PeopleSoft.

PeopleSoft EnterpriseOne Australia/New Zealand Payroll 8.11 SP1 PeopleBook

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Contents

About This PeopleBook Preface

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

This preface discusses:

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

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

PeopleSoft Application Prerequisites

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

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

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

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

PeopleSoft Application Fundamentals

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

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

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

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

Documentation Updates and Printed Documentation

This section discusses how to:

• Obtain documentation updates.

• Order printed documentation.

Obtaining Documentation Updates

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

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

See Also

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

Ordering Printed Documentation

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

• Web

• Telephone

• Email

Web

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

Telephone

Contact MMA Partners at 877 588 2525.

Email

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

See Also

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

Additional Resources

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

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

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

Typographical Conventions and Visual Cues

This section discusses:

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

Typographical Conventions

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

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
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

Address Book Number

Enter a unique number that identifies the master record for the entity. An address book number can be the identifier for a customer, supplier, company, employee, applicant, participant, tenant, location, and so on. Depending on the application, the field on the form might refer to the address book number as the customer number, supplier number, or company number, employee or applicant id, participant number, and so on.

As If Currency Code

Enter the three-character code to specify the currency that you want to use to view transaction amounts. This code allows you to view the transaction amounts as if they were entered in the specified currency rather than the foreign or domestic currency that was used when the transaction was originally entered.

Batch Number

Displays a number that identifies a group of transactions to be processed by the system. On entry forms, you can assign the batch number or the system can assign it through the Next Numbers program (P0002).

Batch Date

Enter the date in which a batch is created. If you leave this field blank, the system supplies the system date as the batch date.

Batch Status

Displays a code from user-defined code (UDC) table 98/IC that indicates the posting status of a batch. Values are:

Blank: Batch is unposted and pending approval.

A: The batch is approved for posting, has no errors and is in balance, but it has not yet been posted.

D: The batch posted successfully.

E: The batch is in error. You must correct the batch before it can post.

P: The system is in the process of posting the batch. The batch is unavailable until the posting process is complete. If errors occur during the post, the batch status changes to E.

U: The batch is temporarily unavailable because someone is working with it, or the batch appears to be in use because a power failure occurred while the batch was open.

Branch/Plant

Enter a code that identifies a separate entity as a warehouse location, job, project, work center, branch, or plant in which distribution and manufacturing activities occur. In some systems, this is called a business unit.

Business Unit

Enter the alphanumeric code that identifies a separate entity within a business for which you want to track costs. In some systems, this is called a branch/plant.

Category Code

Enter the code that represents a specific category code. Category codes are user-defined codes that you customize to handle the tracking and reporting requirements of your organization.

Company

Enter a code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the F0010 table and must identify a reporting entity that has a complete balance sheet.

Currency Code	Enter the three-character code that represents the currency of the transaction. PeopleSoft EnterpriseOne provides currency codes that are recognized by the International Organization for Standardization (ISO). The system stores currency codes in the F0013 table.
Document Company	Enter the company number associated with the document. This number, used in conjunction with the document number, document type, and general ledger date, uniquely identifies an original document.
	If you assign next numbers by company and fiscal year, the system uses the document company to retrieve the correct next number for that company.
	If two or more original documents have the same document number and document type, you can use the document company to display the document that you want.
Document Number	Displays a number that identifies the original document, which can be a voucher, invoice, journal entry, or time sheet, and so on. On entry forms, you can assign the original document number or the system can assign it through the Next Numbers program.
Document Type	Enter the two-character UDC, from UDC table 00/DT, that identifies the origin and purpose of the transaction, such as a voucher, invoice, journal entry, or time sheet. PeopleSoft EnterpriseOne reserves these prefixes for the document types indicated:
	P: Accounts payable documents.
	R: Accounts receivable documents.
	T: Time and pay documents.
	I: Inventory documents.
	O: Purchase order documents.
	S: Sales order documents.
Effective Date	Enter the date on which an address, item, transaction, or record becomes active. The meaning of this field differs, depending on the program. For example, the effective date can represent any of these dates:
	• The date on which a change of address becomes effective.
	• The date on which a lease becomes effective.
	• The date on which a price becomes effective.
	• The date on which the currency exchange rate becomes effective.
	• The date on which a tax rate becomes effective.
Fiscal Period and **Fiscal Year**	Enter a number that identifies the general ledger period and year. For many programs, you can leave these fields blank to use the current fiscal period and year defined in the Company Names & Number program (P0010).
G/L Date (general ledger date)	Enter the date that identifies the financial period to which a transaction will be posted. The system compares the date that you enter on the transaction to the fiscal date pattern assigned to the company to retrieve the appropriate fiscal period number and year, as well as to perform date validations.

PeopleSoft EnterpriseOne Australia/New Zealand Payroll Preface

This preface discusses:

- PeopleSoft products.
- PeopleSoft application fundamentals.
- Common elements used in this PeopleBook.

PeopleSoft Products

This PeopleBook refers to these PeopleSoft products:

- PeopleSoft EnterpriseOne Australia/New Zealand Payroll
- PeopleSoft EnterpriseOne Payroll
- PeopleSoft EnterpriseOne Time and Labor
- PeopleSoft EnterpriseOne HCM Foundation

PeopleSoft Application Fundamentals

Additional, essential information describing the setup and design of the system appears in a companion volume of documentation called *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook* . Additionally, you can find information about basic payroll setup and functionality in the *PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook.*

See Also

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook, "PeopleSoft EnterpriseOne HCM Fundamentals Preface"

PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook, "PeopleSoft EnterpriseOne Payroll Preface"

Common Elements Used in This PeopleBook

Address Number	Enter a number that identifies an entry in the Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location.
Amount Rate 1	Enter a value that specifies a percentage, a monetary amount, or an hourly rate, depending on where it is used. Values are:

1: For a deduction, benefit, or accrual, the meaning of this value depends on the method of calculation. The method determines whether the deduction is a flat monetary amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the detail area, set up a flat monetary DBA amount, or override the amount with a one-time override for a timecard.

2: For a pay type, amounts entered in this field override the hourly rate.

Business Unit	Enter the number of the business unit in which the employee generally resides.
Company	Enter a code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.

Note. You can use company 00000 for default values such as dates and automatic accounting instructions. You cannot use company 00000 for transaction entries.

Country Code	Enter a user-defined code (00/CN) that identifies a country. The country code has no effect on currency conversion.
	The Address Book system uses the country code for data selection and address formatting.
Effect on GL (effect on general ledger)	Enter a code indicating whether you want journal entries passed from payroll to the general ledger and the method you want to use. Values are:
	N: Pass dollars only to the general ledger.
	M: Do not pass dollars or hours to the general ledger. This code enables an accrual to be tracked in employee payroll history and the dollars to be omitted from the general ledger.
Print Method	Enter a code that identifies whether the PDBA is to be printed on the paystub or whether it is to be printed on a payment that is separate from other PDBAs.
	Values for pay types and payroll taxes include:
	Y: Print on paystub (default).
	S: Print separate payment (one item per payment).
	C: Print separate payment (C types combined).
	N: Do not print on paystub.
	values for DBAs include:
	Y: Print as total deductions (default).
	S: Print separate payment (one item per payment).
	C: Print separate payment (include detail).
	N: Do not print on paystub.
	I: Print individual DBA codes.
	T: Print by DBA print group.

The separate payment feature is not available for any payroll taxes being withheld from the employee's payment.

Source of Calculation   Enter a user-defined code (07/DB) that specifies the basis of a deduction, benefit, or accrual. When the system calculates the gross amount for disposable net wages, it does not use the basis of calculation. The gross amount includes all earnings that have a positive effect on the gross and net payment. For wage attachments use one of these codes:

1-8: Garnishment, tax levy, wage assignment (child support and maintenance)

R: Loan, interest

0: Fees

Tax Scale   Enter a user-defined code (75/SC) that indicates an employee's taxation category. Tax scales are defined by the governmental taxing authority.

Getting Started with PeopleSoft EnterpriseOne Australia/New Zealand Payroll

This chapter discusses:

• Australia/New Zealand Payroll overview.

• Australia/New Zealand Payroll implementation.

Australia/New Zealand Payroll Overview

With PeopleSoft EnterpriseOne Australia/New Zealand Payroll, you can design the payroll system to meet the organization's specific requirements. You can define and establish earnings, deductions, taxes, and processes that fit each organization's unique business needs. The payroll system enables you to calculate gross-to-net or net-to-gross pay, leave accruals, and government-regulated tax information.

Australia/New Zealand Payroll Implementation

This section provides an overview of the steps that are required to implement PeopleSoft EnterpriseOne Australia/New Zealand Payroll.

In the planning phase of the implementation, take advantage of all PeopleSoft sources of information, including the installation guides and troubleshooting information. A complete list of these resource appears in the preface in the *About These PeopleBooks* with information about where to find the most current version of each.

Global Implementation Steps

This table lists the suggested global implementation steps for PeopleSoft EnterpriseOne Australia/New Zealand Payroll:

Step	Reference
1. Set up companies, fiscal date patterns, and business units.	*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 SP1 PeopleBook*, "Setting Up Organizations"
2. Set up accounts, and the chart of accounts.	*PeopleSoft EnterpriseOne Financial Management Solutions Application Fundamentals 8.11 SP1 PeopleBook*, "Creating the Chart of Accounts"

Step	Reference
3. Set up the General Accounting constants.	*PeopleSoft EnterpriseOne General Accounting 8.11 SP1 PeopleBook*, "Setting Up the General Accounting System"
4. Set up multicurrency processing, including currency codes and exchange rates.	• *PeopleSoft EnterpriseOne Multicurrency Processing 8.11 SP1 PeopleBook*, "Setting Up General Accounting for Multicurrency Processing" • *PeopleSoft EnterpriseOne Multicurrency Processing 8.11 SP1 PeopleBook*, "Setting Up Exchange Rates"
5. Set up ledger type rules.	*PeopleSoft EnterpriseOne General Accounting 8.11 SP1 PeopleBook*, "Setting Up the General Accounting System," Setting Up Ledger Type Rules for General Accounting

Implementation Steps for the Australia/New Zealand Payroll System

This table lists the implementation steps for the Australia/New Zealand Payroll system.

Step	Reference
1. Set up automatic deposit information and coinage analysis.	Chapter 3, "Setting Up Payment Information," page 9
2. Set up organizational tax information.	Chapter 4, "Setting Up Tax Information," page 17
3. Set up employee leave for New Zealand.	Chapter 7, "(NZL) Processing Employee Leave in New Zealand," Setting Up Employee Leave Information for New Zealand, page 60
4. Set up employee leave for Australia.	Chapter 8, "(AUS) Processing Employee Leave in Australia," page 75

CHAPTER 2

Understanding Payroll Processing for Australia and New Zealand

This chapter provides an overview of Australia/New Zealand payroll, and discusses:

- Features of the Australia and New Zealand payroll processing system.
- User-Defined Codes for Australia and New Zealand.

Understanding Australia/New Zealand Payroll

The payroll process is the same for all supported countries, and includes these steps:

1. Pre-Payroll Processing
2. Print Payments
3. Journal Entries
4. Payroll Reports
5. Final Update

To process employees in Australia and New Zealand through a payroll cycle, you must complete all of these steps. We recommend that you have a thorough understanding of the basic PeopleSoft EnterpriseOne Payroll system before you set up or process payroll information for employees in Australia and New Zealand. This documentation discusses only the steps, features, and processes that are specific to processing payroll for employees in Australia and New Zealand, and is intended to be used in conjunction with the *PeopleSoft EnterpriseOne 8.11 SP1 Payroll PeopleBook*.

Features of the Australia and New Zealand Payroll Processing System

To correctly update payroll records for employees in Australia and New Zealand, you must process those employees through a complete payroll cycle. Though the steps of the payroll cycle are the same for all supported countries, you can use additional steps, features, and procedures to process country-specific information for employees in Australia and New Zealand. This table describes these processes:

Country-Specific Process	Description
Processing Payments	The system supplies country-specific payment programs that create payment information that meets the requirements of organizations in Australia and New Zealand.
	The system also provides programs that enable you to record reference data and trading bank information, which is used specifically in New Zealand payment processing.
	Additionally, if the organization pays employees in cash, you can set up coinage analysis information.
Tax Information	The system provides several programs for you to set up tax information so that all earnings are calculated according to the rules of the government taxing authorities under which the employees work.
	The system also provides you with reports to review tax setup.
Employee Leave	The system provides programs and reports that enable you to meet the leave requirements of the organization. You can:
	• Meet the requirements of the New Zealand Holiday Act.
	• Process Time Off In Lieu (TOIL).
	• Process Rostered Days Off (RDO) Leave.
	• Process Long Service Leave (LSL) Rollovers.
	• Use Leave Loading.
Superannuation Contributions	The system provides you with two methods for managing superannuation contributions. You can enter superannuation funds into the system, assign allocation percentages to each fund for each eligible employee, and automatically create superannuation payments during payroll processing.
	Alternatively, you can calculate superannuation contribution amounts during the payroll cycle and enter payments manually at the time the organization makes payment to the fund administrator.
	Whichever method you select, the system enables you to track and report superannuation data to comply with superannuation legislation, which is regulated by the Australian Tax Office (ATO).
Termination	The system provides you with programs that facilitate the complex tax calculations that are involved with employee terminations in Australia.
Governmental Tax Reporting	The system enables you to generate reports and files that are necessary to report year-end tax information to the Australian and New Zealand governments.

User-Defined Codes for Australia and New Zealand

To process payroll in Australia or New Zealand, you must set up the country-specific user-defined codes (UDCs) in addition to the UDCs for Payroll and for Human Capital Management Foundation.

Fund Allocation DBAs (07/FD)

To automatically create superannuation payments during the payroll process, you must define the deductions, benefits, and accruals (DBAs) that calculate superannuation benefits and deductions in this UDC table. You first set up the DBAs, then assign the DBAs to employees using benefits enrollment or manual entry. You then set up employee fund allocation information. The system calculates the DBAs during payroll processing. If any of the DBAs that calculate for an employee are located in this UDC table, the system searches for fund allocation information for the employee, and prorates the amount that is calculated for the DBA across all of the funds in which the employee is currently enrolled.

Fund Type (07/FA)

You use fund type codes to specify whether a superannuation fund is an employee deduction or an employer benefit. The system uses this code to ensure that employees are enrolled in only one superannuation benefit fund at a time.

Level of Calculation (75/LC)

You use level of calculation codes to define how you want the system to calculate tax amounts. The level of calculation determines whether you want level breaks (which determine the tax rates for specified income levels), limits, and adjustment amounts to apply to weekly, monthly, or annual earnings.

The Description 2 field is used as a divisor to determine the number of periods in a year. The number in the Special Handling field is used to convert annual salary to the pay-period salary.

Leave Type (75/LT)

You use leave type codes to identify pay codes that are considered leave pay types for the calculation of average gross earnings. If you enter a timecard using a pay type that is stored in UDC 75/LT, the system automatically updates the information on the Average Gross Earnings Revisions form.

Payee Type (75/PT)

You use payee type codes to specify the type of person or entity that is receiving an eligible termination payment (ETP) when an employee in an Australian organization is terminated. The system uses these codes to determine the tax rate that is applied to the ETP. The tax rate is partially dependent upon the entity that is receiving the payment. For example, the ETP is taxed at one rate if payment is made directly to the employee, and at another rate if payment is made to a trustee.

Rate Code (75/RC)

You use rate codes to identify earnings in different tax categories. Examples of rate codes include *M* for earnings received in a main job and *S* for earnings received in a secondary job.

The Description 2 field contains the name of a data item. The Special Handling field contains a value that might be entered in the data item that is entered in theDescription 02 field. When the system calculates tax information for an employee, if this data item contains the value that is stored in the Special Handling field, the tax is to be calculated for the employee.

For example, you might want to set up a rate code that the system calculates only for employees whose work state is New South Wales. You might enter a rate code of NSW in UDC 75/RC. In the Description 02 field, you would enter WSKE (the data item for work state), and in the Special Handling field, you would enter NSW. In this example, the system would calculate the taxes associated with this rate code only for employees who have NSW in the Enter the State You Work In field on the Australian Tax Overrides form.

Rule Type (75/RT)

You use rule type codes to determine how to calculate payroll taxes for specified earnings. The way that the system calculates taxes for a particular PDBA depends on the rule type code that is associated with that PDBA code. Examples of rule type codes include LL for leave loading and LSL for long service leave payments.

Tax Scales (75/SC)

You use tax scale codes to identify the tax category in which an employee belongs. The appropriate tax scale is automatically derived if accurate tax information is entered into the payroll system, or you can override the derived tax scale.

Type of Leave (75/TL)

You use types of leave codes to identify the leave category in which a PDBA belongs. Examples of type of leave codes are ANN for annual leave, and LSL for long service leave. This UDC table is reserved for future use.

Tax Factor (75/TO)

You use tax factor codes when you want to pay an employee for more or less than a full pay period by using an interim payment. For example, if an employee begins working midway in a monthly pay period, you can set up a tax factor that is equal to .50. When you enter this tax factor on the interim payment that you create to pay the employee for the portion of the pay period in which they worked, the system automatically calculates the employee's taxes using the tax factor. This enables the system to annualize the employee's salary and tax the amount of the payment accordingly.

You can also set up tax factors to use when calculating interim payments that cover more than one pay period. For example, if you wanted to pay an employee for one and one-half pay periods, you could set up a tax factor that is equal to 1.5. When you enter this tax factor on an interim payment, the system annualizes the employee's salary and taxes the earnings accordingly.

You can use codes A through Z to define tax factor codes. The number that you enter in the Special Handling field is the numeric value that represents the portion of the pay period that the employee works. For example, if you want to create a tax factor to represent half of a pay period, you enter *.5* in the Special Handling field for the specified code. This table illustrates how you might set up the .50 and 1.5 tax factor codes in UDC 75/TO:

Code	Description 01	Special Handling	Hard Coded
A	*Tax Factor .50*	*.5*	*N*
B	*Tax Factor 1.5*	*1.5*	*N*

Termination Type (75/T1)

You use termination type codes to identify the reason for an employee termination. These codes are used to calculate eligible termination pay (ETP) for employee terminations in Australia. Because the Australian Tax Office has different tax regulations for each type of termination, the ETP calculations differ for each termination type. The system uses the value in the Special Handling column of the UDC to determine the tax calculation method that should be used. This table illustrates the special handling code that should be used for each type of termination:

Termination Type	Special Handling Code
Normal Resignation or Retirement	*1*
Redundancy	*2*
Post 94 Disability	*3*
Death	*4*

CHAPTER 3

Setting Up Payment Information

This chapter provides an overview of payment information, and discusses how to:

- Enter automatic deposit information for Australia.
- Enter automatic deposit information for New Zealand.
- Set up coinage analysis.

Understanding Payments Information

Before you print payment advice and create automatic deposit files for the first time, you must identify which payment programs and versions you want to use. PeopleSoft EnterpriseOne includes these Australian- and New Zealand-specific payment programs:

- Create Auto Deposit File (Australia/New Zealand) (R75A0004).
- Create Bank File for Australia (R75A0005).
- Generic Payment Advice for Australia & New Zealand (R75A0013).
- Copy Payroll Payments to Bank File (Australia/New Zealand) (P75A0006).

You enter the program IDs and version names that the system uses to create payment information on the Payment Setup form. However, you cannot print payment advice or create automatic deposit files from this form. You can create payment information during a payroll cycle using the Pay Cycle Workbench only.

If you pay employees using cash payments, you must also set up coinage analysis information.

See Also

PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook, "Setting Up Payroll Cycle Information," Setting Up Payment Types

PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook, "Setting Up Payroll Cycle Information," Setting Up Debit Account Information for Automatic Deposits

(AUS) Entering Automatic Deposit Information for Australia

This section provides an overview of automatic deposits for Australia, and discusses how to enter trading bank information.

Understanding Automatic Deposits for Australia

Before you can create automatic deposit information, you must enter information about the bank accounts and programs that you want the system to use when creating automatic deposit files. You must complete these tasks before you create automatic deposit files for employees in Australia:

• Enter information in UDC 06/BC for each trading bank that the organization uses.

• Attach version XJDE0005 of the Copy Payroll Payments To Bank File program to the menu option that you use to access this program.

• Set up the Create Bank File for Australia program to run locally.

• Set the processing options for the Copy Payroll Payments to Bank File and Create Bank File for Australia programs to include the appropriate information.

When you enter information in UDC 06/BC, you must create a separate entry for each trading bank that you use when paying out employee automatic deposit payments. The six-digit code that you create should represent the bank's Bank/State/Branch number, and should be entered as xxx-xxx. For example, you might create code 123-456 to represent one trading bank. Contact the trading banks directly to identify their individual Bank/State/Branch codes.

We recommend that you attach version XJDE0005, or a copy of that version, to the menu option that you use to access the Copy Payroll Payments to Bank File program. The purpose of this version is to ensure that the payment information in the bank file is formatted using the Australian Banking Association standard. Contact the system administrator for assistance with attaching a program version to a menu option.

Note. When you set up the processing options for the version of the Copy Payroll Payments to Bank File program that you attach to the menu, you must use .aba as the file extension when you enter the target file name in the processing options. If you do not use this file extension, the bank might not accept the automatic deposit file.

Last, you must set up the Create Bank File for Australia program to run locally. If this program runs on the server, the user will not have access to the file that the system creates. Contact the system administrator for assistance with setting up a program version to run locally.

See Also

PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Configurable Network Computing Implementation

PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Foundation

Forms Used to Set Up Automatic Deposit Information for Australia

Form Name	FormID	Navigation	Usage
Work With User-Defined Codes	W0004AA	System Administration Tools (GH9011), User-Defined Codes	Access the User-Defined Codes form.
User-Defined Codes	W0004AI	On the Work With User-Defined Codes form, access UDC 06/BC, and then click Add.	Enter trading bank information.

Entering Trading Bank Information

To enter trading bank information:

1. Access the User-Defined Codes form and enter the bank's Bank/State/Branch code, using the xxx-xxx format, in the Codes field in a blank row.

2. On the same row, enter the name of the bank in the Description 1 field.

3. On the same row, enter the bank's address in the Description 2 field.

4. Complete steps 1 through 3 for each trading bank, and then click OK.

5. On the Work With User-Defined Codes form, click Find to review the new entries in the table.

6. Click Close to exit.

(NZL) Entering Employee Automatic Deposit Information for New Zealand

This section provides an overview of automatic deposit information for New Zealand, and discusses how to set up reference data for employee DBAs.

Understanding Automatic Deposit Information for New Zealand

In New Zealand, employees have the option of depositing earnings into several different types of accounts. For example, employees can have their earnings deposited into a checking or savings account, into a credit union account, or they can pay their credit card account directly through automatic deposit.

Depending on the type of account into which an employee wants to deposit earnings, and the requirements of the organization with which the account is held, you might need to enter reference information in addition to the employee's automatic deposit instructions. You enter this additional information into the system using DBAs, automatic deposit instructions, bank transit codes, and DBA instructions.

The PeopleSoft EnterpriseOne Payroll system supports three methods of automatically depositing earnings.

Method One

Method one is the standard banking scenario, whereby employees deposit earnings into standard bank accounts. The organizations with which these accounts are held do not require any reference information other than the information that is set up in the employee's automatic deposit instructions. Therefore, after you enter the employee's automatic deposit instructions, no additional setup is required to create the employee's automatic payments.

Method Two

Method two requires that more information be reported to the holder of the account to correctly process the automatic deposit. For example, an employee might want to deposit earnings into a credit union account, or pay a credit card balance directly through an automatic deposit. These organizations typically require that a reference number be attached to the transaction to ensure that it be posted to the correct account.

In instances in which payments are made to organizations that require only one reference number, you can use method two to create automatic deposit transactions. For each organization to which you want to deposit earnings, you must enter a bank transit code in UDC 06/BC. The code that you enter in this table should include the account number of the organization in the Description 2 column of the UDC table.

For example, if several employees want to make automatic deposit payments into accounts that are associated with Smith's Mortgage Company, New Zealand Mortgage, and United Visa, you could set up these codes in UDC 06/BC:

Code	Description	Description 2
(The value that you enter in the Bank Trnst No. field on the Automatic Bank Deposit Instruction form for the employee)	(The name of the organization)	(The full account number for the organization. This account number is the same for all of the employees who deposit funds into accounts associated with this organization.)
MG1	Smith's Mortgage Company	12345678901234567
MG2	New Zealand Mortgage	45612378909876541
VS1	United Visa	74185296374185296

After you set up the Bank Transit Codes in UDC 06/BC, you can then enter employee automatic deposit instructions for employees who want to deposit earnings into accounts that are held by these organizations.

You enter the employee's reference number that is associated with that banking organization in the Bank Account Number field on the Employee Auto Deposit Instructions form. You then enter the bank transit code that is associated with the organization in the Bank Trst No. field.

The example illustrates how you might set up automatic deposit instructions for an employee whose automatic deposit preferences require method two.

Employee A wants to deposit earnings into these accounts:

• 300 NZD into the employee's account that is held with United Visa.

• 900 NZD into the employee's account that is held with New Zealand Mortgage.

• The remainder of earnings should be deposited into the employee's standard checking account.

To accommodate these deposits, you might set up these automatic deposit instructions for employee A:

Bank Account	Bank Transit Number	Method Code	Transaction Code	Amount or Percent
7854774	VS1	$	22	300.00
87632522	MG2	$	22	900.00
522632115	060287	R	22	Blank

In this example, the system uses the employee-specific account reference numbers that you entered in the Bank Account fields, along with the organization's account number, which you entered in the Second Description column of UDC 06/BC, to create automatic deposit instructions that include the reference information that is required by each organization to which funds are being deposited.

Method Three

You use method three if employees want to deposit earnings into accounts that are held by organizations that require multiple reference numbers to process transactions. To enter these additional reference numbers, you must set up a DBA, add that DBA to the employee's DBA instructions, and then attach the reference numbers to the employee's DBA instructions. You must also add the DBA to UDC 06/BC, and to the employee's automatic deposit instructions.

Using DBA reference data (which you access from the employee's DBA instructions), you can attach as many as three reference numbers to each DBA instruction. These reference data fields can be used to enter name, code, and reference numbers for the employee's account.

This example illustrates the steps that you must take to process payments for an employee who requires a method-three automatic deposit:

Employee B must deposit 200 NZD into a District Court account each pay period. The court requires that three reference numbers are attached to the deposit transaction for it to be processed correctly. To accommodate this scenario:

• Set up deduction 1516 for the District Court.

  This is a zero-amount deduction that has no effect on the employee's earnings.

• Add DBA 1516 to UDC 06/BC, leaving the Description 2 column blank.

• Add DBA 1516 to the employee's DBA instructions.

• Attach reference numbers to the employee's District Court DBA instruction.

• Add the District Court record to the employee's automatic deposit instructions, entering the full bank account number of the organization that the employee is depositing in, in the Bank Account field.

  This table illustrates how you might set up the automatic deposit instructions for this employee:

Bank Account	Bank Transit Number	Method Code	Transaction Code	Amount or Percent
11222999999999	1516	$	22	200.00
86225411	060287	R	22	Blank

The number of DBAs that you set up depends upon the organization's preferences, and the number of method-three deposits that the employees need to make. If no employees within the organization require more than one deposit to an organization that requires multiple references, you can set up only one DBA.

To determine the minimum number of DBAs that you must set up, you must determine the maximum number of deposits that any employee must make to an organization that requires multiple reference numbers. For example, if one employee in the organization must make five separate deposits to different organizations, and all of those organizations require multiple reference numbers, you must create five separate deductions. This is necessary so that the employee has five different DBA instructions, each with a unique DBA, to which the account-specific reference numbers are attached.

Reference Data for Employee DBAs

In Australia and New Zealand, employers can associate employees' non-cash benefits and deductions with third-party reference numbers.

For example, you might want to enter an employee's superannuation number, as provided by the third-party administrator of the superannuation scheme, for a particular DBA. This number can be printed on the Superannuation Contribution by Employee for Australia report (R75A0007). By printing the DBA reference data on these reports, you can use them to report information to third-party administrators.

You might also need to enter reference data for employees whose automatic deposit instructions require additional information. These reference numbers are attached to the employees' DBA instructions, and are included in the files that are sent to the banking organization when automatic deposits are created.

See Also

PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Foundation

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook, "Setting Up Deductions, Benefits, and Accruals"

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook, "Entering Employee Instructions"

Forms Used to Set Up Automatic Deposit Information for New Zealand

Form Name	FormID	Navigation	Usage
Work With Employee DBA Instructions	W050181A	Employee Management (G05BE1), Employee DBA Instructions	Select an employee.
Employee DBA Instructions	W050181C	On the Work With Employee DBA Instructions form, select the employee for whom you want to enter information, and then click Select.	Select an employee DBA.
Employee DBA Instructions (Ref Data)	W050181C	On Employee DBA Instructions, select the DBA to which you want to add reference data, and then select DBA Instructions from the Row menu.	Enter reference data for employee DBAs.

Setting Up Reference Data for Employee DBAs

Access the Employee DBA Instructions (Ref Data) form.

DBA Reference Data #1   Enter a code that stores reference data associated with an employer's use of a particular PDBA. For example, this field might be used to store a reference number for a deduction that is payable to a third-party. Typically, this number is supplied by the third-party organization that holds the account to which the employee wants to automatically deposit funds.

You can also use this field to enter reference data that is used for automatic deposit processing.

Setting Up Coinage Analysis

This section provides an overview of coinage analysis, and discusses how to:

• Set up coinage allocation parameters.

• Run the Coinage Analysis report.

• Set processing options for the Coinage Analysis report.

Understanding Coinage Analysis

In Australia and New Zealand, some organizations pay their employees in cash. To ensure that each employee receives the correct number of coins and notes for their amount of earnings, you must set up coinage analysis parameters. After you process the cash payments through a payroll cycle, you can then generate the Coinage Analysis Report (R75A0003) to review the number of coins and notes received by each employee with a cash payment.

Coinage Allocation Parameters

You set up coinage allocation parameters to specify the minimum number of coins and notes to be issued for a cash payment. Coinage allocation parameters must be set up for each payment range. For example, if an employee makes between 50 AUD and 100 AUD, you might specify that they must receive a minimum of five ten-dollar (AUD) notes. Contact the local taxing authority for information about current coinage allocations for specified payment ranges.

Coinage Analysis Report

When you use cash payments to compensate employees, you must be sure that you pay them with the appropriate monetary denominations. After you process pre-payroll, you can generate the Coinage Analysis Report. This report produces a coinage requirements analysis for each employee to ensure that the minimum number of coins and notes are issued for each payment range. This report includes each employee in the pay cycle whose payment type is a cash payment.

Note. You can access this report from the Australia/New Zealand Reports menu to update processing options and create new versions of the report; however, you cannot run the report from this menu. You must run this report during an active pay cycle using the reporting options on the Pay Cycle Workbench. Typically, this report is run during the payments step of the pay cycle. You can optionally set the report to run during any step other than pre-payroll or final update, however, you cannot process this report before you create payments.

Forms Used to Set Up Coinage Allocation Parameters

Form Name	FormID	Navigation	Usage
Work With Coinage Allocation Parameters	W75A0007B	Australia/New Payroll Setup (G07BUSP41), Maintain Coinage Allocation Parameters	Access the Coinage Allocation Parameters form.
Coinage Allocation Parameters	W75A0007A	On the Work With Coinage Allocation Parameters form, click Add.	Set up coinage allocation parameters.

Setting Up Coinage Allocation Parameters

Access the Coinage Allocation Parameters form.

Effective Thru Date	Enter the date when the course is no longer offered.
Begin Payment Range	Enter the lowest amount of earnings used to associate an employee with a particular earnings range. The employee must receive at least this amount of earnings to be included in this earnings range.
End Payment Range	Enter the highest amount of earnings used to associate an employee with a particular earnings range. If the employee receives more earnings than this amount, he or she is included in the next larger earnings range.
Min Num 1 Dollar minimum number one dollar	Enter the minimum number of one dollar notes that an employee in the specified earnings range can receive.

