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# PeopleSoft Enterprise Global Payroll for France 9.0 PeopleBook

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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.

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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.

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

### See Also

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

## Downloading and Ordering Printed Documentation

In addition to the complete line of documentation that is delivered on your PeopleBook CD-ROM, Oracle makes PeopleSoft Enterprise documentation available to you via Oracle's website. You can:

- Download PDF files.
- Order printed, bound volumes.

### Downloading PDF Files

You can download PDF versions of PeopleSoft Enterprise documentation online via the Oracle Technology Network. Oracle makes these PDF files available online for each major release shortly after the software is shipped.

See Oracle Technology Network, http://www.oracle.com/technology/documentation/psftent.html.

### Ordering Printed, Bound Volumes

You can order printed, bound volumes of selected documentation via the Oracle Store.

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


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# 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 |

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# Typographical Conventions and Visual Cues

This section discusses:

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

## Typographical Conventions

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

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


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| 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.<br>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.

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### 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. |


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

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# PeopleSoft Enterprise Global Payroll for France 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 France.

## 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

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

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

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

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

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| Chapters | Description |
| --- | --- |
| Preface | This is the chapter you're reading now. It explains:<br>• How to use the Application Fundamentals book.<br>• How PeopleBooks are structured.<br>• How Global Payroll documentation is structure. |
| Getting Started With… | This chapter discusses product implementation guidelines. It explains:<br>• The business processes documented within the book.<br>• Integrations between the product and other products.<br>• 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.<br>**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.<br>**Note.** There may be times when a small amount of business process information is included in a setup chapter if the amount of business process documentation was insufficient to create a separate section in the book. |


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| Chapters | Description |
| --- | --- |
| Business Process | This can be one or more chapters. These chapters contain documentation that addresses specific business processes with each chapter generally devoted to a specific functional area. For example, if functionality X is part of a product, this chapter would be devoted to explain how the functionality works, not necessarily how to set up functionality X. You would look to the corresponding setup and implementation chapter to learn how to set up the functionality.<br><br>**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.<br><br>**Note.** Not all applications have delivered workflows. |
| Reports Appendix | (Optional) This appendix contains an abbreviated list of all of the product's reports. The detailed documentation on the use of these reports is usually included in the related business process chapter. |

# Global Payroll Documentation

This section discusses:

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

## Global Payroll Application Design

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

Global Payroll is composed of two complementary parts:

- A core payroll application that includes:

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

# Global Payroll Documentation Structure

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

## Core Documentation

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

## Country Extension Documentation

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

- Any core feature with local extensions.
- Country-specific rule setup.
- PeopleSoft-delivered rules and tables.
- Country-specific pages.
- Country-specific reports.
- PeopleSoft Enterprise Human Resources Management Systems (PeopleSoft 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; it is therefore important to read both sets of documentation.

## What to Read When

You can approach the documentation in the following way:

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

  For example, banking is a feature that you first define in the core application and then often continue defining in the country extension. To understand the setup, you should first read the banking chapter in the core documentation and then the banking chapter in the country extension documentation.


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

## Documentation Audiences

We've identified the following audiences for the documentation:

- Technical

  Technical readers who are interested in the technical design of the product should begin by reading the *Introducing the Core Application Architecture* section of the core documentation, as well as the background 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 introductory sections of both the core documentation and the country extension documentation to get a high-level overview of the Global Payroll product.

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# CHAPTER 1

# Getting Started with Global Payroll for France

This chapter discusses:

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

## Global Payroll for France Overview

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

### See Also

Chapter 2, "Understanding Global Payroll for France," page 5

## Global Payroll for France Business Processes

Global Payroll for France supports these business processes:

- Overtime.
- URSSAF contributions.
- ASSEDIC contributions.
- ARRCO and AGIRC contributions.
- Contingency Funds contributions.
- Allowances.
- Absence processing.
- Levies.
- Garnishments.
- Loans and advances.
- Net guarantee.

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- Accruals.
- Specific contracts.
- Payslips.
- Banking.
- Termination processing.
- DUCS generation.
- DADS reporting.
- Wage certificates.
- Retroactive processing.
- DIF and training allocation calculation.

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

# Global Payroll for France Integrations

PeopleSoft Enterprise Global Payroll for France integrates with these applications through the core Global Payroll application:

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

We discuss integration considerations in the core Global Payroll PeopleBook. Supplemental information about third-party application integrations is located on the PeopleSoft Customer Connection website.

### 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 France Implementation

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

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

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

| Component | Component Interface | References |
|---|---|---|
| GPFR_DA_DATTYP | CI_GPFR_DA_DATTYP | See Chapter 9, "Setting Up DUCS and DADS Reporting," Setting Up DADS Extraction, page 160. |
| GPFR_DA_SIT | CI_GPFR_DA_SIT | See Chapter 9, "Setting Up DUCS and DADS Reporting," Setting Up DADS Extraction, page 160. |
| GPFR_DA_UPDATE_3 | CI_GPFR_DA_UPDATE_3 | See Chapter 28, "Generating DADS," Importing External DADS Data, page 458. |
| GPFR_DA_UPDATE_4 | CI_GPFR_DA_UPDATE_4 | See Chapter 28, "Generating DADS," Importing External DADS Data, page 458. |
| GPFR_DA_UPDATE_6 | CI_GPFR_DA_UPDATE_6 | See Chapter 28, "Generating DADS," Importing External DADS Data, page 458. |
| GPFR_DA_UPDT_CRT | CI_GPFR_DA_UPDT_CRT | See Chapter 28, "Generating DADS," Importing External DADS Data, page 458. |

## 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"

*Enterprise PeopleTools PeopleBook: PeopleSoft Setup Manager*

*Enterprise PeopleTools PeopleBook: PeopleSoft Component Interfaces*

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# CHAPTER 2

# Understanding Global Payroll for France

This chapter discusses:

- Global Payroll for France business processes.
- Delivered elements for France.
- Archiving data for Global Payroll for France.
- Viewing delivered elements for France.

## Global Payroll for France Business Processes

PeopleSoft Enterprise Global Payroll for France supports the following business processes:

- Overtime.

  PeopleSoft Enterprise Global Payroll for France enables you to process overtime hours. The number of overtime hours is calculated outside of the payroll system and passed to PeopleSoft Enterprise Global Payroll for France, which provides the functionality to calculate and pay the overtime.

- URSSAF Contributions.

  PeopleSoft Enterprise Global Payroll for France enables you to manage URSSAF contributions that are paid by both the payee and employer to cover retirement, sickness, workplace accidents, family benefits, widows' benefits, and FNAL. We deliver the rates for several URSSAF schemes (*régimes),* including the general scheme 100, Alsace-Moselle General Scheme 101, and other URSSAF schemes.

- ASSEDIC Contributions.

  ASSEDIC (or GARP in Paris) contributions are paid to the state unemployment fund (UNEDIC), which finances unemployment insurance (*Régime d'Assurance Chomage* or RAC) and salary guarantees (*Fond National de Garantie des Salaires* or FNGS). PeopleSoft Enterprise Global Payroll for France enables you to enter and maintain ASSEDIC contribution rates, create regulatory reports, make payments to collector institutions, and create ASSEDIC certificates upon employee termination.

- ARRCO and AGIRC Contributions.

  PeopleSoft Enterprise Global Payroll for France enables you to manage ARRCO and AGIRC contributions for pension funds.

- Contingency Funds Contributions.

  PeopleSoft Enterprise Global Payroll for France enables you to manage contributions for contingency funds.

- Allowances.

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A payee may be entitled to a variety of allowances, paid in addition to the regular salary. PeopleSoft Enterprise Global Payroll for France enables you to calculate and manage payment of allowances relating to contract termination, transportation allowances, benefits in kind, and meal and travel allowances.

- Absence Processing.

  PeopleSoft delivers predefined rules for processing absences due to vacation, illness, maternity, work accidents, and other reasons. We've designed these rules in accordance with French statutory requirements. You can easily modify many of these rules to reflect absence policies that are specific to your organization or to collective agreements that may be in force for your employees.

- Levies.

  Levies are deductions that don't fall into obvious categories, such as URSSAF, ASSEDIC, and retirement funds. Levies are paid to several organizations with different funding bases, different conditions, and on different dates. PeopleSoft Enterprise Global Payroll for France manages levies for:

  - Professional training.
  - Transportation.
  - Participation of the Construction Effort levy.
  - Apprenticeships.
  - CSG and CRDS.
  - Levy on salaries.
  - Works councils.

- Garnishments.

  PeopleSoft Enterprise Global Payroll for France enables you to process garnishment deductions for alimony and various types of debt. Garnishments are taken every month, according to national guidelines.

- Loans and Advances.

  Employers who agree to pay salary advances or provide employee loans can use PeopleSoft Enterprise Global Payroll for France to define and manage these loans and advances automatically.

- Net Guarantee.

  Employers may be required to pay a guaranteed percentage of a payee's gross salary during the time that the payee is on sick leave. PeopleSoft Enterprise Global Payroll for France provides rules to manage the net guarantee calculation.

- Accruals.

  PeopleSoft Enterprise Global Payroll for France manages three accruals: the 2483 Annual Training report, the Employee Survey report, and paid vacation. For the 2483 Annual Training report, PeopleSoft Enterprise Global Payroll for France provides a writable array to retrieve the required payroll indicators such as salary, training full time gross salary, and paid hours. For the Employee Survey report, PeopleSoft Enterprise Global Payroll for France provides writable arrays to retrieve payroll and absence indicators such as salary, the number of working hours, the number of leaves of absence, and so on. PeopleSoft Human Resources subsequently retrieves the values in the writable arrays to create the reports. In addition, PeopleSoft Enterprise Global Payroll for France calculates two paid vacation accruals: the paid vacation accruals of the current accounting year and the accruals of the balance paid vacation of past accounting years.

- Specific Contracts.

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Specific contracts provide exemptions on contributions. Usually they are set up between an employer and a government department or between an employer and payee, subject to controls from the DDTE (regional government organization responsible for employment laws). PeopleSoft delivers rules for some common exemptions for fixed-term contracts, specific exempted contracts, and specific categories of payees.

- AFB Rules.

  PeopleSoft Enterprise Global Payroll for France provides specific elements for banking organizations that are members of the *Association Française des Banques* (AFB).

- Payslips.

  The PeopleSoft payslip functionality enables you to define the elements that you want to print on the payslip, such as earnings, deductions, absence hours, and current and year-to-date totals, as well as a daily record. With our payslip process, you can print payslips for all payees, or a group of payees.

