
PeopleSoft Enterprise Global Payroll for Spain 9.0 PeopleBook

December 2006

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About This PeopleBook Preface

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

This preface discusses:

- PeopleSoft Enterprise application prerequisites.
- 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 elements, such as fields and check boxes, that require additional explanation. If an 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 Enterprise applications are defined in this preface.

PeopleSoft Enterprise 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 Enterprise applications.

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

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft Enterprise menus, pages, 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 Enterprise applications most effectively.

Application Fundamentals

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

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 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 Enterprise applications. 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.
- Download and order printed documentation.

Obtaining Documentation Updates

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

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See Also

Oracle's PeopleSoft Customer Connection, http://www.oracle.com/support/support_peoplesoft.html

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See Oracle Store, http://oraclestore.oracle.com/OA_HTML/ibeCCtpSctDspRte.jsp?section=14021

Additional Resources

The following resources are located on Oracle's PeopleSoft Customer Connection website:

Resource	Navigation
Application maintenance information	Updates + Fixes
Business process diagrams	Support, Documentation, Business Process Maps
Interactive Services Repository	Support, Documentation, Interactive Services Repository
Hardware and software requirements	Implement, Optimize + Upgrade; Implementation Guide; Implementation Documentation and Software; Hardware and Software Requirements
Installation guides	Implement, Optimize + Upgrade; Implementation Guide; Implementation Documentation and Software; Installation Guides and Notes
Integration information	Implement, Optimize + Upgrade; Implementation Guide; Implementation Documentation and Software; Pre-Built Integrations for PeopleSoft Enterprise and JD Edwards EnterpriseOne Applications
Minimum technical requirements (MTRs)	Implement, Optimize + Upgrade; Implementation Guide; Supported Platforms
Documentation updates	Support, Documentation, Documentation Updates
PeopleBooks support policy	Support, Support Policy
Prerelease notes	Support, Documentation, Documentation Updates, Category, Release Notes
Product release roadmap	Support, Roadmaps + Schedules
Release notes	Support, Documentation, Documentation Updates, Category, Release Notes
Release value proposition	Support, Documentation, Documentation Updates, Category, Release Value Proposition
Statement of direction	Support, Documentation, Documentation Updates, Category, Statement of Direction
Troubleshooting information	Support, Troubleshooting
Upgrade documentation	Support, Documentation, Upgrade Documentation and Scripts

Typographical Conventions and Visual Cues

This section discusses:

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

Typographical Conventions

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

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

Typographical Convention or Visual Cue	Description
[] (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 Enterprise 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 Oracle reference and training materials. Please send your suggestions to your product line documentation manager at Oracle Corporation, 500 Oracle Parkway, Redwood Shores, CA 94065, U.S.A. Or email us at appsdoc@us.oracle.com.

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

Common Elements Used in PeopleBooks

As of Date	The last date for which a report or process includes data.
Business Unit	An ID that represents a high-level organization of business information. You can use a business unit to define regional or departmental units within a larger organization.
Description	Enter up to 30 characters of text.
Effective Date	The date on which a table row becomes effective; the date that an action begins. For example, to close out a ledger on June 30, the effective date for the ledger closing would be July 1. This date also determines when you can view and change the information. Pages or panels and batch processes that use the information use the current row.

Once, Always, and Don't Run	Select Once to run the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run. Select Always to run the request every time the batch process runs. Select Don't Run to ignore the request when the batch process runs.
Process Monitor	Click to access the Process List page, where you can view the status of submitted process requests.
Report Manager	Click to access the Report List page, where you can view report content, check the status of a report, and see content detail messages (which show you a description of the report and the distribution list).
Request ID	An ID that represents a set of selection criteria for a report or process.
Run	Click to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
SetID	An ID that represents a set of control table information, or TableSets. TableSets enable you to share control table information and processing options among business units. The goal is to minimize redundant data and system maintenance tasks. When you assign a setID to a record group in a business unit, you indicate that all of the tables in the record group are shared between that business unit and any other business unit that also assigns that setID to that record group. For example, you can define a group of common job codes that are shared between several business units. Each business unit that shares the job codes is assigned the same setID for that record group.
Short Description	Enter up to 15 characters of text.
User ID	An ID that represents the person who generates a transaction.

PeopleSoft Enterprise Global Payroll for Spain Preface

This preface discusses:

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

PeopleSoft Products

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

PeopleSoft Enterprise HRMS Application Fundamentals

Additional, essential information describing the setup and design of your system appears in a companion volume of documentation called *PeopleSoft Enterprise HRMS 9.0 Application Fundamentals PeopleBook*.

See Also

PeopleSoft Enterprise HRMS 9.0 Application Fundamentals PeopleBook, “PeopleSoft Enterprise HRMS Application Fundamentals Preface”

PeopleBook Structure

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

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

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

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

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

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

Global Payroll Documentation

This section discusses:

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

Global Payroll Application Design

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

Global Payroll is composed of two complementary parts:

- A core payroll application that includes:

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

Global Payroll Documentation Structure

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

Core Documentation

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

Country Extension Documentation

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

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

Documentation Roadmap

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

What to Read When

You can approach the documentation in the following way:

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

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

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

Documentation Audiences

We've identified the following audiences for the documentation:

- Technical

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

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Introducing the Core Application Architecture".

- Functional

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

- Managerial

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

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

CHAPTER 1

Getting Started with Global Payroll for Spain

This chapter discusses:

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

Global Payroll for Spain Overview

Global Payroll for Spain delivers elements, rules, pages, processes, and reports that work with the Global Payroll core application to form a complete payroll package for Spain. You can define basic and non-basic earnings, as well as extra period payments and overtime. You can define deductions, such as union fees and garnishments. With Global Payroll for Spain, you can calculate employer and employee social security contributions and IRPF calculations. You can process loans and advances. You can track absence and vacation balances for employees. With Global Payroll for Spain, you can calculate termination pay, generate payslips, and process banking for employees.

See Also

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

Global Payroll for Spain Business Processes

Global Payroll for Spain provides these business processes:

- Basic and non-basic earnings.
- Overtime.
- Loans and advances.
- Social Security contributions and benefits.
- Tax calculation.
- Pension plans.
- Special collectives.
- Absences.

- Extra periods.
- Termination pay.
- Other deductions.
- Payslips.
- Banking.

These business processes are discussed in the business process chapters in this PeopleBook.

Global Payroll for Spain Integrations

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

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

Integration considerations are discussed in the core Global Payroll PeopleBook.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Working with Payee Data”

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Integrating with PeopleSoft Enterprise Time and Labor”

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Integrating with PeopleSoft Enterprise General Ledger”

Global Payroll for Spain Implementation

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

Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, table-loading sequences, data models, and business process maps.

See Also

PeopleSoft Enterprise HRMS 9.0 Application Fundamentals PeopleBook, “PeopleSoft Enterprise HRMS Application Fundamentals Preface”

PeopleTools PeopleBook: PeopleSoft Setup Manager

PeopleSoft Enterprise Components for PeopleSoft Enterprise HRMS and Campus Solutions 9.0 PeopleBook

CHAPTER 2

Understanding Global Payroll for Spain

This chapter discusses:

- Global Payroll for Spain.
- Global Payroll for Spain business processes.
- Delivered elements for Spain.
- Element naming conventions in Spain.
- Viewing delivered elements for Spain.

Global Payroll for Spain

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

Global Payroll for Spain Business Processes

Global Payroll for Spain supports these business processes:

- Basic and non-basic earnings.

Global Payroll for Spain enables you to process basic and non-basic earnings, such as base salary, seniority, complements (transportation, languages, nocturnal expenses, and festivities), and non-salary earnings (*pernocta* and *dietas*). You can also create your own earning types and modify calculation rules for delivered earnings.

See [Chapter 4, “Understanding Basic Earnings,” page 33](#).

See [Chapter 6, “Understanding Non-Basic Earnings,” page 61](#).

- Extra periods.

In Global Payroll for Spain, you can define the details for the extra period payments as part of defining labor agreement information. You can define when extra periods are paid, the earnings that contribute towards the extra period payment, and the percentage of each contributing earning that is included in the payment.

See [Chapter 16, “Calculating Extra Periods,” page 253](#).

- Other deductions.

Other deductions, such as union fees and garnishments, are managed by Global Payroll for Spain as part of the payroll process.

See [Chapter 14, “Paying Union Fees,” page 227.](#)

- Overtime.

Global Payroll for Spain enables you to pay overtime hours. Each organization can specify the annual, monthly, or weekly worked hours based on the maximum legal number of hours established by the Spanish government. Overtime (*horas extra*) occurs when an eligible payee works more than the specified number of hours. In this case, the employer should pay a surcharge on the extra time worked.

See [Chapter 7, “Paying Overtime,” page 73.](#)

- Loans and advances.

Global Payroll for Spain enables you to process loans and advance payments made to employees through the payroll.

See [Chapter 8, “Working with Loans and Advances,” page 77.](#)

- Social Security contributions and benefits.

Global Payroll for Spain calculates the employer and employee contributions, the employer reductions, and generates data for the social security reports TC1 and TC2. It includes functionality to handle social security funding base calculation for employees with multiple jobs or employed as trainees and apprentices.

Global Payroll for Spain also enables you to track the disability status of employees and transmit the data to Social Security using an electronic medical report file with an .FDI extension.

See [Chapter 9, “Setting Up Social Security Contributions,” page 85.](#)

See [Chapter 10, “Calculating Social Security Benefits,” page 115.](#)

- IRPF calculation.

In Spain, the IRPF calculation varies according to the fiscal territory to which the employee reports. Global Payroll for Spain delivers taxation rates for all the Spanish fiscal territories and the tax calculation process handles calculations for all these fiscal territories. Global Payroll for Spain also provides you with a mechanism to produce the Model 111, Model 190, and Model 110 reports for all territories.

See [Chapter 11, “Calculating Taxes,” page 137.](#)

- Absences.

Global Payroll for Spain delivers predefined rules for processing absences due to vacation, illness, maternity, work accidents, and other reasons. You can easily modify many of these rules to reflect absence policies that are specific to your organization or to labor agreements that may be in effect for your employees.

See [Chapter 15, “Working with Absence Rules,” page 231.](#)

- Termination pay.

With Global Payroll for Spain, termination pay is calculated with the payroll, and includes the regular salary, extra periods, unused vacation days, and unpaid overtime. The final payment also takes into account any outstanding loans and advances, severance payment, pre-advice days non fulfilled, and job litigation salaries.

See [Chapter 17, “Terminating Employees,” page 259.](#)

- Payslips.

Global Payroll for Spain enables you to generate payslips that you can adapt to display exactly the information that you require. You also decide how you want to display retro calculations and extra period payments.

See [Chapter 20, “Setting Up Payslips,” page 297.](#)

- Banking.

With Global Payroll for Spain, you can define the banks your organization uses to make payroll payments, as well as the personal banking information required to make these payments effective. This also includes IBAN information, if needed. You can distribute net pay between different banks and bank branches and different beneficiaries. Global Payroll for Spain supports the CSB34 format for completing bank transfers, and includes reports that enable you to check stored bank information, as well as completed or pending transfers.

See [Chapter 21, “Setting Up Banking and Garnishments,” page 311](#).

- Pension plans.

Global Payroll for Spain provides functionality that supports the both individual and collective pension plans. You can create pension plans, assign them to employees, and generate reports that include pension plan payroll results data, such as the Model 345.

- Special collectives.

Global Payroll for Spain provides functionality to manage the relationship between companies the following special collective groups: displaced persons and expatriates, scholarship holders, pre-retired, and professionals. This includes functionality to manage payments, social security contributions, taxation, and reporting for each of the special collective types.

Delivered Elements for Spain

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

This section discusses:

- Delivered element creation.
- Element ownership and maintenance.

Delivered Element Creation

All of the elements that are delivered as part of the country extension were created by using the core application, the same application that you use to create additional elements and (in many cases) to configure existing elements that are delivered as part of Global Payroll. Because the tools that are needed to redefine or create new payroll elements are fully documented in the core application PeopleBook, this information does not appear here. Instead, we briefly review the relationship between the core application (which contains the tools that you need to define your own elements) and the country extensions (which contain country-specific rules and elements that Global Payroll for Spain defines).

The core application:

- Consists of a payroll rules engine.

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

- Provides a payroll processing framework.

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

Country extensions:

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

Element Ownership and Maintenance

This section describes the PeopleSoft approach to element ownership and what this means for the maintenance of Spanish payroll rules. This information helps clarify which parts of the system you might be required to maintain, what you can modify, and what parts of the system you cannot change.

Element Ownership in Global Payroll

There are five types of element ownership in Global Payroll :

PS Delivered/Maintained	Elements that are delivered and maintained on an ongoing basis by PeopleSoft.
PS Delivered/Not Maintained	Elements delivered by PeopleSoft that must be maintained by the customer. This type of element ownership consists primarily of either customary (non-statutory) rules or statutory elements that customers might want to define according to a different interpretation of the rules. Although PeopleSoft might occasionally update elements that are defined as PS Delivered/Not Maintained, you are not required to apply these updates.
Customer Maintained	Elements that are created and maintained by the organization. PeopleSoft does not deliver rules defined as Customer Maintained.
PS Delivered/Customer Modified	Elements that are originally PS Delivered/Maintained over which the customer decides to take control (this change is irreversible).
PS Delivered/Maintained/Secure	Delivered elements that the customer can never modify or control.

Element Ownership in Global Payroll for Spain

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

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

Although Global Payroll for Spain delivers some elements as PS Delivered/Maintained, the large majority of elements are designated PS Delivered/Not Maintained. This enables you to modify, update, and reconfigure delivered elements to meet your own unique requirements.

Note. In general, Global Payroll for Spain uses the ownership category PS Delivered/Not Maintained except where the modification of an element might interfere with calculations designed to satisfy strict legal requirements. The value of this approach is evident in the setup of delivered accumulators. Because balance accumulators (for example, those storing taxable gross on a year-to-date basis) must be set up to comply with legal requirements for reporting taxes and contributions, Global Payroll for Spain defines them as PS Delivered/Maintained (meaning you cannot modify or directly add new elements to them). However, you can add new elements to these accumulators using delivered specific segment accumulators, which serve as the basic entry point into the system and are not maintained by PeopleSoft.

Global Payroll for Spain delivers these customer-oriented segment accumulators using the CLI AC NAME naming convention. Therefore, when you define a new earning or deduction, you can assign the element to a segment accumulator (CLI), and the segment accumulator automatically contributes to the correct balance accumulators.

See Chapter 3, “Setting Up Country Data,” page 15.

This table contains an element-by-element description of the Global Payroll for Spain approach to element ownership and maintenance:

Element Type	Ownership	Exceptions
Earnings	PS Delivered/Not Maintained	Social security benefits.
Deduction	PS Delivered/Not Maintained	Taxes (IRPF) and social security deductions.
Variable	PS Delivered/Not Maintained	Variables used in social security or tax calculations.
Bracket	PS Delivered/Maintained	None
Accumulator	PS Delivered/Not Maintained for segment accumulators. Delivered/Maintained otherwise.	In the tax and social security areas, PeopleSoft delivers the balance accumulators as PS Delivered/Maintained, but the segment accumulators as PS Delivered/Not Maintained.
Element Group	PS Delivered/Not Maintained	None
Process List	PS Delivered/Not Maintained	None
Section	PS Delivered/Not Maintained	None

Element Type	Ownership	Exceptions
Formula	PS Delivered/Not Maintained, but this varies by functional area	Almost all formulas used in social security or tax calculations are defined as PS Delivered/Maintained. Otherwise, formulas are defined as PS Delivered/Not Maintained.
Array	PS Delivered/Not Maintained	Arrays used in social security or tax calculations are defined as PS Delivered/Maintained.
Writable Array	PS Delivered/Not Maintained	Writable arrays used in social security or tax calculations are defined as PS Delivered/Maintained.
Historical Rule	PS Delivered/Not Maintained	Historical Rules used for Social Security calculations or tax calculations
Generation Control	PS Delivered/Not Maintained	None

Element Naming Conventions in Spain

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

This section discusses:

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

Naming Conventions

This section discusses:

- Primary elements.
- Supporting elements.
- Additional clues to the use of Spanish elements.
- Component names (suffixes).

Primary Elements

Primary elements (such as earnings, deductions, absence take, and absence entitlement elements) do not contain functional area codes or element type codes in their names. Primary elements have names that identify their functions and element types without the use of additional codes. For example, the name of the earning element SALARIO BASE identifies this element as a base salary element.

Supporting Elements

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

- FFF: Functional area code.

See [Chapter 2, “Understanding Global Payroll for Spain,” Functional Area Codes, page 11.](#)

- TT: Type of supporting element.

See [Chapter 2, “Understanding Global Payroll for Spain,” Element Type Codes \(PIN_TYPE\), page 12.](#)

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

For example, in the tax array TAX AR ING A EST:

- TAX represents the functional area (taxes).
- AR represents the element type (array).
- ING A EST (*ingresos anuales estimados*) represents a further means of identifying the element.

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

Additional Clues to the Use of Spanish Elements

Many Spanish elements contain abbreviations that provide clues to their use in the system (beyond those provided by the functional area codes or element type codes). For example, these duration elements have been defined for Spain: GEN DR PERIODO D, GEN DR PERIODO M, and GEN DR PERIODO A. While the functional area code *GEN* indicates that these elements are used across various functional areas (they have general relevance), and the element type code *DR* identifies them as duration elements, the abbreviations *D*, *M*, and *A* provide additional clues to how each element measures time. The duration element GEN DR PERIODO D measures time in days (*días*), hence the *D* in the element's name. Likewise, the code *M* reveals that the element GEN DR PERIODO M measures time in months (*meses*). As you become more familiar with the payroll rules created for Spain, these abbreviations will help you to further identify and understand the role played by each element.

This table lists the most common abbreviations used in the names of Spanish elements.

Abbreviations Used in Global Payroll for Spain	English
A	Years or annual
BS	Base

Abbreviations Used in Global Payroll for Spain	English
CC	Common contingencies
CP	Professional contingencies
CT	Tax quota
D	Days
DD	Deductions
DEV	Earnings
DIN	Income
EX	Exempt
M	Months or monthly
MN	Minimum
MX	Maximum
N	Number and negation
S	Segment
SPC	In kind
T	Total and quarterly
TP	Ceiling
U	Unit

Component Names (Suffixes)

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

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

$$\text{EARN1} = \text{Rate} \times \text{Unit}$$

The system automatically creates two additional elements for the components in the calculation rule:

- Rate element: EARN1_RATE.
- Unit element: EARN1_UNIT.

The system creates suffixes to name the components of the element (_RATE and _UNIT).

In Global Payroll for Spain, all components and accumulators have:

- Country: ESP
- Separator: _

In Global Payroll, all suffixes fall into one of these types:

- Separator.
- Earnings or deductions component suffixes.
- Earnings or deductions accumulator suffixes.
- Deduction arrears component suffixes.
- Deduction arrears accumulator suffixes.
- Absence entitlement component suffixes.
- Absence entitlement accumulator suffixes.

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

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, “Defining General Element Information”.

Functional Area Codes

For some elements, you need to use a functional area in the naming convention. The three digit functional area codes are used in naming conventions to identify the functional area where the element is being used.

This table contains the functional area codes used in the names of Spanish elements:

Functional Area	Description
AJB	Gross to net
AJN	Net to gross

Functional Area	Description
ANT	Seniority
AUS	Absences
AYP	Loans and advances
CLI	Customer-oriented accumulators
FNQ	Termination
GEN	General (multiple areas)
RTR	Retroactivity
SIN	Unions
SS	Social security
TAX	Taxes
XTR	Extra period
DEV	<i>Devengos</i> (earnings)
DD	Deduction
EXP	Expatriates
LIQ	Liquidation
PP	Pension plans

Element Type Codes (PIN_TYPE)

This table contains codes for all of the element types. Because not all element types are delivered for Spain, not all of these codes appear in the names of Spanish elements:

Element Type	Description
AE	Absence entitlement
AT	Absence take
AC	Accumulator
AR	Array
AA	Auto assigned
BR	Bracket
CT	Count
DT	Date
DD	Deduction
DR	Duration
ER	Earning
EG	Element group
EM	Error message
FC	Fictitious calculation
FM	Formula
GC	Generation control
HR	Historical rule
PR	Process
PO	Proration rule

Element Type	Description
RC	Rate code
RR	Rounding rule
SE	Section
SY	System element
VR	Variable
WA	Writable array

Archiving Data for Global Payroll for Spain

PeopleSoft Enterprise Global Payroll for Spain generates a large amount of result data. To keep the amount of saved data manageable, you should periodically archive it. PeopleSoft Enterprise PeopleTools delivers an archiving tool called the Data Archive Manager. To aid you in archiving your result data using the Data Archive Manager, PeopleSoft Enterprise Global Payroll for Spain delivers a predefined archive object (GPES_RSLT_ARCHIVE) and an archive template (GPESRSLT). The delivered archive template uses queries that select data by calendar group ID (CAL_RUN_ID field).

Note. Please use extreme caution when making changes to delivered archive objects, queries, or templates. Any modifications can result in the loss of important data.

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, “Archiving Data”.

Viewing Delivered Elements for Spain

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Spain. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Viewing Delivered Elements,” Understanding How to View Delivered Elements

CHAPTER 3

Setting Up Country Data

This chapter provides an overview of Global Payroll core functionality in Spain and discusses how to:

- Set up statutory rates.
- View delivered elements.

Understanding Global Payroll Core Functionality in Spain

This section discusses:

- Retroactivity.
- Payment keys.
- Accumulators.
- Segmentation.
- Triggers.
- Rounding rules.
- Process lists.

Retroactivity

Retroactivity is the process of going back in time and recalculating prior calendars because changes were made after the original calculation was run. When retroactive processing occurs for a payee, the system recalculates each element generated for the payee. The difference between these results is the retro delta.

In Global Payroll, there are two methods for calculating retro:

- Corrective
- Forwarding

The most common retro method used in Spain is the corrective method. Using this method, you go back and recalculate the elements of the pay run, updating all accumulators, including balance accumulators and calendar period accumulators. The recalculated pay run replaces the previously calculated run. However, the original pay run calculation remains available for auditing and reporting purposes. Rather than forwarding retro deltas to the current calendar as an adjustment, the system sends any adjustment to "Net to be Paid" for the recalculation period for the banking process to be managed.

Note. You can also set up retro with the forwarding method during your implementation, if it fits your company's needs.

Global Payroll for Spain and Retroactivity

Global Payroll for Spain delivers the corrective method as this is the standard (statutory) way to manage retroactivity in Spain.

- The retro process (RETRO) uses the corrective method without variance.
- Retro overrides are used in Global Payroll for Spain. They serve the following purpose:
 - To make it easy to report retro calculations to Hacienda.

The system forwards the tax information for the current period using the IRPF RTR element. This element receives the value from the IRPF AFW element that is forwarded into IRPF RTR in a retro calculation of a month in the same year. In this way, the current month has all of the information affecting taxes. Also, the current tax percentage can be applied to the delta coming from a retro calculation.

- To manage retro across different tax years.

The system uses the element IRPF AFW to calculate taxes corresponding to delta due to a retro calculation of a month belonging to a closed tax year. For these cases of retro, the system does not forward taxes values to the current month but rather keeps them in the retro month. Later, the monthly and year-end reports retrieve those values and print them accordingly.

Note. Define retro overrides on the Retro Process Overrides page.

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, “Defining Retroactive Processing”.

- Define your own retro event.
- Define your own retro triggers according to your company needs.
- Define your own pay entities according to your company needs, but the common setup in Global Payroll for Spain is:
 - Calendar period: Starts in January.
 - Fiscal period: Starts in January.
 - Backward limits: Depends on how you set up Global Payroll for Spain.
 - Forward limits: Two years.

Launching Retroactivity Across Different Tax Years

When the prior period is in a different tax year, your company can’t collect the tax due and pay it to Hacienda because the prior year is already closed for tax reporting. This applies to both situations of underpayment and overpayment.

The solution is that, when reporting to Hacienda, deltas of the previous year are considered. The deltas are considered in Model 111 of the current month and in Model 190 for the current year (at the end of the year) as income from a previous tax year. The system calculates the IRPF tax for that delta by applying a fixed percentage (currently at 15 percent), instead of the valid IRPF percentage in the retro period or the current period.

Note. Taxes and social security are calculated differently. Social security calculation is not affected when the retro calculation is across different tax years. The way to calculate retro in this case is the same as the one used in calculating retro in the current year.

Example of Calculating Retroactivity for a Different Tax Year

Let's say that both the calendar period and the fiscal period for your pay entity start on January 1. If the retro starts in a different tax year, the fiscal period determines how the retro of taxes is calculated. The following provides the details for this example:

- Launch the calculation for the May 2006 pay period.
- Launch a retro calculation for November 2005.
- Report the tax calculation for the deltas from all the launched retro from November until April in the Model 111 of May 2006.

In the case of the retro for November 2005 and December 2005, the IRPF for the delta is calculated with a 15 percent tax rate. Model 190 will reflect it accordingly.

Note. This table summarizes all the information you'll need for your retro calculation. This table is only a suggestion using the common setup parameters that is delivered with Global Payroll for Spain. You may find that your company's requirements are different and may need to define retro differently during your implementation.

Setup Issue	Requirement
Default retro method	Corrective
Retro process (retro method)	Corrective
Retro process - does is vary?	No
Calendar period starts on:	January 1
Fiscal period starts on:	January 1
Backward limits:	No limits
Forward limits:	Two years after employee termination

Running Corrections in Global Payroll for Spain

The pure retro process calculates from a target calendar, which receives forwarded tax data regarding deltas, and updates the balance accumulators of the recalculated month. You then report the delta from the retro processing for the target calendar through complementary reporting. Thus, if you have already reported social security contributions for a given month and need to recalculate, you use pure retro processing. For example, if a company signs a labor agreement in May but needs to increase salary starting from January 1, then the company must run pure retro processing from January in the May payroll (target calendar). The company then reports the deltas from the retro calculation in a complementary report within the May FAN file.

Corrections, on the other hand, are cases where you need to rerun a finalized payroll but have not yet reported to social security for that month. Corrections enable you to report the delta on the regular monthly reporting rather than through complementary reporting. You are thus *correcting* a finalized payroll.

With Global Payroll for Spain, you can run corrections by using a specific run type or by using Global Payroll core off-cycle functionality. The *Managing Off-Cycle Payments* chapter explains both methods in detail.

See Also

Chapter 10, “Calculating Social Security Benefits,” page 115

Chapter 11, “Calculating Taxes,” page 137

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Defining Retroactive Processing”

Chapter 19, “Managing Off-Cycle Payments,” page 291

Payment Keys

In Global Payroll for Spain, you can define payment keys. Options are Company, Contract Number, Department, and Establishment ID. When the payment keys of the current period don't match the payment keys in the retro period, the deltas are managed as a separate gross-to-net calculation in the current calendar period. When a retro is launched that affects more than one calendar period, the deltas that come from each one will be summed only when the payment keys match.

For example, company information is needed for tax reporting purposes. The *Agencia Tributaria* needs to know in which company the employee is working and being paid from.

So when retro is launched, you may need to report the tax calculation of the deltas related to the prior company. Or you may need to report the tax calculation of the deltas related to the current company. It all depends on which company is declaring the payment to the fiscal territory.

Because the corrective retro method is used in Global Payroll for Spain, deltas are not forwarded into the current period in most cases. However, regarding tax calculation, the income deltas are transferred to the current period. You should review this during implementation and set up according to your organizational requirements.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Defining the Organizational Structure”

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Defining Retroactive Processing”

Accumulators

In Global Payroll for Spain, there are two types of accumulators:

- User-defined accumulators (balance accumulators):
Accumulate different elements for any period of time for which you want to accumulate any number of elements.
- Auto-generated accumulators (payment accumulators):
Accumulate a particular element during a defined period.

For user-defined accumulators, there are four functional areas that have specific prefixes:

- Absences accumulators (AUS).
- Earnings and deductions (AJB, FNQ, and GEN).
- Social security (SS).

- Taxes (TAX, RETJ).

For auto-generated accumulators, there are two functional areas that have specific suffixes:

- Absences (ADJU, BAL, ENT, TAKE).
- Deductions (ATR).

In Global Payroll for Spain, you'll define accumulators for several earnings and deductions. Accumulators for earnings include those for base salary, seniority pay, *mejora voluntaria*, *complemento absorbible*, and extra period payments. Accumulators for deductions include social security deductions.

Customer-Oriented Segment Accumulators

Global Payroll for Spain also delivers a set of customer-oriented segment accumulators. When you define an earning or deduction element, you can assign the element to these accumulators. You will need to decide which accumulators you need to update, based on the following questions:

- How does the element affect gross?
- Is the element taxable or not?
- Does the element contribute to social security or not?

Depending on your answer to these questions, you need to select the appropriate accumulator. The following tables provide details about the customer-oriented segment accumulators:

Compensation:

Accumulator Name	Description
CLI AC SAL BRUTO	Custom gross salary. Add elements that correspond to an employee's compensation.
CLI AC DEDUCCIONES	Custom deductions. Add elements that correspond to an employee's deductions to the gross salary.
CLI AC DEV ABSRBLE	Custom absorbable earnings. Add elements that are going to be absorbed by the net-to-gross process. Note. If an element contributes to the gross salary and is also absorbable, it needs to be added to both CLI AC SAL BRUTO and CLI AC DEV ABSRBLE.

Taxes:

Accumulator Name	Description
CLI AC ING DIN FJO	Custom fixed taxable base. Add elements that correspond to basic or regular fixed compensation that pay taxes.
CLI AC ING VR1 S CLI AC ING VR2 S CLI AC ING VR3 S	Custom variable taxable base. Add elements that correspond to variable or non-regular variable compensation that pay taxes. Select the right accumulator depending on the method that you want to use during estimation of variable compensation as part of the tax base estimation calculation.

Accumulator Name	Description
CLI AC ING SPC REP	Employee taxable salary in kind. Add elements that correspond to employee in kind salary for which the taxable part is going to be paid by the employee.
CLI AC ING SPC NRE	Taxable in kind salary. Add elements that correspond to employee in kind salary for which the taxable part is going to be paid by the employer.
CLI AC RDTO IRREG	Custom non-regular income. Add elements that correspond to employee compensation accrued later than two years ago.
CLI AC RDTO IRR50	Custom non-regular income 50. Use this accumulator for irregular income affected by 50% reduction.
CLI AC RDTO IRR50D	Custom non-regular income 50D. Use this accumulator for irregular income affected by 50% reduction applying to fiscal territory Navarra.
CLI AC RDTO IRR70	Custom non-regular income 70. Use this accumulator for irregular income affected by 70% reduction.

Note. You can include an earning in just one of these tax accumulators.

Social Security:

Accumulator Name	Description
CLI AC BASE SS D	Social security daily base. Add elements that correspond to basic or regular fixed compensation that contribute to social security bases.
CLI AC BASE SS M	Social security monthly base. Add elements that correspond to compensation other than basic or regular fixed compensation that contribute to social security bases. Note. An element will be added to either CLI AC BASE SS D or CLI AC BASE SS M, but not to both, for social security purposes.

Other purposes:

Accumulator Name	Description
CLI AC SDIA INDM	Daily Salary for Severance Pay. You can use this accumulator, if you have set it up in the Labor Agreement component, to calculate the severance payment.

Accumulator Name	Description
CLI AC SDIA PREAV	Daily Salary for Preadvised Days. You can use this accumulator, if have set it up in the Labor Agreement component, to calculate the preadvised days earning/deduction.
CLI AC SDIA TRAM	Daily Salary for Job Litigation Salary. You can use this accumulator, if you have set it up in the Labor Agreement component, to calculate the litigation salary.

See Also

Chapter 2, “Understanding Global Payroll for Spain,” Element Ownership and Maintenance, page 6

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Setting Up Accumulators”

Segmentation

In Global Payroll, you can segment elements based on different events or changes. There are two types of segmentation:

- Period segmentation:

The system calculates each element more than once and keeps the results of these calculations separate.

- Element segmentation (also known as slice segmentation):

The system segments only the element selected. There is only one gross-to-net result set.

Global Payroll for Spain uses element segmentation in most cases. There are many reasons why a slice can occur:

- Changes in rate codes.

This can occur due to manual changes or automatic changes due to a salary plan, category or multiple components change.

- Changes in an employee’s annual salary (target compensation)
- Changes to risk code.
- Change in tax location (fiscal territory)
- Changes in the social security work center code (SSN).

This normally happens when an employee changes establishments.

Global Payroll for Spain uses period segmentation for these changes:

- Changes in company (when an employee transfer to a different company).
- Changes in pay group.
- Changes in employees’ payroll system.

Global Payroll for Spain uses the Payroll System field to determine employees’ payroll system.

Note. Global Payroll for Spain delivers segmentation setup and triggers as sample data. You must decide which changes should trigger segmentation for your company. View the delivered segmentation rules and triggers using pages in Global Payroll in your demo installation.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Defining Segmentation”

Triggers

In Global Payroll, triggers are used to detect online changes to data that should result in some type of system action. Examples of common data changes that might use triggers are the hiring of a new payee, a change in pay rate, or a change in job location.

There are three types of triggers, iterative, segmentation, and retro triggers.

Global Payroll for Spain delivers triggers as sample data. Review the delivered triggers and adjust existing triggers or define your own triggers based on your company’s needs.

Iterative Triggers

This table lists some iterative triggers delivered with Global Payroll for Spain as sample data:

Record	Trigger Level	Fields With Triggers	Field Values
CNTRCT_DATA_ESP	Record	Not Applicable	Not Applicable
COMPENSATION	Field	COMPRATE COMP_FREQUENCY CURRENCY_CD FTE_INDICATOR	Not Applicable
JOB	Field	ACTION	HIR -- Hire REH – Rehire TER – Termination
JOB	Field	COMPANY	Not Applicable
JOB	Field	EMPL_CTG	Not Applicable
JOB	Field	GP_PAYGROUP	Not Applicable
JOB	Field	PAY_SYSTEM_FLG	Not Applicable
JOB	Field	SOC_SEC_RISK_CODE	Not Applicable
JOB_JR	Field	SSN_EMPLOYER	Not Applicable
WKF_CNT_TYPE	Field	CONTRACT_TYPE	CONTRACT

Segmentation Triggers

This table lists some segmentation triggers delivered with Global Payroll for Spain as sample data:

Record	Trigger Level	Fields With Trigger	Field Values	Trigger Event ID
CNTRCT_DATA_ESP	Record	Not Applicable	Not Applicable	CATEGORZN (element segmentation)
COMPENSATION	Field	COMPRATE CURRENCY_CD COMP_FREQUENCY FTE_INDICATOR	Not Applicable	COMPRATE (element segmentation)
GPES_PAYEE_DATA	Field	GPES_TAX_LOCATION	Not Applicable	TAX_LOCTN (element segmentation)

Record	Trigger Level	Fields With Trigger	Field Values	Trigger Event ID
GP_PYE_OVRD	Field	PIN_NUM	RETJ ALIM RETJ CNYG RETJ JUDCL RETJ ALIM ND RETJ CNYG ND DIETA EXPTR PRNCTA EXPTR NOCTURNIDAD FESTIVIDAD INCENTIVOS TOXICIDAD PRTCPCN BEN BECA INVESTN (specific trigger event ID) PREJUBILACN (specific trigger event ID) DEV SS PREJ (specific trigger event ID) GASTOS BECA (specific trigger event ID) <i>See PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Setting Up Triggers," Segmentation Triggers with Earning and Deduction Assignments.</i>	COMPRATE (element segmentation)
JOB	Field	ACTION	HIR -- Hire REH – Rehire TER – Termination	HIRE/TERM (period segmentation)

Record	Trigger Level	Fields With Trigger	Field Values	Trigger Event ID
JOB	Field	COMPANY	Not Applicable	COMPANY (period segmentation)
JOB	Field	EMPL_CTG	Not Applicable	CATEGORZN (element segmentation)
JOB	Field	GP_PAYGROUP	Not Applicable	PAY GROUP (period segmentation)
JOB	Field	PAY_SYSTEM_FLG	Not Applicable	PAY SYSTEM (period segmentation)
JOB	Field	SOC_SEC_RISK_CODE	Not Applicable	RISK CODE (element segmentation)
JOB_JR	Field	SSN_EMPLOYER	Not Applicable	CATEGORZN (element segmentation)
WKF_CNT_TYPE	Field	CONTRACT_TYPE	Not Applicable	CATEGORZN (element segmentation)

Retroactivity Triggers

This table lists some retroactivity triggers delivered with Global Payroll for Spain as sample data:

Record	Trigger Level	Fields With Trigger	Field Values	Trigger Event ID
CNTRCT_DATA_ESP	Record	Not Applicable	Not Applicable	CONTRACT
COMPENSATION	Field	COMPRATE COMP_FREQUENCY CURRENCY_CD FTE_INDICATOR	Not Applicable	COMPENSATION

Record	Trigger Level	Fields With Trigger	Field Values	Trigger Event ID
JOB	Field	ACTION	HIR -- Hire REH – Rehire TER – Termination See Chapter 17 , “ Terminating Employees ,” Termination Payment Calculation , page 270 .	JOB DATA
JOB	Field	COMPANY EMPL_CTG GP_PAYGROUP	Not Applicable	JOB DATA
JOB	Field	Not Applicable	Not Applicable	JOB DATA
JOB	Field	PAY_SYSTEM_FLG SOC_SEC_RISK_CODE	Not Applicable	RETRO
JOB_JR	Field	SSN_EMPLOYER	Not Applicable	JOB DATA

Segmentation Triggers with Earning and Deduction Assignments

In Global Payroll you can define segmentation triggers only for *effective dated* records, with one exception: you can define segmentation triggers for the *begin and end dated* earning and deduction assignment record GP_PYE_OVRD. This exception enables you to assign an earning or deduction to a payee on the Element Assignment by Payee (GP_ED_PYE) or Payee Assignment by Element (GP_ED_ELEM) components, and segment (and prorate) the element when the assignment *begin* date comes after the pay period begin date, and/or the assignment *end* date comes before the period end date.

Global Payroll for Spain has set up the following earnings so that they are automatically segmented and prorated (using the proration factor defined on the earning definition pages) when the assignment period covers only a portion of the pay period:

Element Name	Type	Description
RETJ ALIM	Deduction	Children Support Garnishment
RETJ CNYG	Deduction	Spouse Support Garnishment
RETJ JUDCL	Deduction	Garnishment

Element Name	Type	Description
RETJ ALIM ND	Deduction	Not Deduced Child Garnishment
RETJ CNYG ND	Deduction	Not Deduced Spouse Garnishment
DIETA EXPTR	Earning	Maintenance Expatriates
PRNCTA EXPTR	Earning	Overnight Stay Expatriates
NOCTURNIDAD	Earning	Nighttime Complement
FESTIVIDAD	Earning	Festivity Complement
INCENTIVOS	Earning	Incentives
TOXICIDAD	Earning	Toxicity/Hazardous Complement
PRTCPCN BEN	Earning	Profit Participations Complement
BECA INVESTN	Earning	Scholarship Holder
PREJUBILACN	Earning	Pre-retired Income
DEV SS PREJ	Earning	Social Security Paid by Employee
GASTOS BECA	Earning	Scholarship Holder Expenses

If you want to set up additional earnings and deductions to trigger segmentation and proration when they are assigned to payees and the assignment period covers only a portion of the pay period, access the Trigger Definitions component and add these elements to the segmentation trigger definition for the GP_PYE_OVRD record.

In the case of deductions or non-basic earnings you also need to specify formula GEN FM SEGMNTCN as a post-process formula and a specify the proration to be used. Global Payroll for Spain delivers GEN PO DIAS SLICE that you can use or modify, or you can create a new one to fit your requirements.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Setting Up Triggers”

Rounding Rules

When you resolve an element that is a numerical value, you often need to round the resulting value. You’ll use rounding rules to do this.

Once you define a rounding rule element, apply it to other elements. The rounding rule can be applied to any component of an earning or deduction, to the resolved amount of an earning or deduction, or within a formula.

The following table describes the delivered rounding rules that Global Payroll for Spain as guidelines:

Rounding Rule	Logic	Delivered System Uses
GEN RR REDONDEO	Rounds to 2 decimals. Rounds upward if the rounding adjustment number is greater than or equal to 5. Rounds downward if the rounding adjustment number is less than 5.	The system uses this rounding rule to round non-monetary amounts.
GEN RR TRUNC 2DEC	Truncates to 2 decimals.	The system uses this rounding rule during tax percentage calculation.
GEN RR LEGAL	Rounds to 2 decimals. Rounds upward if the rounding adjustment number is greater than or equal to 5. Rounds downward if the rounding adjustment number is less than 5.	The system uses this rounding rule to round monetary amounts. Global Payroll for Spain uses it to round Euros.
GEN RR TRUNC 0DEC	Truncates to 0 decimals.	The system uses this rounding rule during preparation of FAN file values.
GEN RR REDOND 4DEC	Rounds to 4 decimals. Rounds upward if the rounding adjustment number is greater than or equal to 5. Rounds downward if the rounding adjustment number is less than 5.	The system uses this rounding rule during vacation entitlement calculation.
GEN RR REDOND 0DEC	Rounds to 0 decimals. Rounds upward if the rounding adjustment number is greater than or equal to 5. Rounds downward if the rounding adjustment number is less than 5.	The system uses this rounding rule when calculating the IRPF percentage.
FNQ RR D VACACIONS	Truncates to 0 decimals.	The system uses this rounding rule when calculating vacation days for terminated employees.
SS RR BASES	Rounds to 2 decimals. Rounds upward if the rounding adjustment number is greater than or equal to 5. Rounds downward if the rounding adjustment number is less than 5.	The system uses this rounding rule when calculating social security bases.

See Also

[Chapter 11, “Calculating Taxes,” page 137](#)

[Chapter 10, “Calculating Social Security Benefits,” page 115](#)

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Defining Calculation Elements”

Process Lists

Global Payroll for Spain delivers the following process lists:

Process List	Calculation Type
ABSENTISMO PR	Absence calculation
GEN PR CAL CORR	Payroll calculation
GEN PR CALC NOM	Payroll calculation
TAX PR CALC IRPF	IRPF percentage calculation
XTR PR PAGA EXTRA	Extra period calculation

Calculate IRPF percentage either as part of the normal payroll (in the GEN PR CALC NOM process list) or as a separate calculation (in the TAX PR CALC IRPF process list).

Setting Up Statutory Rates

To set up statutory rates, use the Statutory Rates ESP (GPES_STATUTORY) component.

This section provides an overview of statutory rates and discusses how to set up statutory rates.

See Also

[Chapter 17, “Terminating Employees,” Setting Up Statutory Severance Days, page 262](#)

Understanding Statutory Rates

Global Payroll for Spain delivers statutory rates for the following:

- Minimum employee salaries.
- Interest charged on employee loans.
- Percentage of travel expenses and the *dietas* earning that are exempt from tax and social security.

These rates and are defined by the government. Global Payroll for Spain delivers and maintains these rates as system data.

Page Used to Set Up Statutory Rates

Page Name	Object Name	Navigation	Usage
Statutory Rates	GPES_STATUTORY	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Addl Rates, Ceilings, Values, Statutory Rates ESP, Statutory Rates	Enter the statutory rates for minimum salary, interest rate for employee loans, and the percentage of minimum salary that is exempt for tax and social security contributions.

Setting Up Statutory Rates

Access the Statutory Rates page.

Statutory Rates page

Daily Minimum Salary	Enter the minimum daily wage established by law.
Monthly Minimum Salary	Enter the minimum monthly wage established by law.
IPREM (Daily) (<i>Indice Publico de Renta de Efectos Múltiples</i>)	Enter a value used to calculate the daily wage that is exempt from taxes and social security contributions.
IPREM (Monthly) (<i>Indice Publico de Renta de Efectos Múltiples</i>)	Enter a value used to calculate the monthly wage that is exempt from taxes and social security contributions.
Statutory Interest	Enter the interest rate established by law. You can apply this interest rate or another rate to any employee loan. If you apply a lower rate, the difference is considered salary in kind.
Excess Pct. over IPREM (excess percentage over <i>Indice Publico de Renta de Efectos Múltiples</i>)	Enter the percent used to calculate the exempted amount for the public transportation complement, and for salary in-kind earnings.

See Also

Chapter 4, “Understanding Basic Earnings,” Public Transportation and Distance Complement, page 39

Viewing Delivered Elements

Global Payroll for Spain some setup elements that you can customize to fit your business requirements. The following is a list of these setup elements:

- GEN VR TIPO AJ SAL
- AJN VR TAX PCT EST
- AJN VR TOLERANCIA
- CLI FM ANTIG DESDE
- CLI VR PRC DTO XTR
- CLI VR FNQ P PXTR
- CLI VR PD VLR PXTR
- SS VR TRATA MNSUAL
- CLI VR RED JORNADA
- CLI VR RECAIDA IT
- CLI VR RECAIDA AT
- CLI VR RECAIDA MAT
- CLI VR RECAIDA RE
- CLI VR ALTA DIRECC
- CLI VR FIJO SOB
- CLI VR VRBLE SOB
- CLI VR SPC SOB
- CLI FM CALC ING A
- CLI FM EST OTROS
- CLI VR EST FUTURO
- CLI VR EST ASIGN
- CLI VR EST ASG SOB
- CLI VR CORRECCION
- SS VR CONTR 7D FLG
- SS VR EPIG SECUND

Note. You can find more information about these setup elements in the context of their related business processes throughout the chapters of this PeopleBook.

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Spain. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Viewing Delivered Elements,” Understanding How to View Delivered Elements

CHAPTER 4

Understanding Basic Earnings

This chapter discusses:

- Basic earnings.
- Base salary.
- Complements.
- Earnings calculation.
- Compensation definition.
- Viewing delivered basic earnings elements.

Basic Earnings

This section discusses:

- Basic earnings in Spain.
- Processing considerations for basic earnings.

Basic Earnings in Spain

In Global Payroll for Spain, earnings are classified in two ways: basic and non-basic. Whether an earning is considered basic or non-basic depends on its frequency and whether it's a fixed amount or a variable amount.

Basic earnings are:

- Paid every month.
- Included in the employee's annual income at the beginning of the year.
- A fixed amount each period (fixed earnings).

Basic earnings include:

- Base salary.
- Seniority.
- Prorated extra periods established by the labor agreement.
- Complements, such as languages, degrees, *mejora voluntaria*, *complemento absorbible*, and public transportation.

Any other delivered earning is considered a non-basic earning in Global Payroll for Spain.

Note. The basic earnings discussed here are only the ones that Global Payroll for Spain delivers as sample data. They are the most common basic earnings required in Spain.

You can also create your own earnings and modify the calculation rules to fit your company's needs. To create your own earnings, use the Earnings component.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Earning and Deduction Elements"

Chapter 6, "Understanding Non-Basic Earnings," page 61

Processing Considerations for Basic Earnings

Basic earnings have these processing considerations:

- Net to gross and gross to net adjustments.
- Seniority calculation.
- Extra period calculation.
- Termination.

Because of these processing considerations, all basic earnings have the following special characteristics:

Calculation Rule = Unit * Rate

All basic earnings must:

- Be defined with the calculation rule of Unit * Rate, where Unit is the formula GEN FM UNIDADES and Rate is a rate code.
- Be identified by the category 'BAS' at the earning definition.
- Have their own rate code.
- Have the formula GEN FM RATE AN/DAN as a post process formula.
- Have as generation control XTR GC MEN O PXTRA.

Global Payroll for Spain calculates the earnings for all employees on a daily basis, regardless of the way they contribute to social security (daily or monthly). Therefore, the rate component is always a daily rate. For employees who contribute monthly, the Unit component is 30 days (when they work the whole month) for regular payments or the extra period time frame rights for an extra period. For employees who contribute daily, the unit component contains the number of days the employee worked. The unit is the GEN FM UNIDADES formula.

The rate for basic earnings is always a rate code, which retrieves its values from the Job Data - Compensation page. Note that you can enter rate codes with whatever frequency you need. In the case of daily employees, normally you provide daily rates or annual rates. All rate codes are annualized or deannualized to days. So, you can think of the unit as the actual number of days worked in a month and the rate as the theoretical amount that an employee is supposed to earn per day.

For employees who are paid based on real worked days and contribute to social security on a daily basis, if they work the entire month, the unit equals 30 for months with 30 days, 31 for months with 31 days, and 28 or 29 in February. The unit equals the number of days worked for employees who don't work the entire month.

For employees whose earnings are calculated monthly (whose social security contribution group is Monthly) and who work the entire month, the unit equals 30 regardless of the number of days that month has. If an employee is sick 10 days, the unit equals 20.

See *PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce*, “Increasing the Workforce”.

Generation Control = GEN GC MEN O PXTRA

The GEN GC MEN O PXTRA generation control is used to determine whether an earning must be calculated at an extra period when processing an extra period payroll.

See Also

Chapter 16, “Calculating Extra Periods,” page 253

Base Salary

This section discusses:

- Base salary in Spain.
- Adjustments to salary.
- *Complemento Absorbible*.
- Seniority.

Base Salary in Spain

Typically in Spain an employee’s base salary is defined by the labor agreement. However, with Human Resources and Global Payroll for Spain you can set up employee compensation in different ways to suit your company needs.

The base salary is a basic earning. It is typically calculated as Unit * Rate, where the rate code is established by the labor agreement or in other ways, depending on the setup of your company’s compensation. The unit is calculated with the formula GEN FM UNIDADES. The calculated value depends on the type of employee (daily or monthly).

Note. In Global Payroll for Spain, the GEN RC SAL BASE rate code is used to specify the base salary. This rate code is linked to the SALBSE rate code defined in Human Resources.

See Also

Chapter 4, “Understanding Basic Earnings,” Compensation Definition, page 43

Adjustments to Salary

In order to calculate an employee’s total salary, you may have to consider some adjustments to the basic compensation that are specified in the labor agreement, or that result from an employee’s personal agreement.

If the salary in the employee’s personal agreement is the same as the amount reflected in the labor agreement, no adjustment is necessary. This salary includes both base salary and complements.

Adjustments may include:

- Gross to net: Make this adjustment if the employee's gross salary defined by the labor agreement for his professional category is different from the gross salary in his personal agreement.
- Net to gross: Make this adjustment if you need to calculate an employee's annual gross salary from an agreed net amount.

See Also

Chapter 18, "Understanding Gross and Net Guarantee," page 283

Complemento Absorbible

The difference between the real gross defined in employees' personal agreements and the total earnings that they should receive in their professional category must be reflected in an earning element called *complemento absorbible*. In the case of net guarantee, the *complemento absorbible* is the difference between the calculated gross (calculated from the net) and the total earnings based on the professional category of the employee.

The calculation rule for *complemento absorbible* is defined as Unit * Rate, where the Unit is the number of days worked in a month and the Rate is the rate code GEN RC COM ABS EST. The earning is identified in the Customer Fields area with a value equal to 9-COMPABS.

In order to calculate the *complemento absorbible*, you must override the variable GEN VR TIPO AJ SAL for that employee using the value *BRUTO* for gross to net adjustment or the value *NETO* for net to gross adjustment. Use the Supporting Elements Overrides page to enter this override.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Setting Up Overrides," Defining Pay Entity Overrides

Seniority

Seniority years are often calculated by subtracting the seniority date from the payroll period end date. This is the PeopleSoft-delivered calculation method, but you can change it to fit your company's needs. If you want to change the calculation method, specify a custom duration or formula to calculate seniority years for a labor agreement on the Labor Agreement - Seniority page or modify the code of formula CLI FM ANTIG DESDE.

Note. Absences can decrease seniority years based on the number of months absent.

You can measure seniority pay in different ways. Typically, you measure seniority in multiples of three years (*trienniums*) or four years (*cuatrenniums*). You can also measure seniority as a mixture of years.

Global Payroll for Spain delivers *trienniums* and *cuatrenniums*, but you can create a different seniority measurement by adding a new earning using one of the existing earnings as a template. If you define a new seniority measurement, add it on the Seniority Earnings page and identify those new seniority earnings with value 5-*ANTIGDAD* in the Custom Field5.

The most common way to determine seniority is to associate an amount with a *triennium* or *cuatrennium*. For example, an employee could get 18 EUR per month for the first *triennium* and 21 EUR per month for the second *triennium*. So, if an employee has six years of seniority, he would get 39 EUR per month in seniority earnings.

Another typical seniority calculation method is a percentage over the base salary or base salary plus a complement.

Here's an example:

Let's say that you have a programmer who is at Salary Level 4, earning 700 EUR per month. The labor agreement defines seniority as a *cuatrennium* that is 4 percent of the base salary. The programmer has eight years of seniority, which is equal to two *cuatrenniums*. His seniority earnings per month is calculated as:

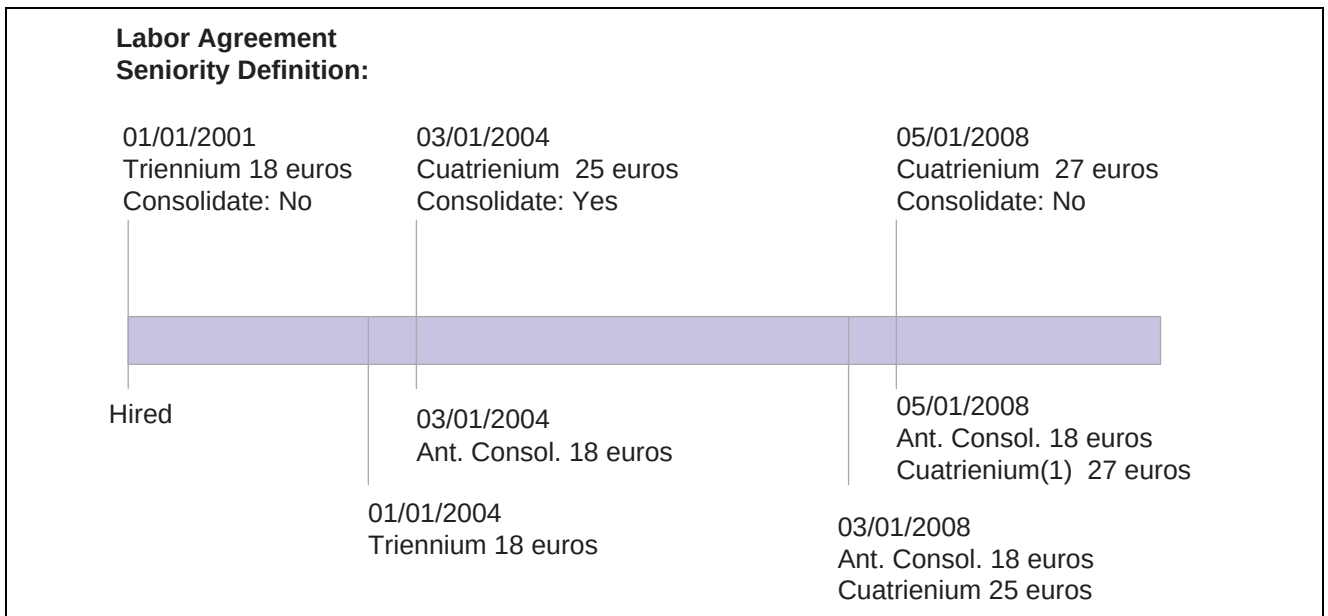
- Number of *cuatrenniums* x (Percentage x Base) = Seniority earnings.
- 2 (*cuatrenniums*) x (0.04 x 700 EUR) = 56 EUR per month.

Consolidated Seniority(*Antigüedad consolidada*)

Sometimes, the labor agreement establishes a change in the measurement of seniority, for example, from *trienniums* to *cuatrenniums*. When this happens, part of the seniority amount can appear as another earnings element called consolidated seniority (*antigüedad consolidada*). The consolidated seniority element must reflect the total amount that the employee was receiving until the date of the change. This occurs if you select the Consolidation check box when adding a new effective-dated row on the Labor Agreement – Seniority page. If you don't select this check box, the seniority calculation only considers the new values or percentages when calculating the total amount to be paid for seniority.

Example

This example shows how consolidated seniority can affect an employee's seniority earnings:



Labor agreement seniority example

See Also

[Chapter 5, “Working with Labor Agreements,” Defining Seniority, page 49](#)

Complements

This section discusses:

- Complements in Spain.
- Language complement.

- Degrees or special skills complement.
- *Mejora Voluntaria*.
- Public transportation and distance complement.
- Extra periods.

Complements in Spain

Complements complete the final gross pay for each employee or group of employees. Complements understood as basic earnings are always calculated as Unit * Rate, where the worked days is in the Unit component of the calculation rule.

There are three types of complement earnings:

- Personal conditions.
- Work completed.
- Company's situation and results.

Note. The payroll calculation process treats all these complements in the same way.

In this section, detailed information is provided about personal condition complements, which include language skills, degrees or special skills, *mejora voluntaria*, and transportation. Complements for work completed and company situation are discussed in another chapter in this PeopleBook.

See Also

Chapter 6, “Understanding Non-Basic Earnings,” page 61

Language Complement

Generally, employees receive a language complement only if they were hired specifically for their language skills and if using those language skills are a tool in their job.

The calculation rule for the language complement element is defined as Unit * Rate, where the Unit is the days worked in a month and the Rate is a rate code.

Because the language complement is an employee-specific earnings, it must be assigned individually for each employee who qualifies.

The language complement is defined on the Earnings component. Accumulators for the language component are discussed in this chapter.

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, “Defining Earning and Deduction Elements”.

See Chapter 4, “Understanding Basic Earnings,” Earnings and Accumulators, page 41.

Degrees or Special Skills Complement

The degrees or special skills complement is used to compensate employees for their knowledge of a subject or for their skills.

Note. The calculation rule, page setup, and accumulators for the degrees or special skills complement are the same as those for the language complement.

Mejora Voluntaria

Mejora voluntaria is the substitute for the *complemento absorbible*. It is a complement that is manually calculated to pay an employee the difference between the market price and the specific salary reflected in the labor agreement for his category, if you have defined compensation at the labor agreement level.

Note. The calculation rule, page setup, and accumulators for the *mejora voluntaria* complement are the same as those for the language complement.

Public Transportation and Distance Complement

The public transportation and distance complement is paid to employees to compensate for the distance between their residence and the company location. The maximum social security exempted is 20 percent of PRIM (*Indicador Público de Renta de Efectos Múltiples*). Depending on whether the employee contributes to social security on a monthly or daily basis, the PRIM amount is calculated either monthly or daily.

Note. *Indicador Público de Renta de Efectos Múltiples* is the a monthly or daily value established annually. A maximum of 20 percent of PRIM is exempt from social security contributions.

Only earnings that are paid in excess of the 20 percent of PRIM must be included in the Social Security base, but the whole amount is taxable. Since July 2004, this ceiling has been established as:

$$20\% \times 479.19 \text{ EUR (SMI)} = 95.826 \text{ EUR/month}$$

Because the public transportation and distance complement is an employee-specific earning, you must assign it individually for each employee who qualifies.

Note. There is one exception related to daily employees and the transportation complement. Sometimes, the transportation complement is paid monthly regardless of whether an employee contributes to social security on a monthly or daily basis. You can specify how the earning is calculated by assigning a daily or non-daily frequency on the Job Data - Compensation page. Frequencies other than daily generate monthly transportation complements. The TRANSPORTE earning is identified in the Custom Fields area with the value equal to 1-TRNSPRTE.

See Also

[Chapter 3, “Setting Up Country Data,” Setting Up Statutory Rates, page 29](#)

PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce, “Increasing the Workforce”

Extra Periods

In addition to 12 pay periods per year, employees are also eligible for two or more extra period payments, as defined by their labor agreements. Two extra period payments are the statutory minimum; however, a labor agreement may set a higher number. Extra periods are either paid as a lump sum or prorated over the year.

Note. Extra periods are discussed in detail in another chapter in this PeopleBook.

See Also

[Chapter 16, “Calculating Extra Periods,” page 253](#)

Earnings Calculation

This section discusses:

- Daily calculation.
- Earnings and accumulators.

Daily Calculation

Global Payroll for Spain calculates earnings, getting a daily rate. Depending on the way the employee contributes to social security, the rate is multiplied by 30 for monthly employees or by the number of days in the month for daily employees.

Note. Regardless of how an employee's earnings are calculated, all employees are paid every month.

If you calculate daily employees, you must know the daily values for each earning, as well as the total number of days worked. An employee with a daily calculation type doesn't receive the same gross and net amount every month because different months have different number of days. For example, an employee will receive less money in February than in June.

There are cases where you might want to manage daily employees as though they were monthly employees. Although an employee is assigned to a daily social security work group, you might want to pay the employee's social security contribution on the basic 30 day month. In such a case, you must override the value of variable SS VR TRATA MNSUAL with a value other than *No* for the specific employee.

Global Payroll for Spain also calculates earnings for part-time employees. Part-time employee for Spanish payroll are ones who are normally paid based on their hours worked and have their social security contribution calculation based on their hours worked. You identify whether an employee is part-time through the Full/Part field on the Job Information page of the Job Data component. You can also use the FTE field to identify the employee's full time equivalent. You can then apply the FTE value to compensation rate codes to determine reduced proportionality.

Global Payroll for Spain differentiates between two type of part-time employees:

- *Regular part-time employees:*

These are employees who have a reduction in the working hours per day and whose contribution to social security is based on hours. For example, an employee working from Monday through Friday for four hours per day. These employees are always paid for 30 days if they are monthly or paid by the number of days in the month if they are daily.

- *Irregular part-time employees:*

These are employees who have an irregular work schedule where they can work a different number of days each month. Examples include employees who work weekends or weekends and bank holidays only, employees who work just three days per week, and employees who work a different number of days and hours each week. Global Payroll for Spain use the work schedule definition assigned to the employee to calculate the actual worked and contributed days for irregular part time employees.

For regular part-time employees, you must use the supporting element override functionality to specify through the CLI VR RED JORNADA variable the number of working hours per day for the employees. This step is required for regular part-time employees.

Here is an example of how the system calculates earnings for part-time employees. Let's assume that the monthly gross salary for a full-time employee working eight hours a day is 2000 EUR. For a part-time employee, in the same professional category as the full-time employee, working six hours a day, the system automatically multiplies the rate by a factor of 6/8 to calculate a monthly gross salary of 1500 EUR for the part-time employee.

Earnings and Accumulators

Each earnings element can accumulate its value over other elements. The following is a list of the accumulators that are used with earnings elements included in the standard solution. Before defining a new element, it's a good idea to understand what each accumulator does.

- Basic earnings (GEN AC DEV BAS S):
The sum of all basic earnings for an employee. Use this base in determining the amount of an extra period or as the base for calculating an hourly rate.
- Non-basic earnings (TAX AC DIN VAR S):
The sum of all non-basic/variable earnings for an employee.
- Total earnings (GEN AC SAL BRUTO S):
The sum of all elements considered as earnings for an employee.
- In kind earnings (TAX AC SPC):
The sum of all in kind earnings for tax reasons.
- Salary taxable base (TAX AC BASE S):
The sum of all the taxable salary earnings.

Note. Not all salary earnings are added to the taxable base. For example, *dietas* don't contribute to taxes until an employee reaches a statutory rate that is established each year. So only the *dietas* earnings that are in excess of the statutory rate contribute to the taxable base.

- In kind taxable base (TAX AC SPC): The sum of all the taxable in kind earnings.
- Employee's social security common contribution base (SS AC BSE D S and SS AC BSE M S): The sum of all the contribution earnings in common contributions.

When you create a new element, it is important to define the accumulators to which the element contributes.

This is a list of basic earnings and the accumulators to which each basic earnings type contributes:

Type of Basic Earning	Accumulators
Base Salary	Basic Earnings, Total Earnings, Taxable Base, Social Security Common Contribution Base
Seniority	Basic Earnings, Total Earnings, Taxable Base, Social Security Common Contribution Base
<i>Mejora voluntaria</i>	Basic Earnings, Total Earnings, Taxable Base, Social Security Common Contribution Base

Type of Basic Earning	Accumulators
<i>Complemento absorbible</i>	Basic Earnings, Total Earnings, Taxable Base, Social Security Common Contribution Base
<i>Idioma</i>	Basic Earnings, Total Earnings, Taxable Base, Social Security Common Contribution Base
<i>Cualificacion</i>	Basic Earnings, Total Earnings, Taxable Base, Social Security Common Contribution Base
Transport	Basic Earnings, Total Earnings, Taxable Base, Social Security Common Contribution Base (only the excess TRNSPRTE EX)
Prorated extra periods	Basic Earnings, Total Earnings, Taxable Base

Global Payroll for Spain also provides accumulators that are PS Delivered/Not Maintained. These accumulators make it easier to define new basic earnings

Important! For maintenance reasons, do not update these accumulators. When creating your own accumulators, use these accumulators as models only. Instead, sue the set of delivered parallel accumulators to customize accumulators.

This table lists the accumulators that are PS Delivered/Not Maintained:

Functional Area	Accumulator Name	Description
Compensation	CLI AC SAL BRUTO	Custom gross salary. Add elements here that correspond to the employee's compensation.
Compensation	CLI AC DEV ABSRBLE	Custom absorbable earnings. Add elements here that are going to be absorbed by the net-to-gross process. Note. An element that contributes to both gross salary and to absorbable earnings needs to be added to both the CLI AC SAL BRUTO and the CLI AC DEV ABSRBLE accumulators.

Functional Area	Accumulator Name	Description
Taxes	CLI AC ING DIN FJO	Custom fixed taxable base. Depending of the nature of the earning, you need to include it in one of the following accumulators for taxes purposes: • <i>Custom variable taxable base:</i> Add elements to the accumulators CLI AC ING VR1 S, CLI AC ING VR2 S, or CLI AC ING VR3 S that correspond with variable and non-regular variable compensation which involve the paying of taxes. Select one depending on the way you want the earning to be estimated during tax base estimation calculation. • <i>EE taxable in kind salary:</i> Add elements to the accumulator CLI AC ING SPC REP wthat correspond with employee in kind salary in which the employee pays the taxable part. • <i>Taxable in kind salary:</i> Add elements to the accumulator CLI AC ING SPC NRE that correspond with employee in kind salary in which the company pays the taxable part.
Social security	CLI AC BASE SS D	Social security daily base.

Compensation Definition

In Global Payroll for Spain, you can define compensation at these levels:

- The labor agreement.

In this case, you define a specific salary plan for the labor agreement. You can associate the salary grades of the salary plan with every category or subcategory of the labor agreement.

- Your company's own salary plan.

This may have salary steps and grades that are different than the ones in the labor agreement. If you have employees with guaranteed gross or guaranteed net pay, you need to set up the automatically calculated premium section that is part of multiple components of pay.

- Job code.
- Individual employee.

You can specify a different amount than what is stated in the labor agreement directly on the individual employee's job data.

- With a specific rule defined using the functionality of rate code defaulting rules.

See Also

[Chapter 16, “Calculating Extra Periods,” page 253](#)

PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Compensation

PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce, “Entering Additional Data in Human Resources Records,” Tracking Workforce Contracts

Viewing Delivered Basic Earnings Elements

This section discusses:

- Delivered basic earnings.
- Delivered process list for basic earnings.

Delivered Basic Earnings

This table lists the delivered basic earnings:

Basic Earning	Description
ANT CONSOLDA	Consolidated seniority
BECA INVESTN	Scholarship Holder
COMP ABSRBLE	Absorbable complement
CUALIFCN	Degrees or special skills complement
CUATRIENIOS	Seniority <i>cuatrienniums</i>
DEV SS EXPTR	Social Security Contributed by Expatriate
DEV SS PREJ	Social Security Paid by Employee
DEV SS PRJ I	Social Security Paid by Employee – Irregular
IDIOMAS	Languages complement
MEJORA VOLUN	Voluntary income

Basic Earning	Description
PREJBILACN I	Pre-retired Income - Irregular
PREJUBILACN	Pre-retired Income
PXTRA PRTDA	Prorated extra period
SALARIO BASE	Base salary
TRANSPORTE	Transportation complement
TRNSPRTE EX	Transportation taxable excess
TRIENTIOS	Seniority <i>trienniums</i>

Delivered Process List for Basic Earnings

This table lists the process list for basic earnings:

Process List	Description
GEN PR CALC NOM	Regular payroll process. The standard sections of this process list that include of the calculation of basic earnings are: • GEN SE DEV BAS NB (basic earnings that are <i>not</i> affected by gross) • GEN SE DEV BAS S (basic earnings that are affected by gross) • XTR SE DEVENGOS (extra periods) • EXP SE EXPATRIADO (expatriates)

Note. The system also calculates basic earnings are part of the extra period processing.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements that are designed for Spain. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Viewing Delivered Elements,” Understanding How to View Delivered Elements

CHAPTER 5

Working with Labor Agreements

This chapter provides an overview of labor agreements and discusses how to define labor agreements.