Running the Coinage Analysis Report

Select Australia/New Zealand Reports (G07BUSP17), Coinage Analysis report.

Setting Processing Options for the Coinage Analysis Report (R75A0003)

Processing options enable you to specify the default processing for programs and reports.

Print Options

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Print Employee Name.	Specify whether the system prints the employee name on the report. Values are:
	0: Do not print.
	1: Print.
2. Cash Payment Method.	Specify how remainder cash is created. Values are:
	A: Auto deposit
	C: Cash

CHAPTER 4

Setting Up Tax Information

This chapter provides an overview of tax setup, lists prerequisites, and discusses how to:

- Set up organizational tax information.
- Review tax reports.
- Set up employee tax information.

Understanding Tax Setup

Before you can process employees through a payroll cycle, you must set up information so that the taxes that are associated with earnings are calculated and withheld correctly. Please contact customer support to request the latest copy of the Standard Australia and New Zealand Tax parameters.

Prerequisites

Before you complete the tasks in this section:

- Verify that tax area information and corporate tax IDs for Federal A tax are set up. Additionally, you must set up state tax areas J and W for each Australian state in which you do business and set up corporate tax ID information for each state tax.

  See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook*, "Setting Up Tax Information".

  Note. We recommend that you use tax areas 80 through 89 for setting up Australian state tax areas.

- Set up company options.

  See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook*, "Setting Up System Options," Setting Up Company Options.

Setting Up Organizational Tax Information

This section provides an overview of organizational tax information, and discusses how to:

- Set up tax fiscal date patterns.

- Set up tax calculation parameters.

- Set up tax calculation rules.

- Set up tax information for PDBAs.

- Set up tax calculation options for Australia.

- Set up tax calculation options for New Zealand.

- Set up cash rounding for cash payments.

Understanding Organizational Tax Information

Before you can process employees through a payroll cycle, you must define the rules, information, and processes that the system uses to calculate tax amounts for each organization.

Tax Fiscal Date Patterns

For each payroll company that has a date pattern that is based on a non-calendar year, you must set up non-calendar fiscal periods. These fiscal date patterns must be set up for each tax year. After you set up fiscal date patterns for one year, you can use the Copy function to create fiscal date patterns for subsequent years. Setup of non-calendar fiscal date patterns ensures that the system posts history summary records to the correct month, which ensures the accuracy of history inquires and reports.

Tax Calculation Parameters

You set up tax calculation parameters to define the rates that are associated with each tax scale that the system uses for calculating employee payroll taxes. You set up tax calculation parameters using the Australian Tax Parameters program (P75A0001). Because the limits, rates, and adjustment amounts differ for each tax scale, you must set up tax calculation parameters for each tax scale.

Tax rates, limits, and adjustment amounts might change periodically. To accommodate changes in these amounts, tax calculation parameters are date-specific. If the rates, limits, or adjustment amounts change, you can enter a stop date for the outdated tax calculation parameters, and set up new parameters, entering the date that the tax change becomes effective. For example, if you know that tax rates are going to change on a specified date, you can set up tax calculation parameters in advance, and use start and stop dates to ensure that employee payroll taxes are calculated using the rates, limits, and adjustment amounts that are current at the time the employee is paid. To obtain current tax calculation information, contact the local taxing authority.

To ensure that the system calculates employee payroll taxes correctly, you must assign a tax scale to each employee. This table is a simplified example of tax parameters, indicating how tax rates might be calculated for a New Zealand employee with a tax scale of M:

Limit Number	Limit Amount	Rate Number	Rate Amount	Adjustment Number	Adjustment Amount
Limit 1	9500.00	Rate 1	.1500	Adjustment 1	0.00
Limit 2	38000.00	Rate 2	.2100	Adjustment 2	570.00
Limit 3	999999999.00	Rate 3	.3300	Adjustment 3	5130.00
Limit 4	0.00	Rate 4	0.00	Adjustment 4	0.00
Limit 5	0.00	Rate 5	0.00	Adjustment 5	0.00

Limit Number	Limit Amount	Rate Number	Rate Amount	Adjustment Number	Adjustment Amount
Limit 6	0.00	Rate 6	0.00	Adjustment 6	0.00
Limit 7	0.00	Rate 7	0.00	Adjustment 7	0.00
Limit 8	0.00	Rate 8	0.00	Adjustment 8	0.00

- If the employee earns more than 9,500.00 but less than 38,000.00, the entire amount is taxed at a rate of 21 percent.

  Then the adjustment value of 570.00 is deducted from the calculated tax amount.

- If an employee earns more than 38,000.00, the entire amount is taxed at the rate of 33 percent.

  Then the adjustment amount of 5,130.00 is deducted from the calculated tax amount.

- In addition, earner premium tax would be calculated on all applicable pay.

  In most cases, regular pay is always subject to earner premium tax.

Note. For purposes of the example, actual earner premium tax calculations were not included. However, earner premium tax would be calculated on all pay types that are not set up to be excluded from the earner premium tax calculation. For more information about tax calculations and tax regulations, contact the local taxing authority.

Tax Calculation Rules

You set up tax calculation rules to define the information that the system uses when calculating employee taxes. Tax calculation rules are used to define various taxation components that make up the total tax calculation scheme for a specified employee tax scale. You can set up tax calculation rules for different types of earnings, including regular pay, leave pay, or termination payments. These rules enable the system to correctly identify the different types of earnings in each tax scale, and to calculate taxes accordingly.

The system uses input and output numbers to calculate and store tax information. You must assign input numbers to all pay types, taxable benefits, and pretax deductions that employees receive. When calculating taxes, the system uses the input numbers that are assigned to the PDBAs, along with the employee's country and tax scale, to determine which tax rule to use to calculate the tax on a particular type of earnings. Nine inputs are available.

Calculated tax amounts are stored in the Tax Detail File table (F07353) by output number, tax area, and tax type. After all tax calculations for an employee are complete, the system totals each record in the table to determine the total tax amount for the employee.

Note. For any tax rules with the same country and tax scale, output numbers must be unique. The use of the same output number can cause existing tax records in the Tax Detail table (F07353) to be overwritten and can cause tax calculations to be incorrect. For example, each tax rule that you set up for New Zealand for tax scale M should use a different output number.

You can assign an override rate to a tax rule or you can set up the tax rule to calculate the tax amount by retrieving the rate from the tax parameters. When you assign an override rate, the taxes that are associated with all earnings that use the tax rule are calculated using the override rate. To use the rates that are set up in the tax parameters, you must enter the tax parameter code in the Rate Code field.

Important! To ensure that the system correctly calculates tax amounts, you must create a tax rule of *TX* for every tax scale that you set up. If the organization pays employees Annual Leave Loading payments, you must create a tax rule of *LL* for every tax scale. You enter the tax-free threshold for Annual Leave Loading in the LL tax rules. Additionally, if you distribute lump sum payments during employee terminations, you must set up tax rules *LA*, *LB*, *LC*, *LD*, and *LE*.

For specific instructions about the values that you must enter when setting up tax rules, contact the account representative. Because tax calculations periodically change, the account representative can provide you with the most current information for setting up tax rules.

You should also be aware of special requirements for calculating pretax deductions and excludable pay types and benefits.

See *PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook*, "Setting Up Tax Information".

Before you can set up tax calculation rules, you must verify that all of the tax scale codes that you need to accurately calculate tax amounts are entered in UDC 75/SC. Contact customer support for information about which codes to use.

Set up tax rates, limits, and adjustment amounts for each tax scale.

Tax Information for PDBAs

For the system to identify different types of earnings, and to accurately calculate taxes on those earnings, you must add tax information to PDBAs. Specifically, you must assign each type of earnings an input number and a tax reporting code.

The system uses the input number to identify the type of earnings that the PDBA represents. The tax reporting code identifies the tax rule that the system uses to calculate the tax amount associated with the PDBA. The tax reporting code is also used for tax reporting. The ATO requires that specific types of earnings be reported in specified places on the Payment Summary forms. To identify which types of earnings should appear in each section of the Payment Summary form, you must add tax-reporting codes to all PDBAs that should be reported to the ATO.

Note. When processing information about payment summaries, the system does not include any PDBAs that do not include a Payment Summary reporting code. Valid tax reporting codes are stored in UDC 06/S2.

The system uses the input numbers and tax reporting codes associated with the PDBAs, tax rules, and tax area information to accurately calculate tax amounts. For example, each PDBA that you use to distribute regular earnings should be set up with an input number *1* and a tax reporting code of *TX*. In addition, you must ensure that tax area information and corporate tax IDs have been set up for Federal A. This table provides several examples of how you might set up the system for specific types of earnings:

Type of Earnings or Payments (PDBAs)	Mark the Input Number for all PDBAs associated with the type of earnings	Set up a tax reporting code and a tax rule for the tax reporting code	Set up tax area information and corporate tax IDs for these tax types
PAYG regular earnings.	1	TX	Federal A.
Lump Sum A payments.	2	LSA	LA (for each Australian state in which the organization does business).
Lump Sum B payments.	3	LSB	LB (for each Australian state in which the organization does business).
Lump Sum C payments for employees older than 55.	4	LSO	LC (for each Australian state in which the organization does business).
Lump Sum E payments.	5	LSE	LE (for each Australian state in which the organization does business).
Pretax deductions, or excludable earnings.	6	GRN	No additional tax type setup is required.
Leave loading payments.	7	LL	No additional tax type setup is required.
Lump Sum C payments for employees 55 and younger.	8	LSC	LC (for each Australian state in which the organization does business).

Note. Because tax regulations periodically change, contact the local account representative for specific values and setup information necessary to ensure that the tax rules are set up correctly.

Excludable Earnings and Pretax Deductions

The Tax History table (F06136) stores a summary of the tax calculations that are required to produce Payment Summary forms at the end of the tax year. Payment Summaries must include an employee's taxable salary. In Australia and New Zealand, taxable salary is calculated as follows:

(Taxable Salary) = (Gross Earnings) − (Excludable Earnings)

To ensure that the system reports the correct taxable salary on Payment Summary forms, all pretax deductions and excludable earnings (which can be benefits or pay types) must be set up correctly. To specify that a pay type or benefit is excludable, or that a deduction is a pretax deduction, you must set up the PDBA to use input number 6.

When you set up PDBAs, we recommend that you set up all excludable benefits, regardless of whether they are taxable, as taxable cash benefits. You can then use Tax Calc Input number 1 to determine whether the benefit is taxable or not. This table provides several examples of how you might set up tax information for PDBAs:

PDBA Type	Set Input 1	Set Input 6	Notifiable
ETP Nontaxed (pay type)	No	Yes	No
ETP Deceased (pay type)	No	Yes	No
Termination Lump Sum D (pay type)	No	Yes	No
Superannuation Sacrifice (deduction)	Yes	Yes	No
Union Deduction (deduction)	No	No	Yes
Pretax Car Deduction (deduction)	Yes	Yes	Yes
Meal Monies (benefit)	No	Yes	No
Bonus (benefit)	Yes	No	No
Nontaxable Car Allowance (benefit)	No	Yes	Yes
Tool Allowance (benefit)	Yes	Yes	Yes
Uniform Allowance (benefit)	Yes	Yes	Yes

Note. All termination lump sum PDBAs except Lump Sum D are subtracted from taxable salary when the Payment Summary is printed. Therefore, you do not need to set up PDBAs for these payments as excludable.

Before you can set up tax information for a PDBA, you must set up any PDBAs that the organization uses to create employee pay, deductions, benefits, and accruals.

See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook*, "Setting Up Deductions, Benefits, and Accruals".

Tax Calculation Options for Australia

The Australian Tax Office (ATO) provides the Formulae for form, which contains several variable values that are used to calculate payroll taxes. Using the information on this form, you set up tax calculation options for Australia, which ensures that the system uses accurate data to calculate payroll taxes for employees.

Note. To ensure that the system calculates tax amounts correctly, you must update the tax calculation options whenever the ATO issues a new Formulae for Calculating Income Tax Installments form.

Tax Calculation Options for New Zealand

Inland Revenue provides employers in New Zealand with information that explains how to calculate tax information. You enter this information in the tax calculation options to ensure that the system correctly calculates payroll taxes for New Zealand employees.

Note. Inland Revenue periodically changes tax calculation amounts. To ensure accurate tax calculations, you should update the tax calculation options to reflect the most current Inland Revenue tax amounts.

See .

Cash Rounding for Cash Payments

For employees who receive cash payments, you can use cash rounding to pay the employees in specified monetary increments. In the tax calculation options, you specify the cash rounding increment and identify the DBAs that are used to administer cash rounding. These examples illustrate the effects of the cash rounding process on employee cash payments.

Without cash rounding, an employee's payment might look like this:

• Gross: 1000

• Tax: 300.95

Therefore, the gross to net calculation is as follows:

699.05 net = 1000 gross - 300.95 tax

Using cash rounding with a cash-rounding increment of 1.00, which forces the employee's net amount to the next whole-dollar amount, the same payment might look like this:

• Gross: 1000

• Tax: 300.95

• Cash rounding benefit: .95

Therefore, the gross to net calculation is as follows:

700 net = 1000.95 gross − 300.95 tax

The system added a cash benefit (using the DBA that you specify in the tax calculation options) of .95 so that the net payment is increased to the next whole dollar amount.

During the next payroll cycle, the employee would have a deduction (using the cash rounding deduction that you enter in the tax calculation options) for .95. After all of the deductions, including the cash rounding deduction and taxes, are satisfied, the system determines whether an additional benefit is needed to make this payment a whole amount. The employee's next payment might look like this:

• Gross: 1000

• Cash rounding deduction: .95 (created during the previous payroll cycle)

• Tax: 300.95

• Total deductions (300.95 + .95): 301.90

• Cash rounding benefit: .90

Therefore, the gross to net calculation is as follows:

699 net = 1000.90 gross − 301.90 total deductions

If you set the cash rounding increment to 5.00, the system would add a cash rounding benefit that would increase the net amount to the next increment of 5.00. Using a cash rounding increment of 5.00, the calculations for the previous example might look like this:

- Gross: 1000
- Cash rounding deduction: .95
- Tax: 300.95
- Total deductions 300.95 + .95 = 301.90
- Cash rounding benefit: 1.90

Therefore, the gross to net calculation is as follows:

700 net = 1001.90 gross − 301.90 total deductions

Note. You do not need to use cash rounding for employees who receive payments through automatic deposit. Cash rounding is used only for employees who receive cash payments.

See Also

Depending on the country in which the employee lives and works, see one of these topics:

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook, "Setting Up Deductions, Benefits, and Accruals"

Forms Used to Set Up Organizational Tax Information

Form Name	FormID	Navigation	Usage
Work With Company Options	W05001CH	HRM Setup (G05B4), Company Options	Access company options.
Company Options	W05001CA	On the Work With Company Options form, select a company and click Select.	Select a company.
Work With Non Calendar Tax Fiscal Date Patterns	W07900A	To add a new date pattern, on the Company Options form, select Non Calendar Tax from the Form menu. To copy an existing date pattern, select the existing pattern you want to copy, and then click Copy.	Access the form to set up a new fiscal date pattern, or select an existing fiscal date pattern to copy.
Non Calendar Tax Fiscal Patterns Revisions	W07900B	On the Work With Non Calendar Tax Fiscal Date Patterns form, to add a new fiscal date pattern, click Add.	Set up tax fiscal date patterns.
Work With Aus/NZ Tax Parameters	W75A0001A	Australia/New Payroll Setup (G07BUSP41), Tax Calculation Parameters	Access the tax calculation parameters forms.

Page Name	Object Name	Navigation	Usage
Australian/New Zealand Tax Parameter Revisions	W75A0001B	On the Work With Aus/NZ Tax Parameters form, click Add.	Set up tax calculation parameters.
Work With Tax Rules	W75A0004A	Australia/New Payroll Setup (G07BUSP41), Tax Calculation Rules	Access the tax rules forms.
Tax Rule Revisions	W75A0004B	On the Work With Tax Rules form, click Add.	Set up tax calculation rules.
Work With PDBAs	W059116A	Pay/Deductions/Benefits Setup (G05BD4), PDBA Setup	Select a PDBA to which you want to add tax information.
Tax Instructions - Australia and New Zealand	W75ATAXB	On the Work With PDBAs form, select a record in the detail area and then select Tax Exemptions from the Row menu.	Set up tax information for PDBAs.
Work With Tax Options	W75A0002B	Australia/New Payroll Setup (G07BUSP41), Tax Calculation Options	Access the Australian Tax Options form.
Australian Tax Options	W75A0002A	On the Work With Tax Options form, click Add. The user's country code must be set to Australia to access the Australian Tax Options form.	Set up tax calculation options for Australia.
New Zealand Tax Options	W75A0002C	On the Work With Tax Options form, click Add. The user's country code must be set to New Zealand to access the New Zealand Tax Options form.	Set up tax calculation options for New Zealand.

Setting Up Tax Fiscal Date Patterns

Access the Non Calendar Tax Fiscal Patterns Revisions form.

Begin Year   Enter the first day of the fiscal year. A fiscal year spanning 1998 - 1999 and
                                      beginning September 1 would be entered as 090198 (US date format).

End Of Per 01 (end of   Enter the month end date in 12 period (monthly) accounting. The period end
period 01)   date in 13 period, 52 period, or 4-4-5 period accounting.

Setting Up Tax Calculation Parameters

Access the Australian/New Zealand Tax Parameter Revisions form.

Australian/New Zealand Tax Parameter Revisions form

Limit 1/9	Enter a monetary limit that defines how the employee's taxes are calculated. All of the pay that an employee receives that is at or below the Limit 1/9 amount is taxed using the rate in the Rate 1/9 field. This amount is defined by the governmental taxing authority.

Note. If there is a *Z* in the value in the Tax scale field, this field denotes the value for limit 9. For example, if tax scale *B* has 12 limits, you enter tax parameters for limits one through eight for tax scale *B*, and enter limits for tax parameters nine through 12 for tax scale *ZB*.

Rate 1/9	Enter the rate used to calculate taxes for all monetary amounts that are at or below the amount in the Limit 1 field. This amount is defined by the governmental taxing authority.

Note. If there is a *Z* in the value in the Tax scale field, this field denotes the value for rate 9. For example, if tax scale *B* has 12 rates, you enter tax parameters for rates one through eight for tax scale *B*, and enter rates for tax parameters nine through 12 for tax scale *ZB*.

Adjustment 1/9	Enter the amount that is subtracted from the tax that is calculated for level 1 for this tax scale. The adjustment is made only if the employee's pay reaches the Limit 1 amount. This amount is defined by the governmental taxing authority.

For example, if the Limit 1 amount is 500.00, the rate 1 is 10 percent, and the adjustment 1 amount is 10.00, no adjustment is taken if the employee's pay is less than 500.00. If the employee receives 500.00 or more, the adjustment is taken. For an employee that makes exactly 500.00, the tax calculation is as follows: $(500 \times .10) = 40$.

Note. If there is a *Z* in the value in the Tax scale field, this field denotes the value for adjustment 9. For example, if tax scale *B* has 12 adjustments, you enter tax parameters for adjustment one through eight for tax scale *B*, and enter adjustments for tax parameters nine through 12 for tax scale *ZB*.

Setting Up Tax Calculation Rules

Access the Tax Rule Revisions form.

Tax Rule Revisions form

Rule Type	Enter the rule type for this payroll tax rule.
Input Used	Enter the input number that this rule is to use for its calculation. This option is used in rule-based payroll taxes for Australia and New Zealand.
Sign Result	Enter the sign of the result for this rule calculation. This field is used in rule-based payroll taxes for Australia and New Zealand.
Gross Wage Number	Enter the input number for the gross wage figure to be used by this rule. This number is used when a rule specifies that another rule has to be recalculated.
Level Calc (level calculation)	Enter the level of calculation to be used for the current payroll tax rule.
Output No. (output number)	Enter the output number that the calculation result for the current tax rule will be written to. This value is used in the payroll tax rules for Australia and New Zealand.
Work Tax Area	Enter a code that identifies a geographical location and the tax authorities for an employee work site, including employee and employer statutory requirements. In the Vertex payroll tax calculation software, the tax area code is synonymous with GeoCode. To determine the valid codes for the location, refer to the documentation for the tax calculation software that you are using.
T T	Enter a code that specifies the type of payroll tax being processed. This is a user-defined code (07/TX). To set up state minimum wage amounts, you must enter *MW* in this field. To do so, you must first add *MW* to UDC 07/TX. However, you should not change the codes and definitions that are provided with the software.
Rate Code	Enter the rate code to be used when calculating this rule. This is usually the same as the tax scale code unless there is a secondary scale to be applied or a specific field test to be applied.

Override Rate	Enter the rate at which the rule is calculated and overrides all other rates for this rule. This field is used in the payroll tax rules for Australia and New Zealand.
	If you enter a value in the Override Rate field, all earnings associated with this tax rule are taxed at this rate. To use the rates associated with a set of tax parameters, you must enter the Tax Parameter Code in the Rate Code field.
Ins\Upd Recs	Select this option if a record is to be written to the Tax Detail File table (F07353) for this rule, instead of being used as a work amount. This option is used in rule-based payroll taxes for Australia and New Zealand.
Threshold Value	Enter a quantity that the system compares against accumulated sales volume to determine if a rebate should be awarded. You can define thresholds as quantities, weights, or sales amounts. Use the Level Break Type field in the adjustment definition to define the type of threshold.
Threshold Type	Enter a code that indicates that the threshold is in either number of units or amount. Depending on the type that you indicate, the threshold field is titled either Threshold Units or Threshold Amount.
G E	Enter a code that indicates whether the pay type is added to, subtracted from, or does not affect the employee's gross pay. Values are:
	+: Pay type will be added to the employee's gross pay.
	−: Pay type will be subtracted from the employee's gross pay.
	Blank: Pay type will not affect the employee's gross pay.
	A pay type should not have a negative effect on gross pay. If you set up a pay type to have a negative effect on gross or net pay, gross-to-net errors appear on the Payroll Register. We recommend that you set up a deduction instead of a pay type that would have a negative effect on gross pay.
	When you set up a pay type with no effect on gross pay and a positive effect on net pay, do not create a separate check. A separate check will cause a gross-to-net error.
Incorp YTD (incorporate year-to-date)	Select this option if the rule should include the year-to-date figure in the threshold calculation. This option is used in rule based payroll taxes for Australia and New Zealand.
Re-calc Input (recalculate input)	Enter the input number to be recalculated as a result of calculating the current rule. This field is used in the payroll tax rules for Australia and New Zealand.

Setting Up Tax Information for PDBAs

Access the Tax Instructions - Australia and New Zealand form.

PDBA Code	Enter a code that defines the type of pay, deduction, benefit, or accrual.
	Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.
Tax Calc Input #1 (tax calculation input number one)	Enter up to 15 tax types for which the respective payroll tax is NOT to be computed for a pay, deduction, or benefit code.
	If you enter * in the first element of this list, it signifies that no taxes are to be computed. Enter a *1* in this field if you want the amounts associated with the PDBA to be included in the calculation of this tax input number.

Tax Calc Input #6   Enter up to 15 tax types for which the respective payroll tax is not to be computed for a pay, deduction, or benefit code.

                                      If you enter an asterisk (*) in the first element of this list, it signifies that no taxes are to be computed. Enter a *1* in this field if you want the amounts associated with the PDBA to be included in the calculation of this tax input number.

                                      Note. Use this field to set up pre-tax deductions and excludable pay types and benefits.

Aust. Tax Reporting   Enter a code that is used to group similar DBAs for tax reporting purposes.
(Australian tax reporting)
                                      These codes are predefined by governmental agencies and are stored in user-defined code table (07/S2).

(AUS) Setting Up Tax Calculation Options for Australia

Access the Australian Tax Options form.

Additional Child Amount   Enter the amount claimed for each dependant child. This amount is used in the calculation of the Weekly Family Threshold, which is used for Australian Tax calculations.

Weekly Earnings   Enter the amount of the weekly earnings threshold, which is specified by the
Threshold   Australian Tax Authority. This field is used in the calculation of the Weekly Levy Adjustment (WLA).

Weekly Earnings Shade-in   Enter the amount of the weekly earnings shade-in threshold, which is specified
Threshold   by the Australian Tax Authority. This value is used during the calculation of a WLA.

Medicare Family Threshold   Enter the amount of the Medicare levy family threshold specified by the Australian Tax Authority. This value is used in the calculation of the Medicare levy adjustment.

SOP Multiplier (shading out   Enter the Shading Out Point Multiplier, as specified by the Australian Tax
point multiplier)   Authority.

SOP Divisor (shading out   Enter the shading out point divisor, as specified by the Australian Tax
point divisor)   Authority.

WLA Factor   Enter the weekly levy adjustment factor, which is specified by the Australian Tax Authority. This value is used in the calculation of the WLA.

Medicare Levy   Enter the rate at which Medicare is to be levied as a percentage of total taxable income. This rate is specified by the Australian Tax Authority. This value is used in the calculation of the Medicare levy adjustment.

Force Cents   Enter the cents value that the gross pay amount should be rounded to for the calculation of Australian payroll taxes. For example, if the weekly pay amount is 254.75 and the force cents is set to 99, the pay on which tax is calculated is 254.99.

Weekly Rebate Percentage   Enter the percentage of the rebate claimed by the employee by which the tax installment is to be reduced at a weekly level. This value is used in the calculation of taxes for Australia.

Supplementary Tax Rate   Enter the tax rate for extra emolument payments, such as bonuses.

Cash Benefit Code   Enter the DBA used to manage the current period cash rounding amount.

Cash Rounding Unit   Enter the lowest multiple that is used to pay payroll amounts in cash. For example, if you enter 10.00 as the rounding unit, the pay amount will be adjusted up to the next 10.00. In this example, a pay of 254.75 would be adjusted to 260.00. The adjustment of 5.25 would be deducted during the next pay period.

Cash Deduction Code   Enter the DBA used to manage the recovery of the previous period cash rounding amount.

(NZL) Setting Up Tax Calculation Options for New Zealand

Access the New Zealand Tax Options form.

Cash Benefit Code   Enter the DBA used to manage the current period cash rounding amount.

Cash Deduction Code   Enter the DBA used to manage the recovery of the previous period cash rounding amount.

Cash Rounding Unit   Enter the lowest multiple that is used to pay payroll amounts in cash. For example, if you enter 10.00 as the rounding unit, the pay amount will be adjusted up to the next 10.00. In this example, a pay of 254.75 would be adjusted to 260.00. The adjustment of 5.25 would be deducted during the next pay period.

Hours Level   Enter the number of hours that are to be applied for the employee hours flag test.

Income level 01   Enter the amount for the employee level 1 income test. This value is used in conjunction with the Income In Excess Flag 01 (INCFLG1).

Income level 02 and **Income level 03**   Reserved for future use.

Setting Up Cash Rounding for Cash Payments

To set up cash rounding for cash payments:

1. Set up a cash benefit for cash rounding.

2. Set up a deduction for cash rounding.

3. Enter cash rounding increments and DBA codes in the tax calculation options for each tax option for which you want to use cash rounding.

Reviewing Tax Reports

This section provides an overview of tax reports, and discusses how to:

• Run the Tax Scale Listing report.

• Set processing options for the Tax Scale Listing report.

- Run the Tax Rules Listing report.

- Set processing options for the Tax Rules Listing report.

Understanding Tax Reports

You can process tax reports to verify that you have set up tax rules and scales correctly.

Tax Scale Listing Report

The Tax Scale Listing report (R75A0012) provides detailed information about each tax scale that is set up for a specified company. This report lists the limits, tax rates, and adjustment amounts for each tax scale. The report displays tax scale information for the country that corresponds to the localization country code that is set up in the user profile. To display tax scale information for a country other than the one that corresponds to the localization country code, enter that country code in the processing options.

The report also uses the system date to determine which tax scales to print. To print tax scales that are effective as of a date other than the system date, enter the date in the processing options.

Tax Rule Listing Report

The Tax Rules Listing report (R75A0014) provides detailed information about each tax rule that is set up for a specified company. This report lists all of the detailed information that is used to calculate the appropriate taxes for each tax scale, including:

- Effective dates

- Rule types

- Input numbers

- Override rates

- Rounding increments

- Output numbers

- Rule types

- Tax areas

- Tax types

The report displays tax rule information for the country that corresponds to the localization country code. To review tax rule information for a country other than the one that corresponds to the localization country code, enter the country code in the processing options.

The report also uses the system date to determine which tax rules to print. To print tax rules that are effective as of a date other than the system date, enter the date in the processing options.

Running the Tax Scale Listing Report

From the Australia/New Zealand Reports menu (G07BUSP17), select Tax Scale Listing.

Setting Processing Options for Tax Scale Listing Report (R75A0012)

Processing options enable you to specify the default processing for programs and reports.

Report

1. Country	Specify the country.
	The default value is *User profile*.
2. As of Date	Specify the end date that the system uses to retrieve information.
	The default value is the current date.

Running the Tax Rules Listing Report

From the Australia/New Zealand Reports menu (G07BUSP17), select Tax Rules Listing.

Setting Processing Options for Tax Rules Listing Report (R75A0014)

Processing options enable you to specify the default processing for programs and reports.

Report

These processing options enable you to override the default country and the default as of date for which the system generates tax rules information.

1. Country	Specify the country for which to run the tax scale listing. You select a code from the Country Codes UDC (00/CN). If you leave this processing option blank, the system uses the country code from the user profile.
2. As of Date	Specify the as of date. You can enter the date using a slash (/) or a dash (-) as a separator, or without using any separator. If you leave this processing option blank, the system uses the current date.

Setting Up Employee Tax Information

This section provides an overview of employee tax information, lists a prerequisite, and discusses how to:

• Set up employee tax information for Australia.

• Set up employee tax information for New Zealand.

• Set up employee national and fiscal data for Australia and New Zealand.

Understanding Employee Tax Information

To ensure that employee payroll taxes calculate correctly, you must set up information about each employee.

Australian Employees

After you enter general employee information into the system, you must also enter employee payroll tax information. Payroll tax information enables the system to calculate earnings and tax information to ensure accurate tax reporting to the Australian Tax Office (ATO). Contact the ATO for more information about setting up employee tax information.

Note. The system uses an algorithm to verify that the tax file number that you enter is valid. The system also notifies you if you enter a duplicate tax file number. In addition, you can enter one of these tax file numbers to report special circumstances to the ATO. For additional information about the purpose of these special tax file numbers, contact the ATO.

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New Zealand Employees

After you enter general employee information into the system, you must also enter employee payroll tax information. Entering payroll tax information enables the system to calculate earnings and tax information to ensure accurate tax reporting to the Inland Revenue Department.

Employee National and Fiscal Data for Australia and New Zealand

After you enter employee tax information, you can review and revise national and fiscal data for the employee. Employee national and fiscal data includes the employee's residential and work tax areas, which the system populates using the values that you enter when you set up the employee's tax information. In addition, you can enter the employee's Workers' Compensation code and National Occupation Classification (NOC) code, and you can specify whether the employee has any disabilities.

Prerequisite

Enter employee information into the system.

See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook*, "Setting Up Employee Information".

Forms Used to Set Up Employee Tax Information

Form Name	FormID	Navigation	Usage
Work With Employee Information	W0801A	Employee Management (G05BE1), Employee Information	Select an employee
Australian Employee Tax Declaration	W75A0005A	On the Work With Employee Information form, select an employee and then select Tax Overrides from the Row menu.	Set up employee tax information for Australia.
Work With New Zealand Employee Tax Overrides	W75Z0002B	On the Work With Employee Information form, select an employee, and then select Tax Overrides from the Row menu.	Select an employee
New Zealand Employee Tax ID Number	W75Z0002C	On the Work With New Zealand Employee Tax Overrides form, click Add.	Set up employee tax information for New Zealand.
National and Fiscal Data - Australia and New Zealand	W75A0801A	On the Work With Employee Information form, select the employee and select Nat'l/Fiscal Dat (national/fiscal data) from the Row menu.	Set up national and fiscal data for an employee.