- Banking.

  PeopleSoft Enterprise Global Payroll for France includes an optional banking process that enables you to create a bank transfer file with details of payments to be made to each payee.

- Terminations.

  PeopleSoft Enterprise Global Payroll for France enables you to identify and retrieve online any employees that have been terminated in a defined period. Using the terminations functionality, you can create an off-cycle group, associate the terminated employees with this group, and process the employees in an off-cycle calendar. Or you can process the terminated employees as part of a regular, on-cycle calendar. This transaction enables you to specify the payment method for terminated employees (for example, manual payment or EFT).

- DUCS Generation.

  PeopleSoft provides the ability to create DUCS files for submitting social security contribution information to government agencies for URSSAF, ASSEDIC, and ARRCO/AGIRC contributions.

- DADS Generation.

  With PeopleSoft Enterprise Global Payroll for France, you can extract DADS data from your database, review and update the extracted information, and create the DADS report conforming to the DADS-U norm.

- Wage Certificates.

  PeopleSoft Enterprise Global Payroll for France enables you to generate wage certificates for your payees. These certificates provide proof that a payee is entitled to receive social security payments for sick leave, maternity leave, paternity leave, work accidents, or occupational illness.

- Retroactive Processing.

  Every customer must record retroactive updates that affect payroll. These retroactive updates can affect gross pay as well as deductions. PeopleSoft Enterprise Global Payroll for France provides the following retroactivity functionality:

  - Retroactivity standard setup.
  - Support for retroactivity in reporting.
  - Calculation of inactive segments.

- DIF and Training Allocation.

  Global Payroll for France integrates with both the Administer Training business process and with Enterprise Learning Management to enable users to track DIF balances and compensate learners for DIF training and other training completed outside of the normal work schedule.

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# Delivered Elements for France

PeopleSoft Enterprise Global Payroll for France defines each business process for France in terms of delivered elements and rules that are needed to run a French payroll. 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.
- Element naming convention for France.

## Delivered Element Creation

All of the elements that are delivered with your country extension were created using the core application.

The core application:

- Consists of a payroll rules engine.

  The rules engine is a flexible tool that enables you to define new payroll elements and run payroll and absence calculations using the delivered elements. PeopleSoft Enterprise Global Payroll for France does not embed payroll computations in application code. Instead, it specifies all business application logic (such as earnings, deductions, absences, and accumulators) in terms of payroll rules. PeopleSoft Enterprise Global Payroll for France 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).

## Element Ownership and Maintenance

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

### Understanding Ownership in Global Payroll

PeopleSoft Enterprise Global Payroll for France provides five types of element ownership:

| | |
|---|---|
| **PS Delivered/Maintained** | Elements that are delivered and maintained on an ongoing basis by PeopleSoft. |
| **PS Delivered/Not Maintained** | Elements that are delivered by PeopleSoft that must be maintained by the customer. This type of element ownership consists primarily of either customary (nonstatutory) rules or statutory elements that customers may want to define according to a different interpretation of the rules. Although PeopleSoft occasionally updates elements that are defined as PS Delivered/Not Maintained, you are not required to apply these updates. |
| **Customer Maintained** | Elements that are created and maintained by your organization. PeopleSoft does not deliver rules that are defined as Customer Maintained. |
| **PS Delivered/Customer Modified** | Elements that were originally PS Delivered/Maintained elements over which the customer has decided to take control (this change is irreversible). |


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**PS Delivered / Maintained / Secure** Delivered elements that the customer can never modify or control.

## Understanding Ownership in Global Payroll for France

Of the five ownership types that are described here, two are used to define French elements:

- PS Delivered/Maintained.

  PeopleSoft Enterprise Global Payroll for France uses the ownership category PS Delivered/Maintained to prevent the modification of elements that are designed to comply with legal or statutory requirements.

- PS Delivered/Not Maintained.

  Some elements, such as contribution rates and SMIC values, are defined as PS Delivered/Not Maintained. This enables you to modify these elements without waiting for the tax updates that are delivered by PeopleSoft.

**Note.** Before applying tax updates or other enhancements, determine whether the elements being upgraded have already been modified by your organization.

This table lists the ownership types that are associated with the delivered elements for France:

| Element Type | Ownership | Exceptions |
|---|---|---|
| Earning | PS Delivered/Maintained | Base Salary and Base Salary for AFB. |
| Deduction | PS Delivered/Maintained | Work Council Tax is delivered as sample data. |
| Variable | PS Delivered/Not Maintained | Values that cannot be changed without affecting the calculation. |
| Bracket | PS Delivered/Not Maintained | If values are not to be changed by the customer, they are defined as PS Delivered/Maintained. |
| Accumulator | PS Delivered/Not Maintained for segment accumulators. PS Delivered/Maintained otherwise. | In general, PeopleSoft maintains the nonsegment base accumulators because customers can modify the funding base segment accumulators. However, the following nonsegment accumulators are not PS Delivered/Maintained:<br>• Accumulators for loans and garnishments.<br>• Generic accumulators.<br>• Accumulators for benefits in kind. |
| Element Group | PS Delivered/Not Maintained | None. |
| Process List | PS Delivered/Not Maintained | None. |

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| Element Type | Ownership | Exceptions |
|---|---|---|
| Section | PS Delivered/Not Maintained | None. |
| Formula | PS Delivered/Maintained | Some exceptions apply if the rule is not strictly legal:<br><br>Formulas that are used to create conditional sections in a process list and generation control formulas are not maintained.<br><br>**Note.** To enable you to decide when and how elements are triggered, generation control formulas and formulas that are used to create conditional sections are defined as PS Delivered/Not Maintained.<br><br>Situation formulas are used to manage specific contracts and are not maintained.<br><br>**Note.** Situation formulas are used to control how HR fields are used in payroll processing. To enable you to decide how these fields should be used, situation formulas are defined as PS Delivered/Not Maintained.<br><br>Most generic formulas are not PeopleSoft-maintained (except legal rules and specific process formulas).<br><br>**Note.** Generic formulas are developed as part of the country setup feature and carry the prefix GEN. |
| Array | PS Delivered/Maintained | None. |
| Generation Control | PS Delivered/Not Maintained | None. Generation control formulas have been defined as PS Delivered/Not Maintained to enable you to decide when and how elements are triggered. |

**Note.** The owner field is used by the Element Upgrader to identify which elements PeopleSoft has delivered and which ones you have created.

## See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Defining General Element Information," Defining Element Names

Chapter 13, "Understanding Specific Contracts," page 223

Chapter 3, "Setting Up Country Data," page 21

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# Element Naming Convention for France

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

This section discusses:

- Naming convention for supporting elements.
- Naming convention for primary elements.
- Naming convention for other elements.
- Additional clues to the use of French elements.
- Functional area codes.
- Element type codes (PIN_TYPE).

## Naming Convention for Supporting Elements

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

- FFF: Functional Area Code (see Functional Area Codes for more information).
- TT: Type of Supporting Element (see List of Element Type Codes (PIN_TYPE) for more information).
- NAME: The name is based on a term in French and provides a further means of identifying the element.

For example, in the name of the variable URS VR TX VEUV S, URS represents the functional area, VR represents the element type, and TX VEUV S provides a further means of identifying the element.

---

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

---

## Naming Convention for Primary Elements

Primary elements such as earnings, deductions, absence take, and absence entitlement elements do not always contain functional area codes in their names. This is because primary elements have names, based on French terms, that identify their function and element type without the use of additional codes. For example, the absence take and absence entitlement elements for seniority paid vacation have names that identify their use in the system:

| Absence Reason | Take Element | Entitlement Element |
|---|---|---|
| Seniority paid vacation | CPT ANCIENTE | CPE ANCIENTE |

The key to understanding how these elements are used is found in the abbreviations CPT and CPE. CPT represents paid vacation take (*prise congés payés),* and CPE represents paid vacation entitlement (*droits congés payés).* In addition, the abbreviation ANCIENTE (*ancienneté* or seniority) indicates that the purpose of these elements is to calculate seniority paid vacation.

---

**Note.** PeopleSoft Enterprise Global Payroll for France uses numerous abbreviations to signify how elements are used and the functional area they serve. Additional information about these abbreviations can be found in the section “Additional Clues to the Use of French Elements.”

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## Naming Convention for Other Elements

For accumulators, sections, and element groups, PeopleSoft uses the following naming convention: FFF TT NAME.

- FFF: Functional Area Code (see Functional Area Codes for more information).
- TT: Type of Supporting Element (see List of Element Type Codes (PIN_TYPE) for more information).
- NAME: The name is based on a term in French and provides a further means of identifying the element.

For example, a section in a process list for France might be URS SE COTISATIONS, where URS is a functional area code, SE represents the element type, and COTISATIONS provides a means of uniquely identifying the element.

## Additional Clues to the Use of French Elements

Many French elements contain abbreviations that provide additional clues to their use in the system (beyond those that are provided by the Functional Area Codes or List of Element Type Codes (PIN_TYPE)). For example, URS MAL S is a deduction with a calculation rule of *base x percent.* The *percentage* is contained in the variable URS VR TX MAL S, and the *base* is calculated by the formula URS FM BRUT ABAT. While the code URS (URSSAF) in the name of the deduction indicates the functional area that is served by the element, the abbreviations MAL and S provide additional useful information about the deduction. The abbreviation MAL (*maladie* or illness) indicates that the deduction applies to the URSSAF illness contribution, and the S (*salarie* or payee) signifies that the deduction is part of the payee's contribution. The TX (*taux* or rate) in the variable URS VR TX MAL indicates that the variable stores a contribution rate. And in the formula representing the base, the abbreviation ABAT (*abattement*) signifies that the formula determines a reduction (in this case a reduction of the gross salary). As you become more familiar with the elements that are created for a functional area, these abbreviations will help you to further identify and understand the role that is played by each element.