Understanding Labor Agreements

In Spain, labor agreements determine several aspects of employee compensation and work conditions including absences, professional categories, and salary scales. Every company is required to have at least one labor agreement and one professional category and every employee must be assigned to a labor agreement.

Labor agreements contain the different professional categories and their respective compensation by using salary plans. The compensation reflects the base salary as well as complementary earnings that employees could receive if they qualify for certain criteria.

Defining Labor Agreements

To define labor agreements, use the Labor Agreement ESP (GPES_LBR_AGREEMENT) component.

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

- Define seniority.
- Define seniority earnings.
- Define extra period data.
- Define extra period earnings.
- Define complementary benefits.
- Define labor agreement overrides for terminations.

Understanding Labor Agreement Setup

Each company is required to have at least one labor agreement and at least one professional category. Every employee is assigned to a labor agreement and a professional category on the Job Data component in Human Resources.

Before defining labor agreement information on the Labor Agreement component in Global Payroll for Spain, you need to set up labor agreements and their associated categories on the Labor Agreement and Labor Agreement Categories pages in Human Resources.

Because of data relationships, it's important to define your data in the following order:

1. Define the social security scheme on the Social Security Scheme Table component and then the labor agreement on the Labor Agreement component in Human Resources.

See *PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce*, “Setting Up Country-Specific Tables,” (ESP) Setting Up Spanish Workforce Tables.

See *PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Manage Labor Administration*, “Setting Up Labor Administration Data,” Defining Labor Agreements.

2. Define the labor agreement categories on the Labor Agreement Categories page in Human Resources. Within the categories, specify the Scheme ID and the social security work group, as well as FORCEM.

See *PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Manage Labor Administration*, “Setting Up Labor Administration Data,” Defining Labor Agreement Categories.

3. Define Global Payroll-specific information about the labor agreement, such as seniority calculation, definition of extra periods, and social security benefits on the Labor Agreement ESP component in Global Payroll for Spain.

See Also

PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Manage Labor Administration, “Setting Up Labor Administration Data,” Defining Labor Agreements

Chapter 10, “Calculating Social Security Benefits,” page 115

Pages Used to Define Labor Agreements

Page Name	Object Name	Navigation	Usage
Seniority	GPES_LBR_SENIORITY	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Labor Agreement ESP, Seniority	Define the details for calculating seniority earnings for the labor agreement.
Sen Earnings by Measurement	GPES_SEN_EARNINGS	Click the Seniority Earnings link on the Seniority page.	Assign an element name to a measurement for the labor agreement.
Extra Period Definition	GPES_LBR_XTRA_PD	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Labor Agreement ESP, Extra Period Definition	Define the details for the extra period payments as stated in the labor agreement.
Extra Period Earnings	GPES_LBR_XTRA_ER	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Labor Agreement ESP, Extra Period Earnings	Define the earnings that are eligible for extra period payments.
Complementary Benefits	GPES_LBR_BNF	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Labor Agreement ESP, Complementary Benefits	Define the periods and the percentages that employees receive for illness, accident-related, maternity, or risk-during-pregnancy benefits. The periods are established by the labor agreement.
Labor Agreement ESP - Terminations	GPES_LBR_TERM	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Labor Agreement ESP, Terminations	Define daily salary and severance pay settings that the payroll process uses for terminations the labor agreement. See Chapter 17, "Terminating Employees," page 259 .

Defining Seniority

Access the Seniority page.

Seniority | Extra Period Definition | Extra Period Earnings | Complementary Benefits

SetID: ESP Labor Agreement: GE001 Labor Agreement 1

Seniority Find | View All First 1 of 1 Last

*Effective Date: 01/01/2000 Status: Active

Calculation Type: Duration

Element Name: ANT DR ANTIGDAD Elapsed seniority years

[Seniority Earnings](#) ☐ Consolidation

Seniority Segments					
*Sequence	*Measurement (Years)	*Occurrences	Flat Amount	Currency	Percentage
1	3	99			3.00

Seniority Base Earnings	
Earnings	Description
1 SALARIO BASE	Base salary

Seniority page

Seniority

Calculation Type

Select the calculation type that corresponds to seniority, either *Duration* or *Formula*. A calculation type is required for calculating employee seniority years.

Element Name

Enter the corresponding element for the seniority calculation. Global Payroll for Spain delivers the ANT DR ANTIGDAD duration.

To customize the way that the system counts seniority, implementers can use one of the following options:

- Define a customer duration and specify that duration in the labor agreement definition.
- Customize the element CLI FM ANTIG DESDE, which retrieves the From date used to calculate the seniority years in the standard duration ANT DR ANTIGDAD.

Seniority Earnings

Click to access the Seniority Earnings page. Use this page to assign seniority earnings to the seniority measurement for a labor agreement.

Consolidation

Select to consolidate the calculation in a single seniority earning. The sum of the previous seniority amounts will be assigned to the ANT CONSOLDA earnings element. This typically occurs when the labor agreement establishes a change in the measurement of seniority, for example from *trienniums* to *cuatrenniums*. When this happens, the total previous seniority will appear as another earning called consolidated seniority (*antigüedad consolidada*) if you select the Consolidation check box.

Seniority Segments

Sometimes a labor agreement indicates that seniority be calculated in different ways. Then, seniority is calculated in different segments. Use the Seniority Segments group box to define seniority calculations if segments are used.

Sequence	Indicate the order of the various segments.
Measurement (Years)	Enter the number of years in which you measure seniority. Typical values are 3 (for <i>triennium</i>) or 4 (for <i>cuatrennium</i>). Global Payroll for Spain delivers measurements for <i>trienniums</i> and <i>cuatrenniums</i> , but you can also create your own measurements.
Occurrences	Define how many times the occurrence of the seniority will occur. For example, you could pay the first 3 <i>trienniums</i> as 5 percent and the next <i>cuatrennium</i> as a flat amount.
Flat Amount	Enter the flat amount of the seniority earnings in a segment. Some labor agreements define seniority earnings as flat amounts, rather than a percentage of some earnings.
Currency	Select the currency in which the seniority flat amount is entered.
Percentage	Enter the percentage of the base earnings in a segment. Some labor agreements define seniority earnings as a percentage of base earnings, rather than flat amounts.

Seniority Base Earnings

Earnings	If the seniority is defined as a percentage, select the earnings elements used as the base to calculate seniority.

Example: Calculating Seniority Over Segments

Let's say that a labor agreement establishes that employees will receive seniority earnings according to this schedule:

Number of years	Seniority Earnings
1-3 (<i>triennium</i>)	6 EUR per month
3-6 (<i>triennium</i>)	6 EUR per month
6-9 (<i>triennium</i>)	9 EUR per month
9-13 (<i>cuatrennium</i>)	12 EUR per month * Employees receive seniority earnings after 3 years with the company. During the next three years, employees receive 6 EUR monthly. In addition, for year 7 to year 9, employees receive 12 EUR monthly (6 EUR for the first <i>triennium</i> and 6 EUR for the second <i>triennium</i> .)

Here is what an employee will typically receive for seniority earnings:

- Employees will receive 0 EUR per month from Year 0 to Year 3.
- Employees will receive 6 EUR per month from Year 3 + 1 month to Year 6.
- Employees will receive 12 EUR per month from Year 6 + 1 month to Year 9.
- Employees will receive 21 EUR per month from Year 9 + 1 month to Year 13.
- Employees will receive 33 EUR per month from Year 13 + 1 month to Year 17.

Here is how you can set up the seniority earnings in Global Payroll for Spain:

Sequence 1:

- Measurement = 3
- Occurrences = 2
- Flat Amount = 6 EUR

Sequence 2:

- Measurement = 3
- Occurrences = 1
- Flat Amount = 9 EUR

Sequence 3:

- Measurement = 4
- Occurrences = 99

Flat Amount = 12 EUR

Defining Seniority Earnings

Access the Sen Earnings by Measurement page.

Sen earnings by measurement					
Seniority Earnings by Measurement				Customize Find View All 	
	Measurement (Years)	Earnings	Description		
1	3	TRIENIOS	Seniority trienniums	+	-
2	4	CUATRIENIOS	Seniority cuatrienniums	+	-

Sen Earnings by Measurement page

Global Payroll for Spain delivers *trienniums* and *cuatrenniums*, but you can create a different seniority measurement by adding a new earning with the same characteristics as one of the existing seniority earnings. If you define a new earning for a new seniority measurement, add it on the Seniority Earnings page. Make sure that you define the new earning with the Category field set to *BAS* and the Custom Field5 set to *5-ANTIGDAD*. You must also add the new seniority earning to the right accumulators. Use the definition of the delivered elements TRIENIOS and CUATRIENIOS as a basis, but update these accumulators as follows:

- Include in the Rate component for the seniority earning the accumulators:

- TAX AC ANTIG VLR S
- CLI AC DEV ABSRBLE
- Include the seniority earning in accumulators:
 - CLI AC BASE SS D
 - CLI AC SAL BRUTO
 - CLI AC ING DIN FJO

Measurement (Years) Enter the number of years in which you measure seniority. Typical values are 3 (for *triennium*) or 4 (for *cuatrennium*).

Earnings Select the earnings element that corresponds to the Measurement (Years) field.

Defining Extra Period Data

Access the Extra Period Definition page.

Seniority **Extra Period Definition** Extra Period Earnings Complementary Benefits

SetID: ESP **Labor Agreement:** GE001 Labor Agreement 1

Extra Periods Find | View All First 1 of 1 Last

Effective Date: 01/01/2000 **Status:** Active

Extra Period Definition Find | View All First 1 of 2 Last

Payment Period: 6 ***Description:** June Extra Period

***Period From:** 1 ☐ **Prorate during the Year**

***Duration:** 6

Percent If Salary Adjustment: 100.00

Calculation Options

☐ Proration Lump Sum

☒ **Payment Period Compensation**

Termination Earning: LIQ PXTR JUN Jun XtrPd termination

Extra Period Definition page

Extra Period Definition

Use this group box to define the conditions for extra period payments.

Payment Period Specify the month in which the extra period amount is paid. For example, if you enter 6, the extra period amount will be paid in June.

Period From Enter the month of the year when the extra period contribution time frame begins. For example, if you enter 1, the contribution time frame begins in January.

The Period From field and the Duration field apply only to extra period payments that are not prorated. For extra period payments that are not prorated, there is a contribution time frame. The time frame is determined by a beginning period (defined in the Period From field) and a duration (defined in the Duration field).

Prorate along the Year

Select to pay the extra period earnings every month as part of the regular pay period, and not as a unique payment. The extra period earnings will be prorated as 1/12 of the extra period payment.

Note. If you select this check box, the Payment Period, Period From, and Duration fields become display-only. Because the extra period payment is prorated over 12 months, the Payment Period field is automatically defined as 0, the Period From field is automatically defined as 1, and the Duration field is defined as 12.

Duration

Enter the number of months of the contribution period. For example, if you enter 6, the contribution lasts 6 months.

Percent If Salary Adjustment

This field specifies the overall extra period percentage. For example, if you enter 50 percent, the extra period payment is 50 percent of the normal extra period payment, irrespective of the earning percentages you specify on the Extra Period Earnings page.

This field is used for employees whose salary is adjusted to gross or net only. The employees' gross or net annual salary is defined in their personal agreement and this value is stored in the Target Compensation Rate field on the Job Data - Compensation page.

See [Chapter 18, "Understanding Gross and Net Guarantee," page 283](#).

Termination Earning

Select the earnings element that corresponds to the extra period termination payment specified by the labor agreement.

When employees are terminated, they are paid for the portion of the extra period payment that they have been accumulating. An employee receives proportional compensation, depending on the number of days worked in the extra period time frame.

If an extra period is paid before the contribution time frame end period and an employee leaves before the end of the contribution time frame, the system calculates the amount that the employee was overpaid. In this case, the termination earnings are negative.

Advanced Payment

Select this check box if the extra period payment is paid to the employees before the contribution time frame end period. The system displays this check box if the Payment Period is less than the end of the contribution time frame. If you don't select this check box, the extra period is paid in the next year.

For example, if you define the contribution time frame as July to December and enter 1 (January) in the Payment Period field, the system needs to know if the employee is paid in the January before the contribution time frame end period or in the January after the end of the time frame. If you clear the Advanced Payment check box, the employee is paid in the January of the following year.

Calculation Options

If the extra period payment is not prorated, use these options to define how the payment is calculated:

Proration Lump Sum

Select *Proration Lump Sum* to base the extra period payment on employees' earnings during the contribution time frame. The earnings that contribute to extra period payments are defined on the Extra Period Earnings page. For example, if the extra period payment is for the January to June time frame, the system calculates the extra period payment by accumulating the specified extra period earnings for each month of this time frame.

Payment Period Compensation

Select *Payment Period Compensation* to base the extra period payment on the employee's contributing earnings for the payment period. For example, if Payment Period is 6 (June), the extra period payment is calculated based on contributing earnings for June.

See Also

[Chapter 17, "Terminating Employees," page 259](#)

[Chapter 18, "Understanding Gross and Net Guarantee," page 283](#)

Defining Extra Period Earnings

Access the Extra Period Earnings page.

Seniority Extra Period Definition **Extra Period Earnings** Complementary Benefits

SetID: ESP Labor Agreement: GE001 Labor Agreement 1

Extra Periods Find | View All First 1 of 1 Last

Effective Date: 01/01/2000 Status: Active

Extra Period Definition Find | View All First 1 of 2 Last

Payment Period: 6 Description: June Extra Period

Eligible Earnings Customize | Find | View All First 1-4 of 6 Last

	Earnings	Description	Earning Percent		
1	ANT CONSOLDA	Consolidated seniority	100.00	+	-
2	SALARIO BASE	Base salary	100.00	+	-
3	CUATRIENIOS	Seniority cuatrienniums	100.00	+	-
4	COMP ABSRBLE	Absorbable complement	100.00	+	-

Extra Period Earnings page: Contribution tab

Extra Period Definition

Use this group box to define the earnings that contribute towards the extra period payments you defined on the Extra Period Definition page. All extra periods can have the same earnings or you can vary the contributing earnings for each extra period.

Payment Period This is the month when the extra period is paid. The system populates this field from the Extra Period Definition page.

Eligible Earnings: Contribution Tab

Earnings Select the earning elements that you want to make eligible for the extra period.

Earning Percent Enter the percentage of the earning that contributes to the extra period payment. For example, if you enter *100* in this field, the earning is paid in full in the extra period payment. If you enter *50*, 50 percent of the earning amount is used to calculate the extra period payment.

If you select an earning that is identified as an absorbable complement (*complemento absorbible*), this field is populated from the Percent If Salary Adjustment field on the Extra Period Definition page.

Eligible Earnings: Lump Sum Tab

Access the Eligible Earnings page: Lump Sum tab.

Seniority | Extra Period Definition | **Extra Period Earnings** | Complementary Benefits

SetID: ESP Labor Agreement: GE001 Labor Agreement 1

Extra Periods Find | View All First 1 of 1 Last

Effective Date: 01/01/2000 Status: Active

Extra Period Definition Find | View All First 1 of 2 Last

Payment Period: 6 Description: June Extra Period

Eligible Earnings Customize | Find | View All First 1-4 of 6 Last

Contribution | **Lump Sum**

Earnings	Accumulators	Description		
1 ANT CONSOLDA			+	-
2 SALARIO BASE			+	-
3 CUATRIENIOS			+	-
4 COMP ABSRBLE			+	-

Extra Period Earnings page: Lump Sum tab

Accumulators For extra periods where the Calculation Option is *Proration Lump Sum*, use this field to specify the accumulator that stores all the monthly contributions during the extra period time frame.

Defining Complementary Benefits

Access the Complementary Benefits page.

Complementary Benefits page

Complementary Benefits

Use the Complementary Benefits page to define the benefits employees receive if they have a work related injury, common sickness, maternity leave, or risk during pregnancy leave. Employees receive two types of benefits: legal benefits paid by the social security authority (*Subsidio IT*, *Subsidio AT*, *Subsidio RE*, and *Subsidio MT*) and employer-paid complementary benefits (*Prestación Complementaria IT*, *Prestación Complementaria AT*, *Prestación Complementaria RT*, and *Prestación Complementaria MT*). On this page, you define the basis for calculating benefits, and the percentage of the benefits base that an employee receives as benefits. The system automatically calculates the percentage that is paid by the employer and by social security.

Benefits Base

Select the accumulator that the system uses as the basis for calculating employees' daily Complementary Benefits.

If no accumulator is specified, the system uses the following accumulators converted to a daily value:

- SS AC BSE CC NRM S (social security CC contribution base) in case of common sickness, maternity risk or maternity.
- SS AC BSE CP NRM S (social security CP contribution base) in case of work-related injuries.

If you want to use gross salary as the basis, you could use the accumulator AJB AC DEV BAS S, which stores the total of all daily values for all basic earnings. Or you can define your own accumulator to use for this purpose.

Work Related Injuries

Use this group box to define the total statutory and complementary benefits received for work-related injuries. The difference between Common Sickness and Work Related Injuries is that for work-related injuries, the statutory benefit is 75 percent starting from day 1.

To Define the period for the benefit (usually the number of days up to a certain day). For example, if you enter *4* in the first row, this means that from days 1-4 (up to day 4) of absence, the employee receives a specified percentage. If you enter *5* in the second row, this means that for day 5, the employee receives another specified percentage. If you enter *10* in the third row, this means that from days 6-10, the employee receives another specified percentage.

Percentage Define the percentage of the benefit base that an employee receives in benefits. For example, if you enter *100*, employees receive 100 percent of the benefit base during the specified period.

Note. This percentage is a combination of statutory and complementary benefits. The statutory benefit is based on a percentage of common contingency or the professional contingency bases. The complementary benefit is a percentage of the base that you specified in the Benefits Base field.

Common Sickness

Use this group box to define the total statutory and complementary benefits received for common sicknesses or non-work related accidents.

For descriptions of the To and Percentage fields, see the discussion for the Work Related Injuries group box.

Maternity

Use this group box to define the total statutory and complementary benefits received for maternity leave.

For descriptions of the To and Percentage fields, see the discussion for the Work Related Injuries group box.

Risk during Pregnancy

Use this group box to define the total statutory and complementary benefits received for risk during pregnancy.

For descriptions of the To and Percentage fields, see the discussion for the Work Related Injuries group box.

Example: Complementary Benefits

When an employee cannot work due to a common sickness, non-work related accident, work-related accident, maternity leave, or risk during pregnancy he or she does not receive any compensation; however, the law requires that the employee receives social security benefits. Employees receive a percentage of the benefits base that depends on the number of days the employee is absent.

This table specifies the statutory percentage of the daily contribution base of the previous pay period that an employee should receive depending on the number of days the employee is absent from work due a common sickness:

Days	Percentage of Social Security Contribution Base Received
1-3	0%
4-20	60%
21 up to 540 (the legal maximum)	75%

In addition to the statutory percentages, a company can choose to pay additional benefits, known as complementary benefits.

For example, let's say that your company has a labor agreement with the following rules for IT benefits (for common sickness or non-work related accidents):

- From day 1 to day 10, employees receive 100 percent of the benefits contribution base.
- From day 11 to day 25, employees receive 90 percent of the benefits contribution base.

So, you have the following breakdown of benefits received:

Days	Type of Benefit	Total Percentage of Benefits Base
1-3	Statutory: 0% Complementary: 100%	100%
4-10	Statutory: 60% Complementary: 40%	100%
11-20	Statutory: 60% Complementary: 30%	90%
21-25	Statutory: 75% Complementary: 15%	90%
26 - and on	Statutory: 75% Complementary: 0%	75%

Note. Statutory benefits are calculated as a percentage of the common contingency or the professional social security contingency bases. For complementary benefits, your organization can base the calculation on other amounts, using the Benefits Base field. For example, you could use employees' gross salary (as a daily rate) from the previous month as a basis for calculating benefits.

On the Complementary Benefits page, you'll define the periods (number of days) and the corresponding percentages for a benefit. In our example, these parameters would be defined:

To field = 10, Percentage field = 100

To field = 25, Percentage field = 90

See Also

[Chapter 10, "Calculating Social Security Benefits," page 115](#)

Setting up Labor Agreement Overrides for Terminations

Use the Labor Agreement ESP - Terminations page to define daily salary and severance pay settings that the payroll process uses for terminations of labor agreements.

See Chapter 17, “Terminating Employees,” Defining Labor Agreement Overrides for Terminations, page 263.

CHAPTER 6

Understanding Non-Basic Earnings

This chapter discusses:

- Non-basic earnings.
- Complements.
- Non-salary earnings.
- Salary in kind.
- Processing non-basic earnings.
- Viewing non-basic earning delivered elements.

Non-Basic Earnings

In Global Payroll for Spain, there are two types of earnings: basic earnings and non-basic earnings. Non-basic earnings are earnings that are paid infrequently, may be fixed or varied amounts, and may not be included in an employee's annual income. The list of non-basic earnings includes complements, non-salary earnings, and salary in kind. Examples are pay for holiday work, reimbursements for business travel expenses, and special interest rates for loans.

See Also

[Chapter 8, "Working with Loans and Advances," page 77](#)

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Earning and Deduction Elements"

Complements

This section discusses:

- Complement earnings.
- Work completed complements.
- Company situation complements.

Complement Earnings

Complements complete the final gross pay for an employee or group of employees. They can be calculated as a flat amount or as a formula.

All of the complements discussed in this section are treated the same way during the payroll calculation process. They all accumulate their values to salary earnings, taxable base, and the employee's social security contribution base.

There are three types of complement earnings:

- Personal conditions.
- Work completed.
- Company's situation and results.

Global Payroll for Spain provides the complements listed below for positive input only. They are not mentioned in the labor agreement component and are not associated with any calculations. You must attach any calculation rules.

Note. Complements for personal conditions are considered basic earnings and are discussed in another chapter in this PeopleBook.

See Also

Chapter 4, "Understanding Basic Earnings," Complements, page 37

Work Completed Complements

Work completed complements are based on the special requirements of a particular job. Typical work complements include nighttime complements and toxicity or hazard complements.

Generally this type of compensation is a percentage of the salary base. Sometimes it can be calculated as a formula depending on the number of hours worked under those conditions. The elements used for this type of earning are variables.

The rules for nighttime, holiday, and toxicity or hazard complements are based on labor agreements and are subject to change. For example, a new labor agreement may enlarge the time frame of the nighttime complement.

Nighttime Complement

Work performed between the hours of 22:00 and 06:00 is considered nighttime work and must be compensated at a higher rate than normal.

Typically, the calculation rule for the nighttime complement is either a flat amount for each day worked in that timetable or a rate based on a regular hourly value.

For a flat amount, the number of days worked is multiplied by the flat amount defined in the labor agreement. For example, if the flat amount is 20 EUR and the number of late nights worked is four, then a total of 80 EUR is the nighttime complement.

Holiday Complement

If employees work during a holiday, they get some additional compensation. Labor agreements usually specify the amounts to be paid for working on Sundays or on holidays. You can calculate an employee's holiday complement by multiplying the special rate by the number of holidays worked.

Toxicity or Hazard Complement

An employee who works with hazardous or toxic materials, or who has a dangerous job gets a hazard complement. The details of the hazard complement are in the labor agreement.

Only the actual days worked in these conditions are paid with this complement.

The calculation rule for the hazard complement element is similar to the nighttime complement - either a Flat amount or the Base time Percentage formula applies.

Note. Global Payroll for Spain delivers these work completed complements (such as the nighttime, holiday, and toxicity or hazard complements) as sample data. Enter the value as positive input for every period. You can also modify the calculation rules to fit your company's needs.

Company Situation Complements

Company situation complements are typically related to company profits and incentives and are more subjective than other complements. Sometimes, a labor agreement details these complements for a company's general objectives. Other times, these complements are addressed in a company or employee contract.

The values of these complements are variable and are currently entered into the system by positive input.

Profit Participants Complement

This complement depends on the company's earnings results. It can be defined annually or monthly, for example, depending on the company.

Incentives Complement

The incentive policy must be defined at the beginning of the period that the company considers a measure to appoint different milestones.

The complement can be defined as a total amount when the whole objective is achieved.

For example, a company's goal is to produce 10 million screws within a defined time period. The production of 10 million screws would grant the entire incentive complement. No incentive complement is supplied for missing the production goal.

It can also be defined as a percentage dependent upon the grade of achievement.

In our example, let's say that the incentive complement is in direct proportion to the number of screws produced. The production of 9 million screws would yield 90 percent of the incentive complement.

You must manually record the incentive amounts into the system using positive input.

Non-Salary Earnings

This section discusses:

- Non-salary earning calculation.
- Travel expense earnings.
- *Dietas* earnings.

Non-Salary Earning Calculation

Non-salary earnings are exempt from taxes and social security contributions in certain situations. Because of this, the system handles non-salary earnings differently, depending on their amounts.

Each earning has a statutory maximum daily amount exempt from tax and social security contributions, which varies by fiscal territory. Update these rates using the Fiscal Territories component.

See [Chapter 11, “Calculating Taxes,” page 137](#).

Any reimbursement over the statutory maximum is subject to taxes and social security contributions. Likewise, the entire amount must be accumulated over total earnings, but only the amounts in excess of the statutory maximum must be accumulated over the taxable and social security base.

These earnings are calculated by entering the number of days and the total amount of the complement in the amount through positive input.

As a result of the calculation, Global Payroll for Spain provides three different elements for every non-salary earning:

- One earning: Represents the total amount that the employee receives.
- One earning (the name includes the letters EX): Represents the amount that exceeds the maximum taxable exempted.
- One deduction (the name includes the letter EXX): Represents the amount that exceeds the maximum taxable exempted.

See Also

[Chapter 6, “Understanding Non-Basic Earnings,” Viewing Non-Basic Earning Delivered Elements, page 66](#)

[Chapter 3, “Setting Up Country Data,” Setting Up Statutory Rates, page 29](#)

Travel Expense Earnings

Travel expenses are compensations for trips, displacements, and general traveling expenses. Global Payroll for Spain delivers a mileage earning and accounts for its tax and social security deductions in excess of the statutory rate.

Dietas Earnings

Dietas is compensation that reimburses expenses resulting from business trips. They include these delivered earnings:

- DIETA EXP (expatriate traveling maintenance).
- DIETA INT (international traveling maintenance).
- DIETA LCL (domestic traveling maintenance).
- PRNCTA EXP (expatriate overnight stay).
- PRNCTA INT (international overnight stay).
- PRNCTA LCL (domestic overnight stay).

See Also

[Chapter 4, “Understanding Basic Earnings,” Public Transportation and Distance Complement, page 39](#)

[Chapter 11, “Calculating Taxes,” Reviewing and Updating System Information, page 160](#)

Salary in Kind

Salary in kind are goods or services provided for the employee at a rate lower than the market price. Global Payroll for Spain delivers a low interest loan benefit and life insurance as not passed on, and company car as passed on.

Salary in kind for an employee can contribute 100 percent to the social security bases and taxable income or can contribute to the social security bases and taxable income partially. To know if the salary in kind is exempt or not, it is necessary to compare the sum of all the earnings considered as salary in kind to 20 percent of the IPREM (*Indicador Público de Renta de Efectos Múltiples*), which is a statutory rate published by the government each year. If the sum of all the earnings doesn't exceed 20 percent of the professional minimum salary, not all of the salary in kind will contribute to the social security bases and taxable income. If there is an excess over that 20 percent, this amount should be added to the contributing earnings and taxable income. In the case where more than one earning is being considered salary in kind, you will have to calculate the individual excess for each earning in proportion to its value.

The different types of salary in kind earnings include housing loans with an interest rate below the legal interest rate, cars, insurance contributions, and contributions to pension plans, for example.

The withholdings for salary in kind can be paid by the employer (withholdings in kind not passed on) or by the employee (withholdings in kind passed on). If it is passed on, the withholding will be discounted in the payroll for the employee as a tax deduction (deduction in kind). If it is not passed on, the employer will pay the deduction to the tax institution.

Note. The tax percentage to be applied over the non-exempted amount will be the same as the IRPF tax percentage.

See Also

Chapter 8, "Working with Loans and Advances," page 77

Processing Non-Basic Earnings

Non-basic earnings are contained in three sections:

- GEN SE DEV VARBL:
Includes complements, such as nighttime complements, holiday complements, toxicity or hazard complements, overtime, profit participants complements, and incentive complements.
- GEN SE DEV OTROS:
Includes *dietas*, overnight stay, and mileage earnings and salary in kind.
- AYP SE DEDUCCIONES:
Includes loans and advances.

All of these earnings are included in the payroll calculation (GEN PR CALC NOM) but not in the extra period calculation (XTR PR PAGA EXTRA) because they are not paid as part of an extra period processing.

Note. Basic earnings and various other complements are included in a section called GEN SE DEV BASICOS.

See Also

[Chapter 4, “Understanding Basic Earnings,” Viewing Delivered Basic Earnings Elements, page 44](#)

[Chapter 7, “Paying Overtime,” page 73](#)

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Defining Earning and Deduction Elements”

Viewing Non-Basic Earning Delivered Elements

This section discusses:

- Delivered non-basic earnings.
- Delivered deductions.
- Delivered accumulators for non-basic earnings.

Delivered Non-Basic Earnings

This table lists the elements for non-basic earnings:

Earning Element	Description
COCHE CIA	Company car. Use this earning to enter the monetary value of a company car.
DEV ADELANTO	Salary advance. Contains the amount to be paid to the employee as advance payment, which the employee must pay back through later payrolls. Custom field 5 contains the label DEV ADLNT0. Only processed for the last segment in the period. No retro calculation.
DEV PRESTAMO	Loan. Value assigned through the Request Advances/Loans component (Global Payroll & Absence Mgmt, Payee Data, Loans, Request Advances/Loans ESP).
DIETA EXPTR	Expatriates Maintenance: Value assigned by positive input. Units must be specified for the number of days and the total amount.
DIETA INT	International maintenance: Value assigned by positive input. Units must be specified for the number of days and the total amount.
DIETA LCL	Domestic maintenance: Value assigned by positive input. Units must be specified for the number of days and the total amount.
DIETAEX EXPT	Expatriate maintenance taxable excess: Customer field 5 contains the label DIETAEX EXP.
DIETAEX INT	International maintenance taxable excess: Customer field 5 contains the label DIETAEX INT.

Earning Element	Description
DIETAEX LCL	Domestic maintenance taxable excess: Customer field 5 contains the label DIETAEX LCL.
FESTIVIDAD	Holiday complement: Value assigned by positive input. This element is automatically segmented and prorated when it is assigned to a payee on the Element Assignment by Payee or Payee Assignment by Element pages and the assignment period covers only a portion of the pay period. <i>See PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Setting Up Triggers," Segmentation Triggers with Earning and Deduction Assignments.</i> <i>See PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Segmentation," Proration and Segmentation.</i>
GASTOS BECAS	Scholarship holder expenses earning related to scholarship holders.
INCENTIVOS	Incentives complement: Value assigned by positive input. This element is automatically segmented and prorated when it is assigned to a payee on the Element Assignment by Payee or Payee Assignment by Element pages and the assignment period covers only a portion of the pay period. <i>See PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Setting Up Triggers," Segmentation Triggers with Earning and Deduction Assignments.</i> <i>See PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Segmentation," Proration and Segmentation.</i>
KILOMETRAJE	Mileage: Value assigned by positive input. Units must be specified for the number of miles and the total amount.
KLMTRJEEX	Mileage taxable excess: Customer field 5 contains the label KLMTRJEEX.
NOCTURNIDAD	Nighttime complement: Value assigned by positive input. This element is automatically segmented and prorated when it is assigned to a payee on the Element Assignment by Payee or Payee Assignment by Element pages and the assignment period covers only a portion of the pay period. <i>See PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Setting Up Triggers," Segmentation Triggers with Earning and Deduction Assignments.</i> <i>See PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Segmentation," Proration and Segmentation.</i>
PRNCTA EXPTR	Expatriate overnight stay: Value assigned by positive input. Units must be specified for the number of days and the total amount.

Earning Element	Description
PRNCTA INT	International overnight stay: Value assigned by positive input. Units must be specified for the number of days and the total amount.
PRNCTA LCL	Domestic overnight stay: Value assigned by positive input. Units must be specified for the number of days and the total amount.
PRNCTAEX EXP	Expatriate overnight stay excess: Customer field 5 contains the label PRNCTAEX EXP.
PRNCTAEX INT	International overnight stay taxable excess: Customer field 5 contains label PRNCTAEX INT.
PRNCTAEX LCL	Domestic overnight stay excess: Customer field 5 contains the label PRNCTAEX LCL.
PRSTMO EX	In Kind loan taxable excess: Customer field 5 contains the label PRSTMO EX.
PRTCPCN BEN	Profit participation compliment: Value assigned by positive input. This element is automatically segmented and prorated when it is assigned to a payee on the Element Assignment by Payee or Payee Assignment by Element pages and the assignment period covers only a portion of the pay period. See <i>PeopleSoft Enterprise Global Payroll 9.0 PeopleBook</i>, "Setting Up Triggers," Segmentation Triggers with Earning and Deduction Assignments. See <i>PeopleSoft Enterprise Global Payroll 9.0 PeopleBook</i>, "Defining Segmentation," Proration and Segmentation.
RDTO IRREGUL	Irregular income.
RDTO IRR 50	Irregular income affected by 50% reduction. This earning corresponds to income accrued in more than five years.
RDTO IRR 50D	Irregular income affected by 50% reduction. This earning is used in the Navarra historical territory. It corresponds to income that has been derived from disability benefits.
RDTO IRR 70	Irregular income affected by 70% reduction. This earning is used in the Navarra historical territory. It corresponds to income that has been derived from death benefits.

Earning Element	Description
SEGURO VIDA	Life insurance. Value assigned by positive input or Earning and deduction assignment.
TOXICIDAD	Toxicity or hazard complement: Value assigned by positive input. This element is automatically segmented and prorated when it is assigned to a payee on the Element Assignment by Payee or Payee Assignment by Element pages and the assignment period covers only a portion of the pay period. See <i>PeopleSoft Enterprise Global Payroll 9.0 PeopleBook</i>, “Setting Up Triggers,” Segmentation Triggers with Earning and Deduction Assignments. See <i>PeopleSoft Enterprise Global Payroll 9.0 PeopleBook</i>, “Defining Segmentation,” Proration and Segmentation.

See Also

Chapter 11, “Calculating Taxes,” Viewing Delivered Tax Elements, page 186

Delivered Deductions

This table lists the deduction elements:

Deduction Element	Description
DIETAEXX EXP	Expatriate maintenance taxable excess: Value assigned by EX FM EXCESO CALC as an offset of DIETAEX EXP.
DIETAEXX INT	International maintenance taxable excess: Value assigned by EX FM EXCESO CALC as an offset of DIETAEX INT.
DIETAEXX LCL	Domestic maintenance taxable excess: Value assigned by EX FM EXCESO CALC as an offset of DIETAEX LCL.
KLMTRJEEXX	Mileage taxable excess: Value assigned by EX FM EXCESO CALC as an offset of KLMTRJEEX.
PRNCTAEXXINT	International overnight stay taxable excess: Value assigned by EX FM EXCESO CALC as an offset of PRNCTAEX INT.
PRNCTAEXXLCL	Domestic overnight stay taxable excess: Value assigned by EX FM EXCESO CALC as an offset of PRNCTAEX LCL.

Deduction Element	Description
PRNTAEXX EXP	Expatriate overnight stay taxable excess: Value assigned by EX FM EXCESO CALC as an offset of PRNCTAEX EXP.
PRSTMO EXX	In kind loan taxable excess: Value assigned by EX FM EXCESO CALC as an offset of PRSTMO EX.

Delivered Accumulators for Non-Basic Earnings

When you create a new non-basic earning, it is important to define the accumulators to which the earning contributes. Delivered non-basic earnings contribute to these accumulators:

- GEN AC DEV VRBLS S
- SS AC BSE M S

When you create a new non-basic earning, you need to include it in the following customary accumulators:

Functional Category	Accumulator Name	Description
Compensation	CLI AC SAL BRUTO	Custom gross salary.
Taxes	CLI AC ING VR1 S CLI AC ING VR2 S CLI AC ING VR3 S	Custom variable taxable base. Add elements here that correspond to variable or non-regular variable compensation that pay taxes. Select the right accumulator based on the method that you want to use for an earning when calculation the estimated tax base.
Taxes	CLI AC RDTO IRREG CLI AC RDTO IRR50 CLI AC RDTO IRR50D CLI AC RDTO IRR70D	Custom non-regular income. Add elements here that correspond to employee compensation accrued later than two years ago. Select the correct accumulator depending on the reduction percentage that applies to the specific earning (40%, 50%, or 70%).
Taxes	CLI AC ING SPC REP	Employee taxable in kind salary. Add elements here that correspond to employee salary in kind whose taxable part is going to be paid by the employee.

Functional Category	Accumulator Name	Description
Taxes	CLI AC ING SPC NRE	Taxable in kind salary. Add elements here that correspond to the employee salary in kind whose taxable part is going to be paid by the employer. Note. You will add the non-basic earning to only one of these tax-related accumulators, not all of them.
Social security	CLI AC BASE SS M	Social security monthly base.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Spain. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Viewing Delivered Elements,” Understanding How to View Delivered Elements

CHAPTER 7

Paying Overtime

This chapter provides an overview of overtime processing for Spain and discusses how to:

- Integrate with PeopleSoft Enterprise Time and Labor.
- View delivered overtime earnings.

Understanding Overtime

Global Payroll for Spain enables you to pay overtime hours. Each organization can specify the annual, monthly, or weekly hours worked based on the maximum legal number of hours established by the government. Overtime (*horas extra*) occurs when an eligible payee works more than the specified number of hours. In this case, the employer should pay a surcharge on the extra time worked.

Note. Not all organizations pay overtime for extra hours. When implementing the system, consider whether your organization manages overtime as extra hours.

There are two types of overtime, depending on ordinary or extraordinary circumstances:

Structural overtime (*horas extras estructurales*)

Overtime that an organization requires in order to:

- Prevent accidents and disasters.
- Repair damages caused by extraordinary circumstances.

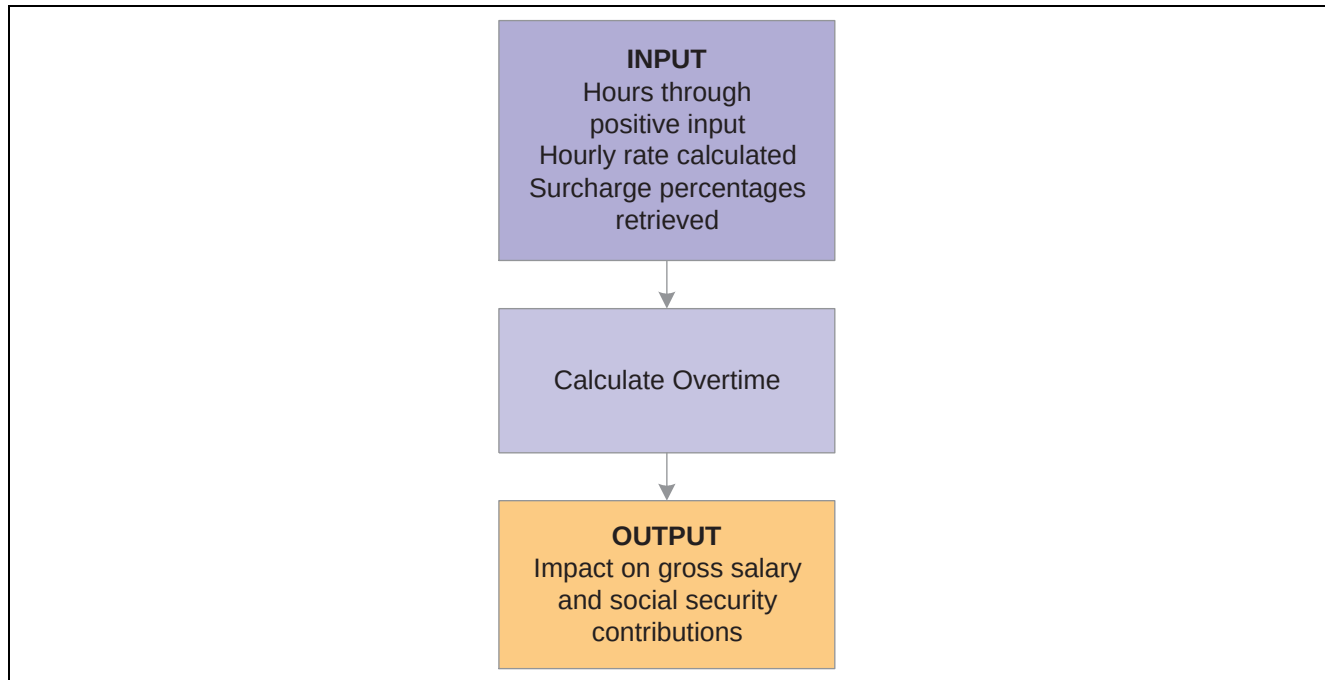
This type of overtime is usually approved by labor unions.

Non-structural overtime (*horas extras no estructurales*)

Overtime not related to extraordinary circumstances.

Overtime in the Pay Process Flow

This diagram illustrates how the overtime functionality fits into the overall pay process flow of Global Payroll for Spain.



Overtime process flow

Integrating with PeopleSoft Enterprise Time and Labor

If your organization uses Time and Labor, you can:

- Include time and labor data in the pay runs.
- Transmit cost data back to Time and Labor after a pay run.
- Share employee schedules.

Time and Labor identifies and stores the different time units in order to send the information to Global Payroll. Therefore, Global Payroll receives and manages the units sent by Time and Labor to apply the respective rates for each one.

Depending on whether an organization uses Time and Labor, there are two different ways to process time units:

1. If Time and Labor is used, the calculation of the different kinds of hours is performed outside the payroll process. In this case, the payroll triggers the different payments.
2. If Time and Labor is *not* used, enter the number of hours at the overtime rate.

When an organization uses Time and Labor, the number of hours per category come from positive input. Organizations that use another application to calculate the different categories of hours use the positive inputs to store their results. These can also be stored manually as positive inputs. In this case, all hours and entitlements are calculated outside the payroll process. The payroll process only calculates the earnings attached to those hours and updates the correct accumulators.

A time entry that is reported in Time and Labor has a Time Reporting Code (TRC) that identifies its type, the applicable units, currency, and other characteristics. In addition, a task code can be assigned to each time entry. Using task codes, you can track time by product, location, or some other category.

See Also

PeopleSoft Enterprise Time and Labor 9.0 PeopleBook

Time Administration Process

Time entry must be converted to payable time before it can be processed by a payroll system. It can use user-defined rules for overtime, night overtime, and a variety of other rules. Some rules may require absence data. In this case, absence data from Global Payroll must be sent to Time and Labor before running the Time Administration process—the process that generates the TRCs that transfer the time unit to Global Payroll.

After the Time Administration process runs, you can launch the pay run. Global Payroll automatically retrieves payable time from Time and Labor during the calculation phase of processing.

When the payroll is finalized, you can launch a process that updates the payable time entries in Time and Labor.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Integrating with PeopleSoft Enterprise Time and Labor”

Viewing Delivered Overtime Earnings

Global Payroll for Spain delivers these overtime earnings:

Earnings	Description	Accumulators
HRS EXTRA E	Structural overtime	GEN AC DEV VRBLS S SS AC BSE HR X E S
HRS EXTRA NE	Non-structural overtime	GEN AC DEV VRBLS S SS AC BSE HR X NES

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Spain. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Viewing Delivered Elements,” Understanding How to View Delivered Elements

CHAPTER 8

Working with Loans and Advances

This chapter provides an overview of loans and advances and discusses how to:

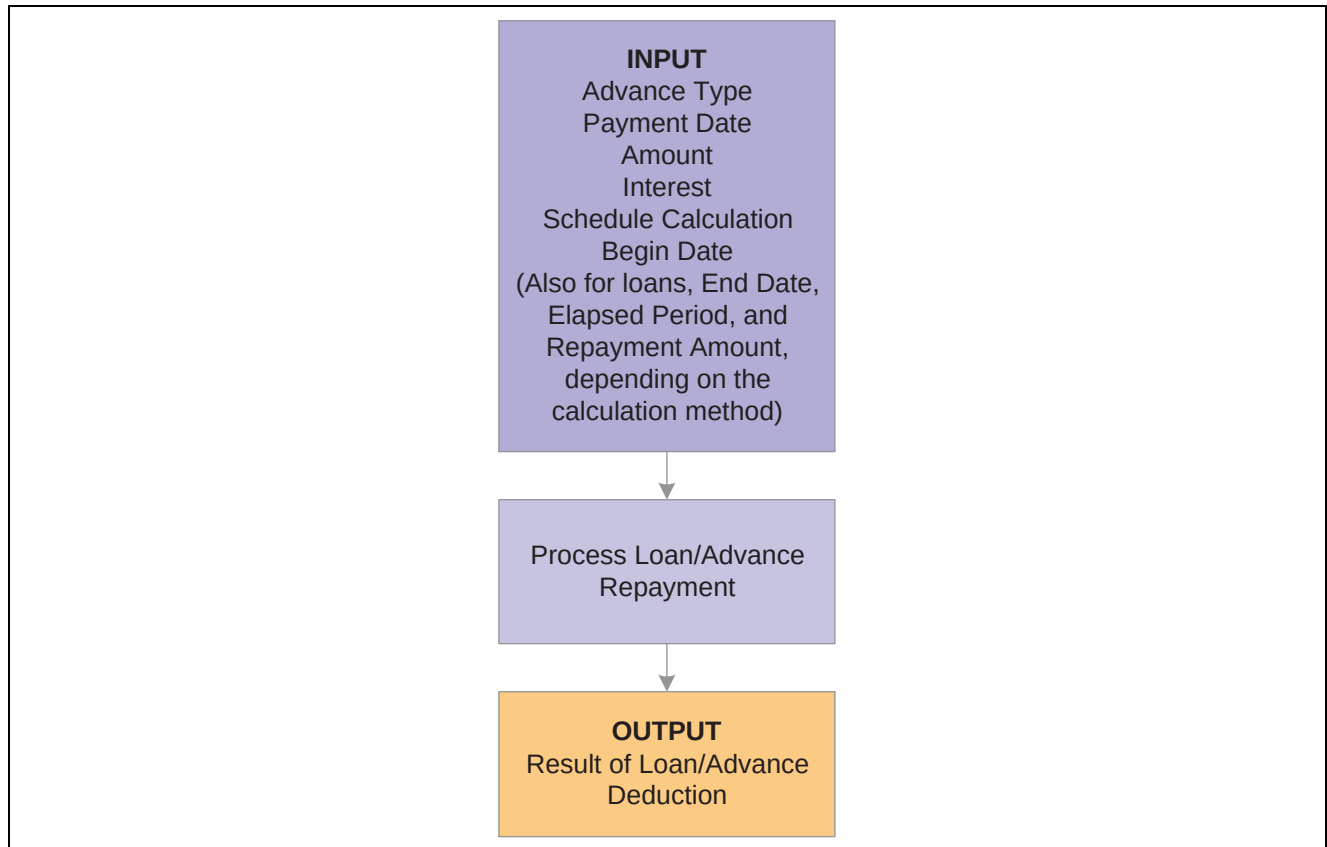
- Set up loan and advance repayments.
- View delivered loan and advance elements.

Understanding Loans and Advances

Global Payroll for Spain enables you to process loans and advance payments made to employees through the payroll. You pay the loan or advance with the employee's pay or in cash for one pay period, and then take repayments from the employee's pay over successive pay periods, until the amount is repaid in full. (Advances must be repaid over a single period.) Use the Advance/Loan page to enter details of an employee's loan or advance, and the system records the repayments on the Payment Schedule page.

Loan and Advance Repayments in the Pay Process Flow

This diagram illustrates how loan and advance repayments fit into the overall pay process flow of Global Payroll for Spain. Loan and advance repayments are voluntary deductions, which are deducted after statutory deductions. They appear in the process list after the statutory deductions.



Loan and advances process flow

Setting Up Loan and Advance Repayments

This section provides an overview of loan and advance repayments and discusses how to:

- Enter loans and advances.
- View the payment schedule.

Understanding Loan and Advance Repayments

If an employee receives an advance, the total amount must be repaid in the same month that the advance was granted, or in the following month. Advances are paid over one period only; that is, they cannot be repaid over several months. Employees may also request an advance payment over an extra period—in this case, Global Payroll for Spain deducts the advance repayment from an extra pay period.

If an employee is granted a loan, use Global Payroll for Spain to select one of three calculation types for repayment. Specify the number of periods over which repayment is to be made and let the system determine the end date. Or specify the repayment amount for each period and let the system determine the end date.

You can also enter the type of interest that applies. For example, if the statutory interest rate is 7 percent, and you grant an employee a loan at 4 percent, this is 3 percent less expensive than a bank loan. The Spanish government regards the difference between the statutory interest rate and the company interest rate as salary in kind - “*salario en especie*” - which is calculated as follows:

Salary in kind = interest repayment amount at statutory rate – interest repayment amount at company rate.

With Global Payroll, you can instruct the system to take into account the number of extra pay periods to which an employee is entitled. Employees in Spain are usually paid over 12 periods, plus the number of extra pay periods stated in the labor agreement. If you want Global Payroll to consider extra pay periods when calculating loan repayments for employees who are paid additional pay periods, the system checks the employee's labor agreement for the number of additional pay periods and calculates the loan repayment accordingly.

Use the Advance/Loan page to enter details of an employee's loan or advance, and the system displays the employee's repayments on the Payment Schedule page.

Pages Used to Set Up Loans and Advances

Page Name	Object Name	Navigation	Usage
Advance/Loan	GPES_ADV_LOAN	Global Payroll & Absence Mgmt, Payee Data, Loans, Request Advances/Loans ESP, Advance/Loan	Record the details of a loan or advance payment made to an employee.
Payment Schedule	GPES_ADVLOAN_SCHED	Global Payroll & Absence Mgmt, Payee Data, Loans, Request Advances/Loans ESP, Payment Schedule	View the status of an employee's loan or advance, as well as the repayments that they have made. The page displays the original amount of the loan and advance, the remaining amount to be repaid, and the loan amortization schedule.

Entering Loans and Advances

Access the Advance/Loan page.

The screenshot shows the 'Advance/Loan' page for employee Mariana Perez Trabado (Person ID: KEG003). The page has two tabs: 'Advance/Loan' (selected) and 'Payment Schedule'. Below the tabs, there's a header with the employee's name and ID. The main section is titled 'Advances/Loans' and includes a search bar with 'Find | View All' and pagination 'First 1 of 1 Last'. The form contains several sections: 'Payment Data' with fields for Advance Type (Loan), Statutory Interest (4.00), Payment Date (01/01/2001), Amount (6,000.00), Currency (EUR), and Company Interest (2.00); and 'Repayment Schedule' with fields for Calculation Type (Elapsed Period), Begin Date (01/01/2002), End Date, Elapsed Period (12), and a 'Calculate Loan' button. There is also a checkbox for 'Consider Extra Period'.

Advance/Loan page

Advances/Loans

Sequence number Enter a sequence number for the advance/loan. (This number helps avoid duplicate key conditions; it does not control the processing sequence.)

Payment Data

Advance Type Select the advance type that the employee is going to receive: *Advance* or *Loan*.

Statutory Interest This field appears for loans only. The system displays the statutory interest rate that you defined on the Statutory Rates page.

Payment Date Enter the date when the loan or advance is to be paid to the employee. The system generates an earning amount for the corresponding payroll period.

Note. If the field is left blank, it is assumed the payment will be made in cash. The system does not generate the earning and pay it through payroll processing.

Amount Enter the amount of the loan or advance.

Company Interest This field appears for loans only. Enter the interest rate that applies to the loan from the employer.

Repayment Schedule

Calculation Type Select a calculation type to determine the payment schedule.
Elapsed Period: Select if you want the system to calculate the end date and repayment amount for you, according to the number of periods you specify in the Elapsed Period field. The End Date field becomes unavailable for edit.

End Date: Select if you want to specify the end date of the loan repayments. The Elapsed Period field becomes unavailable for edit.

Flat Amount: Select if you want to specify the flat amount the employee is to repay each pay period. The system automatically calculates the number of repayment periods. The system displays the Repayment field instead of the Elapsed Period field. The End Date field becomes unavailable for edit.

Note. If you select the Advance Type *Advance*, the system automatically sets the Calculation Type to *Elapsed Period*.

Consider Extra Period

Select if you want the calculation to include extra period payments.

Begin Date

Enter the date when the employee begins making the loan or advance repayments.

For extra period advances, the begin date must fall within the extra period in which the repayment will be made.

End Date

Enter the date when the loan or advance repayments are due to end. (You can only enter a value in this field when you select End Date as the calculation type.)

Note. The system generates payments between the begin and end dates and calculates the necessary amount to be deducted.

Elapsed Period

Enter the number of pay periods over which the employee is to repay the loan. You can only enter a value in this field when you select *Elapsed Period* as the Calculation Type.

The system automatically calculates the end date for you. For example, if you enter the Elapsed Period as 13, the system calculates the end date as 13 pay periods after the begin date that you entered and the amount to repay.

Note. If you select the Advance Type *Advance*, the system automatically sets Elapsed Period to 1. This is because advances must be repaid in full in the next pay period.

Repayment

Enter the monthly loan repayment amount that the employee has requested to pay. This amount includes the principal amount of the loan and the interest payment. You can only enter a value in this field when you select *Flat Amount* as the Calculation Type.

Calculate Loan

This button appears for loans only. Click this button to automatically calculate the loan. The system checks the employee's labor agreement and takes into account the number of extra pay periods to which the employee is entitled.

Viewing the Payment Schedule

Access the Payment Schedule page.

Advance/Loan		Payment Schedule					
EmplID: KEG003		Mariana Perez Trabado					
Advance/Loan Totals Find View All First 1 of 1 Last							
Sequence number: 1							
Total Amount: 6,065.16		Remaining Amount: 6,065.16 Currency: EUR					
Loan Amortization Table Customize Find View All First 1-6 of 12 Last							
Month	Extra Period	Year	Capital	Interest	Repayment	Salary in Kind	Paid
1	☐	2002	495.43	10.00	505.43	10.00	☐
2	☐	2002	496.26	9.17	505.43	9.18	☐
3	☐	2002	497.08	8.35	505.43	8.34	☐
4	☐	2002	497.91	7.52	505.43	7.52	☐
5	☐	2002	498.74	6.69	505.43	6.69	☐
6	☐	2002	499.57	5.86	505.43	5.86	☐

Payment Schedule page

Advance/Loan Totals

Sequence Number

The sequence number that you entered on the Advance/Loan page.

Total Amount

The total amount of the loan or advance that was made to the employee. If an employee has several loans, the system displays the details of each loan, the total loan amount, and automatically calculates the remaining loan amount to be repaid.

Remaining Amount

The amount of the loan or advance that has not been repaid. This amount is automatically reduced per pay period, when the repayments are taken from the employee's salary.

Loan Amortization Table

Month

The month in which repayments must be made and whether they have been paid. If you selected 1/4/2004 as the Begin Date on the Advance/Loan page, for example, the system displays 4 as the first repayment. In other words, the first repayment is due in April, the fourth month of the year.

Extra Period

The system selects this check box automatically if a repayment is to be made in an extra pay period.

Year

The system automatically enters the year in which the repayment was paid.

Capital

The capital amount of the loan repayment that the employee has to pay. This amount does not include the interest payment for the loan.

Interest

The system automatically calculates the interest payment that applies to the loan.

Repayment

The system automatically calculates the total loan or advance repayment for that month. This amount comprises the capital and the interest payments.

Salary in Kind

The system automatically calculates the difference between the cost of the loan at the statutory interest rate, and the interest rate that you defined on the Advance/Loan page. This information is used for tax purposes.

Paid

The system selects this check box automatically when a loan or advance amount has been repaid.

Viewing Delivered Loan and Advance Elements

This section discusses:

- Delivered loan and advance earnings.
- Delivered loan and advance deductions.

Delivered Loan and Advance Earnings

Global Payroll for Spain uses these earnings to calculate payments for loans and advances:

Earnings	Description
DEV ADELANTO	Salary advance. Contains the amount to be paid to the employee as advance payment, which the employee must pay back through later payrolls. Custom field 5 contains the label DEV ADLNT0. Only processed for the last segment in the period. No retro calculation.
DEV PRESTAMO	Loan. Used for loan payments. Custom field 5 contains the label DEV PRSTMO. Only processed for the last segment in the period. No retro calculation.
PRSTMO EX	In kind loan taxable excess. Shows the excess interest amount that results when the interest rate is lower than the statutory rate. Calculated by subtracting the loan interest amount from the statutory interest amount on a month by month basis.

Delivered Loan and Advance Deductions

Global Payroll for Spain uses these deductions to calculate repayments for loans and advances:

Deduction	Description
DD ADELANTO	Advance deduction. Used for repayment of advances. Custom field 5 contains the label DD ADELANTO. Only processed for the last segment in the period. No retro calculation.
DD PRST CAP	Loan capital deduction. Used for repayment of the capital portion of a loan. Custom field 5 contains the label DD PRST CAP. Only processed for the last segment in the period. No retro calculation.
DD PRST INT	Loan interest deduction. Used for repayment of the interest portion of a loan. This deduction takes its value from the variable AYP VR IMPTOT INT previously calculated in AYP FM IMPORTE called from DDPRST CAP. Only processed for the last segment in the period. No retro calculation.
LIQ ADLNT0	Deduction for terminated employees. Settles the outstanding advance amount.
LIQ PRSTMO	Deduction for terminated employees. Settles the outstanding loan amount.
PRSTMO EXX	In kind loan taxable excess. Shows the excess interest amount that results when the interest rate is lower than the statutory rate. This deduction is linked to PRSTMO EX and offsets it.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Spain. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Viewing Delivered Elements,” Understanding How to View Delivered Elements

CHAPTER 9

Setting Up Social Security Contributions

This chapter provides overviews of social security terms and concepts, contribution calculation, and PeopleSoft Enterprise Human Resources data in social security calculation, self-insurance collaboration management, and discusses how to:

- View and define social security ceilings, rates, and bases.
- Define the multiple employment funding base.
- Define a Social Security time limit for FDI report data.
- Define self-insurance data.
- View delivered social security deductions.

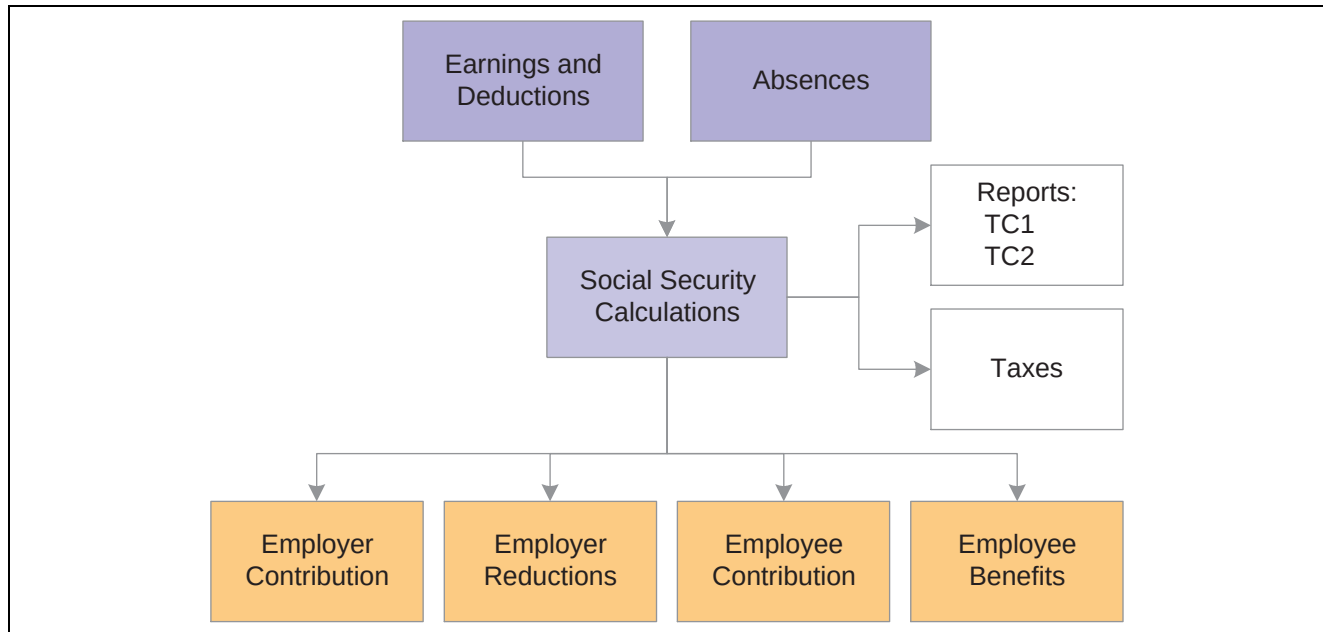
Understanding Social Security Terms and Concepts

This section discusses:

- Social security in the pay process flow.
- Bases.
- Percentages and rates.
- General and special schemes.
- Work groups.
- Minimum and maximum funding bases.
- Upper and lower ceilings.

Social Security in the Pay Process Flow

This diagram illustrates how social security processing fits into the overall pay process flow of Global Payroll for Spain. The social security process calculates the employer and employee contributions, the employer reductions, and generates data for the social security reports TC1 and TC2. The next step after social security processing is the tax calculation.



Social security in the pay process flow

Bases

Global Payroll for Spain calculates social security contributions and deductions as a percentage of a *funding base*, except in the case of trainees and apprentices, whose contributions and deductions are based on fixed rates. For employees with multiple jobs, the calculation is based on reduced maximum and minimum bases that you define on the Multiple Employment page.

Global Payroll for Spain delivers accumulators for these funding bases:

- Common Contingencies Base: Used to calculate the common contingencies contribution.
- Professional Contingencies Base: Used to calculate social security contributions for the following:
 - Temporary Disability (*Incapacidad Temporal (I.T.)*) and Permanent Disability, Death, and Survival Benefits (*Invalidez, Muerte, y Supervivencia, (I.M.S.)*).
 - (*A. T. & E. P.*).
 - Unemployment.
 - Professional training.
 - FOGASA (*Fondo de Garantía Salarial*).
- Structural Overtime Base: Used to calculate social security contributions for Structural Overtime.
- Non Structural Overtime Base: Used to calculate social security contributions for Non Structural Overtime.

Note. Global Payroll for Spain calculates the common contingencies and professional contingencies bases for trainees and apprentices for use in processing social security benefits. These bases are not required for calculating social security contributions.

Percentages and Rates

Global Payroll for Spain calculates social security contributions and deductions either as *percentages* of a funding base or on the basis of fixed *rates*, depending on the social security contribution ID assigned to the employee. The social contribution ID defines:

- Social security employee type.
- Contribution type.

For employees with a social security employee type of *regular*, the contribution type is *percentage*. For this type of employee, Global Payroll for Spain calculates contributions and deductions as a percentage of the common contingencies (CC) base, the professional contingencies (CP) base, or the structural and non-structural overtime bases. For employees whose social security employee type is trainee or apprentice, the contribution type is *rate*, which means that contributions and deductions are based on fixed rates. The exact rates or percentages are set by law and can vary from year to year.

Note. View and update the percentages/rates used in the social security calculation on the Contribution page.

General and Special Schemes

The social security system is divided into a general scheme and various special schemes. The general scheme applies to most employees working for others, while special schemes cover the self-employed and some categories of employees, such as sailors, those in the coal mining industry, and housekeeping employees. Currently, Global Payroll for Spain delivers rules only for the general scheme.

Grant holders (*becarios*) are integrated into the general scheme, but have special rules regarding social security calculation:

- They must be associated with the contribution group number 7.
- They must be assigned to the risk code 119.
- The common contingencies base is the minimum base for the general scheme.
- The professional contingencies base is the minimum base for the general scheme.

Becarios do not need to be associated with an official contract type, for purposes of generating the FAN flat file.

Note. Although Global Payroll for Spain delivers rules for only the general scheme, you can define rules for other schemes using the Scheme, Work Group, and Contribution pages.

Work Groups

All employees who contribute to social security are assigned to government-defined work groups based on their levels of education, professional skills, and job titles. Every year, the government establishes different minimum and maximum funding bases and ceilings for each work group and scheme.

Note. Define the values of the maximum and minimum bases and ceilings for the general scheme on the Scheme page.

Minimum and Maximum Funding Bases

For each work group, the government establishes a minimum and a maximum base to use in calculating the common contingencies funding base. This means that for an employee in a specific group, the social security funding base cannot be greater than or less than the maximum or minimum established for that group. For example, if an employee's earnings subject to social security contributions are so high that the calculated funding base exceeds the upper limit, the actual funding base must be reduced to the upper limit. In other words, social security contributions are based only on the portion of a payee's salary that is equal to or falls within the upper and lower limits for each group.

Note. Define the maximum and minimum funding bases for common contingencies on the Work Group page.

Upper and Lower Ceilings

Each year, the government establishes upper and lower ceilings for calculating the professional contingencies base. Just as in the case of the common contingencies contributions, social security contributions for professional contingencies are based only on the portion of a payee's salary that is equal to or falls within the upper and lower ceilings. The ceilings are the same for all work groups within a scheme.

Note. Define the upper and lower ceilings for professional contingencies on the Scheme page.

See Also

Chapter 9, "Setting Up Social Security Contributions," Base Calculation for Trainees and Apprentices, page 90

Chapter 9, "Setting Up Social Security Contributions," Viewing and Defining Social Security Ceilings, Rates, and Bases, page 102

PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce, "Setting Up Country-Specific Tables," (ESP) Setting Up Spanish Workforce Tables

Understanding Contribution Calculation

This section discusses:

- Social security calculation.
- Funding base calculation for regular employees.
- Funding base calculation for employees with multiple jobs.
- Base calculation for trainees and apprentices.
- Base calculation for part-time employees.
- Funding base normalization.
- How to retrieve calculation percentages and rates.
- Contribution calculation.

Social Security Calculation

Global Payroll for Spain calculates social security contributions by multiplying a base by a percent (in the case of regular employees) or by retrieving a fixed rate (in the case of trainees and apprentices).

In Global Payroll for Spain, the system:

- Calculates the social security funding base.
- Normalizes the funding base by comparing the calculated base with government-defined maximum and minimum values.
- Retrieves the percentage used to calculate the contributions of regular employees (or rates in the case of trainees and apprentices).
- Calculates contributions by multiplying a base by a percent (or by assigning a fixed rate in the case of trainees and apprentices).

Note. Global Payroll for Spain also calculates contributions of the pending vacation balance for terminated employees. This is discussed later in this PeopleBook.

See Also

Chapter 17, “Terminating Employees,” page 259

Funding Base Calculation for Regular Employees

This section discusses how the system calculates the four funding bases that are required to calculate employees’ social security contributions: common contingencies base, professional contingencies base, and bases for structural and non-structural overtime.

Note. This section discusses how the system deals with regular employees. The calculations are different for trainees, apprentices, or employees with multiple jobs.

See Chapter 9, “Setting Up Social Security Contributions,” Funding Base Calculation for Employees with Multiple Jobs, page 90.

See Chapter 9, “Setting Up Social Security Contributions,” Base Calculation for Trainees and Apprentices, page 90.

Calculating the Common Contingencies Base

The Common Contingencies Base is the sum of various *subbases* that comprise earnings for:

- Non-sick days base plus extra period proration.
- Days when the employee is absent with these types of absence: IT absence, AT absence, maternity absence, or absence for Risk During Pregnancy.