(AUS) Setting Up Employee Tax Information for Australia

Access the Australian Employee Tax Declaration form.

Australian Employee Tax Declaration form

To derive the employee's derived tax scale, select Derive Code from the Form menu. To override the tax scale that the system derives, complete the *Tax Scale* field. When you have entered all information, select Finish from the Form menu.

I authorise TFN to Super Fund Trustee	Select this option if the employee allows his or her Tax File Number to be given to the Superannuation provider.
I am an Australian Resident for Tax purposes	Select this option if the employee is a resident of the country to which the tax rules/declaration apply.
I have lodged a TFN application	Select this option if an employee does not yet have a tax file number, but has applied for one. This field is used in Australian tax calculations.
I am a Pensioner	Select this option if the employee is a pensioner.
Basis of Employment	Indicates full time, part time or casual employment.
Total of all rebates being claimed. FTA, 221D etc.	Enter the amount of rebate claimed by the employee.
Enter the extra tax you wish to pay per period	Enter the amount of extra tax that the employee wants to pay during a pay period.
Enter the State you work in	Enter the employee's work state for tax reporting purposes. This code indicates the state in which the employee normally works. The system uses this code to compute state income tax withholding. You can override this code during time entry, if necessary.
	The value that you enter in this field is automatically entered in the Tax Area (Work) field on the National and Fiscal Data form when you click OK.
Derived Tax Scale	Enter the tax scale that has been calculated by the system. The system calculates a tax scale based on the values entered on the Employee Overrides form.

(NZL) Setting Up Employee Tax Information for New Zealand

Access the New Zealand Employee Tax ID Number form.

New Zealand Employee Tax ID Number form

Address Number	Enter a number that identifies an entry in the Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location.
Tax File Number	Enter the employee's tax file number.
Student Loan	Specify whether the employee has student loans.

Setting Up Employee National and Fiscal Data for Australia and New Zealand

Access the National and Fiscal Data - Australia and New Zealand form.

National and Fiscal Data - Australia and New Zealand form

Worker's Comp (worker's compensation)	Enter a user-defined code (00/W) that represents a workers' compensation insurance code. This code should correspond to the classifications on the periodic workers' compensation insurance reports.
NOC Code (National Occupational Classification code)	Enter a code that identifies the National Occupational Classification (NOC) for a job or employee. The Canadian government defines NOC codes.
Disability	Enter a code indicating whether this employee has a mental or physical disability. Valid codes are:

Y: Yes, this employee has a mental or physical disability.

N: No, this employee does not have a mental or physical disability.

U: Unknown.

CHAPTER 5

Processing Payments

This chapter provides an overview of payments, lists prerequisites, and discusses how to:

- Create payments.
- Pay an employee for a partial pay period.

Understanding Payments

After you process pre-payroll, you can process payments. Using the Payroll Workbench, you can create payment advice slips for employees who receive cash payments and for employees whose payments are automatically deposited into a banking institution. You can also create tapes, which the banking institution uses to process automatic deposit payments.

After the pre-payroll step has been completed, the next three steps of the payroll cycle can be completed in any order preferred.

This process flow illustrates the location of the payments step in the payroll cycle:
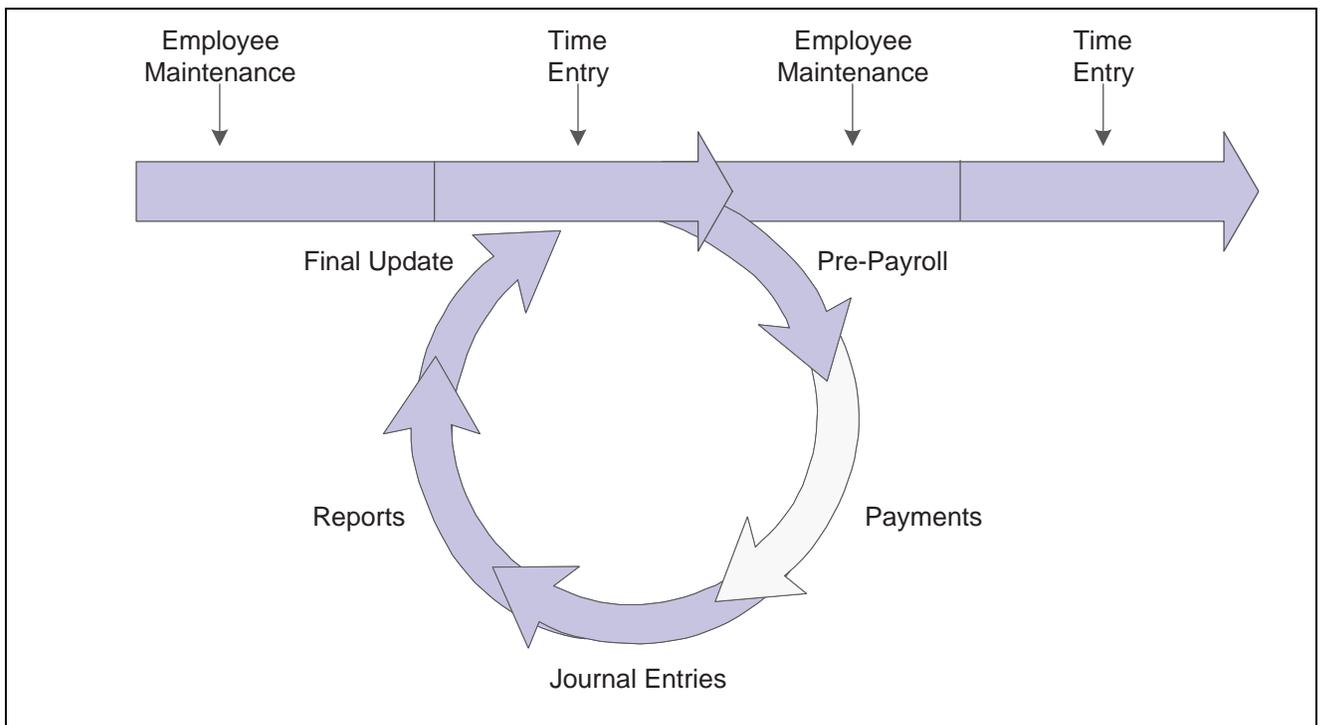
Payroll Cycle: Payments

Prerequisites

Before you complete the tasks in this section:

- Verify that the system time-out value is set to allow enough time for all payments to print before the workstation times out. Contact the system administrator for assistance with this task.

- Set up any reports that you want to generate during the payments step of the payroll cycle.

  See *PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook*, "Working with the Payroll Cycle," Printing Payroll Cycle Reports.

- Set up debit account information for each bank account from which payroll payments are drawn.

  See *PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook*, "Setting Up Payroll Cycle Information," Setting Up Debit Account Information for Automatic Deposits.

- Set up all of the payment types that the organization uses.

  See Chapter 3, "Setting Up Payment Information," page 9.

- Enter any necessary superannuation payment information.

  See Chapter 6, "(AUS) Reporting Superannuation Information," page 49.

- Verify that automatic deposit information has been set up correctly before you process automatic deposit files.

  See Chapter 3, "Setting Up Payment Information," (NZL) Entering Employee Automatic Deposit Information for New Zealand, page 11.

- Process Pre-Payroll.

Creating Payments

This section provides an overview of payment creation, and discusses how to:

- Create advice slips.
- Set processing options for the Generic Payment Advice for Australia and New Zealand program.
- Create the automatic deposit file.
- Copy automatic deposit information to a bank tape.
- Set processing options for the Copy Payroll Direct Credit Pymts to Bank program.

Understanding Payment Creation

After you process pre-payroll, you can create payments for the employees that are included in the payroll cycle. You can create payment advices, automatic deposits, or cash payments.

Advice Slips

After you successfully complete pre-payroll processing, you can print advice slips for the employees who are included in the payroll cycle. Advice slips are created for employees who receive cash payments, as well as for those who use automatic deposits.

Note. You create advice slips during the payroll cycle. You can create them at any time after you successfully complete pre-payroll, and before you process the final update step of the cycle.

Additionally, you must define, in the processing options of the R75A0013, which method the organization uses to create superannuation payments. If you do not set this processing option correctly, the system cannot locate superannuation data, and therefore cannot accurately display superannuation data on the payment advice.

The Automatic Deposit File

After you successfully complete pre-payroll processing, you can create the automatic deposit file for employees who are included in the payroll cycle. This file contains all of the necessary information that the banking institution needs to process automatic deposit payments.

Automatic Deposit Information and Bank Tapes

After you create the automatic deposit file, you can transfer the payment information to files on a tape that is formatted for the bank to read. Before you can copy payment information to a bank tape, you must specify the records that you want to process. You can include payment information from several payroll IDs in one bank tape.

PeopleSoft EnterpriseOne software supports formatting for these Australian and New Zealand banks:

• National Bank of New Zealand

• Westpac Bank

• Australia & New Zealand Banking Group

• Bank of New Zealand

• Generic Australian Bank

Note. Each time that you access this program, you must specify the version of the copy program that you want to use. To do so, right-click the menu name and select Prompt for Version. The system includes a specific version for each bank format. Alternatively, you can enter the program and version on the Select Payments for Copy to Bank form for each record that you copy.

You should also review the processing options for this program each time that you copy information to the bank tape, because the system uses the values in the processing options to ensure that the tape is created using the correct format and data.

Forms Used to Create Payments

Form Name	FormID	Navigation	Usage
Work With Pay Cycle Workbench	W07210A	Payroll Workbench (G07BUSP11), Pay Cycle Workbench	Select a payroll ID.
Print Payment	W75A0016A	On the Work With Pay Cycle Workbench form, select a payroll ID for which prepayroll has already been processed, and then select Payments, Print Payments from the Row menu.	Create advice slips.
Select Payments for Copy to Bank	W75A0006E	Australia/New Zealand Inquiries (G07BUSP16), Copy Payroll Direct Credit Pymts to Bank.	Select records to copy to the bank tape.

Creating Advice Slips

Access the Print Payments form.

The standard advice slip is designed to print on an A4 sheet. The advice slip includes leave balance information that is derived using the Fiscal and Anniversary Year History table (F06147).

Payment Advice	Select this option to print advice slips for cash payments and automatic deposits.
Beginning Advice Number	Enter the beginning or next available number of the forms on which employees' payment advice is printed. The system does not check for duplicate advice numbers because you might be using multiple bank accounts. You must track advice numbers manually.
Payment Advice Message	Enter a text message here that will print on employees' payment advice slips.

Setting Processing Options for Generic Payment Advice for Australia and New Zealand (R75A0013)

Processing options enable you to specify the default processing for programs and reports.

Print Options

These processing options enable you to specify the information that the system includes on the payment advice.

1. Print employee mailing address information	Specify whether to print the employee mailing address on the payment advice. Values are:
	Y: Print.
	N: Do not print.
2. Enter benefit type 'V' to print available vacation balance	Specify whether to print the available vacation balance on the payment advice. Values are:
	V: Print.

Blank: Do not print.

3. Enter '1' to include accruals to the vacation balance	Specify whether to include accruals to available balance on the payment advice. Values are: *1*: Include. Blank: Do not include.
4. Enter benefit type 'R' to print available RDO balance	Specify whether to print the available RDO balance on the payment advice. Values are: *R*: Print. Blank: Do not print.
5. Enter '1' to include accruals to the RDO balance	Specify whether to include accruals to available RDO balance on the payment advice. Values are: *1*: Include. Blank: Do not include.
6. Enter benefit type 'L' to print available long service leave (LSL) balance	Specify whether to print the available LSL balance on the payment advice. Values are: *L*: Print. Blank: Do not print.
7. Enter '1 to include accruals to the long service leave (LSL) balance	Specify whether to include accruals to the available LSL balance on the payment advice. Values are: *1*: Include. Blank: Do not include.
8. Enter benefit type 'S' to print available sick leave balance	Specify whether to print the available sick balance on the payment advice. Values are: *S*: Print. Blank: Do not print.
9. Enter '1' to include accruals to the sick balance.	Specify whether to include accruals to available sick balance on the payment advice. Values are: *1*: Include. Blank: Do not include.
10. Enter benefit type 'H' to print available holiday balance	Specify whether to print the available holiday balance on the payment advice. Values are: *H*: Print. Blank: Do not print.
11. Enter '1' to include accruals to the holiday balance	Specify whether to include accruals to the available holiday balance on the payment advice. Values are: *1*: Include. Blank: Do not include.

12. Enter benefit type 'O' to print other available balances	Specify whether to print other balances on the payment advice. Values are:
	0: Print.
	Blank: Do not print.
13. Enter '1' to include accruals to other balances	Specify whether to include accruals to the available other balances on the payment advice. Values are:
	1: Include.
	Blank: Do not include.

Selection

This processing option enables you to specify the table from which the system retrieves benefit balances, accrual balances, or both.

1. History Source File	Specify the table from which to retrieve benefit balances, accrual balances, or both. Values are:
	1: Use the Fiscal and Anniversary Year History table.
	0 or Blank: Use the Employee Transaction History Summary table (F06146) or the Calendar Month DBA Summary History File table (F06145).
2. Superannuation Details Source File	Specify the table from which the system retrieves superannuation data. The system prints this data on the payment advice to notify the employee of the employer-paid and employee-paid contributions that are made to each superannuation fund. The table that you specify depends on the method you use to create superannuation payments. If you set up fund allocation information and automatically create superannuation payments during the payroll cycle, enter 0 (zero) in this processing option to retrieve data from the F0709 table. If you manually enter superannuation payments, enter 1 in this processing option to retrieve data from the F75A0301 table.

Creating the Automatic Deposit File

Access the Print Payments form.

On Print Payment, select the Auto Deposit File option. This option is disabled if no employees in the payroll cycle have automatic deposit instructions.

Copying Auto Deposit Information to a Bank Tape

To copy auto deposit information to a bank tape:

1. Access the Select Payments for Copy to Bank form and click Find.

2. Select the records for which you want to copy payment information and select Select for Copy from the Row menu.

    When you select a record to copy, the system enters a *Y* in the Select for Copy field. The system processes all records that have a *Y* in the Select for Copy field. To deselect a record, select the record and then click Select for Copy from the Row menu.

3. Click OK.

4. From the Australia/New Zealand Inquiries menu, select Copy Payroll Direct Credit Payments to Bank again and then select Save to Bank File from the Form menu.

   The system displays a warning message if you select records that have already been processed.

5. If you want to recopy the records, click Yes.

   Processed records contain values in these fields:

   • Total Amount Processed

   • Program ID for Copy

   • User ID

   • Workstation

   • Date Copied

6. Review the information on the Parameters - Copy to Bank form, make any corrections necessary, and then click OK.

Note. The values that are displayed on this form are populated using the values that you enter in the processing options. If you want to change any of the values in these fields for this processing run only, you can manually change the value in the field. However, the next time that you run this process, the fields will be populated using the values in the processing options, and the changes will be lost. If you want to change these values so that the new value is displayed the next time that you run this process, you must change the value in the processing options.

Program ID for Copy	Review this field to determine whether the payments were previously copied to a bank tape. During the copy process, the system populates this field with the program ID that was used to copy the payments to the tape. If you try and recopy payments that have already been copied, the system displays a warning.
Date Copied	Review this field to determine whether the payments have been copied to a bank tape. During the copy process, the system populates this field with the system date. If you try and recopy payments that have already been copied, the system displays a warning.
Payment Date	Enter the date on which the funds are to be deposited into employees' bank accounts.
Company Short Name	Review this field to verify that the correct company name appears on the bank tape. The system populates this field with the value that is specified in the processing options of the Copy Payroll Direct Credit Pymts to Bank program (P75A0006). If you change the value in this field, the new value is used during this processing run only. To permanently change the company short name, you must update the value in the processing options.
Company Registration #	Review this field to verify that the correct registration number appears on the bank tape. The system populates this field with the value that is specified in the processing options of the Copy Payroll Direct Credit Pymts to Bank program (P75A0006). If you change the value in this field, the new value is used during this processing run only. To permanently change the company registration number, you must update the value in the processing options. Typically, company registration numbers are supplied by the banking institution.

Payment Description	Enter a user-defined description of the payments. For example, enter June Payroll to specify that the payments on the tape are associated with payroll processing for June. The system populates this field with the value that is specified in the processing options of the Copy Payroll Direct Credit Pymts to Bank program (P75A0006). If you change the value in this field, the new value is used during this processing run only. To permanently change the payment description, you must update the value in the processing options.
Write Company Debit Record?	Select this option if you want to create a debit record on the bank tape. The system populates this field with the value that is specified in the processing options of the Copy Payroll Direct Credit Pymts to Bank program (P75A0006). If you change the value in this field, the new value is used during this processing run only. To permanently change the debit record option, you must update the value in the processing options.
Application Name for Copy	Review this field to verify that the correct copy program is used to create the bank tape. The system populates this field with the value that is specified in the processing options of the Copy Payroll Direct Credit Pymts to Bank program (P75A0006). If you change the value in this field, the new value is used during this processing run only. To permanently change the copy application, you must update the value in the processing options.
Target File Name	Review this field to verify that the name of the target file is correct. The system populates this field with the value that is specified in the processing options of the Copy Payroll Direct Credit Pymts to Bank program (P75A0006). If you change the value in this field, the new value is used during this processing run only. To permanently change the target file name, you must update the value in the processing options. Contact the system administrator for information about creating the target file.
Code, **Reference**, and **Particulars**	Enter user-defined information.

Setting Processing Options for Copy Payroll Direct Credit Pymts to Bank (P75A0006)

Processing options enable you to specify the default processing for programs and reports.

Company Details

1. Company Short Name (20 chars)	Specify a short name for the company.
2. Bank Account to be Debited	Specify the bank account to be debited.
3. Payment Description	Specify a payment description.
4. Company Registration #	Specify a company registration number.
5. Write Company Debit Record	Specify whether the system writes a company debit record.

File Copy/Report

6. Application name for Copy	Specify an application name for copy.
7. Version ID for Copy	Specify a version ID for copy.
8. Target File Name (60 chars)	Specify a target file name. This field is limited to 60 characters.
9. Report Type (Summary/Detail)	Specify whether the system displays a summary or detail type report.

Constants

10. Code	Specify the constants code.
11. Particulars	Specify the constants particulars.
12. Reference	Specify the constants reference.

Paying an Employee for a Partial Pay Period

This section provides an overview of partial pay-period payments, and discusses how to pay an employee for a partial pay period.

Understanding Partial Pay Period Payments

An employee's first or last employment period with the organization will likely not be a full pay period. For example, an employee might have commenced work in the middle of a pay period, or have been terminated two days after a pay period had started. You must pay the employee for the portion of the pay period that was worked and tax the employee's earnings accordingly.

When you enter regular timecards and process them through a payroll cycle, the system calculates the amount of pay that the employee receives during that payroll cycle, and then calculates the amount of tax to be withheld from the employee's earnings. Therefore, if you were to enter timecards for a partial pay period, but process them through a regular payroll cycle, the system would treat the amount of pay as if it were earnings for a full pay period. Without taking into account the fact that the employee did not work a full pay period, the system would under-withhold taxes from the employee's earnings.

To ensure that employees who work partial pay periods are taxed correctly, you must create interim payments to process earnings for partial pay periods. On the Interim Entry form, you can enter a value in the Tax Factor field that represents the amount of time that the employee worked during the pay period. The values for this field are stored in UDC 75/TO.

For example, if an employee works three of the twelve days in the pay period, you can enter a code in the Tax Factor field that represents .25. The system uses this value to correctly annualize the employee's earnings and to correctly calculate the amount of payroll tax to be withheld.

Similarly, you can enter a value in the DBA Factor field on the Interim Entry form. The value in this field is used to prorate the DBA calculations for the portion of the pay period during which the employee works. For example, if an employee works three of the twelve days in the pay period, you can enter a code in the DBA Factor field that represents .25. The system uses this value to calculate DBA amounts at 25 percent of what they would normally be. The values for this field are also stored in UDC 07/DO.

Note. Values that you enter a value in the Tax Factor field or the DBA Factor field represent the portion of the pay period for which you are paying the employee, not the actual numeric value. The system uses the value that is stored in the second description column of the UDC table to calculate the tax or DBA amounts for the interim payment.

For example, you might set up code A in UDC 75/TO, name this code Half, and enter *.50* in the second description column for that code. When you want to pay an employee for half of a pay period, you would enter *A* in the Tax Factor field, not *.50.* The system uses .50 to prorate the employee's taxes for the period.

See Also

Chapter 2, "Understanding Payroll Processing for Australia and New Zealand," User-Defined Codes for Australia and New Zealand, page 5

PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook, "Working with Interim Payments," Entering Interim Payments

Paying an Employee for a Partial Pay Period

Access the Interim Entry form.

To pay an employee for a partial pay period:

1. Complete the Tax Factor and DBA Factor fields with the value that corresponds to the amount of time that the interim payment covers.

2. Complete the steps for entering an interim payment.

(AUS) Reporting Superannuation Information

This chapter provides an overview of superannuation, and discusses how to:

• Record superannuation contributions.

• Report superannuation contributions to employees.

Understanding Superannuation

In Australia, employers are required to contribute to superannuation funds on behalf of the eligible employees within their organization. Superannuation funds are retirement funds that employers and employees can contribute to. The contributions that have been made to these funds are available to employees after they retire.

Superannuation funds are regulated by the Australian Tax Office (ATO). Currently, employers are required to contribute an amount equal to nine percent of an eligible employee's earnings into an approved superannuation fund on behalf of the employee. Employees are considered eligible for superannuation fund contributions if their monthly earnings are 450 AUD or more. Employees and employers can make additional contributions to the funds.

Employers are required to contribute to employee superannuation funds on at lease a quarterly basis. Due to the conditions of a fund, workplace agreement, or personal choice, some employers might choose to make more frequent contributions. If an employer fails to make contributions during a quarter, the ATO can assess penalties and other fees, including a superannuation guarantee charge and interest.

Employers that make contributions to an employee's superannuation fund are required to:

• Keep records of all contributions that are made.

• Report details of the contribution to employees at least once per quarter.

• Record when, what, and how information was reported to employees.

The ATO requires employers to report information to employees so that employees are aware of how much superannuation funding has been paid on their behalf, and where that money has been invested. The ATO can assess monetary penalties to employers who do not report this information to employees. The format that you use to report information to employees is not mandated by the ATO; however, you must include:

• The amount of the employer contribution that was made on the employee's behalf, up to the required nine percent.

  The ATO requires you to report all contributions that are paid into the fund, regardless if it is above the nine percent level.

• The name of the superannuation fund provider, and if possible, the provider's phone number.

• The employee's account or membership number with the superannuation fund provider, if known.

Note. All of the information in this documentation is current at the time of publication. However, because tax laws and regulations change periodically, you should not rely on this documentation as your primary source of information for superannuation regulations that are defined by the ATO. You should contact the ATO directly for information such as contribution and record- keeping requirements, reporting dates and policies, employee eligibility, and penalties.

Recording Superannuation Contributions

This section provides an overview of superannuation recording, and discusses how to:

- Run the Superannuation Contribution by Employee report.

- Set processing options for the Superannuation Contribution by Employee report.

- Enter superannuation payments individually.

- Create a superannuation spreadsheet.

- Import superannuation payment data from a spreadsheet.

- Modify superannuation payment information.

Understanding Superannuation Recording

If your organization has employees who are eligible for superannuation contributions, you can use DBAs to calculate those contributions. You can set up DBAs to automatically calculate employer and employee contributions to superannuation funds during the payroll process. You set up one or more deductions to calculate the employee salary sacrifice, and you set up one or more benefits to calculate the employer contribution.

When you process employees through a payroll cycle, the system calculates the superannuation contributions for each employee. You can review these amounts by processing the Superannuation Contribution by Employee report (R75A0007). This report lists the amount of each superannuation DBA for each employee who was processed in the payroll cycle.

You can use the Superannuation Contribution by Employee report to determine the amounts that you must send to the third-party administrators of the funds to which you are contributing. After you send the contributions to the fund administrators, you must record those payments in your system. You must also report information about the payments to employees to comply with ATO regulations.

You can enter superannuation payments individually, using the Superannuation Payments program (P75A0301), or you can create a spreadsheet that you can use to record payment information. You can then import the information from the spreadsheet into the system.

Superannuation payment information is stored in the Superannuation Payment table (F75A0301) regardless of whether it is entered individually or imported from the spreadsheet.

The Superannuation Contribution by Employee Report

If your organization or your employees contribute to superannuation funds, you can review superannuation contribution history by generating the Superannuation Contribution by Employee report. The Superannuation Contribution by Employee report enables you to review all of the employee and employer superannuation fund contributions that are made during a specified time period.

By setting the processing options for this report, you can specify which deductions and benefits your organization uses to calculate superannuation contributions. Additionally, you use processing options to specify the time period for which you want to process superannuation information, the earning limit for eligible employees, whether the employees' salaries appear on the report, and the basis for determining employee earnings.

You can use this report to determine what payments to make to the third-party administrators of the funds to which you are contributing. Additionally, you can send this report to the third-party administrators of the superannuation funds to notify them of the amounts that should be contributed to each employee's account.

Contributions Entered Individually

After you calculate the amount of the employer- and employee-paid superannuation contributions, you can pay those amounts to the third-party administrators of the superannuation funds to which you want to contribute. When an organization makes payments to a superannuation fund on behalf of an employee, the organization is required to report information about the payment to the employee.

Before you can report superannuation payment information to an employee, you must enter information about the payments into the system. You can use the Superannuation Payments program to enter each superannuation payment individually. You can also use this program to modify existing superannuation payment records regardless of whether they were entered individually or imported from a spreadsheet.

After you enter superannuation payment information, it is stored in the Superannuation Payments table. You can then process the employee through a payroll cycle. When you print the employee's payment advice slip, the system includes all of the records in the Superannuation Payments table that have not already been printed on the payment advice. Printing superannuation information on the employee's payment advice slip satisfies the ATO's reporting requirements.

Superannuation Information Imported from a Spreadsheet

After you make payments to the third-party administrators of the superannuation funds to which you are contributing, you must record information about those payments. You can enter payment information for individual payments, or you can import the payment information into the system from a spreadsheet.

Before you can import payment information from a spreadsheet, you must create a spreadsheet that contains all of the necessary information in a format that is compatible with the software. To ensure that the information in the spreadsheet is in an acceptable format, you must first enter a superannuation payment record individually. You then export this record to create the spreadsheet.

After you create the spreadsheet, you can enter information about superannuation payments directly into the spreadsheet. You can then import the data from the spreadsheet into the software.

Note. For the data export and import processes to be successful, you must ensure that the columns in the spreadsheet that you create are ordered the same as the columns in the detail area of the form into which you want to import data. If the columns in the spreadsheet are ordered differently than those in the detail area of the form, you might receive errors or have incorrect data in the Superannuation Payments table. If necessary, you can arrange the columns in the detail area of a form in an order that is easy for you to work with.

Additionally, you must ensure that the data that you enter in the spreadsheet is formatted the same as the data that is stored in the system. For example, the data in the Employee Name field is displayed in the software using the LastName, FirstName format. If you enter employee names into the spreadsheet, and want to import that information into the software, you must enter employee names in the spreadsheet using this format. For example, you would enter employee John Smith as Smith, John.

After you have imported the data into the software, it is stored in the Superannuation Payment table. You can then process the employee through a payroll cycle. When you print the employee's payment advice slip, the system includes all of the records in the Superannuation Payment table that have not already been printed on the payment advice. Printing superannuation information on the employee's advice slip satisfies the ATO's reporting requirements.

Before you can create a spreadsheet, you must add a superannuation payment record. This record should be a valid payment record. If you enter an invalid record that you will use solely for the purposes of creating the spreadsheet, delete the record after you create the spreadsheet.

Modifying Superannuation Payment Information

After you enter superannuation payment information into the system, you might need to revise the information. For example, if an employee was paid the incorrect amount, the amount of the superannuation payment might also be incorrect.

Regardless of whether the information was entered individually or imported from an Excel spreadsheet, you can use the Superannuation Payments program to modify payment information.

You can modify payment information before or after it has been printed on an employee's payment advice slip. Payment information records that have already been printed contain a date in the Date Printed field. If you want to modify payment information after it was printed on an employee's payment advice, you must first clear the print date from the record. Doing so enables you to modify the record and to print the new information on the employee's next payment advice slip.

Prerequisites

Before you complete the tasks in this section:

• Set up deductions and benefits to calculate superannuation contributions according to your organization's policies.

See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook*, "Understanding Deductions, Benefits, and Accruals (DBAs)".

• If available, enter employee superannuation fund membership or account numbers into the system.

• Process employees through a payroll cycle.

See *PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook*, "Setting Up Payroll Cycle Information".

Forms Used to Record Superannuation Payments

Form Name	FormID	Navigation	Usage
Work With Superannuation Payments	W75A0301A	Australia/New Zealand Reports (G07BUSP17), Superannuation Payment	Review existing payment records or access the Superannuation Payments Revision form.
Superannuation Payments Revision	W75A0301B	On Work With Superannuation Payments, click Add.	Enter superannuation payments individually. Modify existing superannuation payment records.
Superannuation Data Import	W75A0302A	On Work With Superannuation Payments, select Import from the Form menu.	Import superannuation data from a spreadsheet.

Running the Superannuation Contribution by Employee Report

Select Australia/New Zealand Reports (G07BUSP17), Superannuation Contribution by Employee.

Setting Processing Options for Superannuation Contribution by Employee Report (R75A0007)

Processing options enable you to specify the default processing for programs and reports.

For programs, you can specify options such as the default values for specific transactions, whether fields appear on a form, and the version of the program that you want to run.

For reports, processing options enable you to specify the information that appears on reports. For example, you set a processing option to include the fiscal year or the number of aging days on a report.

Do not modify PeopleSoft EnterpriseOne demo versions, which are identified by ZJDE or XJDE prefixes. Copy these versions or create new versions to change any values, including the version number, version title, prompting options, security, and processing options.

Defaults

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

1. Enter the Start Date for month of this report.

Use this processing option to specify the start date for month of this report.

2. Enter the Employee Earning Limit Value. Employees who earn less than this annual salary will not be included in the report.

Use this processing option to specify the employee earning limit.

Employees who earn less than this annual salary will not be included in the report.

3. Enter a Y to print the salary on the report. If left blank the salary will not be printed.	Use this processing option to specify whether you want to include the salary on the report.
	If you leave this option blank, the salary is not included.
4. Enter a C if data is to be based on Calendar Earnings, otherwise the default is Payment Date earnings.	Use this processing option to specify whether data is to be based on calendar earnings. Values are:
	C: Data is based on Calendar Earnings.
	0 or blank: Data is based on payment date earnings.

Basic Employer

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Enter up to three DBA codes to define the basic employer contributions for this scheme.

1. Basic Employer Contribution DBA Code 1	Use this processing option to specify basic employer contribution DBA code 1.
2. Basic Employer Contribution DBA Code 2	Use this processing option to specify basic employer contribution DBA code 2.
3. Basic Employer Contribution DBA Code 3	Use this processing option to specify basic employer contribution DBA code 3.

Additional Employer

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Enter up to three DBA codes used to define the additional employer contributions for this scheme.

1. Additional Employer Contribution DBA Code 1	Use this processing option to specify additional employer contribution DBA code 1.
2. Additional Employer Contribution DBA Code 2	Use this processing option to specify additional employer contribution DBA code 2.
3. Additional Employer Contribution DBA Code 3	Use this processing option to specify additional employer contribution DBA code 3.

Basic Employee

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Enter up to three DBA codes used to define the basic employee contributions for this scheme.

| **1. Basic Employee Contribution DBA Code 1** | Use this processing option to specify basic employee contribution DBA code 1. |
| **2. Basic Employee Contribution DBA Code 2** | Use this processing option to specify basic employee contribution DBA code 2. |

| **3. Basic Employee Contribution DBA Code 3** | Use this processing option to specify basic employee contribution DBA code 3. |

Additional Employee

Although processing options are set up during PeopleSoft EnterpriseOne implementation, you can change processing options each time you run a program.

