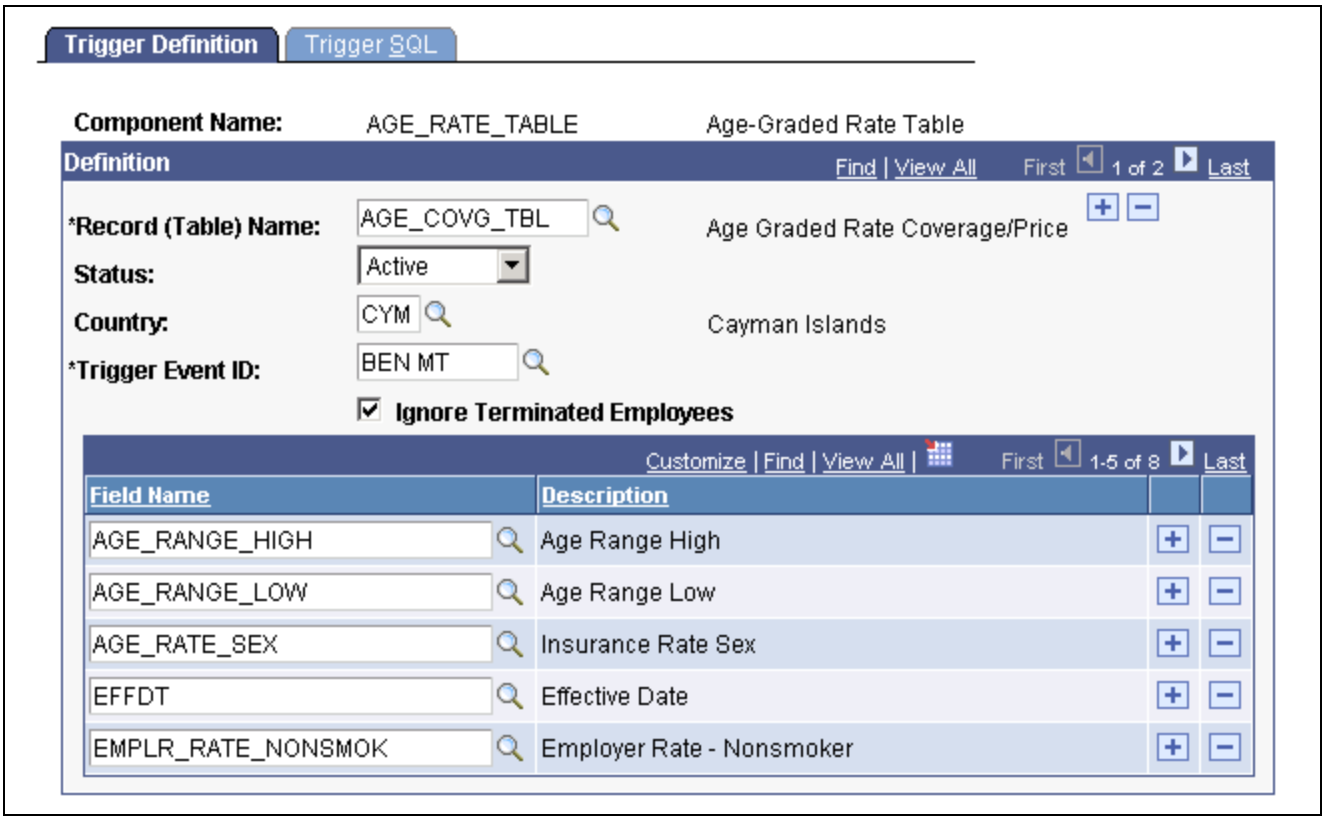
- Define mass triggers.
- Use SQL objects.
- View the SQL statement.

Pages Used to Set Up Triggers

Page Name	Object Name	Navigation	Usage
Trigger Definition	GP_MT_TRG_DFN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Triggers, Mass Trigger Definitions, Trigger Definition	Define which record activates the trigger.
Trigger SQL	GP_MT_TRG_SQL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Triggers, Mass Trigger Definitions, Trigger SQL	Specify which SQL objects must be executed in order to retrieve the population impacted by a mass trigger event.
Sql Definition	GP_MT_SQLTXT_SEC	Select the SQL Definition link on the Trigger SQL page.	View the SQL definition.

Defining Mass Triggers

Access the Trigger Definition page.



Trigger Definition page

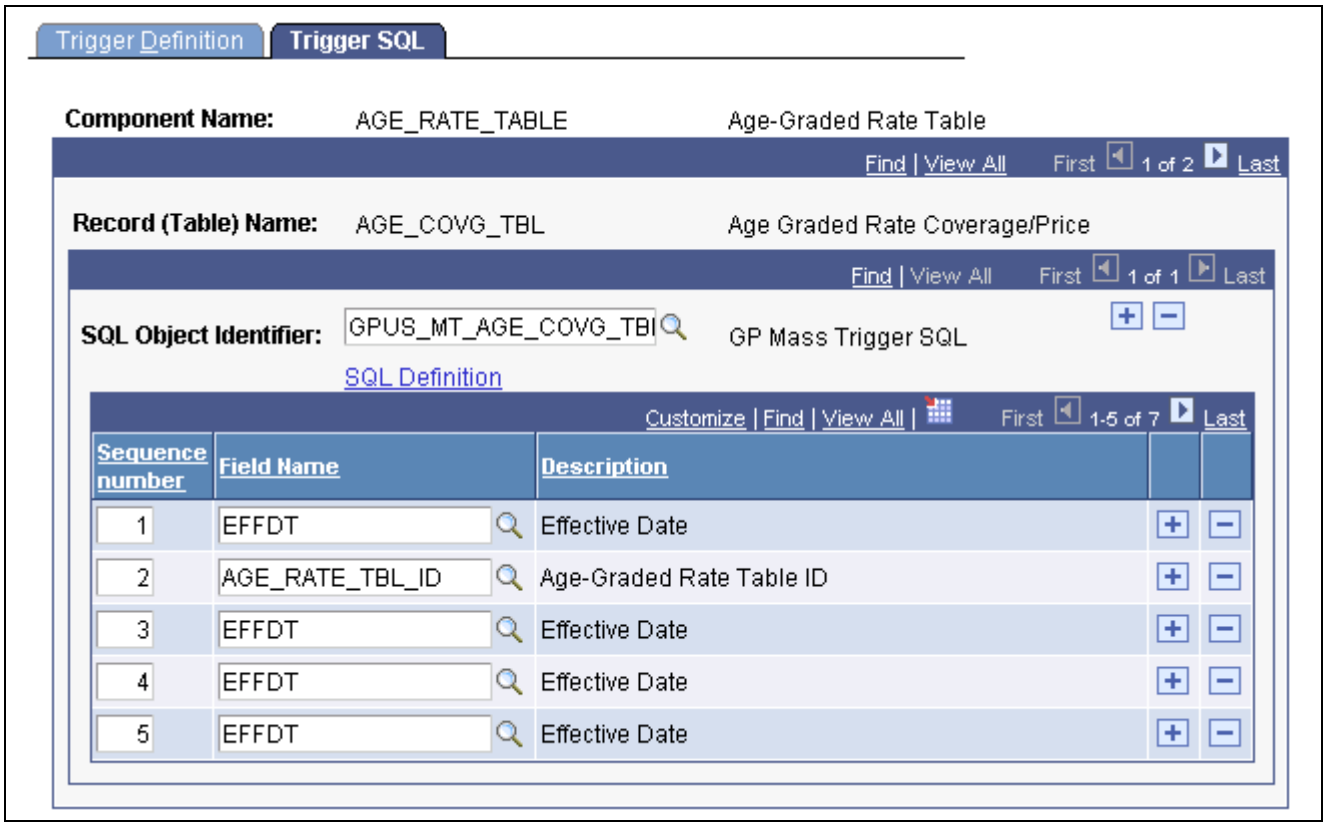
Trigger Event ID Associate a Trigger Event ID to link the mass trigger to the retroactive process ID that processes the generated payee triggers.

Ignore Terminated Employees Select to ignore terminated employees when processing the mass trigger.

Field Name List the fields that cause the system to generate a mass trigger event. Fields used as input parameters on the SQL Objects page need not be listed here. The system inserts them after saving.

Using SQL Objects

Access the Trigger SQL page.



Trigger SQL page

SQL Object Identifier Select any stand-alone SQL object defined in Application Designer. These objects contain placeholders for input parameters.

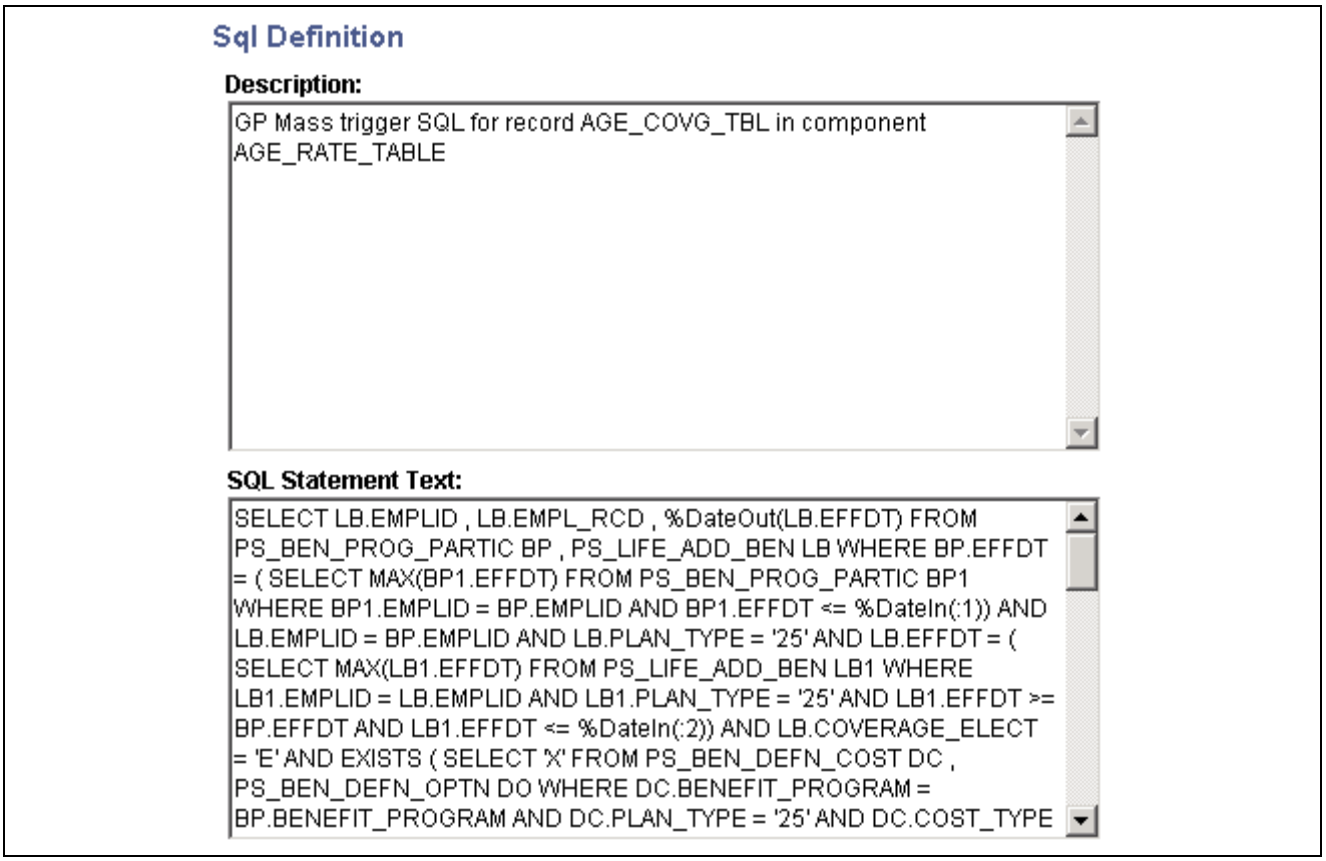
SQL Definition Click to access the Sql Definition page.

Sequence number Enter the number of the respective placeholders in the SQL object.

Field Name Enter the fields used to fill the SQL object placeholders at runtime. Available fields prompt from the record listed above. Once saved, the system adds these fields to the Trigger Definition page.

Viewing the SQL Statement

Access the Sql Definition page.



Sql Definition page

Use this page to view a description of the SQL statement as well view the actual SQL text.

Processing Mass Trigger Action Events

This section discusses how to:

- Delete an event.
- Expand an event manually.
- View retroactive triggers.
- View iterative triggers.

Pages Used to Process Trigger Events

Page Name	Object Name	Navigation	Usage
Mass Trigger Events	GP_MT_TRIGGER	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Rvw/Expand Mass Triggers, Mass Trigger Events	View all mass trigger events listed for a component/record. Delete an event.
Message per MT Event	GP_MT_MSG_SEC	Click the Details link on the Mass Trigger Events page.	View a message.
Message	GPDE_MT_MSGLNG_SEC	Click the Details link on the Message per MT Event page.	View a message.
Field Values	GP_MT_TRG_VAL	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Rvw/Expand Mass Triggers, Field Values	View the field values valid before and after the mass trigger event.
Affected Employees	GP_MT_RESULT	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Rvw/Expand Mass Triggers, Affected Employees	View the list of employees affected by the mass trigger event. Manually expand an event.
Retro Triggers	GP_MT_RTO_TRG	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Rvw/Expand Mass Triggers, Retro Triggers	View the retroactive triggers generated for a mass trigger event.
Iterative Triggers	GP_MT_ITER_TRG	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Rvw/Expand Mass Triggers, Iterative Triggers	View the iterative triggers generated for a mass trigger event.
Calendar Groups	GP_MT_ITER_SEC	Click the Calendar Group ID button on the Iterative Triggers page.	View calendar groups.

Deleting an Event

Access the Mass Trigger Events page.

Click the Delete button to delete an event before processing the trigger. This action deletes the event's results tables, thus removing the field values, the list of affected employees, the retroactive triggers and the iterative triggers generated for the event. Only the users who created the trigger event can delete it.

Expanding an Event Manually

Access the Affected Employees page.

Expand/Refresh Employee List Select to manually expand an event. Once activated, the system deletes the current list and generates a new one. All related retroactive and iterative

	triggers are also deleted and regenerated. The refresh button can only be activated if none of the related triggers have been processed. Only the user who created the mass trigger event can activate it.
EmplID	The system generates this list when storing the mass trigger event.
As of Date	The date that a retroactive calculation must occur.

Viewing Retroactive Triggers

Access the Retro Triggers page.

Trigger Effective Date	Corresponds to the As of Date on the Affected Employees page.
Trigger Status	Can either be *Unprocessed, In Process, Processed,* or *Cancelled.*
Trigger Tag	Combines the component name and record name for which the mass trigger event was generated.
Calendar Group ID	This is the ID used for processing the retroactive trigger.

Viewing Iterative Triggers

Access the Iterative Triggers page.

When a mass trigger is expanded an iterative trigger is generated for every affected employee and for every calendar group ID that is currently open. Click the Calendar Group button to access the Calendar Groups page and view the calendar groups for which an iterative trigger has been granted.

CHAPTER 29

Defining Segmentation

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

- Set up segmentation.
- Manage segmentation.

Understanding Segmentation Setup

Segmentation refers to the process of calculating all or a subset of elements in a process list in separate slices or segments. You can *segment* components of pay based on events such as changes in compensation or employee status during a pay period. For example, if an individual changes jobs during a pay period and your organization separates components earned in the first job from those earned in the second job, you can set up the system to trigger segmentation of earnings results on the payslip when there's a change to the job change action/reason field in PeopleSoft Enterprise Human Resources.

This section discusses:

- Types of segmentation.
- Relationship of period, segment, and slice dates.
- Basic rules of element resolution.
- Effective-dated element definitions.
- Rules for slicing accumulators and accumulator members.
- Rules for parent and child element resolutions.
- Segmentation and payee overrides.
- Proration and segmentation.
- Retroactive processing and segmentation.
- Positive input with segmentation.
- Segmentation system elements.

Types of Segmentation

Global Payroll offers two types of segmentation:

- Period segmentation.

This type of segmentation is applicable when data that changes midperiod, such as a compensation rate, requires all elements in the process list to be calculated repeatedly on either side of the change date. The system divides the pay period (defined by the pay period begin and end dates) into two or more distinct segments and treats each segment as a complete and separate payroll calculation. It calculates each element in the process list for each segment, so a payee has multiple gross-to-net processes, payslips, and Payee Process Stat records. The system calculates each element more than once, using components that were effective during the different time slices.

- Element segmentation.

  This type of segmentation is applicable when data that changes midperiod requires the affected element (and perhaps a subset of other elements) to be calculated repeatedly on either side of the change date. (Each subperiod is called a *slice.)* The system segments only the elements that you select and it creates separate result columns only for the specified elements. In element segmentation, there's only one gross-to-net result set.

Selecting Elements to Segment

With period segmentation, the system segments all elements on the process list automatically. With element segmentation, you must specify which elements in the process list to slice. To do this, you add the elements to be segmented to an *element list* that you define using the Segmentation Event Definition page that is described in this chapter.

See Also

Chapter 29, "Defining Segmentation," Defining Segmentation Events and Types, page 749

Relationship of Period, Segment, and Slice Dates

For every pay period, the system generates begin and end dates for:

- Periods

  The pay period—monthly, biweekly, or weekly—used to group and calculate a payee's earnings. Each period has a begin and end date and can be sliced or segmented.

- Segments

  A *subperiod* of time in the normal pay period that's created due to period segmentation. Each segment represents a separate gross-to-net calculation of every element in the period and has begin and end dates. It can be *sliced* if an element in the segment is calculated separately on either side of the *slice date.*

- Slices

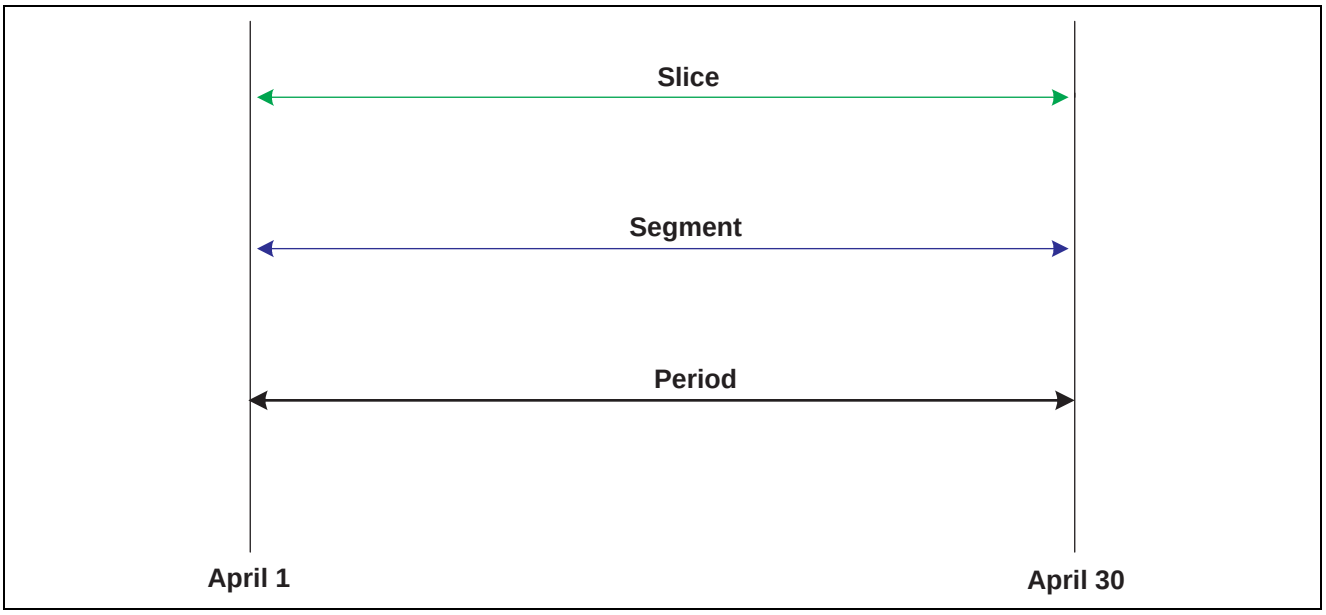
  The span of time into which an element is segmented due to element segmentation. Unlike a segment or period, it doesn't represent a separate gross-to-net process, because it affects only a limited set of elements in a period or segment. Like a segment, a slice has begin and end dates.

All three sets of dates (period, segment, and slice) are generated, regardless of whether a period is sliced or segmented. The begin and end dates for periods, segments, and slices, are stored in the output result tables for the period and made available as system-computed elements for use in other calculations.

Example 1: Unsegmented Period

In an unsegmented period the number of periods equals the number of segments, which equals the number of slices. All three have identical begin and end dates.

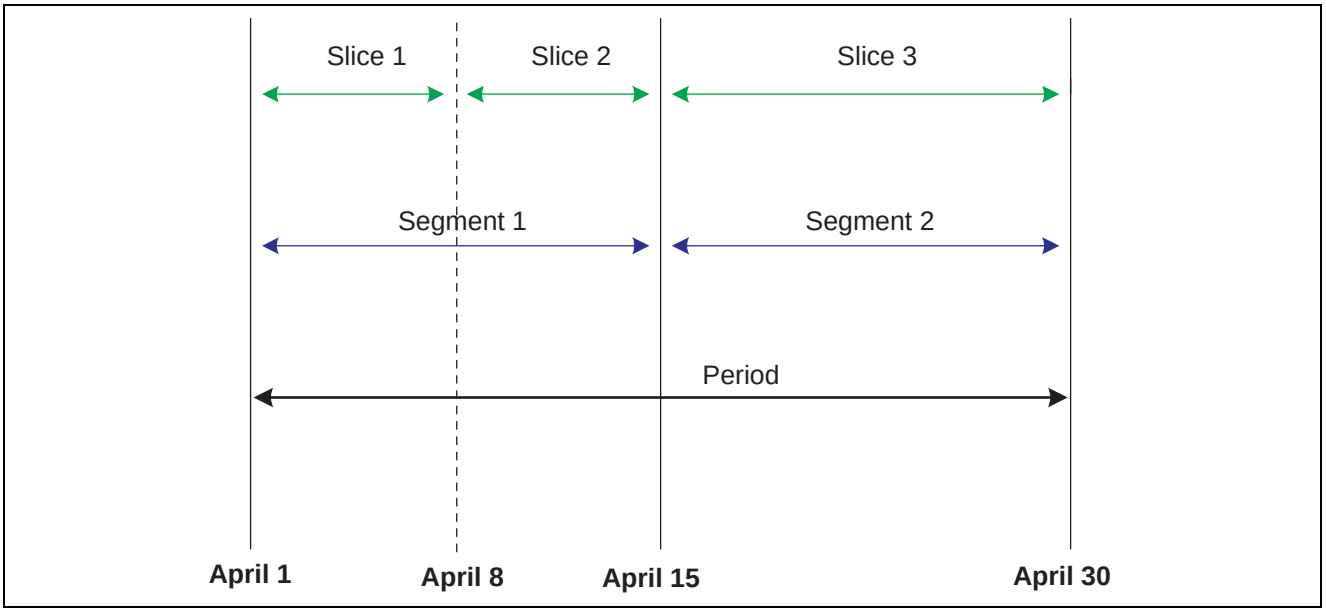
This diagram illustrates the relationship between period, segment, and slice begin and end dates for an unsegmented period.



An unsegmented period

Example 2: Segmented Period

This diagram shows a period with two segments; segment 1 contains a sliced element:



A segmented period

Basic Rules of Element Resolution

This section discusses the basic rules of element resolution for period and element segmentation.

Using Period Segmentation

With period segmentation, all elements are resolved once for each segment.

Using Element Segmentation

When using element segmentation:

- Primary elements are resolved once in each slice, only if the element is defined to be sliced.
- Supporting elements are resolved once in each slice if the element is defined to be sliced.

  A supporting element is also resolved in each slice if it's a component of an element that's defined to be sliced. Suppose that an earnings element E1 is sliced. If this element uses a duration element (a supporting element) that measures years of service, and the value of earnings E1 is based on the years returned by the duration element, the duration element is resolved whenever E1 is resolved, because it's a component of E1.

Note. To define the elements to be sliced, you use the Segmentation Event Definition page.

Example of Period Segmentation

In period segmentation, all elements are calculated once for each segment and there are multiple gross-to-net processes.

This table lists examples of elements and the associated period segmentation rules:

Element	Calc Rule	Base	%	Prorate
E1 (Base Pay)	Amount	N/A	N/A	Yes
E2	Base × Percent	E1	10%	No
D1 (Deduction)	Base × Percent	A1	10%	No
A1 (Accum)	E1 + E2	N/A	N/A	N/A

Assume that E1 represents base pay and that the value of E1 increases from 10,000 to 20,000 on September 16, triggering the segmentation of the September pay period into two equal parts. This scenario is represented in this table:

Element	Segment 1: September 1–September 15	Segment 2: September 16–September 30
E1 (Base Pay)	10,000 × ½ = 5,000	20,000× ½ = 10,000
E2	E1, Segment 1 × 10% = (5,000 × 10%) = 500	E1, Segment 2 × 10% = (10,000 × 10%) = 1,000
A1	Sum of E1 and E2 for Segment 1 = (5,000 + 500) = 5,500	Sum of E1 and E2 for Segment 2 = (10,000 + 1,000) = 11,000

Element	Segment 1: September 1–September 15	Segment 2: September 16–September 30
D1 (Deduction)	A1 for Segment 1 × 10% = 550	A1 for Segment 2 × 10% = 1,100
Net Pay	Net Pay for Segment 1 = 4,950	Net Pay for Segment 2 = 9,900

In this example, all the elements on the process list are segmented and there are two separate gross-to-net processes.

Example of Element Segmentation

When you use element segmentation, the system segments only those elements that are included in the list of elements to be segmented. The system performs only one gross-to-net calculation.

This table lists examples of elements and associated segmentation rules:

Element	Calc Rule	Base	%	On Element List for Segmentation?	Prorate
E1 (Base Pay)	Amount	N/A	N/A	Yes	Yes
E2	Base × Percent	E1	10%	No	No
D1 (Deduction)	Base × Percent	A1	10%	No	No
A1 (Accum)	E1 + E2	N/A	N/A	No	N/A

Assume that E1 represents base pay and that the value of E1 increases from 10,000 to 20,000 on September 16, triggering the slicing of element E1 into two equal parts. This scenario is represented in this table:

Element	Slice 1: September 1–September 15	Slice 2: September 16–September 30
E1 (Base Pay)	10,000 × ½ = 5,000	20,000 × ½ = 10,000
E2	Sum of E1 × 10% = (5,000 + 10,000) × 10% = 1,500	
A1 (Accumulator)	Sum of E1 and E2 = (15,000 + 1,500) = 16,500	
D1 (Deduction)	A1 × 10% = (16,500 × 10%) = 1, 650	
Net Pay	14,850	

E1 is sliced once on September 16, resulting in two separate calculations for E1—one for each slice. There is only one gross-to-net process, and the Net Pay element represents the sum of E1 in each slice and E2 in each slice minus D1 (deduction 1).

See Also

Chapter 29, "Defining Segmentation," Defining Segmentation Events and Types, page 749

Effective-Dated Element Definitions

All effective-dated elements contain a Definition as of Date field that tells the system which effective-dated row to use when retrieving the definition of an element. Options include calendar period begin date, calendar period end date, and payment date.

The same Definition As Of Date definition is used for all segments and slices within the period.

See Also

Chapter 5, "Defining General Element Information," Understanding the Process of Selecting Definition As Of Dates, page 68

Rules for Slicing Accumulators and Accumulator Members

This section describes the rules for slicing accumulators and accumulator members.

Using Period Segmentation

With period segmentation, every element and supporting element is segmented—a situation cannot exist in which an element is segmented but the accumulator to which it belongs isn't segmented.

Using Element Segmentation

The slicing of a member of an accumulator does not cause slicing of the accumulator, but the slicing of an accumulator causes all member elements to be sliced.

Rules for slicing an accumulator that is used as a driver are covered in the chapter that discusses multiple resolutions of earnings and deductions.

See Also

Chapter 20, "Managing Multiple Resolutions of an Earning or Deduction," Defining Element Segmentation with Accumulator Drivers and Driver Elements, page 505

Rules for Parent and Child Element Resolutions

When an element is composed of (or based on) other elements, the system defines those other elements as *child* elements and the elements that are based on them as *parent* elements. Elements and supporting elements can be parents or children.

Say Tax A is a percentage of earnings E1 and earnings E2 (Tax A = 10% × (E1 + E2)). In this example, Tax A is the parent and earnings E1 and earnings E2 are the children. The concept of *child* and *parent* elements is central to understanding how an element that's based on other elements is resolved.

Matching and Mismatching Slices and Segments

During period segmentation, all elements are segmented equally, and parent and child elements always match.

During element segmentation, parent and child elements can be sliced equally, or one may be sliced more than the other. For example, the parent might be included in the list of elements to segment, while the child is not. If the parent and child slices are identical, the parent and child are said to match; if they are not identical, they are referred to as mismatching.

Global Payroll follows specific rules for processing matching and mismatching elements. These rules are illustrated in the following examples.

Examples 1–7: Parent Element Is a Primary Element or a Supporting Element

The following cases use these elements:

- Earnings E1 = Percent of F1 (supporting element)
- Earnings E3 = Percent of E2 (primary element)
- F1 = 100 (supporting element)
- E2 = 100 (primary element)

This table summarizes the examples that follow in this section. The child and parent slices in these examples do not always match, as indicated in the Match/No Match column.

Case Number	Parent Action	Child Action	Child Type	Match/No Match	Process Rule
1	Sliced	Not Sliced	Primary Element (E2)	No Match	*Use* the value of the child for each slice of the parent.
2	Sliced	Sliced	Primary Element (E2)	Match	*Use* the slice value of the child for each slice of the parent.
3	Sliced	Sliced	Primary Element (E2)	Partial Match Child Sliced More	*Sum* the value for each child slice that matches the parent slice.
4	Sliced	Sliced	Primary Element (E2)	Partial Match Child Sliced Less	*Use* the Slice value of the child where dates match. If they don't match, *sum* the value of all child slices. May return incorrect values.

Case Number	Parent Action	Child Action	Child Type	Match/No Match	Process Rule
5	Sliced	Sliced	Primary Element (E2)	No Match	*Sum* the value of all child slices. May return incorrect values.
6	Not Sliced	Sliced	Primary Element (E2)	No Match	*Sum* of the child values.
7	Sliced	Not Sliced	Supporting Element (F1)	Not applicable. Matching does not matter when the child is a supporting element.	*Resolve* the value of the child for each slice of the parent. (See note following case details.)

Note. The following examples show the results with and without proration. Prorated amounts are in parentheses.

Case 1

Assumptions:

E2 (primary element) = 100

E3 (primary element) = 10% of E2

Proration on E3

Scenario: Parent is sliced; child is not sliced. Child is a primary element.

E3 (parent)	*Slice 1* 10% of 100 (50)	*Slice 2* 10% of 100 (50)
E2 (child)	*Slice 1* 100	

Each slice of E3 uses the full value of the child (E2), producing a warning message.

Case 2

Assumptions:

E2 (primary element) = 100

E3 (primary element) = 10% of E2

Proration on E2

Scenario: Parent is sliced; child is sliced. Child is a primary element.

E3 (parent)	*Slice 1* 10% of 100 (50)	*Slice 2* 10% of 100 (50)
E2 (child)	*Slice 1* 100 (50)	*Slice 2* 100 (50)

When the parent's slice dates equal the child's slice dates, the parent uses the child's value. Although the slice dates match, without proration, the results may be incorrect.

Case 3

Assumptions:

E2 (primary element) = 100

E3 (primary element) = 10% of E2

Proration on E2

Scenario: Parent is sliced; child is sliced more. Slices partially match. Child is a primary element.

E3 (parent)	*Slice 1* 10% of 100 (33.33)	*Slice 2* 10% of 200 (33.33 + 33.34)	
E2 (child)	*Slice 1* 100 (33.33)	*Slice 2* 100 (33.33)	*Slice 3* 100 (33.34)

Slice 1 of the parent and child match, so the system sums the child slices (slice 1, in this example). For the second slice of E3 (the parent), the system sums slice 2 and slice 3 of E2 (the child), because the begin date of slice 2 and end date of slice 3 match slice 2 of E3 (the parent). This scenario will generate a warning message.

Case 4

Assumptions:

E2 (primary element) = 100

E3 (primary element) = 10% of E2

Proration on E2

Scenario: Parent is sliced; child is sliced less. Slices partially match. Child is a primary element.

E3 (parent)	*Slice 1* 10% of 100 (33.33)	*Slice 2* 10% of 200 (66.67)	*Slice 3* 10% of 200 (66.67)
E2 (child)	*Slice 1* 100 (33.33)	*Slice 2* 100 (66.67)	

Generally, if the child is a primary element, it should be on the same list of elements to be segmented as the parent element. This ensures that both the child and parent have matching slices. Otherwise, the above scenario could occur and should be avoided.

The resolution is twofold. When there are exact matches (as in slice 1 of the parent and the child), the system uses the child's value. If the parent or the child has proration turned on, the result is correct. The second resolution of the parent sums all resolutions of the child (200, in this example), resulting in an overcalculated amount. This is because the system cannot get a match on the slice dates for the parent and the child. Even with proration turned on, the amount of the child is overstated (see the amounts in parentheses).

Case 5

Assumptions:

E2 (primary element) = 100

E3 (primary element) = 10% of E2

Proration on E2

Parent is sliced. Child is sliced. No match on slice dates. Child is a primary element.

E3 (parent)	*Slice 1* 10% of 300 (100)	*Slice 2* 10% of 300 (100)	
E2 (child)	*Slice 1* 300 (100)	*Slice 2* 300 (100)	*Slice 3* (100)

Generally, if the child is a primary element, it should be on the same list of elements to be segmented as the parent element. This ensures that both the child and parent have matching slices. Otherwise, the above scenario could occur and should be avoided.

As in the second resolution in Case 5, when the parent's slice dates do not match any child slice dates, the system sums the value of all child slices for each resolution of the parent, resulting in a warning message.

Case 6

Assumptions:

E2 (primary element) = 100

E3 (primary element) = 10% of E2

Proration on E2

Parent is not sliced. Child is sliced. No match on slice dates. (Slice dates are not applicable to the parent.) Child is a primary element.

E3 (parent)	*Slice 1* 10% of 200 (100)	
E2 (child)	*Slice 1* 200 (100)	*Slice 2* 200 (100)

When the parent isn't sliced, and the child is—and the child is a primary element—the resolution of the parent element sums the values of all resolutions of the child, generating a warning message.

Case 7

Assumptions:

E1 (primary element) = 10% of F1

F1 (supporting element) = 100

Proration on E1

Parent is sliced. Child is not sliced. Child is a supporting element.

E1 (parent)	*Slice 1* 10% of 100 (50)	*Slice 2* 10% of 100 (50)
F1 (child)	*Slice 1* 100	*Slice 2* 100

Slice 1 of E1 resolves child for the slice 1 time period. F1 is sliced because, as a supporting element child, it will resolve for each parent's slice.

Note. A parent element that is on the process list as well as the list of elements to be segmented, dictates the time period of the slice periods. If the supporting element is populated through an array, bracket, or a formula, then that array, bracket or formula element must be on the same list of elements to segment as the parent. (Define the list of elements to segment using the Element List grid on the Segmentation Event Definition page that is described in this chapter.)

General Rules for Warning Messages

If the child element is a primary element and its slice dates don't match the parent's slice dates, the following situations can cause warning messages:

- Parent is sliced. Child isn't sliced (see Case 1).
- Parent is sliced. Child is sliced. The slice dates of the parent don't match the slice dates of the child (see Cases 3, 4, and 5).
- Parent isn't sliced. Child is sliced (see Case 6).

If the child element is an accumulator, a warning message is issued whenever the accumulator's slice dates don't match the parent's slice date.

Segmentation and Payee Overrides

You can define two types of overrides at the payee level:

- Primary element overrides.
- Supporting element overrides.

Both types of overrides are called *payee overrides,* and the system follows the same basic rules for applying these overrides to segmented and unsegmented periods. Generally, when a pay period has period or element segmentation, payee overrides are applied to a segment based on the segment end date and the end date of the override, following the rules below. The rules are the same for primary and supporting element overrides at the payee level; only primary element overrides are discussed here. Any minor differences in these two types of overrides are clarified in the following examples.

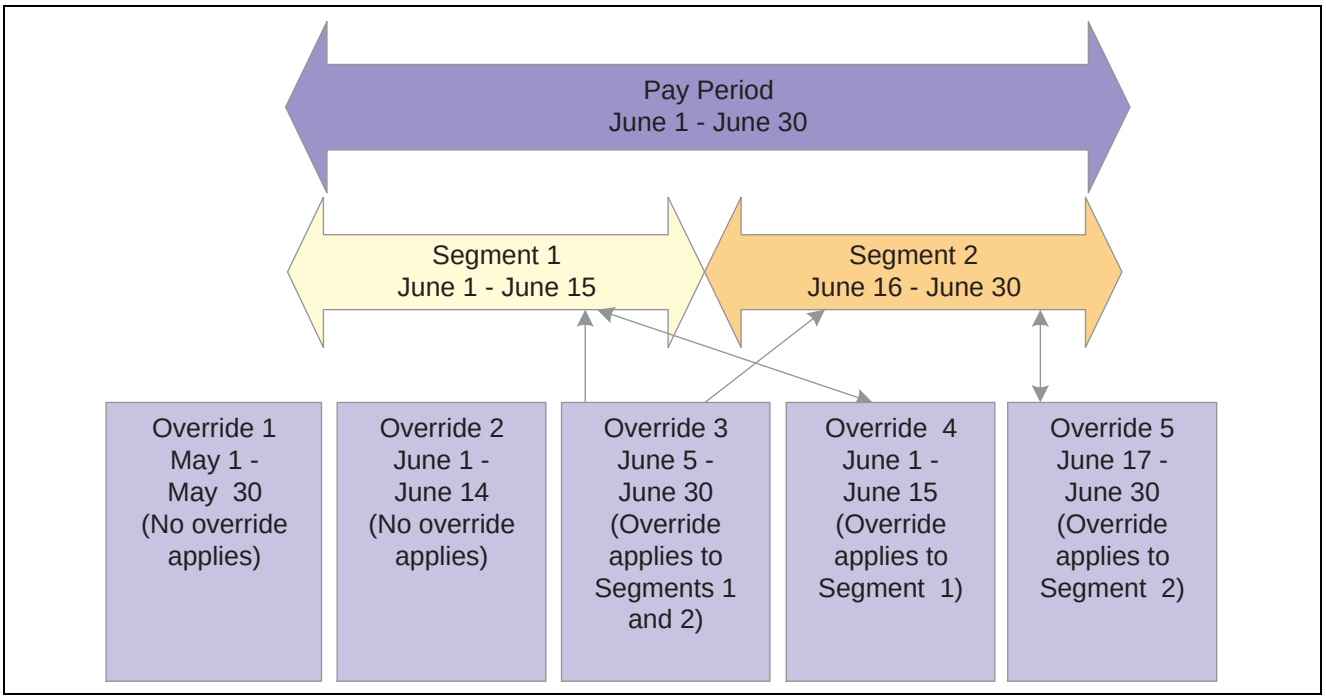
The rules for applying overrides at the payee level are:

- Primary element overrides apply to earnings, deduction, absence entitlement, and absence take elements, and the overrides must have begin dates. End dates are not required.

  Supporting element overrides apply to elements such as variables, formulas, arrays, and brackets.
- If an override is to apply to a segment, the end date of the override must equal or be greater (or blank) than the end date of the segment (see Overrides 3 and 4 in the diagram that follows).
- An override can apply to more than one segment if the end date of the override is greater than one segment's end date and greater than or equal to the subsequent segment's end date (or blank) (see Override 3 in the diagram that follows).
- If the end date of the override is less than the end date of the segment, the override doesn't apply to that segment (see Overrides 1 and 2 in the diagram that follows).
- Primary element overrides are prorated if the element is defined to be prorated.

  With supporting element overrides, the supporting element is prorated if it's a component of an element that's defined to be prorated and that element is segmented.
- Payee overrides must be Active as of the segment end date.

This diagram shows an example of a primary element override:



A primary element override

- Overrides 1 and 2 apply to neither segment, because their end dates come before the end dates of Segments 1 and 2.
- Override 3 applies to Segments 1 and 2 equally, because its end date is greater than the first segment's end date and greater than or equal to the second segment's end date.
- Override 4 applies to Segment 1 because its end date is greater than or equal to the end date of Segment 1 and less than the end date of Segment 2.
- Override 5 applies to Segment 2, because its end date is equal to the end date of Segment 2 and its begin date is after the end date of Segment 1.

The following examples offer a more detailed view of how payee overrides are applied to segmented and unsegmented periods:

Scenario: Two payees are eligible to receive an earnings element (E1) whose value is 100. Assume that Payee 1 has no segmentation and that Payee 2 has period segmentation in the January pay period. The segment dates for Payee 2 are January 1, 2005−January 15, 2005 and January 16, 2005–January 31, 2005. The payees have identical supporting element overrides, and the pay period being processed is January 1, 2005–January 31, 2005. This table lists cases that show how the system applies primary element overrides:

Note. In this example, override is abbreviated *Over*.

Case	Over. Begin Dt	Over. End Dt	Over. Value	Payee 1 Results	Payee 2 Results	Reasons
1	Jan. 1, 2000	Dec. 31, 2004	200	100	100	End date is less than period/segment end date.
2	Jan. 1, 2000	Jan. 5, 2005	200	100	100	End date is less than period/segment end date.
3	Jan. 1, 2005	Jan. 5, 2005	200	100	100	End date is less than period/segment end date.
5	Jan. 5, 2005	Jan. 20, 2005	200	100	S1=200 S2=100	For Payee 2, Segment 1 uses the override because the end date is greater than Segment 1's end date.
6	Jan. 20, 2005	Jan. 25, 2005	200	100	100	The override's begin date is greater than Segment 1's end date and its end date is less than Segment 2's end date, so the override doesn't apply to either segment of Payee 2. For Payee 1, the override's end date is less than the end date of the period, so no override applies.

Case	Over. Begin Dt	Over. End Dt	Over. Value	Payee 1 Results	Payee 2 Results	Reasons
7	Jan. 5, 2005	Jan. 31, 2005	200	200	S1=200 S2=200	The override's begin date is before the end date of Segment 1, and its end date is greater than or equal to the end dates of both segments, so it applies to both segments.
8	Jan. 20, 2005	Feb. 1, 2005	200	200	S1=100 S2=200	For Payee 2, Segment 1 doesn't use the override, because the override's begin date is greater than Segment 1's end date.

Note. Although these examples refer to period segmentation, the same basic rules apply to element segmentation—if a sliced element is overridden at the payee level, the override applies to the slices just as it applies to segments with period segmentation.

See Also

Chapter 18, "Setting Up Overrides," page 435

Proration and Segmentation

This section discusses:

- Segmentation with proration.
- Segmentation without proration.

Segmentation with Proration

To have the system prorate a segmented earnings, deduction, or frequency-based entitlement element, specify proration as part of the element's definition. Then, when segmentation or slicing occurs, the element automatically calls the appropriate proration rule.

You must define the proration rule to use in segmentation processing, because the rule is not hard-coded. Generally, a proration rule that you define consists of a numerator, representing the slice or segment, and a denominator, representing the entire pay period.

You can determine how to define the numerator and denominator that constitute the proration factor. The numerator and denominator can be any of these elements:

- Accumulator

- Count
- Duration
- Formula
- Variable

Note. When you define a proration element, the Always Recalculate check box on the Proration Name page is automatically selected. This is to ensure that the system correctly calculates the proration factor when there is element segmentation.

Segmentation without Proration

To apply segmentation without proration, select the *No Proration* option on the Rounding/Proration page of the Earnings/Deduction Definition component or the Absence Entitlement component.

Example: Segmentation without proration.

This table provides an example of segmentation without proration:

Element	Calc Rule	Base	%	On Element List for Segmentation?	Prorate
E1 (Base Pay)	Amount = 20,000	N/A	N/A	Yes	No
E2	Base × Percent	E1	10%	No	No
A1 (Accum)	E1 + E2	N/A	N/A	No	N/A
E3	Base × Percent	A1	10%	No	No

Note. You can slice or segment a period without applying proration, but an element cannot be prorated unless there is segmentation.

Assume that E1 represents base pay and that E1 is sliced on September 16, halfway through the pay period. None of the interrelated elements are defined to be prorated. This scenario is represented in this table:

Element	Slice 1: September 1–September 15	Slice 2: September 16–September 30
E1 (Base Pay)	20,000	20,000
E2	(E1, Slice 1 + E1, Slice 2) × 10% = (20,000 + 20,000) × 10% = 4,000	
A1 (Accumulator)	Sum of E1 (Slice 1 + 2) and E2 = (40,000 + 4,000) = 44, 000	
E3	A1 × 10% = (44,000 × 10%) = 4,400	

Because E1 is not defined to be prorated, the system incorrectly calculates the value of E1 in each slice (slices 1 and 2) as 20,000 (the true value in each slice should be 20,000 × ½). This leads to additional errors: When E2 is calculated, the system sums up E1 in each slice, to yield a value of 40,000 × 10% (the correct amount is 20,000 × 10%). Similarly, A1 resolves to 44,000 instead of 22,000. And E3, defined as A1 × 10%, resolves to 44,000 × 10%, yielding 4,400 (the correct result is 2,200).

It's important to understand why segmentation does not automatically result in proration. For example, if E2 is a percentage of E1 and both are sliced, E1, but not E2, is prorated.

Note. When you define a proration element, the Always Recalculate check box on the Proration Name page is automatically selected. This is to ensure that the system correctly calculates the proration factor when there is element segmentation.

Retroactive Processing and Segmentation

When a retroactive trigger is generated in response to an event, the system writes the effective date of the change to trigger occurrence tables. The system uses this date to determine how far back in time to recalculate closed periods, using this logic:

- Without backward limits, the system takes the effective date of the change that triggers retroactive processing, returns to the first calendar period in which the effective date falls, and calculates the entire period and everything forward.
- If the effective date of the retroactive change falls midperiod, the system doesn't automatically segment the period or use proration when recalculating original pay items (because it tries recalculating the *entire* period).
- Segmentation triggers remain active and available to the system because they may be needed for future retroactive processing.

See Also

Chapter 30, "Defining Retroactive Processing," Defining Backward and Forward Retroactive Processing Limits, page 779

Chapter 27, "Setting Up Triggers," Trigger Table Data, page 700

Chapter 30, "Defining Retroactive Processing," page 753

Positive Input with Segmentation

Like payee level overrides, positive input enables you to override the value of an element in a pay period. And like payee overrides, positive input uses begin and end dates (the begin and end dates are optional with positive input). Thus, when a calendar pay period has period or element segmentation, positive input is assigned to a segment or slice based on the end date of the instance. Unlike payee overrides, positive input is applied only to a single element or slice and is never prorated. Other rules that affect the assignment of positive input are:

- If the begin and end dates of the instance precede the calendar begin date, positive input is assigned to the first segment or slice.
- When no begin or end date is specified for the instance, the system assigns the instance to the last segment or slice in the pay period.

  It's assumed that the end dates for the instance and calendar are the same.
- If the end date of the instance falls after the calendar end date, the instance is not processed.

See Also

Chapter 17, “Working with Positive Input,” Segmentation Considerations, page 415

Segmentation System Elements

This table lists the system elements that are delivered for segmentation:

System Element	Description
FIRST ACT SEGMENT	First Active Segment (Y/N) Indicates whether the segment that is being processed is the first *active* segment within the calendar period.
FIRST SEGMENT	First Segment (Y/N) Indicates whether the segment that is being processed is the first segment within the calendar period.
LAST ACT SEGMENT	Last Active Segment (Y/N) Indicates whether the segment that is being processed is the last *active* segment within the calendar period.
LAST SEGMENT	Last Segment (Y/N) Indicates whether the segment that is being processed is the last segment within the calendar period.

Setting Up Segmentation

This section provides an overview of setting up segmentation and discusses how to:

- Define segmentation events and types.
- Define trigger fields.

Understanding Segmentation

To set up segmentation:

1. Define an event ID and segmentation type on the Segmentation Event Definition page.

   Segmentation can be caused by events such as paygroup transfers, pay entity transfers, and new hires. The system does not automatically know what type of segmentation (period or element) to apply to an event. When you create an event ID, you specify:

   - The type of segmentation to use.
   - The elements to slice (for element segmentation only).

2. Define the fields that trigger segmentation on the Trigger Definition page, and link them to the event ID.

   These fields become *trigger fields,* which trigger segmentation in response to changes in payee data. By attaching the event ID to a field, you tell the system what type of segmentation to use when the event occurs.

See Also

Chapter 27, “Setting Up Triggers,” page 699

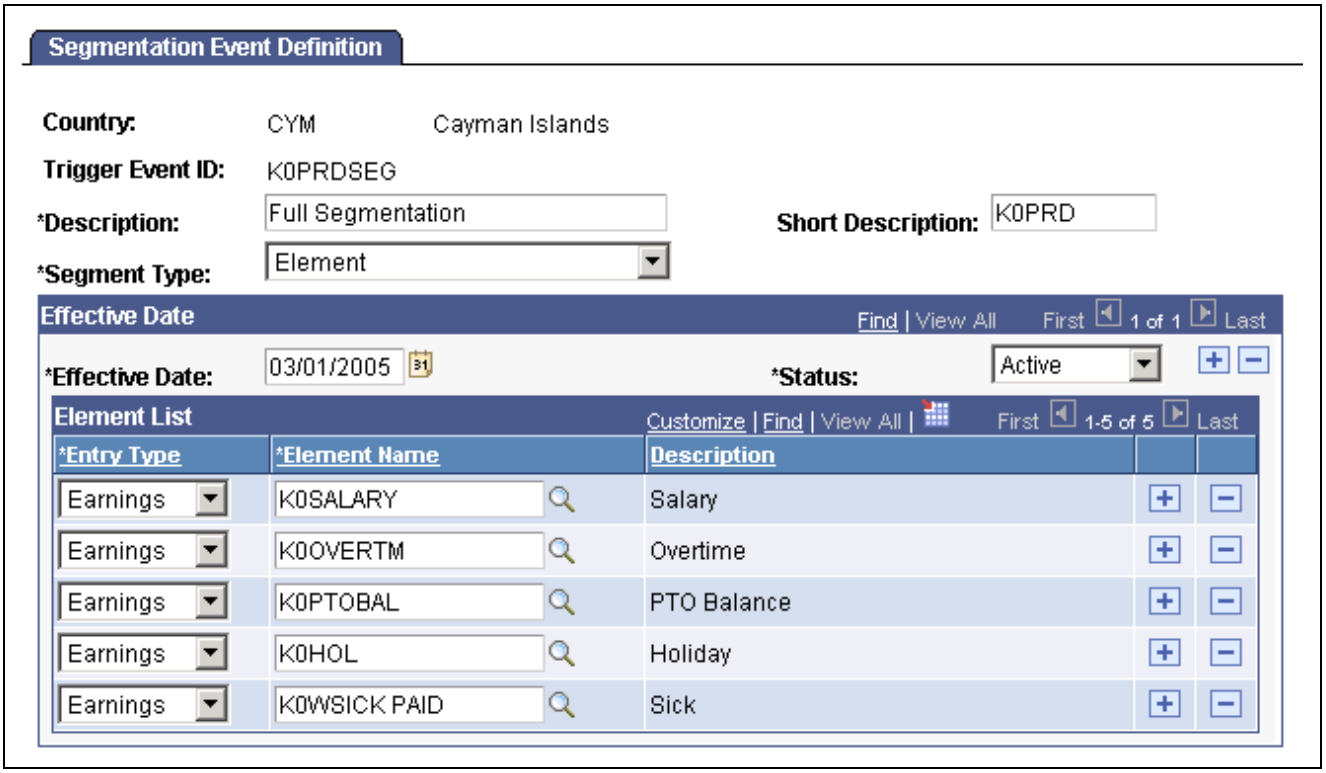
Chapter 27, “Setting Up Triggers,” Segmentation Triggers, page 704

Pages Used to Set Up Segmentation

Page Name	Object Name	Navigation	Usage
Segmentation Event Definition	GP_SEG_EVENT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Triggers, Segmentation Event Definitions, Segmentation Event Definition	Define segmentation events, specify a segmentation type, and select individual elements for segmentation.
Trigger Definitions	GP_TRGR_SETUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Triggers, Trigger Definitions, Trigger Definitions	Define triggers.

Defining Segmentation Events and Types

Access the Segmentation Event Definition page.



Segmentation Event Definition page

Country Displays the country that uses the trigger event ID defined on this page. Event IDs are defined by country because one country (or organization in a country) might decide to process an event by segmenting one subset of elements (in

the case of element segmentation), whereas another might decide to process the same event by segmenting a different subset of elements. Or one country might use period segmentation while another uses element segmentation to process the same event.

Trigger Event ID Displays the trigger event ID that you entered to access this page.

This ID tells the system which segmentation type to use to process segmentation events and which elements to segment if you use element segmentation.

Segment Type Select a segment type. Options are *Period* and *Element*.

See Chapter 29, "Defining Segmentation," Types of Segmentation, page 731.

Effective Date Enter the effective date of the trigger event ID. You can enter multiple effective-dated rows for each trigger event ID if the trigger event definition changes.

Status Select the status of the trigger event ID. Options are *Active* and *Inactive.*

Element List

If you use element segmentation to process an event, you must specify which elements in the process list should be sliced, because element segmentation affects only a limited set of elements. Enter the elements to be segmented in the Element List group box.

Entry Type Select the type of element to segment. Options are: *Abs Entitl* (absence entitlement), *Array, Bracket, Date, Deduction, Earnings, Formula, Seg Accm.* (segment accumulator), and *WritArray* (writable array).

Only segment accumulators are available for segmentation.

Element Name Select the element name.

See Also

Chapter 30, "Defining Retroactive Processing," Defining Backward and Forward Retroactive Processing Limits, page 779

Chapter 27, "Setting Up Triggers," Trigger Table Data, page 700

Chapter 30, "Defining Retroactive Processing," page 753

Defining Trigger Fields

Access the Trigger Definition page.

On this page you define the fields that trigger segmentation, and link them to an event ID.

Note. The Trigger Definition page is also used to define iterative and retroactive triggers.

See Also

Chapter 27, "Setting Up Triggers," page 699

Managing Segmentation

Trigger data is generated automatically by the online system based on the conditions that you specify during setup. After the online system generates segmentation triggers, use the Review Triggers - Segmentation page to manage those triggers so that segmentation occurs only when you want it to—and only in response to appropriate changes in system data.

This section discusses how to view, add, and cancel segmentation triggers.

Page Used to Manage Segmentation

Page Name	Object Name	Navigation	Usage
Review Triggers - Segmentation	GP_TRIGGER_SEG	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Review Triggers, Segmentation	View, add, or cancel segmentation triggers.

Viewing, Adding, and Canceling Segmentation Triggers

Access the Review Triggers - Segmentation page.

Use this page to view segmentation triggers for each employee ID/employee record combination. You can also manually add and delete trigger rows through this page.

See Also

Chapter 27, “Setting Up Triggers,” page 699

Chapter 27, “Setting Up Triggers,” Viewing and Managing Triggers, page 714

CHAPTER 30

Defining Retroactive Processing

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

- Set up retroactive processing.
- Forward elements and override the default retroactive method.
- Define trigger event IDs.
- Define backward and forward retroactive limits.
- Manage unprocessed retroactive deltas.
- Understand general rules of retroactive processing.
- Understand complex retroactive processing.

Understanding Retroactive Processing

Retroactivity is the process of going back in time and recalculating prior calendars due to changes that were made after the original calculation was run.

Global Payroll provides two methods for calculating retroactivity:

- Corrective Retro

  The corrective method recalculates the elements of a pay run, updating all balance and segment accumulators. The recalculated run replaces the previously calculated run; however, the original results remain available for auditing and reporting purposes.

- Forwarding Retro

  The forwarding method calculates the differences between the original and recalculated pay runs. The differences between the new and old calculations are carried forward to the current calendar period as an adjustment to elements specified by the user. Unlike corrective retro, forwarding retro does not result in the replacement of the original results. Also, balance accumulators are not updated in the recalculated period but in the current calendar period.

The following table lists the differences and similarities between these methods:

Corrective Retro	Forwarding Retro
The system recalculates the elements of the pay run that have been defined to be recalculated during retro.	The system recalculates the elements of the pay run that have been defined to be recalculated during retro.

Corrective Retro	Forwarding Retro
Recalculated values for the elements of the pay run replace the previous calculations.	Recalculated values for the elements are used to compute the retro deltas for the recalculated period, but do not replace the previous calculations.
The system updates balance and segment accumulators in the recalculated period.	The system updates segment accumulators only. **Note.** You can define balance accumulators to behave in a corrective manner at the accumulator definition level and on the Earnings/Deduction Accumulators pages even when the retro method is forwarding. This means that they can be replaced or updated in the recalculated period even though the retro method is forwarding.
The system computes retro deltas and stores them in the recalculated period.	The system computes retro deltas and stores them in the recalculated period.
The system computes the retro adjustment for elements of the pay run that are defined as forwarding element overrides (on the Retro Process Overrides page).	The system computes the retro adjustment for elements of the pay run that are defined to be forwarded (on the Retro Process Overrides page).
The banking process determines if any differences exist between the net pay from the prior calculation and the recalculation. Banking processes the differences.	The banking process picks up only the net pay from the current period calculation because differences from the prior recalculated periods are included in the current period.
Posting results to PeopleSoft Enterprise General Ledger for a recalculated period is done by executing a full reversal of the prior calculation results and reposting the recalculated results.	Posting results to General Ledger for a recalculated period is done by executing a full reversal of the prior calculation results and reposting the recalculated results.

Note. The only kind of accumulator that you can forward is a segment accumulator—an accumulator that stores values for a single segment. You cannot forward balance accumulators regardless of the retro method that you use.

Example 1: Corrective Retro—No Exceptions

In this example, Earnings 1 rate changes from 100 to 120; effective date is in period 1; notified in period 2:

Re-Calc Option	Calendar Period 1	Prior Results (Old Value)	Re-Calculation (New Value)	Deltas	Corrective Replace Old Value with New Value	Forward Y/N
Always	Earnings 1	100	120	20	Y	N
Always	Deduction 1 (flat amount)	30	30	0	Y	N
Not applicable	Net Pay (segment accumulator)	70	90		Y	N
Not applicable	YTD Accumulator Earnings 1	100	120			

This table shows the processing results for the example above:

Calendar Period 2	Current Results	Retro Adjustmt
Earnings 1	120	None
Deduction 1 (flat amount)	30	None
Net Pay	90	None
YTD Accumulator Earnings 1	240	

In this example, only Earning 1 generates a retro delta. The segment accumulator (Net Pay) is updated. No element is forwarded for processing in the current period, and the new value of Earnings 1 replaces its old value. The banking process determines the difference between the net pay from the prior calculation (70) and the recalculation (90). The banking process then processes the resulting amount of 20.

Note. When the retro method is corrective, the banking process determines if any differences exist between the net pay from the prior calculation and the recalculation. Any differences that result are picked up by the banking process for further handling.

Example 2: Forwarding Retro—No Exceptions

In this example, Earnings 1 rate change from 100 to 120; effective date in period 1; notified in period 2:

Re-Calc Option	Calendar Period 1	Prior Results (Old Value)	Re-Calculation (New Value)	Deltas	Corrective Replace Old Value with New Value	Forward Y/N
Always	Earnings 1	100	120	20	Not applicable	Y
Always	Deduction 1 (flat amount)	30	30	0	Not applicable	Y
Not applicable	Net Pay (segment accumulator)	70	90	20	Not applicable	N
Not applicable	YTD Accumulator Earnings 1	100			Not applicable	N

This table shows the processing results for the example above:

Calendar Period 2	Current Results	Retro Adjustment
Earnings 1	120	20
Deduction 1 (flat amount)	30	None
Net Pay	110	None
YTD Accumulator Earnings 1	240	

In this example, the retro delta for Earnings 1 is forwarded for processing to the current period (period 2), where it is recorded as an adjustment to Earnings 1.

Even though the retro method is forwarding, not all elements from the first period are forwarded to the second period:

- The Net Pay accumulator isn't forwarded because it already contains the value of Earnings 1.

  If the Net Pay accumulator had been forwarded along with Earnings 1, Earnings 1 would have been counted twice in the current period.

- Balance accumulators aren't forwarded in Global Payroll because they sum the values of the elements that have potentially already been forwarded, so moving them into the current period would generate incorrect results.

  Also, balance accumulators aren't normally used for processing—instead, they store values across multiple periods and don't need to be moved.

Note. Even when the retro method is forwarding, not all elements in the process list are forwarded. On the Retro Process Overrides page, you must individually select the elements that you want forwarded. No element is forwarded automatically.

See Also

Chapter 31, "Defining Banking Instructions," page 823

Chapter 36, "Integrating with PeopleSoft Enterprise General Ledger," page 955

Understanding Key Terms

A number of key terms related to retroactivity occur throughout this chapter. Understanding how they are used will make it easier to follow the examples of retroactive processing presented here.

Version and Revision Numbers

In the following sections you will see numerous references to version and revision numbers. Global Payroll tags each Payee Process Stat record with a version and revision number appropriate to the retro method being used. These version and revision numbers are the vehicles for tracking recalculation of a calendar period due to retroactivity.

The system defines the original set of output results for a calendar calculation as Version 1, Revision 1 (V1R1). Each subsequent recalculation of the calendar increases either the version number or the revision number depending on the retro method:

Corrective Retro: When the retro method is corrective, the version number increases by one and the revision number stays at one. So for example, the first corrective retro would be Version 2, Revision 1 (V2R1). The second corrective retro would be Version 3, Revision 1 (V3R1), and so forth.

Forwarding Retro: When the retro method is forwarding, the version number stays the same and the revision number increases by one. So, for example, the first forwarding retro would be Version 1, Revision 2 (V1R2). The second forwarding retro would be Version 1, Revision 3 (V1R3), and so forth.

Prior Results and Recalculated Results

When retroactive processing occurs for a previously calculated period, new results are created for that period. The new results are called the *recalculated results.* The results from the previously calculated period are called the *prior results.*

Recalc Period

A period that has been previously calculated and is being recalculated due to retroactivity.

Retro Deltas

When retroactive processing occurs for a given payee, the system recalculates each element generated for the payee. The system compares the recalculated results to the prior results. The difference between these results is typically called the *retro delta*. A retro delta represents an increase or a decrease that results in an adjustment to the payee's earnings or deductions.

Retro on Retro

When a period that has already been processed for retroactivity is processed again due to additional retroactive data changes, the occurrence is called *retro on retro*.

See Also

Chapter 30, "Defining Retroactive Processing," Tracking Recalculated Calendars, page 793

Chapter 30, "Defining Retroactive Processing," Defining Retroactivity Defaults, page 760

Setting Up Retroactive Processing

To set up retroactive processing, use the Countries (GP_COUNTRY) and the Retro Process Definitions (GP_RTO_PRC_DEFN) components.

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

- Define the retroactivity defaults at the country level.
- Define a retro process.

See Also

Chapter 30, "Defining Retroactive Processing," Additional Pages Affecting Retroactive Processing, page 791

Understanding Retroactive Processing Setup

The steps for setting up retroactive processing are:

1. Specify the retroactivity defaults.

   Using the Countries page, identify a default retro method—forwarding or corrective—for processing retroactivity. There can only be one default method per country, but this method can be developed into a number of distinct processes and even overridden if required. You also use this page to define the retro method to use where there is a conflict and how retroactivity works with banking and General Ledger.

   On the same page, specify whether to store any delta amount or delta component that has a non-zero value, regardless of the setting on the Element Name (GP_PIN) page.

   See Chapter 30, "Defining Retroactive Processing," Defining Retroactivity Defaults, page 760.

   See Chapter 3, "Introducing the Core Application Architecture," Defining Country-Level Setup, page 33.

2. Define a process.

   Once you have selected a default method, you can further define this method on the Retro Process Definition page. For example, you can use the forwarding method to calculate periods that come before the pay entity calendar year and corrective retro for periods that follow this date—even though your default retro method is forwarding. If you want, you can also override the default retro method on the Retro Process Definition page.

3. Select elements to be forwarded, and set up overrides to the corrective method.

   If your retro method is forwarding, use the Retro Process Overrides page to individually select elements to be forwarded. Global Payroll does not assume that every element in a process list should be forwarded—even when the retro method is forwarding.

If your default method is corrective, but you want certain elements to be forwarded, specify the elements you want forwarded on the Retro Process Overrides page.

4. Map retro processes to Event IDs.

   After defining a retro method and process, use the Retro Event Definition page to associate each process that you defined in step 2 with a trigger event ID. This event ID is used to identify the process definition (see Step 5).

5. Define trigger fields.

   Once you have linked a process to an Event ID, you must decide which database records and fields you want to make sensitive to retroactive changes in data. You identify these fields and records on the Trigger Definitions - Trigger Definition page and link them to a trigger event ID that you defined in Step 4. Because the trigger event ID contains information about what process to use, any field or record that is linked to this ID triggers the correct process when it encounters a triggering event.

6. Determine which pay entities allow retroactive processing.

   Use the Pay Entity Retro Limits page to decide whether this pay entity allows retroactive processing of its calendars.

7. Specify backward and forward limits.

   After you have defined your retro method, defined the conditions that trigger retro processing, and specified which pay entities allow retro processing, specify (on the Pay Entity Retro Limits page) the backward and forward limits for retro processing (optional). This tells the system how far back in time to go to recalculate closed calendars that are associated with a pay entity, and how long after a payee has been inactive the payee is to remain eligible for retro processing.

   Note. You can override the backward and forward limits at the payee level using the Retro Limits Assignment page.

8. View, add, and cancel retro triggers.

   Once the online system has generated retro triggers, use the Payee Triggers - Retro page to manage retro events so that retroactive processing takes place only when you want it to—and only in response to the appropriate changes in system data. This page enables you to view retro triggers for each payee; you can also add and cancel triggers on this page.

   Note. Retro trigger data is generated by the online system based on conditions that you specify during setup. You can also manually enter retro trigger rows that were not created automatically.

   Warning! Canceling a trigger does not undo the database change that created the trigger in the first place. If there is retro for some other reason, this change may be picked up when prior periods are recalculated.

9. Manage unprocessed retro deltas.

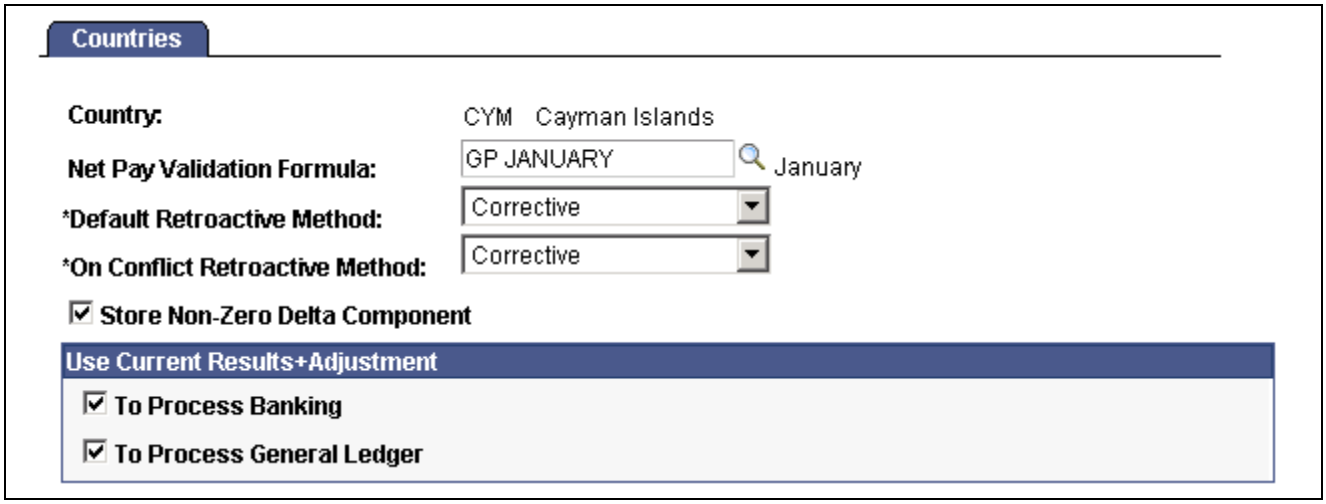
   During forwarding retro—or when using corrective retro with forwarding exceptions—the system forwards deltas from the recalculated calendar as adjustments to the current calendar when certain conditions (matching criteria) have been met. If forwarded retro deltas cannot be processed because the default matching criteria is not met, you can manually direct the deltas to an appropriate calendar by using the Unprocessed Retro Deltas page.

Pages Used to Set Up Retroactive Processing

Page Name	Object Name	Navigation	Usage
Countries	GP_COUNTRY	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Countries, Countries	Define a default retro method at the country level.
Retro Process Definition	GP_RTO_PRC_DEFN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Triggers, Retro Process Definitions	Define a retro process.

Defining Retroactivity Defaults

Access the Countries page.



Countries page

See Chapter 3, "Introducing the Core Application Architecture," Defining Country-Level Setup, page 33.

Selecting the Corrective Method for Default Retroactive Processing

If you select *Corrective* as the Default Retroactive Method, the system completes the following steps when retroactive processing occurs:

1. The system recalculates the elements of the pay run that are defined to be recalculated during retroactive processing.
2. Recalculated values for the elements of the pay run replace the previous calculations.
3. The system updates balance and segment accumulators in the recalculated period.
4. The system computes retro deltas and stores them in the recalculated period.
5. The system computes the retroactive adjustment for elements of the pay run that are defined as forwarding element overrides (on the Retroactive Process Overrides page).
6. The banking process determines if any differences exist between the net pay from the prior calculation and the recalculation. Banking processes the differences.

7. The system executes a full reversal of the prior calculation results and posts the recalculated results to General Ledger.

Selecting the Forwarding Method for Default Retroactive Processing

If you select *Forwarding* as the Default Retroactive Method, the system completes the following steps when retroactive processing occurs:

1. The system recalculates the elements of the pay run that are defined to be recalculated during retro.
2. Recalculated values for the elements are used to compute the retroactive deltas for the recalculated period, but do not replace the previous calculations.
3. The system updates segment accumulators only. (Note that you can define balance accumulators to behave in a corrective manner at the accumulator definition level and on the Earnings/Deduction Accumulators pages even when the retroactive method is forwarding.)
4. The system computes retroactive deltas and stores them in the recalculated period.
5. The system computes the retroactive adjustment for elements of the pay run that are defined to be forwarded (on the Retroactive Process Overrides page.)
6. The banking process picks up only the net pay from the current period calculation because differences from the prior recalculated periods are included in the current period.
7. In order to address the retroactive changes that impact banking recipients and/or general ledger accounts, the system reverses and reinstates previous payments. An example is presented in the following table. In this example, a deduction with a payment of 100 is made to Recipient 1 in January. In February, the recipient changes to Recipient 2, effectively dated in January, thus triggering retroactive processing. The system posts the following recipient and amount information to banking results:

Month	Version /Revision	Amount	Recipient	Action
January	V1R1	100	1	Resolution (last period)
February	V1R2	(100)	1	Reversal
February	V1R2	100	2	Reinstatement
February	V1R1	100	2	Resolution (current period)

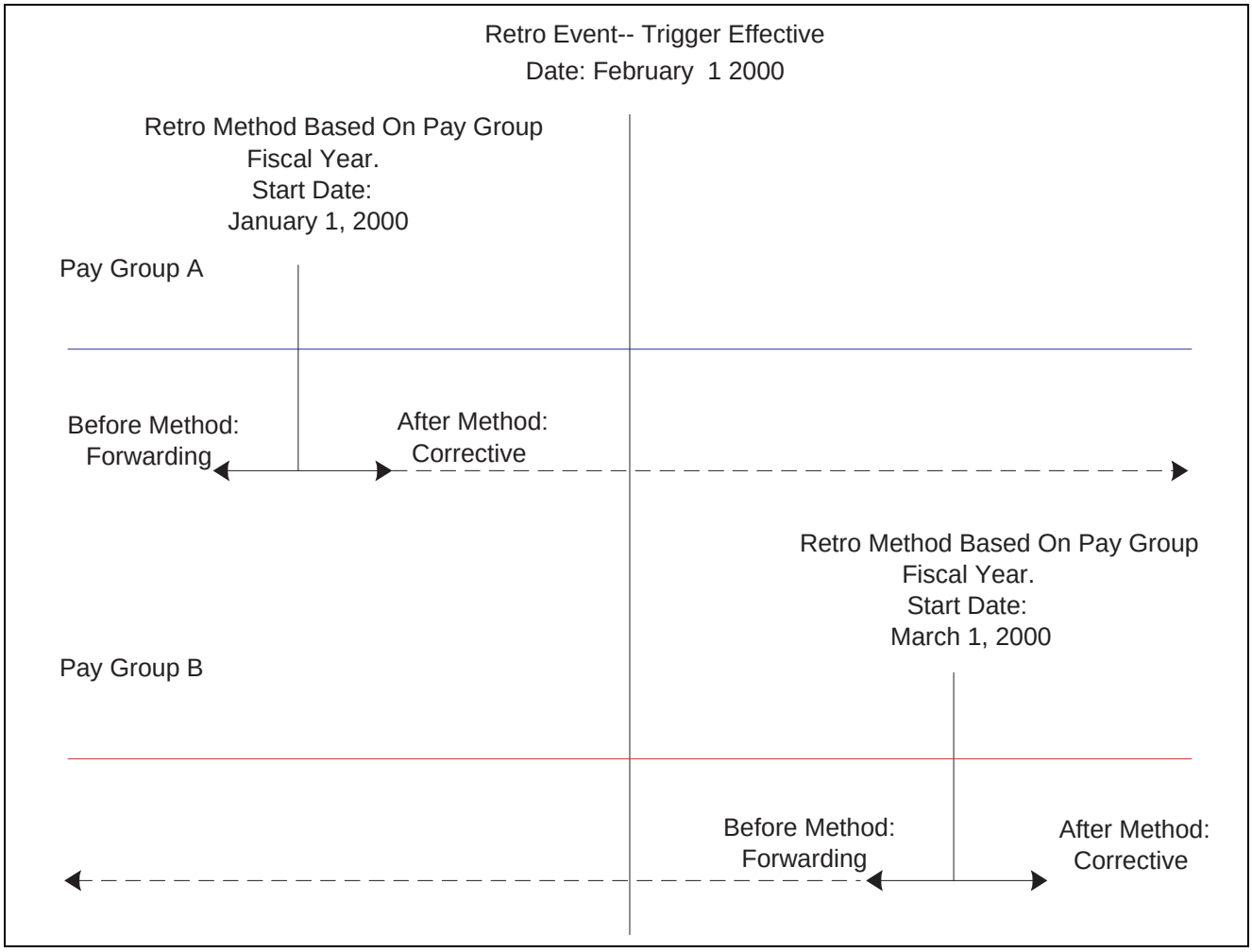
In this example, the amount does not change. If the amount changes, the system also reverses the forwarded amount from the element to which the changed amount was forwarded.

Understanding the On Conflict Retro Method

Retro conflicts occur when the system receives conflicting signals about how to process retro. This can occur when:

- An employee is associated with more than one paygroup or pay entity.
- The retro Method Based On dates defined for these paygroups or pay entities call for different retro methods to be used in processing different calendars with the same period ID during the same calculation period.

Say you assign an employee to Paygroup A. The fiscal year (the retro Method Based On date) begins on January 1, 2000. For the same employee in Paygroup B, the fiscal year begins on 1 March 2000. Assume that a retro event reported in March causes the February pay period to be recalculated and that the method you've defined for processing this event varies by *Pay Group Fiscal Year* (in both paygroups the Before Method is *Forwarding* and the After Method is *Corrective).* This situation can be represented as follows:



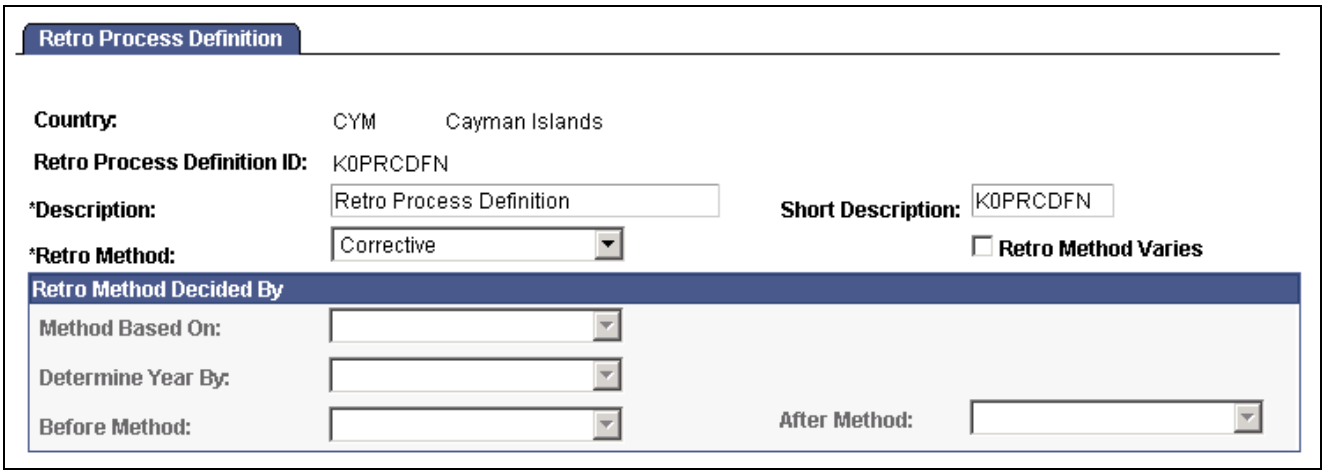
Understanding the on conflict retro method

To recalculate the February pay period, Paygroup A uses corrective retro, while Paygroup B uses forwarding retro. The same event calls for the use of conflicting retro methods for processing the same period, even though the process definition is the same (the method is forwarding before the Pay Group Fiscal Year and corrective after the Pay Group Fiscal Year). To resolve this conflict, you select a retro conflict method on the Countries page.

Note. The system creates a payee process stat record for each payee for each calendar, including retro. When you specify a retro conflict method, you ensure that consecutive payee process stat records with the same period ID are processed using a single retro method.

Defining a Retro Process

Access the Retro Process Definition page.



Retro Process Definition page

Retro Process Definition ID (retroactive process definition ID) Identifies the retro process you are defining.

Retro Method The default value is from the Countries page. You can override it.

Retro Method Varies Select if you want the retro method to vary based on a predefined date. The Retro Method Decided By group box fields become available for entry. You can vary the retro method in relation to the *Pay Entity Calendar Year, Pay Entity Fiscal Year,* or *Pay Group Fiscal Year.*

For example, you can use forwarding retro to calculate periods that come before the pay entity calendar year, and corrective retro for periods that follow this date—even though your default retro method is forwarding.

If you leave this check box cleared, the default retro method (from the Countries page) remains constant across all calendar periods.

Retro Method Decided By

The fields in this group box enable the system to determine the date and year the retro method varies and are available only if you selected Retro Method Varies.

Method Based On Use this field to define the month and day on which the retro method varies (the retro method change date).

Values are:

Pay Entity Calendar Year: Normally defined as 1 January of any year. You define this date on the Pay Entity Processing Details page.

Pay Entity Fiscal Year: You define this date on the Pay Entity Processing Details page.

Pay Group Fiscal Year: You define this date on the Pay Group Defaults page.

Determine Year By Determines the year in which the retro method varies (the retro method change date). The first current calendar that the payee is included in for that calendar group determines the year based on the calendar date selected. Values are:

Pay Date: Day of payment.

Period End Date: End of pay period.

Before Method Select the method for recalculating calendar periods whose period end dates precede the retro method change date. Values are *Forwarding* and *Corrective.*

After Method Select the method for recalculating calendar periods whose period end dates are the same as or later than the retro method change date. Values are *Forwarding* and *Corrective.*

Determining the Date and Retro Method When the Retro Method Varies

The system determines the retro method change date and the retro method as follows:

1. Determine the retro method change date.

   Using the Method Based On and Determine Year By field values, the system determines the day, month, and year on which the retro method varies (the retro method change date). The year is based on the *Period End Date* or *Pay Date* of the first current calendar that the payee is included in—depending on the Determine Year By field value. The month of the *Period End Date* or *Pay Date* of the current calendar is then compared to the month that appears in the Method Based On field:

   - If the current calendar month is less than the month that you selected in the Method Based On field, the system subtracts one year from the Determine Year By field value to determine the year for the retro method change date.

- If the month of the first current calendar is greater than or equal to the month in the Method Based On field, then the year that is associated with the Determine Year By field value is used.

  Example 1: Using Period End Date to determine the retro method change date:

First Current Calendar Period:	December 1 to December 31, 1999	
Determine Year By:	Period End Date	December 31, 1999
Method Based On:	Pay Entity Calendar Year	January 1
Retro Method Change Date:	January 1, 1999	

  Example 2: Using Pay Date to determine the retro method change date:

First Current Calendar Period:	December 1 to December 31, 1999	
Determine Year By:	Pay Date	January 2, 2000
Method Based On:	Pay Entity Calendar Year	January 1
Retro Method Change Date:	January 1, 2000	

  Example 3: Calendar Month is less than Method Based On month:

First Current Calendar Period:	March 1 to March 31, 1999	
Determine Year By:	Period End Date	March 31, 1999
Method Based On:	Pay Entity Fiscal Year	April 1
Retro Method Change Date:	April 1, 1998	

2. Determine the retro method to use.

   The retro method change date is compared to the Period End Date of each recalc period:

   - If the Period End Date of the recalc period is greater than or equal to the Retro Method Change Date, then the After Method is used.
   - If the Period End Date of the recalc period is less than the Retro Method Change Date, then the Before Method is used.

The following table shows how the correct retro method is applied, given these conditions:

- Default Retro Method is *Forwarding.*
- Retro Method Varies is selected.
- Before Method is *Forwarding.*
- After Method is *Corrective.*

To Determine Retro Method Change Date				To Determine Method to Use
Method Based On	Current Calendar Period	Determine Year By	Retro Change Date	Recalc Period and Method Used
Calendar Year: January 1	December 1–31, 1999	Period End Date: December 31, 1999	January 1, 1999	#1: November 1–30, 1998/Before Fwd) #2: March 1–31, 1999/After (Cor)
		Pay Date: January 2, 2000	January 1, 2000	#1: November 1–30, 1998/Before (Fwd) #2: March 1–31, 1999 / Before (Fwd)
Fiscal Year: July 1	March 1–31, 1999	Period End Date: March 31, 1999	July 1, 1998	#1: May 1–31, 1998/Before (Fwd) #2: November 1–30, 1998/After (Cor) #3: February 1-28, 1999/After (Cor)
		Pay Date: April 1, 1999	July 1, 1998	#1: May 1–31, 1998/Before (Fwd) #2: November 1–30, . 1998/After (Cor) #3: February 1–28, 1999/After (Cor)

To Determine Retro Method Change Date				To Determine Method to Use
	August 1-31, 1999	Period End Date: August 31, 1999	July 1, 1999	#1: May 1–31, 1999/Before (Fwd) #2: June 1–30, 1999/Before (Fwd) #3: July 1–31, 1999 /After (Cor)
		Pay Date: September 1, 1999	July 1, 1999	#1: May 1–30, 1999/Before (Fwd) #2: June 1–31, 1999/Before (Fwd) #3: July 1–31, 1999/After (Cor)

Fwd = forwarding method

Cor = corrective method

Example: Selecting the Use Current Results+Adjustment Check Box to Process General Ledger When the Retro Method Varies Check Box is Selected

Let's suppose that you select:

- The To Process General Ledger check box (in the Use Current Results+Adjustment group box) on the Countries page.
- The Retro Process Varies check box on the Retro Process Definition page.
- The following values in the Retro Process Decided By group box:
  - Method Based On: *Pay Entity Calendar Year*
  - Determine Year By: *Pay Date*
  - Before Method: *Forwarding*
  - After Method: *Corrective*

You have an Earnings/Deduction Assignment that is dated December 1, 2002 through December 31, 2003. You process payrolls for December 2002 and January 2003, and run the General Ledger process for both months. Subsequently, you change the value of the override, but don't change the dates, so retroactivity dates back to December 1, 2002 when you run payroll for February 2003.

Because the retro method varies, the retroactive process applicable to December 2002 is forwarding retro, whereas the retroactive process applicable to January 2003 is corrective retro. When you run the General Ledger process for February 2003, you will see that both retroactive methods, corrective and forwarding, appear in the General Ledger results. The forwarding method will have the delta or adjustment included in the February amount; the corrective method will reverse and correct previous entries.

Forwarding Elements and Defining Retroactive Overrides

To select elements to be forwarded and to override corrective behavior, use the Retro Process Overrides (GP_RTO_OVR_DEFN) component.

This section discusses:

- Rules for forwarding elements and overriding corrective retro.
- Pages used to forward elements and define overrides.

Understanding Rules for Forwarding Elements and Defining Overrides to Corrective Retro

If your retro method is forwarding, you must individually select elements to be forwarded on the Retro Process Overrides page. Global Payroll does not assume that every element in a process list should be forwarded—even when the retro method is forwarding.

If your default method is corrective, but you want certain elements to be forwarded, you must specify the elements you want forwarded on the Retro Process Overrides page.

This section discusses:

- Defining elements to be forwarded.
- Defining overrides to corrective retro.

Defining Elements to Be Forwarded (when the retro method is forwarding)

If your default retro method is forwarding:

- Specify each element that is to be forwarded (on the Retro Process Overrides page).
- The only types of elements that can be forwarded are earnings, deductions and accumulators. (Only deltas from segment accumulators can be forwarded.)
- If an element is an earnings or a deduction, you can either forward the value of the element's retro delta to the same element, or define a separate "Forward To Element" to receive this value.
- When you forward the delta for an earnings, the "Forward To Element" can be an earnings or a deduction.
- When you forward the delta for a deduction, the "Forward To Element" can be an earnings or a deduction.
- If you forward a segment accumulator, you cannot forward it to the same element (or even a different accumulator) because a segment accumulator can be forwarded only to an earnings or a deduction.
- If the forwarded element contains components and is forwarded to a different element, the component adjustments will be applied only if the Forward To Element" calculation rule is the same. For example, if the element is defined as "Percent of Base" and the "Forward To Element" is defined as a "Percent of Base," then the differences for the amount and the base are forwarded. If the "Forward To Element" does not obey the same rule, then only the adjustment amount is forwarded.

Note. With forwarding retro, you can define balance accumulators to behave in a corrective manner at the accumulator definition level and on the Earnings/Deduction Accumulators pages.

Defining Overrides to Corrective Retro

If your default retro method is corrective, but you want to forward the delta for a specific element (that is, you want to override the default method for this element):

- You must forward the retro delta to a different element by designating a "Forward To Element" on the Retro Process Overrides page. This element receives the value of the element's retro delta in the current period. However, you must have already defined the element on one of the element definition pages.

Note. You cannot forward a retro delta to the same element if your method is corrective.

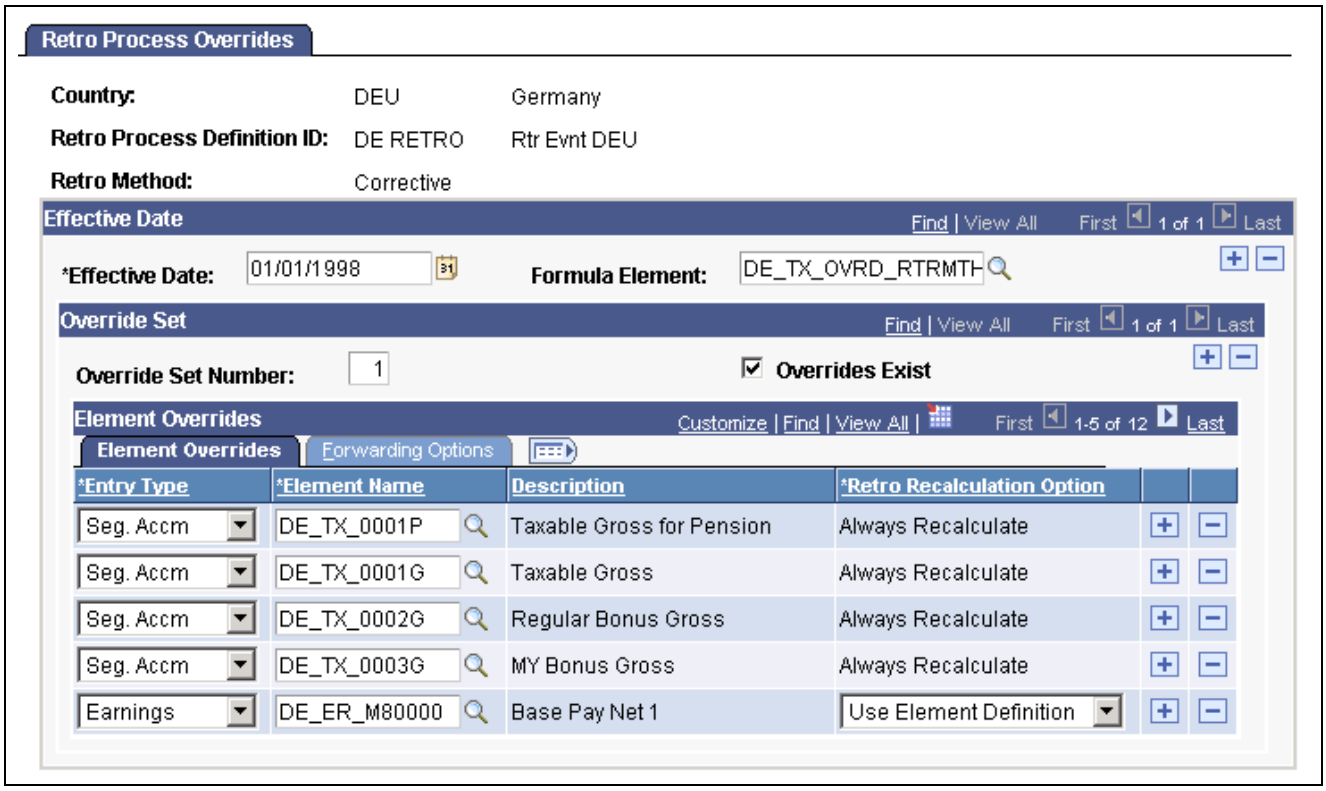
- The only types of elements that can be forwarded are earnings, deductions and accumulators.
- When you are forwarding the delta for either an earnings or a deduction, the "Forward To Element" can be either an earnings or a deduction.
- When you are forwarding the delta for an accumulator (only segment accumulators can be forwarded), the "Forward To Element" must be an earnings or a deduction (it cannot be another accumulator).
- If the forwarded element contains components and is forwarded to a different element, the component adjustments are applied only if the "Forward To Element" calculation rule is the same. For example, if both the element and the "Forward To Element" are defined as "Percent of Base," then the differences for the amount and the base are forwarded. If the "Forward To Element" does not follow the same rule, then only the adjustment amount is forwarded.
- If you forward the Net Pay element, banking will not reverse the net pay element from the prior calculation, nor will it insert the new recalculated net pay entry.

Page Used to Define Overrides and Select Elements for Forwarding

Page Name	Object Name	Navigation	Usage
Retro Process Overrides	GP_RTO_OVR_DEFN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Triggers, Retro Process Overrides	• Specify the elements that are to be forwarded when the standard retro method is forwarding. • Define overrides to the standard corrective retro method. • Override the Retro Recalculation Option defined on the earning and deduction definition pages.

Defining Overrides and Selecting Elements for Forwarding

Access the Retro Process Overrides page.



Retro Process Overrides page

Common Page Elements

Retro Process Definition ID (retroactive process definition ID)
Identifies the retro process you defined using the Retro Process Definition page.

Retro Method
This is the default retro method that you associated with the selected Retro Process Definition for the country that appears at the top of the page. If you selected Retro Method Varies on the Retro Process Definition page, you must select a method to access the Retro Process Overrides page.

Effective Date
This is the effective date of the overrides that are part of your retro process definition. Different overrides can apply at different times (depending on the effective date).

Formula Element
This formula determines which set of overrides to use if multiple overrides are effective on the same date. When this formula is resolved, the value that it returns must match one of the values in the Override Set Number field. For example, your formula might specify that if condition A is met, return *10;* if condition B is met, return *20;* and if condition C is met, return *30.* Each number corresponds to a different set of overrides. If condition A is met, the formula returns a value of *10,* and the system uses the overrides that you defined as part of override set number *10.*

Override Set Number
This number identifies the set of overrides to be applied to your retro process definition (and country) at a specific point in time. You can define different sets of overrides with the same effective date and use the formula that you selected in the Formula Element field to determine which set to apply.

Overrides Exist Select if overrides are associated with the Override Set Number. Specify the overrides in the Element Overrides group box.

Entry Type Enter the type of element for which you want to override the default retro method. Values are:

Deduction

Earnings

Seg. Accm (segment accumulator): Only segment accumulators are listed in the Element Name column.

Element Name Select the elements for which you want to define overrides. The elements listed are those that you defined on the earning and deduction definition pages.

Element Overrides

Select the Retro Process Overrides - Element Overrides tab.

Retro Recalculation Option Indicate whether you want the element to be recalculated during retroactive processing. Values are:

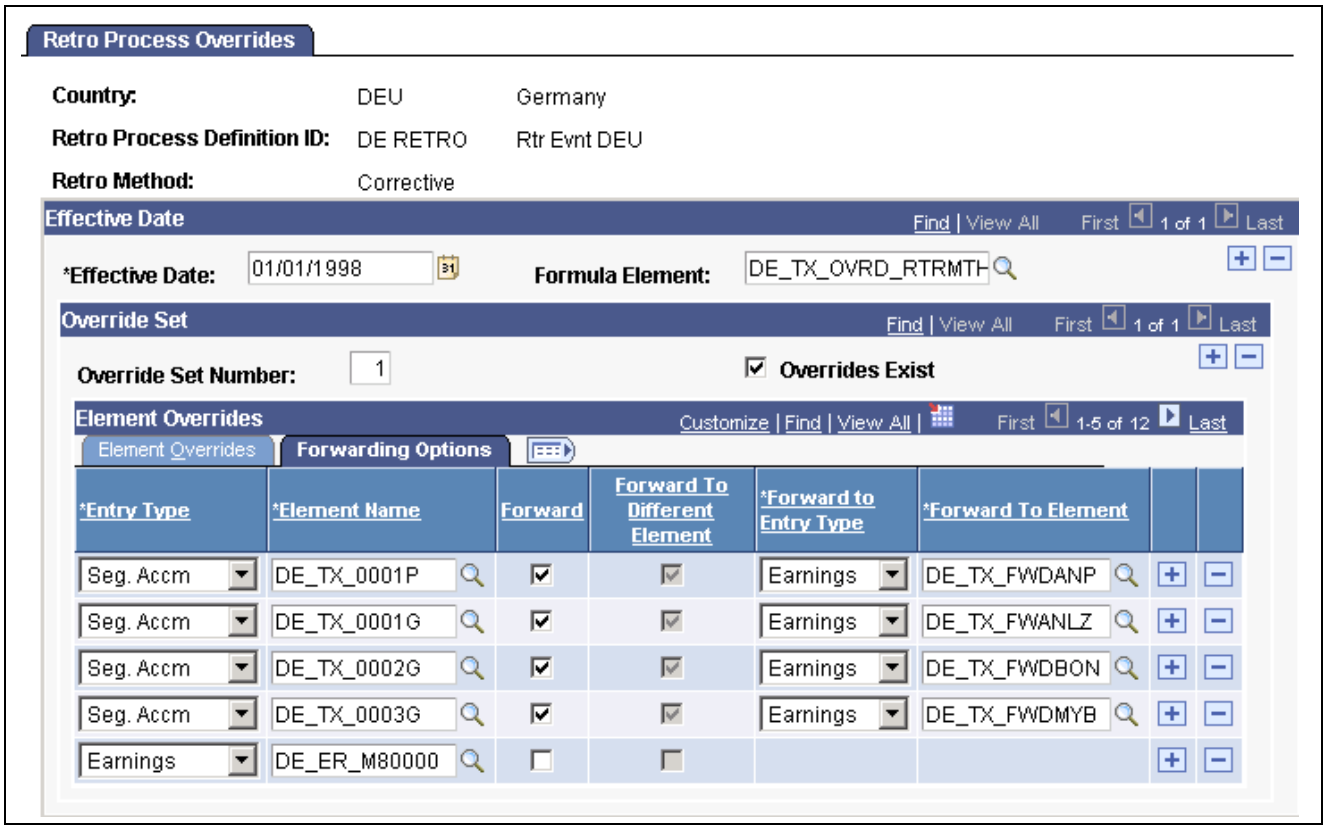
Always Recalculate: Recalculates the element during retro.

Do Not Recalculate: Does not recalculate the element during retro.

Use Element Definition (the default): Tells the system to go to the element definition to determine whether to recalculate the element.

Forwarding Options

Select the Retro Process Overrides - Forwarding Options tab.



Retro Process Overrides - Forwarding Options tab

Forward

This check box is selected if your method is forwarding, and you enter elements for forwarding in the Entry Type and Element Name fields. The forwarded element is forwarded to itself unless you select the Forward to Different Element check box.

This check box is also selected for segment accumulators and cannot be changed. (Segment accumulators must be forwarded to a different earning or deduction.)

Forward to Different Element

Select to forward the value of an element to a different element in the current period.

- If your default method is forwarding, and you specify an element to be forwarded, that element is forwarded to itself unless you select this check box and specify a “Forward To” element.
- If your default method is corrective and you decided to forward an element, this check box is selected, and you must define the element to receive the value of the original element.
- If a segment accumulator is selected, this check box is selected automatically and is unavailable for entry.

Forward to Entry Type

This is the type of element that is to receive the value of the original element in the current period when you select Forward to Different Element. Values are *Deduction* and *Earnings*.

Forward to Element

Select the name of the “Forwarded To” element that will receive the value of the original element.