For monthly employees who contribute 30 days total regardless of how many days are in a month, the system calculates absences days as 30 non-sick days.

- Absence in which the employee contributes according to his earnings (*cotiza por lo que gana*).
- Absence in which the employee contributes according to the minimum base (*cotiza por la base minima*).

In addition to summing up various subbases to calculate the final amount of the common contingencies base, the system sets the value of the maximum and minimum bases to use in the normalization process when an employee has multiple jobs in different companies.

Calculating the Professional Contingencies Base

The calculation of the professional contingencies base is almost identical to that of the common contingencies base. Here are the key differences between the calculation for common contingencies base and the professional contingencies base:

- The common contingencies calculation uses the maximum and minimum bases for the employee's work group (as defined on the Work Group page), whereas the professional contingencies calculation uses the upper and lower ceilings defined on the Social Security Scheme page.
- The structural and non-structural overtime amount is added to the non-sick base for the professional contingencies base.
- Just as the common contingencies calculation uses a minimum hourly rate to calculate the funding base for part time employees, the professional contingencies calculation uses its own minimum hourly rate.

Calculating the Overtime Bases

Unlike the common and professional contingencies bases, the bases for structural and non-structural overtime do not undergo normalization and do not require any special calculations. They are used only as a basis for determining the employer and employee contribution for overtime.

See Also

Chapter 9, "Setting Up Social Security Contributions," Funding Base Normalization, page 92

PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce, "Setting Up Country-Specific Tables," (ESP) Setting Up Spanish Workforce Tables

Funding Base Calculation for Employees with Multiple Jobs

When an employee has multiple jobs in different companies, the total social security base must be distributed between jobs to prevent excess contributions being taken from the employee's paycheck.

To trigger the calculation of the base for multiple jobs:

- Specify the date (the effective date) on which the distribution of bases is to begin on the Multiple Employment page.
- Enter a percentage (supplied by Social Security) representing the proportion of the base that applies to each job on the Multiple Employment page. The system applies these percentages to the ceilings and bases used in the normalization process.

See Also

Chapter 9, "Setting Up Social Security Contributions," Defining the Multiple Employment Funding Base, page 108

Base Calculation for Trainees and Apprentices

Social security contributions for trainees and apprentices aren't calculated as a percentage of a funding base, but by means of fixed rates. Therefore, the system doesn't need to define a base in order to resolve the contributions or deductions of this category of employees. However, it still calculates both the Common Contingencies and Professional Contingencies bases for use in processing social security benefits.

Calculating the Common Contingencies Base

To calculate the common contingencies base for trainees and apprentices, Global Payroll for Spain calculates 75 percent of the base using either the minimum base (for full time employees whose contribution frequency is monthly or daily) or the minimum hourly rate (if the employee works part time).

Note. The maximum and minimum bases and the minimum hourly rate used in this calculation come from the Work Group page.

Calculating the Professional Contingencies Base

To calculate the professional contingencies base for trainees and apprentices, Global Payroll for Spain calculates 75 percent of the base using either the lower ceiling (for full time employees whose contribution frequency is monthly or daily) or the minimum hourly rate (in the case of part time employees).

Note. The lower ceiling and the minimum hourly rate used in this calculation come from the Work Group page.

Triggering Calculations for Trainees and Apprentices

To trigger the correct calculation for trainees and apprentices, define the contribution rates to apply on the Contribution page and link the employee to the correct Scheme and Social Security Contribution ID on the Contract Status/Content page.

See Also

[Chapter 9, “Setting Up Social Security Contributions,” Understanding PeopleSoft Enterprise Human Resources Data in Social Security Calculation, page 94](#)

[Chapter 10, “Calculating Social Security Benefits,” page 115](#)

Base Calculation for Part-Time Employees

The calculation of the Social Security base for part-time employees (regardless of whether they are regular or irregular part-time) differs from full-time employees. The reporting of contributions for these employees is done in hours.

When performing normalization, the system calculates the minimum base by multiplying the statutory minimum hourly rate by the actual number of hours worked. The maximum base for part-time employees is the same as the maximum base for full-time employees.

When calculating the part-time employee’s professional contingencies, the system calculates the lower ceiling by multiplying the statutory minimum hourly rate by the number of hours worked. The upper ceiling for part-time employees is the same as the upper ceiling for full-time employees.

The system calculates hours differently for regular and irregular part-time employees. For regular part-time employees, the system multiplies the value of the variable CLI VR RED JORNADA by 30 if the employee belongs to a monthly work group, or by the number of days in the month if the employee belongs to a daily work group. For irregular part-time employees, the system uses the employee’s assigned work schedule to count the exact number of worked hours.

See Also

[Chapter 4, “Understanding Basic Earnings,” Earnings Calculation, page 40](#)

Funding Base Normalization

This section discusses how Global Payroll for Spain compares an employee's funding bases with the minimum and maximum amounts defined by the government, to calculate both professional and common contingencies contributions for regular employees.

Note. This section does not apply to trainees or apprentices, whose funding base is defined as a fixed rate.

The system calculates an employee's social security contribution as follows:

1. Calculates all the subbases that contribute to the main funding base accumulator.
2. Sums all the subbases contributing to the social security funding accumulator—except the “contribution according to earnings” base.
3. To determine the *common contingencies* base, the system compares the sum calculated in Step 1 to the maximum and minimum bases (amounts) defined for each work group on the Work Group page.

To calculate the *professional contingencies* base, the system adds the amount obtained in Step 1 to structural and non-structural overtime and compares the result with the upper and lower ceilings defined on the Scheme page. If the amount is below the minimum base/lower ceiling, it sets the base used for calculating contributions equal to the minimum base/lower ceiling. If this amount is greater than the maximum base/upper ceiling, it sets the base used for calculating social security contributions equal to the maximum base/upper ceiling.

For part-time employees, the system uses a set of reference bases and ceilings derived from the statutory minimum hourly rate.

4. Adds the amount calculated in Step 3 to the amount “contribution according to earnings” base, once normalization (if applicable) and comparison has taken place. The result is the social security funding base for common and professional contingencies.

Example

This example illustrates how Global Payroll for Spain compares the common contingencies base.

Let's imagine that an employee has a calculated monthly base of 700 EUR, which is the sum of contributing earnings plus extra period proration amount. Assume that the employee has no absences in the current month, and has social security contributions that are processed monthly.

If you assume that the maximum and minimum bases for our employee are 2731.50 EUR and 799.80 EUR, respectively, you see that the amount of 700 EUR falls below the minimum base. So 799.80 EUR is defined as the funding base.

Reference Bases and Ceilings

Although social security processing is essentially the same for professional and common contingencies, the two contribution types employ a different set of reference bases or ceilings. When calculating the common contingencies base, the system uses the maximum and minimum bases defined on the Work Group page. When calculating the professional contingencies base, the system uses the upper and lower ceilings defined on the Scheme page. In addition, when processing part time employees, the system uses a set of reference bases/ceilings derived from the statutory minimum hourly rate.

This table identifies the system pages on which you view, update, or define the current bases and ceilings used to calculate contributions for full time employees, and the minimum hourly rates used to define the reference bases and ceilings for part time employees.

Contribution Type	View, Update, or Define Base/Ceiling on:	Comments
Common contingencies (full time employees)	Work Group Page	
Common Contingencies (part time employees)	Work Group Page	When processing part time employees, the system calculates the minimum base by multiplying the statutory minimum hourly rate by the real number of hours worked. The maximum base is the same as the maximum for full time employees.
Professional Contingencies (full time employees)	Scheme Page	
Profession Contingencies (part time employees)	Scheme Page	When processing part time employees, the system calculates the lower ceiling by multiplying the statutory minimum hourly rate by the number of hours worked. The upper ceiling is the same as for full time employees.

Note. The maximum bases, minimum bases, and the minimum hourly rates for common contingencies vary by scheme ID and contribution group. The upper ceiling, lower ceiling, and minimum hourly rate for professional contingencies vary by scheme ID alone.

See Also

PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce, “Setting Up Country-Specific Tables,” (ESP) Setting Up Spanish Workforce Tables

Retrieving Calculation Percentages and Rates

In the case of regular employees, once the base for calculating social security contributions has been defined, the system retrieves the correct percentage to apply to the base. In the case of non-regular employees (trainees and apprentices), the system retrieves the contribution rate.

Global Payroll for Spain uses arrays to retrieve the correct percentage or rate. The exact rate or percentage used to calculate each contribution is set by law and can vary according to the scheme ID, contribution ID, and effective date.

See [Chapter 3, “Setting Up Country Data,” Setting Up Statutory Rates, page 29.](#)

Contribution Calculation

The final step in the social security process is to determine the actual amount of the contributions either by multiplying the correct percentage by the appropriate funding base accumulator (in the case of regular employees) or by assigning a fixed amount (in the case of trainees and apprentices). The contribution includes these employee and employer contributions:

Employee	Common contingencies, professional training, unemployment, structural overtime, non-structural overtime.
Employer	Common contingencies, professional training, unemployment, FOGASA, structural overtime, non-structural overtime, IT and IMS.

Understanding PeopleSoft Enterprise Human Resources Data in Social Security Calculation

Global Payroll for Spain uses a considerable amount of data from Human Resources (HR) to calculate social security contributions. This table provides a quick reference to the basic HR information used in social security processing. It lists the pages on which you must enter the required data, as well as the names of the specific fields containing the data.

Page	Navigation	Field(s)	Use
Work Location	Workforce Administration, Job Information, Job Data, Work Location	SSN Employer	Associate employee's with the employer's Social Security Number.
Job Information	Workforce Administration, Job Information, Job Data, Job Information	Contract Number	Each employee must be associated with a contract number. After the hiring process, you must go to the Contract Data page and enter the contract information there. On the Contract Data page, the contract number is associated with information used in the social security process, such as Contract Begin Date, Regimen ID (Scheme ID), and Social Security Contribution ID.

Page	Navigation	Field(s)	Use
		Full/Part	Identifies whether the employee works full or part time. Depending on the value you enter in this field, Global Payroll for Spain uses the social security calculation method for either full or part time employees. Note. For regular part-time employees, you must define more information on the Supporting Element Overrides page in core Global Payroll. You must set the supporting element override for the number of hours worked per day into the SS VR RED JORNADA variable.
		FTE (full time equivalent)	You can use this field to identify the employee's full time equivalent. You can then apply the FTE value to compensation rate codes to determine reduced proportionality. The system also uses the value of this field during reduction calculation to identify the work-time reduction that is affecting the employee and to determine how to reduce the reduction amount

Page	Navigation	Field(s)	Use
		Social Security Risk Code (<i>epigrafe</i>)	The risk code or <i>epigrafe</i> is needed to calculate the A. T. & E. P. contribution for professional contingencies in the case of regular employees (contribution for work-related accidents and occupational disease). Note. If employees are associated to the 114 risk code, they will require some special setup. In addition to defining the 114 risk code on the Job Information page, you need to define more information on the Supporting Element Overrides page in Global Payroll. You need to set up the supporting element override for the 114 risk code by selecting the SS VR EPIG SECUND variable that includes the value of the secondary risk code and a specific effective date. See <i>PeopleSoft Enterprise Global Payroll 9.0 PeopleBook</i>, “Setting Up Overrides”.
Job Labor	Workforce Administration, Job Information, Job Data, Job Labor	Labor Agreement	Associate employees with a labor agreement.
		Employee Category	Each employee must be associated with a labor agreement and a category. These categories contain normal salary information and other information needed to process social security.

Page	Navigation	Field(s)	Use
Labor Agreement Categories	Set Up HRMS, Product Related, Workforce Administration, Labor Administration, Labor Agreement, Employee Categorization	Scheme ID	See Scheme ID below.
		Social Security Work Group	The social security work group code identifies the minimum and a maximum funding base, the minimum hourly rate as defined by the government, and whether the employee is daily or monthly. Note. You can manage daily employees as though they are monthly employees even if they are assigned to a daily work group. To do so, you must use the Supporting Element Overrides page in core Global Payroll to specify the variable SS VR TRATA MNSUAL with a value of <i>No</i>.
Contract Type Table	Workforce Administration, Job Information, Contract Administration, Define Contract Types	Reduction ID	Enter one of the reduction IDs you defined on the Reduction and Reduction Data pages in Global Payroll for Spain. In this way, the reduction ID is associated with a contract type.
Contract Status/Content	Workforce Administration, Job Information, Contract Administration, Update Contracts	Contract Begin Date	Define a contract begin date for each employee.

Page	Navigation	Field(s)	Use
		Contract End Date	If applicable, enter the contract end date for temporary contracts. If the duration of the contract is less than 7 days, the system performs a special contribution calculation for the employee because this kind of contract has a surcharge. Note. You can also specify that a contract belongs to the category of less than 7 days by overriding the value of the variable SS VR CONTR 7D FLG through the Supporting Element Overrides page in core Global Payroll.
		Scheme ID	Associate each employee with a scheme ID. Although you define the social security calculation rule of each social security scheme on the ESP Social Security Scheme Table component, employees must be associated with a social security scheme by means of the Scheme ID field.

Page	Navigation	Field(s)	Use
		Social Security Contribution	In Global Payroll for Spain, there may be different social security rate and percentage “sets” within a social security scheme. Each of these sets is identified by a contribution ID. Although you define the different social security contribution IDs and their corresponding rates or percentages using the Contribution page in Global Payroll for Spain, you must link each employee to a Social Security Contribution ID on the Contract Status/Content page.
		Reduction ID	Use the Reduction ID field to assign reductions to individual employees. An employee also inherits reductions that are included in the contract type assigned to the employee.
Contract Type/Clauses	Workforce Administration, Job Information, Contract Administration, Update Contracts, Contract Type/Clauses	Contract Type	Define a contract type for each employee.

Note. You can also override the variable CLI VR ALTA DIRECC using the Supporting Element Override page in core Global Payroll to identify the employee as belonging to the high executive collective. You can also override this variable from certain formulas using any other logic or field that you create during implementation. You need to identify these employees in the FAN file.

See Also

Chapter 9, “Setting Up Social Security Contributions,” Understanding Contribution Calculation, page 88

PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce, “Getting Started with Administer Workforce”

PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce, “Increasing the Workforce”

PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce, “Entering Additional Data in Human Resources Records”

Understanding Self-Insurance Collaboration Management

Normally the National Social Security Institute (INSS) pays for these benefits when the situation involves maternity or risk during pregnancy. For situations of temporary disability, either INSS or self-insurance companies pay these benefits.

Global Payroll for Spain provides functionality to managing data and reporting for self-insurance companies. Self-insurance companies are companies that are self-insured and voluntarily collaborate with Social Security in the management of benefits provided under the general scheme for temporary illness according to the terms of the collaboration. As defined by the General Law on Social Security (LGSS) Article 77, there are two types of self-insurance collaboration with Social Security:

- Collaboration for work-related injury or occupational disease (AT/EP).
- Collaboration for non-work-related injury or common disease (non-AT/EP).

Self-insurance companies can collaborate in the management of social security benefits through one or both of these collaborations by assuming payment of the benefit directly to the affected employee on behalf of Social Security. Companies must pay these benefits with the same frequency that they pay salaries. In return the self-insurance company gets deductions to its required social security contributions.

Collaboration for Work-Related Injury or Occupational Disease (AT/EP)

When a self-insurance company collaborates with Social Security for work-related injury or occupational disease (AT/EP):

- The collaboration affects all employees of the employer social security number (Employer SSN) that you define as having a self-insurance collaboration on the Self-Insurance Data page.
- The company gives healthcare coverage and pays for economic benefits for temporary disability derived from work-related injury or occupational disease (AT/EP).
- The company is not refunded by Social Security for sick pay expenses (SUBSIDIO AT earning).
- When calculating professional contingencies contributions for self-insurance companies, the system specifically considers the following contributions:
 - Work-Related Injuries or occupational disease (AT/EP).
 - Unemployment.
 - Professional training.
 - FOGASA (Fondo de Garantía Salarial).
 - Permanent disability, death, and survival benefits (IMS).

- The system computes an additional contribution quota, called Shared Services Contribution (*Aportación a Servicios Comunes*), which the self-insurance company must report.

The system obtains this quota amount through the following formula expression:

$$\text{Shared Services Contribution} = \text{AT/EP Contribution Base} \times \text{IMS Rate} \times \text{IT Self-Insurance Rate}$$

Where

AT/EP Contribution Base = Amount obtained as part of regular Social Security Contribution processing

IMS Rate = Amount derived from statutory table indexed by risk code

IT Self-Insurance Rate = Amount derived from statutory table

Note. For this collaboration type, the system does not compute or report contributions for temporary disability (IT) rates when computing the professional contingencies contributions. However, Global Payroll for Spain calculates and stores contributions for IT in the accumulator SS AC ER AUTO IT S for each employee. You can use this value for company reporting, such as reporting to general ledger to track how much money the company saves by being self-insured.

Collaboration for Common Disease or Non-Work-Related Injury (non-AT/EP)

When a self-insurance company collaborates with Social Security for non-work-related injury or common disease (non-AT/EP):

- The collaboration affects all employees of the employer social security number (Employer SSN) that you define as having a self-insurance collaboration on the Self-Insurance Data page.
- The company pays for economic benefits and can give healthcare for temporary disability derived from non work-related injury or common disease (non-AT/EP).
- The company is not refunded by Social Security for sick pay expenses (PAGO DELEGADO earning).
- The system calculates a reduction to be applied to the total common contingencies contribution to pay.

The system obtains this amount through the following formula expression:

$$\text{Regular Situations Joint-Management Deduction} = \text{Base} \times \text{IT Self-Insurance Rate}$$

Where

Base = Field 111 (Non-AT/EP Contributions) + Field 115 (Employer Only Non-AT/EP Contributions) – Field 209 (Con

IT Self-Insurance Rate = Amount derived from statutory table

This collaboration type impacts the Total Employer Social Security Contributions calculation by reducing the final net to pay to Social Security through the Regular Situations Joint-Management deduction. This collaboration type also impacts the RED system FAN File, and the TC1 Report.

See Also

[Chapter 9, “Setting Up Social Security Contributions,” Defining Self-Insurance Data, page 111](#)

[Chapter 10, “Calculating Social Security Benefits,” Running Social Security TC Reports, page 129](#)

[Chapter 10, “Calculating Social Security Benefits,” Viewing Delivered Benefit Calculation Elements, page 133](#)

[Chapter 17, “Terminating Employees,” Terminating Employees in Self-Insurance Companies, page 269](#)

Viewing and Defining Social Security Ceilings, Rates, and Bases

To view social security contribution elements, use the Contribution Elements ESP (GPES_SS_CONTRB) component. To define social security reduction and reduction data, use the Reductions ESP (GPES_SS_BONIF) component. To view reduction elements, use the Reduction Elements ESP (GPES_SS_BNF_DEF) component.

This section provides an overview of ceilings, rates, and other calculation values and discusses how to:

- View social security contribution elements.
- Define reductions.
- Define reduction data.
- View reduction elements.

Understanding Ceilings, Rates, and Other Calculation Values

To view and define ceilings, rates, and other calculation values:

1. View and define social security ceilings.

To view or update ceilings and the minimum hourly rate associated with the general scheme (delivered by Global Payroll for Spain), use the Scheme page in Human Resources. To define values for other schemes, enter the Scheme page in add mode and supply the required data.

2. View and define the maximum and minimum social security bases, as well as the minimum hourly rate.

Most common contingency bases are calculated in relation to a maximum and minimum funding base or are derived from a minimum hourly rate (in the case of part-time employees). To view or update the maximum base, the minimum base, or the hourly rate for the general scheme, use the Work Group page in Human Resources. If you are defining values for a different scheme, enter the component in add mode and supply the required data.

3. View and define rates used in the contribution calculation.

Once you have reviewed the ceilings and bases used to calculate social security contributions, use the Contribution page in Human Resources to view or update the contribution rates and percentages for the general scheme. If you are defining values for a different scheme, enter the component in add mode and supply the required data.

4. View key elements used in the social security calculation.

Once you have viewed or defined data on the Scheme, Work Group, and Contribution pages, use the Social Security Contribution page to obtain information on deductions, key accumulators, and variables used in the social security process.

5. View and maintain information related to contribution reductions.

In some cases, employers may be granted a reduction in the amount of their social security contributions if they hire older employees or employees with qualifying disabilities. Reductions are assigned to employees in two ways, either by assigning a reduction to a contract type or assigning it directly to the employee's contract data using the Contract Status/Content page. You can also define reductions at the Establishment level.

To set up and maintain the correct reduction percentage, as well as the duration of the reduction, use the Reduction and Reduction Data pages.

6. View key elements related to the employer's social security reduction.

Once you have viewed, modified, or entered new reduction information on the Reduction and Reduction Data pages, use the Reduction Elements page to obtain information on key accumulators used to calculate and store the amount of the employer reductions.

See Also

PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce, “Setting Up Country-Specific Tables,” (ESP) Setting Up Spanish Workforce Tables

Pages Used to View and Define Social Security Data

Page Name	Object Name	Navigation	Usage
Social Security Contribution	GPES_SS_CNTB_BSE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Contribution Elements ESP	Obtain information on key elements used in the social security process.
Reduction	GPES_SS_BNF	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Reductions ESP	View and define the employer’s social security reductions.
Reduction Data	GPES_SS_BNF_DTA	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Reductions ESP, Reduction Data	View and define the employer’s social security reduction data.
Reduction Elements	GPES_SS_BNF_DEF	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Reduction Elements ESP	Obtain information on key accumulators used in the social security reduction process.

Viewing Social Security Contribution Elements

Access the Social Security Contribution page.

Social Security Contribution		
Social Security Contribution Set		
Find View All First 1 of 8 Last		
Common Contingency		
Base:	SS AC BSE CC NRM S	Normalized CC Base
Employer Contribution:	SS AC ER CC S	ER Common Contingencies
Employee Contribution:	SS DD CC	SS Common contingencies
Percentage (For TC's):	SS VR TC PCT CC	Percentage for CC
Illness Base:	SS AC BS CC BAJA S	CC Base on IT/AT
Maternity Base:	SS AC BS CC MTRE S	Base CC for Maternity/Risk
Employer MT Contribution:	SS VR CT CC MTR ER	Contribtn CC ER Maternity/Risk
Vac. Trmtn. Soc. Sec. Contrib:	LIQ V SS CC	Vac trmtn SS common Conting.

Social Security Contribution page

Base	The accumulator that stores the funding base used in the social security calculation.
Employer Contribution	The accumulator that stores the employer's contribution to social security.
Employee Contribution	The accumulator that stores the employee's contribution to social security.
Percentage (For TC's)	The variable that stores the total contribution percentages (employee plus employer percent) that must be recorded in the TC reports.
Illness Base	The accumulator that stores the contribution base corresponding to sick days.
Maternity Base	The accumulator that stores the employee's maternity base.
Employer MT Contribution	The variable that stores the employer's contribution for maternity or pregnancy risk benefits.
Vac. Trmtn. Soc. Sec. Contrib (vacation termination social security contribution)	The deduction that stores the contributions related to paid vacations for terminated employees.

See Also

Chapter 9, "Setting Up Social Security Contributions," Understanding Contribution Calculation, page 88

Defining Reductions

Access the Reduction page.

Reduction ID: KE3

Reduction					
*Effective Date:	01/01/2002	*Status:	Active		
*Reduction Type:	RDL 5/2006	Group:	06 Hire Women 2 yrs after birth		
*Description:	Hire women 2 yrs after birth				
Comment	Women rehire in the 24 following months to the birth				

Reduction page

Reduction ID

The reduction ID identifies the specific reduction definition/rule that applies to an employee. When entering this page, select an ID and view (or modify) the existing data, or enter a new ID and define the reduction associated with that ID.

Reduction Type

The reduction type identifies the categorization for a specific social security reduction to be applied to an employee.

Possible values are:

INEM (Box 601 of TC-1) Catastrophe: Select if social security reductions due to an official declaration of a catastrophe are met by INEM.

INEM (Box 601 of TC-1): Select if social security discounts are met by INEM.

INEM 60 Years Old: Select if social security reductions are met by INEM due to the partially-retired employee being at least 60 years old with at least five years seniority.

INEM 65 years Old: Select if social security reductions are met by INEM due to the partially-retired employee being at least 65 years old with at least five 35 contributing years.

SS (Box 209 of TC-1): Select if social security reductions are met by the Social Security agency.

RD 5/2006: Select if the reduction appears as part of law RD 5/2006.

Note. In the case of a catastrophe occurring to a company, the reduction is directly applied to all the contributions for the company.

Group

Specify the collective to which the reduction applies. This system displays this field only if you select the reduction type RD 5/2006.

See Also

Chapter 9, "Setting Up Social Security Contributions," Understanding Contribution Calculation, page 88

Defining Reduction Data

Access the Reduction Data page.

Reduction ID: KE3

Reduction

Find | View All First 1 of 1 Last

Effective Date: 01/01/2002 Status: Active Type: RDL 5/2006

Reduction Segments

	Concept	From Month	To Month	Percentage to Reduce	Annual Amount to Reduce	Currency Code
1	Common Contingency	1	48		1200.00	EUR

Reduction Data page

Concept

Identify the type of contribution (common contingency, FOGASA, temporary disability, and on) to which the reduction defined in the Reduction Percentage and the From Month and To Month fields applies (see the following description).

From Month, To Month

Define a reduction with a limited duration. Use the From Month field to identify the first month of the reduction; use the To Month field to identify the last month of the reduction. The actual calendar month on which the reduction begins or ends is based on the contract begin date identified on the Contract Data page in Human Resources. For example, in the above exhibit, the value of the From Month field is 1 and the value of the To Month field is 999. This means that beginning with the month of the initial contract (let's say 1/1/1990), the reduction applies for 999 months. If the start date had been 4 and the To Month date had been 6, the reduction would not begin until April (three months after the contract begin date) and would end after the month of June (five months after the month that the contract started). If you enter 1 in the From Month field and 999 in the To Month field, the system assumes that the duration of the contract is unlimited.

Note. Do not use 0 as the From Month value. Instead use 1.

Percentage to Reduce

View, modify, or define the percentage amount of the reduction that applies to the contribution type identified in the Concept field.

Annual Amount to Reduct

View, modify, or define the exact flat amount of the reduction that applies to the contribution type identified in the Concept field. For monthly employees, the system divides this annual rate by 360 and multiplies the resulting value by

the contributed days on the payroll. For daily employees, the system divides the annual rate by the annual calendar days and then multiplies the resulting value by the contributed days on the payroll. For part-time employees, the system reduces the reduction amount based on the FTE value assigned to the employee. The FTE field value represents the reduction of the work schedule.

Viewing Reduction Elements

Access the Reduction Elements page.

Reduction Elements		
Social Security Reduction Set		
Find View All First 1 of 6 Last		
Reduction Set Description:	Common Contingency	
Concept	Element Name	Description
Employer Contribution:	SS AC ER CC S	ER Common Contingencies
Social Security Reduction:	SS AC BNF CC S S	CC Reduction - SS
INEM Reduction:	SS AC BNF CC I S	CC Reduction - INEM
Establishment Reduction:	SS AC BNF CC C S	CC reduction - Establishment
60 Years Old Reduction:	SS AC BNF CC 60AS	CC Reduction - 60 years old
65 Years Old Reduction:	SS AC BNF CC 65AS	CC Reduction - 65 years old

Reduction Elements page

Employer Contribution	The accumulator that stores the amount of the employer's contribution to social security for each contribution type, common contingency, permanent disability D & S, professional training, and FOGASA. To calculate the employer reductions, Global Payroll for Spain applies the reduction percentages defined on the Reduction Data page to the amount in this accumulator.
Social Security Reduction	The accumulator that stores the employer reductions managed by social security for each contribution type (common contingency, permanent disability D & S, professional training, and FOGASA).
INEM Reduction	The accumulator that stores the employer reductions managed by INEM for each contribution type (common contingency, permanent disability D & S, professional training, and FOGASA).
Establishment Reduction	The accumulator that stores the employer reductions managed by INEM in case a catastrophe occurs to a company establishment.
60 Years Old Reduction	The accumulator that stores the employer reductions for employees older than 60 years old.

65 Years Old Reduction

The accumulator that stores the employer reductions for employees older than 65 years old.

Defining the Multiple Employment Funding Base

This section provides an overview of multiple employment funding base and discusses how to enter multiple employment data.

Understanding the Multiple Employment Funding Base

In Global Payroll for Spain, you can calculate the social security contribution funding base for employees with multiple jobs. You define multiple employment funding bases using the Multiple Employment Data page.

Example: Applying Distribution Percentages to the Standard Bases and Ceilings

In this example, let's assume that an employee has two jobs with these characteristics:

- Hours and Salary for Job 1:
 - Hours Worked: 5 hours/day.
 - Contribution Group: 2.
 - Base Salary: 1.202,02 EUR/month.
 - Additional Salary: 291,49 EUR/month.
 - Overtime: 345,58 EUR in current month.
 - Number of Extra Periods: 0.
- Hours and Salary for Job 2:
 - Hours Worked: 3 hours/day.
 - Contribution Group: 3.
 - Base Salary: 294,50 EUR/month.
 - Additional Salary: 24,04 EUR/month.
 - Number of Extra Periods: 0 (including base salary).

Let's assume that the social security calculation generates these maximum and minimum common contingency bases to use in the normalization process:

Base	Standard Base Amount
Maximum Base	2731.50 EUR
Minimum Base	660.60 EUR

Let's also assume that the social security calculation generates these upper and lower professional contingencies ceilings to use in the normalization process:

Ceiling	Standard Ceiling Amount
Upper Ceiling	2731.50 EUR
Lower Ceiling	572.70 EUR

If the distribution percentage for Job 1 (provided by Social Security) is 75 percent, the maximum and minimum bases for common contingencies are recalculated as follows:

Base	Standard Base Amount	Recalculated Base
Maximum Base	2731.50 EUR	$2731.501 \times 75\% = 2048.625$ EUR
Minimum Base	660.60 EUR	$660.60 \times 75\% = 495.45$ EUR

And if the distribution percentage for Job 1 (provided by Social Security) is 75 percent, the upper and lower ceilings for professional contingencies are recalculated as follows:

Base	Standard Base Amount	Recalculated Base
Maximum Base	2731.50 EUR	$2731.501 \times 75\% = 2048.625$ EUR
Minimum Base	572.70 EUR	$572.70 \times 75\% = 429.525$ EUR

Note. The Maximum and Minimum Base percentages in these tables are defined on the Multiple Employment Data page.

Page Used to Define the Multiple Employment Funding Base

Page Name	Object Name	Navigation	Usage
Multiple Employment Data	GPES_MULT_EMP	Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Multiple Employment Data ESP, Multiple Employment Data	Calculate the funding base of social security contributions for employees with multiple jobs.

Entering Multiple Employment Data

Access the Multiple Employment Data page.

Multiple Employment Data

German Luis Porras Dato EMP ID: KEG007 Empl Rcd #: 0

Multiple Employment Find | View All First 1 of 1 Last

*Effective Date: 01/01/2000 *Status: Active

Sector: Private

Authorization Number:

*Minimum Base Percent: 60.00

*Maximum Base Percent: 60.00

Description: Multiemployment for employee KEG007

Multiple Employment Data page

Sector	Select <i>Public</i> or <i>Private</i> .
Authorization Number	Enter the employee's social security authorization number used for multiple employment. This information will be included in the TC2 report that is sent to Social Security.
Minimum Base Percent	Enter the percentage to be applied to: • The Lower Ceiling used in the calculation of the professional contingencies base. • The Minimum Base used to calculate the funding base for common contingencies.
Maximum Base Percent	Enter the percentage to be applied to: • The Upper Ceiling used in the calculation of the professional contingencies base. • The Maximum Base used to calculate the funding base for common contingencies.

Defining a Social Security Time Limit for FDI Data

To define a time limit for transferring medical note data to the social security agency, use the Social Security Data (SSEC_DATA_ESP) component.

See *PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce*, "Setting Up Country-Specific Tables," Defining a Social Security Time Limit for FDI Data.

See Also

Chapter 15, "Working with Absence Rules," Generating the FDI Medical Report Text File, page 240

Defining Self-Insurance Data

To set up and maintain self-insurance data, use the Self-Insurance Data (GPES_SLF_INS_DATA) component. This section discusses how to define self-insurance data.

See Also

Chapter 9, “Setting Up Social Security Contributions,” Understanding Self-Insurance Collaboration Management, page 100

Page Used to Define Self-Insurance Data

Page Name	Object Name	Navigation	Usage
Self-Insurance Data	GPES_SLF_INS_DATA	Set Up HRMS, Product Related, Workforce Administration, Workforce Data ESP, Self-Insurance Data, Self-Insurance Data	Set up and maintain self-insurance percentages and details for companies (at the employer social security number level) with voluntary self-insurance collaborations.

Defining Self-Insurance Data

Access the Self-Insurance Data page.

Self-Insurance Data

Self-Insurance Percentages

Find | View All | First 1 of 1 Last

*Effective Date:

01/01/2006

*Status:

Active

Percentage for AT/EP:

31.300000

Percentage for non AT/EP:

0.055000

Self-Insurance SSN Employers

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

*Social Security Number	Company	Description	*Effective Date	*Status	Check AT/EP	Check non AT/EP
28123456789	KE1	Business Institute - Spain	10/13/2006	Active	☐	☐

Self-Insurance Data page

Self-Insurance Percentages

Use this group box to define the reduction rate percentages for each self-insurance collaboration type. The system factors these percentages when calculating social security contributions for companies with self-insurance that collaborate with Social Security to provide the corresponding benefits.

Effective Date Enter the date that the self-insurance reduction rate percentages become valid.

Status Select whether the self-insurance reduction rate percentages are *Active* or *Inactive*.

Percentage for AT/EP	Contains the self-insurance reduction rate percentage for the work-related injury or occupational disease (AT/EP) collaboration type as given annually by the Ministry of Labor and Social Affairs (MTAS). It is used during the shared services contribution calculation. Oracle delivers and maintains this value.
Percentage for non AT/EP	Contains the self-insurance reduction rate percentage for common disease or non-work-related injury (non-AT/EP) collaboration type as given by annually by MTAS. It is used during calculation of the regular situations joint-management reduction. Oracle delivers and maintains this value.

Self-Insurance SSN Employers

Use this group box to specify, by employer social security number, the companies with self-insurance and the collaboration types associated with these employer social security numbers.

Social Security Number	Select the employer social security number for the companies that have self-insurance and are collaborating with Social Security to directly provide AT/EP or non-AT/EP benefits to employees. The system prompts you to select from employer social security numbers for Spanish establishments as defined on the Establishment Address page.
Social Security Number and Company	Select the employer social security number for the companies that have self-insurance and are collaborating with Social Security to directly provide AT/EP or non-AT/EP benefits to employees. The system prompts you to select from employer social security numbers for Spanish establishments as defined on the Establishment Address page.
Effective Date	Enter the date that the collaboration type for each selected company becomes valid. This is the authorization date.
Status	Select whether the collaboration type for each selected company is <i>Active</i> or <i>Inactive</i> .
Check AT/EP	Select this check box to indicate that the selected company has a self-insurance collaboration type for work-related injury or occupational disease.
Check non-AT/EP	Select this check box to indicate that the selected company has a self-insurance collaboration type for common disease or non-work-related injury.

Viewing Delivered Social Security Deductions

This section discusses delivered social security deductions.

Global Payroll for Spain defines employee contributions to social security as deductions with a calculation rule of Base * Percentage for regular employees. For trainees and apprentices the deductions are defined as a flat amount. The deductions that are used to calculate employee contributions due to vacations not taken are defined as a flat amount.

See [Chapter 9, “Setting Up Social Security Contributions,” Understanding Contribution Calculation, page 88](#).

Global Payroll for Spain delivers these deductions for social security contributions:

Deduction	Description
LIQ V SS CC	Vacation treatment for social security common contingency. Used for common contingencies contributions. Note. This deduction is used to calculate an employee's contributions due to vacations not taken at the time of termination
LIQ V SS DS	Vacation treatment for social security unemployment. Used for the unemployment contribution. Note. This deduction is used to calculate an employee's contributions due to vacations not taken at the time of termination
LIQ V SS FP	Vacation treatment for social security professional treatment. Used for the professional training contribution. Note. This deduction is used to calculate an employee's contributions due to vacations not taken at the time of termination
SS CT FWD	Social Security to be forwarded. Used during retro calculation to forward Social Security data to the current month. This value is used just during generation of the Company Certificate report.
SS DD CC	Employee deduction for common contingencies.
SS DD DSMPL	Employee deduction for unemployment.
SS DD FRM PR	Employee deduction for professional training.
SS DD HS X E	Employee deduction for structural overtime.
SS DD HS XNE	Employee deduction for non-structural overtime.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Spain. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Viewing Delivered Elements,” Understanding How to View Delivered Elements

Chapter 17, “Terminating Employees,” Delivered Termination Deductions, page 280

CHAPTER 10

Calculating Social Security Benefits

This chapter provides an overview of social security benefits and social security absence days count, and describes how to:

- Calculate benefits.
- Trigger benefits.
- Review social security contribution data
- Run social security TC reports.
- View delivered benefit calculation elements.

Understanding Social Security Benefits

This section discusses Spanish social security benefits and calculation of benefits.

Benefit Types

Employees in Spain are eligible to receive three types of benefits:

- Temporary Disability Benefits for Common Sickness and Non-Industrial Accidents (IT).

IT (*Incapacidad Temporal*) benefits are available to employees who have contributed to social security at least 180 days in the last five years before the leave date.

- Disability Benefits Due to Work Related Injuries (AT & EP).

AT & EP (*Accidentes de Trabajo y Enfermedades Profesionales*) benefits are available to workers who have suffered workplace injuries.

- Maternity/Pregnancy Risk.

Maternity and pregnancy risk benefits are available to employees who have contributed to social security at least 180 days in the last five years before the date of birth. Because the legal benefits are paid entirely by Social Security, the payment amounts are not calculated by Global Payroll for Spain. However, the system does calculate the common contingencies (CC) and professional contingencies (CP) bases for the days employees are absent for maternity or pregnancy risk. These bases are required to calculate complementary benefits that are paid by the employer.

Legal and Complementary Benefits

There are two types of benefits:

- Legal benefits known as *Subsidio IT* and *Subsidio AT*.
- Complementary benefits paid by the employer known as the *Prestación Complementaria IT*, *Prestación Complementaria AT*, *Prestación Complementaria MT*, and *Prestación Complementaria RE*.

Note. Employer complementary benefits are defined on the Complementary Benefit page. The system automatically calculates the portion of the benefits that is the legal benefits *Subsidio* and the portion that is paid by the employer *Prestación Complementaria*.

For maternity or risk during pregnancy benefits, the system calculates two elements - Subsidio MT and Subsidio RE - as part of the complementary benefits calculation.

See Chapter 5, “Working with Labor Agreements,” Defining Complementary Benefits, page 57.

Bases (*Base Reguladora Diaria*)

In Global Payroll for Spain, legal social security benefits are calculated as a percentage of a daily benefits base (*Base Reguladora Diaria* or *BRD*). The daily bases are derived from the CC and CP funding bases for social security. This table identifies the social security funding base from which the daily base for each benefit is derived:

Benefit	Social Security Base
IT (<i>subsidio IT</i>)	Common contingencies + Overtime average for the last 12 months.
AT & EP (<i>subsidio AT</i>)	Common contingencies + Overtime average for the last 12 months.
Maternity	Common contingencies + Overtime average for the last 12 months.
Risk during pregnancy	Common contingencies + Overtime average for the last 12 months.

Note. You can override these BRD values.

See Chapter 15, “Working with Absence Rules,” Overriding BRDs and Relapse Days For Absence Events, page 246.

Note. The system calculates the BRD for part-time employees differently, instead getting the average of the three months previous to the begin date of the absence.

With complementary benefits, employers can select from the following bases:

- Social security common contingencies base.
- Employees’ gross daily salary.
- Any other user-defined daily accumulator.

You specify the base for complementary benefits on the Complementary Benefit page.

Percentages

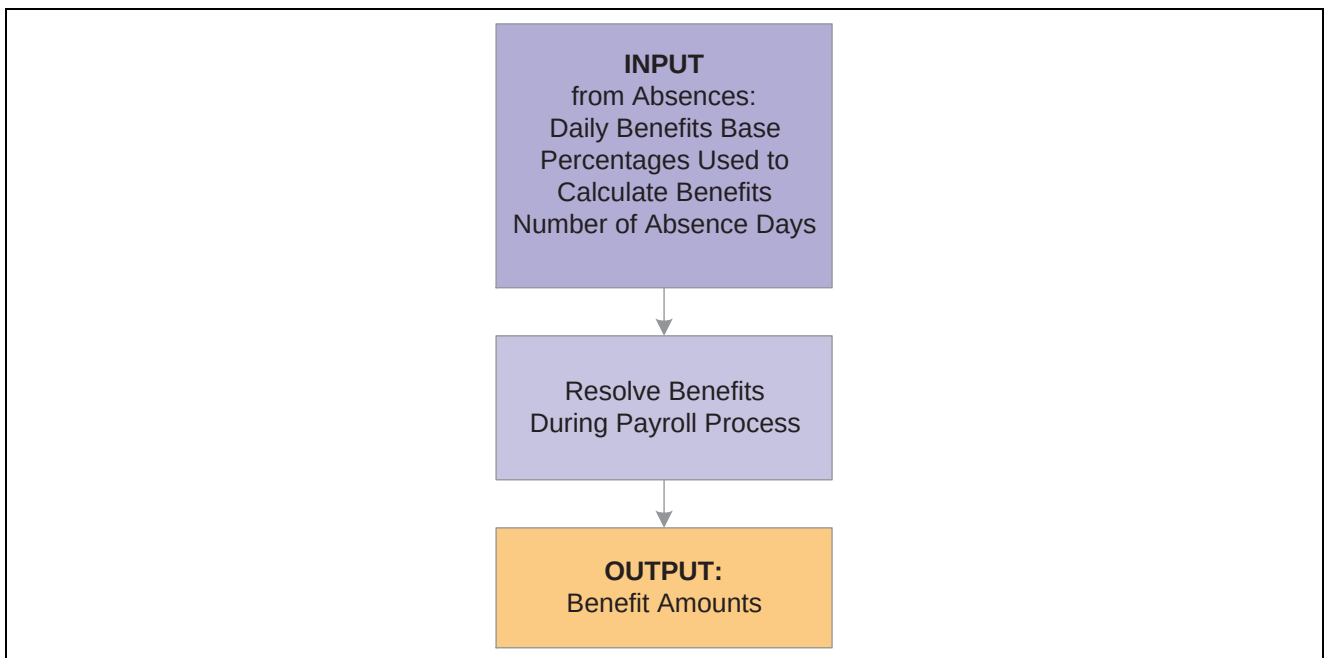
The percentages used to calculate benefits are set both by the government (in the case of legally mandated benefits) and by employers (in the case of complementary benefits). The percentages used to calculate the IT benefit (*Subsidio IT*) vary depending on the number of days the employee is on leave, while the amount of the AT and EP benefit (SUBSIDIO AT) is currently set at 75 percent of the daily base (the *Base Reguladora Diaria*) for each day of leave. Maternity is paid at 100 percent of the daily base (*Base Reguladora Diaria*), while risk during pregnancy is paid at 75 percent.

Pago Delegado

Pago Delegado refers to the system whereby an employer pays IT or AT benefits to an employee, but is later reimbursed for these payments by Social Security. In other words, the company acts as the direct provider of benefits and is later repaid. In the case of IT, the employer can reimburse, as *pago delegado*, the social security benefits from the 16th day of sickness. In the case of AT, the employer has the right to reimburse from the first day of sickness. This reimbursement isn't a real refund, but rather a discount of the total amount to pay through the social security TCs.

Social Security Benefits in the Pay Process Flow

This diagram illustrates how benefits processing fits into the overall pay process flow of Global Payroll for Spain.



Benefits in the pay process flow

As shown in the diagram, benefits preparation takes place during absence processing. The absence processing calculates the daily benefits base (*Base Reguladora Diaria*), the percentages to apply to the base, and the number of days the employee is on each type of leave. Then, during the payroll process, the benefits setup in absences are resolved.

See Also

[Chapter 10, “Calculating Social Security Benefits,” Calculating Benefits, page 120](#)

[Chapter 9, “Setting Up Social Security Contributions,” page 85](#)

[Chapter 5, “Working with Labor Agreements,” Defining Complementary Benefits, page 57](#)

Understanding Social Security Absence Days Count

Global Payroll for Spain counts absence days to report to Social Security in cases of sickness, industrial or professional accident, maternity, or risk during pregnancy using the following three counters:

Counter	Description
Sick Days Counter	Counts the number of Social Security base days.
Workdays Counter	Counts the number of paid workdays.
Benefits Days Counter	Counts the number of compensation days for Social Security benefits.

The system uses these counters along with the AUS FM DIAS formula for the calculation of an employee's social security contribution base, social security compensation, social security benefits, and company complementary benefits.

Day Counts for Social Security Contribution Base

The system counts Social Security base days for Social Security absences in two segments: healthy days and sick days.

To count the number of healthy days, the system uses the Workdays Counter.

To counter the number of sick days, the system uses the Sick Days Counter. The Sick Days Counter determines the sick days by calculating the difference between the days by frequency and the work days. Thus:

$\text{Sick Days Counter} = \text{Days by Frequency} - \text{Number of Workdays}$

The days by frequency are the days considered for contribution purposes depending on whether the count is for employees with a daily salary basis or a monthly salary basis. For employees with a daily salary basis, the system uses the actual number of calendar days in the month. For the employees with the monthly salary basis, the system uses 30 days regardless of the actual number of calendar days in the month.

Note. There are two exceptions to note regarding the sick days count for employees with a monthly salary base because of the set 30 days. First, if an employee has a full month of absences in February the system adds either one or two sick days depending on the number of days in February for that year. Second, if an employee has one absence in a 31 day month, the system counts 30 healthy days and 0 sick days.

Day Counts for Social Security Benefits

When counting compensation days for Social Security benefits, the system uses the Benefits Days Counter. In this case, the counter considers natural sick days. It counts the exact number of calendar days, including holidays, vacation days, and weekends.

Note. The system does not adjust this counter to 30 days. It always uses the exact number of calendar days in the month. Thus, the benefits days for a whole month of sickness in February or a month with 31 days is equal to the exact number of calendar days.

Day Counts for Company Complementary Benefits

When calculating company complementary benefits, the system uses the Benefits Days Counter. To perform the calculation, the system:

- Calculates the target gross to pay the employee based on the complementary benefits setup data at the labor agreement level.
- Makes an adjustment to avoid paying employee's a higher gross for months with sickness compared to a regular month without absences.
- Makes an adjustment for certain rules to ensure that employees with a monthly salary basis are paid for exactly 30 days when absent the entire month, regardless of the actual calendar days.
- Converts the complementary benefit for day 31 into a negative amount to absorb the Social Security benefit for that day when the employee is on a monthly salary basis.
- Converts the complementary benefit for day 28 and 29 of February into a positive amount to adjust the Social Security benefit for those days when the employee is a monthly salary basis.

Examples

If an employee with a monthly salary basis starts a common sickness (IT) absence on January 11:

- Days by frequency = 30 (just for being a monthly employee and active the whole month)
- Workdays Counter = 10 (exact number of workdays in that month)
- Sick Days Counter = Days by frequency – Worked days = $30 - 10 = 20$
- Benefits Days Counter = Sick days = 21 (exact number of calendar days with sickness, from the 11th to the 31st)

If an employee with a daily salary basis starts a common sickness (IT) absence on January 11:

- Days by frequency = 31 (just for being a daily employee and active the whole month)
- Workdays Counter = 10 (exact number of worked days in that month)
- Sick Days Counter = Days by frequency – Worked days = natural sick days = January 11 to January 31 = 21
- Benefits Days Counter = Sick days = 21 (exact number of calendar days with sickness, from the 11th to the 31st)

If an employee with a monthly salary basis starts a common sickness (IT) absence on February 11:

- Days by frequency = 30 (just for being a monthly employee and active the whole month)
- Workdays Counter = 10 (exact number of worked days in that month)
- Sick Days Counter = Days by frequency – Worked days = $30 - 10 = 20$
- Benefits Days Counter = 18 days (exact number of calendar days with sickness, from the 11th to the 28th)
- Complementary Benefits Days = natural sick days + 2 (The system extends complementary benefits 2 more days using the payment percentage assigned to day 28).

If an absence due to sickness starts on the last day of a month with 31 calendar days for an employee with a monthly salary basis:

- Workdays counter = 30 days (the exact working days as healthy days).
- Sick days counter = Days by frequency - Worked days = $30 - 30 = 0$
- Benefits days counter = 1 day (exact number of calendar days with sickness)

Note. If the absence days is a relapse day or is the last day of an absence that started in the previous month, the Social Security report shows 30 contributed days in the healthy segment (worked segment) but also shows another segment, called the DAT segment, to reflect the compensation (reduction related to *Pago Delgado*). It is not possible to show more than 30 contributed days (sum of the healthy and sick segments) in the report. If such a case occurs, you cannot manage the discount in the FAN file. Your company instead needs to ask for reimbursement of that amount from Social Security. There is no direct way to discount that one day with *Pago Delgado* from Social Security.

If an absence due to sickness starts the last day of the month with 28 calendar days for an employee with a daily salary basis:

- The system calculates 27 days (the exact working days) for Social Security compensation.
- The system calculates 27 days for the healthy days segment of the employee's Social Security contribution base and 3 days for the sick days segment.
- The system calculates the Social Security Benefit counter as 1 day.

Calculating Benefits

This section provides an overview of benefits calculation and discusses how to:

- Calculate legal benefits.
- Calculate complementary benefits.

Understanding Benefits Calculation

When payees are on temporary disability leave (IT), they are eligible for these benefits:

- The legally mandated benefit (*Subsidio*).

Global Payroll for Spain calculates legal benefits by multiplying the employee's daily base (*Base Reguladora Diaria*) by the number of leave days, and then applying a percentage to this base. The percent applied varies according to the benefit being calculated and the number of days the employee is on leave.

- A complementary benefit (*Prestación Complementaria*) defined by the employer. The calculation for complementary benefits depends on the Base you selected on the Complementary Benefits page.

Calculating Legal Benefits

The legal benefit is calculated by earning elements with a calculation rule of *Unit x Rate x Percent*. The correct percent varies depending on the benefit type and day of the leave (see tables in this section). The rate is the daily base for IT, AT or maternity or risk during pregnancy that is taken from the previous period to the begin date of the absence. For new employees hired during the month, the system calculates a theoretical daily base that would apply if the employee had worked for the whole month. The unit is the number of days that the employee is on leave and must be entered on the Absence Event Entry page.

Note. For IT benefits, employees are only eligible when they have contributed to Social Security for at least 180 days in the past five years. However, the system does not validate eligibility for this benefit. The person who enters the absence event must validate that the employee is eligible for the benefit.

IT Legal Benefit

For temporary disability leave (IT), the legally mandated benefit is defined as a percentage of the benefits base—with the percentage varying according to the number of day the employee is on leave. The current percentages (and the benefits base to which the percentages are applied) are shown in this table:

From Day in IT	To Day in IT	Percentage	Base
1	3	0	
4	20	60	CC Base
21	540	75	CC Base

There are two benefit phases. From day 4 to day 15 of the benefit, the employer is responsible for making payments to the employee. Beginning with day 16 and continuing to day 180, Social Security subsidizes the benefit. Although the company serves as the direct provider of the benefit during the entire benefit period, Social Security reimburses the company for any payments made after day 15 under a system known as *Pago Delegado*. This table shows who is responsible for the benefit paid during each phase:

From Day in IT	To Day in IT	Who Pays?
1	3	No benefits paid
4	15	Company
16	540	Social Security

AT Legal Benefit

For employees on disability leave for work related-injury, the current legally mandated benefit is defined as 75 percent of the benefits base throughout the entire benefit period. The current percentage, as well as the benefits base to which the percentage is to be applied, are shown in this table:

From Day in AT	To Day in AT	Percentage	Base
1	540	75	CP Base

By law, the Mutual Insurance Company is responsible for paying the AT benefit through the entire benefit period. Although the company acts as the direct provider of the benefit, Social Security reimburses the company for any payments made under a system known as *Pago Delegado*. This table shows who is responsible for the benefits paid:

From Day in AT	To Day in AT	Who Pays?
1	540	Social Security

Maternity Leave and Risk During Pregnancy Legal Benefits

Maternity and pregnancy risk benefits consist of 100 percent and 75 percent of the daily CC base, respectively. Social Security is responsible for paying benefits beginning with the first day of leave. As a consequence, this benefit is not processed by Global Payroll for Spain and these benefits never appear on the payslip. However, the system calculates legal benefits in order to calculate the complementary benefits for maternity and risk during pregnancy that are defined on the Complementary Benefits page.

This table summarizes the benefit amount and benefit period for maternity:

From Day in MATERNITY	To Day in MATERNITY	Amount
1	Depends on number of children born.	100 % of daily common contingencies base.

This table summarizes the benefit amount and benefit period for pregnancy risk:

From Day in Risk During Pregnancy	To Day in Risk During Pregnancy	Amount
1	No limits	75 % of daily common contingencies base.

Calculating Complementary Benefits

To define complementary benefits (*Prestaciones Complementarias*), set up the following on the Complementary Benefits page:

- Funding Base used to calculate complementary benefits. This could be:
 - Social Security Common Contingencies or Professional Contingencies base. This is the default base.
 - Employee's gross daily salary.
 - Any other daily accumulator that you have defined.
- Absence period.
- Total percentage to be paid for each period.

The complementary benefit uses an earning element with a calculation rule of *Unit x Rate x Percent*. The correct percent is retrieved by a formula based on the benefit percentages defined on the Complementary Benefits page. The rate is the daily base for IT, AT, maternity or risk during pregnancy, which is either based on the previous period without absence (if default base is used) or another base defined on the Complementary Benefits page. The unit is the number of days that the employee is on leave and must be entered on the Absence Event Entry page.

Then another earning (PRSTCN CMPIT, PRSTCN CMPAT, PRSTCN CMPMT, or PRSTCN CMPRE) gets the difference between the previous earning and the value corresponding to the Subsidio IT, Subsidio AT, Subsidio MT, or Subsidio RE.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Entering and Processing Absences,” Entering Updating, and Voiding Absence Events

[Chapter 15, “Working with Absence Rules,” page 231](#)

[Chapter 5, “Working with Labor Agreements,” Defining Complementary Benefits, page 57](#)

Triggering Benefits

Global Payroll for Spain triggers social security benefits when you enter a qualifying absence on the Absence Event Entry page.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Entering and Processing Absences,” Entering Updating, and Voiding Absence Events

[Chapter 15, “Working with Absence Rules,” page 231](#)

Reviewing Social Security Contribution Data

This section provides an overview of FAN file data review and discusses how to:

- View social security contribution report data.
- View social security contribution details.

Understanding FAN File Data Review

Global Payroll for Spain enables you to view the social security contribution data that the FAN file contains to ensure that the collected data is correct. You can view the data for multiple employees within a specific company for a specified period and payment type through the Collective Report ESP component. Or, you can view data for individual employees for a specific time period through the Individual Report ESP component. You can only view data through these components. If you need to modify data, you must recalculate the data by running the payroll process again.

Pages Used to Review Social Security Contribution Data

Page Name	Object Name	Navigation	Usage
Collective Report ESP	GPES_SSTC_COL_DAT	Global Payroll & Absence Mgmt, Social Security / Insurance, Collective Report ESP, Collective Report ESP	View the social security contribution data that appears in the DAT (data) segment of the FAN file for multiple employees. You can view data for employees within the social security number of a specific company for a specified month/year and payment type.
Collective Report ESP - Details	GPES_SSTC_COL_EDL	Global Payroll & Absence Mgmt, Social Security / Insurance, Collective Report ESP. Click the Details link.	View by element the data that appears in the EDL segment of the FAN file. This data includes the contribution, compensation, and deduction details for the selected employee and specific year.
Individual Report ESP	GPES_SSTC_IND_DAT	Global Payroll & Absence Mgmt, Social Security / Insurance, Individual Report ESP, Individual Report ESP	View the social security contribution data that appears in the DAT (data) segment of the FAN file for individual employees for a specific period.
Individual Report ESP - Details	GPES_SSTC_IND_EDL	Global Payroll & Absence Mgmt, Social Security / Insurance, Individual Report ESP. Click the Details link.	View by element the data that appears in the EDL segment of the FAN file. This data includes the contribution, compensation, and deduction details for the selected employee and period.

Viewing Social Security Contribution Report Data

Access the Collective Report ESP page or the Individual Report ESP page.

Collective Report ESP

Company:

KE1 Business Institute - Spain

SSN Employer:

28214365546 GBI - Madrid

Year:

2006

Month:

1

EmplID:



Payment Type:

Regular

Search

[Excel Export](#)

Detail of Payees (DAT Segment)

Customize | Find | View All |  First 1-8 of 8 Last

Main Data

Indicators

EEB

EmplID	Name	National ID	Risk Code	Secondary Risk Code	Contract Type	SS Wrk Group	Days / Hours	Month Recalculated	Details
KEG001	Díaz Ruiz, Antonio	281738600452	113		001	03	30	1	Details
KEG002	Pérez Arias, Pablo	285057408063	113		001	07	30	1	Details
KEG003	Perez Trabado, Mariana	287361503324	113		001	07	30	1	Details
KEG004	Martín Civera, Alicia Paloma	284846707996	113		001	07	30	1	Details
KEG005	Lobo de la Cruz, Alberto	289122785369	113		001	09	31	1	Details

Collective Report ESP page

Search Criteria

EmplID

Enter the employee ID to narrow the search results to a specific employee. This field is available only for the Collective Report ESP page.

Search

Click this button to retrieve data for persons based on the search criteria. The system displays the data in the Detail of Payees (DAT Segment) grid.

Excel Export

Click this button to export the data in the Detail of Payees (DAT Segment) grid to an Excel spreadsheet.

Detail of Payees (DAT Segment) - Main Data

Use this grid to review the social security contribution data that appears in the DAT (data) segment of the FAN file for the employees that meet your search criteria. The Main Data tab displays the primary social security contribution information that is relevant to each of the employees. If there are multiple segments for the same employee, the system displays each segment on a different row.

EmplID (employee ID)

The person for which the data on a given row relates.

Name

The first and last name of the person.

National ID

The national identification number or foreign identification number of the person.

Risk Code (social security risk code)	The social security risk code.
Secondary Risk Code	The secondary social security risk code.
Contract Type	The contract code for social security.
SS Wrk Group (social security work group)	The social security work group.
Days / Hours	The days or hours of social security contributions.
Month Recalculated	Identifies the recalculated month in case of a retro calculation from the selected month. For example, if you run a retro calculation in May for January, the system calculates delta contributions for January through April and displays this information on this page when filtering data by May. This field identifies the month to which the contributions belong.
Details	Click this link to access the Collective Report ESP - Details page, where you can view details of social security contributions for the selected employee.

Detail of Payees (DAT Segment) - Indicators

Use the Indicators tab of this grid to view additional employee information that appears in special situations on the DAT segment of the FAN file.

Detail of Payees (DAT Segment)								
Main Data		Indicators		Customize Find View All First 1-8 of 8 Last				
EmplID	Name	Strike	Multiple Job	Legal Custody	Monthly as Daily	No Salary	Contract Less Than 7 Days	Others
KEG001	Diaz Ruiz, Antonio							
KEG002	Pérez Arias, Pablo							
KEG003	Perez Trabado, Mariana							
KEG004	Martín Civera, Alicia Paloma							
KEG005	Lobo de la Cruz, Alberto							
KEG006	Altamira Diaz, Ana							
KEG007	Porras Dato, German Luis		P					
KEG008	Lorente Garcia, Josefa Gloria							

Collective Report ESP page - Indicators tab

Strike	Indicates whether the period has been affected by a strike.
Multiple Job	Indicates that the employee has multiple jobs.
Legal Custody	Indicates that there is an absence or work schedule reduction due to child care.
Monthly as Daily	Indicates that although the employee has a social security work group that is daily, the employee is contributing as a monthly employee.
No Salary	Indicates that the period is not a paid period.

Contract Less Than 7 Days Indicates that the employee's contract has a duration of less than 7 days.

Others Indicates other indicators that are not listed in the grid. Possible values are:

- *I*: Deferred IT
- *R*: Working reduction due partial unemployment
- *P*: Massive layoff, partial unemployment period
- *T*: Massive layoff, unemployment period

Viewing Social Security Contribution Details

Access the Collective Report ESP - Details page or the Individual Report ESP - Details page.

Company:	Business Institute - Spain				
Year:	2006	Month:	1		
Payment Type:	Regular				
EmplID:	KEG003	Mariana Perez Trabado			
Risk Code:	113	Secondary Risk Code:			SS Wrk Group: 07
Days / Hours:	30	Contract Type:	001	Contract Less Than 7 Days:	

Contributions					
Customize Find View All  First 1-4 of 4 Last					
Element	Description	Amount	Percentage	EE Quota	ER Quota
BA01	General Contingencies Base	1784.85	28.30	83.89	421.22
BA02	Professional Contingencies Base	1784.85	8.65	29.45	124.94
CA31	Quotas I.T. by IA and PI				11.24
CA32	Quota IMS by IA and PI				6.43

Compensations and Deductions						
Customize Find View All  First 1 of 1 Last						
Element	Description	Amount	Resolution Type	Description	Resolution Date	Begin Date

Collective Report ESP - Details page

Contributions

Element	The element code that appears in the FAN file for the contribution.
Description	The description of the contribution element that appears in the FAN file.
Amount	The monetary value of the contribution element.
Percentage	The total contribution percentage that applies to each amount value. This percentage includes both employee and employer contribution percentages.
EE Quota	The amount that the employee pays for social security contributions for the given element.

ER Quota	The amount that the employer pays for social security contributions for the given element. Note that contribution amounts for certain elements are the exclusive responsibility of the employer.

Compensations and Deductions

Element	The element code that appears in the FAN file for the compensation or deduction.
Description	The description of the compensation or deduction element that appears in the FAN file.
Amount	The monetary value to subtract from the calculated contributions in order to obtain a net value to pay or appeal to social security.
Resolution Type	The resolution type refers to special situations that require an administrative resolution.
Resolution Date	The initial date for each detailed resolution type that appears in the FAN file.
Begin Date	The initial date for each deduction element.

Reporting Contracts Less Than 7 Days

This section provides an overview of management of contracts less than 7 days and discusses how to:

- Exclude interim contracts less than 7 days.
- Update relationship type for contracts less than 7 days.
- Review modifications to pages impacted by contracts less than 7 days.

Understanding the Management of Contracts Less Than 7 Days

In accordance with the specifications of Additional Provision Six of Law 12/200, an employer's common contingencies quota for Social Security must increase by a fixed percentage, as determined by INSS, for employees whose contracts have an effective duration of less than 7 days. The increase to the common contingencies quota at time of publication is currently 36 percent. The system stores the value of this percentage increase in the SS VR PCT 7D variable. Employers must include data reflecting this increased common contingencies quota when reporting to Social Security through the RED system FAN File and the TC1 Report.

To determine the effective duration of an employee's contract, the system uses the Contract Begin Date and Contract End Date on the Contract Status/Content page of the Update Contracts component. When a contract has a duration of less than 7 days, the system assigns a value to the SS VR CONTR 7D FLG variable to indicate this fact.

The RED system FAN File and TC1 Report reflect data related to employee contracts that have an effective duration of less than 7 days. The TC1 Report includes related key, base, percentage, and quota data under the Other Concepts key. The FAN File includes the additional quota in the line EDTCA11 under the Other Concepts key and updates the amount for line EDTT10 accordingly.

Excluding Interim Contracts of Less Than 7 Days

If the employee's contract is an interim contract with an effective duration of less than 7 days, then to exclude the contract from calculation of the additional common contingencies quota you must:

1. Navigate to Workforce Administration, Job Information, Contract Administration, Update Contracts, Contract Type/Clauses.
2. Assign the corresponding contract the Contract Type (for example, *410* or *510*).
3. Navigate to Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Supporting Elements.
4. Create an override for the VR CONTR 7D FLG variable for the employee and assign a Character Value of *N* to this variable.

Updating Relationship Type for Contracts Less Than 7 Days

Contracts with a duration of less than 1 year have a minimum tax percentage equal to 2 %. Therefore, for contracts less than 7 days you must update the employee's tax data relationship type to ensure this minimum tax percentage.

To update an employee's relationship type for contracts with a duration of less than 7 days:

1. Navigate to Global Payroll & Absence Mgmt, Payee Data, Maintain Tax Data ESP, Maintain Tax Data.
2. Enter a Relationship Type field value equal to *2 - Less 1 Year Relationship* in the Payee Data group box.

Running Social Security TC Reports

This section provides an overview of social security TC reports and discusses how to:

- Create FAN files.
- Process TCs.

Understanding Social Security Reports

Global Payroll for Spain delivers two TC reports for social security:

- TC1.
The TC1 report provides a summary of the totals for all Social Security bases, contributions, benefits to refund, reductions, and discounts referred to for employees included in an employer Social Security number.
- TC2.
The TC2 report provides a list of employees included in an employer Social Security number with their respective Social Security bases, contributions, benefits to refund, reductions, and discounts.

In summary, the TC2 report is a list of employees with their respective Social Security bases and contributions and the TC1 report is a summary of the TC2 report.

There are two steps involved in generating these reports:

1. Data Preparation: To prepare data for the reports, the social security section SS SE PREPARAR TCS runs the formula SS FM TC WA, which sends data to the writable array SS TC WA during the

regular payroll process. This writable array stores data in record GPES_SSTC_RSLT for use in the TC reporting process.

2. Reporting Process: To generate the reports, the reporting process reads the data in the writable array (see Step 1).

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Defining Data Retrieval Elements,” Defining Writable Array Elements

Pages Used to Run Social Security TC Reports

Page Name	Object Name	Navigation	Usage
Create FAN File	GPES_RC_SS_TC2	Global Payroll & Absence Mgmt, Social Security/Insurance, Create FAN File ESP	Enter the data needed to create the FAN file that is submitted to the social security agency.
TC1 Report	GPES_RC_SS1	Global Payroll & Absence Mgmt, Social Security/Insurance, TC1 Report ESP	Enter the data needed to process TCs.

Creating FAN Files

Access the Create FAN File page.

Create FAN File

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

Report Request Parameters

Company: KE1 Business Institute - Spain

Year/Month: 2006 / 01 - January

Payment Type: Regular and Vacations

Pay Type: Regular

Out Of Date: Payment in Period

Surcharge %:

File Name: fanfile1.fan

Company Social Security Numbers

	Social Security Number	Description	Social Security Number Type	Continuous Training Reduction
1	28214365546	GBI - Madrid	Regular	

Create FAN File page

Company

Enter the company for which the FAN file is created.

Year/Month	Enter the date parameters for the FAN file.
Payment Type	Select the payment type for the report you want to generate for a specific month for the Employer Social Security numbers that are selected. Options are: <i>Retroactivity:</i> To run the report for the deltas detected in previous months due to retroactivity. <i>Litigation Salary:</i> To run the report for deltas due to the litigation process. This is a legal process for resolving disputes between employers and terminated employees. Until this process is resolved, salary paid to the employee is identified as “tramation salary” and employers must indicate in the TC1 report that the contributions are made during the tramation period. <i>Vacations:</i> To include the contributions due for vacations that are paid at termination. <i>Regular:</i> To run the regular report for the current period. <i>Normal + Vacation:</i> To include the regular payroll and the contributions due for vacations that are paid at termination. <i>Full:</i> To include everything that was calculated in the month: regular contributions, contributions due to vacations, litigation salaries, and retroactivity.
Pay Type	Select <i>Regular</i> as the type of payment. This field identifies the type of company for social security purposes.
Out of Date	Define whether the payment is going to be made within the legal period or if it will be a delayed payment, outside of the legal period. Values are <i>Payment out of Period</i> and <i>Payment in Period</i> .
Surcharge %	If you are submitting the FAN file after the regular submission period, enter the surcharge percentage based on social security regulations. The FAN file generation process applies this percentage to the final amount.
File Name	Enter the file name to be sent to Social Security. The file name needs to comply with the legal requirements. The file naming requirements state that the file extension must be .FAN and the file name must have 8 characters. The system will check if the file name follows the naming conventions, and show an error message if it's not named correctly.