This table lists the most common abbreviations used in the names of French elements:

| Abbreviations used in Global Payroll for France | French | English |
|---|---|---|
| ABAT(T) | *Abattu* | Reduced |
| ABT | *Abattement* | Reduction |
| ALIM | *Alimentation* | Feeding |
| AN | *Annuel* | Annual |
| AN | *Avantage en Nature* | Benefits in kind |
| ANC | *Ancienneté* | Seniority |
| ATRV or AT | *Accident du Travail* | Work accident |


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| Abbreviations used in Global Payroll for France | French | English |
|---|---|---|
| AUB | *Aubry* | Aubry |
| CALC | *Calcul* | Calculation |
| CAR | *Carence* | Waiting period |
| CC | *Convention Collective* | Labor agreement |
| CO | *Carte Orange* | Paris transportation Orange Card |
| COND | *Conditionnel* | Conditional |
| COT | *Cotisations* | Contributions |
| CP or CPA | *Congés Payés* | Paid vacation |
| CPE | *Droits Congés Payés* | Paid vacation entitlements |
| CPT | *Prise Congés Payés* | Paid vacation take |
| DEB | *Début* | Beginning |
| DEC | *Décès* | Death |
| DECL | *Déclenchement* | Triggering |
| DED | *Déduction* | Deduction |
| DEP RET or D RET | *Départ à la retraite* | Voluntary retirement leave |
| DRT or DRTS or DTS | *Droits* | Entitlements |
| DT | *Droits ou Date* | Entitlements or date |
| DU | DUCS (*Déclaration Unifiée des Cotisations Sociales)* | Declaration of Social Contributions |

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| Abbreviations used in Global Payroll for France | French | English |
|---|---|---|
| E | *Employeur* | Employer |
| ENF | *Enfant* | Child |
| ETP | *Equivalent Temps Plein* | Full-time equivalent |
| EVE | *Droits évènement familial* | Family event entitlements |
| EVF | *Evénement Familial* | Family event |
| EVT | *Prise évènement familial* | Family event takes |
| FF | *Forfaitaire* | Lump sum |
| FORM | *Formation* | Training/education |
| HOR | *Horaire* | Hourly |
| HR or HRS | *Heures* | Hours |
| ICCP | *Indémnités compensatrices de congés payés* | Paid vacation in lieu of allowances |
| IJ | (shorter term for IJSS) *Indemnités Journalières* | Daily allowances |
| IJSS | *Indemnités Journalières de Sécurité Sociale* | Social Security daily allowances |
| IND | *Indémnités* | Allowance |
| JC | *Jours Calendaires* | Calendar days |
| JO | *Jours Ouvrés* | Business days |
| JR or J | *Jour* | Day |
| LIC | *Licenciement* | Lay off |


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| Abbreviations used in Global Payroll for France | French | English |
|---|---|---|
| LIM | *Limite* | Limit |
| MAL | *Maladie* | Illness |
| MAP | *Mise à Pied* | Protective motive |
| MNT | *Montant* | Amount |
| MO | *Mois* | Month |
| NB or NBR | *Nombre* | Number |
| OBD | *Date d'origine de l'absence* | Original begin date |
| OUV | *Ouvert/Ouverture* | Opened/opening |
| PL or PLAF | *Plafond/Plafonné* | Ceiling |
| PRD | *Période* | Period |
| PRM | *Primes* | Premiums |
| REE | *Droits Représentant du Personnel* | Entitlements for staff representatives |
| REM | *Rémunération* | Compensation |
| REP | *Rapport ou prise Représentant du Personnel* | Report or takes for staff representatives |
| RET | *Retenue* | Deduction |
| S | *Salarié* | Employee |
| SAL | *Salaire* | Salary |
| SG | *Segment* | Segment |

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| Abbreviations used in Global Payroll for France | French | English |
|---|---|---|
| SLD | *Solde* | Balance |
| STG | *Stagiaire* | Trainee |
| THEO | *Théorique* | Theoretical |
| TRAV or TRV | *Travail* | Work |
| TX | *Taux* | Rate |

## Functional Area Codes

This table lists the functional area codes that are used in the names of French elements.

| Functional Area | Description |
|---|---|
| ABS | Absence |
| AFB | AFB Collective Agreement |
| AGI | AGIRC |
| APP | Apprentices |
| ARC | ARRCO |
| ASS | ASSEDIC |
| ATR | Work Accident |
| BSO | *Bilan Social* |
| CP and CPA | Paid Vacation |
| EVE | Other Absences |
| EVT | Other Absences |


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| Functional Area | Description |
|---|---|
| FOR | 2483 Training Report<br>DIF<br>Training Allocation |
| GEN | Country Setup |
| HRS | Overtime |
| IND | Allowances - Premiums |
| MAL | Illness |
| MAT | Maternity |
| PRE | Loans |
| PRO | Liability |
| PRV | Contingency |
| REE | Work Council |
| REP | Reports |
| RTO | Retroactivity |
| SAI | Garnishments |
| SIT | Situations |
| STG | Trainees |
| TAX | Levies |
| URS | URSSAF |

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## Element Type Codes (PIN_TYPE)

This table lists the element type codes for all the element types. Because not all element types are delivered for France, not all of these codes appear in the names of French 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 |
| PP | Previous Period Rule |
| PR | Process |


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| Element type | Description |
|---|---|
| PO | Proration Rule |
| RC | Rate Code |
| RR | Rounding Rule |
| SE | Section |
| SY | System Element |
| VR | Variable |

### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Defining General Element Information"

# Archiving Data for Global Payroll for France

PeopleSoft Enterprise Global Payroll for France generates a large amount of result data which you may need to maintain for auditing or regulatory purposes, and which should periodically be archived. To facilitate this requirement, PeopleSoft PeopleTools delivers an archiving tool called the Data Archive Manager. To aid in archiving your data, PeopleSoft Global Payroll for France delivers a predefined archive object (GPFR_RSLT_ARCHIVE) and an archive template (GPFRRSLT) created using the Data Archive Manager. The archive template uses queries to select and store data by calendar group ID from calculation, banking, and other tables.

**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".

## Additional Archiving Considerations

The following PeopleSoft Enterprise Global Payroll for France result data is not included in the GPFR_RSLT_ARCHIVE archive object because it is not associated with a calendar group ID:

| Result Data Type | Data Location |
|---|---|
| DUCS COT Results | GPFR_DUCS_COT table |

If you want to archive this data, you can set up new archive objects, queries, and templates using the Data Archive Manager, or you can use your own archiving solution.

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### See Also

*Enterprise PeopleTools PeopleBook: Data Management, "Using PeopleSoft Data Archive Manager"*

## Viewing Delivered Elements for France

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

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# CHAPTER 3

# Setting Up Country Data

This chapter provides overviews of country setup, contribution rates, and limits, and discusses how to:

- Review and update contribution rates and limits.
- Review garnishment brackets.

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

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### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Viewing Delivered Elements," Understanding How to View Delivered Elements

## Understanding Country Setup

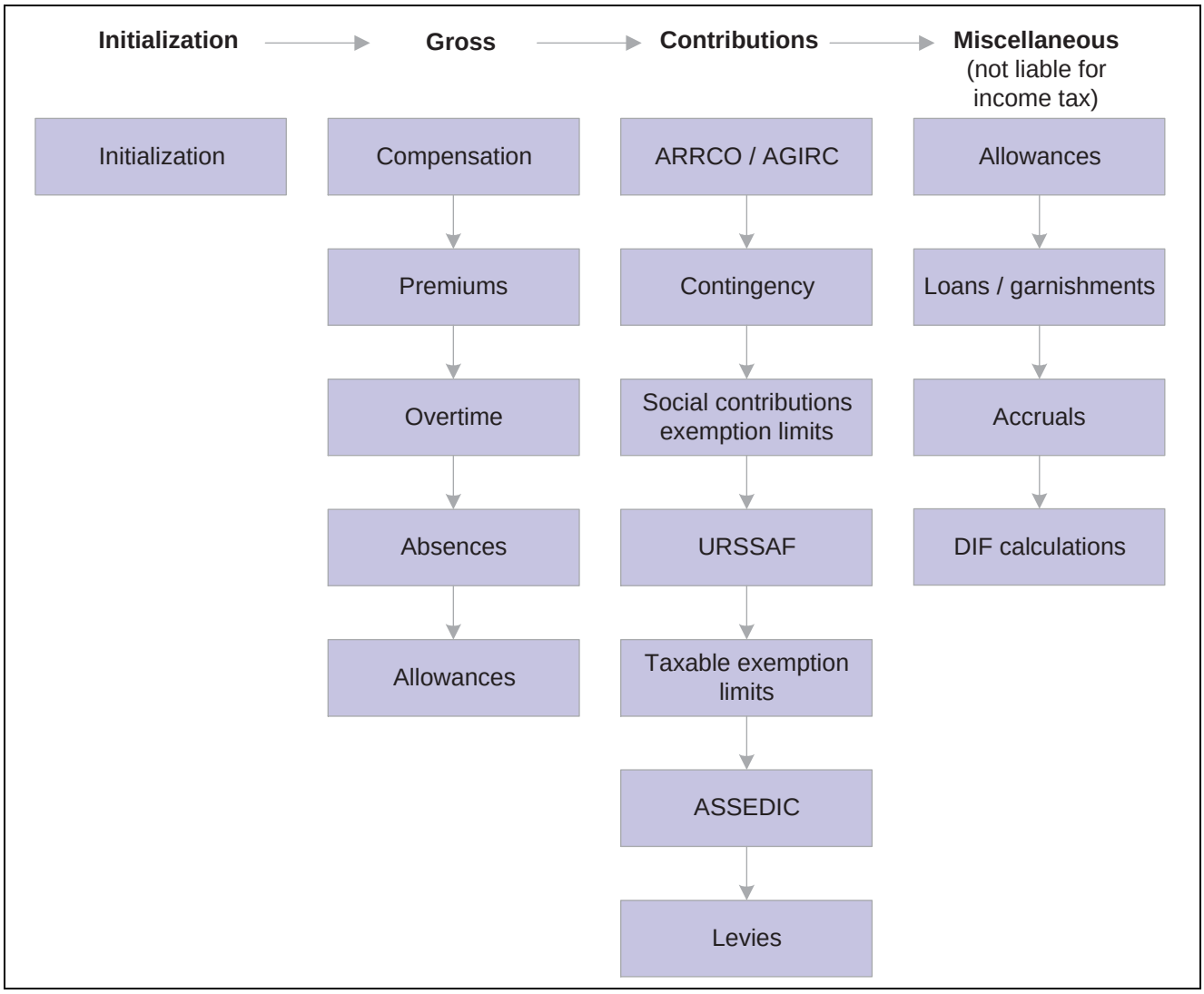
This section discusses:

- Pay process flow.
- Variables and categories.
- Rounding rules.

### Pay Process Flow

This diagram illustrates the pay process flow in Global Payroll for France:

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The pay process flow in Global Payroll for France

The following steps describe the pay process in Global Payroll for France:

1. Initialization.

   The system executes formulas, arrays, dates, durations, and earnings in order to populate elements such as variables, accumulators, and formulas. These elements are needed by most of the other processes.