Example: Corrective Retro—with Forwarding Exceptions

Scenario:

- Earnings 1 rate changes from 10 to 12; effective date in period 1; notified in period 2.
- Deduction 1 is defined not to be recalculated during retro processing.
- Segment accumulator for Earnings 1 + Earnings 2 is forwarded to Earnings 2 in the current period.
- Additional element definitions:
  - Earnings 1 = Hours worked × Pay Rate
  - Deduction 1 = 10% of Segment Accumulator
  - Deduction 2 = 20% of Earnings 1
  - Segment Accumulator = Earnings 1 + Earnings 2
  - YTD Accumulator Earnings = Earnings 1

YTD Accumulator Deductions = Deduction 1 + Deduction 2

Re-Calc Option	Calendar Period	Prior Results (Old Value)	Re-Calculation (New Value)	Deltas	Corrective Replace Old Value with New Value	Forward Y/N
	Period 1					
Always	Earnings 1	200 (20 × 10)	240 (20 × 12)	40	Y	N
Never	Deduction 1	20	20	0	Y	N
Always	Deduction 2	40	48	8	Y	N
Not applicable	Net Pay	140	172		Y	N
Not applicable	Segment Accumulator	200	240	40	Y	Y
Not applicable	YTD Accumulator Earnings	200	240		Y	Not applicable
Not applicable	YTD Accumulator Deductions	60	68		Y	Not applicable

Calendar period, current results, and retroactive adjustment:

Calendar Period	Current Results	Retro Adjustment
Period 2		
Earnings 1	240	None
Earnings 2	40	40
Deduction 1	28	None
Deduction 2	48	None
Net Pay	164	None
Segment Accumulator	280 (240 + 40)	None
YTD Accumulator Earnings	480	None
YTD Accumulator Deductions	144	None

In this example, the original values of the earnings, deductions and accumulator elements are replaced when retroactivity is calculated. While this is consistent with corrective processing, note that the segment accumulator for Earnings 1 has been forwarded to Earnings 2 in the current period. There is a forwarding exception to the standard corrective method. Also, Earnings 2 does not contribute to the gross earnings, so it is not included in the net pay calculation.

What happens as a result of forwarding the segment accumulator for Earnings 1?

- Because this accumulator is the basis for calculating Deduction 1 (Deduction 1 = 10% of segment accumulator E1 + E2), forwarding the accumulator delta to the current period results in the system taking any additional deduction in period 2 rather than in the recalc period.
- Forwarding the accumulator delta to the current period would create a problem if deduction 1 were also being calculated in the recalc period—it would result in the deduction being calculated twice based on the same earnings. However, deduction 1 has been defined as *do not recalculate on retro,* so no new deduction is taken in the recalc period even though E1 increases from 200 to 240.
- The banking process determines if any differences exist between the net pay from the prior calculation and the recalculation. Any differences that result are processed by banking. In this case, the difference is 32.

Example: Forwarding Retro—with Accumulator Defined to Use Corrective Behavior

Scenario:

- Earnings 1 changes from 100 to 200; effective date in period 1; notified in period 2.
- Earnings 2 changes from 100 to 200; effective date in period 1; notified in period 2.

- Deduction 1 is defined as a forwarded element and is forwarded to itself.
- Net Pay Accumulator is forwarded to a different element—Earnings 3.
- Additional element definitions:
  - Deduction 1 = 10% of Earnings 1 + Earnings 2
  - YTD Accumulator Earnings = Earnings 1 + Earnings 2
  - YTD Accumulator Deductions = Deduction 1

Re-Calc Option	Calendar Period	Prior Results (Old Value)	Re-Calculation (New Value)	Deltas	Corrective Replace Old Value with New Value	Forward Y/N
	Period 1					
Always	Earnings 1	100	200	100	Not applicable	N
Always	Earnings 2	100	200	100	Not applicable	N
Always	Deduction 1	20	40	20	Not applicable	Y
Not applicable	Net Pay	180	360		Not applicable	Y
Not applicable	YTD Accumulator Earnings	200	400		Y	N
Not applicable	YTD Accumulator Deductions	20	20			

Calendar Period	Current Results	Retro Adjustment
Period 2		
Earnings 1	200	None
Earnings 2	200	None

Calendar Period	Current Results	Retro Adjustment
Earnings 3	180	180
Deduction 1	60 (40 + 20)	20
Net Pay	520	None
YTD Accumulator Earnings	800	None
YTD Accumulator Deductions	80	None

In this example, because Net Pay is being forwarded to Earnings 3 in period 2, a delta will be created, though typically this is not done for accumulators. The balance accumulator (YTD Earnings 1 + Earnings 2) is "replaced" in the recalc period—it has been defined to follow corrective behavior even though the retro method is forwarding. When period 1 is recalculated due to retroactivity, the Net Pay delta is retrieved as an adjustment to Earnings 3 in period 2. If this were the only processing that took place, the YTD Accumulator would be incorrect in period 2 because none of the earnings that make up the YTD Accumulator have been forwarded. However, because the YTD Accumulator is corrected in period 1, the balance in period 2 is correctly recorded as 800. Also, the delta for Deduction 1 is forwarded in period 2. This has the effect of correcting the YTD Accumulator Deduction balance in period 2.

See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 68

Chapter 8, "Defining Earning and Deduction Elements," page 181

Chapter 10, "Setting Up Accumulators," page 241

Defining Trigger Event IDs

To define trigger event IDs, use the Retro Event Definitions (GP_RTO_EVT) component.

This section provides an overview of triggers and discusses how to associate a triggering event with a process.

Understanding Triggers

The mechanism that is used to track online data changes that should trigger retro processing is called a *trigger*. When a change occurs to a field that has an effective date or begin and end dates, or to a record that has been defined as *sensitive* to retroactive changes, the system writes a line of data to the trigger tables to enable retroactive processing in the batch. This data includes which payees to process, what periods to consider for recalculation, what process to use, and so forth. At processing time, the system reads this data. You must specify which records and fields should cause data to be sent to the trigger tables in response to retroactive changes:

1. Use the Retro Event Definition page to associate the events (such as retroactive pay increases) that should trigger retroactivity to one of the processes you defined on the Retro Process Definition page. This

association—between an event and a process definition—is identified in the system through a trigger event ID.

2. Use the Trigger Definitions - Trigger Definition page to map trigger fields or records to one of the trigger event IDs that you defined on the Retro Event Definition page. This ID tells the system what process to use when fields or records are modified—it is one of the pieces of information that is written to the trigger tables when fields or records are modified.

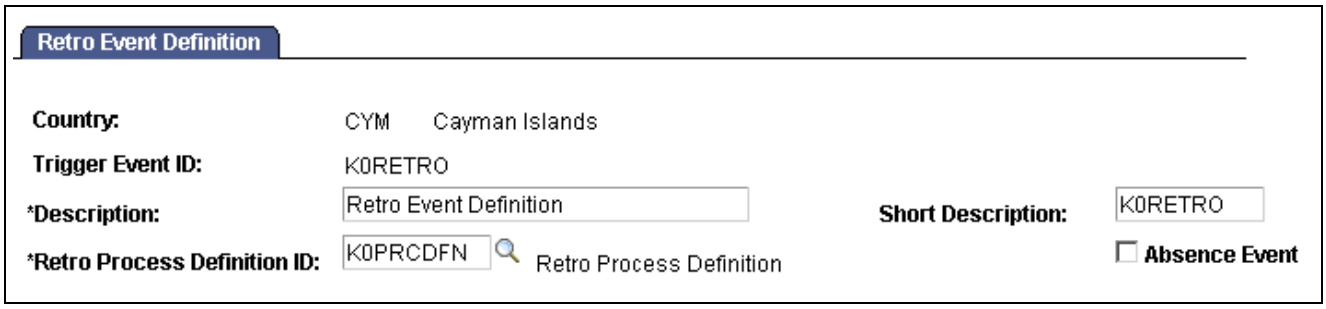
Note. Because the Trigger Definitions - Trigger Definition page is documented in the chapter "Setting Up Triggers," this section describes only the use of the Retro Event Definition page.

Page Used to Associate a Triggering Event

Page Name	Object Name	Navigation	Usage
Retro Event Definition	GP_RTO_EVT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Triggers, Retro Event Definitions	Associate a triggering event (a change in critical data) with one of the processes that you defined on the Retro Process Definition page.

Associating a Triggering Event with a Process

Access the Retro Event Definition page.



Retro Event Definition page

Country This display-only field is populated based on the country that you selected on the search page.

Trigger Event ID This display-only field is populated based on the trigger event ID that you selected on the search page.

Link each trigger event ID to one of the processes you defined on the Retro Process Definition page.

Retro Process Definition ID Select a process that you defined on the Retro Process Definition page to link to the trigger event ID.

Note. Different countries can process the same event differently.

Absence Event Select if the trigger event ID is for an absence event only.

Example of an Absence Event

The Absence Event indicator determines the first calendar for recalculation, which avoids processing calendars unnecessarily. Selection of the indicator depends on such things as the processing order of the calendars for a particular period, as well as what absence related trigger definitions have been defined and to which retro events they point. When the indicator is set to yes, processing can start at the first absence calendar instead of the first calendar that qualifies after checking retro limits.

For example, company A runs the payroll process once a month. The calendar group is composed of two calendars. The first calendar is for payroll, and the second one is for absence. This order is always maintained. Assume that the month of January has been processed. The payroll calendar is processed for January, while the absence calendar is processed in January to feed the February payroll calendar. The current period is February. Changes are made to January absence data. Retro triggers for absence back to January are generated and point to a retro event ID where the absence indicator is set to yes. When the batch is processed for February, retroactive processing goes back to January. The first and only calendar that is recalculated is the absence calendar. The payroll calendar is ignored for retro processing.

Note. Absence balance accumulators are always defined as corrective—they must be updated (replaced) at the end of each payroll calculation period. Because balance accumulator behavior is driven by the retro method, when your default method is forwarding, remember to define the absence balance accumulator behavior as "Use Corrective" when you define your accumulators on the accumulator definition pages.

See Also

Chapter 27, "Setting Up Triggers," page 699

Chapter 11, "Understanding Absence Management," page 253

Chapter 10, "Setting Up Accumulators," page 241

Defining Backward and Forward Retroactive Processing Limits

To define backward and forward retroactive processing limits, use the Pay Entities (GP_PYENT) and Assign Retro Limits (GP_PYE_RTO_LIM) components.

After you have defined your retro method and the events that will trigger retro processing, you specify the backward and forward limits for retro processing. This tells the system how far back in time to go to recalculate closed calendars (backward limit) and how long after a payee who has been inactive or terminated is eligible for retroactive processing (forward limit).

Note. You can override backward and forward limits you define at the pay entity level using the Retro Limits Assignment page at the payee level.

To define backward and forward retroactive processing limits, use the Pay Entities (GP_PYENT) component.

This section provides overviews of backward limits and forward limits, and discusses how to:

- Define backward and forward limits for retro processing at the pay entity level.
- Define backward and forward limits for retro processing at the payee level.

Understanding Backward Limits

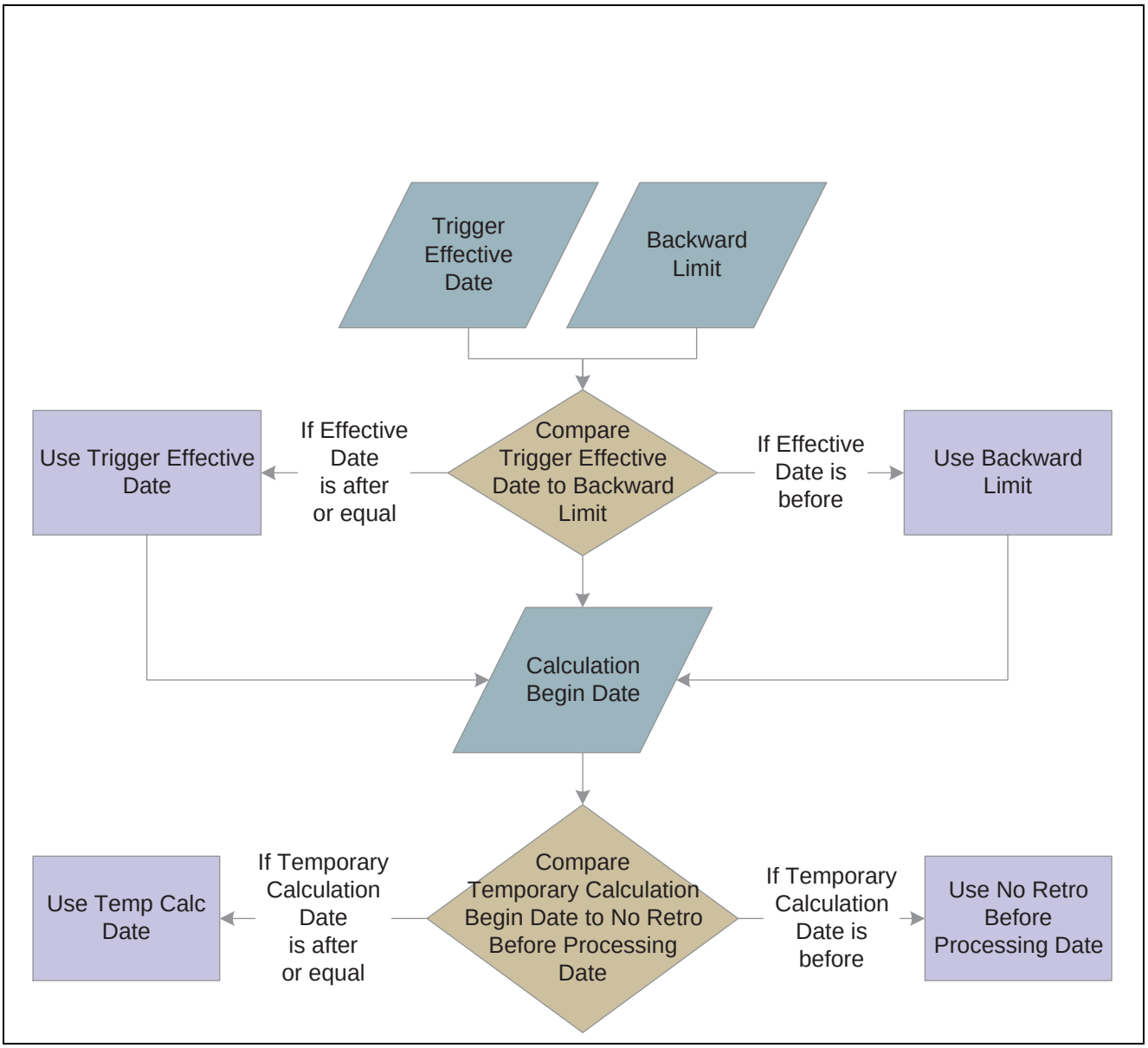
The number of periods that are recalculated is determined by the interaction of the following dates:

Backward Limit Date This date—defined on the Retro Limits page—establishes the maximum number of periods that the system recalculates going back into the past. This date is only an outer limit; the number of periods that are recalculated can be less than the limit.

Trigger Effective Date This date—the effective date of the change that triggers retro—sets a theoretical goal for how far back the system goes when calculating retro. When the system determines which periods to process, the backward limit date takes precedence over the trigger date. For example, if the trigger effective date is January 1, 1990, and the backward limit date is January 1, 1995, the backward limit date stops all calculations prior to (and including) that date. By contrast, if the backward limit date is January 1, 1990, and the trigger effective date is January 1, 1995, then the trigger effective date establishes the number of periods that are recalculated.

No Retro Processing Before Date This is the date that a payee enters the Global Payroll system. This date takes precedence over the trigger effective date and the backward limit date because no matter what these dates are, there is no historical data to recalculate before the No Retro Processing Before Date.

The following diagram illustrates the interaction of the dates that determine the number of past periods that are recalculated.



First recalculation period

The first recalculation period is determined by comparing the trigger effective date to the backward limit date and comparing both dates to the calculation begin date.

Understanding Forward Limits

When the system calculates retroactivity for inactive payees, it first determines whether it is still within the forward limits. If it is, the system determines how far back it can go based on the backward limits.

Determining forward limits is easier than determining backward limits because there are no trigger effective dates to compare to forward limits, and you don't consider the No Retro Processing Before Date. You just decide how long a payee is eligible for retroactive payment after his or her last inactive date. If the payee is eligible, then the guidelines (for backward limits) that are described above apply for determining the number of past periods to recalculate.

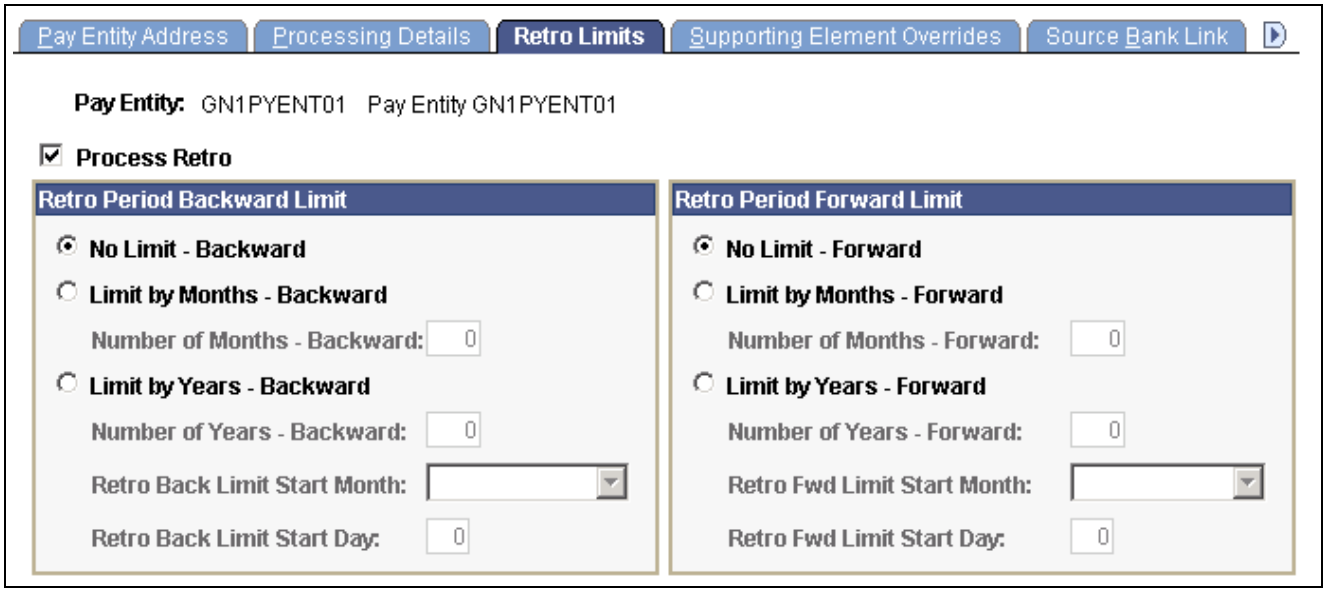
For forward limits to apply, a payee must be inactive in all jobs (EMPL_STATUS on the Job record is used to validate the payee's status). A payee is considered inactive if the EMPL_STATUS value is *D* (deceased), *R* (retired), *T* (terminated), *V* (terminated pension payout), or *X* (retired-pension administration). If a payee has multiple jobs, the highest effective date of all rows that are returned is used as the inactive date.

Pages Used to Define Backward and Forward Retroactive Processing Limits

Page Name	Object Name	Navigation	Usage
Retro Limits	GP_PYENT_RETRO	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities, Retro Limits	Define the backward and forward limits for retro processing at the pay entity level.
Retro Limits Assignment	GP_PYE_RTO_LIM	Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Assign Retro Limits, Retro Limits Assignment	Override, at the payee level, the backward and forward limits for retro processing that you established at the pay entity level on the Retro Limits page.

Defining Backward and Forward Limits for Retro Processing at the Pay Entity Level

Access the Retro Limits page.



Retro Limits page

Process Retro This field determines whether this pay entity allows retro to be processed. You can override it at the payee level.

Retro Period Backward Limit

In this group box, you limit the number of calendar periods that the system goes back when processing retroactivity.

No Limit - Backward — If you select this option, then retro processing begins with the first period that includes the trigger effective date and goes forward. Selecting this option does not mean that there are no limits to how far back you can go. The No Retro Processing Before field plays a role in determining how far back you can process retro. The No Retro Processing Before field is on the Retro Limits Assignment page.

Limit by Months - Backward and **Number of Months - Backward** — To define a limit in terms of months, select this option and enter the number of months that the system is to calculate backward. The system determines the maximum number of months to go back starting from the begin date of the first calendar in the current calendar group for the payee.

Limit by Years - Backward and **Number of Years - Backward** — To define a limit in terms of years, select this option and enter the number of years that the system is to calculate backward. This limit year, in conjunction with the Retro Back Limit Start Month and Retro Back Limit Start Day fields, determines how far back the system goes when processing retroactivity.

For example, if Number of Years - Backward is *2*, Retro Back Limit Start Month is *06* (June), Retro Back Limit Start Day is *01,* and the current period begin date is April 1, 1999, then the backward limit is June 1, 1997. The system allows retroactivity 2 years from the current period begin date, but not prior to June 1 of that year.

Retro Back Limit Start Month — Select the calendar month to use as the backward limit.

Retro Back Limit Start Day — Select the day to use as the backward limit.

Using Backward Limit Criteria to Determine the First Retro Period to Recalculate

Example 1: Using months criterion.

Trigger Effective Date	Current Calendar Period	Backward Limit	First Retro Period
February 15, 1999	June 1, 1999−June 30, 1999	2 months = April 1, 1999	April 1, 1999–April 30, 1999

The backward limit is determined by going back two months from the current calendar period begin date of June 1, 1999, providing a backward limit date of April 1, 1999. The system compares the backward limit date to the trigger effective date. The trigger effective date precedes the backward limit date, so the system uses the backward limit date to determine the first retro period. Two periods will be recalculated. April (April 1, 1999−April 30, 1999) and May (May 1, 1999−May 31, 1999).

Example 2: Using years, months, and days criteria (trigger effective date does not exceed backward limit date).

Trigger Effective Date	Current Calendar Period	Backward Limit	First Retro Period
June 30, 1998	June 1, 1999−June 30, 1999	Year =1, Month = 3, Day = 15 (March 15, 1998)	June 1, 1998−June 30, 1998

The backward limit is determined by going back one year (the start year is determined by the year of the begin date of the first calendar) and applying the month and day that are defined: The result is a backward limit date of March 15, 1998. The system compares the limit to the trigger effective date, which (in this example) is used to determine the first retro period because it does not exceed the backward limit date. Twelve periods will be recalculated.

Example 3: Using years, months, and days criteria (trigger effective date exceeds backward limit date).

Trigger Effective Date	Current Calendar Period	Backward Limit	First Retro Period
February 28, 1998	June 1, 1999−June 30, 1999	Year = 1, Month = 3, Day =15 (March 15, 1998)	March 1, 1998−March 31, 1998

The backward limit is determined by going back one year (the start year is determined by the year of the begin date of the first calendar) and applying the month and day that are defined: The result is a backward limit date of March 15, 1998. The system compares that date to the trigger effective date, which (in this example) exceeds the backward limit date, so that the backward limit date determines the first retro period. Fifteen periods will be recalculated.

Retro Period Forward Limit

In this group box, specify the amount of time that retro can continue to be calculated after a payee is terminated or becomes inactive.

No Limit - Forward — If you select this option, retro can be processed indefinitely for inactive payees belonging to this Pay Entity. Although eligible for retro processing, the inactive payee is still restricted by the backward limits.

Limit by Months - Forward and **Number of Months - Forward** — To define the forward limit in terms of months, select this option and enter the number of months to continue calculating retroactivity after a payee becomes inactive. The system determines the maximum number of months using the *Inactive* date of the last active job.

Limit by Years - Forward and **Number of Years - Forward** — To define your limit in terms of years, select this option and enter the number of years beyond the inactive date to process retro. The year, in conjunction with Retro Fwd Limit Start Month and Retro Fwd Limit Start Day, determines how far forward from this inactive date the system goes when processing retroactivity.

Retro Fwd Limit Start Month (retro forward limit start month) — The calendar month to use as the forward limit in conjunction with the year in the Number of Years - Forward field.

Retro Fwd Limit Start Day (retro forward limit start day) — The day to use as the forward limit in conjunction with the year and month entered in the Number of Years - Forward and Retro Fwd Limit Start Month

fields. So, for example, if the Number of Years is *2,* the Retro Fwd Limit Start Month is *06* (June), the Retro Fwd Limit Start Day is *01,* and the termination date is January 1, 1999, the limit for processing retroactivity would be June 1, 2001. In this example, the system knows to allow retroactivity for 2 years from the *Inactive* date, but not after June 1 of that year.

Using Forward Limit Criteria to Determine the First Retro Period to Recalculate

Example 1: Using months criterion (calendar period does not exceed forward limit).

Inactive Date	Current Calendar Period	Forward Limit	Eligible for Retro Processing?
January 1, 1999	June 1, 1999−June 30, 1999	12 months (January 31, 2000)	Yes

The forward limit is determined by going forward 12 months from the inactive date. The current calendar period does not exceed the forward limit, so retro processing can occur. The retro triggers are compared to the backward limits to continue the process.

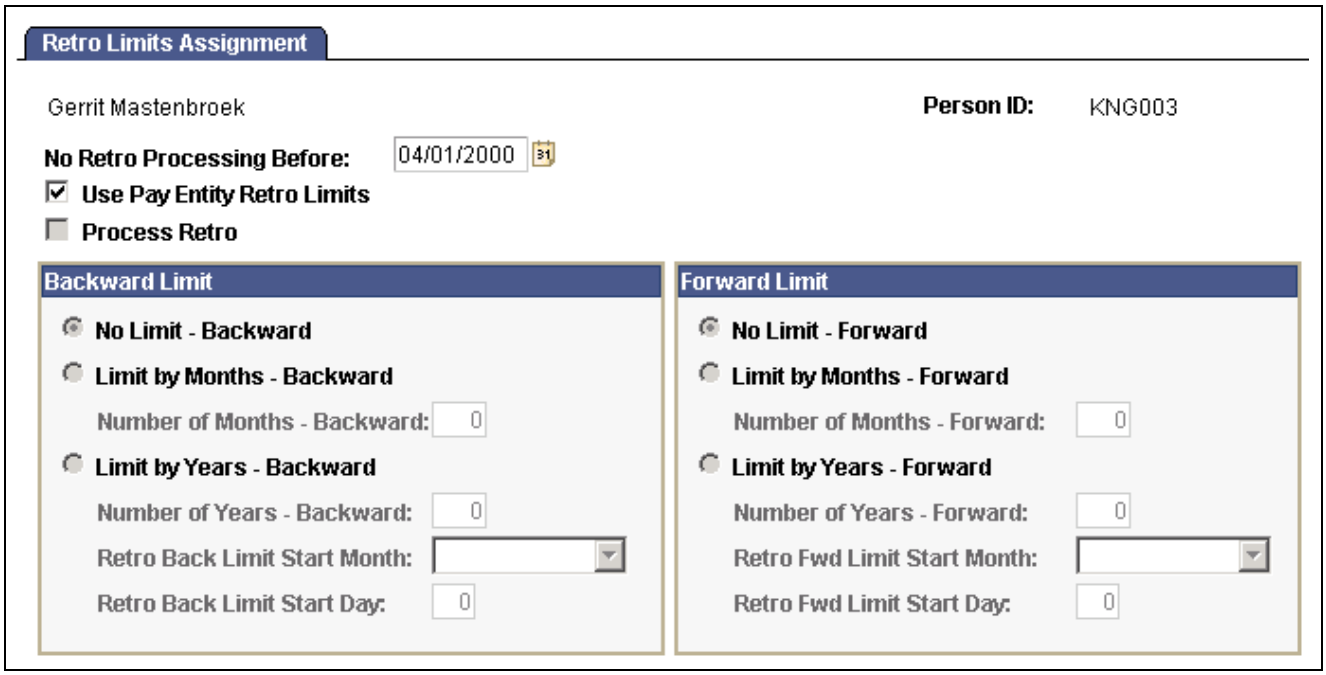
Example 2: Using months criterion (calendar period exceeds forward limit).

Inactive Date	Current Calendar Period	Forward Limit	Eligible for Retro Processing?
January 31, 1999	June 1, 1999−June 30, 1999	3 months (April 30, 1999)	No

The forward limit is determined by going forward 3 months from the inactive date. The current calendar period (in this example) exceeds the forward limit, so retro processing cannot occur. The retro triggers are ignored and marked as used.

Defining Retro Processing Limits at the Payee Level

Access the Retro Limits Assignment page.



Retro Limits Assignment page

No Retro Processing Before This date is the date when Global Payroll begins processing calculations for a payee. It is set by the system, but you can override it. The system cannot process retroactivity for a payee prior to this date. If a payee has multiple jobs, be sure that this date is correct, to support all jobs.

Use Pay Entity Retro Limits Select to use the retro limits that are defined for the pay entity to which the payee belongs. When this check box is selected, the system uses the values from the pay entity definition, and all other fields on this page, other than No Retro Processing Before, are unavailable for entry. When this check box is cleared, the Process Retro check box becomes available for entry, and the system uses the values that were entered at the payee level, rather than those that were entered at the pay entity level.

Process Retro Select if you want the retro calculation to be processed. If you select this check box, the fields in the Backward Limit and Forward Limit group boxes become available for entry.

See Also

Chapter 30, "Defining Retroactive Processing," Defining Backward and Forward Limits for Retro Processing at the Pay Entity Level, page 782

Managing Unprocessed Retro Deltas

This section provides an overview of forwarding retro deltas and discusses how to manage unprocessed retro deltas.

Understanding Forwarding Retro Deltas

During forwarding retro—or when using corrective retro with forwarding exceptions—the system forwards adjustments from the recalculated calendar to the current calendar when the following conditions have been met:

For each EmplID (employee ID)/Empl Rec# (employee record number) combination:

- The paygroup of the delta that is to be forwarded matches the paygroup of the current calendar.
- The pay entity of the delta that is to be forwarded matches the pay entity of the current calendar.
- The run type of the delta that is to be forwarded matches the run type of the current calendar.
- The process order timestamp of the retro delta precedes the process order timestamp of the current payee process status record.
- If these conditions are not met, you can (on the Unprocessed Retro Deltas page) manually forward adjustments to the appropriate target calendar from the source calendar that generated the retro deltas.

When to Forward Retro Deltas

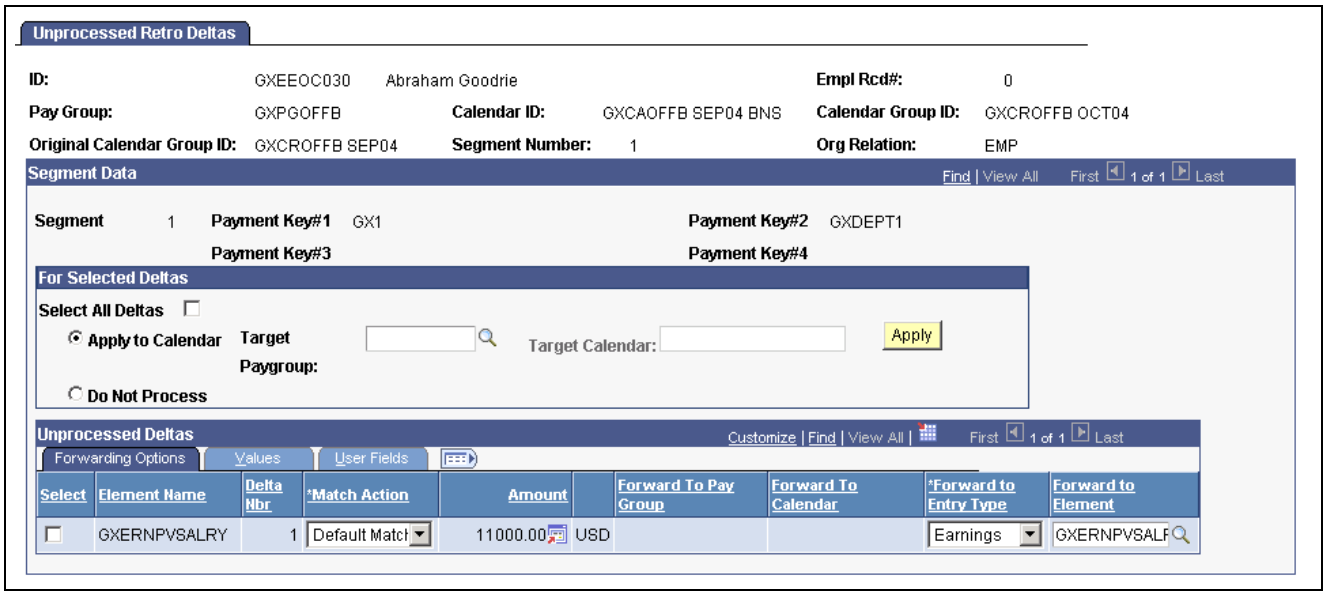
Suppose that a payee moves from paygroup A to paygroup B at the beginning of the current period, and that previous periods must be recalculated due to retroactivity. The current calendar for paygroup B no longer matches the original calendar from which adjustments are being retrieved (paygroup A). In situations like this—when paygroups no longer match—you must tell the system where to forward the retro deltas.

Page Used to Manage Unprocessed Retro Deltas

Page Name	Object Name	Navigation	Usage
Unprocessed Retro Deltas	GP_UDELTA	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Unprocessed Retro Deltas	Manage unprocessed retro deltas.

Managing Unprocessed Retro Deltas

Access the Unprocessed Retro Deltas page.



Unprocessed Retro Deltas page

On this page, you:

- Specify the calendar ID and paygroup of the target calendar (the target paygroup must have the same pay entity as the source calendar).
- Redirect the deltas to another element (optional).
- Mark the deltas as do not process (if you do not want them to be forwarded at all).

Segment Data

Pay Group — Paygroup that is associated with the payroll run from which the unprocessed retro deltas originated.

Calendar ID — Calendar that is associated with the payroll run from which the unprocessed retro deltas originated.

Calendar Group ID — Calendar group that is associated with the payroll run from which the unprocessed retro deltas originated.

Payment Key#1 . . . Payment Key#4 — Values of payment keys 1 through 4.

For Selected Deltas

In this group box, specify an action for unprocessed retro deltas.

Select All Deltas — Select this check box and click the Apply button to select all rows of deltas in the Unprocessed Deltas group box. Then clear the check box for any row that you do not want to be included after you select the Apply to Calendar option.

Apply to Calendar, Target Paygroup, and **Target Calendar** — If you select this option, the retro delta is pulled into the paygroup and calendar that you select in the unlabeled fields to the right. This action overrides normal calendar matching.

In the Target Paygroup field, select the target calendar paygroup for the retro deltas. You can select from the paygroups that have the same pay entity as the source calendar.

In the Target Calendar field, select the target calendar ID for the deltas. You can select from the open calendars associated with the targeted paygroup.

Do Not Process When you select this option, the unprocessed retro deltas are not pulled into any calendar as a retro adjustment. Once saved by the user, these deltas are marked as processed and no longer appear on the page.

Apply When you click Apply, all the retro deltas in the Unprocessed Deltas group box are selected. The Match Action field in the Unprocessed Retro group box will be populated with the action that you specify in the For Selected Deltas group box.

Common Page Elements

Select Select (or clear) any retro delta in this column.

Delta Number Used to identify individual retro deltas for each earning or deduction within a segment. For example, if you have three retro delta instances for Earning 1 (E1) and two retro delta instances for Earning 2 (E2), the delta numbers assigned for E1 would be 1, 2, and 3, and for E2 would be 1 and 2.

Match Action Select the action to take on the unprocessed retro deltas. Values are *Default Match, Apply to Calendar,* and *Do Not Process.*

Amount The displayed value represents the amount of the delta for the element.

Forwarding Options

Select the Unprocessed Retro Deltas - Forwarding Options tab.

Forward to PayGroup Displays the paygroup values that have the same pay entity as the source calendar. Select the paygroup that the deltas target.

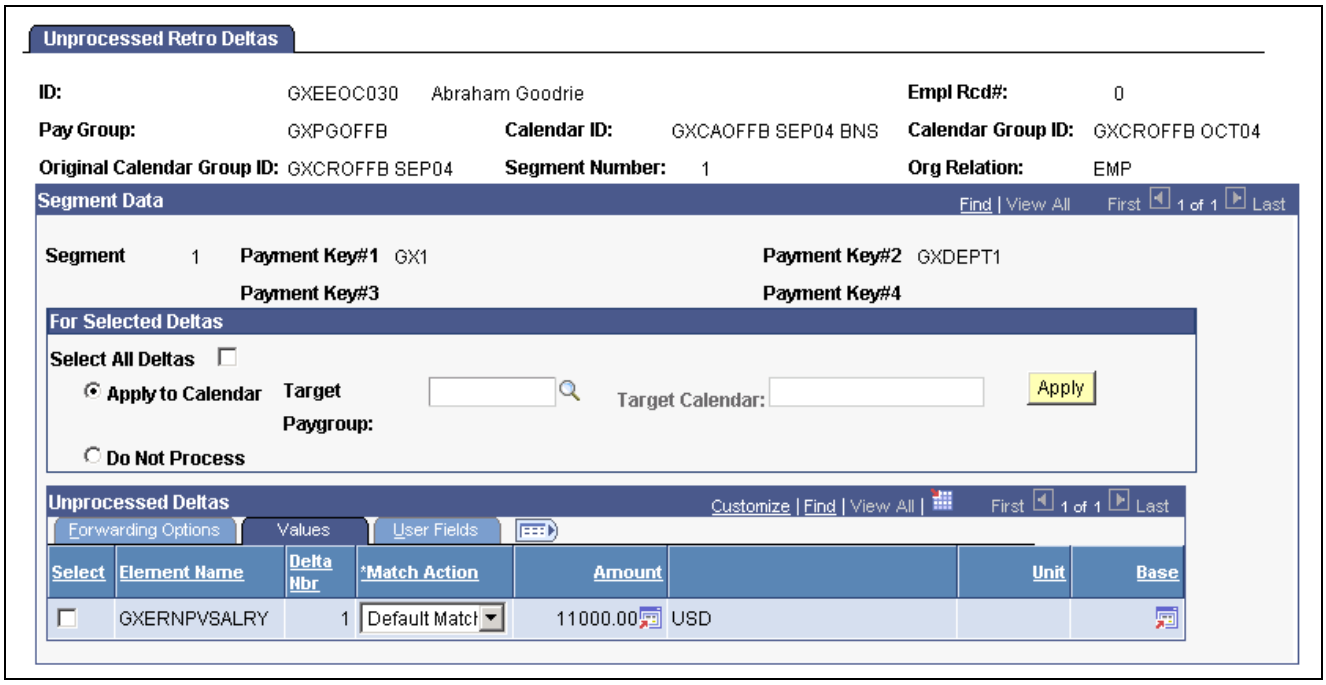
Forward to Calendar Displays the open calendars that are associated with the selected paygroup. Select the target calendar for the deltas.

Forward to Entry Type Values are *Earnings* and *Deductions.*

Forward to Element Name This field displays values based on the entry type selected in the previous field. Here you can redirect the delta to a different element.

Values

Select the Unprocessed Retro Deltas - Values tab.



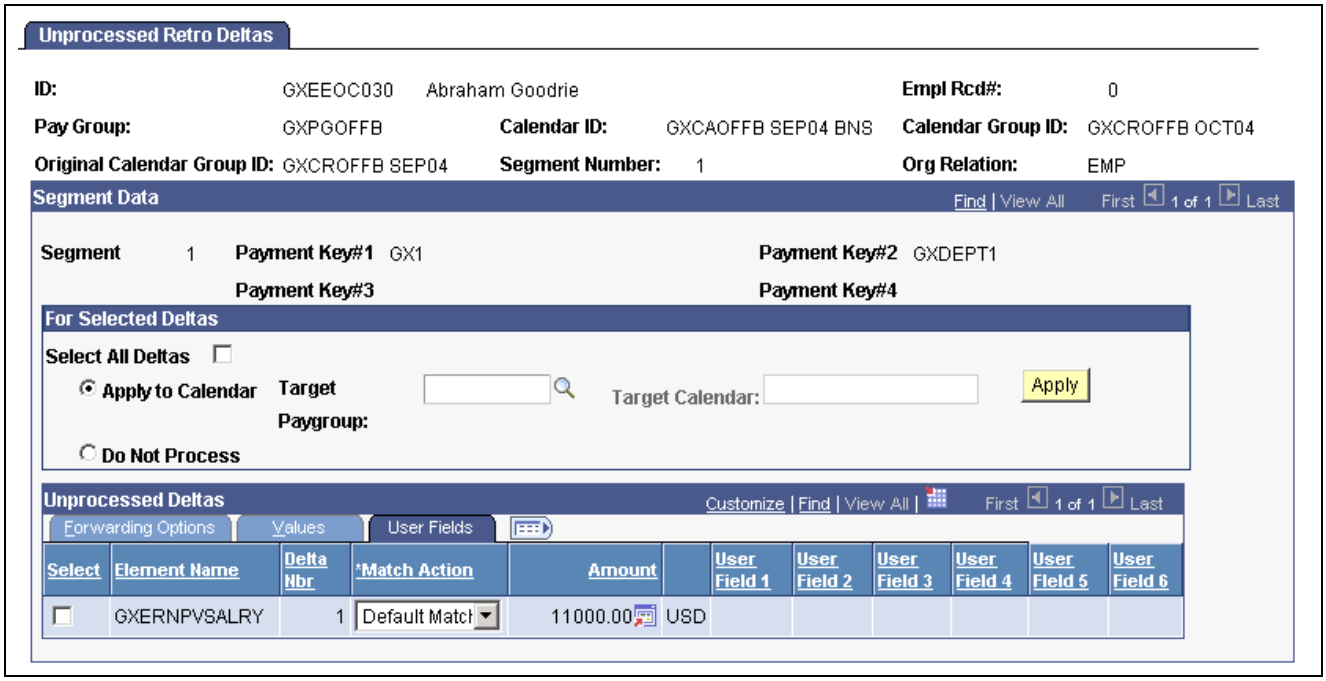
Unprocessed Retro Deltas - Values tab

Unit This value is a component of the element.

Base This value is a component of the delta amount for the element.

User Fields

Select the Unprocessed Retro Deltas - User Fields tab.



Unprocessed Retro Deltas - User Fields tab

This tab displays the user fields defined for each element.

See Also

Chapter 8, "Defining Earning and Deduction Elements," Defining User Fields for an Earnings Element, page 193

Additional Pages Affecting Retroactive Processing

In addition to the pages and procedures described earlier in this chapter, several other pages affect retro processing. These pages are of two types—general setup pages and calendar setup. The following table describes these pages:

Page Type	Page Name	Description
General Setup	Earnings - Calculation	Define the earning elements that are to be recalculated during retro by setting the Retro Recalculation Option to *Always Recalculate* or *Do Not Recalculate.*
	Deductions - Calculation	Define the deductions that are to be recalculated during retro by setting the Retro Recalculation Option to *Always Recalculate* or *Do Not Recalculate.*
	• Earnings - Auto Generated Accumulators • Deductions - Deduction Accumulators	When the retro method is defined as forwarding, you can override balance accumulator behavior and have the balance accumulators behave as corrective accumulators by selecting the Use Corrective check box in the Retroactive Behavior group box. If the Use Corrective check box is selected, the accumulator is updated in the recalc period.
	Pay Entity - Processing Details	Define payment keys. Retro adjustments respect payment key values when they are applied to a segment.

Page Type	Page Name	Description
Calendar Setup	Run Types	Specify the run types that can process retro triggers. The run type is linked to a calendar, which is linked to a calendar group. If at least one calendar in the group is defined to process retro triggers, the calendar group uses the information defined for the run type as the default to process retro triggers.
	Calendars - Definition	Specify the population of payees to choose for a calendar run. You can also select payees with retro triggers (active or inactive) for processing, if selected payees with retro triggers will be included.
	Calendar Group	Define whether to process or not process retro triggers defaults from Run Type. If at least one calendar allows retro triggers to be processed, the Process retro triggers check box will be selected, otherwise it will be cleared. It can be cleared to not process retro triggers. However, it may not be set to process retro triggers if the default has the check box cleared.

Understanding General Rules of Retro Processing

The information in this section is meant to provide an in-depth picture of how the system processes retroactivity.

This section discusses how Global Payroll:

- Tracks recalculated calendars.
- Calculates retro deltas and processes adjustments.
- Loads balance accumulators.
- Stores recalculated results.
- Reverses previous results.

Tracking Recalculated Calendars

In this section are numerous references to version and revision numbers. Global Payroll tags each Payee Process Stat Record (payee process status record) with a version number and a revision number that is appropriate for the retro method that is being used. These numbers are used to track the recalculation of a calendar period due to retroactivity.

The system defines the original set of output results for a calendar calculation as Version 1, Revision 1 (V1R1). Each subsequent recalculation increments either the version number or the revision number, depending on the retro method:

Corrective Retro When the retro method is corrective, the version number increments by 1 and the revision number stays at 1. For example, the first corrective retro is Version 2, Revision 1 (V2R1). The second corrective retro (retro on retro) is Version 3, Revision 1 (V3R1), and so forth.

Forwarding Retro When the retro method is forwarding, the version number stays the same and the revision number increments by 1. For example, the first forwarding retro is Version 1, Revision 2 (V1R2). The second forwarding retro (retro on retro) is Version 1, Revision 3 (V1R3), and so forth.

The system uses these numbers to determine which calculations to use as the *old* and *new* values when processing retro deltas.

Version and Revision Numbers Used When Calculating Retro on Retro

When the system calculates retro on retro—that is, when a period is recalculated more than one time—and the retro method changes, the numbering scheme becomes more complex. In the following example, five consecutive periods are recalculated using the forwarding method on the first pass and a combination of forwarding and corrective on the second pass.

Scenario:

The retro method changes from corrective to forwarding in period 3 when retro is first processed. The second time that retro is processed, the method changes from forwarding to corrective in the same period.

In the following table, P1 to P6 represent periods 1 to 6.

Description	P1	P2	P3	P4	P5	P6
Version and revision number for original calculation.	V1R1	V1R1	V1R1	V1R1	V1R1	V1R1
Initial recalculation method changes from corrective to forwarding in period 3.	Corrective		Forwarding			

Description	P1	P2	P3	P4	P5	P6
Version and revision numbers for initial recalculation.	V2R1	V2R1	V1R2	V1R2	V1R2	V1R2
Recalculation method changes from forwarding to corrective in period 3.	Forwarding		Corrective			
Second recalculated version and revision numbers.	V2R2	V2R2	V2R1	V2R1	V2R1	V2R1

When forwarding follows corrective, the revision number increases by 1, and the version number remains the same as it was in the last maximum corrective run. However, when corrective follows forwarding, the version number increases by 1, and the revision number goes back to 1. This has important consequences for how the system calculates retro deltas.

See Chapter 30, "Defining Retroactive Processing," Calculating Retro Deltas and Processing Adjustments, page 796.

Version and Revision Numbers in Retro Adds

A retro add is a situation in which a previous gross-to-net does not exist for a payee, and retroactivity calls for a payee process status record to be created for the first time. For example, it is determined that a payee whom you thought was hired in February was actually hired in January. There is no gross-to-net for January, so when January is processed for retro, the system must create a payee process status record for the period and assign version and revision numbers to it.

- Retro adds when the retro method is forwarding.

  When the retro method is forwarding, the revision number must be greater than 1. If a previous gross-to-net does not exist, and a retro add results in a gross-to-net for the first time, the calculation is labeled V1R2 even though it is technically the first gross-to-net. The reason is that forwarding retro does not replace the original results of a calculation with new ones, but uses them to generate retro deltas. V1R2 is created only to calculate the deltas that are to be brought forward to the current period. V1R1 is not used because these are not the true results for the period.

- Retro adds when the retro method is corrective.

  When the retro method is corrective, a previous gross-to-net does not exist, and a retro add results in a gross-to-net for the first time, the first calculation is labeled V1R1. The reason is that corrective retro replaces the results of the prior pay calculation (it does not use them only to create retro deltas), so when a period is added, it treats this period as if it were the original one.

The following tables illustrate how the system numbers payee process status records in retro add situations using forwarding and corrective retro.

Scenario:

In the following retro adds, it is discovered that a payee who was calculated as part of period 1 does not belong to that period. The calculations for the payee are therefore reversed in Recalc No. 2. When the payee is later added back because is it discovered that he or she belongs to the calendar after all, a new gross-to-net is created using the version and revision numbers that are indicated in Recalc No. 3.

Period/Recalculation	Retro Method	Numbering
Period 1 (original calculation)	Not applicable	V1R1
Recalc No. 1	Corrective	V2R1
Recalc No. 2	Reversal (corrective)	V3R1
Recalc No. 3	Add (corrective)	V4R1

Period/Recalculation	Retro Method	Numbering
Period 1 (original calculation)	Not applicable	V1R1
Recalc No. 1	Corrective	V2R1
Recalc No. 2	Reversal (corrective)	V3R1
Recalc No. 3	Add (forwarding)	V3R2

Period/Recalculation	Retro Method	Numbering
Period 1 (original calculation)	Not applicable	V1R1
Recalc No. 1	Forwarding	V1R2
Recalc No. 2	Reversal (forwarding)	V1R3
Recalc No. 3	Add (forwarding)	V1R4

Period/Recalculation	Retro Method	Numbering
Period 1 (original calculation)	Not applicable	V1R1

Period/Recalculation	Retro Method	Numbering
Recalc No. 1	Forwarding	V1R2
Recalc No. 2	Reversal (forwarding)	V1R3
Recalc No. 3	Add (corrective)	V2R1

In each example, all calculations for the payee are reversed in Recalc No. 2 when the payee is eliminated from the calendar. When the payee is later restored (when it is discovered that he or she belongs in the original calendar), a new gross-to-net is created. The new calculation uses the numbering that is indicated in Recalc No. 3.

See Also

Chapter 30, "Defining Retroactive Processing," Retroactive Adds, page 819

Chapter 30, "Defining Retroactive Processing," Retroactive Deletes, page 818

Calculating Retro Deltas and Processing Adjustments

This section provides information about how the system calculates retro deltas and processes adjustments.

Calculating Retro Deltas

In forwarding retro, the Delta = New Value - Old Value (the old value is the value from the last revision of the previous calculation [maximum revision]).

Period 1	Value of Earnings 1 (E1)	Delta
V1R1	20	
V1R2	30	E1 (V1R2) − E1 (V1R1) = 10
V1R3	40	E1 (V1R3) − E1 (V1R2) = 10

In corrective retro, the Delta = New Value - Old Value (the old value is the value from the previous version, Revision 1).

Period 1	Value of E1	Delta
V1R1	20	
V2R1	30	E1 (V2R1) − E1 (V1R1) = 10
V3R1	40	E1 (V3R1) − E1 (V2R1) =10

When you calculate deltas, the old value of an element (earning or deduction) includes any adjustments that were forwarded to it from recalculated periods. Similarly, the new value of an element (earning or deduction) calculated for the current period includes adjustments that were forwarded to that element as a result of a recalculation in the previous period.

Period 1	Value of E1	Delta
V1R1	25 (20 + 5 Adjustment)	
V1R2	35 (30 + 5 Adjustment)	E1 (V1R2) − E1 (V1R1) = 10
V1R3	45 (40 + 5 Adjustment)	E1 (V1R3) − E1 (V1R2) = 10

Note. There is an exception to the rule that the new value of an element always contains adjustments that were forwarded to that element when it was calculated in a previous run. This exception is discussed in Example 3 under Deltas and Adjustments When The Retro Method Changes.

Calculating Deltas When Corrective Follows Forwarding

With corrective retro—or when corrective follows forwarding—the system defines the old value as the previous version, Revision 1. Take the following example of a period, which is recalculated twice due to retro—first using forwarding retro and again using corrective retro. If the value of earnings E1 equals 20 in period 1 (V1R1), increases to 30 in the first recalculation (V1R2), and increases to 40 in the last recalculation (V2R1), the deltas are derived as follows:

Retro Method	Period 1	Value of E1	Delta
Not applicable	V1R1	20	
Forwarding	V1R2	30	E1 (V1R2) − E1 (V1R1) = 10
Corrective	V2R1	40	E1 (V2R1) − E1 (V1R1) = 20

To calculate the second retro delta in V2R1, when the retro method changes from forwarding to corrective, the system takes the new value of E1 (40) and subtracts the value of E1 in the previous version, Revision 1 (20). It skips over the value of E1 in V1R2 (the previous version, Revision 2) because V1R2 is a virtual calculation and doesn't represent the last true value.

Processing Adjustments

If the retro method is forwarding, the rule for calculating adjustments is that the forwarded adjustment is equal to the sum of all calculated deltas for an element (per element). If you have defined payment keys, the calculated deltas are summed respecting those keys.

See Chapter 30, "Defining Retroactive Processing," Payment Keys with Forwarding Retro, page 813.

Example 1: Processing Deltas and Adjustments in Forwarding Retro

The following example of retro on retro illustrates how the system calculates deltas and processes adjustments when using the forwarding method.

Scenario:

- In period 2, E1 changes from 10 to 20. The first retro calculation involves retro in period 2 back to period 1.
- In period 3, E1 changes from 20 to 30. The second retro calculation involves retro in period 3 back to period 1.

Ver/ Rev #	Load YTD Balances (load year-to-date balances)	Period 1	Load YTD Balances	Period 2	Load YTD Balances	Period 3
V1R1	Load 0	E1 = 10	Load 10	E1 = 30 (20 + 10)	Load 40	E1 = 50 (30 + 0 + 10)
		Net Pay = 10		Net Pay = 30		Net Pay = 50
		YTD E1 = 10		YTD E1 = 40		YTD E1 = 90
V1R2	Load 0	E1 = 20 Delta = 10	Load 10	E1 = 40 (30 + 10) Delta = 10		
		YTD E1 = 10		YTD E1= 40		
V1R3	Load 0	E1 = 30 Delta = 10				
		YTD E1 = 10				

In this example, the system calculates retro deltas by taking the new value of E1 minus the old value of E1 (old value is defined as the last revision of the previous calculation).

First retro calculation:

- Period 1 (V1R2): E1 = 20

  Delta = 10 [20 (V1R2) − 10 (V1R1)]. Pulled in to period 2 (V1R1) as an adjustment.
- Period 2 (V1R1): E1 = 30 (20 + 10 Adj). Adjustment from period 1 (V1R2).

Second retro calculation (retro on retro):

- Period 1 (V1R3): E1 = 30

  Delta = 10 [30 (V1R3) − 20 (V1R2)]. Pulled in to period 3 (V1R1) as an adjustment.
- Period 2 (V1R2): E1 = 40 (30 + 10 Adj). Adjustment carried forward from period 2 (V1R1).

Delta =10 [40 (V1R2) − 30 (V1R1)]. Pulled in to period 3 (V1R1) as an adjustment.

- Period 3 (V1R1): E1 = 50 (30 + 10 Adj + 10 Adj). Adjustments from period 1 (V1R3) and period 2 (V1R2).

  The adjustment is the sum of all retro deltas. In P2 (V1R1), the adjustment to E1 is 10. In P3 (V1R1), the adjustment to E1 is the sum of the adjustments from the recalculation of periods 1 (V1R3) and 2 (V1R2), or 10 + 10.

Note. Because periods 1 and 2 are processed using forwarding retro, the YTD accumulator is not updated each time these periods are recalculated. When the balances are loaded before each recalculation, the system uses the YTD balance from the prior period, V1R1. Revision 1 is always loaded when the method is forwarding.

Example 2: Processing Deltas in Corrective Retro

The following example of retro on retro illustrates how the system calculates deltas when using the corrective method.

Scenario:

- In period 2, E1 changes from 10 to 20. The first retro calculation involves retro in period 2 back to period 1.
- In period 3, E1 changes from 20 to 30. The second retro calculation involves retro in period 3 back to period 1.

Version/ Revision Number	Load YTD Balances	Period 1	Load YTD Balances	Period 2	Load YTD Balances	Period 3
V1R1	Load 0	E1 = 10	Load 20	E1 = 20	Load 60	E1 = 30
		Net Pay = 10		Net Pay = 20		Net Pay = 30
		YTD E1 = 10		YTD E1 = 40		YTD E1 = 90
V2R1	Load 0	E1 = 20 Delta = 10	Load 30	E1 = 30 Delta = 10		
		Net Pay = 20		Net Pay = 30		
		YTD E1 = 20		YTD E1 = 60		
V3R1	Load 0	E1 = 30 Delta = 10				
		Net Pay = 30				
		YTD E1 = 30				

In this example, the system calculates retro deltas by taking the new value of E1 minus the old value of E1 (the old value is defined as the value of the previous calculation (previous version, Revision 1). The deltas of E1 are not marked to be forwarded.

There are no adjustments to the value of E1 (as in forwarding retro) because corrective retro replaces the old value with the new value.

First retro calculation:

Period 1 (V2R1): E1 = 20

- Delta = 10 [20 (V2R1) − 10 (V1R1)]. New value replaces old value.
- Net Pay = The banking process determines if any differences exist between the net pay from the prior calculation and the recalculation. Banking processes any differences that result. In this instance, the difference is 10.

Second retro calculation (retro on retro):

- Period 1 (V3R1): E1 = 30
  - Delta = 10 [30 (V3R1) − 20 (V2R1)]. New value replaces old value.
  - Net Pay = The banking process determines if any differences exist between the net pay from the prior calculation and the recalculation. Banking processes any differences that result. In this instance, the difference is 10.
- Period 2 (V2R1): E1 = 30
  - Delta = 10 [30 (V2R1) − 20 (V1R1)]. New value replaces old value.
  - Net Pay = The banking process determines if any differences exist between the net pay from the prior calculation and the recalculation. Banking processes any differences that result. In this instance, the difference is 10.

Note. Because periods 1 and 2 are processed using corrective retro, the YTD accumulator is updated each time a period is recalculated. When balances are loaded before each recalculation, the system uses the balance from the calculation with the highest version number, Revision 1 in the previous period.

Example 3: Processing Deltas and Adjustments When the Retro Method Changes

When calculating retro deltas, the system generally defines the new value of an element as containing the same adjustments as the old value. However, when a period is processed using forwarding retro and reprocessed using corrective retro (the retro method changes from forwarding to corrective), the procedure for calculating deltas becomes more complex.

This example shows what happens when the method for calculating retroactivity changes from forwarding to corrective.

Scenario:

- Retro in period 3 back to period 1 due to a change in E1 from 10 to 30. Retro method is forwarding.
- Retro in period 4 back to period 2 due to a change in E1 from 30 to 40. Retro method changes to corrective for period 2 and then back to forwarding for period 3. E1 is defined as a forwarding exception (it is forwarded to E2 in period 4).

Version/ Revision Number	Period 1	Method	Period 2	Method	Period 3	Period 4
V1R1 Forwarding	E1 = 10		E1 = 10		E1 = 70 (30 + 20 + 20)	E1 = 30 (40 − 10) E2 = 30
V1R2 Forwarding	E1 = 30 Delta = 20		E1 = 30 Delta = 20			
		V2R1 Method Corrective	E1 = 40 Delta = 30	V1R2 Method Forwarding	E1 = 60 (40 + 20) Delta = <10>	

First retro calculation:

- Period 1 (V1R2): E1 = 30

  Delta = 20 [30 (V1R2) – 10 (V1R1)]. Pulled in to period 3 (V1R1) as an adjustment.
- Period 2 (V1R2): E1 = 30

  Delta = 20 [30 (V1R2) − 10 (V1R1)]. Pulled in to period 3 (V1R1) as an adjustment.
- Period 3 (V1R2): E1 = 70 (30 + 20 Adj + 20 Adj). Adjustments from period 1 (V1R2) and period 2 (V1R2).

Second retro calculation (retro on retro):

- Period 2 (V2R1): E1 = 40

  Delta = 30 [40 (V2R1) − 10 (V1R1)]. Pulled in to period 4 (V1R1) as an adjustment to E2.
- Period 3 (V1R2): E1 = 60 (40 + 20 Adj). Adjustment carried forward from period 1 (V1R1).

  Delta = <10> [60 (V1R2) − 70 (V1R1)]. Pulled in to period 4 (V1R1) as an adjustment.
- Period 4 (V1R1): E1 = 30 (40 − 10 Adj). Adjustments from period 3 (V1R2) and E2 = 30 adjustment from Period 2 (V2R1).

In this example, the first retro calculation in period 2 involves a change in the value of E1 from 10 to 30, resulting in a delta of 20. When period 2 is recalculated using corrective retro, the value of E1 increases from 30 to 40. Note that the system does not calculate the new delta as 40 (E1, V2R1) − 30 (E1, V1R2), as it would if the method were forwarding, but as 40 (E1, V2R1) − 10 (V1R1). This is because the old value in corrective retro is defined as the previous calculation (previous version, Revision 1), not as the previous revision.

This creates the following problem, which the system must resolve:

- The first retro calculation results in a delta of 20 being forwarded to period 3.
- The second, corrective calculation results in a delta of 30 being pulled into period 4. This delta includes not just the difference between the value of E1 in V2R1 (40) and the previous value of E1 in V1R2 (30), but the already forwarded difference between the value of E1 in V1R2 and V1R1 (30 −10 = 20). Consequently this difference (20) is counted twice.

How does the system compensate for this? The answer depends on how the delta for period 3 is recalculated. The new value of an element is normally defined as containing the same adjustments as those in the old value. However, when the retro method changes from forwarding to corrective, the delta that appears to be "double-counted" (the delta from period 2 V1R2 in this example) is not included in the new value of E1 when the period to which it was forwarded is recalculated. When the system calculates the delta for period 3, the new value does not contain the adjustment to E1 from period 2, V1R2, but only the adjustment from period 1, V1R2.

Loading Balance Accumulators

Before elements are recalculated during retro, balances must be loaded to produce the correct value for the balance accumulators. The rule used to load balances varies depending on whether you are using forwarding or corrective retro.

If you're using forwarding retro, the system loads the balance for the element that is being recalculated from the previous period, V1R1.

Using *Example 1*, presented earlier:

- Period 1 (V1R1): The system loads a balance of 0 for E1 (this is the first period, and E1 has not yet been calculated).
- Period 2 (V1R1): The system loads the YTD balance of E1 (10) from period 1 (V1R1).
- Period 3 (V1R1): The system loads the YTD value of E1 (40) from the period 2 (V1R1).

If your method is corrective, the system loads the balance for the element from the calculation with the highest version number in the previous period.

Using *Example 2*, presented earlier:

- Period 1 (V1R1): The system loads a balance of 0 for E1 (this is the first period, and E1 has not yet been calculated).
- Period 2 (V1R1): The system loads the YTD balance for E1 (20) from the calculation with the highest version number in period 1 (V2R1).
- Period 2 (V2R1): The system loads the YTD balance for E1 (30) from the calculation with the highest version number in period 1 (V3R1).
- Period 3 (V1R1): The system loads the YTD balance for E1 (60) from the calculation with the highest version number in period 2 (V2R1).

Storing Recalculated Results

When a trigger starts retroactive processing for a payee, the system recalculates each payment that is generated for the payee from the date of retroactivity forward. The system compares the recalculated results to the original results. If there is a difference between them, the system:

1. Stores prior results for auditing purposes, regardless of the method.
2. Stores the new calculation results for each payee. If the retro method is corrective, the system replaces the prior results with new ones in the recalculated period. These results represent the true results for that period. If the retro method is forwarding, these results do not represent the true value but a virtual value.
3. Stores retro deltas for earnings and deductions for each segment in GP_RSLT_DELTA, in the recalc period in which they were generated by the calendar group ID that recalculated the calendar ID.
4. Stores segment accumulator deltas that are defined to be forwarded.

Note. All earning and deduction deltas are stored, regardless of the method used. Accumulator deltas aren't stored unless they are defined to be forwarded (and only segment accumulators can be forwarded).

See Also

Chapter 30, "Defining Retroactive Processing," Defining Retroactivity Defaults, page 760

Reversing Previous Results

There are several situations in which the system does not calculate retro deltas by subtracting old values from new values. In these situations, to calculate retro deltas, the system reverses the old results and cancels prior calculations. The system adds the resultant negative values to any new values that may have been generated for the period (as long as they share the same payment keys) and moves the results to the current period (if the retro method is forwarding). *Reversal* occurs when:

- The segment dates of the recalc period don't match those of the prior period.
- The payment keys of the recalc period/segments don't match those of the prior period/segments.

  Deltas are summed respecting payment keys (that is, only deltas with the same payment keys are summed) before being forwarded to the appropriate slice or segment in the current period.
- A payee who was calculated as part of a calendar is later discovered to not belong in the calendar.

  Calculations for the payee are reversed. For example, this could occur in a retroactive transfer situation in which a payee is transferred in January, but the transfer is not recorded until February. The January period would need to be reversed entirely.

Following is an example of a related situation that requires a more selective reversal of prior results:

A retroactive calculation takes place on a calendar period that had adjustments for a payee's earnings pulled into it from previous periods (so that the payee received adjustments in addition to his or her current pay). Later, the payee must be reversed out of this calendar. In such a situation, you might need to preserve the adjustments that were forwarded to the calendar that is being reversed because those adjustments came from a calendar that is not being reversed. The system has been programmed to recognize situations like this and preserves the forwarded adjustments.

See Also

Chapter 30, "Defining Retroactive Processing," Segmentation and Retro, page 804

Chapter 30, "Defining Retroactive Processing," Payment Keys with Forwarding Retro, page 813

Understanding Complex Retro Processing

This section provides detailed information about the way Global Payroll handles retro in a variety of complex situations.

This section discusses:

- Segmentation and retro.
- Payment keys with forwarding retro.
- Retroactivity and positive input.

- Retroactive deletes.
- Retroactive adds.
- Currency changes.

Segmentation and Retro

Segmentation can affect retro processing when:

- A segmented period is being recalculated for retro, and the segmentation dates of the original calculation don't coincide with those of the recalculation.

  This is called a *segment mismatch,* and it affects how retro deltas are calculated.
- Retro deltas are forwarded to a period that is segmented or sliced.

Note. Segmentation also affects how the Retro Recalculation Option of Do Not Recalculate is handled.

See Chapter 29, "Defining Segmentation," page 731.

Calculating Deltas in Matched and Mismatched Segments

The way that Global Payroll calculates deltas varies depending on whether the segmentation dates and payment keys of the prior period match those of the recalc period.

When Segments Match

When segment dates match and payment keys are the same, the system recalculates the original segments (to determine the new values for each segment), subtracts the old value from the new value for each element of pay (to determine the retro deltas), and writes new results to the output tables. (See Example 1: Retro With Matching Segments in this section.)

When Segments Don't Match

When segments don't match, the system treats the old and new values as if they belong to separate segments.

- The system creates reversal segments for each segment that existed in the prior calculation and then creates new recalc segments.
- A reversal segment does not have any results because it does not go through gross-to-net processing. The only results that are written to the output result tables are for deltas and balance accumulators. For calculating deltas, the new values are assumed to be 0.

The new recalc segments go through gross-to-net processing and generate the new values. The new values are written to the output result tables. For calculating deltas, the old values are assumed to be 0.

See Chapter 29, "Defining Segmentation," page 731 and Chapter 14, "Defining the Organizational Structure," page 341.

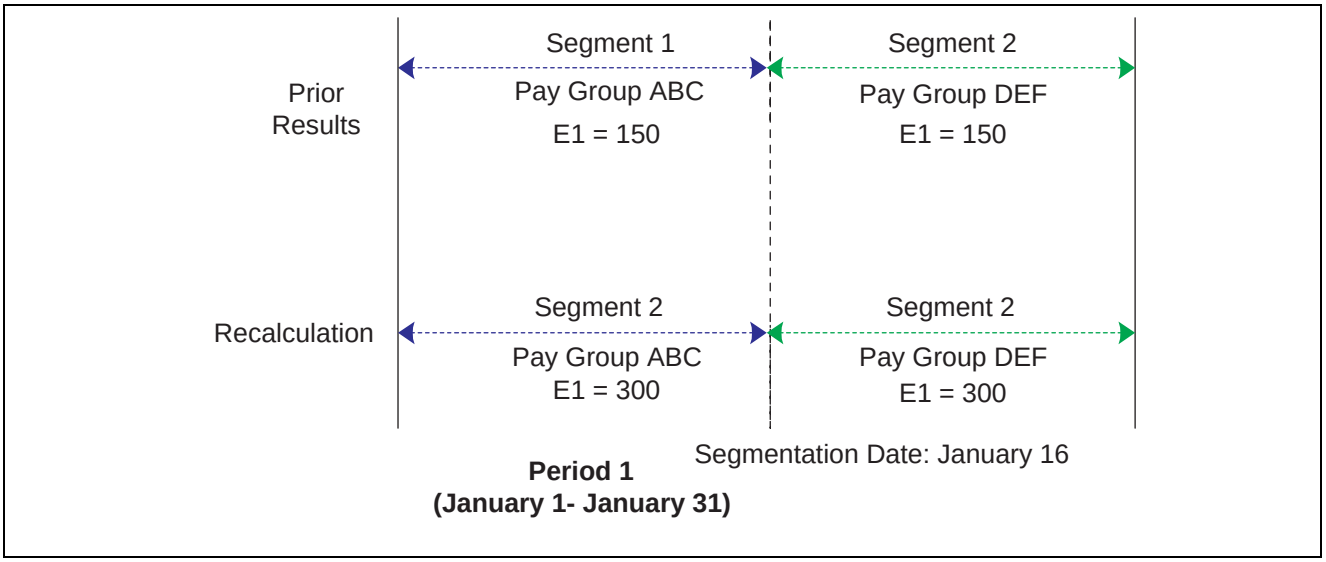
Example 1: Retro with Matching Segments

When the segment dates of the recalc period match those of the original period, retro processing is straightforward. Following is an example of retro going back to a segmented period.

Scenario:

- The original January pay period is segmented due to a change in paygroup that is effective on 16 January.

- The January pay period must be recalculated for retro due to a change in E1 from 300 to 600 that is effective on January 1.



Retro with matching segments

Period 1
V1R1
Segment 1 (January 1–15)/Paygroup ABC E1 = 150 Segment 2 (January 16–31)/Paygroup DEF E1 = 150
V1R2
Segment 1 (January 1−15)/Paygroup ABC E1 = 300 Segment 2 (January 16−31)/Paygroup DEF E1 = 300 Delta = 150, Segment 1 (Paygroup ABC) Delta = 150, Segment 2 (Paygroup DEF)

When the January pay period is reprocessed during retro, the original segmentation dates are preserved. To determine the deltas for these segments, the system first matches segment 1 to segment 1 and segment 2 to segment 2. Then it subtracts the old value of E1 for each segment from the new value (E1 is defined to be prorated). As with retro without segmentation, the system recalculates each segment in the period and writes new values for each segment to the result output tables.

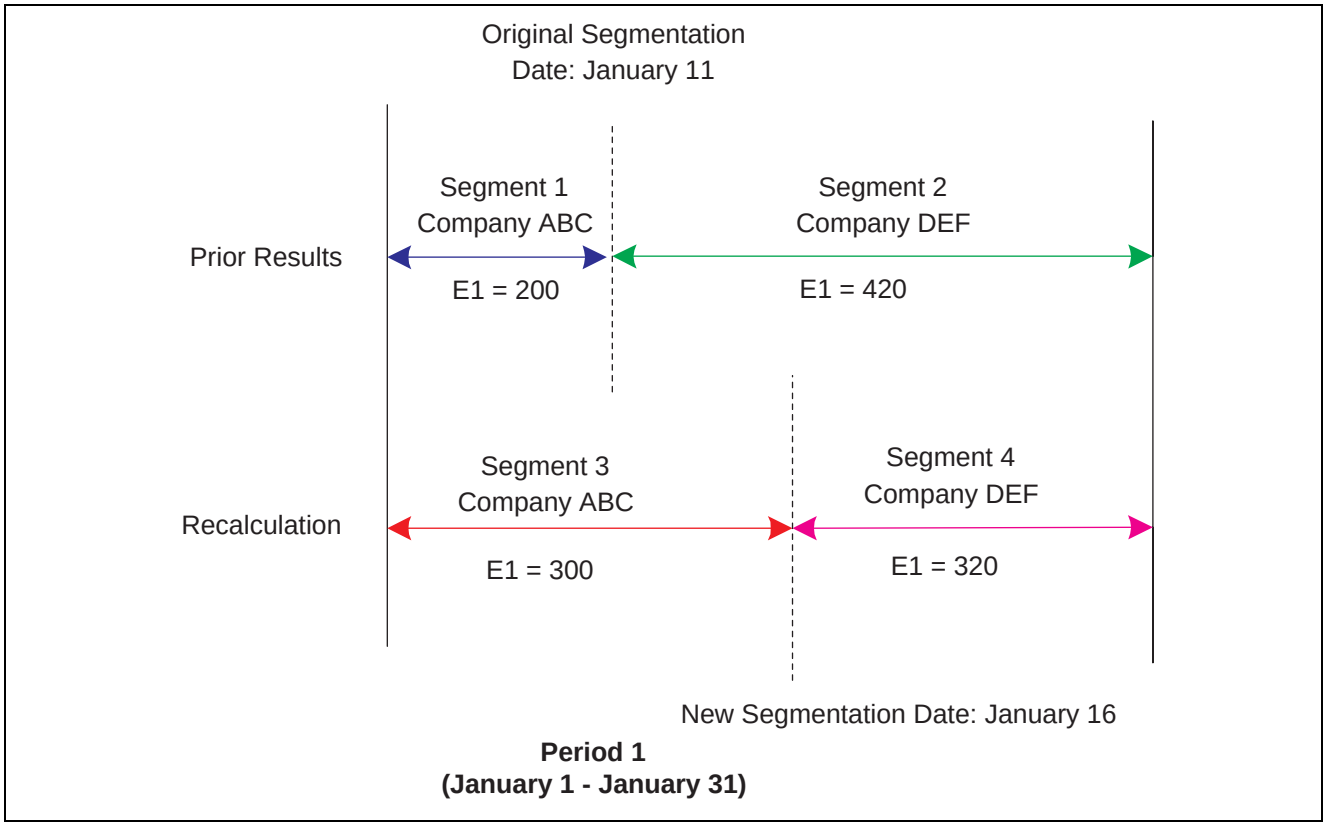
Note. In this and subsequent examples, the original and recalculated calendars are marked with version and revision numbers (V1R1, V1R2, and so forth) for tracking recalculation of a calendar period due to retroactivity.

See Chapter 30, "Defining Retroactive Processing," Tracking Recalculated Calendars, page 793.

Example 2: Retro with Mismatched Segments

When the segment dates of the recalc period don't match those of the prior period, the system calculates retro deltas as described earlier in Calculating Deltas in Matched and Mismatched Segments.

Following is an example of retro going back to a segmented period. In this example, when the period is reprocessed during retro, the prior segmentation dates change:



Retro with mismatched segments

Scenario:

- The original January pay period is segmented when a payee moves from company ABC to company DEF, effective January 11.
- The original pay period is recalculated when the effective date of the payee's company transfer changes from January 11 to January 16 (that is, the segmentation date changes from January 11 to January 16).
- The payee's earnings (E1) are 620 and are defined to be prorated.

Period 1
V1R1
Segment 1 (January 1−10)/Company ABC E1 = 200 Segment 2 (January 11−31)/Company DEF E1 = 420
V1R2
Segment 1 (January 1−10)/Company ABC (reversal) E1 Delta = <200> Segment 2 (January 11−31)/Company DEF (reversal) E1 Delta = <420> Segment = (January 1−15)/Company ABC (new recalc) E1 Delta = 300 Segment 4 (January 16−31)/Company DEF (new recalc) E1 Delta = 320

In this example, the original January pay period is segmented due to a change in company ID effective on the eleventh of the month. The January calendar is reopened for retro processing when the effective date of the company transfer changes from January 11 to January 16, which means that the segment dates for the original and recalculated periods do not match. When recalculating the calendar period for January, the system cannot match segment to segment as in the previous example—segments 1 and 2 no longer have exact counterparts in the recalculated period.

The values of segment 1 and 2 are reversed, resulting in negative deltas of −200 and −420 for segments 1 and 2, respectively. Then the system creates new recalc segments with unique, segmented status records in the recalc period—segments 3 and 4, whose deltas are 300 and 320. The system writes new values for each segment to the output result tables. For the reversal segments, only the balance accumulator and delta output result tables are updated.

Note. When *slice dates* change, the differences between the original and recalc periods do not affect the calculation of the retro deltas. Only changes in the *segmentation dates* create the need for reversal segments.

Example 3: Mismatch in Changing Payment Key Values

One more situation that the system recognizes as a segment mismatch occurs when the value of a payment key (for example, company ID) changes between a prior calculation and the recalculation. The system treats the old and new calculations as belonging to separate segments—just as if the segment dates no longer matched.

See Chapter 30, “Defining Retroactive Processing,” Payment Keys with Forwarding Retro, page 813.

Forwarding Adjustments in Retro with Segmentation

The way that Global Payroll forwards adjustments varies depending on whether retro deltas are being forwarded to a sliced or segmented calendar and whether payment keys have been defined. Regardless of the situation, the system observes the following rules:

- As in retro without segmentation, the system uses retro matching criteria to determine whether it can forward deltas to a calendar in the current period.

  The system forwards deltas only where the employee ID, record number, pay entity, paygroup, and run type of the source calendar are the same as that of the target calendar in the current period.

- If all retro matching criteria are satisfied, but the current period is segmented, the system sums and forwards deltas to the first segment in the current calendar.

  If that segment is sliced, the system forwards the adjustments to the first slice in that segment.

- If you have defined payment keys based on criteria such as company ID, contract number, establishment, or department ID, adjustments are forwarded only to the first segment in the current calendar that has the same payment keys as the forwarded adjustments (after all retro matching criteria have been satisfied).

  If that segment is sliced, the system forwards the adjustments to the first slice in that segment. If the system finds *no* segment with matching payment keys, it creates a new segment in the current period to which to forward the adjustments. The dates of the new segment are those of the calendar period as a whole, regardless of whether the current period is segmented.

Note. The system uses retro matching criteria to determine whether to pull adjustments into the current period. If all the criteria are satisfied, the system forwards the deltas. If payment keys are used (in addition to the standard matching criteria), the system checks these keys to determine where to forward the adjustment. If the current period—or a segment in that period—has the same payment keys, the system forwards the adjustment to the first segment (or, if sliced, to the first slice in that segment) in the current period with matching payment keys. Only when the system finds no segment with matching payment keys does it create a new segment to which to forward the adjustments.

See Chapter 30, "Defining Retroactive Processing," Payment Keys with Forwarding Retro, page 813.

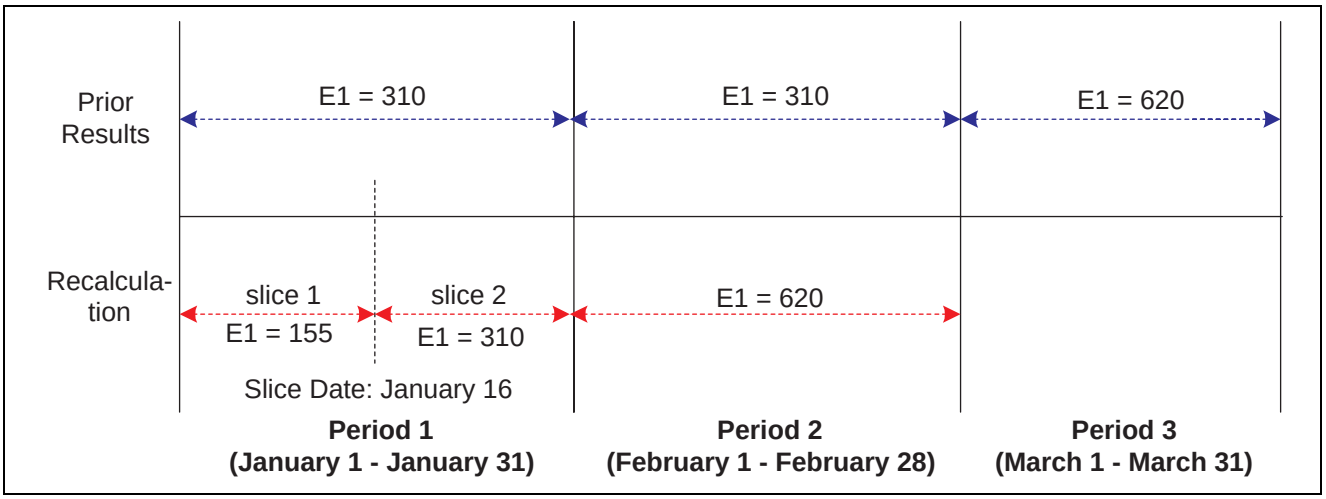
Example 1: Element Segmentation with Retro

The following example of element segmentation with retro illustrates how the system forwards deltas to the current period (assume that all retro matching criteria have been satisfied and that there are no payment keys).

Scenario:

- Retro in period 3 back to period 1 due to a change in the value of E1 from 310 a month to 620 a month on January 16 (assume that E1 is defined to be prorated).
- E1 is on the element list for element segmentation and causes E1 to undergo segmentation into slice 1 and slice 2 in mid period—a period that was originally not segmented.

The following diagram shows an example of element segmentation in the recalc period and no segmentation in the current calendar; there are no payment keys and retro match criteria are satisfied.



Example of element segmentation in recalc period and no segmentation in current calendar

Period 1	Period 2	Period 3
V1R1	V1R1	V1R1
Segment 1 (January 1−31) E1= 310	Segment 1 (February 1−28) E1= 310	Segment 1 (March 1−31) E1 =1085 [620 + (155 + 310)]
V1R2	V1R2	
Segment 1 (January 1−31) Slice 1 (January 1-15) E1 = 155 Slice 2 (January 16−31) E1 = 310 Delta = 155 [(155 + 310) − 310]	Segment 1 (February 1−28) E1 = 620 Delta = 310 (620 − 310)	

- Delta 155 is created in period 1; V1R2 is forwarded to period 3, V1R1, segment 1.
- Delta 310 is created in period 2; V1R2 is forwarded to period 3, V1R1, segment 1.

When the system calculates retro deltas for period 1, it subtracts the old value of E1 in period 1 (310) from the sum of E1 in slices 1 and 2 (155 + 320). Just as in retro without segmentation, the system forwards all deltas to the current period (March) using retro matching criteria.

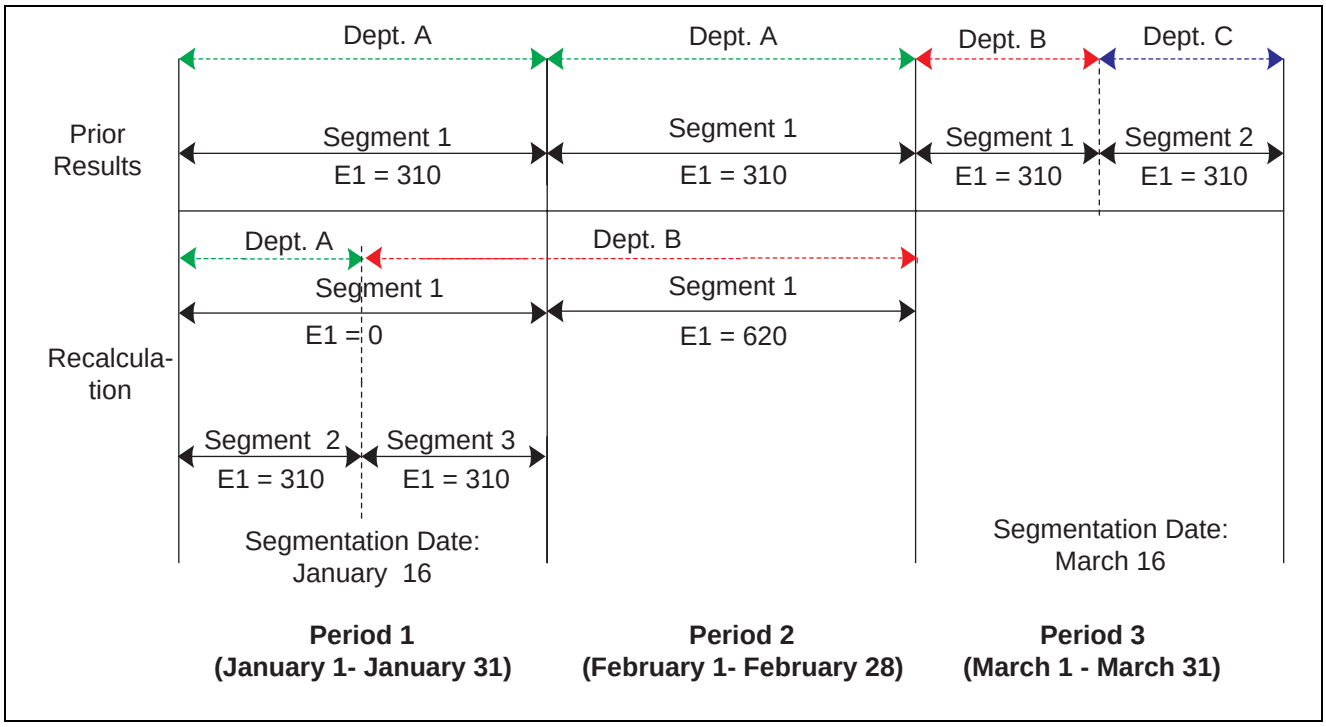
Example 2: Period Segmentation Combined with Retro

The following example of retro with period segmentation illustrates how the system moves retro deltas from a segmented recalc period into a segmented current period, selecting the first slice/segment as the forwarding target using retro matching criteria.

Scenario:

- Retro in period 3 is back to period 1 due to a change in department ID (from department A to department B) on January 16, which triggered period segmentation in the January recalc calendar (assume that the original period was not segmented).
- The value of E1 increases from 310 a month to 620 a month in March, retroactive to January 1 (assume that E1 is defined to be prorated).
- On March 16, the department ID changes from department B to department C. This affects only the current period, resulting in a segmented current calendar.

The diagram below shows an example of period segmentation in both the recalc period and the current calendar; no payment keys are used and retro match criteria are satisfied.



Example of period segmentation in recalc period and current calendar

Period 1	Period 2	Period 3
V1R1	V1R1	V1R1
Segment 1 (January 1−31)/Dept. A E1 = 310	Segment 1 (February 1−28)/Dept. A E1 = 310	Segment 1 (March 1−15)/Dept. B E1 = 930 [310 + (310 + 310)] Segment 2 (March 16−31)/Dept. C E1 = 310

Period 1	Period 2	Period 3
V1R2	V1R2	
Segment 1 (January 1−31)/Dept. A E1 (reversal segment) = <310> Segment 2 (January 1−15)/Dept. A E1 = 310 Segment 3 (January 16−31)/Dept. B E1 = 310 Delta = 310 [(310 + 310) − 310]	Segment 1 (February 1−28)/Dept. B E1 = 620 Delta = 310 (620 − 310)	

- Delta 310 is created in period 1; V1R2 is forwarded to period 3, V1R1, segment 1.
- Delta 310 created in period 2; V1R2 is forwarded to period 3, V1R1, segment 1.

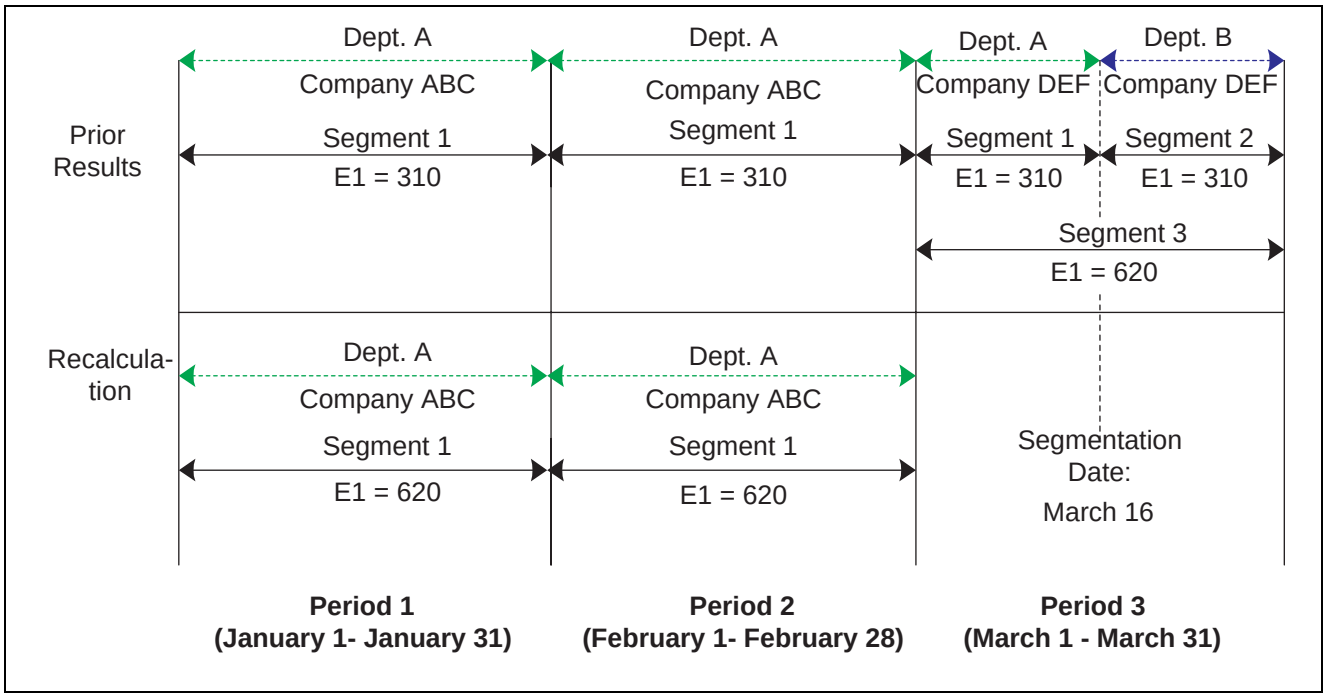
The system calculates retro deltas for January by summing the deltas for the reversal segment (segment 1) with segments 2 and 3. And when it calculates the deltas for February, it subtracts the value of E1 in V1R1 from E1 in V1R2. The system then pulls the deltas from the January and February recalc periods (310 + 310) into the first segment of the current calendar that satisfies the retro matching criteria—that is, segment 1 in the March payroll calendar.

Example 3: Period Segmentation Combined with Retro—Payment Keys Used

The following scenario illustrates how the system handles retro deltas when retro matching criteria have been satisfied, a payment key has been defined (in addition to the standard retro matching criteria), but the payment key of the recalc period does not match that of the current calendar.

Scenario:

- The value of E1 increases from 310 a month to 620 a month in March, retroactive to January 1. This causes the January and February calendars to be recalculated.
- On March 1, the payee transfers from company ABC to company DEF. Company ID is defined as a payment key.
- On March 16, the department ID changes from department A to department B. This affects only the current period, resulting in a segmented current calendar.



Example of company defined as a payment key (retro match criteria are satisfied)

Period 1	Period 2	Period 3
V1R1	V1R1	V1R1
Segment 1 (January 1−31); Dept. A, Company ABC E1 = 310	Segment 1 (February 1−28); Dept. A, Company ABC E1 = 310	Segment 1 (March 1−15); Dept. A, Company DEF E1 = 310 Segment 2 (March 16−31); Dept. B, Company DEF E1 = 310 Segment 3 (March 1−31); Dept. A, Company ABC E1 = 620 (310 + 310)
V1R2	V1R2	
Segment 1 (January 1−31); Dept. A, Company ABC E1 = 620 Delta = 310 (620 − 310)	Segment 1 (February 1−28); Dept. A, Company ABC E1 = 620 Delta = 310 (620 − 310)	

- Delta 310 is created in period 1; V1R2 is forwarded to period 3, V1R1, segment 3.
- Delta 310 is created in period 2; V1R2 is forwarded to period 3, V1R1, segment 3.

When the system first calculates the retro deltas for January and February, it tries to pull them into the first segment of the current calendar (March) based on retro matching criteria. However, the deltas that are to be forwarded were generated for a payee in company ABC, and the payee is now in company DEF (there was a company transfer on March 1). Because Company has been defined as a payment key, deltas cannot be forwarded to the first segment of the current calendar (March) even though all other retro matching criteria have been satisfied. Therefore, the system creates a separate segment with the same begin and end dates as the March pay period and moves the deltas into the new segment.

Note. These examples refer only to forwarding retro because only forwarding retro generates adjustments to be processed in the current period—unless your method is corrective, and you have defined elements to be forwarded. In the case of corrective retro combined with segmentation, the system calculates retro deltas as it does in the above examples. However, unlike forwarding retro, recalculated values for the elements replace the previous calculation. Differences between the net pay from the previously calculated period and the recalculated period are determined and processed by banking.

Payment Keys with Forwarding Retro

Payment keys affect how adjustments are forwarded to the current period when retro is processed.

See Chapter 14, "Defining the Organizational Structure," page 341.

Payment Keys and Forwarding

When the payment keys of the current period do not match those of the period that is being recalculated, adjustments must be managed as a separate gross-to-net in the current calendar period. For example, Company has been defined as a payment key. A payee who is working in company ABC moves to company DEF in the current period. There is retro going back to a prior calendar when the payee was in company ABC, and there are adjustments to the payee's current period coming from the prior calendar. The adjustments are associated with company ABC, and the current period is associated with company DEF. In this situation, the adjustments are managed as a separate gross-to-net in the current period.

When deciding whether and where to forward adjustments, the system:

1. Determines whether retro matching criteria have been satisfied.

   If matching criteria have been satisfied, the system pulls retro deltas into the current period as adjustments.

2. Checks to see if you have defined payment keys based on criteria such as company ID, contract number, establishment, and department ID.

   If you have defined payment keys, the system checks those keys to determine where to forward the adjustments. If the value of the payment keys that are attached to the forwarded adjustments is the same as the value in the current period, the system forwards adjustments to the first segment in the current period that has matching payment keys. If that segment includes slices, the system forwards adjustments to the first slice in that segment.

3. Creates a new segment in the current period (when it finds no segment with matching payment keys) to which to forward the adjustments.

   The system manages the adjustments as a separate gross-to-net in the current period. The dates of the new segment are the dates of the calendar period as a whole, regardless of whether the current period is segmented.

   The new segment has the status *Inactive in Segment* and goes through the process list like any other gross-to-net calculation. Earnings and deductions are resolved again in this segment. The result may not be what you want for this type of segment. To prevent the earnings and deductions from being resolved again in this segment, the user can define a generation control element to exclude segments with the status *Inactive in Segment.*

Positive input (PI) that is targeted to this calendar, as well as any generated PI section, will not be processed again in the *Inactive in Segment* segment, regardless of generation control.

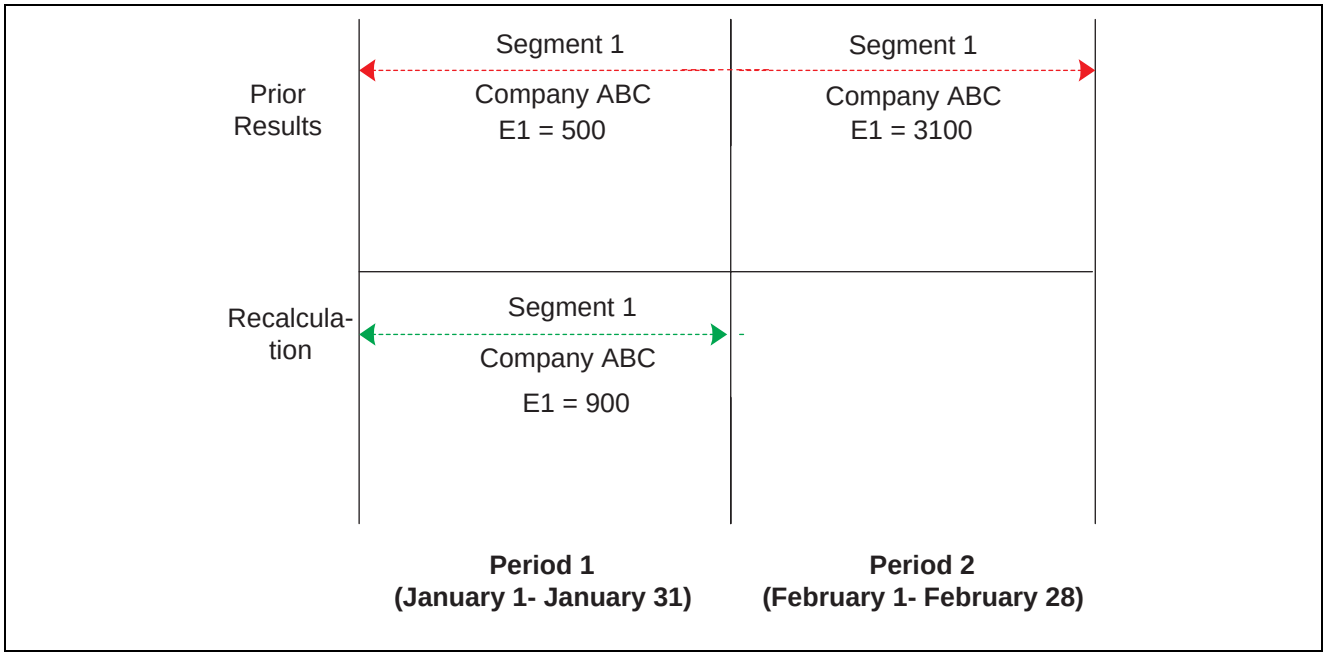
See Chapter 7, "Defining Calculation Elements," page 131; Chapter 15, "Defining Processing Elements," page 359 and Chapter 17, "Working with Positive Input," page 409.

Example 1: No Change in Payment Key Values

When the payment keys of the current period match those of the period that is being recalculated, the system forwards the adjustments to the current period. No new segments are created. Consider the following example of retro in February going back to January.

Scenario:

- Company ID is defined as a payment key.
- A payee's earnings (E1) change from 500 to 900 retroactive to January. As a result, period 1 must be recalculated.



No change in payment key values

Period 1	Period 2
V1R1	V1R1
Segment 1 (January 1−31)/Company ABC E1 = 500	Segment 1 (February 1−28)/Company ABC E1 = 1300 (900 + 400)

Period 1	Period 2
V1R2	
Segment 1 (January 1−31)/Company ABC E1 = 900 Delta = 400 (900 − 500)	

Delta 400 is created in period 1; V1R2 is forwarded to period 2, V1R1, segment 1.