Social Security Numbers to Process

The fields in this group box are similar to the fields on the TC1 Report page and are defined on the TC1 Report page.

Continuous Training Reduction	Enter the reduction amount corresponding to the continuous training plan (FORCEM reduction).

See [Chapter 10, “Calculating Social Security Benefits,” Processing TCs, page 132](#).

See Also

[Chapter 9, “Setting Up Social Security Contributions,” Understanding Self-Insurance Collaboration Management, page 100](#)

Processing TCs

Access the TC1 Report page.

TC1 Report

Run Control ID: TC1-1 [Report Manager](#) [Process Monitor](#) [Run](#)

Report Request Parameters

Company: KE1 Business Institute - Spain

Year/Month: 2006 / 01 - January

Payment Type: Regular and Vacations

☐ Test [Load Data](#)

Company Social Security Numbers [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

CCC Data | **TC1 Messages** | **Additional Messages**

Social Security Number	Description	Social Security Number Type	TC1 Generated	Payment Type	TC1 Run
1			☐		☐

TC1 Report page

Report Request Parameters

Company Enter the company for which the TC1 report is created.

Year/Month Enter the date parameters for the TC1 report.

Payment Type Select the payment type.

Note. This field is the same as the Payment Type field defined on the Create FAN File page.

See [Chapter 10, “Calculating Social Security Benefits,” Creating FAN Files, page 130.](#)

Test Select to run the report in test mode. When you select this check box, the report is printed and columns are completed with “XXXX” to show it is a test.

Load Data Click to retrieve the social security numbers for the selected company.

CCC Data Tab

The system populates this group box when you click the Load Data button.

Company Social Security Number Displays the employer’s social security number that was assigned to the establishment on the Establishment Address page.

Social Security Number Type	Defines the contract type for the selected social security number, and can be one of these values: <i>Regular</i> , <i>Trainee</i> , or <i>Apprentice</i> . The social security number type is assigned to the establishment on the Establishment Address page in Human Resources.
TC1 Generated	The system automatically selects this check box if you have already run the TC1 report for the social security number
Payment Type	Displays the payment type for the social security number.
TC1 Run	Select this check box for each social security number you want to include in the report for the specified month.

TC1 Messages Tab and Additional Messages Tab

Access the TC1 Messages tab and Additional Messages tab.

Report Date	Enter the reporting date of the TC1 report.
Line 1, Line 2, Line 3, and Line 4	Enter comments to include in the corresponding fields on the TC1 report.

See Also

[Chapter 9, “Setting Up Social Security Contributions,” Understanding Self-Insurance Collaboration Management, page 100](#)

Viewing Delivered Benefit Calculation Elements

This table lists the earnings elements used to calculate an employee’s total benefit amount.

Earning Name	Element Function
PRST COMP AT	Complementary AT. Used as an intermediate calculation for complementary benefits for workplace injuries (AT).
PRST COMP IT	Complementary IT. Used as an intermediate calculation for complementary benefits for temporary disability (IT).
PRST COMP MT	Complementary MT. Used as an intermediate calculation for complementary benefits for maternity leave.
PRST COMP RE	Complementary RE. Used as an intermediate calculation for complementary benefits for risk during pregnancy.
PRSTCN CMPAT	Calculates the complementary benefits for workplace injury (AT).
PRSTCN CMPIT	Calculates the complementary benefits for temporary disability (IT).
PRSTCN CMPMT	Calculates the complementary benefits for maternity leave.

Earning Name	Element Function
PRSTCN CMPRE	Calculates the complementary benefits for risk during pregnancy.
SUBSIDIO AT	Calculates the legally mandated benefit for AT & EP (<i>Accidentes de Trabajo y Enfermedades Profesionales</i>).
SUBSIDIO IT	Calculates the legally mandated benefit for IT (<i>Incapacidad Temporal</i>).
SUBSIDIO MT	<i>Subsidio MT</i>
SUBSIDIO RE	<i>Subsidio RE</i>

This table lists the earnings elements used to calculate an employee's benefit amount when the employee receives benefits from a self-insurance company:

Earning Name	Description
P DLG AT AUT	The amount that a self-insurance company (as determined by employer SSN) pays for AT benefits to an employee for work-related injury or occupational disease (AT/EP). The self-insurance employer is not reimbursed for these payments by Social Security. The calculated value is equal to the value of the SUBSIDIO AT earning.
P DLG AT NAU	The amount that an employer (that is not a self-insurance company) pays for AT benefits to an employee for work-related injury or occupational disease (AT/EP). The employer is later reimbursed for these payments by Social Security. The calculated value is equal to the value of the SUBSIDIO AT earning. The system reflects this value in the TC1 Report and FAN File.
P DLG IT AUT	The amount that a self-insurance company (as determined by employer SSN) pays for IT benefits to an employee for common disease or non-work-related injury (non-AT/EP). The self-insurance employer is not reimbursed for these payments by Social Security.
P DLG IT NAU	The amount that an employer (that is not a self-insurance company) pays for IT benefits to an employee for common disease or non-work-related injury (non-AT/EP). The employer is later reimbursed for these payments by Social Security. The system reflects this value in the TC1 Report and FAN File.

Note. When defining payslips and reports, be sure to account for these earnings where applicable.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Spain. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*.

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, “Viewing Delivered Elements,” Understanding How to View Delivered Elements.

CHAPTER 11

Calculating Taxes

This chapter provides an overview of tax calculation and discusses how to:

- Estimate the total annual income.
- Calculate tax percentages.
- View IRPF tax calculation results.
- Review and update system information.
- Enter payee tax data.
- Run legal reports.
- View delivered tax elements.

Understanding Tax Calculation

This section discusses:

- Tax calculation.
- IRPF calculation overview.
- Normalization.
- IRPF in the pay process flow.

Tax Calculation

Global Payroll for Spain enables you to manage the official withholding tax, *Impuesto sobre la renta de las personas físicas* (IRPF). The withholding amount originates from employee income and reductions and depends on which tax regulations are applicable to an employee.

Spain does not have one single set of tax regulations. There are general state tax regulations and four regions with specific tax calculations. Each tax location is known as a Fiscal Territory (*Territorios Fiscales*). An employee is associated with one fiscal territory depending on where the employee is living and working. Global Payroll for Spain calculates the IRPF for all the fiscal territories:

- Hacienda Estatal (state territory).
- Hacienda Foral de Navarra.
- Hacienda Foral de Alava.
- Hacienda Foral de Guipuzcoa.
- Hacienda Foral de Vizcaya.

Note. The fiscal territories, Hacienda Foral de Navarra, Hacienda Foral de Alava, Hacienda Foral de Guipuzcoa, and Hacienda Foral de Vizcaya are known as *historical* territories.

Global Payroll for Spain provides the different calculation rules and setup data for each fiscal territory. Setup data is delivered using tax brackets and calculation variables. You can view and update the tax brackets and other tax data that Global Payroll for Spain delivers.

IRPF Calculation Overview

To calculate an employee's withholding percentage, the system:

1. Estimates the total annual income.
2. (State territory only) Estimates the social security contribution.
3. (State territory only). Calculates the available reductions.
These include deductions for dependents, any personal deductions due to age or disability, and any spousal garnishments.
4. (State territory only). Subtracts the social security contribution and the available reductions from the total annual income.

Note. The annual income for historical territories is reduced if needed by spousal garnishments, which will be the starting point for getting the IRPF percentage.

5. Calculates the withholding percentage.

The system generates the withholding percentage based on the previous steps. If needed, you may alter this percentage. You can only increase the withholding percentage; you can't enter a lower percentage than that calculated by the system.

See [Chapter 11, "Calculating Taxes," Reviewing and Updating System Information, page 160](#).

Normalization

To avoid large differences between the estimated IRPF tax rate and the real tax contribution needed at the end of the year, the withholding percentage is calculated multiple times during the year. This process is called normalization. The percentage withholding normalization process accounts for incomes earned and taxes and contributions paid, as well as income, tax, and contribution estimates for the remainder of the contract period or year.

Global Payroll for Spain delivers a page where you can define the normalization schedule for IRPF calculation.

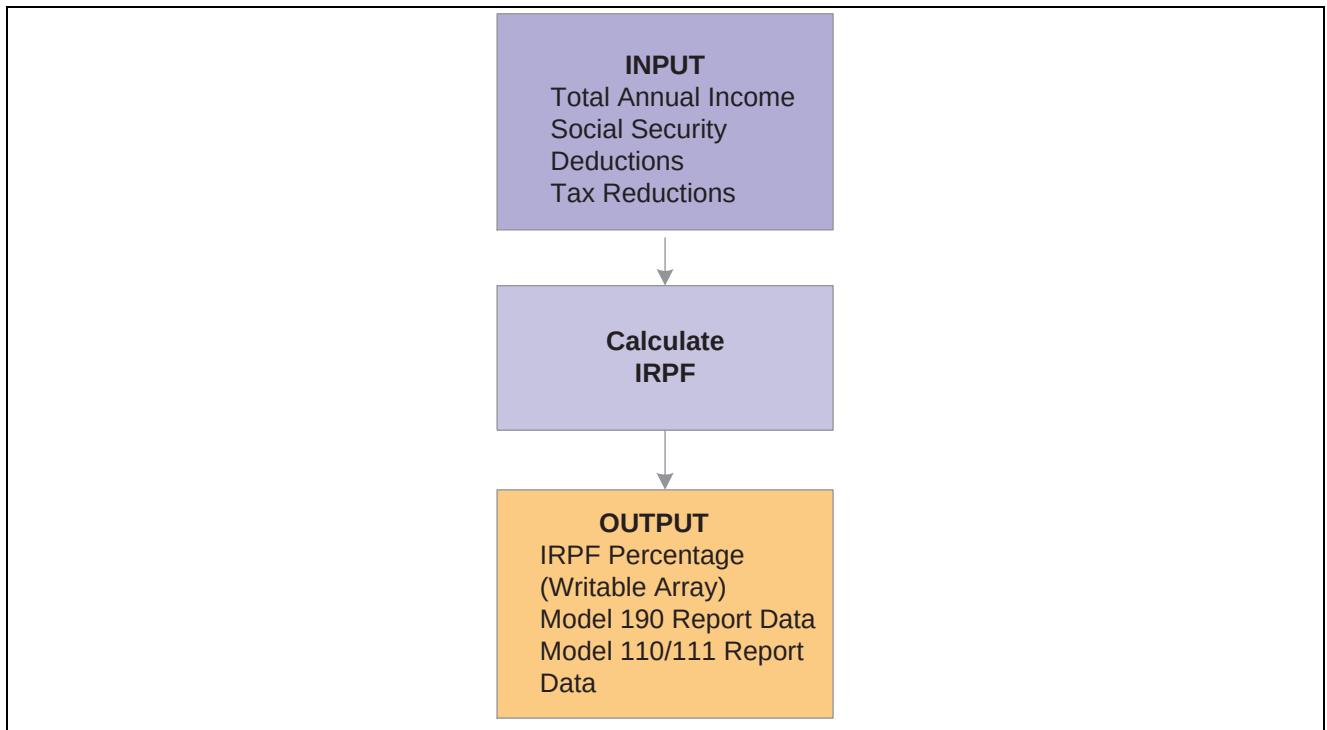
The Normalization Schedule page is read by the regular payroll process list to determine when to run the normalization process. The exception to this is that the process is always run for new hires in the month that they are hired and for all employees who are compensated on a net to gross basis. You may need more than one schedule if you have different tax calculation dates for different pay entities.

See Also

[Chapter 11, "Calculating Taxes," Reviewing Normalization Schedules, page 171](#)

IRPF in the Pay Process Flow

This diagram illustrates how the IRPF calculation process fits into the overall pay process flow of Global Payroll for Spain.



IRPF process flow

IRNR Tax Reporting for Non-Residents

Global Payroll for Spain provides functionality for you to manage IRNR tax data that the payroll process generates for non-resident workers. This IRNR tax reporting functionality includes the ability to create the Model 216 and Model 296 reports.

See Also

[Chapter 13, “Managing Special Collectives,” Managing Displaced People and Expatriates, page 203](#)

Estimating the Total Annual Income

This section provides an overview of estimated total annual income and discusses how to:

- Estimate fixed income.
- Estimate salary in kind income.
- Estimate variable income.
- Estimate recurring income from earnings assignments.
- Estimate irregular income.
- Define custom rules for tax base estimation.

- Set up tax base estimation variables.
- Override estimated tax base variables.

Understanding Estimated Total Annual Income

The system calculates the estimation of annual income to use as the tax base for IRPF taxes. An employee's total annual income includes fixed income, variable income, and benefits income. This estimation is necessary because the only time you can calculate the true tax base is in the December payroll run when the year is complete. The rest of the year therefore requires an estimation of the tax base for the remaining months.

Global Payroll for Spain calculates IRPF taxes for the state and all of the fiscal territories as a percentage of an employee's taxable income. The percentage of an employee's income that applies to IRPF taxes is based on the employee's annual income, minus reductions due to personal situations, number of dependents, salary level, and disability. You run the process that calculates the tax percentage as part of regular payroll. Whenever information affects an employee's taxes, the employer must recalculate the tax percentage by running the normalization process. The law states that employers must normalize tax percentages for their employees at least once quarterly even if no information changes.

When calculating an employee's tax percentage, whether through the regular payroll process or the normalization process, the system estimates the employee's annual income because the actual amount is not available until the end of the year.

The system performs the same tax base estimate calculations for all fiscal territories, both state and historical.

Global Payroll for Spain enables you to control the level of accuracy that you want to have for the tax base estimate defining how you want the system to estimate the annual taxable base during the calculation of IRPF taxes.

The system takes fixed income and benefits income amounts from the Compensation page of the Job Data component and the annual benefits base rate from the Benefits Program Participation page. These values are considered the theoretical annual compensation, so the system uses these values as the starting point of the estimation.

To estimate the variable income Global Payroll Spain use as the base the variable income from last year.

Calculation of Estimated Tax Base

The estimated tax base consists of three parts:

- The amount paid from the beginning of the year through the last month.
- The amount for the current month.
- The amount estimated for the remainder of the year.

Each part of the estimated tax base consists of three different members:

- Fixed income
- In kind income
- Variable compensation

The system performs a separate calculation for each part and stores the results of the tax base calculation details. The system calculates the total estimated tax base using the following equation:

Total Base = Accumulated values year-to-date + current month values + year remainder estimation

When estimating the tax base the system also considers compensation coming from earnings entered through the Earnings and Deduction Assignments menu components. The system adds these earnings to the corresponding member of the tax base: fixed income, in kind income, or variable compensation based on the nature of the compensation.

The system uses the TAX_WA_RSLT writable array to store the results of the tax percentage calculation, which includes the tax base and other information considered during the calculation. The system stores details in the in the GPES_TAX_RLST table for each of the different members of the tax base estimate as well as the total tax base value.

You can view the tax base calculation details through the IRPF Calculation Results ESP component.

Estimating Fixed Income

Employees with a net guarantee have a special treatment about tax percentage calculation. The system performs a normalization process each month, whether or not the normalization schedule is set up for the employee's pay entity and tax location, because the system needs to perform the net to gross process to calculate the fixed income part of the tax base. The system use the Target Compensation Rate field value on the Compensation page of Job Data component as guarantee net and retrieves a gross amount after an iterative process.

For employees that are not net-paid, the system calculates the estimated fixed income using the annual rate. The annual rate comes from the employee's compensation rate and frequency or the target compensation rate, depending on the employee, on the Compensation page of the Job component. The system prorates this value for the remainder of the year or contract. Note that the system does not perform an earning by earning estimation.

Note. If an employee finishes a contract during the year and you want the estimation of the tax base to consider that date as end date of the estimation, you must enter the Contract Expected End Date value in Contract Status/ Content page of Update Contracts component. If you do not enter a value in this field, the system estimates the income until the end of the year regardless of whether the employee finishes the contract finishes during the year.

The system considers the employee's current job records, accrued seniority earnings, the remaining days in the year, and pending extra periods in the calculation of estimated fixed income. For seniority earnings, the system uses the effective date data from the Job records. For pending extra periods, the system considers extra periods when estimating each member of the tax base through the calculation of pending days to be paid. The system uses a homogeneous distribution of salary along the different payments. The system does not perform an earning by earning estimation to determine which earning belongs to which extra period.

Global Payroll for Spain provides the option to include future job data events and future seniority events in the year as part of the calculation of estimated fixed income. Use the TAX_VR_EST_FUTURO variable to control this functionality.

With the TAX_VR_EST_FUTURO variable you can specify that the system consider job record data with future effective dates in the estimated fixed income. For example, perhaps an employees compensation rate in May is 1000 Euros but in August this value increases to 1500 Euros. To consider job records with future effective dates (future information in the Job record), set the character value of the TAX_VR_EST_FUTURO variable to Y.

With the TAX VR EST FUTURO variable you can also specify that the system calculate future accrued seniority earnings in the year as part of the calculation of estimated fixed income. The system computes the values for each of seniority segments using the seniority compensation base elements as of each segment date. For example, if an employee is hired in August 2003 and receives a seniority amount every 3 years, then in August 2006 the employee is due the increase in seniority earnings. The system thus uses the current seniority earnings amount for January through August and the uses the future seniority amount for August through December during the calculation of the seniority portion of the estimated fixed income. Set the character value to Y to include the seniority earnings; set the character value to N to use the current value for the entire seniority earnings.

To perform the initial set up of the TAX VR EST FUTURO variable, navigate to Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variables. Access the TAX VR EST FUTURO variable and set the this variable to the desired character value. The default value of this variable is N. The setting for this variable controls both the future job data and seniority events simultaneously. You can also control this setting at the by using the supporting element override functionality at the payee level.

See Also

Chapter 18, “Understanding Gross and Net Guarantee,” page 283

Estimating Salary In Kind Income

Different salary in kind benefits for an employee can contribute to social security bases and taxable income either entirely or partially. To know whether salary in kind is exempt or not, you have to compare the sum of all the earnings considered as salary in kind to the 20 percent Professional Minimum Salary, which is a statutory rate published by the government annually. If the sum of all the earnings don't exceed 20 percent, the salary in kind won't contribute as regular contributing earnings to the social security base and taxable income. If there is an excess over 20 percent, the excess amount should be added to the contributing earnings and taxable income. If there is more than one type of salary in kind earning, the individual excess will have to be calculated separately for each earning in proportion to its value. The exempted amount must be shown in the 190 Annual Tax report.

Examples of different earnings that are salary in kind include housing, loans with an interest rate below the legal interest rate, cars, insurance contributions, and pension plan contributions.

The withholdings referred to the salary in kind can be paid by the employer (withholdings in kind not passed on) or by the employee (withholdings in kind passed on). If a withholding is passed on, it will be discounted in the payroll for the employee as a tax deduction (deduction in kind) (IRPF SPCR). If a withholding is not passed on, the employer will pay the deduction to the tax institution. All the withholdings in kind must be shown in an element IRPF SPC (*Ingresos a cuenta efectuados*) or “In kind withholdings made.”

To estimate salary in kind income, the system uses the value on the Annual Benefits Base Rate field on the Benefits Program participation page for estimation of in-kind income because this benefits compensation is equal to in kind compensation. You can access this field through the Benefits Program Participation link on the Job Data component.

The system uses the same effective date data from the Job Data component when calculating the estimated in kind income.

Use the TAX VR EST FUTURO variable to indicate whether to include rows of data with future effective dates within the current year in the calculation. Set the character value of the variable to Y to include future data. If you set the variable to N, the system uses the as of date value to perform the estimation of the remaining part of the year. You can set the value for this variable at the element level by accessing it through the Variables component. Navigate to Set up HRMS, Product Related, Global Payroll. Elements, Supporting Elements, Variables. You can also set the character value of this variable through the supporting element overrides functionality.

Note. The estimation method that Global Payroll for Spain uses takes a total annual amount as base of the estimation. The system does not perform an earning by earning calculation

If you enter in kind income through another means, the system includes that in kind income as part of that other category. For example, if you enter the in kind income through the Pay Components group box on the Compensation page of the Job Data component, the system manages the salary in kind as part of fixed income.

Estimating Variable Income

Global Payroll for Spain enables you to determine at the earning level which calculation method you want to use for estimating the variable compensation part of the tax base. For example, you might need to change how you estimate the variable compensation because the bonus is following a different schedule compared to last year or a bonus or commission is not being paid anymore this year when it was last year.

You can calculate the variable compensation part of the estimated tax base by using any of these three methods:

- Method 1. Based on last year's values. Used for variable compensation that follows last year's schedule.

When you define an earning in Global Payroll for Spain, you must update some accumulators to define whether the earning is paid, taxable, and contributes to social security. When defining if the variable earning is taxable, you must assign CLI AC ING VR1 S accumulator to specific earnings to indicate this estimation method.

The estimated variable income (TAX VR HC VAR A) originates from the previous year's variable incomes.

This method uses the array TAX AR ING VAR EST to retrieve values from record GPES_TAX2_RSLT, which stores every calculation result. The GPES_TAX_INC_VR1 the value of the accumulator value of GEN AC DEV VRBLS S. This array adds that part of the variable compensation to each slice between the pay period end date of the previous year and the end date of that same year. For example, if you calculate the estimated variable income for March 2006, the array totals every variable income from 1 April 2005 to 31 December 2005.

- Method 2. Based on last year values. Used for variable compensation that does not follow last years schedule.

When you define an earning in Global Payroll for Spain, you must update some accumulators to define whether the earning is paid, taxable, and contributes to social security. When defining if the variable earning is taxable, you must assign CLI AC ING VR2 S accumulator to specific earnings to indicate this estimation method.

Use this calculation method when you expect differences in the earnings payment schedule but want to use the previous year's values in the estimation because you do not know the current year's values.

This calculation method uses the previous years total variable income, rather than a specific period, as the maximum variable compensation (base amount) value for the variable compensation part of the estimated tax base for the current year. Each month the calculation process subtracts the year-to-date variable compensation amount from this base amount to determine the tax base estimation for variable compensation. Once the payee reaches the base amount limit, the calculation process does not perform the variable compensation estimation anymore. For example, if last year a payee earns 10000 Euros and by June of this year the payee has already earned 9000 Euros, then the calculation process only uses the remaining 1000 Euros as part of the tax base estimation for the variable compensation. Once the payee reaches the 10000 Euros limit, the system stops calculating the variable compensation estimation.

- Method 3. Based on current year values. Used for Variable compensation for which you know the current year values.

When you define an earning in Global Payroll for Spain, you must update some accumulators to define whether the earning is paid, taxable, and contributes to social security. When defining if the variable earning is taxable, you must assign CLI AC ING VR3 S accumulator to specific earnings to indicate this estimation method.

Use this calculation method when you know what is going to be paid this year for earnings of variable compensation. The calculation process estimates the variable compensation part of the tax base based on the information already in the system for current year variable income as entered through payee earnings and deduction assignment. To be able to perform that estimation you set the variable CLI VR EST ASIGN set to Y.

The system makes no differentiation between fiscal territories when estimating the variable compensation. The system performs the three calculation methods, including the corresponding earnings based on their setup (which CLI VR ING VRx S the earnings contribute to) in each method. The system calculates the variable tax base as a sum of year-to-date value, plus the current month value, plus the estimated value for the remaining months in the year.

You can also control whether the system looks for variable compensation coming from earnings and deduction assignments through the CLI VR EST ASIGN variable. By setting the character value of this variable to Y, the system looks for variable income from earnings and deduction assignments, looking earning by earning at all earnings assigned to the payee.

Estimating Recurring Income From Earnings Assignments

Until this point we have explained how the system calculates each member of the annual tax base (fixed income, in kind income, and variable compensation). We saw that in the case of fixed income and in kind income the starting point of the estimation are the values in the Job Data component. But what happens with other compensation you do not enter through the Job Data component, compensation that is recurring and which makes sense to consider as part of the tax base estimation? This other compensation is the type that is entered through the payee earning and deduction assignment functionality. Global Payroll for Spain enables you to decide whether to consider compensation coming from payee earning and deduction assignments when calculating the tax base.

Use the CLI VR EST ASIGN variable to control whether to include earnings entered through earnings and deduction assignments as part of the tax base estimation. This variable gives you the ability to include recurring earnings that are not entered through the Job record.

There are three possible levels at which you can override the CLI VR EST ASIGN variable:

- *Variable definition:* The first level at which you can override the CLI VR EST ASIGN variable is at the variable definition level.

You can define the default value of this Global Payroll variable element during the implementation phase. If you set the default value of the variable to N, the system does not perform estimation for the values that you enter through earning and deduction assignments. There is no way to override the N value when set at as part of the variable definition. If you set the variable value to Y, the system does perform analysis of earning and deduction assignments as part of the tax base estimation. You can override the Y value that you set at the variable definition level at the other two levels.

- *Earning definition:* The second level at which you can override the CLI VR EST ASIGN variable is at the earning definition level.

You can override the default value of the CLI VR EST ASSIGN variable on the Supporting Element Overrides page of the earnings definition by setting it to *N*, provided that the default value of the variable at the variable definition level is set to *Y*. The system performs estimation of the amounts coming from earning and deduction assignments but skips the earnings for which you have set the variable override value to *N*. PeopleSoft recommends that if you are using earning and deduction assignments to override values coming from the Job record that you set the variable value of the earning to *N* at the earning level. Otherwise, the system might count the earning twice—once through the Job Data component and once through the earning and deduction assignment. This override level affects the specific earning for every employee.

- Supporting element override:

(third level) You can override the CLI VR EST ASSIGN variable value of a basic or recurring earning for a specific employee using the supporting element overrides functionality within the components of the Earnings and Deductions Assignments menu by changing the character value of the CLI VR EST ASSIGN variable to *N*. This override level affects that specific entry (earning and payee combination) only.

Earnings are categorized as either fixed, in kind, or variable income at the earning level. When you create earnings in Global Payroll for Spain you must assign the earning to certain accumulators to define whether the earning is payable, taxable, and contributes to social security. Regarding taxes, you include the earning in a different accumulator depending on its categorization. For example, you include fixed income in the accumulator CLI AC ING DIN FJO. This categorization enables the tax base estimate calculation process to split earnings entered through earnings and deduction assignments into their appropriate categories for the estimation. The system determines which member of the tax base (fixed, in kind, variable) to which the earning belongs by checking which accumulators the earning is a member of in the earnings definition. The system then adds the earning to the corresponding member of the tax base.

When the take base estimation process reads the earning and deduction assignment and performs the corresponding calculation and frequency conversion, the process takes into account whether the earning is part of pending extra periods. For pending extra periods, the system considers extra periods when estimating each member of the tax base through the calculation of pending days to be paid. The system uses a homogeneous distribution of salary along the different payments. The system does not perform an earning by earning estimation to determine which earning belongs to which extra period.

Estimating Irregular Income

Irregular income occurs due to having a generation period over two years. Irregular income has special tax treatment since the whole income is added to the annual fixed income but at the same time, 40, 50, or 70 percent of that amount is considered as a deduction as part of the tax calculation process (similar to the process described later in this chapter). Because of that the system consider just the taxable part of the irregular income when calculating the annual tax base.

See [Chapter 11, “Calculating Taxes,” Calculating Available Deductions, page 148](#).

Defining Custom Rules for Tax Base Estimation

Global Payroll for Spain provides an alternative way to calculate the tax base by delivering two configurable formulas that your implementation team can use to set up custom requirements for estimating tax base. These configurable formulas are distinct from the delivered tax base estimation formulas so that modification and use of these configurable formulas does not impact the maintenance of the standard delivered formulas.

The configurable formulas are:

- *CLIFM CALC ING A*: Use this formula to write your own code on how to calculate the estimated tax base without using the delivered calculation method. The code that you enter in this formula overrides the whole tax base. You can use this formula to provide an override to the calculated tax base by assigning the value to the element through any mechanism that Global Payroll core provides to override supporting elements.

- *CLIFMEST OTROS*: Use this formula to include other earnings in the tax base calculation in addition to the ones entered through the Job data component or the components in the Earning and deduction assignment menu.

Custom Designated Estimation

Implementation teams can define the details of the *CLIFM CALC ING A* formula to override the delivered tax base estimation functionality by developing custom requirements for estimating tax base. Global Payroll for Spain delivers this formula with no value. Implementers can add code to perform the tax base estimate calculation and retrieve a value. To override the calculated value for this formula, users can enter a value into this formula at the payee level as an override. The system then uses the override value rather than the calculated value.

Note. If the value of this formula is anything other than 0, the system assumes that you are using this formula to calculate estimated tax base through your own method rather than the delivered method, or that you are overriding the estimated tax base with a specific value. The system therefore does not use the delivered method to calculate the estimated tax base.

Custom Other Earnings Estimation

Implementation teams can define the details of the *CLIFM EST OTROS* formula if they want to use the delivered tax base estimation rules but have other earnings from other sources (such as from brackets, formulas, or custom compensation records) that they want to include in the estimate besides the ones from the job record or earnings and deduction assignments. These additional earnings are added on top of the tax base members (fixed, in kind, and variable).

To use this functionality, implementers can code the delivered *CLIFM EST OTROS* formula so that the system includes compensation from others sources in the estimated tax base. The system adds the results of this formula to the standard members of the tax base without affecting the delivered standard rules for the calculation.

Implementers need to take into account, when coding this formula, i to update values of the following variables:

- *TAX VR EST AÑO BR*: Use this variable to add value from other compensation to the estimated fixed amount.
- *TAX VR EST AÑO VR*: Use this variable to add value from other compensation to the estimated variable amount.
- *TAX VR EST AÑO SP*: Use this variable to add value from other compensation to estimated in kind compensation amount.

These variables are added to each member of the tax base in the standard formulas. Implementers need to add their calculated amounts to those variables so that the customer design is integrated in the standard design. For example:

$TAX VR EST AÑO BR + \text{New Element1} = TAX VR EST AÑO BR$

$TAX VR EST AÑO VR + \text{New Element2} = TAX VR EST AÑO VR$

$TAX VR EST AÑO SP + \text{New Element3} = TAX VR EST AÑO SP$

Where

New Element1 represents the amount calculated by *CLIFM EST OTROS* corresponding to fixed income.

New Element2 represents the amount calculated by *CLIFM EST OTROS* corresponding to variable income.

New Element3 represents the amount calculated by *CLIFM EST OTROS* corresponding to in kind income.

Tax Base Formula Overrides

The *CLIFM CALC ING A* formula has two functions. You can use the formula to write customer code that calculates the tax base using a customer method, but you can also use the formula to override a specific amount for a specific employee. The system uses the override values that you enter instead of the calculated values for the corresponding part of the tax base estimate. You perform these overrides using the supporting element override functionality.

Setting Up Tax Base Estimation Variables

You can use the following variables to define how you want the system to calculate the tax base estimation:

- *TAX VR EST FUTURO*: At the variable definition level, use this variable to control when the system includes future information from the Job record (annual fixed income and annual in kind income) and future seniority increases in addition to current information.
- *CLIFM VR EST ASIGN*: At the variable definition level use this variable to control whether the system includes future information for earnings that are entered through earning and deduction assignments as part of the tax base estimate calculation
- *TAX VR EST OVRD*: At the earning level, use this variable to control whether the system includes the earning in the tax base estimate calculation when you enter the earning through an earning and deduction assignment.

Set the character value of these elements to *Y* to include the additional information as part of the tax base estimate calculation. Set the variable to *N* to exclude the information from the calculation. You can also override the value of these variable elements at the earning and deduction assignment level using the supporting element override functionality that is available in the Payee Assignment by Element or Element Assignment by Payee components. These variable element have a definition value as defined through the Variable component (Setup HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variable, Definition). This value is the default value for every employee. You can override the default value at these different levels: pay entity, pay group, payee, calendar, element definition, and positive input (using Global Payroll core override functionality).

Overriding Estimated Tax Base Values

Global Payroll for Spain provides the ability to override each member of the estimated tax base or the final estimated tax base. Use the following elements to override the value of specific parts of the calculated tax base estimate:

- *CLIFM CALC ING A*: Override the annual income calculation value.
- *CLIFM VR BRUTO SOB*: Override the annual fixed income value.
- *CLIFM VR SPC SOB*: Override the annual salary in kind value.
- *CLIFM VR BASE VRBLE*: Override the annual variable income value.

The system uses the override values that you enter instead of the calculated values for the corresponding part of the tax base estimate. You perform these overrides using the supporting element override functionality.

Calculating Tax Percentages

This section discusses how to:

- Estimate the social security contribution.

- Calculate available deductions.
- Calculate the withholding percentage.
- Calculate garnishment taxation.
- Review taxable and non-taxable annual income sources.

See Also

Chapter 11, “Calculating Taxes,” Estimating the Total Annual Income, page 139

Estimating the Social Security Contribution

Once the taxable base has been calculated, the system subtracts the employee’s annual social security contribution, if the employee is associated with the state territory.

Note. For employees associated with one of the historical territories, the social security contribution is not used in the IRPF calculation.

The system estimates social security contributions as two segments: the actual social security contributions year-to-date and the estimated value for the rest of the year. The amount remaining after subtracting the annual social security contribution from the estimated tax base is the *Rendimiento neto del trabajo* (RNT). To calculate RNT, the system uses the social security contribution accumulator (TAX AC SS CT A) for the actual year-to-date contribution and estimates future contributions. These calculations are made in the formula TAX FM CT SS EST.

RNT is subject to deductions for salary level, disability, personal minimum deductions, family minimum deductions (dependents), and alimony.

The sum of the RNT and all of its deductions is the BASE:

Taxable Base - Employee’s Social Security Contributions - Reductions over RNT - Personal Minimum Deductions - Family Minimum for Dependents Reductions – Spouse Support Garnishment = BASE

See Also

Chapter 10, “Calculating Social Security Benefits,” page 115

Calculating Available Deductions

For employees associated with the state territory, the third step in the IRPF calculation is the calculation of deductions.

Note. This step does not apply to employees associated with any of the historical territories.

The system calculates the ART18 reduction, the personal minimum reduction, and the familiar minimum reduction.

The ART18 reduction is based on income level and disability. Both values are compared to ranges in the system to determine the reduction amounts using the formula TAX FM RD ART 18.

The personal minimum reduction is based on age and disability. Both values are compared to values in the system to determine the reduction amounts using the formula TAX FM RD MN PERS.

The familiar minimum reduction is based on dependents, both children and adults. The system considers the total number of dependents, their ages, their degree of disability, and their level of dependency on the employee. The system calculates these deductions using the formulas TAX FM RD MN FAML and TAX FM RD FAM NUM.

Calculating the withholding Percentage

Once the taxable net base has been calculated, the system can calculate the withholding percentage. The system employs different formulas, depending on the fiscal territory:

- For the state territory, the system uses the TAX FM CT IRPF EE formula to compare the taxable net base with the income ceilings, defined on the Tax Ceiling page, and generate the total contribution amount.

If the payee's income is lower than the government's annual minimum, the system applies a ceiling. This ceiling is 35 percent of the annual income minus a corresponding amount stored in ceiling brackets defined for the Fiscal Territories. You can view and update ceiling brackets using the Ceiling Brackets page.

- For historical territories, the system uses the formula TAX FM HT PCT EE to calculate the Withholding percentage. The formula compares the taxable net base with the Withholding Brackets for the historical territory. For disabled payees, the system adjusts the percentage, by subtracting the Disability Bracket percentage from the Withholding Bracket percentage.

Global Payroll for Spain delivers and maintains tax brackets. You can view and update tax brackets using the Withholding Segments page.

Payees can increase their percentage using the Tax Percentage Override page. However, if the override is lower than the calculated percentage, the system uses the higher amount. You cannot use the Override Tax Percentage page to reduce the tax percentage.

Calculating Garnishment Taxation

For the state territory, there are two garnishment types that affect tax calculations: child support and spousal support. For the historical territories, the only garnishment that affects tax calculation is the spouse support garnishment.

If a payee has a child support garnishment, the system estimates the annual value for this garnishment (or estimates the value for the remainder of the contract). Then, the system calculates separate contribution amounts for the garnishment and for the remainder of the taxable net base.

For example, assume a taxable net base of 22.625,19 EUR and an estimated annual garnishment amount of 2.704,55 EUR. The bracket calculations would be applied to 2.704,55 EUR and to 22.625,19 EUR (the sum of 22.625,19-2.704,55) generating two contribution amounts, TAX VR CT1 IRPF and TAX VR CT2 IRPF. The system then combines these amounts into TAX VR CT IRPF, which is used to calculate the tax percentage.

For the state territory, the system subtracts the spouse support garnishment annual estimation from TAX VR RNT as a special reduction.

For the historical territories, the system subtracts the spouse support garnishment from the annual income to calculate the taxable base.

Reviewing Taxable and Non Taxable Annual Income Sources

These sources of revenue are subject to IRPF:

- Base salary and complements.
- Entertainment allowance.

- Meals, lodging, and traveling expenses in excess of legal limits.

Example

You want to calculate the taxable annual income for the year 2004 for an employee hired on 01/01/1997 with this criteria:

1. Base Salary: 841,42 EUR/month.
2. Seniority: 24,04 EUR/month for each triennium.
3. Personal complement: 72,12 EUR/month.
4. Traveling expenses: 60,10 EUR/month.
5. Extra-periods: two extra periods containing base salary, seniority and personal complement.

The taxable annual income would be:

1. $841,42 \times 12 = 10.097,00$ EUR.
2. $24,04 \times 12 \times 2$ (2 trienniums from 01/01/1997 to 12/31/2004) = 576,97 EUR.
3. $72,12 \times 12 = 865,46$ EUR.
4. Traveling expenses are exempt and not added to the total.
5. $2 \text{ extra periods} \times \{\text{base salary} + (\text{seniority rate} \times \text{number of extra periods}) + \text{personal complement}\}$.
 $2 \times (841,42 + (24,04 \times 2) + 72,12) = 1.923,24$ EUR.

Total = $10.097,00 + 576,97 + 865,46 + 1.923,24 = 13.462,67$ EUR.

Viewing IRPF Tax Calculation Results

This section provides an overview of tax calculation results, an overview of IRPF tax data review, an overview of the IRPF Comparison report, an overview of employee withholding percentage overrides, and discusses how to:

- Review IRPF calculation results.
- Review IRPF calculation details.
- Review monthly IRPF tax data.
- Review accumulated IRPF tax data.
- Generate the IRPF Comparison report (GPESTAX2).
- Update tax percentages.

Understanding Tax Calculation Results

Once the system has calculated the taxable income base, the annual tax contribution and the withholding percentage, you can view the results by pay group on the IRPF Calculation Results ESP component. Use this component to view all information that the system uses to calculate the IRPF percentage, including personal data and financial data. Also use this component to review the earnings and deductions that make up a selected payee's base amount for IRPF tax withholding. You may furthermore find this component useful for explaining IRPF percentage variations to employees.

Note. You can review IRPF data, including withholding percentages, after you run the standalone IRPF process or after you run the current payroll process. To have IRPF calculations reflect the payroll data computed for the current period, use the review the IRPF data after running the payroll process.

Understanding IRPF Tax Data Review

You can use the IRPF Tax Data Review ESP component to view the monthly IRPF tax data that the payroll process generates for employees and, if necessary, to manually adjust this data. You can also use this component to view accumulated tax data for the year. In the case of special collectives for whom the payroll process does not calculate IRPF tax data, such as professionals, you can use this component to enter the IRPF tax data for the person. The system stores the data that is viewable through this component in the GPES_TAX_RSLT and GPES_TAX2_RSLT tables. The report generation processes use this data for the Model 110, Model 111, and Model 190 reports.

Global Payroll for Spain also provides the IRNR Tax Data Review ESP component for you to view tax data that the payroll process generates for non-resident workers. In addition, there is IRNR tax reporting functionality for creating the Model 216 and Model 296 reports, and pension plan reporting functionality for creating the Model 345 report.

See Also

[Chapter 13, “Managing Special Collectives,” Managing Displaced People and Expatriates, page 203](#)

[Chapter 12, “Managing Pension Plans,” Generating the Model 345 File Report, page 196](#)

Understanding the IRPF Comparison Report

This new SQR report helps you identify changes in IRPF percentages and determine whether these changes are justified or adjustments are needed.

For each payee and month covered by the report, you see the following information:

- Month to which the values pertain (1= January, 2 = February, and so on).
- Information that affects the payee’s tax calculation, such as disability, help needed, mobility reduction, family situation, type of working relationship, and number of dependents as of the end of the reported month.
- Amount of taxable earnings (the base amount) on which the IRPF percentage has been calculated.
- The IRPF percentage.
- Social security contribution.
- Legal reductions to the base amount.
- Irregular income.
- Taxes paid from January through the reported month.
- Accumulated taxable base from January through the reported month.

You can generate the report for all payees in selected companies, pay entities or pay groups, or you can produce the report for specific tax locations or selected employees. You can also have the report include only those payees for whom the difference in the last IRPF percentage and the new IRPF percentage meets or exceeds a certain percentage.

Understanding Employee withholding Percentage Overrides

The system automatically calculates employees' withholding percentage. However, employees can choose to increase their percentage using the Override Tax Percentage page.

Note. If the override is lower than the calculated percentage, the system uses the higher amount. You cannot use the Override Tax Percentage page to reduce the tax percentage.

Page Used To View IRPF Tax Calculation Results

Page Name	Object Name	Navigation	Usage
IRPF Calculation Results	GPES_TAX_RSLT	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, IRPF Calculation Results ESP, IRPF Calculation Results	View the tax withholding percentage, the taxable income base, and the annual tax contribution for employees in the selected calendar group.
Tax Calculation Details	GPES_TAX_RSLT_DTLS	Click the Details link on the IRPF Calculation Results page.	Review values that make up the base amounts on which IRPF withholding is calculated.
IRPF Tax Review	GPES_TAX2_RSLT	Global Payroll & Absence Mgmt, Taxes, IRPF Tax Data Review ESP, IRPF Tax Review	Review online the monthly tax data that the payroll process calculates for IRPF tax reporting. You can also adjust the calculated income and withholding amounts. For contingent workers or persons of interest, you can insert new rows of data for each specific job and salary type that a person might have. You can enter IRPF tax data for any person who is not processed through payroll. The system uses this data when you generate IRPF tax reports.
IRPF Tax Data Review ESP - Accumulated Values	GPES_TX2_RSL_VW	Global Payroll & Absence Mgmt, Taxes, IRPF Tax Data Review ESP, Accumulated Values	Review online the accumulated tax data that the payroll process calculates for IRPF tax reporting. The system uses this data when you generate IRPF annual tax reports.
IRPF Comparison ESP	GPES_COMPARE_IRPF	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, IRPF Comparison ESP	Generate the IRPF Comparison report.
Override Tax Percentage	GPES_TAX_RSLT_OVRD	Global Payroll & Absence Mgmt, Payee Data, Taxes, Override Tax Percentage ESP, Override Tax Percentage	Change an employee's tax withholding percentage.

Reviewing IRPF Calculation Results

Access the IRPF Calculation Results page.

IRPF Calculation Results

Calendar Group ID: OCTUBRE 2006 Octubre 2006
Calendar ID: NOM KE02-06M10 **Pay Group:** KE02
Difference >=:
Employee ID:

Payee IRPF Calculation Results

EmpID	Name	Segment Number	Withholding Percentage	Old Percentage	Difference	Taxable Base	Tax Contribution	Social Security Contributions	Total Reductions	Calculation Type	Details
1 KEG011	Luis Hidalgo Solana	1	0.00	0.00	0.00	6,158.40		129.17	6900.000	Calculated	Details
2 KEG012	Vidal Alamo Soria	1	0.00	0.00	0.00	749.21		107.77	6900.000	Calculated	Details
3 KEG013	Begoña Antón Guerra	1	0.00	0.00	0.00	7,331.40		129.17	6900.000	Calculated	Details
4 KEG014	Jesus Marmoles Dato	1	0.00	0.00	0.00	9,687.90		129.17	7288.490	Calculated	Details
5 KEG015	Luis Guevara Solana	1	8.00	0.00	8.00	11,711.00	936.88	243.53	6151.190	Calculated	Details
6 KEG016	Alberto Gomera Perez	1	0.00	0.00	0.00	5,852.42		190.83	6900.000	Calculated	Details
7 KEG017	Mariano Alarca Lopez	1	4.00	0.00	4.00	10,607.00	424.28	296.24	7216.200	Calculated	Details
8 KEG018	Jose Nicolas de Leon Abad	1	9.00	0.00	9.00	12,289.30	1,106.04	314.07	6034.870	Calculated	Details
9 KEG020	Manuel Baquero Marco	1	2.00	0.00	2.00	1,520.00	30.40	163.72	6900.000	Calculated	Details

IRPF Calculation Results page

The following fields have been added to the IRPF Calculation Results page so that you can refine the list of employees to display in the results.

Difference >= Enter the minimum percentage by which a payee's current IRPF percentage and last IRPF percentage must differ for the payee to be included in the report.

Employee ID To review the results for a single payee, enter the employee ID here.

Payee IRPF Calculation Results

View the details of the IRPF calculation results, including employee ID, employee name, withholding percentage, taxable base, and tax contribution.

Segment Number (segment number) The segment to which the results apply.

Old Percentage The IRPF percentage that was applicable to the previous period.

Difference The percentage difference between the current and previous IRPF withholding rates.

Social Security Contribution The amount of social security contributions for the selected period.

Total Reductions The total reductions for the selected period.

Calculation Type The type of calculation performed on the corresponding data row.

Details Click to access the Tax Calculation Details page where you can view a detailed listing of the current and prior values that make up an employee's taxable earnings and personal data that affects the results.

Reviewing IRPF Calculation Details

Access the Tax Calculation Details page.

Tax Calculation Details

Calendar Group ID: OCTUBRE 2006 Octubre 2006
Calendar ID: NOM KE02-06M10 **Pay Group:** KE02
EmplID: KEG020 Manuel Baquero Marco

Customize Find  First  1-46 of 46  Last			
Field Long Name	Current Value	Prior Value	Difference
Taxable Base	1,520.00	0.00	1,520.00
Taxable Fixed Base	1,520.00	0.00	1,520.00
Taxable In Kind Base	0.00	0.00	0.00
Tax Variable Base	0.00	0.00	0.00
Withholding Percentage	2.00	0.00	2.00
Tax Contribution	30.40	0.00	30.40
Social Security Contributions	163.72	0.00	163.72
Familiar Minimum Reductions	0.00	0.00	0.00
Personal Minimum Reductions	3,400.00	0.00	3,400.00
Tax Reductions	3,500.00	0.00	3,500.00
Calculation Type	C		Yes
Spouse Support Garnishment	0.00	0.00	0.00
Children Support Garnishment	0.00	0.00	0.00
Ceuta/Melilla	N		Yes

Tax Calculation Details page

This page displays the values that make up the base amounts against which the IRPF percentage is applied or that affect the IRPF calculations.

Current Value Result of the most recent calculation.
Prior Value Result from the previous calculation.
Difference The difference between the current and prior value.

Reviewing Monthly IRPF Tax Data

Access the IRPF Tax Review page.

IRPF Tax Review

Accumulated Values

Company:

KE1 Business Institute - Spain

Org Relation:

Employee

Fiscal Territory:

HE State Fiscal Territory

EmplID:

Year: 2006 Month: 1

Search

Detail of Payees

Earned Income

Adjust

EmplID	Empl Rcd#	Name	National ID	Key	Sub-Key	Salary Income	Variable 1 Income	Variable 2 Income	Variable 3 Income	Salary Withholding	In Kind Income	In Kind Withholding	EE In Kind Withholding
GEDEV_0001	0	Alicia Paloma Fernandez Civera	02882004N	A	00	3255.01				520.80	77.42	12.39	
GEDEV_0001	0	Alicia Paloma Fernandez Civera	02882004N	L	01	68.00							
GEDEV_0001	0	Alicia Paloma Fernandez Civera	02882004N	L	05	12601.21							
GEDEV_0002	0	Alberto Lopez de La Cruz	02882105K	A	00	2795.70				531.18	108.39	20.59	20.5
GEDEV_0003	0	Ana Alonso Diaz	02882106E	A	00	2142.86				385.71	77.42	13.94	13.9

IRPF Tax Review page

Search Criteria

Upon entering the page select the company, fiscal territory, year, and month for which you want to review IRPF tax data.

Org Relation (organizational relationship) Select the type of organizational relationship of the persons for which you want to retrieve IRPF tax data. Your choices are *Contingent Worker*, *Employee*, or *Person of Interest*.

EmplID (employee ID) Enter the employee ID to narrow the search results to a specific employee.

Search Click this button to retrieve data for persons based on the search criteria. The system displays the data in the Detail of Payees grid. Fields vary depending on the selected organizational relationship.

Detail of Payees - Earned Income

Use the fields on this tab to review IRPF tax-related data for employees. This tab shows the information that the payroll process generates. You cannot edit the information on this tab. This tab is not applicable to contingent workers or persons of interest and is therefore unavailable for these persons.

EmplID (employee ID) The person for which the data on a given row relates.

Empl Rcd# (employee record number) The person's employee record number.

Name The first and last name of the person.

National ID The national identification number or foreign identification number of the person.

Key and Subkey The perception key and subkey that identifies the person's work relationship with the company. If a person has more than one combination of key and subkey, the system displays a separate row for each combination. You define keys and subkeys on the Perception Keys ESP page.

Salary Income The gross earned income in salary of the person. This amount is IRPF taxable.

Variable 1 Income, Variable 2 Income, and Variable 3 Income	The total variable income of the person according to the variable calculation method.
Salary Withholding	The amount subtracted from salary income that applies towards IRPF taxes.
In Kind Income	The total in-kind income of the person. This amount is IRPF taxable.
In Kind Withholding	The in-kind withholding tax amount.
EE In Kind Withholding	The in-kind withholding tax amount for the employee that was paid towards IRPF taxes by the employee.
Reductions	The total reductions that the payroll process calculated for each person and segment.
Contribution	The total amount considered as fiscally deductible expenses. This value is related to social security contributions.
Calendar ID	Identifies the calendar for which the row of data applies.

Detail of Payees - Adjust

Access the Adjust tab.

Detail of Payees											
Earned Income		Adjust									
EmplID	Empl Rcd#	Name	National ID	Key	Sub-Key	Salary Income Adjust	Variable Income Adjust	Salary Withhold Adjust	In Kind Income Adjust	In Kind Withhold Adjust	EE In Kind Withhold Adjust
GEDEV_0001	0	Alicia Paloma Fernandez Civera	02882004N	A	00						
GEDEV_0001	0	Alicia Paloma Fernandez Civera	02882004N	L	01						
GEDEV_0001	0	Alicia Paloma Fernandez Civera	02882004N	L	05						
GEDEV_0002	0	Alberto Lopez de La Cruz	02882105K	A	00						
GEDEV_0003	0	Ana Alonso Diaz	02882106E	A	00						

IRPF Tax Review page (Adjust tab)

Use this tab to adjust the IRPF tax data that the payroll process calculated for the selected fiscal period and month. For employees this tab shows the same fields as the earned Income tab except that many of the fields on this tab are editable. For contingent workers or persons of interest, you can enter new rows of data. The system differentiates between the data that the payroll process generates and the data that you enter manually.

EmplID (employee ID) and Empl Rcd# (employee record number)	Select the ID of the person for whom you are entering data. When you press the Tab key the system displays the employee record number, name, and national ID of the person. If the person has multiple employee record numbers, select the one that is applicable. These two fields are available for edit only for contingent workers or persons of interest.
Key and Subkey	Select the perception key and subkey that describes the person's work relationship with the company. These fields are available for edit only for contingent workers or persons of interest. You define keys and subkeys on the Perception Keys ESP page.
Salary Income Adjust	Adjust the gross earned income in salary of the person. This amount is IRPF taxable.
Variable Income Adjust	Adjust the total variable income of the person.

Salary Withhold Adjust	Adjust the amount subtracted from salary income that applies towards IRPF taxes.
In Kind Income Adjust	Adjust the total in-kind income of the person. This amount is IRPF taxable.
In Kind Withhold Adjust	Adjust the in-kind withholding tax amount that the company paid on the person's behalf.
EE In Kind Withholding Adjust	Adjust the in-kind withholding tax amount for the employee that was paid towards IRPF taxes by the employee.
Ceuta / Melilla	Select this check box to indicate that the employee belongs to Ceuta or Melilla. This check box is available only for contingent workers and persons of interest.

See Also

Chapter 13, “Managing Special Collectives,” Maintaining IRPF Tax Review Information, page 225

Reviewing Accumulated IRPF Tax Data

Access the IRPF Tax Data Review ESP - Accumulated Values page.

IRPF Tax Review

Accumulated Values

Company:

KE1

Business Institute - Spain

Fiscal Territory:

HE

State Fiscal Territory

Year:

2006

Month:

1

Org Relation:

Employee

Detail of Payees

Customize | Find | First 1-31 of 3

Earned Income

EE

EmplID	Empl Rcd#	Name	National ID	Key	Sub-Key	Salary Income	Variable Income	Salary Withholding	In Kind Income	In Kind Withholding	EE In Kind Withholding	Reductions
GEDEV_0001	0	Alicia Paloma Fernandez Civera	02882004N	A	00	3255.01		520.80	77.42	12.39		
GEDEV_0001	0	Alicia Paloma Fernandez Civera	02882004N	L	01	68.00						
GEDEV_0001	0	Alicia Paloma Fernandez Civera	02882004N	L	05	12601.21						
GEDEV_0002	0	Alberto Lopez de La Cruz	02882105K	A	00	2795.70		531.18	108.39	20.59	20.59	
GEDEV_0003	0	Ana Alonso Diaz	02882106E	A	00	2142.86		385.71	77.42	13.94	13.94	

IRPF Tax Data Review ESP - Accumulated Values page

Review the sum of each of the IRPF tax data values for the selected calendar year from January 1 through the selected month. The system displays the data by employee, key, and subkey. If you are viewing accumulated data for December, the December data will be the same as the fiscal year data that gets included in the Model 190 file.

Note. You cannot make adjustments to accumulated values. You can only make adjustments for specific months, and this in turn affects the accumulated values.

Generating the IRPF Comparison Report

Access the IRPF Comparison ESP page.

IRPF Comparison ESP

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

Report Request Parameters

Year/Month: 2006 / August

Comparison Option

☒ All Year
☐ Comparison

Filter By: Payee

Filter List

	EmpID	Name		
1	KEG001	Antonio Diaz Ruiz	+	-
2	KEG002	Pablo Pérez Arias	+	-

IRPF Comparison ESP page

Year/Month

Select the year and last month of data to include in the report.

To be included in the report, a payee must have a calculation run for the selected month and year and must meet the other selection criteria that you enter on this page.

Comparison Option**All Year**

Select to report for each payee, all calculations from the beginning of the fiscal year through the selected month. For example, to include payroll data from January 2005 through September 2005, enter *2005 / September* in the Year/Month fields and select All Year.

Comparative

Select to include only those payees for whom the difference between the current IRPF percentage and the last IRPF percentage equals or exceeds the value in the Difference field.

If this field is cleared, the report will include all payees that meet the other selection criteria.

The report will include a row of payroll data for the month specified in the Year/Month fields and a row of data for the previous month. For example, if you enter *2005 / September* in the Year/Month fields and select Comparative, the report will provide, for each payee, a row of data for September 2005 and a row of data for August 2005.

Difference >=

This field is displayed when you select Comparative. Enter the minimum percentage by which a payee's actual IRPF percentage and last IRPF percentage must differ for the payee to be included in the report.

For example, to include only those payees for whom the difference between the previous IRPF rate and the current IRPF rate is at least 5 percent, enter 5 here.

Filter By

Select a filter. Values are: *Company, Pay Entity, Pay Group, Payee, and Tax Loc* (tax location).

Filter List

Select the companies, pay entities, pay groups, payees, or tax locations to include in the report. Your selection in the Filter By field determines what you can enter here.

Updating Tax Percentages

Access the Override Tax Percentage page.

Override Tax Percentage

Antonio Diaz Ruiz

EMP

ID: KEG001

Empl Rcd #: 0

Tax Percentage Override					Customize	Find	View All	First	1 of 1	Last
	Effective Date	Status	Withholding Percentage							
1	11/01/2006	Active								

Override Tax Percentage page

Withholding percentage

Enter the new withholding percentage.

Reviewing and Updating System Information

To review tax ceilings, tax personal reductions, and tax family reductions, use the Calculation Variables ESP (GPES_TAX_VARIABLES) component. To review withholding segments, use the Withholding Segments ESP (GPES_TAX_BRKT_WHLN) component. To review ceiling brackets, use the Ceiling Bracket ESP (GPES_TAX_BRKT_CLNG) component. To review disability reductions, use the Disability Reduction ESP (GPES_TAX_BRKT_DSBL) component. To review fiscal territories and calculation data for the fiscal territory, use the Fiscal Territories ESP (GPES_TAX_LOCATN) component. To review the normalization schedule, use the Normalization Schedule ESP (GPES_TAX_CALENDAR) component. To set up garnishment elements, use the Garnishment Elements ESP (GPES_TAX_ELEMENTS) component. To review variable managers, use the View Variable Manager ESP (GPES_RATES) component.

This section provides an overview of system information and discusses how to:

- Review tax ceilings.
- Review personal tax reductions.
- Review family tax reductions.
- Review withholding segments.
- Review ceiling brackets.
- Review disability reduction brackets.

- Review fiscal territories.
- Review fiscal territory calculations.
- Review normalization schedules.
- Set up tax elements for garnishments.
- View variable managers.

Understanding System Information

Before the system calculates IRPF, ensure that the tax bracket and fiscal territories information is current. Also update the Normalization Schedule page to calculate withholding while running payroll. You can also run the IRPF percentage calculation separately by creating a specific calendar and calendar group for the IRPF percentage calculation.

Global Payroll for Spain provides the following information in accordance with government regulations:

- Fiscal Territories and data for tax calculations.
- Minimum annual contribution amounts.
- Total contribution per taxable base.
- Reduction amounts based on personal data (age and disability status), family data (number of dependents, disability status, and degree of dependency), and work situation (contract type and tax location).

Global Payroll for Spain enables you to calculate tax percentage independently or while running the payroll process. Use the Normalization Schedule page and the Fiscal Territories page to coordinate the tax calculation and payroll process.

Pages Used to Update System Information

Page Name	Object Name	Navigation	Usage
Tax Ceilings	GPES_TAX_VARIABLS1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Calculation Variables ESP, Tax Ceilings	Review the State Territory tax ceilings delivered by Global Payroll for Spain that define the minimum income required to pay tax.
Tax Personal Reductions	GPES_TAX_VARIABLS2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Calculation Variables ESP, Tax Personal Reductions	Review the State Territory personal reductions that are used in the tax calculation to reduce employees' tax amount.
Tax Family Reductions	GPES_TAX_VARIABLS3	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Calculation Variables ESP, Tax Family Reductions	Review the State Territory family reductions that are used in the tax calculation for employees with dependents.

Page Name	Object Name	Navigation	Usage
Withholding Segments	GP_BRACKET_DATA	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Withholding Segments ESP, Withholding Segments	Review tax rates that define the percentage of tax withheld from employees based on income. For the historical territories, the tax withheld also varies according to the number of dependent children.
Ceilings Brackets	GP_BRACKET_DATA	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Ceiling Bracket ESP, Ceilings Brackets	Review ceiling brackets that define the minimum income required to pay tax, depending on the number of dependents. These values are for the state territory only.
Disability Reduction	GP_BRACKET_DATA	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Disability Reduction ESP, Disability Reduction	Review disability reduction rates that define disabled employees' reductions on tax. These values are for the historical territories only.
Fiscal Territories	GPES_TAX_LOCATN1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Fiscal Territories ESP, Fiscal Territories	Set up a tax office location and link the tax location to a pay entity and a tax calendar.
Calculation Data	GPES_TAX_LOCATN2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Fiscal Territories ESP, Calculation Data	Define data and check tax brackets used in tax calculations for the fiscal territory.
Normalization Schedule	GPES_TAX_CALENDAR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Normalization Schedule ESP, Normalization Schedule	Establish a schedule for the normalization process in a payroll calculation.
Garnishment Elements	GPES_TAX_ELEMENTS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Garnishment Elements ESP, Garnishment Elements	Set up the elements that store garnishment values that could be paid by employees. This data is considered during the tax calculation.

Page Name	Object Name	Navigation	Usage
View Variable Manager	GPES_RATES	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, View Variable Manager ESP, View Variable Manager	Specify which elements will be displayed in an specific component. Global Payroll for Spain delivers data for the component GPES_TAX_VARIABLES, so the elements are shown on different pages in this component: GPES_TAX_VARIABLES1 (Tax Ceilings), GPES_TAX_VARIABLES2 (Tax Personal Reductions), GPES_TAX_VARIABLES3 (Tax Family Reduction).

Reviewing Tax Ceilings

Access the Tax Ceilings page.

Tax Ceilings | Tax Personal Reductions | Tax Family Reductions

Tax Ceilings Find | View All First 1 of 3 Last

*Effective Date: 01/01/2003 Status: Active

	Amount	Currency
Minimum Taxable Income	22,000.000	EUR
Minimum Ceiling Article 18th	8,200.000	EUR
Maximum Ceiling Article 18th	13,000.000	EUR
Maximum Income Reduction	3,500.000	EUR
Minimum Income Reduction	2,400.000	EUR

Tax Ceilings page

Ceilings

Review the tax ceilings that define the minimum income required to pay tax.

Reviewing Personal Tax Reductions

Access the Tax Personal Reductions page.

Tax Ceilings

Tax Personal Reductions

Tax Family Reductions

Tax Reductions

Find | View All

First 1 of 3 Last

Effective Date: 01/01/2003

Status: Active

+

-

Personal Reductions

	Amount	Currency
Employee Reduction	3400.000	EUR
Up 65 yrs Employee Reduction	800.000	EUR
33%-65% Disab Employee Reductn	2800.000	EUR
Up 65% Disab Employee Reductn	6200.000	EUR

Tax Personal Reductions page

Personal Reductions

Review the personal reductions that are used in the tax calculation to reduce employees' taxes.

Reviewing Family Tax Reductions

Access the Tax Family Reductions page.

Tax Ceilings
Tax Personal Reductions
Tax Family Reductions

Tax Reductions
Find | View All
First 1 of 3 Last

Effective Date: 01/01/2003
Status: Active

Family Reductions

	Amount	Currency
Under 3 yr Descendnt Reduction	1200.000	EUR
First Descendant Reduction	1400.000	EUR
Second Descendant Reduction	1500.000	EUR
Third Descendant Reduction	2200.000	EUR
Forth Descendant Reduction	2300.000	EUR
Numerous Family Reduction	600.000	EUR
Ascendant Reduction	800.000	EUR
Ascendant Assitance Reduction	1000.000	EUR
33-65% Disab Depndnt Reduction	2000.000	EUR
Up 65% Disab Depndnt Reduction	5000.000	EUR
Disab Depdnt Assitance Reductn	2000.000	EUR

Tax Family Reductions page

Family Reductions

Review the family reductions that are used in the tax calculation for employees with dependents.

Reviewing Withholding Segments

Access the Withholding Segments page.

Withholding Segments

Element Name:

TAX BR TRAMOS ALA

Withholding Bracket Alava

Bracket Data

Find | View All

First 1 of 4 Last

*Effective Date:

01/01/2006

31

+

-

Withholding Bracket Alava

Customize | Find | View 100

First 1-5 of 287 Last

Search Key Number of Descendants	Search Key Taxable Net Base	Return Column Withholding Bracket Alava		
0.000000	8820.000000	0.000000	+	-
0.000000	9370.000000	1.000000	+	-
0.000000	10000.000000	2.000000	+	-
0.000000	10730.000000	3.000000	+	-
0.000000	11490.000000	4.000000	+	-

Withholding Segments page

This page defines the tax rates for the Fiscal Territories. An employee's level of tax is determined by the employee's income.

Note. The fields on this page vary depending on the historical territory you select. For example, if you select the historical territory of *Alava*, fields pertaining to *Alava* will appear. The historical territories supported by Global Payroll for Spain include *Alava*, *Guipuzcoa*, *Navarra*, and *Vizcaya*.

Withholding Bracket <Fiscal Territory>

Search Key Number of Descendants	The number of dependent children. An employee's children are considered as dependents if they are under the maximum age that is defined on the Fiscal Territory - Calculation Data page.
Search Key Taxable Net Base	Employee's annual income in Euros. The value in this field represents the top of the income range for the Withholding Bracket.
Return Column Withholding Bracket <Fiscal Territory>	The percentage of tax withheld for employees whose income is in the range defined by the Taxable Net Base and who have the number of children defined in the Number of Descendants field.
Return Column Withholding Contribution and Return Currency	The contribution amount withheld for paying employee's taxes for the state territory.
Return Column Marginal Percentage	The marginal percentage value used to calculate employee's taxes for the state territory.

Example

This table illustrates how Withholding Segments work:

Number of Descendants	Taxable Net Base	Withholding Bracket
0	8.340	0
0	8.800	1
0	9.310	2

Employees with no children would pay tax as follows:

- An employee who earns 8.340 EUR or less pays 0% tax.
- An employee earning 8.500 EUR pays 1% tax (for example).
- An employee earning 9.310 EUR pays 2% tax.

Reviewing Ceiling Brackets

Access the Ceiling Brackets page.

Ceilings Brackets

Element Name: TAX BR MN EXENTO Personal Situation Exemptions

Bracket Data

Find | View All First 1 of 3 Last

*Effective Date: 01/01/2003 31

Personal Situation Exemptions

Customize | Find | View All First 1-5 of 8 Last

Search Key Family Situation	Search Key Number of Descendants	Return Column Personal Situation Exemptions	Return Currency		
1	1.000000	10750.000000	EUR	+	-
1	2.000000	12030.000000	EUR	+	-
2	0.000000	10600.000000	EUR	+	-
2	1.000000	11825.000000	EUR	+	-
2	2.000000	13135.000000	EUR	+	-

Ceiling Brackets page

This page defines the ceiling brackets for the state territory only. This page does not apply to the historical territories.

Personal Situation Exemptions

Search Key Family Situation

The family situation for the employee. Values are *1 - General Situation*, *2 - Less than 1 year relationship*, and *3 - Special Relationship*.

Search Key Number of Descendants

The number of dependent children. An employee's children are considered as dependents if they are under the maximum age that is defined on the Fiscal Territory - Calculation Data page.

Return Column Personal Situation Exemptions and Currency

The amount and currency for personal situation exemptions.

Reviewing Disability Reductions

Access the Disability Reduction page.

Disability Reduction

Element Name:

TAX BR DISCAP ALA

Disability Bracket Alava

Bracket Data

Find | View All

First 1 of 4 Last

*Effective Date:

01/01/2006

31

+

-

Disability Bracket Alava

Customize | Find | View All

First 1-5 of 24 Last

Search Key EE Disability Type	Search Key Taxable Net Base	Return Column Disability Bracket Alava		
1	15810.000000	9.000000	+	-
1	17250.000000	7.000000	+	-
1	23330.000000	6.000000	+	-
1	28190.000000	5.000000	+	-
1	39860.000000	4.000000	+	-

Disability Reduction page

This page defines the reductions for disabled employees. This page does not apply to the state territory or the Navarra historical territory.

Search Key EE Disability Type

The type of disability for the employee.

Identifies the type of disability affecting the employee; Possible values are:

- 0: Not disabled or disability less than 33%.
- 1: Disability between 33 and 65% without needing help.
- 2: Disability between 33 and 65% with need of help.
- 3: Disability greater than or equal to 65%.

Search Key Taxable Net Base

The total-taxable annual amount that is used to calculate the tax percentage.

Return Column Disability Bracket <Fiscal Territory>

The percentage that can be subtracted from the calculated tax percentage. For example, someone affected by disability has a smaller tax percentage and pays less.

Reviewing Fiscal Territories

Access the Fiscal Territories page.