2. The system processes the Gross, which is made up of numerous earnings and deductions (compensation, premiums, overtime pay, absences, and allowances).

3. The system processes contributions, which are types of deductions (ARRCO/AGIRC, contingency funds, social contributions exemption limits, URSSAF, taxable exemption limits, ASSEDIC, and levies).

4. The system processes miscellaneous earnings and deductions that are not subject to income taxes, such as allowances, loans, garnishments, accruals, and DIF earnings.

   A specific section manages the negative net-to-pay. This section is placed just before the accruals section. Other sections also appear at the end of the process list. Some sections are used to fill writable arrays, while others perform calculations to generate data for the absence process.


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5. At the end of the calculation, several processes are completed to prepare data for different reports and processes.

   These processes and reports include:

   - The DUCS preparation (by populating the writable array (REP WA DU COTI).
   - The DADS preparation (by populating several payroll elements like variable or accumulators and the writable array DAS AR SITUAT S41).
   - The ASSEDIC certificate preparation (by populating the writable array REP WA AA ELMT).
   - The 2483 report preparation (by populating the writable array FOR WA 2483).
   - The employee survey report preparation (by populating the writable array BSO WE PAIE).

See Appendix A, "Global Payroll for France Reports," page 465.

**Note.** Set up the pay process in the order described so that the system processes the steps sequentially. If you stray from this order, the system may not function correctly.

**Note.** The pay process flow described here focuses only on the pay process and not on the absence process. For the absence process, different steps are followed and are described in the absence chapter.

See Chapter 4, "Setting Up Absence Rules," page 49 and Chapter 21, "Setting Up and Generating Wage Certificates," page 345.

## Variables and Categories

Global Payroll for France enables you to update many of the delivered variables on the Variables by Category page. You can also define your own variables, assign them to a category, and update them, if necessary, on the Variables by Category page.

This table lists the category types delivered by Global Payroll for France:

| Category | Description |
|---|---|
| A36 | Article 36 Employee |
| A4 | Article 4/4 bis Managers |
| ASS | ASSEDIC |
| CPA | Paid Vacation |
| EMPL | Employee |
| GEN | Country Setup Generic Variable |
| HRS | Additional and Overtime Hours |

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| Category | Description |
|---|---|
| IND | Allowances |
| LEV | Levies |
| PRV | Contingency Funds |
| RET | ARRCO/AGIRC |
| SAI | Garnishments |
| URS | URSSAF |
| RTO | Retro- Elements retrieved in array |

- The EMPL, A36, and A4 categories apply only to ARRCO/AGIRC deductions. During processing, they populate the variable ARC VR CATEGORIE, which is an accumulator key on most of the ARRCO/AGIRC accumulators. The deductions associated with the EMPL category are ARC T1 NC S, ARC T1 NC E, ARC T2 NC S, and ARC T2 NC E. When these deductions are processed, the category is retrieved and is used as an accumulator key.
- Many of these categories are used to group variables on the Variables by Category page. You can adjust these variables on the individual contributions or directly in the Variables by Category page. For example, you can update the value of an URSSAF variable on the URSSAF Rates page or on the Variables by Category page.

### See Also

Chapter 7, “Defining ARRCO, AGIRC, and Contingency Fund Contributions,” page 113

Chapter 16, “Understanding Retroactive Processing,” page 257

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

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

## Rounding Rules

Earnings and deductions provided by Global Payroll France have their *results* rounded using the rounding rule GP ROUND NEAR 2DEC. For the component elements (unit, base, rate, percent) of the earnings and deductions, the rounding rules applied are the pay group default rounding rules.

# Understanding Contribution Rates and Limits

This section discusses:

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- PeopleSoft-delivered contribution rates and ceilings.
- Contribution calculations.

# PeopleSoft-Delivered Contribution Rates and Ceilings

PeopleSoft defines the contribution rates for URSSAF, ASSEDIC, ARRCO/AGIRC, and contingency funds as *variables*. Although PeopleSoft populates these variables with the correct rates for each type of contribution, and defines the ceilings that apply to the bases used to calculate these contributions, you can adjust the rates and ceiling values to comply with changing laws.

For example, there are 17 variables for the ARRCO rates. Each variable represents a single ARRCO contribution rate. On the ARRCO Rates page, the first variable contains the rate for the non-managers, Slice 1 (T1), payee contribution. The second variable contains the rate for the non-managers, Slice 1 (T1), employer contribution, and so on.

Many contributions, such as those for URSSAF and ASSEDIC, are based on earnings limits, or ceilings, defined by the government.

Ceilings are the earnings limits that define the different contribution rates for organizations such as URSSAF and ASSEDIC. The Limits page contains ceiling definitions. The monetary values of the ceilings appear on the Ceilings page.

You use the Contract Data page in PeopleSoft Enterprise Human Resources to assign limits to the earnings ceilings and enter complementary HR information specific to France. This information relates to the payee's regime and any related contribution deductions. Any payee eligible for an URSSAF contribution must be associated with a contribution class code (social security code or regime).

# Contribution Calculations

This section discusses how the contribution calculations change in specific situations.

## Progressive Regularization of Contributions

Some contribution types have limit ceilings. For these contributions, Global Payroll for France applies a progressive regularization of the contributions. This means that in each segment, the system calculates the limited funding base based on the annual amounts and obtains the funding month for the segment. The funding base is calculated as follows:

Calculation of the annual funding base limited to a ceiling –
annual funding base on which the payee has already contributed =
segment funding base limited to a ceiling

The annual funding base is calculated by the GEN FM CALC LIMIT formula. To process this formula correctly, the following variables must be populated: GEN VR BRUT (annual base amount), GEN VR MAXI (upper ceiling limit), and GEN VR MINI (lower ceiling limit).

## Ceiling Proration Based on the Number of Segment Days

The ceilings entered on the Ceilings page are monthly ceilings for the URSSAF, ASSEDIC, ARRCO/AGIRC, and Contingency funds contributions. In the case of segmentation, these ceilings are prorated according to the number of days in the current segment being processed. The proration is calculated by the GEN FM NB JR 30IEM formula, based on 30 days per month (*trentième*) for all months of the year (as required by French law).

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To override the number of days in the current segment retrieved by the GEN FM NB JR 30IEM formula, use the variable GEN VR 30EME FORCE and enter the new value on the Supporting Element Overrides page. The new value will be used for the calculation of the prorated ceilings. All ceilings calculated by PeopleSoft are affected by this override.

### Ceiling Reduction for Payees with Multiple Employers

For payees with multiple employers, enter a multiple employer rate on the Contract Data page. The ceiling reduction is calculated using the value entered in the Multiple Employer Rate field.

### Ceiling Proration for Part-Time Payees

You can apply proration to the ceiling for part-time payees. If these payees work less than the company standard hours, this proration is applied. This proration does not apply if the payee has multiple employers because the law indicates that only one proration can be used. The ceiling reduction first applies for the multiple employer rate and is never processed for part-time payees if it has been applied for multiple employers.

### Gross Reduction Percentage for Specific Job Categories

You can enter a gross reduction value for specific job categories on the Contract Data page. The annual gross reduction cannot be more than 50000 EUR (as of January 1, 2000). The generic formula GEN FM ABATT BASE is used to calculate the funding base after reduction with the limitation of the reduction for 50000 for the year 2000.

### Overriding Ceiling Values

Several variables can be used to override the ceiling values calculated by the application. The ceilings must be overridden individually.

This table lists the different variables that you use with the Supporting Element Override functionality to override the ceiling values normally calculated:

| Variable | Function |
|---|---|
| URS VR PLAF A FORC | Overrides the URSSAF A ceiling. |
| ASS VR PLAF A FORC | Overrides the ASSEDIC A ceiling. |
| ASS VR PLAF B FORC | Overrides the ASSEDIC B ceiling. |
| ASS VR PLAF AB FORC | Overrides the ASSEDIC AB ceiling. |
| ARC VR PLAF A FORC | Overrides the ARRCO A ceiling. |
| ARC VR PLAF 1 FORC | Overrides the ARRCO 1 ceiling. |
| ARC VR PLAF 2 FORC | Overrides the ARRCO 2 ceiling. |
| AGI VR PLAF A FORC | Overrides the AGIRC A ceiling. |


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| Variable | Function |
|---|---|
| AGI VR PLAF B FORC | Overrides the AGIRC B ceiling. |
| AGI VR PLAF C FORC | Overrides the URSSAF C ceiling. |
| AGI VR PL ABC FORC | Overrides the AGIRC ABC ceiling. |
| AGI VR PL GMP FORC | Overrides the AGIRC GMP ceiling. |
| PRV VR PLAF A FORC | Overrides the Contingency Funds A ceiling. |

## Long Term Absences

There are three types of long-term absences considered by Global Payroll for France:

- Unpaid Absence During An Entire Month.

  In the case of an unpaid absence during a whole month, the ceilings are considered equal to 0. In order to manage this case, the payee status must be equal to *Leave with Pay* during the whole month.

  If the payee status is equal to *Leave with Pay*, the URSSAF, ASSEDIC, and Contingency ceilings and the ARRCO ceiling for payees are set equal to 0. Moreover, if the payee falls within the A36 or A4 categories and has more than 90 days of absence following the Avenant A49 rule, the ARRCO/AGIRC ceilings are also set equal to 0.

  If you want to avoid setting ceilings equal to 0, override the variable GEN VR ANNUL PLAF at the Supporting Element Overrides level with the value 0. Then, even if the status is equal to *Leave with Pay* for the whole month, the ceilings won't be set equal to 0.

- Uninterrupted Absence that Overlaps Two Calendar Year with A Status of *Leave with Pay*.

  In this situation, if there is a payment of back pay salaries for the previous year, the system retrieves the last ceiling values for the payee and uses these ceilings to calculate the contributions of the segment.

- Uninterrupted Absence that Overlaps Two Calendar Year with A Status of *Leave without Pay*.

  When the payee comes back (and when his status is no longer equal to *Leave with Pay*), then all the ceilings are set to 0. This means that the system does not use the ceilings if they have been retrieved as described in the previous case.

## See Also

Chapter 5, "Defining URSSAF Contributions," page 85

Chapter 6, "Defining ASSEDIC Contributions," page 105

Chapter 7, "Defining ARRCO, AGIRC, and Contingency Fund Contributions," page 113

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# Reviewing and Updating Contribution Rates and Limits

To update contribution rates and ceilings, use the Ceilings FRA (GPFR_CEILINGS) and Rates/Elements/Limits FRA (GPFR_RATE_PANELS) components.