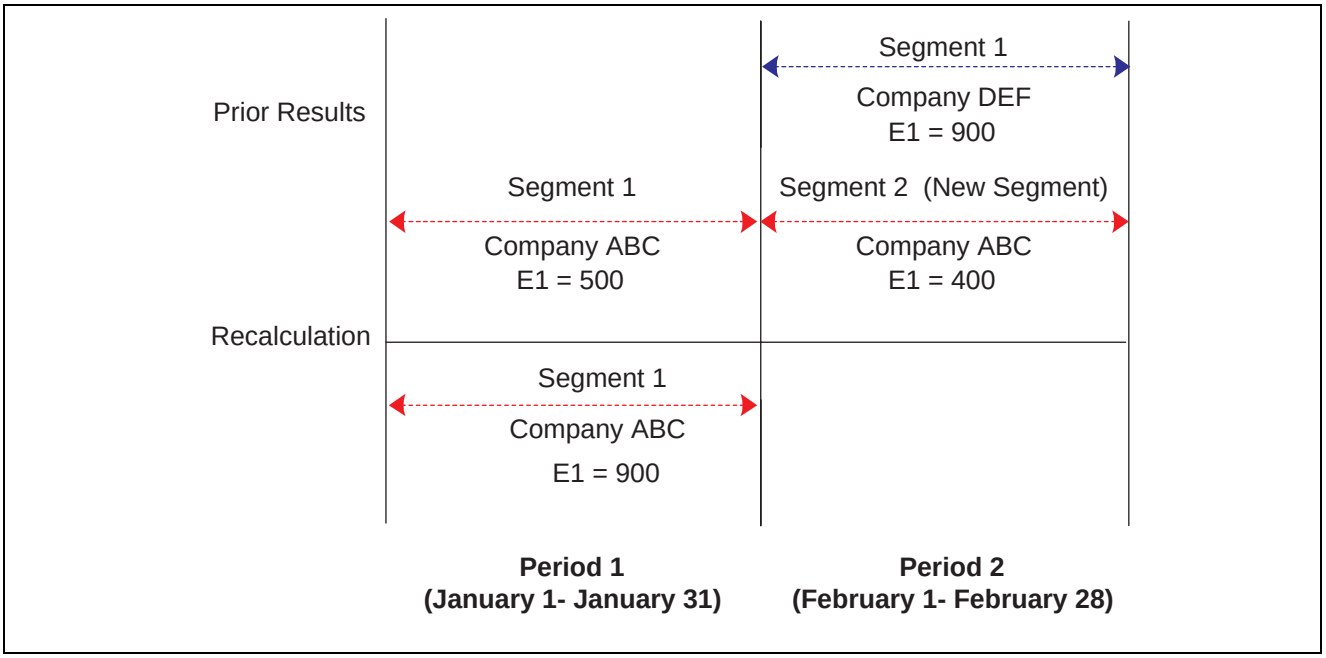
See Chapter 30, "Defining Retroactive Processing," Tracking Recalculated Calendars, page 793.

Example 2: Payment Key Value Changes in Current Calendar Period

When payment keys in the current period do not match those in the period that is being recalculated, the system creates a new segment in the current period to which to forward the adjustments. Consider the following example of retro in February going back to January.

Scenario:

- Company ID is defined as a payment key.
- A payee's earnings (E1) change from 500 to 900 retroactive to January. As a result, period 1 must be recalculated.
- On February 1, the payee transfers from company ABC to company DEF.



Payment key value changes

Period 1	Period 2
V1R1	V1R1
Segment 1 (January 1−31)/Company ABC E1 = 500	Segment 1 (February 1−28)/Company DEF E1 = 900 Segment 2 (February 1−28)/Company ABC E1= 400
V1R2	
Segment 1 (January 1−31)/ Company ABC E1 = 900 Delta = 400 (900 − 500)	

Delta 400 is created in period 1; V1R2 is forwarded to period 2, V1R1, segment 2.

Because the payee in this example moves from company ABC to company DEF in February, the payment keys in the current calendar (February) no longer match those in the calendar that is being recalculated (January). As a result, the system creates a new segment (segment 2) in February into which to pull the adjustments from period 1, V1R2. The begin and end dates of the new segment are identical to those in the current period (February 1−28).

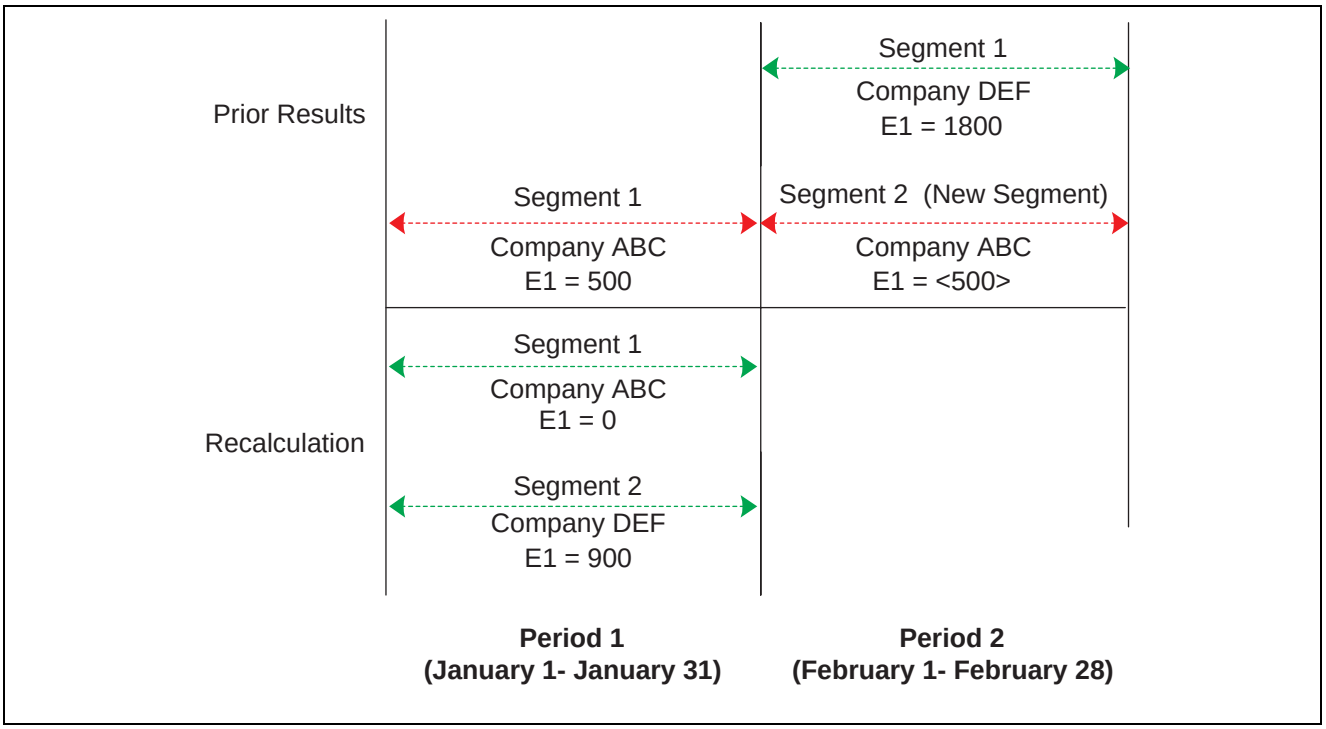
See Chapter 30, “Defining Retroactive Processing,” Tracking Recalculated Calendars, page 793.

Payment Keys and Retro Deltas

If the value of a defined payment key changes retroactively, so that a calendar that is associated with one set of payment keys must be reprocessed using payment keys with changed values, the system recognizes this condition as a *segment mismatch.* If a segment match on payment keys doesn’t exist between the prior and the current periods, a new segment is created in the current period for the forwarded adjustment that results from the deltas that have old payment keys. This process is illustrated in the example below.

Scenario:

- A payee moves from company ABC to company DEF in February. The change is retroactive to January.
- Company ID is defined as a payment key.
- The payee’s earnings (E1) change from 500 to 900 retroactive to January. As a result, period 1 must be recalculated.



Payment keys and retro deltas

Period 1	Period 2
V1R1	V1R1
Segment 1 (January 1−31)/Company ABC E1 = 500	Segment 1 (February 1−28)/Company DEF E1 = 1800 (900 + 900) Segment 2 (February 1−28)/Company ABC E1= <500>
V1R2	
Segment 1 (January 1−31)/Company ABC E1 (reversal segment) = 0 Segment 2 (January 1-31)/Company DEF E1 (recalc segment) = 900 Delta=<500>, Company ABC Delta = 900, Company DEF	

- Delta <500> is created in period 1; V1R2 is forwarded to period 2, V1R1, segment 2.
- The delta 900 created in period 1, V1R2 is forwarded to period 2, V1R1, segment 1.

To calculate the retro delta for E1 in January, the system cannot match the new value of E1 (900) to the old value of E1 (500) and compute the difference as it ordinarily would (900 − 500 = 400). The old and new versions of E1 belong to different segments, are linked to different payment keys, and are no longer treated as counterparts. To determine the deltas, the system must first reverse the old value of E1 in V1R1; that is, it treats the prior calculation of E1 in period 1 as having no corresponding value in the new segment and subtracts 500 from 0 to generate a negative −500. Likewise, it sees the new calculation of E1 in period 1 as having no corresponding value in the old segment and subtracts 0 from 900 to generate a new value of 900 for E1.

Note. A *segment mismatch* also occurs when there is segmentation, and the segment dates of a recalculated period do not match those of the original period.

Summing Deltas by Payment Key

The preceding example illustrates another consequence of using payment keys, which is that deltas that are being summed and forwarded must respect payment keys. Only deltas with the same payment keys are summed to be forwarded; deltas that are associated with one set of payment keys cannot be forwarded to an element that is associated with a different set of payment keys. In the preceding example, the delta <500> that is created in period 1, V1R2, is not added to the delta 900 that is created in period 1, V1R2, because the deltas are associated with different payment keys.

See Also

Chapter 30, "Defining Retroactive Processing," Segmentation and Retro, page 804

Retroactivity and Positive Input

To correct an instance of positive input, you make the correction in the pay period in which the original entry was made. For example, if it is July, and you need to correct positive input that was entered in May, you access the Positive Input page for the May calendar and add, delete, or correct the instance.

If you have defined retroactive triggers to detect the online changes, the system recalculates the calendar period using your changes when you run the next payroll cycle for the payee.

See Also

Chapter 17, "Working with Positive Input," Making Retroactive Adjustments to Positive Input, page 431

Retroactive Deletes

A retroactive delete occurs when there is a retroactive termination, a retroactive paygroup transfer, or a retroactive change in pay system. In all cases the information is received after the actual effective dates for these changes. The result is that gross-to-nets were calculated when they should not have been and these results must be completely reversed.

Example 1: Paygroup Transfer with Forwarding Retro

Scenario:

- In period 1, the payee is in paygroup A. E1 = 100.
- In period 2, the payee transfers paygroups retroactively to paygroup B, effective in period 1. E1= 200.
- The retro calculation involves retro in period 2 back to period 1.

Period 1 - Calendar for Paygroup A
V1R1
Segment 1 E1 = 100
V1R2
Segment 1/Paygroup A E1 (reversal segment) = 0 Delta = <100>

- In period 1, V1R2, E1 is reversed completely. No new segment is created because the payee should not have a gross-to-net calculation during this period for paygroup A.
- The E1 delta of <100> for period 1, V1R2 is not processed for the current calendar (period 2) because the payee is no longer in paygroup A. If the current calendar is for paygroup B, the delta is not pulled in as an adjustment until you manually redirect the unprocessed delta to a target calendar for paygroup B.

Retroactive Adds

A retroactive add occurs when there is a retroactive hire or a retroactive paygroup transfer. With a retroactive hire, there is no previous calculation (prior gross-to-net). In the case of a retroactive paygroup transfer, the retro add refers to the paygroup to which the payee is transferred.

Example 1: Retroactive Add with Forwarding Retro

Scenario:

- In period 2, information is received regarding a new payee that is hired in period 1.
- The first retro calculation involves retro in period 2 back to period 1.

Period 1	Period 2
V1R1	V1R1
Never existed.	Segment 1 E1 = 200 (100 + 100)

Period 1	Period 2
V1R2	
Segment 1 E1 = 100 Delta = 100	

- In period 1, V1R2 represents the retro processing for that period. The revision number is 2 even though Version 1 never existed, because the method is forwarding, and the recalculation does not represent the true results.
- The delta for period 1, V1R2 is pulled into period 2, V1R1 as an adjustment.

Currency Changes

When a calendar is reprocessed for retroactivity, Global Payroll uses the original processing currency. This is important because with retroactivity it is necessary to recalculate prior periods in the same currency as the original calculation for the pay period. So, for example, if you were to change the processing currency at the pay entity level between the recalc period and the current period, the difference between the new value and the old value would still be computed in the currency of the original calculation. This means that retro deltas are converted to the processing currency of the period that they are pulled into. The system uses the current segment's exchange rate information (exchange rate type and exchange rate effective date (defined at the payee level) to do the currency conversion.

For example, from January 1998 to June 1998, the currency is French francs. In July, the company decides to use the euro. In July, retroactivity for a payee is effective in June 1998. Everything pertaining to the recalculation is done using French francs. When the delta is calculated, it is calculated in French francs and then converted to the euro using the exchange rate information as of the current segment. Retro adjustments are brought forward into the current period in euros.

Tips for Retroactive Processing

The following table provides hints on using retroactive processing.

Question	Answer
What is the value of an element that receives a forwarding adjustment?	• When you use forwarding retro, the adjustment is included in the resolved value for the element. • Output results keep the current and adjustment values for earnings and deductions separate. But when the element is used, the two values are summed to obtain the resolved value for the element. • The batch resolution modules sum the current and adjustment values when an element is used.

Question	Answer
How do I keep the adjustment value of an element separate from the current value?	Generally, when you use forwarding retro, the adjustment is included in the resolved value of the element. However, to keep the adjustment value for an element separate from the current value, you forward the adjustment to another element using the Retro Process Overrides page. If the purpose of the element is to track adjustments, define the other element with the calculation rule *amount = 0*.
Can Global Payroll calculate retro across countries?	The default retro method, retro process definitions, and trigger event IDs are defined by country. The system does not calculate retro across countries. However, if a payee transfers to another country, and it's later discovered that the payee should have received additional pay while employed in the first country, it might be possible to process retro for that payee even though he or she is inactive in the original country. This depends on the forward limits that apply at the pay entity level and other processing rules that determine how long after a payee is inactive he or she remains eligible for retroactive processing.
What happens when multiple triggers are generated and each points to a different retro process definition?	Suppose that multiple retro events occur, causing multiple retro triggers to be written to the trigger tables. If these triggers call for that calendar run to be processed (recalculated) using different process definitions, a conflict will occur. In such a situation, where the events that cause retroactive processing activate the application of more than one process definition for the same payee in the same calendar, the system writes an error message and does not process retro. Only the current period is calculated. Retro triggers are not marked as processed. **Note.** The retro conflict method that is specified on the Countries page does not apply to the conflict situation described here. In this situation, the retro conflict method will not resolve the conflict. However, you can change the event ID that is associated with the retro trigger, using the Payee Trigger Retro Expanded page. For a payee, you cannot have more than one process definition resulting from the retro events that cause retroactivity for that calendar run. The same process must apply for all calendars in the calendar group.

See Also

Chapter 30, "Defining Retroactive Processing," Defining Retroactivity Defaults, page 760

Chapter 16, "Using Calendars," page 383

Chapter 27, "Setting Up Triggers," Retroactive Triggers, page 704

CHAPTER 31

Defining Banking Instructions

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

- Define banks and branches.
- Set up funding.
- Define deposit schedules.
- Define recipients.
- Assign recipients to deductions and payees.
- Define payee net pay elections.
- Run the banking process.
- Review banking results by calendar group.
- Use banking information with local country processes.
- Use retroactive calculations in banking.

Understanding Banking

This section discusses:

- The banking process.
- Setup requirements.
- Batch processing.
- Banking process flow.

The Banking Process

In Global Payroll, the banking process includes:

- Setup.
- Batch processing.
- Tasks for local country extensions.

This chapter discusses setup and batch processing. For more information about how banking works with local country extensions, see the banking section in the corresponding Global Payroll country extension documentation.

Note. If your organization doesn't have direct deposit or electronic transfer for payees, you may not need to use the banking feature.

Setup Requirements

This section discusses:

- Bank setup requirements.
- Funding setup requirements.
- Disbursement setup requirements.

Bank Setup Requirements

Banks and branches are financial institutions that fund payroll or receive payroll calculations.

To set up banks:

1. Define bank information on the Bank Table page.

   Set up banks on the Bank Table page, including basic information for all financial institutions involved in the payroll funding and disbursement process. You must complete this page before a bank can be identified as a source bank account or as a recipient.

2. Specify branch information on the Branch Table page (optional).

   Define which branches apply to the banks. A bank can have one or more branches.

   Note. Not all countries require bank branch information.

See Chapter 31, "Defining Banking Instructions," Defining Banks and Branches, page 827.

Funding Setup Requirements

Funding refers to the source of payroll money.

To set up funding:

1. Define electronic funds transfer (EFT) formats, by country, on the Electronic Transfer Formats page.
2. Specify source banks for payroll on the Source Bank Accounts page.

   Source banks are where payroll disbursements come from. For each source bank, you identify the appropriate bank/branch, account number, and EFT format.

3. Define the level of funding on the Source Bank Link page.

   Each organization can have various levels of funding sources (source banks). One organization might fund its entire payroll from a single bank; another might define funding at a lower level, such as by company.

See Chapter 31, "Defining Banking Instructions," Setting Up Funding, page 827.

Disbursement Setup Requirements

Disbursement refers to payroll amount destinations. Net pay disbursements can go to payees, and deduction amounts can be disbursed to recipients, such as a healthcare provider or a government agency.

To set up disbursements:

1. Define deposit schedules on the Deposit Schedules page.

2. Define recipients on the Deduction Recipients page.

   Recipients can be entities (general recipients) or individuals (individual recipients).

3. Assign recipients to deductions.

   This procedure varies with recipient type.

4. Identify an individual's bank account information and disbursement details on the Bank Account Information page and the Net Distribution page.

   This is necessary for disbursing an individual's net pay electronically.

See Chapter 31, "Defining Banking Instructions," Defining Deposit Schedules, page 830; Chapter 31, "Defining Banking Instructions," Defining Recipients, page 833; Chapter 31, "Defining Banking Instructions," Assigning Recipients to Deductions and Payees, page 836 and Chapter 31, "Defining Banking Instructions," Defining Payee Net Pay Elections, page 840.

Batch Processing

Batch processing for banking occurs in the Global Payroll core application and in the country extension.

To process bank payment information:

1. Finalize the pay run on the Payroll/Absence Run Control page.

   Before running the banking process, you must finalize the payroll run or approve the items to pay.

2. Run the banking process, using the Payment Preparation page.

   The banking process is a batch job that takes the results of payroll calculations and populates the payment table (GP_PAYMENT), which includes details on each recipient. It identifies the recipient, the amount owed, the source bank, and the account number.

3. Run the local country batch process.

   Each country has unique file format requirements for transmitting data electronically. Individual processes have been developed for each country that extract data from the payment file and format it appropriately.

Note. For more information about local country batch processing, see the banking section in the corresponding Global Payroll country extension documentation.

You can view the results of the banking process (step 2) and the results of the local country batch process (step 3) using the Review Payments by Cal Group component.

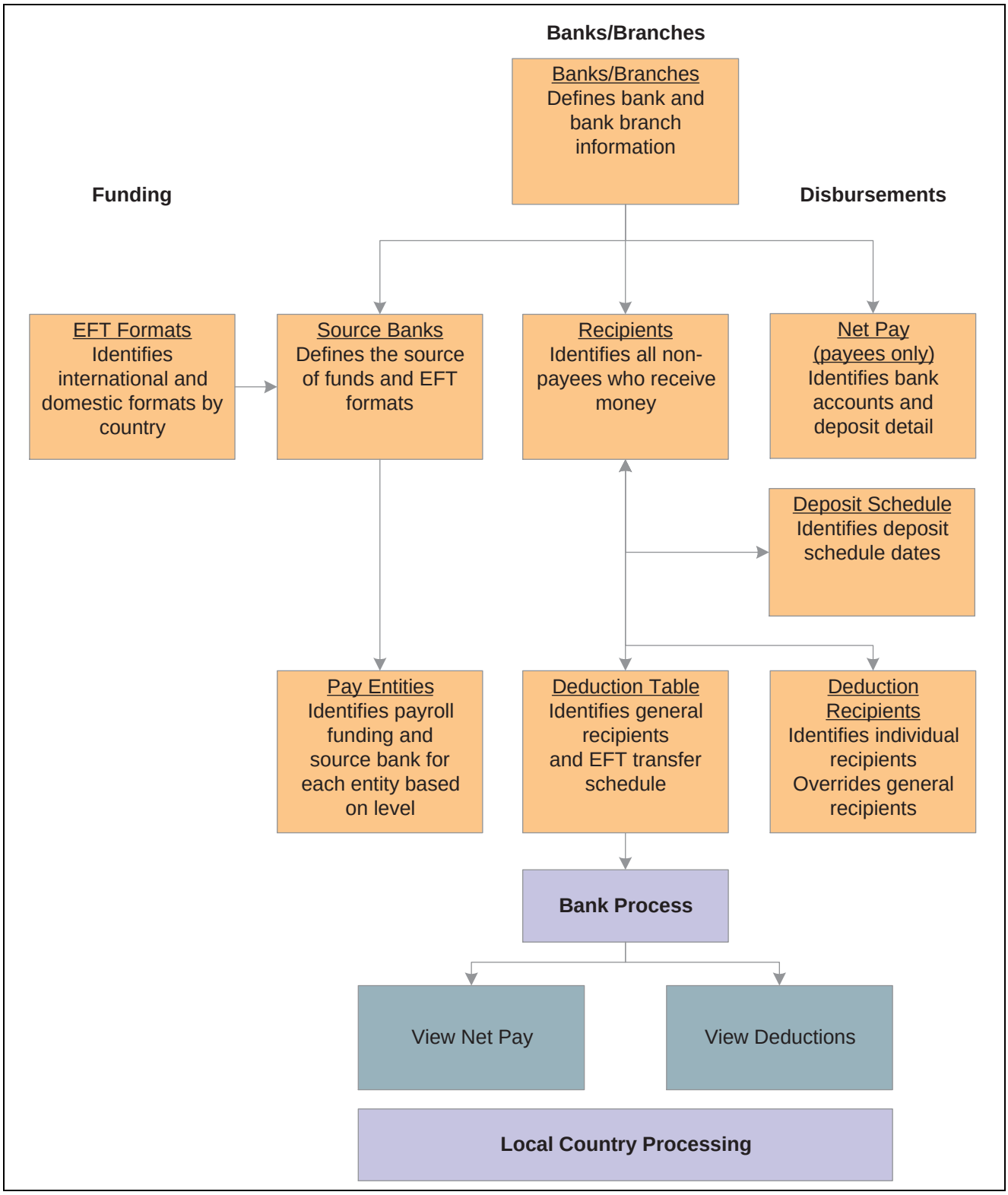
See Also

Chapter 21, "Processing Payroll," Processing Concepts, page 530

Chapter 31, "Defining Banking Instructions," Reviewing Banking Results by Calendar Group, page 848

Banking Process Flow

This diagram illustrates the banking process:



The banking process in Global Payroll

Defining Banks and Branches

To define banks and bank branches, use the Banks (BANK_EC) component.

This section provides an overview of bank and branch definition and lists the pages used to define banks and branches.

Understanding Bank and Branch Definition

You set up bank and bank branch information on the Bank Table page and the Branch Table page.

The pages for defining banks and bank branches are common to all PeopleSoft Enterprise Human Resources applications and are documented in the *PeopleSoft Application Fundamentals for HRMS PeopleBook.*

For a summary of the function of each page, see the overview of setup requirements in the previous section.

See Also

Chapter 31, "Defining Banking Instructions," Setup Requirements, page 824

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

Pages Used to Define Banks and Bank Branches

Page Name	Object Name	Navigation	Usage
Bank Table	BANK_EC	Set Up HRMS, Common Definitions, Banking, Banks, Bank Table	Set up basic information for all financial institutions.
Branch Table	BANK_BRANCH_EC	Set Up HRMS, Common Definitions, Banking, Banks, Branch Table	Define branch information for a bank. Not all countries require bank branch information.

See Also

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

Setting Up Funding

To define electronic transfer formats, use the Electronic Transfer Formats (EFT_NAME) component. To define source banks, use the Source Bank Accounts (SRC_BANK) component. To define the default source bank for a pay entity and to link a source bank to a pay entity, use the Pay Entities (GP_PYENT) component.

This section discusses how to:

- Define electronic funds transfer formats.
- Define source banks.
- Define the default source bank for pay entities.

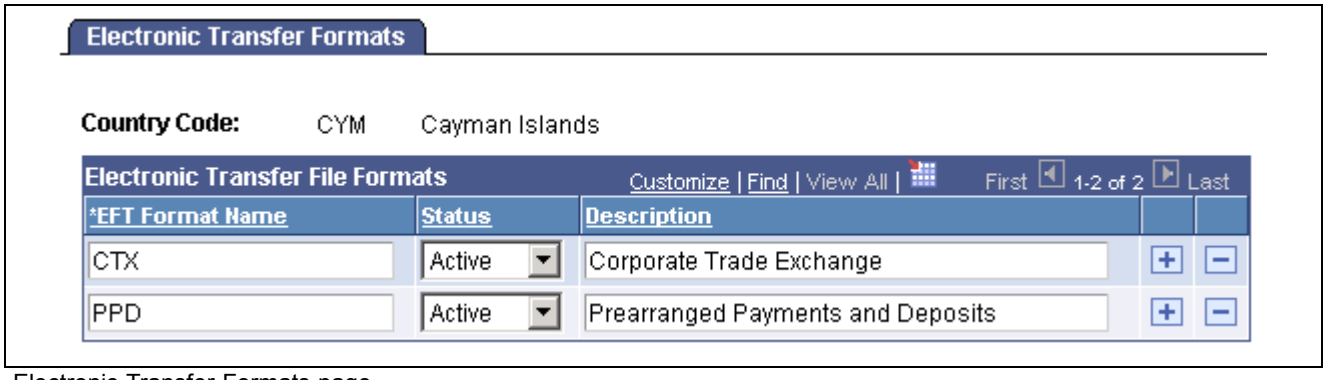
- Link source banks to pay entities.

Pages Used to Set Up Funding

Page Name	Object Name	Navigation	Usage
Electronic Transfer Formats	EFT_NAME	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Electronic Transfer Formats	Define a country's electronic funds transfer (EFT) formats. An EFT is a standard interbank file format.
Source Bank Accounts	SRC_BANK	Set Up HRMS, Common Definitions, Banking, Source Bank Accounts	Define the source of funds and EFT formats.
Processing Details	GP_PYENT_PRCS_DTL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities, Processing Details	Define the default source bank for the pay entity.
Source Bank Link	GP_PE_SBANK_LNK	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities, Source Bank Link	Define source banks for the companies, department, establishments, or paygroups within the pay entity. **Note.** This is an optional setup task. If you leave the Source Bank Link page blank, the system uses the default source bank defined at the pay entity level on the Processing Details page.

Defining Electronic Funds Transfer Formats

Access the Electronic Transfer Formats page.



Electronic Transfer Formats page

Country Code Displays the country code you selected to access this page.

EFT Format Name Enter a name. An EFT format is a country-specific value that's understood by locally run Structured Query Reports (SQRs). After defining the EFT format

name, use this information on the Source Bank Accounts page to indicate the EFT format from which the money is coming.

Note. For more information about EFT formats for local countries, see the banking section in the corresponding Global Payroll country extension documentation.

Defining Source Banks

The page for defining source banks is common to all Human Resources applications and is documented in the *PeopleSoft Application Fundamentals PeopleBook.*

For a summary of the function of the Source Bank Account page, see the overview of funding setup requirements in this chapter.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Banks and Bank Branches," Identifying Banks

Chapter 31, "Defining Banking Instructions," Setup Requirements, page 824

Defining the Default Source Bank for Pay Entities

Use the Source Bank ID field on the Source Bank Link page to define the default bank for the pay entity. If you don't define source banks on the Source Bank Link page, the system uses the default bank you have set up on the Processing Details page.

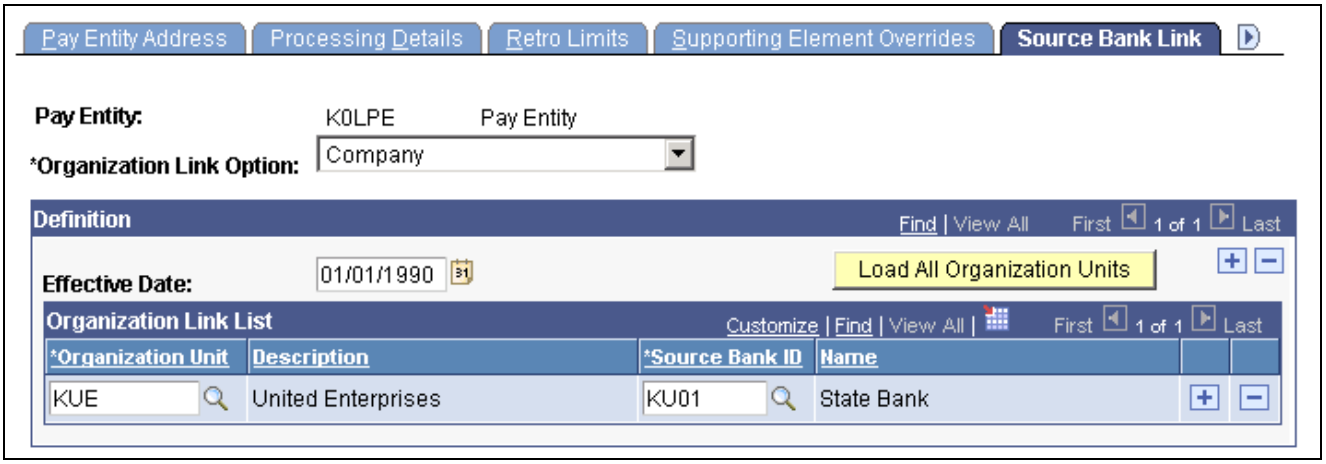
The Processing Details page is described in another chapter in this PeopleBook.

See Also

Chapter 14, "Defining the Organizational Structure," Entering Processing Details for a Pay Entity, page 350

Linking Source Banks to Pay Entities

Access the Source Bank Link page.



Source Bank Link page

Payroll can be funded from more than one source bank. Use this page to define all the source banks used to fund payroll for a pay entity. Leave this page blank if you want to fund payroll from the pay entity's default source bank that you defined on the Processing Details page.

Organization Link Option Select the level of organization at which you're funding payroll. Options are: *Company, Department, Establishment,* and *Pay Group.*

See Chapter 14, "Defining the Organizational Structure," Entering Processing Details for a Pay Entity, page 350.

Note. If a value in this field changes, the system clears all entries in the Organization Link List group box.

Load All Organization Units Click this button to populate the Organization Link List group box. The system populates a list of all active organization units, based on the effective date.

Organization Link List

In this group box, select a source bank ID for each organization unit that you selected in the Organization Link Option field.

Organization Unit Select an organization unit for the Organization Link Option level that you defined.

Source Bank ID Enter a source bank ID for each organization unit.

Example

A pay entity has 10 paygroups. Only 2 of those paygroups use unique source banks; the other 8 use the same source bank.

To set up source banks for this pay entity, you select *Pay Group* in the Organization Link Option field.

There are two ways to set up the Organization Link List group box:

- List all 10 paygroups in the Organization Link List.

  For the 8 paygroups with the same source bank, list the same source bank ID. For the 2 paygroups with unique source banks, list the unique values for those source bank IDs.
- Define the default source bank ID for the 8 paygroups on the Processing Details page, and enter only two rows for the 2 unique paygroups on this page.

Note. If you leave the Organization Link List group box blank, the system assumes that you're using the default source bank ID that is defined on the Processing Details page.

See Also

Chapter 14, "Defining the Organizational Structure," Defining Pay Entities, page 348

Defining Deposit Schedules

To define deposit schedules, use the Deposit Schedules (DEP_SCHED) component.

This section provides an overview of deposit schedules and discusses how to identify dates when payments are debited.

Understanding Deposit Schedules

When you run the banking process, the system assigns a deposit date based on the time of the run and the deposit schedule that's associated with the deduction.

- For deductions that are assigned a deposit schedule, the system looks up the date that comes the soonest after the run date.
- For deductions without an assigned deposit schedule and net pay, the deposit date is the run date.

Example

Run February payroll on the 25th of the month.

Deduction	Deposit Schedule	Deposit Date
Net pay	No deposit schedule assigned	The date that the banking process is run.
Income tax	Quarterly on the last day of the quarter	March 31
Union dues	Monthly on the first day of the month	March 1

This example illustrates that the deposit date can filter which transactions are transmitted to the bank in a subsequent process.

Managing Deposits

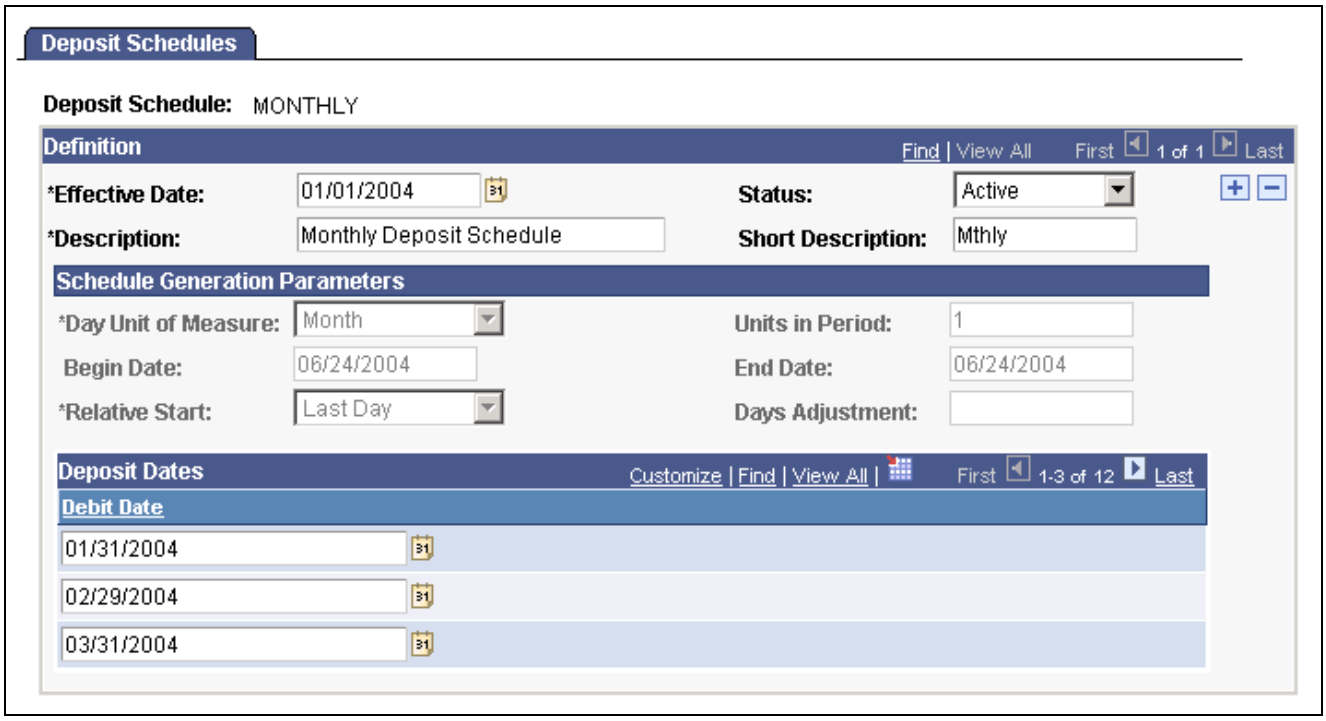
You have flexibility in defining deposit schedules. So if many deposits are due at month's end, you can create a deposit schedule with a debit date of the last day of the month. Associate these dates with payees and recipients. Run the payment process, telling the system to create a report that includes all the information in the deposit schedule.

Page Used to Define Deposit Schedules

Page Name	Object Name	Navigation	Usage
Deposit Schedules	DEP_SCHED	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Deposit Schedules	Identify dates when payments are debited from the source bank account.

Identifying Dates When Payments Are Debited

Access the Deposit Schedules page.



Deposit Schedules page

Schedule Generation Parameters

Use this group box to define details for generating deposits.

Day Unit of Measure Define the type of schedule that you're building. Options are *Day, Month, Quarter, Week,* and *Year.* Your selection affects time increments for the debit dates. So if you select *Month,* the time increment between debit dates is one month.

Units in Period Define the frequency for the Day Unit of Measure field. If you indicate *Month* there and enter *1* here, this schedule occurs once a month. If you enter *2,* this schedule occurs once every two months.

Begin Date and **End Date** Enter the approximate schedule dates. When the system builds schedules, it builds them in this date range.

Relative Start Select the relative start of the deposit schedule dates. Options are *First Day* (of the month) and *Last Day* (of the month). Specifies the day that the deposit date intervals start. For example, if you select *Month* in the Day Unit of Measure field and *Last Day* in the Relative Start field, the schedules have deposit dates at the end of the month.

Days Adjustment Specify how many days to adjust between the relative start date and the deposit date. Say you select *Month* in the Day Unit of Measurefield, *Last Day* in the Relative Start field, a frequency of *1,* and *+10* in the Days Adjustment field. The system, on the 10th of each month, generates monthly schedule dates that start the 10th of the following month.

Note. The Relative Start and Days Adjustment fields are unavailable for entry if the Day Unit of Measure field is set to *Day* or *Week.*

Generate Dates Click this button to generate a list of debit dates in the Deposit Dates group box.

Deposit Dates

This group box is populated based on what you defined in the Schedule Generation Parameters group box. It displays the generated dates when deposits are due, based on those parameters.

Defining Recipients

To define deduction recipients and to select recipients' deposit schedules, use the Deduction Recipients (RECIPIENT) component.

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

- Define recipients.
- Select recipients' deposit schedules.

Understanding Recipient Definition

Recipients are entities or individuals who receive voluntary and statutory deductions that are withheld from payees. Global Payroll recognizes two types of recipients:

- General recipient, such as a government agency.

  Receives the amount that's withheld from all payees who have a specific deduction.
- Individual recipient, such as a spouse who receives child support payments.

  Receives the amount that's withheld from one or more payees.

Note. A general recipient is often an entity and an individual recipient is often a person, but this isn't a requirement.

Each recipient has a disbursement schedule. You can create unique deposit schedules to identify deposit dates.

Note. Before you can define a recipient, you must first define general bank information on the Bank Table page.

See Also

Chapter 31, "Defining Banking Instructions," Defining Banks and Branches, page 827

Pages Used to Define Recipients

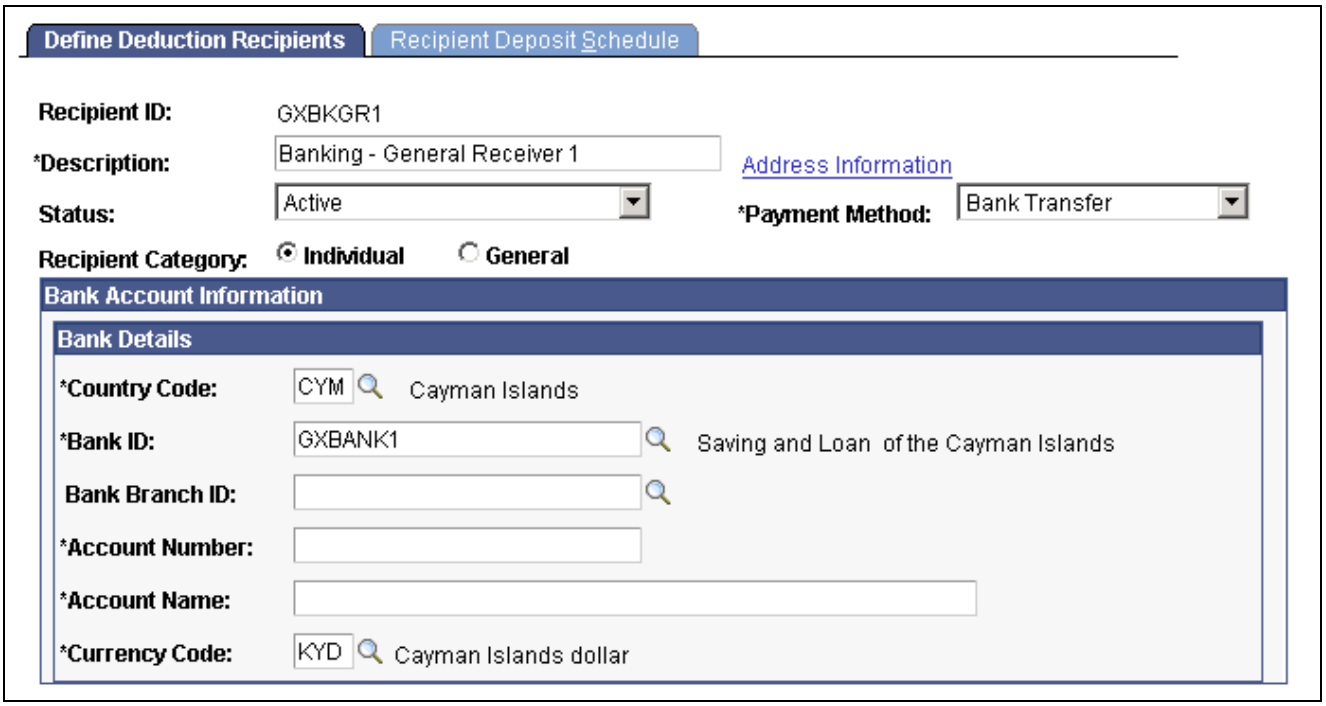
Page Name	Object Name	Navigation	Usage
Define Deduction Recipients	RECIPIENT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Deduction Recipients	Define general and individual recipients for deductions.
Recipient Address	RECIPIENT_ADR_SP	Click the Address Information link to access the Recipient Address page.	Define recipients' address information.
International Bank Account Nbr	BANKACCT_IBAN_SEC	Click the Edit IBAN link.	(GBR, FRA, BEL, ESP, CHE, DEU, ITA, and NLD) Generate and edit the International Bank Account Number (IBAN). This page is documented in the *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook.*
Recipient Deposit Schedule	RECIPIENT_DEP_INFO	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Deduction Recipients, Recipient Deposit Schedule	Select recipients' deposit schedule.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Banks and Bank Branches," Setting Up IBAN Information

Defining Recipients

Access the Define Deduction Recipients page.



Define Deduction Recipients page

Address Information Click the Address Information link to access the Recipient Address page, where you'll define country and address information for the recipient.

Payment Method Select the payment method. Options are *Bank Transfer, Cash, Check, Postal Order* and *Wire Transfer*.

Note. Bank account information only becomes available when *Bank* and *Wire Transfer* are selected.

Country Code Enter a country code.

Bank ID and **Bank Branch ID** Select the bank ID and, if applicable, the branch ID, for the recipient.

Note. Not all countries require branch ID information.

Account Number and **Account Name** Enter account information for the recipient.

Currency Code Specify the currency code in which the recipient is paid. The code you enter in this field is for informational purposes only and is not used by the banking process.

IBAN and **Edit IBAN** (GBR, FRA, BEL, ESP, CHE, DEU, ITA, and NLD) Displays the IBAN number for the account.

Click the Edit IBAN link to access the International Bank Account Nbr page where you can generate and edit IBAN information for the bank account.

Recipient Category

Individual Select if the recipient receives an amount, such as a court order deduction, that is withheld from one or more payees.

General Select if the recipient receives the amount withheld from all payees who have a particular deduction. General recipients, such as local and national governments for taxes, insurance companies for insurance benefits, and unions for union dues, are entities that receive an amount that might include many payee values.

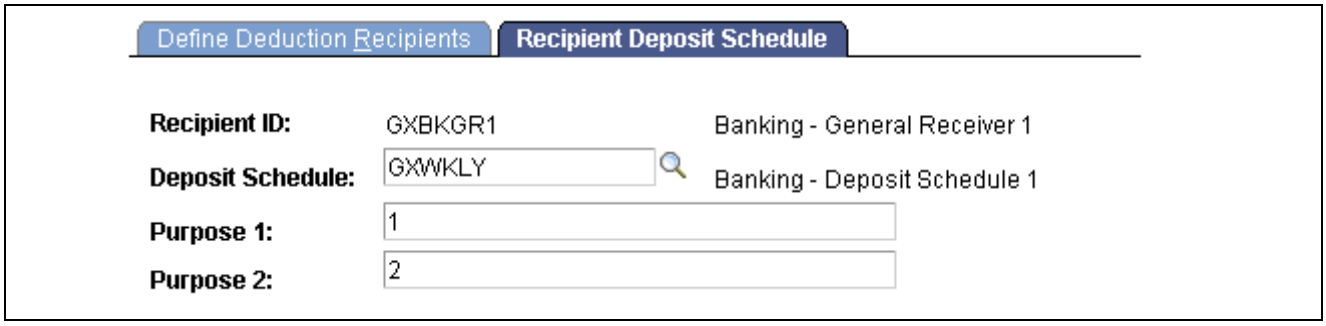
See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Banks and Bank Branches," Identifying Banks

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Banks and Bank Branches," Setting Up IBAN Information

Selecting Recipients' Deposit Schedule

Access the Deposit Schedule page.



Recipient Deposit Schedule page

Deposit Schedule Select the deposit schedule that specifies the recipient's payment frequency. Define deposit schedules on the Deposit Schedules page.

See Chapter 31, "Defining Banking Instructions," Defining Deposit Schedules, page 830.

Purpose 1 and **Purpose 2** Enter information that's included on the bank transfer file, such as bank routing numbers or names.

Assigning Recipients to Deductions and Payees

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

- Link individual recipients to a deduction and a payee.
- Define recipients' account information.
- Link general recipients to deductions.

Understanding Recipient Assignments

After defining recipients, you assign them to deductions and payees. Where to assign recipients depends on the type of deduction.

When assigning recipients, you'll do the following:

- Link individual recipients to deductions and payees through the payee-level Deduction Recipients page.
- Link general recipients to deductions through the Recipient page of the Deduction component.

The sections below discuss each recipient type in detail.

Individual Recipients

If you have a deduction whose recipient is unique by payee, such as a garnishment deduction that goes to an individual, you assign a recipient on the payee-level Deduction Recipients page.

Note. The payee-level Deduction Recipients page is found under Global Payroll & Absence Mgmt, Payee Data, Net Pay/Recipient Elections, Add Deduction Recipients and is discussed in this section.

See Chapter 31, "Defining Banking Instructions," Linking Individual Recipients to a Deduction and a Payee, page 838.

General Recipients

If you have a deduction whose recipient is a general entity, such as an insurance payment that goes to an insurance carrier, you establish the recipient information on the deduction definition, telling the system to sum up the amounts from all payees who have this deduction and send the total to one recipient.

When you link a general recipient to a deduction, you choose between:

- Selecting the recipient by recipient ID.
- Selecting a formula that determines which general recipient receives the deduction.

  The formula is resolved during the Calculate phase of the batch process, when the deduction is resolved. The result is stored in the Earnings and Deductions results table. When you run the banking process, the system retrieves the recipient ID from the results table.

Note. You can override the general recipient of a deduction for a particular payee, on the payee-level Deduction Recipients page.

The Recipient page in the Deduction component is discussed in another chapter in this PeopleBook.

See Chapter 8, "Defining Earning and Deduction Elements," Defining Deduction Elements, page 204.

Pages Used to Assign Recipients to Deductions and Payees

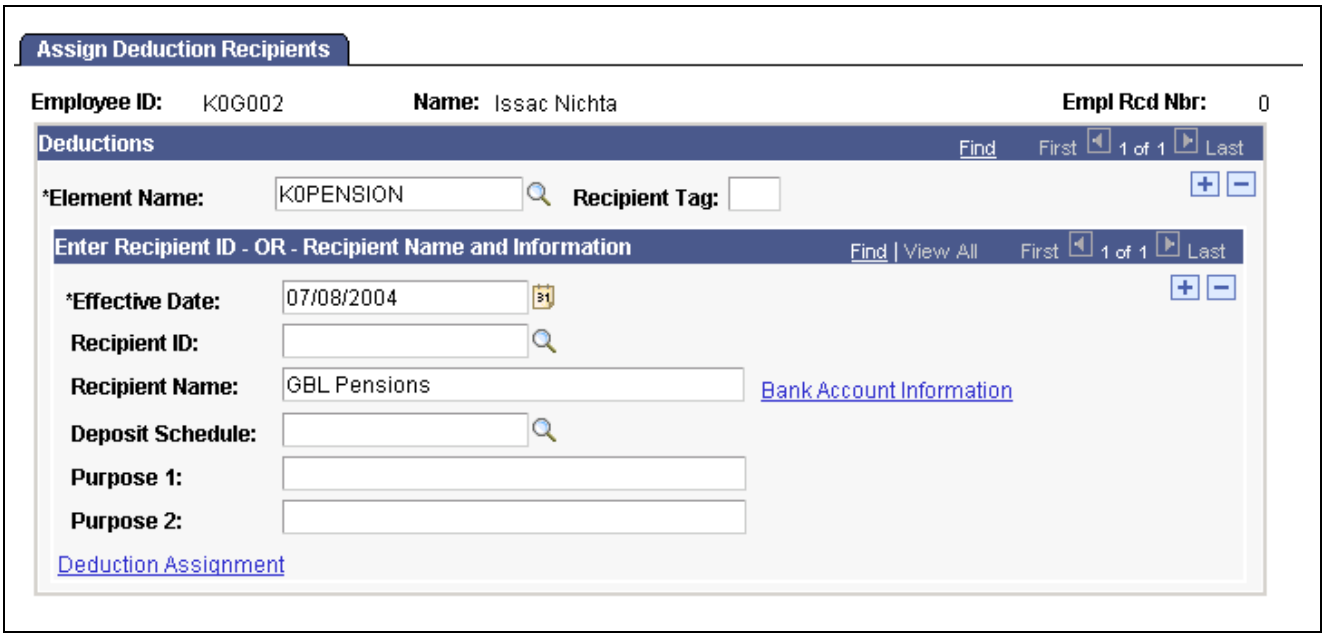
Page Name	Object Name	Navigation	Usage
Assign Deduction Recipients	GP_RCP_PYE	• Global Payroll & Absence Mgmt, Payee Data, Net Pay/Recipient Elections, Add Deduction Recipients, Assign Deduction Recipients • Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Element Assignment By Payee Click the Deduction Recipients link on the Element Assignment By Payee page. • Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Payee Assignment By Element Click the Recipient link on the Payee Assignment By Element page - Recipient tab.	Link an individual recipient to a deduction and a payee. Override the general recipient of a deduction for a specific payee.
Information for Recipient	GP_RCP_PYE_SP	Click the Bank Account Information link on the Assign Deduction Recipients page.	Define a new recipient's bank account information.
Recipient	GP_RCP_DED	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Recipient	Link a general recipient to a deduction.

See Also

Chapter 8, "Defining Earning and Deduction Elements," Selecting a General Recipient for a Deduction, page 221

Linking Individual Recipients to a Deduction and a Payee

Access the Assign Deduction Recipients page.



Assign Deduction Recipients page

Element Name Select the deduction for which to define recipient information.

Recipient Tag Enter the recipient tag. Tags are used for multiple resolution of deductions. A given payee could have one or more recipient tags and the tags are associated either with a recipient id or with a recipient name. Tags are numeric. If a tag does not have a number, the system defaults the recipient tag to zero. Then the system adds the amount that resolves when there is no earning or deduction assignment.

Recipient ID Select the recipient ID for a predefined recipient (recipients are set up using the Deduction Recipients component). To define a new recipient, leave this field blank and complete the Recipient Name field. When you select an existing recipient, the system displays the recipient name next to the Recipient ID field. Click the recipient name link to access the Define Deduction Recipients component (RECIPIENT) where you can view and update the recipient's details.

Recipient Name and **Bank Account Information** If you want define a new recipient, enter the name of the recipient. When you complete this field, the system displays the Bank Account Information link. Click this link to access the Information for Recipient page where you enter the payment method and the recipient's bank account information.

Deposit Schedule Select a deposit schedule for the recipient.

Purpose 1 and **Purpose 2** Enter information that's included on the bank transfer file, such as bank routing numbers or names.

Deduction Assignment Click the Deduction Assignment link to access the Earning/Deduction Assignment page.

Defining Recipients' Account Information

Access the Information for Recipient page.

Information for Recipient page

The fields on this page are identical to those on the Define Deduction Recipients page.

See Also

Chapter 31, "Defining Banking Instructions," Defining Recipients, page 833

Linking General Recipients to Deductions

To link a general recipient to a deduction, access the Recipient page in the Deductions component and select the deduction recipient. The Recipient page is discussed in another chapter in this PeopleBook.

See Also

Chapter 8, "Defining Earning and Deduction Elements," Selecting a General Recipient for a Deduction, page 221

Defining Payee Net Pay Elections

This section provides an overview of payee net pay elections and discusses how to:

- Enter payees' bank account information.
- Specify net pay elections.

Understanding Payee Net Pay Elections

After setting up banking information for your organization, you can define bank account and net pay election information for each payee.

Note. Payees can manage their own personal payroll information, such as updating personal bank account information and payroll payment distribution instructions, on self-service pages in PeopleSoft Enterprise ePay. These pages are discussed in the ePay PeopleBook.

See *PeopleSoft Enterprise ePay 8.9 PeopleBook*, "Managing Pay Information for PeopleSoft Enterprise Global Payroll".

Pages Used to Define Payee Net Pay Election Information

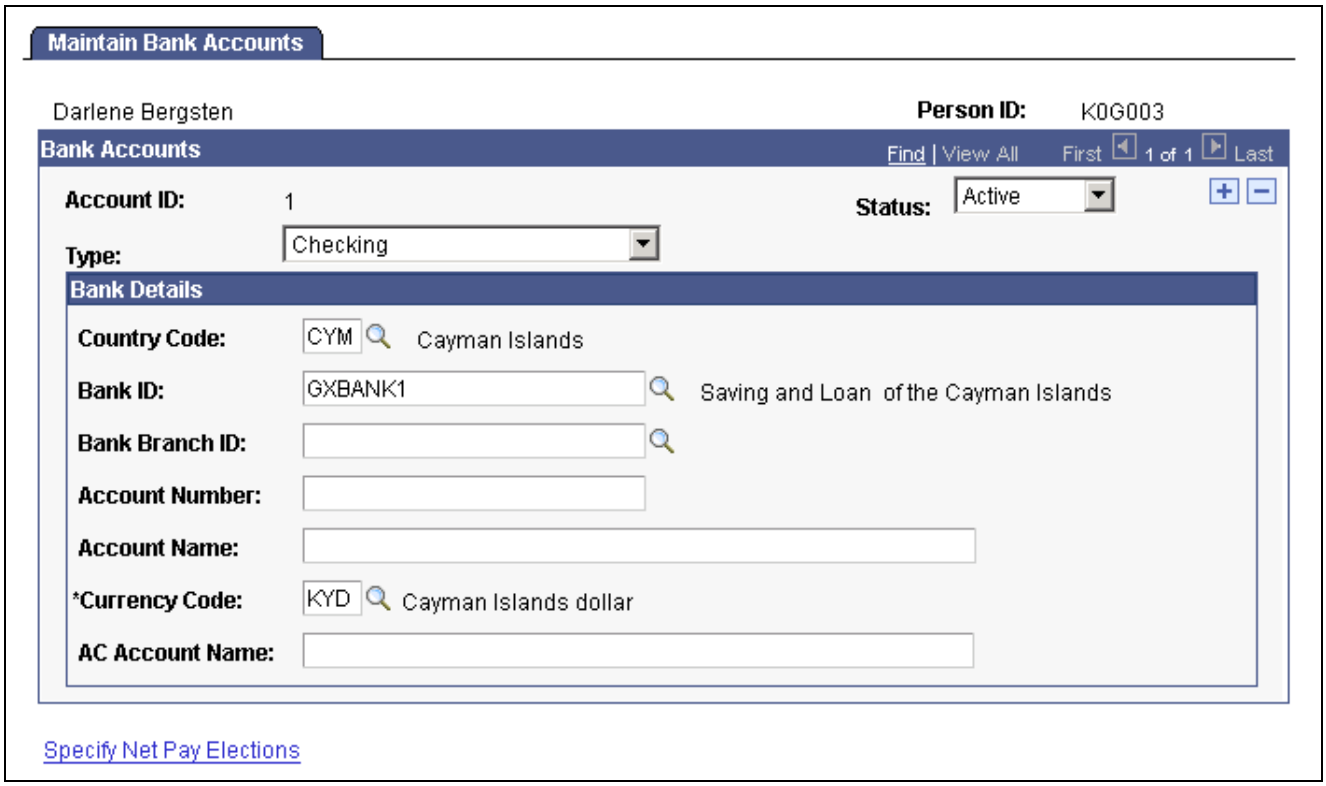
Page Name	Object Name	Navigation	Usage
Maintain Bank Accounts	PYE_BANKACCT	Global Payroll & Absence Mgmt, Payee Data, Net Pay/Recipient Elections, Maintain Bank Accounts, Maintain Bank Accounts	Enter bank account information for a payee. Record all bank accounts for depositing a payee's net pay.
International Bank Account Nbr	BANKACCT_IBAN_SEC	Click the Edit IBAN link.	(GBR, FRA, BEL, ESP, CHE, DEU, ITA, and NLD) Generate and edit the International Bank Account Number (IBAN). This page is documented in the *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook.*
Specify Net Pay Elections	GP_NET_DIST	Global Payroll & Absence Mgmt, Payee Data, Net Pay/Recipient Elections, Specify Net Pay Elections, Specify Net Pay Elections	Define how a payee's net pay is distributed between the payee's bank accounts.

See Also

PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook, "Setting Up Banks and Bank Branches," Setting Up IBAN Information

Entering Payees' Bank Account Information

Access the Maintain Bank Accounts page.



Maintain Bank Accounts page

Account ID Populated by the system with a number assigned to the bank account information.

Type Select the bank account type for the payee. Options are *Building Society Roll Number, Checking, Current Account, Giro Account, Regular,* and *Savings*.

Country Code, Bank ID, and **Bank Branch ID** Select this information for the payee.

Account Number and **Account Name** Enter account information for the payee.

Currency Code Select the code of the currency in which the account is maintained. The code you enter in this field is for informational purposes only and is not used by the banking process.

IBAN and **Edit IBAN** (GBR, FRA, BEL, ESP, CHE, DEU, ITA, and NLD) Displays the IBAN number for the account.

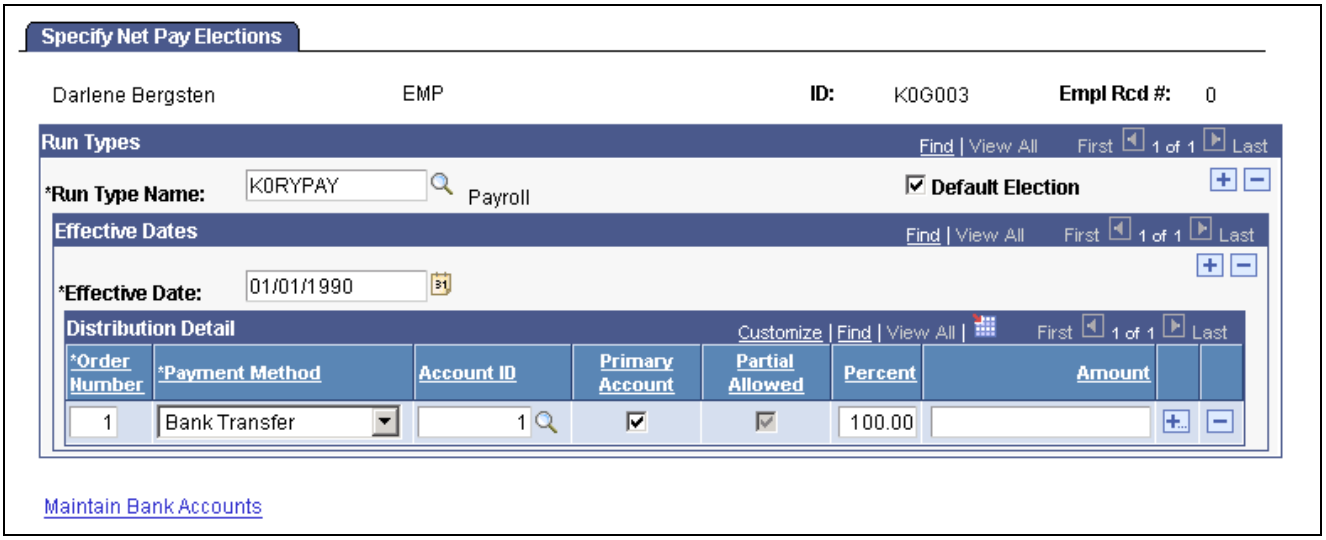
Click the Edit IBAN link to access the International Bank Account Nbr page where you can generate and edit the IBAN for the bank account.

AC Account Name(alternate character account name) Appears if you enabled alternate character (AC) functionality on the Primary Permission List Preferences page.

Specify Net Pay Elections Click to go to the Specify Net Pay Elections page where you can view and update net pay details for the payee.

Specifying Net Pay Elections

Access the Specify Net Pay Elections page.



Specify Net Pay Elections page

Run Type Name Select for the net pay elections. You can define distributions by run type, such as one distribution for a regular run and another for expenses.

Default Election Select to indicate the default run type. When the banking process runs, the system checks the run type defined on the pay calendar and seeks a match on the net distribution for the payee. If it finds none, it uses the distribution of the row marked Default Election.

Order Number Enter an order number. This refers to distribution order priorities. Prioritize if a payee has distribution amounts indicated for an account type. Let's say that a payee wants 100 distributed to a savings account every month and everything else distributed to a checking account. The distribution to the savings account gets higher priority.

Payment Method Select the payment method for the payee. Options are *Bank Transfer, Cash, Check, Postal Order,* and *Wire Transfer.*

Note. You can create only one row with payment method *Check* or *Cash.* The system does not allow multiple checks or cash amounts per payee for a pay period.

Account ID Select the bank account ID for the payee if you selected *Bank Transfer* in the Payment Method field. Your choices come from definitions for the Account ID field on the Maintain Bank Accounts page.

Primary Account Select if this is a payee's primary account. If a payee has set up distribution amounts for allocation to several accounts and a net pay amount remains after allocation, the extra amount goes to the primary account.

Note. If the net pay becomes a negative amount, it will go into the primary account.

Partial Allowed Select to have partial amounts distributed from a net pay distribution.

Let's say a payee distributes 1200 monthly as follows:

- 500: checking account.
- 400: savings account.
- 300: retirement account.

One month, the payee's net pay is only 1050. The system still distributes 500 to the checking account and 400 to the savings account, but it cannot distribute the full 300 to the retirement account. If Partial Allowed is selected, the system distributes the partial amount, which is 150 in this case. If Partial Allowed isn't selected, the system allocates 150 to the payee's primary account. Nothing is deposited in the retirement account.

Percent If the distribution to an account is calculated by a percentage of the net payment, enter that percentage.

Amount If the distribution to an account is to be calculated by an amount, specify that amount.

Note. You can define a net distribution in percentages, amounts, or both. The total cannot exceed 100 percent. Any amount remaining after percentage allocation is allocated to the primary account, unless otherwise specified.

Maintain Bank Accounts Click to go to the Maintain Bank Accounts page where you can view and update bank account information for the payee.

Overriding Payment Method

You can override the payment defined for a payee, run type, or calendar group using the system element PAYMENT MTHD. This element is resolved during the payroll process and its value is stored in the GP_PYE_SEG_STAT results table. The banking process checks the value stored in this table and if it has a value for payment method, this means that an override payment method is defined for the segment. If there is no value, the normal payment method defined for the payee is used. The payment methods available as overrides are *Check*, *Cash*, *Postal Order* or *Primary Account*.

There are no rules delivered in the Global Payroll core application to update the system element PAYMENT MTHD. Refer to your Global Payroll country extension PeopleBook for information about how this system element is used.

Running the Banking Process

This section provides an overview of the banking processing and discusses how to create payments for net payments and deductions in a calendar run.

Understanding the Banking Process

To prepare payments, the system uses the Payroll Results table that is created when you run payroll. The Global Payroll Banking Application Engine 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.

Note. The process that creates payment files is a local function documented in the corresponding local country documentation.

Example 1: Payment Processing for Employee with Pay Increase

This table shows the net pay elections for an employee:

Payment Method	Bank Account	Primary Account	Partial Amount	Percent	Amount
Transfer	DEF				100
Transfer	ABC	Y	Y	100%	

The employee has a pay increase effective December 15 and a net pay of 3500 for the month. This table shows the payroll results for December:

Segment	Period	Pay Entity	Cal Prd ID	Amount
1	December 1–15	AP	Monthly	1500
2	December 15 — 31	AP	Monthly	2000

This table shows the results of running the banking process for this employee:

Payment Method	Segment	Amount	Cal Prd ID	Source Bank	Bank Account
Transfer	1	100	Monthly	Bank 1	DEF
Transfer	1	1400	Monthly	Bank 1	ABC
Transfer	2	2000	Monthly	Bank 1	ABC

Example 2: Payment Processing for Employee with Multiple Jobs

This table shows the net pay elections for the same employee with multiple jobs, but only one net pay election defined:

Empl Rcd	Payment Method	Bank Account	Primary Account	Partial Amount	Percent	Amount
0	Transfer	DEF				100
0	Transfer	ABC	Y	Y	100%	

The employee works for different departments with different source banks, with a total net pay of 4100. This table shows the payroll results for December:

Empl Rcd	Segment	Period	Pay Entity	Cal Prd ID	Amount
0	1	December 1–15	AP	Monthly	1500
0	2	December 15 — 31	AP	Monthly	2000
1	1	December 1 —31	AP	Monthly	600

This table shows the results of running the banking process for this employee:

Empl Rcd	Payment Method	Segment	Amount	Cal Prd ID	Source Bank	Bank Account
0	Transfer	1	100	Monthly	Bank 1	DEF
0	Transfer	1	1400	Monthly	Bank 1	ABC
0	Transfer	2	2000	Monthly	Bank 2	ABC
1	Check	1	600	Monthly	Bank 3	No alloc

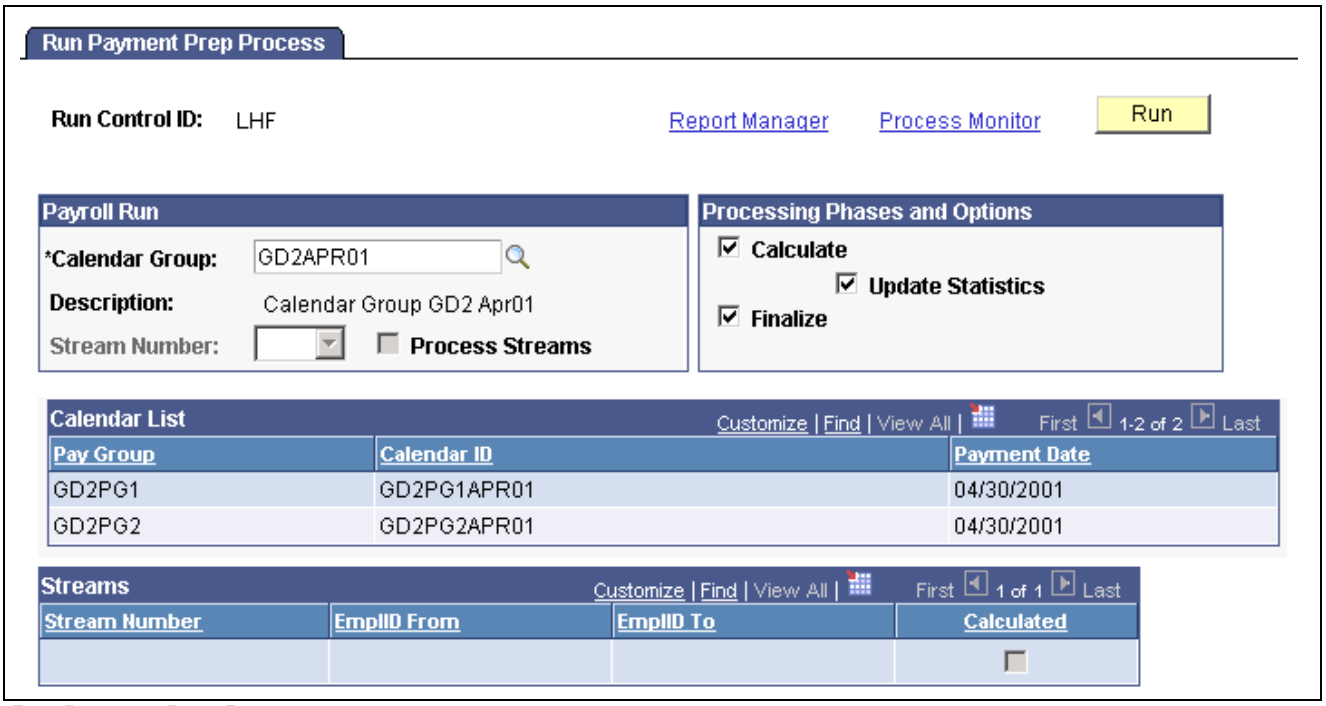
In this example the amount for the employee's second job (empl rcd 1) is not allocated because no net pay election is defined for this job.

Page Used to Run the Banking Process

Page Name	Object Name	Navigation	Usage
Run Payment Prep Process	GP_PMT_PREPARE	Global Payroll & Absence Mgmt, Payment Processing, Run Payment Prep Process,	Run a process that creates payments for net pay, individual recipient, and general recipient deductions for a calendar run.

Creating Payments for Net Payments and Deductions in a Calendar Run

Access the Payment Preparation page.



Run Payment Prep Process page

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 selected the stream processing option when defining the calendar group.

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 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.

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.

See Also

Chapter 21, “Processing Payroll,” Creating Process Streams, page 543

Reviewing Banking Results by Calendar Group

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

- View net pay.
- View deductions.

Understanding Banking Results

After you run the banking process, you can view net pay and deductions for a payee.

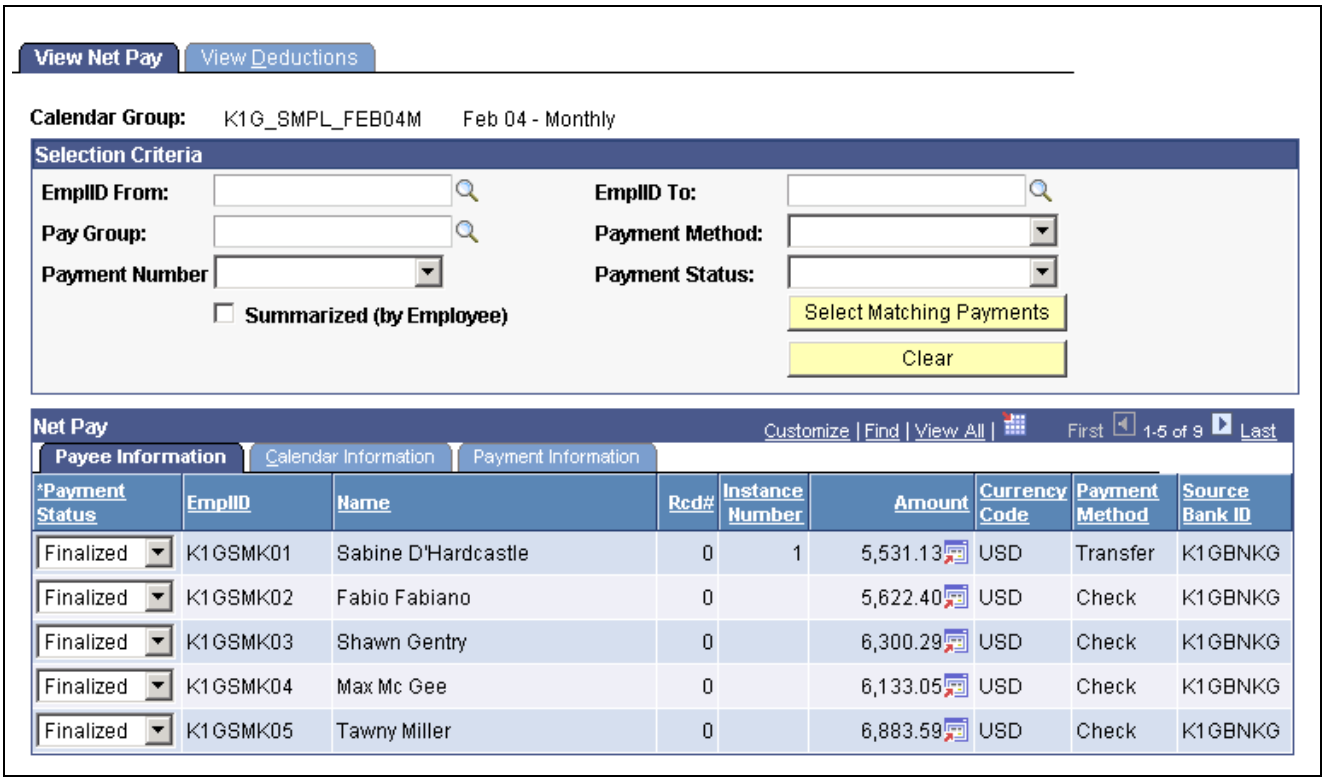
Note. See your local country documentation for more information about local country bank processing.

Pages Used to Review Banking Results

Page Name	Object Name	Navigation	Usage
View Net Pay	GP_PMT_NP_VIEW	Global Payroll & Absence Mgmt, Payment Processing, Review Payments by Cal Group, View Net Pay	View payee net pay by calendar group.
View Deductions	GP_PMT_DED_VIEW	Global Payroll & Absence Mgmt, Payment Processing, Review Payments by Cal Group, View Deductions	View deductions for recipients by calendar group.

Viewing Net Pay

Access the View Net Pay page.



View Net Pay page

Note. If there are more than 300 rows of data, a message will appear indicating that if you want to view more records for the calendar group, you need to enter specific criteria.

Selection Criteria

Use the fields in this group box to select the employees you want to view. When you click the Select Matching Payments button, the system populates the Net Pay group box.

EmplID From and **EmplID To** — Select the range of employees whose net pay you want to view.

Pay Group — Select the paygroup for which you want to view net pay results.

Payment Method — Select the payment method for which you want to view net pay. Options are *Bank Transfer, Cash, Check, Postal Order,* and *Wire Transfer.*

Payment Number — Enter a payment number for the net pay. Payment numbers are used for off-cycle manual payments

See Chapter 23, "Managing Off-Cycle Processing," page 607.

Payment Status — Select the payment status for the banking results. Options are *Finalized, Hold, Manually Paid, No Active Allocations, Prepared, Payment Transferred,* and *Void.*

Summarized (by Employee) — Select this check box to view a summary of employee payments for each calendar period, payment method, and source bank. If you leave this check box cleared, the system lists the payments for each segment in the pay period.

However, if you select this check box, the system lists the total amount for all segments with the same payment method and source bank.

Select Matching Payments Click this button to populate the Net Pay group box with payments that match the criteria you have defined.

Clear Click this button if you want to clear the data in the Net Pay group box.

Payee Information

Select the Payee Information tab.

This tab displays the payment status, employee ID, name, record number, instance number, amount, currency code, payment method, and source bank ID that is associated with each payment.

Payment Status Displays the payment status. You can change the payment status only when the banking process has been finalized and you have not selected the Summarize (by Employee) check box. Options are:

Hold: Use this status to stop a payment from being transferred to the bank. When you want to make the payment, change the status from *Hold* to *Finalized.* You cannot change the status to *Hold* after a payment has been transferred.

Manually Paid: You cannot change the status of manual payments.

Prepared: The system sets this status when you run the banking process and payments are first allocated.

Payment Transferred: Indicates that the payment has been transferred to the bank. During local country processing, the system changes the status from *Prepared* to *Payment Transferred.*

No Active Allocations: Indicates that no net pay elections are defined for the payee on the Net Pay Elections page.

Finalized: The payment has been created and finalized. You can change the status of finalized payments to *Void,* or *Hold*.

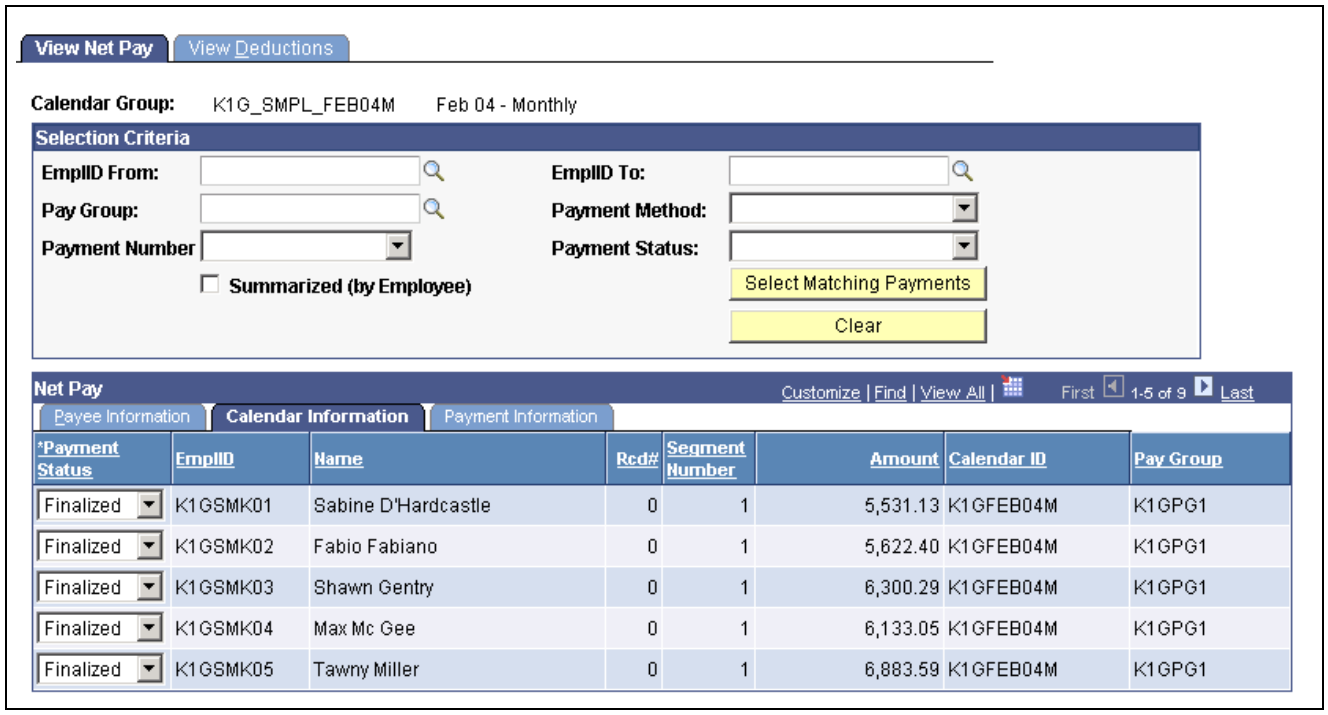
Void: Use this status to cancel a payment. Once you void a payment, you cannot unvoid it.

Note. When you void a payment, the system voids the net pay and deductions that make up the payment.

Note. If you are voiding a payment because you are using an off-cycle to correct or reverse a payment, setting it to void doesn't automatically create a recalculation of the payroll. You need to run the off-cycle for this to occur.

Calendar Information

Select the Calendar Information tab.

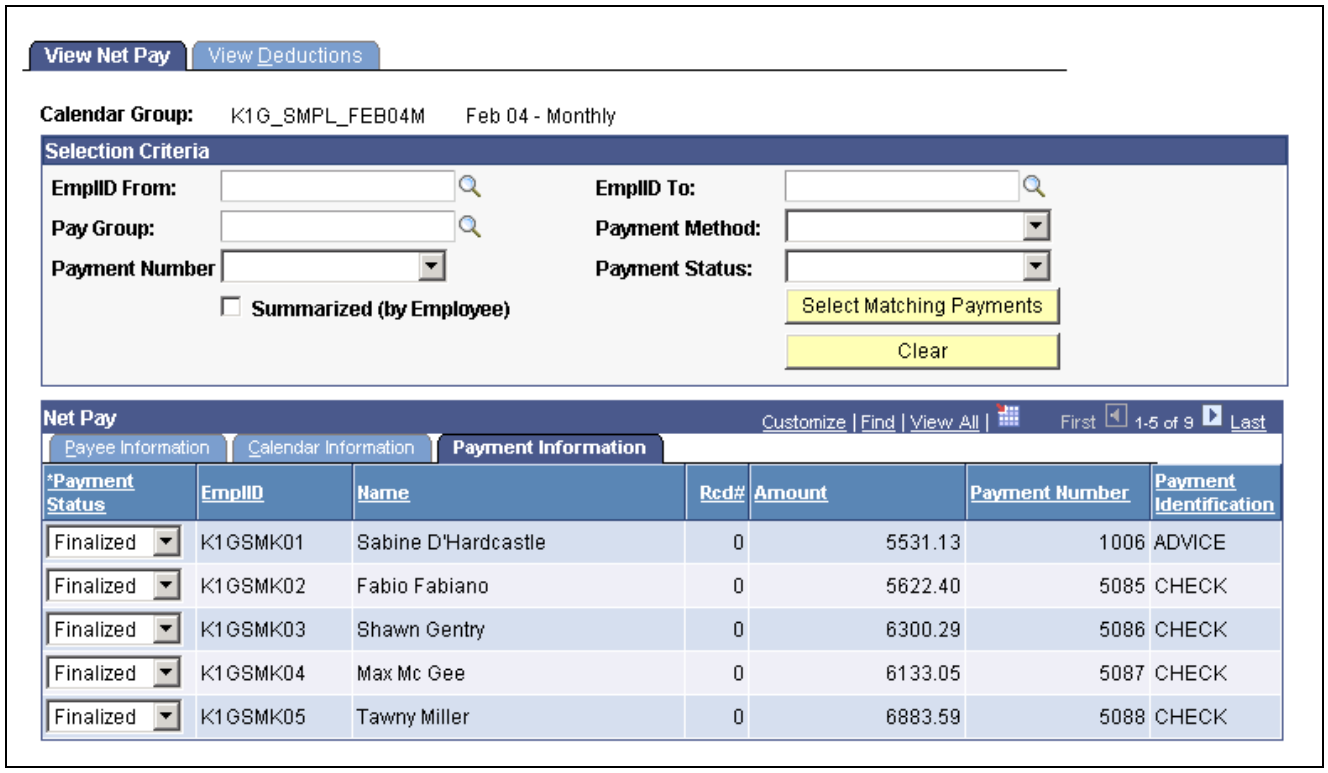


View Net Pay page: Calendar Information tab

This tab displays the segment number, calendar ID, and paygroup that is associated with each payment.

Payment Information

Select the Payment Information tab.



View Net Pay page: Payment Information tab

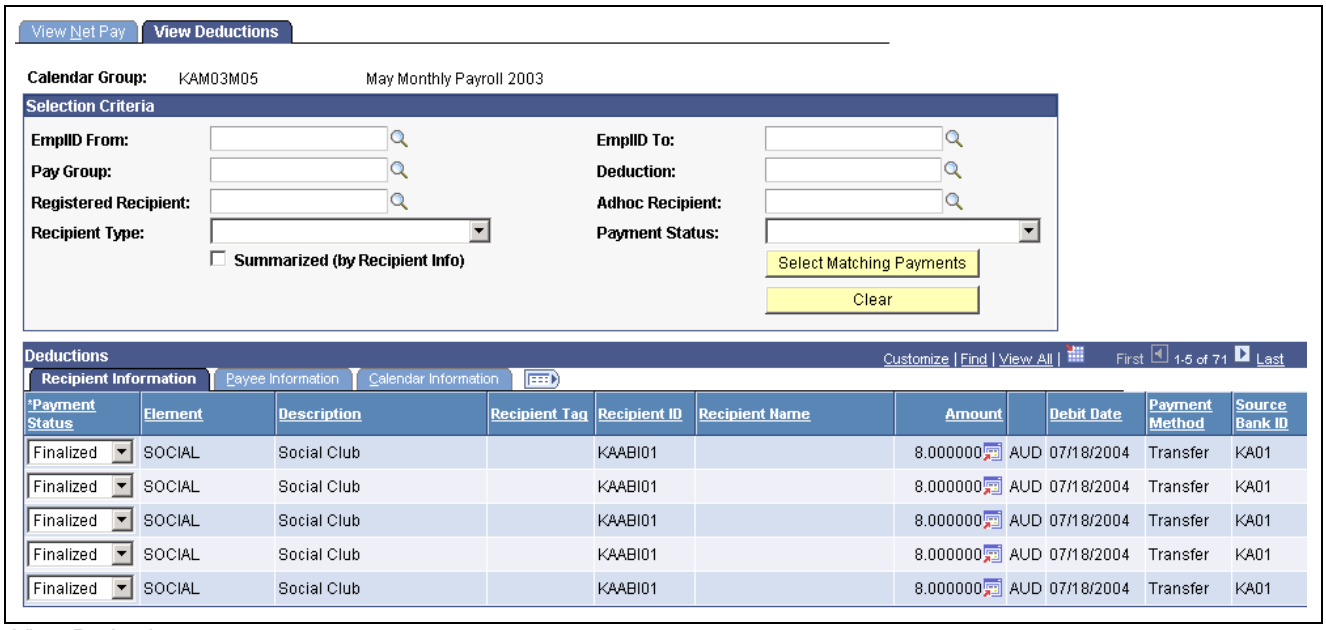
This tab displays the payment number and payment identification that is associated with each payment. These fields are blank except for manual payments entered in an off-cycle payroll.

See Also

Chapter 23, "Managing Off-Cycle Processing," page 607

Viewing Deductions

Access the View Deductions page.



View Deductions page

Note. If there are more than 300 rows of data, a message will appear indicating that if you want to view more records for the calendar group, you need to enter specific criteria.

Note. Many of the fields on the Selection Criteria group box on the View Deductions page are similar to the fields on the View Net Pay page. These common fields are documented with the View Net Pay page. Fields unique to the View Deductions page are documented below.

See Chapter 31, "Defining Banking Instructions," Viewing Net Pay, page 848.

Registered Recipient Select the recipient ID to view deductions for recipients defined on the Define Deduction Recipients page.

Adhoc Recipient Select a recipient in this field if you want to view deductions for recipients defined on the Assign Deduction Recipients page.

Recipient Type Select *General Recipient Deduction* or *Individual Recipient Deduction.*

Summarized (by Recipient Info) Select this check box to display the total amounts paid to recipients. If you leave this check box cleared, the system lists the amounts paid to recipients for each payee.

Recipient Information

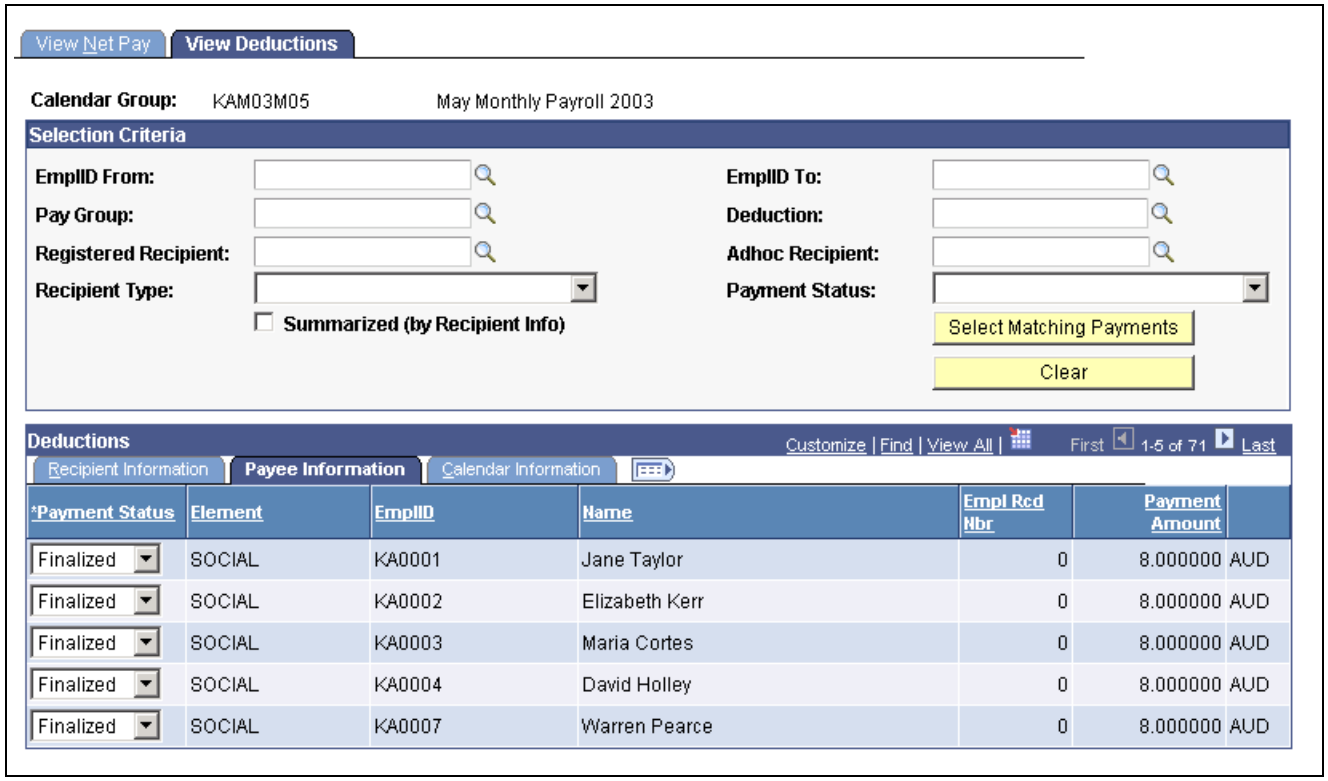
Select the Recipient Information tab.

This tab displays information about the recipient.

Recipient Tag Displays the recipient tag for the deduction recipient. Tags are used for multiple resolution of deductions. A given payee could have one or more recipient tags and the tags are associated either with a recipient id or with a recipient name. Tags are numeric.

Payee Information

Select the Payee Information tab.

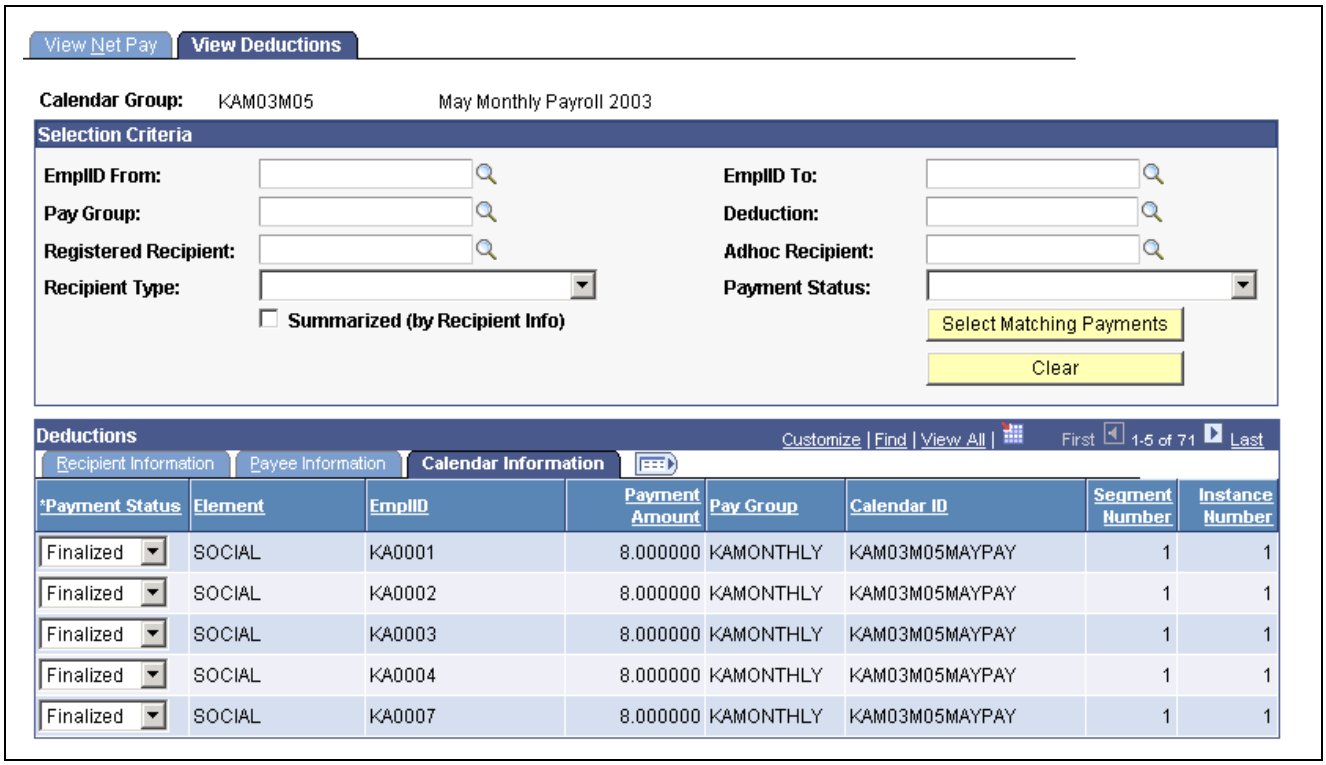


View Deductions page: Payee Information tab

This tab displays information about the payee.

Calendar Information

Select the Calendar Information tab.



View Deductions page: Calendar Information tab

This tab displays information about the calendar.

Using Banking Information with Local Country Processes

After setting up information in the Global Payroll core application, you can use this information when running local country processes to create payment files and payment reports.

Each country extension has its own SQRs and formats. You can write your own SQRs, extracting data from the output file that the system created in the core application in the banking process.

To prepare payments:

1. Finalize your payroll.
2. Run the banking process.
3. View payments on the View Net Pay page and the View Deductions page.
4. Print a report of payments after payment processing.

   Refer to your country extension PeopleBook for information about the reports available.
5. Prepare recipient payments to generate payments for general recipients.

   After the core banking process is finalized, an SQR process populates a table that country-specific processes use to generate payment files and reports for general recipients.
6. Prepare payee payments to generate payments for individual recipients.

   After the core banking process is finalized, an SQR process populates a table that country-specific processes use to generate payment files and reports for individual recipients.

Note. In steps 4 and 5, the process isn't necessarily run by local SQRs. Whether you run the process with SQRs or not, the result is an interface file to banks or another medium for automated transfers.

Note. To see which local processes need to be run, refer to the banking chapter in your local country documentation.

Using Retroactive Calculations in Banking

This section provides an overview of the retroactive process in banking and discusses how to:

- Select the corrective method for default retro processing.
- Select the forwarding method for default retro processing.
- Review deduction processing details.
- Review an example of using the Use Current Results + Adjustment without selecting the To Process Banking check box.
- Select the Use Current Results + Adjustment for banking.
- Review an example of selecting the To Process Banking check box when forwarding is the default retro method.

Understanding the Retroactive Process in Banking

In the banking process, making sure that the appropriate source bank funds transactions and the right recipients or net pay accounts are debited and credited can require retroactive calculations to correct previous calculations. To determine how to handle transactions, banking must recognize retro processing and the method used.

Define your payroll retroactivity defaults on the Countries page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Countries). This page is discussed in other chapters in this PeopleBook.

See Chapter 3, "Introducing the Core Application Architecture," Defining Country-Level Setup, page 33 and Chapter 30, "Defining Retroactive Processing," Setting Up Retroactive Processing, page 758.

Selecting the Corrective Method for Default Retro Processing

If you select *Corrective* as the Default Retro Method on the Countries page, the system completes the following steps when retroactive processing occurs:

1. Recalculates the elements of the pay run that are defined to be recalculated during retro.
2. Recalculates values for the elements of the pay run replace the previous calculations.
3. Updates balance and segment accumulators in the recalculated period.
4. Computes retro deltas and stores them in the recalculated period.
5. Computes the retro adjustment for elements of the pay run that are defined as forwarding element overrides (on the Retro Process Overrides page).
6. Determines if any differences exist between the net pay from the prior calculation and the recalculation.

7. Banking processes the differences. Reverses all segments for net pay entries from the prior calculation where the net pay isn't being forwarded.

   Inserts new segment net pay entries from the recalculation where the net pay isn't being forwarded.

8. Distributes all net payments according to the net distribution sets matching the run type, the EmplID/Empl Rcd # (employee ID and employee record number), and period ID combination.

   Deletes all entries where the sum is zero.

Note. If the net difference is negative, the system takes the amount and assigns it to the primary account.

Selecting the Forwarding Method for Default Retro Processing

If you select *Forwarding* as the Default Retro Method on the Countries page, the system completes the following steps when retroactive processing occurs:

1. The system recalculates the elements of the pay run that are defined to be recalculated during retro.
2. Recalculated values for the elements are used to compute the retro deltas for the recalculated period, but do not replace the previous calculations.
3. The system updates segment accumulators only. (Although you can define balance accumulators to behave in a corrective manner at the accumulator definition level and on the Earnings/Deductions Accumulators pages even when the retro method is forwarding).
4. The system computes retro deltas and stores them in the recalculated period.
5. The system computes the retro adjustment for elements of the pay run that are defined to be forwarded (on the Retro Process Overrides page).
6. The banking process picks up only the net pay from the current period calculation because differences from the prior recalculated periods are included in the current period.

Reviewing Deduction Processing Details

The deduction process completes the following, regardless of retro method:

1. Reverse deductions from all prior retro period calculations in the calendar group.
2. Reinstate reversed deductions where the payroll method is forwarding, because the purpose is to reassign the correct recipient.
3. Insert the new transactions for any recalculated deductions where the method is corrective.

   This involves two steps, first for general recipients and then for individual recipients.

4. Remove entries resulting in 0 that have the same recipient ID.

Example of Banking "Use Current Results + Adjustment" without the "To Process Banking" Check Box Selected

This is what happens when the "To Process Banking" option is not selected.

This example illustrates the interaction between source bank, recipient, and payee accounts for net pay. February (February 1, 2004 − February 28, 2004) represents the current period, with retro processing going back to January (January 1, 2004 − January 31, 2004).

- Company ABC uses Source Bank 123. Company DEF uses Source Bank 789.

- Payee changes from Company ABC to Company DEF, effective February 1.
- Company ABC changes from Source Bank 123 to Source Bank 456, effective February 15.
- Earnings 1 rate changes from 100 to 150, effective January 1.
- Deduction 1 rate changes from 20 to 25, effective January 1; no recipient change.
- Deduction 1 recipient changes from Recipient X to Recipient Y, effective February 1.
- Deduction 2 recipient changes from Recipient A to Recipient B, effective January 1; no rate change.
- Payee account distribution changes from Account 1 to Account 2, effective February 1.

Version/ Revision Number	January 2004 Company ABC	Distribution Information	February 2004 Company DEF	Distribution Information
V1R1		Source Bank 123		Source Bank 789
	Earnings 1 = 100		Earnings 1 = 150	
	Deduction 1 = 20	Recipient X	Deduction 1 = 30	Recipient Y
	Deduction 2 = 15	Recipient A	Deduction 2 = 15	Recipient B
	Net Pay = 65	Payee Account 1	Net Pay = 105	Payee Account 2
V2R1		Source Bank 456		
	Earnings 1 = 150	Difference of 50.00		
	Deduction 1 = 25	Difference of 5 to Recipient X		
	Deduction 2 = 15	<15> Recipient A 15 Recipient B		
	Net Pay = 110	Difference of 45 to Payee Account 2		

Explanation of January recalculation (V2R1):

- Deduction 1

  The difference between V1R1 and V2R1 results in 5.