Enter up to three DBA codes used to define the additional employee contributions for this scheme.

1. Additional Employee Contribution DBA Code1	Use this processing option to specify an additional employee contribution DBA code 1.
2. Additional Employee Contribution DBA Code2	Use this processing option to specify an additional employee contribution DBA code 2.
3. Additional Employee Contribution DBA Code3	Use this processing option to specify an additional employee contribution DBA code 3.

Entering Superannuation Payments Individually

Access the Superannuation Payments Revision form.

Amount Paid	Enter the amount paid against a specific voucher or invoice.
Date Paid	Enter the date associated with the various types of net pay instructions. This date relates to a payroll check, an interim payment, a bank automatic-deposit advice slip, a payslip (cash), or a claim reimbursement.
Membership Number	Enter the number of the checking account that the payment check was written against.
Check Control	Enter a number used to group all payroll transactions for each payment or individual interim payment. This number is carried into the accounting journal entries and facilitates the update of the actual check number after payment printing is complete. This number is also used for automatically voiding payments. The payment work table contains both the actual check number and the check control number. All associated payment transactions are automatically reversed using the check control number.
	This is not the actual check number.
Fund Name	Enter the name of the superannuation fund to which the amount is deposited.
Fund Contact Phone Number	Enter a number without the prefix or special characters, such as hyphens or periods, that makes up the telephone number for an entity. You can use any applicable telephone number format for a country. This field is used in conjunction with the Prefix field (AR1), where you enter the first segment of the telephone number, which is called the area code in the United States.
	When you search for an address using a phone number, you must enter the number exactly as it is set up in the Address Book system, including any special characters.

Creating a Superannuation Spreadsheet

To create a superannuation spreadsheet:

1. Access the Work With Superannuation Payments form.

2. Arrange the columns in the detail area to match the order that you want them to appear in the spreadsheet.

    You might want to arrange the columns to simplify the data entry process. If the existing order of the columns is acceptable, leave the columns as they are and continue to the next step.

3. Locate the superannuation payment record that you entered individually.

4. Right-click the record, select Export, and then select Microsoft Excel.

    The Export Assistant form appears.

5. In the detail area of the Work With Superannuation Payments form, highlight any of the fields of the payment record.

    To highlight fields in the detail area, left-click the field that you want to be the first column in your spreadsheet, hold the mouse button down and move the mouse to the right until all of the fields that you want to include in the spreadsheet are highlighted.

    See *PeopleSoft EnterpriseOne Tools 8.94 PeopleBook: Foundation*

6. On the Export Assistant form, click the Continue button.

    The system automatically creates an Excel spreadsheet.

7. Click Save and close the spreadsheet.

8. On Work With Superannuation Payments, click Close to quit the Superannuation Payments program.

Importing Superannuation Payment Data from a Spreadsheet

Access the Superannuation Data Import form.

To import superannuation payment data from a spreadsheet:

1. Verify that the columns in the detail area of the form are ordered the same as the columns in the spreadsheet.

2. Right-click in the detail area of the left-most column, select Import, and then select Microsoft Excel.

3. On the Open form, browse to the Excel spreadsheet that you want to import.

    When you have successfully selected the spreadsheet, the name of the file appears in the File Name field.

4. In the Import Options section of the form, complete these fields, and then click Open:

    • Specify a range of cells to import (for example A1:B10),

      When you specify the range of cells, the columns that are included in the range of cells from the spreadsheet should appear in the same order as the columns on the Superannuation Data Import form. Also, you must know the range of cells that you want to import, and the name of the worksheet from which you want to import data before you attempt the import process. After you enter Superannuation data into the spreadsheet, you should make a note of the range of cells that you want to import, along with the worksheet name, before you close the spreadsheet so that you will have this information readily available to complete the import process.

    • Specify a worksheet name to import from.

      The Excel spreadsheet opens and displays the range of cells that you have selected for import. Additionally, the data that you selected from the spreadsheet is automatically populated in the detail area of the Superannuation Data Import form.

5. Close the Excel spreadsheet.

6. On Superannuation Data Import, make any changes necessary to ensure that the data is correct, and then click OK.

Modifying Superannuation Payment Information

Access the Superannuation Payments Revision form.

You cannot select records that contain a date in the Date Printed field. If you want to modify a record that has already been printed, you must first clear the print date.

See <u>Chapter 6, "(AUS) Reporting Superannuation Information," Clearing the Superannuation Payment Print Date, page 58</u>.

Reporting Superannuation Contributions to Employees

This section provides an overview of superannuation reporting, and discusses how to clear the superannuation payment print date.

Understanding Superannuation Reporting

After you have recorded superannuation payments, you must report the payment information to employees. The ATO currently requires that you report payment information to employees within 30 days of the end of each quarter. You should contact the ATO directly for the most current information regarding reporting dates and requirements.

You report superannuation information to employees by printing the information on the payment advice slips that you create during the payments step of the payroll cycle. To do so, you use the Generic Payment Advice for Australia & New Zealand program (R75A0013). The system prints all payment records that exist in the Superannuation Payment table that do not have a date in the Date Printed field. After the system prints the record on an employee's payment advice slip, the system enters the payment date in the Date Printed field. This prevents the system from reprinting payment information on subsequent payment advice slips. If you must modify or reprint superannuation payment information on an employee's advice slip, you must first clear the print date from the payment record in the Superannuation Payment table. The system prints all records in the Superannuation Payment table that do not have a print date the next time that you process payment advice slips.

Note. You create payment advice slips during the payment step of the payroll cycle. You cannot process the Generic Payment Advice for Australia & New Zealand program outside of the payroll cycle.

Clearing the Print Date

When you process payments for employees who are eligible for superannuation contributions, you can print superannuation payment information on the employees' payment advice slips. The system prints all of the records in the Superannuation Payments table that do not have a date in the Date Printed field. After the payment information is printed, the system completes the Date Printed field so that the information is not printed on subsequent payment advice slips.

You might occasionally need to reprint superannuation payment information on an employee's advice slip. Before you can reprint this information, you must remove the print date from the payment record. The system prints only the records in the Superannuation Payment table that do not contain a print date.

For example, if you misplace a batch of payment advice slips, you might need to reprint them. After you remove the date from the Date Printed field, you can then reprocess the payment advice slips.

Note. When you process payments, the system includes all records in the Superannuation Payment table that do not contain a date in the Date Printed field. Therefore, if you want to reprint payment advices, be aware that if you enter additional superannuation payment information between the time that the original payment advice slips were created and the time that you reprint them, the system will include the new payment records as well as the records that you have cleared when it prints superannuation payment information on the payment advice slips.

When you select the payments for which you want to clear the print date, you must specify the original date on which the record was printed. In addition, you can use any combination of this search criteria to specify which payments to include in the clearing process:

• Company

• Business unit

• Employee number

For example, if you want to clear the print date for all payments that were printed on December 30, 2005, you enter that date in the Date Printed field on the Clear Printed Date form. If you want to clear the print date for only one employee whose payment was printed on December 30, 2005, you enter the employee number in the Employee Number field and 30/12/05 in the Date Printed field.

See Also

Forms Used to Report Superannuation Payments

Form Name	FormID	Navigation	Usage
Work With Superannuation Payments	W75A0301A	Australia/New Zealand Reports (G07BUSP17) Superannuation Payment	Review existing payment records or access the Superannuation Payments Revision form.
Clear Printed Date	W75A0301C	On Work With Superannuation Payments, select Clear Date from the Form menu.	Clear the print date.

Clearing the Superannuation Payment Print Date

Access the Clear Printed Date form.

CHAPTER 7

(NZL) Processing Employee Leave in New Zealand

This chapter provides an overview of the New Zealand Holiday Leave Act of 2003 and discusses how to:

• Set up employee leave information for New Zealand.

• Define leave rates and methods.

• Process employee leave for New Zealand.

Understanding the New Zealand Holiday Leave Act of 2003 (NZHA)

Employee leave time in New Zealand is governed by the New Zealand Holiday Act of 2003 (NZHA). This act was passed to ensure that employees have an appropriate balance between work and home life, and to ensure that employees receive minimum entitlements to annual holiday leave, public holidays, sick leave, and bereavement leave.

Employers are required to provide these minimum leave entitlements to employees:

Type of Leave	Minimum Entitlements
Annual Holiday Leave	At the end of each completed 12 months of continuous employment, the employee is entitled to no fewer than three weeks of paid annual holiday leave.
Public Holiday Leave	The employee is entitled to 11 public holidays, if the public holidays fall on days that would normally be a working day for the employee
Sick Leave	The employee is entitled to five days of sick leave for each 12 months of continuous employment completed. Sick leave is provided after the employee completes six months of employment that meets the legislative requirements.
Bereavement Leave	The employee may take three days of bereavement leave (per incident) once the employee has completed six months of continuous employment. Three-day bereavement leave is used for the death of family members, as specified in the legislation. An additional day of bereavement leave (per incident) is allowed, if the employer accepts, for the death of a person closely associated with the employee.

In addition to providing minimum leave entitlements to employees, employers must calculate the pay rates that are associated with leave time according to the regulations of the NZHA. The methods that an employer can use are specified in the legislation.

Employers can also enter into employment agreements with employees. These agreements include the pay rates that the employee will receive for leave time. You can set up special rates to calculate leave pay rates for employees with employment agreements.

Under certain circumstances, employers may regularly pay annual holiday leave pay with the employee's earnings.

Depending upon the specific terms of an employment agreement, the type of leave taken, or the method the organization uses, these components are used to calculate pay rates for employee leave:

Leave Component	Definition
Average Weekly Earnings	Average weekly earnings is 1/52 of an employee's accumulated gross earnings for the past 12 months.
Ordinary Weekly Pay	Ordinary weekly pay is the amount of pay the employee receives for an ordinary working week, according to the terms of an employment agreement.
Relevant Daily Pay	Relevant daily pay is the amount of pay the employee would have received had the employee worked on the specified day.
Special Rates	Special rates are predetermined pay rates for specified leave types, as defined by an employment agreement.

Note. The information included in this documentation was current at the time of publication. However, we recommend that you contact the local government authority for the latest information about calculating employee leave pay in accordance with current regulations. Employers who do not pay employee leave according to current regulations might be subject to fines.

Setting Up Employee Leave Information for New Zealand

This section provides an overview of leave setup, lists a prerequisite, and discusses how to:

• Include a pay type in gross earnings.

• Associate leave type codes with leave pay types.

Understanding Leave Setup

Before you process employee leave time in New Zealand, you must set up information to ensure that the leave payments meet the requirements of the NZHA.

Types of Employee Leave

The New Zealand Holiday Act of 2003 specifies two different calculations for employee leave. One calculation method is used to calculate annual holiday leave rates. The other method is used to calculate sick, holiday, and bereavement leave.

You define the types of leave that are available to the employees by entering Benefit/Accrual Type codes in UDC table 75/LT. The system uses the value in the Description 02 column of this UDC table to determine which method to use to calculate employee leave pay. For example, if the organization uses pay type 815 to pay employees for annual leave, pay type 817 to pay employees for sick leave, and 818 to pay employees for holiday leave, you set up this information in UDC table 75/LT:

Code	Description01	Description02
00815	Annual Leave	ANN
00817	Sick	OTH
00818	Public Holiday	OTH

Because the NZHA also requires that employers report different types of leave separately, you must set up leave type codes in UDC table 06/SV. When you set up leave accrual DBAs, you enter the type of employee leave that the accrual is used to calculate.

To ensure that reporting requirements are met, verify that these codes exist in UDC table 06/SV:

Code	Description
V	Vacation Accruals
S	Sick Accruals
H	Holiday Accruals
O	Other Accruals
T	Alternative Holiday
N	Long Service - New Zealand
I	In Lieu Holiday

See *PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Foundation*

Leave Accruals

You track the amount of leave entitlement that employees are given using accrual DBAs. You can set up separate DBAs for each type of employee leave that you give to employees. When you set up an accrual to track employee leave time, you specify this information for each accrual:

• The type of leave the accrual tracks.

• The amount of leave time an employee receives.

• Whether the leave time prints on the employee's payment advice.

• The basis of calculation for the accrual.

To ensure that employees receive leave time when they are entitled to it, you need to define entitlement information for each leave accrual. An employee is entitled to minimum leave amounts after he or she completes service requirements that are defined by the NZHA. For example, after an employee completes 12 months of continuous service, he or she is entitled to receive a minimum of three weeks of annual holiday leave.

The method that the organization uses to calculate, accrue, and roll over leave time is dependent upon the leave policies that the organization uses. For example, the organization might choose to set up an accrual DBA to accrue employee leave time starting on the employee's date of hire. When the employee meets the service requirements for the leave type, you can then roll the accrual amount into an available DBA. Alternatively, the organization might choose to set up one accrual to calculate a flat amount of available leave when the employee meets the service requirements.

See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook*, "Setting Up Deductions, Benefits, and Accruals".

Pay Types for New Zealand Leave Processing

The NZHA requires that employers use specific calculations to determine an employee's pay rate for leave time. Many of these calculations are based upon the employee's gross earnings. New Zealand has specific regulations regarding the types of earnings that are included in an employee's gross earnings. Therefore, to ensure that calculations are accurate, you must specify which pay types are included in the employee's gross earnings.

You must set up leave pay types for each type of leave that the organization gives its employees. For example, you might set up pay types for sick leave, annual holiday leave, and bereavement leave. When you set up a leave pay type, you must set the Auto Pay Method field to S. Auto Pay Method S specifies that the system subtracts leave time at the employee's regular rate, but adds it back at a different rate.

For example, if an employee normally is paid for 40 hours per week, and takes 8 hours of leave time, the system would subtract 8 hours of time, at the employee's regular rate, from the 40 hours that would normally be generated by autopay during the payroll cycle. Then, after the leave pay rate calculation is complete, the system adds 8 hours of leave time, at the calculated rate, to the employee's pay.

After you set up these pay types, you must associate them with the appropriate leave type codes in UDC (75/LT). The system uses these codes to determine which calculation to perform to arrive at the correct leave pay rate.

After you set up pay types for employee leave, you must also attach the pay types to the associated leave accruals to ensure that the available leave balance is adjusted when an employee is paid with a leave pay type.

Note. Under certain circumstances, employers can pay employees for annual holiday leave time on an ongoing basis and include the payments with employees' regular pay. Employers can pay employees in this manner if one or more of these are met:

The employee is employed on a fixed-term agreement that is scheduled to last less than 12 months.

The employee works on a basis that is so intermittent or irregular that it is impractical to provide three weeks of annual holiday leave.

The employee agrees in their employment agreement to receive leave pay with regular wages, provided that it is paid as an identifiable component of the employee's earnings and is paid at a rate of no less than six percent of gross earnings.

If the organization chooses to include annual leave with regular pay, you must set up a pay type for annual holiday pay. This pay type must be set up to print as a separate item on the employee's payment advice. Additionally, it is not necessary to associate this pay type with an accrual.

See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook*, "Setting Up Rollover Information for DBAs".

Including Pay Types in Gross Earnings

Many of the calculations that are associated with the NZHA, including average weekly earnings and ordinary weekly pay, are calculated using the employee's gross earnings. New Zealand regulations specify that gross earnings are comprised of any payments that an employer is required to make to an employee. To ensure that leave pay rates are calculated correctly, you must specify, on each pay type, whether the earnings associated with that pay type are included in gross earnings.

To include the pay type in the employee's gross earnings, you must set the pay type to calculate for tax input 1. You can also specify whether you want to include the earnings in the employee's Average Gross Earnings (AGE) calculation. You can accumulate both the dollar amount and the hours associated with a pay type or to accumulate only the dollar amount associated with the pay type. The method that you select depends upon the organization's business processes.

Examples of pay types that might be included in gross earnings are:

• Salary and regular wages

• Allowances

• Overtime payments

• Piece work payments

• Commissions

• Leave payments

Examples of pay types that might be excluded from gross earnings are:

• Discretionary payments that the employer is not bound to pay.

• Overtime that is not part of regular pay.

• Payments made by ACC (Workers' Compensation).

Associating Leave Type Codes with Leave Pay Types

The New Zealand Holiday Act of 2003 requires that different types of employee leave are calculated using different methods. For example, annual holiday leave must be paid at the greater of the employee's ordinary weekly rate by hour or their average weekly rate by hour. All other types of leave are calculated using relevant daily rates by hour.

To accurately calculate employee leave pay rates, the system must be able to identify the different types of employee leave. To associate a leave type with a pay type, enter the pay type into UDC table 75/LT. The system uses the information in the Description 02 column of the UDC table to determine which type of leave the employee is taking, and performs the appropriate calculation.

Prerequisite

Set up pay types for all employee earnings, including leave pay. Verify that the Auto Pay Method field for all leave pay types is set to *S.*

See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook,* "Setting Up Pay Types".

Forms Used to Set Up Leave Pay Types

Form Name	FormID	Navigation	Usage
Work With PDBAs	W059116A	Pay/Deductions/Benefits Setup (G05BD4), select PDBA Setup.	Locate the pay type that you want to include in gross earnings.
Pay Type Revisions	W059116B	On the Work With PDBAs form, select a pay type and click Select.	Access the Tax Instructions form.
Tax Instructions - Australia and New Zealand	P75ATAX	On the Pay Type Revisions form, select Tax Exemptions from the Form menu.	Include a pay type in gross earnings.
Work With User-Defined Codes	W0004AA	Applicant Setup (G08BA4), User-Defined Codes	Access UDC 75/LT and associate pay types with leave types.

Including a Pay Type in Gross Earnings

Access the Tax Instructions - Australia and New Zealand form.

Tax Calc Input #1 (tax calculation input number 1)

Enter up to 15 tax types for which the respective payroll tax is *not* to be computed for a pay, deduction, or benefit code.

If you enter an asterisk (*) in the first element of this list, it signifies that no taxes are to be computed.

Enter a *1* in this field to include the pay type in gross earnings.

A.G.E. Hours?(Average Gross Earnings Hours?)

Enter up to 15 tax types for which the respective payroll tax is *not* to be computed for a pay, deduction, or benefit code.

If you enter an asterisk (*) in the first element of this list, it signifies that no taxes are to be computed.

To accumulate both the dollars and the hours associated with this pay type, enter *$H* in this field. To accumulate only the dollars, enter *$0*.

Associating Leave Type Codes with Leave Pay Types

Access the Work With User-Defined Codes form.

Click Add to display a blank line in the detail area of the form.

Work With User Defined Codes

Select   Find   Add   Delete   Close   Row   Form   Report   Tools

| Product Code | 75 | ASEAN Localization |
| User Defined Codes | LT | Leave Type |

Records 1 - 4   Customize Grid ■

	✎	Codes	Description 01	Description 02	Special Handling	Hard Coded
□		00815	Leave Taken	ANN		N
□		00817	Sick	OTH		N
□		00818	Public Holiday	OTH		N
□		00819	Bereavement	OTH		N

Work With User-Defined Codes form

Product Code	Enter a user-defined code (98/SY) that identifies a system.
	Enter *75* in this field.
User-Defined Codes	Enter a code that identifies the table that contains user-defined codes. The table is also referred to as a UDC type.
	Enter *LT* in this field
Codes	Enter the PDBA code for a leave pay type in this field.
Description 01	Enter a description of the pay type in this field.
Description 02	Enter a value that specifies the type of leave. To specify that the pay type is used to pay annual holiday leave, enter *ANN* in this field. For all other types of leave, enter *OTH*.

Defining Leave Rates and Methods

This section provides an overview of rates and methods for calculating leave and discusses how to:

• Entering special rates for employee leave pay.

• Set processing options for the New Zealand Processing Options program.

Understanding Rates and Methods for Calculating Leave

The New Zealand Holiday Act of 2003 enables employers to enter into employment agreements that specify the pay rates that employees receive when they take leave time. You enter special rates using the Maintain New Zealand Special Holiday Rates program (P75Z0008).

You can specify different special rates by union code, job type, job step, or any combination of these items. You can specify special ordinary rates, which are used to calculate annual holiday leave, and you can enter special relevant rates, which are used to calculate all other types of leave. Depending upon the methods that the organization uses to calculate leave pay, you can enter special ordinary rates, special relevant rates, or both.

For example, if the organization does not use special rates to calculate annual holiday leave, it is not necessary to enter special ordinary rates. Similarly, if the organization does not use special rates to calculate sick, bereavement, or public holiday leave, it is not necessary to enter special relevant rates.

You can also specify beginning and ending dates for each record that you enter. If the employment agreement spans a specified period of time, you enter dates so that the system no longer uses the special rate once the agreement has ended. The system stores this information in the New Zealand Special Rates table (F75Z0008).

For example, the organization might have these employment agreements in place:

• Agreement A states that the special ordinary rate for all employees in union 9000 is 30 NZD per hour.

• Agreement B states that the special ordinary rate for all employees in union 9000 *and* business unit 50 is 33 NZD per hour.

• Agreement C states that the special ordinary rate for all employees in union 9000 *and* business unit 50 *and* job type 8R-3 is 35 NZD per hour.

Using the previous example, you would enter three records in the Maintain New Zealand Special Holiday Rates program. The record that you enter for Agreement A acts as the default record for all employees in union 9000. Therefore, if an employee worked in union 9000 and business unit 40, their special rate would be 30 NZD per hour for annual holiday leave. Similarly, an employee who works in union 9000, business unit 40, and job type 8R-3 would also have a special rate of 30 NZD per hour.

Alternatively, an employee who works in union 9000, business unit 50, and job type A1-1 would have a special rate of 33 NZD per hour. Though this employee meets the requirements of Agreement A (union 9000), he also meets the requirements of Agreement B (union 9000 and business unit 50), which is more specific. The system assigns the rate that is associated with the most specific record in the F75Z0008 that matches the employee's information.

Note. Entering a special rate does not ensure that the employee receives that rate when they are paid for leave time. The system uses several calculations to determine the correct pay rate for employee leave time. For example, if an employee's regular pay rate is higher than the special rate, the employee might end up receiving their regular rate of pay for the leave time.

You must also set the processing options for the New Zealand Processing Options program (P75Z002A) to use the hierarchy method if you want the system to recognize special rates when calculating leave pay rates.

In addition, to associate employees with special rates, you must populate these fields (as necessary) on the employee's Employee Master Information table (F060116) record:

Union Code

Business Unit

Job Type

Job Step

For example, if you want employees in union 1000 to receive a special rate, you must enter *1000* in the Union Code field for all employees in union 1000.

See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook*, "Setting Up Employee Information".

Leave Pay Calculation Methods

To ensure compliance with the New Zealand Holiday Act of 2003, you must set up the system to calculate employee leave pay rates. Different types of leave pay require different calculations.

According to NZHA regulations, annual holiday leave must be paid at the greater of these rates:

• Ordinary weekly pay rate by hour.

• Average weekly earnings rate by hour.

Sick, bereavement, and public holiday leave must be paid at the greater of these rates:

• Relevant daily pay rate by hour.

• Average weekly earnings rate by hour.

The system uses the Calculate Holiday Leave Pay Rate business function (B75Z0009) to calculate the employee's average weekly earnings rate by hour. To specify how the system calculates ordinary weekly pay and relevant daily pay rates, you must set up the processing options for the New Zealand Processing Options program (P75Z002A). When you set the processing options, you can select either the hierarchy or formula method for each type of pay rate.

If you set up special rates to calculate the relevant daily rates for any employees, you must use the hierarchy method to derive the relevant daily rate. Similarly, if you set up special rates to calculate ordinary weekly rates, you must also use the hierarchy method to derive the ordinary weekly pay rate. If you do not use special rates, you can select either the hierarchy or the formula method.

If you use the formula method, the system uses the Calculate Holiday Leave Pay Rate business function to perform all of the pay rate calculations.

Note. When you set the processing options for the New Zealand Processing Options program, you must use a version that has the same name as the Time Entry MBF Processing Options program (P050002A) that you use to calculate timecards in the system. You enter the version of the Time Entry MBF Processing Options program in the processing options for the Speed Time Entry program (P051121) and the Time Entry Floods program (P051191).

For example, if you use version ZJDE0001 of the Time Entry MBF Processing Options program, and enter that version name in the processing options of the Speed Time Entry and Time Entry Floods programs, you must set up the processing options for the New Zealand Processing Options program using version ZJDE0001. If the version names of the Time Entry MBF Processing Options program and New Zealand Processing Options program do not match, the system will not calculate leave pay correctly.

This table illustrates how the system calculates the pay rate for each type of leave using both the hierarchy and formula methods:

Leave Type and Method	System Calculation Process
Annual Holiday Leave - Hierarchy Method	The system performs these steps to derive the employee's pay rate: • If the value in the Description 2 field of UDC 75/LT is equal to ANN for the pay type on the employee's timecard, the system calculates the rate for annual holiday leave. • The system calculates the employee's ordinary weekly pay rate by determining this information, and choosing the highest rate it finds: • What is the special ordinary rate? • What is the employee's ordinary rate (the rate that would normally be on the employee's timecard if no special calculations were done)? • What is the ordinary rate, as calculated by the formula that is defined by B75Z0009? • The system calculates the employee's average weekly earnings rate by hour using the formula, as defined by B75Z0009. • The system compares the ordinary weekly pay rate by hour and the average weekly pay rate by hour, and assigns the greater of the two values to the employee's leave timecard.
Annual Holiday Leave - Formula Method	The system performs these steps to derive the employee's pay rate: • If the value in the Description 2 field of UDC 75/LT is equal to *ANN* for the pay type on the employee's timecard, the system calculates the rate for annual holiday leave. • The system calculates the employee's ordinary weekly pay rate by hour using the formula, as defined by B75Z0009. • The system calculates the employee's average weekly earnings rate by hour using the formula, as defined by B75Z0009. The system compares the ordinary weekly pay rate by hour and the average weekly pay rate by hour, and assigns the greater of the two values to the employee's leave timecard.

Leave Type and Method	System Calculation Process
Sick, Bereavement, and Public Holiday Leave - Hierarchy Method	The system performs these steps to derive the employee's pay rate: • If the value in the Description 2 field of UDC 75/LT is equal to *OTH* for the pay type on the employee's timecard, the system calculates the rate for other types of leave. • The system calculates the employee's relevant daily pay rate by hour by determining this information, and choosing the highest rate it finds: • What is the special relevant rate? • What is the employee's ordinary rate (the rate that would normally be on the employee's timecard if no special calculations were done)? • What is the relevant rate as calculated by the formula that is defined by B75Z0009? • The system calculates the employee's average weekly earnings rate by hour using the formula, as defined by B75Z0009. • The system compares the relevant daily rate by hour with the average weekly earnings rate by hour, and assigns the greater of the two values to the employee's leave timecard.
Sick, Bereavement, and Public Holiday Leave - Formula Method	The system performs these steps to derive the employee's pay rate: • If the value in the Description 2 field of UDC 75/LT is equal to *OTH* for the pay type on the employee's timecard, the system calculates the rate for other types of leave. • The system calculates the employee's relevant daily pay rate by hour using the formula, as defined by B75Z0009. • The system compares the rate on the employee's timecard with the relevant daily rate by hour, and assigns the greater of the two values to the employee's leave timecard.

See Also

PeopleSoft EnterpriseOne Time and Labor 8.11 SP1 PeopleBook, "Setting Time Entry Processing Options," Setting Processing Options for the Time Entry Floods Program (P051191)

PeopleSoft EnterpriseOne Time and Labor 8.11 SP1 PeopleBook, "Setting Time Entry Processing Options," Setting Processing Options for the Speed Time Entry Program (P051121)

Form Used to Set Up Rates and Methods for Leave Pay

Form Name	FormID	Navigation	Usage
Work With New Zealand Special Rates	W75Z0008A	Australia/New Zealand Payroll Setup (G07BUSP41), Maintain Employee Special Holiday Rates.	Access forms to enter special rates.
Revise New Zealand Special Rates	W75Z0008B	On Work With New Zealand Special Rates, click Add.	Enter special rates for employee leave pay.

Entering Special Rates for Employee Leave Pay

Access the Revise New Zealand Special Rates form.

Revise New Zealand Special Rates form

Enter a record for each union code, business unit, job type, and job step combination for which you want to use special rates. You can specify special ordinary rates, which are used to calculate annual holiday leave, and you can enter special relevant rates, which are used to calculate all other types of leave. Depending upon the methods that the organization uses to calculate leave pay, you can enter special ordinary rates, special relevant rates, or both.

Setting Processing Options for the New Zealand Processing Options Program (P75Z002A)

Processing options enable you to specify the default processing for programs and reports.

New Zealand Processing

Use the processing options on this tab to specify how the system derives pay rates associated with employee leave.

1. Ordinary Weekly Pay Derivation

Specify how the system derives employee ordinary weekly pay rate. The ordinary weekly pay rate is used to calculate annual holiday leave time. Once the ordinary weekly pay rate by hour is derived, the system compares this rate to the average weekly earnings pay rate by hour. The employee is paid for annual leave time using the greater of the two rates.

0: Use Hierarchy

1: Use Formula

You can calculate the ordinary weekly pay rate by hour using the hierarchy method or the formula method. If you use special ordinary rates, you must set this processing option to use the hierarchy method, or the system ignores the special rates.

If you select the hierarchy method, the system performs these functions to determine each employee's ordinary rate:

• The system checks to see if the employee has a special ordinary rate.

• The system checks for the employee's standard ordinary rate.

- This rate is calculated using the standard pay rate derivation sequence, as determined by the processing options for the Time Entry MBF program (P050002A), and it is this rate that appears on the employee's timecard.

- The system uses the formula, as defined in the B75Z0009 business function to calculate the ordinary weekly pay rate.

- The system compares the special ordinary rate, the standard ordinary rate, and the ordinary rate calculated by the formula, and selects the highest of the three rates.

If you select the formula method, the system calculates the employee's ordinary weekly pay rate using the B75Z0009 business function.

2. Relevant Daily Pay Derivation	Specify how the system derives employee relevant daily pay rate. The relevant daily pay rate is used to calculate all leave time except annual holiday leave time. Once the relevant daily pay rate by hour is derived, the system compares this rate to the average weekly earnings pay rate by hour. The employee is paid for leave time using the greater of the two rates. Values are:

0: Use Hierarchy

1: Use Formula

You can calculate the relevant daily pay rate by hour using the hierarchy method or the formula method. If you use special relevant rates, you must set this processing option to use the hierarchy method, or the system ignores the special rates.

If you select the hierarchy method, the system performs these functions to determine each employee's relevant pay rate:

- The system checks to see if the employee has a special relevant pay rate.

- The system checks for the employee's standard relevant rate.

  This rate is calculated using the derivation sequence, as determined by the processing options for the Time Entry MBF program (P050002A), and it is this rate that appears on the employee's timecard.

- The system uses the formula, as defined in the B75Z0009 business function to calculate the relevant daily pay rate.

- The system compares the special relevant rate, the standard relevant rate, and the relevant rate calculated by the formula, and selects the highest of the three rates.

If you select the formula method, the system calculates the employee's relevant daily pay rate using the B75Z0009 business function.

Processing Employee Leave for New Zealand

This section provides an overview of leave processing and discusses how to:

- Review New Zealand holiday and leave data.

- Set processing options for the New Zealand Holiday and Leave Data program.

Understanding Leave Processing

After you set up the system to process employee leave accruals and payments accurately, you can then enter timecards for employees and process them through a payroll cycle.

When employees take leave time, you enter the pay type associated with the type of leave that is taken on a timecard. You can use any of the PeopleSoft EnterpriseOne time entry programs to enter employee leave timecards. When you enter a timecard, the system uses this information to determine the employee's pay rate for the leave time:

• The pay type that is included on the timecard.

• The value in UDC 75/LT, associated with the pay type on the timecard.

• The processing options that you set for these programs:

  - New Zealand Processing Options (P75Z002A).

  - Time Entry MBF Processing Options (P050002A).

  - Time Entry Floods (P051191).