This section discusses how to:

- View groups of rates for contributions.
- View limits associated with variables.
- View and update ceilings.

### See Also

Chapter 7, "Defining ARRCO, AGIRC, and Contingency Fund Contributions," Viewing Contribution Rates for ARRCO, page 118

Chapter 2, "Understanding Global Payroll for France," Element Ownership and Maintenance, page 8

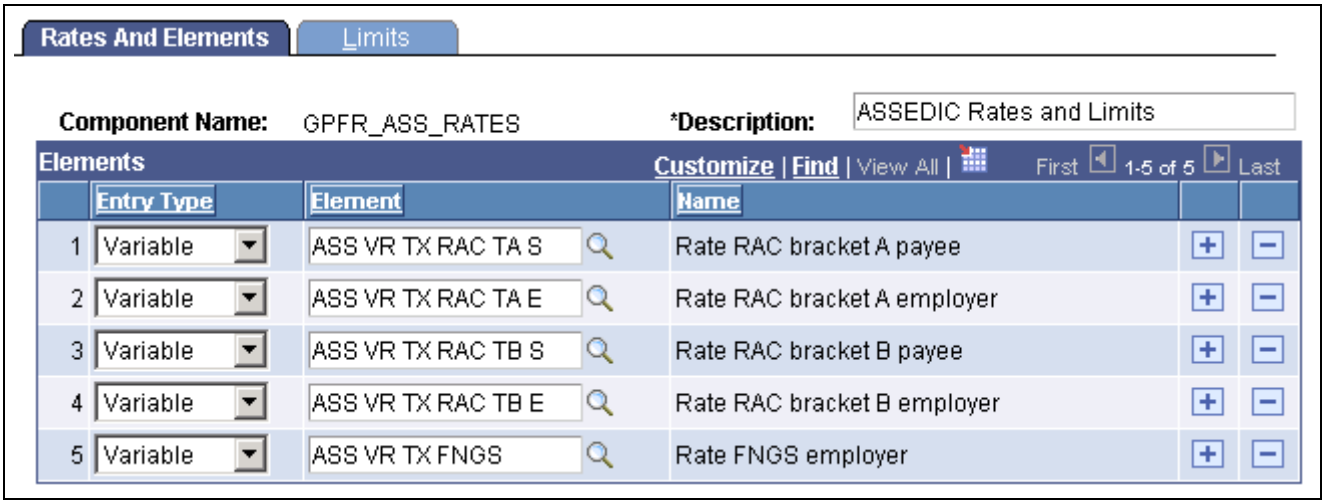
## Pages Used to View and Update Rates, Limits, and Ceilings

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Rates and Elements | GPFR_RATE_PANELS | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Addl Rates, Ceilings, Values, Rates/Elements/Limits FRA, Rates and Elements | View the variables containing the rates for the different types of contributions, such as ARRCO or AGIRC. The data on the Rates and Elements page is delivered by PeopleSoft but is not maintained by PeopleSoft. |
| Limits | GPFR_LIM_PANELS | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Addl Rates, Ceilings, Values, Rates/Elements/Limits FRA, Limits | View the limits or ceilings associated with the rate variables displayed on the Rates and Elements page. The values on the Limits page are delivered by PeopleSoft but not maintained by PeopleSoft. You can change the ceilings for a variable here. |
| Ceilings | GPFR_CEILINGS | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Addl Rates, Ceilings, Values, Ceilings FRA | View the different ceiling values used to calculate the funding bases for the URSSAF, ASSEDIC, AGIRC/ARRCO, and contingency funds contributions. You can change the values of the ceilings here to comply with changing laws. |

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# Viewing Groups of Rates for Contributions

Access the Rates and Elements page.




Rates and Elements page

**Component Name** Displays the name of the component that contains the variables.

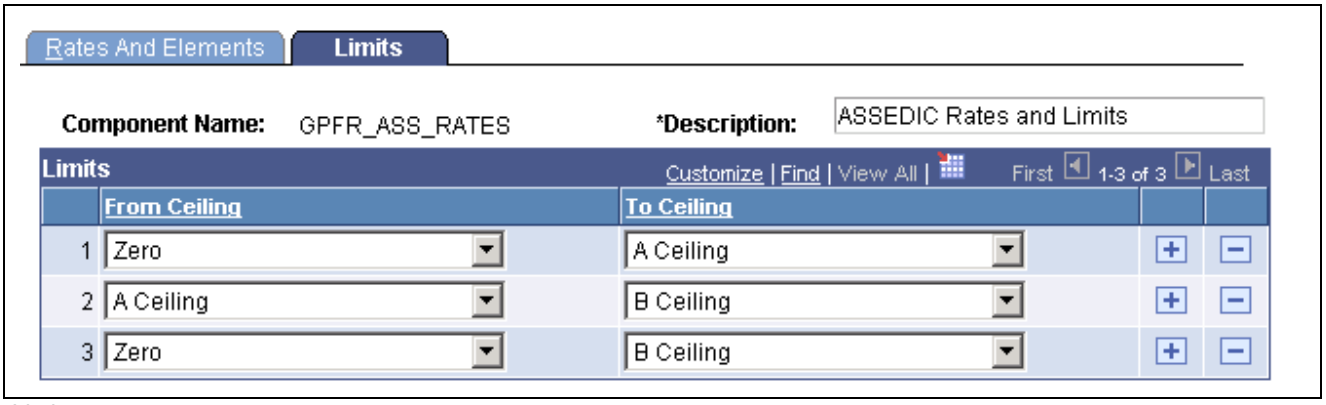
### Elements

**Entry Type** Select the entry type: *Accumulatr* (accumulator), *Deduction, Section,* and *Variable.*

**Element Name** Displays the names of the variables containing the rates for the different types of contributions, such as ARRCO or AGIRC. Variable names are coded according to the contribution type. For example, *ARC VR TX T1 NC S* is the variable that contains the value of the ARRCO contribution rate for a payee on earning base T1.

# Viewing Limits Associated with Variables

Access the Limits page.




Limits page

**Component Name** Displays the name of the component that contains the variables.

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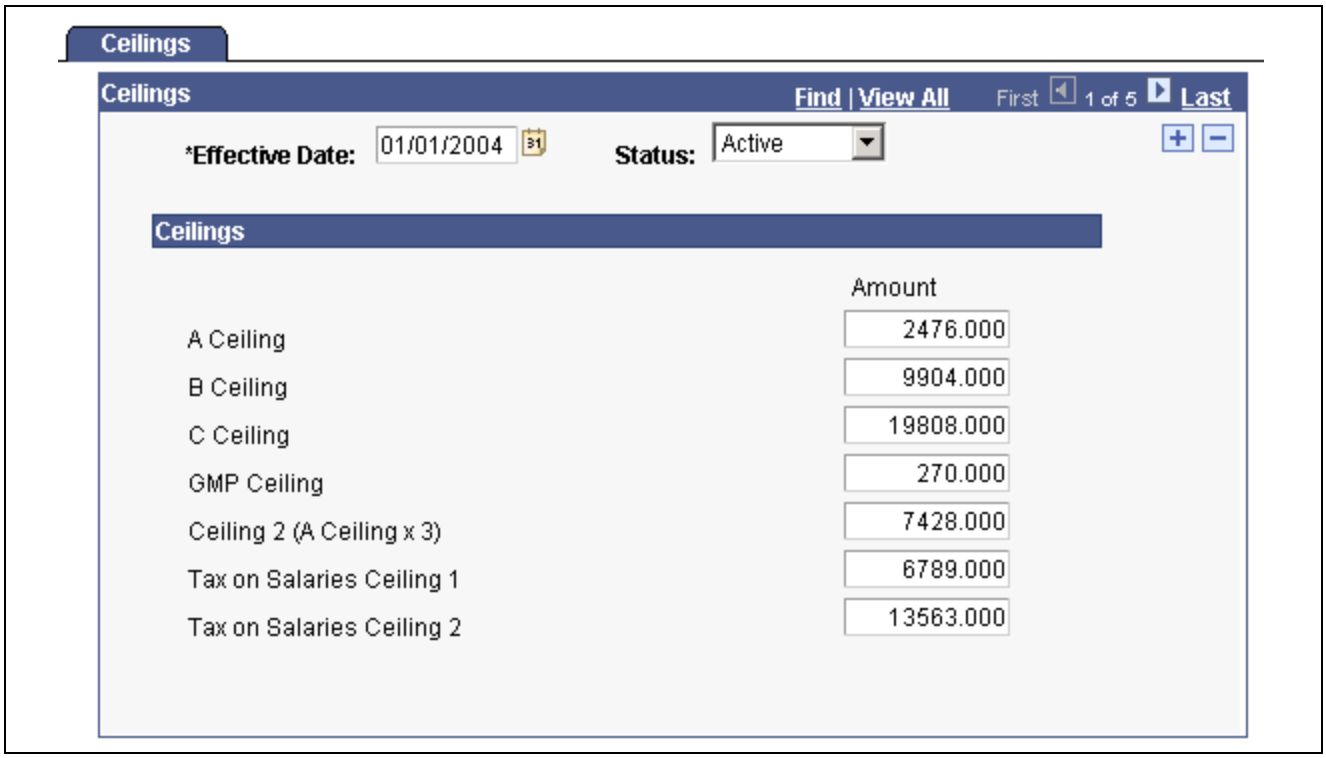
### Limits

**From Ceiling** Select the minimum salary base for the set of limits that you are defining.

**To Ceiling** Select the maximum salary base for the set of limits that you are defining.

## Viewing and Updating Ceilings

Access the Ceilings page.




Ceilings page

The ceiling name appears in the column on the left. The current monetary values of each ceiling appear in the Amount column. The amounts for the ceilings are monthly amounts in euros.

### Defining Ceilings for Amounts That Are Not Monthly

If a payee works only one week during the month, the payee has a segment period equal to one week in the month. You can prorate the ceiling using the number of days of the segment compared to the number of days in the monthly period.

### Determining When a Ceiling Has Been Reached

The calculation of the slice is a monthly calculation. This means that you add the gross for the year and compare this sum to the sum of all the monthly ceilings. If the sum of the gross is more than the sum of the ceilings, the annual funding base of the ceiling is limited. The funding base of the previous month on which the payee has already contributed is deducted and the monthly funding base is obtained. A generic formula called GEN FM CALC LIMIT is used for calculating this monthly funding base limited to a ceiling.


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# Reviewing Garnishment Brackets

To review garnishment brackets, use the Bracket FRA (GPFR_GAR_RATES) component.