  The recipient is determined based on where the payee was when the deduction was first calculated (January V1R1). In this case, because there was no change in recipient for Deduction 1, the difference of 5 goes to Recipient X, funded by Source Bank 456.

- Deduction 2

  No difference exists.

  There's a recipient change retroactive to January. From Recipient A, 15 is reversed and inserted to Recipient B. Each transaction is "charged" to Source Bank 456.

- Net Pay

  The difference between V1R1 and V2R1 results in 50.

The payee account distribution is determined based on the pay date of the current calendar (February). The difference, 50, goes to Payee Account 2 and is funded by Source Bank 456.

This example illustrates that net pay and deductions are allocated to Company (payment keys) and recipients are based on pay period, whereas source bank and payee accounts are selected based on when transactions are created.

Selecting the Use Current Results + Adjustment for Banking

Most organizations that implement Global Payroll choose the default method that the application uses to process banking in relation to retro. These organizations need only specify, on the Countries page, the retro method, either forwarding or corrective, that is used by their organization or is most appropriate for their country extension of Global Payroll.

Other organizations prefer to post only V1R1 results to banking. The To Process Banking check box on the Countries page is an additional option that addresses this business requirement, and permanently changes the way that the system handles banking in relation to retro. The default setting for the To Process Banking check box is cleared. When you select it, you are telling the system not to reverse old payments in banking and to skip all sections and steps responsible for retro calculation (reversing) and instead implement results from V1R1 and adjustments only.

If you select the To Process Banking check box on the Countries page, the effect is different depending on the default retroactive method:

- If the Default Retroactive Method is *Corrective,* the enhancement does not change the behavior of corrective retro in banking.
- If the Default Retroactive Method is *Forwarding*, retroactivity changes as follows:
  - The system does not reverse prior amounts or post recalculated amounts during retroactive processing. Instead, the system implements current results (V1R1) plus adjustments in banking.
  - You may have to manually correct any discrepancies you identify in banking payments because retroactive changes to recipients or accounts cannot be reflected by the current results plus adjustment method.
  - In case of segmentation mismatch, the system always uses current results plus adjustments and posts results to the last available segment, regardless of the default retro method defined on the Countries page, or the check boxes you select in the Use Current Results + Adjustment group box.

    Segmentation mismatch occurs when a segmented period is recalculated retroactively, and the segmentation dates of the original calculation don’t coincide with those of the recalculation.

Note. Do not enable either setting in the Use Current Results + Adjustment group box if you are satisfied with the way the system currently handles retroactive processing in relation to banking and GL. These settings are not backward compatible.

Note. Once you enable one or both of the Use Current Results + Adjustment settings, you cannot change them back to the default setting. The check boxes become read-only and remain so.

Note. The tables used by and modified in banking and GL are independent. Consequently, you can select the To Process Banking and the To Process General Ledger check boxes independently of one another.

Note. The settings for Use Current Results + Adjustments are country-specific. The selections you make on the Countries page apply to that country only.

Example: Selecting the To Process Banking Check Box When Forwarding is the Default Retro Method

In this example a deduction with a payment of 100 is made to Recipient 1 in January. In February the recipient is changed to Recipient 2, effectively dated in January, thus triggering retroactive processing. When the To Process Bankingcheck box is selected for banking, and forwarding is the default retro method, the system posts this recipient and amount information to banking results:

Month	Version/Revision	Amount	Recipient	Action
January	V1R1	100	1	Resolution (last period)
February	V1R1	100 + 0	2	Resolution (current period + adjustment)

In this example, the system does not process the reversal and reinstatement. It processes only the current period plus adjustment. (The adjustment in this case is 0 because the amount of the deduction does not change.)

CHAPTER 32

Reconciling Payments

This chapter provides an overview of the payment reconciliation process and discusses how to:

- Enter bank file information .
- Run the reconciliation process.
- View transactions.
- Resolve exceptions.

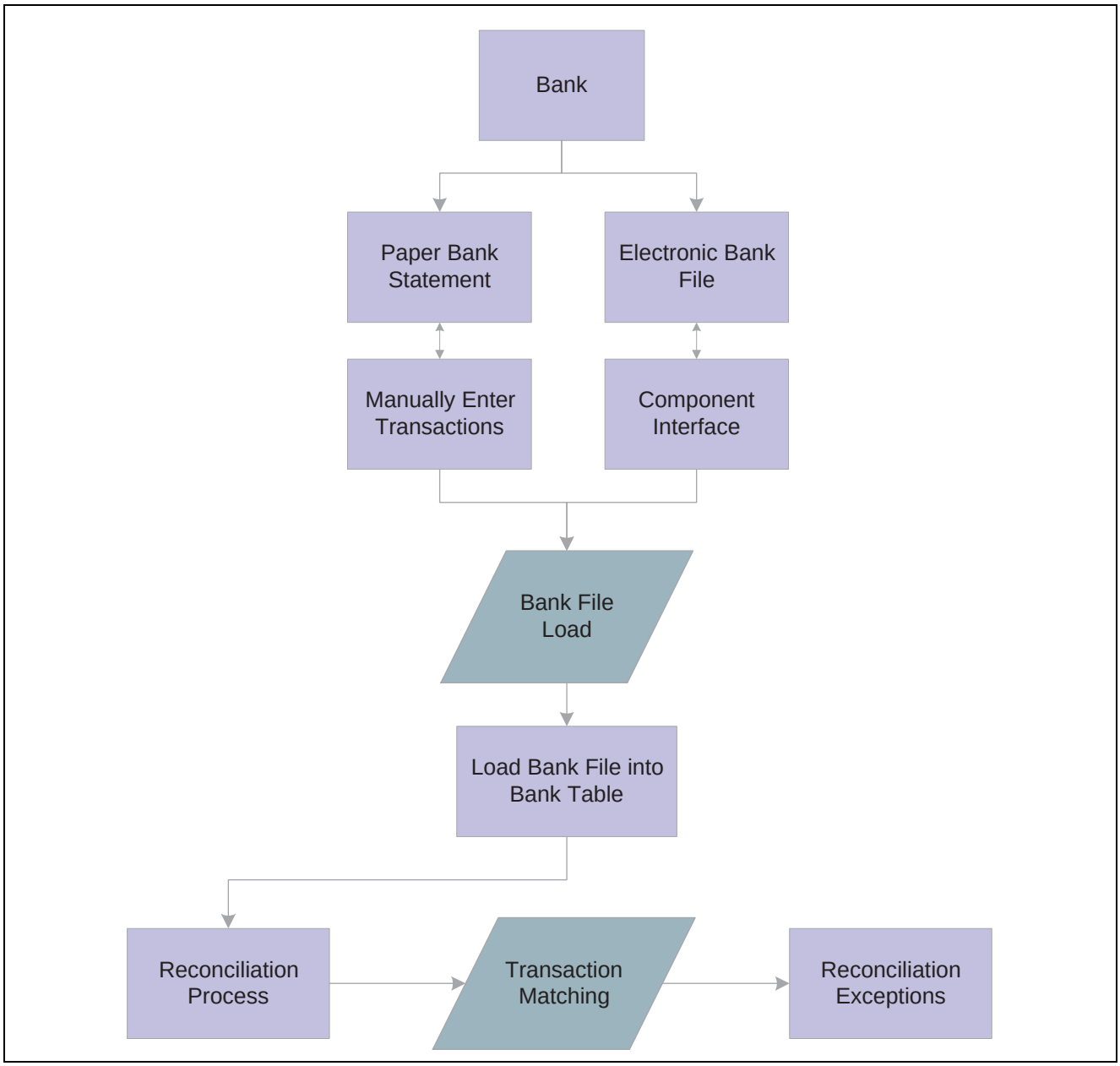
Understanding the Payment Reconciliation Process

Global Payroll enables you to reconcile checks. You can view which checks are cashed or outstanding. You are able to manage transaction exceptions, such as date or amount differences.

The reconciliation process (GP_BNK_RECON) matches the keys from the bank file with the same keys in Global Payroll's source bank file. An exception is created if any of these keys do not match.

- Payment number.
- Transaction amount.
- Transaction type or payment methods (if provided in the bank file).

This diagram shows the process flow of bank reconciliations:



Bank Reconciliation Business Process flow

Prerequisite

To use the check reconciliation feature, the bank must supply your company with check detail information. The bank can supply one of three types of files:

- Bank Administration Institute (BAI) — Detailed file formatted by banks to provide bank statements electronically.
- Cleared check file — Smaller electronic files usually only containing cleared checks.
- Hard copy format — Paper bank statements with detailed check information.

Entering Bank File Information

This section provides an overview of bank files and discusses how to access the bank file entry page.

Understanding Bank Files

If the bank supplies an electronic or flat file, it can be loaded into the bank tables using Excel to CI (PeopleTools Component Interface). You must create an Excel workbook to use with the delivered bank tables. Executing the Excel to CI will render that the same validation and edits are applied as if a user was entering the bank file online.

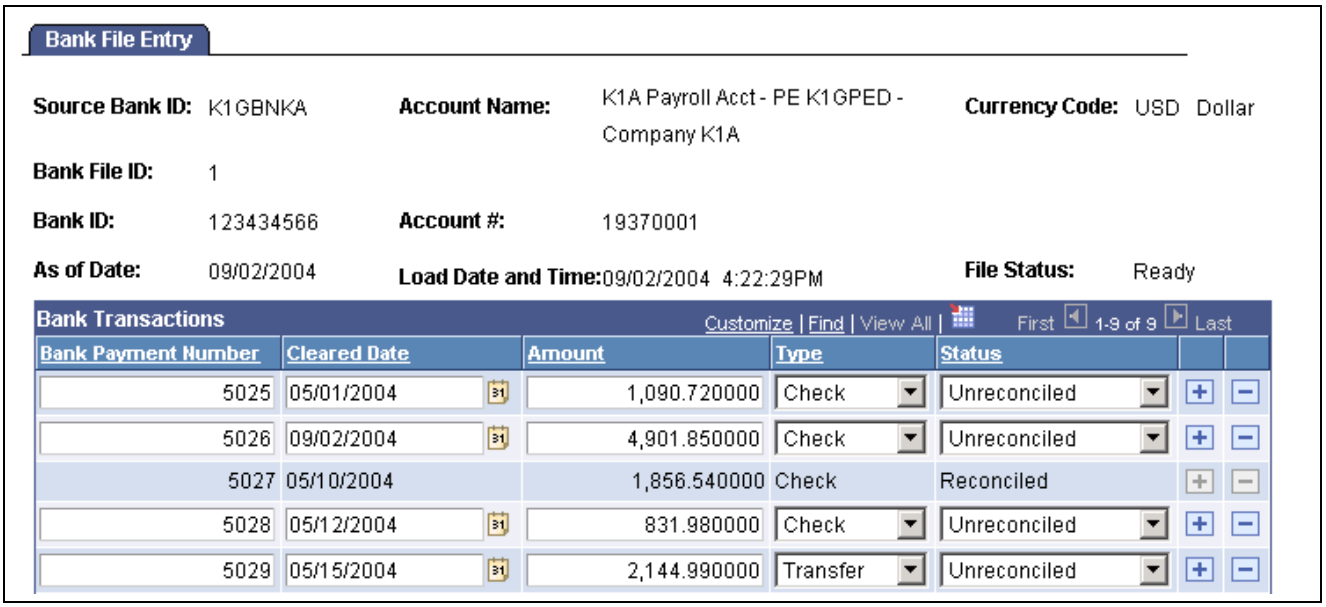
See *Enterprise PeopleTools PeopleBook: PeopleCode API Reference*

Page Used to Enter Bank File Information

Page Name	Object Name	Navigation	Usage
Bank File Entry	GP_BNK_FILE_ENTRY	Global Payroll & Absence Mgmt, Payment Processing, Bank File Entry, Bank File Entry	Enter bank transactions manually, if a bank file has not already been loaded using the Component Interface or another method of importing the payment transactions into the bank tables.

Entering Bank File Information

Access the Bank File Entry page.



Bank File Entry page

Currency Code Currency retrieved from the Source Bank ID. This field is display only.

Bank File ID A unique sequence number assigned whether the bank file is loaded using component interface or manually.

As of Date Enter the day on the bank statement or represents the date on the bank file.

Load Date and Time Defaults to the current date and time when the bank file is entered or loaded through component interface.

File Status There are three valid values:

Ready: Assigned when the bank file is first entered manually or loaded using the component interface

In Progress: Set if the bank file was previously reconciled and contains exceptions.

Complete: Set when all transactions in the bank file have successfully been reconciled.

Bank Payment Number Enter the check number or reference for any bank charges or fees.

Cleared Date Enter the date the checks were presented for payment at the bank. (clear date)

Amount Enter the check or transaction amount that cleared the bank.

Type Enter the type of method of payment. Valid Values are *Check* , *Transfer*, and *Wire*.

Status Enter the status of the transaction. The default value is *Unreconciled*.

The values that are auto-assigned as result of running the payment reconciliation process are: *Unreconciled*, *Reconciled*, *Amount Difference*, *Different Pay Method*, *Duplicate*, and *Not Found*. The remaining values that are user assigned if there is a manual reconciliation are: *Stop Payment*, *Re-Numbered*, *Expired*, *Unclaimed*, *Void*, and *Date Difference*.

Note. When a transaction status is manually changed from *Unreconciled* to *Reconciled* a warning is issued. This warning alerts the user that a transaction is being reconciled only on the bank side to a transaction on the system side. A user changing the status of a bank transaction only allows the completion of the reconciliation process (the file status changes from *In Progress* to *Complete*). Reconciling a bank transaction without matching it to a system transaction brings the bank file and general ledger out of balance , it is the user's responsibility to journalize this type of transaction in their general ledger.

When the status of a transaction is set to *Reconciled* it becomes display only and users can no longer modify it. Users can also set this status manually on the Manual Reconciliation page.

Running the Reconciliation Process

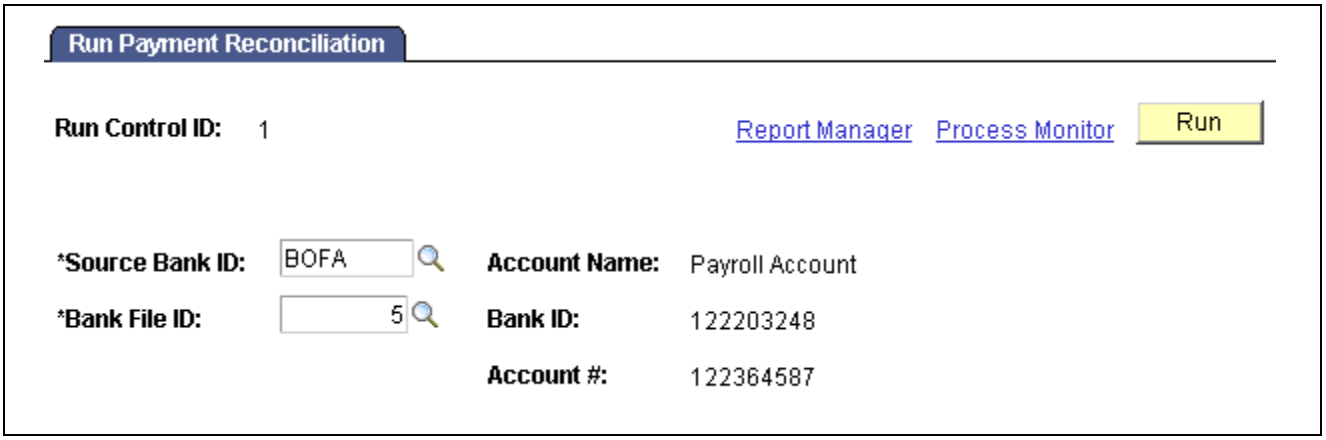
This section discusses how to run the payment reconciliation process.

Page Used to Run the Reconciliation Process

Page Name	Object Name	Navigation	Usage
Run Payment Reconciliation	GP_BNK_RCN_RC	Global Payroll & Absence Mgmt, Payment Processing, Run Payment Reconciliation, Run Payment Reconciliation	Enter processing instructions for the bank reconciliation process.

Running the Payment Reconciliation

Access the Run Payment Reconciliation page.



Run Payment Reconciliation page

Source Bank ID Select the Source Bank ID in which to run the reconciliation. This is a required field.

The process looks at all unreconciled transactions in the system for the selected source bank ID and attempts to match them based on payment number, payment type, and payment amount. Transactions not meeting the criteria are marked as exceptions.

Bank File ID Select the Bank File ID in which to run the reconciliation. This is a required field.

Note. If the payment reconciliation process runs multiple times against a given bank file, each time the process will reset the reconciliation status back to *Unreconciled* for bank transactions not previously reconciled.

Viewing Transactions

This section discusses how to:

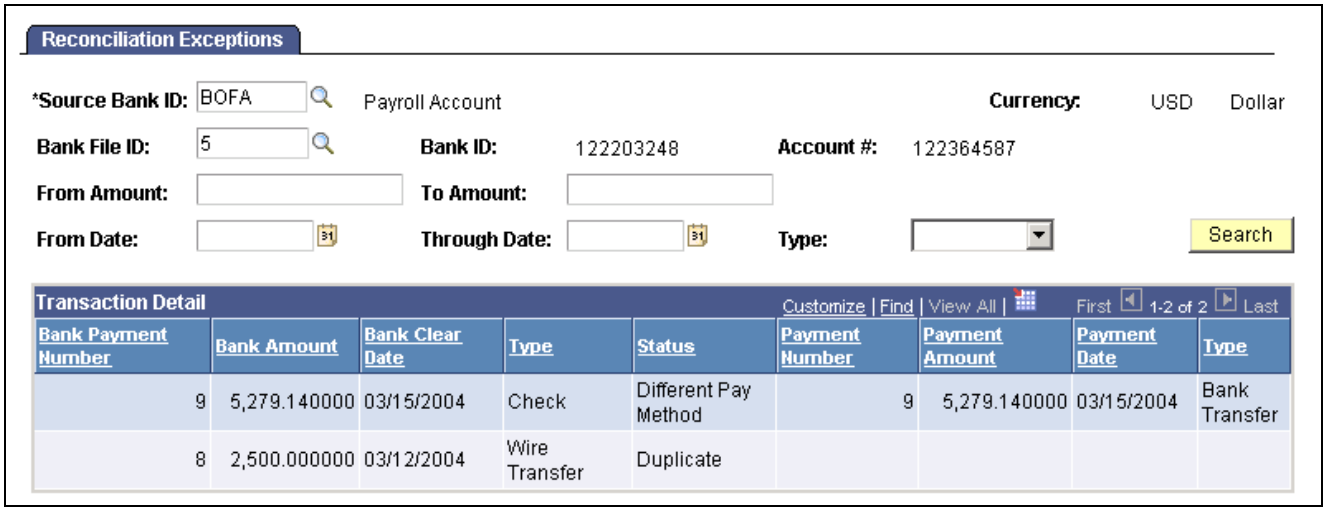
- View exception transactions.
- View reconciled transactions.

Page Used to View Exception Transactions

Page Name	Object Name	Navigation	Usage
Reconciliation Exceptions	GP_BNK_RCN_EXCP	Global Payroll & Absence Mgmt, Payment Processing, Reconciliation Exceptions, Reconciliations Exceptions	View exception transactions that resulted from the reconciliation process.

Viewing Exception Transactions

Access the Reconciliation Exceptions page.



Reconciliation Exceptions page

Source Bank ID Enter the source bank ID. This required field derives the values for the Bank Account, Bank ID, Account Name, and Currency fields.

Bank File ID A unique sequence number assigned whether the bank file is loaded using component interface or manually.

If this field along with the Source Bank ID is entered the user will view transaction generated from the auto reconciliation process.

If this field is left blank the user will view the updated system transactions only. These would include transactions with a status of *Expired*, *Stop*, or *Unclaimed*.

From Amount and **To Amount** Enter from and to amounts to narrow the search criteria.

From Date and **To Date** Enter from and to dates to narrow the search criteria.

Type Enter the type of method of payment. Valid Values are *Check* , *Transfer*, and *Wire*.

Search Click this button to search on the criteria entered. Once the search is complete the reconciliation exceptions will display.

Note. Results can be exported to Excel.

Viewing Reconciled Transactions

For auditing purposes, you may want to view which bank transaction reconciled to the system transaction. You must create a query in order to view this information.

During the auto generate reconciliation process, the system will assign a unique bank file ID to each process, as well as, a unique sequence number for each reconciled transaction. To view these reconciled transactions, you can query a report where GP_BNK_FILE_DTL.SEQ_NBR = GP_PYMT_BNK_TBL.SEQ_NBR. This query displays the reconciled system transactions and the line of bank data it was reconciled against.

Resolving Exceptions

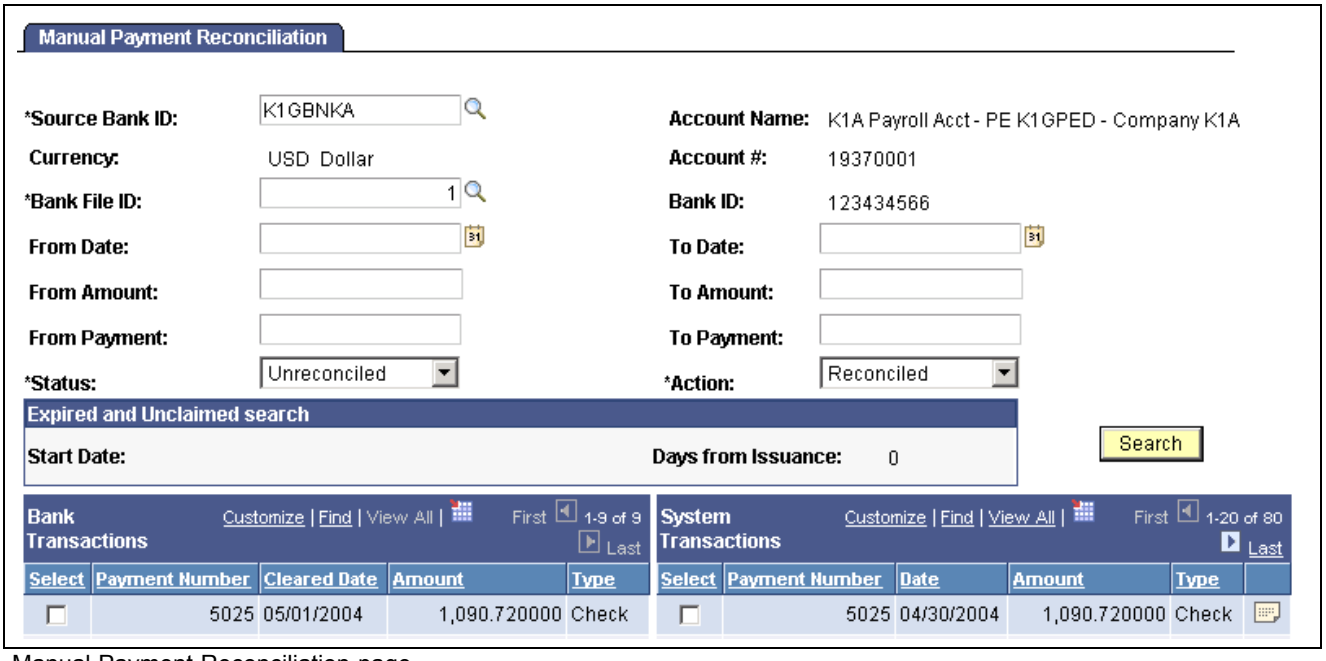
This section discusses how to reconcile transactions manually.

Page Used to Resolve Exceptions

Page Name	Object Name	Navigation	Usage
Manual Payment Reconciliation	GP_BNK_RCN_MAN	Global Payroll & Absence Mgmt, Payment Processing, Manual Payment Reconciliation, Manual Payment Reconciliation	Enables users to update exceptions or unreconcile transactions.

Reconciling Transactions Manually

Access the Manual Payment Reconciliation page.



Manual Payment Reconciliation page

Search Criteria

Select criteria for searching records. Once search criteria is retrieved you can select to update the entries.

Source Bank ID Enter the source bank ID. This required field derives the values for the Bank ID, Account #, and Currency fields.

Bank File ID A unique sequence number assigned whether the bank file is loaded using component interface or manually.

From Date and **To Date** Enter from and to dates to narrow the search criteria.

From Amount and **To Amount** Enter from and to amounts to narrow the search criteria.

From Payment and **To Payment** Enter from and to payments to narrow the search criteria.

Status Enter the status of the transactions in which you want to search. Valid values are: *Reconciled*, *Unreconciled*, *Expired*, *Stop Payment*, *Void*, and *Unclaimed*.

Start Date Enter a date in which you would like the system to search any transactions to be updated from *Unreconciled* to *Unclaimed* or *Expired* and vice versa. The Action field determines the status to which a transaction will be updated. If the transactions searched have the status of *Unreconciled* the valid Action values are either *Expired* or *Unclaimed*.

Days from Issuance The Start Date can *only* be used when dealing with *Expired* or *Unclaimed* transactions. Based on the Start Date, enter the number of days since a payment has been issued. The system will count from the Start Date through the number of Days from Issuance entered to determine the checks that are outstanding.

When updating the Status of a payment from *Unreconciled* to *Expired* or *Unclaimed* or the other way around, the Start Date and Days from Issuance fields are required.

Action The Action selected will update the Status of the transaction. Valid values are: *Expired*, *Reconciled*, *Stop Payment*, *Unclaimed*, *Unreconciled*, and *Void*.

For example, if a transaction has a Status of *Unreconciled* and you want to change it to *Void*. You would select the *Unreconciled* transaction and enter an Action of *Void*. When this transaction is updated the Status will be changed to *Void*.

Search Click to search on the criteria entered. Once the search is complete bank transactions will display on the left side if there are bank file transactions with a status of *Unreconciled* and system transactions on the right, if there are unreconciled transactions.

Note. After the search, the payment reconciliation non-matched transactions will be updated with an exception status this will cause the bank side to display *No Transaction*. In this case, users should be able to view them on the Reconciliation Exceptions page. Then, with proper authorization, they can edit their status and manually reconcile. Users should be able to run the payment reconciliation process multiple times since each time the process resets the exception status of bank transactions not reconciled.

Update Click to update transactions from the current Status to the Action selected. You will be prompted to enter a comment to justify the reason for updating a system transaction.

Comments can always be entered, if desired. But a warning will be issued if no comments are entered when dealing with *Unclaimed*, *Expired*, *Stop*, or *Void* transactions.

Bank Transactions / System Transactions

When attempting to reconcile transactions manually:

- If the amounts of selected transactions are different, the user will not be able to update or reconcile the transactions.
- If transactions have different payment numbers or payment methods, the user will receive a warning.

Examples of Types of Manual Reconciliations

This table lists examples of types of manual reconciliations:

Transaction	Example
Expire all unreconciled transactions that have a date of March 15, 2004 (This example is the same whether dealing with expiring unreconciled transactions or unclaimed transactions.)	Select the Status of Unreconciled. Enter the Start Date of March 31, 2004 and the Days from Issuance is 16. These values cause the search to display transactions with a date that is 16 days from the Start Date (March 15, 2004). Once the search is complete, select the Action of Expire, select the transactions to expire and update the transactions.
If a mistake was made on one (or more) of the transactions selected from the first example, you will need to unreconcile an expired transaction.	Select the Status of Expired. Enter the Start Date of March 31, 2004 and the Days from Issuance is 16. These values cause the search to display transactions with a date that is 16 days from the Start Date (March 15, 2004). Once the search is complete, select the Action of Unreconciled, select the transaction to unreconcile and update the transaction.
Stop payment on an unreconciled transaction (This example is the same whether dealing with stop payments or voided transactions.)	Select the Status of Unreconciled to search all unreconciled transactions. Once the search is complete, select the Action of Stop Payment, select the transactions to stop payment on and update the transactions. Remember, you will also have to contact the bank to place a stop payment on this transaction.

CHAPTER 33

Managing Applications and List Sets

This chapter provides an overview of applications and list sets and discusses how to:

- Set up application definitions.
- Define list sets.

Note. To illustrate the relationship between applications and lists sets, we present exhibits in this chapter that reference the delivered RSLT_ADM application. This application is delivered for use with the Administrator Results component, and is only one of many ways in which you can define applications and lists sets to control a variety of reports and processes in your system.

Understanding Applications and List Sets

Application definitions and list sets work together, so you can configure the appearance of:

- Administrator Results
- Reports
- Processes

Application definitions are high-level groups of settings that enable you to define what types of fields and field values you require at multiple element levels (list sets, element groups, and elements, for example). When you create a list set, the system prompts you to enter an application. Based on the application definition you select, the Define List Set page refreshes to display the available configuration fields.

List sets enable you to create groups of elements and corresponding element attributes to associate with a specific application, such as administrator results, a new report, or a process. For example, if you were to create your own report, you could have a list of earnings, deductions, and accumulators from which you would draw your report data. You can further specify the circumstances under which certain elements may or may not be printed. The List Set feature enables you to do this without having to create new pages and new records. In summary, list sets enable you to:

- Associate groups of elements with a specific application.
- Associate which element groups are part of the list set.
- Set up the configuration required for the application at various levels, including the list set level, element group level, and element level.

Primary List Set Components

The Application Definition and List Set feature is composed of three key parts:

- Element Groups

  An element group is a list of elements. A payroll administrator can use element groups to create a list of elements that may be used for one or multiple applications.

- Application Definitions

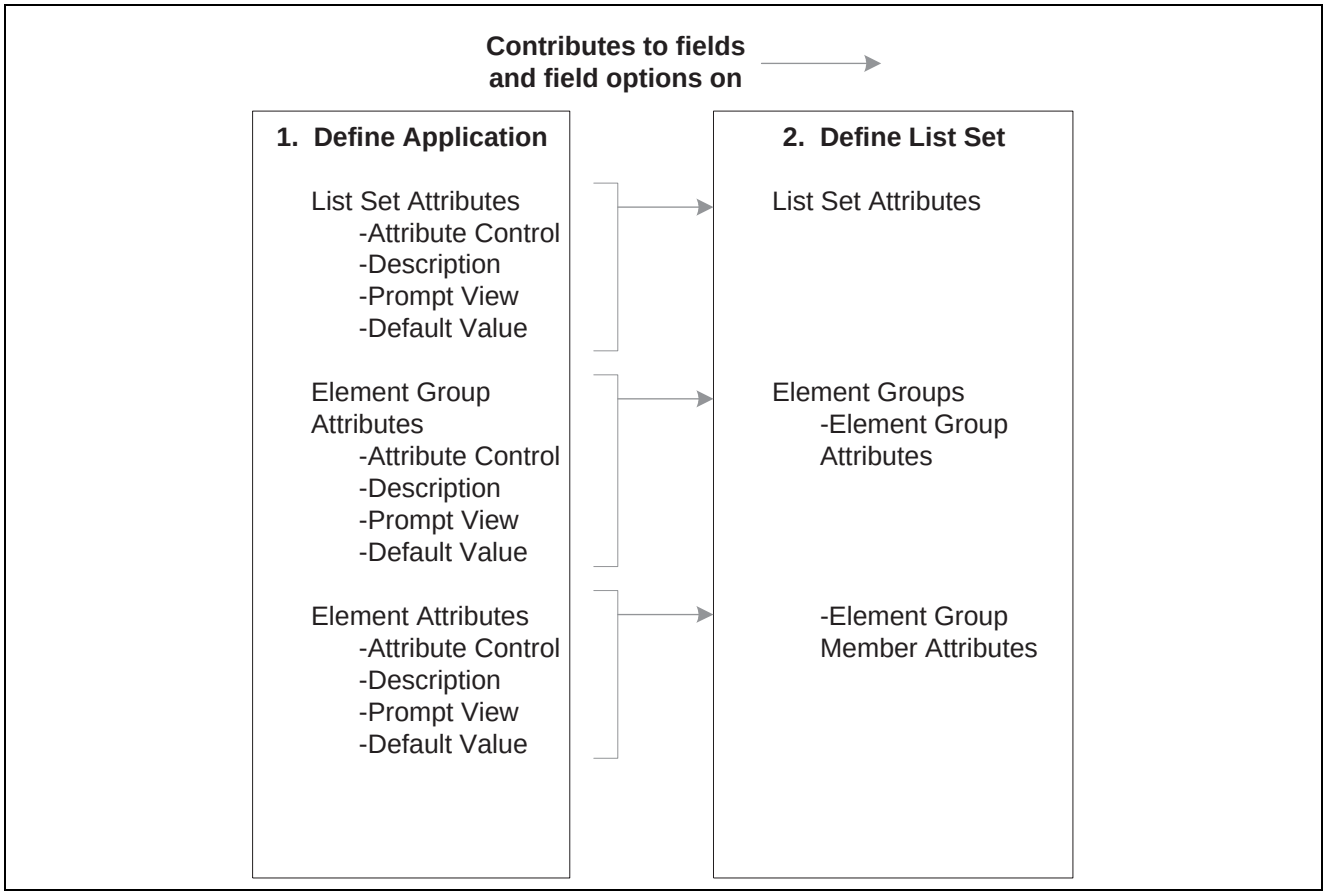
  An application definition describes a set of attributes, such as sequence or print options, used to indicate what attributes the payroll administrator will need to assign to elements in a list set to make them available for an application.

- List Sets

  A list set is a set of element groups connected to an application definition in order to assign application specific attributes to element lists. The payroll administrator uses list sets to group the element groups together and assign attributes to the elements, element groups, or the entire set. The list set includes all of the elements that will be available for the application.

Setup Flow of Application Definitions and List Sets

The following diagram illustrates how setup on the Application Definition page determines which fields appear on the Define List Set page:



How application definitions contribute to list set setup

How to Set Up Applications and List Set Configurations

To build a list set using an application definition you must complete the following steps:

1. Use the Define Application page to identify and label the attributes you want to define. These can be defined at the list set, element group, and element level. The system uses the information on the Define Application page to populate the List Set page.
2. Use the Define Values for Attribute secondary page to specify additional values, as necessary.

3. Use the Define List Set page to identify various element groups that you want to associate with the list set, and specify attribute values for each. If you defined any attributes at the list set level on the Define Applications page, the system displays them here. You may also create new element groups from this page if you have note previously done so.
4. Use the Element Group Attributes secondary page to view or update element group and element attribute details.

Prerequisite

Element groups are needed on the Define List Set page. Therefore, before you can set up application definitions and lists sets, you should set up element groups. If you do not set up Element Groups prior to creating a list set, you will have the opportunity to create the element group as you go. However, PeopleSoft recommends that you define any needed element groups before you set up applications and list sets.

See Chapter 14, "Defining the Organizational Structure," Defining Element Groups, page 343.

Common Elements Used in This Chapter

Application	A feature, process, or report delivered by Global Payroll or a country extension or developed by the customer that requires the use of element groups and list sets.
Attribute	Characteristics defined for elements in a list, groups in a set, or for an entire set of elements such as at the element level "Print Rate" check box or at the list level "Rate Column Label" character field.
Element Group	An element group is a list, or group of elements.
List Set	A set of element groups defined for use with an application.

Setting Up Applications

To set up applications, use the Define Application (GP_ELN_APP) component.

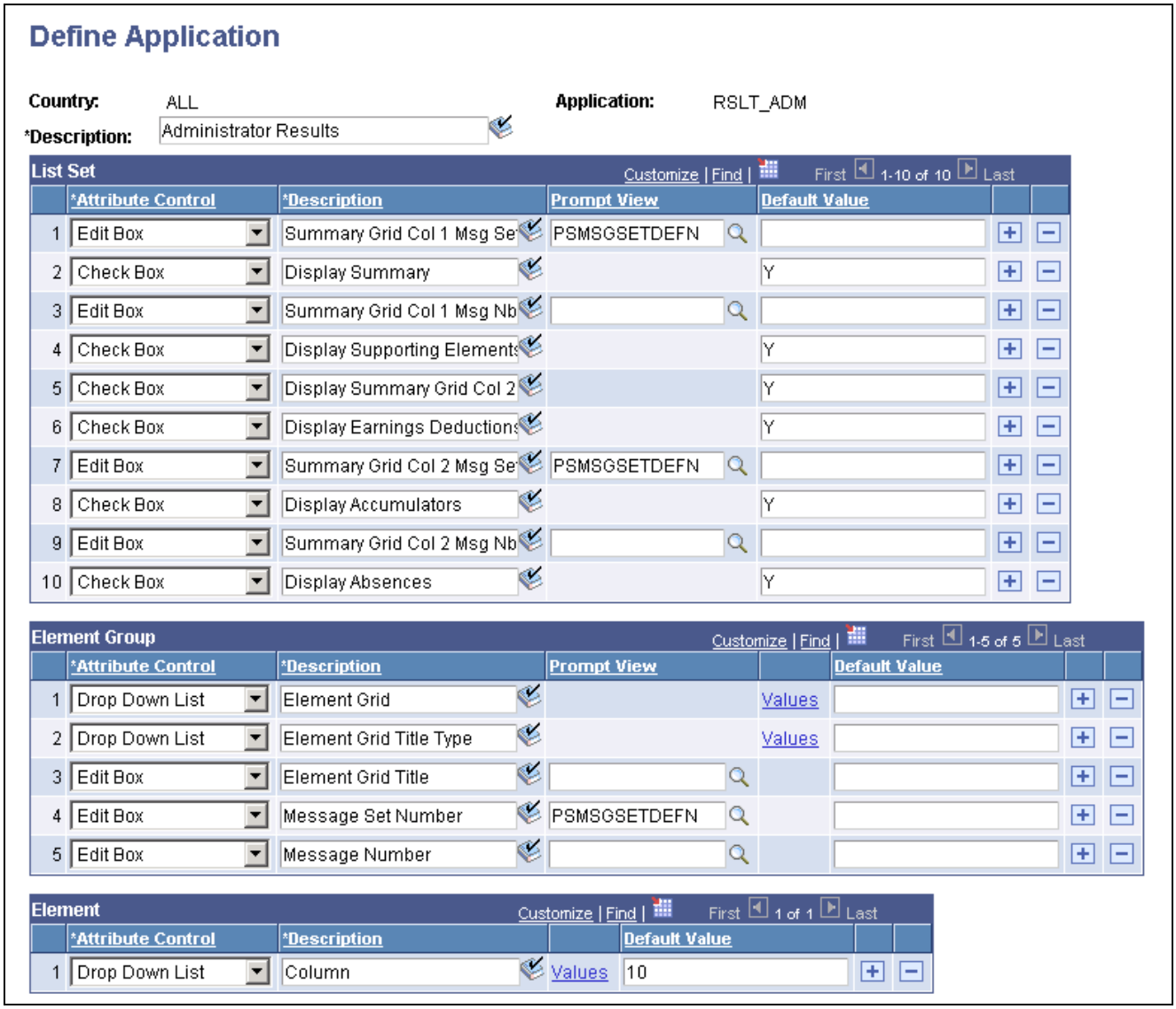
This section discusses how to set up application definitions.

Pages Used to Set Up Application Definitions

Page Name	Object Name	Navigation	Usage
Define Application	GP_ELN_APP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Define Application, Define Application	Define attributes attached to a list set, an element group, or an element.
Define Values for Attribute	GP_ELN_LIST_SET, GP_ELN_LIST_LST, GPE_ELN_LIST_PIN	For attribute controls with a value of *Drop Down List,* click the Values link on the Define Application page.	Set up the specific attribute values available for a list set, element group, or element.

Defining Applications

Access the Define Application page.



Define Application page

Note. PeopleSoft delivers an application of RSLT_ADM with a country of *ALL* (shown in the preceding exhibit), designed to work in conjunction with the Administrator Results component. You should not modify this delivered application. Link this delivered application with a list set of your choosing, and use it to control the appearance of the Administrator Results component.

See Chapter 22, "Viewing and Finalizing Payroll Results," Defining Administrator Payroll Results, page 584 and Chapter 22, "Viewing and Finalizing Payroll Results," Viewing Administrator Payroll Results, page 587.

There is no minimum number of attributes required for each level (represented by the three group boxes). An application definition can be created without specifying attributes. This may be done for applications for which you intend to use the list set solely to group multiple element groups. There is a maximum of ten attributes for each level.

Attributes defined at the list set level apply to all of the element lists in the set.

Attribute Control Specify how to display the attribute on the Define List Set page. Options are:

- *Check Box:* This attribute is displayed as a check box.
- *Drop Down List:* This attribute is a character field that only accepts input from a list of values that you can create on the Define Values for Attribute page.
- *Edit Box:* This attribute is a character field that accepts any character value.
- *Translate:* This attribute is a character field that only accepts input from a prompt list of translate values.

Description Enter the field label name to appear on the List Set Definition page.

Prompt View Select a record from which to create a prompt table. The input will be validated against this table. This field is available only if the Attribute Control is *Edit Box.*

Important! This is straight prompting on the record specified. There is no additional security utilized nor any relationship prompting (for example, using SetID logic, and so on).

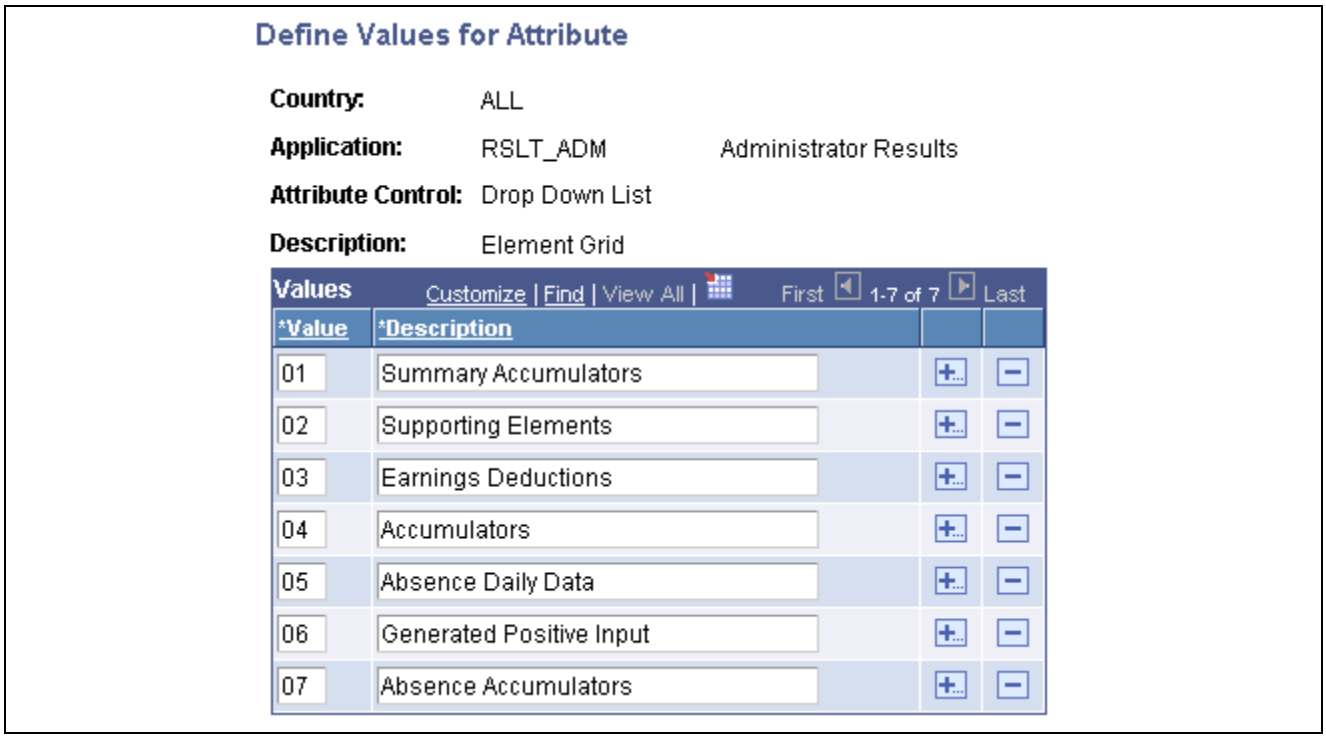
Values Select this link to record the available values on the Define Values for Attribute page. This field is available only if the Attribute Control is *Drop Down List.*

Field Name Enter an element that contains translate values. The system presents these translate values in a drop down field on the Define List Set page. This field is available only if the Attribute Type is *Translate.*

Default Value To have the system populate a specific attribute value on the Define List Set page, enter a valid default value. The default value must be valid for the associated attribute control.

Defining Values for an Attribute

Access the Define Values for Attribute page.



Define Values for Attribute page

For attributes with an attribute control of *Drop Down List,* you must specify the drop down field values. The system displays these values as options on the Element Group Attributes page during list set setup. You can use any value in the Value column as a default value.

Value Enter the value returned.

Description Enter the description associated with the value.

Setting Up List Sets

To set up list sets, use the Define List Set (GP_ELN_SET) component.

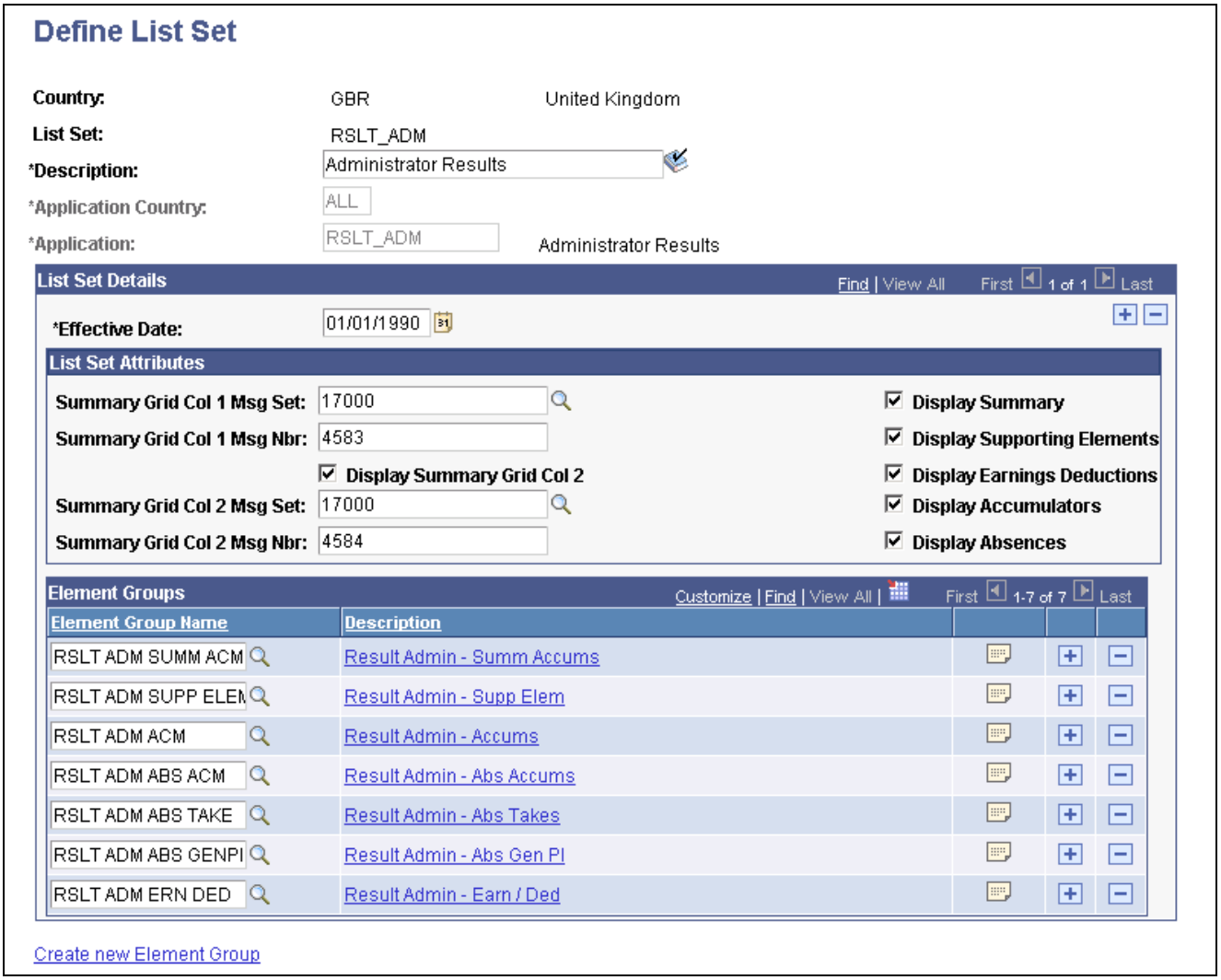
This section discusses how to define list sets.

Pages Used to Define List Sets

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	Assign element groups to an application.
Element Group Attributes	GP_ELN_SET_SEC	Select the Element Group Details link on the Define List Set page.	Enter the element and element group attribute values for a list set.

Defining List Sets

Access the Define List Set page.



Define List Set page

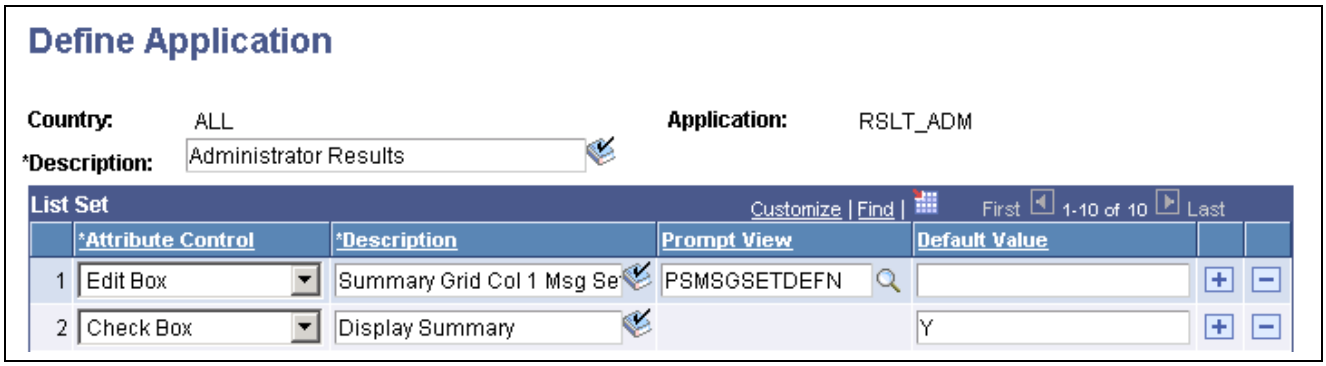
Description Enter a description for the list set.

Application Country Select the country for which you want to locate an application definition.

Application Select the application definition. Doing so will cause the system to display a variety of fields on the page, based on the values defined for the application definition.

List Set Attributes

All of the fields in the List Set Attributes group box are user-defined and come from the setup on the Define Application page. For example, the Summary Grid Col 1 Msg Set field in the previous exhibit was defined on the Define Application page using the Attribute Control, Description, and Prompt View fields. The Display Summary check box was defined there as well. In row number 2 of the following exhibit, you can see that the Display Summary check box was set up with a default value of *Y* for yes. This means that on the Define List Set page in *Add* mode for the *RSLT_ADM* application, the Display Summary check box appears and is selected by default.



Example of the setup source for the List Set Attributes group box

Element Groups

Initially, in *Add* mode, there are no element groups in this group box. You must select all of the element groups you want to associate with this list set. If you want to assign an element group that has not yet been created, you may do so by clicking the Create new Element Group link.

Element Group Name Enter the element groups to associate with this list set. The element groups you specify can appear in any component, report, or process you configure using the list set.

Description Click to access the Element Group Members page, where you can review details for the element group, and make changes if necessary.

Element Group Details Click to access the Element Group Attributes page, where, depending on your settings on the Application Definition page, you can define more specifically where and how the details for each element group will appear in related components, reports, and processes.

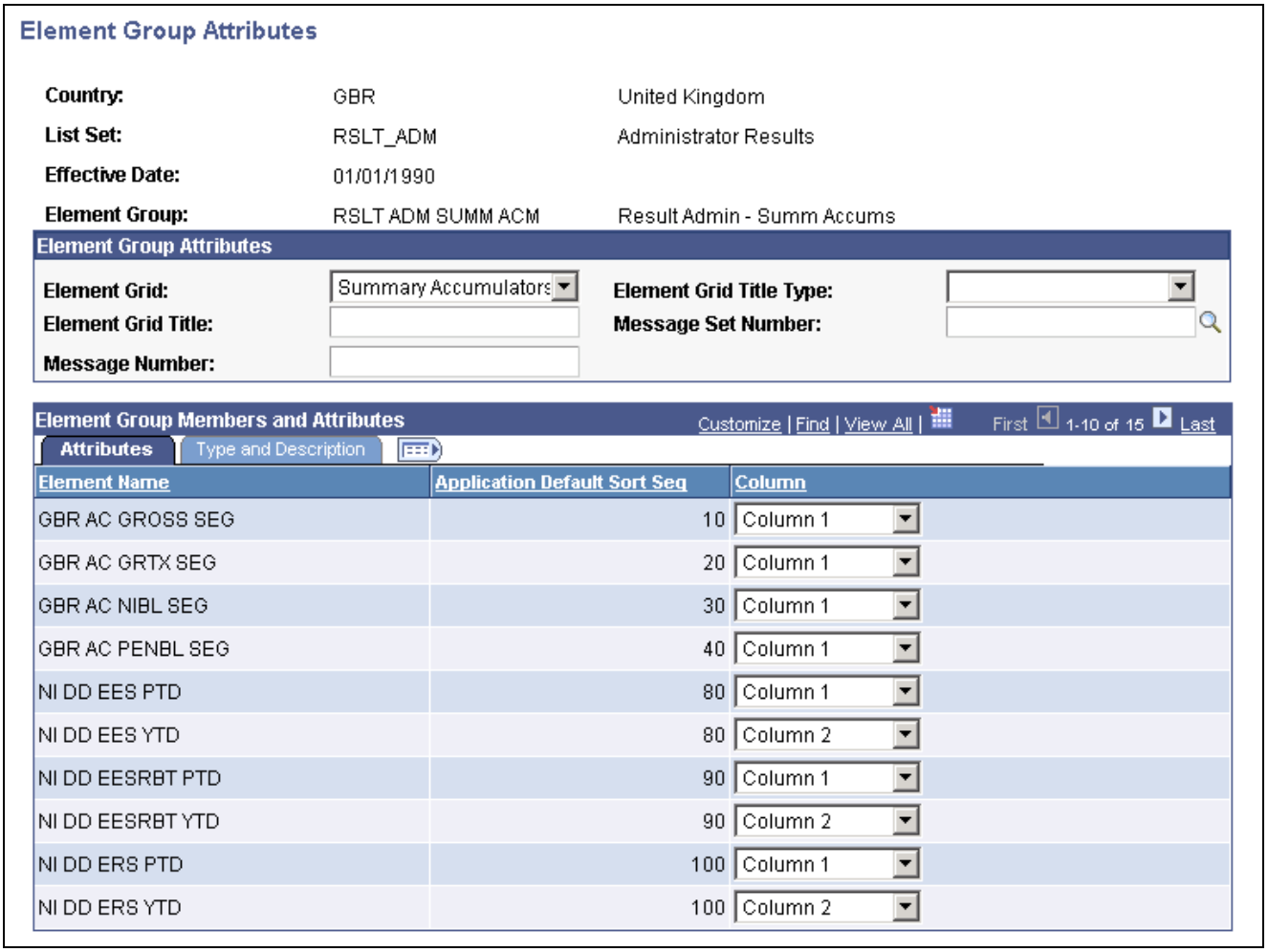
Create new Element Group Click to access the Element Groups component in *Add* mode where you can create an element group. This link is useful if you have not previously defined an element group that you want to reference in your list set.

See Chapter 14, "Defining the Organizational Structure," Defining Element Groups, page 343.

Note. The Define List Set page displays all of the added and updated elements with their default attribute values. The system first loads the list of elements from the element group definition and then assigns the values of the attributes from the GP_ELN_PIN_ATTR table. Thus, the page always displays the exact element group members. If an element is removed from the element group, the element is removed from the list set. The element group member list is refreshed each time the user views the Element Group Details page.

Entering Element Group Attributes

Access the Element Group Attributes page.



Element Group Attributes page

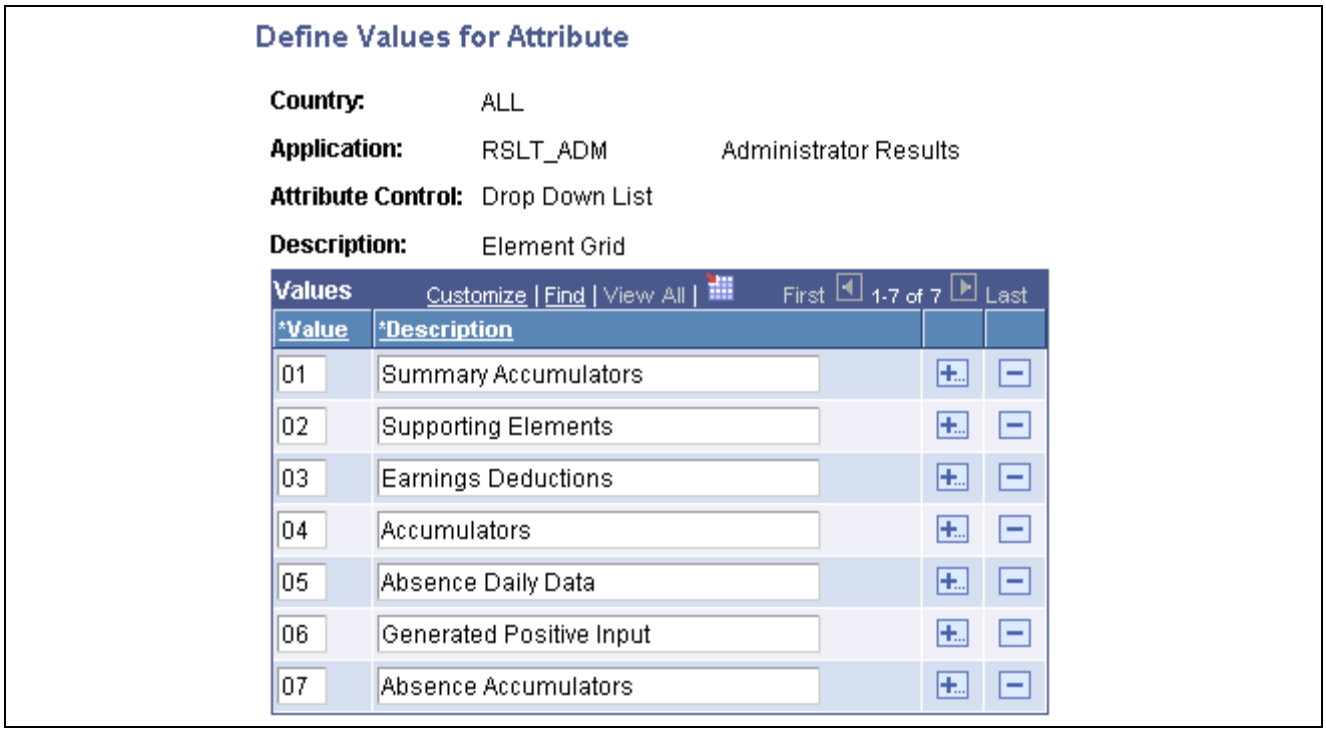
The fields available on this page depend upon the values selected on the Define Application page. The system refreshes the values on this page each time you access it, in order to account for any changes at the element group level. Each time you access the page, the system:

- Brings in any new elements that are members of the defined element group, along with their default attribute values.
- Removes any elements that are no longer members of the defined element group.

Use this page to define more specifically where and how the details for each element group appear in components, reports, and processes that use this list set.

Element Group Attributes

All of the fields in the Element Group Attributes group box are user-defined and come from the setup on the Define Application page. For example, the Element Grid field in the previous exhibit was defined on the Define Application page using the Attribute Control, Description, and Values fields. In the following exhibit, you can see that the Element Grid field was set up with valid values of *Summary Accumulators, Supporting Elements, Earnings Deductions, Accumulators, Absence Daily Data, Generated Positive Input*, and *Absence Accumulators*:



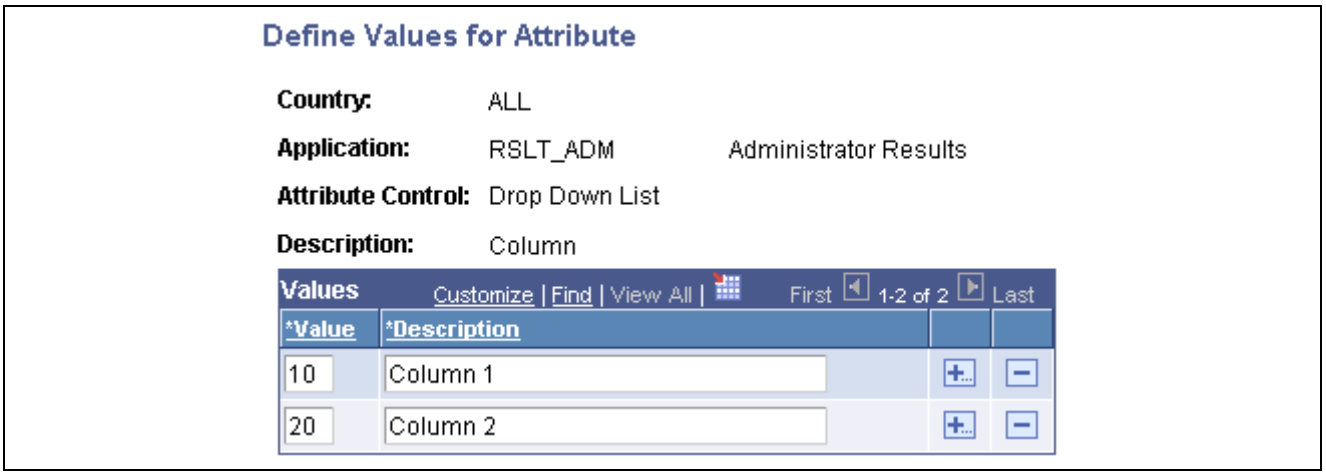
Example of the setup source for the Element Group Attributes group box

Element Group Members and Attributes

Each element that is a member of the element group appears in the Element Name column on the Element Group Attributes page. Then, based on settings from the Define Application page setup, you can specify details for reach. For example, the Column header on the Attributes tab of the Element Group Attributes page comes from the Attribute Control and Description fields on the Define Application page.

Example of the setup source for columns in the Element Group Members and Attributes group box

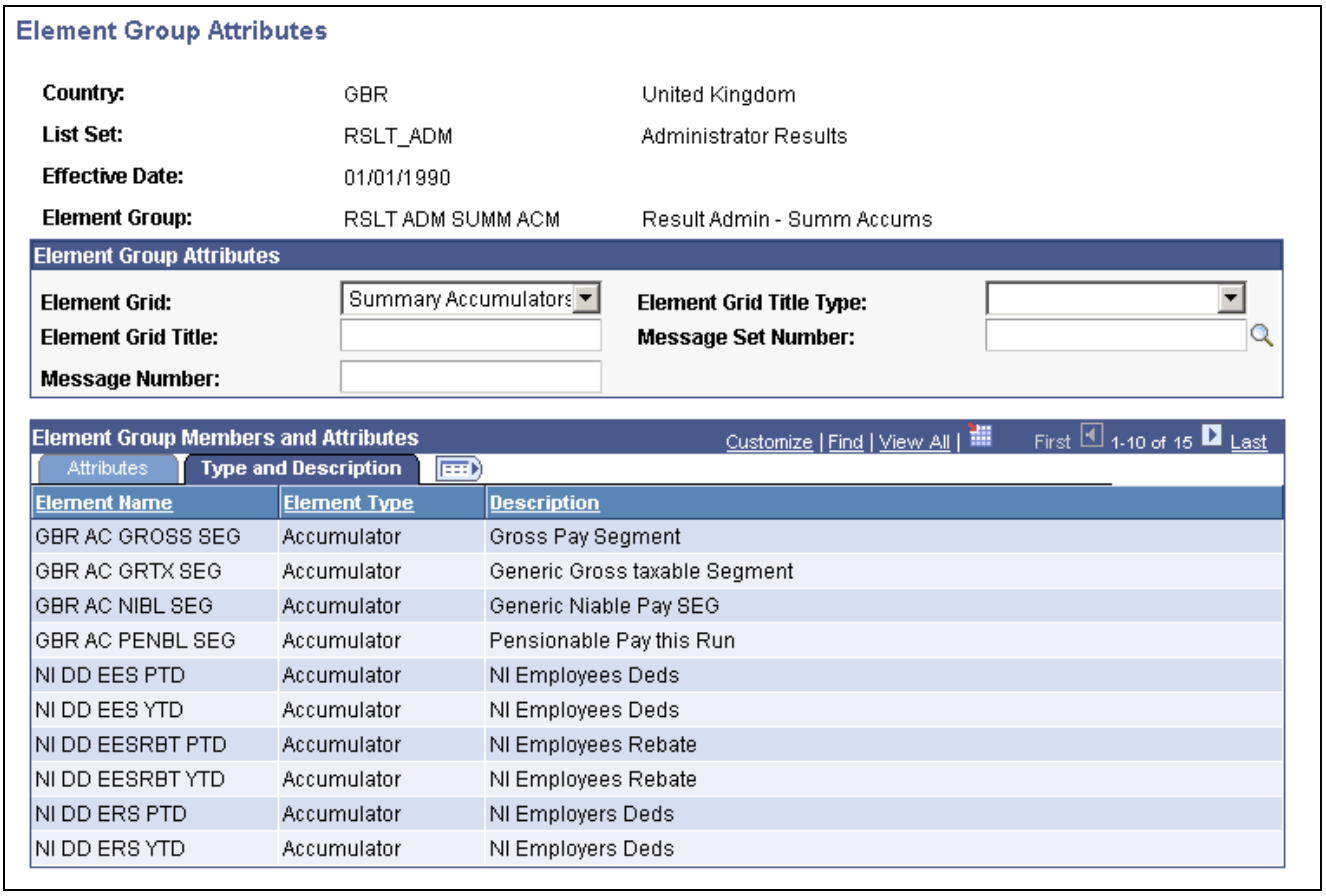
The available values under the Column header on the Attributes tab of the Element Group Attributes page comes from the corresponding Define Values for Attribute page.



Example of the setup source for the field values in the Element Group Members and Attributes group box

Type and Description

Select the Type and Description tab.



Element Group Attributes page: Type and Description tab

On this tab you can view the element type and description values for each element. These values come from the element setup. The description is what appears in the component, report, or process you configure using this list set.

CHAPTER 34

Using the Utilities

This chapter provides an overview of the Global Payroll utilities and discusses how to:

- Define element relationships.
- Add records to an element map.
- View element relationships.
- Create and export rule packages.
- View the status of packages.
- Compare and upgrade rule packages.
- Rename elements.
- Create and export nonrule packages.
- Compare and upgrade nonrule packages.
- Copy packages.
- Stamp and package elements by version.

Understanding the Global Payroll Utilities

This section discusses:

- Utility usage guidelines.
- The packaging and upgrading processes.
- Base and related languages.
- The versioning functions.
- The delete functions.
- The process of connecting UNIX and NT directories.

Common Elements Used in This Chapter

Element Map Depicts the relationships between the elements in your database. For example, if you have an earnings element with a calculation rule of rate × units, where the number of units is returned by a formula, you can use the element map to see how the components and formula elements are connected to your earnings element.

The element map plays a critical role in packaging and moving elements and data to other databases. Because the map must be current and accurate when you create packages, the system rebuilds it when you start the process that creates rule packages. During mapping, the system validates that the defined fields exist in the records.

Note. Mapping includes PIN-level records only. You must include those records that don't have a PIN number as the primary key in order to use the nonrule packager.

Focus Element The focal point of a process or action.

Nonrule Nonrule data includes processing results, payee data, setup definitions, and other data where PIN_NUM isn't the primary key.

Package Status Click this link to access the Package Status page.

PIN Code (pay item name code) The only element attribute that must be unique across databases. Like a PIN number, it's automatically assigned to every element, those delivered by PeopleSoft and those that you create. The Code consists of the element name plus the suffix *ALL*, if the element is used by all countries, or a three-character country code, if the element is used by one country—for example, BASE ALL or BASE ITA. When you move elements between databases, the system compares the elements that you're exporting with those in the target database. PIN code is one of the attributes that the system checks when comparing elements.

PIN Number (pay item name number) This number is a pointer back to a PIN name, related data in GP_PIN, and other tables. It is generated and assigned to every element, those delivered by PeopleSoft and those that you create. Global Payroll programs access and process elements by referring to their PIN numbers (PIN_NUM), not their names.

PIN numbers are assigned sequentially in a given database, meaning that the same element can have different PIN numbers in different databases. So when you move elements between databases, the utilities don't rely on the PIN number to determine if the source elements that you're copying exist in the target database.

Rule One or more elements that define a business rule applicable to your payroll system, such as an earning or deduction rule or a count or rounding rule. The primary key for a rule is PIN_NUM.

Target PIN Number (target pay item name number) The element's PIN number in the target database.

Upgrading This process is composed of: copying items from a source database to a target database; comparing the copied items with the target database; overlaying items in the target database or adding new items, depending on the comparison results; and deleting selected items from the target database.

See Also

Chapter 3, "Introducing the Core Application Architecture," Why the Core Application Uses Pay Item Name (PIN) Processing, page 11

Utility Usage Guidelines

Global Payroll provides a suite of integrated tools for implementing and maintaining the elements that define your payroll rules. You can use these utilities to view the relationships between elements, package and move elements and data between databases, and delete elements. When implementing your payroll system, you can use the utilities to move all or selected rules that you've created and tested into your production database. In an existing system, these utilities streamline the process of introducing new rules, installing system updates, and moving processing results and payroll data to other databases.

Here are some guidelines for using the utilities:

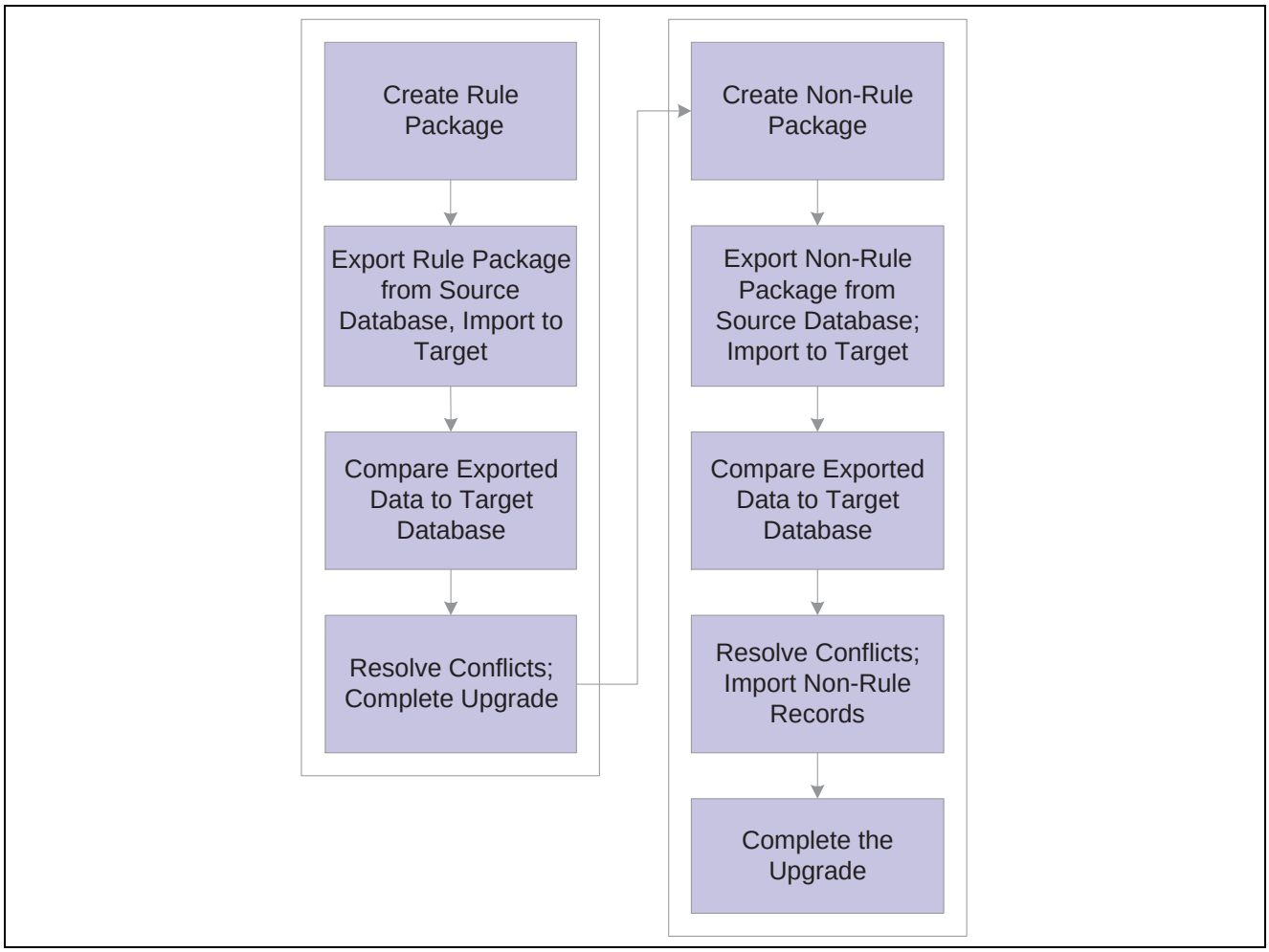
- Operations involving the utilities can have a significant impact on the system, so anyone using these tools must be very familiar with Global Payroll.
- Source and target databases must use the same PeopleTools release.

  The source and target databases used by the nonrule packager must also share the same base language.
- Do not change the PIN_CODE in the Global Payroll language table (GP_PIN_LANG).

  Doing so can affect the movement of this table.
- The utilities shouldn't be used during a pay run or while online work is being performed, but rather after business hours.
- You should import only one package at a time.

The Packaging and Upgrading Processes

To move rules and data between databases, you use several utilities in a specific sequence. This illustration shows the typical sequence for using the utilities to move rules and data between databases:



Moving rules and data between databases

To move rules and data between databases:

1. Create and upgrade a rule package.

   A rule package contains elements that are defined in records with PIN_NUM as the primary key. You use the Create Rule Package utility to package the elements being moved. You can select individual elements by name, specify the attributes of the elements to include in the package, or both. You tell the system whether you want to include only the focus elements or the focus elements plus the elements the focus elements use, based on the element map.

   You can direct the system to delete or upgrade elements in the target database. A batch process creates a package of elements that you can view online.

   After creating a package, you export it from the source database and import it into the target database; the system adds 50 000 000 to the value of each PIN number in the package to avoid overwriting elements in the target database that have matching PIN numbers.

   An online compare process follows, where the system compares the packaged elements with those in the target base. The goal is to determine which elements are new to the target database, which match elements that exist in the database, and which need deleting according to your instructions. Elements that are new to the target database are assigned the next PIN number.

   After reviewing the results of the comparison and resolving conflicts, you complete the upgrade process.

2. Create and upgrade a nonrule package.

Nonrule packages contain data from records where PIN_NUM is *not* the primary key—plus information about related elements.

To create a nonrule package:

a. Define the criteria for creating the package of data to move.

b. Export the nonrule data and element information from the source database.

c. Import information for the elements (not the elements themselves) into the target database.

d. Run a compare process that compares the packaged elements with those in the target database and identifies conflicts to address before importing nonrule data.

e. Import the nonrule data and start an upgrade process that renumbers the PINs in the nonrule data records that were moved to the target database.

   For example, imagine that the absence results record (GP RSLT ABS) contains a take element with a PIN number of 1333 on the source database. The element was moved to the target database, and because it matches (based on PIN code) an element in the target database with PIN number 3453, the nonrule packager renumbers the PIN number in the absence results record.

Base and Related Languages

The source and target database need not have the same base language. The rule packager, using Data Mover functionality, can change the data to the target's base language, if that base language is a related language in the source database. Additionally, the feature also creates a related language entry on the target database for the source database's base language. Consider the following example:

A German (DEU) target database contains the following data:

Base Data

PIN_NUM	PIN_CODE	Translatable Data	Nontranslatable Data
701	GP_TEMP001_DEU	Current German Text content	Current values on the target database

You create a package from an English (ENG) source database copying PIN_CODE GP_TEMP001 for base language only. The system:

- Exports a data file containing information for PIN_CODE GP_TEMP001 from the ENG database.

  The data file contains the new PIN_NUM of 50 000 701.

- Imports the data file to the target database.

  Upon import, DataMover automatically creates a related language row with a language code of ENG.

The German target database now looks like this:

PIN_NUM	PIN_CODE	Translatable Data	Nontranslatable Data
701	GP_TEMP001_DEU	CONTENT	Current values on the target database
50 000 701	GP_TEMP001_DEU	SALARY	New values from the source database

Related Language Data

PIN_NUM	PIN_CODE	LANGUAGE_CD	Translatable Data
50 000 701	GP_TEMP001_DEU	ENG	SALARY

The system then:

- Connects 50 000 701 with 701 using the PIN_CODE.
- Copies the DEU translatable fields from 701 to 50 000 701.
- Deletes the original PIN_NUM 701.
- Renumbers the new rows with the PIN_NUM of the target database.

The result of the process is updated information on the base table and a new ENG entry on the related language table, as shown below.

Base Table

PIN_NUM	PIN_CODE	Translatable Data	Nontranslatable Data
701	GP_TEMP001 DEU	CONTENT	New values from the source database

Related Language Table

PIN_NUM	PIN_CODE	LANGUAGE_CD	Translatable Data
701	GP_TEMP001 DEU	ENG	SALARY

Had the package been defined as both *base* and *related languages,* the swapping of languages to some extent would already have been completed by datamover during the package import (if a related language row for the language of the target database was part of the package.) This would result in overlaying translatable fields of the base row with the contents of the copied language row. If only the related language was copied with the package, the process is the same as described above, except for translatable fields of the base row of the target database, which would be updated to contain the values of the moved language row.

The Versioning Functions

You can use the versioning utilities of Global Payroll to assign a version number to an element and to package elements by multiple versions. Having created a package, you can move it to another database. In this case, the system moves changes from element definitions or component records (for example, if you change only earning calculation, the element definition itself is not moved).

Version-based packages only pull data from the database base language table, not from the Pay Item Names — Related Language table (GP_PIN_LANG). The only way to move related language information from GP_PIN_LANG is to use a regular rule package.

The Delete Functions

To delete rules from the target or source database, you can enter instructions for deleting elements when defining the selection criteria for a package. To preserve the integrity of your data, you can delete an element only if it's not associated with other data. That is, the element being deleted must meet all the following conditions:

- Not used in a result table.
- Not associated with payee data.
- Not linked to a nonrule table.
- Not used by another element.
- Not created by the PeopleSoft system.

See Also

Chapter 34, "Using the Utilities," Selecting Elements for a Rule Package, page 902

Chapter 34, "Using the Utilities," Selecting Elements for a Rule Package by Attribute, page 904

The Process of Connecting UNIX and NT Directories

If your application runs on UNIX, exporting and importing packages requires additional consideration. You can create scripts on the UNIX machine, but the importing and exporting of packages occurs on the NT system, where Process Scheduler is located. Of course, this means that you must have NT Process Scheduler to run the rule packager.

Because UNIX and NT reference directories differently, you must define a shared directory that can be accessed by both platforms. In order to do so, the same paths must be mounted on both platforms. The path name must be defined identically on both machines. For example, we have defined the following directory structure to store datamover files:

- NT system: \\tl-nfs\dsapps\hcm890\datamover\
- UNIX system: /tl-nfs/dsapps/hcm890/datamover/

When you specify the path names before creating scripts or exporting, you must always use the NT notation including the double backslash. PeopleCode automatically transcribes the pathname to the appropriate platform notation when needed.

Defining Element Relationships

To define element relationships, use the Define Element Relationships (GP_PIN_FLD_MAP1) component.

The Define Element Relationships utility builds an element map that shows how elements with PIN numbers are related. It defines the relationship between elements, it also enables packager to define if elements are used in nonrule data, which is important when deleting elements and packaging nonrule data.

Although the system rebuilds the map when you create a rule package, we recommend that you rebuild the map when defining new elements, changing existing elements, or deleting elements. It's also advisable to rebuild the map for the target database after completing an upgrade. This ensures that the map is current when displayed.

This section discusses how to:

- Rebuild element maps.
- Review for errors.

See Also

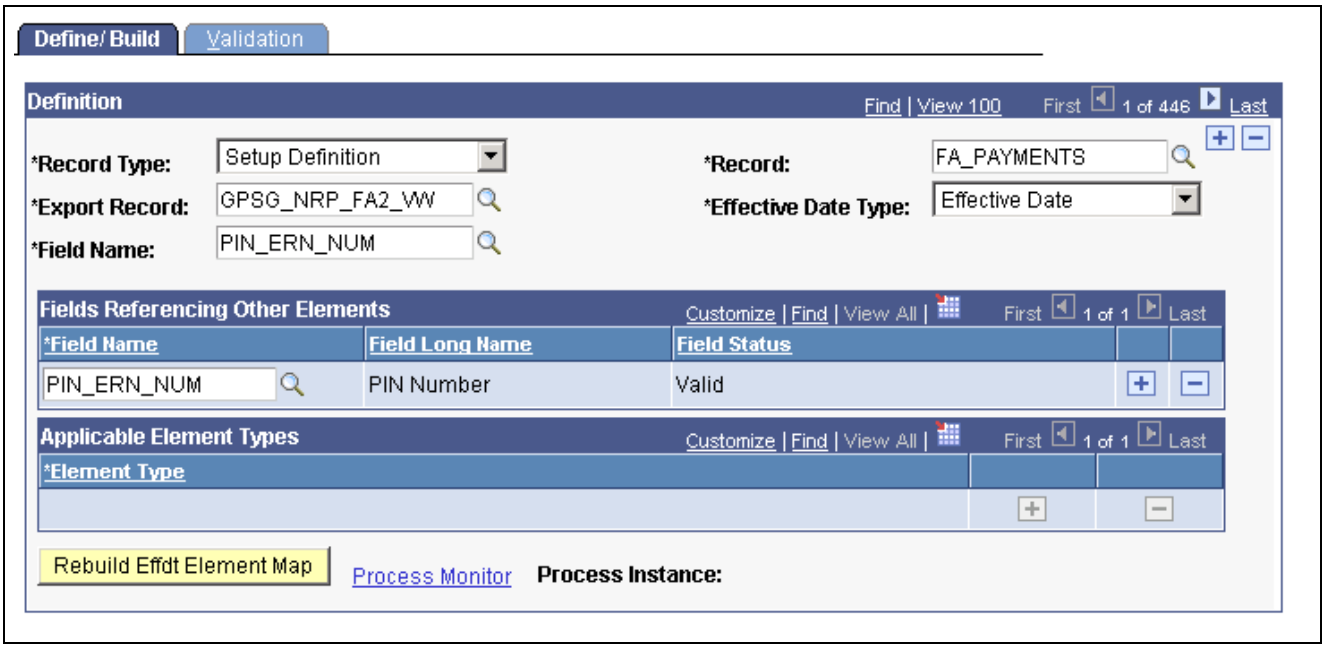
Chapter 34, "Using the Utilities," Adding Records to an Element Map, page 893

Pages Used to Define Element Relationships

Page Name	Object Name	Navigation	Usage
Define/Build	GP_PIN_FLD_MAP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Define Element Relationships, Define/Build	Start the GP_PINMAP process, which rebuilds element maps. View which records contain fields that store PIN numbers. You can add and delete records that you've created to the rule map.
Validation	GP_PIN_FLD_MAP_ERR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Define Element Relationships, Validation	Review for errors after rebuilding the element map.

Rebuilding Element Maps

Access the Define/Build page.



Define/Build page

This page only lists those records that contain elements (which store PIN numbers). PIN NUM is often the key to these records, though this is not always the case.

Note. You cannot edit this page if it displays information for a PeopleSoft-delivered object.

See Chapter 34, "Using the Utilities," Adding Records to an Element Map, page 893.

Record Type Select a record type, which is the type of record that contains elements. Values are:

Element Definition: Records of this type define elements with a primary key of PIN_NUM. Examples: GP_ERN_DED (earnings and deductions), GP_ABS_TAKE (absence takes), GP_ARRAY arrays and GP_FORMULA (formulas).

Records that contain elements but don't define elements have one of the following record types:

Set-up Definition: These are records you define when you implement Global Payroll. Examples: GP_ELIG_GRP_MBR (eligibility group member) and GP_RUN_TYPE_DTL (run type detail).

Output Result Data: These records contain calculation results. Examples: GP_RSLT_ACUM (accumulator results) and GP_RSLT_PIN.

Payee Data: These records contain payee-specific data. Examples: GP_ABS_EVENT (absence events) or GP_PYE_OVRD (payee overrides).

Record Displays the name of the record, containing one or more elements.

Export Record Displays the name of the record that the system uses when exporting this data to another database.

Effective Date Type Identifies whether the record is effective-dated. If this field is set incorrectly, the packager may fail.

Effdt (effective date): This is the default value. Indicates that the record is effective-dated. Example: GP_BRACKET.

Note. If you include in a package an element that has more than one effective-dated row, the system tries to match each row when comparing the source elements with the target database. If it finds a match, it replaces the row in the target database; if it doesn't find a match, it adds the row to the target database.

No Effdt (not effective-dated): Indicates that the record doesn't have an effective date. Example: GP_ARRAY.

Note. If you include in a package an element with no effective date, the system replaces all data for that element in the target database when you start the upgrade process.

Begin − End: Indicates that the record isn't effective-dated but contains begin and end dates. Example: GP_ACM_MBR.

Note. If you include in a package an element with begin and end dates, the system replaces all data for that element in the target database when you start the upgrade process.

Field Name Displays the name of the field in the record that contains other PIN number elements.

For a record type of *Element Definition,* the system displays the name of the key field (PIN_NUM).

Fields Referencing Other Elements

This group box displays all fields that store the PIN numbers of (member) elements that are used by the record/field combination at the top of the page.

The sample page displays information for GP_ERN_DED, the record that defines earning and deduction elements. This record can use up to 17 elements. PIN_AMT_NUM and PIN_BASE_NUM are some of the fields that store PIN numbers of member elements. For example, PIN_BASE_NUM identifies the element that returns the base amount. To resolve an earning or deduction element, the system must know the PIN numbers of elements that store the amount, base, generation control instructions, and so on.

Field Name Displays the name of the field that stores a member element's PIN number.

Field Long Name Displays the long name of the field.

Field Status Displays the field's status. Values are:

Valid: Indicates that the field existed in the record when the element map was last rebuilt.

Invalid: Indicates that the field on the record did not exist when the element map was last rebuilt. The system flags invalid fields when you rebuild the element map.

Applicable Element Types

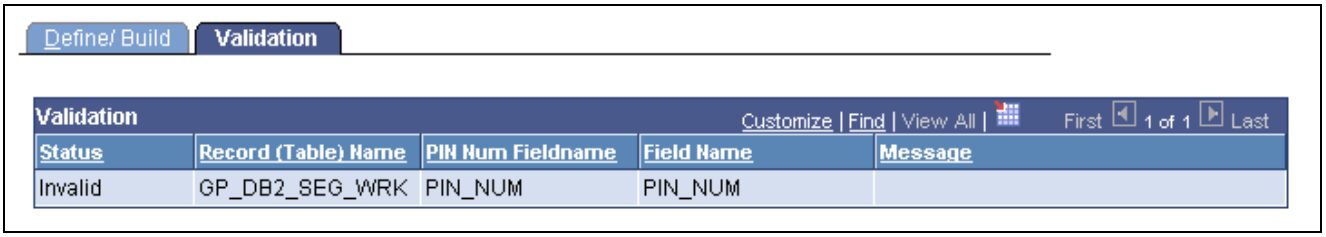
When the record type is *Element Definition,* this group box identifies the corresponding element types. For example, the element types that apply to GP_ERN_DED are *Earnings* and *Deductions.*

Element Type Important when packaging elements. The element type that you select when creating a package gives the system information for selecting rows from the appropriate record.

Rebuild Effdt Element Map (rebuild effective-dated element map) Click to start the rebuild process. If the system cannot build the element map because of errors, this message appears on the page: "Effdt Element Map hasn't been built. Please check Validation page for errors."

Reviewing for Errors

Access the Validation page.



Validation page

Review this page for errors generated by the rebuild process.

Status Displays *Invalid* if an error occurred. Usually means that a field has been renamed or removed from the record, or that the record no longer exists.

If this is a PS Delivered/Maintained (PeopleSoft delivered/maintained) record, contact the PeopleSoft Global Support Center.

If the error involves a record that you created, check the record to make sure all the fields are still valid.

Record (Table) Name Identifies the record that contained the invalid field.

PIN Num Fieldname (pay item name number field name) Displays the name of the field that appears in the Field Name field at the top of the Define/Build page.

Field Name Displays the field name that no longer exists in the record but appears on the Define/Build page.

Message Displays an error message pertaining to the specific field.

Adding Records to an Element Map

The procedure of adding records to an element map depends on the record's main (first) key:

- If the main key is PIN_NUM, the record type is *Element Definition,* also called Rule Definition.

- If the main key is not PIN_NUM, the record type is *Output Result Data, Payee Data,* or *Set Up Definition,* depending on its purpose.

This section discusses how to:

- Add rule definitions to an element map.
- Add nonrules to an element map.

Page Used to Add Records to an Element Map

Page Name	Object Name	Navigation	Usage
Define/Build	GP_PIN_FLD_MAP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Define Element Relationships, Define/Build	Start the GP_PINMAP process, which rebuilds element maps. View which records contain fields that store PIN numbers. You can add and delete records that you've created to the rule map.

See Also

Chapter 34, "Using the Utilities," Pages Used to Define Element Relationships, page 890

Adding Rule Definitions to an Element Map

This section describes the procedure for adding rule definitions to an element map, where the record's main key is PIN_NUM.

To add a rule definition to an element map:

1. Use PeopleTools to create a Structured Query Language (SQL) view for the record.

   The view must have the same structure as your new record, as illustrated in the following example.

   The first line of the Select statement must read:

   ```
   SELECT PIN_NUM + 50000000
   ```

2. On the Define/Build page, add a row for the new record.
3. Complete these fields on the Define/Build page:
   a. For Record Type, select *Element Definition.*
   b. For Record, select your new record.
   c. For Export Record, select the view that you created in step 1.
   d. For Effective Date Type, select the appropriate value for the record.
   e. For Field Name, select *PIN_NUM.*
   f. In the Fields Referencing Other Elements group box, list each field in your record that contains a PIN number.

      This includes the field name defined in step c. You can select only PIN_NUM.

   g. If you selected *Element Definition* for the record type, identify the element types in the Applicable Element Types group box.
4. Click Rebuild Effdt Element Map to start the Rebuild process.

Important! After adding an element definition record to the element map, follow the rules for defining version relationships.

Example

This illustration shows how your SQL statement should match the record structure:

Record Fields | Record Type

	Num	Field Name	Type	Len	Format	Short Name	Long Name
	1	PIN_NUM	Nbr	8		PIN Number	PIN Number
	2	EFFDT	Date	10		Eff Date	Effective Date
	3	EFF_STATUS	Char	1	Upper	Status	Status as of Effective D
	4	**ENTRY_TYPE_ELEM**	Char	3	Upper	Entry Type	Entry Type
	5	**PIN_NUMERATOR_NUM**	Nbr	8		Numerator	User Defined Numerator
	6	**ENTRY_TYPE_ELEM2**	Char	3	Upper	Entry Type	Element Entry Type
	7	**PIN_DENOMIN_NUM**	Nbr	8		Denominator	User Definded Denomin
	8	DENOM_USES_NUMER	Char	1	Upper	1 Array for %	Denominator Uses Num
	9	GP_VERSION	Char	18	Upper	Version	Version

Record definition for GP_PRORATION

```
SELECT PIN_NUM + 50000000
,EFFTDT
,EFF_STATUS
,ENTRY_TYPE ELEM
,PIN_NUMERATOR_NUM
,ENTRY_TYPE_ELEM2
,PIN_DENOMIN_NUM
,DENOM_USES_NUMER
,GP_VERSION
 FROM PS_GP_PRORATION
```

Adding Nonrules to an Element Map

This section describes the procedure for adding rule definitions to an element map, where the record's main key is not PIN_NUM.

To add a nonrule to an element map:

1. Use PeopleTools to create a SQL view for the record.

   The view must have the same structure as your new record, as illustrated in the following example.

   In the Select statement, enter *+ 50 000 000* after each field in the record that references a PIN number.
2. On the Define/Build page, add a row for the new record.
3. Complete these fields on the Define/Build page:
   a. For Record Type, select *Output Result Data, Payee Data,* or *Set up Definition.*
   b. For Record, select your new record.
   c. For Export Record, select the view that you created in step 1.
   d. For Effective Date Type, select the appropriate value for the record.

e. For Field Name, select any field in the record that references PIN_NUM.

f. In the Fields Referencing Other Elements group box, list each field within your record that contains a PIN number.

This includes the field name defined in step d. You can select only PIN_NUM.

4. Click Rebuild Effdt Element Map to start the Rebuild process.

Example

This illustration shows how your SQL statement should match the record structure:

Record Fields | Record Type

Num	Field Name	Type	Len	Format	Short Name	Long Name
1	EMPLID	Char	11	Upper	ID	EmplID
2	EMPL_RCD	Nbr	3		Empl Rcd#	Empl Rcd Nbr
3	PIN_NUM	Nbr	8		PIN Number	PIN Number
4	BGN_DT	Date	10		Begin Date	Begin Date
5	**PIN_SOVR_NUM**	Nbr	8		Supp Ovr PIN	Supp Element PIN numb
6	END_DT	Date	10		End Date	End Date
7	ENTRY_TYPE_SOVR	Char	3	Upper	Element Type	Element Entry Type
8	**SOVR_VAL_CHAR**	Char	25	Upper	Value	Character Value
9	SOVR_VAL_NUM	Sign	12.6		Value	Numeric Value
10	**SOVR_VAL_DT**	Date	10		Value	Date Value

Record definition for GP_ PYE_OVR_SOVR

```
SELECT EMPLID
,EMPL_RCD
,PIN_NUM + 50000000
,BGN_DT
,PIN_SOVR_NUM + 50000000
,END_DT
,ENTRY_TYPE_SOVR
,SOVR_VAL_CHAR
,SOVR_VAL_NUM
,SOVR_VAL_DT
  FROM PS_GP_PYE_OVR_SOVR
```

Viewing Element Relationships

You can use the View Element Relationships utility to view hierarchical maps, including a map that existed as of a specific date.

This section discusses how to:

- View elements used by a focus element.
- View elements that use a focus element.

Pages Used to View Element Relationships

Page Name	Object Name	Navigation	Usage
Uses	GP_PINTREE_EFFDT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, View Element Relationships, Uses	View a map of elements that a focus element uses. The element relationship map must be built before the data is displayed.
Used By	GP_PINTREE_EFFDT2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, View Element Relationships, Used By	View elements that use the focus element.

Viewing Elements Used by a Focus Element

Access the Uses page.

Uses page

Element maps include fields that contain PIN_NUM only. So, when looking at the map for an earnings element, you don't see fields for frequency, currency, and other non-element information.

Element Name Displays the name of the element that you selected on the search page. This is the *focus* element.

Type Displays the element type of the focus element.

As Of Date To see the relationship map that was in effect on a specific date, enter the date in this field.

Element Uses Click the element name to view its member elements. This information appears in a tree structure that expands or collapses as you click the + or − folder before an element name.

Perspective

To see additional information on a related element, click the element name in the Element Uses group box and select a view in the Perspective field.

Perspective Select the format for the data in this group box. Values are:

Functional: Displays descriptive names of the data.

Technical: Displays technical names for the data.

Type Displays the element type of the selected element.

Name Displays the name of the selected element. (The name is the same for the functional and technical views.)

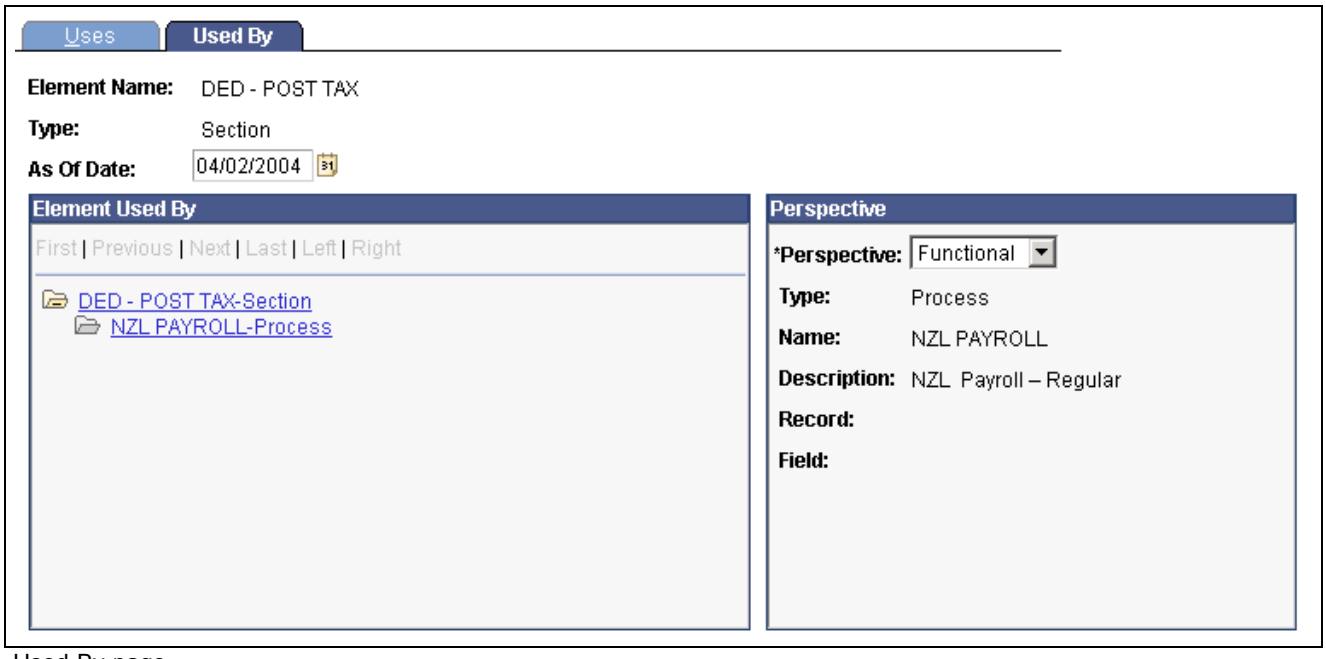
Description Displays the description of the selected element. (The description is the same for the functional and technical views.)