  - Speed Time Entry (P051121).

  - The B75Z0009 business function.

After you enter timecards, you process them through a payroll cycle. After you complete the payroll cycle, you can review the employee's leave pay history using the New Zealand Employee Holiday and Leave Data program (P75Z0003).

Reviewing New Zealand Holiday and Leave Data

After you process employee timecards through a payroll cycle, you can use the New Zealand Holiday and Leave Data program (P75Z0003) to review leave pay history. In addition to reviewing leave history online, you can use menu options from the Work With New Zealand Holiday and Leave Data form to process these reports:

• Time and Pay History Detail report (R073002)

• Accrual Roster report (R074501)

You can review each type of leave pay for each employee using this program. To ensure that the information is correct, you must enter the leave codes for each type of leave in the processing options.

Note. When you process employee timecards through a payroll cycle, the system uses the employee's current pay, along with payroll history tables to update the AGE Master table (F75Z0003). The system uses the data in the AGE Master table to populate the fields on the Work With New Zealand Holiday and Leave Data Records form. These fields are reset annually on the employee's anniversary date to reflect current-year balances.

Though it is possible to revise leave history data using the New Zealand Holiday and Leave Data program, we recommend that you use this program only to review leave history. When you change information using this program, the system updates the AGE Master table only and does not update the employee's other payroll history information. In addition, no audit trails exist for these changes. If the information that appears on this form is not correct, you should void the payments that are incorrect and create new payments with the corrected information.

See Also

PeopleSoft EnterpriseOne Time and Labor 8.11 SP1 PeopleBook, "Entering Timecards for Employees"

PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook, "Working with the Payroll Cycle"

Forms Used to Review Leave Data

Form Name	FormID	Navigation	Usage
Work With New Zealand Employee Holiday and Leave Data	W75Z0003A	Australia/New Zealand Inquiries (G07BUSP16), Employee Holiday and Leave Data	Access an employee leave record.
Work With New Zealand Holiday and Leave Data Record	W75Z0003C	On the Work With New Zealand Employee Holiday and Leave Data form, select a record and then click Select.	Review employee leave data.

Reviewing New Zealand Holiday and Leave Data

Access the Work With New Zealand Holiday and Leave Data Record form.

Work With New Zealand Holiday and Leave Data Record form

To process the Time and Pay History report, on the Work With New Zealand Employee Holiday and Leave Data form, select Time and Pay from the Row menu.

To process the Accrual Roster, on the Work With New Zealand Employee Holiday and Leave Data form, select Accrual Roster from the Row menu.

Setting Processing Options for the New Zealand Holiday and Leave Data Program (P75Z0003)

Processing options enable you to specify the default processing for programs and reports.

Balance DBAs

These processing options enable you to specify the leave type that is associated with each type of leave that the organization gives to employees.

1. Benefit/Accrual Type for Annual Leave Balance

Specify the leave type that is associated with annual leave accruals. The system groups all accruals with this leave type together to determine the employee's available balance.

2. Benefit/Accrual Type for Alternative Holiday Balance

Specify the leave type that is associated with alternative holiday leave accruals. Alternative holidays are granted to employees who work on a public holiday. The system groups all accruals with this leave type together to determine the employee's available balance.

3. Benefit/Accrual Type for Sick Leave Balance

Specify the leave type that is associated with sick leave accruals. The system groups all accruals with this leave type together to determine the employee's available balance.

4. Benefit/Accrual Type for Lieu Leave Balance

Specify the leave type that is associated with in-lieu leave accruals. The system groups all accruals with this leave type together to determine the employee's available balance.

5. Benefit/Accrual Type for Long Service Leave Balance

Specify the leave type that is associated with long service leave accruals. The system groups all accruals with this leave type together to determine the employee's available balance.

6. Benefit/Accrual Type for Other Leave Balance

Specify the leave type that is associated with any leave accruals that are not otherwise defined in this set of processing options. The system groups all accruals with this leave type together to determine the employee's available balance.

CHAPTER 8

(AUS) Processing Employee Leave in Australia

This chapter discusses how to:

- Set up rostered days off.
- Set up time off in lieu.
- Set up leave loading.
- Manage long service leave.

Setting Up Rostered Days Off

This section provides an overview of Rostered Days Off (RDO), lists a prerequisite, and discusses how to:

- Set up RDO pay types.
- Set up the RDO accrual.
- Set up the negative RDO accrual.

Understanding RDO

In some Australian companies, employee agreements for hourly workers include Rostered Day Off (RDO) leave. Each pay period, a percentage of the hours that an employee works is banked, or stored to be used as leave at a later date. The employee does not receive payment for these banked hours at the time they are worked. Instead, the employee receives a paid day off, or Rostered Day Off, after a full workday worth of leave time has been accumulated.

Typically, five percent of an employee's hours are banked for RDO purposes. For example, if an employee works a 40-hour workweek, they would accrue two hours of RDO leave and receive pay for 38 hours of work. This enables an employee who regularly works 40 hours each week to receive a paid day off, using RDO leave, every four weeks.

The system calculates RDO time using an accrual PDBA. Typically, the accrual calculates a specified percentage of the employee's hours worked. The system then converts that amount to a negative amount, which is used to create a timecard. That timecard is not included in autopay calculations; therefore, the employee does not receive payment for the number of hours that are included in the RDO calculation. This example illustrates a typical RDO calculation for a single pay period:

- The employee works 40 hours of regular time.
- The RDO accrual is calculated as 5 percent of the 40-hour week, or 2 hours.
- The accrual amount is converted to a negative amount, or –2 hours.

- A timecard is created for that amount, using the pay type associated with the RDO accrual code in UDC 75/RD.

  This timecard, for –2 hours, is not included in autopay.

- The employee is paid for 38 hours of regular time (40 hours of regular time less 2 hours of RDO time).

- The employee banks 2 hours of RDO time using the RDO accrual.

  After four pay periods, the employee, having accrued 2 hours of RDO leave time during each pay period, will have banked enough RDO time to take one day of paid RDO leave.

Note. RDO leave time is taxed at the time it is taken, not at the time it is accrued. Also, to calculate superannuation correctly, the negative portion of RDO must be taken into account. Therefore you should set up a negative DBA that is based on the negative pay type that is generated through the RDO calculation. This DBA should be set up so that it does not have any effect on the general ledger.

RDO Pay Types

To calculate RDO information correctly, you must set up at least two RDO pay types. One pay type, the RDO Accrual pay type, is used to deduct from the employee's pay the amount that the system calculates for the RDO accrual. The other pay type, the RDO Taken pay type, is used to reduce accumulated RDO leave time when an employee takes RDO leave.

See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook*, "Setting Up Pay Types".

The RDO Accrual

To process RDO leave time, you must set up an accrual PDBA to calculate the amount of RDO time to bank. During each pay period, employees accrue RDO hours using this PDBA. You associate the RDO Taken pay type with this PDBA to reduce the number of available RDO hours when an employee takes RDO leave.

See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook*, "Setting Up Deductions, Benefits, and Accruals".

Before you can set up the RDO accrual, you must:

Verify that UDC 06/SV includes code R for RDO accruals. If it does not, add R to the UDC table.

Note. Code R does not appear on employee self-service Paid Time Off inquiry P053020. If you are using self-service time entry, code O in UDC 06/SV is recommended rather than code R.

Setting Up the RDO UDC Table

To process RDO leave time, you must set up pay types and accrual PDBAs. After you set up this information, you must enter in UDC 75/RD the PDBA codes for any accruals that you define, as well as the accrual pay type associated with each accrual.

You must enter every RDO accrual PDBA code in this UDC table. For each PDBA code in the table, you must enter the associated accrual pay type in the Second Description field. This field indicates which pay type is used to create a negative timecard when the system calculates an RDO accrual.

For example, if you set up PDBA code 6900 as an RDO accrual, you would enter this in UDC 75/RD. If you want pay type 690 to be used as the RDO Accrual pay type, you would enter 690 in the Second Description field. After this information is set up, whenever the system calculates PDBA code 6900 for an employee, it automatically creates a negative timecard, for the amount of the accrual, using pay type 690.

Including Negative RDO Amounts in Superannuation Calculations

If you offer RDO benefits to employees, you must include the negative RDO calculation when calculating superannuation for the employees. Because employees are not paid for the time that is banked for RDO purposes when the time is banked, these earnings should not be included in superannuation calculations. To account for this, you must create a negative RDO DBA and include this DBA in the basis of calculation for any of the DBAs that are used to calculate superannuation.

When you set up the negative RDO DBA, use these guidelines:

- The RDO accrual and the negative RDO DBA must be set up with DBA codes that are lower than all of the other DBAs that must include RDO calculations in their basis of calculation.

- The RDO accrual and the negative RDO DBA should be consecutive DBA codes, with the RDO accrual having the lower of the two codes.

  For example, you might assign DBA code 1690 to the RDO accrual and 1691 to the negative RDO DBA.

- The RDO accrual DBA must be used as the basis of calculation for the negative RDO DBA.

- You must add the negative RDO DBA to the basis of calculation for any DBAs that are used to calculate superannuation.

Before you create a negative accrual for negative RDO amounts, you must first set up the RDO accrual DBA.

See Also

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook, "Setting Up Rollover Information for DBAs"

Prerequisite

Set up the RDO taken pay type.

Forms Used to Set Up RDO

Form Name	FormID	Navigation	Usage
Work With PDBAs	W059116A	Pay/Deduction/Benefit Setup (G05BD4), PDBA Setup	Access PDBA Revision forms.
Pay Type Revisions	W059116B	Work With PDBAs	Set up the RDO pay type
Basic DBA Information	W059116E	On the Work With PDBAs form, click Accrual and then click Add.	Set up the RDO Accrual.

Setting Up RDO Pay Types

Access the Pay Type Revisions form.

Auto Pay Methods	Enter *Y* for the RDO Taken pay type.
	Enter *N* for the RDO Accrual pay type.
	Enter a code that determines how the system treats this pay type when computing automatically generated pay (typically for salaried employees). It also identifies supplemental pay. Values are:

Y: The dollars with this pay type are part of the employee's base pay, for example, regular, holiday, sick, and vacation pay.

N: The dollars with this pay type are in addition to the employee's base pay, for example, overtime pay and time off without pay.

S: The hours with this pay type are subtracted from the employee's base pay at standard rate and added back at the entered pay rate.

B: The dollars with this pay type are in addition to the employee's base pay and are treated as supplemental pay for taxation purposes, for example, bonuses, commissions, and payoffs. Canadian bonuses, irregular commissions, and lump sums use auto pay method B.

C: The hours or dollars entered using this pay type override all auto pay instructions.

Setting Up the RDO Accrual

Access the Basic DBA Information form.

To set up the RDO Accrual:

1. Enter *G* in the Source of Calculation field.

2. Enter *2* in the Method of Calculation field.

3. Enter *N* in the Print Method field.

4. From the Form menu, select Rollover Setup and enter the PDBA code of the RDO Taken pay type in the Related PDBA field.

5. Enter *R* in the Benefit/Accrual Type field.

6. Complete the steps for setting up a basic DBA.

7. To set up a calculation table for the accrual, chose Calculation Tables from the Form menu.

8. On the Calculation Table form, enter *D* in the Table Type field.

9. Enter *SH* in the Table Method field.

10. Enter *0.0* in the Lower Limit field.

11. Enter *999999* in the Upper Limit field.

12. Enter the percentage of hours to accrue for RDO in the Amt/Rate field.

    For example, to calculate five percent of an employee's hours for RDO leave, enter *.05* in this field.

13. Complete the remaining steps for creating a calculation table and then click OK to return to the Basic DBA Information form.

14. On the Basic DBA Information form, enter the table code that you created in the Table Code field.

15. Click OK.

Table Type	Enter a code that defines the purpose of the table. Values are:
	D: Uses the table to calculate DBAs.
	R: Uses the table to determine limits for rolling over sick and vacation accruals.
Table Method	Enter a code that specifies the method in which the DBA is calculated.

Lower Limit	Enter the lower or minimum amount to be compared.
Upper Limit	Enter the upper or maximum amount to be compared.
Amt./Rate (amount/rate)	Enter the amount or rate to be used in the calculation of a DBA. The system uses this field when the method of calculation specifies a 1, 2, 3, 4, 5, or 6, and therefore a specific basis table is being retrieved for the ultimate calculation of the transaction.
Benefit/Accrual Type	Enter a user-defined code (06/SV) that specifies whether the benefit or accrual type is sick, vacation, holiday, leave, or other.
Table Code	Enter the table used if the calculation requires table values.

Setting Up the Negative RDO Accrual

Access the Basic DBA Information form.

To set up the negative RDO accrual:

1. Enter *N* in the Print Method field.

2. Enter *G* in the Source of Calculation field.

3. Enter *W* in the Method of Calculation field.

4. Enter a value of *1.00-* (negative) in the Amount Rate 1 field.

5. Enter *Y* in fields 1 through 5 in the Pay Period of the Month section, and then click OK.

6. On the General Accounting/Arrearage Information form, enter *M* in the Effect on GL field and click OK.

7. On the Basis of Calculation field, enter the DBA code of the RDO Accrual in the From PDBA and Thru PDBA fields and then click OK.

8. On the Tax Instructions - Australia and New Zealand form, click OK.

9. On the Basic DBA Information form, click Cancel.

10. On the Work With PDBAs form, click Find.

11. Select the DBA that you just set up in the detail area and click Select.

12. On the Basic DBA Information form, select Rollover Setup from the Form menu.

13. On the Rollover Setup Window form, enter the PDBA code of the pay type that you use to track RDO time taken in the Related PDBA field.

14. Complete the steps for setting up rollover information.

15. On the Rollover Setup Window form, click OK to return to Basic DBA Information.

16. On the Basic DBA Information form, click OK to save the changes, and then click Cancel.

Accrual	Enter a code that specifies the type of payroll entry. Values are:
	P: Time Cards (earnings)
	D: Deductions withheld
	B: Benefit (both cash and non-cash)
	A: Time accrual, such as sick and vacation time
	Note. You cannot change these values.

	When you enter an asterisk (*) in this field, the system displays all four types of PDBAs.
DBA Code	Enter a code that defines the type of pay, deduction, benefit, or accrual.
	Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.
Paystub Text	Enter the text that you want the system to print on the employee's paystub. If you are using the Time and Labor system, the system does not create payments. However, this field is required to complete the form. Generally, you enter a description of the PDBA.
Amount Rate 1	Enter a value that specifies a percentage, a monetary amount, or an hourly rate, depending on where it is used. Values are:
	1: For a deduction, benefit, or accrual, the meaning of this value depends on the method of calculation. The method determines whether the deduction is a flat monetary amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the detail area, set up a flat monetary DBA amount, or override the amount with a one-time override for a timecard.
	2: For a pay type, amounts entered in this field override the hourly rate.
Pay Period of the Month	Enter a code designating the pay period in which the system calculates the DBA/auto deposit. Values are:
	Y: Take the DBA/auto deposit during the current period.
	N: Do not take the DBA/auto deposit during the current period.
	*: Take the DBA/auto deposit only during the first pay period of each month that the employee works based on the ending date of this month's pay period.
	Blank: Continue to look for a code at the lower level. The system searches for DBA/auto deposit rules first at the employee level, then at the group level, and finally at the DBA master level. If the field is blank at all levels, the system does not calculate the DBA/auto deposit in that period.
	M: Applies only to benefits based on gross hours or dollars. An M in the fifth field only tells the system to calculate the benefit during the special timecard post. An M implies a Yes for a weekly withholding frequency.

Setting Up Time Off In Lieu

This section provides an overview of Time Off In Lieu (TOIL) and discusses how to:

• Set up TOIL pay types.

• Set up the TOIL accrual.

Understanding Time Off In Lieu (TOIL)

In some Australian organizations, employees are allowed to bank their overtime hours rather than receive payment for those hours. For every hour of overtime that an employee banks, an equivalent number of leave hours is made available to the employee. This type of leave is known as TOIL. The employee can then take TOIL leave at a time that is mutually acceptable to the employer and the employee. For example, assume that an employee had used all of his annual leave time, but needed to take additional time off from work, he could work overtime to create TOIL leave.

To calculate TOIL leave, you must:

• Verify that UDC 06/SV includes code T for TOIL accruals.

  If you are using self-service time entry, code T is not available on this form. To enable employees to enter TOIL time using self-service, use code L.

• Set up a pay type that you use to enter TOIL hours worked.

• Set up a pay type for TOIL leave hours taken.

• Set up a TOIL accrual that is based on the TOIL hours worked pay type.

When employees work overtime hours that they want to bank for TOIL leave, rather than entering overtime information on their timecard, they would use the TOIL pay type for hours worked, and enter the time as a negative number. For example, if an employee worked four hours of overtime during the pay period, and wanted to bank the hours for TOIL leave, he would enter –4 hours for the TOIL pay type.

The system automatically calculates the TOIL accrual based on the TOIL hours worked pay type. This accrual is set up as a negative amount, and because the pay type was also entered as a negative number, the system calculates a positive number of TOIL leave time. Finally, when the employee wants to take the leave time, you can enter a timecard using the TOIL leave hours taken pay type, which you associate with the TOIL accrual, so that the number of leave hours available is reduced by the number of hours taken.

See Also

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook, "Setting Up Deductions, Benefits, and Accruals"

Prerequisite

Create a rollover calculation table to attach to the TOIL accrual.

See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook*, "Setting Up Calculation Table Information".

Forms Used to Set Up TOIL

Form Name	FormID	Navigation	Usage
Work With PDBAs	W059116A	Pay/Deduction/Benefit Setup (G05BD4), PDBA Setup	Access PDBA Revision forms.
Pay Type Revisions	W059116B	Work With PDBAs	Set up the TOIL pay type.
Basic DBA Information	W059116E	On the Work With PDBAs form, click Accrual and then click Add.	Set up the TOIL Accrual.

Setting Up TOIL Pay Types

Access the Pay Type Revisions form.

To set up TOIL pay types:

1. Enter *N* in the Auto Pay Method field for the TOIL hours worked pay type, and then complete the remaining steps to set up a pay type.

2. Enter *N* in the Auto Pay Method field for the TOIL hours taken pay type, and then complete the remaining steps to set up a pay type.

Setting Up the TOIL Accrual

Access the Basic DBA Information form.

To set up the TOIL accrual:

1. Enter *G* in the Source of Calculation field.

2. Enter *W* in the Method of Calculation field.

3. Enter *N* in the Print Method field.

4. Enter *-1* (negative one) in the Amount Rate 1 field.

5. Complete any of the remaining fields on the form, and then click OK.

6. On the General Accounting/Arrearage Information form, complete the Effect on GL field and then click OK.

7. On the Basis of Calculation form, enter the PDBA code of the TOIL hours worked pay type in the From PDBA and Thru PDBA fields, and then click OK.

8. On the Tax Instructions - Australia and New Zealand form, enter *1* in the appropriate Tax Calc Input # field.

9. If necessary, complete the Aust. Tax Reporting field and then click OK.

10. On the Basic DBA Information form, click Cancel.

11. On the Work With PDBAs form, click Find.

12. Select the PDBA that you just created in the detail area, and then select Rollover Setup from the Row menu.

13. On the Rollover Setup Window form, enter the PDBA code of the TOIL hours taken pay type in the Related PDBA field.

14. In the Rollover Table field, enter the number of the calculation table that you created.

15. Enter *T* in the Benefit/Accrual Type field, and then click OK.

16. On the Work With PDBAs form, click Close.

Accrual	Enter a code that specifies the type of payroll entry. Values are:
	P: Time cards (earnings).
	D: Deductions withheld.
	B: Benefit (both cash and noncash).
	A: Time accrual, such as sick and vacation time.

> **Note.** You cannot change these values.
>
> When you enter an asterisk (*) in this field, the system displays all four types of PDBAs.

Amount Rate 1	Enter a value that specifies a percentage, a monetary amount, or an hourly rate, depending on where it is used. Values are:

1: For a deduction, benefit, or accrual, the meaning of this value depends on the method of calculation. The method determines whether the deduction is a flat monetary amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the detail area, set up a flat monetary DBA amount, or override the amount with a one-time override for a timecard.

2: For a pay type, amounts entered in this field override the hourly rate.

Aust. Tax Reporting	Enter a code that is used to group similar DBAs in Box 12 of the W-2. For example, to group all 401(k) deductions on a W-2, enter D for all 401(k) DBAs. You must also enter all the deductions into the Special Handling Table you have set up for Box 12. When W-2s are created, all the DBAs that have D for this code are totaled and appear as one item in Box 12 with D to the left of the item, and the Deferred Compensation box is marked with an X.

These codes are IRS-defined (A-T) and supplied in user-defined code table (07/S2).

Benefit/Accrual Type	Enter a user-defined code (06/SV) that specifies whether the benefit or accrual type is sick, vacation, holiday, leave, or other.

Setting Up Leave Loading

This section provides an overview of Leave Loading (LL), and discusses how to set up the leave loading benefit.

Understanding Leave Loading

Many companies pay employees LL payments in addition to the leave time that the employees are paid when they take leave. The intention of LL payments is to make up for the amount of earnings that the employee potentially could have earned in overtime or bonuses if the leave had not been taken.

Typically, LL payments are paid at 17.5 percent of the amount of leave pay that an employee receives. For example, if an employee receives 1000 AUD in leave pay, an LL payment of 175 AUD would be added to the employee's earnings during the period in which the leave is paid.

Throughout the tax year, employees who are eligible to receive LL payments pay an additional amount of tax. Therefore, a portion of the LL earnings that an employee receives is not taxed at the time it is received. The current tax-free threshold for LL payments is 320 AUD. After an employee receives 320 AUD in LL payments, all additional LL payments are taxed according to current tax regulations.

For example, if the first vacation that an employee takes during the tax year results in a LL payment of 200 AUD, the entire payment is tax-free. If the employee takes another vacation, which also results in a LL payment of 200 AUD, only 120 AUD of that payment is tax-free. The remaining 80 AUD is considered taxable earnings.

To correctly calculate LL payments, you must create a Leave Loading benefit, which is based on the pay types that the organization uses for annual leave. In addition, you must set up the LL tax rule for each tax scale that the organization uses. Each of the tax rules must include the tax-free threshold, which is currently 320 AUD. Finally, you must enter the leave loading percentage (typically 17.5 percent) in the processing options for the Australian Employee Termination Entry program (P75A0008).

Note. Do not set up the leave loading payments using pay types. To ensure that the system calculates the tax-free threshold, you must set up leave loading payments using benefits.

See Also

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook, "Setting Up Deductions, Benefits, and Accruals"

Chapter 4, "Setting Up Tax Information," Setting Up Organizational Tax Information, page 17

Chapter 9, "(AUS) Terminating Employees in Australia," Creating Termination Payments, page 97

Forms Used to Set Up Leave Loading

Form Name	FormID	Navigation	Usage
Work With PDBAs	W059116A	Pay/Deduction/Benefit Setup (G05BD4), PDBA Setup	Access PDBA Revision forms.
Basic DBA Information	W059116E	On the Work With PDBAs form, click Accrual and then click Add.	Set up the leave loading benefit.

Setting Up the Leave Loading Benefit

Access the Basic DBA Information form.

To set up the leave loading benefit:

1. Enter *G* in the Source of Calculation field.

2. Enter *%* in the Method of Calculation field.

3. Enter *2* in the Effect on Gross/Net Pay field.

4. Enter the percentage of leave pay that you want the system to use to create leave loading payments in the Amount Rate 1 field.

    If you want leave loading payments to be 17.5 percent of employees' regular earnings, type *17.5* in this field.

5. Enter *Y* in fields 1 through 5 in the Pay Period of the Month section, and then click OK.

6. On the General Accounting/Arrearage Information form, click OK to advance to the next form.

7. On the Basis of Calculation form, enter the PDBA codes for all annual leave pay types in the From PDBA and Thru PDBA fields, and then click OK.

Depending on the number of leave pay types, and the PDBA codes that are used for those pay types, you might need to enter multiple lines in the detail area of the Basis of Calculation form. For example, if pay type 100 is the only leave pay type the organization uses, you would enter *100* in both the From PDBA and the Thru PDBA fields. If the organization uses pay types 100, 101, and 102 to track leave time, you can enter a range of pay types by entering *100* in the From PDBA field and entering *102* in the Thru PDBA field.

If the organization uses multiple leave pay types that do not use consecutive numbers, you must create a separate line in the table for each pay type and enter that pay type both in the From PDBA and Thru PDBA fields. For example, if the organization uses pay types 100 and 200 for to track leave time, you must enter one line with *100* as the From PDBA and the Thru PDBA. You must then enter a second line with *200* as the From PDBA and the Thru PDBA.

8. On the Tax Instructions - Australia and New Zealand form, enter *1* in the Tax Calc Input #7 field and then click OK.

9. On the Basic DBA Information form, click OK, and then Cancel to exit.

Benefit	Enter a code that specifies the type of payroll entry. Values are:
	P: Time cards (earnings).
	D: Deductions withheld.
	B: Benefit (both cash and noncash).
	A: Time accrual, such as sick and vacation time.
	Note. You cannot change these values.
	When you enter an asterisk (*) in this field, the system displays all four types of PDBAs.
DBA Code	Enter a code that defines the type of pay, deduction, benefit, or accrual.
	Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.
Paystub Text	Enter the text that you want the system to print on the employee's paystub. If you are using the Time and Labor system, the system does not create payments. However, this field is required to complete the form. Generally, you enter a description of the PDBA.
Effect on Gross/Net Pay	Enter a code that specifies the effect a benefit has on gross and net income. Values are:
	1: A noncash benefit that is nontaxable. The benefit, which is a journal entry only, has no effect on gross or net income.
	2: A cash benefit that is taxable. The system adds the benefit to gross and net income.
	3: A noncash benefit that is taxable. The system adds the benefit to the taxable gross income, but there is no effect on net income other than the tax that is withheld.
	4: A cash benefit that is nontaxable. There is no effect on gross income, and the system adds the benefit to net income as an adjustment to net pay. In addition, the system adds this type of benefit to gross wages on the payroll register so that gross − deductions = net.

Amount Rate 1	Enter a value that specifies a percentage, a monetary amount, or an hourly rate, depending on where it is used. Values are:
	1: For a deduction, benefit, or accrual, the meaning of this value depends on the method of calculation. The method determines whether the deduction is a flat monetary amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the detail area, set up a flat monetary DBA amount, or override the amount with a one-time override for a timecard.
	2: For a pay type, amounts entered in this field override the hourly rate.
Pay Period of the Month:	Enter a code designating the pay period in which the system calculates the DBA/auto deposit. Values are:
	Y: Take the DBA/auto deposit during the current period.
	N: Do not take the DBA/auto deposit during the current period.
	*: Take the DBA/auto deposit only during the first pay period of each month that the employee works based on the ending date of this month's pay period.
	Blank: Continue to look for a code at the lower level. The system searches for DBA/auto deposit rules first at the employee level, then at the group level, and finally at the DBA master level. If the field is blank at all levels, the system does not calculate the DBA/auto deposit in that period.
	M: Applies only to benefits based on gross hours or dollars. An *M* in the fifth field only tells the system to calculate the benefit during the special timecard post. An *M* implies a Yes for a weekly withholding frequency.
Tax Calc Input #7	Enter up to 15 tax types for which the respective payroll tax is *not* to be computed for a pay, deduction, or benefit code.
	If you enter an asterisk (*) in the first element of this list, it signifies that no taxes are to be computed.

Managing Long Service Leave

This section provides an overview of Long Service Leave (LSL) and discusses how to:

• Enter long service leave records.

• Revise long service leave records.

Understanding Long Service Leave

In Australia, many companies provide employees with leave time after the employee completes a long period of service to the company. Typically, employees begin accruing this leave when they begin employment, but the leave is not available until the employee completes between seven and fifteen years of service. When the employee meets the initial time-of-service requirement, the accrued leave time rolls over, and becomes available to the employee. In addition to the initial rollover that occurs between seven and fifteen years of service, additional rollovers typically occur after the employee completes each additional five years of service.

To ensure that accrued LSL hours become available at the correct time, you must enter LSL records for each employee in the organization. You use the Long Service Leave Management program (P75A670) to enter, update, and review employee LSL data. When you enter LSL records, the system creates records in these tables:

• Long Service Leave Dates (F75A670).

• Long Service Leave Audit (F75A671).

In addition to entering LSL records, you must also:

1. Set up accruals to calculate long service leave time.

2. Set up rollover tables to specify when long service leave becomes available.

After you enter LSL records and set up accruals, you must process rollover information. To ensure that each employee's rollover occurs at the correct time, you should process rollover information during each payroll cycle. When an employee reaches a rollover date during the payroll cycle, the system generates the Leave Balance Rollover report (R073910) during final update. You can review this report to verify that the rollover information is accurate.

Long Service Leave Dates

Typically, you base an employee's length of service from the date on which their employment began. However, there are regulations regarding LSL that can cause the date from which an employee's service requirement is met to change. For example, in some states, maternity leave does not count towards an employee's time of service for LSL calculation purposes. Therefore, if an employee takes maternity leave, the time associated with that leave does not count towards the service requirement for LSL.

When you enter an LSL record for an employee, the system automatically populates the LSL Start Date field with the employee's start date from the Employee Master Information table (F060116). However, if the employee takes leave time that does not count towards the LSL service requirement, you can change the date in this field to reflect the leave time taken.

Note. To use the date in the LSL Start Date field as the basis for LSL rollovers, you must enter *LSLD* in the Rollover Date Code field on the Advanced DBA Information form for each LSL accrual.

This example illustrates a situation when the LSL Start Date and the employee's start date are not the same:

1. The company issues 13 weeks of LSL leave to each employee who completes 10 years of service.

2. The employee began working with the company on January 1, 1995.

   When you enter the LSL record for this employee, populate the LSL Start Date field with *01/01/1995*.

3. The employee took six months of maternity leave in 2001.

   To remove this leave time from the employee's LSL service time, you change the date in the LSL Start Date field to *01/07/1995*.

You can also track the LSL pro-rate date for each employee. The LSL pro-rate date is the date on or after which the organization must pay the employee for LSL if the employee leaves the organization. For example, an organization might make long service leave available to employees after 10 years, but pay out a prorated portion of accrued leave time if an employee leaves the organization after seven years.

Note. Typically, if you change the date in the LSL Start Date field, you should also change the date in the LSL Pro_Rate Date field.

Setting Up LSL Accruals

You use Pay Deductions Benefits and Accruals (PDBAs) to calculate and rollover LSL entitlements. Special setup is necessary to ensure that long service leave rolls over to an available accrual at the correct time. To accommodate this special rollover, you must set up all LSL accruals using the benefit/accrual type *A*. In order to use the LSL Date Code field from the P75A670, you must also enter *LSLD* in the Rollover Date Code field for each LSL accrual. In addition, you must set up a rollover table using table method *VR*. This rollover table includes the time specifications for each rollover period within the organization.

This table illustrates an example of an organization's rollover table. This organization initially rolls over LSL after 15 years and makes an additional rollover after each additional five years of service:

Lower Limit (Months of service)	Upper Limit (Months of service)	Amt./Rate (Number of hours to roll over)
180	180	9999999999.00
240	240	9999999999.00
300	300	9999999999.00
360	360	9999999999.00
420	420	9999999999.00
480	480	9999999999.00
540	540	9999999999.00
600	600	9999999999.00
660	660	9999999999.00

In this example, the upper and lower limits represent months of service. When you set up a rollover table using the VR method, the lower and upper limits represent months of service from the employee's original start date.

Using this example, an initial rollover would occur for an employee during the first pay period in which the employee has accumulated 180 months of service. Because the number of hours to rollover is set to 9999999999.00, all of the LSL that the employee has accrued would roll over, and become available to the employee. No additional rollovers occur for the employee until the first pay period in which the employee has accumulated 240 months of service.

Note. We recommend that you set up rollover tables for LSL to accommodate employees who work the maximum length of time with the organization. For example, you might assume that 55 years is the maximum amount of time that an employee will work for the organization. The rollover table should include the months of service range that represents 55 years of service (660 months).