Fiscal Territories
Calculation Data

Fiscal Territory: HE

Fiscal Territory Find | View All First 1 of 1 Last

***Effective Date:** 01/01/2002
Status: Active

***Description:** State Fiscal Territory
 Short Description: State

Normalization Schedule Customize | Find | View All | First 1-3 of 3 Last

Pay Entity	Description	Tax Calendar	Description		
GE001	System Test - Pay Entity 1	KE1	General Tax Calendar		
KE01	Pay Entity for company KE1	KE1	General Tax Calendar		
KE02	Pay Entity for company KE2	KE1	General Tax Calendar		

Fiscal Territories page

Effective Date Enter the effective date to track the history of the tax location.

Pay Entity Select the pay entities associated with the Fiscal Territory.

Tax Calendar Select the normalization schedule for the selected Pay Entity. This tells the system when to run the withholding percentage calculation for each Fiscal Territory during the payroll process. You can also run the calculation process separately whenever required.

Reviewing Fiscal Territory Calculations

Access the Calculation Data page.

Fiscal Territories		Calculation Data	
Fiscal Territory:	HE	State Fiscal Territory	
Calculation Data Find View All First 1 of 1 Last			
Effective Date:	01/01/2002	Status:	Active
*Currency Code:	EUR	Mileage Rate:	0.17
Maintenance Domestic:	26.14	Maintenance International:	48.08
Night Domestic:	52.29	Night International:	91.35
Maximum Dependent Age:	25	Non-resident Withholding:	25.00
Withholding Bracket:	TAX BR TBL IRPF Withholding Bracket State		
Ceiling Bracket:	TAX BR MN EXENTO Personal Situation Exemptions		

Calculation Data page

This page defines which brackets are used to calculate tax withholding percentages and various rates set by the Fiscal Territory. Global Payroll for Spain delivers the data for each Fiscal Territory. You can update the values as the tax regulations change.

Mileage Rate	The exempted amount per mile reimbursement for mileage.
Maintenance Domestic	The exempted daily amount reimbursement for domestic traveling maintenance.
Maintenance International	The exempted daily amount reimbursement for international traveling maintenance.
Night Domestic	The exempted daily amount reimbursement for domestic overnight stays.
Night International	The exempted daily amount reimbursement for international overnight stays.
Maximum Dependent Age	The maximum age of fiscal dependents.
Non-resident Withholding	Enter the withholding percentage for non-residents. The default percentage is 25.00. If the payroll process identifies an employee as a non-resident it applies this percentage to the employee's withholding instead of the withholding percentage that corresponds to IRPF taxes. See Chapter 13, "Managing Special Collectives," Managing Displaced People and Expatriates, page 203 .
Withholding Bracket	The bracket used to calculate employees' withholding tax percentage.
Ceiling Bracket	The ceiling bracket that defines the minimum income required to pay tax, depending on the number of dependents. This field is displayed for the state territory only. Global Payroll for Spain delivers the bracket TAX BR MN EXENTO with these values.

Note. The Ceiling Bracket field appears only if you selected the *State Fiscal Territory (HE)*.

Disability Bracket

The bracket used to calculate the reduction in tax that applies for a disabled employee. This field is not displayed for the state fiscal territory.

Note. The Disability Bracket field does not appear if you selected the *State Fiscal Territory (HE)*. It appears for all other fiscal territories.

Reviewing Normalization Schedules

Access the Normalization Schedule page.

Normalization Schedule

Tax Calendar: KE1

Step Increase Table

Find | View All First 1 of 1 Last

*Effective Date: 01/01/2002

Status: Active

*Description: General Tax Calendar

Short Description: General

Normalization Schedule		Customize Find View All	First 1-12 of 12 Last
	Month	Tax Calculation Run	
1	January	☒	
2	February	☐	
3	March	☐	
4	April	☐	
5	May	☒	
6	June	☐	
7	July	☐	
8	August	☐	
9	September	☒	
10	October	☐	
11	November	☐	
12	December	☒	

Normalization Schedule page

Normalization Schedule

Tax Calculation Run

Select the month that you want the tax percentage to be calculated during the payroll calculation.

Setting Up Tax Elements for Garnishments

Access the Garnishment Elements page.

Garnishment Elements					
Garnishment Elements					
Customize Find View All First 1-4 of 4 Last					
	Element Utility	Element Name	Description		
1	Child Support	RETJ ALIM	Children support garnishment	+	-
2	Spouse Support	RETJ CNYG	Spouse support garnishment	+	-
3	Child Support	RETJ ALIM ND	Not Deduced Child Garnishment	+	-
4	Spouse Support	RETJ CNYG ND	Not Deduced Spouse Garnishment	+	-

Garnishment Elements page

Element Utility Define the type of garnishment element. Values are *Child Support* or *Spouse Support*.

Element Name Select the element that stores the garnishment value for an employee.

Viewing Variable Managers

Access the View Variable Manager page.

View Variable Manager

Component Name: GPES_TAX_VARIABLES

*Description: Tax Calculation Variables

Elements

Customize | Find | View All |  First 1-8 of 20 Last

	Entry Type	Element Name	Description		
1	Variable	TAX VR ING MN DECL	Minimum Taxable Income	+	-
2	Variable	TAX VR TP MN ART18	Minimum Ceiling Article 18th	+	-
3	Variable	TAX VR TP MX ART18	Maximum Ceiling Article 18th	+	-
4	Variable	TAX VR RD XING MX	Maximum Income Reduction	+	-
5	Variable	TAX VR RD XING MN	Minimum Income Reduction	+	-
6	Variable	TAX VR RD XEE	Employee Reduction	+	-
7	Variable	TAX VR RD XEE65	Up 65 yrs Employee Reduction	+	-
8	Variable	TAX VR RD XEED33	33%-65% Disab Employee Reductn	+	-

View Variable Manager page

Entry Type Identify the type of element being used.

Element Name Select the element that will be shown in the component name.

Entering Payee Tax Data

This section provides an overview of payee tax data entry and discusses how to:

- Enter payee tax data details.
- Set up transnational mobility.

Understanding Payee Tax Data Entry

When employees are hired, they must indicate their personal status, such as whether they have fiscal dependents, spouses to support, or neither. This information is required by the government in order to calculate an employee's taxes.

Page Used to Define Payee Tax Data

Page Name	Object Name	Navigation	Usage
Maintain Tax Data	GPES_PAYEE_DATA	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data ESP, Maintain Tax Data	Enter information about employees and their dependents as it relates to payroll calculation.
Transnational Mobility	GPES_EXPATR_MOB	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data ESP, Transnational Mobility	Indicate whether employees are affected by transnational mobility. If so, also indicate whether the employee receives compensation, pays taxes, and contributes to social security.

Entering Payee Tax Data Details

Access the Maintain Tax Data page.

Maintain Tax Data | Transnational Mobility

Antonio Diaz Ruiz **Person ID:** KEG001

Payee Data Find | View All First 1 of 1 Last

Effective Date: 01/01/2000

☒ **Disabled** **Handicap Percent:** 60 ☒ **Help to Go to Work**

Fiscal Territory: State Fiscal Territory ☐ **Ceuta/Melilla**

***Relationship Type:** 1.- General Relationship ☐ **Geographical Mobility**

***Family Situation:** 2.- With spouse to support ☐ **Work life Extension**

***Address Type:** HOME **NIF Spouse:** 50845622M

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

*Dependent ID	Name	Relation	Birthdate	Adoption Date	Disabled	Handicap Percent	Dependency Percentage	Need Assistance
02	Díaz Martínez,Luis	Child	05/01/1990		☐		50	☐

Maintain Tax Data page

Payee Data

In the Payee Data group box, define the details for an employee as they relate to tax calculation.

Effective Date

You must enter a new effective date every time any information related to tax calculation changes, including data that appears as display-only.

Disabled

Selected if you indicate the employee is disabled on the Disability page in Human Resources.

Handicap Percent

If the employee is disabled, the handicap percent appears. This information comes from the Disability page in Human Resources.

See *PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce*, “Entering Additional Data in Human Resources Records,” Tracking Disabilities.

Fiscal Territory

Select the Fiscal Territory to which the employee pays tax. The Fiscal Territory you select affects the fields that are displayed on the page. Values are *Alava Fiscal Territory*, *Guipuzcoa Fiscal Territory*, *Navarra Fiscal Territory*, *State Fiscal Territory*, and *Vizcaya Fiscal Territory*.

Relationship Type

Define the contract type as agreed between the employee and the company:

1. - *General Relationship*: For all other situations.
2. - *Less 1 year relationship*: For contracts with a duration of less than 1 year.
3. - *Special Relationship*: For special contracts, such as those for special collectives (for example, for consultants).

Family Situation

This field is displayed if you select the *State Fiscal Territory* in the Fiscal Territory field. Select the family situation of the employee, as defined by the government:

1. - *With fiscal dependent*: If the employee has dependents to support. Some dependents are recognized by Hacienda as fiscal dependents. Qualifying someone as a fiscal dependent has an impact on an employee's tax calculation.

2. - *With spouse to support*: If the employee has a spouse to support.

3. - *Other situations*: If the employee does not have fiscal dependents or a spouse to support.

Address Type	Select the address type to be used in tax reporting. Values are <i>HOME</i> and <i>MAIL</i> .
Help to Go to Work	Selected if you indicate that the employee needs help to go to work on the Disability page in Human Resources.
Ceuta/Melilla	Select if the employee lives in the cities of Ceuta or Melilla. Employees who reside in these two Spanish cities, which are located in Africa, get special tax treatment.
Geographical Mobility	Select if IRPF taxes will be reduced for the employee if the employee has geographical mobility limitations.
Work life Extension	Select if IRPF taxes will be reduced for the employee if the employee qualifies for worklife extension status.
NIF Spouse	This field is displayed if you select the <i>State Fiscal Territory</i> in the Fiscal Territory field and 2 – <i>With spouse to support</i> for the Family Situation. Enter the spouse fiscal identification number.

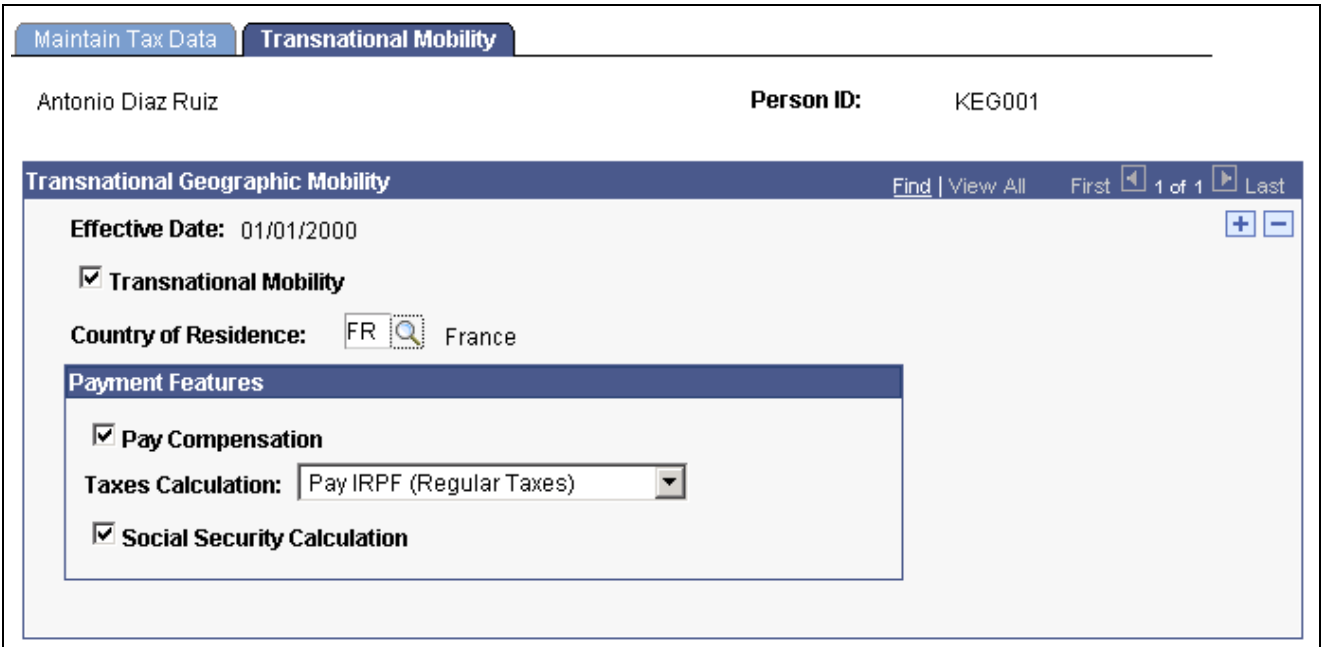
Dependent Data

In the Dependent Data group box, define the details for an employee's dependents as they relate to tax calculation.

Dependent ID	Select the dependent/beneficiary ID for the employee.
Name	The name of the dependent.
Relation	The relation of the dependent to the employee.
Birthdate	The birth date of the dependent.
Adoption Date	Enter the date that a dependent is adopted.
Disabled	This field is displayed if you select the <i>State Fiscal Territory</i> in the Fiscal Territory field only. It displays disability information entered for the dependent on the Dependent Data page in Human Resources. This information is used in calculating an employee's taxes.
Handicap Percent	This field is displayed if you select the <i>State Fiscal Territory</i> only. Define the percentage of the handicap for the dependent. This information is used in calculating an employee's taxes.
Reduced Mobility	Indicates reduced mobility for the dependent.
Dependency Percentage	This field is displayed if you select the <i>State Fiscal Territory</i> only. Enter a percentage that indicates the level of dependency. For example, 100% means that the person is completely dependent on the employee.
Need Assistance	Indicates whether the dependent needs assistance or not.

Setting Up Transnational Mobility

Access the Transnational Mobility page.



Maintain Tax Data **Transnational Mobility**

Antonio Diaz Ruiz **Person ID:** KEG001

Transnational Geographic Mobility Find | View All First 1 of 1 Last + -

Effective Date: 01/01/2000

☒ **Transnational Mobility**

Country of Residence: FR France

Payment Features

☒ **Pay Compensation**

Taxes Calculation: Pay IRPF (Regular Taxes)

☒ **Social Security Calculation**

Transnational Mobility page

By default the system assumes that employees are not expatriates or displaced, so if an employee is displaced or an expatriate you need to identify them as such on this page. Once employees become expatriates or displaced, you can use this page to define each employee's specific compensation, taxation, and social security contribution scenario to comply with regulatory requirements.

Transnational Geographic Mobility

Transnational Mobility Select this check box to indicate that the employee is displaced and this transnational mobility requires changes to the employee's payroll calculations. By default, the system clears this check box.

Country of Residence Select the country where the employee resides. The system reports this value when you create the Model 296 file. If the employee's country of residence changes, you must update this value so that the Model 296 file reports the change.

Payment Features

Pay Compensation Select this check box to have the payroll process pay the net pay amount. Clear this check box to have the payroll process calculate the net pay amount and then add a deduction to force the net pay amount to zero, thus canceling the employee's compensation. This is necessary if you want to calculate just the employee's social security contributions or tax withholding. The system uses the DD COMP EXPTR deduction element to store the deduction amount that forces the net pay to zero balance. The system selects this check box by default.

To have the payroll process calculate compensation for displaced and expatriate employees, you must also assign to the employee the applicable earning and deduction elements according to the employee's situation.

Taxes Calculation

Select how the payroll process calculates taxes for the employee. Your choices are:

- *Not calculate*: Select this option if you do not want the payroll process to calculate taxes for the employee. If you select this option, you cannot specify a fiscal territory for the employee on the Maintain Tax Data page of this same component.
- *Pay IRNR (Non-resident Taxes)*: Select this option to have the payroll process calculate IRNR taxes for non-residents. You define the non-resident withholding amount in the Non-resident Withholding field on the Calculation Data page.
- *Pay IRPF (Regular Taxes)*: Select this option to have the payroll process calculate regular IRPF taxes for employees who are considered residents. The system selects this option by default.

Social Security Calculation

Select this check box to have the payroll process calculate social security contributions for the employee and the employer. Clear this check box if you do not want the payroll process to calculate social security contributions. Global Payroll for Spain provides functionality to allow reimbursement of the amount paid directly by the employee to the social security agency. The system selects this check box by default.

To have the payroll process calculate social security contributions, you must also assign to the employee the applicable earning and deduction elements according to the employee's situation using the Assign Elements By Payee page.

See Also

Chapter 13, “Managing Special Collectives,” Managing Displaced People and Expatriates, page 203

Running Legal Reports

To define reporting results for Process 111, Process 110, and Process 190, use the Processes ESP (GPES_TAX_SETUP) component.

This section provides an overview of tax reports, an overview of the Tax Deductions Report, lists the common elements used in this section, and discusses how to:

- Run the Model 111/110 report.
- Run the Model 190 report.
- Run the Tax Deductions report.
- Select payees for the Tax Deductions report.

Understanding Tax Reports

With Global Payroll for Spain, you can create these tax reports:

- Model 111 report (*Modelo de declaración de retenciones e ingresos a cuenta de grandes empresas*) used for large companies to declare employee deductions. This report is run every month.

- Model 110 report (*Modelo de declaración de retenciones e ingresos a cuenta*) used for companies to declare employee deductions. The report is required from companies with an annual turnover of less than 6 million EUR. This report is run every quarter.
- Model 190 report, an annual summary of deductions.

Note. The Model 110 report is for reporting to the Hacienda Estatal only. The report is not suitable for reporting to the other Fiscal Territories.

Global Payroll for Spain provides functionality to facilitate completion of the Model 111 and Model 110 reporting for historical territories. If you select to generate report data for an historical territory, the process generates a free format file that contains the information that needs to be reported. You can then use this file as a reference when entering reporting data on the official website of the historical territory.

In addition, Global Payroll for Spain provides functionality that enables you to print the Model 110 report for the state territory using the printing module that the state territory provides through its official web service.

See Also

[Chapter 13, “Managing Special Collectives,” Creating the Model 216 File, page 207](#)

[Chapter 12, “Managing Pension Plans,” Generating the Model 345 File Report, page 196](#)

Understanding the Tax Deductions Report

Global Payroll for Spain provides an additional tax report, the Tax Deductions Report (*Certificado de Haberes*). The system generates a the report in two different formats, the format depending on whether the employee is a resident or non-resident. For residents, the system generates the Annual Deduction Report (GPESTXDG). For non-residents, the system generates the IRNR Annual Deduction Report (GPESIRNR).

As an employer, you are obliged to issue the Annual Deductions certificate for every employee before the beginning of the income tax return period.

The report must include fiscal data on the employer and the employee, as well as all of the deductions for an employee, including annual social security deductions and annual tax deductions. Use this document to submit employee income tax returns.

The information in the Tax Deductions Report has the same data as the 190 Model, but for individual employees.

Use the tax process component to determine which accumulators will appear on this report.

Common Elements Used in This Section

Fiscal Territory	Select the fiscal territory to which the report will be submitted.
Company	Select the company for which the report will be submitted.
Calendar Year	Select the reporting year.
Person ID	Select the ID for the person who sends the report.
File Name	Enter the flat file name and location.
Contact Name	Select the contact’s name.
Contact Phone	Displays the contact’s phone number.

Pages Used to Run Legal Reports

Page Name	Object Name	Navigation	Usage
Process 111 Setup	GPES_TAX111_SETUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Processes ESP, Process 111 Setup	List the accumulators used to generate the Model 111 report. The 111 Model is a flat file containing monthly withholding data.
Process 110 Setup	GPES_TAX110_SETUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Processes ESP, Process 110 Setup	List the accumulators used to generate the Model 110 report.
Process 190 Setup	GPES_TAX190_SETUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Processes ESP, Process 190 Setup	List the accumulators used to generate the Model 190 report.
Create 111/110 Model File	GPES_RC_TAX_111	Global Payroll & Absence Mgmt, Taxes, Create 111/110 Model File ESP, Create 111/110 Model File	Select the parameters with which the system generates the Model 111 or Model 110 report. Use the Tax Process page to establish the reported elements.
Create 190 Model File	GPES_RC_TAX_190	Global Payroll & Absence Mgmt, Year-End Processing, Create 190 Model File ESP, Create 190 Model File	Select the run control parameters used to generate the 190 Model report.
Employees to Process	GPES_PP_EMPL_ASS	Click the Employees link on the Create 190 Model file page.	Select the employees that the system will process. Use this page only if you select to process a complimentary type of statement.

Page Name	Object Name	Navigation	Usage
Tax Deductions Report	GPES_RC_TAX_10T	Global Payroll & Absence Mgmt, Year-End Processing, Tax Deductions Report ESP, Tax Deductions Report	Generate the Tax Deductions report (GPESTAX1) for resident or non-resident employees. The Application Engine (AE) processes generate a flat file containing annual tax deduction information for each employee. You can run the applicable AE process by itself or as part of a PSJob. The job first runs the applicable AE process to generate the flat file. Then the job uses a Microsoft Word template to merge the data from the text file into a Word document with the required format.
Payee List	GPES_TAX010_SEC	Click the Payee List link on the Tax Deductions Report page. The Payee List link is only available if the <i>Listed Payees</i> option is selected on the Tax Deductions Report page.	Select the employees to include in the Tax Deduction report.

Running the Model 111/110 Report

Access the Create 111/110 Model File page.

Create 111/110 Model File

Run Control ID: 1

[Report Manager](#)
[Process Monitor](#)
Run

Report Request Parameters

Model:

Pay Type:

Company: Business Institute - Spain

Declaration Type:

***Fiscal Territory:** State Fiscal Territory

***Calendar Year:**

Month:

File Name:

Sender Data

Person ID:

Name: Luis Barranco Rodriguez

Phone:

Signature

Signature City:

Signature Date:

Comments:

Create 111/110 Model File page

Note. Only fields that are unique to the Model 111/110 report are discussed here. Fields common to all tax reports are defined elsewhere in this chapter.

See Chapter 11, “Calculating Taxes,” Common Elements Used in This Section, page 178.

For the state territory the process generates a flat file that you can electronically import into the official program provided by the tax authorities. For historical territories the process generates a free format file that contains a readable summary of the information that you need to report. You can then use this file as a reference when entering reporting data on the official website of the historical territory. The file name that the process generates for historical territories is the file name that you specify plus the letter S at the end.

Report Request Parameters

Model	Select the report you want to run: <i>Model 110</i> or <i>Model 111</i> . The model you select here determines whether the system displays a Quarter or Month field.
Fiscal Territory	Select the fiscal territory for which you are generating the model file. The system prompts you to select from the available tax locations. Based on your selection, the process properly formats the files that it generates for the state or historical territory.

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Month	This field is displayed if you select <i>Model III</i> . Select the year and reporting month.
Quarter	This field is displayed if you select <i>Model 110</i> . Select the year and the quarter for the report.
Pay Type	Select whether the payment of the Model 110 report for the state territory will be done in cash or by bank transfer. The value that you select appears in the Pay Type box of the report when you are using the printing module that the fiscal territory provides on its official website.
Declaration Type	Select declaration type of the Model 110 report for the state territory. The value that you select appears in the Declaration Type box of the report when you are using the printing module that the fiscal territory provides on its official website. Valid values are: • <i>AT Account</i>: Select when the payment is by bank transfer to a Tax Agency account. • <i>Cash</i>: Select when the payment is in cash. • <i>Negative</i>: Select when the reported amount is a negative value. • <i>Order</i>: Select when the payment is by bank transfer.

Signature

Use this group box to enter the values for the Signature City and Signature Date boxes of the report when you are using the printing module that the state fiscal territory provides on its official website to generate the Model 110 report.

Signature City	Select the location where the file is generated. The location appears in the corresponding box on the printed version of the report.
Signature Date	Select the date the file is generated. The date that you select appears in the corresponding box on the printed version of the report.

Running the Model 190 Report

Access the Create 190 Model File page.

Create 190 Model File

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

Run

Report Request Parameters

*Fiscal Territory:

HE

State Fiscal Territory

*Calendar Year:

2005

Device CD:

Electronic

File Name:

Sender Data

Company:

KE1

Business Institute - Spain

Person ID:

GEAB1_0002

Name:

Alberto Lopez de La Cruz

Phone:

Companies to Process

Customize | Find | View 1 | First 1-2 of 2 Last

Reporting Type

Contact Data

*Company	Description	Type of Statement	Related ID Number	Employees		
GE6	Peoplesoft Guipúzcoa	Complement		Employees	+	-
KE1	Business Institute - Spain	Ordinary			+	-

Create 190 Model File page

Note. Only fields that are unique to the Model 190 report are discussed here. Fields common to all tax reports are defined elsewhere in this chapter.

See [Chapter 11, “Calculating Taxes,” Common Elements Used in This Section, page 178.](#)

The process generates a flat file that you can electronically import into the official program provided by the tax authorities. The process uses different formats for the file depending on the selected fiscal territory.

Report Request Parameters

Fiscal Territory	Select the fiscal territory for which you are generating the model file. The system prompts you to select from the available tax locations. Based on your selection, the process properly formats the files that it generates for the state or historical territory.
Calendar Year	Select the calendar year for which you are generating the model file.
Device CD	Select the device CD.
File Name	Enter the path where you want the process to store the model file. Include the name of the file that you want the process to use for the model file. Entering a file extension type is optional. The system stores the data in a text file by default.

Sender Data

Companies can manage their own tax reporting or give that responsibility to another company. In cases where one company is sending information for other companies, use this group box to enter contact data for the company that is sending the information. Then use the Contact Data tab in the Companies to Process group box to enter the contact information specific to each company. If you are sending data for your own company only, leave this group box blank and enter contact information only in the Contact Data tab.

Company	Enter the name of the company that is sending the model file.
Person ID	Enter the ID of the person who is sending the model file.
Name and Phone	Enter the name and contact phone number of the person who is sending the model file. The system displays these values when you select the person ID.

Companies to Process - Reporting Type

Company	Select the companies for which you are sending the model file. The process creates a report for each company that you specify.
Description	The system displays the name of the selected company.
Type of Statement	Select the type of model statement that you want to generate. Your choices are: • <i>Ordinary</i>: Select this option to process all employees for the selected calendar year. • <i>Comple</i> (complement): Select this option to process specific employees who were not included in the processing of the ordinary statement. The system displays an Employees link to select the specific employees to process, and a Related ID field to enter the ID of the related model file previously generated through ordinary processing. • <i>Substitute</i>: Select this option to generate a substitute model file to replace a previously generated file. Use this option when there is new information to send for employees of a previously generated file. The system displays a Related ID Number field to enter the ID of the related model file previously generated.
Related ID Number	The system displays this field when the statement type is either complement or substitute. Enter the ID of the previously generated model file that you want to complement with more employees or substitute with new data.
Employee	Click this link to access the Employees to Process page, where you can select the employees who the system will process. The system displays this link only if you select to process a complimentary type of statement. When your system displays the Employees to Process page, use the EmplID field to select the employees that you want to include in the model file. The system enables you to select only the employees who are in the related reporting table for the selected year.

Companies to Process - Contact Data

Use this tab to enter the contact information for each of the companies for which you are sending the model file.

Employee ID	Enter the ID of the person who is the contact for the model file at the company.

Contact Name	Enter the name of the person who is the contact for the model file at the company.
Contact Phone	Enter the contact phone number of the person who is the contact for the model file at the company.

Running the Tax Deductions Report

Access the Tax Deductions Report page.

Tax Deductions Report

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

Report Request Parameters

*Company: AM Intl Dev and Coop Admin

*Fiscal Territory: HE State Fiscal Territory

*Calendar Year: 2004

Signature City:

Signature Date: 09/30/2004

Responsible ID: 0008

Payee Selection Option

☐ All Payees

☒ Listed Payees [Payee List](#)

Tax Deductions Report page

Company	Select the company for which this report will be run.
Fiscal Territory	Select the fiscal territory to which the Company submits tax reporting information.

Note. Global Payroll for Spain provides functionality for the generating Tax Deductions Report just for the state fiscal territory. For other fiscal territories you can generate this report through the programs that each fiscal agency provides when you report the Model 190. You can download these programs directly from the official websites of the historical territories.

Calendar Year	Select the calendar year to report.
Signature City	Enter the city where the report was signed.
Signature Date	Enter the date that the report was signed.
Responsible ID	Enter the ID of the person who is responsible for signing the report.
Payee Selection Option	Select <i>All Payees</i> to include all the employees in the Company in the report. Otherwise, select <i>Listed Payees</i> and click the Payee List link to select the employees for the report.

Selecting Payees for the Tax Deductions Report

Access the Payee List page.

Payee List

Payee List		Customize	Find	First	1 of 1	Last
EmpID	Name					
1	GEAC1_000: Gema López Luengo					

OK Cancel

Payee List page

EmpID (employee ID) Select the employee that you want to run the Tax Deduction report for.

Viewing Delivered Tax Elements

This section discusses:

- Delivered tax deductions.
- Delivered earnings for historical territories.
- Delivered tax process lists.

Delivered Tax Deductions

This table lists the delivered tax deductions in Global Payroll for Spain:

Deduction	Description
IRPF	Salary taxes. This deduction is defined as Base * Percent, where: Base is TAX AC DIN S Percent is TAX VR PCT IRPF
IRPF AFW	Tax to be forwarded. This deduction is calculated during a retroactivity process and is used to forward values to the current period.
IRPF EXT AFW	Exempt income to be forwarded.
IRPF EXT FWD	Exempt income from previous years.

Deduction	Description
IRPF EXT RTR	Exempt income from retro.
IRPF FWD	IRPF deduction for retro of periods in the previous year.
IRPF RTR	IRPF deduction for retro of periods in the current year.
IRPF SPC	Salary in kind IRPF. This deduction is defined as Base * Percent, where: Base is TAX AC SPC S Percent is TAX VR PCT IRPF
IRPF SPC AFW	Salary in kind IRPF to be forwarded. This deduction is calculated during a retroactivity process and is used to forward values to the current period.
IRPF SPC EXA	Exempt in-kind to be forwarded.
IRPF SPC EXF	Exempt in-kind from previous years.
IRPF SPC FWD	Salary in kind IRPF for retro of periods in the previous year.
IRPF SPC RTR	Salary in kind IRPF for retro of periods in the current year.
IRPF SPRC	IRPF in-kind employee.
IRPF SPCR AF	IRPF in-kind employee to be forwarded.
IRPF SPCR FW	IRPF in-kind employee from previous years.
IRPF SPCR RT	IRPF in-kind employee from current year.

Delivered Earnings for Irregular Income

The following table lists the new delivered earnings elements related to calculation of irregular income reductions for employees who belong to historical territories:

Earning	Description
RDTO IRREGUL	Irregular income.
RDTO IRR 50	Irregular income affected by 50% reduction. This earning corresponds to income accrued in more than five years.
RDTO IRR 50D	Irregular income affected by 50% reduction. This earning is used in the Navarra historical territory. It corresponds to income that has been derived from disability benefits.
RDTO IRR 70	Irregular income affected by 70% reduction. This earning is used in the Navarra historical territory. It corresponds to income that has been derived from death benefits.

Delivered Tax Process List

Global Payroll for Spain delivers the TAX PR CALC IRPF process list specifically for running the tax percentage calculation separately from the payroll process. The process list has a run type of IRPF_CALC.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Spain. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Viewing Delivered Elements,” Understanding How to View Delivered Elements

CHAPTER 12

Managing Pension Plans

This chapter provides an overview of the pension plan business process, lists the steps to manage pension plans, and discusses how to:

- Define pension plans.
- Manage employee pension plan assignments.
- Generate the Model 345 report.
- Review delivered earning and deduction elements.

Understanding the Pension Plan Business Process

A pension plan is a product that enables you to save earnings and accrue capital. Employees can withdrawal at retirement or due to disability; beneficiaries can withdrawal due to death of the employee. Pension plans also provide fiscal savings in your IRPF income tax.

Both the promoter (company) and the contributor (employee) can make contributions to an employee's pension plan. A promoter is the organization that participates in the constitution of funds based on the terms regulated by law. A contributor is the employee for which the pension plan is created.

When the company contributes to an employee's pension plan the system considers this earning as salary. It is therefore taxable. Depending on the pension plan definition, it can also be contributive. The amount appears as an earning in kind on the affected employee's payslip and in the Tax Deductions report. Earnings in kind are goods or services that employees receive as a benefit for free or for a reduced price.

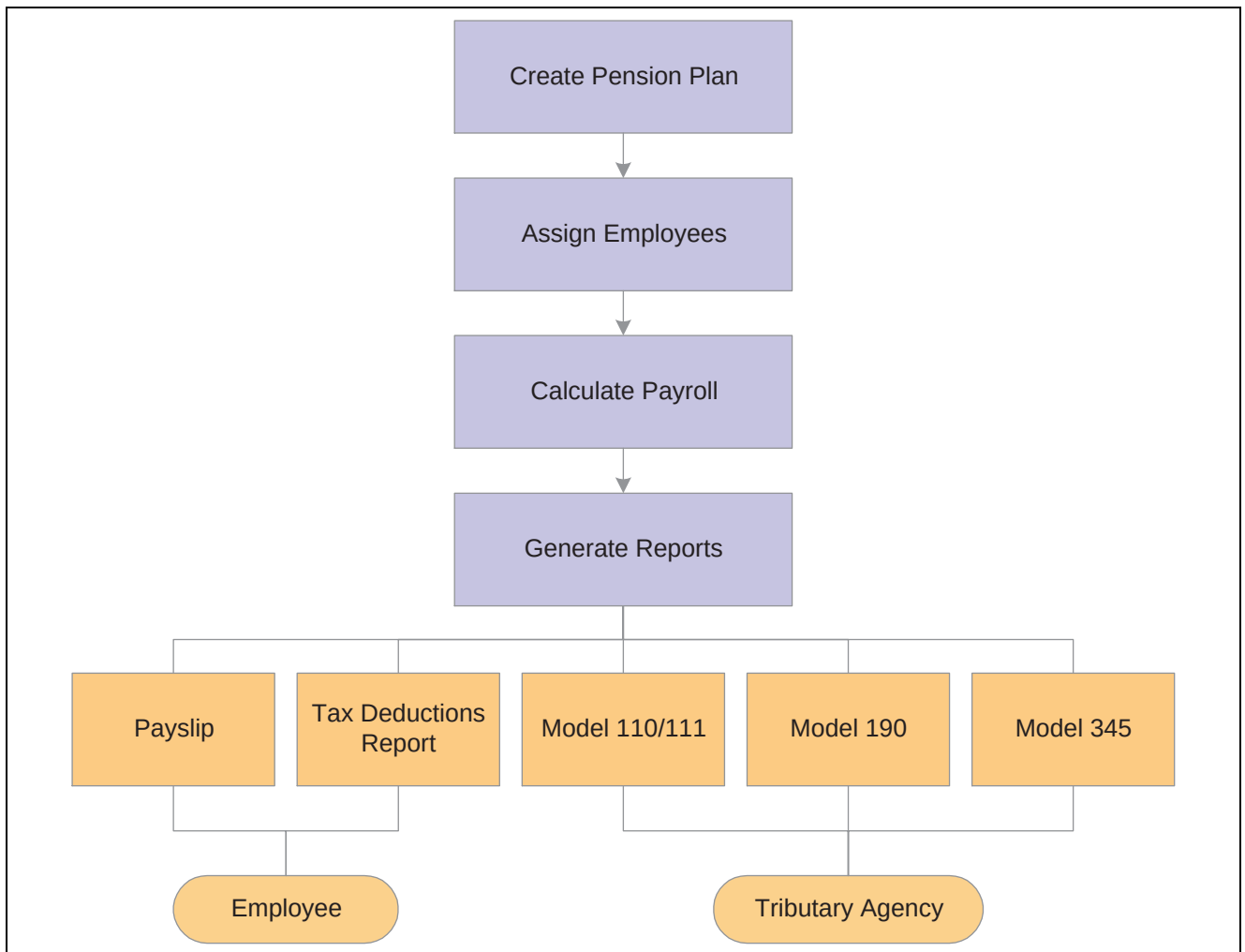
When employees contribute to pension plans, companies can administer these employee contributions by deducting the amount from employee payrolls. The amount appears as a deduction on the affected employee's payslip.

Global Payroll for Spain supports the following types of pension plans:

Pension Plan Type	Description
Individual System	A pension plan in which the promoter is an entity and the contributors are persons. In an individual system pension plan the company makes the annual contributions either annually or periodically. These contributions are considered earnings in kind. They are taxable and, when the contributions are not an improvement to retirement benefits, they contribute to social security as any other in kind income. Companies can also make deductions directly for the employee using a payroll deduction. Companies can furthermore pay some money as contributions of an individual pension plan, in which case the contribution is considered the same as any other monetary income (taxable and contributive).
Collective System	A pension plan in which the promoter is an entity, corporation, society, or legal entity and the contributors are their own employees. In this model a company can only be the promoter of one pension plan. In a collective pension plan the company makes the annual contributions either annually or periodically. These contributions are considered earnings in kind. They are tax-free and, when the contributions are not an improvement to retirement benefits or are made by the promoter, they are contributive. Companies can also make deductions directly for the employee using a payroll deduction.

You define whether a pension plan is based on the individual or collective employees through the Pension Plan Type field on the Pension Plan page.

This diagram illustrates the pension plan business process flow:



Pension Plans Business Process Flow

The following reports reflect pension plan data: Model 345, Model 110, Model 111, Model 190, Payslip, and Tax Deduction Report. Specifically, these reports account for the payroll elements and corresponding accumulators that pertain to pension plans so that pension plan contributions are reflected in the reports.

The PeopleSoft Enterprise Global Payroll for Spain 9.0 PeopleBook explains each of these reports and their generation in detail.

See Also

[Chapter 12, “Managing Pension Plans,” Generating the Model 345 File Report, page 196](#)

[Chapter 11, “Calculating Taxes,” page 137](#)

[Appendix A, “Global Payroll for Spain Reports,” page 319](#)

Steps to Manage Pension Plans

To manage pension plans:

1. Create and maintain pension plan definitions using the Pension Plan page.
2. Assign employees to pension plans and maintain data using the Payee Pension Plan page.
3. Calculate payroll for employees with pension plans.
4. Generate regular reports, which include information related to pension plans.
5. Generate the Model 345 file using the Create 345 Model File page.

Defining Pension Plans

Use the Pension Plan Definition ESP (GPES_PP_DEFN) component to define and maintain pension plans.

This section discusses how to set up pension plans.

Page Used To Define Pension Plans

Page Name	Object Name	Navigation	Usage
Pension Plan Definition	GPES_PP_DEFN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Pensions, Pension Plan Definition ESP, Pension Plan	Define and maintain pension plans.

Setting Up Pension Plans

Access the Pension Plan Definition page.

Pension Plan Definition

Pension Plan ID: C

Pension Plans Find | View All First 1 of 1 Last

*Effective Date: 06/30/2006

*Status: Active

*Description: Collective Contributive

*Pension Plan Type: Collective

☐ Pension Plan Contribution

General Information

*Company:

*Pension Plan Name: COLLECTIVE CONTRIBUTIVE

*Pension Fund Name: SFD

*Pension Fund NIF: G50000819

Pension Plan Definition page

Pension Plans

Effective Date

Enter the date that the pension plan becomes valid.

Status

Enter the effective status of the pension plan, either Active or Inactive. When changing the status of an active pension plan to inactive, you should verify that there are no persons assigned to the pension plan.

Pension Plan Type

Select a type for the pension plan:

- *Collective*: Select this value to define a pension plan in which the promoter is an entity, corporation, society or legal entity and the contributors are their own employees.
- *Individual*: Select this value to define a pension plan that is based on the individual system.

Pension Plan Contribution

Select this check box to indicate that the purpose of the pension plan is to improve the retirement benefits. This causes the amounts that the company must pay to be free from Social Security contribution requirements.

Collective Information

If you selected a pension plan type of collective, use this group box to specify register data for the pension plan and related pension fund. Pension funds are patrimonies that are created to fulfill pension plans and guarantee their effectiveness. The wealth of a pension fund comes from contributions made by the contributors and as well as the interest generated. They are administered by a managing organization. This data is necessary for the proper generation of the Model 345 file.

Company	Select the organization that manages the pension fund for the pension plan.
Pension Plan Name	Enter the name of the pension plan at the managing organization.
Pension Fund Name	Enter the register number of the pension fund at the managing organization.
Pension Fund NIF	Enter the fiscal identification code of the pension fund.

Managing Employee Pension Plan Assignments

This section discusses how to maintain pension plans for employees.

Page Used to Maintain Pension Plans for Employees

Page Name	Object Name	Navigation	Usage
Payee Pension Plan	GPES_PP_EMP	Global Payroll & Absence Mgmt, Payee Data, Pension Information, Payee Pension Plan ESP, Payee Pension Plan	Maintain pension plan assignments and contribution data for employees. Contribution data includes contributor, amount and payment type (earning or deduction).
Payment page	GPES_PP_PAYMENT	Click the Payment Assignment link on the Payee Pension Plan page.	Select each month for which you want the payroll process to realize contributions to the employee's pension plan for the specified contributor.

Maintaining Pension Plans for Employees

Access the Payee Pension Plan page.

Payee Pension Plan

Employee ID: KEG020 **Name:** Manuel Baquero Marco **Empl Rcd Nbr:** C

Definition
Find | View All
First 1 of 1 Last

***Effective Date:** 06/30/2006 ***Status:** Active

***Pension Plan ID:** C **Description:** Collective Contributive

☐ **Disability >=65%**

Contribution
Customize | Find
Contribution 1-2 of 2 Last

	*Contributor	Payment Assignment	Payment Selected	*Retribution Type	Key	Sub-key	Amount	Currency Code		
1	Company	Payment Assignment	JFMAYJLASOND	Earnings in	C	01	140.00	EUR		
2	Employee	Payment Assignment	-----LASOND	Deduction			30.00	EUR		

Payee Pension Plan page

Definition

- Effective Date** Enter the date that the employee assignment to the pension plan becomes valid.
- Status and Description** Enter the status of the pension plan assignment. To end the assignment you must make inactive the obsolete effective-dated row.
- Pension Plan ID** Select the pension plan to which you are assigning the employee. Define pension plans on the Pension Plan page. When you select a pension plan, the system displays the description of the plan type as defined on the Pension Plan page.
- Disability >= 65%** The system selects this check box automatically if the payee's handicap percent is greater than or equal to 65 percent, as defined for the payee in the Handicap Percent field on the Disability page. This is a special situation for pension plans that companies must report in the Model 345.

Contribution

Use this group box to define the contribution details for the employee's pension plan.

- Contributor** Select who is making contributions to the employee's pension plan—either the company or the employee. If both parties are making contributions, enter a distinct row for each contributor.
- Payment Assignment** Click this link to access the Payment subpage. From this subpage, select the check box for each month when you want the payroll process to realize contributions to the employee's pension plan for the specified contributor.
- Payment Selected** The system displays the months for which you have selected the contributor to make contributions via the Payment Assignment link. The system displays

the first letter of the month for contributory payroll months and a dash for non-contributory payroll months.

Retribution Type

Select the payment type—whether the contribution amount is an earning or a deduction. The payroll element that the payroll process writes the contribution value to depends on the pension plan type, contributor, and your selection here. The element can be an earning, earning in kind, or deduction. A separate section explains the payroll elements. The Reviewing Delivered Earning and Deduction Elements section explains the differences between the various payroll elements involved in pension plans.

Key

Enter the key value for the contribution. This value is necessary for the Model 345 file. You define keys on the Perception Keys ESP page.

Subkey

Enter the subkey value for the contribution. This value is necessary for the Model 345 file. You define subkeys on the Perception Keys ESP page.

Amount

Enter the monetary contribution amount that you want the payroll process to use for the employee's pension plan contribution during the affected months.

Currency Code

Enter the currency for the contribution amount.

See Also

[Chapter 12, “Managing Pension Plans,” Reviewing Delivered Earning and Deduction Elements, page 199](#)

[Chapter 13, “Managing Special Collectives,” Maintaining Perception Keys, page 223](#)

Generating the Model 345 File Report

This section provides an overview of the 345 Model file generation and discusses how to create the 345 Model file.

Understanding Model 345 File Generation

The Model 345 file is a report that contains all of the pension plan contribution data pertaining to a selected fiscal territory and calendar year for all employees with collective pension plans when the company is the promoter of the pension plan. Companies must generate and submit this file once at the beginning of each year for the preceding year within the legally established timeframe. Companies can file this report by file or paper according to regulations.

Global Payroll for Spain provides the capability of generating the file version of the Model 345 in the required format. You can use the Create 345 Model File ESP component to generate a file version of the Model 345 report to reflect the contributions made by the company to employees' pension plans. The file contains each employee who has a pension plan within a selected fiscal territory and calendar year.

The Model 345 application engine process (GPES_TAX_345) also generates a summary page file. The summary report is a text file that states the total companies, total employees, and total contributions that were processed. Companies use this information to manually complete the official model that is presented to the tax office together with the Model 345 file.

To retrieve data, the Model 345 application engine process:

1. Locates every pension plan with a plan type of collective and effective date year equal to the calendar year report parameter.
2. Locates all employees who are assigned to these pension plans where the effective date year is equal to the calendar year report parameter.
3. Searches for the data required for the Model 345 file for each of these employees.
4. Checks whether to include disability data in the Model 345 file, as specified for an employee in the Disability $\geq 65\%$ field on the Payee Pension Plan page.
5. Generates the Model 345 file and summary page file to the location that you specify in the report parameters.

The process performs these tasks for each company that you list in the Company field in the Reporting Type tab on the Create 345 Model File page.

Pages Used to Generate the 345 Model File Report

Page Name	Object Name	Navigation	Usage
Create 345 Model File	GPES_RC_TAX_345	Global Payroll & Absence Mgmt, Year-End Processing, Create 345 Model File ESP, Create 345 Model File	Run the Model 345 application engine process (GPES_TAX_345), generating the Model 345 file and the related summary file.
Employees to Process	GPES_PP_EMPL_ASS	Click the Employees link on the Create 345 Model file page.	Select the employees who the system will process. Use this page only if you select to process a complementary type of statement.

Creating the 345 Model File

Access the Create 345 Model File page.

Create 345 Model File

Run Control ID: 345
[Report Manager](#)
[Process Monitor](#)

Run

Report Request Parameters

*Fiscal Territory:

HE

State Fiscal Territory

*Calendar Year:

2002

File Name:

pension.txt

Path Name:

\\MACHINE\NAME\TEMP

Sender Data

Company:

Person ID:

Name:

Contact Phone:

Companies to Process

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

Reporting Type

Contact Data

Company	Description	Type of Statement		
KE1	Business Institute - Spain	Ordinary	+	-

Create 345 Model File page

Report Request Parameters

Fiscal Territory Select the state fiscal territory for which you are generating the model file. The system prompts you to select from the available tax locations.

Calendar Year Select the calendar year for which you are generating the model file.

File Name Enter the name of the file that you want the process to use for the model file. Entering a file extension type is optional. The system stores the data in a text file by default.

Path Name Enter the path where you want the process to store the model file.

Sender Data

Companies can manage their own tax reporting or give that responsibility to another company. In cases where one company is sending information for other companies, use this group box to enter contact data for the company that is sending the information. Then use the Contact Data tab in the Companies to Process group box to enter the contact information specific to each company. If you are sending data for your own company only, leave this group box blank and enter contact information only in the Contact Data tab.

Company Enter the name of the company that is sending the model file.

Person ID Enter the ID of the person who is sending the model file.

Name and Contact Phone	Enter the name and contact phone number of the person who is sending the model file.
Companies to Process - Reporting Type	
Company	Select the companies for which you are sending the model file. The process creates a report for each company that you specify.
Description	The system displays the name of the selected company.
Type of Statement	Select the type of model statement that you want to generate. Your choices are: <i>Ordinary:</i> Select this option to process all employees for the selected calendar year. <i>Comple (complement):</i> Select this option to process specific employees who were not included in the processing of the ordinary statement. The system displays an Employees link to select the specific employees to process, and a Related ID field to enter the ID of the related model file previously generated through ordinary processing. <i>Substitute:</i> Select this option to generate a substitute model file to replace a previously generated file. Use this option when there is new information to send for employees of a previously generated file. The system displays a Related ID Number field to enter the ID of the related model file previously generated.
Related ID Number	The system displays this field when the statement type is either complement or substitute. Enter the ID of the previously generated model file that you want to complement with more employees or substitute with new data.
Employee	Click this link to access the Employees to Process page, where you can select the employees that the system will process. The system displays this link only if you select to process a complementary type of statement. When the system displays the Employees to Process page, use the EmplID field to select the employees that you want to include in the model file. The system enables you to select only the employees who belong to the company being reported.

Companies to Process - Contact Data

Use this tab to enter the contact information for each of the companies for which you are sending the model file.

Employee ID	Enter the ID of the person who is the contact for the model file at the company.
Contact Name	Enter the name of the person who is the contact for the model file at the company.
Contact Phone	Enter the contact phone number of the person who is the contact for the model file at the company.

Reviewing Delivered Earning and Deduction Elements

This section describes the earning elements and deduction elements that are delivered as part of the pension plan functionality.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Spain. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Viewing Delivered Elements,” Understanding How to View Delivered Elements

Earning Elements

This table describes the delivered earning elements associated with pension plan functionality:

Earning Element	Description
DEV PP INDIV	Used for individual pension plan types. Earning element for the amount that a company gives to an employee to contribute to his or her personal pension plan. You specify the amount of the earning through the Payee Pension Plan page when the contributor is company and the retribution type is earning. The payroll process treats the amount as taxable and contributive. The payroll process also adds the amount to the accumulators for the 110, 111, and 190 reports.
SPC PP COL	Used for collective pension plan types. Earning in kind element for the amount that a company contributes to a pension plan when the retribution type is earning in kind. You must select the Pension Plan Contribution check box for the pension plan definition on the Pension Plan page. You specify the amount of the contribution through the Payee Pension Plan page when the contributor is company. This contribution is an earning in kind. The payroll process treats the amount as taxable. This earning does not contribute to Social Security because it is generated when the pension plan is defined with the Pension Plan Contribution check box selected. The payroll process also adds the amount to the accumulator for the Model 345 report.
SPC PP INDIV	Used for individual pension plan types. In kind element for the amount that a company contributes to a pension plan that is defined as contributive. You specify the amount of the contribution through the Payee Pension Plan page when the contributor is company and the retribution type is earning in kind. The payroll process treats the amount as taxable. This earning does not contribute to Social Security. It relates to the Pension Plan Contribution check box on the Pension Plan Definition page. When you select that check box, the system generates this earning. The payroll process adds the earning amount to the accumulators for the 110, 111, and 190 reports.

Earning Element	Description
SPC2 PP COL	Used for collective pension plan types. Earning in kind element for the amount that a company contributes to a pension plan when the retribution type is earning in kind and pension plan is defined as non-contributive. You specify the amount of the contribution through the Payee Pension Plan page when the contributor is company. The payroll process treats the amount as taxable. This earning does contribute to Social Security because it is generated when the pension plan is defined with the Pension Plan Contribution check box cleared. The payroll process also adds the amount to the accumulator for the Model 345 report. This element impacts the payslip, Tax Deduction, and Model 345 reports.
SPC2 PP INDI	Used for individual pension plan types. Earning in kind element for the amount that a company contributes to a pension plan when the retribution type is earning in kind. You specify the amount of the contribution through the Payee Pension Plan page when the contributor is company. The payroll process treats the amount as taxable. This earning does contribute to Social Security because it is generated when the pension plan is defined with the Pension Plan Contribution check box on the Pension Plan Definition page cleared.

Note. The payroll process distributes earnings and earnings in kind according to frequency or period. If an assignment starts in the middle of a month, the system does not prorate it but instead assigns the whole amount.

Deduction Elements

This table describes the delivered deduction elements associated with pension plan functionality:

Deduction Element	Description
DD PP COLECT	Deduction element for the amount that an employee contributes to a pension plan when the pension plan type is collective and the company manages the contributions. You specify the amount of the contribution through the Payee Pension Plan page when the contributor is employee.

Deduction Element	Description
DD PP INDIV	Deduction element for the amount that an employee contributes to a pension plan when the pension plan type is individual. The company manages the contributions but it is not really contributing any amount. You specify the amount of the contribution through the Payee Pension Plan page when the contributor is employee.
DD PP SPC	Deduction element for use during payslip printing. It contains the sum of In Kind income related to pension plans (individual or collective). This deduction element is needed in case you are printing SPC PP INDIV, SPC PP COL, PC2 PP COL, or SPC2 PP IND earnings. Those earnings are summarized as part of total earnings, so to get the correct net amount to pay you need a deduction to compensate that value.

CHAPTER 13

Managing Special Collectives

This chapter provides an overview of special collectives management and discusses how to:

- Manage displaced people and expatriates.
- Manage scholarship holders.
- Manage pre-retired employees.
- Manage professionals.

Understanding Special Collectives Management

Special collectives are groups of people that require different payroll treatment because they have a special labor relation with the company for which they work. Companies consider the cost related to these people as personnel expenses. Global Payroll for Spain considers individuals in the following groups to be special collectives:

- Displaced persons and expatriates
- Scholarship holders
- Pre-retired
- Professionals

Global Payroll for Spain provides functionality to manage the relationship between companies and these groups. This includes functionality to manage payments, social security contributions, taxation, and reporting for each of the special collective types.

Managing Displaced People and Expatriates

This section provides an overview of displaced and expatriate employee management and discusses how to:

- Maintain displaced and expatriate employees.
- Maintain IRNR tax review information.
- Review accumulated IRNR tax data.
- Create the Model 216 file.
- Create the Model 296 file.

Understanding Displaced and Expatriate Employee Management

Displaced and expatriate employees are workers that are transferred to another country for a period of time. These types of workers can include foreign people working in Spain and Spanish people working abroad. Specifically, a displaced employee is an employee who is temporarily transferred to another country to attend to company business for a period of time less than or equal to one year. An expatriate employee is an employee who is transferred to another country to attend to company business for a period of time greater than one year.

Global Payroll for Spain provides functionality to manage displaced and expatriate employees. This functionality includes management of social security contributions, taxes, and affected legal documents. Because an employee's payroll conditions can change when affected by transnational geographic mobility, Global Payroll for Spain provides solutions for various payroll conditions.

Global Payroll for Spain also provides the IRPF Tax Data Review ESP component that enables you to view tax data that the payroll process generates for displaced employees that are considered resident workers. The system includes these employees in common tax reports, Model 111/110 and Model 190 reports, and pension plan reporting functionality for creating the Model 345 report. For those displaced employees who are considered non-resident workers for taxes purposes, the system calculates IRNR. You can use the IRNR Tax Data Review ESP component to review this IRNR data. The official reports that affect these employees are Model 216 and Model 296.

See Also

[Chapter 11, "Calculating Taxes," page 137](#)

[Chapter 11, "Calculating Taxes," Reviewing Accumulated IRPF Tax Data, page 158](#)

[Chapter 12, "Managing Pension Plans," Generating the Model 345 File Report, page 196](#)

Pages Used to Manage Non-Employee Payees

Page Name	Object Name	Navigation	Usage
Calculation Data	GPES_TAX_LOCATN2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Fiscal Territories ESP, Calculation Data	Define the withholding percentage for non-residents for each fiscal territory.
Transnational Mobility	GPES_EXPATR_MOB	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data ESP, Transnational Mobility	Indicate whether employees are affected by transnational mobility. If so, also indicate whether the employee receives compensation, pays taxes, and contributes to social security.
IRNR Tax Review	GPES_TAX2_RSLT	Global Payroll & Absence Mgmt, Taxes, IRNR Tax Data Review ESP, IRNR Tax Review	View the IRNR tax data for non-resident employees that the payroll process generates and adjust data manually as necessary. The system uses this data for IRNR tax documents.

Page Name	Object Name	Navigation	Usage
IRNR Tax Data Review ESP - Accumulated Values	GPES_EXPT_AC_VW	Global Payroll & Absence Mgmt, Taxes, IRNR Tax Data Review ESP, Accumulated Values	Review online the accumulated tax data that the payroll process calculates for IRNR tax reporting. The system uses this data when you generate IRNR annual tax reports.
IRPF Tax Review	GPES_TAX2_RSLT	Global Payroll & Absence Mgmt, Taxes, IRPF Tax Data Review ESP, IRPF Tax Review	Review online the monthly tax data that the payroll process calculates for IRPF tax reporting. You can also adjust the calculated income and withholding amounts. For contingent workers or persons of interest, you can insert new rows of data for each specific job and salary type that a person might have. You can enter IRPF tax data for any person who is not processed through payroll. The system uses this data when you generate IRPF tax reports.
Create 216 Model File ESP	GPES_RC_TAX_216	Global Payroll & Absence Mgmt, Taxes, Create 216 Model File ESP, Create 216 Model File ESP	Create the Model 216 report file. This report is a summary of the monthly or quarterly IRNR non-resident income tax data. Companies with non-resident employees must submit this report monthly or quarterly to tax authorities.
Create 296 Model File ESP	GPES_RC_TAX_190	Global Payroll & Absence Mgmt, Year-End Processing, Create 296 Model File ESP, Create 296 Model File ESP	Create the Model 296 report file for expatriate non-residents. This report is a summary of the annual IRNR non-resident income tax data. Companies with non-resident employees must submit this report annually to tax authorities.
Employees to Process	GPES_PP_EMPL_ASS	Click the Employees link on the Create 296 Model file page.	Select the employees who the system will process. Use this page only if you process a complimentary type of statement.

Maintaining Displaced and Expatriate Employees

To manage displaced and expatriate employees:

1. Define the withholding percentage for non-residents for each fiscal territory in the Non-resident Withholding field on the Calculation Data page of the Fiscal Territories ESP component.

See [Chapter 11, “Calculating Taxes,” Reviewing Fiscal Territory Calculations, page 169.](#)

2. Set up transnational mobility details for the employee on the Transnational Mobility page of the Maintain Tax Data ESP component.

See [Chapter 11, “Calculating Taxes,” Setting Up Transnational Mobility, page 176.](#)

3. Assign the appropriate earning and deduction elements to the employee through the Assign Elements By Payee page.

See [Chapter 13, “Managing Special Collectives,” Reviewing Delivered Earning and Deduction Elements, page 212.](#)

4. Run the payroll process.
5. Review the IRNR tax data for non-residents through the IRNR Tax Review page and make adjustments if necessary.

If the displaced employee is considered a resident for taxes purposes, you need to use the IRPF Tax data review page.

6. Create the IRNR tax document Model 216 for non-residents monthly or quarterly using the Create 216 Model File ESP page (or corresponding Model 111/110 for residents).
7. Create the IRNR tax document Model 296 for non-residents annually using the Create 296 Model File ESP page (or corresponding Model 190 for residents).

See Also

[Chapter 11, “Calculating Taxes,” Reviewing Monthly IRPF Tax Data, page 155](#)

Maintaining IRNR Tax Review Information

Access the IRNR Tax Review page.

IRNR Tax Review

Accumulated Values

Company:

KE1

Fiscal Territory:

HE

Employee ID:

Year:

2006

Month:

2

Search

Detail of Payees

Customize | Find |

First 1 of 1 Last

Earned Income

Adjust

	EmplID	Empl Rcd Nbr	Name	National ID	Key	Sub-key	Payment Day	Earning Type	Salary Income	Withholding Percentage	Salary Withholding
1	GEDEV_AR01	0	Antonia Martinez Anton	36081521H	N	01	28	D	2192.86	25.00	548.22

IRNR Tax Review page

When you run the payroll process it stores the required statutory IRNR tax report information for non-residents in the GPES_EXPT_RSLT table. You can use this page to view and adjust the IRNR tax data for specific employees. The report generation processes consider the values on this page when you generate the Model 216 report, the Model 296 report, and the Tax Deduction report.

Note. If the displaced person is considered a resident, the payroll process calculates regular IRPF taxes. You report IRPF taxes through the Model 110, Model 111, and Model 190 reports.

Search Criteria

Upon entering the page, select the company, fiscal territory, year, and month for which you want to view or adjust IRNR tax data. Enter the employee ID to narrow the search results. Click the Search button to retrieve the employees based on the search criteria. The system displays employees with IRNR tax data that meet your search criteria.

Earned Income

Use the fields on this tab to review IRNR tax-related data for non-residents. This tab shows the information that the payroll process generates for each employee that meets your search criteria. You cannot edit the information on this tab.

Adjust

Use the fields on this tab to adjust IRNR tax data for an employee. This tab shows the same fields as the Earned Income tab but the fields are editable. The system differentiates between the data that the payroll process generates and the data that you enter manually.

Reviewing Accumulated IRNR Tax Data

Access the IRNR Tax Data Review ESP - Accumulated Values page.

IRNR Tax Review

Accumulated Values

Company: KE1

Fiscal Territory: HE

Year: 2006

Month: 2

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

Earned Income 

	EmpID	Emp Rcd Nbr	Name	National ID	Key	Sub- key	Earning Type	Salary Income	Withholding Percentage	Salary Withholding
1	GEDEV_AR01	0	Antonia Martinez Anton	36081521H	N	01	D	4425.72	25.00	1106.44

IRNR Tax Data Review ESP - Accumulated Values page

Review the sum of each of the IRNR tax data values for the selected calendar year from January 1 through the selected month. The system displays the data by employee, key, and subkey. If you are viewing accumulated data for December, the December data will be the same as the fiscal year data that gets included in the Model 296 file.

Note. You cannot make adjustments to accumulated values. You can only make adjustments for specific months, and this in turn affects the accumulated values.

Creating the Model 216 File

Access the Create 216 Model File ESP page.

Create 216 Model File ESP

Run Control ID: 1

[Report Manager](#)
[Process Monitor](#)
Run

Report Request Parameters

Period: Monthly

***Company:** KE1 Business Institute - Spain

***Fiscal Territory:** HFV Vizcaya Fiscal Territory

***Calendar Year:** 2006 **Month:** 01 - January

File Name: \\machinename\temp\model_216

Sender Data

Person ID: **Contact Name:**

Contact Phone:

Comments:

Create 216 Model File ESP page

Enter the report parameters. Then click Run to execute the GPES_TAX_216 Application Engine process to generate the Model 216 file report for non-resident income tax reporting. The process retrieves data for the affected employees from the GPES_EXPT_RSLT table. The report includes the summarized deductions for affected employees within a period of one month or three months, depending on your runtime parameters.

For the state territory the process generates a flat file that you can electronically import into the official program provided by the tax authorities. For historical territories the process generates a free format file that contains a readable summary of the information that you need to report. You can then use this file as a reference when entering reporting data on the official website of the historical territory. The file name that the process generates for historical territories is the file name that you specify plus the letter S at the end.

Report Request Parameters

Period	Select whether you want to include monthly or quarterly data in the file. Depending on your selection, the system displays either the Month field or Quarter field for you to select the specific value.
Company	Select the name of the company from which you want to gather data to include in the file.
Fiscal Territory	Select the fiscal territory for which you are generating the model file. The system prompts you to select from the available tax locations. Based on your selection, the process properly formats the files that it generates for the state or historical territory.
Calendar Year	Select the calendar year for which you are generating the model file.

Month or Quarter Select the month or quarter for which you want to gather data for the report within the selected calendar year. The system displays the appropriate field depending on the type of period that you select.

File Name Enter the path where you want the process to store the model file. Include the name of the file that you want the process to use for the model file. Entering a file extension type is optional. The system stores the data in a text file by default.

Comments Enter any additional comments about the report for information purposes.

Sender Data

Use this group box to enter contact data for the company that is sending the information.

Person ID Enter the ID of the person who is sending the file.

Contact Name and Contact Phone Enter the name and contact phone number of the person who is sending the file.

See Also

Chapter 11, “Calculating Taxes,” page 137

Chapter 12, “Managing Pension Plans,” Generating the Model 345 File Report, page 196

Creating the Model 296 File

Access the Create 296 Model File ESP page.

Create 296 Model File ESP

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

Run

Report Request Parameters

*Fiscal Territory:

HE

State Fiscal Territory

*Calendar Year:

2004

Device CD:

Electronic

File Name:

\\machinename\c\temp\model_296

Sender Data

Company:

KE1

Business Institute - Spain

Person ID:

KEG010

Name:

Luis Barranco Rodriguez

Phone:

Companies to Process

Customize | Find | View 1 | First 1-2 of 2 Last

Reporting Type

Contact Data

*Company	Description	Type of Statement	Related ID Number	Employees		
GE6	Peoplesoft Guipúzcoa	Complement		Employees	+	-
KE1	Business Institute - Spain	Ordinary			+	-

Create 296 Model File ESP page

Enter the report parameters. Then click Run to execute the GPES_TAX_296 Application Engine process to generate the Model 296 file report for non-resident income tax reporting. The process retrieves data for the affected employees from the GPES_EXPT_RSLT table.

The process generates a flat file that you can electronically import into the official program provided by the tax authorities. The process uses different formats for the file depending on the selected fiscal territory.

Report Request Parameters

Fiscal Territory

Select the fiscal territory for which you are generating the model file. The system prompts you to select from the available tax locations. Based on your selection, the process properly formats the files that it generates for the state or historical territory.

Calendar Year

Select the calendar year for which you are generating the model file.

Device CD

Select the device CD.

File Name

Enter the path where you want the process to store the model file. Include the name of the file that you want the process to use for the model file. Entering a file extension type is optional. The system stores the data in a text file by default.

Sender Data

Companies can manage their own tax reporting or give that responsibility to another company. In cases where one company is sending information for other companies, use this group box to enter contact data for the company that is sending the information. Then use the Contact Data tab in the Companies to Process group box to enter the contact information specific to each company. If you are sending data for your own company only, leave this group box blank and enter contact information only in the Contact Data tab.

Company	Enter the name of the company that is sending the model file.
Person ID	Enter the ID of the person who is sending the model file.
Name and Contact Phone	Enter the name and contact number of the person who is sending the model file.

Companies to Process - Reporting Type

Company	Select the companies for which you are sending the model file. The process creates a report for each company that you specify.
Description	The system displays the name of the selected company.
Type of Statement	Select the type of model statement that you want to generate. Your choices are: • <i>Ordinary</i>: Select this option to process all employees for the selected calendar year. • <i>Comple</i> (complement): Select this option to process specific employees who were not included in the processing of the ordinary statement. The system displays an Employees link to select the specific employees to process, and a Related ID field to enter the ID of the related model file previously generated through ordinary processing. • <i>Substitute</i>: Select this option to generate a substitute model file to replace a previously generated file. Use this option when there is new information to send for employees of a previously generated file. The system displays a Related ID Number field to enter the ID of the related model file previously generated.
Related ID Number	The system displays this field when the statement type is either Comple (complement) or Substitute. Enter the ID of the previously generated model file that you want to complement or substitute with new data.
Employee	Click this link to access the Employees to Process page, where you can select the employees who the system will process. The system displays this link only if you process a complimentary type of statement. When you access the Employees to Process page, use the EmplID field to select the employees that you want to include in the model file. The system enables you to select only the employees who are in the related reporting table for the selected year.

Companies to Process - Contact Data

Use this tab to enter the contact information for each of the companies for which you are sending the model file.

Employee ID	Enter the ID of the person who is the contact for the model file at the company.
Contact Name	Enter the name of the person who is the contact for the model file at the company.

Contact Phone

Enter the contact number of the person who is the contact for the model file at the company.

Reviewing Delivered Earning and Deduction Elements

This section describes the earning elements and deduction elements that are delivered as part of the special collective management functionality.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Spain. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*.

Earning Elements

This table describes the delivered earning elements associated the management of displaced employees:

Earning Element	Description
DEV SS EXPTR	Stores the amount paid by the employee if the employee has a special agreement with the company to pay social security contributions and get reimbursed for these contributions by the company. You can include this element through the Job Compensation page by using the rate code EXCOSS. See <i>PeopleSoft Enterprise Global Payroll 9.0 PeopleBook</i>, "Setting Up Triggers," Segmentation Triggers with Earning and Deduction Assignments.
DIETA EXPTR	Earning for non-resident maintenance expenses for expatriates. Stores the amount to pay as income. This element is automatically segmented and prorated when it is assigned to a payee on the Element Assignment by Payee or Payee Assignment by Element pages. The assignment period must cover only a portion of the pay period and you must have defined the corresponding segmentation trigger. See <i>PeopleSoft Enterprise Global Payroll 9.0 PeopleBook</i>, "Setting Up Triggers," Segmentation Triggers with Earning and Deduction Assignments.
DIETAEX EXPT	Earning for non-resident maintenance expenses for expatriates. Stores the excess amount that can be contributed for maintenance expenses.