Record Displays the name of the record in which the selected element resides.

Field Displays the name of the field that stores an element's value.

Viewing Elements That Use a Focus Element

Access the Used By page.



Used By page

This page resembles the Uses page but shows all elements that use the focus element.

See Also

Chapter 34, "Using the Utilities," Viewing Elements Used by a Focus Element, page 897

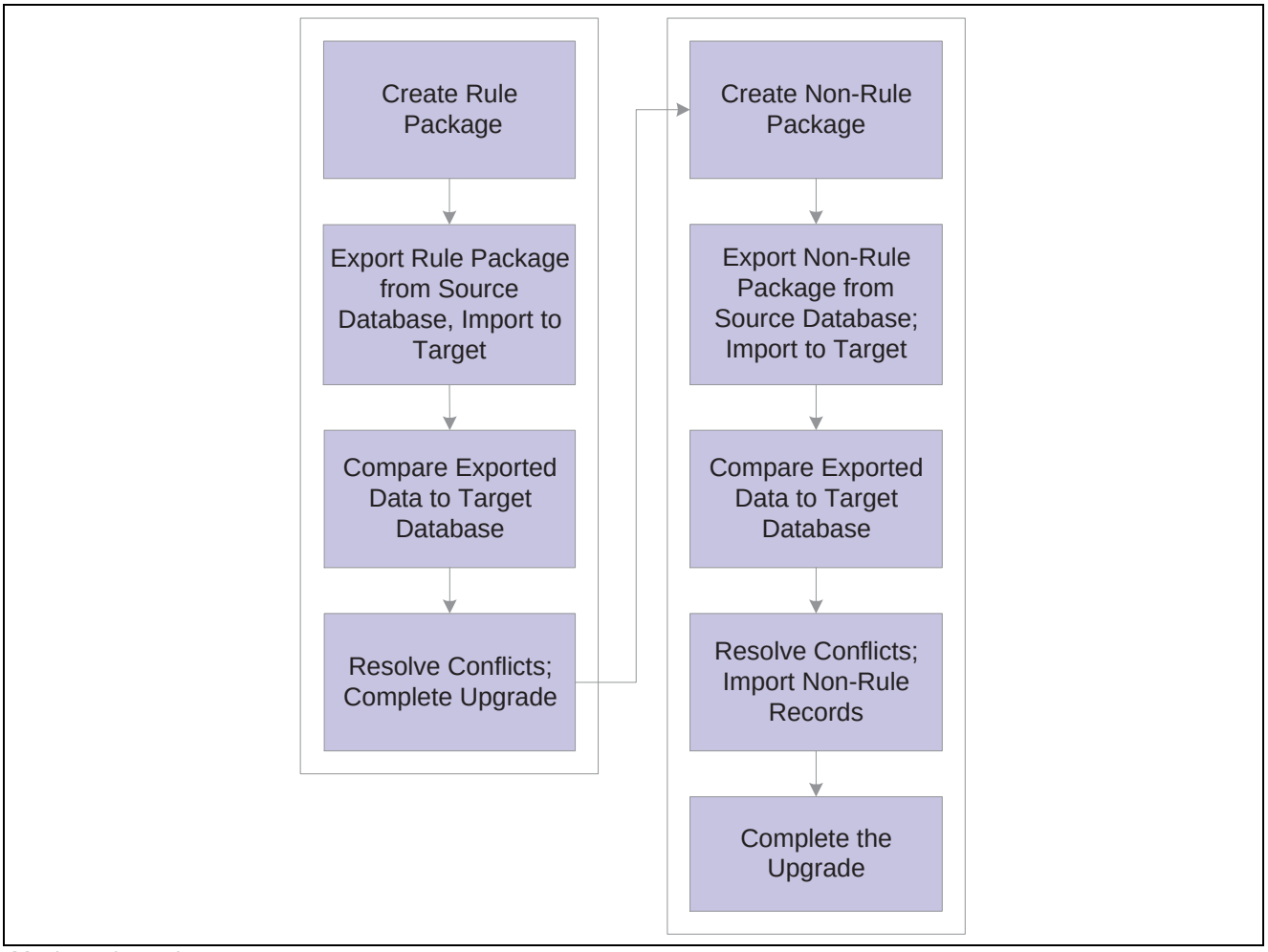
Creating and Exporting Rule Packages

This section provides overviews of how to move rules packages, define and create rule packages and discusses how to:

- Name rule packages.
- Select elements for a rule package.
- Select elements for a rule package by attribute.
- Modify the SQL Where clause for selection criteria.
- Display the elements in a rule package.
- Export packages of elements.
- View scripts.

Understanding How to Move Rule Packages

Rule packages include elements that are defined in records where PIN_NUM is the key. You can create a rule package and move its elements to a target database. This diagram displays the process:



Moving rule packages

To move rules from one database to another:

1. Define and create a rule package using the Create Rule Package component.
2. Export and import the rule package using PIA.
3. Compare and upgrade the elements in the package, using the Compare and Upgrade Package component.

Understanding How to Define and Create Rule Packages

Use the Create Rule Package component to define the selection criteria for the elements to include in your package and to specify the action the system takes for each element: upgrade (copy) the element to the target database or delete the element from the target database.

You can define two sets of selection criteria:

- Use the Create Rule Package - Packaging Criteria 1 page to select elements by name.
- Use the Create Rule Package - Packaging Criteria 2 page to select elements by attribute (element type, owner, used by, class, category, country).

  You can modify the SQL code that the system uses when it selects elements that meet your Criteria 2 parameters.

If you complete both pages, the system selects all elements that meet the criteria defined on the Create Rule Package - Packaging Criteria 1 page *or* the Create Rule Package - Packaging Criteria 2 page.

You can start the package creation process from either page.

To define and create the rule package using the Create Rule Package component:

1. Define the selection criteria for the elements to move and delete from the target database.
2. Run the Create Package process.
3. View the package.

   Cancel any elements that you're not moving.

Warning! If you add or change an element after creating a package, you must recreate the package to include the element.

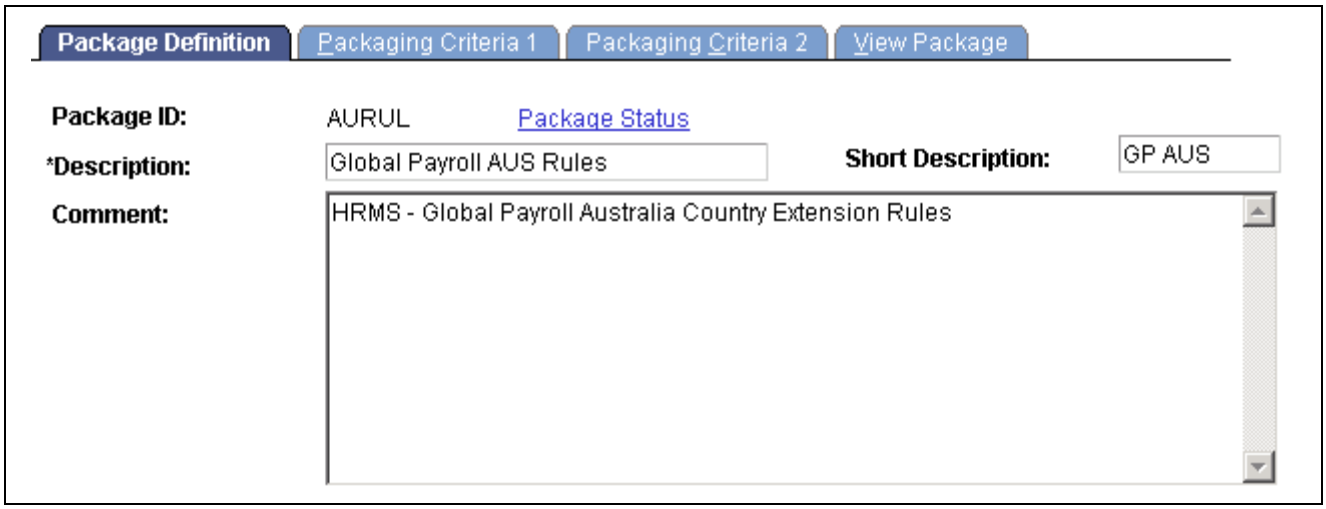
Pages Used to Create and Export Rule Packages

Page Name	Object Name	Navigation	Usage
Package Definition	GP_PKG_DFN	• Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create Rule Package, Package Definition • Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Compare/Upgrade Rule Package, Package Definition • Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Export Rule Package, Package Definition	Name a rule package and enter a description and comments.
Packaging Criteria 1	GP_PKG_CRITERIA1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create Rule Package, Packaging Criteria 1	Select specific elements for a rule package. Start the batch process that creates the package.
Packaging Criteria 2	GP_PKG_CRITERIA2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create Rule Package, Packaging Criteria 2	Select elements for a rule package by attribute (element type, owner, used by, class, category, country). Modify the SQL code that the system uses to select elements that meet the Criteria 2 parameters.
Where Clause	GP_PKG_CRIT2_SEC	Click the Show Where Clause link on the Packaging Criteria 2 page.	View and modify the SQL Where clause for the selection criteria defined on the Packaging Criteria 2 page.
View Package	GP_PKG_VIEW	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create Rule Package, View Package	View the elements in a rule package. View the action (upgrade or delete) that the system takes when you copy the package. You can cancel elements in the package.

Page Name	Object Name	Navigation	Usage
Element Export	GP_PKG_ELEM_EXP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Export Rule Package, Element Export	Export a package of elements. You must create a package before you can export it.
Export Rule Package - View Scripts	GP_PKG_EXPIMP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Export Rule Package, View Scripts	View export, import, and cleanup scripts.

Naming Rule Packages

Access the Package Definition page.

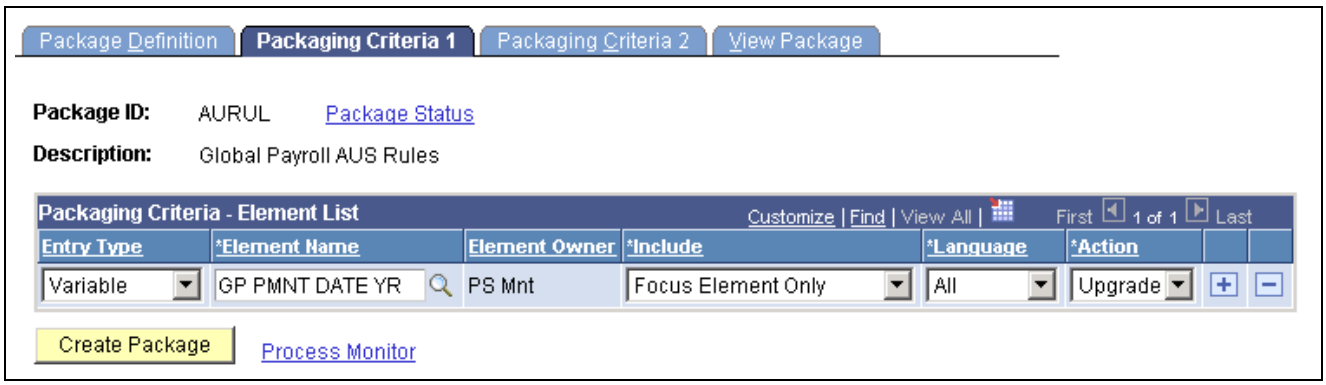


Package Definition page

Enter a description of the package and comments.

Selecting Elements for a Rule Package

Access the Packaging Criteria 1 page.



Packaging Criteria 1 page

Packaging Criteria - Element List

Entry Type Select the entry type for the element to include in the package. This determines which elements you can select in the Element Name field.

Element Name In this required field, select the name of the element to include in the package, the *focus* element.

Element Owner Identifies who created the element that you selected in the Element Name field and who's responsible for maintaining it. Valid values are *Customer, Modified, PS Mnt* (PeopleSoft Maintained), *PS NonMnt,* and *PS Secure.*

Include This required field defines what the package includes. Values are:

Focus Element + Members: Selects these elements in the order listed: the focus element (in the Element Name field); and member elements that the focus element uses (as depicted on the Uses page).

Focus Element Only (default): Selects these elements in the order listed: the focus element; its autogenerated components and autogenerated accumulators. First level elements are selected as information only elements.

Warning! Select *Focus Element Only* only if you know that the target database contains all the member elements. If it doesn't, the system reports an error during the compare process.

Note. The system always includes information for the member elements in the package—even when you select *Focus Element Only.* Although the member elements aren't copied to the target database, the system uses the information to perform the Compare process described later in this chapter.

Language Specify how or whether to copy language information to the target database.

Language information pertains to fields on GP_PIN that are translatable. This data is stored on the related-language table for GP_PIN, GP_PIN_LANG.

Note. If you select *All* or *Related,* the system deletes all existing languages and inserts data in the Related Language table for elements that you're moving, including any language records that you've added if the base language in the target database is included in the package.

Values are:

All: Adds all language information to the package.

Base: Select to get only the base language data.

Related: Copies all language data related to the element but not the element itself.

Action In this required field, select the action the system should take with this element when upgrading the target database. Values are:

Upgrade (default): Adds the element to the target database or updates a matching element that's in the target database.

Delete: Deletes the element from the target database after copying it to the target database. (One database can be used as both the source and target database.)

You cannot delete elements that meet any of the following conditions:

- Used in a results table.
- Associated with payee data.
- Linked to a nonrule table.
- Used by another element.
- Delivered by the PeopleSoft system.

Note. You can delete the related language or all language information but not the base language alone.

If you are deleting both a parent and a child element, you must still unhook the child from the parent.

Create Package Click to start the Create Package program (GP_PKG_CR). You can view the process status through the Process Monitor. Wait until the program has finished before opening a page that's associated with the package.

If the process fails due to mapping errors, the Process Monitor indicates "*No Success*," and the log file notifies you that the map wasn't built. This message appears on the View Package page above Element List: "*Package not created - there are errors in Element Relationship.*"

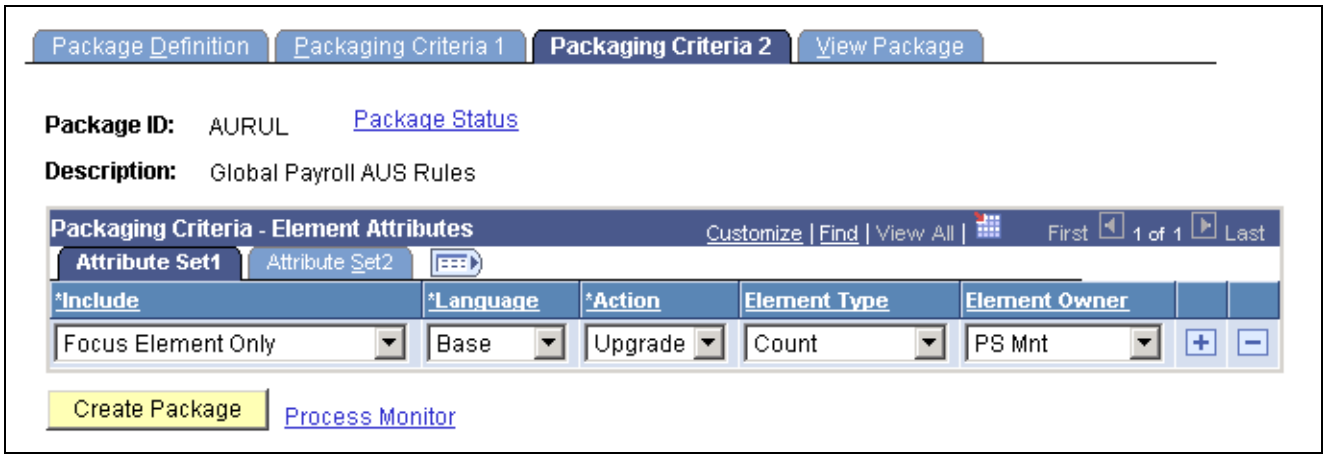
If the process fails for any other reason check any SQL code that you created using the where clause on the Packaging Criteria 2 page. If the problem persists, contact PeopleSoft's Global Support Center.

See Also

Chapter 34, "Using the Utilities," Base and Related Languages, page 887

Selecting Elements for a Rule Package by Attribute

Access the Packaging Criteria 2 page.



Packaging Criteria 2 page

Attribute Set1

Select the Attribute Set1 tab.

Include

In this required field, specify whether the package includes only focus elements (which meet the selection criteria on the Attribute Set1 tab) or also includes elements that are used by the focus elements.

Values are *Focus Element + Members* and *Focus Element Only.*

Focus Element + Members: Selects these elements in the order listed: the focus element (in the Element Name field); and member elements that the focus element uses (as depicted on the Uses page).

Focus Element Only (default): Selects these elements in the order listed: the focus element; its autogenerated components and autogenerated accumulators. First level elements are selected as information only elements. Information only elements are used by the focus element and its immediate children (if this information has not been previously selected).

Warning! Select *Focus Element Only* only if you know that the target database contains all the member elements. If it doesn't, the system reports an error during the compare process.

Note. The system always includes information for the member elements in the package—even when you select *Focus Element Only.* Although the member elements aren't copied to the target database, the system uses the information to perform the compare process described later in this chapter.

Language

Specify how or whether to copy language information to the target database.

Language information pertains to fields on GP_PIN that are translatable. This data is stored on the related-language table for GP_PIN, GP_PIN_LANG.

Note. If you select *All* or *Related,* the system overwrites data in the Related Language table for elements that you're moving, including any language records that you've added if the base language in the target database is included in the package.

Values are:

All: Adds all language information to the package.

Base: Select to get only the base language data.

Related: Copies all language data related to the element but not the element itself.

To load translated data into your database after installing Global Payroll, select *Related* to copy the language data associated with the elements.

Action

In this required field, select the action the system should take with this element when upgrading the target database. Values are:

Upgrade (default): Adds the element to the target database or updates a matching element that's in the target database.

Delete: Deletes the element information from the target database after copying it to the target database. (One database can be used as both the source and target database.)

You cannot delete elements that meet any of the following conditions:

- Used in a results table.
- Associated with payee data.
- Linked to a nonrule table.
- Used by another element.
- Delivered by the PeopleSoft system.

Note. You can delete the related language or all language information but not the base language alone.

If you are deleting both a parent and a child element, you must still unhook the child from the parent.

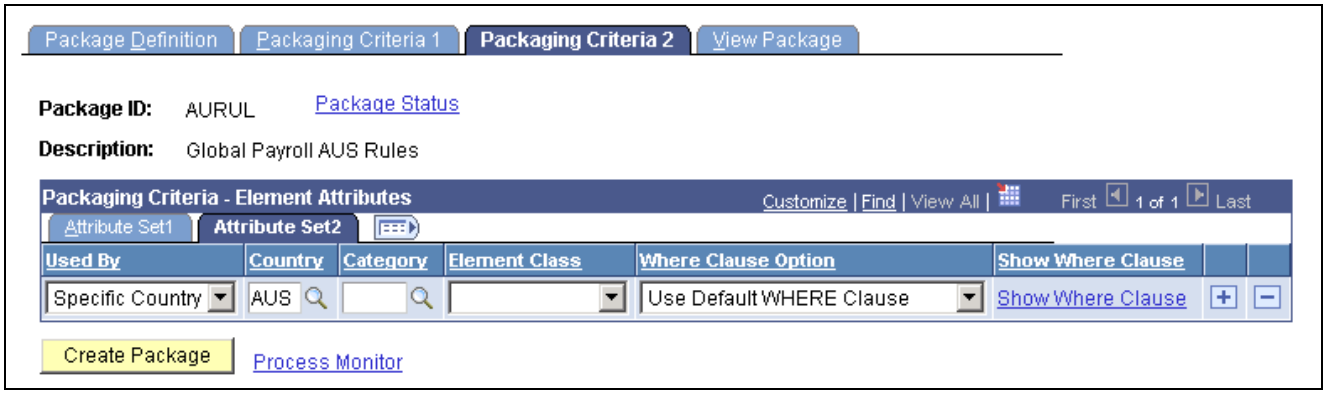
Element Type Select the type.

Element Owner Select elements by owner. Valid values are: *Customer, Modified, PS Mnt, PS NonMnt,* and *PS Secure.*

Create Package Click to start the Create Package program (GP_PKG_CR). The Process Request page appears, so you can monitor the process. Wait until the program finishes before opening a page that's associated with the package.

Attribute Set2

Select the Attribute Set2 tab.



Packaging Criteria 2 page: Attribute Set2 tab

Used By Select where elements are used. Values are *All Countries* (default) and *Specific Country*. If you select *Specific Country,* you must complete the Country field.

Country Select the country's three-digit country code if you selected *Specific Country* in the Used By field.

Category To select only elements assigned to a particular category, select the category. (You assign a category to an element on the Element Name page.)

Element Class Select the element class to package. (You assign an element class to an element on the Element Name page.)

Valid values are: *Customary, Not Classified, Sample Data, Statutory,* and *System Data.*

Where Clause Option The system converts the criteria entered on the Create Rule Packages - Packaging Criteria 2 page into SQL before it creates the package. The Where Clause is editable.

Values are:

Use Default WHERE Clause: Tells the system to use the default Where clause and discard SQL code modifications.

Change WHERE Clause: Makes the other fields on this page unavailable and puts the SQL code on the Where Clause page in edit mode.

Warning! Selecting *Use Default WHERE Clause* deletes any SQL code you may have entered on the Where Clause page.

Show Where Clause Displays the Where Clause page, where you can view and alter the SQL code for your selection criteria.

See Also

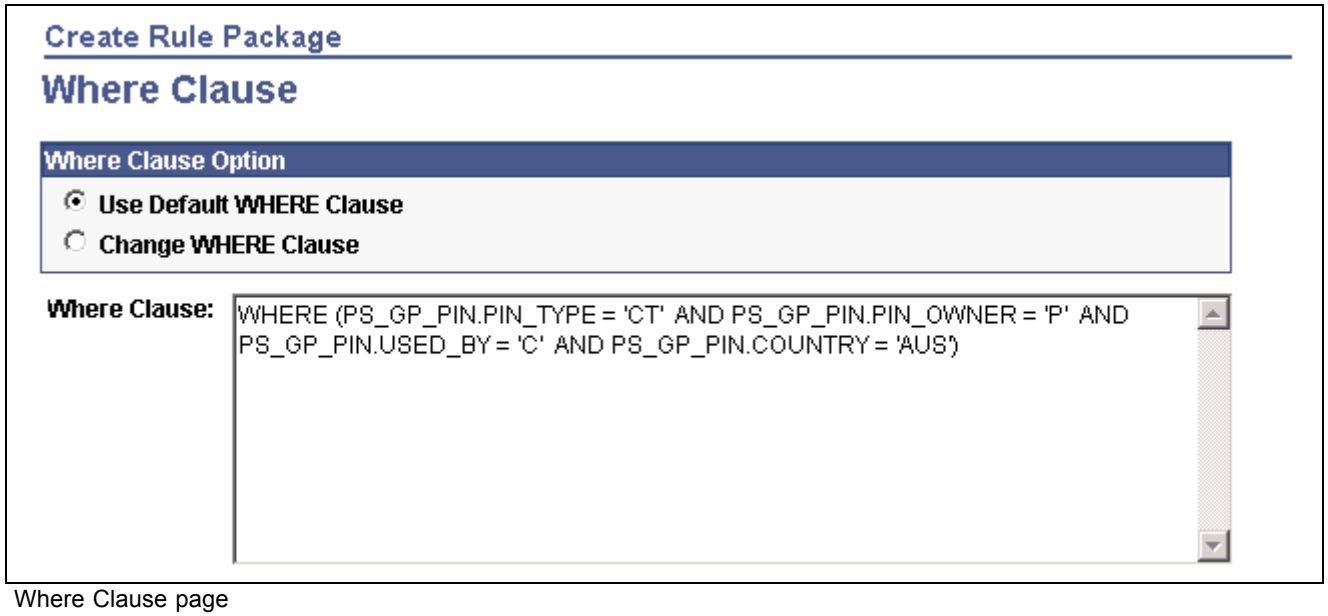
Chapter 34, "Using the Utilities," Selecting Elements for a Rule Package, page 902

Chapter 35, "Defining Security," page 941

Chapter 34, "Using the Utilities," Base and Related Languages, page 887

Modifying the SQL Where Clause for Selection Criteria

Access the Where Clause page.



Where Clause page

Where Clause Option Select *Use Default WHERE Clause* to use the default clause or revert to it after editing the SQL code. Changes to the Where clause are lost.

Select *Change WHERE Clause* to activate the code on the lower part of the page for editing.

Where Clause If you selected *Use Default WHERE Clause* for Where Clause Option, the system displays the Where clause of the SQL statement that it created based on the selection criteria that you entered for the package on the Packaging Criteria 2 page.

If you selected *Change Where Clause,* you can edit the SQL. The following rules apply:

- Do not use PIN_NUM as a selection criterion or any field where PIN_NUM can be stored.

  (Doing so prevents renumbering during the import process.)

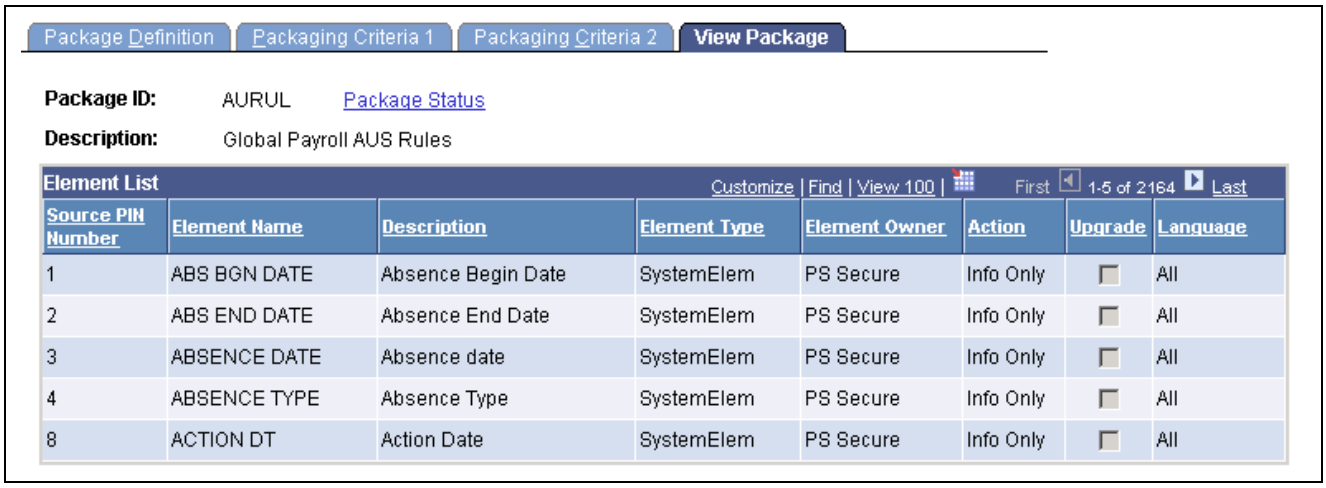
- Add the prefix PS_GP_PIN to field names that you enter.

  Example: PS_GP_PIN.RECALC_IND.

Note. When you save, the system checks for the use of PIN_NUM, and looks for SQL syntax errors. The fields on the Packaging Criteria 2 page become uneditable.

Displaying the Elements in a Rule Package

Access the Create Rule Package - View Package page.



Create Rule Package - View Package page

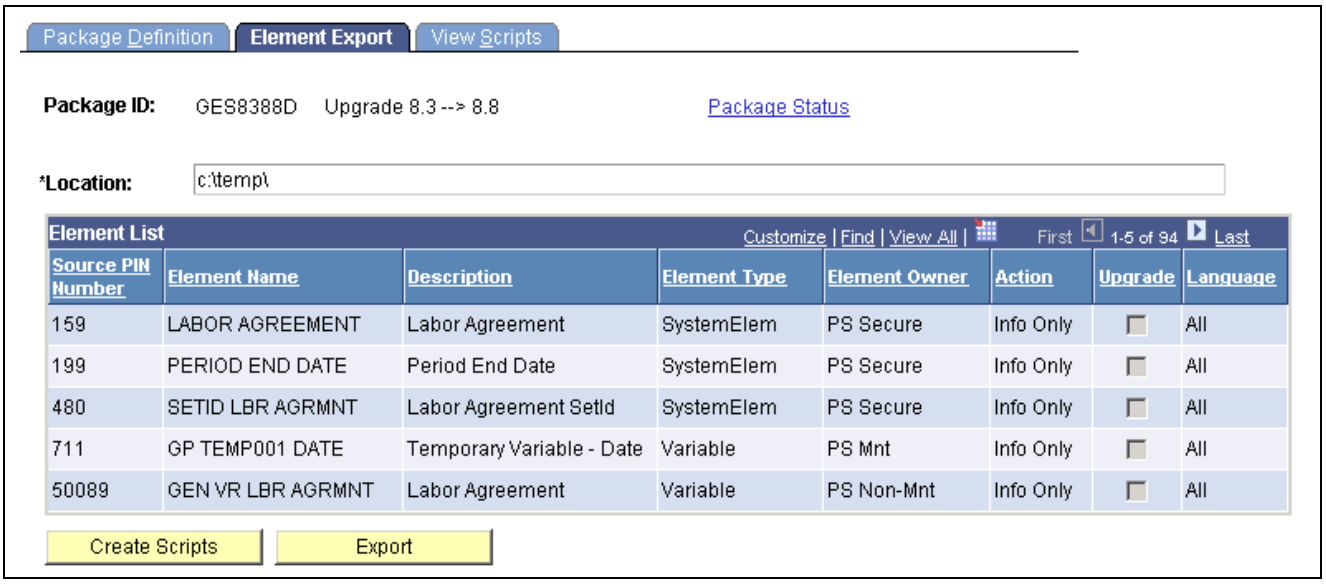
Action Displays the action applicable to the element in your package.

Values are: *Upgrade, Delete,* and *Info Only.*

Upgrade This check box is selected automatically to include the element in the package for export. Clear it to exclude the element from the export.

Exporting Packages of Elements

Access the Element Export page.



Element Export page

Once you have created a package, you can export it. During the export process, the system automatically adds 50 000 000 to the value of the PIN number assigned to each element so that it can distinguish the exported elements from elements that exist in the target database.

To export a rule package:

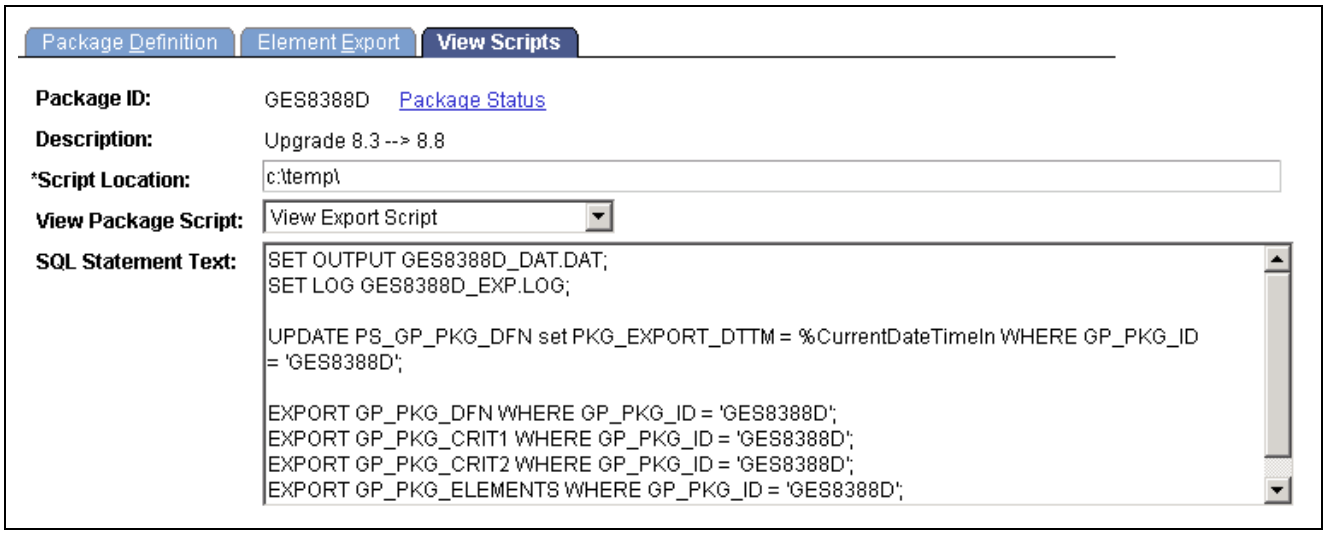
1. Select the package ID.
2. Select a location for the exported files.

   The location of scripts and data files should be accessible by both the source and target databases.

   When deleting items, the source database and target database can be the same.
3. Select Create Scripts. This button will create the Packagename_exp.dms and Packagename_imp.dms scripts.
4. Export the package from the source database, and import it into the target database.

Viewing Scripts

Access the Export Rule Package - View Scripts page.



Export Rule Package - View Scripts page

Script Location Displays the script location, which must be accessible by both the import and export databases. The setup must be specific in the Process Scheduler configuration file, and the drives must be mounted on both machines. If the configuration file has changed during the process, the log will not open.

View Package Script Select the type of script that you want to view: export, import, or cleanup. The DataMover script appears. Make sure that these scripts are correct.

Viewing the Status of Packages

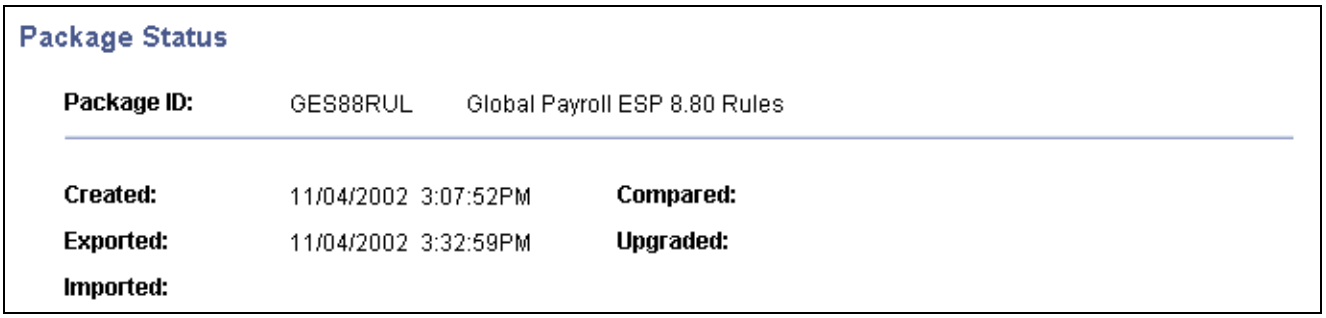
This section discusses how to view the status of a package.

Page Used to View the Status of Packages

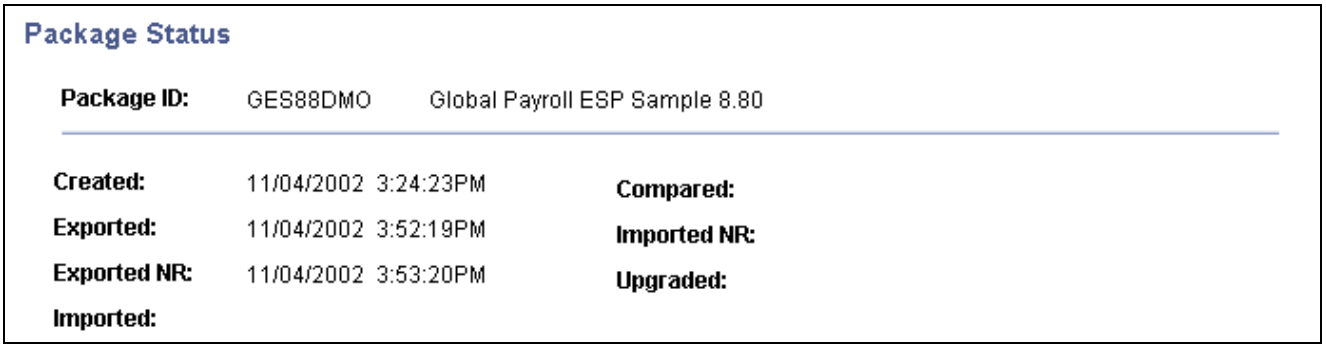
Page Name	Object Name	Navigation	Usage
Package Status	GP_PKG_DTTM_SEC	Click the Package Status link on the Package Definition page.	View the date and time a package was created, exported, imported, compared, and upgraded.

Viewing the Status of a Package

Access the Package Status page.



Package Status page (rule package)



Package Status page (nonrule package)

The last completed process determines which process you can run next.

Comparing and Upgrading Rule Packages

This section provides an overview of rule packages comparisons and upgrades and discusses how to:

- Run the Compare Report.
- Start the compare and upgrade processes.
- Review for upgrade errors.

Understanding Rule Package Comparisons and Upgrades

After you have imported a rule package to the target database use the Compare and Upgrade Package component to compare and upgrade the rule package, as explained in this section.

To compare and upgrade a rule package:

1. Compare the packaged elements with the elements in the target database.

   The system determines which elements are new to the target database, which update existing elements in the target database, and which need deleting from the target database.

2. Resolve conflicts that are identified during the compare process.

   Conflicts can occur for several reasons. For example, the source element could use other elements that don't exist in the target database and are not included in your package or an element that you want to delete could be used in a results table. The corrective action depends on the type of conflict.

3. Rerun the compare process after correcting errors or excluding elements from the package.

4. Run the upgrade process.

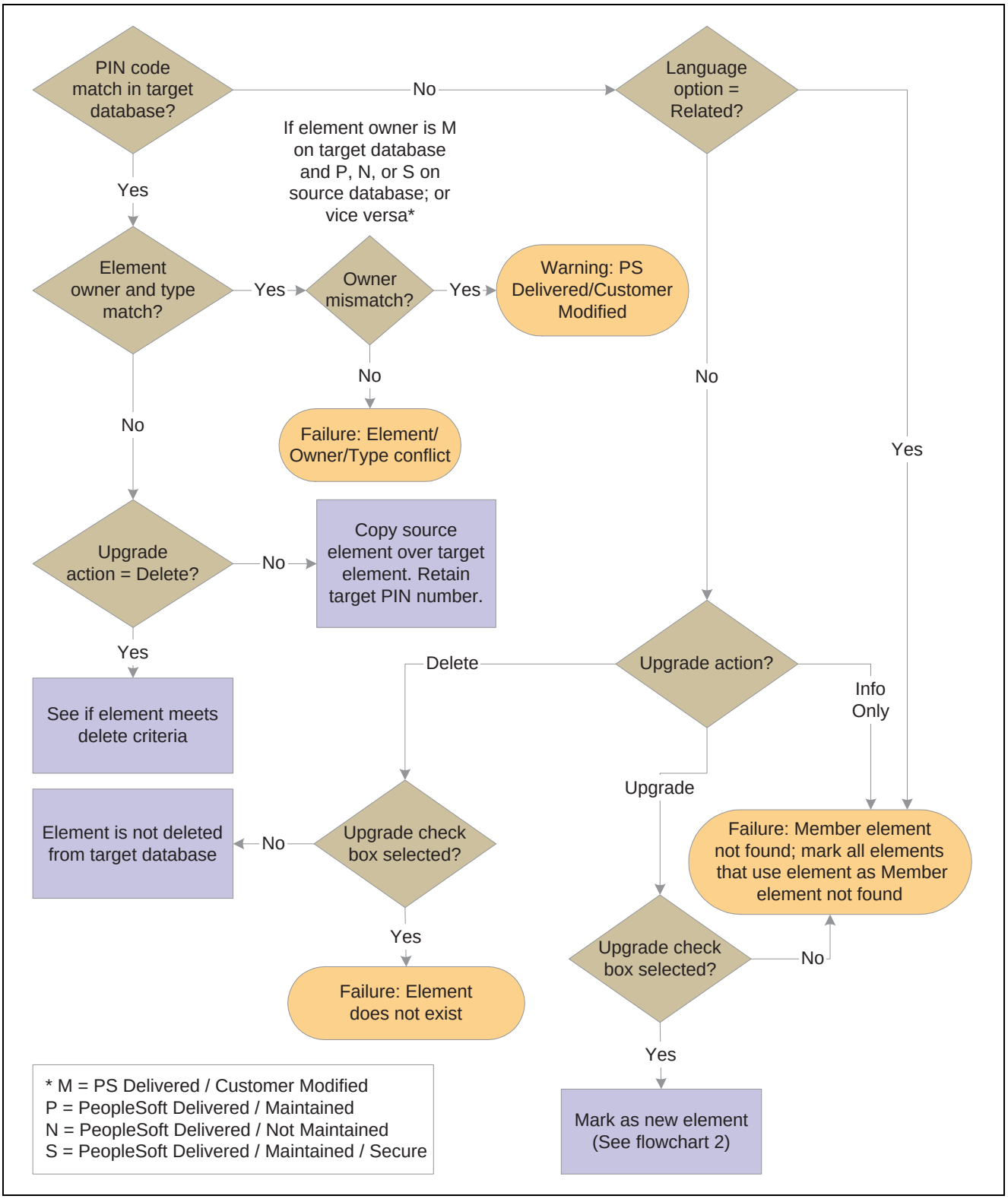
   The system renumbers the 50,000,000 rows added at import into the target database, renumbers the PINs that already exist in the database, renumbers the new elements by assigning new PIN numbers, and deletes rows according to the option chosen in the package. You can run this process only once.

Note. Before moving multiple elements simultaneously, it is recommended that you back up the target database before starting the process.

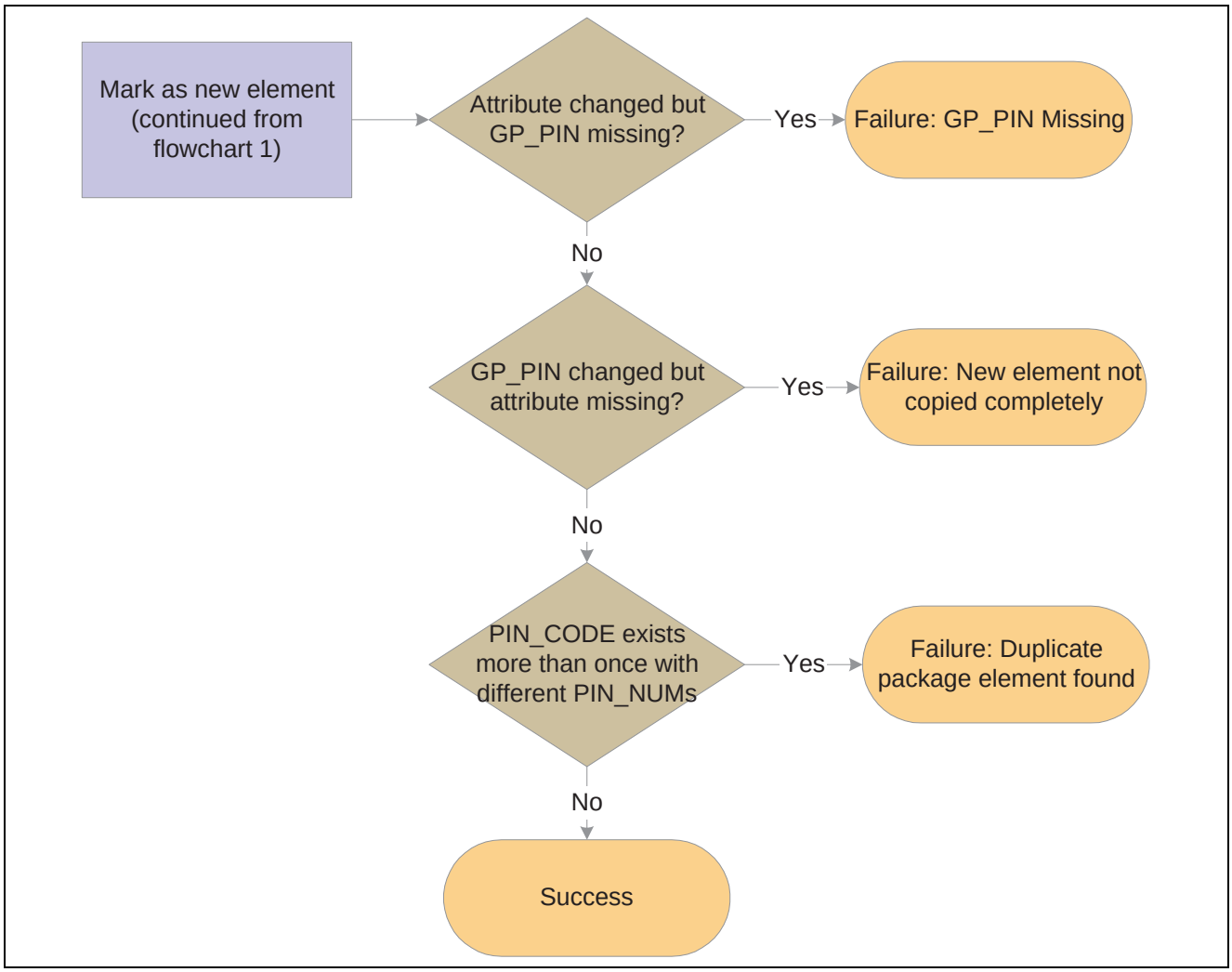
What Happens During the Compare Process

For each exported element, the system looks for an element in the target database with the same PIN code, element type, and element owner.

This flowchart shows the logic that the system uses to perform the comparison and generate the resulting warning or error messages:



Compare process for rule packages (flowchart 1)



Compare process for rule packages (flowchart 2)

Warning! If you revise an element and export the element to another database that contains that element, the system overwrites that definition if you select the Upgrade check box on the Package Upgrade tab of the Package Elements page.

See Also

Chapter 34, "Using the Utilities," The Delete Functions, page 889

Running the Compare Report

You can create a Compare Report while performing the compare process. The Compare Report enables you to see what elements the Rule Package will change on a field-by-field basis to help you decide whether to upgrade a specific element or not.

The Compare Report creates a report displaying the affected elements and what the differences are between the elements in the Rule Package and the target database. The Compare Report can only be run at the same time as the compare process.

Note. Running the Compare Report will affect the performance of applying a rules package so you should run the Compare Report only when you need a field-by-field comparison of the rules package and the target database.

Compare Report Contents

The Compare Report consists of four columns. The columns and contents are described in the following table:

Column	Contents
Elements	• Element name (PIN code). • Element type. • Upgrade action (either Upgrade or Delete). • Compare status. • Error or Warning (if applicable).
Record/Field	Record or field name for the values contained in the Rule Package and Target Database columns.
Rule Package	Data values that are moving to the target database as part of the Rule Package for the applicable record or field name.
Target Database	Data values that are currently in the target database for the applicable record or field name.

Elements Displayed in the Compare Report

The Compare Report contains details about each of these groups of elements:

- Elements with Errors or Warnings—All elements that have an error or warning message appear in this first section with basic information about the element (if it is available). All errors and warnings should be looked into and resolved before continuing the upgrade process.
- Modified Elements— The rows (records and fields) that will be changed are displayed. If a new row of data is being added, all fields appear.
- New Elements—For new elements that are contained in the Rule Package but not in the target database, the following GP_PIN fields are displayed: PIN Code (as the key field); PIN_NM; DESCR; COMMENTS. From Element Definition Records, only key fields are displayed.
- Deleted Elements—The following fields from GP_PIN are displayed: PIN Code (as the key field); PIN_NM; DESCR; COMMENTS. For rows that exist currently in the database, only key fields from Element Definition Records are displayed.
- Elements with no changes—No field information is displayed.

Note. For formulas, only the formula text is displayed, rather than details about each individual field.

For all PIN Number fields, the Compare Report displays the corresponding PIN Code instead of the PIN Number.

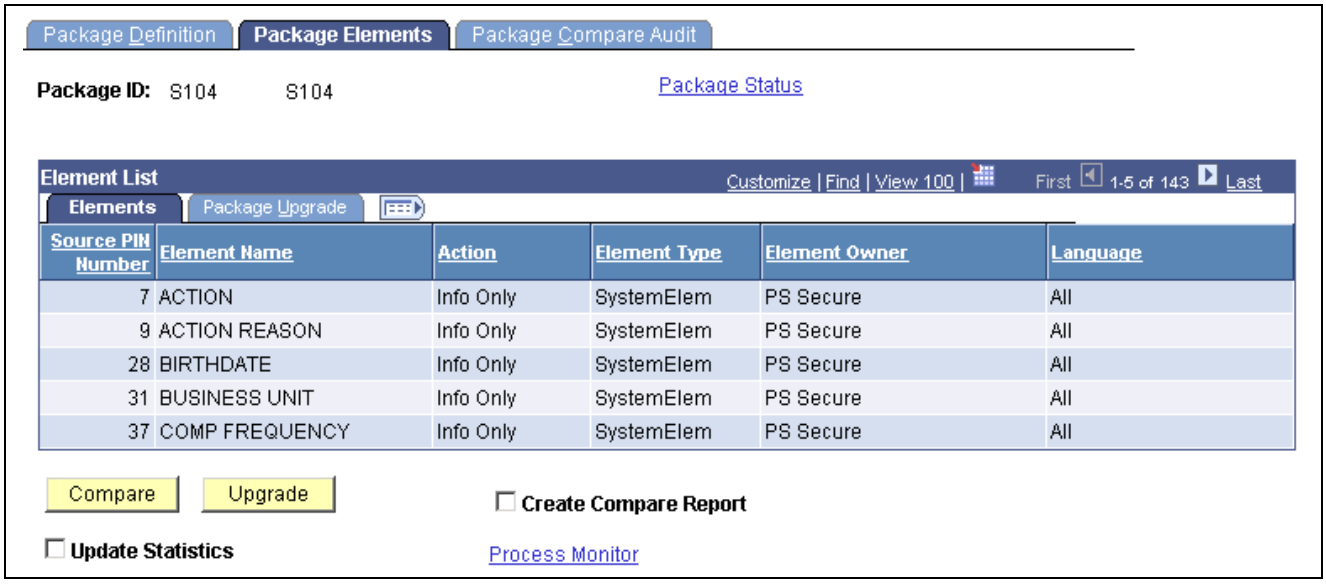
For translate value fields, both the value itself and the corresponding translate value short description are displayed.

Pages Used to Compare and Upgrade Rule Packages

Page Name	Object Name	Navigation	Usage
Compare and Upgrade Package - Package Elements	GP_PKG_ELEM_UPG	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Compare/Upgrade Rule Package, Package Elements	Start the Compare or Upgrade processes. You can access the package only after exporting or importing the package into the target database.
Package Compare Audit	GP_PKG_CMP_AUDIT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Compare/Upgrade Rule Package, Package Compare Audit	Review for errors that occurred during the Compare process. Before continuing with the upgrade process, correct the errors and rerun the Compare process.

Starting the Compare and Upgrade Processes

Access the Package Elements page from the *target* database.



Package Elements page

Use this page to start the Compare process, which compares the data from the source database to the target database. You also use this page to start the Upgrade process, which completes the upgrade, and to exclude elements from the upgrade process.

Compare This button is available immediately after the import. Click to start the Compare process. The system compares the elements you imported with the ones in the target database. After the compare process is complete, check the Package Upgrade tab and then review the Package Compare Audit page for errors.

Upgrade This button becomes available after you run a successful Compare process. See the description of the Package Upgrade tab.

Click the button to start the Upgrade process. You can upgrade a package only once. This process upgrades only elements that passed the Compare process without errors.

Note. If none of the upgrade elements in a package can be upgraded due to errors or failures, the Upgrade button becomes unavailable. You must resolve the errors and failures to proceed with the upgrade. If you decide to cancel the upgrade, you must run the cleanup.dms script to remove element references from the target database. Note that only one element has to pass the compare process with a status of *Success* for the Upgrade button to become available; when this element is updated, the system automatically purges all other element references from the database. In this situation, you do not need to run the cleanup.dms script.

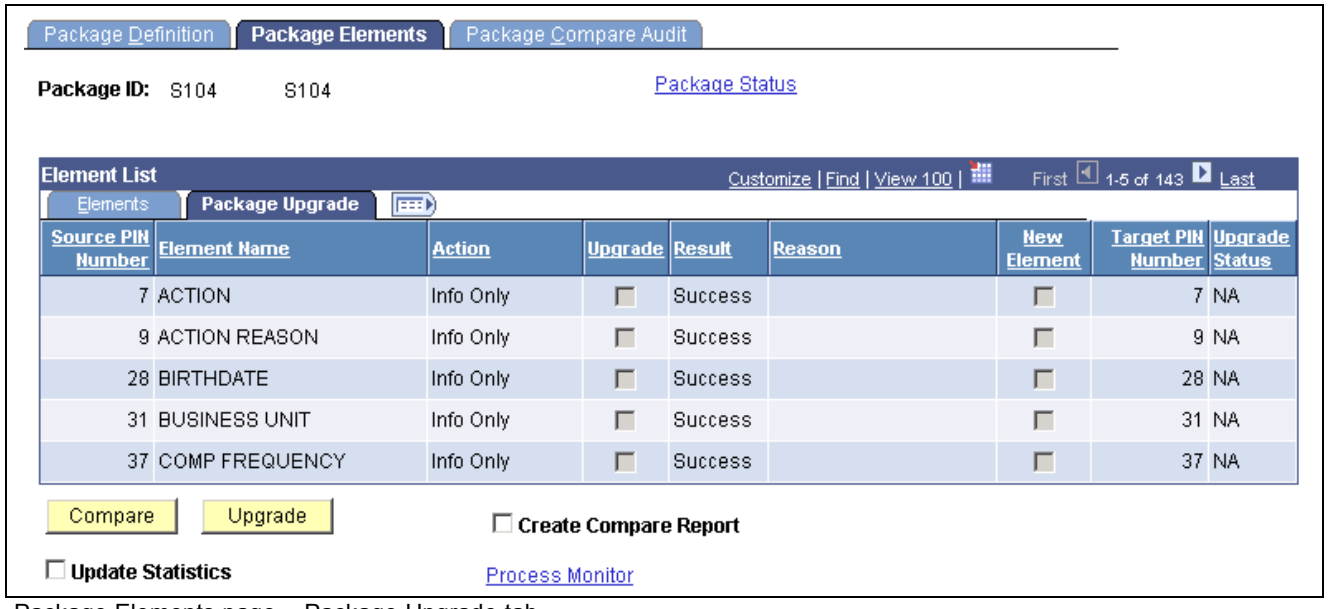
Important! If possible, run the compare and upgrade processes separately from regular payroll processes to avoid affecting other users.

Create Compare Report Select this check box to create the Compare Report to compare the rule package to the target database on a field-by-field basis. This button is available when the Compare button is also available.

Update Statistics Select this check box to update statistics on the appropriate tables.

Package Upgrade

Select the Package Upgrade tab.



Package Elements page – Package Upgrade tab

This page shows the results of the Compare process. If failures are reported, correct the errors before continuing with the upgrade. The Package Compare Audit page provides additional information about any errors.

Before you can start the Upgrade process, at least one element must have passed the Compare process with no errors (warnings are acceptable). Click the Upgrade button to accept the changes.

Source Pin Number (source pay item name number) Displays the PIN number of the element from the source database (without an added 50 000 000).

Element Name Displays the name of the element in the source database.

Upgrade Select this option to overwrite the element with the data from the source database. If you modified the target element then your changes will be lost. To exclude the element from the upgrade process, clear the check box. Excluded elements will retain any changes you may have made.

Important! If you exclude an element from the package, you must rerun the Compare process before resuming the upgrade.

Result Displays the result of the comparison. Values are:

Not Done: You haven't yet run the Compare process.

Success: The Compare process encountered no errors.

Failure: The Compare process failed. The Reason field shows why.

Warning: The PeopleSoft system has modified the element in the source database or you have taken control of the element ownership. The Reason field shows why. You can accept or ignore the change.

Note. Failures are listed first, followed by warnings and then successes, so if the entries on the first page all read Success, you can assume that the entire comparison process succeeded.

Reason If the compare process failed or generated a warning, one of the following reasons appears here:

New Element Not Copied Completely: You're trying to copy a new element into the target database but that element has no GP_PIN record—only a definition. (For example, you stamp and package elements by version. Another person modifies the element and clears the version number.) Restamp the element with the appropriate version and export it again. (This error only occurs when exporting elements by version.)

Element Owner / Type Conflict: The PIN code for the source element matches a PIN code in the target database, but the owner or element type doesn't match. Use the Element Rename page to change the PIN code in the target database.

If an element is customer-defined, the Element Owner field on the Compare and Upgrade Package - Package Elements page reads *Customer*.

Member Element not found: The source element uses other elements that don't exist in the target database and aren't included in the package. Remove the element from the upgrade process by clearing the *Upgrade* check box, or include the missing elements in the packaging criteria, recreate the package in the source database, and re-import it.

Mbr Element Owner/Type Conflict (member element owner/type conflict): This is similar to the *Element Owner/Type Conflict* message but applies to a member element that's used by the focus element. Use the Element Rename page to change the PIN code in the target database.

Element does not exist: You're trying to delete an element that's not in the target database.

PS Delivered/Customer Modified: This warning indicates that the element in the source database has been modified and no longer matches the element in the target database. To accept the PeopleSoft or customer modifications and overwrite any changes in the target database, select the Upgrade check box. The element ownership remains PS Delivered/Customer Modified once the check box is selected.

PS Delivered/PS Modified: This warning indicates that the PeopleSoft system has changed the ownership of the element in the source database so that it's no longer PeopleSoft delivered or maintained. To reject the change, clear the Upgrade check box.

Cannot delete PS-Owned Element: You're trying to delete a PeopleSoft-owned element from the target database. You cannot delete such elements.

Duplicate Package Element Found: You're trying to import an element that is in another package that's being upgraded.

Used in Non-Elem Defn (element definition): You are trying to delete an element that is used in a non-element definition. Modify the nonelement definition so that it no longer uses this element.

Used in Output Results: You are trying to delete an element that is used in a processing result table. (Results cannot be deleted from the result tables.)

Used in Payee Data: You're trying to delete an element that's associated with payee data. Modify the payee data so that it no longer uses this element.

Used in Rule Defn (definition): You are trying to delete an element that is used by another element. Modify the rule definition so that it is no longer uses this element.

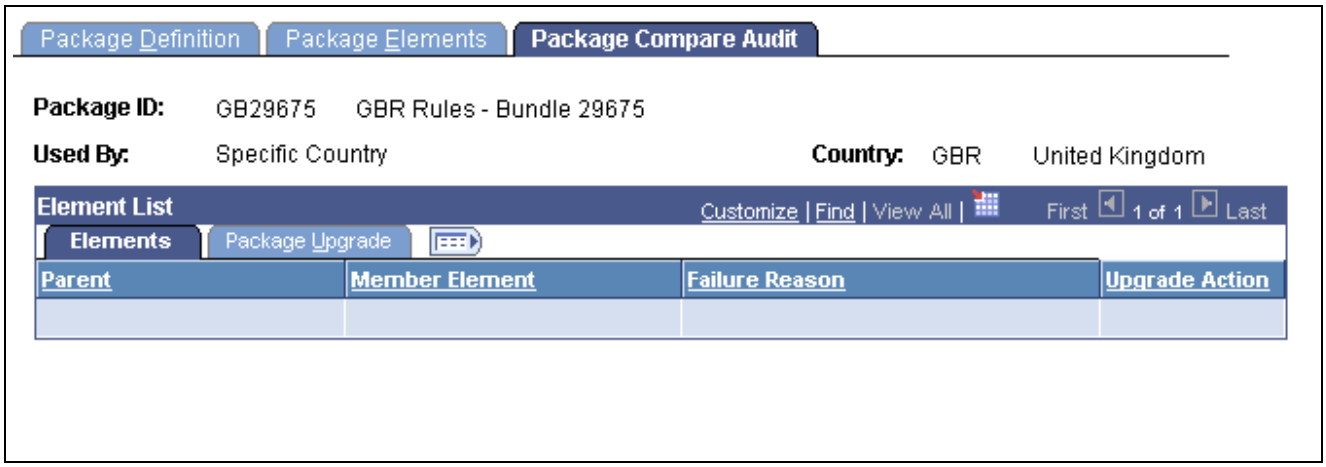
Auto-component used in RuleDfn (rule definition): You are trying to delete an element whose component is used by a rule definition. Modify the element definition so that it is no longer uses this component.

New Element The check box is selected if the element to be exported isn't in the target database.

Upgrade Status Indicates whether the upgrade process has occurred. Changes from *Not Done* to *Done* after you complete the Compare and Upgrade processes.

Reviewing for Upgrade Errors

Access the Package Compare Audit page.



Package Compare Audit page

Parent Displays the name of the erroneous parent element.

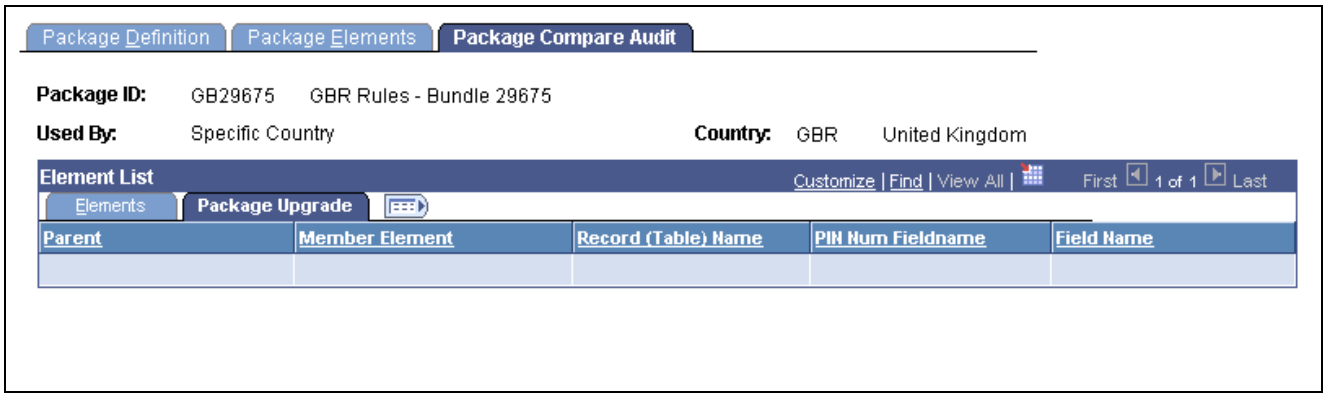
Member Element Displays the name of the member element that generated the error.

Failure Reason Displays the cause of the failure. The same information appears in the Reason field on the Package Elements tab.

Upgrade Action Displays the action that the system was trying to take when the error occurred. Values are: *Upgrade, Delete,* and *Info Only.*

Package Upgrade

Select the Package Upgrade tab.



Package Compare Audit page - Package Upgrade tab

Parent Displays the name of the parent element that generated the error.

Member Element Displays the name of the member element that generated the error.

Record (Table) Name Displays the name of the record that stores the parent element and its members.

PIN Num Fieldname (pay item name number field name) Displays the name of the field that contains the key field.

Field Name Displays the name of the field that contains the member element that created the error.

Renaming Elements

This section provides an overview on how to rename elements, and discusses renaming an element.

Understanding How to Rename Elements

Sometimes the Compare process finds an element in the target database whose PIN code is the same as the source element's, but the two elements have different element types or owners. In this case, you receive one of the following error messages: "Element Owner/Type Conflict" or "Mbr Element Owner/Type Conflict."

To continue exporting the element, you can use the Element Rename Utility to change the PIN code of the target element. After changing the PIN code, always rerun the Compare process.

When you instruct the system to change an element's PIN code, it checks the following:

- Is the new PIN code already in use?

  If yes, the system generates an error.

- Is the old PIN code used in PeopleSoft Enterprise Time and Labor?

  If yes, the system creates a warning. Remap the element in Time and Labor to reflect the new code.

- Is the new PIN code the same as the old PIN code?

  If yes, the system issues a warning.

Important! Do not rename an element when you are in the process of creating a package.

Warning! Time and Labor stores PIN code information, so if you make a change, you must update Time and Labor data accordingly.

See Also

Chapter 34, "Using the Utilities," The Delete Functions, page 889

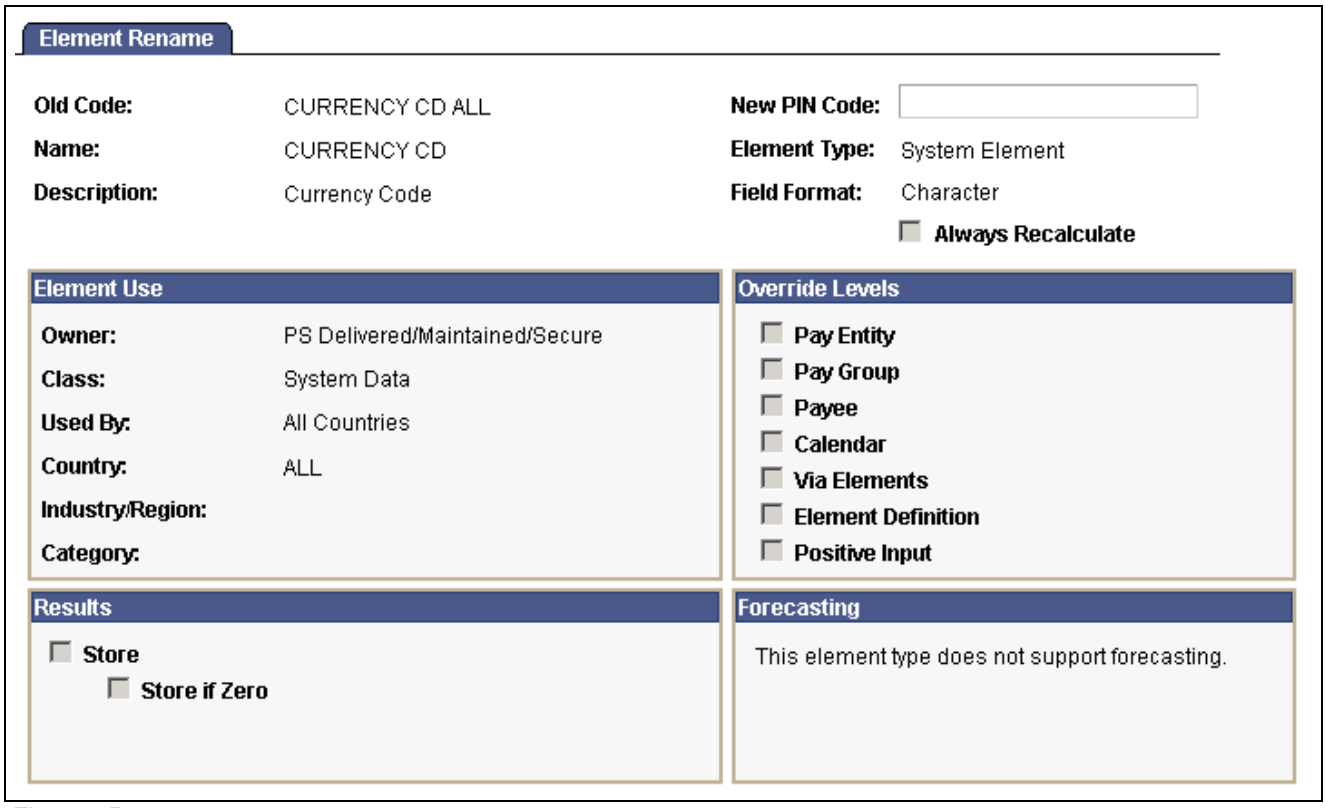
PeopleSoft Enterprise Time and Labor 8.9 PeopleBook, "Integrating with Payroll Applications," Configuring Time and Labor and PeopleSoft Human Resources

Page Used to Rename Elements

Page Name	Object Name	Navigation	Usage
Element Rename	GP_PIN_RENAME	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Rename Element Codes	Change an element's PIN code.

Renaming an Element

Access the Element Rename page.



Element Rename page

New PIN Code (new pay item name code) Enter the new code. The old PIN code is replaced when you save.

Creating and Exporting Nonrule Packages

This section provides an overview of creating and exporting nonrule packages and discusses how to:

- Name nonrule packages.
- Define selection criteria.
- Modify the SQL Where clause for the selection criteria.
- Display elements of a nonrule package.
- Export and import nonrule packages.
- View nonrule package scripts.

Understanding How to Create and Export Nonrule Packages

Nonrule packages contain both nonelements and element information. Nonelements are those that belong to records where PIN_NUM is *not* the primary key.

Important! To create nonrule packages, you should be very familiar with the structure of the source database. To move a complete set of related data, you need to understand which records are related.

Before moving nonrule data, you must make sure that the elements that are associated with the nonrule data exist in the target database. You can do this by creating a rule package that contains the elements that are associated with the data record that's being moved and copying (upgrading) the rule package to the target database.

Suppose that you're moving calendar detail records. Calendar details are associated with the process number PIN (PIN_PRC_NUM), so you create a rule package that contains this element and move it to the target database. The system can assign a new PIN number to the element in the target database, if necessary. Now you can move the calendar details. You create a nonrule package, selecting GP_CAL_RUN_DTL as the record to move.

When the system moves the calendar details, it finds the process number element in the target database, retrieves the new PIN number that was assigned during the rule upgrade process, and renumbers the process number PIN in the calendar detail record. (Without renumbering, the calendar detail would contain PIN numbers that may not exist or are not related the element used by that calendar in the target database.)

To create and export a nonrule package:

1. Create the nonrule package.

   Use the Create Non-Rule Package component to:

   - Define the selection criteria for the records to move from the source database.
   - Run the Create Package process.
   - View the rules that are associated with the data that you're moving.

2. Export the nonrule package, and import the element data.

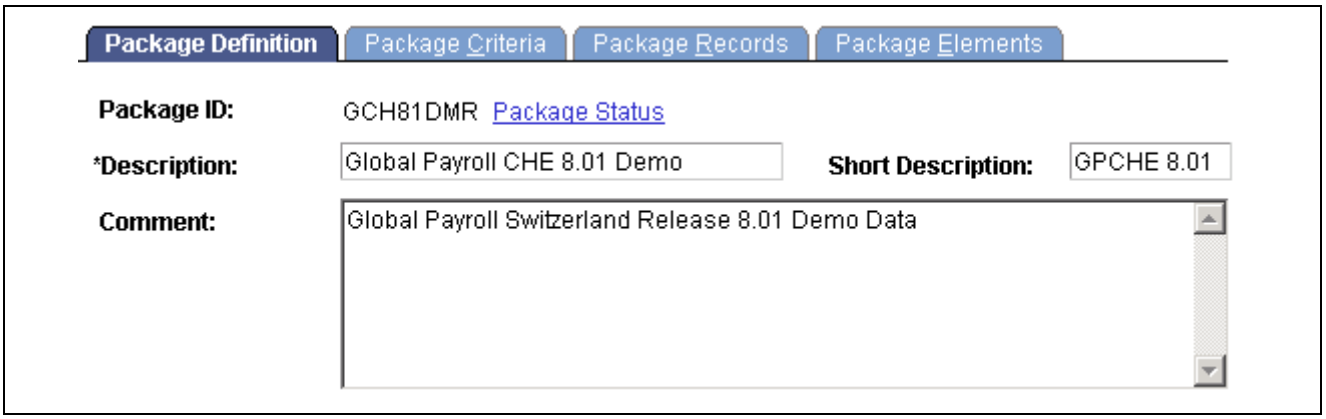
   The system exports the nonrule data and the element information contained in the nonrules and imports the element information only.

Pages Used to Create and Export Nonrule Packages

Page Name	Object Name	Navigation	Usage
Create Non-Rule Package - Package Definition	GP_NR_PKG_DFN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create Non-Rule Package, Package Definition	Name a nonrule package and enter a description and comments.
Create Non-Rule Package - Package Criteria	GP_NR_PKG_CRIT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create Non-Rule Package, Package Criteria	Define criteria for selecting items for the nonrule package.
Create Non-Rule Package - Package Records	GP_NR_PKG_RECS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create Non-Rule Package, Package Records	Display, and optionally edit, the Where clause of a SQL statement the system created based on selection criteria that you entered on the Create Non-Rule Package - Package Criteria page.
Create Non-Rule Package - Package Elements	GP_NR_PKG_ELMTS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create Non-Rule Package, Package Elements	Display the elements of a nonrule package. Use the Create Non-Rule Package - Package Criteria page to create a package before viewing results here.
Export Non-Rule Package - Package Records	GP_NR_PKG_DATA	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Export Non-Rule Package, Package Records	Export package records and element information.
Export Non-Rule Package - View Scripts	GP_NR_PKG_EXPIMP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Export Non-Rule Package, View Scripts	View export, import, and cleanup scripts.

Naming Nonrule Packages

Access the Create Non-Rule Package - Package Definition page.

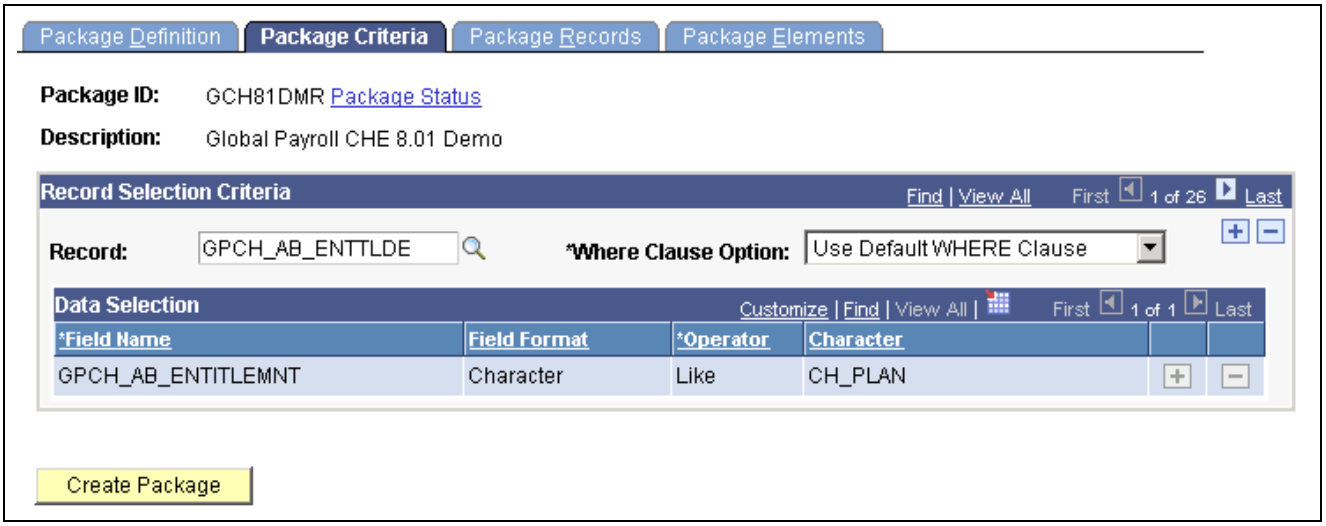


Create Non-Rule Package - Package Definition page

Enter a description of the package and comments.

Defining Selection Criteria

Access the Create Non-Rule Package - Package Criteria page.



Create Non-Rule Package - Package Criteria page

Package ID Displays the package ID.

Record Select the record that contains the data to move. The Data Selection group box becomes available.

Where Clause Option The system converts the criteria entered on this page into SQL before creating the package. The Where clause is editable.

Values are:

Change WHERE Clause: Makes all the fields on package criteria page unavailable and puts the SQL code that appears on the Where Clause page in edit mode.

Use Default WHERE Clause: Tells the system to use the default Where clause and discard SQL code modifications on package criteria page.

Data Selection

Use these fields to indicate which data to move. Selection criteria are optional, but if you don't enter selection criteria, no delete process is performed on the target database before source data importation. This can result in a "Duplicate Record" message from Data Mover during import, or it can cause the Upgrade process to fail.

Field Name Select the field on which to base the selection criteria. (It is advisable to use a key field, which are identified in the prompt table's Key Position column.)

Field Format Displays the format of the field that you selected.

Operator Select the operator that the system uses to select the data to include in the package. Values are <, <=, <>, =, >, >=, and *LIKE*. If you select *LIKE,* you can enter a partial value, such as *S,* in the field to the right.

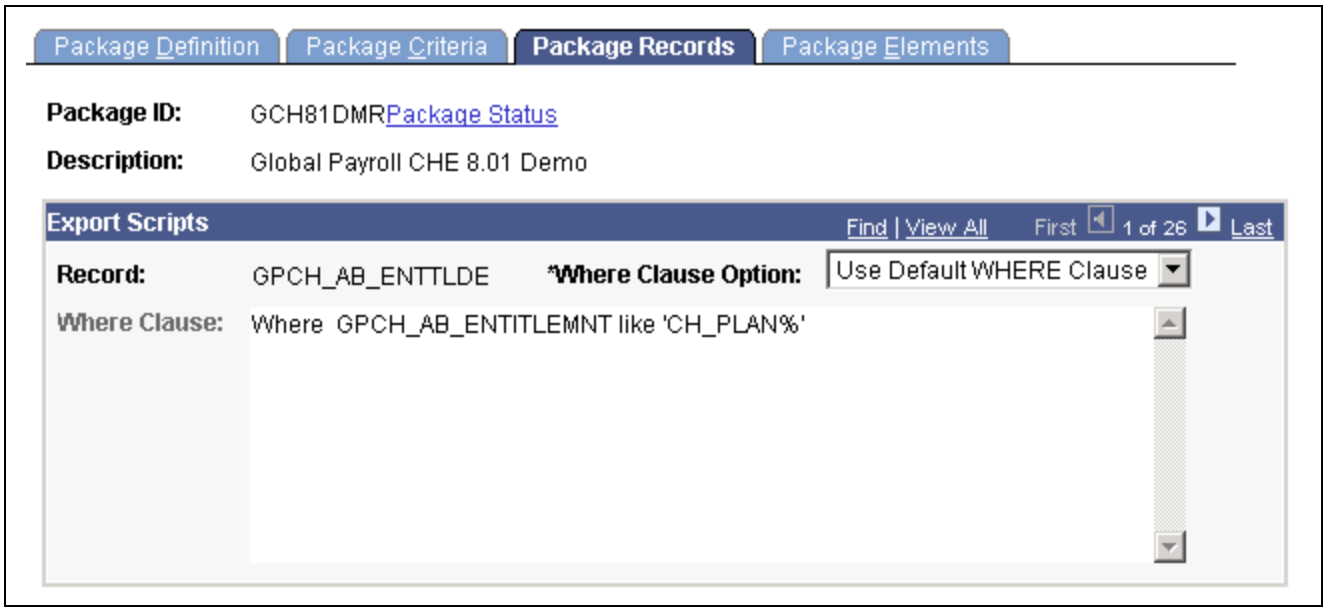
In the field on the right of the Operator field, enter the value the system searches for. (The name of this field varies with field format.)

Create Package Click to create the package after defining the selection criteria. The Create Non-Rule Package - Package Records page appears when the package is created.

To review the package contents, select the Package Elements tab.

Modifying the SQL Where Clause for the Selection Criteria

Access the Create Non-Rule Package - Package Records page.



Create Non-Rule Package - Package Records page

Record Displays the record from which fields are selected.

Where Clause Option Select a Where clause option. Values are:

Change WHERE Clause: Select to enable editing SQL code on the lower part of the page for editing.

Use Default WHERE Clause: Select to use the default clause or revert to it after editing the SQL code. Changes that you've made to the Where clause are lost.

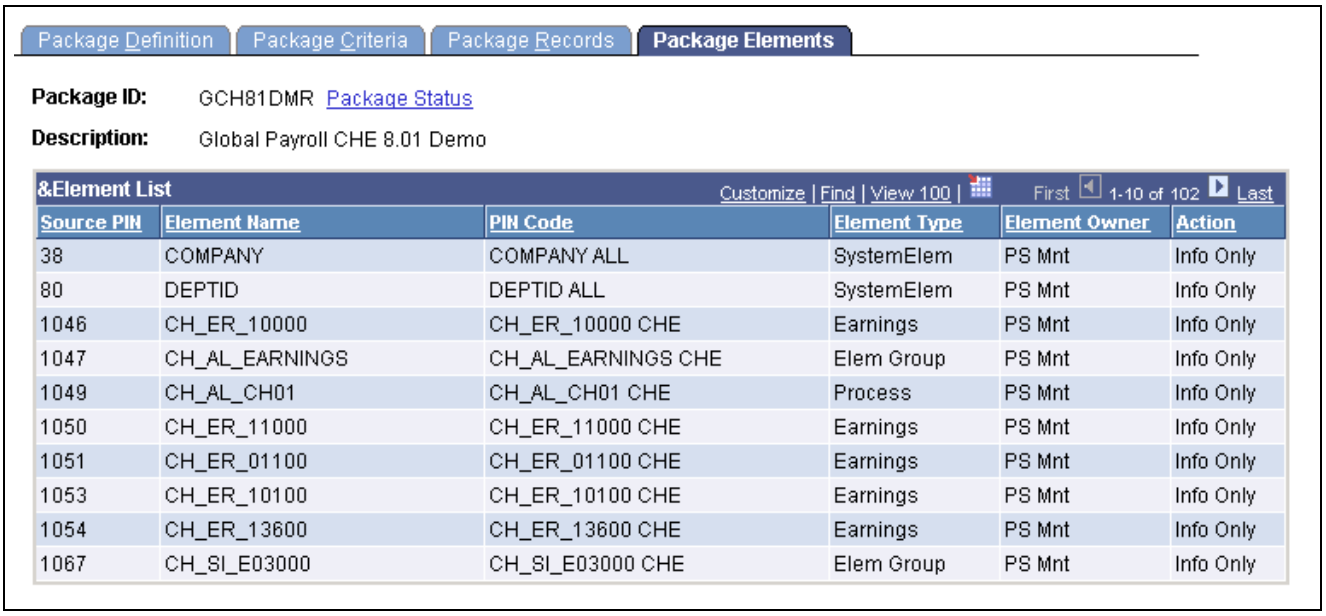
Where Clause

If you selected *Use Default WHERE Clause* in the Where Clause Option field, the system displays the Where clause of the SQL statement it created based on the selection criteria that you entered for the package on the Create Non-Rule Package - Package Criteria page.

If you selected *Change Where Clause,* you can edit the SQL. Do not use PIN_NUM as a selection criterion or any field where PIN_NUM can be stored. (Doing so prevents renumbering during the import process.)

Displaying Elements of a Nonrule Package

Access the Create Non-Rule Package - Package Elements page.

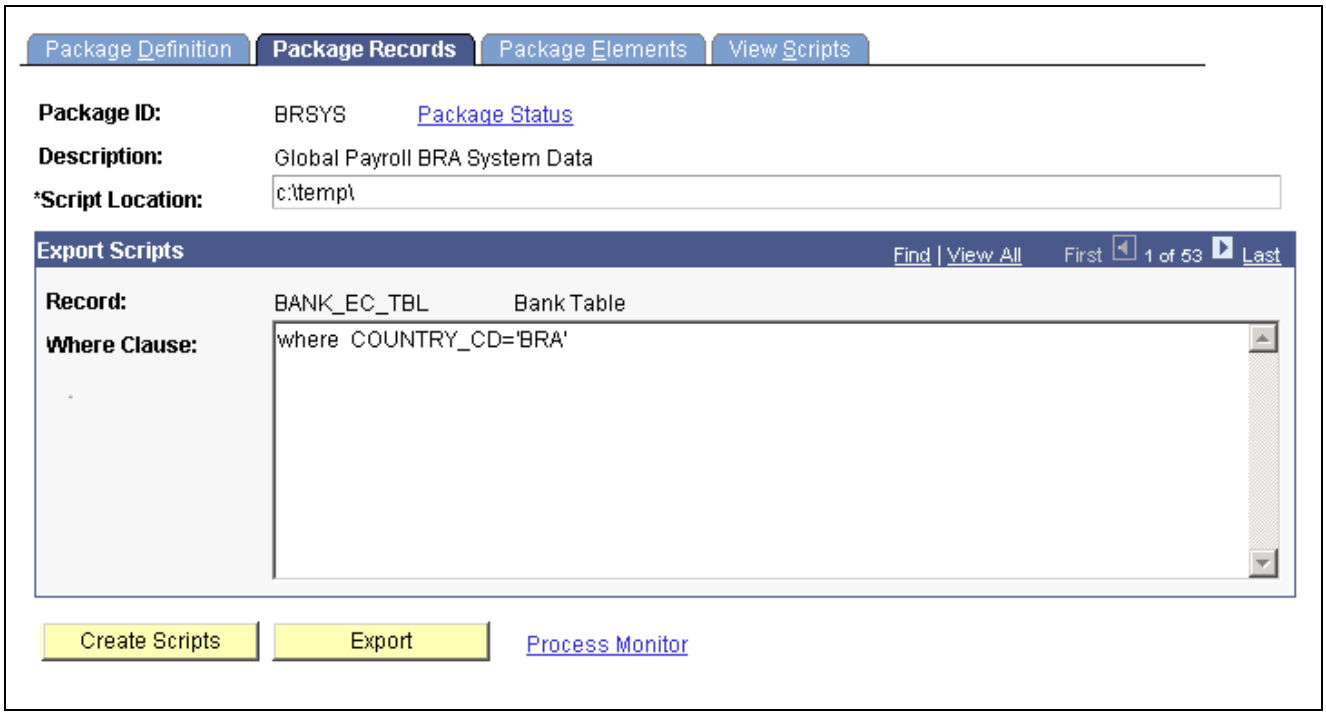


Create Non-Rule Package - Package Elements page

Note. This display page lists the elements that are included in the package as informational items. It doesn't show the nonelement items.

Exporting and Importing Nonrule Packages

Access the Export Non-Rule Package - Package Records page.



Export Non-Rule Package - Package Records page

Record Displays the name of the record that you're exporting.

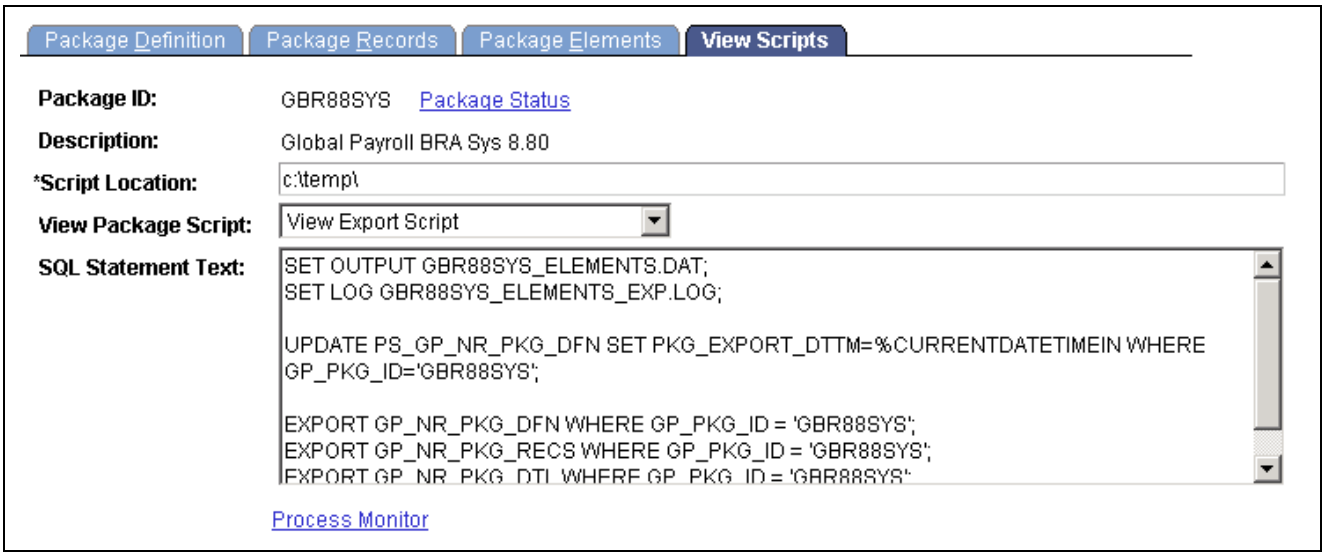
Where Clause Displays the Where clause of the SQL statement that selects the data to be exported.

Create Scripts Click to create the import and export scripts (XXX_elements_imp.dms, XXX_elements_exp.dms, XXX_records_exp.dms and XXX_record_imp.dms, where XXX = name of package) for the non-rule package. The scripts will be created in the script location you specify.

Export Click, once you have selected the location.

Viewing Nonrule Package Scripts

Access the Export Non-Rule Package - View Scripts page.



Export Non-Rule Package - View Scripts page

Comparing and Upgrading Nonrule Packages

This section provides and overview of comparing and upgrading nonrule packages and discusses how to:

- Import nonrule element information.
- Compare nonrule packages with a target database.
- Import nonrule records.
- Upgrade nonrule packages.

Understanding How to Compare and Upgrade Nonrule Packages

After exporting a nonrule package:

1. Import the nonrule elements.

   This pertains to information about the elements, not the elements themselves.
2. Compare and upgrade the elements in the package to ensure that the rules are in the target database.

   Use the Compare Non-Rule Package component to:

   - Compare the element information in the package with the target database.
   - Identify any missing elements that need to be moved into the target database.
3. Use the Import Non-Rule Records component to import the nonrule records.
4. Use the Upgrade Non-Rule Package component to complete the upgrade.

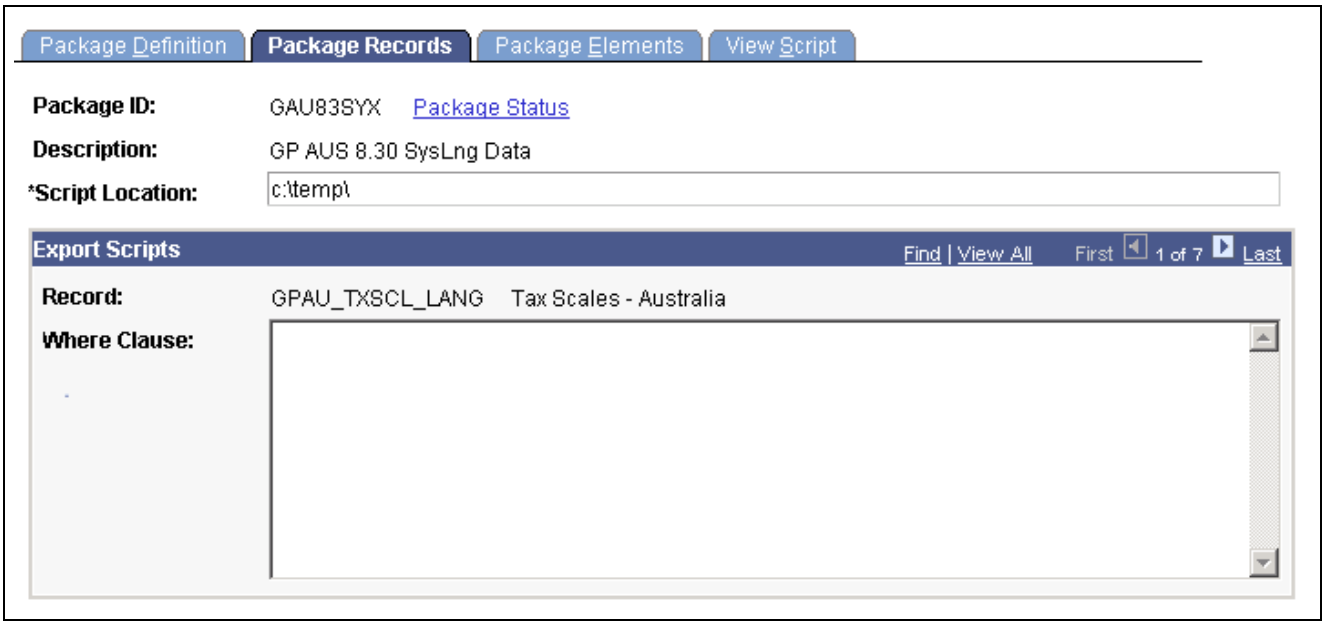
Pages Used to Compare and Upgrade Nonrule Packages

Page Name	Object Name	Navigation	Usage
Import Non-Rule Elements - Package Records	GP_NR_PKG_DATA	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Import Non-Rule Elements, Package Records	Import nonrule element information into a target database.
Import Non-Rule Elements - Package Elements	GP_NR_PKG_ELMTS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Import Non-Rule Elements, Package Elements	View the element information that the system will import.
Import Non-Rule Elements - View Script	GP_NR_PKG_EXPIMP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Import Non-Rule Elements, View Script	View import scripts.
Compare Non-Rule Package - Package Definition	GP_NR_PKG_DFN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Compare Non-Rule Package, Package Definition	View the package definition.
Compare Non-Rule Package - Package Elements	GP_NR_PKG_ELMTS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Compare Non-Rule Package, Package Elements	Compare data from a source database with a target database. View the contents of the imported package.
Import Non-Rule Records - Package Definition	GP_NR_PKG_DFN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Import Non-Rule Records, Package Definition	View the package definition.
Import Non-Rule Records - Package Records	GP_NR_PKG_DATA	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Import Non-Rule Records, Package Records	Import nonrule records into the target database.

Page Name	Object Name	Navigation	Usage
Import Non-Rule Records - Package Elements	GP_NR_PKG_ELMTS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Import Non-Rule Records, Package Elements	View the elements that were imported.
Import Non-Rule Records - View Script	GP_NR_PKG_EXPIMP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Non-Rule Records, View Script	View the import script.
Upgrade Non-Rule Package - Package Records	GP_NR_PKG_RECS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Upgrade Non-Rule Package, Package Records	Renumber the nonrule data that you've imported to a target database. The Compare process must be successfully completed before you can upgrade the package.

Importing Nonrule Element Information

Access the Import Non-Rule Elements - Package Records page.



Import Non-Rule Elements - Package Records page

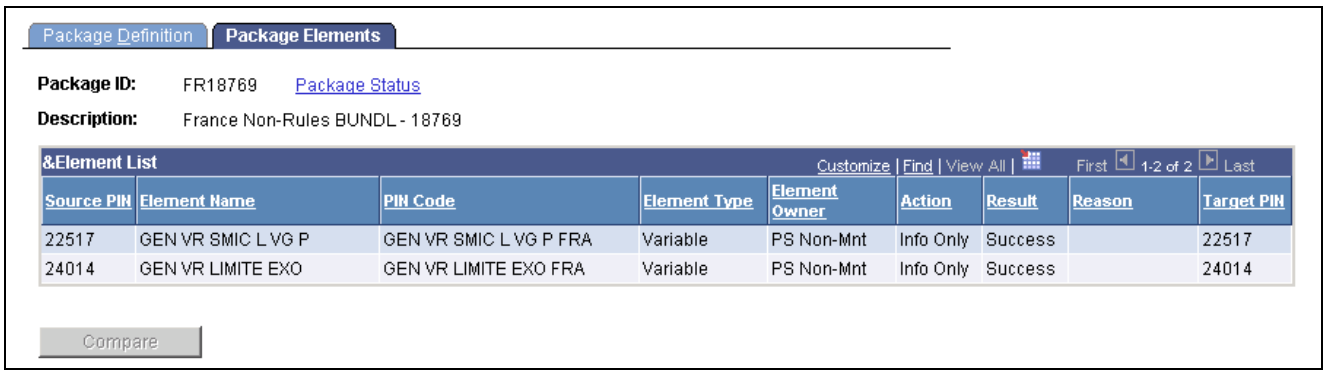
After reviewing the results of the Compare process and moving any missing elements into the target database, you can import the nonrule records into the target database.

Script Location Enter the name of the directory where the Data Mover scripts are stored.

Import Package If the button is available, click to start the Import process.

Comparing Nonrule Packages with a Target Database

Access the Compare Non-Rule Package - Package Elements page.



Compare Non-Rule Package - Package Elements page

After completing the first part of the export and import process, log onto the target database and perform the Compare process, which verifies that the elements needed by the data you're moving exist in the target database. The Compare process checks PIN code and PIN type.

If the elements don't exist or if the element types do not match, the Compare process fails and you must create a rule package and move the package to the target database before continuing with the nonrule upgrade.

Element List

This group box shows the results of the comparison of the source and target databases. If the compare process reports failures, correct the errors before continuing with the Upgrade process.

Source PIN (source pay item name) — Displays the PIN number of the element from the source database (without 50000000 added).

Element Name — Displays the name of the element in the source database.

PIN Code (pay item name code) — Displays the element's PIN code.

Element Type — Displays the element's type.

Element Owner — Identifies who created the element and who's responsible for maintaining it. Valid values are: *Customer, Modified, PS Mnt, PS NonMnt,* and *PS Secure.*

Result — Displays the results of the comparison:

Not Done: You haven't yet run the Compare process.

Success: The Compare process didn't encounter any errors.

Failure: The Compare process failed. The Reason field shows why.

Reason — If the Compare process failed, displays one of the following values:

Not Found: Create a new rule package that includes the missing elements and move the package to the target database before continuing with the nonrule upgrade.

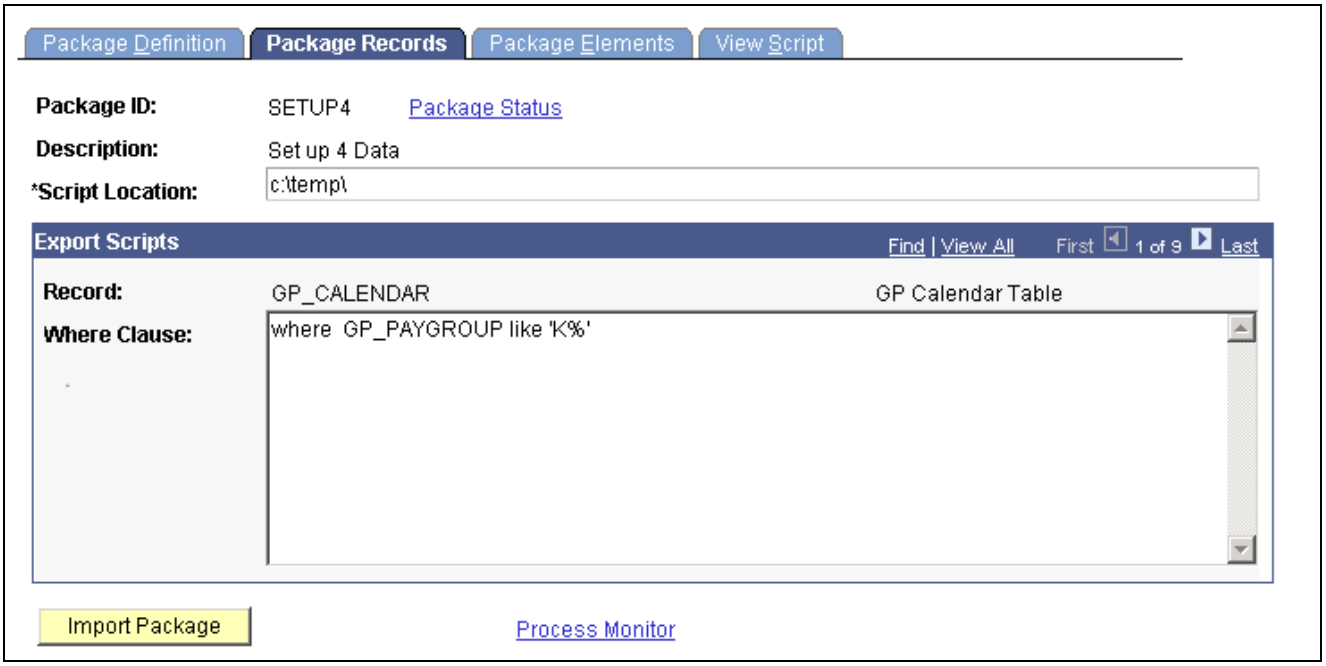
Type Cnflt (type conflict): The element types do not match. Most likely this error occurred because you created an element that has the same PIN code, but a different type. Rename your element and create a new rule package that includes the element that is being used.