Additionally, you might want to use ranges of three months for the lower and upper limits of each range. Using a three-month range for each rollover period ensures that the rollover occurs regardless of the date on which the employee began employment, or the dates of the payroll cycles. If you do not use a range of months, the rollover of LSL might not occur for some employees.

Revising LSL Records

When an employee takes leave that does not count towards the LSL service requirement, if an employee moves from one state to another, or if data was incorrectly entered for an employee, you might need to update the employee's LSL record. Each time you change an LSL record, you must specify the reason for the change. LSL change reason codes are stored in UDC (75/LS), and can include:

• C: LSL Record Created.

  The system automatically creates an audit record using this change reason when you enter a new LSL record. Do not change this value, as it is hard-coded.

• D: LSL Record Deleted.

  The system automatically creates an audit record using this change reason when you delete an LSL record. Do not change this value, as it is hard-coded.

• M: Maternity Leave.

• S: State Change.

You can also specify a comment about the change. Each time you update the employee's LSL data, the system creates a record in the Long Service Leave Audit table (F75A671). The system displays these records in the detail area of the Long Service Leave Management form.

Note. If you delete an employee's LSL data, the system deletes the record in the F75A670, but does not delete any of the audit records in the F75A671. Additionally, the system creates a new record in the F75A671 to provide an audit trail regarding when and why the record was deleted.

See Also

PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook, "Working with Rollovers," Processing Rollovers

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook, "Setting Up Deductions, Benefits, and Accruals"

PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook, "Setting Up Rollover Information for DBAs"

Forms Used to Manage Long Service Leave

Form Name	FormID	Navigation	Usage
Work With Long Service Leave Management	W75A670C	Periodic Processing (G07BUSP2), Long Service Leave Management.	Select existing LSL records, access forms to add new LSL records, or delete LSL records.
Long Service Leave Management	W75A670B	On the Work With Long Service Leave form, click Add, or select a record and then click Select.	Enter new LSL records or revise existing LSL records.
Long Service Leave Change Reason	W75A670D	• On the Long Service Leave Management form, make a change to the data and then click OK. • On the Work With Long Service Leave Management form, select a record and then select Delete from the Row menu.	Enter change reasons for long service leave records.

Entering Long Service Leave Records

Access the Long Service Leave Management form.

Long Service Leave Management form

LSL Accrual Code   Enter the PDBA code that calculates the amount of long service leave time that an employee accrues. The value in the Rollover Date Code field on this PDBA should be set to *LSLD* to ensure that the employee's long service leave time rolls over at the correct time. When you set up LSL accruals,

you must associate this PDBA with the PDBA code that you enter in the LSL Available Code field.

LSL Available Code   Enter the PDBA code that stores the long service leave time that becomes available when an employee reaches their lenght-of-service requirement. When you set up LSL accruals, you must associate this PDBA with the PDBA code that you enter in the LSL Accrual Code field.

LSL Rollover Date   Review the date in this field to determine when the employee's accrued long service leave time becomes available. The system calculates this date based on the value in the LSL Start Date field and the data in the rollover table that is associated with the PDBA code in the LSL Accrual Code field.

LSL Start Date   Enter the based-on date that the system uses to calculate an employee's length of service for long service leave eligibility. When you create a record for an employee, you should enter the date that the employee's time of service for LSL begins. You can change this date to reflect changes in an employee's total service time.

                               For example, if an employee takes six months of maternity leave, you can enter a date in this field that is six months later than the employee's initial start date with the organization.

LSL Pro-Rate Date   Enter the date on which an employee's long service leave time is eligible for payout. Typically, if an employee leaves an organization after this date, but before meeting the initial service requirement for long service leave, the organization must pay to the employee a prorated portion of the accrued long service leave.

                               Typically, if you change the date in the LSL Start Date field, you should also change the date in this field.

Revising Long Service Leave Records

Access Long Service Leave Change Reason form.

Long Service Leave Change Reason form

Change Reason   Enter a code that specifies the reason why the record is changing. If you are
                             adding a new record, the system automatically populates this field with *C.* If
                             you are deleting an existing record, the system automatically populates this
                             field with *D.* These two values are hard-coded, and we recommend that you do
                             not change them. Change reason codes include:

- *C:* LSL Record Created.

- *D:* LSL Record Deleted.

- *M:* Maternity Leave.

- *S:* State Change.

You can add additional codes to this table as necessary.

Comment   Enter detailed information about why the LSL record is changing. For
                             example, if you enter *M* in the Change Reason field, you might enter *Employee
                             went on maternity leave for six months.* in this field. We recommend that you
                             always enter a comment when changing LSL records to provide a detailed
                             audit trail of long service leave changes.

(AUS) Terminating Employees in Australia

This chapter provides an overview of employee termination in Australia, and discusses how to:

- Create termination payments.
- Print the ETP Calculations Worksheet.
- Revise termination payment.information.
- Create timecards for termination payments.

Understanding Employee Termination in Australia

When employees are terminated from an Australian organization, they might receive a payment related to their termination. Depending on the circumstances of the termination, that employee might be eligible to receive an Eligible Termination Payment (ETP). To determine whether an employee is eligible for an ETP, and to determine the amount of that payment, several pieces of information, and several complex calculations are required. You can use the Australian Employee Termination Entry program (P75A0008) to enter regular termination payments, and to perform the complex calculations necessary for ETPs.

The Australian Tax Office (ATO) mandates tax calculations that are used to create ETPs. These tax calculations can differ depending on these factors:

- The reason for the termination
- The employee's length of service to the organization
- The payment method that is used for the ETP
- The types of earnings and payments that are included in the ETP

The Australian Employee Termination Entry program simplifies the termination process:

- It automatically retrieves employee leave balances, including annual, sick, long service, and Rostered Day Off (RDO) leave, and if necessary, includes those amounts in the ETP calculation.
- It enables you to enter Golden Handshake amounts when you create termination scenarios.
- It automatically calculates the number of Pre-1983 and Post-1983 service days.
- It automatically calculates the Post 94 Invalidity amount associated with the ETP.
- It enables you to enter payee details in the event of the employee's death.
- It automatically calculates all tax amounts by using employee history information, tax setup information, and the information that you enter during the termination process.
- It enables you to override many of the values that are associated with the payment.

- It enables you to enter the amount of the payment that the employee wants in cash, and the amount that the employee wants to roll into an approved fund.

Along with entering actual termination information, you can also use the Australian Employee Termination Entry program to create model termination scenarios. You can enter model termination information for a given employee, calculate the amounts associated with the model termination, and create a worksheet for each scenario. You can then allow employees to review the information on these worksheets so that they can determine how they would like to receive their payment.

For example, due to the differences in tax calculations, an employee might find that rolling the entire amount of the payment into an approved fund is more advantageous than receiving a cash payment. Conversely, the employee might decide to take a portion of the payment as cash and to roll the remaining amount into an approved fund. The worksheet can assist the employee in making this decision.

Determining Whether the Termination Requires an ETP

The Australian Tax Office (ATO) mandates that some termination payments be made in the form of Eligible Termination Payments (ETP). For a termination to require an ETP, you must be able to answer yes to *either* of these questions:

- Is the termination a Bona Fide Redundancy, as defined by the ATO?

- Are any of the types of pay that are included in the employee's termination payment considered ETP eligible, as defined by the ATO?

If the answer to either of these questions is yes, you must complete the ETP process for the employee termination. The ETP process includes these steps:

- Entering ETP information.

- Creating ETP worksheets for employee review.

- Soliciting payment instructions from the employee, if necessary.

- Creating ETP timecards.

- Creating ETPs during the payroll cycle.

- Creating ETP Payment Summaries and submitting them to the ATO.

- Completing Reasonable Benefit Limit (RBL) forms for all ETPs over a specified amount, and submitting them to the ATO.

- Storing appropriate records regarding ETPs to comply with ATO regulations.

If the termination does not require an ETP, but you are still distributing a termination payment to the employee, you can use the same process to produce regular termination payments. However, with regard to record keeping and reporting, regular termination payments are not regulated by the ATO. You can enter regular termination payments the same way that you enter ETPs.

Important! We strongly recommend that you use the Australian Employee Termination Entry program (P75A0008) to enter employee terminations that require ETPs. When you use this program to process terminations, the system creates the history records that are necessary to generate ETP Payment Summaries, which must be submitted to the ATO. If you manually create an ETP, you must manually calculate all tax information as well as manually create an ETP Payment Summary.

If the termination does not require and ETP, you can enter the payment manually or you can use the Australian Employee Termination Entry program, because the tax calculations for a regular termination payment are far less complex than for an ETP. However, if you do enter the payment manually, you must calculate the tax amounts, employee leave balances, and payment amounts manually. Also, to ensure that employee history is updated correctly, you must use the appropriate PDBA codes when entering manual termination payments.

Is the termination a Bona Fide Redundancy?

All terminations that are considered Bona Fide Redundancies require ETPs. The ATO considers a termination to be a Bona Fide Redundancy if one of these criteria is met:

• The employee will no longer be employed by the organization in any capacity.

• The holding of an office is terminated.

If the termination does not meet either of these criteria, the termination is not considered a Bona Fide Redundancy, and might not require an ETP. However, if the types of pay included in the termination payment are ETP eligible, you must complete the ETP process.

For example, if an employee changes employment status from full-time to part-time, the ATO does not consider this a Bona Fide Redundancy, and therefore, no ETP calculations are required. However, if an employee is initially the Manager of a bank, and then becomes a security guard at that same bank, the ATO considers this a Bona Fide Redundancy.

If you are uncertain about whether the termination is considered a Bona Fide Redundancy, contact the local ATO office for additional information.

Are the types of pay that are included in the employee's termination payment considered eligible ETP items?

If you have determined that the termination is a Bona Fide Redundancy, then you must complete the ETP process. However, if the termination is not considered a Bona Fide Redundancy, you might also need to complete the ETP process, depending on the type of pay that is included in the termination payment.

The ATO considers only certain types of pay eligible for ETP. If any portion of the employee's pay is considered eligible for ETP, regardless of whether the termination is a Bona Fide Redundancy, you must complete the ETP termination process. Types of pay that are typically considered eligible for ETP include, but are not limited to:

• Unused Rostered Day Off (RDO) leave time.

• Payments that are given to the employee in lieu of notice of termination.

• Redundancy or bona fide payments.

• Unused sick leave time.

• Compensation for wrongful dismissal.

Employee termination payments might also include pay for items that are not considered eligible for ETP. If all of the payments included in the employee's termination payment fall under this category, you need not complete the ETP process. Types of pay that typically are not considered eligible for ETP include, include but are not limited to:

- Unused annual leave time.

- Unused leave loading amounts.

- Unused long service leave time.

- Salary or wages owed to the employee for work already completed.

Note. The types of pay listed in the previous example are for illustrative purposes only, and should not be used as a definitive list of eligible and ineligible ETP items. Contact the ATO for the most current information regarding ETPs to ensure that you calculate termination payments correctly.

Employee Payment Instructions

Depending on the amount of the ETP, you might need to solicit payment instructions from the employee who you are terminating. Payment instructions are used to notify the organization about how the employee wants to receive payment. Employees can receive the ETP as a cash payment, to roll the amount into an approved retirement fund, or to receive a portion of the payment in cash and roll the remaining amount into an approved fund.

If the payment is less than the amount specified by the ATO, the organization is not required to solicit payment instructions from the employee. However, the organization can solicit this information and provide employees with an opportunity to decide how they want to receive their payment.

If the payment is over the amount specified by the ATO, you must solicit payment instructions from the employee, and you must also provide the employee with an explanation of the components of the ETP calculation. You can use the ETP Calculation Worksheet program (R75A0100) to create an ETP worksheet that the employee can use to review the details of the ETP.

When the employee gives you payment instructions, you might need to update the termination information that you initially entered into the system. For example, you might need to change the amounts that the employee takes as cash or rolls into an approved fund. Each time that you change an employee's termination information, you can create an updated ETP worksheet for the employee to review.

ATO Filing and Record Keeping Regulations

When you distribute ETPs to employees, you are required to submit information regarding those payments to the ATO. In addition, the ATO also requires that you store detailed records of termination payments.

If you distribute ETPs to employees, you must submit ETP Payment Summaries to the ATO along with the annual Pay As You Go (PAYG) tax filing information. If the cash portion of an ETP exceeds a certain amount, as specified by the ATO, you must also submit a Reasonable Benefit Limit (RBL) form. RBL forms should be filed monthly with the ATO.

In addition to submitting information to the ATO, the organization is also required to keep detailed records regarding termination payments.

Important! All of the information regarding ATO regulations for ETP filing and record keeping is believed to be current at the time of publication. However, due to periodic changes in tax regulations, you should contact the ATO for the most current regulatory information for ETP processing. Noncompliance with current tax regulations can result in fines to the organization.

See Also

Creating Termination Payments

This section provides an overview of termination payment creation, lists prerequisites, and discusses how to:

• Enter termination payment information.

• Set processing options for the Australian Employee Termination Entry program.

Understanding Termination Payment Creation

When employees are terminated from an Australian organization, they might receive a termination payment. Depending upon the circumstances of the termination, certain employees might be eligible to receive ETPs. You can create ETP and regular termination payments using the Australian Employee Termination Entry program (P75A0008). Using this program, you can process payments for redundancies, early retirement schemes, death, and invalidity scenarios. You can also create ETP worksheets for employees to review, and you can automatically generate timecards that the system uses to create actual termination payments.

When you enter termination information, you specify these items, which are used to determine the amount of the payment:

• The reason for the termination.

• Whether you will pay the employee for sick leave that has not been taken.

• Whether you will pay the employee for long service leave that has not been taken.

• The amount of any Golden Handshake payments offered to the employee.

• The amount of any payments made in lieu of notice.

• The amount of any Bona Fide payments made for years of service to the organization.

• Payee information, in the event of an employee's death.

After you enter all relevant termination information on the Employee Termination Pay form, you can use features of the Australian Employee Termination Entry program to automate these termination procedures:

• Calculate the leave entitlements, tax amounts, and total payable amount.

• Print a review worksheet, which includes all termination payment details, for the employee.

• Create timecards that are used to create actual termination payments.

The Australian Employee Termination Entry program also enables you to create model termination scenarios. Because the tax calculations mandated by the ATO differ by termination reason, payment method, length of service, and types of payments included in the termination, model termination scenarios can help illustrate the differences in payment amounts for each scenario.

After you enter termination information into the system, whether it is factual or model information, you can create an ETP worksheet, which the employee can review. The employee can use this information to determine whether to receive the payment as cash, roll the amount into an approved retirement fund, or combine the two options.

You can create multiple termination scenarios for an employee; however, each termination scenario must have a unique termination date and termination reason combination.

For example, you can create a termination scenario for an employee that uses the termination date of *31/05/05* and a termination reason of redundancy. You can create another scenario for the same employee using the same termination date, but the termination reason must be different. Similarly, you can create multiple scenarios using the same termination reason, but with different termination dates.

If you want to review termination payment information for multiple scenarios, all of which use the same termination date and termination reason, you must enter the information for a scenario, print the ETP worksheet for that scenario, and then change the information to reflect a different scenario. You can print the ETP worksheet each time that you change the termination scenario, and then compare the ETP worksheets to determine the differences between the scenarios.

Entering a Termination

To create a termination payment, you must first enter termination payment information. You use the Australian Employee Termination Entry program (P75A0008) to enter this information. The system uses the information from the processing options, the termination payment information, tax information that you have set up in the system, and the employee's payment history to calculate leave entitlements, tax amounts, and the final amount of the payment.

You can enter ETP information as well as regular termination payment information using the Australian Employee Termination Entry program.

What You Should Know About Processing Options for P75A0008

The processing option settings for the Australian Employee Termination Entry program (P75A0008) are critical to ensure that employee termination pay is calculated according to ATO regulations. Specifically, you must carefully set up these processing options to ensure that the system correctly calculates termination pay:

Tab Name	Processing Option Number	Special Considerations
Defaults Tab	7	Enter the PDBA code that you created to pay out any tax-free components, such as Lump Sum D. The PDBA that you enter here is used to calculate tax-free amounts for termination payments. If you do not enter the correct PDBA in this processing option, tax-free amounts are not considered when calculating termination payments; therefore, the payments might be inaccurate.
Defaults Tab	8	Enter the statutory retirement age, as specified by the ATO. Because tax information periodically changes, you should contact the ATO to verify that this information is current.
Defaults Tab	9	Enter the version of the Time Entry MBF processing Options program (P050002A) that you want to use when creating timecards for termination payments. This program controls many of the processes that the system uses to create and calculate timecard information. You should verify that the processing options associated with the version that you enter in this field are set correctly.

Tab Name	Processing Option Number	Special Considerations
Defaults Tab	10	Enter the Interim Payroll ID that you want the system to use when creating the timecards associated with terminations. You must enter an Interim Payroll ID to process the timecards through the Work With Interims Workbench. Because termination payments typically do not coincide with regularly scheduled payroll cycle processing, you might find that processing termination payments through the Work With Interims Workbench is easier and more convenient. If you enter a value in this processing option, you must also complete processing option 11 on this tab.
Defaults Tab	11	If you enter an Interim Payroll ID in processing option 10, you must set this processing option to enable the creation of an interim payment record.
Defaults Tab	12	Enter the maximum value of leave entitlement, as specified by the ATO, that can be taxed using a flat tax rate. Because tax information periodically changes, you should contact the ATO to verify that this information is current. If you enter a value in this processing option, you must also enter the associated tax rate in processing option 13 on this tab.
Defaults Tab	13	Enter the flat rate of tax, as specified by the ATO, that the system uses to calculate tax amounts when leave entitlements are less than the maximum amount for flat rate tax, which is also specified by the ATO. For example, to enter a tax rate of 35.5 percent, enter 35.50 in this field. Because tax information can periodically changes, you should contact the ATO to verify that this information is current.

Tab Name	Processing Option Number	Special Considerations
Balance PDBA's Tab	3	Enter the PDBA that the organization uses to track long service leave that was accrued prior to August 1978. This amount is known as the Band 1 amount. Because tax regulations changed in August of 1978, all long service leave that was accrued prior to that date requires a separate tax calculation to comply with ATO regulations.
Balance PDBA's Tab	4	Enter the PDBA that the organization uses to track long service leave that was accrued between August 1978 and August 1993. This amount is known as the Band 2 amount. Due to changes in ATO tax regulations, a separate calculation is necessary to accurately calculate tax amounts for long service leave that was accrued during this period.
Balance PDBA's Tab	5	Enter the PDBA code that you use to track the employees total long service leave balance. This PDBA should include Band 1 and Band 2 amounts, along with any long service leave that was accrued since that time, which is considered Band 3.
Tax Area Tax Type Tab	5	Enter the tax type that is used to tax amounts associated with approved early retirement, redundancy, or invalidity scenarios. Because tax information periodically changes, you should contact the ATO to verify that this information is current.
Tax Area Tax Type Tab	6	Enter the tax type that is used to tax amounts associated with Band 3, or the Post 1993 component.

Tab Name	Processing Option Number	Special Considerations
Tax Area Tax Type Tab	7	Enter the tax type that is used to calculate the tax amounts for lump sum amounts. Currently, the tax rate for these amounts is 31.5 percent. Because tax information periodically changes, you should contact the ATO to verify that this information is current.
Tax Area Tax Type Tab	8	Enter the tax type that is used to calculate the tax amount associated with normal resignations. This rate should reflect the current standard marginal rate. Because tax information periodically changes, you should contact the ATO to verify that this information is current.

Additional versions will be required for P75A0008 to cater for the different parts of the organization. For example, those that receive Leave Loading as part of the termination and those that don't.

Prerequisites

Before you complete the tasks in this section:

- Verify that the tax rules for termination processing have been set up correctly. See these additional topics:

  See Chapter 4, "Setting Up Tax Information," Setting Up Tax Calculation Rules, page 27.

  See Chapter 4, "Setting Up Tax Information," Setting Up Tax Calculation Parameters, page 25.

  See Chapter 4, "Setting Up Tax Information," (AUS) Setting Up Tax Calculation Options for Australia, page 29.

- Verify that the user profile is set up as an Australian employee using the DMY date format. If the user profile is not set up correctly, you might receive *Division by Zero* errors during payment entry.

  See *PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Foundation*

- Set all values in the processing options for the Australian Employee Termination Entry program (P75A0008).

  See Chapter 9, "(AUS) Terminating Employees in Australia," Setting Processing Options for the Australian Employee Termination Entry Program (P75A0008), page 104.

- Verify that these UDCs are set up correctly:
- Termination Type (75/T1)
- Payee Type (75/PT)

  See Chapter 2, "Understanding Payroll Processing for Australia and New Zealand," User-Defined Codes for Australia and New Zealand, page 5.

- Verify that all PDBAs have been set up with the correct tax information.

  See Chapter 4, "Setting Up Tax Information," Setting Up Tax Information for PDBAs, page 28.

- Enter a termination date for the employee.

  See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook*, "Revising Employee Information," Terminating Employees.

Forms Used to Create Termination Payments

Form Name	FormID	Navigation	Usage
Work With Terminations	W75A0008A	Australia/New Zealand Inquiries (G07BUSP16), Employee Termination Entry	Access the termination payment forms.
Employee Termination Pay	W75A0008B	On Work With Terminations, click Add.	Create a termination payment.

Entering Termination Payment Information

Access the Employee Termination Pay form.

Employee Termination Pay form

To enter termination payment information:

1. Complete the basic information about the termination payment.

2. Select Retrieve Balances from the Form menu.

3. Select the Leave Entitlements tab and review the information. The system uses the information that you entered in the processing options, along with employee history, to populate the fields on this tab.

4. To enable the fields in the Balance, Gross $, and Tax $ columns for entry, select the Enable Hours option in the header of the Employee Termination Pay form and make any necessary changes to the values on this tab.

   When you enter values in the Balance column of the Leave Entitlements tab, the system calculates values in the associated field in the Gross $ column. You can override these calculated values if you select the enable hours option.

5. Review each tab on the Employee Termination Pay form to ensure that you have entered all necessary termination details, and then select Calculate Tax from the Form menu.

   The system uses the information in the processing options, tax setup, employee history, and the values that you have entered on the Employee Termination Pay form to calculate all of the tax information for the termination payment.

6. Select the Summary tab to review summarized information about the payment calculations.

7. Select the ETP Calculation tab to review detailed information about the payment calculations.

8. After verifying that all the details are correct, the timecards containing all of the termination details need to be created. Click Create Timecards. This will create the timecards using the pay types as defined in the processing options.

9. Click OK to save the record.

Term Type	Enter the type of termination. This code is used to determine how the termination payment should be taxed, as different termination types have different taxation rules.
Date Term.	Enter the date that the employee was terminated, if applicable.
	The date that you enter in this field is used to calculate the employee's age at the time of termination, the number of years of service to the organization, and the number of pre and post July 1983 days that the employee has worked.
Payment Date	Enter the date that you enter in this field is used to create the timecards that the system uses to generate the actual termination payment.
Sick Flag	Enter a code that indicates whether to include a monetary amount for unused sick leave balances in the payment amount.
	To include any unused sick leave that the employee has accrued, select this option in the Include in Termination section of the form.
LSL Flag	Select this option in the Include in Termination section of the form to include any unused long service leave that the employee has accrued.
Notice Period	Specify the number of weeks of payments in lieu of notice that you want to include in the payment.
Gross/ Week	Enter a value that indicates the standard, gross weekly pay that the employee receives.
	The system automatically calculates this amount using employee pay history. You can override this amount by entering a value in this field.

Gross Severance	Click the Calculator button next to the Gross Severance field, complete the calculation, and then click OK to calculate the amount of pay in lieu of notice that you want to include in the payment.
	The system populates this field when you click OK on the Calculator form.
Comp Years Of Service	Enter the number of years an employee has worked for the organization.
	The system calculates the value in this field using the employee's start date and the date that you enter in the Term Date field.
Amount Paid Severance	Complete this field with the amount of pay for service length that you want to include in the payment.
Golden Handshake Amt	Enter the amount of any golden handshake payment that you want to include in the termination payment.
Payee Type	Enter a code that indicates the type of payee to which the payment is made.
	This field must be completed only if the termination is a death benefit payment. In cases where an employee's termination payment is given to another employee, you must identify the type of payee. This information is used to determine the tax amount of the payment.
Tax File Number	Enter the employee's Tax File Number.
Professional Title	Enter the professional title of a Who's Who person.
Given Name	Enter the first name of an individual. This field is informational only.
Middle Name	Enter the middle name or initial of an individual. This field is informational only. The name does not appear on any reports.
Surname	Enter the last name of an individual. This field is informational only.
Birth Date	Enter the employee's date of birth.
Address Line 1	Enter the first line of a mailing address for an employee, customer, or supplier in the Address Book system.
City	Enter a name that indicates the city associated with the address.
State	Enter a user-defined code (00/S) that specifies the state or province. This code is usually a postal service abbreviation.
Post Code	Enter the United States ZIP code or the postal code that specifies where a letter is to be routed. Attach this code to the address for delivery in other countries. This code is used as the low end value when doing Postal Code Transaction range processing.

Setting Processing Options for the Australian Employee Termination Entry Program (P75A0008)

Processing options enable you to specify the default processing for programs and reports.

Defaults

| 1. Create payment on interim. (Y/N) | Specify whether the system creates a payment on interim. (Y/N) |

2. Number of years before pro-rata is included.	Specify the number of years before pro-rata is included.
3. Enter the number of hours for a standard work day.	Specify the number of hours for a standard work day.
4. Enter the lump sum tax free threshold for bona-fide redundancy payments.	Specify the lump sum tax free threshold for bona-fide redundancy payments.
5. Enter the tax free amount per year of service.	Specify the tax free amount per year of service.
6. Enter the low rate threshold amount.	Specify the low rate threshold amount.
7. Enter the pay type for Bona Fide redundancy payments (Tax Free).	Specify the pay type for Bona Fide redundancy payments (Tax Free).
8. What is the age for Normal Retirement.	Specify the age for Normal Retirement.
9. Time Entry MBF Version.	Specify the Time Entry MBF Version. If left blank, the system uses the default version.
10. Enter a Payroll ID to use when creating an Interim Header Record for Redundancy Processing.	Specify a Payroll ID to use when creating an Interim Header Record for Redundancy Processing.
11. Create an Interim Header Record for Redundancy Processing.	Specify whether the system creates an Interim Header Record for Redundancy Processing. Values are: *1*: Create *0*: Do not create
12. Enter the maximum value of leave entitlements to be taxed at flat rate (for example $300).	Specify the maximum value of leave entitlements to be taxed at flat rate (for example 300 AUD).
13. Enter the flat rate of tax where leave entitlements are less than the maximum value for flat rate tax.	Specify the flat rate of tax where leave entitlements are less than the maximum value for flat rate tax.

Balance PDBA's

1. Enter the Annual Leave DBA that holds the employee balance.	Specify the Annual Leave DBA that holds the employee balance.
2. Enter the Sick Leave DBA that holds the employee balance.	Specify the Sick Leave DBA that holds the employee balance.

3. Enter the DBA that holds the Balance for Long Service Leave accrued during Band 1.	Specify the DBA that holds the Balance for Long Service Lave accrued during Band 1.
4. Enter the DBA that holds the Balance for Long Service Leave accrued during Band 2.	Specify the DBA that holds the Balance for Long Service Lave accrued during Band 2.
5. Enter the DBA that holds the Balance for Long Service Leave accrued during Band 3.	Specify the DBA that holds the Balance for Long Service Lave accrued during Band 3.
6. Enter the DBA that holds the Balance for Long Service Lave accrued during Band 4.	Specify the DBA that holds the Balance for Long Service Lave accrued during Band 4.
7. Enter the RDO DBA that holds the employee balance.	Specify the RDO DBA that holds the employee balance.
8. Enter the Leave Loading Percentage. (nn.nnnn)	Specify the Leave Loading Percentage. (nn.nnnn)
9. Include Accrued Leave in Leave loading calculation.	Specify that the system includes Accrued Leave in Leave loading calculation. Values are: *1*: Do not include *0*: Include

Tax Area Tax Type

1. Enter the Tax Type for Normal Tax.	Specify the Tax Type for Normal Tax.
2. Enter the Tax Type for ETP Tax.	Specify the Tax Type for ETP Tax.
3. Enter the Tax Type for Band 1 Tax.	Specify the Tax Type for Band 1 Tax.
4. Enter the Tax Type for Band 2 Tax.	Specify the Tax Type for Band 2 Tax.
5. Enter the Tax Type for Band 3 Redundancy, Approved Early Retirement or Invalidity.	Specify the Tax Type for Band 3 Redundancy, Approved Early Retirement or Invalidity.
6. Enter the Tax Type for Band 3 Tax. All other cases.	Specify the Tax Type for Band 3 Tax. All other cases.
7. Enter the Tax Type for Lump Sum.	Specify the Tax Type for Lump Sum.

8. Enter the Tax Type for Resignation.	Specify the Tax Type for Resignation.

Normal

1. Enter the pay type to be used to pay out the unused Annual Leave Balance.	Specify the pay type to be used to pay out the unused Annual Leave Balance.
2. Enter the pay type to be used to pay out the unused Annual Leave Loading.	Specify the pay type to be used to pay out the unused Annual Leave Loading.
3. Enter the pay type to use when paying out unused LSL from Band 1.	Specify the pay type to use when paying out unused LSL from Band 1.
4. Enter the pay type to use when paying out unused LSL from Band 2.	Specify the pay type to use when paying out unused LSL from Band 2.
5. Enter the pay type to use when paying out unused LSL from Band 3.	Specify the pay type to use when paying out unused LSL from Band 3.
6. Enter the pay type to use when paying out unused LSL from Band 4.	Specify the pay type to use when paying out unused LSL from Band 4.
7. Enter the pay type to use when paying out the assessable ETP where the employee is under Normal Retirement Age.	Specify the pay type to use when paying out the assessable ETP where the employee is under Normal Retirement Age.
8. Enter the pay type to use when paying out the assessable ETP where the employee is over Normal Retirement Age and assessable amount is under the threshold amount.	Specify the pay type to use when paying out the assessable ETP where the employee is over Normal Retirement Age and assessable amount is under the threshold amount.
9. Enter the pay type to use when paying out the assessable ETP where the employee is over Normal Retirement Age and assessable amount is over the threshold amount.	Specify the pay type to use when paying out the assessable ETP where the employee is over Normal Retirement Age and assessable amount is over the threshold amount.
10. Enter the pay type to use when paying out the Pre 1/7/83 component of ETP (non taxed).	Specify the pay type to use when paying out the Pre 1/7/83 component of ETP (non taxed).

Redundancy

1. Enter the pay type to be used to pay out the unused Annual Leave Balance.	Specify the pay type to be used to pay out the unused Annual Leave Balance.
2. Enter the pay type to be used to pay out the unused Annual Leave Loading.	Specify the pay type to be used to pay out the unused Annual Leave Loading.
3. Enter the pay type to use when paying out unused LSL from Band 1. through **6. Enter the pay type to use when paying out unused LSL from Band 4.**	Specify the pay type to use when paying out unused LSL from Band 1 through LSL from Band 4.
7. Enter the pay type to use when paying out the assessable ETP where the employee is under Normal Retirement Age.	Specify the pay type to use when paying out the assessable ETP where the employee is under Normal Retirement Age.
8. Enter the pay type to use when paying out the assessable ETP where the employee is over Normal Retirement Age	Specify the pay type to use when paying out the assessable ETP where the employee is over Normal Retirement Age.

Disability

1. Enter the pay type to be used to pay out the unused Annual Leave Balance.	Specify the pay type to be used to pay out the unused Annual Leave Balance.
2. Enter the pay type to be used to pay out the unused Annual Leave Loading.	Specify the pay type to be used to pay out the unused Annual Leave Loading.
3. Enter the pay type to use when paying out unused LSL from Band 1. through **6. Enter the pay type to use when paying out unused LSL from Band 4.**	Specify the pay type to use when paying out unused LSL from Band 1 through LSL from Band 4.
7. Enter the pay type to use when paying out assessable ETP.	Specify the pay type to use when paying out assessable ETP.
8. Enter the pay type to use when paying out Post June 94 invalidity component.	Specify the pay type to use when paying out Post June 94 invalidity component.