Earning Element	Description
PRNCTA EXPTR	Earning for non-resident night expenses for expatriates. Stores the amount to pay as income. This element is automatically segmented and prorated when it is assigned to a payee on the Element Assignment by Payee or Payee Assignment by Element pages. You must have the assignment period cover only a portion of the pay period and you must have defined the corresponding trigger. See <i>PeopleSoft Enterprise Global Payroll 9.0 PeopleBook</i>, “Setting Up Triggers,” Segmentation Triggers with Earning and Deduction Assignments.
PRNCTAEX EXP	Earning for non-resident night expenses for expatriates. Stores the excess amount that can be contributed for night expenses.

Deduction Elements

This table describes the delivered deduction elements associated with special collective management:

Deduction Element	Description
DD COMP EXPT	This deduction element retrieves the value of the net payment, and then uses this amount to force the payment to zero when the Pay Compensation check box on the Transnational Mobility page is cleared.
DIETAEXX EXP	Deduction for non-resident maintenance expenses for expatriates. Stores the excess amount that can be contributed for maintenance expenses in order to balance the value of DIETAEX EXPT.
PRNTAEXX EXP	Deduction for non-resident night expenses for expatriates. Stores the excess amount that can be contributed for night expenses in order to balance the value of PRNTAEX EXP.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Viewing Delivered Elements,” Understanding How to View Delivered Elements

Managing Scholarship Holders

This section provides an overview of scholarship holder management and discusses how to:

- Manage fellowship scholarship holders.
- Review delivered earnings elements.

Understanding Scholarship Holder Management

A scholarship holder is a person who works at a company to acquire experience and professional training under a special labor relation with the company. Scholarship holders can work for a company with a research fellowship, without a research fellowship, or through a separate entity such as an educational center or foundation.

Scholarship holders with fellowships have a unique contractual relation with the company and require special treatment with respect to IRPF taxes and social security contributions. The amounts companies pay to fellowship scholarship holders are not considered salary and are free of IRPF taxation. However, companies must declare this information in IRPF tax reports. Global Payroll for Spain enables you to declare this mandatory information in the Model 110 report, Model 111 report, Model 190 report, and Tax Deduction report. Regarding social security contributions, Global Payroll for Spain provides the necessary contribution ID as part of the social security scheme to account for fellowship scholarship holders. The scheme ID is 0111 and the social security contribution ID is 008. It is maintained on the Contribution page of the Social Security Scheme Table component. It is necessary to identify this employee as an *Intern* in the Empl Class field on the Job Information page.

To manage scholarship holders without fellowships, you can set up these persons as normal employees with a special contract type of *practice* or *training*. There is no additional setup or processing required.

In the last case, to manage scholarship holders from a separate entity, you can handle these persons the same way that you would handle persons that another company provides as professionals.

Pages Used Manage Fellowship Scholarship Holders

Page Name	Object Name	Navigation	Usage
Job Information	JOB_DATA_JOBCODE	Workforce Administration, Job Information, Job Data, Job Information	Enter information about a person's job, including status, employee class, shift, or standard hours.
Contract Status/Content	CONTRACT1	Workforce Administration, Job Information, Contract Administration, Update Contracts, Contract Status/Content	Add or update basic information about the contract between your organization and a worker, including the contract duration, type, content, and contribution ID. You must have previously set up contract template IDs on the Contract Template Table page.
Compensation	JOB_DATA3	- Workforce Administration, Job Information, Job Data, Compensation - Workforce Administration, Job Information, Current Job, Compensation	Update a person's compensation information.
Assign Elements By Payee	GP_ED_PYE	Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Element Assignment By Payee	By payee, assign specific earning and deduction elements.

Managing Fellowship Scholarship Holders

To manage fellowship scholarship holders:

1. Set the Empl Class (employee class) field value to *Intern* on the Job Information page.
2. Set the Soc. Sec. Risk Code (social security risk code) field value to *119* on the Job Information page.
3. Set the Special Labor Relationship field value to *Fellow Scholarship Holder* on the Job Information page.
4. Enter values for the rate code *BECAIN* (scholarship holder) on the Compensation page.
5. Set the Scheme ID field value to *0111* on the Contract Status/Content page.
6. Set the Social Security Contribution field value to *008* (fellowship scholarship holder) on the Contract Status/Content page.
7. To override compensation entered through the rate code *BECAIN* in step 4 or to enter additional compensation for scholarship holders, assign the earning *BECA INVESTGCN* on the Assign Elements By Payee page.

8. To enter expenses for the scholarship holder, assign the earning GASTOS BECA on the Assign Elements By Payee page.
9. Process payroll.
10. Generate the affected reports monthly, quarterly, or yearly as required.

Reviewing Delivered Earnings Elements

This table describes the earning elements that are delivered as part of the scholarship holder functionality:

Earning Element	Description
BECA INVESTGCN	Income of scholarship holder with research fellowship. You can include this earning through the Job Compensation page by using the rate code BECAIN. This earning is free of taxation and is not considered salary. The earning amounts, although not taxable, are included in IRPF tax reports Model 110, Model 111, and Model 190.
GASTOS BECA	Other earnings of fellowship scholarship holder such as travel expenses, maintenance, and so on. The earnings amounts, although not taxable, are included in IRPF tax reports Model 110, Model 111, and Model 190.

These elements are automatically segmented and prorated when one is assigned to a payee on the Element Assignment by Payee or Payee Assignment by Element pages. The assignment period must cover only a portion of the pay period and you must have defined the corresponding segmentation trigger.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Setting Up Triggers,” Segmentation Triggers with Earning and Deduction Assignments

Managing Pre-retired Employees

Pre-retired employees are employees who have partially or completely ended their labor relations with a company but voluntarily maintain a special contractual relation with the company until legal retirement termination.

This section provides an overview of pre-retirement, an overview of gradual and flexible retirement, and discusses how to:

- Assign pre-retirement.
- Assign gradual and flexible retirement.
- Review delivered earnings and deductions.

Understanding Pre-retirement

Pre-retirement is when employees who have not fulfilled the requirements for normal or anticipated retirement make an agreement with the company. Because pre-retired employees are not active in the company, the company does not have to pay social security for them.

An employee and a company can agree to a pre-retirement plan. These agreements are specific to each particular employee. Global Payroll for Spain includes functionality to manage the following pre-retirement plan scenarios:

- The company terminates the employee but pays the employee the agreed upon amount until the employee reaches the retirement age of 65.
- The company agrees to pay a supplemental amount to the employee as a supplemental unemployment benefit or subsidy.
- The employee continues to contribute to social security to maintain privileges, and the company reimburses the employee for this amount.

Companies can classify these amounts as regular or non-regular income depending on each particular situation. Global Payroll for Spain provides payroll elements for each of these three scenarios for both regular pay and non-regular pay. These elements store the agreed amount to pay to the pre-retired employee, taking the agreed upon amount from the Compensation page. As regular income, employees pay IRPF taxes as they normally do. As non-regular income, the payroll system applies a reduction of 40% to the IRPF tax base.

Understanding Gradual and Flexible Retirement

Gradual and flexible retirement offers employees a way to make the transition from working life to retirement by reducing the employee labor contract from full-time to part-time. As employees fulfill all conditions for retirement or pre-retirement, these employees continue working with a part-time contract and reduced salary as long as they still receive a pension subsidy. This reduction in hours can be between 25% and 85%, thus reducing the employee's salary by the same percentage. This enables the employee to continue receiving a partial retirement pension for the remaining working years until retirement age. Gradual and flexible retirement is regulated by law and promoted by government with special treatment of contributions to social security for employer and employee (reductions, exoneration of quotas, etc) depending on the age of employee.

Employees have two options:

- *Partial Retirement:* The employee can initiate partial retirement simultaneously with a part-time contract after the employee is 60 years old.

For partial retirement before an employee reaches 65 years of age, the company establishes a relief contract with another employee in order to cover the percentage of work affected by the partial retirement.

- *Flexible retirement:* When the employee starts receiving their retirement pension, the employee can work on a part-time contract basis with the retirement pension reduced according to the percentage of hours worked.

In cases where there is an extension of working life, companies can benefit from some social security contribution reductions that they must assign to eligible employees. These extensions of working life pertain to (a) employees over 65 with at least 35 contributing years or (b) employees over 60 with at least 5 seniority years.

Employees Over 65 with 35 Contributed Years

Employees older than 65 years old are exempt from contributing to social security except for the temporary disability part within the common contingencies. The social security agency defines this part to be 0.28% for the employee and 1.42% for the employer over the common contingencies base.

Companies must report this situation to the social security agency using the FAN file. Specifically, the company must report the employee and employer contributions as if there were no reductions and also report the employee and employer reductions.

Global Payroll for Spain provides the necessary contribution ID as part of the social security scheme to account for active employees age 65 or older. The scheme ID is 0111 and the social security contribution ID is 007. It is maintained on the Contribution page of the Social Security Scheme Table component.

In addition to the social security contribution ID for employees who are age 65 or older, you need to define a reduction ID that defines the correct reduction amount on the Reduction Data page of the Reductions ESP component.

To calculate the reduction percentage you must use the following equation:

$$\text{Total Common Contingency Percentage} - (\text{Employee Common Contingency Percentage} + \text{Employer Common Contingency Percentage}) / \text{Total Common Contingency Percentage} = \text{Percentage to Reduce}$$

Thus using the values stated above from the social security agency, the Percentage to Reduce value for common contingency is:

$$28.3\% - (0.28\% + 1.42\%) / 28.3\% = 93.992932$$

The payroll process and FAN file generation process take into account the new contribution data and reduction data for active employees with part-time status who are age 65 or older. The FAN file generation process also accounts for the reductions in social security contributions.

Employees Over 60 with 5 Seniority Years

For employees over age 60 or greater with 5 seniority years in the company, the employer can reduce the quota to pay to social security. Employers can apply this reduction to common contingencies contributions except in the case of temporary disability. The current percentage reduction is 50% for the first 12-month period and increases by 10% at the beginning of each subsequent 12-month period until reaching 100%.

You need to define a reduction ID to manage this type of reduction to social security contributions through the Reduction Data page of the Reductions ESP component.

To determine the Percentage to Reduce value for the each period of common contingencies without including temporary disability, you must use the following equations:

$$(\text{Common Contingencies Percentage} - \text{Temporary Disability Percentage}) * \text{Reduction Percentage} = \text{Reduced Common Contingencies Percentage}$$

$$\text{Reduced Common Contingencies Percentage} / \text{Common Contingencies Percentage} = \text{Percentage to Reduce}$$

For example:

Common Contingencies = 23.6%

Temporary Disability = 1.42%

Reduction Percentage = 50%

$$(23.6\% - 1.42\%) * 50\% = 11.09\%$$

$$11.09\% / 23.6\% = 46.991525\%$$

You must perform these calculations for each common contingency period within the reduction ID. The payroll process and FAN file generation process take into account the contribution data and reduction data. These processes also account for the reductions in social security contributions.

Pages Used to Manage Pre-retired Employees

Page Name	Object Name	Navigation	Usage
Work Location	JOB_DATA1	- Workforce Administration, Job Information, Job Data, Work Location - Workforce Administration, Job Information, Current Job, Work Location	Update position and location information for a person's job.
Compensation	JOB_DATA3	- Workforce Administration, Job Information, Job Data, Compensation - Workforce Administration, Job Information, Current Job, Compensation	Update a person's compensation information.
Element Assignment By Payee	GP_ED_PYE	Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Element Assignment By Payee	By payee, assign specific earning and deduction elements.
Contract Type/Clauses	CONTRACT2	Workforce Administration, Job Information, Contract Administration, Update Contracts, Contract Type/Clauses	Add or update any special contract clause information to the standard contract language for this worker.
Contract Status/Content	CONTRACT1	Workforce Administration, Job Information, Contract Administration, Update Contracts, Contract Status/Content	Add or update basic information about the contract between your organization and a worker, including the contract duration, type, and content. You must have previously set up contract template IDs on the Contract Template Table page. You can also enter the reduction information for the employee.

Assigning Pre-retirement

To manage pre-retirement:

1. Terminate the employee with pay by assigning the Termination With Pay value in the Action/Reason field on the Work Location page of the Job Data component.

2. Assign the agreed upon compensation amount to the employee in the Pay Components group box on the Compensation page. Select the rate code, compensation rate, currency and frequency of the compensation. For pre-retired regular income, select the *PREJUB*, *PJCOSS*, and *PJDSEM* rate codes. For pre-retired non-regular income, select the *PJJUBI*, *PJCSSI*, and *PJDSEMI* rate codes.

Or, assign the employee the required payroll elements for pre-retired regular income or non-regular income using the Element Assignment By Payee page. For pre-retired regular income, assign the employee the following payroll elements: *PREJUBILACN* earning (equivalent to rate code *PREJUB*), *DEV SS PREJ* earning (equivalent to rate code *PJCOSS*), and *BNF DESEMP* deduction (equivalent to rate code *PJDESM*). For pre-retired non-regular income, assign the employee the following payroll elements: *PREJUBILACN I* earning (equivalent to rate code *PJJUBI*), *DEV SS PREJ I* earning (equivalent to rate code *PJCSSI*), and *BNF DESEMP* deduction (equivalent to rate code *PJDSEMI*).

3. Calculate payroll.

The payroll process calculates the regular income payment as: *PREJUBILACN* + *DEV SS PREJ* - *BNF DESEMP*. The process pays this amount as regular income and pays taxes normally. Contributions to social security are zero.

The payroll process calculates the non-regular income payment as: *PREJUBILACN I* + *DEV SS PREJ I* - *BNF DESEMP I*. The process pays this amount as non-regular income and reduces the tax base by 40%. Contributions to social security are zero.

4. Generate the affected reports monthly, quarterly, or yearly as required.

Assigning Gradual and Flexible Retirement

To assign an employee gradual or flexible retirement:

1. Access the Job Data Component.

Select Workforce Administration, Job Information, Job Data, Job Information.

2. Reduce the employee's contract from full-time to part-time by setting the Full/Part field value to Part Time.

This effectively reduces the employee's salary by the same percentage.

3. Reduce the contribution to social security by assigning the employee to the necessary Social Security Contribution and Reduction IDs on the Contract Status/Content page (Workforce Administration, Job Information, Contract Administration, Update Contracts).

Your selections for these fields depend on whether the employee is over 65 years old with at least 35 contributing years or the employee is over 60 years old with at least 5 seniority years.

4. Calculate payroll.

If the employee is over 65 with at least 35 contributing years and you assign the corresponding reduction, the payroll process reduces the social security contributions for both the employee and the employer, paying only for temporary disability. The percentage for the employee is 0.28% and the percentage for the employer is 1.42%, as defined by currently applicable laws.

If the employee is over 60 with at least 5 years seniority, the payroll process reduces the social security contribution percentage for the employer according to the period in which the employee falls within the Reduction ID definition.

5. Generate the affected reports monthly, quarterly, or yearly as required.

Reviewing Delivered Earning and Deduction Elements

This section describes the earning elements and deduction elements that are delivered as part of the pre-retirement functionality.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Spain. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*.

Earning Elements

This table describes the delivered earning elements associated with pre-retirement:

Earning Element	Description
DEV SS PREJ	Reimbursement of the amount paid as regular income by employee to the social security administration to maintain his or her privileges. This element is automatically segmented and prorated when it is assigned to a payee on the Element Assignment by Payee or Payee Assignment by Element pages. The assignment period must cover only a portion of the pay period and you must have created the corresponding segmentation trigger. See <i>PeopleSoft Enterprise Global Payroll 9.0 PeopleBook</i>, "Setting Up Triggers," Segmentation Triggers with Earning and Deduction Assignments.
PREJBILACN I	Gross amount for non-regular income that the company and employee agree upon as a pre-retirement benefit.
PREJUBILACN	Gross amount for regular income that the company and employee agree upon as a pre-retirement benefit. This element is automatically segmented and prorated when it is assigned to a payee on the Element Assignment by Payee or Payee Assignment by Element pages. The assignment period must cover only a portion of the pay period and you must have created the corresponding segmentation trigger. See <i>PeopleSoft Enterprise Global Payroll 9.0 PeopleBook</i>, "Setting Up Triggers," Segmentation Triggers with Earning and Deduction Assignments.
DEV SS PRJ I	Reimbursement of the amount paid as non-regular income by employee to the social security administration to maintain his or her privileges.

Deduction Elements

This table describes the delivered deduction elements associated with pre-retirement:

Deduction Element	Description
BNF DESEMP	Amount deducted as regular income from employee payroll for unemployment benefits or subsidy.
BNF DESEMP I	Amount deducted as non-regular income from employee payroll for unemployment benefits or subsidy.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Viewing Delivered Elements,” Understanding How to View Delivered Elements

Managing Professionals

This section provides an overview of the professionals management business process and discusses how to:

- Manage data for professionals.
- Maintain perception keys.
- Maintain IRPF tax review information.

Understanding the Professionals Management Business Process

Professionals are persons who provide a company a service without a labor contract. Professionals are contingent workers, not employees. Global Payroll for Spain assumes that you do not process their payments through payroll. Instead, the professional provides the company with a bill. The company must pay the professional's bill and withhold a percentage of IRPF tax from the amount paid to the professional. The withholding percentage for IRPF taxes depends on the perception key and subkey that defines the services offered by the professional. The company does not have to contribute to social security for the professional.

Through the IRPF Tax Review ESP component you can enter the amount paid to the professional and the withholding amount applied. You can also specify the perception key and subkey to identify the work that the professional provides. The report generation processes consider the values that you enter on this page when you generate the Model 110 report, the Model 111 report, the Model 190 report, the individual professional's Tax Deduction report, and the Tax Deduction report.

Pages Used to Manage Professionals

Page Name	Object Name	Navigation	Usage
Perception Keys ESP	GPES_PERCEP_KEY	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Perception Keys ESP	Maintain perception (income) key and subkey data for tax models. A subkey, together with a key, identifies the kind of job that a professional or other type of employee provides to a company.
Organizational Relationships	PERSONAL_DATA4	Workforce Administration, Personal Information, Biographical, Add a Person, Organizational Relationships	Select an organizational relationship and checklist to create for this person.
IRPF Tax Review	GPES_TAX2_RSLT	Global Payroll & Absence Mgmt, Taxes, IRPF Tax Data Review ESP, IRPF Tax Review	Enter and maintain the earning income and tax results adjustments for professionals (or other types of employees) for who you did not calculate payroll.

Managing Data for Professionals

To manage data for professionals:

1. Maintain perception key and subkey values through the Perception Keys ESP component.
2. Add the professional into the system through the Add a Person component, identifying the person's organizational relationship as a professional by selecting the Contingent Worker check box on the Organizational Relationships page.

A professional is contingent worker or a person who provides services to the organization and who does not have a legal employee relationship with the organization.

See *PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce*, "Adding a Person in PeopleSoft Human Resources," Creating Organizational Relationships and Maintaining Checklists.

3. Enter the perception key, subkey, amount paid, and withholding amounts for the professional for a specific fiscal territory and month on the IRPF Tax Review page.
4. Generate the affected reports monthly, quarterly, or yearly as required.

Maintaining Perception Keys

Access the Perception Keys ESP page.

Perception Keys ESP

Model File: 190

Key: L

Description: Rents and travel or maintenance expenses exempted of taxation

Perception Sub-keys

Customize | Find | View All | First 1-3 of 3 Last

	*Sub-key	Description		
1	01	Travel and maintenance expenses exempted of taxation	+	-
2	05	Severance pay exempted of taxation	+	-
3	10	Earnings for scholarship holders exempted of taxation	+	-

Perception Keys ESP page

Model File and Key The system displays the selected model file and perception key combination.

Description Enter or maintain the description of the perception key for the specified model file.

Subkey and Description Enter or maintain the perception subkey value and its related description.

Delivered Perception Keys

PeopleSoft delivers as system data the following perception key and subkey data for the 190, 296, and 345 tax models:

Model File	Key	Description	Subkey	Description
190	A	Employees under labor contract.	N/A	Not applicable.
190	F	Earnings from courses, conferences, colloquia, seminars, or literary, scientific or artistic productions where the payee cedes rights.	01	Literary, scientific or artistic earnings not exempt from taxation.
190	F	Same as above.	2	All other perceptions under key F.
190	G	Earnings as economic compensation for professional services.	1	For perceptions whose deduction to apply is the general rule established in Article 93.1 of IPRF Law.
190	G	Same as above.	2	For specific percentage to apply in case of special and detailed activity in law. Representative of “Tabacalera” (tobacco company), insurance representative, etc.

Model File	Key	Description	Subkey	Description
190	G	Same as above.	3	For perceptions with a reduced percentage to apply according to Art. 93.1 of IRPF law. Deductions are for taxpayers that start their professional activity in period declared and next two periods.
190	L	Exempt rents and travel or maintenance expenses.	1	Travel and maintenance expenses exempt from taxation, according Article 8 of Tax regulation.
190	L	Same as above.	5	Severance pay exempt according to Article 7a of tax law and Article 1 of regulation.
190	L	Same as above.	10	Exempt earnings for scholarship holders according to Article 7 j of tax law.
296	N	Job rents.	1	Withholding applied to general type.
296	N	Same as above.	3	Intern exemption.
345	C	Promoter contributions to pensions plan.	1	In charge to employee.

Maintaining IRPF Tax Review Information

Access the IRPF Tax Review page.

IRPF Tax Review

Accumulated Values

Company:

KE1

Business Institute - Spain

Org Relation:

Contingent Worker

Fiscal Territory:

HE

State Fiscal Territory

EmplID:

Year: 2006

Month: 2

Search

Detail of Payees

Customize | Find | First 1 of 1 Last

Adjust

BBB

EmplID	Empl Red#	Name	National ID	Key	Sub-Key	Salary Income Adjust	Variable Income Adjust	Salary Withhold Adjust	In Kind Income Adjust	In Kind Withhold Adjust	Ceuta/Melilla

IRPF Tax Review page

Search Criteria

Upon entering the page select the company, fiscal territory, year, and month for which you want to enter data for professionals. To search for professionals only, select the *Contingent Worker* value in the Org Relation (organization relationship) field. Enter the employee ID to narrow the search results. These filters facilitate budget management and tracing of professional services within a company. Click the Search button to retrieve the professionals based on the search criteria. The system displays a grid with fields relevant only to professionals.

Detail of Payees - Adjust

Use this tab to enter amounts for the professional for the selected fiscal period and month. This tab shows the same fields as the earned Income tab but the fields are editable. The system differentiates between the data that the payroll process generates and the data that you enter manually.

See Also

Chapter 11, “Calculating Taxes,” Viewing IRPF Tax Calculation Results, page 150

CHAPTER 14

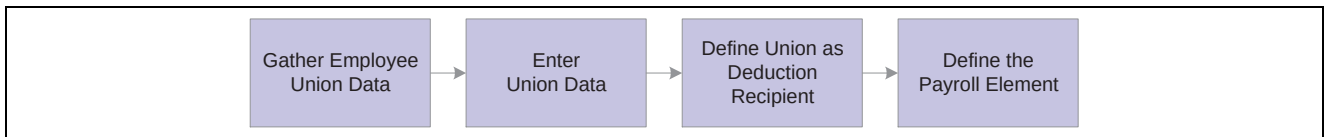
Paying Union Fees

This chapter discusses how to:

- Set up union fees.
- View delivered union fee deductions.

Setting Up Union Fees

Global Payroll for Spain enables you to pay your employees' union fees as part of the regular payroll processing cycle. Setting up your system to automatically pay union fees during the regular payroll processing cycle requires four steps:



Setup steps for paying employee union fees during payroll processing

To set up union fees:

1. Gather the employee's union data.

If employees want their union fees to be paid by the payroll process, the employee must provide the information necessary to set up the automatic payments. The employee must provide:

- Union code.
- Union date (the date on which the employee was first affiliated with the union).
- The employee's function in the union (if applicable)
- Union fee.
- Fee start and end dates (the initial date on which the fees should be paid through payroll and, if applicable, the date on which the payment of fees should stop). Unless an end date is specified, the system will continue to pay the union fees until an end date is provided.
- Exemptions or free working hours to partake in union activities (if applicable).

2. Enter union data.

Once you have the information about an employee's union affiliation, enter that information on the Job Labor page in the Job Data component, which you can find at Workforce Administration, Job Information, Job Data, Job Labor.

Note. The Fee Start Dt (fee start date) and Fee End Dt (fee end date) fields can be left blank. If Fee Start Dt is blank, then Global Payroll for Spain uses 01/01/1900 as the default value. If Fee End Dt is blank, then Global Payroll for Spain uses 01/01/3000 as the default value.

3. Define the union as the recipient of the deduction.

After associating an employee with a union, you must set up union fee deduction information. Define the union as a recipient of the deduction on the Recipient page, which can be found at Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Recipient. The Recipient page provides detailed information about the third-party recipient for a deduction. The Recipient page enables you to indicate who gets a deduction. This provides a direct relationship between the union and bank account into which the union fee deduction is deposited.

4. Define the payroll element.

If defining the general recipient as a general recipient, then link the general recipient to the deduction element that calculates the union fee. To link the general recipient to a deduction, access the Recipient page of the Deductions component (Setup HRMS, Global Payroll & Absence Mgmt, Elements, payroll Elements, Deductions) and select the deduction recipient.

If the recipient is defined as an individual recipient, then the final step is to define the payroll element to use as the deduction (union fee) for the employee. Use the Assign Deduction Recipients page found at Global Payroll & Absence Mgmt, Payee Data, Net Pay/ Recipient Elections, Add Deduction Recipients, Assign Deduction Recipients to do this. This associates an employee with an element name (the payroll element for the union fee) and a recipient (the union and, therefore, the appropriate bank account).

Union Fees Rules and Processing Flow

Once you have completed the preceding setup steps, the designated union fee to be paid by the employee is deducted during payroll processing and transferred to the identified union bank account. Section GEN SE DEDUCCIONES contains the necessary elements to perform the union fee deduction and occurs only during the regular payroll process (not during extra period processing).

See Also

PeopleSoft Enterprise HRMS 9.0 Application Fundamentals PeopleBook, “Setting Up Jobs”

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Defining Banking Instructions”

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Defining Earning and Deduction Elements”

Viewing Delivered Union Fee Deductions

Global Payroll for Spain delivers the deduction CUOTA SNDCL for union fees. This deduction takes the value of SIN VR IMPORTE DED (this variable gets its value from the array GEN AR PUESTO TRBJ) through the formula SIN FM CUOTA. This deduction contributes to accumulator GEN AC DEDUCCION S.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Spain. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Viewing Delivered Elements,” Understanding How to View Delivered Elements

CHAPTER 15

Working with Absence Rules

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

- Set up absences.
- Define user-defined (TAKE CONFIG) fields.
- Enter absence events.
- Generate the FDI medical report text file.
- Override BRDs and relapse days for absence events.
- Calculate BRDs in absence relapses
- View delivered absence elements.

Understanding Absence Rules

Global Payroll for Spain delivers rules for processing absences due to vacation, illness, maternity, work accidents, and other reasons. These rules are designed according to Spanish statutory requirements. You can modify many of these rules to reflect absence policies that are specific to your organization or to labor agreements that may be in force for your employees.

This section supplements the absence documentation provided in the *PeopleSoft Enterprise 9.0 Global Payroll PeopleBook*, which we recommend that you read before reading this chapter on Spanish-specific absence processing.

See Also

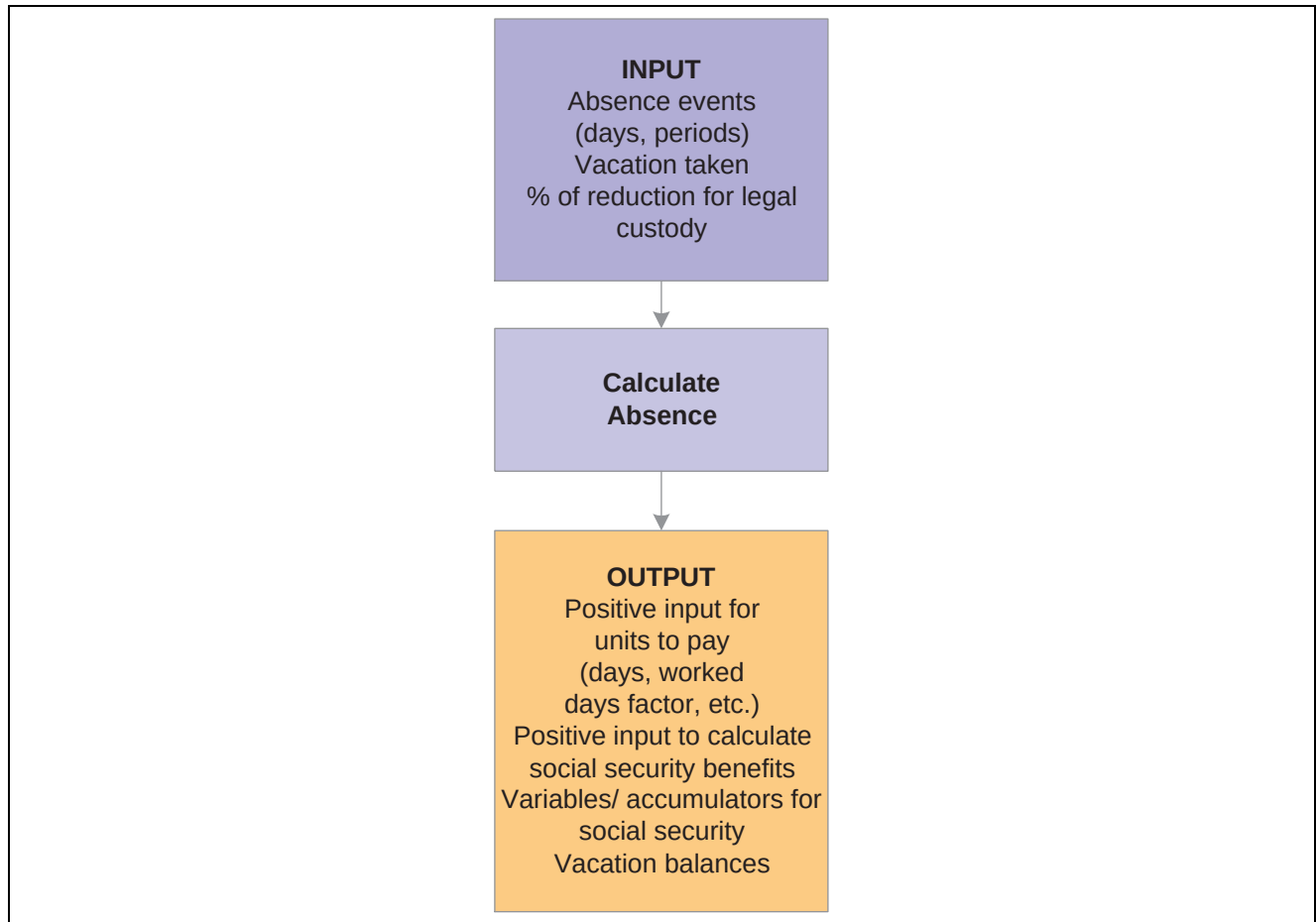
PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Understanding Absence Management”

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Defining Absence Elements”

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Entering and Processing Absences”

Absences in the Pay Process Flow

This diagram illustrates how the absence functionality fits into the overall pay process flow of Global Payroll for Spain:



Absence process flow

Setting Up Absences

Before you can enter and process absences for Spain, you must complete various setup tasks.

To prepare for absence processing:

1. Define work schedules and assign a schedule to each payee. Note that work schedules have an impact on just irregular part-time employees because the work schedules reflect the worked days that the payroll process counts during processing.
2. Define holiday schedules.
3. Define absence types and reasons.
4. ☐ Modify the delivered absence entitlement and absence take elements, and ☐ create new absence elements, as needed.

A list of the absence take and absence entitlement elements delivered with Global Payroll for Spain appears in this chapter. Sample values are delivered for many of these elements. You may want to replace some of these values with data that is specific to your organization.

5. Assign absence elements to payees (via eligibility groups) and process lists.

Add absence elements to eligibility groups and process lists.

You must assign absence entitlement and take elements to payees and include the elements in the process lists that you use when you run the absence processes. (This step is not necessary for per-absence entitlement elements.)

PeopleSoft delivers predefined sections and process lists for absence processing. Use these, modify them, or create your own.

6. (Optional) Define rules for self-service absence transactions.

Note. All of these steps are discussed in the Global Payroll core documentation.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Using Schedules”

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Defining Absence Elements”

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Defining Processing Elements”

Defining User-Defined (TAKE CONFIG) Fields

This section discusses:

- User-defined fields.
- TAKE CONFIG1.
- TAKE CONFIG2.
- TAKE CONFIG3.
- TAKE CONFIG4.

User-Defined Fields

The Calculation page that you use to define absence take elements includes four user-defined fields, which populate the system elements TAKE CONFIG1 through TAKE CONFIG4. The TAKE CONFIG fields provide additional instructions to the system during the absence process.

If you are defining your own absence take element, follow the same usage conventions for the user-defined fields to ensure that the system will function properly.

Note. The system elements TAKE CONFIG1 through TAKE CONFIG4 and TAKE CONFIG1 DU through TAKE CONFIG4 DU are used with many of the delivered formulas in Global Payroll for Spain.

TAKE CONFIG1

TAKE CONFIG1 identifies the effect on extra period payments. This table details the extra period effect according to the delivered values:

Delivered Value	Payroll Effect
00	Doesn't affect extra period payments
01	Reduces extra period payments

See Also

Chapter 16, "Calculating Extra Periods," page 253

TAKE CONFIG2

TAKE CONFIG2 identifies the effect on vacation accrual. TAKE CONFIG2 instructs the system to add this absence take to the accumulator to accrue vacation. This table details the vacation accrual effect according to the delivered values:

Delivered Value	Vacation Accrual Effect
00	Accumulating
01	Not Accumulating

TAKE CONFIG3

TAKE CONFIG3 identifies the type of social security contribution. This table details the types of social security contributions according to the delivered values:

Delivered Value	Social Security Contribution Type
00	Normal
01	Not contributing
02	By days earnings
03	By minimum base

See Also

Chapter 10, "Calculating Social Security Benefits," page 115

TAKE CONFIG4

TAKE CONFIG4 identifies the effect on seniority accrual. TAKE CONFIG4 instructs the system to add this absence take to the accumulator to accrue seniority. This table details the seniority accrual effect according to the delivered values:

Delivered Value	Seniority Accrual Effect
00	Accumulating
01	Not Accumulating

Entering Absence Events

Use the Absence Event ESP (GPES_ABS_EVENT) component to enter and update absences, start the Absence Forecasting process, and record information for the FDI medical report text file.

Note. The Absence Event ESP component is identical to the Absence Event (GP_ABS_EVENT) component in the core Global Payroll application, except for the inclusion of the FDI Additional Data page, which enables you to incorporate information specific to temporary disability absences. Spanish users should use the Absence Event ESP component in place of the Absence Event (GP_ABS_EVENT) component to enter all absence event data.

This section discusses how to:

- Enter absence events.
- Record FDI medical report data for absence events.

Pages Used to Enter Absence Events

Page Name	Object Name	Navigation	Usage
Absence Event Entry	GP_ABS_EVENT	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Absence Event ESP, Absence Event Entry	Enter, update, and void absences. Start the Absence Forecasting process.
Absence Event Input Detail	GP_ABS_EVENT_SEC	Click the Details link on the Absence Event Entry page.	Enter detailed information for an absence, including the reason, processing action, manager approval, user-defined data, entitlement adjustment, and partial hours. Also, use this page to override relapse days.
Absence Forecast Results	GP_ABS_EVT_FCS_SEC	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Absence Event, Absence Event Entry. Click the Forecast Details link on the Forecast Value tab.	Review the results of the Forecasting process for a specific absence event and any take elements that are mapped to it.
Forecast Messages	GP_ABS_FCST_MSG	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Absence Event, Forecast Messages	Review the messages that are generated during the Forecasting process.
Forecast Message Detail	GP_ABS_FCS_MSG_SEC	Click the Details link on the Forecast Messages page.	Review the text of a selected error or warning message.
FDI Additional Data	GPES_ABS_EVENT_ADD	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Absence Event ESP, FDI Additional Data	- Enter sick note, confirmation note, and medical discharge note data prior to generating the FDI medical report text file for the social security agency. - Enter economic data required to produce the FDI medical report.

Entering Absence Events

When entering absences events for employees using Global Payroll for Spain, use the pages of the Absence Event ESP component (except the FDI Additional Data page) to:

- Enter, update, and void absence events.
- Enter detailed information about an absence.
- Review absence entitlement balance forecasting results.
- Review forecasting messages.

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, “Entering and Processing Absences”.

Recording FDI Medical Report Data

Access the FDI Additional Data page.

Employee ID: KE0008 **Name:** Adela Lopez González **Empl Rcd Nbr:** 0

Additional Data Find | View All First 1 of 1 Last

Absence Take: IT Temporary Disability

Begin Date: 06/01/2006 **End Date:** 06/15/2006 **Original Begin Date:** 06/01/2006

Physician ID: 0000000011 **Area Identifier Code:** 12

Absence Reason: 2 Non-industrial accident

Economic Data

*Full/Part Time: Full-Time Search

*Contribution Days: 12

*Common Contingency Base: 12,000.000000

Contribution Overtime:

Notes Customize | Find | View All First 1-3 of 3 Last

	Type	Sick Note Date	Number	Discharge Reason	Sending ID	Confirmed	Modified		
1	PB	06/01/2006						+	-
2	PC	06/10/2006	31	1				+	-
3	PA	06/15/2006		Recovery				+	-

FDI Additional Data page

Additional Data

Absence Take

This field displays the absence take entered on the Absence Event Entry page. You must enter FDI medical report data on the Additional Data page for the following absences:

- *IT*: Temporary disability due to common sickness.
- *AT/EP*: Temporary disability due to industrial accident or professional illness.
- *RIESGO EMBARAZO*: Temporary disability due to risk during pregnancy.

Begin Date and End Date

These fields display the begin and end dates of the absence entered on the Absence Event Entry page.

Original Begin Date

This field displays the original begin date of the absence entered on the Absence Event Entry page.

Physical ID

Enter the ID of the physician overseeing treatment of the disabled employee.

Area Identifier Code Enter the code corresponding to the employee's medical area.

Absence Reason Select a reason for the absence.

Valid reasons are:

- 1: Common Illness.
- 2: Non-industrial Accident
- 3: Industrial Accident.
- 4: Professional Illness.
- 5: Professional Illness in Observation Period.

Economic Data

Use the fields in this group box to record information about the disabled employee's work status and social security contributions. The system populates these fields automatically when you click the Search button. The values are retrieved from the record GPES_CNTRB_RSLT, which contains data generated by the payroll process and stored using the writable array SS_WA_CNTRB.

If the values don't exist or if you want to report values that are different than the ones that are stored in the system, you can enter or update them manually.

Full/Part Time Indicates the full or part-time status of the employee.

Contribution Days Shows the number of days that the employee made social security contributions in the month prior to the absence. In the case of part-time employees, the Contribution Days field shows the number of contribution days in the 3 months prior to the start date of the absence.

Common Contingency Base Shows the social security contribution base in the month prior to the absence. In the case of part-time employees, the Common Contingency Base field shows the contribution base for the three months prior to the start date of the absence.

Contribution Overtime Shows the social security average daily contribution base due to overtime in the 12 months prior to the begin date of the absence.

Notes

Use the fields in the Notes group box to enter information about the different note types that must be tracked in the FDI medical report text file.

Type Select one of the following note types:

- *PB*: Select to record the details of the sick note establishing an employee's temporary disability. This is the first note type recorded for an employee in the case of a temporary disability. By default, the date of the initial sick note (PB) is the same as the absence event begin date displayed at the top of the page.
- *PC*: Select to record the details of a confirmation note establishing the continuation of an employee's temporary disability. The date of a confirmation note should be greater than the initial sick note date (PB) and less than the date of the medical discharge (PA).
- *PA*: Select to record the details of a medical discharge note. This is the last note type recorded for an employee who has experienced a temporary

disability. By default, the date of the medical discharge note (PA) is the same as the absence event end date displayed at the top of the page.

Sick Note Date

- If the note type is PB, the system automatically sets the date to the begin date of the absence event displayed at the top of the page.
- If the note type is PA, the system automatically sets the date to the end date of the absence event displayed at the top of the page.
- If the note type is PC, the Date field becomes available for data entry and you must enter the date of the confirmation note.

Number

This field applies only to confirmation notes (note type PC), and enables you define the order of a series of notes. For example, enter 1 for the first confirmation note, 2 for the second confirmation note, and so on.

Note. Because confirmation notes are the only notes that can be received more than once over the course of a temporary disability, this field does not apply to other note types.

Discharge Reason

Select the reason for a medical discharge.

This field is available for data entry only when the note type is PA.

Sending ID

Shows the identifier of the communication. This needs to be a unique identifier.

The system generates this ID when you run the Create FDI File process on the Create FDI File ESP page.

Note. The sending ID enables you to track the transfer of data to the social security agency.

Confirmed

This check box is automatically selected when the medical note data is confirmed and sent to the social security agency. This enables you to determine what medical information has been sent and what information is pending.

Note. To set the status of a note to confirmed, you must click the Confirm button on the FDI Confirmation page of the FDI Confirmation ESP (GPES_FDI_SEND) component.

Modified

Select to indicate that you have modified information related to a note after the note has been confirmed and sent to the social security agency. When you select the Modified check box, the system clears the Confirmed check box and you can reprocess and resend the medical note data on the Create FDI File ESP page.

Note. You can also unconfirm the data contained in an FDI medical report text file by clicking the Unconfirm button on the FDI Confirmation page of the FDI Confirmation ESP (GPES_FDI_SEND) component.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Entering and Processing Absences”

Generating the FDI Medical Report Text File

Use the Create FDI File ESP (GPES_FDI_FILE) component to define report parameters and generate the FDI medical report text file. Use the FDI Confirmation ESP (GPES_FDI_SEND) component to confirm or unconfirm the transmission of an FDI medical report text file to the social security agency.

This section provides an overview of the FDI medical report business process and discusses how to:

- Create an FDI medical report text file.
- Confirm and unconfirm the FDI medical report text file.

Understanding the FDI Medical Report Business Process

According to order TAS/339 of 2004, organizations participating in the Sistema RED (social security online service) must track and communicate the disability status of employees to the social security agency either by entering disability data on the official Social Security website, or by transmitting the data using an electronic medical report text file with an FDI extension. To support this requirement, PeopleSoft Global Payroll for Spain provides application pages, processes, and reports that enable organizations to collect and track information about temporary disabilities, and to report this information to the responsible authorities.

FDI Medical Report Business Process Steps

In a typical situation involving a disabled or injured employee, the organization receives, collects, and communicates information in the following order:

1. An employee experiences a temporary disability.
2. The employee sends a sick note to the organization to establish his/her disability status. The organization records this information as well as other data needed to create the FDI medical report file.
3. The organization generates and sends the FDI medical report file to the social security agency.
4. As long as the disability continues, the employee sends the organization a note once a week to confirm their disability status. The organization records this information in the database for use in creating the FDI medical report file.
5. The organization generates and sends the FDI medical report file.
6. A medical discharge occurs.
7. The organization receives a discharge notice indicating that the temporary disability is over, and records this information in the database for use in generating the FDI medical report file.
8. The organization generates and sends the FDI medical report file.

Note. In the scenario described here, the company is expected to transmit medical note data to the social security agency within a specified time frame. For example, the company has 5 days to process and send sick note data to the agency following receipt of a sick note.

PeopleSoft Setup Steps and Components for Creating the FDI Medical Report Text File

To set up and generate the FDI medical report text file, complete the following steps using the components listed in the table:

Step	Component Name	Component Object Name
1. Define time limit for sending FDI medical report data to the social security agency. <i>See PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce, "Setting Up Country-Specific Tables," Defining a Social Security Time Limit for FDI Data.</i>	Social Security Data	SSEC_DATA_ESP
2. Enter, update, and void absences. Start the Absence Forecasting process. Enter, track, and update sick note, confirmation note, and medical discharge data needed to generate the FDI medical report text file. <u>See Chapter 15, "Working with Absence Rules," Entering Absence Events, page 235.</u>	Absence Event ESP Note. Spanish users should use this component in place of the Absence Event (GP_ABS_EVENT) component in the core Global Payroll application.	GPES_ABS_EVENT
3. Define FDI medical report text file parameters. Generate the FDI medical report text file using the GPES_FDI application engine process.	Create FDI File ESP	GPES_FDI_FILE
4. Confirm and unconfirm transmission of FDI medical report data to the social security agency.	FDI Confirmation ESP	GPES_FDI_SEND

Pages Used to Generate the FDI Medical Report Text File

Page Name	Object Name	Navigation	Usage
Create FDI File ESP	GPES_FDI_FILE	Global Payroll & Absence Mgmt, Social Security / Insurance, Create FDI File ESP, Create FDI File ESP	• Select employees to include in the FDI medical report text file. • Manage types of information to include in the FDI medical report text file (sick note data, disability confirmation data, medical discharge data). • Generate the FDI medical report text file. Note. The system does not automatically transmit the FDI medical report text file to the social security agency. This is a manual step that you must complete after you generate the FDI medical report.
FDI Confirmation	GPES_FDI_SEND	Global Payroll & Absence Mgmt, Social Security / Insurance, FDI Confirmation ESP, FDI Confirmation	To confirm or unconfirm the transmission of an FDI medical report text file.

Creating the FDI Medical Report Text File

Access the Create FDI File ESP page.

Create FDI File ESP

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

*Sending ID:

*FDI File Name: .FDI

*File Path:

Filter Data

*Date From:
*Date To:
☐ Add Security Period

☒ Sick Note
☒ Medical Discharge
☒ Confirmation Note

Filter By:

Employee Details

		Type	EmpID	Name	Late
1	☒	PB	KE0008	Adela Lopez González	☐
2	☒	PC	KE0008	Adela Lopez González	☐
3	☒	PA	KE0008	Adela Lopez González	☐

Create FDI File ESP page

FDI File Name

Sending ID

This field displays the Sending ID used to track and confirm transmission of the FDI medical report text file to the social security agency. It is automatically generated by combining the User ID and Run Control ID.

FDI File Name

Enter a name for the FDI medical report file.

The system automatically appends the official FDI extension to this name.

Date From and Date To

Specify the period for which you want to retrieve disability data for the FDI medical report text file.

When you click Search, the system retrieves note data from the Additional Data page with dates that fall between the specified From Date and To Date, and that satisfies any other search criteria you have defined.

File Path

Specify the path to the location where you want the system to deposit the FDI medical report text file.

Add Security Period

Select to have the system check the date on which you transfer medical information to the social security agency against the official time limit for sending such information. For example, organizations should send sick note data to the agency within five days of receiving a note from an employee. If this time limit is exceeded, the system marks the employee as Late in the Employee Details group box, but continues to process the data.

If you apply the security period check, you must define the time limit for each note type on the Social Security Data page (discussed above).

Sick Note

Select to include sick note (PB) data entered on the Additional Data page in the FDI medical report file.

Medical Discharge

Select to include medical discharge (PA) data entered on the Additional Data page in the FDI medical report file.

Confirmation Note

Select to include confirmation note (PC) data entered on the Additional Data page in the FDI medical report file.

Filter By

Use the values in the Filter By drop-down list to limit the population of employees whose temporary disability data is included in the FDI medical report text file.

Valid values are:

- *None*: Select if you want to generate report data for all employees with temporary disability records who fall within the specified time period.
- *Company*: Select if you want to generate report data for employees with temporary disability records in a specific company or group of companies. You must then specify the company or companies in the Company field.
- *Employee*: Select if you want to generate report data for specific employees with temporary disability records. You must then specify the employees in the EmplID field.
- *SSN*: Select if you want to generate report data for employees associated with a specific company and employer social security number. You must then specify the company and employer social security number in the Company and Social Security Number fields.

Search

Click search to retrieve the list of employees who meet the filter criteria.

Employee Details

Use the Employee Details group box to include employees in, or exclude them from, the FDI medical report text file.

Select All

Click the Select All button to include all of the listed employees in the FDI medical report text file.

Unselect All

Click the Unselect All button to exclude all of the listed employees from the FDI medical report text file.

Late

This check box is automatically selected when you report sick, confirmation, or medical discharge data outside of the time limit for transmitting the data specified on the Social Security Data page.

Note. The system automatically checks whether you are processing the note data within the time limit when you click the Search button on the Create FDI File ESP page. However, you must select the Add Security Period check box to enable this time period check.

Run

Click Run to launch the GPES_FDI application engine process that creates the FDI medical report text file.

Confirming and Unconfirming the FDI Medical Report Text File

Access the FDI Confirmation page.

FDI Confirmation

Run Control ID FDI-1

Sending ID: HCRESFDDI

FDI File Name: FDI-1

Date From: 06/01/2006

Date-To: 06/15/2006

Confirm **Unconfirm**

FDI Confirmation page

Note. The FDI Confirmation page enables you to confirm transmission of text files to the social security agency and identify those that must still be sent. Note that the system does not automatically transmit FDI medical report text files to the social security agency. You must transmit them manually after generating the files using the Create FDI File ESP page.

Sending ID

This ID identifies a FDI medical report text file.

It is created when you process FDI medical report data on the Create FDI File ESP page.

Note. To determine what sending ID to use when confirming or unconfirming an FDI medical report file, access the Create FDI File ESP page and record the ID that corresponds to the population of employees whose medical information you are processing.

Confirm

Click to confirm that you have sent the FDI medical report text file to the social security agency.

Unconfirm

Click to unconfirm an earlier transmission of FDI medical report data. You can then update the data on the Additional Data page of the Absence Event ESP component, and regenerate the FDI medical report by rerunning the Create FDI File ESP process.

Note. The system automatically displays the confirmation status of an employee's FDI medical report file on the Additional Data page of the Absence Event ESP (GPES_ABS_EVENT) component when you click the Confirmed or Unconfirmed button.

Overriding BRDs and Relapse Days For Absence Events

Global Payroll for Spain provides the ability to override daily benefits base (*Base Reguladora Diaria*) (BRD) and relapse days for a specific social security absence event.

Companies must report absences events to Social Security through the mandatory FDI report. As part of this communication companies must include values for contribution days, common contingencies base, and, if applicable, contribution overtime. You can have absence event processing automatically determine these three values when calculating the BRD, or you can manually enter or override values on the FDI Additional Data page of the Absence Event ESP component. You might need to enter values for a BRD, for example, in cases where you have an employee with a temporary disability that is a relapse of a previous one for which you do not have a value in the system.

Before performing the BRD calculation, the absence processing analyzes whether there is a value in the Common Contingencies Base field on the FDI Additional Data page. If there is no value in the field, the absence processing calculates the BRD and determines these data values. However, if there is an existing value in this field the absence processing does not perform the BRD calculation because the primary value that it needs to calculate already exists.

Overriding BRDs for Absence Events

To enter BRD override values to report to Social Security for an absence event:

1. 1. Navigate to Global Payroll & Absence Mgmt, Payee Data, Absence Event ESP, FDI Additional Data.
2. Click the Search button to retrieve the calculated values for Contribution Days, Common Contingency Base, and Contribution Overtime fields.
3. 3. Enter or override monthly values for the Contribution Days and Common Contingency Base fields.
4. If required, enter or override the Contribution Overtime field value. (Note that in some cases, this value is a daily average of the last 12 months.)
5. Click Save.

Overriding Relapse Days for Absence Events

Global Payroll for Spain also enables you to override relapse days for absences that you must report to Social Security.

To override relapse days for a social security absence event:

1. Navigate to Global Payroll & Absence Mgmt, Payee Data, Absence Event ESP, Absence Event Entry.
2. 2. Click the Details link for the absence event to access the Absence Event Input Detail page.
3. 3. Enter the number of relapse days in the Decimal 4 field on the Absence Event Input Detail page. The system retrieves the information by the element EVT CONFIG 4 DC.
4. Click OK.
5. Click Save.

Calculating BRDs in Absence Relapses

When an employee's temporary disability is a relapse of a previous temporary disability, the system must continue to calculate the employee's Social Security legal benefits. When performing the calculation, the system must use either the BRD associated with the initial temporary disability or the BRD associated with the new temporary disability.

This feature enables you to choose which BRD you want the system to use to calculate the Social Security legal benefits for the employee during an absence event relapse, either the initial BRD or the new BRD.

Global Payroll for Spain delivers four variables, one for each absence type, to enter into the system how to calculate the BRD when an employee has a relapse absence event for a temporary disability. The following table describes the variables:

Variable	Description
CLI VR RECAIDA IT	This variable indicates to the system how to calculate the BRD for Social Security legal benefits in relapse cases for non-work-related injury or common disease (IT).
CLI VR RECAIDA AT	This variable indicates to the system how to calculate the BRD for Social Security legal benefits in relapse cases for work-related injury or occupational disease (AT/EP).
CLI VR RECAIDA MAT	This variable indicates to the system how to calculate the BRD for Social Security legal benefits in relapse cases for maternity.
CLI VR RECAIDA RE	This variable indicates to the system how to calculate the BRD for Social Security legal benefits in relapse cases for risk during pregnancy.

The default value of these variables is *A* (meaning previous, anterior), which calculates the BRD by dividing the amount of the worker's contributory base for the month prior to the original begin date of the disability by the number of days to which the contribution refers. To calculate the BRD with the daily base related to the month before the last absence instance, you must change the Value of the variable to *N* (meaning new, *nuevo*) on the Definition page of the Variables component. To access this page, navigate to Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variables.

The system uses these variables in the SS FM BRD RECAIDA formula to calculate the Social Security legal benefits for relapse cases. Depending on the variables value, the system uses either the initial BRD or the new BRD in the calculation.

Viewing Delivered Absence Elements

This section discusses:

- Delivered absence entitlements.
- Delivered absence types.
- Delivered absence takes.

- Delivered absence process list.

Absence Entitlements

This table lists the delivered absence entitlements in Global Payroll for Spain.

Absence Entitlement	Description
VACACIONS	Vacations: The annual entitlement is defined in the Contract Data Table. The default vacation entitlement is populated from the Labor Agreement level. You can use the default or override it on the Contract Data page. A portion is assigned by corresponding days according to pay periods (1/365 of the total entitled days for payees with a daily pay frequency, 1/360 of the total entitled days for payees with a monthly pay frequency). This portion is 1/366 in a leap year. The vacation entitlement data is retrieved using the GEN AR PUESTO TRBJ array. The accumulator AUS AC VAC ANOANT stores vacation not taken at the end of the year and is generated during December's payroll process. Depending on your company's vacation policy, you should add the value of this accumulator to the affected elements for the new year.
PERM PAGADS	Additional paid time off (PTO): The additional PTO entitlement is for the entire year (or the proportional part of the year for new hires) given at the beginning of the year. Entitled days are stored in the Labor Agreement Table, and the system retrieves the additional PTO data using the GEN AR CONVENIO array. PTO that is not taken by the end of the year is lost.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Absence Elements," Defining Absence Entitlement Elements

Absence Types

The absence type is used to categorize the absence take and define the effect on payroll. This table lists the delivered absence types in Global Payroll for Spain:

Absence Type	Description
ABS	Unpaid absence
ACC	Industrial accident
DIS	Temporary disability

Absence Type	Description
LEG	Legal custody
MAT	Maternity
OTH	Other
RSK	Pregnancy risk
VAC	Vacation

Absence Takes

This table lists the delivered absence takes in Global Payroll for Spain, and the absence type associated with each absence take:

Absence Take	Absence Type	Description
AT/EP	ACC	Work related injuries
AUSENCIA EDUCACION	ABS	Leave of absence for education
CIERRE PATRONAL	ABS	Legal lockout
CRGO PBLICO OBLIG	OTH	Holding public office (obligatory)
CRGO PBLICO RPRSTV	OTH	Holding public office
CURSOS PRENATALES	OTH	Leave for attendance at prenatal classes
EXAMENES	OTH	Leave for going to exams
EXCEDENCIA FORZOSA	ABS	Forced extended leave of absence
EXCEDENCIA VOLUNTR	ABS	Voluntary extended leave of absence
FORMACION	OTH	Leave for training

Absence Take	Absence Type	Description
FZA MAYOR TEMPORAL	ABS	Temporary circumstances (<i>temporal force majeure</i>)
GUARDA LEGAL	LEG	Legal custody (reduction in the timetable)
HUELGA POR DIAS	ABS	Strike (by day)
HUELGA POR HORAS	ABS	Strike (by hours)
IT	DIS	Temporary disability
JORNADA REDUCIDA	LEG	Reduction of timetable for a particular interest
LACTANCIA	OTH	Leave for lactation
LIBERACION SINDCAL	OTH	Leave for doing union activities
MATERNIDAD	MAT	Maternity
MATERNIDAD PARCIAL	MAT	Partial maternity
MATRIMONIO	OTH	Leave for marriage
NACIMIENTO HIJO	OTH	Birth of own son
PARIENTES	OTH	Death, accident, or serious illness of relative (blood or affinity relation to the second degree)
PERM NO PAGADO HRS	ABS	Unpaid time off (by hours)
PERMISO DEBER	OTH	Leave for public and personal duty
PERMISO EDUCACION	ABS	Permission for education.
PERMISO NO PAGADO	ABS	Leave for own matters (unpaid)
PERMISOS PAGADOS	OTH	Paid time off (PTO)

Absence Take	Absence Type	Description
PRIVACION LIBERTAD	ABS	Deprivation of freedom (while there is no condemnatory sentence)
RAZON TECN/C/ECONMC	ABS	Economic or technical reason
RIESGO EMBARAZO	RSK	Risk during pregnancy
SUSPENSION	ABS	Suspension without pay and work
TRASLADO	OTH	Relocation (with or without residence change)
VACACIONES	VAC	Vacations

Note. For *Guarda Legal* and *Jornada Reducida* absence takes, the percentage of reduction must be specified in the EVENT CONFIG1 field as a decimal (percentage of reduction in decimals). For example, 50% = 0.5 and 40% = 0.4.

For the *Maternidad Parcial* absence take, the non working number of hours must be specified in the Partial Hours field, and you must ensure that you check it for All Days following the Details link.

You also need to create two triggers manually - one trigger for the partial maternity absence begin date and another trigger for the Partial Maternity absence end date. Use the Review Triggers page found in Global Payroll & Absence Mgmt, Absences and Payroll Processing, Prepare Payroll, Review Triggers to create these triggers.

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, “Setting Up Triggers”.

Note. Absence take rules use earnings and deduction elements, elements that retrieve units for positive input, and elements that retrieve percent for positive input. The user-defined field system elements TAKE CONFIG1 through TAKE CONFIG4 are used in each of the absence take rule definitions.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Defining Absence Elements,” Defining Absence Take Elements

Chapter 15, “Working with Absence Rules,” Defining User-Defined (TAKE CONFIG) Fields, page 233

Absence Process List

This table lists the delivered process list used in absence processing:

Process List	Description
ABSENTISMO PR	Contains the three delivered sections (AUS SE INICIO, AUS SE HORAS, AUS SE DIAS NO SS, AUS SE DIAS SS, AUS SE PROCESO and AUS SE GEN PI). This process list combines the entitlement and take processes.

Use ABSENTISMO PR as is, modify the list to meet your needs, or create your own process lists for absence processing.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Spain. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Viewing Delivered Elements,” Understanding How to View Delivered Elements

CHAPTER 16

Calculating Extra Periods

This chapter provides an overview of extra periods and discusses how to:

- Calculate extra periods.
- View delivered extra period elements.

Understanding Extra Periods

In Global Payroll for Spain, you define the details for the extra period payments as stated by the labor agreement on the Extra Period Definition page and the Extra Period Eligible Earnings page of the Labor Agreement component. These pages are discussed in another chapter in this PeopleBook.

See [Chapter 5, “Working with Labor Agreements,” Defining Extra Period Data, page 53](#) and [Chapter 5, “Working with Labor Agreements,” Defining Extra Period Earnings, page 55](#).

This chapter provides additional information about calculating extra periods.

In addition to the 12 pay periods in a year, employees are eligible for two or more extra period payments, as defined by their labor agreements. Typically, most employees get extra period payments in June and December. Two extra period payments are the statutory minimum; however, a labor agreement may set a higher number. The amount of the extra period payment is also defined in the labor agreement.

Extra period payments can be prorated or paid as a single payment. For example, the labor agreement can specify that the first extra period payment is to be paid every month and prorated as 1/12 of the total amount of the extra period payment. The labor agreement can also state that the second extra period payment is to be paid as a single payment in December.

Calculating Extra Periods

The base for calculating extra periods is defined in the labor agreement. For each extra period, you define the following:

- Payment period and contribution timeframe.

The payment period is the month when the extra period payment is paid to the employees. The contribution timeframe is the period over which an amount is withheld. The contribution timeframe is defined with the Period From and Duration fields on the Extra Period Definition page. Prorated extra periods are automatically paid monthly throughout the year.

- Earnings that are included in the extra period calculation, and the percentage of each earning.

Not all earnings contribute towards the extra period — only those on the Extra Period Eligible Earning page are included in the selected extra period. You can define extra period payments that are based on different earnings. For example, you might have two extra periods, one based on the employees' base salary and a second period based on the base salary plus the transportation earning.

- Whether the payment is prorated or paid as a single payment.

Prorated extra periods are always based on the compensation for the processing period. Extra period payments that are not prorated are calculated in one of two ways:

- Based on the employee's compensation during the payment period.

For example, if you define the extra period as January to June and the payment period is June, the system uses the employee's monthly compensation for June to calculate the extra period amount.

- Based on the employee's compensation for each month of the contribution timeframe.

For example, if you define the extra period as January to June, the system uses the employee's monthly compensation for the months January to June, to calculate the extra period amount.

- For employees whose salary is adjusted to gross or net, you need to define an overall extra period percentage.

This percentage is needed to get the target monthly salary from an annual amount. The annual amount is paid over twelve months plus the extra periods. You need to know if one extra period is equal to a regular payroll or just a part of it. If a labor agreement defines two extra periods, one defined at 100 percent and another defined at 50 percent, the factor used to find the monthly salary is $1/12 + 1.0 + 0.5$.

See [Chapter 18, "Understanding Gross and Net Guarantee," page 283](#).

Absence Processing

When the extra period is calculated, the system checks employees' absence history and reduces the extra period payment for certain types of absences taken during the contribution timeframe.

There are two different ways of managing the effect of absences in extra period payment, depending on the calculation method selected in the Calculation Options group box on the Extra Period Definition page.

- If you select *Proration Lump Sum*, the extra period payment is calculated during the regular payroll process but the withheld amount takes into account the unpaid days.
- If you select *Payment Period Compensation*, the system stores in an accumulator the absence days that should be subtracted from the extra period payment (AUS AC D N PG XTRA).

When processing the extra period, the process determines the daily rate within the extra period timeframe for each earning and multiplies it by the extra period timeframe days minus the unpaid days.

The system checks the Take Config1 field in the absence take definition to determine if the absence affects the extra period payment.

In the case of advanced extra periods (those extra periods with payment dates that are prior to the timeframe end date), you can have absences that occur after the extra period has been paid. Those absence days need to be deducted at some point. Global Payroll for Spain provides a variable, CLI VR PRC DTO XTR (extra period deduction process option). This means that, those absences that occurred between an extra period payment period and the extra period timeframe end date will be deducted in the next extra period process. Values for the CLI VR PRC DT XTR are PXTRA (default value - deduct from the next extra period process), or MENSUAL (deduct from the current regular period).

See [Chapter 15, "Working with Absence Rules," Defining User-Defined \(TAKE CONFIG\) Fields, page 233](#).

Example of a Calculation for Prorated Extra Periods

The labor agreement can specify that one of the extra period payments be prorated over the 12 regular payments during the year.

Note. Only one extra period payment can be prorated over the course of the year. If your requirements define more than one prorated extra period, you can use the Percent if Salary Adjustment field and the Earning Percent field to set that up.

Let's say that the labor agreement specifies three extra period payments a year: a flat amount to be paid in June and December and a prorated amount to be paid in 12 regular payments (monthly). The extra period payments are 1200 EUR each.

The prorated amount is calculated as follows:

$$1200/12 = 100 \text{ EUR per month}$$

In the case of the prorated amount, an element called *Prorated Extra Periods* appears in the monthly payslips with a value equal to 100 EUR. This amount is accumulated over the gross and the taxable base, but not over the social security base, because the value of extra periods is considered in the social security base through the extra period proration.

Prorated extra periods are calculated by summing all eligible earnings and dividing by the duration (the extra period timeframe), in days, to obtain a daily rate. For daily employees the duration is 365 or 366 days, and for monthly employees, it is 360. This daily rate is then multiplied by the working days in the month. A prorated extra period is paid as a unique earning.

Partial Payments for Extra Period Earnings

When employees join a company in the middle of an extra period timeframe, they are paid for only the portion of the timeframe that they work. The system calculates the partial payment for the extra period earnings using a formula (XTR FM PXTR DVNGDA). The formula calculates a factor by dividing the number of worked days (during the extra period timeframe) by the total number of days in the extra period timeframe.

The calculation of the factor depends on an employee's social security contribution group type. Depending on whether his contribution group type is calculated daily or monthly, the calculation varies. The following are some formulas:

- Daily contribution groups:

The timeframe is in calendar days. For example, for the timeframe from January to June, the calculation is the sum of all the calendar days in the months from January to June:

$$(31 + 28 + 31 + 30 + 31 + 30) \text{ divided by } 181.$$

In this example, the factor is $181/181 = 1$

Now, let's say that an employee is hired on January 15, rather than January 1. The timeframe is as follows:

$$(17 + 28 + 31 + 30 + 31 + 30) \text{ divided by the total number of days from January 1 to June 30 which is } (167/181).$$

In this example, the factor is $167/181 = .9226$.

- Monthly contribution groups:

Let's say that you have an employee who is on a monthly payroll and his hire date is January 15. In this case, the days that must be considered month by month are 30, and you must calculate the proration for that month (January) in which the employee has not worked fully. So the calculation is as follows:

$$(16 + 30 + 30 + 30 + 30 + 30) \text{ divided by } (30 * 6)$$

In this example, the factor is $166/180 = .9222$.

Processing Extra Periods for Terminations

There are two ways in which the system processes extra period pay when there is a termination in a month that corresponds to an extra period payment:

- The system calculates the extra period for the terminated employee during the calculation of the extra period itself.

Later, the regular payroll process calculates termination pay (including loans, advances, vacations, and so on).

- The system calculates the amount corresponding to the extra period during regular payroll processing as part of termination processing.

The corresponding amount for extra periods is paid through the LIQ PXTR XXX earnings as part of the regular payroll calculation. You exclude the terminated employee from extra period calculation.

See Also

Chapter 17, “Terminating Employees,” Terminations and Extra Period Processing, page 271

Viewing Delivered Extra Period Elements

This section discusses:

- Delivered extra period earnings.
- Delivered extra period deductions.
- Delivered extra period process lists.

Delivered Extra Period Earnings

This table lists the extra period earning delivered in Global Payroll for Spain:

Earning	Description
PXTRA PRTDA	Prorated extra period. The system calculates the extra period amount and then divides that amount by the number of days in a year (365 or 366 days for daily employees and 360 for monthly employees) to obtain the daily payment. To calculate the extra period amount, the system calculates the daily values of basic earnings considered in the extra period (provided by the labor agreement). The unit is the normal working days for the employee type (30 days for monthly employees or 28, 29, 30, or 31 for employees in a daily contribution group) minus any absence days that affect extra periods calculation.