Compare Click to start the comparison process. Once the process is complete, the Element List group box shows, element by element, whether a match was found.

If the process generates no errors, the following message appears: “Compare process completed successfully. You can now import nonrule records from the source database.”

Importing Nonrule Records

Access the Import Non-Rule Records - Package Records page.

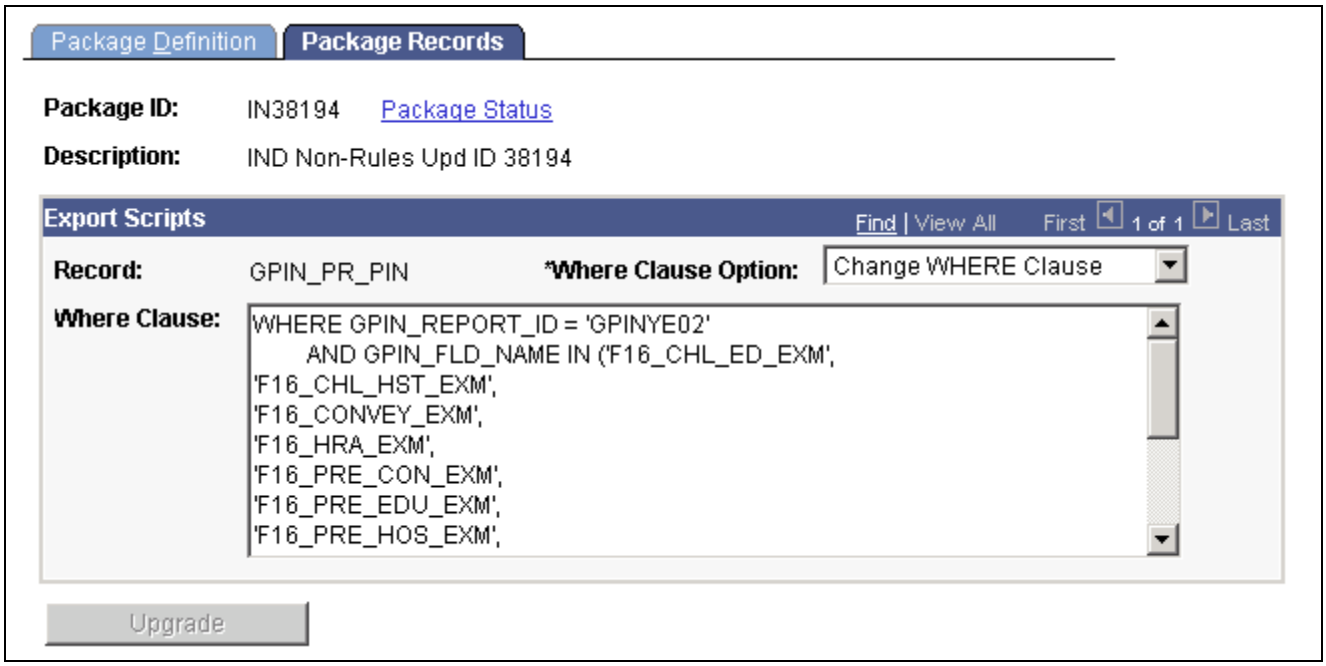


Import Non-Rule Records - Package Records page

Click Record Import to import the records.

Upgrading Nonrule Packages

Access the Upgrade Non-Rule Package - Package Records page.



Upgrade Non-Rule Package - Package Records page

The final step is to renumber the elements on the nonrule data that you've imported so that they have the same PIN numbers as the matching elements in the target database, using the Upgrade Non-Rule Package component.

Upgrade Click to start the renumbering process. A message tells you when the process is complete.

Thereafter, you cannot compare or upgrade the package unless you re-import records and elements into the target database.

Copying Packages

This section discusses how to:

- Copy a rule package and its selection criteria.
- Copy a nonrule package and its selection criteria.

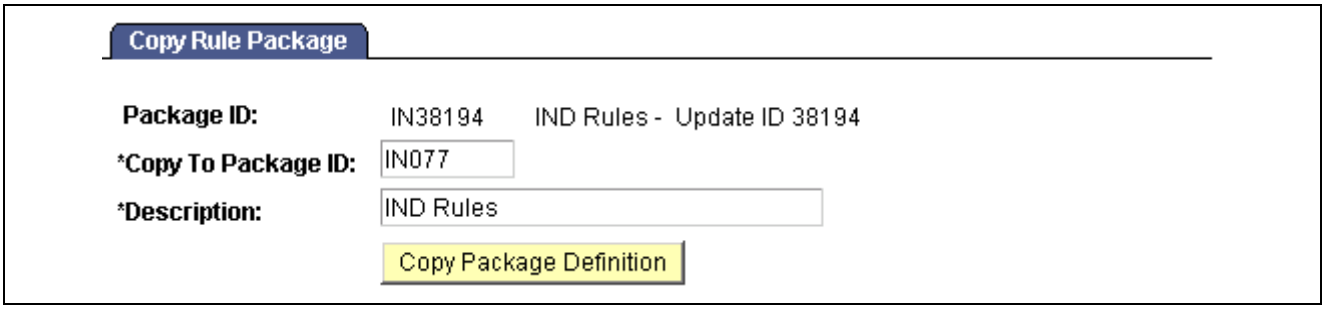
Note. Copying packages alone does not prepare the package for export. You must also run the create rule or non-rule process, which attaches all elements to the package.

Pages Used to Copy Packages

Page Name	Object Name	Navigation	Usage
Copy Rule Package	GP_PKG_COPY	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Copy Rule Package, Copy Rule Package	Copy an existing rule package and its selection criteria. This does not copy the element information.
Copy Non-Rule Package	GP_NR_PKG_COPY	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Copy Non-Rule Package, Copy Non-Rule Package	Copy an existing nonrule package and its selection criteria. This does not copy the element information.

Copying a Rule Package and Its Selection Criteria

Access the Copy Rule Package page.



Copy Rule Package page

Copy To Package ID Enter up to eight alphanumeric characters for the new package ID.

Copy Package Definition Click to copy the package.

Copying a Nonrule Package and Its Selection Criteria

Access the Copy Non-Rule Package page.

See the field descriptions for the Copy Rule Package page.

See Also

Chapter 34, “Using the Utilities,” Copying a Rule Package and Its Selection Criteria, page 935

Stamping and Packaging Elements by Version

This section provides an overview of stamping and packaging elements by version and discusses how to:

- Stamp elements with a new version number.

- Define version relationships.
- Identify elements to package.
- View version details.

Understanding How to Stamp and Package Elements by Version

Versioning is a way to track the elements that were delivered for each release or update and to package elements by version. For example, elements delivered with Global Payroll 8.9 are labeled 8.90.00. Major releases, updates, and hot fixes typically require a new version of all or some previously delivered rules.

You can assign a version number (or label) to multiple elements and use the versioning utilities to package elements by version so that they can be moved to another database.

When you package elements by version, the system pulls the rows associated with the version that you specify. Once the elements are packaged, you can move them across databases, using the same procedures that apply to rule packages; you export the elements, compare them with existing elements in the database, and complete the upgrade.

To package rules by version:

1. Use the Create Package by Version component to:
   - Define the selection criteria for elements being packaged.
   - Create the package.
   - View the package to confirm that it includes the intended data, including effective-dated data, as applicable.
2. Follow the procedures presented earlier in this chapter for exporting rule packages.
3. Follow the procedures presented earlier in this chapter for comparing and upgrading rule packages.

See Also

Chapter 34, “Using the Utilities,” Creating and Exporting Rule Packages, page 899

Chapter 34, “Using the Utilities,” Comparing and Upgrading Rule Packages, page 911

Chapter 5, “Defining General Element Information,” Defining Element Names, page 68

Pages Used to Stamp and Package Elements by Version

Page Name	Object Name	Navigation	Usage
Version Stamping	GP_STAMPING	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Version Stamping, Version Stamping	Stamp elements with a new version number, and initiate the stamping process.
Define Version Relationships	GP_VER_RULE_DFN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Define Version Relationships, Define Version Relationships	View version relationships between element definition records. Displays the Rule Definition record and the corresponding child records.
Package Definition	GP_PKG_DFN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create Version Rule Package, Package Definition	Enter a description of the package that you're creating. You can enter comments.
Packaging Criteria - Version	GP_PKG_VERSION	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create Version Rule Package, Packaging Criteria - Version	Identify, by country and version, elements to package.
View Package Elements	GP_PKG_VER_VIEW	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create Version Rule Package, View Package Elements	View the elements in the package. The page displays the action that the system takes when you copy the package.
View Version Details	GP_PKG_VER_DTL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Manage Global Payroll Packages, Create Version Rule Package, View Version Details	View the list of elements that are included in a package that was created with the Create Package by Version - Packaging Criteria-Version page. Ensure that the package includes the effective-dated versions of the elements that you intended to package.

Stamping Elements with a New Version Number

Access the Version Stamping page.

Version Stamping page

Use this page to *stamp* a version on elements that you add or modify or to restamp an existing version of an element.

Used By You can stamp elements that are applicable to all countries or limit the stamping to one country. If you select *Specific Country,* select the country code in the Country field.

Stamp Type Indicate the elements to stamp:

Blank: Elements that have no existing version.

Existing Version: Elements whose version is what you specified in the Existing Version field.

Blank and Existing Version: Elements with no existing version and elements associated with the version that you specified in the Existing Version field.

Existing Version Becomes available when you select *Existing Version* or *Blank and Existing Version* as the stamp type. Select from any existing version. The system looks for all elements associated with the version that you select.

New Version Enter up to 16 alphanumeric characters for the name of the new version. The system adds the prefix *C_* to the name if this is a customer installation. A package coming from the PeopleSoft system would have version numbers, preceded by *P_*. When using the User Version functionality provided on the Element Name page, the system adds the prefix *INT_* to those versions. The Element name page is documented in another section of this PeopleBook.

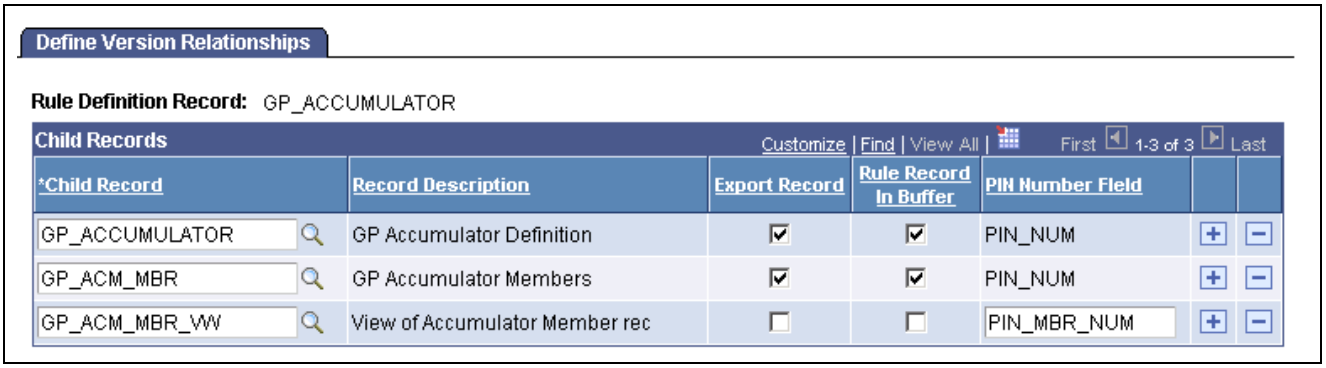
See Chapter 5, "Defining General Element Information," Defining Element Names, page 68.

Stamp Global Payroll Records Click to initiate the stamping process. The system stamps the selected elements with the new version after clearing the existing Version entries, if any.

Note. Versioning occurs in element definition records (records with a primary key of PIN_NUM).

Defining Version Relationships

Access the Define Version Relationships page.



Define Version Relationships page

Rule Definition Record Displays the name of the parent record that contains the field GP_VERSION.

Child Record Displays the child record whose data when changed causes GP_VERSION to be cleared from the corresponding row in parent record. (The name of the parent record is displayed here if there are no children.)

Export Record Selected if the child record is to be included in the version package for export and import.

For example, when an accumulator element changes, only data in GP_ACCUMULATOR and GP_ACM_MBR needs to be moved. The child record, GP_ACM_MBR_VW, does not need to be exported and imported because it is used only to associate accumulators with earnings and deductions in the Earnings and Deductions components.

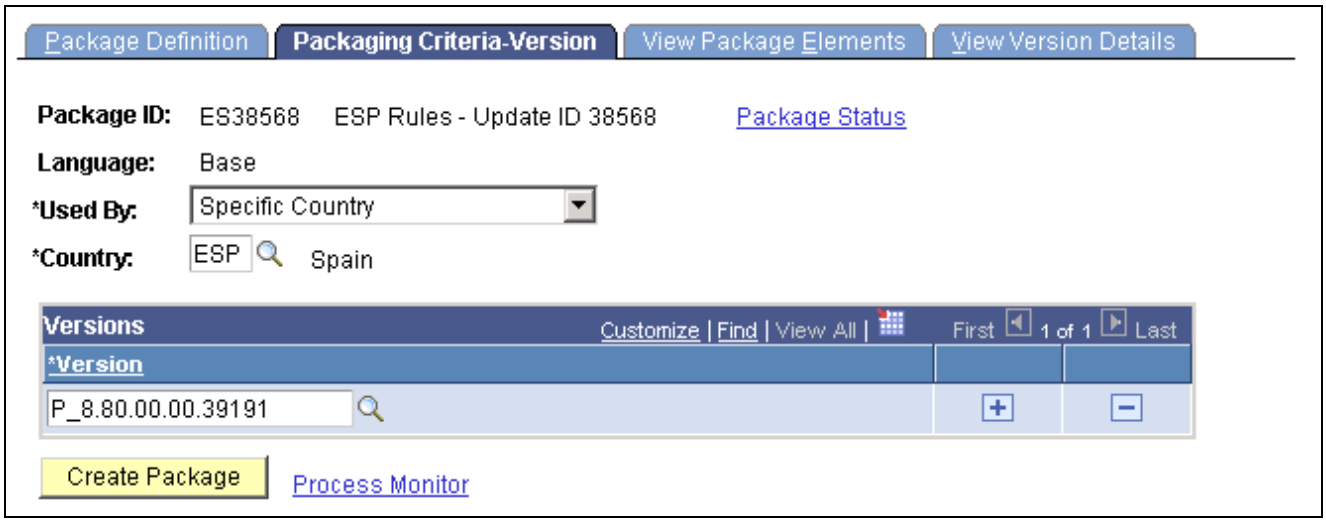
Rule Record in Buffer Applicable to accumulators only.

Selected if the record that has GP_VERSION is in the component buffer (for example, when an earnings accumulator is changed, and needs GP_VERSION cleared). Record GP_ACCUMULATOR is not in the component buffer. Select this check box to prevent the system from looking for the record in RECNAME_RULE_DFN in the component buffer and issue a SQLEXEC instead. The child record that exists in the earnings component is GP_ACM_MBR_VW.

PIN Number Field Displays the name of the PIN_NUM field on the record that needs GP_VERSION cleared. Using the earlier example, the earnings accumulator PIN_NUM is contained as PIN_MBR_NUM in the earnings component buffer and PIN_NUM itself contains the earnings PIN. So, when updating data for GP_ACCUMULATOR, data for PIN_MBR_NUM value and not PIN_NUM value from the earnings component must be updated.

Identifying Elements to Package

Access the Packaging Criteria - Version page.



Packaging Criteria - Version page

Language Display-only. Indicates that base language information associated with the selected elements is to be copied to the target database.

See Chapter 34, "Using the Utilities," Base and Related Languages, page 887.

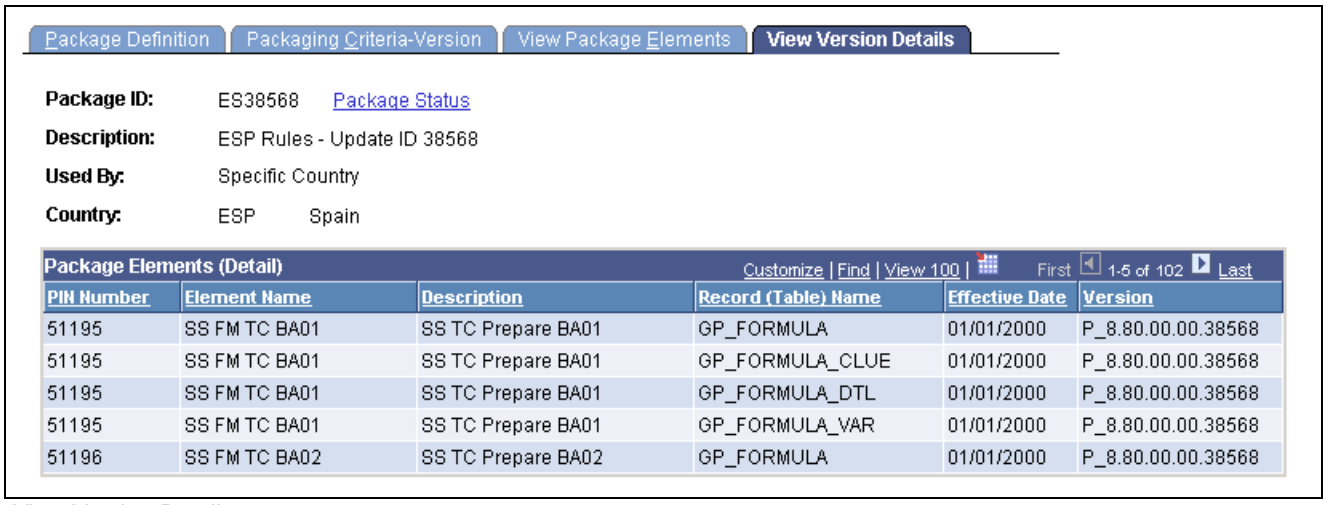
Used By Select where elements are used. Values are *All Countries* (default) and *Specific Country*. If you select *Specific Country,* you must complete the Country field.

Version Select the version of elements to include in the package. You can select multiple versions if they are from the same country.

Create Package Click this button to start the batch process that creates the package.

Viewing Version Details

Access the View Version Details page.



View Version Details page

This page provides information about the elements that have been packaged by version, including effective dates.

CHAPTER 35

Defining Security

This chapter provides an overview of security and discusses:

- How to restrict user access.
- Element security.
- Payee security.

Understanding Security

Security refers to the ability to restrict users from viewing or updating certain data or payees.

In Global Payroll, there are two levels of security:

- Element-level security

  Restricts the elements that a user can view or update, based on the User Rules Profile page and the Used By, Owner, and Override Levels fields on the Element Name page.

- Payee-level security

  Restricts the payees that a user can view, based on the standard department-level security in PeopleSoft Enterprise Human Resources.

Note. Global Payroll can also use the group security feature in PeopleSoft Enterprise Time and Labor.

Element Usage Security

You set up profiles for your users that give them access to applicable country-specific element information. For example, if your organization operates only in France, users do not need element information that is specific to the United Kingdom. *Element-usage security* limits the number of elements that appear in prompt tables to those that are relevant to the user.

Owner Security

Owner security refers to who owns and maintains an element—PeopleSoft or the customer. Certain elements can be modified only by PeopleSoft, you can modify others.

The Owner field on the Element Name page identifies an element's owner.

See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 68

Override Levels

Override levels for an element vary, depending on the element type. Typical override levels include Pay Entity, Pay Group, Pay Calendar, Payee, Positive Input, and Via Elements. You indicate these on the Element Name page by using check boxes. These check boxes indicate whether the element can be updated through overrides or by another element.

The update Via Element security feature controls which elements can be updated by another element. You can update an element by means of another element in four places in the application:

- Arrays (through the Map Retrieved Fields to Variable Elements fields on the Field Map and Keys page).
- Brackets (through the Return Column fields on the Bracket Search Keys/Return Columns page).
- Dates (through the Date Extract fields on the Date Extract page).
- Formulas (through the Assign To columns on the Formula Definition page).

The system checks the User Rules Profile and element-usage security to ensure that the only elements that are allowed entry are those that can be updated by another element.

See Also

Chapter 5, "Defining General Element Information," Defining Element Names, page 68

Common Elements Used in This Chapter

Prompt edits	Records or views that you use as an online prompt on a specified field.
Query security records	Records or views that you use in PeopleSoft Query.
Search records and **search views**	Records and views that you use to access a component.

Restricting User Access

You can restrict whether a user can access elements that are defined for all countries or for a specific country and whether a user can take control of PeopleSoft-delivered and maintained elements.

This section provides an overview of restricting access to country-specific elements and discusses how to define elements for user access.

Understanding How to Restrict Access to Country-Specific Elements

When you create an element, you designate (in the Used By field of the Element Name page) whether it can be used by all countries or by a specific country. An element cannot use an element that is defined at a lower level. For example, an element that's defined as *All Countries* cannot use an element that's defined as *Specific Country.*

The User Rules Profile page defines the default values that users see in the Used By and Country fields when adding an element.

This table shows how the settings on the User Rules Profile page affect the Used By and Country fields on the Element Name page:

User Rules Profile page	Element Name page
Used By = All Countries	Used By = All Countries is the default. Country field hides
Used By = Specific Country	Used By = Specific Country and can't be changed. Country field defaults to Country and can't be changed.

Warning! After you save an element that is defined for *All Countries,* be careful about changing the Used By field. Problems can result if the element has been used in payroll processing.

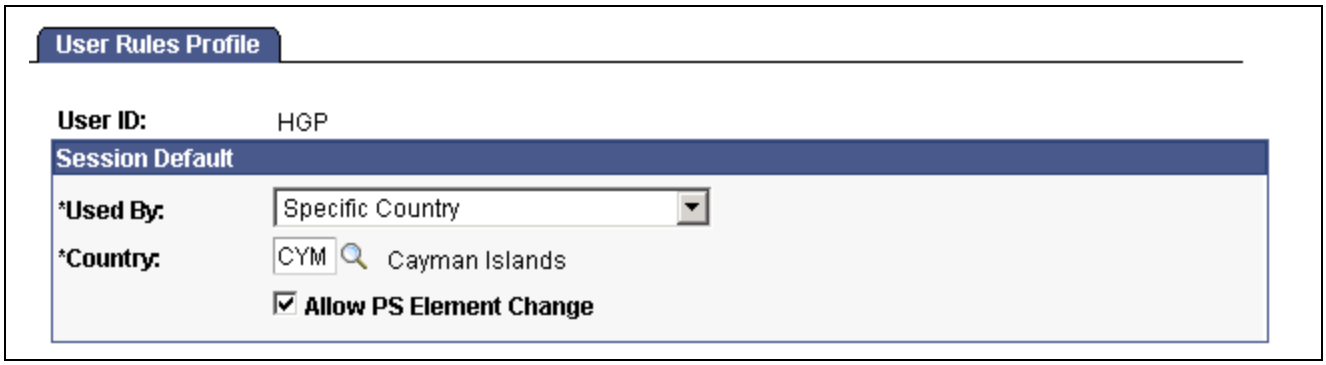
Note. The User Rule Profile in Global Payroll is in addition to the User Rules Profile in PeopleSoft Enterprise Human Resources.

Page Used to Restrict User Access

Page Name	Object Name	Navigation	Usage
User Rules Profile	GP_OPR_RULE_PRF	Set Up HRMS, Security, User Maintenance, Global Payroll User Profile, User Rules Profile	Control whether a user has access to elements defined for all countries or a specific country. Also define if users can take control of PeopleSoft Delivered/Maintained elements. Create a user ID in PeopleTools before using this page.

Defining Elements for User Access

Access the User Rules Profile page.



User Rules Profile page

All search views refer to the information that you enter here to determine which elements to display.

Session Default

Used By Specify which elements the users with this User ID should have access to. Values are:

All Countries: Elements defined for All Countries.

Specific Country: Elements defined only for the country you select in the Country field.

Note. You associate a rule with a country when you define an element on the Element Name page.

Allow PS Element Change (allow PeopleSoft element change) Select to enable users to take control of PS Delivered/Maintained elements. Taking control of an element means that a user can edit the element's definition and change the element owner to PS Delivered-Customer Modified. Once a user takes control of an element, it cannot be changed back to PS Delivered/Maintained.

See Also

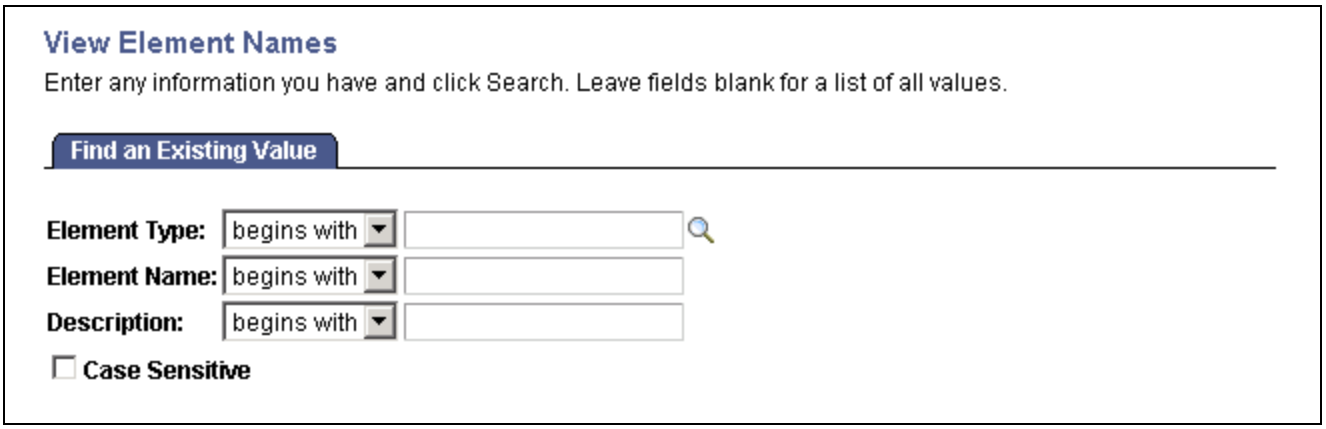
Chapter 5, "Defining General Element Information," Defining Element Names, page 68

Enterprise PeopleTools PeopleBook: Security Administration

Element Security

This section discusses the security that governs element selection from within a component.

The following tables indicate element-level security by menus and components. Following is an example of the Search page that is referred to in the tables:



Search page

Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements - All Element Definition Components

Security on the Search Page	Security Governing Element Selection From Within the Component
Add Mode - When you add a new element, the system has no information about the element, so there is no security. Applicable to Non-Add mode. If User Rules Profile = *All Countries*, then Used By = *All Countries* Or Used By = *Specific Country*. If User Rules Profile = *Specific Country*, then Used By = *All Countries* Or Used By = *Specific Country*. Country must match the Country on the User Rules Profile page.	*Element-usage security:* If Used By = *All Countries*, then the elements it can use must also be Used By = *All Countries*. If Used By = *Specific Country*, then the elements it can use must also be Used By = *All Countries* Or The elements it can use must be Used By = *Specific Country*, and the value in the Country field must equal the country that the element is being used by. *Update by element security:* For the following elements, you can update element security with the Via Element override check box on the Element Name page: - Formula definitions/Assigned To field. - Date definitions/Date Extract fields. - Bracket definitions/Return Column field. - Array definitions/Retrieved fields. **Note.** If User Rules = *Specific Country*, you can view all countries, but you cannot change the Used By field on such an element.

Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Eligibility Groups

Security on the Search Page	Security Governing Element Selection From Within the Component
Security is handled inside the component.	*Element usage (which element groups appear on the prompt list):* If User Rules Profile = *All Countries*, then No security. If User Rules Profile = *Specific Country*, then Used By = *All Countries* Or Used By = *Specific Country*. Country on the Element Name page must match the Country on the User Rules Profile page. **Note.** Elements defined for all countries can be used with elements defined for a specific country. For example, a German variable can be used with a duration element that's defined for all countries, but it cannot be used with a duration element that's defined only for France.

Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities

Security on the Search Page	Security Governing Element Selection From Within the Component
Add Mode - When you add a new element, the system has no information about the element, so there is no security. Applicable to Non-Add mode. If User Rules Profile = *All Countries*, then No security. If User Rules Profile = *Specific Country*, then Pay Entity Country must = User Country.	*Supporting Element Overrides - element usage is based on Pay Entity Country:* You must enter Pay Entity Country before entering any Supporting Element Overrides. Used By = *All Countries* Or Used By = *Specific Country*, and Country on the Element Name page matches Country on the Pay Entity page. Pay Entity Override is selected on the Element Name page.

Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups

Security on the Search Page	Security Governing Element Selection From Within the Component
Add Mode - When you add a new element, the system has no information about the element, so there is no security. Mode does not equal Add. If User Rules = *All Countries*, then No security. If User Rules Profile = *Specific Country*, then Pay Entity Country = User Country.	*Rounding/Proration elements - element usage is based on Pay Entity Country:* Used By = *All Countries* Or Used By = *Specific Country*, and Country matches Pay Entity Country. *Supporting Element Overrides - element usage is based on Pay Entity Country:* Used By = *All Countries* Or Used By = *Specific Country*, and Country matches Pay Entity Country. Pay Group Override is selected on the Element Name page.

Set Up HRMS, Product Related, Global Payroll, Framework, Processing - Run Types

Security on the Search Page	Security Governing Element Selection From Within the Component
Security is handled inside the component.	*Element usage (which process list appears on the prompt list):* If User Rules Profile = *All Countries*, then No security. If User Rules Profile = *Specific Country*, then Used By = *All Countries* Or Used By = *Specific Country*, and Country matches User Country.

Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Calendars

Security in the Search Page	Security Governing Element Selection From Within the Component
Applicable to all modes (in relation to the Pay Group field). If User Rules Profile = *All Countries*, then No security. If User Rules Profile = *Specific Country*, then Pay Entity *Country* that is associated with the paygroup must match User *Country*.	*Supporting Element Overrides and Elements to Exclude - element usage is based on Pay Entity Country:* Used By = *All Countries* Or Used By = *Specific Country*, and Country matches Pay Entity Country. Calendar override check box must be selected.

Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Calendar Group

Security in the Search Page	Security Governing Element Selection From Within the Component

Add Mode - When you add a new element, the system has no information about the element, so there is no security.
 	
Applicable to Non-Add mode.
 	
If User Rules Profile = *All Countries*, then
 	
No security.
 	
If User Rules Profile = *Specific Country*, then
 	
Calendar Run ID Country must match User Country.
	Country - Valid countries are based on User Rules Profile Country:
	
	If User Rules Profile = *All Countries*, then No security
	
	If User Rules Profile = *Specific Country*, then Calendar Run ID Country appears as the default in User Country and cannot be changed.
	
	Pay Entity/Pay Group/Calendar ID is based on Calendar Run ID Country:
	
	You must enter Calendar Run ID Country before entering Pay Entities, Pay Groups, or Calendar Run IDs.
	
	Pay Entity Country must match Calendar Run ID Country.
	
	Pay Group Country (Country of the Pay Entity that is associated with the Pay Group) must match Calendar Run ID Country.
	
	Calendar Country (of the Pay Entity Country that is associated with Pay Group for Calendar) must match Calendar Run ID Country.

Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Triggers, Retro Process Definitions

Security on the Search Page	Security Governing Element Selection From Within the Component

For all modes.
If User Rules Profile = *All Countries*, then
No security.
If User Rules Profile = *Specific Country*, then
Country = User Country.
	Security is handled by the search page security.

Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Triggers, Retro Process Overrides

Security on the Search Page	Security Governing Element Selection From Within the Component

For all modes.
If User Rules Profile = *All Countries*, then
No security.
If User Rules Profile = *Specific Country*, then
Country = User Country.
	Element and Forward to Element - element usage is based on Retro Process Definition Country:
	Used By = *All Countries*
	Or
	Used By = *Specific Country*, and Country matches Retro Process Definition Country.

Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Triggers, Retro Event Definitions (retroactive event definitions)

Security on the Search Page	Security Governing Element Selection From Within the Component

Security is handled inside the component	*Country Security (which countries appear on prompt list):*
	If User Rules Profile = *All Countries*, then
	User is allowed to work on any country in Global Payroll.
	If User Rules Profile = *Specific Country*, then
	The only valid value is the Country that matches User Country.
	Retro Process Definition (for Event Process Definition) Security (which retro process definitions appear in prompt list):
	You must select Country before entering a Retro Process Definition.
	The Country on Retro Process Definition must match the selected Country.

Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Triggers, Segmentation Event Definition

Security on the Search Page	Security Governing Element Selection From Within the Component

Security is handled inside the component	*Country Security (which countries appear in prompt list):*
	If User Rules Profile = *All Countries*, then
	User can work on any country in Global Payroll.
	If User Rules Profile = *Specific Country*, then
	The only valid value is the Country that matches User Country.
	Element usage is based on Country of Event:
	Used By = *All Countries*
	Or
	Used By = *Specific Country*, and Country matches Event Country.

Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Integration, ChartFields

Security on the Search Page	Security Governing Element Selection From Within the Component

In All Modes.
If User Rules Profile = *All Countries*, then
No security.
If User Rules Profile = *Specific Country*, then
Pay Entity Country = User Country.
	ChartFields - element usage is based on Pay Entity Country:
	Used By = *All Countries*
	Or
	Used By = *Specific Country*, and Country matches Pay Entity Country.

Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements - Element Name and View System Elements by Source

The Element Name page and the System Element by Source page are display-only. Anyone can view these pages.

Payee Security

This section discusses payee security by department and group.

Payee payroll data is sensitive information because it often contains pay-related information. Global Payroll provides payee-level security that restricts the payees that a user can view.

Department Security

Global Payroll delivers the standard Human Resources department-level security. Payee-level security affects all Global Payroll reports as well as every component, search record or view, and prompt record and view that contains the EMPLID field. All components that are entered with an employee ID contain payee-level security.

A department security tree is used to limit the payees that a user can view or report on.

The following tables indicate payee-level security by menus and components.

Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions

Security on the Search Page	Security Governing Element Selection From Within the Component

Payee-level security applies.	*Element usage is based on Country of Payee, which is based on the Pay Entity that is associated with the Pay Group:*
	
	To determine Payee Country, the system retrieves the payee's paygroup (where the maximum effective-dated job row is less than or equal to the current date). Then it retrieves the Pay Entity for the Pay Group and looks at the Country.
	
	Used By = *All Countries*
	
	Or
	
	Used By = *Specific Country*, and Country matches Payee Country.
	
	You can update element security with the Payee Override check box on the Element Name page.
	
	Supporting Element Overrides - element usage is based on Element Country:
	
	If Element Country = *All Countries*, then
	
	Used By = *All Countries*.
	
	If Element Country = *Specific Country*, then
	
	Used By = *Specific Country*, and Country matches Element Country.

Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Supporting Elements

Security on the Search Page	Security Governing Element Selection From Within the Component
Payee-level security applies.	Element Usage (based on Country of Payee which is based on Pay Entity associated with Pay Group) To determine Payee Country, the system first retrieves the Pay Group for the Payee where the maximum effective-dated job row <= current date. Then the system retrieves the Pay Entity that is associated with this Pay Group and looks at the Country. Used By = All Countries Or Used By = Specific Country, and Country matches Payee Country.

Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Manage Positive Input

Security on the Search Page	Security Governing Element Selection From Within the Component

Payee-level security applies.	*Element Usage (based on Country of Pay Entity associated with Pay Group)*
	
	Used By = *All Countries*
	
	Or
	
	Used By = *Specific Country*, and Country matches Pay Entity Country.
	
	You can update element security with the Positive Input override check box on the Element Name page.
	
	Supporting Element Overrides - element usage is based on Element Country:
	
	If Element Country = *All Countries*, then
	
	Used By = *All Countries*.
	
	If Element Country = *Specific Country*, then
	
	Used By = *All Countries*
	
	Or
	
	Used By = *Specific Country*, and Country matches Element Country.

Group Security

Group security is a Time and Labor security feature that can be used by Global Payroll if the two applications are integrated. Group security enables you to restrict access to employee records and the Global Payroll reports.

See Also

PeopleSoft Enterprise Time and Labor 8.9 PeopleBook, "Establishing Static and Dynamic Groups"

Enterprise PeopleTools PeopleBook: Security Administration

CHAPTER 36

Integrating with PeopleSoft Enterprise General Ledger

This chapter provides an overview of the General Ledger interface and discusses how to:

- Integrate Global Payroll with General Ledger.
- Run the General Ledger process and publish data.
- Define retroactive processing for General Ledger.

Understanding the General Ledger Interface

Sending payroll data to General Ledger is one of the final steps in the payroll cycle. When you integrate Global Payroll and General Ledger, you can automatically post earnings and deductions that are associated with a finalized calendar run to your General Ledger system.

Common Elements Used in This Chapter

ChartFields

Chartfields represent attributes of a payee, such as department, company, or employee ID. When you send a payee's earnings, deductions, or accumulator amounts to General Ledger, you can also transmit the values associated with up to eight chartfields for the payee.

When integrating Global Payroll with General Ledger, you map valid combinations of chartfield values to a business unit's general ledger (GL) account numbers.

You define what elements are to be used as chartfields. You can select variable elements plus any of the following system elements: COMPANY, COUNTRY, DEPTID, EMPLID, EMPL_CTG, EMPLOYEE SUBCAT1, EMPLOYEE SUBCAT 2, ESTABID, FUNCTION_CD, GL_PAY_TYPE, GP_PAYGROUP, JOBCODE, LOCATION, POSITION_NBR, REG_REGION, STATE, TARIFF_AREA_GER, TARIFF_GER, GP_COUNTRY. Many of these system elements come from the Job record.

PeopleSoft delivers the following 15 variables as standard chartfields for use in integrating to General Ledger: GP GL AFF INTRA1, GP GL AFF INTRA2, GP GL AFFILIATE (Affiliate), GP GL ALT ACCOUNT (Alternate Account), GP GL BUDGET REF (Budget Reference), GP GL CHARTFIELD1 (Chartfield 1), GP GL CHARTFIELD2, GP GL CHARTFIELD3, GP GL CLASS (Class Field), GP GL DEPT (GL Department), GP GL FUND (Fund Code), GP GL OP UNIT(Operating Unit), GP GL PRODUCT (Product), GP GL PROGRAM (Program Code), and GP GL PROJECT (Project).

Grouping	A set of similar earnings, deductions, or segment accumulators that you group together for mapping to the same GL account.
Publish	Transfer.

Integrating Global Payroll with General Ledger

To integrate Global Payroll with General Ledger, use the Chartfields (GP_GL_CHARTFLD), Element Groupings (GP_GL_GROUP), and Account Mapping (GP_GL_MAP) components.

This section provides overviews of enterprise integration points (EIPs) for the Global Payroll and General Ledger interface and integration steps for Global Payroll and General Ledger and discusses how to:

- Identify a General Ledger unit for your business unit on the Business Unit Reference page.

  See *PeopleSoft Enterprise HRMS 8.9 Application Fundamentals PeopleBook*, "Setting Up Organization Foundation Tables," Defining Business Units.
- Select chartfields for allocating costs to General Ledger.
- Group earnings, deductions, or accumulators for General Ledger processing.
- Map chartfields and grouping codes to General Ledger accounts.
- Override chartfield values for a payee.
- Override chartfields at the Positive Input level.

See Also

PeopleSoft Enterprise General Ledger PeopleBook

Understanding EIPs for the Global Payroll and General Ledger Interface

EIPs are interfaces between PeopleSoft applications. They enable the transfer of data from one database to another.

The Global Payroll and General Ledger interface uses two sets of EIPs, one to retrieve account number and business unit information from General Ledger and one to publish payroll results to General Ledger.

Note. To research the technical details of an EIP that is used by PeopleSoft applications, see the Interactive Services Repository on Customer Connection.

Retrieving Account Data from General Ledger

When you set up the integration with General Ledger, Global Payroll must subscribe to the following EIP messages:

ACCOUNT_CHARTFIELD_FULLSYNCH

BUS_UNIT_FS_FULLSYNC

BUS_UNIT_GL_FULLSYNC

JOURNAL_GEN_APPL_ID_FULLYSYNC

Later, as changes to account codes and business units are made in General Ledger, Global Payroll retrieves the changes by subscribing to the following EIP messages:

ACCOUNT_CHARTFIELD_SYNC

BUS_UNIT_FS_SYNC

BUS_UNIT_GL_SYNC

JOURNAL_GEN_APPL_ID_SYNC

Note. If you are using the standard chartfield configuration between PeopleSoft Enterprise HRMS and PeopleSoft Enterprise FMS, you also need to run the import for those chartfields.

See *Enterprise PeopleTools PeopleBook: PeopleSoft Integration Testing Utilities and Tools*

Sending Payroll Results to General Ledger

The Global Payroll results EIP uses PeopleSoft Application Messaging to publish payroll results to the Global Payroll Accounting Line Stage Record (GP_ACC_LINE_STG). The data is published using the General Ledger Transaction Prep application engine process (GP_GL_PREP), and uses the Post Global Payroll to General Ledger batch publish rule (GP_POST_GL).

After Global Payroll publishes the data, General Ledger can subscribe to the data and incorporate it into its own data.

Understanding Integration Steps for Global Payroll and General Ledger

To set up Global Payroll for integration with General Ledger, you:

1. Synchronize Global Payroll and Human Resources with your PeopleSoft Enterprise Financials database.

   To ensure that Global Payroll retrieves the correct account numbers and business units from the Financials database, activate and subscribe to the following EIP messages: ACCOUNT_CHARTFIELD_FULLSYNCH, BUS_UNIT_FS_FULLSYNC, BUS_UNIT_GL_FULLSYNC, JOURNAL_GEN_APPL_ID_FULLYSYNC.

2. Indicate which system and variable elements can be used as chartfields:

   a. For system elements, select the Use As Chart Field check box on the Source and Use page and select a prompt view. For variables, select the Use As Chart Field check box on the Variables - Definition page and select a prompt view.

   b. On the Element Name page, select the Store check box.

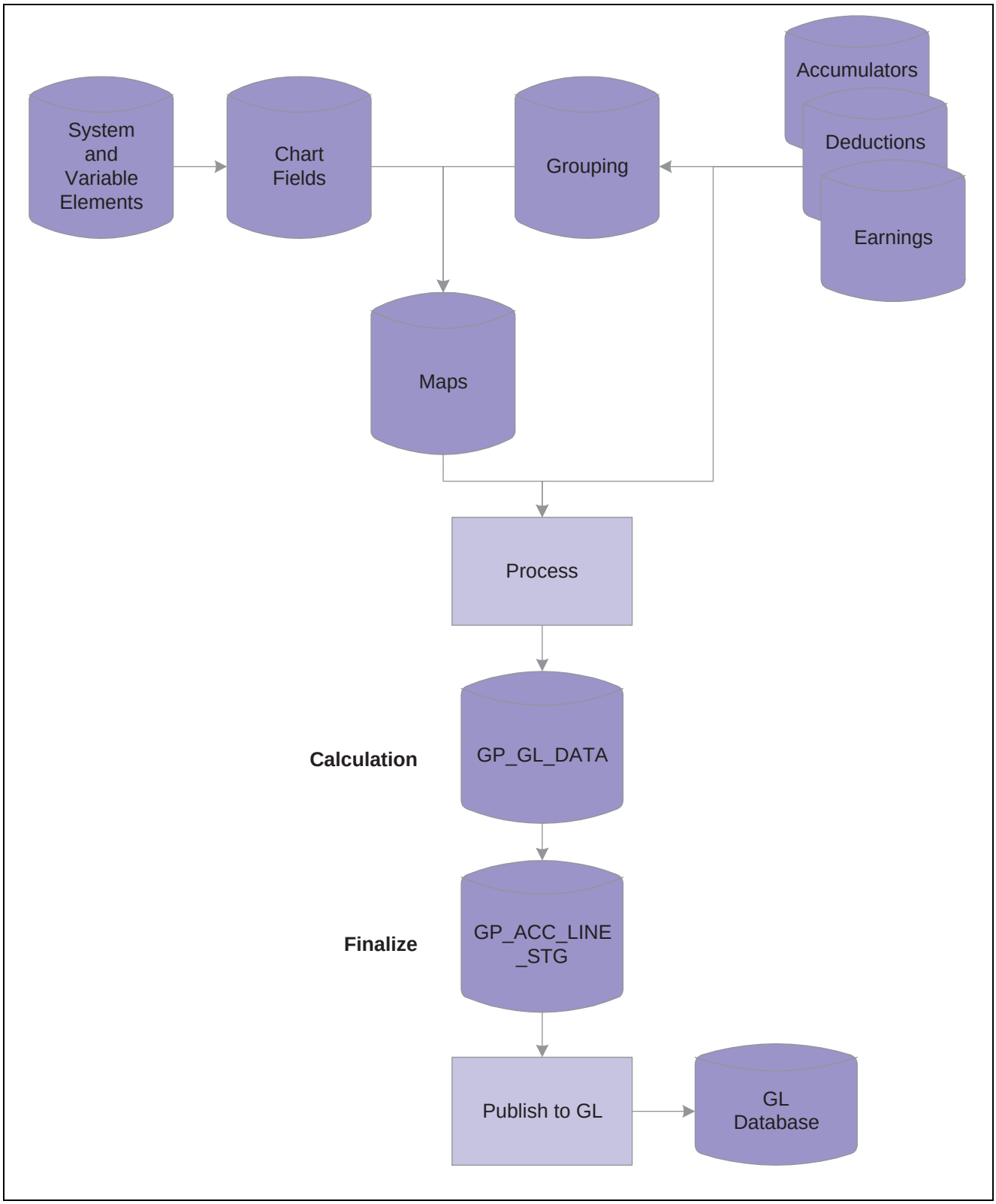
   c. Include the chartfield elements in your payroll process list.

3. On the ChartFields page, select up to eight chartfield elements that apply to a specific business unit and pay entity.

4. On the Grouping page, place earnings, deduction, and segment accumulator elements into groups.

5. On the Mapping page, map the groups and chartfields to their corresponding General Ledger accounts.

The following diagram illustrates the General Ledger setup steps and batch process in Global Payroll:



General Ledger process flow

Note. The Source and Use page, the Variable - Definition page, and the Element Name page are discussed previously in this PeopleBook.

See Also

Chapter 6, “Defining Data Retrieval Elements,” Pages Used to Modify and View System Elements, page 85

Chapter 7, “Defining Calculation Elements,” Pages Used to Define Variable Elements, page 144

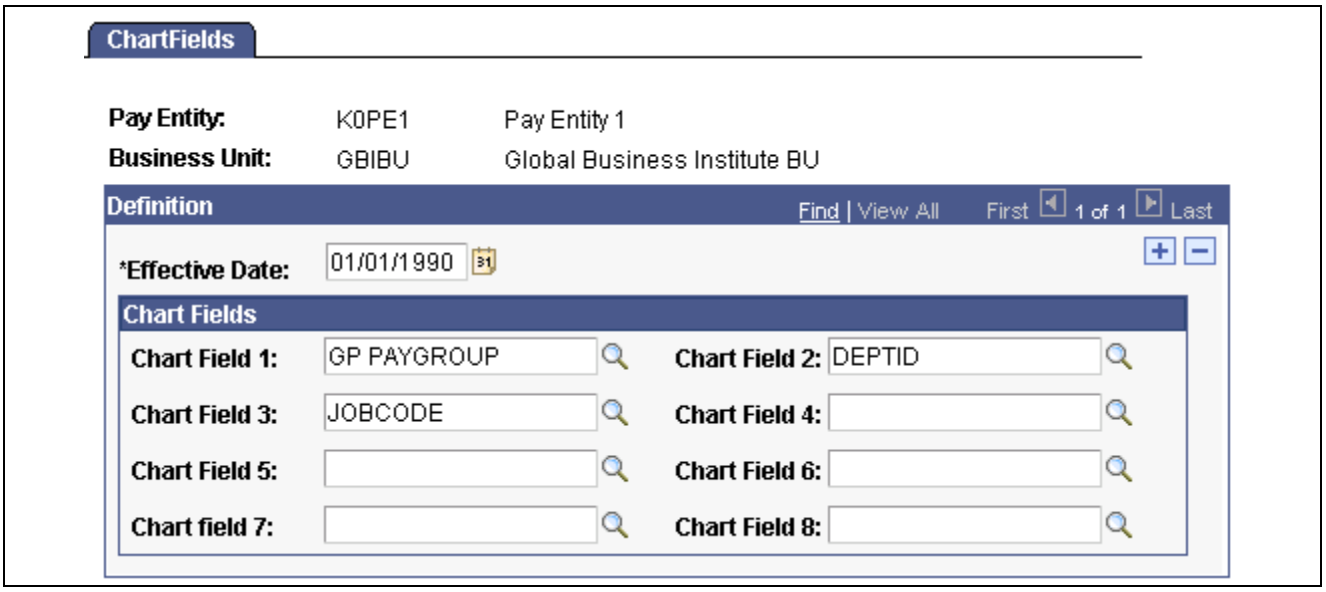
Chapter 5, “Defining General Element Information,” Pages Used to Define Element Names, page 70

Pages Used to Integrate Global Payroll with General Ledger

Page Name	Object Name	Navigation	Usage
ChartFields	GP_GL_CHARTFLD	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Integration, Chartfields	For a pay entity and business unit, select chartfields for allocating your costs to General Ledger accounts.
Grouping	GP_GL_GROUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Integration, Element Groupings, Grouping	For a pay entity and business unit, group similar earnings, deductions or accumulators so that they can be mapped to General Ledger accounts. Complete the ChartFields page first.
Mapping	GP_GL_MAP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Integration, Account Mapping, Mapping	For a pay entity and business unit, map chartfields and grouping codes to a General Ledger account number. Define grouping codes first.
GL Distribution Overrides	GP_GL_DIST	Global Payroll & Absence Mgmt, Payee Data, Create Overrides, GL Distribution Overrides	Override chartfield values at the Job level for an employee. Before using this page, you must define chartfield values on the ChartFields page.
Calendar ID Override Details	GP_PI_MNL_SEC	• Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, One Time (Positive Input), Positive Input Click Details on the Main Components tab of the Positive Input page. • Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Manage Positive Input by Cal, Positive Input By Calendar Click Details on the Element Overrides tab of the Positive Input By Calendar page.	Override the value of a chartfield for a particular instance of an element

Selecting ChartFields for Allocating Costs to General Ledger

Access the ChartFields page.



ChartFields page

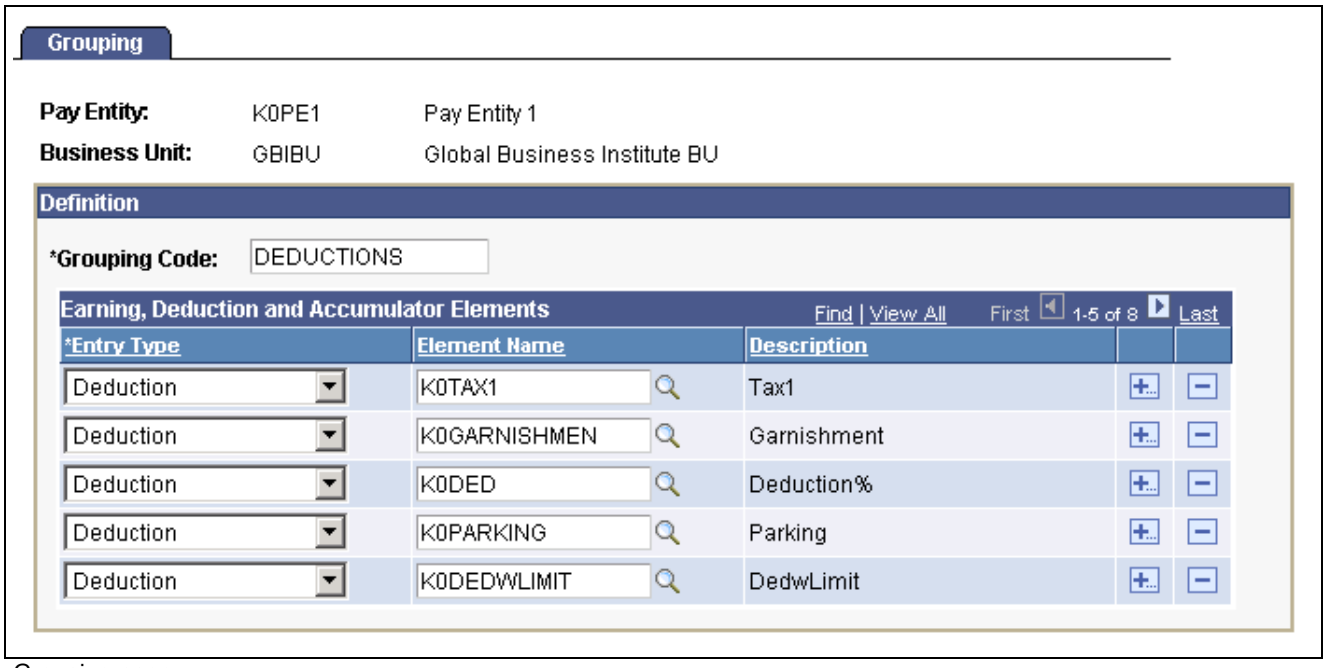
Chart Fields

Select up to eight chartfields for which you want Global Payroll to send values when you allocate costs to General Ledger accounts for this pay entity and business unit. You can select only from the system elements and variable elements that are designated as chartfields for the country of the pay entity that you selected to access this page.

Complete Chart Field 1 through Chart Field 8 in the order listed. You must list these fields in hierarchical order. Do not skip any fields.

Grouping Earnings, Deductions, or Accumulators for General Ledger Processing

Access the Grouping page.



Grouping page

A grouping code is an attribute of an earnings, deduction, or accumulator element. Elements must be in groups before they can be processed by General Ledger.

Grouping Code Enter a grouping code for the elements that you want included in the General Ledger transfer.

Note. Instead of entering earnings individually, you can bundle them in one segment accumulator and create a grouping code for that accumulator.

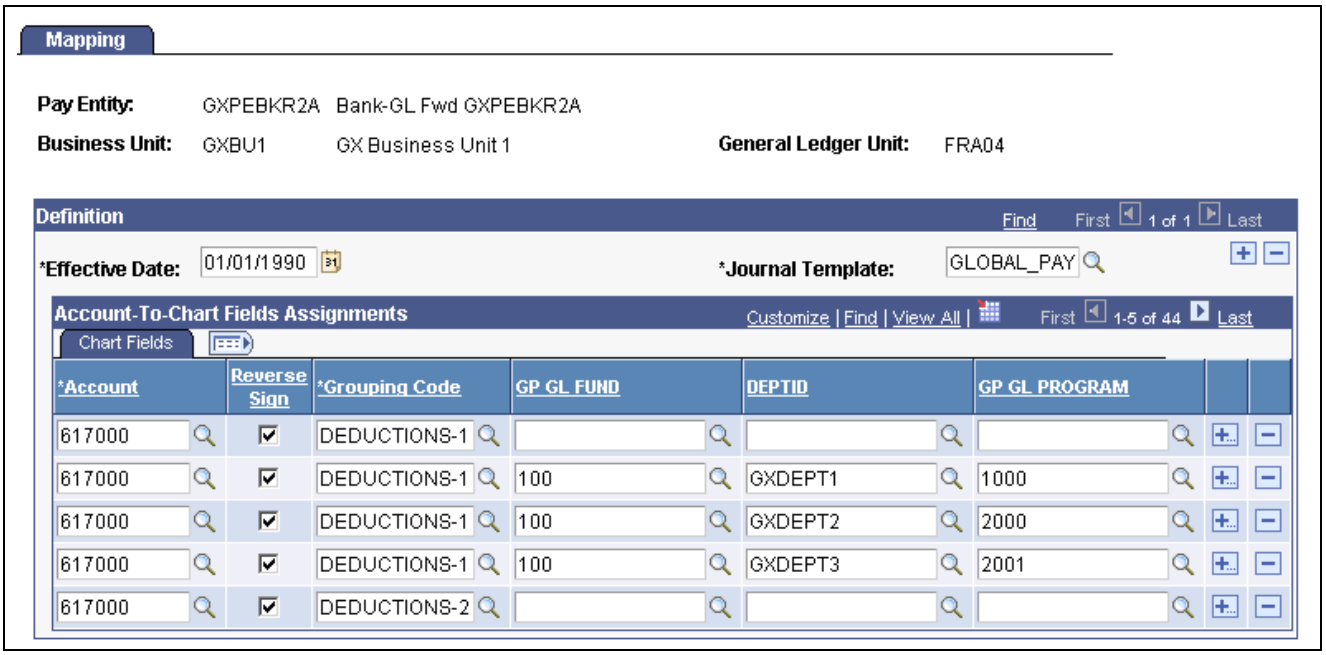
Earning, Deduction and Accumulator Elements

For each accumulator, deduction, or earnings element to include in the group, select the entry type and element name.

Note. You can select accumulators only where *Segment* is defined as the accumulation period (on the Accumulator - Period page).

Mapping ChartFields and Grouping Codes to General Ledger Accounts

Access the Mapping page.



Mapping page

For an earnings, deduction, or accumulator amount to be sent to General Ledger, you must map the combination of chartfield values that are associated with the amount to a General Ledger account.

General Ledger Unit Displays the General Ledger unit that corresponds to the selected business unit (as defined on the Business Unit page in Human Resources).

Journal Template Select the journal template for this pay entity and business unit. Journal templates are defined in General Ledger. To send information to General Ledger, you should use the GLOBAL_PAY template.

Chart Fields

Account Select the General Ledger account number to which the chartfields and grouping codes will map.

Reverse Sign Select to post the transaction with the reverse sign. Typically, you use the reverse sign for net pay and deductions (so that the system records those transactions as credits rather than debits) and leave the sign untouched for earnings.

Grouping Code Select the code to map to the General Ledger account.

<Element Name 1>, <Element Name 2>, and **<Element Name 3>** A field (column) appears for each chartfield that you selected on the ChartFields page. The column names match the prompt views that are identified on the Source and Use pages.

Select the chartfield values to map to the General Ledger account.

You can associate different sets of chartfield values with the same grouping code and General Ledger account combination.

Note. Because variables are effective-dated, it's possible for the prompt table for a chartfield to contain a variable that is no longer designated as a chartfield or is currently inactive. You must manually remove invalid variables or substitute valid variables for invalid variables; there is no automatic updating to the mapping fields. Variables are listed after system elements in the prompt tables.

If you associate multiple accounts with the same grouping code, you must enter the paygroup, department, and job code information for each entry. Otherwise, the system may incorrectly assign paygroups, department IDs, or job codes to the wrong account.

Setting Up Default Accounts

When an amount is associated with a combination of chartfield values that is not mapped to a General Ledger account, the system cannot send the amount to General Ledger. Setting up a default account is appropriate in some cases.

Let's say that you've set up the following information and that you have payees who work in departments A, B, C, and D:

Account	Grouping Code	ChartField (DEPTID)
1	Earnings	DEPT A
2	Earnings	DEPT B
3	Deductions	
4	Deductions	DEPT A
5	Deductions	DEPT B

Because account 3 does not have a chartfield value assigned at the DEPTID level, it serves as the default for deductions that can't be charged to DEPT A or DEPT B. Deductions for payees who work in departments C and D are charged to account 3.

This default feature enables you to use a single row to assign numerous departments to the same account. However, because (in this example) no similar default account is set up for earnings, the earnings for payees in departments C and D are not charged to any account.

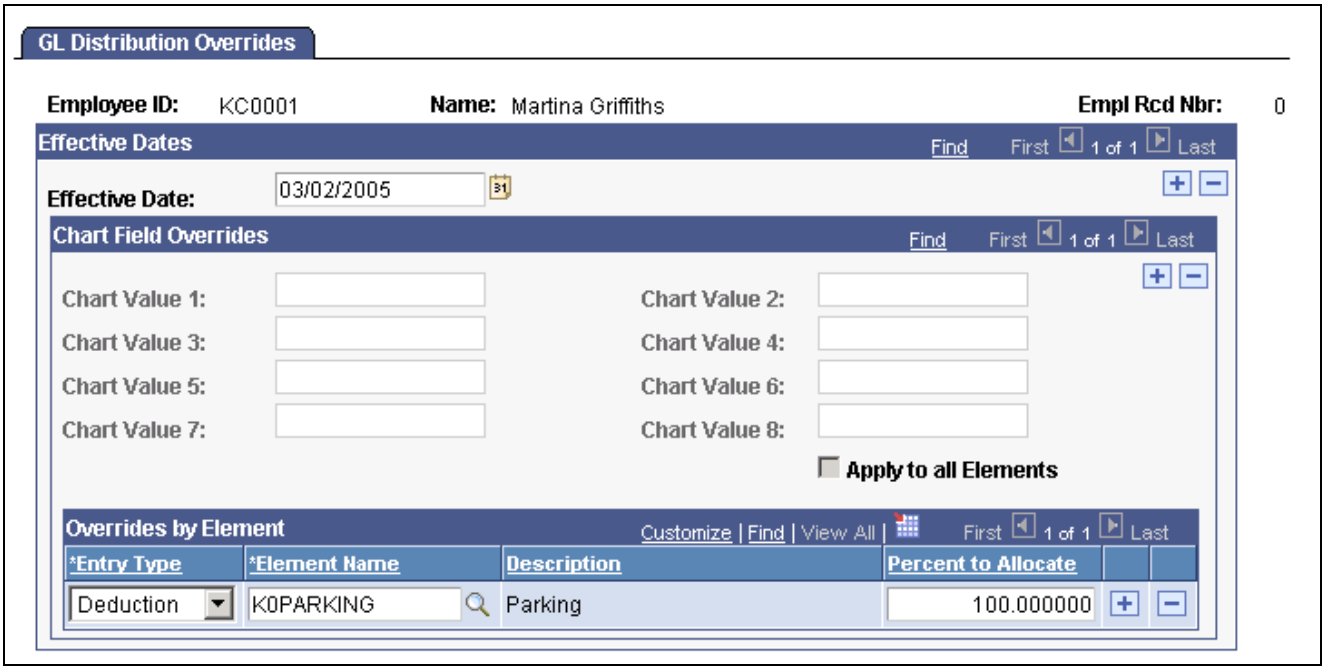
When mapping to accounts, be sure to set up either a default account or specific accounts for all earnings, deduction, and accumulator elements that will be transferred to General Ledger accounts.

See Also

PeopleSoft Enterprise General Ledger PeopleBook

Overriding ChartField Values for a Payee

Access the GL Distribution Overrides page.



GL Distribution Overrides page

The data that you enter on this page overrides the values on the respective chartfields on the Job record or other source record.

Chart Field Overrides

Chart values 1−8 are enabled based on how many chartfields are defined for the pay entity and the business unit that the payee belongs to in this job. Field names match the prompt views that you selected for the chartfield elements.

Enter the chartfield values to use for the selected payee's job.

Apply to all Elements Select to assign the same set of chartfield override values to all of the payee's earnings, deductions, and segment accumulators for this job.

Overrides by Element

Designate the earnings, deduction, and segment accumulators for which you want to override chartfield values. You can also specify the percentage of the earnings, deduction, or accumulator amount that you want to take on the override values.

For example, an earnings element named OVERTIME has a value of 1000. If you specify 25 percent to allocate for the OVERTIME element, the system associates the chartfield override values that you entered in the Chart Field Overrides group box with an earnings amount of 250. You must then associate the default chartfield values with the remaining 75 percent.

Percent to Allocate Specify the percentage of the payee's earnings, deductions, and segment accumulators to allocate to the selected chartfield values.

For example, if a payee splits time between departments A and B, and you want to charge the cost to two departments:

- Select the chartfield values that apply to the payee's job in department A and enter *50* in the Percent to Allocate field.
- Add a row and select the chartfield values that apply to the payee's job in department B.
- Enter *50* in Percent to Allocate.

Note. Do not allocate more than 100 percent to the same element.

Overriding Chartfields at the Positive Input Level

To override the value of a chartfield for a particular instance of an element, use the Calendar ID Override Details page.

See Also

Chapter 17, "Working with Positive Input," Entering Positive Input, page 419

Running the General Ledger Process and Publishing Data

This section provides an overview of the process of publishing payroll data to General Ledger and discusses how to:

- Publish payroll data to General Ledger.
- View transactions without General Ledger accounts.
- Reset the Global Payroll accounting transactions.

Understanding the Process of Publishing Payroll Data to General Ledger

Finalizing the General Ledger process causes earnings, deduction, and accumulator amounts to be published to General Ledger.

To publish payroll data to General Ledger, you:

1. Access the Send Costs to GL page.
2. Select the calculate option for the calendar group (and stream, if applicable) that you want to process.
3. Select the posting date.
4. Select the finalize option after running the calculate option for the entire calendar group.

Note. Before you run the Finalize process, review the Review GL Costing w/o Account page to see if any amounts there are not associated with accounts. These amounts will not be transferred, which could result in an unbalanced GL.

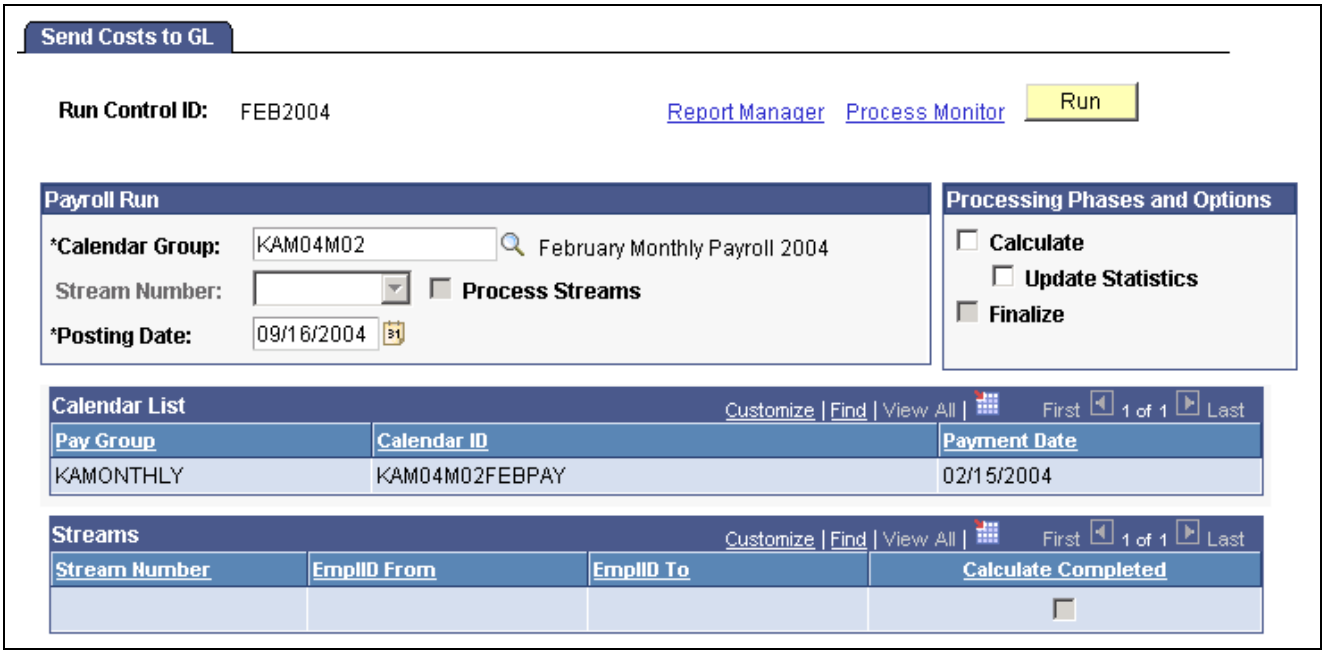
Note. If you have installed Payroll to SAP General Ledger Integration Packs (PPS), the finalize option is not available. Instead, the General Ledger prepare process performs an additional check which does not call the finalize process.

Pages Used to Run the General Ledger Process and Publish Data

Page Name	Object Name	Navigation	Usage
Send Costs to GL	GP_GL_PREPARE	Global Payroll & Absence Mgmt, Time and Labor/GL Costs, Send Costs to GL, Send Costs to GL	Run the process that creates payments for the earnings, deductions, and accumulator elements whose data is to be published to General Ledger.
Transactions w/o Account (transactions without account)	GP_GL_NO_ACCT	Global Payroll & Absence Mgmt, Time and Labor/GL Costs, Review GL Costing w/o account, Transactions w/o Account	View transactions that were not assigned a General Ledger account by the Calculate phase of the General Ledger process.
Reset GL	GP_GL_RESET	Global Payroll & Absence Mgmt, Time and Labor/GL Costs, Reset GL, Reset GL	Run the GL Reset process before rerunning the GL Transaction Creation process when reposting is necessary due to errors.

Publishing Payroll Data to General Ledger

Access the Send Costs to GL page.



Send Costs to GL page

Calendar Group Select a calendar group to run the process. Only calendar groups for which payroll is finalized but not yet sent to General Ledger are available.

Stream Number and **Process Streams** Process Streams is selected if stream processing was used during the payroll process and must be used with the Calculate option. Select the stream number to process.

Posting Date Enter the date on which the entries are posted to General Ledger. Even if you run your process on the fifteenth of the month, you can indicate that you want the entries posted on the thirtieth of the month.

Note. The posting date that you select must abide by the closing date of Journal Generator. Posting dates must be coordinated with General Ledger. If Time and Labor is installed and costing has been sent, the posting date defaults to the day the costing was sent. You can change this day in this field to reflect the day that the general ledger is actually sent to General Ledger.

Processing Options

Select a processing option. You can run Calculate and Finalize together if the Payroll process is finalized.

Calculate Select to generate General Ledger transactions for the earnings, deduction, and accumulators that were calculated by the Payroll process for this calendar group and that belong to a General Ledger group. The Payroll process must have identified at least one payee before you can run the Calculate process.

If you're using stream processing, run the Calculate phase for one stream at a time.

You can run the Calculate phase more than once for each stream. During subsequent iterations, the system deletes existing data before creating new results. It stores final results in the Global Payroll Transaction Interface record (GP_GL_DATA) and inserts an entry in the Completed GL Stream table (GP_GL_PREP_STRM) to indicate that calculation is complete.

Update Statistics This check box is for the database administrator to help with fine-tuning system performance. If selected, the system generates statistics during batch processing that provide information about how worktables are being used.

Finalize This check box is available for selection after the Payroll process has been finalized and you have run the Calculate phase for the entire calendar group. (If you are using stream processing, all streams must be calculated.)

Select this check box when you are ready to finalize the run. (Stream processing is not available for the Finalize phase.)

Note. The Finalize check box is hidden if PPS is installed.

Calendars List

This group box displays information about each calendar in the calendar group.

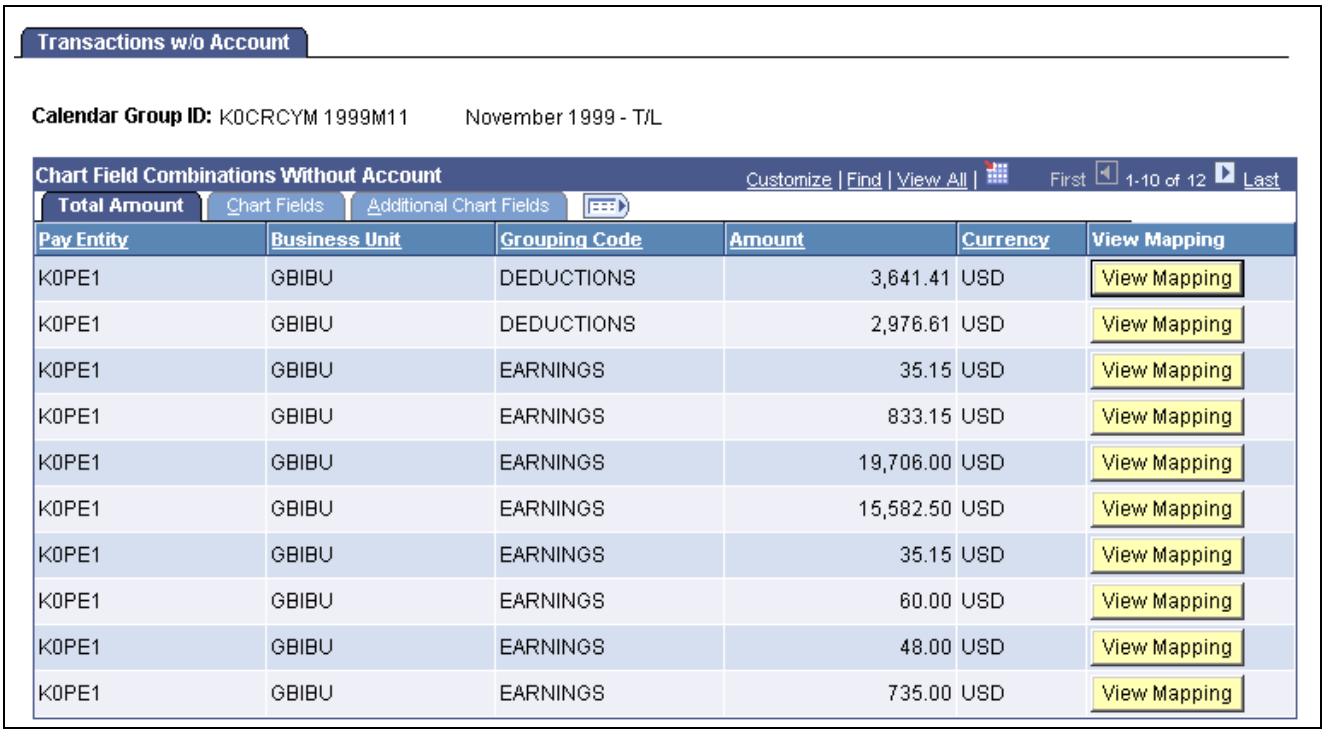
Streams

Stream Number Displays the streams that are associated with the calendar group.

Calculate Completed If selected, the Payroll process has calculated the stream.

Viewing Transactions without General Ledger Accounts

Access the Transactions w/o Account page.



Transactions w/o Account

Calendar Group ID: K0CRCYM 1999M11 November 1999 - T/L

Chart Field Combinations Without Account Customize | Find | View All | First 1-10 of 12 Last

Total Amount | Chart Fields | Additional Chart Fields

Pay Entity	Business Unit	Grouping Code	Amount	Currency	View Mapping
K0PE1	GBIBU	DEDUCTIONS	3,641.41	USD	View Mapping
K0PE1	GBIBU	DEDUCTIONS	2,976.61	USD	View Mapping
K0PE1	GBIBU	EARNINGS	35.15	USD	View Mapping
K0PE1	GBIBU	EARNINGS	833.15	USD	View Mapping
K0PE1	GBIBU	EARNINGS	19,706.00	USD	View Mapping
K0PE1	GBIBU	EARNINGS	15,582.50	USD	View Mapping
K0PE1	GBIBU	EARNINGS	35.15	USD	View Mapping
K0PE1	GBIBU	EARNINGS	60.00	USD	View Mapping
K0PE1	GBIBU	EARNINGS	48.00	USD	View Mapping
K0PE1	GBIBU	EARNINGS	735.00	USD	View Mapping

Transactions w/o Account page

The Additional Chart Fields tab lists transactions that are not assigned to a General Ledger account—that is, amounts that are associated with chartfield combinations that are not mapped to an account. General Ledger doesn't balance if you have transactions without an account. All amounts without accounts, including earnings and deductions, are expressed as debits.

Each row that's not specified has a View Mapping button that you can click to access the mapping page for the pay entity and business unit that you specified. These rows are not published to General Ledger. For example, if you specified a DEPTID for an earnings element, the system finds this match. If an earnings element is not assigned to a DEPTID, and no default earnings account is specified, the earnings element is not published to General Ledger.

See Also

Chapter 36, "Integrating with PeopleSoft Enterprise General Ledger," Mapping ChartFields and Grouping Codes to General Ledger Accounts, page 962

Resetting the Global Payroll Accounting Transactions

Access the Reset GL page.

See Chapter 37, "Integrating with PeopleSoft EnterpriseOne General Ledger," Resetting the Global Payroll Accounting Transactions, page 1008.

Defining Retroactive Processing for General Ledger

This section discusses:

- Countries page.

- Retroactive adjustments to General Ledger data.
- Double-counting of deltas.

Countries Page

On the Countries page, you'll define retroactive processing for General Ledger, using the Use Current Results + Adjustment for General Ledger group box.

Note. The Countries page is discussed in another chapter in this PeopleBook.

See Chapter 3, "Introducing the Core Application Architecture," Defining Country-Level Setup, page 33.

Use Current Results + Adjustment for General Ledger

Most organizations that implement Global Payroll choose to use the default method to process the chartfields and element groupings that are posted to the General Ledger when retroactive processing occurs in a finalized payroll. These organizations only need to specify on the Countries page the default retro method, either forwarding or corrective, that is used by their organization, or that is most appropriate for their country extension of Global Payroll.

Other organizations prefer to post only V1R1 results to General Ledger. The To Process General Ledger check box is an additional option that addresses this business requirement, and permanently changes the way that the system handles General Ledger postings in relation to retroactive processing that has occurred in the payroll system.

The default setting for the To Process General Ledger check box is cleared. When you select it, you are telling the system not to reverse previous postings of chartfields and element grouping amounts to the General Ledger and to skip all sections and steps responsible for retro calculation (reversing) and instead publish results from V1R1 and adjustments only. If you select the To Process General Ledger check box, the effect depends on the default retro method you use:

- If the Default Retroactive Method is *Corrective,* then selecting the To Process General Ledger check box does not affect the way that retro is processed for General Ledger.

  Note. In case of segmentation mismatch, the system always uses current results plus adjustments and posts results to the last available segment.

- If the Default Retroactive Method is *Forwarding,* retroactivity changes as follows:
  - The system does not reverse prior chartfields and amounts associated with element groupings that have been mapped to General Ledger accounts.
  - The system does not post recalculated amounts to the General Ledger that result from retroactive processing in payroll. Instead, the payroll system publishes current results (V1R1) plus adjustments to the General Ledger.

Note. If your retro method varies and you select the Use Current Results+Adjustment check box for General Ledger, you will see both retroactive methods, corrective and forwarding, in General Ledger results. Any forwarded element will include the amount of the delta or adjustment; the corrective method will reverse and correct previous entries.

See Chapter 30, "Defining Retroactive Processing," Defining a Retro Process, page 762.

Example: Selecting the Use Current Results+Adjustment Check Box to Process General Ledger When Forwarding is the Default Retro Method

In January a deduction with a payment of 100 is posted to GL account 210003, the account associated with ChartField Department 1. There is a change in payroll that triggers retroactive processing, and you realize that the employee whose payment was posted in January was really in Department 2, not Department 1. Deductions associated with Department 2 should be posted to GL account 210004.

This table summarizes the results that are published to General Ledger when the Use Current Results+Adjustment check box is selected for General Ledger and forwarding is the default retro method:

Month	Version/Revision	Amount	Account #	Action
January	V1R1	100	210003	Resolution (last period)
February	V1R1	100 + 0	210004	Resolution (current period + adjustment)

In this example, the system does not publish the reversal and reinstatement of chartfields and amounts associated with element groupings to General Ledger. It processes only the current period plus adjustment. (The adjustment in this case is 0 because the amount of the deduction does not change.) When using the To Process General Ledger check box, the system uses the current resolved chartfields. The system does not use the original chartfields. This may result in adjustments being posted to a different account.

Note. You must manually correct the January posting, as the amount is posted to the wrong account.

Understanding Retroactive Adjustments to General Ledger Data

Regardless of the payroll system's retroactive mode—which can be corrective or forwarding—the GL calculations are always done in corrective mode. This means that all prior transactions for the retroactive period are reversed and new transactions are created for all entries from the recalculated results. This ensures that not only changes to amounts but also changes to chartfields and account assignments are reflected in the updated transactions. As a consequence, the numbers from the current period are always transferred to GL net of any forwarded adjustments.

This "corrective treatment" of the payroll results are not to be confused with the processing on the GL side. All transactions are posted based on the posting date given by the user when the GL process is kicked off and are not related to the original dates of the retroactive period, as those books are probably closed.

In January a deduction with a payment of 100 is posted to GL account 210003, the account associated with ChartField Department 1. There is a change in payroll that triggers retroactive processing, and you realize that the employee whose payment was posted in January was really in Department 2, not Department 1. Deductions associated with Department 2 should be posted to GL account 210004.

This table summarizes the results that are published to the General Ledger . The system will reversal original posting and post the correct account for the January Run.

Month	Original Calendar Group	Amount	Account #	Action
January	January	100	210003	Resolution (last period)
February	January	–100	210003	Reversal
February	January	100	210004	Repost to Correct Account
February	February	100	21004	Current Period

In case of segmentation mismatch, the system always uses current results plus adjustments and posts results to the last available segment.

Double-Counting of Deltas

Retro presents special challenges in General Ledger, since incorrect setup can cause double-counting of deltas. This section provides an overview of the types of retro and provides information to prevent double-counting of deltas.

There are two types of retro:

- Corrective retro realizes any deltas in the period in which they occur.
- Forwarding retro forwards deltas to the current period.

Although you might use forwarding retro in general, you can choose to have individual accumulators behave in a corrective fashion by selecting the Use Corrective check box on the Level page in the Accumulators component (GP_ACCUMULATOR). If you have selected this check box, then if a contributing member has adjustments brought into the current period, these adjustments will not be added to the accumulator.

The following example illustrates how double-counting could occur. In this example:

- The retro method is forwarding.
- Earning E1 contributes to accumulator E1_YTD.
- The value of E1 is 100.

The following table displays the results for the finalized January payroll:

Calendar	Revision	E1	E1_YTD
January	V1R1	100	100

After the January payroll is finalized, E1 is retroactively changed to 110. When you run the February payroll, Global Payroll also runs a retro revision of January. The following table displays the results of the February payroll:

Calendar	Revision	E1	E1_YTD
January	V1R2	110	110 Delta of 10 is forwarded.
February	V1R1	120	230 Adjustment of 10 is brought in.

The YTD amount in February should be 220, not 230. The 230 amount results from double-counting of the delta from January. To prevent this from happening, Global Payroll automatically passes not the V1R2 balance of 110 from January, but the V1R1 balance of 100. E1_YTD in February then equals the incoming balance of 100 plus 110 (current value of E1) plus 10 (adjustment to January amount), for the correct total of 220. In this case, the January E1_YTD value of 100 is the forwarded value, while the value of 110 is the calculated value. Both of these values are stored on the Accumulator results table, with the forwarded value stored in the field CALC_RSLT_VAL and the calculated value stored in the field CALC_VAL.

Note. The passing of the first revision accumulator balance only occurs if the retro method defined for the accumulator is forwarding. If the retro method for the accumulator is corrective, the forwarded value is equal to the calculated value. Adjustments are not brought into the current period, so no double-counting occurs.

Since Global Payroll automatically handles the potential double count in forwarding retro, and since corrective retro does not pose the same sort of double-counting possibility, how could double-counting occur? The answer lies with segment accumulators. All other accumulators pass their ending balance along to the next segment processed to be used as a new starting balance. Segment accumulators exist only for the duration of the segment in which they are created. Therefore, the concept of a forwarding balance is not applicable to them; they only have a calculated value.

In the previous example, double-counting was prevented because the E1_YTD balance forwarded was the 100 taken from V1R1, not the calculated value of 110. If earning E1 also contributes to segment accumulator AC1_SEG, the substitution of the forwarded value for the calculated value would not take place, since forwarding is not applicable to segment accumulators. For AC1_SEG, both CALC_RSLT_VAL (forwarded value) and CALC_VAL (calculated value) equal 110. If the January value of 110 was added to AC1_SEG's February value of 120, the delta would be double-counted.

Therefore, if you pass a segment accumulator to General Ledger, you should define the segment accumulator as corrective. In the previous example, defining AC1_SEG as corrective would result in values of 110 for both January and February, with a combined correct total of 220.

CHAPTER 37

Integrating with PeopleSoft EnterpriseOne General Ledger

This chapter provides an overview of the General Ledger interface and discusses how to:

- Set up the integration in the Enterprise database.
- View the data in the Human Resources database.
- Configure the target product and system.
- Map cost centers and accounts.
- Retrieve currency exchange rates.
- Prepare and post accounting lines from Global Payroll to General Ledger.
- Handle data errors in batch posting.

Understanding the General Ledger Interface

The major tasks involved in the integration of Global Payroll with General Ledger are:

- Setup integration:
    1. Set up integration options and code cross-referencing in the EnterpriseOne XPI soft-coding/ cross-reference database.
    2. Set up integration in the Enterprise Database.
    3. Verify the target product configuration and configure the target system.
- Initial loading, configuring, and mapping of master data:
    1. Load EnterpriseOne companies into the Enterprise Business Unit GL table.
    2. If required, define setids that will be used for General Ledger accounts.
    3. Configure General Ledger business units: enter the target system, the account setid, and the journal template.
    4. Map General Ledger business units to Human Resources business units.
    5. Load EnterpriseOne accounts into the Enterprise GL Account table.
    6. Load EnterpriseOne business units into the Enterprise Cost Center table.
    7. Configure General Ledger business units: enter the clearing account, the suspense account, and the default cost center.
    8. Map EnterpriseOne master data to Enterprise Global Payroll data.

- Incremental synchronization of changes in EnterpriseOne master data.
    1. Add, change, or delete actions performed on the master EnterpriseOne tables automatically trigger incremental synchronization integrations.
    2. When EnterpriseOne updates data in Enterprise tables by the incremental integration, Global Payroll users must update data configuration and mapping as needed.
- Routine transactions such as monthly posting of payroll data to general ledger:
    1. Synchronize currency exchange rates if needed.
    2. Global Payroll processes and posts accounting lines to the EnterpriseOne staging table.
    3. In EnterpriseOne, validate transactions and load them into the Account Ledger table (F0911).
    4. If necessary, data errors are corrected in the EnterpriseOne table or the payroll applications reset GL processing, correct errors, reprocess, and repost.
    5. In EnterpriseOne, post journal entries to the Account Balances table (F0902).

This chapter covers only the tasks performed in the Enterprise database. The EnterpriseOne documentation discusses setting up the integration on the EnterpriseOne side and loading EnterpriseOne data into the Enterprise database.

See Also

PeopleSoft EnterpriseOne Application Integrations with PeopleSoft Enterprise Applications 8.11 PeopleBook, Integrating PeopleSoft Enterprise Payroll Applications with PeopleSoft EnterpriseOne General Ledger

Setting Up the Integration in the Enterprise Database

The Enterprise database must be set up to subscribe to the data transferred from the EnterpriseOne database and to publish the payroll accounting data. Scripts that you run as part of the integration installation accomplish most of these steps. Use the instructions in this section to verify and complete the setup.

This section discusses how to:

- Verify message and subscription activation.
- Verify node definition.
- Set up the connector properties.
- Verify integration transaction configuration.
- Verify Message Channel setup.
- Verify Relationship setup.
- Verify status of transaction modifiers.

Pages Used to Verify and Complete the Message Integration Setup in the Enterprise Database

Page Name	Object Name	Navigation	Usage
Node Definitions	IB_NODE	PeopleTools, Integration Broker, Integration Setup, Node Definitions, Node Definitions	Verify the Integration Broker node definition for integration with EnterpriseOne.
Connectors	IB_NODECONN	PeopleTools, Integration Broker, Integration Setup, Node Definitions, Connectors	Verify connector properties and provide a URL that points to the EnterpriseOne Integration Server.
Transactions	IB_NODETRXLIST	PeopleTools, Integration Broker, Integration Setup, Node Definitions, Transactions	Verify activation of the transactions used in this integration.
Channel Status	AMM_CHNL_STATUS	PeopleTools, Integration Broker, Monitor Integrations, Monitor Message, Channel Status	Verify the status of message channels.
Relationships	IB_RELATIONSHIP	PeopleTools, Integration Broker, Integration Setup, Relationships, Relationships	Verify the status of relationships.
Transaction Modifiers	IB_RELTRXLIST	PeopleTools, Integration Broker, Integration Setup, Relationships, Transaction Modifiers	Verify the status of transaction modifiers.

Verifying Message and Subscription Activation

The integration between Global Payroll and General Ledger uses the messages and subscriptions listed in the sections below. Before you continue with the integration setup, you must ensure that these messages and subscriptions are active. Use Application Designer to perform these operations.

Messages

Verify that the message status is *Active* for each of the following messages:

- ACCOUNT_CHARTFIELD_FULLSYNC
- ACCOUNT_CHARTFIELD_SYNC
- BUS_UNIT_FS_SYNC
- BUS_UNIT_GL_FULLSYNC
- BUS_UNIT_GL_SYNC
- COST_CENTER_FULLSYNC
- COST_CENTER_SYNC
- GP_POST_GL
- GP_POST_GL_REPLY

- MARKET_RATE_REQ
- MARKET_RATE_SYNC

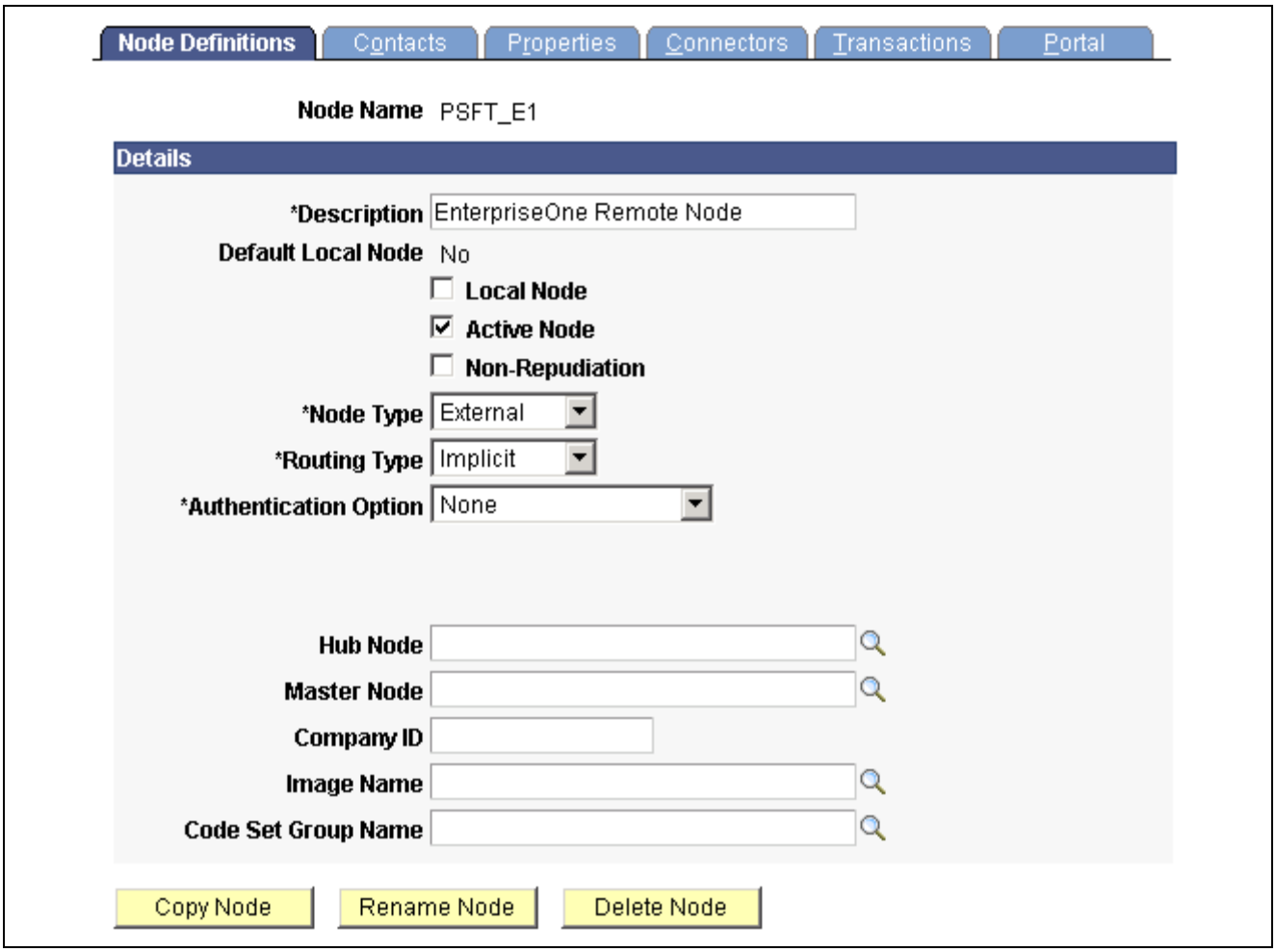
Subscriptions

Verify that the subscription status is *Active* for each of the following messages:

- ACCOUNT_CHARTFIELD_FULLSYNC
- ACCOUNT_CHARTFIELD_SYNC
- BUS_UNIT_FS_SYNC
- BUS_UNIT_GL_FULLSYNC
- BUS_UNIT_GL_SYNC
- COST_CENTER_FULLSYNC
- COST_CENTER_SYNC
- GP_POST_GL_REPLY
- MARKET_RATE_SYNC

Verifying Node Definition

Access the Node Definitions page.



Node Definitions page

As a prerequisite for the Human Resources to EnterpriseOne integration, the following standard definition for the new Integration Broker node needs to be created:

PSFT_E1

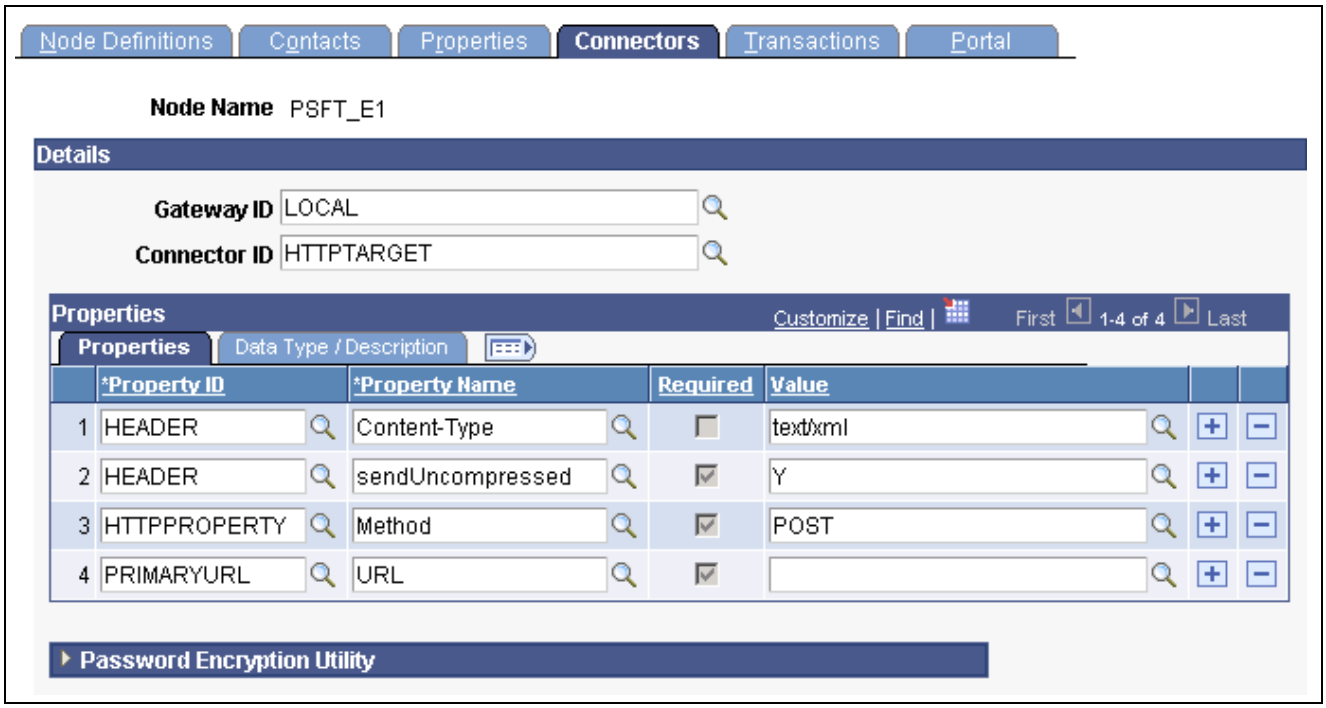
It is recommended that you copy the node to one that matches your naming convention and system configuration.

Activate the node and verify the following settings:

Node Type	External
Routing Type	Implicit
Authentication Option	None

Setting Up the Connector Properties

Access the Connectors page.



Connectors page

Verify and complete the properties setup as defined in the table below.