Death

1. Enter the pay type to be used to pay out the unused Annual Leave Balance.	Specify the pay type to be used to pay out the unused Annual Leave Balance.
2. Enter the pay type to be used to pay out the unused Annual Leave Loading.	Specify the pay type to be used to pay out the unused Annual Leave Loading.
3. Enter the pay type to use when paying out unused LSL from Band 1. through **6. Enter the pay type to use when paying out unused LSL from Band 4.**	Specify the pay type to use when paying out unused LSL from Band 1 through LSL from Band 4.
7. Enter the pay type to use when paying out assessable ETP where paid to a dependent/trustee.	Specify the pay type to use when paying out assessable ETP where paid to a non dependent or trustee.
8. Enter the pay type to use when paying out assessable ETP where paid to a non dependent/trustee.	Specify the pay type to use when paying out assessable ETP where paid to a non dependent or trustee.

Printing the ETP Calculations Worksheet

This section provides an overview of the ETP Calculations Worksheet, and discusses how to:

• Print the ETP Calculations Worksheet.

• Set processing options for the ETP Calculations Worksheet program.

Understanding the ETP Calculations Worksheet

After you enter termination payment information, you can print the ETP calculation worksheet. This worksheet includes all of the details associated with the termination. Employees can use this worksheet to determine how they want to be paid. Depending upon the amount of the payment, employees can receive the payment in these ways:

• In cash.

• As funds rolled into an approved retirement fund.

• A combination of cash and funds rolled into an approved retirement fund.

Forms Used to Print the ETP Calculations Worksheet

Form Name	FormID	Navigation	Usage
Work With Terminations	W75A0008A	Australia/New Zealand Inquiries (G07BUSP16), Employee Termination Entry	Select an employee.

Printing the ETP Calculation Worksheet

Access the Report Output Destination form.

Setting Processing Options for the ETP Calculation Worksheet Program (R75A0100)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Use this processing option to specify the lump-sum, tax-free threshold for bona-fide redundancy payments.

1. Enter the Lump Sum Tax Free Threshold for Bona-fide Redundancy Payments	Specify the lump-sum, tax-free threshold for bona-fide redundancy payments.
2. Enter the Tax Free Amount per year of Service	Specify the tax-free amount per year of service.

Revising Termination Payment Information

This section provides an overview of termination revisions, and discusses how to revise termination payment information.

Understanding Termination Revisions

After you enter termination payment information and allow employees to review the ETP calculation worksheet associated with their termination, you might need to revise the termination information.

For example, after reviewing the details of the termination, an employee might decide to take only a portion of the payment in cash and roll the remaining amount of the payment into an approved fund. If the payment instructions that the employee selects differ from those that were entered with the initial termination payment information, you must revise that information before you create the actual payment, because changes to payment instructions can affect the tax calculations for the payment.

You can revise termination payment information as many times as necessary to ensure that the payment is correct.

Form Used to Revise Termination Payments

Form Name	FormID	Navigation	Usage
Employee Termination Pay	W75A0008A	Australia/New Zealand Inquiries (G07BUSP16), Employee Termination Entry	Revise a termination payment.

Revising Termination Payment Information

Access the Employee Termination Pay form.

On Employee Termination Pay, make any necessary revisions to the termination information, and then select Calculate Tax from the Form menu. Continue this process until the payment is revised correctly, and then click OK to save the record.

Creating Timecards for Termination Payments

This section provides an overview of timecard creation, and discusses how to create timecards for termination payments.

Understanding Timecard Creation

After you have finalized the details of an employee's termination, you can create timecards that the system uses to generate the actual payment. You can use the Australian Employee Termination Entry program to automatically generate timecards for the termination payment. You do so to ensure:

• The timecards use the correct pay types.

• The system accurately calculates taxes on termination payments such as lump sum amounts.

After you generate these timecards, you can review and revise them until they include all of the information that is necessary to create the payment.

Note. It is strongly recommended that you generate timecards for termination payments using the Australian Employee Termination Entry program. Using this program ensures that all of the elements of a termination payment are correctly taxed. Manually entering timecards for termination payments can result in inaccurate tax calculations.

After you create the timecards for the termination payment, you can process them through a payroll cycle to create the actual payment for the employee.

See Also

PeopleSoft EnterpriseOne Time and Labor 8.11 SP1 PeopleBook, "Entering Timecards for Employees"

PeopleSoft EnterpriseOne Payroll 8.11 SP1 PeopleBook, "Working with the Payroll Cycle"

Forms Used to Create Timecards for Termination Payments

Form Name	FormID	Navigation	Usage
Work With Terminations	W75A0008A	Australia/New Zealand Inquiries (G07BUSP16), Employee Termination Entry	Access forms to Enter and review termination payments.
Employee Termination Pay	W75A0008B	Select a record on the Work With Terminations form and click Select.	Use the Employee Termination Pay form to: • Review or update existing termination payments. • Create termination timecards.
Work With Time Entry by Individual	W051121A	On the Employee Termination Pay form, select Time Entry from the Form menu.	Review timecards for a termination payment.

Creating Timecards for Termination Payments

Access the Employee Termination Pay form.

On Employee Termination Pay, select Create Timecard from the Form menu. The system generates the timecards and returns to the Work With Terminations form. It is possible to delete termination records. If deleted, unpaid timecards will also be deleted.

CHAPTER 10

Reporting Tax Information to Government Agencies

This chapter discusses how to:

- Set up Payment Summary information.
- Process Payment Summary information.
- Print Payment Summaries.
- Generate the Electronic Payment Summary file.
- Generate the New Zealand IR file and report.

(AUS) Setting Up Payment Summary Information

This section provides an overview of payment summaries, lists a prerequisite, and discusses how to:

- Set up company address information.
- Set up regional information.
- Set up employee name information for payment summaries.

Understanding Payment Summaries

The Australian Tax Office (ATO) requires that all companies in Australia report detailed information about employee earnings on an annual basis. Currently, companies must submit Payment Summaries to comply with ATO regulations for earnings reporting.

Payment Summaries must be submitted to the ATO electronically. In addition, you must provide employees with paper copies of their Payment Summaries. When employees submit their personal tax information to the ATO, they must include a copy of the Payment Summary that is provided by the organization.

In addition to creating Payment Summaries for regular earnings, you must also create ETP Payment Summaries for any employees who have received ETPs at any time during the reporting year. ETP Payment Summaries provide detailed information about payments that employees receive when they are terminated from the organization.

The system creates Payment Summaries using detailed earnings and payment information that is stored in employee history tables. These tables are updated during the final update step of the payroll cycle. To create accurate Payment Summaries, you must extract the correct information from these history tables.

To accurately create and submit Payment Summaries for the organization, you should verify that this information has been set up correctly:

- Company address.

- Company regional information.

- Employee names.

- Payment summary reporting codes.

- Reporting codes on PDBAs that are included in Payment Summary reporting.

- Extract Payment Summary information.

- Review Payment Summary data.

- Revise Payment Summary data, if necessary.

- Add fringe benefit taxable amounts, if necessary.

- Print Payment Summaries.

- Print ETP Payment Summaries.

- Create the ATO extract file (EMPDUPE).

Setting Up Payment Summary Information

Before you can process Payment Summaries, you must verify that the information in the system is set up correctly to assure that the Payment Summaries that you create are valid. Invalid Payment Summaries might not be accepted by the ATO.

You must verify this information before you process Payment Summary information:

- Company address.

- Company regional information.

- Employee names.

- Payment summary reporting codes in UDC 06/S2.

In addition, you must assure that PDBAs used in Payment Summary reporting are associated with the appropriate reporting codes and that processing options for all of the Payment Summary programs are set correctly.

Company Address and Regional Information

The ATO requires organizations to provide address and regional information for the supplier and the payer companies. In some cases, these are the same companies.

The supplier company is the organization that produces the data and sends it to the ATO. The ATO uses the street address of the supplier company to return magnetic media, if requested. In addition, the ATO uses the regional information that is associated with the supplier company for all supplier-related correspondence.

The payer company is the organization that pays the employees. It is recorded in the Employee Master Information table (F060116) as the Home Company for the employee. The ATO uses the address and regional information that is associated with the payer company for any payer- or payee-related correspondence.

Note. Creating separate company address records for the supplier and the payer company is necessary only if the two companies have different physical addresses. If the companies have the same physical address, you can use the same company address record for both the supplier and payer company.

See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook*, "Setting Up System Options," Setting Up Company Options.

Employee Name Information

The ATO requires that the employee names on all Payment Summaries are formatted using the employee's given name, middle name, and surname. To ensure that the employee name information is formatted correctly on Payment Summaries, you must enter the employees' name on the Who's Who form.

Note. To avoid time-consuming maintenance associated with employee name formatting, you should enter the employee name information in the Who's Who form during the initial employee entry process. Adding this step to the employee entry process can significantly shorten the amount of time needed to verify the setup information during Payment Summary processing.

Payment Summary Reporting Codes

You must set up Payment Summary Reporting codes in UDC 06/S2 to specify where information should print on the Payment Summaries. Currently the ATO allows for 5 reportable allowances and 2 reportable deductions. These should be numbered A1 to A5 and U1 to U2. The codes that you use must adhere to these guidelines to ensure that information prints in the correct area of the Payment Summary form:

• All reportable allowances must begin with the letter A.

  For example, you might use code A1 to specify a car allowance, and code A2 to specify a meal allowance. To comply with ATO regulations, you can set up a maximum of five codes for reportable allowances.

• All reportable deductions must begin with the letter U.

  For example, you might use code U1 to specify union fees. To comply with ATO regulations, you can set up a maximum of two codes for reportable deductions.

• All lump sum amounts must begin with the letter L.

  These codes are hard-coded in the UDC table and should not be changed. For example, codes LA, LB, LC, LD, and LE are used to specify Lump Sum A, Lump Sum B, Lump Sum C, Lump Sum D, and Lump Sum E.

See Also

PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Foundation

Prerequisite

Enter employee information into the system.

See *PeopleSoft EnterpriseOne Human Capital Management Application Fundamentals 8.11 SP1 PeopleBook,* "Setting Up Employee Information".

Forms Used to Set Up Payment Summary Information

Form Name	FormID	Navigation	Usage
Work With Company Option	W05001CH	HRM Setup (G05B4), Company Options	Select a company.
Company Options	W05001CA	Work With Company Options, select a record in the detail area, and then click Select.	Enter address information.
Revise Company Constants	W75A9096B	Company Options, select Regional Info from the Form menu.	Update regional information.
Work With Addresses	W01012B	Daily Processing (G0110), Address Book Revisions	Select an employee.
Who's Who	W0111A	On Work With Addresses, select an employee and then select Who's Who from the Row menu.	Set up employee name information.

Setting Up Company Address Information

Access the Company Options form: Address tab.

Repeat this task for all supplier and payer companies for which you are reporting Payment Summary information to the ATO.

Setting Up Regional Information

Access the Revise Company Constants form.

Branch Number   Enter the current active PAYE group number allocated to the employer by the ATO.

Contact Name   Enter the name of the caller, customer, or other contact.

Contact Telephone Number   Enter the telephone number of the contact person.

Contact Fax Number   Enter a number without the prefix or special characters, such as hyphens or periods, that makes up the telephone number for an entity. You can use any applicable telephone number format for a country. This field is used in conjunction with the Prefix field (AR1), where you enter the first segment of the telephone number, which is called the area code in the United States.

                               When you search for an address using a phone number, you must enter the number exactly as it is set up in the Address Book system, including any special characters.

Company E-mail Address   Enter the email address for the company.

Setting Up Employee Name Information for Payment Summaries

Access the Who's Who form.

Address Number	Enter a number that identifies an entry in the Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location.
Given Name	Enter the first name of an individual. This field is informational only.
Middle Name	Enter the middle name or initial of an individual. This field is informational only. The name does not appear on any reports.
Surname	Enter the last name of an individual. This field is informational only.

(AUS) Processing Payment Summary Information

This section provides an overview of payment summary processing, and discusses how to:

• Run the Create Payment Summary Extract program.

• Set processing options for the Create Payment Summary Extract program.

• Enter fringe benefit information by employee.

• Import fringe benefit information from a spreadsheet.

• Set processing options for the Payment Summary Extract Review program.

• Review and revise payment summary information.

Understanding Payment Summary Processing

After you ensure that the system information is set up correctly, you can begin the Payment Summary process. You must create Payment Summaries for all employees who receive earnings from the organization during the tax year.

To begin the Payment Summary process, you must first extract history information for each employee for whom you want to create a Payment Summary. You extract Payment Summary information using the Create Payment Summary Extract Review program (R75A0140). This program creates records in the Australian Payment Summary table (F75A0140). The system uses information in this table to create printed Payment Summaries and the electronic media that you submit to the ATO.

After you extract Payment Summary information, you can add any necessary fringe benefit tax records to the Australian Payment Summary table. After you have extracted the information from employee history and added fringe benefit records, you can then review the information online to ensure that it is accurate. You use the Payment Summary Extract Review program (P75A0140) to create fringe benefit tax records and to review Payment Summary information.

After you have verified that all of the Payment Summary information is accurate, you can print paper copies of the Payment Summaries and you can create the file (called EMPDUPE) that you electronically submit to the ATO.

Extracting Payment Summary Information

After you have verified that the information in the system is set up correctly, you can begin the process of creating Payment Summaries. The first step in creating Payment Summaries is to extract employee history information to be included on the Payment Summary forms. You extract this information using the Create Payment Summary Extract program (R75A0140).

The Create Payment Summary Extract program extracts all of the appropriate history records for the employees that you have specified in the data selection of the version that you process. It then creates the Australian Payment Summary table (F75A0140). The system uses this table to create the electronic media that you send to the ATO.

Each time that you process a version of the Create Payment Summary Extract program, the system creates records in the F75A0140. Each of these records includes a system-generated batch number and a print status. When the records are initially created, the print status is blank. The system updates the print status as you progress through the Payment Summary process.

We recommend that you set up at least three versions of this program:

Version	Description
Version One	Create this version to process year-end Payment Summary information. The data selection for this version should be set at the *company* level. This is the most commonly used version, and should be used to process the Payment Summaries for the tax year.
Version Two	Create this version to process interim Payment Summary information. The data selection for this version should be set at the *employee* level. You might use this version if employees are relocating overseas and they want to reconcile all of their tax obligations at the time of their relocation.
Version Three	Create this version to delete existing batches of Payment Summaries. You use processing options to specify the batch that you want to delete each time that you process this version. You might find that you need to delete a batch of Payment Summaries if the information in those Payment Summaries is inaccurate. To correct the information, you must delete the incorrect batch, correct any necessary information, and then recreate the Payment Summaries. You must delete the batch before creating a new batch to avoid creating duplicate Payment Summaries.

Attaching Fringe Benefit Records to Payment Summaries

After you create records in the Australian Payment Summary table (F75A0140), you can update the records to include any necessary fringe benefit information. Fringe benefit information must be calculated outside of the PeopleSoft EnterpriseOne system and manually added to the Payment Summary information.

You can enter fringe benefit information at the individual employee level, or you can import this information using an Excel spreadsheet. Regardless of how you enter fringe benefit information, you must enter it before you distribute printed Payment Summaries to the employees and before you submit Payment Summary information to the ATO.

Note. For information about items that are considered reportable fringe benefits, contact the ATO directly.

Before you can attach fringe benefit information to a payment summary, you must:

• Extract employee Payment Summary information.

• Set the processing options for the Payment Summary Extract Review program (P75A0140) as follows:

  - Set the Bucket ID to FB.

  - Set the Line Number to 99.

- Enter a description that signifies that the manually entered records are fringe benefit tax records. The description is informational only.

- If you are using an Excel spreadsheet to import fringe benefit information, create a two-column spreadsheet; set up column A for the employee number and column B for the reportable fringe benefit amount.

    See *PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Foundation*

Reviewing and Revising Payment Summary Information

After you process the Create Payment Summary Extract program (R75A0140) and attach any necessary fringe benefit information to employee Payment Summaries, you can review the information. Using the Payment Summary Extract Review program, you can review the Payment Summary for each individual employee.

You can review Payment Summaries by their print status, which is automatically updated in the Australian Payment Summary table (F75A0140) as you proceed through the Payment Summary process. A payment summary can have one of these print statuses:

- Unprinted

- Printed

- Submitted to ATO

- Duplicate

> **Note.** You should search for duplicate Payment Summaries before you print paper copies or submit information to the ATO. Duplicate Payment Summaries can occur in these circumstances:
>
> You have issued an interim Payment Summary for the employee, but you included them in the year-end version of the Create Payment Summary Extract program.
>
> When the system identifies an employee for whom more than one Payment Summary has been created during the current tax year, the system enters a print status of D to mark the record as a duplicate.
>
> The employee was terminated and issued a Payment Summary at the time of termination, but was rehired by the organization within the same tax year.

You can review information for the entire batch of Payment Summaries, or you can review the detailed information for selected Payment Summaries. In addition, you can revise the information contained in each Payment Summary. You cannot, however, revise a Payment Summary that has already been printed. To revise a Payment Summary that has already been printed, you must first delete the batch of Payment Summaries. You delete a batch of Payment Summaries by running the Create Payment Summary Extract program (R75A0140), specifying the batch number that you want to delete in the processing options. After you delete the batch, you can correct employee information if necessary. You can recreate the batch of Payment Summaries and then continue the Payment Summary process from that point.

Forms Used to Process Payment Summaries

Form Name	FormID	Navigation	Usage
Work With Payment Summary Extract	W75A0140A	Australian Annual PAYG Tax Reporting (G07BUSP19), PAYG Payment Summary Extract Review	Select an employee.
Fringe Benefit Details	W75A0140D	Work With Payment Summary Extract, select a record in the detail area and then select Maintain FBT from the Row menu.	Enter fringe benefit information by employee.
Review Payment Summary Details	W75A0140C	Work With Payment Summary Extract, select the record in the detail area that you want to review, and then select Review Details from the Row menu.	Review and revise payment summaries.

Running the Create Payment Summary Extract Program (R75A0140)

Select Australian Annual Tax Reporting (G07BUSP19), PAYG Payment Summary Extract.

Setting Processing Options for the Create Payment Summary Extract Program (R75A0140)

Processing options enable you to specify the default processing for programs and reports.

Delete Option

1. Enter Batch Number to delete.   Specify a batch number that you want to delete. Blank is the default.

Entering Fringe Benefit Information by Employee

Access the Fringe Benefit Details form.

Payroll Year   Enter a two-digit number that specifies the applicable year. If you leave this field blank, the program uses the system date.

Home Company   Enter the company number where the employee records generally reside.

Batch Number   Enter a number that identifies a group of transactions that the system processes and balances as a unit. When you enter a batch, you can either assign a batch number or let the system assign it using the Next Numbers program.

Reportable Amount   Enter the gross amount of the transaction. The specific meaning, depending on the type of transaction, is:

A Pay types: The total amount of earnings related to the type of pay.

B DBAs: The total amount of the benefit, or accrual.

This amount represents the total for the first month of either the payroll year or the calendar year, depending on the review form that you are using.

Payroll-month totals are stored in the Employee Transaction History Summary table (F06146). Calendar-month totals are stored in the Calendar Month DBA Summary History table (F06145).

Importing Fringe Benefit Information From a Spreadsheet

Access the Fringe Benefit Detail form.

To import fringe benefit information from a spreadsheet:

1. Press the Tab to access the first row of the detail area.

2. Right-click and select Import from the menu.

3. Select the application that you used to create the spreadsheet.

4. Locate the spreadsheet that you created and double-click it.

5. Enter the data range that coincides with the data that you entered in the spreadsheet, and then click OK.

    The data range should be (A1:Bx) where x is the number of the last row in the spreadsheet. For example, if you entered 450 lines in the spreadsheet, the data range would be (A1:B450).

    The system populates the detail area of the Fringe Benefit Details form, and then edits the data that you import from the spreadsheet to ensure against duplicate records and to ensure that you are not importing information for an employee who is not included in the batch.

6. On Fringe Benefit Details, click OK to save the imported information.

7. On Work With Payment Summary Extract, click Close to exit.

Setting Processing Options for the Payment Summary Extract Review Program (P75A0140)

Processing options enable you to specify the default processing for programs and reports.

Defaults

1. Enter the two character bucket ID for records been added manually.	Specify the two-character bucket ID for records been added manually.
2. Enter the line number for records been added manually.	Specify the line number for records been added manually.
3. Enter the description associated with manually added records.	Specify the description associated with manually added records.
4. Print Payment Summary Version	Specify the print payment summary version.

Reviewing and Revising Payment Summary Information

Access the Review Payment Summary Details form.

If the Prt Flg field contains a Y, the Payment Summary has already been printed and cannot be revised.

Line Number	Enter a number that identifies multiple occurrences, such as line numbers on a purchase order or other document. Generally, the system assigns this number. In some cases you can override it.
Bkt No.	Enter a value that is used to scrub Specification Data fields that are 2 character alpha fields.
Gross Amount	Enter the gross amount of the transaction. The specific meaning, depending on the type of transaction, is:
	A Pay types: The total amount of earnings related to the type of pay.
	B DBAs: The total amount of the deduction, benefit, or accrual.
	C Payroll Taxes: The total amount of gross wages, before exclusions and paid-in-excess amounts.
	This amount represents the total for the first month of either the payroll year or the calendar year, depending on the review form that you are using.
	Payroll-month totals are stored in the Employee Transaction History Summary table (F06146). Calendar-month totals are stored in the Calendar Month DBA Summary History table (F06145).
Tax Amount	Enter the monthly amount of tax calculated.
U/M Description (unit of measure description)	Enter the terminology which best describes the two-character abbreviated unit of measure. That is, Each for EA, Dozen for DZ and so forth.
C/ M	Enter a code that designates the source of a deduction/benefit/accrual. Codes are:
	C: Computer generated during the prepayroll process.
	CD: Computer generated during the daily post.
	M: Manually entered on a time entry screen.
	P: An arreared pre-tax deduction.
	During a rerun of a prepayroll, only those deductions that are computer generated will be recalculated.
	Warning! A computer generated entry will have its code changed to M if it is called up on a time entry screen and then a change (C) action code is used. Therefore, delete any deduction/benefit entries you would want re-computed in the next prepayroll rerun. If a deduction/benefit/accrual is removed from the source table (that is, the Union Benefits Master or Employee Instructions), the calculated entry will not automatically be removed from the employee on the prepayroll rerun.
Prt Flg	Indicates if the documents for this trip have been printed.

(AUS) Printing Payment Summaries

This section provides an overview of the print process, lists a prerequisite, and discusses how to:

• Print selected payment summaries.

• Run the Print Payment Summary program (R75A0150).

• Set processing options for the Print Payment Summary program (R75A0150).

• Run the Print ETP Payment Summaries Program (R75A0151).

• Set processing options for the Print ETP Payment Summaries Program (R75A0151).

Understanding the Print Process

After you have reviewed the Payment Summaries and ascertained their accuracy, you can use the Print Payment Summary program (R75A0150) to print paper copies to distribute to the employees. You can to print an entire batch of Payment Summaries, or you can specify a date range to print.

After you print a Payment Summary, the system updates the print status with a 1, which specifies that the Payment Summary has been printed. Subsequent reprinting does not update the print status.

You cannot revise a Payment Summary after it has been printed. If you find errors on Payment Summaries after you have printed them, you must complete these steps:

• Delete the batch of Payment Summaries.

• Correct any information that is necessary to create accurate Payment Summaries.

• Recreate Payment Summaries and complete all steps of the Payment Summary process.

Note. If you don't need to print a large batch of Payment Summaries, you can print selected Payment Summaries using the Payment Summary Extract Review program (P75A0140).

Printing ETP Payment Summaries

When you distribute Eligible Termination Payments (ETPs) to employees, you must report that information to the ATO in the form of a Payment Summary. IN addition to reporting ETP information to the ATO, you must also print paper copies of the Payment Summaries and distribute them to the terminated employees. To print ETP Payment Summaries, you use the Print ETP Payment Summaries program (R75A0151). You use data selection to specify the employees for whom you want to print ETP Payment Summaries.

Prerequisite

Review the information on the ETP Calculations Worksheet to ensure that the Payment Summary is accurate.

See .

Printing Selected Payment Summaries

Access the Work With Payment Summary Extract form.

To print selected payment summaries:

1. Select the record in the detail area that you want to print, and then select Print Individual from the Row menu.

2. On Print Confirmation, click OK.

3. On Work With Payment Summaries, click Close.

Running the Print Payment Summary Program (R75A0150)

Select Australian Annual PAYG Tax Reporting (G07BUSP19), Print PAYG Payments Summaries.

Setting Processing Options for the Print Payment Summary Program (R75A0150)

Processing options enable you to specify the default processing for programs and reports.

Defaults

Enter the beginning date for the income year	Specify the beginning date for the income year.
Enter the ending date for the income year	Specify the ending date for the income year.
Enter the name of the authorized person who signs the Group Certificates	Specify the name of the authorized person who signs the group certificates.

Running the Print ETP Payment Summaries Program (R75A0151)

Select Australian Annual PAYG Tax Reporting (G07BUSP19), Print ETP Payment Summaries.

Setting Processing Options for the Print ETP Payment Summaries Program (R75A0151)

Processing options enable you to specify the default processing for programs and reports.

Defaults

These processing options to specify default information that is used when printing ETP Payment Summaries.

1. Enter the Report Start Date	Specify the start date of the report.
2. Enter the Report End Date	Specify the end date of the report.
3. Name of Signatory	Specify the name of the person signing the certificate.

(AUS) Generating the Electronic Payment Summary File

This section provides an overview of the Electronic Payment Summary File, and discusses how to:

• Generate the Electronic Payment Summary file.

• Set processing options for the Create ATO Extract File EMPDUPE program.

Understanding the Electronic Payment Summary File

After you have created Payment Summaries and reviewed them for accuracy, you can generate the electronic file that you use to report Payment Summary information to the ATO. You use the Create ATO Extract File EMPDUPE program (R75A0145) to generate this file.

You can run this program in test mode to verify that the information contained in the file is correct. After you verify this information, you can run the program in production mode to generate the actual file that you will send to the ATO.

Note. If you are placing more than one file on the electronic media that you are submitting to the ATO, you must name each file sequentially, according to ATO regulations. For example, if you place three files on one tape, you should name those files EMPDUPE.A01, EMPDUPE.A02, and EMPDUPE.A03. You specify the name of the output file in the processing options.

Additionally, if you want to save the output files to the local PC, you must map this job to run locally on the machine.

You must specify the type of software that you are using to produce the EMPDUPE file. Each time that the software is upgraded, this system identification changes. Contact the system administrator for assistance with correctly identifying the software type and release.

Do not include commas or full stops when you enter the address information in the processing options. Use of these characters will cause the ATO to reject the electronic submission.

See *PeopleSoft EnterpriseOne Tools 8.95 PeopleBook: Configurable Network Computing Implementation*

After you create the EMPDUPE files that you want to submit to the ATO, contact the system administrator for assistance with copying these files to the appropriate electronic media.

Generating the Electronic Payment Summary File

Select Australian Annual PAYG Tax Reporting (G07BUSP19), Create ATO Extract File EMPDUPE.

Setting Processing Options for the Create ATO Extract File EMPDUPE Program (R75A0145)

Processing options enable you to specify the default processing for programs and reports.

Defaults

1. Enter the type of run (T=test, P=Production)   Specify the type of report that you want to run. Values are:

T: Test

P: Production

2. Enter report start date   Specify the first date for the report.

3. Enter report end date   Specify the last date that is included in the report.

4. Enter the ATO report   Specify the version number of the ATO report that you want to run.
specification version
number

5. Enter the company to   Specify the company code of the organizational entity that supplies group
use as the supplier of the   certificates.
group certificates

6. Enter the file reference   Specify file reference that you use for your own reference.
for this file. This is your
reference not the ATO's

7. Enter the Software   Specify the product type for your software.
product type (PeopleSoft).

8. Has the output been   Specify whether the output has been tested using the Electronic Commerce
tested via the ATO's   Interface of the ATO.
Electronic Commerce
Interface (ECI)?

9. ATO Corporate External   Specify an appropriate user identification number.
Gateway USER ID

10. ECI Tested (Y or N)   Specify whether the ECI is tested. Values are:

                                         Y: Yes

                                         N: No

11. Enter Output filename   Specify a name, including the full directory path, for the output file.
with Full Path definition.

Postal Address

If the supplier postal address is different to the address specified in the address book record, enter the
details here

Postal Address Line 1   Specify the first line of the address.

Postal Address Line 2   Specify a subsequent line of the address.

Suburb, town or city   Specify the city portion of the address.

State   Specify the state portion of the address.

Post Code   Specify the postal code portion of the address.

Country   Specify the country portion of the address.

ETP defaults

Enter the first comparison   Specify the first comparison date.
date. (Usually 1st July
1983)

| **Enter the second comparison date. (Usually 30th June 1983)** | Specify the second comparison date. |

(NZL) Generating the New Zealand IR File and Report

This section provides an overview of tax reporting for New Zealand , and discusses how to:

• Generate the New Zealand IR file and report.

• Set processing options for the New Zealand IR File and Report program.

• Generate the Labour Department Statistics Report for New Zealand.

• Set processing options for the Labour Department Statistics Report for New Zealand.

Understanding Tax Reporting for New Zealand

New Zealand employers are required to submit monthly tax returns to the New Zealand Inland Revenue Department. Some employers are also required to file this information on a semimonthly basis. All employers are expected to file this information electronically. To accommodate these reporting needs, you can run the New Zealand IR File and Report program (R75Z0006). This program creates a flat file in the format that is required by the Inland Revenue Department, along with a report, which lists all of the information that is contained in the file. The flat file and the report are created based on data that is stored in the New Zealand Ledger Detail table (F75Z0002).

Generating the New Zealand IR File and Report

Select Australia/New Zealand Reports (G07BUSP17), New Zealand IR File and Report.

Setting Processing Options for New Zealand IR File and Report (R75Z0006)

Processing options enable you to specify the default processing for programs and reports.

Report

1. Enter the Period Start date for this report	Specify the period start date for this report.
2. Enter the Period End date for this report	Specify the period end date for this report.
3. Enter the deduction code used for Child Support Payments	Specify the deduction code used for child support payments.
4. Do you wish to create an electronic file for filing ? Y/N	Specify whether you want to create an electronic file for filing. Values are:
	Y: Yes
	N: No
	No is the default value.

Electronic File

1. Enter the Name of the Payroll Contact person.	Specify the name of the payroll contact person.
2. Enter the Phone Number of the Payroll Contact person	Specify the phone number of the payroll contact person.
3. Enter the IRD form version number to be used. Default value is 0001	Specify the IRD form version number to be used. The default value is 0001.
4. Enter the file name for the output file, including extension	Specify the file name for the output file, including the extension.
5. Do you wish to update the date reported field on the records processed Y/N	Specify whether you want to update the date reported field on the records processed. Values are: *Y*: Yes *N*: No

Generating the Labour Department Statistics Report for New Zealand

Select Australia/New Zealand Reports (G07BUSP17), Labour Department Statistics Report.

Employers in New Zealand might be required to report statistical information to the New Zealand Labour Department on a quarterly basis. To fulfill this requirement, you can print the Labour Department Statistics Report (R75Z0007). This report groups selected employees by employment status and sex and lists the number and value of regular and overtime hours worked.

Setting Processing Options for Labour Department Statistics Report (R75Z0007)

Processing options enable you to specify the default processing for programs and reports.

Date

1. Enter the Date of End of Quarter:	Specify the As Of date. If you leave this processing option blank, the system uses the current date. The default value is today's date.