Garnishment calculations are based on a payee's net taxable earnings. The attachable portion is calculated as a fraction of net taxable earnings and is adjusted if the payee has dependents. The government sets annual ceilings each year, which appear on the Garnishment Bracket page. PeopleSoft delivers the values in the garnishment bracket.

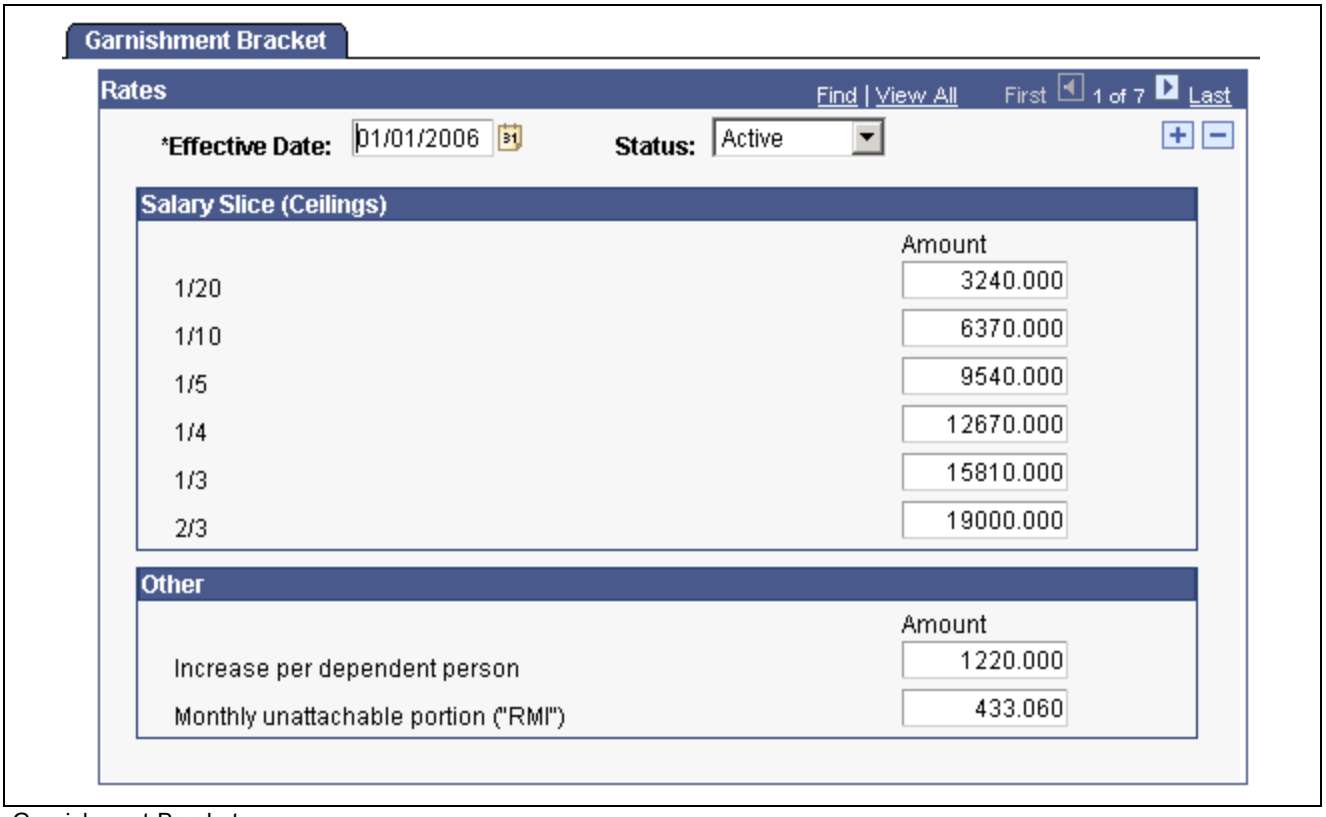
**Note.** To see the name of the variables that store the values in the garnishment bracket, access the Rates and Elements page using the component name GPFR_GAR_RATES.

## Page Used to Update Salary Ceilings for Garnishments

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Garnishment Bracket | GPFR_GAR_RATES | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Garnishments/Court Orders, Bracket FRA, Garnishment Bracket | View and update the salary ceilings for garnishments. |

## Updating Garnishment Salary Ceilings

Access the Garnishment Bracket page.




Garnishment Bracket page

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### Salary Slice (Ceilings)

The fraction of a payee's salary that is attachable varies according to the salary limits set by the government. The fraction that corresponds to each salary limit is listed under Salary Slice (Ceilings). To the right, the corresponding salary limit appears in euros.

For example, payees with a salary between 3000 euros and 5920 euros can have up to $1/20^{th}$ of their salary garnished.

### Other

**Increase per dependant person** Displays the statutory increase in the salary slice, or range, for each dependent person. If a payee has one dependent, for example, the bottom salary slice increases by the amount in this field. If the payee has three dependents, the slice increases by three times the amount in this field.

**Note.** The system counts only those dependents for whom the Garnishment check box is selected on the Dependent Information - Personal Profile page in Workforce Administration.

**Monthly unattachable portion ("RMI")** Displays the statutory minimum wage.

### See Also

*PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce*, "Entering Additional Data in Human Resources Records," Entering Dependent and Beneficiary Name Information

# Understanding Net Guarantee Processing

This section provides an overview of the net guarantee, and discusses:

- Managing the net guarantee calculation.
- Adding deductions to the net guarantee calculation.
- Viewing the delivered net guarantee deduction.

## Managing the Net Guarantee

French law requires employers to pay a guaranteed percentage of a payee's gross salary during the time that the payee is on sick leave, subject to certain conditions. Alternatively, some collective agreements stipulate a guaranteed percentage of a payee's net salary during a payee's sick leave.

Many collective agreements stipulate that the allowance paid to a payee during the payee's illness, after deduction of the social security daily allowances, cannot result in the payee's net salary exceeding the net salary earned when the payee is not on sick leave. This is called the guarantee on the net salary (*garantie sur le net)*.

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The law stipulates a guarantee on the gross salary. For companies not bound by a collective agreement, the guarantee on the net salary does not have to be applied. However, most companies in France are bound by a collective agreement. Also, most companies apply the net guarantee rule because it is generally considered a fair way to do business. However, in some cases, such as with small companies without a collective agreement or a collective agreement without any reference to the net guarantee, the net guarantee does not have to be considered.

Global Payroll for France provides rules to manage the net guarantee calculation.

---

**Note.** Most elements created specifically for the net guarantee calculation are named with a prefix of GEN or a suffix of GN. This enables you to easily identify the relevant elements.

---

## The Net Guarantee Calculation

The net guarantee calculation is managed through a sub-process section (GEN SE GARANTI NET) and the following are the steps in the calculation:

1. The net guarantee sub-process section is triggered if there are social security daily allowances (*Indemnités Journalières de Sécurité Sociale* or "IJSS")—that is, if the accumulator GEN AC IJSS GN SG is over zero. The condition formula GEN FM COND NET GA is used to trigger the sub-process section.
2. The formula GEN FM INIT initializes the sub-process section. The formula populates the variable GEN VR IERE ITERAT to indicate that the system is processing the first loop.
3. The processing loop begins. The formula GEN FM NB ITERAT is processed at the beginning of each loop. This formula populates the variable GEN VR NB ITERAT with the value of the number of iterations (for example, GEN VR NB ITERAT will be equal to five during the fifth iteration). To exit the loop, the variable GEN VR EXIT, used in the condition formula GEN FM EXIT, must be equal to FALSE.
4. The net guarantee section GEN SE IJSS AJUST is triggered. This section stores the adjustments that are being calculated iteratively. The section GEN SE IJSS AJUST includes the deduction IJSS AJUST. This section and this deduction are also used during "normal" processing (that is, outside the sub-process section) and IJSS AJUST is equal to the adjustment calculated in the sub-process section.
5. During the first iteration of processing, the modification of the gross salary is calculated. The formula GEN FM MODIF BRUT populates a variable with the amount of the IJSS, and this variable is a member of the accumulator GEN AC BRUT SG. Then the net salary, without the impact of the IJSS, is calculated. This produces a target net salary.
6. The various sections created specifically for the net guarantee calculation are triggered using the same condition formula and in the same order as the regular contributions sections in the process list.
7. The formula GEN FM RAZ VR GN is resolved, and the indicator variables are set to zero. If you create a formula using the same logic as GEN FM RAZ VR GN, the formula must resolve to set the indicator variable to zero. Your new formula must be inserted into the sub-process section immediately after the formula GEN FM RAZ VR GN.

   If you create any formulas using the same logic as the one described in the section *Understanding Net Guarantee Formulas*, the indicator variables you create must be set to zero. Such a formula must have the same goal as GEN FM RAZ VR NG (that is, to set the indicator variables equal to zero). Your new formula must be inserted into the sub-process section immediately after the formula GEN FM RAZ VR GN.
8. The target net salary is calculated during the first iteration. The formula GEN FM NET GARANT calculates the target net salary and stores the result in the variable GEN VR NET A PAYER. The target net to pay is equal to net salary calculated during the first iteration (that is, gross salary, without

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impact of the IJSS, minus the contributions). This net salary is reduced by the amount of the net IJSS, which is the IJSS reduced by the CSG and CRDS.

9. The IJSS adjustment is calculated. The formula GEN FM GARANTI NET calculates the IJSS adjustment if there is still more than one cent of difference between the net salary and the target net salary. The adjustment calculated during each iteration is equal to the difference between the net salary and the target net salary multiplied by a contribution rate stored in the variable GEN VR TAUX FIXE. This amount is added to the previous value of the IJSS adjustment. If the difference between the net salary and the target net salary is lower than the value stored in the variable GEN VR DELTA NET, the variable used as an indicator of the last iteration (GEN VR DERN ITERAT) and the variable used to exit the loop (GEN VR EXIT) is populated.
10. The IJSS adjustment is limited so that the IJSS plus the IJSS adjustment are not greater than the appropriate salary upholding for the month.
11. The sub-process section is stopped, and the normal process list continues processing.

The maximum number of iterations for this process is 15. If the difference between the net salary and the target net salary is higher than the value of GEN VR DELTA NET after the fifteenth iteration, the processing loop is stopped, the IJSS adjustment is set equal to the last amount calculated, and a warning message appears letting you know that the calculation of the IJSS adjustment is inaccurate.

The variable GEN VR CALC GN is used in the condition formula GEN FM COND NET GA to trigger the calculation of the net guarantee sub-process section. By default, GEN VR CALC GN is equal to True (1), which means that the net guarantee is processed when the accumulator GEN AC IJSS GN SG is over zero.