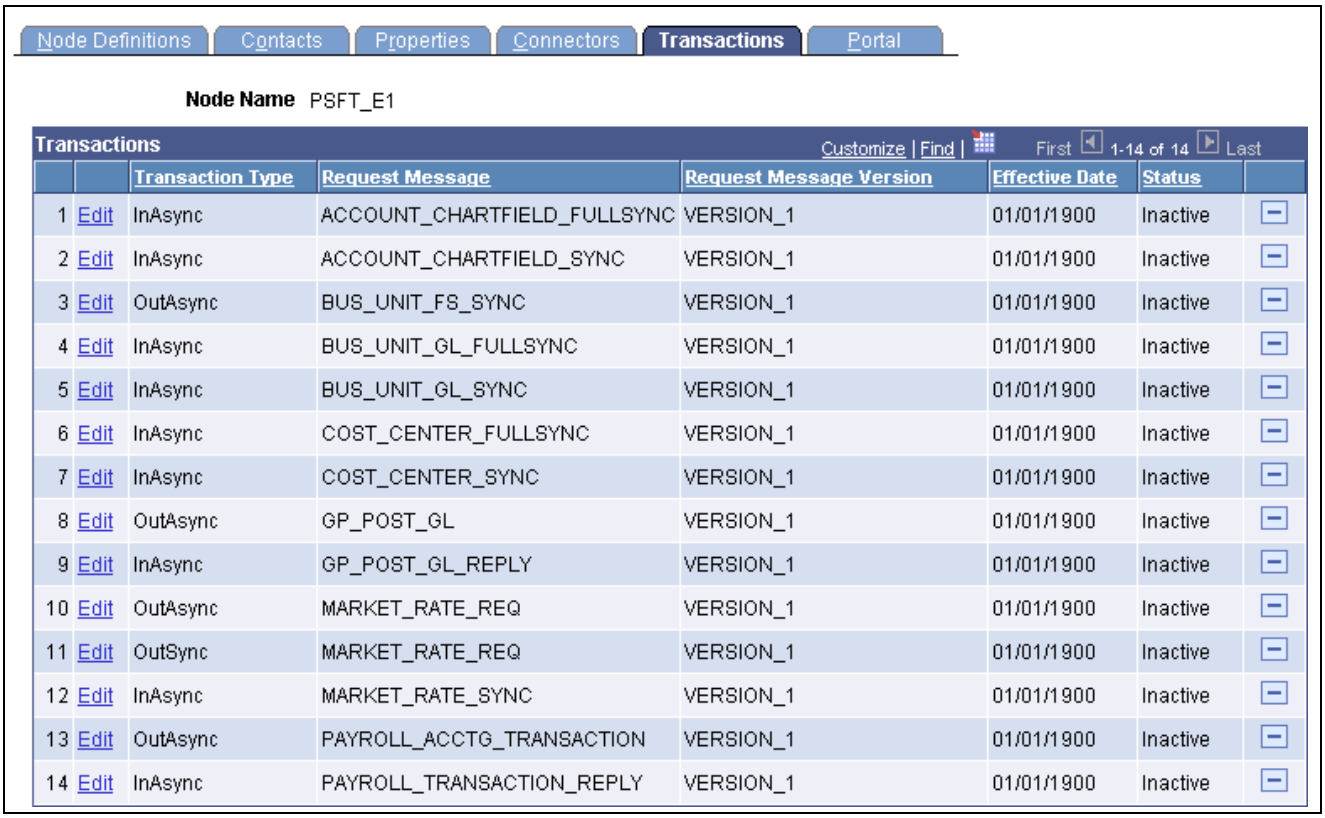
Property ID	Property Name	Required	Value
HEADER	Content-Type		text/xml
HEADER	sendUncompressed	select	Y
HTTPPROPERTY	Method	select	POST
PRIMARYURL	URL	select	The URL points to the EnterpriseOne Integration Server. Enter it in the following format: http://<XPI IS MachineName>:<IS port>/invoke/PSFT_Dispatcher.Inbound:InboundServiceDispatcher

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Integration Testing Utilities and Tools

Verifying Integration Transaction Configuration

Access the Transactions page.



Node Definitions | Contacts | Properties | Connectors | Transactions | Portal

Node Name PSFT_E1

Transactions Customize | Find | First 1-14 of 14 Last

		Transaction Type	Request Message	Request Message Version	Effective Date	Status	
1	Edit	InAsync	ACCOUNT_CHARTFIELD_FULLSYNC	VERSION_1	01/01/1900	Inactive	
2	Edit	InAsync	ACCOUNT_CHARTFIELD_SYNC	VERSION_1	01/01/1900	Inactive	
3	Edit	OutAsync	BUS_UNIT_FS_SYNC	VERSION_1	01/01/1900	Inactive	
4	Edit	InAsync	BUS_UNIT_GL_FULLSYNC	VERSION_1	01/01/1900	Inactive	
5	Edit	InAsync	BUS_UNIT_GL_SYNC	VERSION_1	01/01/1900	Inactive	
6	Edit	InAsync	COST_CENTER_FULLSYNC	VERSION_1	01/01/1900	Inactive	
7	Edit	InAsync	COST_CENTER_SYNC	VERSION_1	01/01/1900	Inactive	
8	Edit	OutAsync	GP_POST_GL	VERSION_1	01/01/1900	Inactive	
9	Edit	InAsync	GP_POST_GL_REPLY	VERSION_1	01/01/1900	Inactive	
10	Edit	OutAsync	MARKET_RATE_REQ	VERSION_1	01/01/1900	Inactive	
11	Edit	OutSync	MARKET_RATE_REQ	VERSION_1	01/01/1900	Inactive	
12	Edit	InAsync	MARKET_RATE_SYNC	VERSION_1	01/01/1900	Inactive	
13	Edit	OutAsync	PAYROLL_ACCTG_TRANSACTION	VERSION_1	01/01/1900	Inactive	
14	Edit	InAsync	PAYROLL_TRANSACTION_REPLY	VERSION_1	01/01/1900	Inactive	

Transactions page

1. Click *Request Message* to sort by message.
2. For each request message listed in the table below, verify that the transaction type is set to the value listed in the following table, and that the status is *Active.*

   If necessary, click *Edit,* which takes you to the Transaction Detail page.

Transaction Type	Request Message
InAsync	ACCOUNT_CHARTFIELD_FULLSYNC
InAsync	ACCOUNT_CHARTFIELD_SYNC
OutAsync	BUS_UNIT_FS_SYNC
InAsync	BUS_UNIT_GL_FULLSYNC
InAsync	BUS_UNIT_GL_SYNC
InAsync	COST_CENTER_FULLSYNC
InAsync	COST_CENTER_SYNC
OutAsync	GP_POST_GL
InAsync	GP_POST_GL_REPLY
OutAsync	MARKET_RATE_REQ

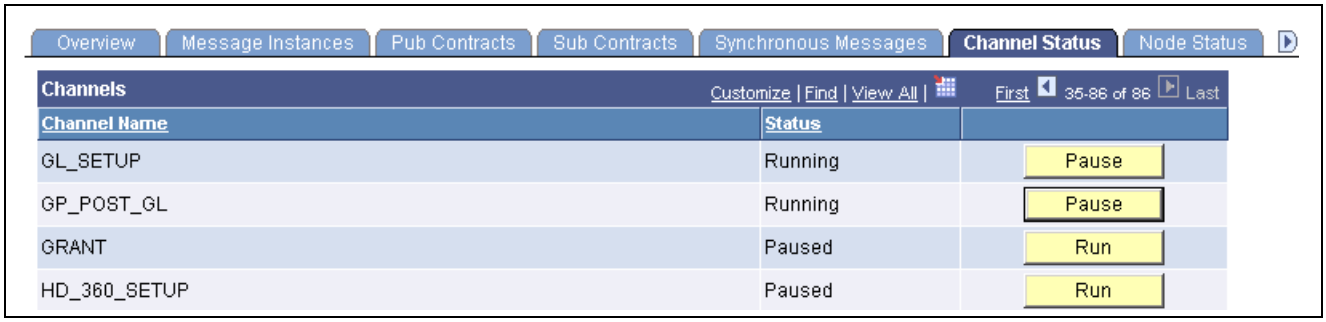
Transaction Type	Request Message
OutSync	MARKET_RATE_REQ
InAsync	MARKET_RATE_SYNC

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Integration Testing Utilities and Tools

Verifying Message Channel Setup

Access the Channel Status page.



Channel Status page

Verify that the status is *Running* for each of the following message channels:

- GP_POST_GL
- GL_SETUP
- MARKET_RATES
- ENTERPRISE_SETUP

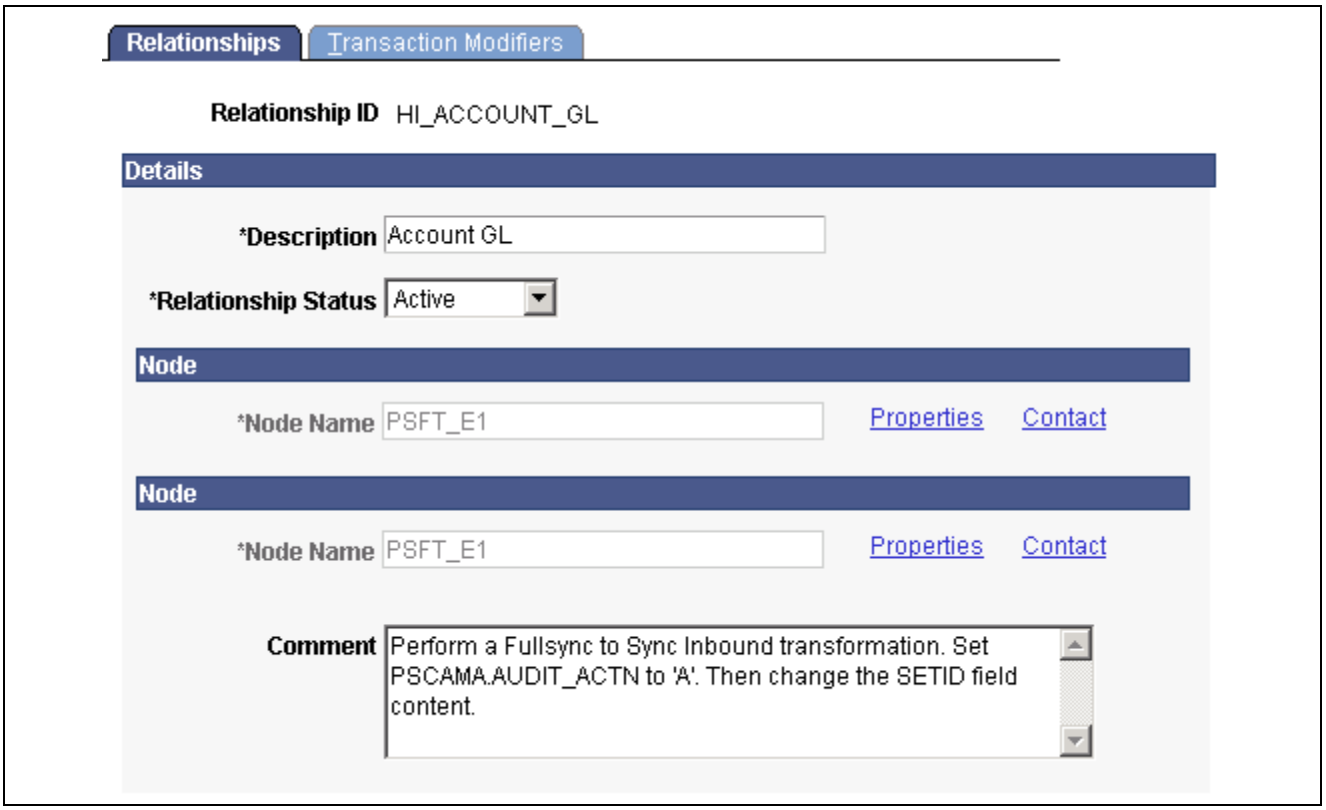
  If the status is *Paused* for any of the listed channels, click *Run* to change the status.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Integration Testing Utilities and Tools

Verifying Relationship Setup

Access the Relationships page.



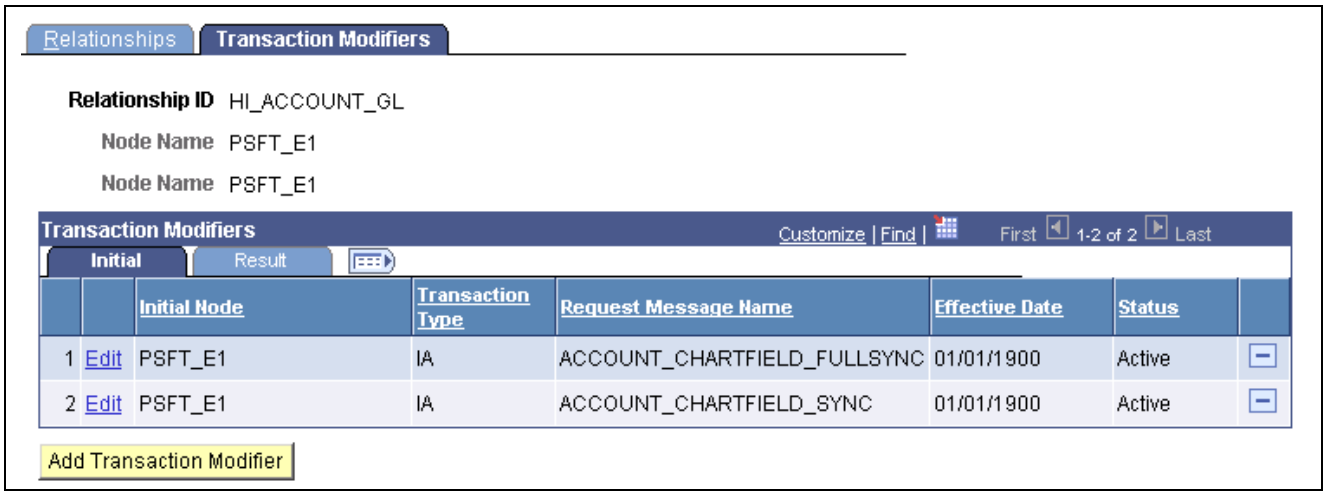
Relationships page

Verify that the relationship status is *Active* for the following relationships:

- HI_ACCOUNT_GL
- HI_BUS_UNIT_GL
- HI_CC_FULL_TO_SYNC
- HI_GP_POST_GL
- HI_MARKET_RATE_REQ

Verifying the Status of Transaction Modifiers

Access the Transaction Modifiers page.



Transaction Modifiers page

You must verify the status of the transaction modifiers for each of the following relationships:

- HI_ACCOUNT_GL
- HI_BUS_UNIT_GL
- HI_CC_FULL_TO_SYNC
- HI_GP_POST_GL
- HI_MARKET_RATE_REQ

To verify the status of the transaction modifiers for each relationship, you must:

1. Access the Transaction Modifiers page.
2. Click the Edit link next to the first transaction modifier listed in the Transaction Modifiers group box.
3. On the page that appears, set the value in the Status field to *Active.*
4. Save the page.
5. Click the Return to Transaction List link to return to the Transaction Modifiers page.
6. Repeat steps 2 through 5 for each transaction modifier listed for the relationship.

Viewing the Data in the PeopleSoft Enterprise HRMS Database

The EnterpriseOne data is automatically imported into the PeopleSoft Enterprise HRMS database tables through subscription to the XML messages that are sent by the EnterpriseOne Integration Server.

This section lists the pages used to review message status and view imported data and discusses how to:

- Create a query to view data imported into the GL business units table.
- Create a query to view data imported into the GL accounts table.

Pages Used to Review Message Status and View Imported Data

Page Name	Object Name	Navigation	Usage
Monitor Message - Overview	AMM_OVERVIEW	PeopleTools, Integration Broker, Monitor Integrations, , Monitor Message, Overview	Review the status of full sync and sync messages. In addition, this page can be used to retrieve currency exchange rates. See Chapter 37, "Integrating with PeopleSoft EnterpriseOne General Ledger," Pages Used to Retrieve Currency Exchange Rates, page 997.
GL Business Unit	BUS_UNIT_TBL_GL	Set Up HRMS, Foundation Tables, Organization, GL Business Unit	View the identifier and description of business units imported into the GL Business Units table.
GL Account Table	GL_ACCOUNT	Set Up HRMS, Common Definitions, ChartField Configuration, Chartfield Values Then select Account.	View the identifier and description of accounts imported into the GL Account table.
View Cost Centers	HPYP_CC_TBL	Set Up HRMS, Common Definitions, GL Integrations, Common GL Objects, View Cost Centers	View cost centers imported into the Cost Center table.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Integration Testing Utilities and Tools

Creating a Query to View Data Imported Into the GL Business Units Table

The GL Business Unit page only provides the IDs and descriptions of the GL business units imported into the GL business units table. To view additional information about the GL business units, such as As of Date and Base Currency, you must create a query using Query Manager.

To create a query to view information from the GL business units table using Query Manager, you must:

1. Select Reporting Tools, Query, Query Manager.
2. Select Create a New Query.
3. Search for the record *BUS_UNIT_TBL_FS.*
4. Click the Add Record link.

   This takes you to the Query page.
5. On the Query page, click the Check All Fields button.
6. Click on the Records page and search for the record *BUS_UNIT_TBL_GL.*

7. Click the Join Record link.
8. Use the default join type, *Join to filter and get additional fields (Standard Join)*.
9. Click on the A= BUS_UNIT_TBL_FS link.
10. Click the Add Criteria button.
11. Select the fields to include in the query.
12. Save the query.
13. Run the query.

    The query returns a list of all GL business units.

Creating a Query to View Data Imported Into the GL Accounts Table

The GL Accounts page only provides the IDs and descriptions of the GL accounts imported into the GL accounts table. To view additional information about the GL accounts, such as currency and account type, you must create a query using Query Manager.

To create a query to view information from the GL accounts table using Query Manager, you must:

1. Select Reporting Tools, Query, Query Manager.
2. Select Create a New Query.
3. Search for the record *GL_ACCOUNT_TBL*.
4. Click the Add Record link.

   This takes you to the Query page.
5. On the Query page, select the fields to include in the query.
6. Save the query.
7. Run the query.

Configuring the Target Product and System

To configure the target product and system, use the Configure Target Product (HPIP_CONFIG_PRD) and Configure Target System (HPIP_TGT_SYS_GL) components.

This section provides overviews of target product and system configuration and account balancing defaults, lists common elements, and discusses how to:

- Configure the target product.
- Configure the target system.

Understanding Target Product and System Configuration

This table defines the terminology used in this section:

Target system	A specific GL installation that is represented by a message node. It indicates to what target system the payroll accounting lines are to be sent, which is the database that runs the general ledger application.
Target product	The target general ledger product to which payroll data is to be posted on the specified target system.

Here is a summary of the configuration steps:

1. Assign processing defaults for a target product on the Configure Target Product page.
2. Associate the target product with a target system by selecting the target product on the Configure Target System page.

   You can enter processing options for the target product on this page. The processing options you enter here override the options you have entered for the target product.
3. Associate the target system with the general ledger business unit by selecting the message node (target system) on the Configure GL Business Unit page.

   This step associates accounting lines with the target system because each accounting line has the general ledger business unit as a required field.

Understanding Account Balancing Defaults

You specify two default configuration options related to account balancing:

- Balance Accounting Lines

  Specify whether or not to balance accounts for the business unit before posting them to general ledger.

  - Selected:

    If you select the balancing option, the posting process calculates whether the debits equal the credits for each business unit.

  - Not selected:

    If you do not select the balancing option, the system does not perform balancing calculations before posting the accounting lines.

- Book to Suspense Account

  If you select the Balance Accounting Lines option, you further specify whether or not to post unbalanced amounts to a suspense account when the credits do not equal debits for a general ledger business unit.

  - Selected:

    If you select this option, you must specify a suspense account number on the Configure GL Business Unit page. When the debits and credits are not equal, the system creates a new accounting line containing the unbalanced amount and the specified suspense account.

- Not selected:

  If you did not select this option and the accounts do not balance, no accounts are posted for the entire run ID and an error message informs you that the amounts for the general ledger business unit do not balance.

  Note. If you select this option but do not specify a suspense account for the general ledger business unit, the system will issue an error message and no accounts will be posted if the accounts do not balance.

  You select the default processing options for the general ledger system on the Configure Target Product page. On the Configure Target System page, you can override the defaults entered on the Configure Target Product page. You can override the target system processing options on the run control page when you run the process to post the accounting lines.

Common Elements Used in this Section

Balance Accounting Lines Select this check box if you want the system to calculate whether the debits equal the credits for each general ledger business unit.

Book to Suspense Account This field is available for entry if you select *Balance Accounting Lines.*

Select *Book to Suspense Account* to post unbalanced amounts to a suspense account when the credits do not equal debits. If selected, you must specify a suspense account number on the Configure GL Business Unit page.

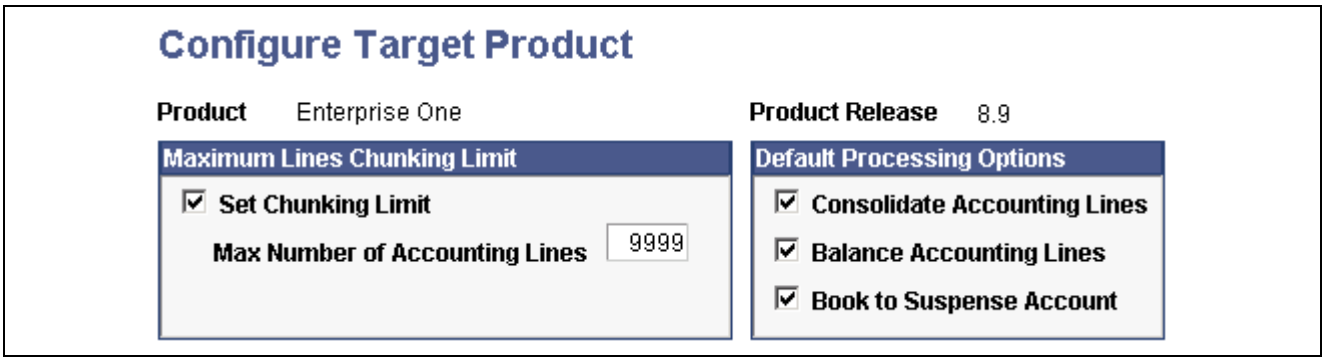
Consolidate Accounting Lines Accounting lines are automatically consolidated for Global Payroll.

Pages Used to Configure the Target Product and System

Page Name	Object Name	Navigation	Usage
Configure Target Product	HPIP_CONFIG_PRD	Set Up HRMS, Common Definitions, GL Integrations, Common GL Objects, Configure Target Product, Configure Target Product	Assign processing defaults for the target product.
Configure Target System	HPIP_TGT_SYS_GL	Set Up HRMS, Common Definitions, GL Integrations, Common GL Objects, Configure Target System, Configure Target System	Select the target product for the target and update the processing options for the target product.

Configuring the Target Product

Access the Configure Target Product page.



Configure Target Product page

Note. The data on this page is delivered as system data; generally, you should not modify this data.

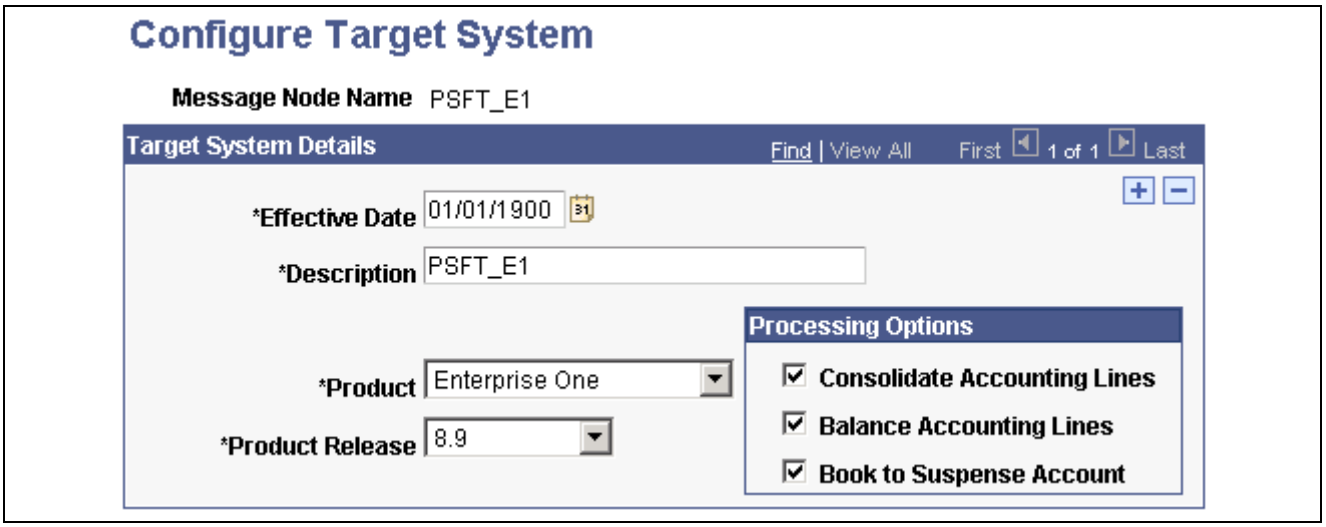
Maximum Lines Chunking Limit

Set Chunking Limit Select if you want the system to chunk the data when the number of accounting lines exceeds the maximum of the target product.

Max Number of Accounting Lines (maximum number of accounting lines) This field is available for entry if you select *Set Chunking Limit.* Enter the maximum number of accounting lines that the target product can accept.

Configuring the Target System

Access the Configure Target System page.



Configure Target System page

When you access the page, select the PeopleSoft Integration Broker node that you defined for the integration with EnterpriseOne. The node represents the target system.

Target System Details

The default processing options that you selected on the Configure Target Product page are the default values on this page. You can update the processing options here. You can also override the processing options on the process run control page when you post the accounting lines.

Product	Select EnterpriseOne as the target general ledger product to which payroll data is to be posted on this target system.
Product Release	Select the release number of the product.

Mapping Cost Centers and Accounts

To map cost centers and accounts, use the Chartfields (GP_GL_CHARTFLD), Element Groupings (GP_GL_GROUP), Account Mapping (GP_GL_MAP), and Chartfields for Cost Center (GP_CC_SETUP) components.

This section provides an overview of cost center mapping for Global Payroll integration with General Ledger and discusses how to:

- Select chartfields for allocating costs to General Ledger.
- Group earnings, deductions, or accumulators for General Ledger processing.
- Map general ledger accounts to chartfield values and element groupings.
- Identify the pay entity chartfield.
- Select chartfields for cost center mapping.
- Map chartfield values to cost centers.

Understanding Cost Center Mapping for Global Payroll Integration with General Ledger

General Ledger requires the cost center identity, which is not part of the standard accounting line data generated by Global Payroll. Therefore, you must map cost centers to the chartfields so that the cost center can be derived and transmitted to EnterpriseOne.

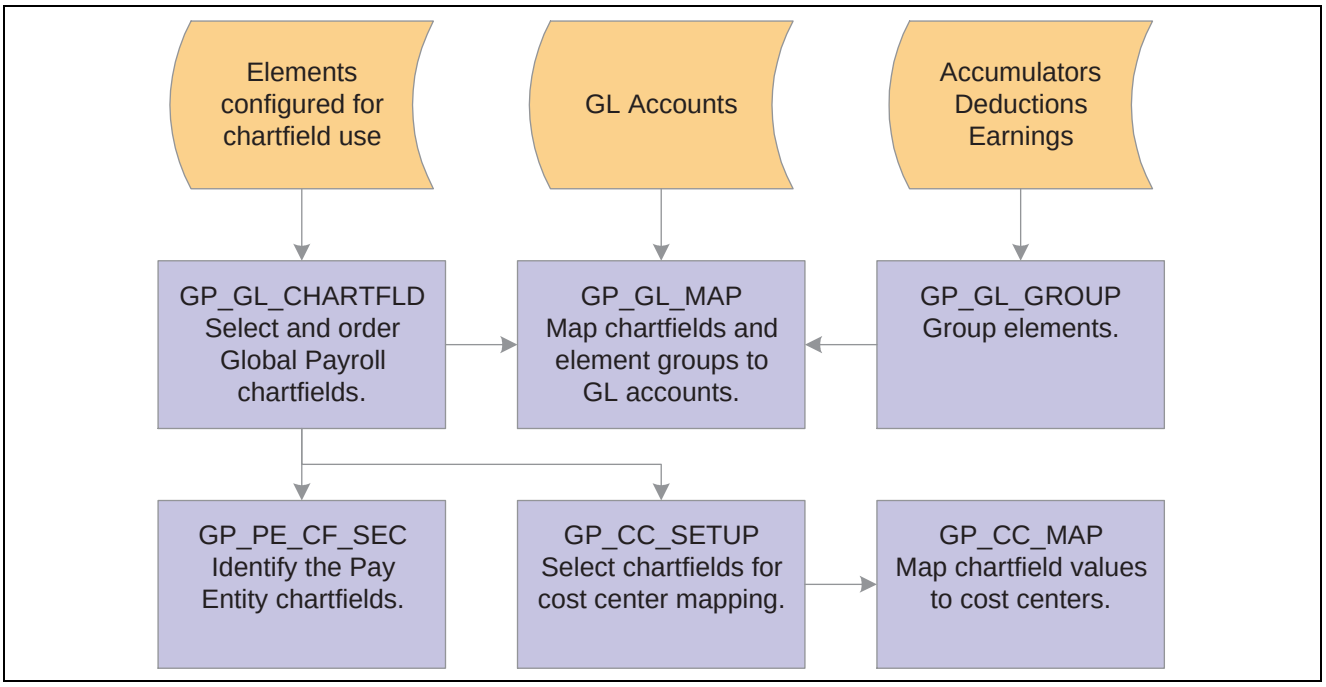
In Global Payroll, chartfields are keyed by pay entity, business unit, and effective date. To derive the cost center, the mapping definition of chartfields to cost centers must also be keyed in the same way. These values are determined by:

- Pay entity: You must set this up using the procedures specified in this section.
- Business unit: This data is directly on the accounting line.
- Effective date: The posting date of the accounting line.

The cost center is derived from the mapping definition for the specified chartfields on an accounting line.

Mapping Process Diagram

This diagram identifies the pages on which the account and cost center mapping tasks are accomplished and indicates the sources of the data used on the pages. Shaded steps are specific to cost center mapping.



Cost center and account mapping for Global Payroll

Mapping Process Steps

Here are more details about the steps for mapping accounts and cost centers to Global Payroll data:

1. Indicate which system and variable elements can be used as chartfields.
    a. For system elements, select the Use As Chart Field check box on the Source and Use page and select a prompt view. For variable elements, select the Use As Chart Field check box on the Variables - Definition page and select a prompt view.
    b. On the Element Name page, select the Store check box.
    c. Include the chartfield elements in the payroll process list.

    Note. The pay entity must be set up as a chartfield. For example, if companies correspond to pay entities in your organization, then the COMPANY element must be set up as a chartfield. Define a new variable for pay entity and configure it as a chartfield if necessary.

2. On the Chartfields page (GP_GL_CHARTFLD), select up to six chartfield elements that apply to a specific business unit and pay entity.

    Note. There are eight chartfields on this page. However, chartfields 7 and 8 are used for cost center mapping during the posting process. Chartfield 7 is overwritten with the controlling area, while chartfield 8 is overwritten with the cost center. No matter what elements you select here for chartfields 7 and 8, the posting that is sent to General Ledger always has the controlling area and cost center in chartfields 7 and 8.

    - You must include the element that you defined as the pay entity chartfield element for every pay entity and business unit.
    - The pay entity chartfield element must be in the same field number position for all pay entities within the business unit.

3. On the Grouping page (GP_GL_GROUP), place earnings, deduction, and accumulator elements into groups.

4. On the Mapping page (GP_GL_MAP), map the element groups and chartfield values to their corresponding general ledger accounts.
5. On the GP Chartfield for Pay Entity page (GP_PE_CF_SEC), identify which chartfield number contains the pay entity element.
6. On the Chartfields for Cost Center page (GP_CC_SETUP), select chartfields for cost center mapping.
7. On the Chartfield Mappings page (GP_CC_MAP), map chartfield values to cost centers.

See Also

Chapter 7, "Defining Calculation Elements," page 131

Chapter 36, "Integrating with PeopleSoft Enterprise General Ledger," page 955

Pages Used to Map Cost Centers and Accounts to the Global Payroll System

Page Name	Object Name	Navigation	Usage
Chartfields	GP_GL_CHARTFLD	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Integration, Chartfields, Chartfields	Select Chartfields for account and cost center mapping.
Grouping	GP_GL_GROUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Integration, Element Groupings, Grouping	For a pay entity and business unit, group similar earnings, deductions, or accumulators so that they can be mapped to general ledger accounts.
Mapping	GP_GL_MAP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Integration, Account Mapping, Mapping	Map General Ledger accounts to a combination of chartfield values associated with a grouping of earnings, deductions, or accumulators.
Chartfields For Cost Center	GP_CC_SETUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Integration, Chartfields for Cost Center, Chartfields For Cost Center	Select Chartfields for cost center mapping.
GP Chartfield for Pay Entity	GP_PE_CF_SEC	Click the Pay Entity Chartfield link on the Chartfields for Cost Center page.	Specify the sequence number of the pay entity Chartfield for the business unit.
Chartfield Mappings	GP_CC_MAP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Integration, Chartfields for Cost Center, Chartfield Mappings	Map Chartfield values to cost centers.

Selecting Chartfields for Allocating Costs to General Ledger

Access the Chartfields page.

To successfully map cost centers, you must select Pay Entity as one of the chartfields on this page. Furthermore, you must set up the Pay Entity element with the same field number for all pay entities within a given business unit.

See Chapter 36, "Integrating with PeopleSoft Enterprise General Ledger," Selecting ChartFields for Allocating Costs to General Ledger, page 960.

Grouping Earnings, Deductions, or Accumulators for General Ledger Processing

Access the Grouping page.

See Chapter 36, "Integrating with PeopleSoft Enterprise General Ledger," Grouping Earnings, Deductions, or Accumulators for General Ledger Processing, page 961.

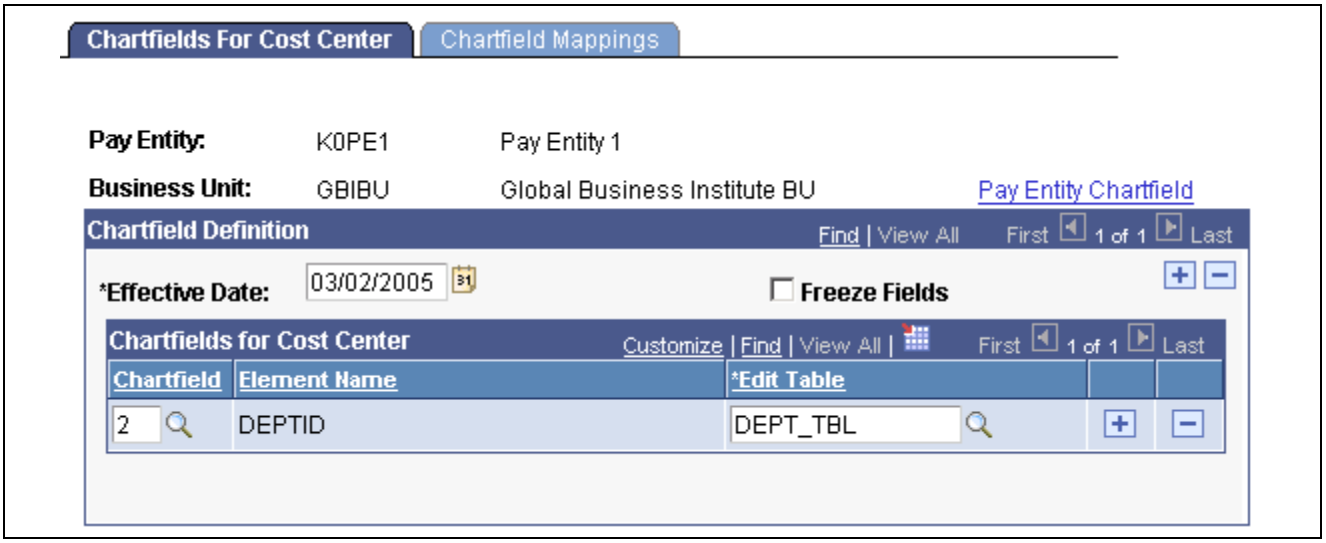
Mapping General Ledger Accounts to Chartfield Values and Element Groupings

Access the Mapping page.

See Chapter 36, "Integrating with PeopleSoft Enterprise General Ledger," Mapping ChartFields and Grouping Codes to General Ledger Accounts, page 962.

Selecting Chartfields for Cost Center Mapping

Access the Chartfields For Cost Center page.



Chartfields For Cost Center page

Pay Entity Chartfield Click this link to access the GP Chartfield for Pay Entity page.

Freeze Fields Select this when you have finished configuring the chartfield setup.

When this check box is selected, all fields on the page become unavailable for data entry. If you later clear this check box, the fields are again available for entry.

Chartfields for Cost Center

Add rows as necessary in this grid to list all of the chartfields that you want to use for mapping cost centers for this pay entity and business unit.

Chartfield Select the field number that you populated with the element name on the Chartfields page.

Element Name The system populates the name of the system element for the chartfield. This is used as a label on the Chartfield Mappings page.

Edit Table Select the record that contains the values for the chartfield.

Identifying the Pay Entity Chartfield

Access the GP Chartfield for Pay Entity page.

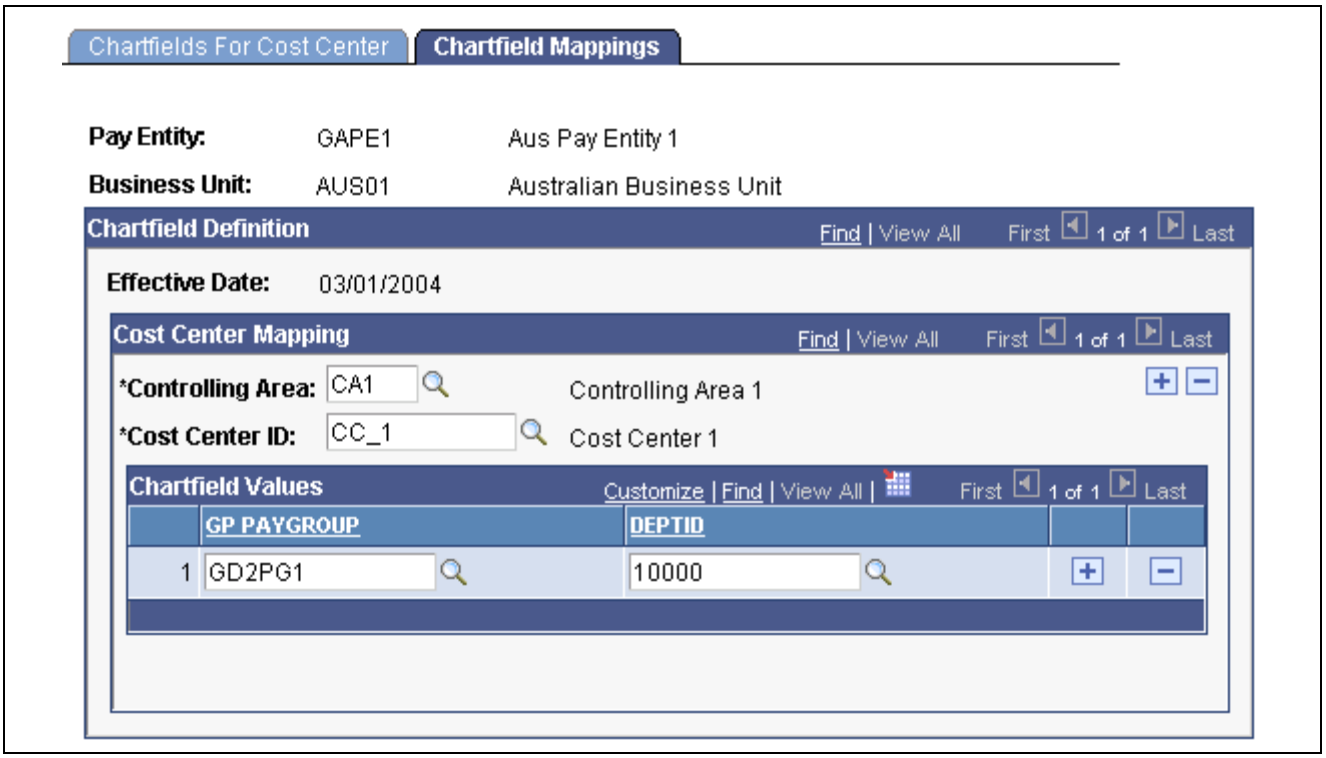
GP Chartfield for Pay Entity page

Chartfield Referring to the Chartfields page, select the field number that corresponds to the pay entity chartfield element.

Note. This value must be the same for all pay entities in the business unit.

Mapping Chartfield Values to Cost Centers

Access the Chartfield Mappings page.



Chartfield Mappings page

The fields on this page are available for entry only if the *Freeze Fields* check box is selected on the Chartfields for Cost Center page.

Effective Date This field cannot be modified on this page.

Controlling Area Select the controlling area to which you want to map the chartfield combinations.

The available values are the company codes entered into the Enterprise Controlling Area table when EnterpriseOne companies were imported into the Enterprise Business Unit GL table.

Cost Center ID Select the cost center to which you want to map the chartfield combinations. The available values are the EnterpriseOne business units that you imported into the Enterprise Cost Center table.

Chartfield Values

Select chartfield values for each chartfield listed on the page. The chartfields are displayed in the order that you specified on the Chartfields for Cost Center page.

The available values for each chartfield are the values in the edit table that you specified for the chartfield on the Chartfields for Cost Center page.

Retrieving Currency Exchange Rates

To retrieve currency exchange rates, use the Request Market Rates (HIE1_MKT_RT_RNCTL) component.

This section provides overviews of the currency market rates integration and currency rounding, and discusses how to request market rates.

Understanding the Currency Market Rates Integration

Currency market rates must be synchronized between the Enterprise payroll systems and the EnterpriseOne financial system, which is the master for market rates. Use the same run control page to either schedule the synchronization or manually request it.

Note. Currency cross referencing must be set up in PeopleSoft EnterpriseOne's XPI Cross-Reference database before you use this process to synchronize market rates.

Here is a brief description of the processing:

1. A Global Payroll user requests market rates, specifying a currency or range of currencies and a date on the run control page.

   The Market Rate Import Application Engine process (HI_MKT_RT) creates the MARKET_RATE_REQ message, converts it to a synchronous message, and publishes it.

2. The Integration Server sends back the MARKET_RATE_SYNC response message containing the market rates available for the specified currency pairs and date.

   Either the multiplier or divisor is populated in the message, based on the calculation method and currency conversion method in the record. The other rate is initialized to 1.0.

3. The Integration Broker subscription to the MARKET_RATE_SYNC message updates the Enterprise Market Rate Data table (RT_RATE_TBL).

   Note. You must set all market rates that you will use in EnterpriseOne and sync up those rates with Enterprise. Processing payroll transactions with currencies for which market rates are set up in Enterprise and not in EnterpriseOne will produce invalid data in EnterpriseOne.

   If a query is made to a currency exchange rate that does not exist in EnterpriseOne for the date specified, no data is returned in the reply.

Understanding Currency Rounding

If you are keeping amounts in different currencies on both the detail and sum (balance) level, there is a potential rounding issue. The problem arises from the fact that the system converts single amounts, sums them up for balancing, and then converts the sum. As a result, the converted amount of the sum does not equal the sum of the single conversions. To prevent this problem, you must select the Balance Accounting Lines check box on the Configure Target Product and Configure Target System pages.

When the Balance Accounting Lines check box is selected:

- All amounts are posted in both the payroll and the GL currency.

  Primarily, balancing is enforced in the payroll currency.

  Note. This is standard processing, whether or not you select the Balance Accounting Lines check box.

- If the payroll currency differs from the GL currency, a new accounting line for rounding adjustment is created for each segment that is sent to GL.

  This prevents rounding differences that might cause the amounts to be out of balance in the GL currency.

- The accounting line is created once per chunk.
- It is created only if the Balance Accounting Lines check box is selected and the payroll currency differs from the currency of the GL business unit.
- The new accounting line contains the rounding adjustment in the GL currency. The amount in the payroll currency is 0.
- The account that is used is the one that the user specified as the suspense account on the setup for the GL business unit.

  If no suspense account has been specified for the GL BU, the rounding adjustment entry does not get created.
- The description field says *Rounding Adjustment Entry.*

See Also

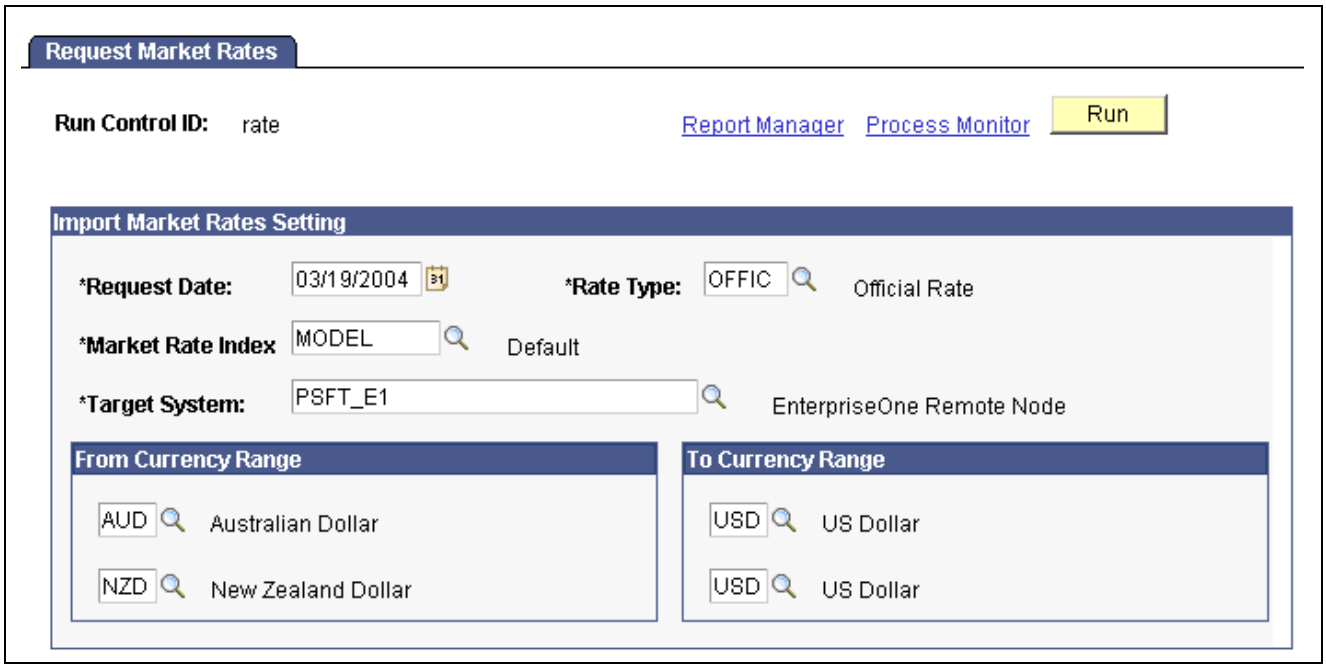
Chapter 37, "Integrating with PeopleSoft EnterpriseOne General Ledger," Understanding Account Balancing Defaults, page 987

Pages Used to Retrieve Currency Exchange Rates

Page Name	Object Name	Navigation	Usage
Request Market Rates	HIE1_MKT_RT_RNCTL	Set Up HRMS, Common Definitions, GL Integrations, Payroll to E1 General Ledger, Request Market Rates, Request Market Rates	Query market exchange rates from the PeopleSoft EnterpriseOne Financials system. Either schedule the request or enter an ad hoc request.
Monitor Message - Overview	AMM_OVERVIEW	PeopleTools, Integration Broker, Monitor Integrations, Monitor Message, Overview	View the message status of the MARKET_RATE_SYNC message.

Requesting Market Rates

Access the Request Market Rates page.



Request Market Rates page

Request Date Enter the current date.

To accommodate requests scheduled through PeopleSoft Process Scheduler, the system overrides the entered request date with the current system date when the request date is in the past. If the request date is the current date or a future date, the system uses the request date.

Rate Type Select the rate type under which the imported values are to be stored in the Enterprise table. Values are established on the Market Rate Data table (RT_TYPE_TBL).

Market Rate Index Select the market rate index under which the imported values are to be stored in the Enterprise table. Values are established on the Market Rate Index table (RT_INDEX_TBL). The default value is *MODEL*.

Target System Select the node that you established for the integration with EnterpriseOne.

From Currency Range Define the alphabetical range of currencies from which you're requesting the exchange rate.

For example, from GBP − RUR.

For a single from currency, select the same currency in both fields.

To Currency Range Define the alphabetical range of currencies to which you're requesting the exchange rate.

For a single to currency, select the same currency in both fields.

For example, to EUR − EUR.

The system retrieves the market rate for each currency code pair that falls alphabetically in the from and to currency ranges that you specify.

See Also

PeopleSoft Enterprise Components 8.9 PeopleBook, Defining and Storing PeopleSoft Market Rates

Preparing and Posting Accounting Lines from Global Payroll to General Ledger

This section provides overviews of the posting of accounting lines and the Global Payroll posting process and discusses how to:

- Generate Global Payroll accounting lines.
- Post Global Payroll accounting lines.
- View the transaction status.
- View log information generated for each segment.
- Reset the Global Payroll accounting transactions.

Understanding the Posting of Accounting Lines

After you process payroll in Global Payroll, you can create the accounting lines and post them as journal entries to General Ledger. A journal entry typically consists of header and line data.

You must first synchronize the market exchange rates between the financials system and the payroll system if your data involves multiple currencies.

The posting framework posts summary GL transactions grouped by GL business unit (Business_Unit_GL). As part of the posting, an Application Engine process prepares the data, creates the message, and publishes to the node that is specified for the GL business unit.

The Integration Server loads the data into the EnterpriseOne Journal Entry Transactions − Batch File table (F0911Z1). The Integration Server sends a reply message stating whether the transactions sent by Global Payroll were successfully posted and loaded into table F0911Z1.

After the data has been loaded into table F0911Z1, you run a batch process to validate the data and to insert the records into the Account Ledger table (F0911). You then post the transactions from table F0911 to the Account Balances table (F0902) just as you would post any other transactions.

If the payroll transactions contain errors in the data, you can:

- Manually correct errors in table F0911Z1 before loading transactions to table F0911.
- Purge table F0911Z1 before loading transactions to table F0911, then reset and rerun the Global Payroll process to post the transactions to General Ledger.

  See Chapter 37, "Integrating with PeopleSoft EnterpriseOne General Ledger," Handling Data Errors in Batch Posting, page 1009.

Understanding the Global Payroll Posting Process

This section discusses:

- Steps for creating and publishing Global Payroll accounting lines.

- The posting process.
- The reset process.

Steps for Creating and Publishing Global Payroll Accounting Lines

These are the steps for creating accounting lines in Global Payroll and publishing them to General Ledger:

1. Calculate and finalize payroll.
2. Run the GL Transaction Creation Application Engine process (GP_GL_PREP) with the Calculate option selected to generate the payroll accounting lines on the GP Accounting Line table (GP_ACC_LINE).

   Note. Do not run the process using the Finalize option. When you select a calendar group ID that integrates with EnterpriseOne, the page does not display the Finalize option.

3. View the Transactions w/o Account (transactions without account) page to check for amounts not associated with accounts and make corrections as necessary.
4. If corrections were made, rerun the GL Transaction Creation process with the Calculate option selected.
5. Run the Finalize Costs for GL Application Engine process (HI_GP_POST) to post the journal entries to General Ledger.
6. Check the status of the posting process in the Process Scheduler process monitor.
7. Check the status of the transaction on the View GL Transaction Status page.
8. If for any reason it is necessary to correct account data after it has been posted:
   a. Run the GL Reset Process Application Engine process (GP_GL_RESET).
   b. Make data corrections.
   c. Repeat steps two through five.

Posting Process Description

When you run the Finalize Costs for GL process, the system performs the following processing steps:

1. Determines the cost center:
   - Determines the controlling area and cost center according to the mapping table setup.
   - Writes the controlling area to chartfield 7 on the accounting line.
   - Writes the cost center to chartfield 8 on the accounting line.
2. Checks debit and credit balances if the balancing option is selected:

   If they do not match, creates a suspense entry if a suspense account is defined for the GL business unit or generates an error without posting accounting lines if the suspense account option is not selected or the account is not defined.

   If the foreign total amount nets to zero and domestic total amount does not, it assumes rounding differences due to currency conversion and forces the domestic amount to net to zero.
3. Creates a separate posting for each GL business unit.

   Each posting is divided into segments according to the chunking limit that is configured on the Target Products page. The segmentation requires definition of the clearing accounts for the GL business unit. If no chunking limit is set for the target product, the program does not segment the postings; in this case it does not check for clearing accounts. Each segment is published with the GP_POST_GL XML message.

Reset Process Description

If the transactions sent to General Ledger are later found to have errors, you might have to run the GL Reset process and repost the transactions.

The GL Reset process:

- Deletes all rows on the Global Payroll Accounting Line Staging table (PS_GP_ACC_LINE_STG), which is invoked during the Finalize Costs for GL process and is the source record for the posting process.
- Resets the GL Finalized indicator fields to *not finalized* on both the Completed GL Stream table (PS_GP_GL_PREP_STRM) and the Calendar Run Definition table (PS_GP_CAL_RUN).

  You must run the GL Reset process before rerunning the GL Transaction Creation process and reposting for the calendar group ID.

See Also

Chapter 37, "Integrating with PeopleSoft EnterpriseOne General Ledger," Understanding Account Balancing Defaults, page 987

Pages Used to Prepare and Post Global Payroll Accounting Lines

Page Name	Object Name	Navigation	Usage
Send Costs to GL	GP_GL_PREPARE	Global Payroll & Absence Mgmt, Time and Labor / GL Costs, Send Costs to GL	Create payroll accounting lines in the GP Accounting Line table.
Transactions w/o Account	GP_GL_NO_ACCT	Global Payroll & Absence Mgmt, Time and Labor / GL Costs, Review GL Costing w/o account, Transactions w/o Account	View transactions that were not assigned a General Ledger account by the calculate phase of the GL Transaction Creation Application Engine process. See Chapter 36, "Integrating with PeopleSoft Enterprise General Ledger," Viewing Transactions without General Ledger Accounts, page 968.
Finalize Costs for GL	HPIP_GP_FINALIZE	Global Payroll & Absence Mgmt, Time and Labor / GL Costs, Finalize Costs for GL, Finalize Costs for GL	Prepare the accounting lines for posting and post them to General Ledger.
View Transaction Status	HPIP_PRCS_STAT	Global Payroll & Absence Mgmt, Time and Labor / GL Costs, View GL Transaction Status, View Transaction Status	View the transaction status of the posting process.
View Process Parameters	HPIP_PRCS_PAR_SEC	Click the Process Parameters link on the View Transaction Status - Transaction Details tab.	View a summary of the process instance information and view the parameters used to run the process that generated the process instance.

Page Name	Object Name	Navigation	Usage
View Detail Transactions	HPIP_PRCS_SEG_SEC	Click the Detail Transactions link on the View Transaction Status - Transaction Details tab.	View log information generated for each segment.
View Transaction Parameters	HPIP_SEG_PAR_SEC	Click the Transaction Parameters link on the View Transaction Details page.	View a summary of the segment information and view the GL business unit for which the segment was posted.
View Accounting Line Data	HPIP_PRCS_DATA_SEC	Click the Accounting Line Data link on the View Transaction Status - Transaction Details tab.	View a summary of the accounting line data that was posted by the process.
Process Message Log	HPIP_PRCS_MSG_SEC	Click the Message Log link on the View Transaction Status - Transaction Details tab.	View messages generated during the Application Engine process. The information on this page matches that provided by the View Messages functionality in Process Monitor.
Reset GL	GP_GL_RESET	Global Payroll & Absence Mgmt, Time and Labor / GL Costs, Reset GL	Run the GL Reset process before rerunning the GL Transaction Creation process when reposting is necessary due to errors.

Generating Global Payroll Accounting Lines

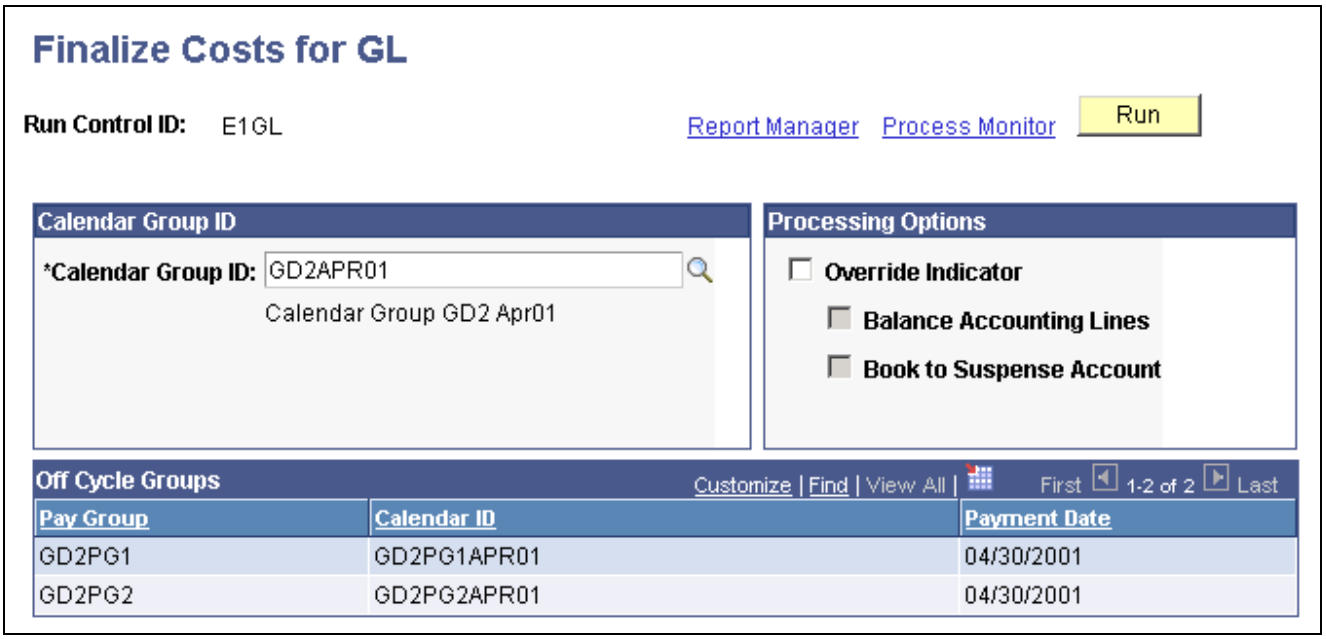
Access the Send Costs to GL page.

Note. Do not run the process using the Finalize option for the integration with General Ledger; the Finalize option is not available if the selected calendar group ID integrates with EnterpriseOne. Use the GL Finalize for E1 page to finalize the GL processing.

See Chapter 36, “Integrating with PeopleSoft Enterprise General Ledger,” Publishing Payroll Data to General Ledger, page 967.

Posting Global Payroll Accounting Lines

Access the Finalize Costs for GL page.



Finalize Costs for GL page

Override Indicator Select to override the default balance options set for the target product on the Configure Target System page. The other fields in this group box are available for entry only if *Override Indicator* is selected.

Balance Accounting Lines Select this check box if you want the system to calculate whether the debits equal the credits for each general ledger business unit.

Book to Suspense Account This field is available for entry if you select *Balance Accounting Lines.*

Select *Book to Suspense Account* to post unbalanced amounts to a suspense account when the credits do not equal debits. If selected, you must specify a suspense account number on the Configure GL Business Unit page.

Checking the Process Status and Message Log

Even if the process runs successfully, there might be functional problems with validation, balancing, or chunking. To determine whether there are problems:

1. Access Process Monitor.
2. Enter criteria to filter the data displayed and click *Refresh.*
3. Verify that the HI_GP_POST Application Engine process status is *Success.*
4. Click *Details* for the process instance.
5. Click *Message Log.*
   - Check for messages about errors.
   - If needed, identify the calendar group ID processed in the process instance.

Resolving Process Monitor Message Log Errors for the Posting Process

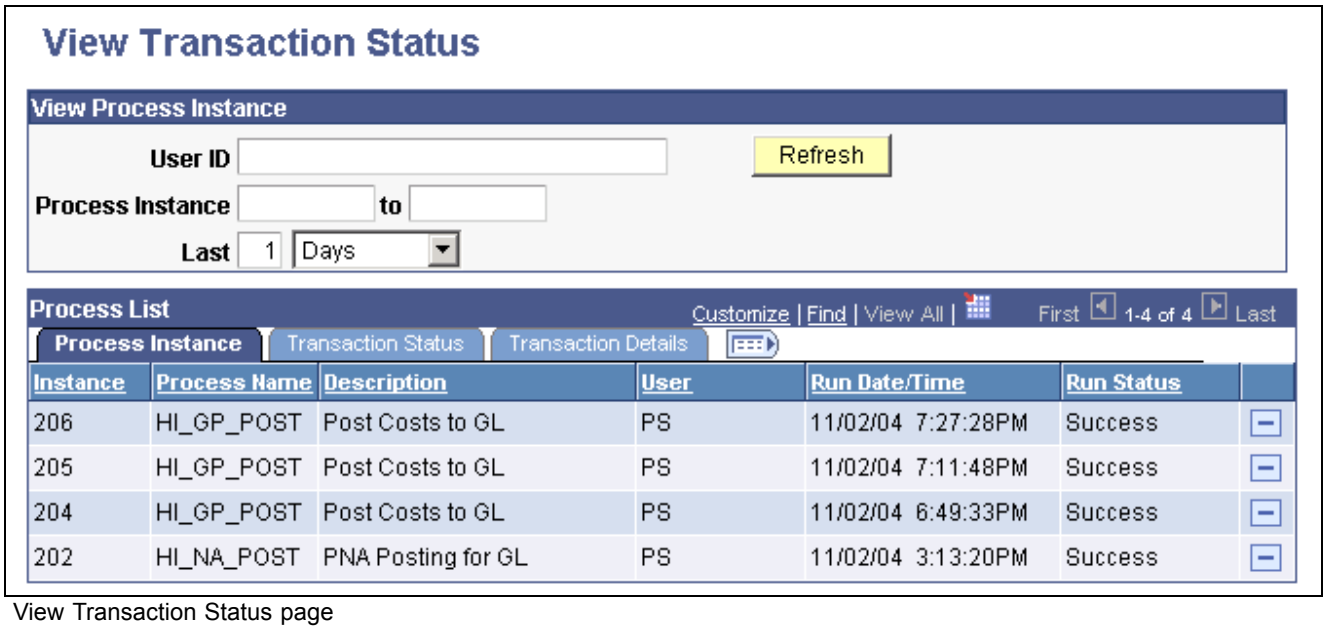
Problem	Solution
Validation failure caused no accounting lines to be posted to general ledger even though the posting status is *Success*.	Correct the issue reported in the error message and rerun the posting process.
Balancing failure caused no accounting lines to be posted to general ledger even though the posting status is *Success*.	Verify that both of the following are true: • Book to Suspense Account is selected on the posting process run control page. • The suspense account is assigned on the Configure GL Business Unit page. Rerun the posting process after correcting the settings.
Chunking failure caused no accounting lines to be posted to general ledger even though the posting status is *Success*.	Verify that the clearing account is specified on the Configure GL Business Unit page. Rerun the posting process after entering the clearing account.

See Also

Chapter 37, "Integrating with PeopleSoft EnterpriseOne General Ledger," Understanding Account Balancing Defaults, page 987

Viewing the Transaction Status

Access the View Transaction Status page.



View Transaction Status page

Note. As you continue to post accounting lines, the Transaction Status tables can grow significantly, since each posting process writes data to these tables. These tables are not automatically purged. To purge data from these tables, you can click the Delete button to delete one or more rows. After you delete a row on this page, the data displayed in the Process Parameters, Detail Transactions, and Accounting Line Data pages is also purged when you save the View Transaction Status page.

View Process Instance

Use the fields in this group box to select the process instances to view. The page automatically displays the process instances from the last day.

User ID Enter a user ID to view only process instances associated with that ID.

Process Instance If you know the process instance numbers for the process instances you want to view, enter the numbers.

Last Enter a quantity and then select the associated duration (days, hours, or minutes). If you want to see all results, select *None*.

Refresh After you have entered criteria, click this button to refresh the information that appears Process List group box.

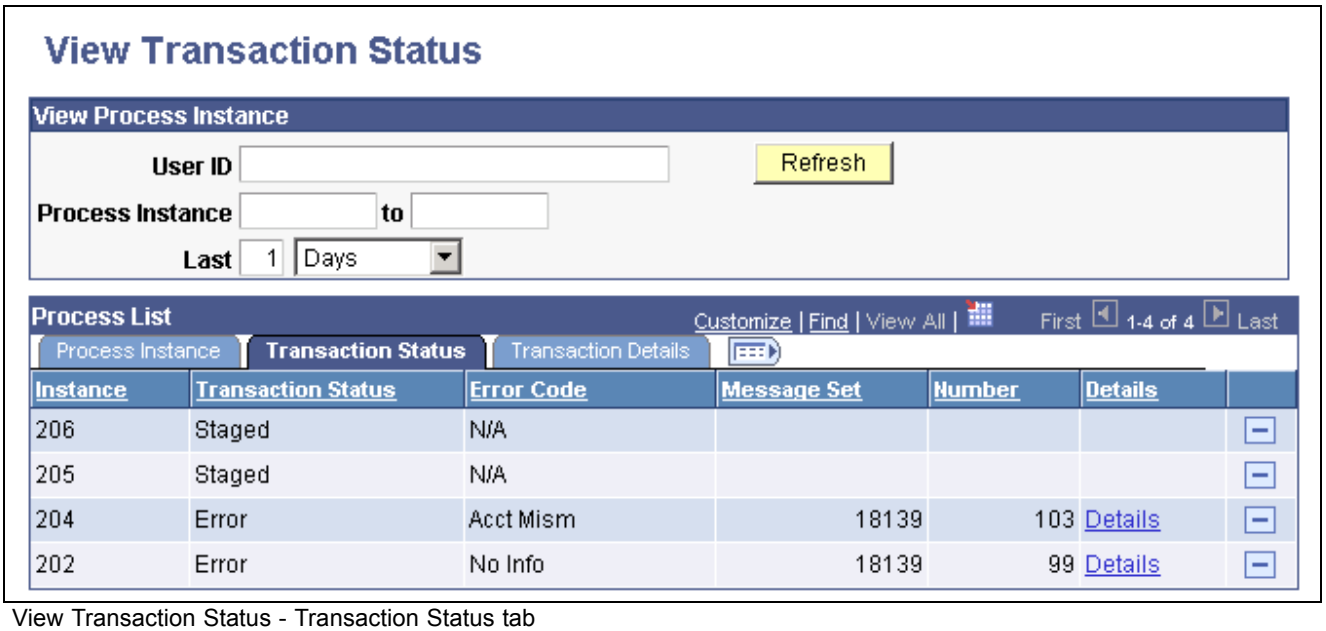
Process Instance

Select the View Transaction Status - Process Instance tab.

The fields on this tab display the same information as the Process Monitor.

Transaction Status

Select the View Transaction Status - Transaction Status tab.



View Transaction Status - Transaction Status tab

Transaction Status Displays the status of the overall posting transaction. A posting transaction can include multiple segments (or chunks). Each of these segments has a separate status value, which can be viewed on the View Detail Transactions

page. The status of the overall transaction is *Success* if all segments have a status of *Success*. The status of the overall transaction is *Error* if one or more segments have a status of *Error*.

Values include:

Success

Error

Processing

Staged

Error Code Displays the source of the error on the process level, if the posting transaction encountered an error. Values include:

Account Number Mismatch: The account number of one of the lines of the payroll transaction does not match an account number previously assigned and cross-referenced during the Account initial or incremental load. No insert into the Z1 staging table was attempted.

Inserting Error: The insert of the lines of the payroll transaction into the Z1 staging tables failed due to some problem, such as a primary key was omitted. No lines were inserted into the Z1 staging table.

Processing Error: An error occurred during the posting process or the subsequent message processing in Integration Broker. See the Process Monitor or the Message Monitor for more information.

No Information Available: No information is available on the source of the error.

Validation Failed: One of the validations performed by the posting process has failed. See the Process Message Log page for more information.

Integration Broker Error: The message could not be published by Integration Broker. Review the setup described in the Setting Up the Integration in the Enterprise Database section to verify that it is complete and correct.

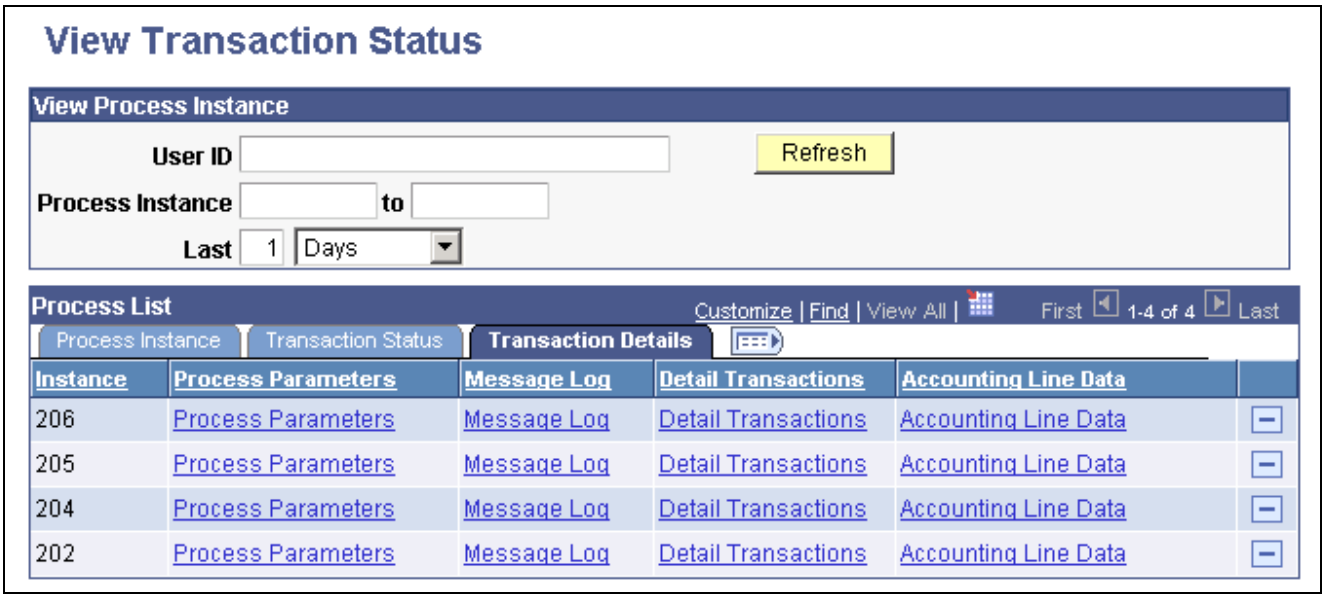
Segment Error: One of the segments of this posting has an error. See the View Detail Transactions page for more information.

Unknown Return Code: The return code sent by General Ledger could not be interpreted. See the Message Monitor for more information on the return message.

Message Set, Number and **Details** Displays a message that explains the status of the posting transaction. If there is a message set and number, click the Details link to view the associated message.

Transaction Details

Select the View Transaction Status - Transaction Details tab.



View Transaction Status - Transaction Details tab

Each posting that exceeds the maximum number of accounting lines, as specified for the target product, is separated into multiple segments. Each segment is published as an individual message by the Integration Broker. Use this page to view the status and information related to the individual segments.

Process Parameters Click to access the View Process Parameters page.

Message Log Click to access the Process Message Log page.

Detail Transactions Click to access the View Detail Transactions page.

Accounting Line Data Click to access the View Accounting Line Data page.

Return Code Errors

If the return code on the View Transaction Status page is *Account Number Mismatch* or *Inserting Error* and no accounting lines were inserted into the Z1 staging table, follow this procedure:

1. The finance office administrator locates and sends to the payroll office administrator the Enterprise process instance ID from the Transaction Number field on the Work With Store & Forward Journal Entries page.
2. The payroll office administrator accesses the View Transaction Status page and searches for the affected process instance using the fields in the View Process Instance group box.

   Once the payroll office administrator locates the affected process instance, he or she should:

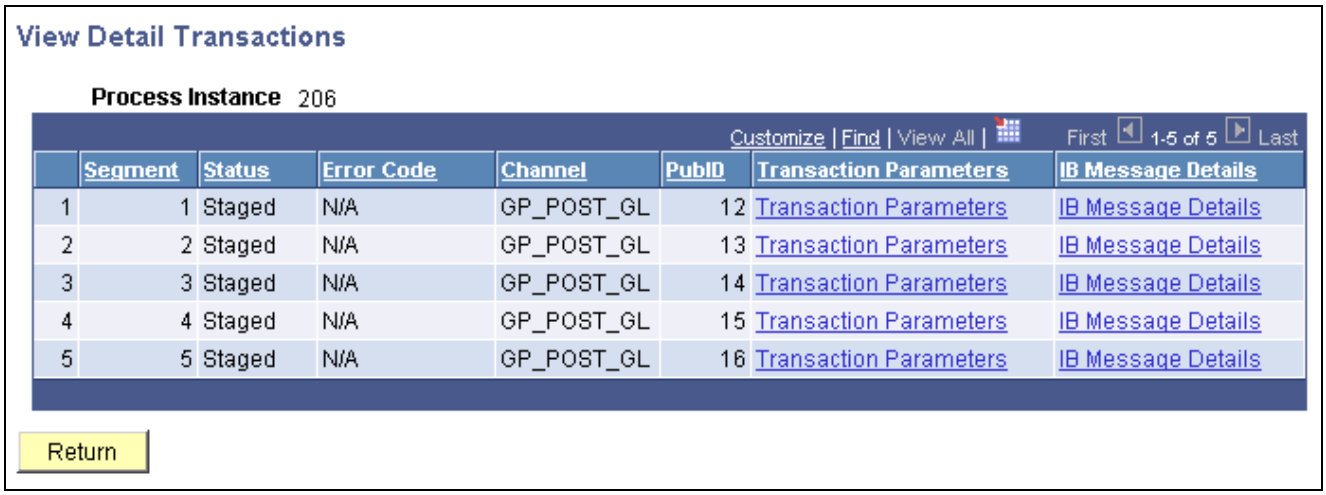
   a. Click the Transaction Details tab.

   b. Click Process Parameters.

   c. Note the affected calendar group ID from the View Process Parameters page.
3. The payroll office administrator resets and reruns the general ledger processing for the calendar group ID.

Viewing Log Information Generated for Each Segment

Access the View Detail Transaction page.



View Detail Transaction page

Segment and **Status** — Displays the segment number and status for each segment.

Error Code — If an error occurred at the segment level, this field displays an error code identifying the problem.

Channel — Displays the message channel on which the posting or rate request message was published.

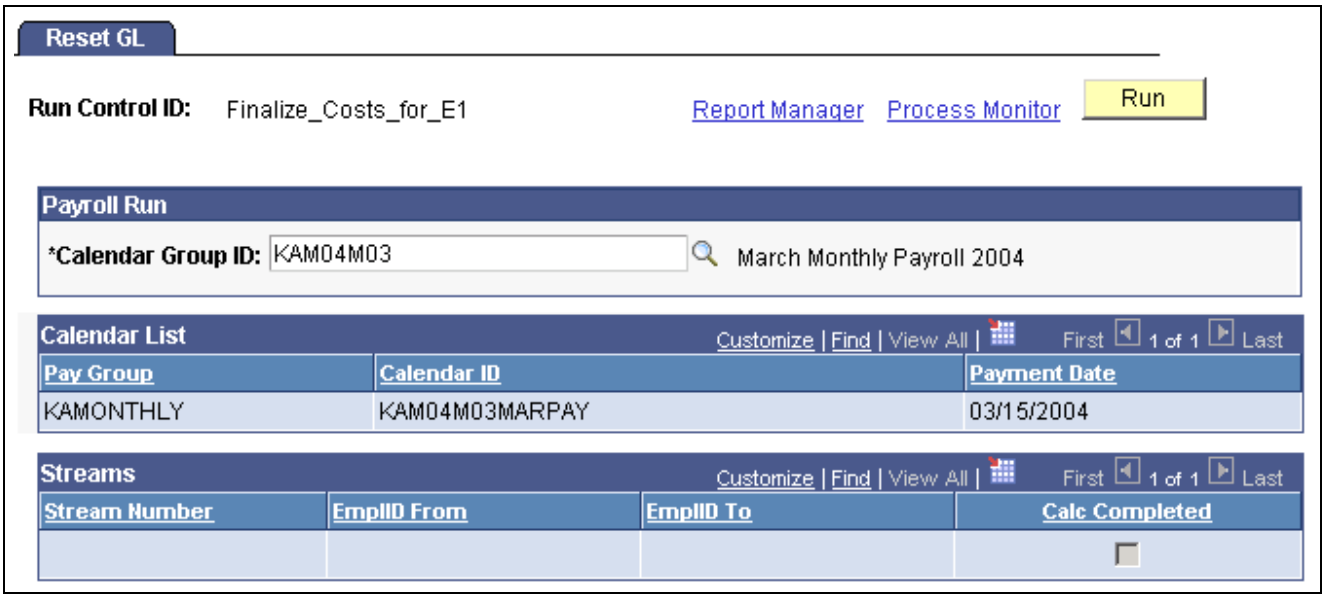
Pub ID (publication identifier) — Displays the publication identifier for the posting or rate request message.

Transaction Parameters — Click to view a summary of the segment information. You can also view the target system to which the posting was placed or from which the rates were retrieved.

IB Message Details — Click to open a new window displaying the Message Details page for the message instance of this segment.

Resetting the Global Payroll Accounting Transactions

Access the Reset GL page.



Reset GL page

Note. Use this process only if it is necessary to repost the transactions because they were originally sent with errors. After resetting, correct the data errors and repeat GL processing.

Calendar Group ID Select the calendar group for which you want to reset the GP GL interface processing. Resetting applies to the entire calendar group.

The remaining fields on the page are for information only; you cannot enter or alter the data.

Handling Data Errors in Batch Posting

This section provides an overview of data error handling and discusses how to:

- Identify data to be purged and reprocessed.
- Reset and repost the payroll accounting lines.

Understanding Data Error Handling

This section discusses:

- Data error possibilities.
- Data error correction procedures.

Data Error Possibilities

The following are some reasons that data error handling would be required:

- The payroll office might discover errors in the accounting lines after posting the data to General Ledger.
- When you run the Journal Entries Batch Processor program (R09110Z) in EnterpriseOne, the system validates the specific combinations of account code and cost center and might detect an invalid account number.

The accounting lines sent to General Ledger from Global Payroll applications contain an account code and a cost center. The Enterprise account code corresponds to the object and subsidiary in EnterpriseOne, while the Enterprise cost center corresponds to the EnterpriseOne company.

Because the account number in EnterpriseOne consists of a combination of the business unit, object, and subsidiary, the combination of the Enterprise account code and cost center might produce an EnterpriseOne account number that is invalid.

For example:

- It might use a cost center in Enterprise that does not correspond to a valid EnterpriseOne company.
- If the EnterpriseOne company contains two or more accounts with the same object and subsidiary, but different business units, the integration might produce the wrong EnterpriseOne business unit, object, and subsidiary combination.

Data Error Correction Procedures

When errors are discovered:

- The finance office administrators and payroll office administrators must communicate to coordinate the method of handling the errors and to identify the data to be corrected.
- The payroll office administrators might need to correct errors in the payroll setup.

  For example, if the account code and cost center are generating an invalid EnterpriseOne account number, you might need to book the amounts to a different account code or cost center in Enterprise.
- The finance office administrators might need to redistribute the amount to the correct account in EnterpriseOne.

  For example, the account code and cost center are correct in Enterprise, but amounts are booked to the wrong account number in EnterpriseOne because two or more EnterpriseOne accounts have the same object and subsidiary, but different business units in the same company.

Errors in the payroll data that has been posted to general ledger can be handled in one of two ways:

- Correct errors in the tables in the EnterpriseOne database.
- Purge the records that contain errors from the EnterpriseOne database and request the administrators of the Enterprise payroll application to:
  1. Reset the general ledger posting process.
  2. Correct the errors in the payroll setup.
  3. Rerun general ledger processing and repost the results.

     You would use this method if the errors were too numerous to be corrected in table F0911Z1.

Identifying Data to be Purged and Reprocessed

If reprocessing of payroll data is required, the finance office administrators and payroll office administrators must communicate to identify the data to be reprocessed. This section discusses how to locate data to be purged or reprocessed:

- When the requirement initiates in the finance office.
- When the requirement initiates in the payroll office.

Finance Office Initiates

If the data correction requirement is initiated in the finance office:

1. The finance office administrator:
    a. Locates the Enterprise process instance ID from the Transaction Number field on the Work With Store & Forward Journal Entries page.

       The transaction number on this page is the Enterprise process instance ID.

       See *PeopleSoft EnterpriseOne 8.11 Application Integrations with PeopleSoft Enterprise Applications, "Using the PeopleSoft Enterprise Payroll to PeopleSoft EnterpriseOne General Ledger Integration," Processing PeopleSoft Enterprise Payroll Data in PeopleSoft EnterpriseOne General Ledge , Locating Payroll Batch Transactions in PeopleSoft EnterpriseOne*
    b. Communicates the process instance ID number to the payroll office administrator.
2. The payroll office administrator views the View Transaction Status page for the process instance to determine the affected calendar group ID.

Payroll Office Initiates

If the data correction requirement is initiated in the payroll office:

1. The payroll office administrator:
    a. Views the View Transaction Status page to determine the process instance ID associated with the calendar group ID that requires reprocessing.
    b. Communicates the process instance ID number to the finance office administrator.
2. The finance office administrator uses the process instance ID number to locate the payroll batch process transaction on the Work With Store & Forward Journal Entries page.

   The payroll process instance ID is the same as the transaction number in this page.

Resetting and Reposting the Payroll Accounting Lines

If EnterpriseOne purges the batch of F0911Z1 records, the Enterprise payroll application administrator must be notified to reset the general ledger processing and repost the accounting lines.

CHAPTER 38

Integrating with PeopleSoft Enterprise Time and Labor

This chapter provides an overview of how to compensate employees in Global Payroll for time reported through Time and Labor and discusses how to:

- Configure Global Payroll to work with Time and Labor.
- Run a payroll with Time and Labor data.
- Update the payable status of payable time entries.
- Share work schedules with Time and Labor.

Understanding How to Compensate Employees in Global Payroll for Time Reported Through Time and Labor

This section discusses:

- Tasks performed by Global Payroll after integration.
- How Time and Labor creates payable time.
- What happens when you start a pay run.
- Planning considerations.

Tasks Performed by Global Payroll After Integration

Time and Labor tracks the time that payees work and generates payable time that can be processed by payroll systems such as Global Payroll. If your organization uses Time and Labor with Global Payroll, you can process payable time during your pay runs, transmit cost data back to Time and Labor after a pay run, and share employee schedules.

Once you configure your systems to work together, Global Payroll:

- Makes approved absence data available to Time and Labor so that it can be evaluated by the rules process that Time and Labor uses to create payable time for cost evaluation.
- Loads payable time into Global Payroll when you start the Calculate phase of a pay run.
- Treats payable time as positive input, meaning that all rules that apply to positive input also apply to payable time.
- Processes payable time for the current period or an offsetting period.

- Sends cost data back to Time and Labor after a pay run is complete so that the data can be distributed across payable time entries and sent to PeopleSoft Projects and other applications.

Note. When using Time and Labor with Global Payroll, enter all absence events in Global Payroll (not in Time and Labor). Absence events populate both the Absence Event Definition table (GP_ABS_EVENT) that is used during the Absence Take process and the Global Payroll Absence Event Work Record table (GP_ABS_EVT_WRK) that is used by the Time Administration process in Time and Labor.

See Also

PeopleSoft Enterprise Time and Labor 8.9 PeopleBook, "Integrating with Payroll Applications," Integrating with Global Payroll

Chapter 17, "Working with Positive Input," page 409

How Time and Labor Creates Payable Time

Each incident of time that is reported in Time and Labor is associated with a time reporting code (TRC) that identifies its type (for example, regular or meeting), units, currency, and other attributes. You can also assign task codes to each time entry, enabling your organization to track time at a finer level of detail—by product, location, and other categories. In addition, you can track the accounting information that flows between Time and Labor and Global Payroll. Integrating Time and Labor with Global Payroll requires that you map earnings, deduction, and absence take elements to TRCs. You might also need to map supporting elements or variable task codes, and chartfields.

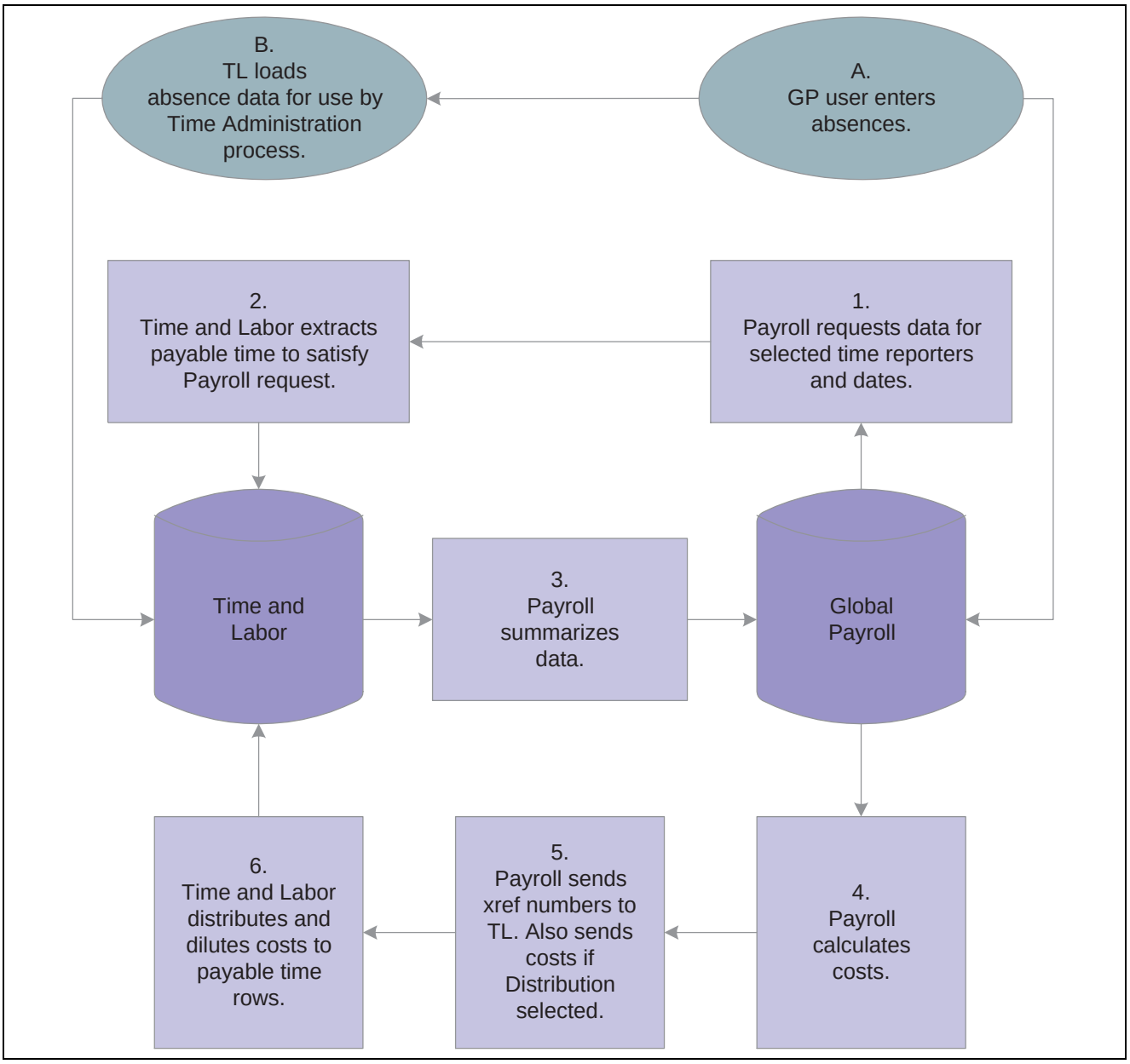
Time that is reported in Time and Labor must be converted to *payable time* before it can be sent to a payroll system for processing. The payable time must also have a *payable status* to indicate that it is ready for processing. The Time Administration process in Time and Labor creates payable time that's ready for payroll processing by applying a set of user-defined rules to time entries based on their TRCs. It can apply rules for overtime, holiday pay, guaranteed hours, consecutive days, and other situations.

What Happens When You Start a Pay Run

During the Calculate phase of a pay run, Global Payroll retrieves payable time that's ready for processing from Time and Labor. The first time that the Calculate phase runs, Global Payroll processes all payees that are identified in the current calendars. During subsequent runs, Global Payroll creates an iterative trigger and a retroactive trigger for each instance of payable time that has changed and reprocesses only the payees that are in error or have iterative triggers. Payable time is retrieved each time the payroll is run.

After a pay run is finalized, you start an update process that updates the payable time entries in Time and Labor. This process also invokes the Labor Distribution and Labor Dilution processes in Time and Labor, if you have elected to use those features. If you are not using labor distribution, Global Payroll sets the status of payable time entries to CL (closed).

The following flowchart illustrates the interactions between Global Payroll and Time and Labor:



Integration between Global Payroll and Time and Labor

Note. Absence data that is sent to Time and Labor is not used to compensate payees for absences. Global Payroll calculates payee compensation for absences and, when the labor distribution feature is used, sends the resultant amounts back to Time and Labor after a pay run is finalized.

Planning Considerations

Both Global Payroll and Time and Labor are rules-based systems that are capable of carrying out some of the same types of rules. Before integrating the two products, think carefully about which rules you want each system to apply. In general:

- Define rules that calculate payable *time,* including overtime, shift differentials, and other special situations, in Time and Labor.
- Define rules that calculate *pay* in Global Payroll.

Also decide on a strategy for mapping time reporting codes to earning elements. For example, you might map a TRC to an earnings element that does not accumulate to gross pay. This enables you to use a separate rule to calculate the costs that are associated with a TRC but do not contribute to gross pay, such as an employer-paid health insurance premium. You might use the same approach for salaried employees, where the hours that are reported by Time and Labor are not used in the payroll calculation, but are used for costing.

To summarize:

- Define one earnings element that accumulates to gross.

  This is the earnings element that the payroll process uses to calculate a payee's payslip. Do not map this element to a TRC.

- Define a second earnings element that does not contribute to gross pay.

  This earnings element is used for costing purposes only and, in addition to the payee's salary, can include overhead costs or any costs that you want to add. Map this element to a TRC so that accurate cost data is returned to Time and Labor and made available to the cost accounting, planning, or budgeting application.

Note. For hourly workers and in other situations where you do want the second earning elements to add to gross pay, you can map a TRC to a second earnings element that accumulates to gross pay.

Configuring Global Payroll to Work with Time and Labor

To configure Global Payroll to work with Time and Labor, use the Task Code Map (GP_TL_TASK_ELEM) and Chartfield Code Map (GP_TL_CHART_ELEM) components.

This section discusses how to:

- Map tasks to supporting elements.
- Map chartfields to variables.
- Map TRCs to run types.
- Create triggers for payable time.

See Also

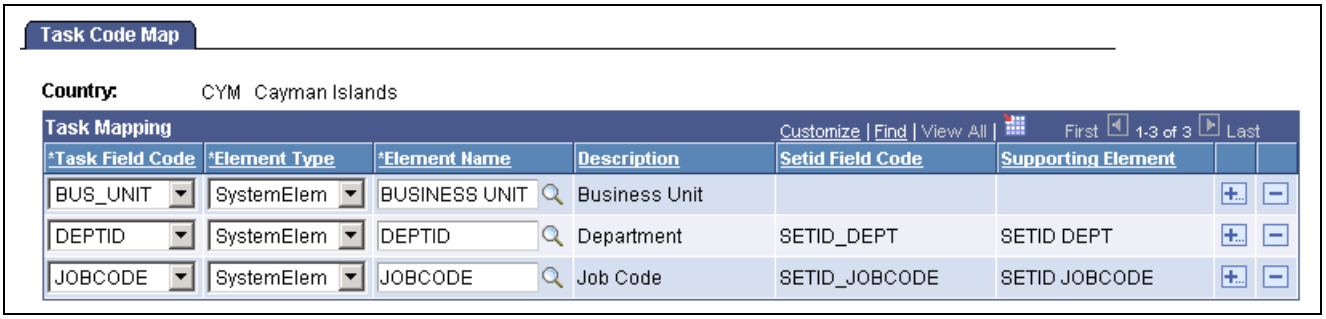
PeopleSoft Enterprise Time and Labor 8.9 PeopleBook

Pages Used to Configure Global Payroll to Work with Time and Labor

Page Name	Object Name	Navigation	Usage
Task Code Map	GP_TL_TASK_ELEM	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Integration, Task Code Map	Map task codes that are defined in Time and Labor to supporting elements that are defined in Global Payroll.
Chartfield Code Map	GP_CHART_ELEM	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Integration, Chartfield Code Map, Chartfield Code Mapping	Map chartfields that are defined in Time and Labor to chartfield variables that are defined in Global Payroll.
Run Types	GP_RUN_TYPE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Run Types	Define a run type to identify a payroll or absence run and associate Time and Labor TRCs and Variable Compensation earnings.
Trigger Definition	GP_TRGR_SETUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Triggers, Trigger Definition	Define trigger types, record levels and associated fields and link to event IDs.

Mapping Tasks to Supporting Elements

Access the Task Code Map page.



Task Code Map page

Tasks define companies, business units, products, departments, and other entities to which payees can report time.

If you don't map task entities, Global Payroll calculates costs at the earning and deduction level only and cannot supply Time and Labor with a cost breakdown by task. You can create a separate mapping scheme for each country in which your organization operates.

Task Mapping

Insert a row for each Time and Labor element that you want to load into Global Payroll. During the bundling process, Global Payroll consolidates instances of payable time that share the same values for the entities that you select. For example, if you select *BUS_UNIT* in the Task Field Code field, instances of payable time that share the same business unit are bundled at the start of the pay run.

Task Field Code Select the Time and Labor entity to map to a supporting element. Values are:

BUS_UNIT (business unit), *COMBO_CD* (combination code), *COMPANY, COUNTRY, DEPTID* (department ID), *JOBCODE, LOCATION, PRODUCT, RATE_VAL* (rate value), *STATE, TASK,* and *USERFIELD1 to 5*.

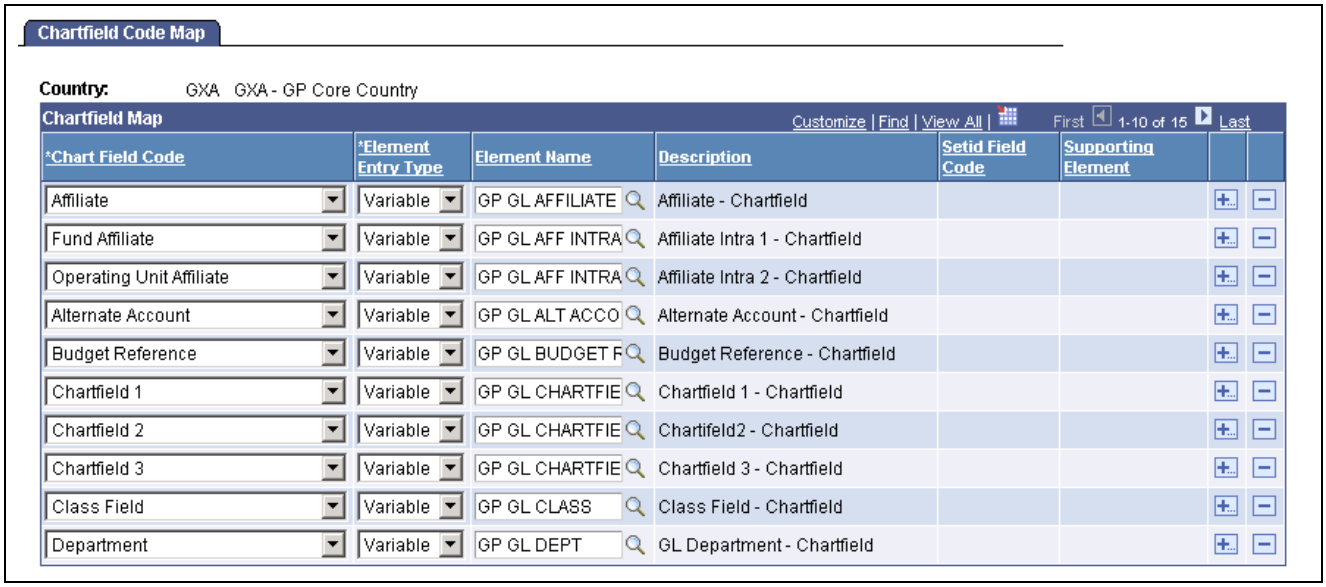
Element Type Select the type of element to which the task code is mapped. Values are: *Variable* and *SystemElem* (system element).

Element Name If you selected *DEPTID, LOCATION,* or *JOBCODE* as the task field code and *SystemElem* as the element type, the name of the element that retrieves the value of the task entity appears in this field. Otherwise, select the name of the element that you are mapping the task to. You can select from system or variable elements only, depending on the value in the Element Type field.

Setid Field Code and **Supporting Element** If you selected *DEPTID, LOCATION,* or *JOBCODE* as the task field code and *SystemElem* as the element type, the system displays the setID field code that is associated with the element and the name of the system element that's associated with the setID field code, respectively.

Mapping Chartfields to Variables

Access the Chartfield Code Map page.



Chartfield Code Map page

Global Payroll delivers variables to represent each of the Time and Labor chartfields:

- GP GL PRODUCT
- GP GL PROJECT
- GP GL DEPT
- GP GL FUND
- GP GL PROGRAM
- GP GL CLASS
- GP GL AFFILIATE

- GP GL ALT_ACCOUNT
- GP GL BUDGET_REF
- GP GL CHARTFIELD1
- GP GL CHARTFIELD2
- GP GL CHARTFIELD3
- GP GL AFF_INTRA1
- GP GL AFF_INTRA2

This page enables you to map the PeopleSoft standard configuration chartfields to these delivered chartfield variables. This mapping enables Global Payroll to send and receive chartfield information for payable time. You can create a separate mapping scheme for each country in which your organization operates.

Note. The system can publish a maximum of eight mapped chartfields to PeopleSoft Enterprise General Ledger. Therefore, we recommend that you add no more than eight chartfields to each mapping scheme.

Chartfield Code Enter the Time and Labor chartfield to map to a variable.

Element Entry Type Select the type of element to which the chartfield is mapped. Values are:

Variable: User-created variable. For example, you may decide to rename GP GL CHARTFIELD1 so that the name matches the information contained in the field.

SystemElem (system element): PeopleSoft standard configuration chartfields.

Element Name Select the name of the variable to which you are mapping the chartfield.

Setid Field Code and **Supporting Element** Displays the set ID fields associated with the variable or system element.

Mapping Tasks and Bundling Payable Time

Mapping task codes to elements specifies the criteria by which Global Payroll bundles payable time that is received from Time and Labor. As payable time is loaded into the Positive Input tables, Global Payroll consolidates or bundles rows of similar data, assigning each bundle a cross-reference number that it later returns to Time and Labor. To be bundled, entries must:

- Fall within the same slice and segment.
- Share the same currency and rate (when this information is provided).
- Share the same task value.

  This rule applies only to tasks that are mapped to supporting elements.

Note. Global Payroll populates the Rate As Of Date system element that is associated with a set of bundled entries with the end date of the Time and Labor period, segment, or slice. (If there's no segmentation, the Time and Labor period end date is used. If segmentation exists, the segment or slice end date is used.) The system element retrieves the effective-dated definition of the rate code.