Delivered Extra Period Deductions

This table lists the extra period deduction delivered in Global Payroll for Spain:

Deduction	Description
DTO PXTR AUS	Absence on an extra period that has already been paid. Generated as part of the extra period calculation (XTR PR PAGA EXTRA), to deduct those absence days that affect extra periods (TAKE CONFIG = 01) that have already been paid. This only occurs when the payment date of the extra period is earlier than the allocation end date. This deduction is also generated during the termination process (GEN PR CALC NOM) to discount absence days that affected an extra period that has already been paid. This deduction can be overridden by payee or positive input, and subtracts from the employee's gross amount (GEN C DEV BAS S).

Delivered Extra Period Process Lists

This table lists the extra period process lists delivered in Global Payroll for Spain:

Section	Description
GEN PR CALC NOM	Regular payroll process including termination, salary adjustments, and prorated extra periods. For lump sum extra periods, the payroll process calculates the withheld amount and stores it in an accumulator that will be paid later in the extra period calculation.
XTR PR PAGA EXTRA	Extra period process. It only includes basic earnings sections, salary adjustments processing, and taxes.

Extra periods are calculated and processed in two ways, depending on the type of extra period. Prorated extra periods are calculated in the normal process list, and extra periods that are not prorated are calculated in a separate process list (XTR PR PAGA EXTRA). The type of extra period (prorated or not) is defined when you specify the extra period for the labor agreement.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Spain. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Viewing Delivered Elements,” Understanding How to View Delivered Elements

CHAPTER 17

Terminating Employees

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

- Set up statutory severance days.
- Define labor agreement overrides for terminations.
- Manage employee termination information.
- Terminate employees in self-insurance companies.
- Process termination pay.
- Run termination reports.
- View delivered termination elements.

Understanding Terminations

This overview discusses:

- Termination management.
- Terminations in the pay process flow.
- Pre-advised days non-fulfilled.
- Severance pay.
- Job litigation salary.

Termination Management

When an employee is terminated, the company pays the employee for any vacation days not taken, for days of the month worked, and for the proportion of the extra period payment earned. The company also subtracts the pending loans or advances repayments.

Often an employee termination can occur under non-standard conditions. For example:

- An employee or employer might preadvise of the termination with fewer days than the law requires.
- An employee's severance pay might be different than the amount set by the law.
- An employee might not agree with the termination reason and pursue litigation.

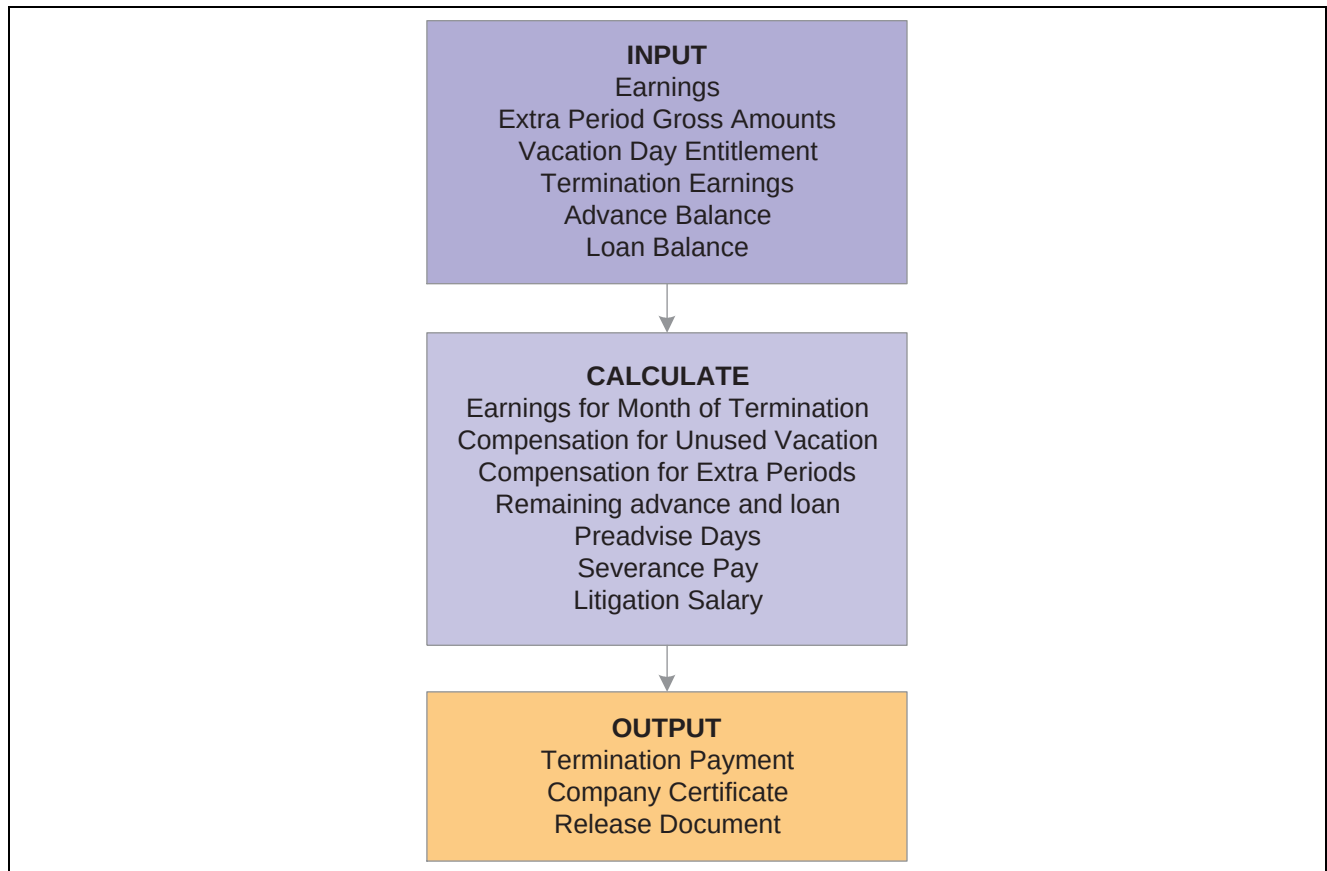
As demonstrated in these examples, employee terminations are not always straightforward. For such cases in which the termination process has exceptions the company must determine non-fulfilled pre-advise days, severance pay, and litigation salary so that the payroll process can calculate the desired results for termination pay. Global Payroll for Spain provides functionality that enables you to manage termination information and calculations for these non-standard conditions.

To terminate an employee, use the Job Data component. Termination pay is calculated using the same Process list as the regular payroll. You can create specific calendars for termination processing or run termination processing within the calendar group that corresponds to the regular payroll. To ensure proper calculation of termination pay, you must first:

- Administer termination pay criteria through the Labor Agreement component.
- Define statutory severance days through the Statutory Rates ESP component.
- Define non-standard conditions involving non-fulfilled pre-advise days, non-statutory severance, or litigation salaries through the Manage Terminations ESP component, when applicable.

Terminations in the Pay Process Flow

This diagram describes how terminations fit into the overall pay process flow of Global Payroll for Spain:



Terminations in the pay process flow

Pre-advised Days Non-Fulfilled

A pre-advise period is the legal number of days that the employee and the employer has to communicate the end of a labor relation before the effective date of the termination. The minimum number of days for a pre-advise period depends on various data such as contract type, termination reason, requirements that were established in the employee's labor agreement, and so on. Employees are penalized if they do not fulfill the number of pre-advise days and compensated if the employer does not fulfill the number of pre-advise days. These amounts are added or deducted from the employee's termination payment as applicable.

Use the Labor Agreement ESP - Terminations page to define the daily salary for pre-advised days that the payroll process uses for terminations of labor agreements. Use the Termination Management ESP page to define the number of non-fulfilled pre-advised days and who failed to notify within the minimum number of pre-advise days.

Severance Pay

Severance pay is a fixed amount of money that the company must pay the terminated employee based on the type of contract that the employee has with the company, less the amount that the employee owes the company for items as loans and advances. If an employee is dismissed for reasons other than disciplinary, the employee has a right to receive severance pay. This amount depends on the number of worked years, daily salary as of the termination date, and termination reason. The employer pays the employee this amount at the end of the labor relation. However, the employee has the right to appeal the severance pay amount through litigation.

Severance pay for terminated employees can be determined by one of the following methods:

- Statutory rates can determine the number of days by year to pay for severance and the maximum number of periods to pay for severance, depending on the termination reason.
- The labor agreement for the employee can improve the number of statutory days and the maximum number of periods to pay for severance.
- The employer and the employee can reach an agreement where the number of days by year, the maximum number of periods for severance pay, or both is greater than the statutory rate.
- The employer and the employee can reach an agreement for a specific amount of severance pay that is greater than the statutory rate.
- A judge can impose an amount for severance pay.

Use the Severance Days page in the Statutory Rates ESP component to define statutory days and periods for severance pay as defined by the social security general treasury (Tesorería General de la Seguridad Social [T.G.S.S.]). Use the Labor Agreement ESP - Terminations page to define the daily salary for severance pay and override the statutory values that the payroll process uses for terminations of labor agreements. Use the Termination Management ESP page to override calculated values for severance pay.

Job Litigation Salary

Litigation salary is the salary that the company is required by law to pay the terminated employee if the employee appeals the termination. If an employee appeals termination and the appeal goes to court, that employee has a right to receive job litigation salary for the period between the termination date and the final resolution date of the litigation regardless of the ruling. The job litigation salary is equivalent to the employee's regular salary. If the employee and the company reach a friendly agreement before the appeal goes to court, there is no need for job litigation salary.

Use the Labor Agreement ESP - Terminations page to define the daily salary for job litigation that the payroll process uses for terminations of labor agreements. Use the Termination Management ESP page to enter the job litigation information.

Setting Up Statutory Severance Days

This section discusses how to set up statutory days and periods for severance pay.

See Also

[Chapter 3, “Setting Up Country Data,” Setting Up Statutory Rates, page 29](#)

Page Used To Define Statutory Severance Days

Page Name	Object Name	Navigation	Usage
Severance Days	GPES_STA_TERM	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Additional Rates, Ceilings, Values, Statutory Rates ESP, Severance Days	For each termination reason, define the default statutory values for the number of severance days per year and the maximum number of periods for severance pay, as defined by the Social Security General Treasury (Tesorería General de la Seguridad Social [T.G.S.S.]).

Setting Up Statutory Days and Periods for Severance Pay

Access the Severance Days page.

Statutory Rates
Severance Days

Statutory Severance Days						Customize	Find	View All	First	1-9 of 9	Last
	*Termination Reason	*Effective Date	Days/Year	Max. Periods							
1	Objective innap. after 97	01/01/2000	33	24	+	-					
2	Objective innap. before 97	01/01/2000	45	42	+	-					
3	Collective dismissal	01/01/2000	20	12	+	-					
4	Non-fulfillment by employer	01/01/2000	45	42	+	-					
5	Disciplinary inappropriate	01/01/2000	45	42	+	-					
6	Disciplinary	01/01/2000	0	0	+	-					
7	Objective	01/01/2000	29	12	+	-					
8	End of temporary contract	01/01/2000	8	99	+	-					
9	Voluntary	01/01/2000	0	0	+	-					

Severance Days page

Termination Reason	Select the termination reason for which you want to define statutory values for severance days and periods. The payroll calculation process uses these values to calculate severance pay for indemnification of service. T.G.S.S. defines and supplies the valid termination reasons and statutory values. A delivered translate table stores the valid termination reasons.
Effective Date	Enter the date on which the statutory severance day and period values become effective for the corresponding termination reason.
Days/Year	Enter the maximum days per year to pay for indemnification of service when calculating the severance pay for the corresponding termination reason.
Max. Periods (maximum periods)	Enter the maximum number of periods to pay corresponding termination reason.

Defining Labor Agreement Overrides for Terminations

This section discusses how to set up labor agreement overrides for terminations.

See Also

[Chapter 5, “Working with Labor Agreements,” Defining Labor Agreements, page 47](#)

Page Used To Set Up Labor Agreement Overrides for Terminations

Page Name	Object Name	Navigation	Usage
Labor Agreement ESP - Terminations	GPES_LBR_TERM	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Labor Agreement ESP, Terminations	Define daily salary and severance pay settings that the payroll process uses for terminations of labor agreements.

Setting up Labor Agreement Overrides for Terminations

Access the Labor Agreement ESP - Terminations page.

Extra Period Definition
Extra Period Earnings
Complementary Benefits
Terminations

SetID: ESP Labor Agreement: KE01 Offices Labor Agreement

Terminations
Find | View All First 1 of 2 Last

Effective Date: 01/01/2002 Status: Active

Definition of Daily Salaries

Pre-advised Daily Salary: CLI AC SDIA PREAV Daily Salary for Preadvised D.

Severance Daily Salary: CLI AC SDIA INDM Daily Salary for Severance Pay

Job Litigation Daily Salary: CLI AC SDIA TRAM Daily Salary for Job Lit Salar

Severance Days
Customize | Find | View All First 1-3 of 3 Last

	*Termination Reason	Days/Year	Max. Periods		
1	Collective dismissal	22	24	+	-
2	Non-fulfillment by employer	45	24	+	-
3	Disciplinary inappropriate	45	24	+	-

Labor Agreement ESP - Terminations page

Definition of Daily Salaries

Use this group box to override the daily salary calculations that the payroll process retrieves from the corresponding accumulator elements where processing impacts the selected labor agreement.

Pre-advised Daily Salary

Select the accumulator element that is the daily salary for pre-advised days that the employee or employer does not fulfill. You can create your own accumulator element to fit with your requirements, or you can use CLI AC SDIA PREAV updating it to fit with your requirements.

Severance Daily Salary

Select the accumulator element that is the daily salary for severance pay. You can create your own accumulator element to fit with your requirements, or you can use CLI AC SDIA INDM updating it to fit with your requirements. To override the value set here, you can enter a severance pay amount for the employee on the Manage Termination ESP page.

Job Litigation Daily Salary

Select the accumulator element that is the daily salary for job litigation if the employee appeals termination or the related severance pay amount. You can create your own accumulator element to fit with your requirements, or you can use CLI AC SDIA TRAM updating it to fit with your requirements. You can override this value on the Manage Termination ESP page.

Severance Pay

Termination Reason

Select the termination reason for which you want to override the statutory values for days by year and maximum number of periods. When calculating severance pay for indemnification of service, the payroll calculation process uses the values that you select for the labor agreement instead of the default values set by the T.G.S.S. and defined on the Severance Days page.

Days/Year

Enter the days by year that you want the payroll process to use for this labor agreement when calculating the severance pay for the selected termination reason.

Max. Periods (maximum periods)

Enter the maximum number of periods that you want the payroll process to use for this labor agreement when calculating the severance pay for the selected termination reason.

Managing Employee Termination Information

This section discusses how to enter employee termination data.

Understanding the Termination Management Component

Use the Manage Terminations ESP component to manage the additional termination data that impacts payroll calculation. This component works in conjunction with the termination processing functionality of the Job Data component. After you execute a termination action on an employee through the Job Data component, you can then use the Manage Terminations ESP component to provide additional termination data, if necessary, for that terminated employee.

See Also

[Chapter 17, “Terminating Employees,” Understanding Terminations, page 259](#)

Page Used To Manage Employee Termination Information

Page Name	Object Name	Navigation	Usage
Manage Terminations ESP	GPES_TERM_MNG	Global Payroll & Absence Mgmt, Termination Processing, Manage Terminations ESP, Manage Terminations ESP	Provide the necessary data to handle conditions for employees who are terminated. To manage severance pay, it is necessary to enter data in this page. In case you have to calculate the statutory severance pay, you must also enter the termination reason in this page.

Entering Employee Termination Data

Access the Manage Terminations ESP page.

Manage Terminations ESP													
Warren Pearce	ID KA0007 Empl Rcd# 0												
Manage Terminations ESP													
Termination Date: 08/17/2003	Company Seniority Date: 01/01/1980												
Termination Reason: Disciplinary inappropriate	Currency Code: ESP												
Pre-advised Days Non-Fulfilled Num. Pre-advice Days: 5 Who Pre-advises: Company													
☒ Overwrite Severance Pay Severance Pay <table border="1"> <thead> <tr> <th></th> <th colspan="2">Statutory Values</th> </tr> </thead> <tbody> <tr> <td>Days/Year:</td> <td>50</td> <td>45</td> </tr> <tr> <td>Max. Periods:</td> <td>42</td> <td>42</td> </tr> <tr> <td>Severance Pay Amount:</td> <td colspan="2"></td> </tr> </tbody> </table>			Statutory Values		Days/Year:	50	45	Max. Periods:	42	42	Severance Pay Amount:		
	Statutory Values												
Days/Year:	50	45											
Max. Periods:	42	42											
Severance Pay Amount:													
☒ Appealed Appealed Conciliation Date: 06/25/2006 Sentence Date: 06/25/2006 Final Date for Job Lit. Salary: 06/25/2006 Sentence Job Lit. Salary: 2,000 Sentence Severance Pay: Unemployment Benefits:													
Comment:													

Manage Terminations ESP page

Manage Terminations ESP

Termination Date

The last date that the employee is active in the company. The system obtains this value from the employee's job data record.

Termination Reason

Select the reason why the employee was terminated. The number of statutory days that the system uses when it calculates severance pay depends on the termination reason that you select. T.G.S.S. defines and supplies companies with the valid termination reasons and statutory values.

Based on your selection, the system displays the appropriate statutory values as defined by law in the Statutory Values column of the Severance Pay group box. You must maintain the statutory values for each termination reason on the Severance Days page. The system also uses your selection when calculating indemnification days to pay the employee.

Seniority Pay Calc Date (seniority pay calculation date)

The initial date that the system considers when calculating the employee's severance pay, indemnification days, and job litigation salary. The system obtains this value from the hire date of the employee's job data record.

Currency Code

Select the currency code for the termination pay.

Comment

Enter any additional comments about the processing of the employee's termination. This field is for information purposes only.

Pre-advised Days Non-Fulfilled

Use this group box when the employee or employer has failed to notify the other within the minimum number of pre-advice days.

Num. Preadvice Days
(number preadvice days)

Enter the number of days by which the employee or employer has failed to meet the legal number of pre-advice days that are required at the end of a labor agreement. These non-fulfilled pre-advice days increase or reduce the employee's last payment depending on whether the employee or the employer committed the violation, as specified in the Who Pre-advises field. You must enter a positive value.

Who Pre-advises

Select who has to fulfill the pre-advice days that you have specified in the Num. Preadvice Days field. Your choices are:

- *Employee*: Select this option if the employee does not fulfill the preadvice period. The payroll process deducts the calculated amount from the employee's last payroll payment by writing the value to the DD PREAVISO deduction element.
- *Company*: Select this option if the employer does not fulfill the preadvice period. The payroll process adds the calculated amount to the employee's last payroll payment by writing the value to the DEV PREAVISO earning element.

Severance Pay

To overwrite the severance pay, select the Overwrite Severance Pay check box. Then use the Severance Pay group box to modify the days of indemnification by year of service, or total amount to pay as indemnification. The values that you enter in these fields overwrite the days or amount that the payroll process determines. Values for days of salary by worked year and maximum number of periods vary depending on the contract type and termination reason.

Overwrite Severance Pay

Select this check box to overwrite the severance pay values that the system calculates during the processing of the employee's payroll during the termination period. If you select this check box, the fields in the Severance Pay group box become available for edit. Use these fields to make the necessary overrides.

Days/Year

The number of indemnification days by year that the payroll process considers when calculating the employee's severance pay amount. The system automatically determines the indemnification days by year and displays the value in the Statutory Values column. The system determines the statutory value based on the number of indemnification days by year that is mandatory by law for the specified termination reason. You define these values by termination reason on the Severance Days page.

To override the statutory value that the system determines, enter a value that is greater than the statutory value. When using this override, you must clear the Severance Pay Amount field. Note that the employee is taxed for the severance pay amount that corresponds to the number of days by year that are over the statutory value.

Max. Periods (maximum periods)

The maximum number of periods for indemnification that the payroll process considers when calculating the employee's severance pay amount. The system automatically determines the maximum periods and displays the

value in the Statutory Values column. The system determines the statutory value based on the minimum number of periods mandatory by law for the specified termination reason. You define these values by termination reason on the Severance Days page.

To override the statutory value that the system determines, enter a value that is greater than the statutory value. When using this override, you must clear the Severance Pay Amount field.

Severance Pay Amount

Use this field to override the amount that the system would automatically calculate by multiplying the Days/Year value by a daily salary. Enter the amount of the employee's severance pay. When using this override, you must clear any override value from the Days/Year and Max. Periods fields.

If you instead want to use the severance pay amount that the system calculates, then you must leave this field blank.

Note. The employee is taxed for the severance pay amount that is over the statutory value.

Appealed

If the employee disagrees with the employer about termination or severance pay, select the Appealed check box. Then use the Appealed group box to enter the job litigation information related to the dispute.

Appealed

Select this check box if the employee does not agree with the termination reason or severance pay and lodges an appeal against the termination. If you select this check box, the fields in the Appealed group box become available for edit. Enter the necessary appeals data into these fields. Clear this check box to indicate that the end of the labor relation is effective and that no further action concerning the former employee is required.

Conciliation Date

If applicable, enter the date that the employer and employee reach an agreement in mediation, arbitration, and conciliation court (*Servicio de Mediación Arbitraje y Conciliación* [SMAC]) court. This field is for information purposes.

Sentence Date

If applicable, enter the date on which the judge of the SMAC court dictates a resolution between the employee and the employer. This occurs if the two parties cannot reconcile. Thus you need only enter this date if there is no conciliation date.

Final Date for Job Lit. Salary (final date for job litigation salary)

Enter the final date that the payroll process uses to calculate job litigation salary for the employee. This value can be the conciliation date, the sentence date, or another date upon which the employee and employer reach an agreement. The payroll calculation process considers this date the last date to calculate job litigation salary, using it to determine the number of days in which litigation is involved. Leaving this field blank will cause the job litigation salary to be zero and the employee's final payment will not change. If the employer deposits the maximum statutory amount for severance pay, leave this field blank so that this salary will not be paid.

Sentence Job Lit. Salary (sentence job litigation salary)

Enter the amount that the judge imposes as job salary that is due to the employee during the litigation period. For example, if the termination date is January 19 and the final date for job litigation salary is January 24, then the job litigation salary is based on the 20th through the 24th, which is the

litigation period. This amount overrides the amount that the payroll process calculates for job litigation salary. The payroll process distributes this amount across the months and days of the affected payroll period to properly pay for contributions and taxes. In case of litigation salaries, contributions are reported under L02 payment type in the FAN File.

If you enter a value for this field, you must also enter a value for the Final Date for Job Lit. Salary field.

Sentence Severance Pay

Enter the amount that the judge imposes as severance payment. This amount overwrites the severance pay amount that the payroll process calculates. The employer must pay this amount to the employee less the amount already paid upon termination.

Unemployment Benefits

Enter the amount that INEM has paid to the employee during the job litigation period. You can deduce this amount based on the net amount to pay as job litigation salary for the affected period. If you enter a value for this field, you must also enter a value for the Final Date for Job Lit. Salary field.

Terminating Employees in Self-Insurance Companies

If an employee leaves a self-insurance company while on temporary disability (IT or AT/EP), the employee is entitled to continue receiving the economic benefits for the temporary disability until the end of the sickness event. The self-insurance company must therefore continue managing the cost of the temporary disability.

For the payroll process to include terminated employees who were absent on the termination date, you must terminate the employee with an Action/Reason field value of *Terminated with Pay* (TWP action), or similar action with a payroll status value of *Terminated With Pay*, on the employee's job data record. This sets the Payroll Status field value for the employee to *Terminated With Pay* and makes the employee eligible for payroll processing. You can determine which actions have this payroll status by viewing the Payroll Status field value for the action definition on the Action page of the Action Reason component.

When the employee's temporary illness ends, you must then update the employee's payroll status to *Terminated* by selecting the *Terminated* (TER action) in the Action/Reason field so that the payroll process no longer includes the employee.

Note. Although self-insurance companies must continue to manage the cost of temporary disability for terminated employees who are on temporary disability, these companies do not have to manage the cost of complementary benefits. The payroll process therefore does not calculate complementary benefits earnings for terminated employees.

See Also

[Chapter 9, "Setting Up Social Security Contributions," Understanding Self-Insurance Collaboration Management, page 100](#)

Processing Termination Pay

This section discusses:

- Termination pay calculation.
- Terminations and extra period processing.
- Vacation balance calculation for terminated employees.
- Calculation for non-fulfilled pre-advised days.
- Severance pay calculation.
- Job litigation salary calculation.

Termination Payment Calculation

Termination payments are calculated in the payroll and not as a separate process. The final payment to an employee must include all money due to that employee. This compensation includes the regular salary, extra periods, unused vacation days, and unpaid overtime. The final payment must also consider any outstanding loans and advances, non-fulfilled pre-advise days, severance pay, and litigation salary.

To calculate termination pay, the payroll process calculates:

1. The regular earnings and deductions that are due for the month of termination.
2. The compensation for the unused paid vacation days.

To do this, the system multiplies the daily rate (FNQ FM VAL D VAC) by the number of remaining paid vacation days.

3. The unpaid extra period earnings.

Employees must be paid for the extra pay periods to which they contributed during the year. To calculate the compensation amount, the system multiplies the daily rate by the number of days accrued until the termination date. The daily rate is calculated by taking into account the definition of the extra period. If an extra period has been paid in advance, the system generates an extra period earning with a negative value to deduct the amount paid to which the employee is not eligible.

4. The amount owed for loans and advances, independent of each other.

This amount is automatically deducted from the last payslip.

5. The amount for non-fulfilled pre-advise days, severance pay, and litigation salary.

For Global Payroll for Spain, the payroll process generates termination payments based on the last day that an employee works, which is one day prior to the termination date. The termination date is equal to the effective date of the TER (termination) action on the employee's JOB_DATA record (Job Data component). The system also populates the Contract End Date field with that date, which Global payroll for Spain uses for processing.

When you enter a TER action, the system can invoke the JOB retro trigger for processing of the employee's termination pay. To ensure that the payroll process uses the date one day prior to the termination date for termination payment processing, the delivered JOB retro trigger for terminations offsets the termination date by -1 for actions that equal TER. This can be set by the Offset Days field value on the Trigger Definitions – Field Values page.

See Also

[Chapter 15, “Working with Absence Rules,” page 231](#)

[Chapter 16, “Calculating Extra Periods,” page 253](#)

[Chapter 8, “Working with Loans and Advances,” page 77](#)

Terminations and Extra Period Processing

There are two ways in which the system processes extra period pay when there is a termination in a month that corresponds to an extra period payment:

- The system calculates the extra period for the terminated employee during the calculation of the extra period itself.

Later, the regular payroll process calculates termination pay (including loans, advances, vacations, and so on).

- The system calculates the amount corresponding to the extra period during regular payroll processing as part of termination processing.

The corresponding amount for extra periods is paid through the LIQ PXTR XXX earnings as part of the regular payroll calculation. You exclude the terminated employee from extra period calculation.

Note. Neither of these two ways substitute for the termination payroll. These choices to process termination pertain only to processing extra periods.

To allow for a flexible setup, Global Payroll for Spain provides the CLI VR FNQ P PXTRA variable (pay extra period in termination), with the default value of *N* (don't execute the extra period). This means that, by default, terminated employees will not be included in the extra period calculation during a payment month that is an extra period. The system also provides an informational message, stating that the employee was not included in the extra period calculation, because he or she is terminated in such a period. Values for the CLI VR FNQ P PXTRA are *Y* (pay the extra period payment) and *N* (don't pay the extra period payment).

In the case that an extra period is paid in advance (extra periods with a payment date earlier than the extra period timeframe end date) and in the case of the termination pay calculation, there may be different situations:

- The extra period was not paid, so pending extra periods are paid as part of the current period compensation, deducting the absence days affecting the extra period payment during the termination calculation.
- The extra period was already paid and the termination date is later than the extra period payment date but earlier than the extra period timeframe end date.

The extra period is paid but now those days paid in advance but not worked need to be discounted. The amount to be discounted can be calculated within the current compensation at termination time, or within the compensation paid at such an extra period.

This is designed to be open, setting the value of the variable CLI VR PD VLR PXTR (compensation paid to pay extra period). Values for this variable are *PAGADO* (paid extra period compensation) and *ACTUAL* (current period compensation). The default value is *PAGADO*. Thus, the system calculates this deduction value using the previously paid daily price.

- The extra period was already paid but there are absence days pending to be discounted (absence days that occurred after the payment date but before the extra period end date).

Those days will be discounted in the following extra period calculation (if you have it set up like this). Due to the termination, the absence days will be discounted in the termination pay.

Vacation Balance Calculation for Terminated Employees

Beginning in 2003, Social Security requires new treatment for vacations owed to terminated employees. The pending vacation days that the employee has at the time of termination must be distributed as part of the termination pay.

The vacation balance is calculated depending on the type of vacation days agreed upon in the employee's contract data. The most common types of vacation days are natural days and work days. Natural days includes all days in a month, including weekends and holidays. Working days are the days that the employee actually works and don't include weekends and holidays. The vacation balance calculation is different for each vacation days type.

Note. There are also two other types of vacation days used in Spain – weeks or months. Calculation for all vacation types is discussed in this section.

Calculating Pending Vacation Balance for Natural Days Vacation Type

To calculate compensation due to a pending vacation balance for employees with the natural days vacation type, use this formula:

Daily rate * Vacation balance (natural days)

Calculating Pending Vacation Balance for Work Days Vacation Type

To calculate the work days vacation type, you need to first convert an employee's daily rate to a work days daily rate. After calculating the daily rate, you can get the amount to be paid for vacation not taken by multiplying the work days daily rate times the vacation balance.

The formula to calculate the work days daily rate is:

Work days rate = Daily rate * 360 / (Annual work hours by Labor Agreement / 8)

Note. This conversion rule is an example that considers the annual number of working days equal to Annual work hours by Labor Agreement / 8, since the most common work schedule is 8 hours per day. You can adapt this rule to your specific requirements, modifying the element FNQ FM CONV VAC D.

To calculate compensation due to a pending vacation balance for employees with the work days vacation type, use this formula:

Work days rate * Vacations balance (work days)

Calculating Pending Vacation Balance for Weekly or Monthly Vacation Type

If the employee has a weekly or monthly vacation type, these vacation types must first be converted to natural days. In the case of a weekly vacation type, the natural days is calculated by multiplying natural days by 7. In the case of a monthly vacation type, the natural days is calculated by multiplying natural days by 30.

Calculating Social Security Contributions for Vacation Pay of Terminated Employees

Once the pending vacation days have been calculated, you need to calculate Social Security contributions. To do so, the vacation pay has to be distributed to the terminated employee. In order to distribute the vacation pay, you need to see if the number of vacation days to pay is equal to, lower, or higher than the number of days from the day after the termination date to the last period day. For example, if an employee's last day is April 27 and the period end day is April 30, you need to see if the number of vacation days to pay is equal to, lower, or higher than 3 days.

If the number of vacation days to pay is equal to or lower than the number of days from the day after the termination date to the last period day, a calculation has to be run to get the Social Security base, contributions, and reductions (if applicable) that correspond to those days in the current month. This separate calculation will generate a complementary liquidation in the same month that the regular Social Security liquidation occurs. If this is the case, a new section in the TC2 report needs to be generated.

If the amount of vacation days to pay is higher than the number of days from the day after the termination date to the last period day, you need to go to the following month to continue contributing for those extra pending vacation days (the difference between the total number of pending vacation days and the days after the termination date and last period day). Another calculation has to be run that will generate another complementary liquidation.

Example of Vacation Pay Distribution

Here is an example of how vacation pay is distributed for a terminated employee:

Let's say that an employee has a vacation type of natural days, with a value of 24 natural days per year. The employee is terminated on April 27 and had taken 2 vacation days since the beginning of the year. The vacations entitlement up to the termination date is calculated as follows:

Assuming there are 30 days each in January, February, and March, and 27 days in April (up until the employee's termination), you get this result:

- $(30 + 30 + 30 + 27 / 360) \times 24$ (natural days) = 7.8 days
- Round out 7.8 days = 8 days (vacation entitlement)
- $8 - 2$ (vacation days taken) = 6 (vacation balance)

The vacation days are distributed as follows:

In the termination month of April, the employee will contribute 27 contributed days to Social Security and 3 vacation days to complete the maximum 30 contributed days for a monthly employee. The pending 3 vacation days will be contributed for May to complete all the pending vacation days.

Generating a Unique TC2 Report for Pending Vacation Balances

Because the distribution of pending vacation pay can affect more than one pay period, it is necessary to generate a unique TC2 report to show all the different periods. The code for complementary reports for pending vacations is L13.

See Also

[Chapter 9, "Setting Up Social Security Contributions," page 85](#)

[Chapter 15, "Working with Absence Rules," page 231](#)

Calculation for Non-fulfilled Pre-advised Days

The payroll process uses the following equation to calculate the amount for pre-advised days non-fulfilled.:

Non-fulfilled Pre-advise Amount = Number of non-fulfilled pre-advised days * Daily rate for the pre-advised salary

This amount is added or deducted from the employee's termination payment as applicable.

Severance Pay Calculation

The system contains all of the logic to determine the severance pay amount based on the legal rules for seniority days to pay per year of service. The payroll process calculates the amount to pay the employee in indemnity through the following equation:

Severance pay = Number of Days * Daily Salary for Indemnity

Where

Number of Days = Minimum value of {(Days by Year * Number of Worked Years) or (Maximum Number of Periods * 30)}

The payroll process determines the number of days to pay by taking the lesser value of either (a) the multiplication of days by year of service by number of worked years, or (b) the maximum number of periods by 30. The resulting values vary depending on contract type and termination reason. Note that the Days by Year value is prorated if the year is not complete.

If the employee is in probation period when he is terminated, the employee does not receive severance pay. The system uses the value in the Probation Period field on the employee's labor agreement to make this determination.

Job Litigation Salary Calculation

The system calculates job litigation salaries as part of the regular payroll process. The payroll process differentiates between whether an employee is in a regular period or period for job litigation salary. Once the system makes this differentiation it determines which elements that the payroll process needs to resolve. When calculating job litigation salary, the payroll process calculates payroll for the periods affected by job litigation, considering only the earnings elements that are defined for job litigation salary. To calculate job litigation salary, the payroll process uses the following equation:

Job Litigation Salary = Units * Rate

Where

Units = Number of days to pay for job litigation salary

Rate = Daily gross salary for days of job litigation

Calculation of job litigation salary is the same as normal workdays except for the calculation of daily salary. The system calculates daily salary in one of the two following ways:

- If the employee and employer come to an agreement during litigation, the system calculates the daily salary for job litigation through the following method:
 1. When a termination occurs, the system stores the job litigation daily salary in the termination results table through an accumulator. This accumulator determines which earnings contribute to the job litigation salary.
 2. When the system calculates job litigation salary it retrieves the value from the said accumulator using a historical rule, and then the system multiplies this value by the number of days to pay in the litigation period.
- If the judge imposes an amount for job litigation salary, the system divides this amount across the number of days that are considered part of the job litigation period to obtain the daily job litigation salary.

If this is the case, you can overwrite the amount that the system obtains from the relevant accumulator by entering the amount imposed by the judge on the Termination Management ESP page. The sentence amount imposed by the judge overrides any amount the payroll process calculates. The system divides the amount imposed by the sentence across each month affected by the job litigation salary to correctly calculate the social security contributions and taxations.

Job litigation salary earnings are applicable to both social security contributions and IRPF taxation. Employers must therefore report litigation salary to social security. When you run the payroll process for the employee during the month of the job litigation sentence, the system calculates all job litigation salary as retroactive pay (if they correspond to passed periods) for all payroll periods that are part of the job litigation period, including prorated extra periods, and applies the related social security contributions and taxations to each affected month. Social security contributions corresponding to litigation salaries are reported under a specific code (L02) in the TC2 report.

If the judge determines that the employee was wrongfully terminated and that the employer must rehire the employee, the readmitted employee must return the payment amount received for severance pay to the company, and must return the unemployment benefits received for the period affected by job litigation directly to the national employment institute (*Instituto Nacional de Empleo* [INEM]). The process considers the readmitted employee's salary for the period affected by job litigation as normal worked days.

Running Termination Reports

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

- Run the Company Certificate report.
- Create the Termination Letters report.

Understanding Termination Reports

In Global Payroll for Spain, you can create the two reports that are required for employees who terminate their contracts:

- Release document.
- Company certificate.

Release Document

The release document establishes an employee's termination conditions, indicating the end date of the contractual relationship (the sign date) and the total termination compensation (including the respective monthly compensation). It must be signed by the employees to indicate that they agree to the termination conditions.

The release document can be printed only after the termination payment has been calculated (so that net to pay and the different components and amounts are included). The release document can be presented to the employee with the regular payslip. Thus, termination compensation can be included in the regular payslip or separately.

Even though the organization issues the release document, it is written in the employee's voice and includes the following information:

- Employee name.
- Company name.
- Hire and end date.
- Employee professional category.
- Total termination compensation, including social security contributions and tax deductions.

Note. You must define the payslip template with the elements that you want to include in the printed payslip

- Employee signature.

Company Certificate

The company certificate may be issued to an employee by an organization at the end of the contractual relationship. The Social Security office (INEM) uses the Company Certificate report to calculate employee unemployment benefits based on contributions for the last 180 days, as detailed in the certificate. It is mandatory that companies give this report to an employee when the employee is terminated so that the employee can acquire an unemployment salary. The basic information that this report provides are the contributions that correspond to the last 180 days prior to the termination and the contributions that are paid for vacations at termination.

The report needs to contain the termination reason, reason description, and an official code provided by the INEM code table. You need to ensure that action reasons table contains the right codes to be used during Company Certificate reporting

The Company Certificate report contains a box for job litigation salary information. This cell includes the following data:

- The start date for the job litigation salary, which is the date of the employee's termination.
- The end date of the job litigation salary, which, depending on litigation results, is the conciliation date, the sentence date, or the final date for job litigation salary.
- The number of days considered for job litigation salary.

Within the contribution period of the last 180 days, if there are job litigation salaries then the system includes this data in the Company Certificate report. INEM requires this information to be within the report.

Pages Used to Run the Termination Reports

Page Name	Object Name	Navigation	Usage
Company Certificate Report	GPES_RC_FNQ1	Global Payroll & Absence Mgmt, Termination Processing, Company Certificate Report ESP, Company Certificate Report	Run the Company Certificate (GPESFNQ1) report. This report shows the monthly social security contributions for the last 180 days. This report is sent to the government unemployment office to calculate the unemployment benefit.
Create Termination Letters	GPES_RC_FNQ2	Global Payroll & Absence Mgmt, Termination Processing, Create Termination Letters ESP, Create Termination Letters	Run the Create Termination Letters report (GPESFNQ2) that generates a release document for the employees listed.

Running the Company Certificate Report

Access the Company Certificate Report page.

Company Certificate Report

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

Run

Report Request Parameters

Company Representative

Responsible ID: 0016 Raquel Andres
Employee Record Number: 0 Job Code:
As Of Date: 06/25/2006

Terminated Employees

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

	*Employee ID	Employment Record Number	Name		
1	KA0007	0	Warren Pearce	+	-

Company Certificate Report page

Company Representative

- Responsible ID** Select the employee who is responsible for signing the document on behalf of the company.
- Employee Record Number** Select the employee record number for the responsible ID.
- Job Code** The system displays the job code that corresponds to the employee ID.
- As of Date** Enter the date that the termination goes into effect.

Terminated Employees

- Employee ID** Enter the ID for the employee being terminated. The system displays the employee name.
- Employment Record Number** Select the employee record number for the terminated employee.

Note. The payroll process calculates the pending vacation days for the terminated employee, as part of the termination calculation. The Company Certificate report process uses the information about regular contributions and pending vacation days at termination, inserting the pending vacation days and the Social Security bases such as the Common Contingencies base and the Professional Contingencies base for those pending vacation days into the Company Certificate report.

Creating the Termination Letters Report

Access the Create Termination Letters page.

Create Termination Letters

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

Run

Report Request Parameters

Terminated Employees

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

	Employee ID	Employment Record Number	Name		
1	KA0007	0	Warren Pearce	+	-

Create Termination Letters page

- Employee ID** Enter the ID for the employee for whom a termination/layoff letter will be created.
- Employee Record Number** Select the employee record number for the terminated employee.

Viewing Delivered Termination Elements

This section discusses:

- Delivered termination earnings.
- Delivered termination deductions.

Delivered Termination Earnings

Extra period termination earnings that are considered to be part of the termination process must be specified in the Termination Earning field on the Extra Period Definition page.

An employee who is entitled to extra periods in July and December, for example, would be paid the earnings LIQ PXTR JUL and LIQ PXTR DIC.

Note. Global Payroll for Spain delivers sample earnings that are defined as PeopleSoft Delivered/Not Maintained. If you want to create your own termination elements, first define them on the Earnings page and then list them on the Extra Period Definition page.

See [Chapter 5, “Working with Labor Agreements,” Defining Extra Period Data, page 53](#).

Example of Termination Earnings Calculation

Let's say that an employee has a total gross annual compensation of 50,000 EUR. The labor agreement specifies that the employee will receive two extra period payments; one will be paid on June 15 and the other on December 15. Your company has a monthly payroll, so in addition to the 12 regular payments, there are two other payments, making it a total of 14 payments in a year. To get the gross compensation for the monthly payment, you will calculate the following:

$$50.000/14 = 3571.43 \text{ EUR}$$

Let's say that the employee joined the company on March 1 and that the timeframe for the June extra period is six months (from January to June). The extra period payment date is June 15. He will earn 4/6 times the gross compensation of the payment because he has been working for four months.

Remember that the payment date does not alter the result so the extra period calculation will take into consideration the days worked up to June 30, regardless of the payment date. For example, if the payment date is June 15 and the time frame end date is June 30, the system calculates the days worked from May 15 to June 30.

The result for a monthly employee who joined the company in mid-May (using a month with 31 days) is:

$$((17+30) / 180) * 3571.43 = 0.261111 * 3571.43 = 932.54 \text{ EUR}$$

The result for a daily employee is:

$$((17+30) / 181) * 3571.43 = 0.259669 * 3571.43 = 927.39 \text{ EUR}$$

Now let's take the example of an employee hired March 1 and terminated May 31.

If the employee is paid monthly, the result is:

$$((30 + 30 + 30) / 180) * 3571.43 = 0.5 * 3571.43 = 1785.72 \text{ EUR}$$

If the employee is paid daily, the result is:

$$((31 + 30 + 31) / 181) * 3571.43 = 0.508287 * 3571.43 = 1815.31 \text{ EUR}$$

This amount is paid through the earning element for the June extra period that's specified in the Termination Earnings field on the Extra Period Definition page.

Delivered Termination Earnings

This table lists the delivered termination earnings:

Earning	Description
DEV PREAVISO	Pre-advised earning. This is the amount to add to the employee's last payment for preadvice days not fulfilled by the employer. Define preadvice days not fulfilled for an employee termination on the Termination Management ESP page.
INDMNCN	Termination indemnity. This is an existing element that stores the severance pay that is paid to a terminated employee. The calculation rule for this earning element has been modified from Amount to Unit * Rate, as defined on the Earnings - Calculation page.
INDMNCN SENT	Sentence indemnity. This is the amount of severance pay that the judge imposes during job litigation, as defined on the Manage Terminations ESP page.

Earning	Description
LIQ PXTR DIC	December extra period termination. Used for December extra period termination payment. The execution of this earning is conditioned to generation control FNQ GC LIQ DEV.
LIQ PXTR JUN	July extra period termination. Used for July extra period termination payment. The execution of this earning is conditioned to generation control FNQ GC LIQ DEV.
LIQ PXTR SEP	September extra period termination. Used for September extra period termination payment. The execution of this earning is conditioned to generation control FNQ GC LIQ DEV.
SAL TRAMIT	Amount calculated as job litigation salary.
VAC NDSFRTDS	Terminate vacation days paid at termination. Used to store the amount corresponding to vacation days that are paid at termination.

See Also

[Chapter 5, “Working with Labor Agreements,” Defining Extra Period Data, page 53](#)

[Chapter 5, “Working with Labor Agreements,” Defining Extra Period Earnings, page 55](#)

Delivered Termination Deductions

This table lists the delivered termination deductions:

Deduction	Description
DD PREAVISO	Pre-advised deduction. This is the amount to subtract from employee’s last payment for preadvice days not fulfilled by the employee. Define preadvice days not fulfilled for an employee termination on the Termination Management ESP page.
DD DESEMPLEO	Unemployment benefits. This is the amount subtracted from an employee’s job litigation salary for unemployment benefits accrued during the litigation period of an appealed termination.
DTO PXTRA AUS	Absence on extra period already paid. This deduction is generated in case an advance extra period is paid, and then an absence occurs after the extra period has already been paid.

Deduction	Description
LIQ ADLNT0	Advance termination. Used for advance termination payment. Customer field 5 contains label 'LIQ ADLNT0' (See FNQ FM AYP VAL).
LIQ PRSTMO	Loan termination. Used for loan repayments (Capital part) termination payment. Customer field 5 contains label 'LIQ PRSTMO' (See FNQ FM AYP VAL).
LIQ V SS CC	Vacation treatment for social security common contingency. Used to calculate an employee's common contingencies contributions due to vacations not taken at the time of termination.
LIQ V SS DS	Vacation treatment for social security unemployment. Used to calculate an employee's unemployment contributions due to vacations not taken at the time of termination.
LIQ V SS FP	Vacation treatment for social security professional treatment. Used to calculate an employee's professional training contributions due to vacations not taken at the time of termination.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Spain. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Viewing Delivered Elements,” Understanding How to View Delivered Elements

[Chapter 9, “Setting Up Social Security Contributions,” Viewing Delivered Social Security Deductions, page 112](#)

CHAPTER 18

Understanding Gross and Net Guarantee

This chapter discusses:

- Gross and net guarantee overview.
- Gross to net calculation method.
- Net to gross calculation method.
- Extra period calculation.

Gross and Net Guarantee Overview

When you calculate an employee's total salary, it's important to consider some adjustments to the base salary that are specified in the employee's personal agreement. These adjustments may come from an employee's contract. Typically, employee compensation in Spain is defined by a labor agreement. However, you can define compensation in different ways using Human Resources.

For employees whose personal agreement defines a net or gross amount, the system compares the employee's contract with the compensation defined for the employee (usually in the labor agreement). If these two amounts are the same, no adjustment is necessary. This salary includes both base salary and complements.

Compensation Setup - Gross to Net

A gross to net adjustment is necessary when the annual gross salary stated in an employee's personal agreement is different from the gross salary reflected in the employee's labor agreement (if compensation is defined at the labor agreement level). This agreed value is stored in the Target Compensation Rate field on the Job Data - Compensation Page.

See *PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce*, "Increasing the Workforce".

The system calculates and displays the estimated difference between the negotiated gross and the sum of all earnings that the employee would receive by default based on his or her professional category, job code, or other defaulting criteria. This amount is known as the absorbable complement (*complemento absorbible*).

Compensation Setup - Net to Gross

This type of adjustment applies when an employee's personal agreement states a net amount. This agreed net amount is stored in the Target Compensation Rate field on the Job Data - Compensation Page.

The system calculates and displays an estimated absorbable complement as the difference between the targeted net compensation and the sum of all net earnings that the employee would receive by default based on his professional category, job code, or other defaulting criteria. The targeted compensation rate is the net guarantee to the employee.

Note. In both cases, we refer to the estimated absorbable complement because it doesn't consider seniority. The actual amount is calculated during the payroll process and is reflected in the earning element COMP ABRBLE.

Calculation - Gross to Net

The system calculates an absorbable complement as the difference between the negotiated gross and the sum of all basic earnings calculated for the employee during the payroll calculation (including, for example, seniority earnings) that are defined as absorbable. Absorbable means that increases in the value of the earning are absorbed by the absorbable complement.

Note. To specify that an earning is absorbable, you must include the rate component of the earning EARNING_VLR as a member of the accumulator AJB AC DEV BAS S.

Calculation - Net to Gross

The system uses an iterative process to calculate the gross amount from the net amount guarantee and an estimated gross amount. The difference between the calculated gross amount and the sum of all basic earnings defined as absorbable and calculated for the employee is assigned to the absorbable complement.

Note. To specify that an earning is absorbable, you must include the rate component of the earning EARNING_VLR as a member of the accumulator AJB AC DEV BAS S.

See Also

Chapter 4, "Understanding Basic Earnings," Base Salary, page 35

Gross to Net Calculation Method

To determine the absorbable complement for a gross to net calculation, the system:

1. Calculates the agreed monthly gross income based on the employee's gross guarantee.
The system retrieves the agreed gross from the Target Compensation Rate field on the Job Data - Compensation page and calculates the daily value, taking into account the number of regular and extra periods. If the Target Compensation Rate field is blank, the system uses the value in the Annual Rate field on this page.
2. Calculates the total daily value of the absorbable earnings specified for the employee on the Job Data - Compensation page.
This calculation takes into account extra periods defined in the labor agreement and absences.
3. Calculates the difference between the agreed daily gross amount (step 1) and the monthly gross amount calculated in (step 2).
The system calculates the difference using the daily value for both amounts and then multiplies the difference by the number of days worked. This amount is stored in the absorbable complement earning COMP ABRBLE.

Note. To specify that an employee's earnings must be adjusted gross to net, assign a supporting element override to variable GEN VR TIPO AJ SAL with a value of *BRUTO*.

Example

For this example, assume that the employee has these salary details:

Agreed annual income	40.334,00 EUR
Earnings defined in the labor agreement for the employee's professional category	Base salary: 750 EUR/month Complement: 500 EUR/month
Extra periods (defined in labor agreement)	Extra Period 1: Earnings: Base salary and Complement Earnings Pct: 100% Pct if Salary Adjustment: 100%
	Extra Period 2: Earnings: Base salary and Complement Earnings Pct: 100% Pct if Salary Adjustment: 100%

To calculate the absorbable complement, the system:

1. Calculates the agreed monthly income by dividing the annual value by the total number of payments in the year:

$$40.334,00 / 14 (12 \text{ months} + 2 \text{ extra periods}) = 2.881,00 \text{ EUR per month}$$

2. Determines the monthly income based on the labor agreement:

$$\text{Total monthly income per labor agreement: } 750,00 + 500,00 = 1.250,00 \text{ EUR/month.}$$

3. Calculates the difference between the agreed monthly gross amount and the monthly gross amount according to the labor agreement:

$$2.881,00 - 1.250,00 = 1.631,00 \text{ EUR per month}$$

This is the amount of the monthly adjustment or absorbable complement that the employee receives in addition to the base salary and annual complement stated in the labor agreement. This amount is calculated as Unit * Rate, where the Unit is the number of worked days in the period. and the Rate is the monthly amount divided by 30 for monthly employees or the number of days of the payment period for daily employees.

Note. The system always considers extra periods in the gross to net calculations to obtain the annual gross.

Net to Gross Calculation Method

To calculate an employee's gross salary from an agreed net amount, the system needs the following information:

- All basic earnings that the employee receives based on professional category or the salary plan. This information is on the Job Data - Compensation page.
- The total number of periods.
- An estimate of the gross salary. This figure is used as the starting point for the iterative calculations. By default, the system calculates the estimated gross by annualizing the net amount and increasing the result by 30 percent to cover statutory deductions. You can override this percentage, to get a more accurate starting point for the calculation, by changing the value of the variable AJN VR TAX PCT EST. For example, to set the percentage to 20 percent, you would assign 1.20 to the variable.

Note. The net to gross process considers only social security and tax deductions. Other deductions, such as loans and advances, garnishments, and union fees, are not included in the calculation loop because they are applied to the net.

To obtain the annual gross salary, the system:

1. Calculates the estimated gross salary.
2. Calculates the net amount from the estimated gross.

To accomplish this, the system:

- Divides the estimated annual gross by the total number of periods to calculate all the monthly gross earnings.
 - Subtracts the tax deductions from the monthly gross. The system calculates the IRPF deduction for that income.
 - Subtracts the social security contribution from the monthly gross.
3. Determines the difference between the calculated net and the actual net.

The system uses this formula to calculate the difference:

Agreed Net – Calculated Net = Difference

If the difference is 0,05 EUR or less, the estimated gross amount is considered to be accurate and the calculation is complete. If not, the process continues to step 4.

Note. You can define the acceptable variation between the agreed net and the calculated net by customizing the variable AJN VR TOLERANCIA. Global Payroll for Spain delivers the value of the variable as 0.05 euros, but you can change this value during implementation.

4. Calculates a new estimated gross amount.

Using the difference calculated in Step 3 and the following formula, the system calculates a new estimated gross amount:

New Estimated Gross = Estimated Gross + Difference + (Difference * (1 - (Calculated Net / Estimated Gross)))

5. Recalculates the net from the new estimated gross (repeat step 2).

The system repeats Step 2 to recalculate the net from the new estimated gross. Steps 2 through 5 are iterative and can occur up to five times. If the difference between the calculated net and the actual net (calculated in Step 3) is more than 0,05 EUR after five attempts, the system ends with the fifth calculation.

Note. This iterative process is required because changing the estimated gross can affect the seniority amount, the prorated extra period, the absorbable complement, and social security contributions. More importantly, the tax percentage can change producing a different deduction.

Note. To specify that an employee's earnings must be adjusted net to gross, assign a supporting element override to variable GEN VR TIPO AJ SAL with a value of *NETO*.

Note. The IRPF percent is calculated every month for net to gross employees, even if the corresponding normalization schedule doesn't set it up.

See [Chapter 11, "Calculating Taxes," page 137](#).

Example

According to his contract, Jose earns a monthly net payment of 1.500,000 EUR. His labor agreement stipulates 14 periods per year. Following the steps shown above, the system:

- Calculates the estimated gross amount: $1500 \times 1,3 = 1950$ (Net amount increased by 30 percent).
- Resolves all basic earnings and calculates absorbable complement, taking into account the estimated monthly gross amount and the total of all basic earnings.
- Subtracts the tax deductions from the total monthly gross.
Assuming a tax rate of 12,12 percent, this deduction is 236,34.
- Subtracts the social security contribution from the monthly gross.
Assuming after calculating the social security base, the contribution is 53,30. The monthly net is $1950 - 236,34 - 53,30 = 1660,36$.
- Determines the difference between the calculated net and the actual net: $1660,36 - 1500,00 = 160,36$ EUR.
- Because the difference is greater than 0,05 EUR, the system calculates a new estimated gross and repeats this process until this value is within an accepted range of the actual net.

See Also

[Chapter 11, "Calculating Taxes," page 137](#)

[Chapter 9, "Setting Up Social Security Contributions," page 85](#)

Extra Period Calculation

With Global Payroll for Spain, you define the earnings that contribute to an extra period and the percentage of each earning. For example, you can define an extra period that consists of 100 percent of the monthly base salary and 50 percent of the employee's monthly transport complement.

For employees whose salary is adjusted gross to net or net to gross, you also define the extra period value as a percentage of the agreed monthly salary. If you define the percentage as 100, the employee's extra period is equal to the agreed monthly salary, regardless of the earnings defined in the extra period. If the extra period is 60 percent of the agreed monthly salary, the system calculates the absorbable complement based on this reduced monthly amount.

You define the percentage using the Percent if Salary Adjustment field on the Extra Period Definition page.

See [Chapter 5, "Working with Labor Agreements," Defining Extra Period Data, page 53](#).

To calculate the absorbable complement for the employee's extra period, the system:

1. Multiplies the agreed monthly salary by the percentage adjustment specified for the extra period (Percent if Salary Adjustment field on the Extra Period Definition page). This gives the gross extra period amount.
2. For each earning defined for the extra period, the system multiplies the earning amount by the percentage defined for that earning in the labor agreement (Earning Percent field on the Extra Period Eligibility Earnings page.).
3. Calculates the total of all the earnings calculated in step 2.
4. Calculates the difference between the extra period amount calculated in step 1, and the total earnings for the extra period calculated in step 3. This is the absorbable complement for the extra period.

Note. For net-to-gross adjustments, the calculation of extra periods is part of an iterative process. For each iteration, the resulting net amount is compared with the agreed net amount. If it does not match, a new gross salary is calculated and the resulting net amount recalculated until it matches the agreed net amount.

Calculation Example

This example explains how the system calculates the employee's salary and extra periods when the extra periods are not based on 100 percent of earnings:

Note. To make it easier to understand the calculation, this example uses monthly values. However, the system actually uses daily values in the calculations.

Agreed annual income	50.750,00 EUR
Earnings defined in the labor agreement for the employee's professional category	Base salary: 500 EUR/month Transport complement: 200 EUR/month
Extra periods (defined in labor agreement)	Extra Period 1: Earnings and Earnings Pct: Base salary 50%, Transport 40% Pct if Salary Adjustment: 50%

	Extra Period 2: Earnings and Earnings Pct: Base salary 100%, Transport 50% Pct if Salary Adjustment: 100%
	Extra Period 3: Earnings and Earnings %: Base salary 80% Pct if Salary Adjustment: 100%

To calculate the monthly agreed salary, the system divides the agreed annual salary by the total number of payment periods, taking into account the extra periods:

$$50.750 / 14,5 (12 + 0,5 + 1 + 1) = 3.500 \text{ EUR /month}$$

Next, the system calculates the monthly salary according to the labor agreement:

$$\text{Total monthly income per labor agreement: } 500 + 200 = 700 \text{ EUR/month.}$$

The system then calculates the difference between the agreed monthly gross amount and the monthly gross amount according to the labor agreement:

$$3.500 - 700 = 2.800 \text{ EUR}$$

This is the amount of the monthly adjustment or absorbable complement that the employee receives in addition to the base salary and annual complement stated in the labor agreement.

To illustrate how the system calculates the extra periods for this employee, let's consider extra period 1 as an example:

1. First the system calculates the gross extra period amount by multiplying the agreed monthly salary by the percentage adjustment (50%) specified for the extra period:

$$3.500 * 0,5 = 1.750,00$$
2. Then the system calculates the value of all the earnings included in the extra period by multiplying the earning by the earning percentage:
 Base salary = 250 EUR ($500 * 0,5$) and Transport = 80 EUR ($200 * 0,4$)
3. The next step is to calculate the total of the earnings for the extra period: $250 + 80 = 330 \text{ EUR}$
4. Finally, the system calculates the absorbable complement by subtracting the total earnings (step 3) from the gross extra period amount calculated in step 1:

$$1.750 - 330 = 1.420,00 \text{ EUR}$$

Thus the employee's extra period is comprised of earnings for base salary and transport, and the absorbable complement.

This table summarizes the calculations of all extra periods for this employee:

Period	Earnings	Amount per Month	Earnings Percentage	Earnings Amount	Extra Period Amount
1	Base	500	50%	250	1.750 (250 + 80 + 1.420) = 50% of agreed monthly salary
	Transport	200	40%	80	
	Absorb. Complement			1.420	
2	Base	500	100%	500	3.500 (500 + 100 + 2.900) = 100% of agreed monthly salary
	Transport	200	50%	100	
	Absorb. Complement			2.900	
3	Base	500	80%	400	3.500 (400 + 3.100) = 100% of agreed monthly salary
	Absorb. Complement			3.100	

The employee's annual salary is summarized below:

Regular periods = $12 * 3.500 = 42.000$ EUR

Extra periods = $1.750 + 3.500 + 3.500 = 8.750$ EUR

Total Annual Salary = $42.000 + 8.750 = 50.750$ EUR

See Also

Chapter 5, "Working with Labor Agreements," Defining Labor Agreements, page 47

Chapter 16, "Calculating Extra Periods," page 253

CHAPTER 19

Managing Off-Cycle Payments

This chapter provides an overview of off-cycle processing and discusses how to:

- Record manual payments.
- Process payroll corrections.
- Make unscheduled payments.
- Issue advance payments.

Note. Please refer to *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook* for information on off-cycle setup and processing.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Configuring Off Cycle Transactions”

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Managing Off Cycle Processing”

Understanding Off-Cycle Processing

This section discusses:

- The off-cycle process.
- Types of off-cycle transactions.

The Off-Cycle Process

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

Types of Off-Cycle Transactions

The four types of off-cycle transactions are:

1. Manual payments

Manual payments enable you to enter payments that you have calculated and paid outside of the payroll system. Examples include paying a new hire with a manual check, because their pay details were not entered in time for the normal pay run.

2. Corrections

Corrections enable you to correct results of any finalized payroll. Examples include recalculation due a sickness not entered in the system on time or unpaid overtime.

3. Additional payments

Additional payments enable you to enter one-time payments that fall outside the normal payroll process. Examples include one time bonuses or expense reimbursement.

4. Advances

Advances enable you to pay payees before their normally scheduled pay run. Examples include salary due on termination.

Recording Manual Payments

Manual Payments are payments that you record for items that you calculate and pay outside of the system, such cash or check payments. In Spain manual payments might correspond to advances, expenses, or special payments such a bonus or a commission paid out the regular cycle.

When entering manual payments for Spanish payees, it is recommended that all calculations be manually calculated outside the system and then entered. The following areas need to be considered carefully when entering manual payments:

- Selecting the Target Period ID when adding a new off-cycle request.

It is recommended that you select the target period that coincides with a previous finalized calendar or the current open calendar.

- Selecting the Calendar Control on the Manual Payment Detail page.

The selection of the Payment Date directly affects how elements are accumulated. For example, if you have an accumulator that accrues based on period end date, the payment date may not update the accumulator balances at the right time.

The Period Begin Date and Period End Date default from the Target Period ID. It is recommended that these dates not be changed as the delivered Spanish rules have been designed to calculate using whole periods, and may not automatically segment if a partial period is entered.

- Selecting Processing Controls on the Manual Payment Detail page.

The Run Type defaults from the calendar paid and it is recommended that the default be used. To ensure that the payee's manual payment is processed by the system, the *Allow Duplicates* check box must be selected on the run type; otherwise, the payee may not be processed again if the system detects that they have already been processed in the period.

The option that you select in the Element Selection group box indicate the elements to process with the off cycle transaction. If using the *Limited Element Set* option, you need to ensure that all elements calculate independently of pre- or post-processing formulas, as these do not resolve during off-cycle processing.

Note. Manual payments are used to record monetary values only, absence accumulators will not be updated using this method.

Processing Payroll Corrections

The payroll corrections functionality of off-cycle payroll processing enables you to change finalized results for specific employee and calendar combinations due to such things as user error or missing information.

A common cause of missing information is that your company might run payroll before the end of the month to ensure that employees receive their money by the last day of the month. Because of the early payroll run there might be missing information from the remaining days of the month that you need to report to Social Security, such as terminations, hires, sicknesses, and overtime.

Global Payroll for Spain provides two options for reporting the missing information to Social Security in a FAN file.

One option for reporting the missing information to Social Security in a FAN file is to wait until the next payroll and run retroactive processing of payroll as part of the payroll calculation for the subsequent month to correct the payroll and pay for differences. You must report this retroactive processing information in a complementary FAN file when generating the FAN file for the subsequent month. Due to reporting the information late, Social Security charges a surcharge. Global Payroll for Spain calls this running a pure retroactivity.

To avoid paying the accompanying surcharge for the complimentary FAN file report, you can use off-cycle processing to make payroll corrections for the affected payroll. You can run a correction in two different ways:

- Run off-cycle processing to make payroll corrections for the affected payroll so that you can report the information to Social Security using the latest payroll run.

This is called correcting a payroll. By running the payroll correction before the subsequent payroll run, you can avoid generating a complimentary FAN file and its accompanying surcharge.

- Run a special run type *CORRECCION* to cause the same effect.

Note. Technically, a payroll correction is a retro calculation where the system behavior is changed to deliver Social Security and tax data in a different way using Global Payroll for Spain elements.

There are two ways to run a payroll correction of a finalized payroll:

There are two ways to run a payroll correction of a finalized payroll:

- Use a special calendar with a specific run type of *CORRECCION*.
- Use core Global Payroll off-cycle functionality.

Running Corrections Using a Specific Run Type

To run a payroll correction using a special calendar with a specific run type of *CORRECCION*:

1. Run the regular payroll for the month, finalize it, and pay it.
2. Enter new data that impacts that payroll run.
3. Create a correction calendar using the Calendars component or the Calendars - Automated Creation component.

System will automatically run a correction for all the employees affected by pending changes, provided that the calendar and calendar group meet the following criteria:

- Select for the calendar a Period ID that has begin and end dates that are the same as the period to be corrected.

(This informs the system to perform a correction calculation rather than a true retroactivity calculation)

- Select for the calendar a Run Type of *CORRECCION*.
 - Select for the calendar the Payee Selection option of *All Payees with ...*
 - Select for the calendar the Additional Criteria option of *Pending Retroactive Changes*.
 - Select for the calendar group the Process retro triggers check box for the off cycle calendar group.
4. Run the payroll for the correction calendar to perform the correction calculation.
 5. Run the banking process for the off-cycle calendar group to pay employees the difference between the regular payroll calculation and the correction payroll calculation.
 6. Generate monthly legal reports.
 7. Generate payslips:
 - If you select the original calendar group, the system generates one payslip that corresponds to the first payroll calculation.
 - If you select the new target calendar group and also select to print just the retro calculation, the system prints one payslip corresponding to the delta calculation between the first payroll calculation and the correction payroll calculation.

The following example illustrates how to process a payroll correction for Global Payroll for Spain. Let's say that you run the regular payroll for January on January 25. To do so, create the corresponding calendar and calendar group called ENE PAYROLL. On January 30th finalize the January payroll and run the banking process for the calendar group ENE PAYROLL.

On February 2 the payroll administrator receives positive input about overtime for EMP1 that corresponds to the January payroll calendar. (Note that in this example we assume there is a retro trigger defined for GP_PI_MNL_DATA.) On February 5 the payroll administrator realizes that there was no reduction entered for employee EMPL2 and enters the reduction at the contract data level. (Note that in this example we assume that there is a retro trigger defined for CNTRCT_DATA_ESP. IN both of these cases the system generates a retro trigger for each of these employees that will cause retroactive processing for January the next time that you run the payroll process. You can check which employees are impacted by retro calculations on the Review Triggers page by navigating to Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Review Triggers.

On February 15 the payroll administrator wants to run a correction of January payroll to consider all the changes that happened after it was run. He doesn't want that this correction will cause Social Security complementary reporting due the fact he is still Note that because the payroll administrator is still on time to generate the FAN file for January the company does not have to submit a complementary FAN file to Social Security and does not incur the corresponding surcharge. The payroll administrator creates a calendar group containing just one calendar with the necessary conditions for running a payroll correction.

The payroll administrator runs the new calendar group and, after checking results, finalizes the payroll run. To pay differences, the payroll administrator runs the banking process for the calendar group ENE CORRECCION. The process generates a banking file that contains just the delta between the first payroll run and the correction calculation.

When the payroll administrator or another user runs tax or Social Security reports, the system uses the recalculated values. For the FAN file, the report includes modifications that were made in February affecting January in the regular report, not a complementary report.

The payroll administrator can generate payslips for January, printing one payslip for the ENE PAYROLL calendar group that corresponds to the first payroll calculation for January and another payslip for the ENE CORRECCION calendar group that corresponds to the delta calculation between the first calculation and the correction calculation.

Running Corrections Using Off-Cycle Functionality

Global Payroll for Spain delivers off-cycle configurations for corrections off-cycle requests that are related to the following reasons: new hires, new terminations (for terminations after the first payroll run), and payroll correction. Define configurations for off-cycle requests on the Off-Cycle Configuration page.

To run corrections using core Global Payroll off-cycle functionality:

1. Run the regular payroll for the month, finalize it, and pay it.
2. Enter new data that impacts that payroll run.
3. Create an off-cycle request.

Navigate to Global Payroll & Absence Mgmt, Absence and Payroll Processing, Off Cycle, Off Cycle on Demand and perform the following steps:

- a. Select as Target Period ID the period that you want to correct.
 - b. Create a request by providing the information about the off cycle processing that you want to run.
 - c. List the employees for which you need to enter data to correct the finalized payroll in the Corrections - List Payees and Calendars grid.
 - d. Access the Correction Request Details page to enter the calendar to correct.
 - e. Click the PI Calendar to Correct link to enter the positive input into the finalized payroll that you want to correct.
 - f. Click the Absence Event Entry link to enter absences affecting the finalized payroll that you want to correct.
 - g. Provide a supporting element override in the target calendar by accessing the supporting element overrides, clicking the Target Calendar link, and entering a value */* for the variable CLI VR CORRECCION.
4. Create a calendar group on Off Cycle On Demand page.
 5. Click the Calculate button on the Off Cycle On Demand page to run the off-cycle processing and perform the off-cycle calculations.
 6. Click the View Status and Results link to check processing results.
 7. Finalize the off-cycle processing so that you can pay the delta.