---

**Note.** If you want to avoid the calculation of the net guarantee and want to directly enter an amount for the IJSS adjustment, override the variable GEN VR CALC GN to False (0) and enter the value of the adjustment in the variable GEN VR AJUSTEMENT.

---

If your organization does not want to use the calculation of the net guarantee, there are several possible solutions, some of which are:

- Override the variable GEN VR CALC GN to false (0) at the payee level if you just want to avoid the calculation for one specific payee.
- Override the variable GEN VR CALC GN to false at the pay entity level. Then, the adjustment will not be calculated for organizations where the adjustment does not need to be calculated (for example, when following a collective agreement).
- Create a process list without the sub-process section GEN SE GARANTI NET and use this process list for organizations where the net guarantee does not need to be performed.
- Modify the condition formula GEN FM COND NET GA. This formula is PeopleSoft delivered, but not maintained. Create your own logic to trigger, or not trigger, the net guarantee calculation according to your needs.

---

**Note.** PeopleSoft strongly recommends that you define the pay entity equal to *Company* when using the delivered rules for France.

---

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, “Defining Processing Elements,” Setting Up Sections and *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, “Defining Processing Elements,” Setting Up Process Lists.

## Net Guarantee Formulas

PeopleSoft designed the net guarantee rules to allow the recalculation of elements in the sub-process section without excessive degradation of the system’s performance.

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The goal of the sub-process section is to create processing loops (or iterations) for some elements. During each loop, some of the elements have another value and must be recalculated. These elements are therefore defined to always recalculate. The rules use logic that maximizes performance during each processing loop. When formulas are used several times in the process or in the sub-process, their results are stored in variables.

When using these formulas, the system follows these steps:

1. Test if the variable indicator is equal to *True* or *False.*
2. If the variable indicator is equal to *False,* the formula is triggered and its result is stored in a variable.
3. If the variable indicator is equal to *True,* the system does not trigger the formula because the system knows the formulas has already been calculated and the result has already been stored in a variable.
4. The system uses the result stored in the variable (and not the formula itself).
5. At the end of the sub-process section, the variable indicators are set to zero by the formula GEN FM RAZ VR GN and are then ready to be recalculated during a new iteration.

For example, the formula ARC FM BRUT ABAT is used to determine the gross salary, after reduction for specific jobs, used in the ARRCO contributions calculation. This formula needs to be recalculated during each iteration, but is used by the formulas ARC FM CALC BASE A, ARC FM CALC BASE 1, and ARC FM CALC BASE 2. The result of the formula ARC FM BRUT ABAT is stored in the variable ARC VR BRUT ABAT, and the variable indicator ARC VR BRUT ABA DC stores the value *True (1)* when the formula ARC FM BRUT ABAT is calculated.

When Global Payroll for France needs the gross salary for ARRCO contributions in the formula ARC FM CALC BASE A, for example, the system firsts tests the value of the variable indicator. If this variable is equal to *False,* the system triggers the calculation of the formula ARC FM BRUT ABAT and then uses the result stored in the variable ARC VR BRUT ABAT. If the variable ARC VR BRUT ABA DC retrieves the value *True,* the system does not trigger the formula ARC FM BRUT ABAT and can instead use the result already stored in the variable.

This table lists the net guarantee formulas and the associated variables:

| Formula Name | Variable Result | Variable Indicator |
|---|---|---|
| AGI FM BRUT ABAT | AGI VR BRUT ABAT | AGI VR BRUT ABA DC |
| AGI FM CALC BASE B | AGI VR CALC BASE B | AGI VR CAL BA B DC |
| ARC FM BRUT ABAT | ARC VR BRUT ABAT | ARC VR BRUT ABA DC |
| URS FM BASE A | URS VR BASE A | URS VR BASE A DC |
| URS FM BRUT ABAT | URS VR BRUT ABA 2 | URS VR BRUT ABA DC |

## Adding Deductions to the Net Guarantee Calculation

This section discusses how you add deductions to the net guarantee calculation.

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## Creating Deductions

If you create any deductions that need to be included in the net guarantee calculation and need to use formulas triggered several times in the process, apply the same logic (explained in the previous section) as the PeopleSoft-delivered elements.

If you need to use the results of the formulas AGI FM BRUT ABAT, AGI FM CALC BASE B, ARC FM BRUT ABAT, URS FM BASE A, and URS FM BRUT ABAT, use the logic developed by PeopleSoft.

If you create new deductions and have formulas that must be recalculated during each iteration, but that are used several times, you can use the delivered PeopleSoft logic. But if you need to create a formula with the same function as the formula GEN FM RAZ VR GN (that is, to set the variable indicator equal to zero), insert the new formula in the sub-process section after the formula GEN FM RAZ VR GN.

## Creating Sections

You can create your own sections referencing your deductions and then include them in the sub-process section. The deductions that need to be included in the sub-process section are the deductions that impact the net to pay salary. This is the case for a payee's contributions. But this is also the case for some employer's contributions and particularly the deductions used to calculate the contributions exemption limits (rule of 19 and 85 percent).

## Creating or Updating the Sub-Process Section

The setup of the sub-process section must reflect the process list you define. The sub-process section provided by PeopleSoft is based on the process list REGLEMENTAIRE PAIE. In the sub-process section, the system uses certain sections (with the suffix GN) patterned after the sections used in the normal process list. The system also uses the same conditional formulas.

If you have a process list with some differences in the order of the sections, in the sections themselves, and/or in the conditional formulas, update the sub-process section provided by PeopleSoft or create your own sub-process section. If your company has its own unique process list, create sub-process sections that correspond to your own unique process list.

---

**Note.** For example, PeopleSoft provides some specific sections to manage the contributions due for the different categories for the retirement and contingency contributions. There are two ways of managing the triggering of the deductions depending on the payee's category (employee, Article 36, or Article 4&4bis). This can be done through eligibility groups or through sections.

---

The process list REGLEMENTAIRE PAYE provided by PeopleSoft uses eligibility group management of the deductions triggering. For companies that choose to manage the triggering through sections, those companies need to create sub-process sections that follow the same logic as their process lists.

The calculation of some benefits in kind (meal and lodging) depends on the value of the gross salary. Because the gross salary varies during the iterative calculation, if the benefits in kind calculation were included in the net guarantee sub-process section, this could cause instability in the adjustment calculation. To avoid this, PeopleSoft has placed the benefit in kind section IND SE AVT NATURE after the IJSS section GEN SE IJSS but before the net guarantee sections GEN SE GARANTIN NET and GEN SE IJSS AJUST.

## See Also

Chapter 7, "Defining ARRCO, AGIRC, and Contingency Fund Contributions," page 113

Chapter 11, "Understanding Allowances," page 181

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## Viewing the Delivered Net Guarantee Deduction

PeopleSoft delivers and maintains the deduction element IJSS AJUSTEM to accommodate the net guarantee calculation. This deduction stores the value of the adjustment calculated in the sub-process section. To find out the specifics of an element's definition, use the Global Payroll core application online element definition pages to display the element's definition.

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

### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Viewing Delivered Elements"

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

# Understanding the Seniority Calculation

Global Payroll for France delivers three types of seniority calculation. This section discusses:

- Seniority effective at the segment end date.
- Seniority prorated after a period of part-time work.
- Seniority calculated at the beginning of the notice period.
- Elements used in seniority calculation.

## Seniority Effective at the Segment End Date

The seniority effective at the segment end date is calculated from the number of days worked by a payee. The number of days worked is stored in the GEN AC JOUR ANC accumulator. The GEN AC JOUR ANC accumulator is calculated as follows:

GEN AC JOUR ANC = number of days of the segment − the number of absence days + the number of absence days counted as days worked by law + the number of absence days counted as days worked by the collective agreement

Seniority is calculated as follows:

Seniority = segment end date − number of days of seniority

The following variables return these corresponding values:

- The GEN VR AN ANC variable returns the value for the number of years.
- The GEN VR MOIS ANC variable returns the value for the additional seniority in months.
- The GEN VR JOUR ANC variable returns the value for the additional seniority in days.

Global Payroll for France takes into account both leap years and non-leap years in calculating seniority. If the segment end date is December 31, and the number of days of seniority is 365 days, the seniority in years is equal to *1* for a non-leap year and *0* for a leap year. In other words, for a non-leap year, the system returns a value of *1,* and for a leap year, the system returns a value of *0.*

The seniority calculation is expressed in years plus months plus days.

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### Example

Segment end date = December 31, 2001 (a non-leap year)

Number of days of seniority for a payee = 401

Seniority = 1 year, 1 month, and 5 days

---

**Note.** Global Payroll for France does not express seniority in different formats, such as 1 year, 13 months, or 401 days.

---

## Seniority Prorated After a Period of Part-Time Work

For seniority that is prorated after a period of part-time work, the GEN AC JR ANC PRO accumulator stores the number of days of seniority that are prorated. The results are stored using the same logic as the variables used for seniority at the segment end day.

The following variables return these corresponding values:

- The GEN VR AN ANC PRO variable returns the value for the number of years.
- The GEN VR MOIS ANC PR variable returns the value for the number of months.
- The GEN VR JOUR ANC PR variable returns the value for the number of days.

## Seniority Calculated at the Beginning of the Notice Period

Global Payroll for France also provides a seniority type calculated at the begin date of the notice period. The number of days of seniority is stored in the GEN AC JOUR ANC LI accumulator.

The results are stored in the following accumulators:

- GEN AC AN ANC LIC for the years.
- GEN AC MOIS ANC LI for the months.
- GEN AC JOUR ANC LI for the days.

This seniority is calculated only when the date of the beginning of the notice period is included in the segment period. The results are stored in custom accumulators. This means that the result of these accumulators should be calculated only once and that the result is stored and can be retrieved in future pay periods.

---

**Note.** When you first set up Global Payroll for France, you must populate the GEN AC JOUR ANC, GEN AC JR ANC PRO, and GEN AC JOUR ANC LI accumulators with the number of days of seniority.

---

## Elements Used in Seniority Calculation

This section discusses:

- Accumulators
- Formulas
- Brackets

### Accumulators

Global Payroll for France uses the following rules to populate the GEN AC JOUR ANC, GEN AC JR ANC PRO, and GEN AC JOUR ANC LI accumulators.


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**Note.** The following example illustrates the rules for the GEN AC JOUR ANC accumulator, but the logic is the same for the other accumulators.