Defining Chartfield Value Overrides at the Payee Level

After you map the PeopleSoft standard configuration chartfields from Time and Labor to Global Payroll variables or system elements, the system knows what chartfields are associated with these earning or deductions. Global Payroll uses these SOVRs to store the payee-level chartfield values that the system passes from Time and Labor to Global Payroll.

See Chapter 18, "Setting Up Overrides," Defining Payee Overrides, page 442.

Mapping TRCs to Run Types

Access the Run Types page.

In Global Payroll, a run type must be associated with each calendar. The run type identifies the type of process (payroll or absence), the process list, and the valid TRCs for the pay run. During the payroll process, the system retrieves the effective-dated definition (as of the Global Payroll period end date) for each TRC listed on the run type. It then retrieves only the payable time entries for TRCs that are included in the run type.

In Time and Labor, you map earnings, deduction, and absence take elements to the corresponding TRCs.

See Also

Chapter 16, "Using Calendars," Defining Run Types, page 386

Creating Triggers for Payable Time

Access the Trigger Definition page.

Global Payroll uses triggers to detect changes to data that result in some type of system action. You create two triggers (an iterative trigger and a retroactive trigger) that detect the changes that Time and Labor makes to the payable time entries that have been sent to Global Payroll. These changes trigger retroactive processing the next time that you run the payroll process.

Note. If you change the status of an element that's mapped to a TRC to *Inactive,* update the TRC mapping in Time and Labor.

Before creating the retroactive trigger, define the trigger event ID on the Retro Event Definition page.

Record (Table) Name	Select *TL_PAYABLE_TIME.*
Trigger Type	Select *Retro* or *Iterative.*
Trigger Status	Select *Active.*
Trigger Level	Select *Record.*
Trigger Event ID	Applicable to the retroactive trigger only.
Trigger Effdt Type	Applicable to the retroactive trigger only.

See Also

Chapter 27, "Setting Up Triggers," Setting Up Trigger Definitions, page 707

Running a Payroll with Time and Labor Data

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

- Prepare for a pay run.
- Start a pay run.
- Cancel a pay run.

Understanding Retroactive Processing

Payable time that is adjusted in Time and Labor creates two rows of data: one that reverses or offsets the old value and one that contains the new value. Global Payroll ignores the original row and offset row and processes the newly created row.

Changes to Time and Labor data create a retro trigger and cause the pay period to be recalculated and corrected in either the current pay period or in a forwarding period.

Preparing for a Pay Run

To prepare for a pay run:

1. Ensure that Time and Labor processes the absence data that was entered in Global Payroll.

   Before you start a pay run, make sure that Time and Labor has retrieved the approved absence data that was entered on the Absence Event Entry page in Global Payroll and sent to Time and Labor using the Retrieve Absences GP Payroll page (TL_RCTRL_AGG) in Time and Labor.

   For each approved absence event, Global Payroll sends the code for the absence take element, the beginning and end dates of the absence and, when applicable, partial hours for absences of less than a day. It also triggers the Schedule Resolution process in Time and Labor, which looks at the absent days for which partial hours were not reported and determines the number of hours that the time reporter was absent based on his or her default schedule.

   Note. Global Payroll sends only approved absences; unapproved absences are not passed to Time and Labor.

   You can retrieve absence data as often as needed. Each time a Time and Labor user starts the process (from the Retrieve Absences GP Payroll page), the system loads data that's been added or changed since the last run.

2. Create calendars that select Time and Labor data.

   When using the Calendars - Definition page in Global Payroll to create calendars for the pay run, set up the calendars to:

   - Retrieve data for the period of time that you specify.

     Select the time period in the Time & Labor Calendarfield. You select from a prompt table that displays all calendars that are defined with a calculation type of *Payroll*. If you leave the Time & Labor Calendar field blank, payable time is not retrieved. The Time and Labor calculation period ID can be the same as or different from the calculation period ID. If your Time and Labor calculation period ID is March and the current calculation period ID is April, payees (in order to be selected) must have payable time in March and have been active for at least one day in April.

   - Use a run type that identifies the TRCs that you want to process.

3. Ensure that the Time Administration process has been run for the payees that you want to pay.

   In Time and Labor, the Time Administration process must be run to convert reported and scheduled time to payable time.

   Note. In Global Payroll, you run the payroll process by paygroup. In Time and Labor, you run the Time Administration process by workgroup. Before starting the pay run, be sure that the Time Administration process has been run for all payees that are included in your pay run.

See Chapter 38, "Integrating with PeopleSoft Enterprise Time and Labor," Sharing Work Schedules with Time and Labor, page 1025 and Chapter 16, "Using Calendars," Linking Criteria Associated with a Calendar, page 395.

Starting a Pay Run

To start a pay run with Time and Labor data:

1. Start the Identify phase of the Payroll process to select payees.

   Global Payroll identifies payees who have payable time for TRCs that are mapped to the calendar's run type and the time period that is defined by the Time & Labor Calendar field on the Calendars - Definition page. (You can start the Identify process by itself or with the Calculate process.)

2. Start the Calculate phase to select payable time.

   Global Payroll loads payable time for the selected payees into the Generate Positive Input table. It retrieves only the rows of payable time that have:

   - A TRC that is mapped to the calendar's run type.
   - For current period entries, a payable status of:

     ES (Estimated - Ready for Payroll)

     AP (Approved - Goes to Payroll)

     SP (Sent to Payroll)

     RP (Rejected by Payroll)
   - For retro periods entries, any payable status *except*:

     NA (Needs Approval)

     CL (Closed) when the Pay System field is not set to GP (Global Payroll)

     IG (Ignore)

     NP (No Pay)

     OE (Online Estimate)
   - Global Payroll also updates the payable status of each entry:

     SP - For all payable time entries that are loaded into Global Payroll except those with a payable status of PD (Paid - Labor Distributed) or DL (Paid - Labor Diluted).

     RP - For payable time entries that are rejected by Global Payroll because you closed out rejected time in Time and Labor. Typically, no entries are rejected the first time that the Calculate phase processes a retro run.)

     See *PeopleSoft Enterprise Time and Labor 8.9 PeopleBook*, "Understanding Payable Time," Payable Time Statuses.

3. Review results and correct errors.

   Review the Payee Messages page for processing errors and messages. You can view payable time entries that have gone through the Calculate phase on the Generated Positive Input - Payroll page. Look for entries with a Source value of *Time&Labor*. You can also see processed bundled payable time entries on the Positive Input - Payroll page.

   To adjust or correct entries that originated in Time and Labor, make the changes in Time and Labor and then run the Calculate phase again. This ensures that the Time and Labor data and Global Payroll data remain in sync.

Cancelling a Pay Run

If you cancel a pay run, Global Payroll deletes the payable data that was loaded from Time and Labor and updates the payable status for each payable time entry to RP, unless either of the following conditions exist:

- The payable status is PD, DL, CL, or TP (Taken - Used by Payroll).
- The payable time has also been sent to another payroll system (according to the Pay System flag associated with the entry).

Updating the Payable Status of Payable Time Entries

This section provides an overview of updating the status of payable time and discusses how to update the payable status and return cost data.

Updating the Status of Payable Time

Launch the Update process from the Global Payroll Send Costs to Time and Labor page to start the update.

The Update process:

- Updates the payable status for each entry that was set to SP:
  - CL if the entry was processed, but the Labor Distribution feature is not enabled in Time and Labor.
  - RP if the entry was retrieved but not processed.

    This status applies when payable time is not processed because a Global Payroll user manually entered positive input for the same earning or deduction element. Manually entered positive input always takes precedence.
- Returns the original Time and Labor sequence number for each payable time entry along with the corresponding cross-reference numbers that Global Payroll generated during the bundling process.

  The cross-reference numbers tell Time and Labor which entries were bundled, making it possible to link the costs that were calculated for earning and deduction to the daily detail.
- If the Labor Distribution feature in Time and Labor is enabled, sends cost data that is associated with payable time entries to Time and Labor.

  If Labor Distribution is enabled but Labor Dilution is not, the labor distribution amount and diluted labor distribution amount sent by Global Payroll are the same.
- If Labor Distribution and Labor Dilution are activated in Time and Labor, Global Payroll sends the Labor Distribution Amounts to Time and Labor and invokes the Labor Dilution process.

See Also

PeopleSoft Enterprise Time and Labor 8.9 PeopleBook, "Understanding Payable Time"

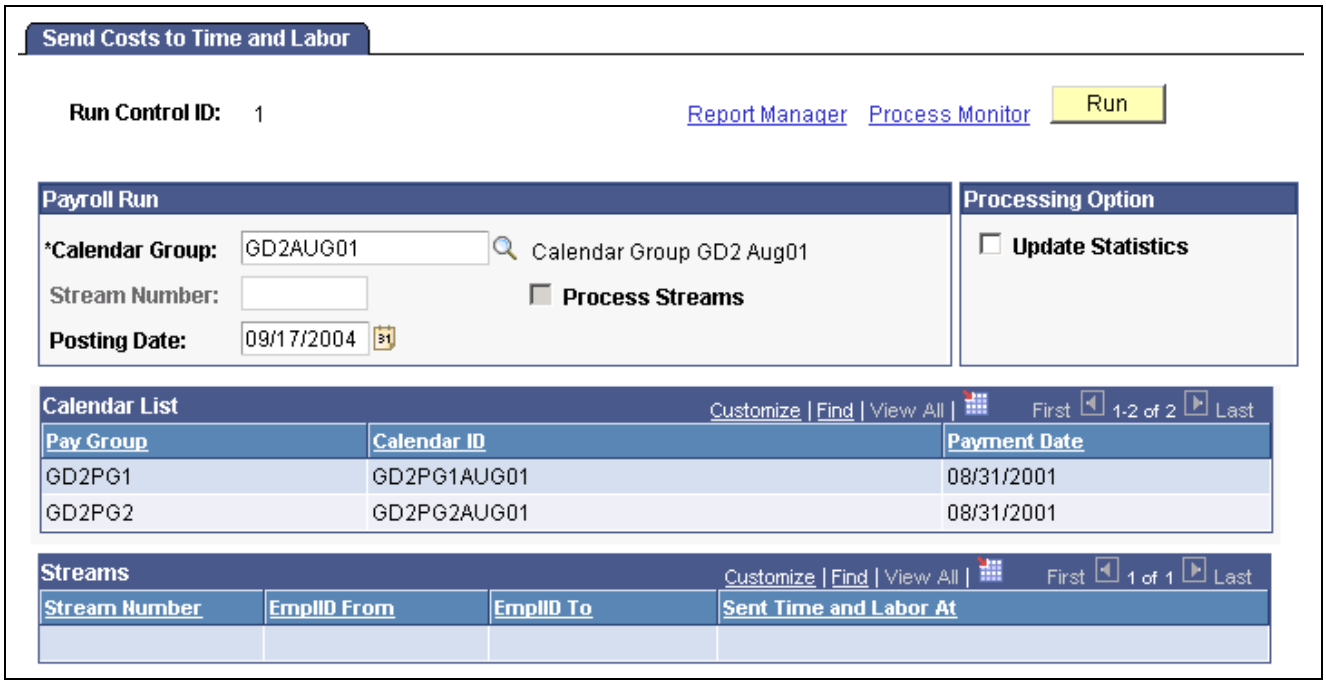
PeopleSoft Enterprise Time and Labor 8.9 PeopleBook, "Integrating with Payroll Applications," Labor Distribution and Dilution

Page Used to Update the Payable Status of Payable Time Entries

Page Name	Object Name	Navigation	Usage
Send Costs to Time and Labor	GP_TL_PREPARE	Global Payroll & Absence Mgmt, Time and Labor/GL Costs, Send Costs to Time and Labor	Update the payable status of payable time entries in Time and Labor; return cost data if Labor Distribution is enabled. Before using this page, you must finalize the pay run.

Updating the Payable Status and Returning Cost Data

Access the Send Costs to Time and Labor page.



Send Costs to Time and Labor page

You can run the update process only once per pay run. If you used process streams to run the payroll, you can use the same process streams to send data back to Time and Labor. You start the run control for one stream at a time, returning to this page after each launch to invoke the next stream.

After you run the process, check the Payee Messages page for errors.

Payroll Run

Calendar Group Select the calendar group for sending data to Time and Labor. You can select finalized calendar groups only.

Stream Number and **Process Streams** If the selected calendar group is defined for stream processing, the Process Streams check box is selected. Enter the stream number to process.

Posting Date Displays the current date as the default value, unless GL has been run. If GL has been run, the field is not available for entry and it displays the GL posting date.

Processing Options

Update Statistics This check box is for the database administrator to help with fine-tuning system performance. If selected, the system generates statistics during batch processing that provide information about how worktables are being used.

Calendars List

Pay Group and **Calendar ID** The Pay Group field displays the paygroup that is associated with the calendar that appears in the Calendar ID field (associated with the Calendar Group ID field).

Payment Date Displays the calendar's payment date.

Streams

Stream Displays the number of the stream that has been processed.

EmplID From and **EmplID To** Displays the employees who were processed for this stream.

Sent Time and Labor At Displays the time that the process stream was sent to Time and Labor.

See Also

Chapter 21, "Processing Payroll," Creating Process Streams, page 543

Sharing Work Schedules with Time and Labor

Time and Labor and Global Payroll use many of the same pages and records for setting up and assigning schedules. If you're using both systems, you create and assign schedules only once. However, note that the scheduling information that is displayed varies in each application:

- When you access the Assign Work Schedule page in Global Payroll, you see fields for assigning alternate work schedules.

  These fields are hidden when you access the same page in Time and Labor.

- When you access the Shift page in Global Payroll, you can enter data in up to four user-defined schedule configuration fields.

  These are display-only fields when you access the same page in Time and Labor.

- When you access the Assign Work Schedule page in Global Payroll, you can view any payee for which you have department security.

  When you access these pages in Time and Labor, that application's security options determine which payees you can view.

- When you access the Assign Work Schedule page in Global Payroll or Time and Labor, the schedule that you see might differ if default schedules are in use.

  In Time and Labor, a payee's default schedule is based on work group; in Global Payroll, it is based on paygroup. The page views differ when a payee is set up to use the default schedule and the paygroup and work group have been assigned different default schedules.

See Also

Chapter 13, "Using Schedules," page 309

CHAPTER 39

Integrating with Variable Compensation Functionality

This chapter provides an overview of variable compensation awards and discusses how to process variable compensation awards.

Understanding Variable Compensation Awards

Using the Administer Variable Compensation business process in PeopleSoft Enterprise Human Resources, you can create and manage multiple incentive plans. The resultant compensation (award), whether monetary or nonmonetary, can be paid to payees through Global Payroll.

This section discusses:

- Setting up Global Payroll to work with variable compensation.
- Approving variable compensation awards.
- Retrieving and validating awards.
- EIPs for variable compensation data.

See Also

PeopleSoft Enterprise Human Resources 8.9 PeopleBook: Manage Variable Compensation, "Managing Awards Approval and Payout," Integrating with Payroll for North America and Global Payroll

Chapter 16, "Using Calendars," Defining Run Types, page 386

Chapter 17, "Working with Positive Input," page 409

Setting Up Global Payroll to Work with Variable Compensation

In the Variable Compensation application, each variable compensation plan must be mapped to the appropriate Global Payroll earning elements.

In Global Payroll, you identify the earning elements that are associated with the award records that you want to retrieve and process. You enter this information on the Run Types page (in the Variable Compensation Details group box) when you set up the run type for the calendars that you use for award processing.

During the award retrieval process, the system retrieves only the award records that are associated with the earning elements that are included in the run type.

Approving Variable Compensation Awards

When variable compensation awards are approved in Human Resources, that application publishes award data to a temporary file that can be accessed by Global Payroll. Global Payroll validates the data and tells the Variable Compensation application which awards have been accepted and which have not. Accepted awards are loaded into the Positive Input Generated Data table.

When you run the Payroll process, the system processes the award data just as it processes positive input that is received from any source. After you finalize the pay run, you notify Variable Compensation that the award data has been processed. You can reject or delete award data before it is processed.

Retrieving and Validating Awards

After Variable Compensation sends award records to Global Payroll, you retrieve and validate the records. Records that pass the validation process are loaded into the Positive Input Generated Data table and can no longer be updated.

Global Payroll notifies Variable Compensation of award records with errors. You can view the error messages through PS Application Message Monitor, though these messages are intended for the Variable Compensation administrator. Each message has a status of E (error) and includes one of the following reason codes:

- 03: Invalid Currency Code
- 05: Transaction already exists
- 09: Error Updating GP
- 11: Error Updating ACK_PUB
- 13: Invalid Pin Num

The Variable Compensation administrator makes necessary corrections and resubmits the revised records to Global Payroll.

EIPs for Variable Compensation Data

Two EIPs are used to transfer Variable Compensation data between Human Resources and Global Payroll:

- Acknowledgement/Verification of Variable Compensation Payment (GP)
  - This EIP uses the Variable Compensation Payment Acknowledge application message (VAR_CMP_PAYMENT_ACKNOWLEDGE_GP).

    The data is delivered through the Variable Compensation Payroll Interface channel (VAR_COMP_PAYROLL_INTERFACE).
  - The EIP also uses the Variable Compensation Payment Acknowledge GP publish rule (VAR_CMP_PAYMENT_ACKNOWLEDGE_GP).
  - Global Payroll publishes data to the Payroll Acknowledge Staging table (PS_GPVC_ACK_PUB).

    Human Resources then subscribes to the table to retrieve Global Payroll data. This publish and subscribe activity is nearly in real time.
- Variable Comp Request for Payment (GP)
  - This EIP uses the Variable Compensation Payment Request application message (VAR_COMP_PAYMENT_REQUEST_GP).

    The data is delivered through the Variable Compensation Payroll Interface channel (VAR_COMP_PAYROLL_INTERFACE).

- Human Resources publishes data to the Variable Compensation Request Staging table (PS_VCGP_RQT_PUB) for use by Global Payroll.

Note. To research the technical details of an EIP used by PeopleSoft applications, refer to the Interactive Services Repository on Customer Connection.

Processing Variable Compensation Awards

This section discusses how to:

- Retrieve awards.
- Reject awards.
- Delete awards.
- Notify Variable Compensation of payroll results.

Page Used to Process Variable Compensation Awards

Page Name	Object Name	Navigation	Usage
Retrieve Variable Comp (retrieve variable compensation)	GP_VC_AWARDS	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Retrieve Variable Comp	Retrieve and validate variable compensation awards, reject or delete awards, and notify Variable Compensation at the end of a pay run.

Retrieving Awards

Access the Retrieve Variable Comp page.

Retrieve Variable Comp page

To retrieve award data:

1. Select Push Award Data to Payroll.
2. Select the calendar group ID, paygroup, and calendar ID.
3. Click the Run button.

Select the Process to Run

Push Award Data to Payroll Select to pull information from Variable Compensation into Global Payroll.

Reject Award Data for Plan ID Select to reject award data for a selected plan ID and payout period that has been retrieved by Global Payroll.

Warning! Select this option *only* at the request of the Variable Compensation administrator.

Delete Award Data for Plan ID Select to delete award data for a selected plan ID and payout period that has been retrieved by Global Payroll.

Send Notification back to VC (send notification back to variable compensation) After a pay run is finalized, select this option to notify Variable Compensation of the results.

Common Page Elements

Calendar Group ID Select the calendar group ID that is associated with the pay run in which the award data will be processed.

The calendar group ID determines the paygroup and calendar ID that populate the Positive Input table. The source calendar run ID is populated with the Variable Compensation plan ID.

Pay Group Select the paygroup that is associated with the payees who are to receive awards.

Calendar ID Select the calendar with which the award data is associated.

Note. The system retrieves and processes only awards that are linked to the earning elements that are listed on the run type for this calendar.

Variable Compensation Plan ID and **Payout Period ID** These fields appear if you selected Reject Award Data for Plan ID or Delete Award Data for Plan ID. Select the variable compensation plan and payout period for which you want to reject or delete awards.

Positive Input Fields Updated by Award Data

This table shows the award values that populate the positive input fields in Global Payroll:

PI Field	Value
EMPLID	Matches VC Award - EMPLID

PI Field	Value
EMPL_RCD	Matches VC Award - EMPL_RCD
GP_PAYGROUP	Matches VC Award - GP_PAYGROUP
CAL_ID	Matches VC Award - CAL_ID
SRC_CAL_ID	Matches VC Award - VC_PLAN_ID
PIN_VER_NUM	1
PIN_NUM	Matches VC Award - PIN_ERN_NUM
PI_SOURCE	G
GEN_INSTANCE	1
END_DT	Matches VC Award - END_DT
BGN_DT	Matches VC Award - BGN_DT
SRC_CAL_RUN_ID	Matches VC Award - CAL_ID
ENTRY_TYPE_ID	ER0
PI_ACTION_TYPE	O
CURRENCY_CD	Matches VC Award - CURRENCY_CD
GP_AMT	Matches VC Award - VC_AWARD_VALUE
ENTRY_TYPE_AMT	‘002’
DESCR	‘VC Award Payment’

Rejecting Awards

Access the Retrieve Variable Comp page.

If the Variable Compensation administrator submits the wrong set of award records, you can reject all records for a selected plan ID and payout period if Global Payroll has not yet retrieved the records. This feature prevents further processing of the awards and should be used only at the request of the Variable Compensation administrator. When you reject awards, Global Payroll sends a message to Variable Compensation with this code:

Code 07: Reject All - Requested by User/Reject All.

To reject award records:

1. Select Reject Award Data for Plan ID.
2. Enter the variable compensation plan ID and the payout period ID.
3. Click the Run button.

Deleting Awards

Access the Retrieve Variable Comp page.

You can delete award records that have been loaded into Global Payroll if they have not yet gone through the Calculate phase of the payroll process. When you delete records, Global Payroll sends a message to Variable Compensation with this code:

Code 12: Deleted from GP PI/Deleted

To delete award records:

1. Select Delete Award Data for Plan ID.
2. Enter the variable compensation plan ID and payout period ID.
3. Click the Run button.

Notifying Variable Compensation of Payroll Results

Access the Retrieve Variable Comp page.

When you're ready to finalize a pay run that includes award data, you send a notice to Variable Compensation. The notice includes the following information with a status of *Paid:*

- Empl ID (employee ID)
- Empl Rcd Nbr (employee record number)
- VC Plan ID (variable compensation plan ID)
- VC Payout Period
- GB Group ID
- VC Award Date
- VC Award Value

Global Payroll also notifies Variable Compensation of any awards that are not paid. These awards are assigned a status of *Error* or *Reject* and are returned with the reason for the failure.

You can run the notification process more than once. Each time that you do so, the system retrieves everything that Variable Compensation has not been notified of before.

To notify Variable Compensation of payroll results:

1. Select Send Notification back to VC.

   When you select this option, the page displays only the fields in the Select the Process to Run group box.
2. Click the Run button.

CHAPTER 40

Integrating with PeopleSoft Enterprise Performance Management

This chapter provides an overview of the PeopleSoft Enterprise Performance Management interface and discusses how to:

- Review the delivered setup values.
- Extract data to the Performance Management tables.

Understanding the Performance Management Interface

You can interface your Global Payroll system with the data warehouse in Performance Management. Through the *Finalize* phase of the Payroll COBOL process (GPPDPRUN), you can publish earning, deduction, and accumulator information into Global Payroll "EPM" tables, where the Performance Management product can access and subscribe to the data.

The major tasks involved in preparing and extracting data for integration with Performance Management are:

1. Reviewing the delivered setup data that enables you to extract data to Performance Management tables and creating country specific versions, if necessary.
2. Running the *Finalize* phase of the Payroll process, which loads the data into the Performance Management tables.

   See Chapter 21, "Processing Payroll," page 527.

Once you have completed these steps, and completed all of the integration prerequisites in your Performance Management database, you can import the data into your Performance Management database. Performance Management integration prerequisites, as well as the process of importing of data from Global Payroll into Performance Management, are discussed in the PeopleSoft Enterprise Performance Management PeopleBook.

Reviewing Delivered Setup Data in the Global Payroll Database

The Global Payroll database must be set up to publish payroll data to Performance Management. PeopleSoft delivers all of the sample data necessary for this purpose. However, you may need to modify this data so that it is country specific. The following is a list of PeopleSoft delivered data that must be defined in your Global Payroll database for integration with Performance Management:

- Writable Array: GP WA GUIDE

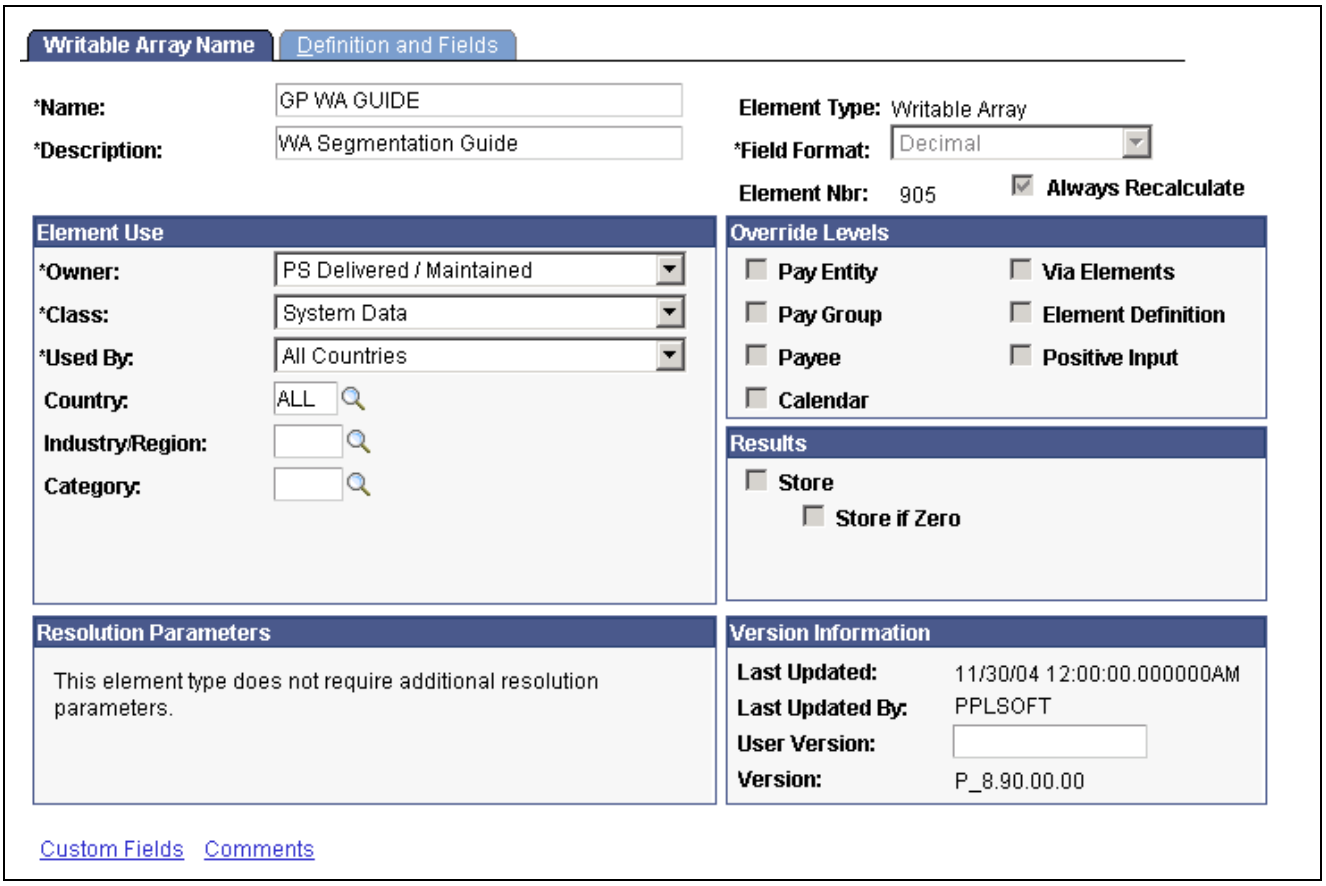
- Report Data: GP_EPM
- PSJob Job Definition: GP_PAYE

Pages Used to Review Delivered Setup Data

Page Name	Object Name	Navigation	Usage
Writable Array Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Writable Arrays, Writable Array Name	Review the writable array name details.
Definition and Fields	GP_WRITABLE_ARRAY	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Writable Arrays, Definition and Fields	Review the writable array definition and writable array fields.
Define Report Data	GP_RPT_TBL	Set Up 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.
Job Definition	PRCSJOBDEFN	PeopleTools, Process Scheduler, Jobs, Job Definition	Review details of the GP_PAYE PSJob definition.

Reviewing the Delivered Writable Array Name

Access the Writable Array Name page for element GP WA GUIDE.

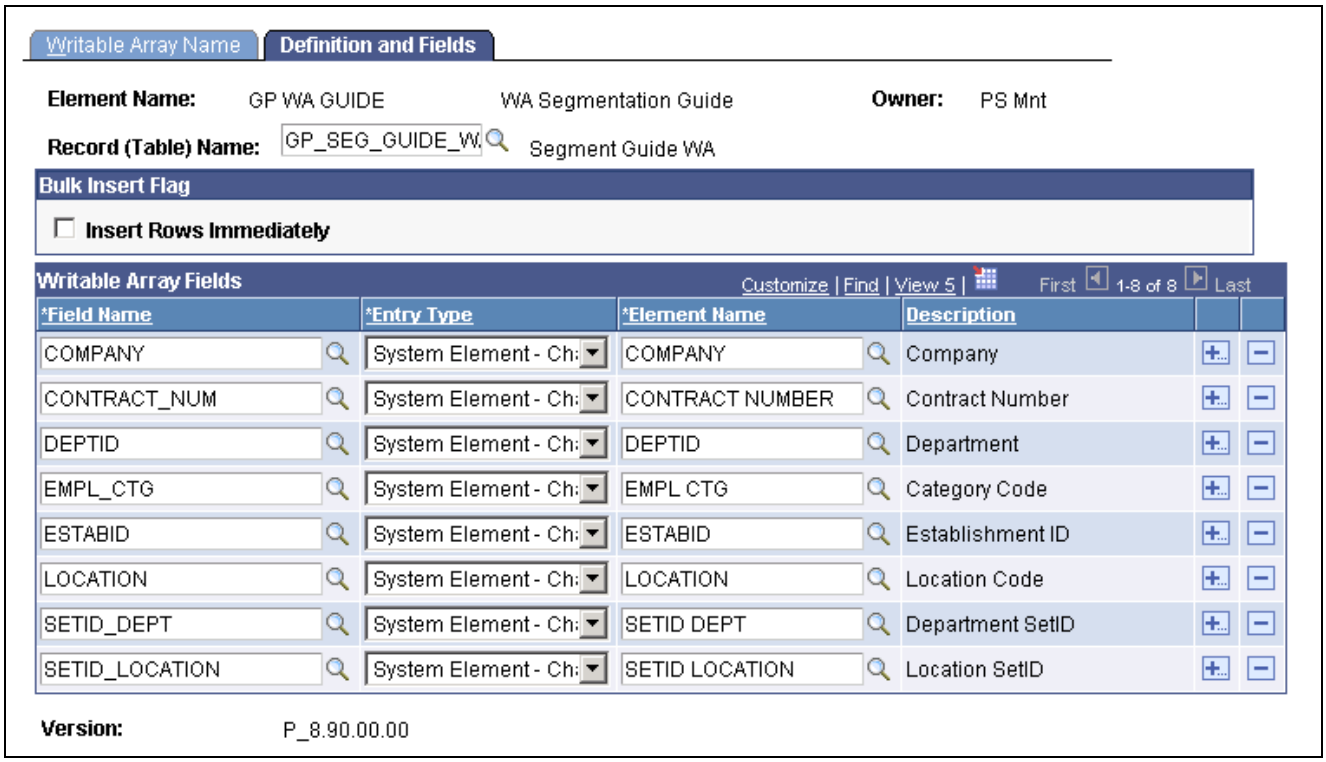


Writable Array Name page

Note. You must put the writable array in a Global Payroll section that will be executed. You do this on the Define Report Data page.

Reviewing the Delivered Writable Array Definition

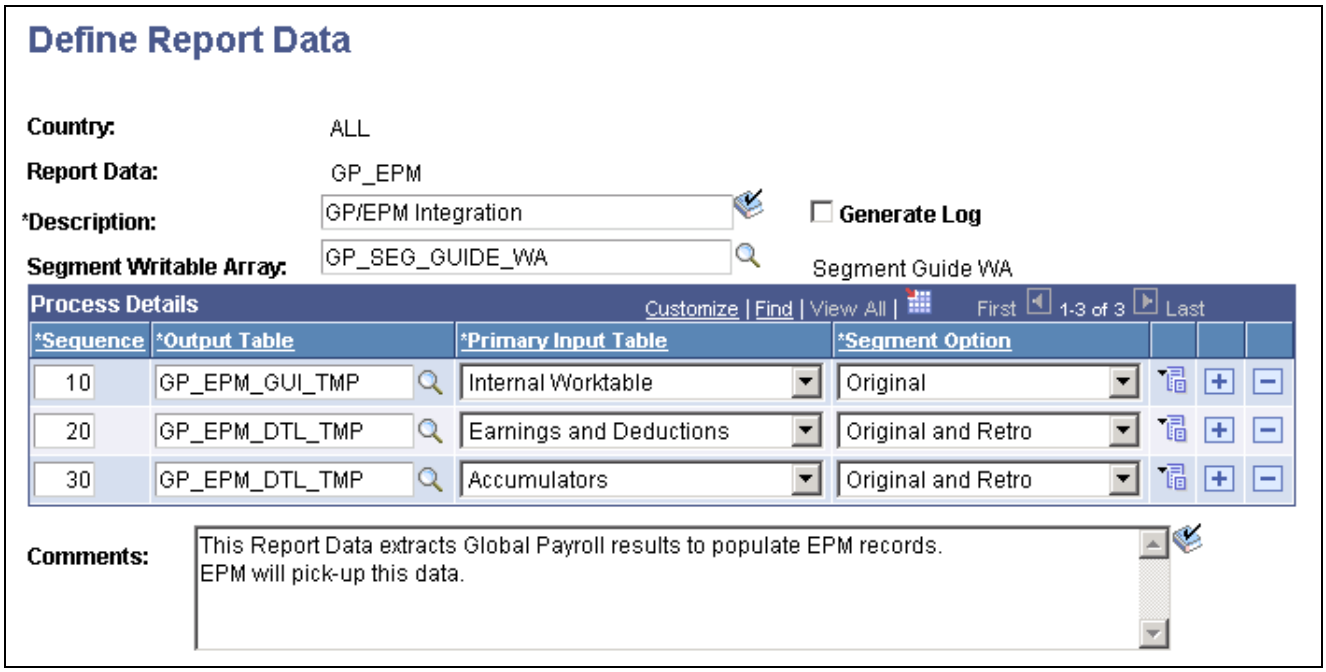
Access the Definition and Fields page.



Definition and Fields page

Reviewing Delivered Report Data

Access the Define Report Data page for GP_EPM.



Define Report Data page

Report Data Displays the identification code for the report data setup.

Segment Writable Array The 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 The sequence number. The same input and output tables may be used repeatedly.

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 The record name of the output table.

Primary Input Table 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)

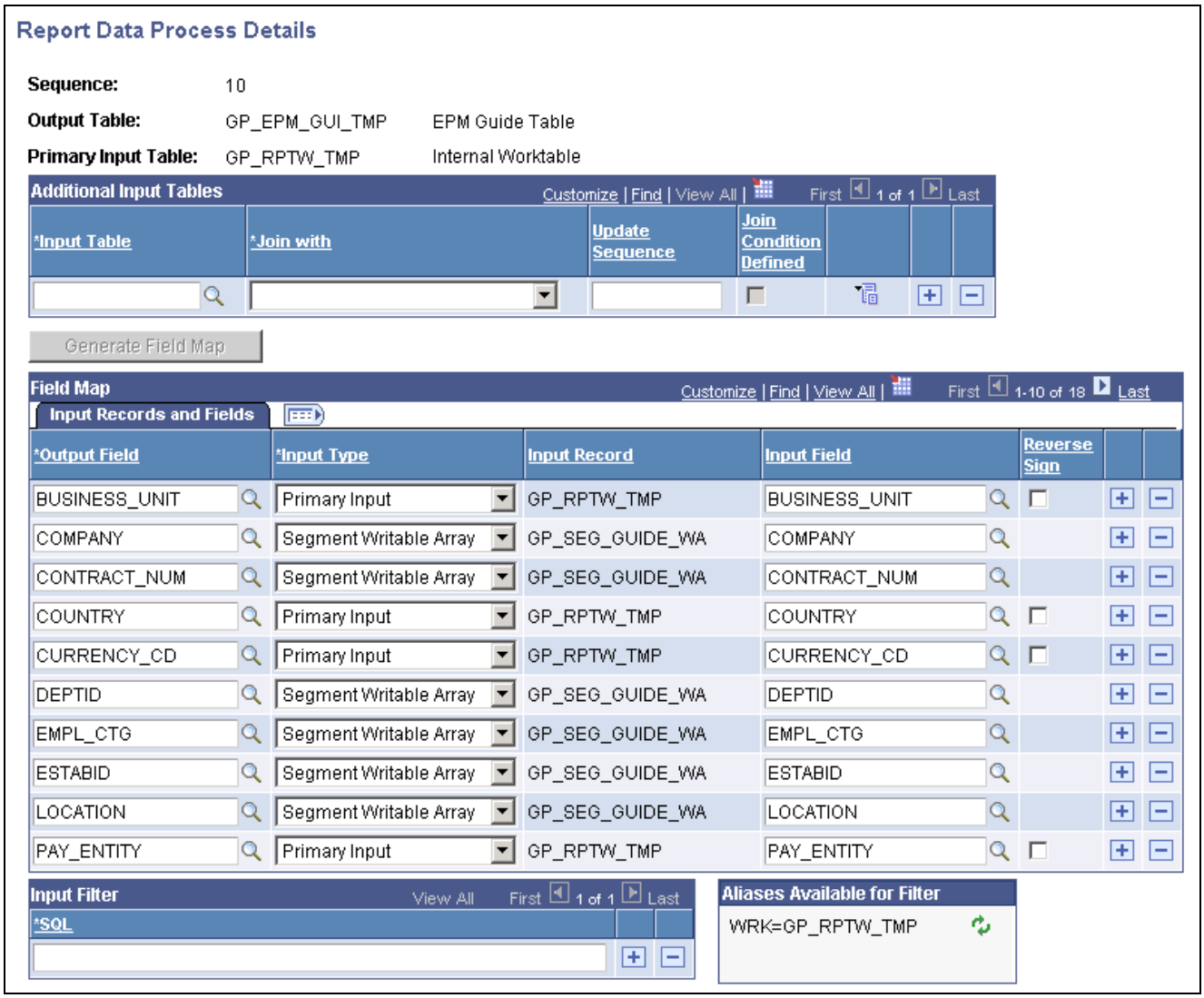
Writable Array Table When the Primary Input Table is *Writable Array* enter the table name here. This writable array is not the same as the value in the Segment Writable Array field, which applies to the entire process.

Segment Option Defines which data will be selected if the process encounters retroactive information. Options are:

- *Last Version and Revision:* Select only the segments with the latest version and revision numbers.
- *Original:* Select only original segment information, no retroactive information.
- *Original and Retro:* Select Information regarding recalculated segments and prior segments in addition to the original segments.
- *User Defined:* Select this option to manually choose the segment. Selecting this field displays the Last, Retro (Prior), Retro (Recalculated), and Original Calc fields.

Reviewing Report Data Details

Access the Report Data Process Details page.



Report Data Process Details page

Additional Input Tables

Additional input tables can be used, other than the Primary Input Table. To use additional tables in the process a link relationship must be defined on this page in order to retrieve data. The relationship can be defined with either the primary input table or the output table.

Input Table The 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 Choices are:

- *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 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 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 JOBCODE_TBL based on SETID and JOBCODE defined in the output table. Then the field DISABILITY_INS is populated with UNION_TBL based on UNION_CD. In this case JOBCODE_TBL must have Update Sequence *1* and UNION_TBL must have Update Sequence *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 Click 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 click the Generate Field Map button, the system populates this group box. You may then alter these fields.

Field Map Input Record and Field

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.

Input Type The following options are available:

- *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 by the special as of field (field present in the output table.)
- *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.
- *Period Accumulator:* A balance accumulator element populates the output field. The balance period is defined under Period Accumulator.
- *Primary Input:* A field from the primary input table populates the output field.

- *Segment Writable Array:* The field is populated by the corresponding field present in the segment writable array, if one is defined.
- *Writable Array:* A field from a writable array populates the output field. The as of date is the segment retroactive period.

Input Record Displays 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

The following fields are required if the Input Type is *Element.*

Entry Type Choices include: *Absence Entitlement, Accumulator, Auto-Assigned, Count, Date, Deduction, Duration, Earnings, Formula,* System Element, and *Variable*.

Element This field is required if the Input Type is *Element.* Be sure to use the correct Country field.

Input Filter

SQL 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'"

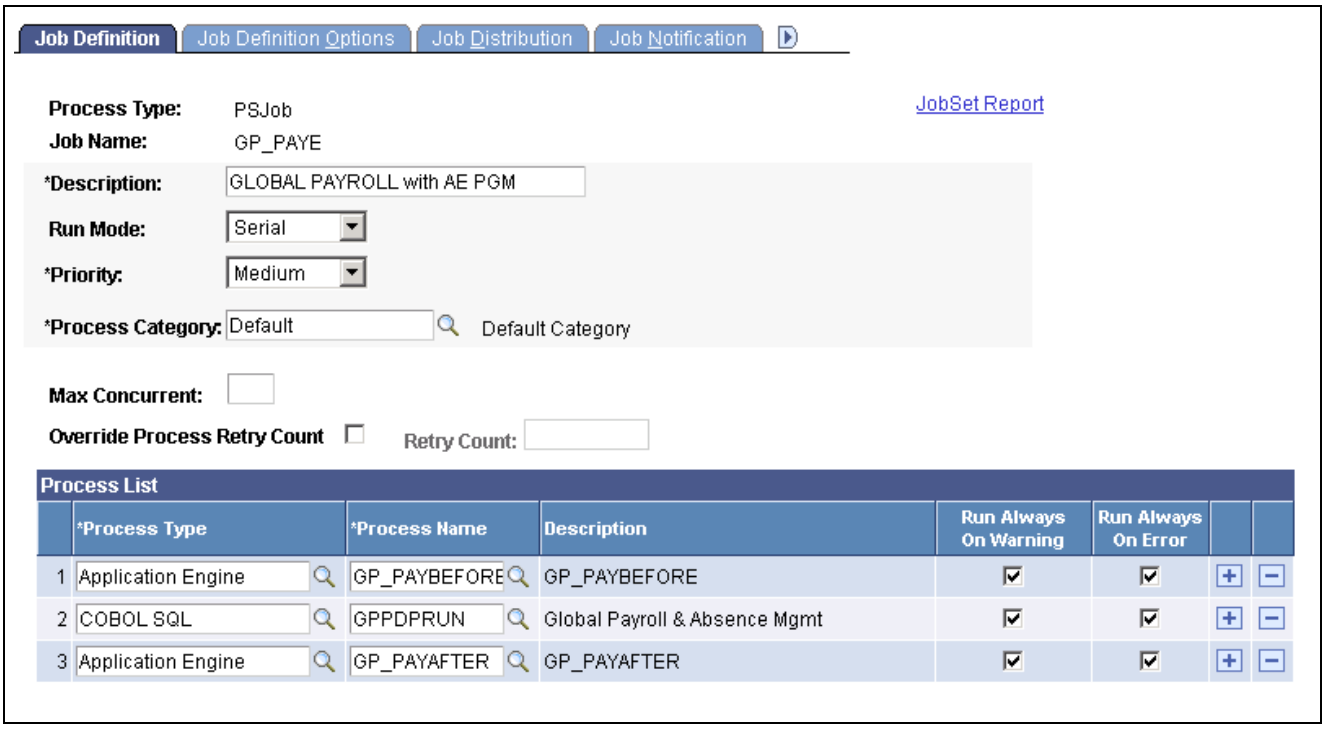
Aliases Available for Filter

Aliases available for Filter This legend shows that the aliases that can be used in the SQL field. Click 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.

Reviewing the Delivered GP_PAYE Job Definition

Access the Job Definition page for the PSJob of GP_PAYE.



Job Definition page

GP_PAYE consists of two Application Engine programs. The first program stores run control data in a temporary table (GP_RUNCTL_TMP). The second program checks to see if the payroll process had been finalized successfully, and if so, calls the program that launches the Report Data process. The Report Data process populates the Global Payroll "EPM" tables with earning, deduction, and accumulator information for all processed payees.

Loading Data into the Global Payroll EPM Tables

During successful Payroll *Finalize* processes, the system populates the following Global Payroll "EPM" tables with earning, deduction, and accumulator information, including absence accumulators:

Table	Name	Description
GP_EPM_GUI_TMP	Report Guide Table	This record serves as a header for the detail of the payroll results. Each row in this table represents a segment calculated for the calendar group.
GP_EPM_DTL_TMP	Report Detail Table	This record stores all earnings, deductions, and accumulators of payroll results.
GP_PIN_USER_FLD	Pin User Field Name by Element	By earning, deduction, or accumulator, this record stores the pin name of each user field for earnings and deductions, and stores all user keys for accumulators.

Table	Name	Description
GP_SEG_GUIDE_WA	Segment Guide Writable Array	This record stores selected HR data as of the calculation of payroll versus from JOB.
GP_RUNCTL_TMP	Save of GP_RUNCTL	This record stores data from the payroll run control.
GP_RUNCTL_AET	Stat Record for AE	This is a technical record which references GP_PAYAFTER.

Once all data is loaded into the tables, the Performance Management Data Warehouse feature can access and import the data. See your Performance Management PeopleBook for more information.

CHAPTER 41

Viewing Delivered Elements and System Data

This chapter provides an overview of the delivered system data and discusses how to view delivered elements.

Understanding the Delivered System Data

Global Payroll delivers a set of system data consisting of predefined rules that you can use when configuring your system. You do not need to define these rules. They are part of the Global Payroll core product and can be used wherever you need them.

Note. All system elements are delivered and are considered to be system data.

See Chapter 6, "Defining Data Retrieval Elements," Working with System Elements, page 82.

Warning! Do not modify this system data. Many Global Payroll calculations assume that the value of the system data remains consistent. Modifying them can jeopardize the integrity of the system.

This table lists the delivered system data:

Element Type	Element Name	Description	Comments
Array	GP AR PSLP GRP ID	Payslip message group ID.	
Array	GP AR PSLP MSG PBD	Payslip message active.	Array to read PLSP_MSGs managed in GP that are active.
Array	GP AR PSLP PLIST	Payslip message HR group list.	
Count	GP WORK DAY COUNT	Work day count.	Counts the number of workdays. Used with the standard proration element GP PRORATE WRK DAY. For this count element, a day is considered a workday if scheduled hours are greater than zero.

Element Type	Element Name	Description	Comments
Count	GP WORK HRS COUNT	Work hours count.	Counts the number of workdays. Used with the standard proration element GP PRORATE WRK HRS. For this count element, count the number of scheduled hours.
Duration	GP YEARS OF SVC	Years of service.	Calculates the years of service based on the hire date through the calendar period end date.
Duration	GP MONTHS OF SVC	Months of service.	Calculates the months of service based on the hire date through the calendar period end date.
Duration	GP DAYS OF SVC	Days of service.	Calculates the days of service based on the hire date through the calendar period end date.
Duration	GP AGE IN YEARS	Age in years.	Calculates the age of person in years from the birth date through the calendar period end date.
Duration	GP AGE IN MONTHS	Age in months.	Calculates the age of person in months from the birth date through the calendar period end date.
Duration	GP AGE IN DAYS	Age in days.	Calculates the age of person in days from the birth date through the calendar period end date.
Duration	GP CAL DAYS SLICE	Calendar days in slice.	Calculates the number of calendar days in the slice. Used in the proration element GP PRORATE CAL DAYS.
Duration	GP CAL DAYS SEG	Calendar days in segment.	Calculates the number of calendar days in the segment.

Element Type	Element Name	Description	Comments
Duration	GP CAL DAYS PERIOD	Calendar days in period.	Calculates the number of calendar days in the calendar period. Used in the proration element GP PRORATE CAL DAYS.
Date	GP ABS BGN DT - 1	Absence begin date - 1.	
Date	GP PMNT DT EXTR	Payment date, date extract.	Returns three variable elements (GP PMNT DATE YR, GP PMNT DATE MO, GP PMNT DATE DY) that will resolve to the year, month, and day of the Calendar Payment Date.
Date	GP PRD BGN DT EXTR	Period begin date, date extract.	Returns three variable elements (GP PRD BGN DATE YR, GP PRD BGN DATE MO, GP PRD BGN DATE DY) that will resolve to the year, month, and day of the Calendar Period Begin Date.
Date	GP SLICE END DT +1	Slice end date, plus one day.	Returns the slice end date, plus one day. Used in a duration element GP CAL DAYS SLICE that calculates the number of calendar days in a slice.
Date	GP SEG END DT +1	Segment end date, plus one day.	Returns the segment end date, plus one day. Used in a duration element GP CAL DAYS SEG that calculates the number of calendar days in a segment.
Date	GP SEG END DT EXTR	Segment end date, date extract.	
Date	GP SLI BGN DT EXTR	Slice begin date, date extract.	

Element Type	Element Name	Description	Comments
Date	GP SLI END DT EXTR	Slice end date, date extract.	
Date	GP PRD END DT +1	Period end date, plus one day.	Returns the period end date, plus one day. Used in a duration element GP CAL DAYS PERIOD that calculates the number of calendar days in a calendar period.
Date	GP PRD END DT EXTR	Period end date, date extract.	Returns three variable elements (GP PRD END DATE YR, GP PRD END DATE MO, and GP PRD END DATE DY) that resolve to the year, month, and day of the calendar period end date.
Date	GP SEG BGN DT EXTR	Segment begin date, date extract.	
Error message	MSG PIN	Call Error Message	Triggers the writing of a message, when entered in a Formula element. Before executing this element, the same formula must populate other system elements, such as MSG_NBR, MSG_SET_NBR, and MSG_PAYMENT_ERR.
Formula	GP JANUARY	January.	Returns True if the month of the calendar period is January; otherwise False.
Formula	GP FEBRUARY	February.	Returns True if the month of the calendar period is February; otherwise False.
Formula	GP MARCH	March.	Returns True if the month of the calendar period is March; otherwise False.

Element Type	Element Name	Description	Comments
Formula	GP APRIL	April.	Returns True if the month of the calendar period is April; otherwise False.
Formula	GP MAY	May.	Returns True if the month of the calendar period is May; otherwise False.
Formula	GP JUNE	June.	Returns True if the month of the calendar period is June; otherwise False.
Formula	GP JULY	July.	Returns True if the month of the calendar period is July; otherwise False.
Formula	GP AUGUST	August.	Returns True if the month of the calendar period is August; otherwise False.
Formula	GP SEPTEMBER	September.	Returns True if the month of the calendar period is September; otherwise False.
Formula	GP OCTOBER	October.	Returns True if the month of the Calendar Period is October; otherwise False.
Formula	GP NOVEMBER	November.	Returns True if the month of the calendar period is November; otherwise False.
Formula	GP DECEMBER	December.	Returns True if the month of the calendar period is December; otherwise False.
Formula	GP COUNT WORK DAYS	Workday count.	Returns True if scheduled hours are greater than zero; otherwise False. Used in the count element GP WORK DAY COUNT to count the number of workdays.

Element Type	Element Name	Description	Comments
Formula	GP COUNT WORK HRS	Work hour count.	Returns the number of work hours for a day. Used in the count element GP WORK HRS COUNT to count the number of work hours.
Formula	GP CHECK 1ST SEG	Check if first segment.	Returns True if you are in the first segment of a calendar for a payee; otherwise False. Determined by checking the value of the system element FIRST SEGMENT.
Formula	GP CHECK LST SEG	Check last segment.	Returns True if you are in the last segment of a calendar for a payee; otherwise False. This is determined by checking the value of the system element LAST SEGMENT.
Formula	GP CHK 1ST ACT SEG	Check first active segment.	Returns True if you are in the first active segment of a calendar for a payee; otherwise False. This is determined by checking the value of the system element FIRST ACT SEGMENT.
Formula	GP CHK LST ACT SEG	Check last active segment.	Returns True if you are in the last active segment of a calendar for a payee; otherwise False. This is determined by checking the value of the system element LAST ACT SEGMENT.
Formula	GP FM PSLP AR	Payslip messages duration.	(Duration formula). Calls GP FM PSLP SEL (population) when duration criteria is met.

Element Type	Element Name	Description	Comments
Formula	GP FM PSLP SEL	Payslip messages duration.	(Population formula). Writes to the writable array If the EmplID meets the population criteria in the Message Definition. The message definition may have specified that a custom formula will be used to determine the criteria.
Formula	GP RETRO OVERRIDE	Retro process override formula.	
Generation Control	GP QTR END ONLY	Quarter end only.	Checks generation control based on the quarter-end date. The quarter-end date is based on a predefined generation control frequency of QTR END (which references a frequency with a factor of 4). **Note.** For generation control frequency to be True, enter the matching generation control frequency on any calendar for which you want generation control to be True.
Generation Control	GP YEAR END ONLY	Year end only.	Checks generation control based on the year-end date. The year-end date is based on a predefined generation control frequency of YEAR END (which references a frequency with a factor of 1). **Note.** For generation control frequency to be True, you must enter the matching generation control frequency on any calendar for which you want generation control to be True.

Element Type	Element Name	Description	Comments
Generation Control	GP APPLY 1ST SEG	Apply once - first segment.	Checks generation control based on whether the calculation is in the first segment (in a calendar). Generation control is True if you are in the first segment or False if you are not.
Generation Control	GP APPLY LST SEG	Apply once - last segment.	Checks generation control based on whether the calculation is in the last segment (in a calendar). Generation control is True if you are in the last segment or False if you are not.
Generation Control	GP APPLY LST A SEG	Apply once - last active segment.	Checks generation control based on whether the calculation is in the last active segment (in a calendar). Generation control is True if you are in the last active segment or False if you are not.
Generation Control	GP APPLY 1ST A SEG	Apply once - first active segment.	Checks generation control based on whether the calculation is in the first active segment (in a calendar). Generation control is True if you are in the first active segment or False if you are not.
Proration Rule	GP PRORATE CAL DAY	Proration based on calendar days.	Provides basic proration logic based on calendar days.
Proration Rule	GP PRORATE WRK DAY	Proration based on workdays.	Provides basic proration logic based on workdays.
Proration Rule	GP PRORATE WRK HRS	Proration based on work hours.	Provides basic proration logic based on work hours.

Element Type	Element Name	Description	Comments
Rounding Rule	GP ROUND NEAR 0DEC	Round to nearest zero decimal places.	Rounds to nearest (up if greater than or equal to 5; otherwise down) zero decimal places.
Rounding Rule	GP ROUND NEAR 2DEC	Round to nearest two decimal places.	Rounds to nearest (up if greater than or equal to 5; otherwise down) two decimal places.
Rounding Rule	GP ROUND UP 0DEC	Round up to zero decimal places.	Rounds up to zero decimal places.
Rounding Rule	GP ROUND UP 2DEC	Round up to two decimal places.	Rounds up to two decimal places.
Rounding Rule	GP ROUND DOWN 0DEC	Round down to zero decimal places.	Rounds down (truncates) to zero decimal places.
Rounding Rule	GP ROUND DOWN 2DEC	Round down to two decimal places.	Rounds down (truncates) to two decimal places.
Variable	GP TEMP001 CHAR	Temporary variable - character.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP002 CHAR	Temporary variable - character.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP003 CHAR	Temporary variable - character.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP004 CHAR	Temporary variable - character.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP005 CHAR	Temporary variable - character.	For use in formulas as a *temporary*variable (to calculate intermediate results).

Element Type	Element Name	Description	Comments
Variable	GP TEMP006 CHAR	Temporary variable - character.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP007 CHAR	Temporary variable - character.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP008 CHAR	Temporary variable - character.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP009 CHAR	Temporary variable - character.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP010 CHAR	Temporary variable - character.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP001 NUM	Temporary variable - number.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP002 NUM	Temporary variable - number.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP003 NUM	Temporary variable - number.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP004 NUM	Temporary variable - number.	For use in formulas as a *temporary* variable (to calculate intermediate results).

Element Type	Element Name	Description	Comments
Variable	GP TEMP005 NUM	Temporary variable - number.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP006 NUM	Temporary variable - number.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP007 NUM	Temporary variable - number.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP008 NUM	Temporary variable - number.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP009 NUM	Temporary variable - number.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP010 NUM	Temporary variable - number.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP001 DATE	Temporary variable - date.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP002 DATE	Temporary variable - date.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP003 DATE	Temporary variable - date.	For use in formulas as a *temporary* variable (to calculate intermediate results).

Element Type	Element Name	Description	Comments
Variable	GP TEMP004 DATE	Temporary variable - date.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP TEMP005 DATE	Temporary variable - date.	For use in formulas as a *temporary* variable (to calculate intermediate results).
Variable	GP PRD END DATE YR	Period end date - year.	Stores the calendar period year if the date element GP PRD END DT EXTR is resolved. **Note.** The date element GP PRD END DT EXTR extracts the year from the calendar period and populates the variable GP PRD END DATE DY. For this date extract and corresponding variable to be resolved, either put this date element directly on the process list (include it in a section) or reference it in another element that is being resolved.
Variable	GP PRD END DATE MO	Period end date - month.	Stores the calendar period month if the date element GP PRD END DT EXTR is resolved. **Note.** The date element GP PRD END DT EXTR extracts the month from the calendar period and populates the variable GP PRD END DATE DY. For this date extract and corresponding variable to be resolved, either put this date element directly on the process list (include it in a section) or reference it in another element that is being resolved.

Element Type	Element Name	Description	Comments
Variable	GP PRD END DATE DY	Period end date - day.	Stores the calendar period day, if the date element GP PRD END DT EXTR is resolved. **Note.** The date element GP PRD END DT EXTR extracts the day from the calendar period and populates the variable GP PRD END DATE DY. For this date extract and corresponding variable to be resolved, either put this date element directly on the process list (include it in a section) or reference it in another element that is being resolved.
Variable	GP TRUE	True.	Default is 1. Can be used in conjunction with formulas to set a value that is equal to True, which can then be used to validate against generation control or other checks.
Variable	GP FALSE	False.	Default is 0. Can be used in conjunction with formulas to set a value to False, which can then be used to validate against generation control or other checks.
Variable	GP ACTIVE	Active.	Default is A (active). Can be used in conjunction with formulas to check and compare with an active or inactive status that is retrieved from a different table.
Variable	GP GL AFF INTRA1	Affiliate Intra 1 - Chartfield	
Variable	GP GL AFF INTRA2	Affiliate Intra 2 - Chartfield	

Element Type	Element Name	Description	Comments
Variable	GP GL AFFILIATE	Affiliate - Chartfield	
Variable	GP GL ALT ACCOUNT	Alternate Account - Chartfield	
Variable	GP GL BUDGET REF	Budget Reference - Chartfield	
Variable	GP GL CHARTFIELD1	Chartfield 1 - Chartfield	
Variable	GP GL CHARTFIELD2	Chartifeld2 - Chartfield	
Variable	GP GL CHARTFIELD3	Chartfield 3 - Chartfield	
Variable	GP GL CLASS	Class Field - Chartfield	
Variable	GP GL DEPT	GL Department - Chartfield	
Variable	GP GL FUND	Fund Code - Chartfield	
Variable	GP GL OP UNIT	Operating Unit - Chartfield	
Variable	GP GL PRODUCT	Product - Chartfield	
Variable	GP GL PROGRAM	Program Code - Chartfield	
Variable	GP GL PROJECT	Program Code - Chartfield	
Variable	GP NULL DATE	Null Date	Used within rules when a reference to a ’null’ date needs to be checked (or initialized).

Element Type	Element Name	Description	Comments
Variable	GP PMNT DATE DY	Payment Date - Day	Stores the Calendar Payment Date 'Day' - if the Date GP PMNT DT EXTR is resolved. Note: The Date element GP PMNT DT EXTR will extract the 'day' from the Calendar Period and populate the variable GP PMNT DATE DY.
Variable	GP PMNT DATE MO	Payment Date - Month	Stores the Calendar Payment Date 'Month' - if the Date GP PMNT DT EXTR is resolved. Note: The Date Element GP PMNT DT EXTR will extract the 'month' from the Calendar Period and populate the Variable GP PMNT DATE MO.
Variable	GP PMNT DATE YR	Payment End Date - Year	Stores the Calendar Payment Date 'Year' - if the Date GP PMNT DT EXTR is resolved. Note: The Date Element GP PMNT DT EXTR will extract the 'year' from the Calendar Period and populate the Variable GP PMNT DATE YR.
Variable	GP PRD BGN DATE DY	Period Begin Date - Day	Stores the Calendar Period Begin Date 'Day' - if the Date GP PRD BGN DT EXTR is resolved. Note: The Date Element GP PRD BGN DT EXTR will extract the 'day' from the Calendar Period and populate the Variable GP PRD BGN DATE DY.

Element Type	Element Name	Description	Comments
Variable	GP PRD BGN DATE MO	Period Begin Date - Month	Stores the Calendar Period Begin Date 'Month' - if the Date GP PRD BGN DT EXTR is resolved. Note: The Date Element GP PRD BGN DT EXTR will extract the 'month' from the Calendar Period and populate the Variable GP PRD BGN DATE DY.
Variable	GP PRD BGN DATE YR	Period Begin Date - Year	Stores the Calendar Period Begin Date 'Year' - if the Date GP PRD BGN DT EXTR is resolved. Note: The Date Element GP PRD BGN DT EXTR will extract the 'year' from the Calendar Period and populate the Variable GP PRD BGN DATE DY.
Variable	GP PSLP ASOF	Payslip Message Duration As Of	Message definition - if using date for duration- date is as of what?
Variable	GP PSLP CAL RUN	Payslip Message Calendar Run	Message definition calendar run only populated if Duration of message = Calendar
Variable	GP PSLP EMPLID	Payslip Message Employee ID	Message definition Emplid only populated if Population criteria is Emplid.
Variable	GP PSLP FM NUM	Payslip Message	Message definition FM NUM only populated if population criteria is 'custom formula'
Variable	GP PSLP FROM DT	Payslip Message From Date	Message definition From Date only populated if duration of message is as of a date
Variable	GP PSLP GP	Payslip Message Assign Method	Message definition - Assignment Method

Element Type	Element Name	Description	Comments
Variable	GP PSLP GRP ID	Payslip Message Group ID	Message definition Group ID only populated if GP Group Build is Population criteria.
Variable	GP PSLP MSG CTRY	Payslip Message Country	Country of message definition (key to message definition)
Variable	GP PSLP MSG NBR	Payslip Message Number	Message number from payslip definition (key to message definition)
Variable	GP PSLP PLIST	Payslip Message HR Group List	Message definition HR Group List only populated if HR Group List is Population criteria.
Variable	GP PSLP SEL	Payslip Message Select	Message definition - population selection criteria
Variable	GP PSLP STATUS	Payslip Message Status	Status of message "active or inactive"
Variable	GP PSLP TO DT	Payslip Message To Date	Message definition To Date optionally populated if duration of message is as of a date
Variable	GP SEG BGN DATE DY	Segment Begin Date - Day	
Variable	GP SEG BGN DATE MO	Segment Begin Date - Month	
Variable	GP SEG BGN DATE YR	Segment Begin Date - Year	
Variable	GP SEG END DATE DY	Segment End Date - Day	
Variable	GP SEG END DATE MO	Segment End Date - Month	
Variable	GP SEG END DATE YR	Segment End Date - Year	

Element Type	Element Name	Description	Comments
Variable	GP SLI BGN DATE DY	Slice Begin Date - Day	
Variable	GP SLI BGN DATE MO	Slice Begin Date - Month	
Variable	GP SLI BGN DATE YR	Slice Begin Date - Year	
Variable	GP SLI END DATE DY	Slice End Date - Day	
Variable	GP SLI END DATE MO	Slice End Date - Month	
Variable	GP SLI END DATE YR	Slice End Date - Year	
Writable Array	GP WA GUIDE	WA Segmentation Guide	Used for integration with Performance Management. To use it, just add the WA to any section. The writable array will not cause the resolution of the system elements defined in the Writable Array Fields grid.
Writable Array	GP WA PSLP MSG	Payslip Messages	Payslip Messages writable array

Viewing the Delivered Elements

This section provides an overview of the GP_ELEMENTS query and discusses how to:

- Access the GP_ELEMENTS query.
- Run the GP_ELEMENTS query.

Understanding the GP_ELEMENTS Query

Global Payroll delivers a query that you can run to list the elements that are defined for your system. With this query, you specify which elements you want to see. You can view elements defined for all countries or a specific country, view elements by category or name, or a combination of these criteria.

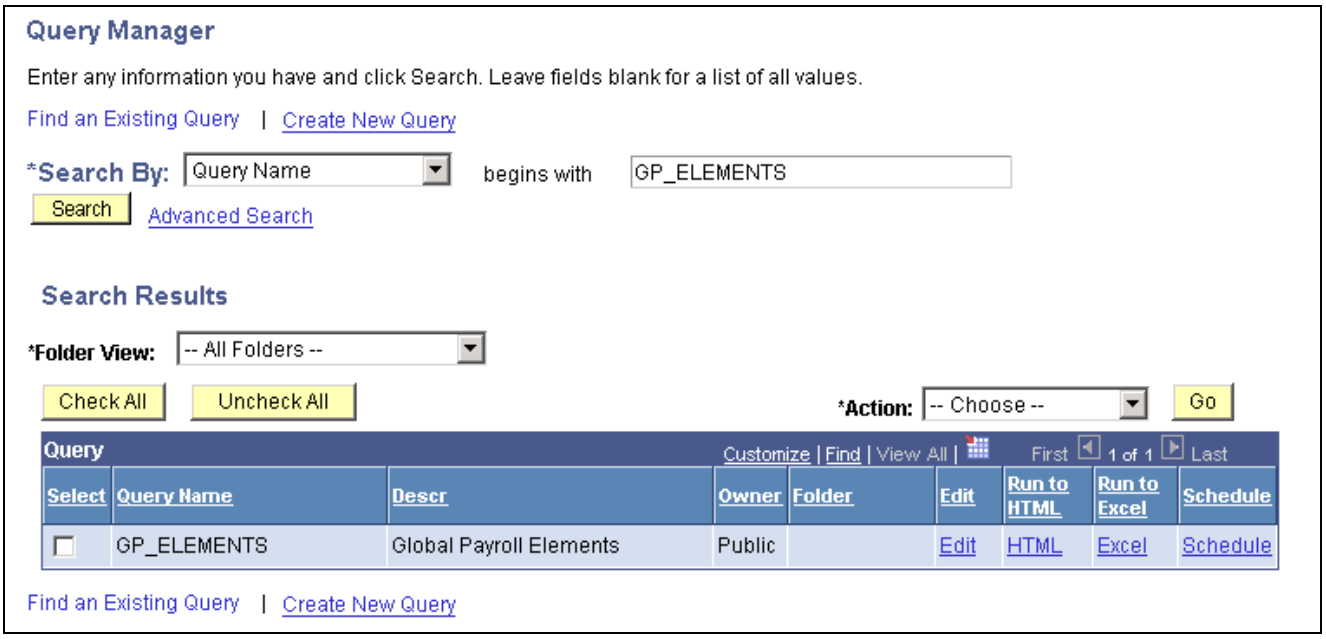
You can view the query results online and download them to a Microsoft Excel spreadsheet.

Page Used to Access and Run the GP_ELEMENTS Query

Page Name	Object Name	Navigation	Usage
Query Manager	QRY_SELECT	Reporting Tools, Query, Query Manager	Create, update, and launch queries.

Accessing the GP_ELEMENTS Query

Access the Query Manager page.



Query Manager page

Edit Click to edit field properties and sort order for your query.

Run to HTML Click to access the GP_ELEMENTS query, where you can view results of your query online. Once you've defined your search criteria for the GP_ELEMENTS query, in addition to viewing results online, you also have the option of downloading the results into a Microsoft Excel spreadsheet or a CSV text file.

Run to Excel Click to access the GP_ELEMENTS query, where you can download the results of your query to a Microsoft Excel spreadsheet.

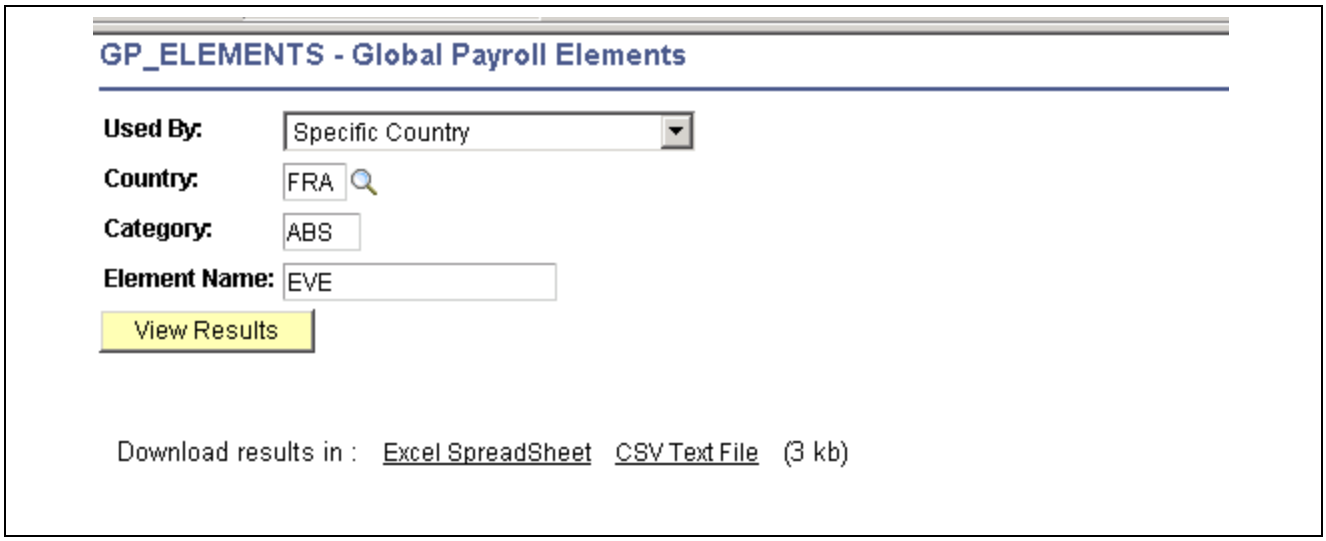
Schedule Click to define criteria for scheduling a query.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Query

Running the GP_ELEMENTS Query

Access the GP_ELEMENTS query.



GP_ELEMENTS query

To run the query, enter your search criteria and click the View Results button. Modify the query using the criteria described below.

Used By Identify whether you want to view elements for *All Countries* or *Specific Country*.

Country If you select *All Countries* in the Used By field, enter *ALL* in the Country field. If you select *Specific Country* in the Used By field, enter the country code for which you want to view elements.

Category and **Element Name** To narrow your results, you can enter a functional category code, such as ABS, for absences. You can also enter part of or all of an element name.

Note. For information about category and element naming conventions, see the country extension PeopleBooks.

View Results Click to download the results to a Microsoft Excel file.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Query

CHAPTER 42

Setting Up and Running Generic Reports

This chapter provides an overview of generic reports and discusses how to:

- Set up generic reports.
- Run generic reports.

See Also

Appendix A, "Global Payroll Reports," page 1075

Understanding Generic Reports

Global Payroll provides the framework for you to define your own generic reports of basic payroll results. With generic reports, you can set up result table queries that best suit your needs. These queries are useful for quickly viewing data. They are not a substitute for the SQRs used to create final, publishable reports.

There are three types of generic reports that show different views of the same information:

- Element List

  A list of payroll elements for each employee for a period. Define each column as a set of numeric elements, which are accumulated.

- Summary

  A list of user-defined payroll elements for the pay periods between two dates for each employee. Define each row as a set of numeric elements, which are accumulated. On the run control page you define each column with a From Date and a To Date.

- Accumulator

  Displays totals of selected accumulators for each employee. On the run control page, you define the pay calendars for which the report should be printed.

All of these reports enable you to select sort options and break levels. If you define break levels, the system prints a total for each break, as the break occurs, and prints a grand total at the end of the report. If no breaks are defined, no totals are printed for the report. Depending on the break levels, an employee can appear more than once on a single report (the same employee but with different segment numbers).

For all three report types, the maximum number of columns is 12.

Break Levels

Break levels are a tool for sorting results. Use them to organize the information on the report. You can include up to three break levels in a report. For example, the first level might sort employees into business units; the second might sort members of each business unit into departments; and the third might sort the members of each department into establishments. When you select the break levels for a report, you can print each section on a separate page.

System data supplies the following standard break levels:

- Department
- Company
- Establishment

Setting Up Generic Reports

To set up generic reports, use the Generic Report Break Levels (GP_GENRPT_BRK_LVLS) and Generic Reports (GP_GENRPT) components.

This section discusses how to:

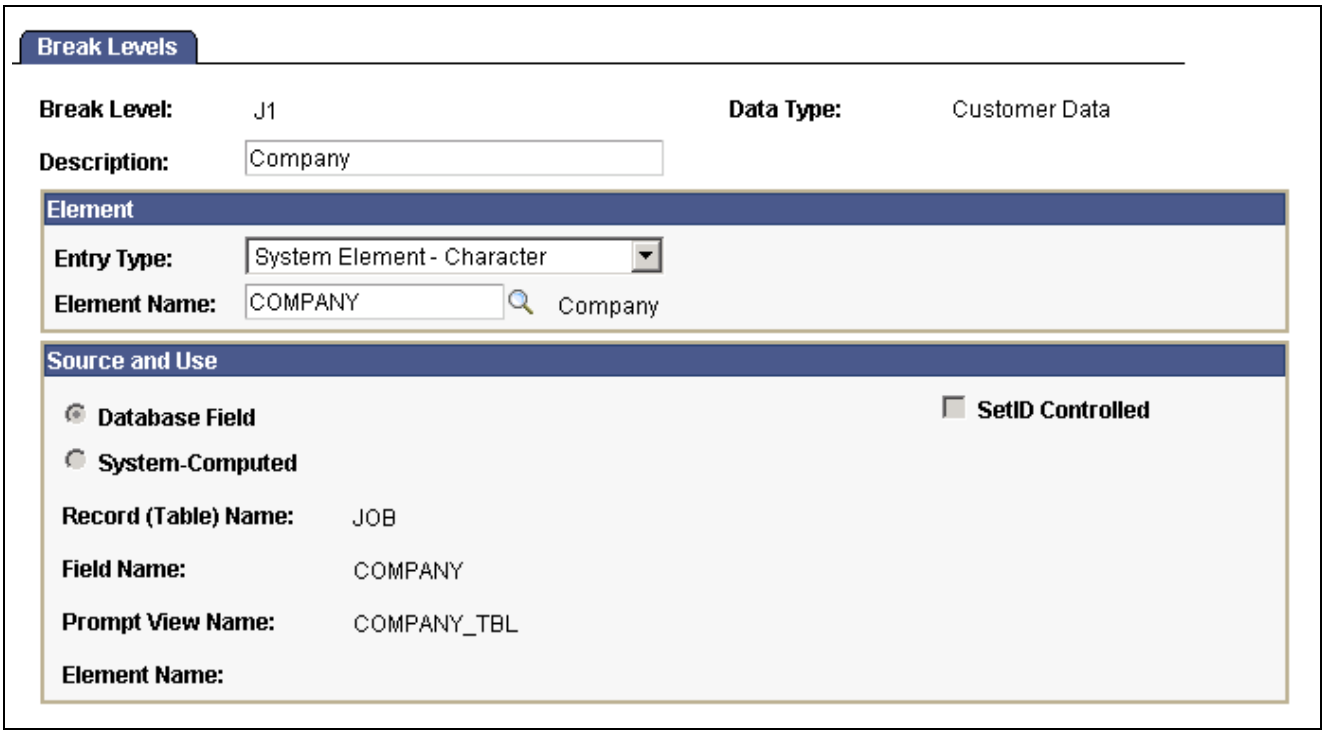
- Define break levels.
- Define generic report parameters.
- Define generic report rows and columns.

Pages Used to Set Up Generic Reports

Page Name	Object Name	Navigation	Usage
Break Levels	GP_GENRPT_BRK_LVLS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Generic Report Break Levels, Break Levels	Define break levels.
Definition	GP_GENRPT_SETUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Generic Reports, Definition	Define the report ID and parameters.
Rows or Columns	GP_GENRPT_ROW	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Generic Reports, Rows or Columns	Define rows or columns and the elements that are to be reported.

Defining Break Levels

Access the Break Levels page.



Break Levels page

Note. If you sort by Department break level, we recommend that you sort by Business Unit first and then by Department.

Break Level A number and/or code that identifies the break level.

Data Type Values are:

System Data: For a PeopleSoft-delivered break level.

Customer Data: For all other break levels.

Description A meaningful description for the break level. This is the heading for the break data that will appear on your report.

Element

Entry Type Select the entry type of the element that you're associating with the break level. Values are *System Element - Character* and *Variable - Character.*

Element Name Select the system element or variable that you're associating with the break level. For example, if you define paygroup as the break level, select the GP PAYGROUP element.

Note. Any element selected must be resolved and stored.

Record (Table) Name If you select *Variable - Character* as the Entry Type, enter the name of the record from which the variable was originally populated.

Field Name If you select *Variable - Character* as the Entry Type, in addition to entering the name of the record from which the variable was originally populated, you must also specify the field on the record.

Source and Use

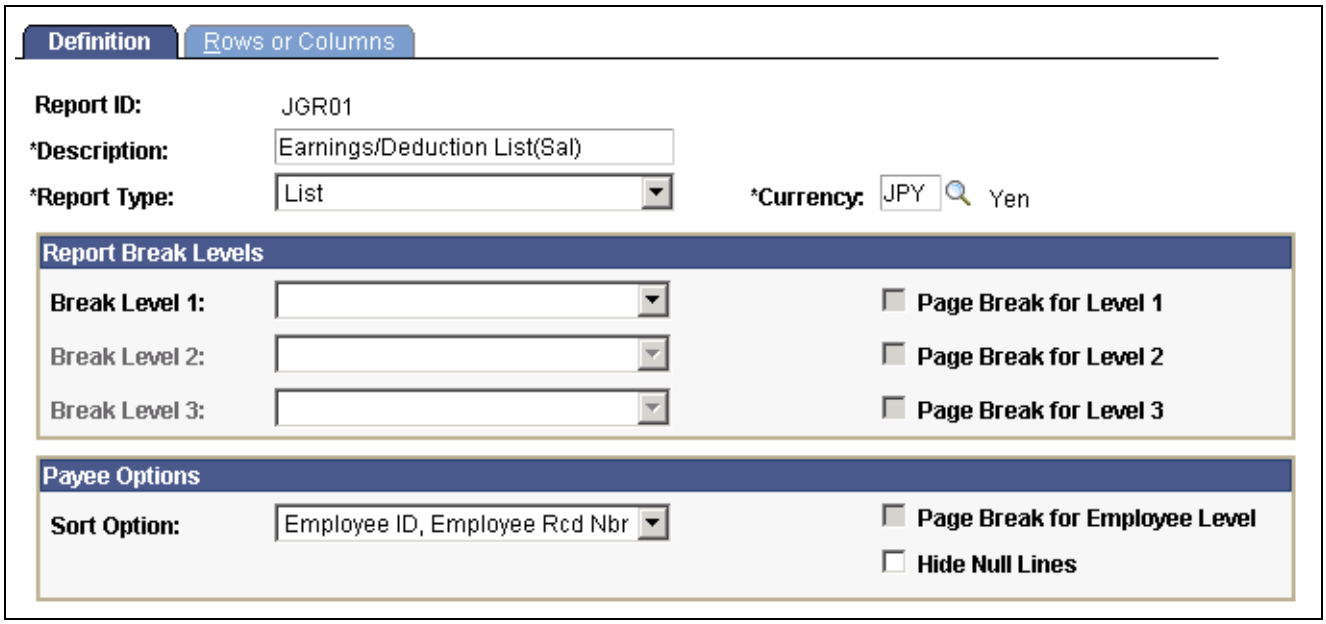
If you select a system element, information contained on the Source and Use page of GP_PIN appears in this group box.

See Also

Chapter 6, "Defining Data Retrieval Elements," Working with System Elements, page 82

Defining Generic Report Parameters

Access the Generic Reports - Definition page.



Generic Reports - Definition page

Report Type Values are *Summary, List* (element list), and *Accumulators*.

Currency Define the default currency for the report. Amounts are converted to this currency before processing. You can change the currency on the Generic Report run control page.

Generic reports provide a maximum of 14 print positions for currency amounts. The system changes the number of decimal places, depending on the currency code. Amounts are truncated to 1, 2, or 3 decimal places, depending on the currency. If the currency does not use decimal places, all 14 print positions are available to display amounts.

Report Break Levels

Break Level 1, Break Level 2, and **Break Level 3** You can use up to three break levels. If you use multiple break levels, the system sorts first by break level 1, then by break level 2, and last by break level 3. Select from the break levels that you set up on the Break Levels page.

Page Break for Level 1, Page Break for Level 2, and **Page Break for Level 3** Select to have a page break at the selected break level on the printed report.

Payee Options

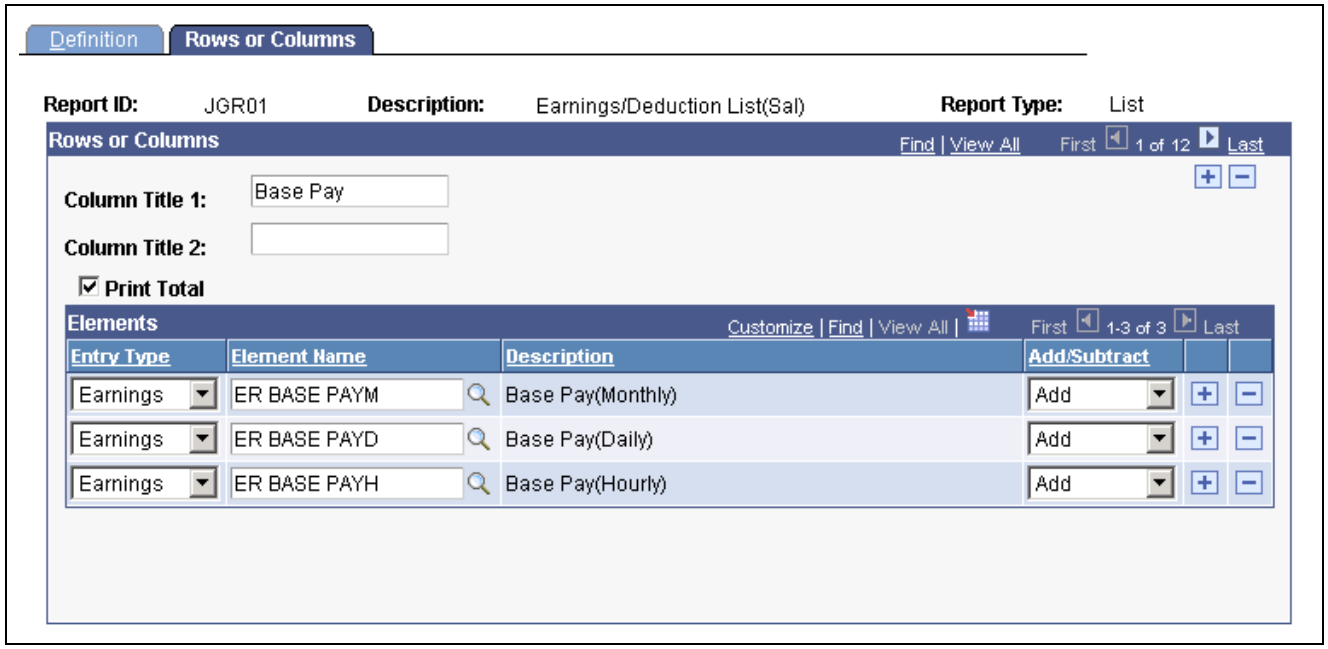
Sort Option Select a default method for sorting by employee. You can sort by the employee ID and employee record number or by the name and employee record number. When you run the report, you can change the sort option on the run control page.

Page Break for Employee Level (Summary type only) Select to print a separate page for each employee.

Hide Null Lines (List and Summary type only). Select to prevent the printing of lines that have a value of 0.

Defining Generic Report Rows and Columns

Access the Rows or Columns page.



Rows or Columns page

Different fields appear on this page depending on the report type that you selected on the Generic Reports - Definition page. For all report types, the Column Title, Print Total, Element Name, and Description fields appear.

The following additional fields appear for the specified report type:

List and Summary	Accumulators
Entry Type	User Key
Add/Subtract	Label Column
	Label (if Label Column is selected)

List and Summary	Accumulators
	Do not print row if results equal zero
	Print Calendar ID

Rows or Columns

The following table summarizes the type of data in the rows and columns for each report type.

Report Type	Columns	Rows
List	Element or group of elements	Payees
Summary	Date ranges	Element or elements
Accumulator	Accumulators	Payees

Column Title Define the title for each column. Each title can be two lines with up to 30 characters in each line.

User Key (Accumulator type only) Select a user key for the accumulator. A column is either a user key or an element.

Print Total Select to print totals before a page break.

Print Field Label This check box appears only for Accumulator report types and only for columns that are not user keys. Select to print a label instead of the values for an element in the column. The system prints the text from the Label field.

Do not print row if results equal zero This check box appears only for Accumulator report types and for columns that are not user keys. Select the check box to suppress rows where an accumulator does not have an end date and therefore forwards zero results into each new calendar. Selecting this check box will prevent unwanted and meaningless rows from displaying on the report.

Print Calendar ID This check box appears only for Accumulator report types and only for columns that are not user keys. Select this check box to print the calendar ID of the result row, thereby increasing the readability of the report for calendar groups in which retroactive processing has occurred.

Elements

Select the elements that are to be reported in each row or column.

Entry Type Select the entry type of the element. Values are *Auto Assgn* (auto assigned), *Bracket, Deduction,Earnings,Formula, SystemElem* (system element), and *Variable.*

Element Name Select the element name.

Label	Replaces the Description field only for the accumulator report type when you select the Label Column check box for a column that is not a user key or calendar ID. Enter the label that is to be printed in the column when the associated element is other than 0.
Add/Subtract	Select whether the element should be added to or subtracted from the total for the column or row.

Note. For Accumulator report types, some precision may be needed. The system obtains all the user keys from the accumulator result table for all the accumulators that are defined in the setup. It then prints the user keys and selects the accumulator results starting from those keys.

In addition, there are cases where accumulators continue to carry forward after an event has completed (a loan repayment, for example) because the accumulators have not been defined with an end date. In such cases, it may be necessary to identify an accumulator where the results always carry forward as zero (monthly deduction, for example), and use the Do not print row if results equal zero check box. The above also applies in cases where accumulators have been defined with a storage option of "All Calculations" and the calendar run has encountered retroactive processing. If your calendar group has both payroll and absence calendars, the accumulators will appear in all calendars (both payroll and absence) from the retroactive period through to the current period. If you can identify a column in which these additional accumulators will also have a zero result, then use the Do not print row if results equal zero check box to suppress the extra unwanted rows.

Running Generic Reports

This section discusses how to run generic reports.

Run the report after selecting additional run time parameters such as summary or detail payee data, sorting, and begin and end dates.

The run control page triggers:

- The GP_GEN_RPTS Application Engine program that creates two temporary tables with data from payroll results.
- The GPGENRPT SQR program that reads the payroll results from the temporary tables and formats the report.

Selecting Payees and Periods for List and Summary Reports

The List and Summary reports can cover multiple periods. Using the Period ID, the system establishes date and payee parameters. The system will select and report on all payees that have a segment record with the matching Period IDs. When multiple periods are selected for the List Report, the system will sum the results of all segments selected.

Selecting Payees and Periods for Accumulators

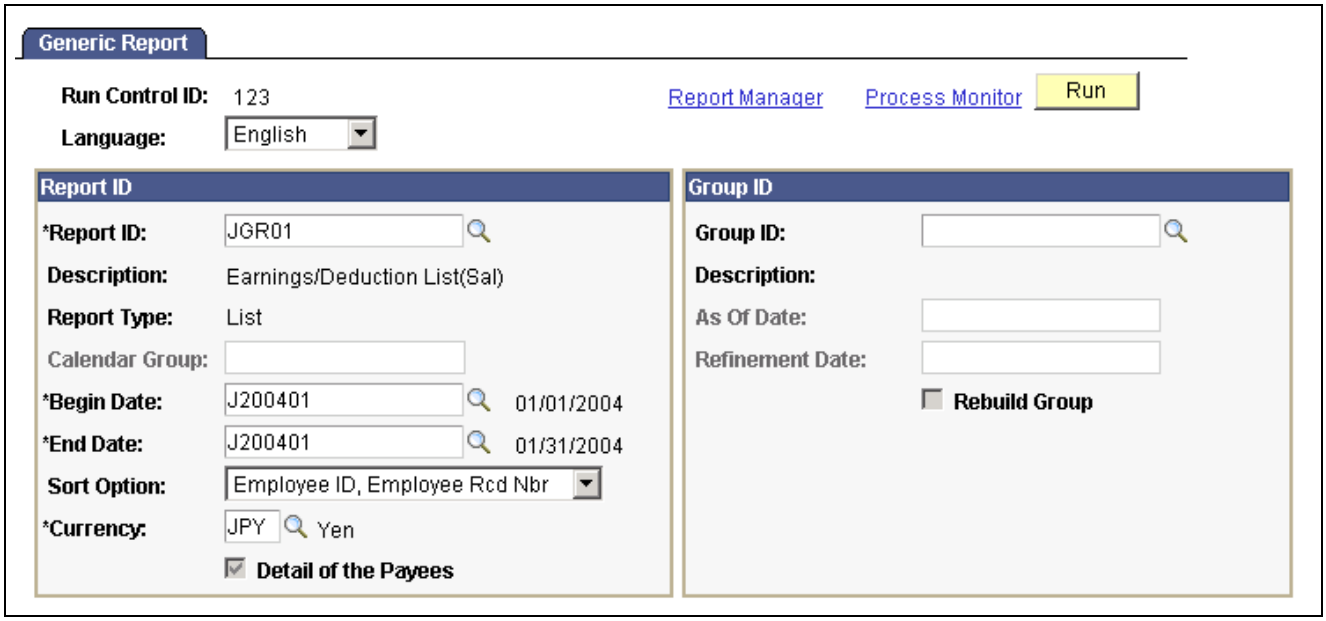
The accumulator report covers a single period. Using the Calendar Group ID, the system establishes date and payee parameters. The Calendar Group ID may contain only one period. However, if the Calendar Group has experienced retroactive processing, then additional rows may appear on the report. For this reason we recommend you select the Print Calendar ID check box to help identify any retroactive row.

Page Used to Run a Generic Report

Page Name	Object Name	Navigation	Usage
Generic Report	GP_GENRPT_RC	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Create Generic Reports, Generic Report	Run generic reports.

Running Generic Reports

Access the Generic Report page.



Generic Report page

To run the report, you must first specify the calendar to include. This is done by either entering Begin and End Dates (for the List and Summary report), or entering the Calendar Group ID (for the accumulator report.) Because the List and Summary reports can cover multiple periods of time, enter Period IDs.

Report Type This field affects the other fields available on this page.

Begin Date Use this field in combination with the End Date field to construct the report's time frame. The period defined by these dates must match the dates of a defined pay period. Some report types use the Group ID instead.

End Date Use this field in combination with the Begin Date field to construct the report's time frame. The period defined by these dates must match the dates of a defined pay period. Some report types use the Group ID instead.

Sort Option This field displays the sort option defined on the Generic Reports-Definition page. You can override this value here.

Currency This field displays the currency defined on the Generic Reports-Definition page. You can override this value here.

Detail of the Payees Select to report the details of each payee. If this option is not selected, the report includes only summaries by break level. If you do not define breaks for the report, this option is not available.

Group ID You may select a subset of payees by using the Group ID section and entering a specific Group ID. This Group ID is defined on the Group Build pages in PeopleSoft Enterprise Human Resources.

As Of Date Specify the effective-date version of the group to report on.

Refinement Date If the group definition includes effective-dated records, enter the date for which you want the records run. For example, to run a group with an effective date of January 1, 1990 and run the effective-dated rows in the group as of February 15, 1998, select an As of Date of January 1, 1990 and a Refinement Date of February 15, 1998.

If you leave this field blank, the system runs the group as of the current date.

Rebuild Group Select to re-create the group before running the generic report.

The Rows and Columns group box appears only for a Summary Type report. The system creates a set of columns for the first 12 months in the reporting period that you define in the Report ID group box. It enters the first and last days of each month in the From Date and the To Date columns. You can manually define different columns for your summary report, up to 12 columns total.

APPENDIX A

Global Payroll Reports

This appendix provides an overview of Global Payroll reports and discusses how to:

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

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

See Also

Chapter 42, "Setting Up and Running Generic Reports," page 1065

Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler

Global Payroll Reports: A to Z

This table lists the Global Payroll reports, sorted alphanumerically by report ID. All reports are SQR reports. For more information about a report, refer to the report details at the end of this appendix.

Report ID and Report Name	Description	Navigation	Run Control Page
GP000001 Payroll Results Register	Displays, by payee, the results of a payroll calculation, for earnings, deductions, and/or accumulators. Reports results by segment. A payroll status of Open or Closed appears at the top of the report. Produce after you calculate or finalize a payroll run.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Results Register, Payroll Results Register	GP_GPSQR01_PNL
GP000002 Absence Results Register	Similar to the Payroll Result Register, but shows the results of a calculated or finalized absence run.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Absence Results Register, Absence Results Register	GP_GPSQR01_PNL
GP000003 Payroll Results Summary	Summarizes earning and deduction totals by department. Run this report only after a payroll or absence run has been finalized.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Results Summary, Payroll Results Summary	GP_GPSQR03_PNL

Report ID and Report Name	Description	Navigation	Run Control Page
GP000004 Payee Messages	Displays any payroll messages generated from a payroll run.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Messages, Payroll Messages	GP_GPSQR04_PNL
GPGENRPT User-designed generic report, no standard report name.	Define additional runtime parameters and run generic reports.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Create Generic Reports, Generic Report	GP_GENRPT_RC

Glossary of PeopleSoft Terms

absence entitlement This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.

absence take This element defines the conditions that must be met before a payee is entitled to take paid time off.

academic career In PeopleSoft Enterprise Campus Solutions, all course work that a student undertakes at an academic institution and that is grouped in a single student record. For example, a university that has an undergraduate school, a graduate school, and various professional schools might define several academic careers—an undergraduate career, a graduate career, and separate careers for each professional school (law school, medical school, dental school, and so on).

academic institution In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

academic organization In PeopleSoft Enterprise Campus Solutions, an entity that is part of the administrative structure within an academic institution. At the lowest level, an academic organization might be an academic department. At the highest level, an academic organization can represent a division.

academic plan In PeopleSoft Enterprise Campus Solutions, an area of study—such as a major, minor, or specialization—that exists within an academic program or academic career.

academic program In PeopleSoft Enterprise Campus Solutions, the entity to which a student applies and is admitted and from which the student graduates.

accounting class In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.

accounting date The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.

accounting split The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.

accumulator You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.

action reason The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Human Resources, PeopleSoft Benefits Administration,

PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.

action template In PeopleSoft Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.

activity In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities.

In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing.

In PeopleSoft Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks.

In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.

address usage In PeopleSoft Enterprise Campus Solutions, a grouping of address types defining the order in which the address types are used. For example, you might define an address usage code to process addresses in the following order: billing address, dormitory address, home address, and then work address.

adjustment calendar In PeopleSoft Enterprise Campus Solutions, the adjustment calendar controls how a particular charge is adjusted on a student's account when the student drops classes or withdraws from a term. The charge adjustment is based on how much time has elapsed from a predetermined date, and it is determined as a percentage of the original charge amount.

administrative function In PeopleSoft Enterprise Campus Solutions, a particular functional area that processes checklists, communication, and comments. The administrative function identifies which variable data is added to a person's checklist or communication record when a specific checklist code, communication category, or comment is assigned to the student. This key data enables you to trace that checklist, communication, or comment back to a specific processing event in a functional area.

admit type In PeopleSoft Enterprise Campus Solutions, a designation used to distinguish first-year applications from transfer applications.

agreement In PeopleSoft eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.

allocation rule In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure from the current node to the root node, checking each node for plans that contain allocation rules.

alternate account A feature in PeopleSoft General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.

analysis database In PeopleSoft Enterprise Campus Solutions, database tables that store large amounts of student information that may not appear in standard report formats. The analysis database tables contain keys for all objects in a report that an application program can use to reference other student-record objects that are not contained in the printed report. For instance, the analysis database contains data on courses that are considered for satisfying a requirement but that are rejected. It also contains information on

courses captured by global limits. An analysis database is used in PeopleSoft Enterprise Academic Advisement.

Application Messaging PeopleSoft Application Messaging enables applications within the PeopleSoft Enterprise product family to communicate synchronously or asynchronously with other PeopleSoft and third-party applications. An application message defines the records and fields to be published or subscribed to.

AR specialist Abbreviation for *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.

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.

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.

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.

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*.

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.

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.

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.

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.

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

	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.

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.

process category In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.

process group In PeopleSoft Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.

process definition Process definitions define each run request.

process instance A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.

process job You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.

process request A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.

process run control A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.

product A PeopleSoft or third-party product. PeopleSoft organizes its software products into product families and product lines. Interactive Services Repository contains information about every release of every product that PeopleSoft sells, as well as products from certified third-party companies. These products are displayed with the product name and release number.

product category In PeopleSoft Enterprise Incentive Management, indicates an application in the Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.

product family A group of products that are related by common functionality. The family names that can be searched using Interactive Service Repository are PeopleSoft Enterprise, PeopleSoft EnterpriseOne, PeopleSoft World, and third-party, certified PeopleSoft partners.

product line The name of a PeopleSoft product line or the company name of a third-party certified partner. Integration Services Repository enables you to search for integration points by product line.

programs In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.

progress log In PeopleSoft Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.

project transaction In PeopleSoft Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.

promotion In PeopleSoft Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.

prospects

In PeopleSoft Enterprise Campus Solutions, students who are interested in applying to the institution.

In PeopleSoft Enterprise Contributor Relations, individuals and organizations that are most likely to make substantial financial commitments or other types of commitments to the institution.

publishing

In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.

rating components

In PeopleSoft Enterprise Campus Solutions, variables used with the Equation Editor to retrieve specified populations.

record group

A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.

record input VAT flag

Abbreviation for *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.

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.

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.

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.

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.

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.

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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