Making Additional Payments

Use the additional payments functionality that is part of off-cycle processing to make one-time unscheduled payments that are processed outside of the normal on-cycle payroll. Examples include one-time bonuses, awards, and expense reimbursements. These transactions are similar to manual payments in many respects; however, the system calculates the amount for additional payments.

The following areas need to be considered when entering additional payments:

- When selecting the period paid, it is recommended that you select the previous finalized calendar or the current open calendar.
- This method is used to record monetary values only. Absence accumulators will not be updated.

Issuing Advance Payments

Advance processing is the processing of on-cycle calendars ahead of their regular schedule. Use the advances functionality of off-cycle processing when you would like to pay an employee before their normal on-cycle pay run. Examples include payments for early terminations (where the termination payment needs to be paid immediately and not in the next on-cycle pay run), full periods advances, and partial period advances.

The following is recommended when making advance payments:

- Always select the next open calendar, as skipping calendars may update accumulators incorrectly.
- Absence accumulators will calculate automatically for the calendar group selected.

Global Payroll for Spain delivers an off-cycle configuration for advance payments off-cycle requests that you can use for advance terminations. Define configurations for off-cycle requests on the Off-Cycle Configuration page.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Configuring Off Cycle Transactions”

CHAPTER 20

Setting Up Payslips

This chapter discusses how to:

- Set up payslips.
- View payslips.
- Generate payslips.

Setting Up Payslips

To define payslips and sort keys, use the Templates ESP (GPES_PAYSLIP) component. To define which earnings and deductions, social security contributions, taxes, and totals to display on a payslip, use the Templates ESP (GPES_PAYSLIP) component.

This section lists the common elements used in this chapter and discusses how to:

- Set up a payslip.
- Set up sort keys.
- Select earnings and deductions for a payslip.
- Select social security contributions for a payslip.
- Select taxes for a payslip.
- Select totals for a payslip.

Common Elements Used in This Chapter

Payslip ID	The system automatically displays the payslip ID that you created or entered to access this page.
Element Print Order	Enter the order in which you want the element to appear on the payslip. If an element has the Element Print Order <i>1</i> , the element appears as the first element on the payslip.
Element Type	Specify whether the element is an <i>Earning</i> or a <i>Deduction</i> .
Element Name	Select the element that you want to appear on the payslip. If you selected the Element Type <i>Earning</i> , the system displays a list of the earnings that are defined in your system.
Take description from	You can use either the element description (that was created when the element was created), or you can create your own description, which appears on the payslip: <i>User Text</i> or <i>Element</i> .

Description	Description appears if you take the element description from the <i>User Text</i> . Enter your description of the element here.
Lines Before	Enter the number of empty lines you want to appear on the payslip before this element.
Lines After	Enter the number of empty lines you want to appear on the payslip after this element.

Pages Used to Set Up Payslips

Page Name	Object Name	Navigation	Usage
Payslip Setup	GPES_PSLIP_GRP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates ESP, Payslip Setup	Create a new payslip for the pay groups that you select. This includes defining how retroactivity and extra periods are managed, and selecting the SQR that defines the layout of the payslip.
Sort Keys	GPES_PSLIP_SORTKEY	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates ESP, Sort Keys	Select the fields by which you want to sort the payslip. Sort the fields in ascending or descending order.
Earnings and Deductions	GPES_PAYSLIP_LINES	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates ESP, Earnings and Deductions	Select the earnings and deductions that you want to display on the payslip and define the spacing between earnings and deductions printed on the payslip.
Social Security Contribution	GPES_PAYSLIP_APORT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates ESP, Social Security Contribution	Select the social security contributions that you want to display on the payslip and define the spacing between the contributions printed on the payslip.
Taxes	GPES_PAYSLIP_IRPF	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates ESP, Taxes	Select the tax deductions that you want to display on the payslip and define the spacing between the taxes printed on the payslip.
Totals	GPES_PAYSLIP_TOTAL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates ESP, Totals	Select the accumulators to print at the bottom of the payslip and define the spacing between the accumulators printed on the payslip.

Setting Up a Payslip

Access the Payslip Setup page.

Payslip Setup | Sort Keys | Earnings and Deductions | Social Security Contributions

Payslip ID: KE01

Description Find | View All First 1 of 1 Last

Effective Date: 01/01/2003

Description: Standard PaySlip Layout

Retro Type: Two Payslips

Payslip Layout: GPESPYS1 Payslip Report ☒ **Separate Extra Period**

Payslip Pay Groups		Customize Find View All	First 1-3 of 26 Last
	Pay Group	Description	
1	GEAB1	System Test - Pay Group AB 1	+ -
2	GEAC1	System Test - Pay Group AC 1	+ -
3	GEAF1	System Test . - Pay Group AFI	+ -

Payslip Setup page

Retro Type

Select from these options:

Multiple Payslips to generate a payslip for regular pay and separate payslips for each month that has retroactive pay.

Two Payslips to generate one payslip for regular pay and a second payslip for retroactive pay, if applicable.

Payslip Layout

Select the SQR that defines the layout of the payslip. The SQR defines features of the layout such as lines and colors printed on the payslip. PeopleSoft supplies sample SQRs that you need to modify for your organization.

Separate Extra Period

Select this check box to generate separate payslips for extra period payments. If you clear this check box, the system includes extra period payments in the same payslip as regular pay.

Pay Group

Select the pay groups that should receive the payslip.

Setting Up Sort Keys

Access the Sort Keys page.

Payslip ID: KE01

Description Find | View All First 1 of 1 Last

Effective Date: 01/01/2003

Description: Standard PaySlip Layout

Order Fields

Field Name 1:	COMPANY	Sort Key 1:	Ascending
Field Name 2:	LOCATION	Sort Key 2:	Descending
Field Name 3:	DEPTID	Sort Key 3:	Ascending
Field Name 4:		Sort Key 4:	
Field Name 5:		Sort Key 5:	

Sort Keys page

Field Name 1... Field Name 5 Select the element by which you want to sort the payslip.

Sort Key 1... Sort Key 5 Select whether you want to sort the elements in *Ascending* or *Descending* order.

Selecting Earnings and Deductions for a Payslip

Access the Earnings and Deductions page.

[Payslip Setup](#)
[Sort Keys](#)
[Earnings and Deductions](#)
[Social Security Contributions](#)

Payslip ID: KE01

Description Find | View All First 1 of 1 Last

Effective Date: 01/01/2003

Description: Standard PaySlip Layout

Payslip Body Customize | Find | View All First 1-4 of 40 Last

	Elements	Description	Spaces
*Element Print Order	Element Type	Element Name	
1	100.00	Earnings	SALARIO BASE
2	110.00	Earnings	TRIENIOS
3	130.00	Earnings	CUATRIENIOS
4	140.00	Earnings	ANT CONSOLDA

Earnings and Deductions page

Note. The fields on this page are discussed in another section in this chapter.

See [Chapter 20, “Setting Up Payslips,” Common Elements Used in This Chapter, page 297.](#)

Earnings and Deductions Page: Description Tab

Access the Earnings and Deductions page: Description tab.

Payslip Setup
Sort Keys
Earnings and Deductions
Social Security Contributions

Payslip ID: KE01

Description
Find | View All
First 1 of 1 Last

Effective Date: 01/01/2003

Description: Standard PaySlip Layout

Payslip Body
Customize | Find | View All |
First 1-4 of 40 Last

ElementsDescriptionSpaces

	*Element Print Order	Take description from	Description		
1	100.00	Element	Base salary	+	-
2	110.00	Element	Seniority trienniums	+	-
3	130.00	Element	Seniority cuatrienniums	+	-
4	140.00	Element	Consolidated seniority	+	-

Earnings and Deductions page: Description tab

Note. The fields on this page are discussed in another section in this chapter.

See Chapter 20, “Setting Up Payslips,” Common Elements Used in This Chapter, page 297.

Earnings and Deductions Page: Spaces Tab

Access the Earnings and Deductions page: Spaces tab.

[Payslip Setup](#) | [Sort Keys](#) | **Earnings and Deductions** | [Social Security Contributions](#) | 

Payslip ID: KE01

Description [Find](#) | [View All](#) | First  1 of 1  Last

Effective Date: 01/01/2003

Description: Standard PaySlip Layout

Payslip Body [Customize](#) | [Find](#) | [View All](#) |  First  1-4 of 40  Last

	Elements	Description	Spaces
	*Element Print Order	Description	
			Lines Before Lines After + -
1	100.00	Base salary	0 1 + -
2	110.00	Seniority trienniums	0 1 + -
3	130.00	Seniority cuatrienniums	0 1 + -
4	140.00	Consolidated seniority	0 1 + -

Earnings and Deductions page: Spaces tab

Note. The fields on this page are discussed in another section in this chapter.

See [Chapter 20, “Setting Up Payslips,” Common Elements Used in This Chapter, page 297](#).

Selecting Social Security Contributions for a Payslip

Access the Social Security Contributions page.

Payslip Setup Sort Keys Earnings and Deductions **Social Security Contributions** 

Payslip ID: KE01

Description Find | View All First 1 of 1 Last

Effective Date: 01/01/2003

Description: Standard PaySlip Layout

Payslip Contributions Customize | Find | View All |  First 1-4 of 8 Last

Elements	Description	Spaces			
*Element	Print Order	Element Name	Concept:		
1	100.00	SS DD CC	 Common Contingency	+	-
2	200.00	SS DD DSMPL	 Unemployment	+	-
3	300.00	SS DD FRM PR	 Professional Training	+	-
4	400.00	SS DD HS X E	 Structural Overtime	+	-

Social Security Contributions page

Note. Most of the fields on this page are discussed in another section in this chapter.

See [Chapter 20, “Setting Up Payslips,” Common Elements Used in This Chapter, page 297.](#)

Concept Select the contribution type associated with the element: *Common Contingency, FOGASA, Nonstructural Overtime, Permanent Disability D&S, Professional Training, Structural Overtime, Temporary Disability and Unemployment.*

Selecting Taxes for a Payslip

Access the Taxes page.

Earnings and Deductions

Social Security Contributions

Taxes

Totals

Payslip ID: KE01

Description

Find | View All

First 1 of 1 Last

Effective Date: 01/01/2003

Description: Standard PaySlip Layout

Payslip IRPF

Customize | Find | View All

First 1-4 of 4 Last

	Elements	Description	Spaces
*Element Print Order	Element Name		
1	10.00	IRPF	+ -
2	20.00	IRPF SPC	+ -
3	30.00	IRPF RTR	+ -
4	40.00	IRPF SPC RTR	+ -

Taxes page

Note. The fields on this page are discussed in another section in this chapter.

See [Chapter 20, “Setting Up Payslips,” Common Elements Used in This Chapter, page 297.](#)

Selecting Totals for a Payslip

Access the Totals page.

Earnings and Deductions **Social Security Contributions** **Taxes** **Totals**

Payslip ID: KE01

Description Find | View All First 1 of 1 Last

Effective Date: 01/01/2003

Description: Standard PaySlip Layout

Payslip Totals Customize | Find | View All | First 1-4 of 7 Last

Elements	Description	Spaces
*Element Print Order	Element Name	
1 10.00	PS AC SS BSE CC S	+ -
2 20.00	PS AC PRTA PXTRA S	+ -
3 25.00	SS AC BSE CC NRM S	+ -
4 30.00	SS AC BSE CP NRM S	+ -

Totals page

Note. The fields on this page are discussed in another section in this chapter.

See Chapter 20, “Setting Up Payslips,” Common Elements Used in This Chapter, page 297.

Viewing Payslips

If you licensed PeopleSoft Enterprise ePay, employees can view their payslips online using the self-service View Payslip transaction. To aid in resolving questions raised by employees about their payslips, the payroll administrator can view employees’ self service payslips in an online view that replicates the employees’ view.

See *PeopleSoft Enterprise ePay 9.0 PeopleBook*, “Managing Pay Information for Global Payroll,” Viewing Payslips Online.

Generating a Payslip

This section provides overviews of the payslip process and segmentation and payslips and discusses how to print payslips.

Understanding the Payslip Process

The Payslip page launches a Job (GPESPSLP) containing three processes in sequence:

1. The GPES_PAYSLIP Application Engine process gathers information and creates an intermediate table.

2. The Structured Query Report (SQR) GPESPYS1 prints the payslip report and provides self-service related information if ePay is licensed.
3. The GP_EPAY Application Engine process uses the payslip report and self-service related information provided by the prior processes in this job to create self-service payslips for each payee. If ePay is not licensed, this process will report that ePay has not been licensed and will complete with success.

Note. When running the GPESPSLP Job, the following Type and Format options can be used with ePay: *None* and *None* (defaults to Web and PDF), *Web* and *PDF*, or *File* and *PDF*. If using *File* and *PDF*, do not use a custom output destination from the Process Scheduler Request page.

See Also

PeopleSoft Enterprise ePay 9.0 PeopleBook, “Managing Pay Information for Global Payroll,” Setting Up View Payslip

Understanding Segmentation and Payslips

Segmentation occurs when employees’ details change during a payroll period and the change requires the system to recalculate certain elements (element segmentation) or all elements (period segmentation). When the system segments an employee’s pay, this affects payslips. PeopleSoft delivers an SQR that manages segmentation as explained in this table.

Note. You need to review how you want to manage segmentation and show the results in your organization’s payslips.

Employee Data Change	Segmentation Type	Impact on Payslip
Company	Period	A separate payslip is printed for each segment.
Compensation	Element	The system generates one payslip. Where an earning has multiple slices, each slice is listed on a separate line.
Risk Code	Element	The system generates one payslip. For social security contributions and bases, each slice is listed on a separate line.
CCC	Element	The system generates one payslip. For social security contributions and bases, each slice is listed on a separate line.

Employee Data Change	Segmentation Type	Impact on Payslip
Contract Data (contract type or contribution ID)	Element	The system generates one payslip. Social security contributions are listed on separate lines.
Fiscal Territory	Element	The system generates one payslip. IRPF deductions are only listed on separate lines.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Defining Segmentation”

Pages Used to Print Payslips

Page Name	Object Name	Navigation	Usage
Payslip	GPES_RC_PAYSLIP	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips ESP, Payslip	Run the Payslip Report (GPESPYS1) that prints a payslip summary for each employee selected.
Pay Entity List	GPES_RC_PSLP_PE	Click the Pay Entity List link on the Payslip page.	Print payslips for selected pay entities.
Pay Group List	GPES_RC_PSLP_PG	Click the Pay Group List link on the Payslip page.	Print payslips for selected pay groups.
Department List	GPES_RC_PSLP_DPT	Click the Department List link on the Payslip page.	Print payslips for selected departments.
Location List	GPES_RC_PSLP_LOC	Click the Location List link on the Payslip page.	Print payslips for selected locations
Payee List	GPES_RC_PSLP_PY	Click the Payee List link on the Payslip page.	Print payslips for selected payees.

Printing Payslips

Access the Payslip page.

Payslip

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

Report Request Parameters

Calendar Group ID:

Retro Processing:

[Pay Entity List](#)

[Pay Group List](#)

[Department List](#)

[Location List](#)

[Payee List](#)

Payslip page

Before using this page, you must first have set up a payslip on the Payslip Setup pages and run the payroll process.

Calendar Group ID	Select the calendar group that you want to process. You can only select from calendar groups that have executed or finalized.
Retro Processing	Select one of these values: <i>Current Period Only:</i> To include only regular payroll calculations in the payslip. <i>Retro and Current Periods:</i> To include both regular and retroactive payroll calculation in the report. <i>Retro Periods Only:</i> To include only retroactive payroll activities in the payslip.
Pay Entity List	Click to select one or more pay entities for processing. The system displays the Pay Entity List page.
Pay Group List	Click to select one or more pay groups for processing. The system displays the Pay Group List page.
Department List	Click to select one or more departments for processing. The system displays the Department List page.
Location List	Click to select one or more locations for processing. The system displays the Location List page.
Payee List	Click to select one or more payees for processing. The system displays the Payee List page.

CHAPTER 21

Setting Up Banking and Garnishments

This chapter provides overviews of banking and garnishments and discusses how to:

- Process banking.
- Run banking reports.

Understanding Banking

This section discusses:

- Banking setup.
- IBAN setup.
- Bank processing.

Banking Setup

In Global Payroll, banking setup starts in the core application and continues with processing in Global Payroll for Spain. Before reading this chapter, it is strongly recommended that you read the banking feature in the Global Payroll core documentation.

Before running the banking process for Spain, you must set up basic banking information in the core application, such as:

- Defining bank information, such as bank name, address, and ID.
- Defining Electronic Funds Transfer (EFT) formats.
- Identifying source banks and linking source banks to pay entities.
- Defining employee bank accounts and net pay election.
- Defining deposit schedules.
- Defining recipients.

After running payroll, funds are sent to the source bank along with instructions for payments. The bank needs the following information:

- The name of each employee who is going to be paid.
- The amount that each payee is to receive.
- The name of the banking institution where the wages are to be sent.

This information is extracted from the core application based on a list of payees corresponding to those in the selected payroll run. The system creates a file with lines for each payee, containing a name, the bank account number, and the payment amount. This file is sent to the bank, which then distributes the funds.

See Also

PeopleSoft Enterprise HRMS 9.0 Application Fundamentals PeopleBook, “Setting Up Banks and Bank Branches”

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Defining Banking Instructions”

IBAN Setup

The International Bank Account Number (IBAN) is an account number that uniquely identifies a bank account and is assigned according to ISO standards so that it can be used across national borders. PeopleSoft applications can include this information at the bank account level.

As of January 1, 2004, IBAN must be used for all transfers out of Spain and for special transfers.

Part of banking setup includes IBAN definition. To set up IBAN functionality, you must select the IBAN Enabled field on the IBAN Country Setup page. Once the IBAN feature is enabled you will see the IBAN field on the Source Bank Account page and the Edit IBAN link on the Maintain Bank Accounts page for the country you indicated.

Note. The *PeopleSoft Enterprise HRMS 9.0 Application Fundamentals PeopleBook* discusses the IBAN setup in detail.

See *PeopleSoft Enterprise HRMS 9.0 Application Fundamentals PeopleBook*, “Setting Up Banks and Bank Branches,” Setting Up IBAN Information.

Bank Processing

After you have set up banking information, you can run the banking process.

Note. This chapter describes in detail the banking process.

See [Chapter 21, “Setting Up Banking and Garnishments,” Processing Banking, page 314](#).

Understanding Garnishments

This section discusses:

- Garnishments in Spain.
- Garnishment deductions for payees.
- Delivered garnishment deductions.

Garnishments in Spain

When a payee owes money to a third-party for court-ordered obligations, such as child support, the employer might be required to deduct part of what is owed before the payee receives payment. The deduction, known as a garnishment, is taken every month, according to national guidelines. The size of the deduction depends on the payee's earnings and the number of dependents.

Garnishment Deductions for Payees

Use the Element Assignment by Payee page to assign a garnishment deduction to a payee to ensure that the garnishment is deducted from a payee's wages during payroll processing.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Setting Up Overrides"

Delivered Garnishment Deductions

This table lists the delivered garnishment deductions:

Garnishment Deduction	Description
RETJ JUDCL	This deduction represents an amount, ordered by court, to be paid for any cause except child support (RETJ ALIM) or spousal support (RETJ CNYG).
RETJ CNYG	This deduction represents an amount, ordered by court, to be paid to a former spouse after a divorce settlement. This deduction affects the calculation of the tax withholding percentage and the net calculation.
RETJ ALIM	This deduction represents an amount, ordered by court, to be paid for child support. This deduction affects the calculation of the tax withholding percentage and the net calculation.

Garnishment Deduction	Description
RETJ CNYG ND	This deduction represents an amount, ordered by court, that is paid (outside of payroll) to a former spouse after a divorce settlement. This deduction affects only the calculation of the tax withholding percentage. Use this deduction instead of the RETJ CNYG deduction when you do not want to discount the deduction from the net but still want to enter the deduction so that it affects tax calculations.
RETJ ALIM ND	This deduction represents an amount, ordered by court, that is being paid (outside of payroll) for child support. This deduction affects only the calculation of the tax withholding percentage. Use this deduction instead of the RETJ ALIM deduction when you do not want to discount the deduction from the net but still want to enter the deduction so that it affects tax calculations.

These elements are automatically segmented and prorated when one is assigned to a payee on the Element Assignment by Payee or Payee Assignment by Element pages and the assignment period covers only a portion of the pay period.

Note. The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Spain. Instructions for running the query are provided in *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Viewing Delivered Elements”

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Defining Earning and Deduction Elements”

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Setting Up Triggers,” Segmentation Triggers with Earning and Deduction Assignments

Processing Banking

This section provides an overview of the banking process and discusses how to create an EFT payment file for a bank.

Banking Process

To perform the banking process for Global payroll for Spain, you must:

1. Finalize the payroll run on the Calculate Absence and Payroll page.

This provides the data for the banking process.

2. Run the core Global Payroll Banking Process (GP_PMT_PREP) on the Run Payment Prep Process page to prepare banking payments.

The system populates the GP PAYMENT output table and sets the GP status is set to *P* (prepared).

The GP PAYMENT table contains one entry for every net pay distribution from every payment included in a given calendar run. The GP PAYMENT table provides the basis on which a company pays its payees.

3. Finalize the core Global Payroll Banking Process (GP_PMT_PREP) on the Calculate Absence and Payroll page.

The process sets the payment status for the selected payees to *F* (finalized) in GP PAYMENT.

4. Run the EFT generation process for Spain on the Create EFT Payment File page to create a flat file to send to the bank.

The EFT generation process (GPESBNK5) selects the payees with a payment status of *F* (finalized) from GP PAYMENT and generates the flat file containing the transfers to be made. At the end of this process, the system sets the GP status to *T* (transferred).

Pages Used to Process Banking

Note. All the pages in this section, except the Create EFT Payment File page, are core banking pages and are discussed in the core Global Payroll documentation. This section discusses the Create EFT Payment File in detail.

Page Name	Object Name	Navigation	Usage
Run Payment Prep Process	GP_PMT_PREPARE	Global Payroll & Absence Mgmt, Payment Processing, Run Payment Prep Process, Run Payment Prep Process	Run the core Global Payroll Banking Process (GP_PMT_PREP) to prepare banking payments. This process populates the GP PAYMENT table with the data that you need to calculate and finalize the banking process. <i>See PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Banking Instructions," Running the Banking Process.</i>
View Net Pay	GP_PMT_NP_VIEW	Global Payroll & Absence Mgmt, Payment Processing, Review Payments by Cal Group, View Net Pay	For employee net pay, view payment status, the amounts that are going to be paid, and which payments are to be excluded.
View Deductions	GP_PMT_DED_VIEW	Global Payroll & Absence Mgmt, Payment Processing, Review Payments by Cal Group, View Deductions	For deductions, view payment status, the amounts that are going to be paid, and which payments are to be excluded.
Create EFT Payment File	GPES_RC_BNK5	Global Payroll & Absence Mgmt, Payment Processing, Create EFT Payment File ESP, Create EFT Payment File	Create a flat output file that is sent to the bank. This EFT payment file contains the payment details for each employee. It is sent to the bank, so funds can be transferred to employees' accounts. The file includes employee name, beneficiary name, the date, and amount of payment. You may also select whether to override an employee's payment. At the end of this process, the system updates the GP_PAYMENT table by setting field PMT_STATUS from <i>F</i> (finalized) to <i>T</i> (transferred). Note. Before using this page, first run the Global Payroll Banking Process (GP_PMT_PREP) in the core application.

Creating an EFT Payment File for a Bank

Access the Create EFT Payment File page.

Create EFT Payment File

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

Run

Report Request Parameters

Pay Entity:	KE01	Pay Entity for company KE1
Source Bank ID:	KE01	BSCH
Account #:	0049 0001 51 2568711465	
Calendar Group ID:		
File Name:		

Create EFT Payment File page

Pay Entity	Enter the pay entity.
Source Bank ID	Displays the source bank ID from where the payments are withdrawn.
Account # (account number)	Displays the bank account number for the source bank.
Calendar Group ID	Select the calendar group for the payroll run.
File Name	Enter a name and location for the EFT file. Remember that the path is available on your server, but not on your desktop. If you do not enter a file type extension for the file name, the system automatically uses the .txt format. You could create a file name related to your company name, such as FILE01GBI.TXT, to help you identify the files that you generate.

Running Banking Reports

This section lists the banking reports provided by Global Payroll for Spain.

Pages Used to Run the Banking Reports

Page Name	Object Name	Navigation	Usage
Missing Bank Accounts	GPES_RC_BNK1	Global Payroll & Absence Mgmt, Payment Processing, Missing Bank Account Rpt ESP, Missing Bank Accounts	Run the Missing Bank Account report (GPESBNK1) that lists those employees who have no bank account in the system. You can run the report for a selected pay entity or pay group.
Payee Bank Account	GPES_RC_BNK2	Global Payroll & Absence Mgmt, Payment Processing, Payee Bank Account Report ESP, Payee Bank Account	Run the Payee Bank Account report (GPESBNK2) that lists employees and their bank accounts for a selected pay entity or pay group.
Net Payment Report	GPES_RC_BNK3	Global Payroll & Absence Mgmt, Payment Processing, Net Payment Report ESP, Net Payment Report	Run the Net Payment report (GPESBNK3) that lists all of the transfers with a payment date between the dates selected.
Pending Net Payment Report	GPES_RC_BNK4	Global Payroll & Absence Mgmt, Payment Processing, Pending Net Payment Report ESP, Pending Net Payment Report	Run the Pending Net Payment report (GPESBNK4) that lists all of the pending transfers from a selected date or transfers that were pending between two selected dates.

See Also

Appendix A, “Global Payroll for Spain Reports,” page 319

APPENDIX A

Global Payroll for Spain Reports

This appendix provides an overview of Global Payroll for Spain reports and lists summary table of all reports.

Note. For samples of these reports, see the PDF files published on CD-ROM with your documentation.

Global Payroll for Spain Reports: A to Z

This table lists Global Payroll for Spain reports, sorted alphanumerically by report ID. If you need more information about a report, refer to the report details in the appropriate chapter of this PeopleBook.

Report ID and Report Name	Description	Navigation	Run Control Page
ESPAY001 Earnings and Deductions	For each payee, this summary report lists defined payroll earnings and deduction amounts. Each month of data is presented in a separate column and a page break occurs after each department. Generic reports can include up to three break levels. You can use this report as delivered, modify it, or use it as a model for creating your own reports with the PeopleSoft Enterprise Global Payroll generic reports functionality. See <i>PeopleSoft Enterprise Global Payroll 9.0 PeopleBook</i>, “Setting Up and Running Generic Reports”.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Create Generic Reports	GP_GENRPT_RC
GPES_TAX_111 111/110 Model File	Generates the Model 111 or Model 110 report. Model 111 is generated monthly and Model 110 is generated quarterly.	Global Payroll & Absence Mgmt, Taxes, Create 111/110 Model File ESP, Create 111/110 Model File	GPES_RC_TAX_111
GPES_TAX_216 216 Model File	Provides a summary of the monthly or quarterly IRNR non-resident income tax data.	Global Payroll & Absence Mgmt, Taxes, Create 216 Model File ESP, Create 216 Model File	GPES_RC_TAX_216

Report ID and Report Name	Description	Navigation	Run Control Page
GPES_TAX_190 190 Model File	Provides an annual summary of taxes for each employee.	Global Payroll & Absence Mgmt, Year-End Processing, Create 190 Model File ESP, Create 190 Model File	GPES_RC_TAX_190
GPES_TAX_296 296 Model File	Provides a summary of the annual IRNR non-resident income tax data.	Global Payroll & Absence Mgmt, Year-End Processing, Create 296 Model File ESP, Create 296 Model File	GPES_RC_TAX_190
GPES_TAX_345 345 Model File	Contains all of the pension plan contribution data pertaining to a selected fiscal territory and calendar year for all employees with collective pension plans when the company is the promoter of the pension plan.	Global Payroll & Absence Mgmt, Year-End Processing, Create 345 Model File ESP, Create 345 Model File	GPES_RC_TAX_345
GPES_SS_TC2 FAN File (TC2)	Provides a list of employees included in an employer Social Security number with their respective Social Security bases, contributions, benefits to refund, reductions, and discounts.	Global Payroll & Absence Mgmt, Social Security / Insurance, Create FAN File ESP, Create FAN File	GPES_RC_SS_TC2
GPESBNK1 Missing Bank Accounts	Lists employees who have no bank account in the system. You can run the report for a selected pay entity or pay group.	Global Payroll & Absence Mgmt, Payment Processing, Missing Bank Account Rpt ESP, Missing Bank Accounts	GPES_RC_BNK1
GPESBNK2 Payee Bank Account	Lists employees and their bank accounts. You can run the report for a selected pay entity or pay group.	Global Payroll & Absence Mgmt, Payment Processing, Payee Bank Account Report ESP, Payee Bank Account	GPES_RC_BNK2
GPESBNK3 Net Payment	Lists all of the transfers with a payment date between the dates selected.	Global Payroll & Absence Mgmt, Payment Processing, Net Payment Report ESP, Net Payment Report	GPES_RC_BNK3
GPESBNK4 Pending Net Payment	Lists all of the pending transfers from a selected date or transfers that were pending between two selected dates.	Global Payroll & Absence Mgmt, Payment Processing, Pending Net Payment Report ESP, Pending Net Payment Report	GPES_RC_BNK4
GPESBNK5 Create EFT Payment File	Creates the EFT file for the banking process.	Global Payroll & Absence Mgmt, Payment Processing, Create EFT Payment File ESP, Create EFT Payment File	GPES_RC_BNK5

Report ID and Report Name	Description	Navigation	Run Control Page
GPESFNQ1 Company Certificate	Termination report: Reflects the monthly social security contributions for the last 180 days. Used by the government unemployment office to calculate the unemployment benefit.	Global Payroll & Absence Mgmt, Termination Processing, Company Certificate Report ESP, Company Certificate Report	GPES_RC_FNQ1
GPESFNQ2 Release Model	Termination report: Generates a release document for the employees listed.	Global Payroll & Absence Mgmt, Termination Processing, Create Termination Letters ESP, Create Termination Letters	GPES_RC_FNQ2
GPESGL01 GL Costing Report	Creates a Crystal report that shows the payroll cost distribution among the different cost centers. Required by the accounting department.	Global Payroll & Absence Mgmt, Time and Labor / GL Costs, GL Costing Report ESP, GL Costing Report	GPES_RC_GL01
GPESIRNR IRNR Annual Deduction Report	Contains annual tax deduction information for each non-resident employee.	Global Payroll & Absence Mgmt, Year-End Processing, Tax Deductions Report ESP, Tax Deductions Report	GPES_RC_TAX_10T
GPESPSLP Payslip	Prints a payslip summary for each employee selected.	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips ESP, Payslip	GPES_RC_PAYSLIP
GPESSS01 TC1 Report	Prints a summary of the monthly social security contribution for each employer social security number.	Global Payroll & Absence Mgmt, Social Security / Insurance, TC1 Report ESP, TC1 Report	GPES_RC_SS1
GPESTAX2 IRPF Percentage Comparison	Contains data to identify and validate changes in IRPF withholding percentages for payees in a selected company, pay entity, or other grouping. You can then determine whether these changes are justified or adjustments are needed.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, IRPF Comparison ESP	GPES_COMPARE_IRPF
GPESTXDG Annual Deduction Report	Contains annual tax deduction information for each resident employee.	Global Payroll & Absence Mgmt, Year-End Processing, Tax Deductions Report ESP, Tax Deductions Report	GPES_RC_TAX_10T
GPES_FDI FDI File	A text file with an FDI extension that contains the FDI medical report data to transmit to Social Security.	Global Payroll & Absence Mgmt, Social Security / Insurance, Create FAN File ESP, Create FAN File	GPES_FDI_FILE

Glossary of PeopleSoft Enterprise Terms

absence entitlement	This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.
absence take	This element defines the conditions that must be met before a payee is entitled to take paid time off.
academic career	In PeopleSoft Enterprise Campus Solutions, all course work that a student undertakes at an academic institution and that is grouped in a single student record. For example, a university that has an undergraduate school, a graduate school, and various professional schools might define several academic careers—an undergraduate career, a graduate career, and separate careers for each professional school (law school, medical school, dental school, and so on).
academic institution	In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.
academic organization	In PeopleSoft Enterprise Campus Solutions, an entity that is part of the administrative structure within an academic institution. At the lowest level, an academic organization might be an academic department. At the highest level, an academic organization can represent a division.
academic plan	In PeopleSoft Enterprise Campus Solutions, an area of study—such as a major, minor, or specialization—that exists within an academic program or academic career.
academic program	In PeopleSoft Enterprise Campus Solutions, the entity to which a student applies and is admitted and from which the student graduates.
accounting class	In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.
accounting date	The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.
accounting split	The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.
accumulator	You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.
action reason	The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Enterprise Human Resources, PeopleSoft Enterprise Benefits

	Administration, PeopleSoft Enterprise Stock Administration, and the COBRA Administration feature of the Base Benefits business process.
action template	In PeopleSoft Enterprise Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.
activity	In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities. In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing. In PeopleSoft Enterprise Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks. In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.
address usage	In PeopleSoft Enterprise Campus Solutions, a grouping of address types defining the order in which the address types are used. For example, you might define an address usage code to process addresses in the following order: billing address, dormitory address, home address, and then work address.
adjustment calendar	In PeopleSoft Enterprise Campus Solutions, the adjustment calendar controls how a particular charge is adjusted on a student's account when the student drops classes or withdraws from a term. The charge adjustment is based on how much time has elapsed from a predetermined date, and it is determined as a percentage of the original charge amount.
administrative function	In PeopleSoft Enterprise Campus Solutions, a particular functional area that processes checklists, communication, and comments. The administrative function identifies which variable data is added to a person's checklist or communication record when a specific checklist code, communication category, or comment is assigned to the student. This key data enables you to trace that checklist, communication, or comment back to a specific processing event in a functional area.
admit type	In PeopleSoft Enterprise Campus Solutions, a designation used to distinguish first-year applications from transfer applications.
agreement	In PeopleSoft Enterprise eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.
allocation rule	In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure from the current node to the root node, checking each node for plans that contain allocation rules.
alternate account	A feature in PeopleSoft Enterprise General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.
analysis database	In PeopleSoft Enterprise Campus Solutions, database tables that store large amounts of student information that may not appear in standard report formats. The analysis database tables contain keys for all objects in a report that an application program can use to reference other student-record objects that are not contained in the printed report. For instance, the analysis database contains data on courses that are considered

	for satisfying a requirement but that are rejected. It also contains information on courses captured by global limits. An analysis database is used in PeopleSoft Enterprise Academic Advisement.
Application Messaging	PeopleSoft Application Messaging enables applications within the PeopleSoft Enterprise product family to communicate synchronously or asynchronously with other PeopleSoft Enterprise and third-party applications. An application message defines the records and fields to be published or subscribed to.
AR specialist	Abbreviation for <i>receivables specialist</i> . In PeopleSoft Enterprise Receivables, an individual in who tracks and resolves deductions and disputed items.
arbitration plan	The arbiter when multiple price rules match the transaction. This plan determines the order in which the price rules are applied to the transaction base price.
assessment rule	In PeopleSoft Enterprise Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.
asset class	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.
attribute/value pair	In PeopleSoft Enterprise Directory Interface, relates the data that makes up an entry in the directory information tree.
auction event	In PeopleSoft Strategic Sourcing, a sourcing event where bidders actively compete against one another to achieve the best price or score.
audience	In PeopleSoft Enterprise Campus Solutions, a segment of the database that relates to an initiative, or a membership organization that is based on constituent attributes rather than a dues-paying structure. Examples of audiences include the Class of '65 and Undergraduate Arts & Sciences.
authentication server	A server that is set up to verify users of the system.
base time period	In PeopleSoft Enterprise Business Planning, the lowest level time period in a calendar.
benchmark job	In PeopleSoft Enterprise Workforce Analytics Solution, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.
bid response	In PeopleSoft Strategic Sourcing, the response by a bidder to an event.
billing career	In PeopleSoft Enterprise Campus Solutions, the one career under which other careers are grouped for billing purposes if a student is active simultaneously in multiple careers.
bio bit or bio brief	In PeopleSoft Enterprise Campus Solutions, a report that summarizes information stored in the system about a particular constituent. You can generate standard or specialized reports.
book	In PeopleSoft Enterprise Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.
branch	A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.
budgetary account only	An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called "system-maintained account."

budget check	In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.
budget control	In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.
budget period	The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.
business activity	The name of a subset of a detailed business process. This might be a specific transaction, task, or action that you perform in a business process.
business event	In PeopleSoft Enterprise Receivables, defines the processing characteristics for the Receivable Update process for a draft activity. In PeopleSoft Enterprise Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).
business process	A standard set of 17 business processes are defined and maintained by the PeopleSoft Enterprise product families and are supported by the Business Process Engineering group. An example of a business process is Order Fulfillment, which is a business process that manages sales orders and contracts, inventory, billing, and so forth. See also <i>detailed business process</i>.
business unit constraints	In PeopleSoft Strategic Sourcing, these constraints apply to a selected Strategic Sourcing business unit. Spend is tracked across all of the events within the selected Strategic Sourcing business unit.
business task	The name of the specific function depicted in one of the business processes.
business unit	A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.
buyer	In PeopleSoft Enterprise eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.
buy event	In PeopleSoft Strategic Sourcing, for event creators, the purchase of goods or services, most typically associated with a request for quote, proposal, or reverse auction. For bidders, the sale of goods or services.
campus	In PeopleSoft Enterprise Campus Solutions, an entity that is usually associated with a distinct physical administrative unit, that belongs to a single academic institution, that uses a unique course catalog, and that produces a common transcript for students within the same academic career.
cash drawer	A repository for monies and payments taken locally.
catalog item	In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, "Introduction to Microsoft Word." A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.
catalog map	In PeopleSoft Enterprise Catalog Management, translates values from the catalog source data to the format of the company's catalog.

catalog partner	In PeopleSoft Enterprise Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.
categorization	Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.
category	In PeopleSoft Enterprise Campus Solutions, a broad grouping to which specific comments or communications (contexts) are assigned. Category codes are also linked to 3C access groups so that you can assign data-entry or view-only privileges across functions.
channel	In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.
ChartField	A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft Enterprise application. ChartField values represent individual account numbers, department codes, and so forth.
ChartField balancing	You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.
ChartField combination edit	The process of editing journal lines for valid ChartField combinations based on user-defined rules.
ChartKey	One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.
checkbook	In PeopleSoft Enterprise Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.
checklist code	In PeopleSoft Enterprise Campus Solutions, a code that represents a list of planned or completed action items that can be assigned to a staff member, volunteer, or unit. Checklists enable you to view all action assignments on one page.
claimback	In the wholesale distribution industry, a contract between supplier and distributor, in which monies are paid to the distributor on the sale of specified products or product groups to targeted customers or customer groups.
class	In PeopleSoft Enterprise Campus Solutions, a specific offering of a course component within an academic term. See also <i>course</i> .
Class ChartField	A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called <i>sub-classification</i> .
clearance	In PeopleSoft Enterprise Campus Solutions, the period of time during which a constituent in PeopleSoft Enterprise Contributor Relations is approved for involvement in an initiative or an action. Clearances are used to prevent development officers from making multiple requests to a constituent during the same time period.
clone	In PeopleCode, to make a unique copy. In contrast, to <i>copy</i> may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.
cohort	In PeopleSoft Enterprise Campus Solutions, the highest level of the three-level classification structure that you define for enrollment management. You can define a cohort level, link it to other levels, and set enrollment target numbers for it. See also <i>population</i> and <i>division</i> .

collection	To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleTools maintains a set of collections (one per language code) for each search index object.
collection rule	In PeopleSoft Enterprise Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.
comm key	See <i>communication key</i> .
communication key	In PeopleSoft Enterprise Campus Solutions, a single code for entering a combination of communication category, communication context, communication method, communication direction, and standard letter code. Communication keys (also called <i>comm keys</i> or <i>speed keys</i>) can be created for background processes as well as for specific users.
compensation object	In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.
compensation structure	In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.
component interface	A component interface is a set of application programming interfaces (APIs) that you can use to access and modify PeopleSoft Enterprise database information using a program instead of the PeopleSoft client.
condition	In PeopleSoft Enterprise Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.
configuration parameter catalog	Used to configure an external system with PeopleSoft Enterprise. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.
configuration plan	In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.
constituents	In PeopleSoft Enterprise Campus Solutions, friends, alumni, organizations, foundations, or other entities affiliated with the institution, and about which the institution maintains information. The constituent types delivered with PeopleSoft Enterprise Contributor Relations Solutions are based on those defined by the Council for the Advancement and Support of Education (CASE).
constraint	A business policy or rule that affects how a sourcing event is awarded. There are three types of constraints: business, global, and event.
content reference	Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.
context	In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running. In PeopleSoft Enterprise Campus Solutions, a specific instance of a comment or communication. One or more contexts are assigned to a category, which you link to

	3C access groups so that you can assign data-entry or view-only privileges across functions.
	In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.
control table	Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.
cost plus contract line	A rate-based contract line associated with a fee component of Award, Fixed, Incentive, or Other. Rate-based contract lines associated with a fee type of None are not considered cost-plus contract lines.
cost plus pricing	In PeopleSoft Enterprise Pricer, a pricing method that begins with cost of goods as the basis.
cost profile	A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.
cost row	A cost transaction and amount for a set of ChartFields.
counter sale	A face-to-face customer transaction where the customer typically selects items from the storefront or picks up products that they ordered ahead of time. Customers pay for the goods at the counter and take the goods with them instead of having the goods shipped from a warehouse.
course	In PeopleSoft Enterprise Campus Solutions, a course that is offered by a school and that is typically described in a course catalog. A course has a standard syllabus and credit level; however, these may be modified at the class level. Courses can contain multiple components such as lecture, discussion, and lab. See also <i>class</i> .
course share set	In PeopleSoft Enterprise Campus Solutions, a tag that defines a set of requirement groups that can share courses. Course share sets are used in PeopleSoft Enterprise Academic Advisement.
current learning	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.
data acquisition	In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).
data cube	In PeopleSoft Analytic Calculation Engine, a data cube is a container for one kind of data (such as Sales data) and works with in tandem with one or more dimensions. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and online analytical processing (OLAP) cubes in PeopleSoft Cube Manager.
data elements	Data elements, at their simplest level, define a subset of data and the rules by which to group them. For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.
dataset	A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.

delivery method	In PeopleSoft Enterprise Learning Management, identifies the primary type of delivery method in which a particular learning activity is offered. Also provides default values for the learning activity, such as cost and language. This is primarily used to help learners search the catalog for the type of delivery from which they learn best. Because PeopleSoft Enterprise Learning Management is a blended learning system, it does not enforce the delivery method. In PeopleSoft Enterprise Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, and rail). The delivery method is specified when creating shipment schedules.
delivery method type	In PeopleSoft Enterprise Learning Management, identifies how learning activities can be delivered—for example, through online learning, classroom instruction, seminars, books, and so forth—in an organization. The type determines whether the delivery method includes scheduled components.
detailed business process	A subset of the business process. For example, the detailed business process named Determine Cash Position is a subset of the business process called Cash Management.
dimension	In PeopleSoft Analytic Calculation Engine, a dimension contains a list of one kind of data that can span various contexts, and it is a basic component of an analytic model. Within the analytic model, a dimension is attached to one or more data cubes. In PeopleSoft Cube Manager, a dimension is the most basic component of an OLAP cube and specifies the PeopleSoft metadata to be used to create the dimension's rollup structure. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and OLAP cubes in PeopleSoft Cube Manager.
direct receipt	Items shipped from a warehouse or vendor to another warehouse.
direct ship	Items shipped from the vendor or warehouse directly to the customer (formerly referred to as <i>drop ship</i>).
directory information tree	In PeopleSoft Enterprise Directory Interface, the representation of a directory's hierarchical structure.
division	In PeopleSoft Enterprise Campus Solutions, the lowest level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a division level, link it to other levels, and set enrollment target numbers for it. See also <i>population</i> and <i>cohort</i>.
document sequencing	A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.
dynamic detail tree	A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.
edit table	A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft Enterprise application, they can be validated against an edit table to ensure data integrity throughout the system.
effective date	A method of dating information in PeopleSoft Enterprise applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.
EIM ledger	Abbreviation for <i>Enterprise Incentive Management ledger</i> . In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.

elimination set	In PeopleSoft Enterprise General Ledger, a related group of intercompany accounts that is processed during consolidations.
entry event	In PeopleSoft Enterprise General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.
equitization	In PeopleSoft Enterprise General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.
equity item limit	In PeopleSoft Enterprise Campus Solutions, the amounts of funds set by the institution to be awarded with discretionary or gift funds. The limit could be reduced by amounts equal to such things as expected family contribution (EFC) or parent contribution. Students are packaged by Equity Item Type Groups and Related Equity Item Types. This limit can be used to assure that similar student populations are packaged equally.
event	A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete. In PeopleSoft Enterprise Human Resources, also refers to an incident that affects benefits eligibility.
event constraints	In PeopleSoft Strategic Sourcing, these constraints are associated with a specific sourcing event. Spend is tracked within the selected event.
event propagation process	In PeopleSoft Enterprise Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects. PeopleSoft Enterprise Enterprise Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.
exception	In PeopleSoft Enterprise Receivables, an item that either is a deduction or is in dispute.
exclusive pricing	In PeopleSoft Enterprise Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.
fact	In PeopleSoft Enterprise applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.
financial aid term	In PeopleSoft Enterprise Campus Solutions, a combination of a period of time that the school determines as an instructional accounting period and an academic career. It is created and defined during the setup process. Only terms eligible for financial aid are set up for each financial aid career.
financial sanctions	For U.S. based companies and their foreign subsidiaries, a federal regulation from the Office of Foreign Assets Control (OFAC) requires that vendors be validated against a Specially Designated Nationals (SDN) list prior to payment. For PeopleSoft Payables, eSettlements, Cash Management, and Order to Cash, you can validate your vendors against any financial sanctions list (for example, the SDN list, a European Union list, and so on).
forecast item	A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.

fund	In PeopleSoft Enterprise Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.
gap	In PeopleSoft Enterprise Campus Solutions, an artificial figure that sets aside an amount of unmet financial aid need that is not funded with Title IV funds. A gap can be used to prevent fully funding any student to conserve funds, or it can be used to preserve unmet financial aid need so that institutional funds can be awarded.
generic process type	In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.
gift table	In PeopleSoft Enterprise Campus Solutions, a table or so-called <i>donor pyramid</i> describing the number and size of gifts that you expect will be needed to successfully complete the campaign in PeopleSoft Enterprise Contributor Relations. The gift table enables you to estimate the number of donors and prospects that you need at each gift level to reach the campaign goal.
GDS	Abbreviation for <i>Global Distribution System</i> . Broad-based term to describe all computer reservation systems for making travel plans.
GL business unit	Abbreviation for <i>general ledger business unit</i> . A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books. See also <i>business unit</i> .
GL entry template	Abbreviation for <i>general ledger entry template</i> . In PeopleSoft Enterprise Campus Solutions, a template that defines how a particular item is sent to the general ledger. An item-type maps to the general ledger, and the GL entry template can involve multiple general ledger accounts. The entry to the general ledger is further controlled by high-level flags that control the summarization and the type of accounting—that is, accrual or cash.
GL Interface process	Abbreviation for <i>General Ledger Interface process</i> . In PeopleSoft Enterprise Campus Solutions, a process that is used to send transactions from PeopleSoft Enterprise Student Financials to the general ledger. Item types are mapped to specific general ledger accounts, enabling transactions to move to the general ledger when the GL Interface process is run.
global constraints	In PeopleSoft Strategic Sourcing, these constraints apply across multiple Strategic Sourcing business units. Spend is tracked across all of the events from the multiple Strategic Sourcing business units.
group	In PeopleSoft Enterprise Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs). In PeopleSoft Enterprise Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Enterprise Time and Labor, for example, employees are placed in groups for time reporting purposes.
ideal response	In PeopleSoft Strategic Sourcing, a question that requires the response to match the ideal value for the bid to be considered eligible for award. If the response does not match the ideal value, you can still submit the bid, but it will be disqualified and ineligible for award.
incentive object	In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, and user interaction objects.

incentive rule	In PeopleSoft Enterprise Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.
incur	In PeopleSoft Enterprise Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.
initiative	In PeopleSoft Enterprise Campus Solutions, the basis from which all advancement plans are executed. It is an organized effort targeting a specific constituency, and it can occur over a specified period of time with specific purposes and goals. An initiative can be a campaign, an event, an organized volunteer effort, a membership drive, or any other type of effort defined by the institution. Initiatives can be multipart, and they can be related to other initiatives. This enables you to track individual parts of an initiative, as well as entire initiatives.
inquiry access	In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user only to view data. See also <i>update access</i> .
institution	In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.
integration	A relationship between two compatible integration points that enables communication to take place between systems. Integrations enable PeopleSoft Enterprise applications to work seamlessly with other PeopleSoft Enterprise applications or with third-party systems or software.
integration point	An interface that a system uses to communicate with another PeopleSoft Enterprise application or an external application.
integration set	A logical grouping of integrations that applications use for the same business purpose. For example, the integration set <code>ADVANCED_SHIPPING_ORDER</code> contains all of the integrations that notify a customer that an order has shipped.
item	In PeopleSoft Enterprise Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse). In PeopleSoft Enterprise Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained. In PeopleSoft Enterprise Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.
item shuffle	In PeopleSoft Enterprise Campus Solutions, a process that enables you to change a payment allocation without having to reverse the payment.
itinerary	In PeopleSoft Expenses, a collection of travel reservations. Itineraries can have reservations that are selected and reserved with the travel vendor. These itineraries are not yet paid for and can be referred to as <i>pending reservations</i> . Reservations that have been paid for are referred to as <i>confirmed reservations</i> .
joint communication	In PeopleSoft Enterprise Campus Solutions, one letter that is addressed jointly to two people. For example, a letter might be addressed to both Mr. Sudhir Awat and Ms. Samantha Mortelli. A relationship must be established between the two individuals in the database, and at least one of the individuals must have an ID in the database.

keyword	In PeopleSoft Enterprise Campus Solutions, a term that you link to particular elements within PeopleSoft Enterprise Student Financials, Financial Aid, and Contributor Relations. You can use keywords as search criteria that enable you to locate specific records in a search dialog box.
KPI	An abbreviation for <i>key performance indicator</i> . A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.
KVI	Abbreviation for <i>Known Value Item</i> . Term used for products or groups of products where the selling price cannot be reduced or increased.
landlord	In PeopleSoft Real Estate Management, an entity that owns real estate and leases the real estate to tenants.
LDIF file	Abbreviation for <i>Lightweight Directory Access Protocol (LDAP) Data Interchange Format file</i> . Contains discrepancies between PeopleSoft Enterprise data and directory data.
learner group	In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.
learning components	In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.
learning environment	In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.
learning history	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.
lease	In PeopleSoft Real Estate Management, a legally binding agreement between a landlord and a tenant, where the tenant rents all or part of a physical property from the landlord.
lease abstract	In PeopleSoft Real Estate Management, a summarized version of the complete lease contract with only the important terms. The lease abstract usually fits on one page and does not include legal terminology.
ledger mapping	You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as <i>rates</i>) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.
library section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.
line	In PeopleSoft Strategic Sourcing, an individual item or service upon which there can be a bid.

linked section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.
linked variable	In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.
LMS	Abbreviation for <i>learning management system</i> . In PeopleSoft Enterprise Campus Solutions, LMS is a PeopleSoft Enterprise Student Records feature that provides a common set of interoperability standards that enable the sharing of instructional content and data between learning and administrative environments.
load	In PeopleSoft Enterprise Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Enterprise Inventory that is used to track the weight, the volume, and the destination of a shipment.
local functionality	In PeopleSoft Enterprise HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.
location	Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a <i>1</i> —is the address you use most often and may be different from the main address.
logistical task	In PeopleSoft Enterprise Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.
market template	In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.
mass change	In PeopleSoft Enterprise Campus Solutions, mass change is a SQL generator that can be used to create specialized functionality. Using mass change, you can set up a series of Insert, Update, or Delete SQL statements to perform business functions that are specific to the institution. See also <i>3C engine</i> .
match group	In PeopleSoft Enterprise Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.
MCF server	Abbreviation for <i>PeopleSoft MultiChannel Framework server</i> . Comprises the universal queue server and the MCF log server. Both processes are started when <i>MCF Servers</i> is selected in an application server domain configuration.
merchandising activity	In PeopleSoft Enterprise Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.

meta-SQL	Meta-SQL constructs expand into platform-specific SQL substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.
metastring	Metastrings are special expressions included in SQL string literals. The metastrings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.
multibook	In PeopleSoft Enterprise General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).
multicurrency	The ability to process transactions in a currency other than the business unit's base currency.
national allowance	In PeopleSoft Enterprise Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.
NDP	Abbreviation for <i>Non-Discountable Products</i> . Term used for products or groups of products where the selling price cannot be decreased.
need	In PeopleSoft Enterprise Campus Solutions, the difference between the cost of attendance (COA) and the expected family contribution (EFC). It is the gap between the cost of attending the school and the student's resources. The financial aid package is based on the amount of financial need. The process of determining a student's need is called <i>need analysis</i> .
node-oriented tree	A tree that is based on a detail structure, but the detail values are not used.
Optimization Engine	A PeopleTools component that Strategic Sourcing leverages to evaluate bids and determine an ideal award allocation. The award recommendation is based on maximizing the value while adhering to purchasing and company objectives and constraints.
pagelet	Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft Enterprise and non-PeopleSoft Enterprise content.
participant	In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.
participant object	Each participant object may be related to one or more compensation objects. See also <i>compensation object</i> .
partner	A company that supplies products or services that are resold or purchased by the enterprise.
pay cycle	In PeopleSoft Enterprise Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.
payment shuffle	In PeopleSoft Enterprise Campus Solutions, a process allowing payments that have been previously posted to a student's account to be automatically reapplied when a higher priority payment is posted or the payment allocation definition is changed.
pending item	In PeopleSoft Enterprise Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.

PeopleCode	PeopleCode is a proprietary language, executed by the PeopleSoft Enterprise component processor. PeopleCode generates results based on existing data or user actions. By using various tools provided with PeopleTools, external services are available to all PeopleSoft Enterprise applications wherever PeopleCode can be executed.
PeopleCode event	See <i>event</i> .
PeopleSoft Pure Internet Architecture	The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.
performance measurement	In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.
period context	In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.
person of interest	A person about whom the organization maintains information but who is not part of the workforce.
personal portfolio	In PeopleSoft Enterprise Campus Solutions, the user-accessible menu item that contains an individual's name, address, telephone number, and other personal information.
phase	A level 1 task, meaning that if a task had subtasks, the level 1 task would be considered the phase.
pickup quantity	The product quantity that the customer is taking with them from the counter sales environment.
plan	In PeopleSoft Enterprise Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.
plan context	In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context—if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.
plan template	In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.
planned learning	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.
planning instance	In PeopleSoft Enterprise Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.
population	In PeopleSoft Enterprise Campus Solutions, the middle level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and

	Admissions for enrollment management. You can define a population level, link it to other levels, and set enrollment target numbers for it. See also <i>division</i> and <i>cohort</i> .
portal registry	In PeopleSoft Enterprise applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.
predecessor task	A task that you must complete before you start another task.
price breaks	In PeopleSoft Strategic Sourcing, a price discount or surcharge that a bidder may apply based on the quantity awarded.
price components	In PeopleSoft Strategic Sourcing, the various components, such as material costs, labor costs, shipping costs, and so on that make up the overall bid price.
price list	Enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.
price rule	The conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.
price rule conditions	Conditions that select the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields relate to the transaction.
price rule key	The fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.
primacy number	In PeopleSoft Enterprise Campus Solutions, a number that the system uses to prioritize financial aid applications when students are enrolled in multiple academic careers and academic programs at the same time. The Consolidate Academic Statistics process uses the primacy number indicated for both the career and program at the institutional level to determine a student's primary career and program. The system also uses the number to determine the primary student attribute value that is used when you extract data to report on cohorts. The lowest number takes precedence.
primary name type	In PeopleSoft Enterprise Campus Solutions, the name type that is used to link the name stored at the highest level within the system to the lower-level set of names that an individual provides.
process category	In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.
process group	In PeopleSoft Enterprise Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.
process definition	Process definitions define each run request.
process instance	A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.
process job	You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.

process request	A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.
process run control	A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.
product	A PeopleSoft Enterprise or third-party product. PeopleSoft organizes its software products into product families and product lines. Interactive Services Repository contains information about every release of every product that PeopleSoft sells, as well as products from certified third-party companies. These products appear with the product name and release number.
product adds	The pricing functionality where buying product A gets product B for free or at a price (formerly referred to as <i>giveaways</i>).
product bidding	In PeopleSoft Strategic Sourcing, the placing of a bid on behalf of the bidder, up or down to the bidder's specified amount, so that the bidder can be the leading bidder.
product category	In PeopleSoft Enterprise Incentive Management, indicates an application in the PeopleSoft Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.
product family	A group of products that are related by common functionality. The family names that can be searched using Interactive Service Repository are Oracle's PeopleSoft Enterprise, PeopleSoft EnterpriseOne, PeopleSoft World, and third-party, certified partners.
product line	The name of a PeopleSoft Enterprise product line or the company name of a third-party certified partner. Integration Services Repository enables you to search for integration points by product line.
programs	In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.
progress log	In PeopleSoft Enterprise Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.
project transaction	In PeopleSoft Enterprise Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.
promotion	In PeopleSoft Enterprise Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.
prospects	In PeopleSoft Enterprise Campus Solutions, students who are interested in applying to the institution. In PeopleSoft Enterprise Contributor Relations, individuals and organizations that are most likely to make substantial financial commitments or other types of commitments to the institution.
proxy bidding	In PeopleSoft Strategic Sourcing, the placing of a bid on behalf of the bidder, up or down to the bidder's specified amount, so that the bidder can be the leading bidder.

publishing	In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.
rating components	In PeopleSoft Enterprise Campus Solutions, variables used with the Equation Editor to retrieve specified populations.
record group	A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.
record input VAT flag	Abbreviation for <i>record input value-added tax flag</i> . Within PeopleSoft Enterprise Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Enterprise Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Enterprise Expenses, where it is assumed that you are always recording only input VAT.
record output VAT flag	Abbreviation for <i>record output value-added tax flag</i> . See <i>record input VAT flag</i> .
recname	The name of a record that is used to determine the associated field to match a value or set of values.
recognition	In PeopleSoft Enterprise Campus Solutions, the recognition type indicates whether the PeopleSoft Enterprise Contributor Relations donor is the primary donor of a commitment or shares the credit for a donation. Primary donors receive hard credit that must total 100 percent. Donors that share the credit are given soft credit. Institutions can also define other share recognition-type values such as memo credit or vehicle credit.
reference data	In PeopleSoft Enterprise Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, and channels.
reference object	In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).
reference transaction	In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.
regional sourcing	In PeopleSoft Enterprise Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.
relationship object	In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.
remote data source data	Data that is extracted from a separate database and migrated into the local database.

REN server	Abbreviation for <i>real-time event notification server</i> in PeopleSoft MultiChannel Framework.
requester	In PeopleSoft Enterprise eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.
reservations	In PeopleSoft Expenses, travel reservations that have been placed with the travel vendor.
reversal indicator	In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.
RFI event	In PeopleSoft Strategic Sourcing, a request for information.
RFx event	In PeopleSoft Strategic Sourcing, a request for proposal or request for a quote event when bidders submit their overall best bids and during which bidders do not actively compete against one another.
role	Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.
role user	A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.
roll up	In a tree, to roll up is to total sums based on the information hierarchy.
run control	A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.
run control ID	A unique ID to associate each user with his or her own run control table entries.
run-level context	In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.
saved bid	In PeopleSoft Strategic Sourcing, a bid that has been created but not submitted. Only submitted bids are eligible for award.
score	In PeopleSoft Strategic Sourcing, the numerical sum of answers (percentages) to bid factors on an event. Scores appear only to bidders on auction events.
SCP SCBM XML message	Abbreviation for <i>Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message</i> . Supply Chain Business Modeler uses XML as the format for all data that it imports and exports.
search query	You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.
search/match	In PeopleSoft Enterprise Campus Solutions and PeopleSoft Enterprise Human Resources Management Solutions, a feature that enables you to search for and identify duplicate records in the database.
seasonal address	In PeopleSoft Enterprise Campus Solutions, an address that recurs for the same length of time at the same time of year each year until adjusted or deleted.

section	In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.
security event	In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.
sell event	In PeopleSoft Strategic Sourcing, for event creators, the sale of goods or services most typically associated with forward auctions. For bidders, the purchase of goods or services.
serial genealogy	In PeopleSoft Enterprise Manufacturing, the ability to track the composition of a specific, serial-controlled item.
serial in production	In PeopleSoft Enterprise Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.
service impact	In PeopleSoft Enterprise Campus Solutions, the resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.
service indicator	In PeopleSoft Enterprise Campus Solutions, indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.
session	In PeopleSoft Enterprise Campus Solutions, time elements that subdivide a term into multiple time periods during which classes are offered. In PeopleSoft Enterprise Contributor Relations, a session is the means of validating gift, pledge, membership, or adjustment data entry. It controls access to the data entered by a specific user ID. Sessions are balanced, queued, and then posted to the institution's financial system. Sessions must be posted to enter a matching gift or pledge payment, to make an adjustment, or to process giving clubs or acknowledgements. In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.
session template	In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.
setup relationship	In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.
share driver expression	In PeopleSoft Enterprise Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.
short-term customer	A customer not in the system who is entered during sales order entry using a template.

single signon	With single signon, users can, after being authenticated by a PeopleSoft Enterprise application server, access a second PeopleSoft Enterprise application server without entering a user ID or password.
source key process	In PeopleSoft Enterprise Campus Solutions, a process that relates a particular transaction to the source of the charge or financial aid. On selected pages, you can drill down into particular charges.
source transaction	In commitment control, any transaction generated in a PeopleSoft Enterprise or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.
sourcing objective	For constraints, the option to designate whether a business rule is required (mandatory) or is only recommended (target).
speed key	See <i>communication key</i> .
SpeedChart	A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.
SpeedType	A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.
staging	A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.
standard letter code	In PeopleSoft Enterprise Campus Solutions, a standard letter code used to identify each letter template available for use in mail merge functions. Every letter generated in the system must have a standard letter code identification.
statutory account	Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft Enterprise, this is equivalent to the Alternate Account (ALTACCT) ChartField.
step	In PeopleSoft Enterprise Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.
storage level	In PeopleSoft Enterprise Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.
subcustomer qualifier	A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.
Summary ChartField	You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).
summary ledger	An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.
summary time period	In PeopleSoft Enterprise Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.

summary tree	A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the <i>basis</i> tree). A summary tree structure specifies the details on which the summary trees are to be built.
syndicate	To distribute a production version of the enterprise catalog to partners.
system function	In PeopleSoft Enterprise Receivables, an activity that defines how the system generates accounting entries for the general ledger.
system source	The system source identifies the source of a transaction row in the database. For example, a transaction that originates in PeopleSoft Enterprise Expenses contains a system source code of BEX (Expenses Batch). When PeopleSoft Enterprise Project Costing prices the source transaction row for billing, the system creates a new row with a system source code of PRP (Project Costing pricing), which represents the system source of the new row. System source codes can identify sources that are internal or external to the PeopleSoft Enterprise system. For example, processes that import data from Microsoft Project into PeopleSoft Enterprise applications create transaction rows with a source code of MSP (Microsoft Project).
TableSet	A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.
TableSet sharing	Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.
target currency	The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.
task	A deliverable item on the detailed sourcing plan.
tax authority	In PeopleSoft Enterprise Campus Solutions, a user-defined element that combines a description and percentage of a tax with an account type, an item type, and a service impact.
template	A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft Enterprise, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft Enterprise portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.
tenant	In PeopleSoft Real Estate Management, an entity that leases real estate from a landlord.
territory	In PeopleSoft Enterprise Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.
third party	A company or vendor that has extensive PeopleSoft Enterprise product knowledge and whose products and integrations have been certified and are compatible with PeopleSoft Enterprise applications.
tiered pricing	Enables different portions of a schedule to be priced differently from one another.
time span	A relative period, such as year-to-date or current period, that various PeopleSoft General Ledger functions and reports can use when a rolling time frame, rather than a specific date, is required.
total cost	In PeopleSoft Strategic Sourcing, the estimated dollar cost (sum of real price dollars and potential “soft” or non-price dollars) of a particular award approach.

travel group	In PeopleSoft Expenses, the organization's travel rules and policies that are associated with specific business units, departments, or employees. You must define at least one travel group when setting up the PeopleSoft Expenses travel feature. You must define and associate at least one travel group with a travel vendor.
travel partner	In PeopleSoft Expenses, the travel vendor with which the organization has a contractual relationship.
3C engine	Abbreviation for <i>Communications, Checklists, and Comments engine</i> . In PeopleSoft Enterprise Campus Solutions, the 3C engine enables you to automate business processes that involve additions, deletions, and updates to communications, checklists, and comments. You define events and triggers to engage the engine, which runs the mass change and processes the 3C records (for individuals or organizations) immediately and automatically from within business processes.
3C group	Abbreviation for <i>Communications, Checklists, and Comments group</i> . In PeopleSoft Enterprise Campus Solutions, a method of assigning or restricting access privileges. A 3C group enables you to group specific communication categories, checklist codes, and comment categories. You can then assign the group inquiry-only access or update access, as appropriate.
trace usage	In PeopleSoft Enterprise Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.
transaction allocation	In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.
transaction state	In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and "picked up" by a different section for further processing.
Translate table	A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.
tree	The graphical hierarchy in PeopleSoft Enterprise systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.
tuition lock	In PeopleSoft Enterprise Campus Solutions, a feature in the Tuition Calculation process that enables you to specify a point in a term after which students are charged a minimum (or <i>locked</i>) fee amount. Students are charged the locked fee amount even if they later drop classes and take less than the normal load level for that tuition charge.
unclaimed transaction	In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.
universal navigation header	Every PeopleSoft Enterprise portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.
update access	In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user to edit and update data.

See also *inquiry access*.

user interaction object	In PeopleSoft Enterprise Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All PeopleSoft Enterprise Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).
variable	In PeopleSoft Enterprise Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.
VAT exception	Abbreviation for <i>value-added tax exception</i> . A temporary or permanent exemption from paying VAT that is granted to an organization. This term refers to both VAT exoneration and VAT suspension.
VAT exempt	Abbreviation for <i>value-added tax exempt</i> . Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.
VAT exoneration	Abbreviation for <i>value-added tax exoneration</i> . An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.
VAT suspension	Abbreviation for <i>value-added tax suspension</i> . An organization that has been granted a temporary exemption from paying VAT.
warehouse	A PeopleSoft Enterprise data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.
weight or weighting	In PeopleSoft Strategic Sourcing, how important the line or question is to the overall event. Weighting is used to score and analyze bids. For RFx and RFI events, weightings may or may not appear to bidders.
work order	In PeopleSoft Enterprise Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.
worker	A person who is part of the workforce; an employee or a contingent worker.
workset	A group of people and organizations that are linked together as a set. You can use worksets to simultaneously retrieve the data for a group of people and organizations and work with the information on a single page.
worksheet	A way of presenting data through a PeopleSoft Enterprise Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.
worklist	The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.
XML link	The XML Linking language enables you to insert elements into XML documents to create a links between resources.
XML schema	An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.
XPI	Abbreviation for <i>eXtended Process Integrator</i> . PeopleSoft XPI is the integration infrastructure that enables both real-time and batch communication with JD Edwards EnterpriseOne applications.

yield by operation

In PeopleSoft Enterprise Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.

zero-rated VAT

Abbreviation for *zero-rated value-added tax*. A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

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