Full/Part Time

1. Use Employment Status Field (Y/N)	Specify whether the system uses the Employment Status field or the Employee Master Category Code to determine if an employee works full time or part time. Values are: *Y* (default): Use the Employment Status field. *N*: Use the Employee Master Category Code.

	Note. If the Employment Status field is completed with *LE 1*, the employee is full time. If the Employment Status field is completed with *GT 1*, the employee is part time. If the Employee Master Category Code is blank, the employee is full time, otherwise the employee is part time.
2. If using Employee Master Category Code then enter the 3 digit CC Number.	Specify the category code for the Employee Master. You complete this processing option if you completed the Use Employment Status Code processing option with *N*.
	Note. If the Employment Status field is completed with *LE 1*, the employee is full time. If the Employment Status field is completed with *GT 1*, the employee is part time. If the Employee Master Category Code is blank, the employee is full time, otherwise the employee is part time.
	Values can range from *001* through *020*.

Ordinary Time/Overtime

| **1. Use Pay Type Category Field (Y/N)** | Specify whether the system uses the Pay Type Category field (PTCT) or UDCs to identify ordinary time and overtime. If you enter *Y* for this processing option, complete the processing options on the Pay Type Category tab. If you enter *N* for this option, complete the processing options on the UDC Tables tab. Values are:

Y (default): Use the Pay Type Category field (PTCT) on the PDBA Master.

N: Use UDC tables. |
|---|---|

Pay Type Category

1. Ordinary Time Pay Type Category	Specify a value from the Pay Categories/DBA Print Group UDC (06/PC). If you leave this processing option blank, the system uses *R* (Regular).
2. Overtime Pay Type Category	Specify the code that the system uses for overtime pay. You select a value from the Pay Categories/DBA Print Group UDC (06/PC). If you leave this processing option blank, the system uses *V* (Overtime).
	Note. The system uses this processing option only if you entered *Y* in the Use Pay Type Category Field processing option.

UDC Tables

1. If you have specified the use of UDC Tables to identify Ordinary Time	Specify the product code of the UDC that contains the code for identifying overtime pay. For example, if the UDC is set up in the 07 (Payroll) system, enter *07*.
	Note. The system uses this processing option only if you entered *N* in the Use Pay Type Category Field processing option.
2. If you have specified the use of UDC Tables to identify Overtime:	Specify the user-defined code that identifies overtime pay. The system uses this processing option only if you entered *N* in the Use Pay Type Category Field processing option.

PeopleSoft EnterpriseOne Australia/New Zealand Payroll Reports

This appendix provides an overview of Australian and New Zealand Payroll reports and enables you to:

- View a summary table of all reports.
- View detail information about selected reports.

PeopleSoft EnterpriseOne Australia/New Zealand Payroll Reports: A to Z

This table lists the Payroll for Australian and New Zealand reports, sorted alphanumerically by report ID.

Report ID and Report Name	Description	Navigation
R07845 DBA Transaction with Fund Information Report	This report lists the fund allocation details that are associated with the superannuation benefit and deduction amounts for each employee.	Reports (G07BUSP165), select DBA Transacation with Fund Information.
R07855 Employee Fund Allocation Report	This report enables you to review superannuation enrollment information for each employee within the organization. The report includes information such as: • Fund ID and name. • Membership number. • Allocation percentage. • Effective dates. You can set the effective dates in the processing options for this report to include historical information.	Reports (G07BUSP165), select Employee Fund Allocation.

Report ID and Report Name	Description	Navigation
R75A0003 Coinage Analysis Report	This report produces a coinage requirements analysis for each employee to ensure that the minimum number of coins and notes are issued for each payment range. This report includes each employee in the pay cycle whose payment type is a cash payment.	Australia/New Zealand Reports (G07BUSP17), select Coinage Analysis. You can access this report from the Australia/New Zealand Reports menu to update processing options and create new versions of the report; however, you cannot run the report from this menu. You must run this report during an active pay cycle using the reporting options on the Pay Cycle Workbench.
R75A0007 Superannuation Contribution by Employee Report	The Superannuation Contribution by Employee report enables you to review all of the employee and employer superannuation fund contributions that are made during a specified time period.	Australia/New Zealand Reports (G07BUSP17), select Superannuation Contribution by Employee.
R75A0010 Payroll Tax Summary Report	You use the Payroll Tax Summary Report (R75A0010) to review tax history information for specific tax areas in a specified tax year and tax period. This report includes gross wages, excludable wages, taxable gross, tax payable, and an employee count for each tax area.	Australia/New Zealand Reports (G07BUSP17), select Payroll Tax Summary Report.
R75A0012 Tax Scale Listing Report	This report lists each tax scale that you set up, along with the detail information about that tax scale. We recommend that you run this report and review tax scales before processing employees through a payroll cycle.	Australia/New Zealand Reports (G07BUSP17), select Tax Scale Listing.
R75A0014 Tax Rule Listing Report	This report lists the tax rules, by tax scale, for each tax scale that you set up. We recommend that you run this report and review tax scales before processing employees through a payroll cycle.	Australia/New Zealand Reports (G07BUSP17), select Tax Rules Listing.

PeopleSoft EnterpriseOne Australia/New Zealand Payroll: Selected Reports

These reports are listed alphanumerically by report ID in this appendix.

Setting Processing Options for the DBA Transaction With Fund Information Report (R07845)

Processing options enable you to specify the default processing for programs and reports.

Processing

Select the Processing tab.

1. Begin Date Range	Use this processing option to specify the beginning date in a range of dates. The system includes all DBA transactions that are associated with superannuation contributions beginning with this date, and going through the date that you enter in processing option 2.
2. End Date Range	Use this processing option to specify the ending date in a range of dates. The system includes all DBA transactions that are associated with superannuation contributions beginning with the date that you enter in processing option 1, and going through the date that you enter in this processing option.

Setting Processing Options for the Employee Fund Allocation Report (R07855)

Processing options enable you to specify the default processing for programs and reports.

Processing

Select the Processing tab.

1. Begin Date Range	Use this processing option to specify the beginning date in a range of dates. The system includes all DBA transactions that are associated with superannuation contributions beginning with this date, and going through the date that you enter in processing option 2.
2. End Date Range	Use this processing option to specify the ending date in a range of dates. The system includes all DBA transactions that are associated with superannuation contributions beginning with the date that you enter in processing option 1, and going through the date that you enter in this processing option.

R75A0010 - Payroll Tax Summary Report

After you complete the final update step of the payroll process, the system stores employee tax information in history tables. You use the Payroll Tax Summary Report (R75A0010) to review tax history information for specific tax areas in a specified tax year and tax period. This report includes gross wages, excludable wages, taxable gross, tax payable, and an employee count for each tax area. The system uses the localization country code that is set up in the user profile to identify which tax areas to include in the report. The report includes all tax areas that are associated with the appropriate country and that have records in the Tax History table (F06136) for the specified time period.

Setting Processing Options for Payroll Tax Summary Report (R75A0010)

Processing options enable you to specify the default processing for programs and reports.

Defaults

1. Enter the tax year to be processed. The default of blank will use the current tax year.

Specify the tax year to be processed. The default of blank will use the current tax year. Enter a valid tax year.

2. Enter the period number within the tax year for which the report is to be run. The default of blank will use the current period number.

Specify the period number within the tax year for which the report is to be run. The default of blank will use the current period number. Enter a valid period number.

3. Enter the Tax Type for the State Payroll Tax. The default of blank will use 'ST'.

Specify the Tax Type for the State Payroll Tax. The default of blank will use *ST*. Enter a valid tax type.

Glossary of PeopleSoft Terms

activity	A scheduling entity in PeopleSoft EnterpriseOne Form Design Aid that represents a designated amount of time on a calendar.
activity rule	The criteria by which an object progresses from one given point to the next in a flow.
add mode	A condition of a form that enables users to input data.
Advanced Planning Agent (APAg)	A PeopleSoft EnterpriseOne tool that can be used to extract, transform, and load enterprise data. APAg supports access to data sources in the form of rational databases, flat file format, and other data or message encoding, such as XML.
application server	A server in a local area network that contains applications shared by network clients.
as if processing	A process that enables you to view currency amounts as if they were entered in a currency different from the domestic and foreign currency of the transaction.
alternate currency	A currency that is different from the domestic currency (when dealing with a domestic-only transaction) or the domestic and foreign currency of a transaction. In PeopleSoft EnterpriseOne Financial Management, alternate currency processing enables you to enter receipts and payments in a currency other than the one in which they were issued.
as of processing	A process that is run as of a specific point in time to summarize transactions up to that date. For example, you can run various PeopleSoft EnterpriseOne reports as of a specific date to determine balances and amounts of accounts, units, and so on as of that date.
back-to-back process	A process in PeopleSoft EnterpriseOne Workflow Management that contains the same keys that are used in another process.
batch processing	A process of transferring records from a third-party system to PeopleSoft EnterpriseOne. In PeopleSoft EnterpriseOne Financial Management, batch processing enables you to transfer invoices and vouchers that are entered in a system other than EnterpriseOne to PeopleSoft EnterpriseOne Accounts Receivable and PeopleSoft EnterpriseOne Accounts Payable, respectively. In addition, you can transfer address book information, including customer and supplier records, to PeopleSoft EnterpriseOne.
batch server	A server that is designated for running batch processing requests. A batch server typically does not contain a database nor does it run interactive applications.
batch-of-one immediate	A transaction method that enables a client application to perform work on a client workstation, then submit the work all at once to a server application for further processing. As a batch process is running on the server, the client application can continue performing other tasks. See also direct connect and store-and-forward.
business function	A named set of user-created, reusable business rules and logs that can be called through event rules. Business functions can run a transaction or a subset of a transaction (check inventory, issue work orders, and so on). Business functions also contain the application programming interfaces (APIs) that enable them to be called from a form, a database trigger, or a non-EnterpriseOne application. Business functions can be combined with other business functions, forms, event rules, and other components to make up an application. Business functions can be created through

event rules or third-generation languages, such as C. Examples of business functions include Credit Check and Item Availability.

business function event rule	See named event rule (NER).
business view	A means for selecting specific columns from one or more PeopleSoft EnterpriseOne tables whose data is used in an application or report. A business view does not select specific rows, nor does it contain any actual data. It is strictly a view through which you can manipulate data.
central objects merge	A process that blends a customer's modifications to the objects in a current release with objects in a new release.
central server	A server that has been designated to contain the originally installed version of the software (central objects) for deployment to client computers. In a typical PeopleSoft EnterpriseOne installation, the software is loaded on to one machine—the central server. Then, copies of the software are pushed out or downloaded to various workstations attached to it. That way, if the software is altered or corrupted through its use on workstations, an original set of objects (central objects) is always available on the central server.
charts	Tables of information in PeopleSoft EnterpriseOne that appear on forms in the software.
connector	Component-based interoperability model that enables third-party applications and PeopleSoft EnterpriseOne to share logic and data. The PeopleSoft EnterpriseOne connector architecture includes Java and COM connectors.
contra/clearing account	A general ledger account in PeopleSoft EnterpriseOne Financial Management that is used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations in PeopleSoft EnterpriseOne General Accounting.
Control Table Workbench	An application that, during the installation Workbench processing, runs the batch applications for the planned merges that update the data dictionary, user-defined codes, menus, and user override tables.
control tables merge	A process that blends a customer's modifications to the control tables with the data that accompanies a new release.
cost assignment	The process in PeopleSoft EnterpriseOne Advanced Cost Accounting of tracing or allocating resources to activities or cost objects.
cost component	In PeopleSoft EnterpriseOne Manufacturing Management, an element of an item's cost (for example, material, labor, or overhead).
cross segment edit	A logic statement that establishes the relationship between configured item segments. Cross segment edits are used to prevent ordering of configurations that cannot be produced.
currency restatement	The process of converting amounts from one currency into another currency, generally for reporting purposes. You can use the currency restatement process, for example, when many currencies must be restated into a single currency for consolidated reporting.
database server	A server in a local area network that maintains a database and performs searches for client computers.
Data Source Workbench	An application that, during the Installation Workbench process, copies all data sources that are defined in the installation plan from the Data Source Master and Table and Data Source Sizing tables in the Planner data source to the System-release number data source. It also updates the Data Source Plan detail record to reflect completion.

date pattern	A calendar that represents the beginning date for the fiscal year and the ending date for each period in that year in standard and 52-period accounting.
denominated-in currency	The company currency in which financial reports are based.
deployment server	A server that is used to install, maintain, and distribute software to one or more enterprise servers and client workstations.
detail information	Information that relates to individual lines in PeopleSoft EnterpriseOne transactions (for example, voucher pay items and sales order detail lines).
direct connect	A transaction method in which a client application communicates interactively and directly with a server application.

See also batch-of-one immediate and store-and-forward. |
Do Not Translate (DNT)	A type of data source that must exist on the iSeries because of BLOB restrictions.
dual pricing	The process of providing prices for goods and services in two currencies.
edit code	A code that indicates how a specific value for a report or a form should appear or be formatted. The default edit codes that pertain to reporting require particular attention because they account for a substantial amount of information.
edit mode	A condition of a form that enables users to change data.
edit rule	A method used for formatting and validating user entries against a predefined rule or set of rules.
Electronic Data Interchange (EDI)	An interoperability model that enables paperless computer-to-computer exchange of business transactions between PeopleSoft EnterpriseOne and third-party systems. Companies that use EDI must have translator software to convert data from the EDI standard format to the formats of their computer systems.
embedded event rule	An event rule that is specific to a particular table or application. Examples include form-to-form calls, hiding a field based on a processing option value, and calling a business function. Contrast with the business function event rule.
Employee Work Center	A central location for sending and receiving all PeopleSoft EnterpriseOne messages (system and user generated), regardless of the originating application or user. Each user has a mailbox that contains workflow and other messages, including Active Messages.
enterprise server	A server that contains the database and the logic for PeopleSoft EnterpriseOne or PeopleSoft World.
EnterpriseOne object	A reusable piece of code that is used to build applications. Object types include tables, forms, business functions, data dictionary items, batch processes, business views, event rules, versions, data structures, and media objects.
EnterpriseOne process	A software process that enables PeopleSoft EnterpriseOne clients and servers to handle processing requests and run transactions. A client runs one process, and servers can have multiple instances of a process. PeopleSoft EnterpriseOne processes can also be dedicated to specific tasks (for example, workflow messages and data replication) to ensure that critical processes don't have to wait if the server is particularly busy.
Environment Workbench	An application that, during the Installation Workbench process, copies the environment information and Object Configuration Manager tables for each environment from the Planner data source to the System-release number data source. It also updates the Environment Plan detail record to reflect completion.
escalation monitor	A batch process that monitors pending requests or activities and restarts or forwards them to the next step or user after they have been inactive for a specified amount of time.

event rule	A logic statement that instructs the system to perform one or more operations based on an activity that can occur in a specific application, such as entering a form or exiting a field.
facility	An entity within a business for which you want to track costs. For example, a facility might be a warehouse location, job, project, work center, or branch/plant. A facility is sometimes referred to as a *business unit* .
fast path	A command prompt that enables the user to move quickly among menus and applications by using specific commands.
file server	A server that stores files to be accessed by other computers on the network. Unlike a disk server, which appears to the user as a remote disk drive, a file server is a sophisticated device that not only stores files, but also manages them and maintains order as network user request files and make changes to these files.
final mode	The report processing mode of a processing mode of a program that updates or creates data records.
FTP server	A server that responds to requests for files via file transfer protocol.
header information	Information at the beginning of a table or form. Header information is used to identify or provide control information for the group of records that follows.
interface table	See Z table.
integration server	A server that facilitates interaction between diverse operating systems and applications across internal and external networked computer systems.
integrity test	A process used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.
interoperability model	A method for third-party systems to connect to or access PeopleSoft EnterpriseOne.
in-your-face-error	In PeopleSoft EnterpriseOne, a form-level property which, when enabled, causes the text of application errors to appear on the form.
IServer service	Developed by PeopleSoft, this internet server service resides on the web server and is used to speed up delivery of the Java class files from the database to the client.
jargon	An alternative data dictionary item description that PeopleSoft EnterpriseOne or People World displays based on the product code of the current object.
Java application server	A component-based server that resides in the middle-tier of a server-centric architecture. This server provides middleware services for security and state maintenance, along with data access and persistence.
JDBNET	A database driver that enables heterogeneous servers to access each other's data.
JDEBASE Database Middleware	A PeopleSoft proprietary database middleware package that provides platform-independent APIs, along with client-to-server access.
JDECallObject	An API used by business functions to invoke other business functions.
jde.ini	A PeopleSoft file (or member for iSeries) that provides the runtime settings required for EnterpriseOne initialization. Specific versions of the file or member must reside on every machine running PeopleSoft EnterpriseOne. This includes workstations and servers.
JDEIPC	Communications programming tools used by server code to regulate access to the same data in multiprocess environments, communicate and coordinate between processes, and create new processes.

jde.log	The main diagnostic log file of PeopleSoft EnterpriseOne. This file is always located in the root directory on the primary drive and contains status and error messages from the startup and operation of PeopleSoft EnterpriseOne.
JDENET	PeopleSoft proprietary communications middleware package. This package is a peer-to-peer, message-based, socket-based, multiprocess communications middleware solution. It handles client-to-server and server-to-server communications for all PeopleSoft EnterpriseOne supported platforms.
Location Workbench	An application that, during the Installation Workbench process, copies all locations that are defined in the installation plan from the Location Master table in the Planner data source to the System data source.
logic server	A server in a distributed network that provides the business logic for an application program. In a typical configuration, pristine objects are replicated on to the logic server from the central server. The logic server, in conjunction with workstations, actually performs the processing required when PeopleSoft EnterpriseOne and World software runs.
MailMerge Workbench	An application that merges Microsoft Word 6.0 (or higher) word-processing documents with PeopleSoft EnterpriseOne records to automatically print business documents. You can use MailMerge Workbench to print documents, such as form letters about verification of employment.
master business function (MBF)	An interactive master file that serves as a central location for adding, changing, and updating information in a database. Master business functions pass information between data entry forms and the appropriate tables. These master functions provide a common set of functions that contain all of the necessary default and editing rules for related programs. MBFs contain logic that ensures the integrity of adding, updating, and deleting information from databases.
master table	See published table.
matching document	A document associated with an original document to complete or change a transaction. For example, in PeopleSoft EnterpriseOne Financial Management, a receipt is the matching document of an invoice, and a payment is the matching document of a voucher.
media storage object	Files that use one of the following naming conventions that are not organized into table format: Gxxx, xxxGT, or GTxxx.
message center	A central location for sending and receiving all PeopleSoft EnterpriseOne messages (system and user generated), regardless of the originating application or user.
messaging adapter	An interoperability model that enables third-party systems to connect to PeopleSoft EnterpriseOne to exchange information through the use of messaging queues.
messaging server	A server that handles messages that are sent for use by other programs using a messaging API. Messaging servers typically employ a middleware program to perform their functions.
named event rule (NER)	Encapsulated, reusable business logic created using event rules, rather that C programming. NERs are also called business function event rules. NERs can be reused in multiple places by multiple programs. This modularity lends itself to streamlining, reusability of code, and less work.
nota fiscal	In Brazil, a legal document that must accompany all commercial transactions for tax purposes and that must contain information required by tax regulations.
nota fiscal factura	In Brazil, a nota fiscal with invoice information.
	See also *nota fiscal*.

Object Configuration Manager (OCM)	In PeopleSoft EnterpriseOne, the object request broker and control center for the runtime environment. OCM keeps track of the runtime locations for business functions, data, and batch applications. When one of these objects is called, OCM directs access to it using defaults and overrides for a given environment and user.
Object Librarian	A repository of all versions, applications, and business functions reusable in building applications. Object Librarian provides check-out and check-in capabilities for developers, and it controls the creation, modification, and use of PeopleSoft EnterpriseOne objects. Object Librarian supports multiple environments (such as production and development) and enables objects to be easily moved from one environment to another.
Object Librarian merge	A process that blends any modifications to the Object Librarian in a previous release into the Object Librarian in a new release.
Open Data Access (ODA)	An interoperability model that enables you to use SQL statements to extract PeopleSoft EnterpriseOne data for summarization and report generation.
Output Stream Access (OSA)	An interoperability model that enables you to set up an interface for PeopleSoft EnterpriseOne to pass data to another software package, such as Microsoft Excel, for processing.
package	EnterpriseOne objects are installed to workstations in packages from the deployment server. A package can be compared to a bill of material or kit that indicates the necessary objects for that workstation and where on the deployment server the installation program can find them. It is point-in-time snap shot of the central objects on the deployment server.
package build	A software application that facilitates the deployment of software changes and new applications to existing users. Additionally, in PeopleSoft EnterpriseOne, a package build can be a compiled version of the software. When you upgrade your version of the ERP software, for example, you are said to take a package build.
	Consider the following context: "Also, do not transfer business functions into the production path code until you are ready to deploy, because a global build of business functions done during a package build will automatically include the new functions." The process of creating a package build is often referred to, as it is in this example, simply as "a package build."
package location	The directory structure location for the package and its set of replicated objects. This is usually \\deployment server\release\path_code\package\package name. The subdirectories under this path are where the replicated objects for the package are placed. This is also referred to as where the package is built or stored.
Package Workbench	An application that, during the Installation Workbench process, transfers the package information tables from the Planner data source to the System-release number data source. It also updates the Package Plan detail record to reflect completion.
PeopleSoft Database	See JDEBASE Database Middleware.
planning family	A means of grouping end items whose similarity of design and manufacture facilitates being planned in aggregate.
preference profile	The ability to define default values for specified fields for a user-defined hierarchy of items, item groups, customers, and customer groups.
print server	The interface between a printer and a network that enables network clients to connect to the printer and send their print jobs to it. A print server can be a computer, separate hardware device, or even hardware that resides inside of the printer itself.
pristine environment	A PeopleSoft EnterpriseOne environment used to test unaltered objects with PeopleSoft demonstration data or for training classes. You must have this environment so that you can compare pristine objects that you modify.

processing option	A data structure that enables users to supply parameters that regulate the running of a batch program or report. For example, you can use processing options to specify default values for certain fields, to determine how information appears or is printed, to specify date ranges, to supply runtime values that regulate program execution, and so on.
production environment	A PeopleSoft EnterpriseOne environment in which users operate EnterpriseOne software.
production-grade file server	A file server that has been quality assurance tested and commercialized and that is usually provided in conjunction with user support services.
program temporary fix (PTF)	A representation of changes to PeopleSoft software that your organization receives on magnetic tapes or disks.
project	In PeopleSoft EnterpriseOne, a virtual container for objects being developed in Object Management Workbench.
promotion path	The designated path for advancing objects or projects in a workflow. The following is the normal promotion cycle (path):
	11>21>26>28>38>01
	In this path, *11* equals new project pending review, *21* equals programming, *26* equals QA test/review, *28* equals QA test/review complete, *38* equals in production, *01* equals complete. During the normal project promotion cycle, developers check objects out of and into the development path code and then promote them to the prototype path code. The objects are then moved to the productions path code before declaring them complete.
proxy server	A server that acts as a barrier between a workstation and the internet so that the enterprise can ensure security, administrative control, and caching service.
published table	Also called a master table, this is the central copy to be replicated to other machines. Residing on the publisher machine, the F98DRPUB table identifies all of the published tables and their associated publishers in the enterprise.
publisher	The server that is responsible for the published table. The F98DRPUB table identifies all of the published tables and their associated publishers in the enterprise.
pull replication	One of the PeopleSoft methods for replicating data to individual workstations. Such machines are set up as pull subscribers using PeopleSoft EnterpriseOne data replication tools. The only time that pull subscribers are notified of changes, updates, and deletions is when they request such information. The request is in the form of a message that is sent, usually at startup, from the pull subscriber to the server machine that stores the F98DRPCN table.
QBE	An abbreviation for query by example. In PeopleSoft EnterpriseOne, the QBE line is the top line on a detail area that is used for filtering data.
real-time event	A service that uses system calls to capture PeopleSoft EnterpriseOne transactions as they occur and to provide notification to third-party software, end users, and other PeopleSoft systems that have requested notification when certain transactions occur.
refresh	A function used to modify PeopleSoft EnterpriseOne software, or subset of it, such as a table or business data, so that it functions at a new release or cumulative update level, such as B73.2 or B73.2.1.
replication server	A server that is responsible for replicating central objects to client machines.
quote order	In PeopleSoft EnterpriseOne Procurement and Subcontract Management, a request from a supplier for item and price information from which you can create a purchase order.

	In PeopleSoft EnterpriseOne Sales Order Management, item and price information for a customer who has not yet committed to a sales order.
selection	Found on PeopleSoft menus, a selection represents functions that you can access from a menu. To make a selection, type the associated number in the Selection field and press Enter.
Server Workbench	An application that, during the Installation Workbench process, copies the server configuration files from the Planner data source to the System-release number data source. It also updates the Server Plan detail record to reflect completion.
spot rate	An exchange rate entered at the transaction level. This rate overrides the exchange rate that is set up between two currencies.
Specification merge	A merge that comprises three merges: Object Librarian merge, Versions List merge, and Central Objects merge. The merges blend customer modifications with data that accompanies a new release.
specification	A complete description of a PeopleSoft EnterpriseOne object. Each object has its own specification, or name, which is used to build applications.
Specification Table Merge Workbench	An application that, during the Installation Workbench process, runs the batch applications that update the specification tables.
store-and-forward	The mode of processing that enables users who are disconnected from a server to enter transactions and then later connect to the server to upload those transactions.
subscriber table	Table F98DRSUB, which is stored on the publisher server with the F98DRPUB table and identifies all of the subscriber machines for each published table.
supplemental data	Any type of information that is not maintained in a master file. Supplemental data is usually additional information about employees, applicants, requisitions, and jobs (such as an employee's job skills, degrees, or foreign languages spoken). You can track virtually any type of information that your organization needs.
	For example, in addition to the data in the standard master tables (the Address Book Master, Customer Master, and Supplier Master tables), you can maintain other kinds of data in separate, generic databases. These generic databases enable a standard approach to entering and maintaining supplemental data across PeopleSoft EnterpriseOne systems.
table access management (TAM)	The PeopleSoft EnterpriseOne component that handles the storage and retrieval of use-defined data. TAM stores information, such as data dictionary definitions; application and report specifications; event rules; table definitions; business function input parameters and library information; and data structure definitions for running applications, reports, and business functions.
Table Conversion Workbench	An interoperability model that enables the exchange of information between PeopleSoft EnterpriseOne and third-party systems using non-PeopleSoft EnterpriseOne tables.
table conversion	An interoperability model that enables the exchange of information between PeopleSoft EnterpriseOne and third-party systems using non-PeopleSoft EnterpriseOne tables.
table event rules	Logic that is attached to database triggers that runs whenever the action specified by the trigger occurs against the table. Although PeopleSoft EnterpriseOne enables event rules to be attached to application events, this functionality is application specific. Table event rules provide embedded logic at the table level.
terminal server	A server that enables terminals, microcomputers, and other devices to connect to a network or host computer or to devices attached to that particular computer.

three-tier processing	The task of entering, reviewing and approving, and posting batches of transactions in PeopleSoft EnterpriseOne.
three-way voucher match	In PeopleSoft EnterpriseOne Procurement and Subcontract Management, the process of comparing receipt information to supplier's invoices to create vouchers. In a three-way match, you use the receipt records to create vouchers.
transaction processing (TP) monitor	A monitor that controls data transfer between local and remote terminals and the applications that originated them. TP monitors also protect data integrity in the distributed environment and may include programs that validate data and format terminal screens.
transaction set	An electronic business transaction (electronic data interchange standard document) made up of segments.
trigger	One of several events specific to data dictionary items. You can attach logic to a data dictionary item that the system processes automatically when the event occurs.
triggering event	A specific workflow event that requires special action or has defined consequences or resulting actions.
two-way voucher match	In PeopleSoft EnterpriseOne Procurement and Subcontract Management, the process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information.
User Overrides merge	Adds new user override records into a customer's user override table.
variance	In Capital Asset Management, the difference between revenue generated by a piece of equipment and costs incurred by the equipment.
	In EnterpriseOne Project Costing and EnterpriseOne Manufacturing Management, the difference between two methods of costing the same item (for example, the difference between the frozen standard cost and the current cost is an engineering variance). Frozen standard costs come from the Cost Components table, and the current costs are calculated using the current bill of material, routing, and overhead rates.
Version List merge	The Versions List merge preserves any non-XJDE and non-ZJDE version specifications for objects that are valid in the new release, as well as their processing options data.
visual assist	Forms that can be invoked from a control via a trigger to assist the user in determining what data belongs in the control.
vocabulary override	An alternate description for a data dictionary item that appears on a specific PeopleSoft EnterpriseOne or World form or report.
wchar_t	An internal type of a wide character. It is used for writing portable programs for international markets.
web application server	A web server that enables web applications to exchange data with the back-end systems and databases used in eBusiness transactions.
web server	A server that sends information as requested by a browser, using the TCP/IP set of protocols. A web server can do more than just coordination of requests from browsers; it can do anything a normal server can do, such as house applications or data. Any computer can be turned into a web server by installing server software and connecting the machine to the internet.
Windows terminal server	A multiuser server that enables terminals and minimally configured computers to display Windows applications even if they are not capable of running Windows software themselves. All client processing is performed centrally at the Windows terminal server and only display, keystroke, and mouse commands are transmitted over the network to the client terminal device.

workbench	A program that enables users to access a group of related programs from a single entry point. Typically, the programs that you access from a workbench are used to complete a large business process. For example, you use the EnterpriseOne Payroll Cycle Workbench (P07210) to access all of the programs that the system uses to process payroll, print payments, create payroll reports, create journal entries, and update payroll history. Examples of PeopleSoft EnterpriseOne workbenches include Service Management Workbench (P90CD020), Line Scheduling Workbench (P3153), Planning Workbench (P13700), Auditor's Workbench (P09E115), and Payroll Cycle Workbench.
work day calendar	In EnterpriseOne Manufacturing Management, a calendar that is used in planning functions that consecutively lists only working days so that component and work order scheduling can be done based on the actual number of work days available. A work day calendar is sometimes referred to as planning calendar, manufacturing calendar, or shop floor calendar.
workflow	The automation of a business process, in whole or in part, during which documents, information, or tasks are passed from one participant to another for action, according to a set of procedural rules.
workgroup server	A server that usually contains subsets of data replicated from a master network server. A workgroup server does not perform application or batch processing.
XAPI events	A service that uses system calls to capture PeopleSoft EnterpriseOne transactions as they occur and then calls third-party software, end users, and other PeopleSoft systems that have requested notification when the specified transactions occur to return a response.
XML CallObject	An interoperability capability that enables you to call business functions.
XML Dispatch	An interoperability capability that provides a single point of entry for all XML documents coming into PeopleSoft EnterpriseOne for responses.
XML List	An interoperability capability that enables you to request and receive PeopleSoft EnterpriseOne database information in chunks.
XML Service	An interoperability capability that enables you to request events from one PeopleSoft EnterpriseOne system and receive a response from another PeopleSoft EnterpriseOne system.
XML Transaction	An interoperability capability that enables you to use a predefined transaction type to send information to or request information from PeopleSoft EnterpriseOne. XML transaction uses interface table functionality.
XML Transaction Service (XTS)	Transforms an XML document that is not in the PeopleSoft EnterpriseOne format into an XML document that can be processed by PeopleSoft EnterpriseOne. XTS then transforms the response back to the request originator XML format.
Z event	A service that uses interface table functionality to capture PeopleSoft EnterpriseOne transactions and provide notification to third-party software, end users, and other PeopleSoft systems that have requested to be notified when certain transactions occur.
Z table	A working table where non-PeopleSoft EnterpriseOne information can be stored and then processed into PeopleSoft EnterpriseOne. Z tables also can be used to retrieve PeopleSoft EnterpriseOne data. Z tables are also known as interface tables.
Z transaction	Third-party data that is properly formatted in interface tables for updating to the PeopleSoft EnterpriseOne database.

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