The GEN AC JOUR ANC accumulator has four members:

- GEN AC JOUR CAL is added and retrieves the number of calendar days of the segment. This accumulator is populated in the pay process.
- GEN AC ABSENCE is subtracted and retrieves the number of absence days of the segment. This accumulator is populated in the absence process and is used to deduct the seniority from the days of absence.
- GEN AC ABS ASS LOI is added and retrieves the number of absence days of the segment counted as days worked by the law. This accumulator is populated in the absence process and is used to decrease the number of absence days when the law indicates that some specific absences are counted as days worked and do not then decrease the seniority.
- GEN AC ABS ASS CC is added and retrieves the number of absence days of the segment counted as days worked by the collective agreement. This accumulator is populated in the absence process and is used to decrease the number of absence days when the collective agreement indicates that some specific absence is counted as days worked and does not then decrease the seniority. Of course, what is counted as days worked is exclusive between the law and the collective agreement.

## Formulas

The accumulators populated by the absence process are updated by three formulas:

- The GEN FM ABS CAL formula populates the GEN AC ABSENCE accumulator. This formula is processed in a day formula for all absences.
- The GEN FM ABS ASS CAL formula populates the GEN AC ABS ASS LOI accumulator. This formula is processed in a day formula only for absences that are counted as days worked by law.
- The GEN FM ABS ASS CC formula populates the GEN AC ABS ASS CC accumulator. This formula is processed in a day formula only for absences that are counted as days worked by the collective agreement.

## Brackets

The formulas GEN FM ABS ASS CAL and GEN FM ABS ASS CC are triggered by the brackets ABS BR ANC-ABS LOI and ABS BR ANC-ABS CC.

This table explains how the ABS BR ANC-ABS LOI bracket works:

| ABS BR ANC-ABS LOI | Key: TAKE CONFIG2 |
|---|---|
| Indicates how to process an absence for the seniority calculation.<br><br>Values in the bracket result column:<br><br>*1* means that the absence is considered to be effective work by law.<br><br>*0* means the absence is considered to be an absence by law. | Return column:<br><br>ABS BR ANC-ABS LOI |

This table lists the values returned by the bracket ABS BR ANC-ABS LOI for each TAKE CONFIG2 code:

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| TAKE CONFIG2 | ABS BR ANC-ABS LOI |
|---|---|
| MAL | O |
| AT | 1 |
| ATRCH | 0 |
| MAT | 1 |
| ADOPT | 0 |
| THERP | 0 |
| EVF | 0 |

This table explains how the ABS BR ANC-ABS CC bracket works:

| ABS BR ANC-ABS CC | Keys: TAKE CONFIG2, COLLECTIVE AGREEMENT |
|---|---|
| Indicates how to process an absence when calculating seniority under a collective agreement.<br>Values in the bracket result column:<br>*1* means that the absence is considered to be effective work by the collective agreement.<br>*0* means that the absence is considered to be an absence by the collective agreement.<br>Values in the ABS VR J PAYES CC column result:<br>*1* means the absence has to be paid to be treated as effective work by the collective agreement (the variable can only be equal to *1* if the bracket returns *1*).<br>*0* means the absence is considered to be an absence by the collective agreement. | Return columns:<br>ABS BR ANC-ABS CC<br>ABS VR J PAYES CC |

This table lists the values returned by the ABS BR ANC-ABS CC bracket for each TAKE CONFIG2 and collective agreement combination:


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| TAKE CONFIG2 | COLLECTIVE AGREEMENT | ABS BR ANC-ABS CC | ABS VR J PAYES CC |
|---|---|---|---|
| MAL | AFB | 1 | 1 |
| AT | AFB | 1 | 0 |
| ATRCH | AFB | 0 | 0 |
| MAT | AFB | 1 | 0 |
| MTSUP | AFB | 0 | 0 |
| ADOPT | AFB | 0 | 0 |
| THERP | AFB | 0 | 0 |
| DIV | AFB | 0 | 0 |
| EVF | AFB | 0 | 0 |

Global Payroll for France uses the formula ABS FM ALIM AC ABS (applied to each absence take calculation) to trigger either the formula GEN FM ABS ASS CAL or the formula GEN FM ABS ASS CC based on the values returned by the brackets. For example, if the bracket ABS BR ANC-ABS LOI identifies an absence as an absence by law that should subtract from the number of seniority days, the formula ABS FM ALIM AC ABS triggers the formula GEN FM ABS ASS CAL.

# Understanding SMIC Control

The *Salaire Minimum Interprofessionnel de Croissance* (SMIC) is the minimum salary defined by law. Global Payroll for France includes a control to check that the salary paid is greater than or equal to the SMIC. If the salary paid is less than the SMIC, the system increases the funding base used for the contributions because this funding base cannot be less than the SMIC.

Global Payroll for France uses the GEN FM CTRL SMIC formula to process different calculations and controls, including the control for the SMIC. If the salary paid is less than the SMIC, this formula generates a warning message. View this message on the Payee Messages page in the core application.

The SMIC is calculated as follows:

SMIC = the number of hours paid × the hourly SMIC value

The control is applied to the segment and the month that the system controls if the sum of the different salaries paid during the month is more than the sum of the segment SMICs.

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The SIT FM PAYM HRS situation formula is used to indicate whether the payment of the salary is based on the hours and if the SMIC control can be done.

If the payment is a lump sum and the number of hours cannot be estimated, then you must override the SIT FM PAYM HRS formula with the GP FALSE value, and no SMIC control is applied. By default, the SIT FM PAYM HRS formula is equal to GP TRUE, which means that the control is normally processed.

This control is not checked for a company officer or payees who have the SIT FM MANDATAIRE situation formula equal to TRUE. For the SMIC calculation, the system applies the reduction for specific categories of payees, such as for people under 18 and for specific contracts, such as qualification contracts and orientation contracts.

Regarding the modification of the funding base, the system calculates the difference between the SMIC and the salary paid. If the salary paid is less than the SMIC, the system adds the difference to the funding base used for the calculation of the contributions. Moreover, the salary compared to the SMIC is the salary after the reductions for professional expenses because these expenses do not count as contributions to a salary that is less than the SMIC.

### See Also

Chapter 13, "Understanding Specific Contracts," page 223

# Understanding Hours Calculations

PeopleSoft calculates different hours for a segment, such as hours paid and hours worked.

You must first indicate the base hour for the payee in PeopleSoft Human Resources. You must populate the Paid Hours and the Paid FTE fields. If you don't populate these fields, the process errors when the system needs this information.

---

**Note.** The only frequencies that Global Payroll accepts for the Paid Worked Period field are *A* (annual), *M* (monthly), and *W* (weekly).

---

When you enter paid hours, the process converts these hours to hours per month. If the paid hours are defined as *monthly,* the variable GEN VR HOR SAL MO retrieves the input value directly. If the paid hours are defined as *weekly,* the variable GEN VR HOR SAL MO retrieves the result of the weekly hours input multiplied by 52 and divided by 12. If the paid hours are defined as *annual,* the variable GEN VR HOR SAL MO retrieves the annual input divided by 12.

The different hours are calculated as follows:

- GEN VR HOR CONV retrieves the monthly standard hour of the company (and is equal to Paid Hours Fra divided by the paid FTE).
- GEN VR HOR SAL MO retrieves the monthly theoretical hour of the payee.
- GEN VR HOR LEG MO retrieves the monthly legal hour applied to the company. This hour comes from the GEN VR HR LEG variable where users can enter the weekly legal hour. If this variable is not populated, this hour is considered equal to the monthly standard hour of the payee GEN VR HOR CONV.
- GEN VR HRS TRAV retrieves the hours effectively worked during the segment. This is calculated as the theoretical hour + additional and overtime hours − absence hours.
- GEN VR HRS PAYE retrieves the paid hours of the segment.

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- GEN VR HRS PAYE CO retrieves the paid hours of the segment except for the overtime hours that are not added to this variable result.
- GEN AC HRS SMIC SG retrieves the paid hours of the segment, surcharge for additional hours included, and decrease for absence hours included. For example, 1 overtime hour paid at 125 percent counts as 1,25 paid hour. One absence hour paid at only 66 percent counts as 0,66 paid hour.
- GEN VR HRS TRAV-HS retrieves the worked hours limited to the additional hours. This means that the system does not count the overtime hours.

Regarding the calculation of GEN VR HRS PAYE, GEN VR HRS PAYE CO, and GEN AC HRS SMIC SG, these elements are equal to the standard hours of the segment plus the hours over the standard hours (additional and overtime hours) minus the absence hours. The system calculates these hours as follows:

- Standard Hours are calculated through the formula GEN FM PROR HRS. You maintain this formula and can modify it according to your needs.
- Overtime hours are retrieved by three segment accumulators. GEN AC HRS PLUS SG is used to calculate GEN VR HRS PAYE, GEN AC HRS COMP SG is used to calculate GEN VR HRS PAYE CO, and GEN AC HR CP+SP SG is used to calculate GEN AC HRS SMIC SG.
- Absence hours are calculated using the accumulators EGN AC HRS NPAY MO (to calculate GEN VR HRS PAYE and GEN VR HRS PAYE CO) and GEN AC HNPA VAL MO (to calculate GEN AC HRS SMIC SG). These accumulator values are prorated using the Customer Maintained formula GEN FM PROR ABS.

**Note.** Some of the elements that retrieve hours are rounded to two decimal places, while some are not rounded. Be sure to use the correct rounding rule.

# Understanding Net-to-Pay Management

In Global Payroll for France, a special earning and a special deduction have been created to manage cases in which the net salary is negative.

The NET NEG AVAN earning receives an amount equal to the net negative amount, so that the final net salary is equal to 0 on the minimum. The NET NEG REPR deduction recovers the advanced amount of the previous month.

The GEN AC NET NEG accumulator stores the salary advance balance to cover the negative net.

The GEN EG NET NEG element group must be placed in the eligibility groups that you defined in order to process this calculation. The GEN SE NET NEG section must be placed in the process list after the last section that can impact the net salary. This means that you should place the GEN SE NET NEG section after the loans section on the process list provided by PeopleSoft.

# Understanding Trigger Setup for France

This section discusses:

- Generate Triggers PeopleCode for dependent beneficiary and other French records.
- Segmentation triggers with earning and deduction assignments.
- Offset days for retro triggers.

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# Generate Triggers PeopleCode for Dependent Beneficiary and Other French Records

Global Payroll for France delivers the DEP_BENEF_FRA record with the standard Generate Triggers PeopleCode attached. This is to enable you to set up iterative, segmentation, and retro triggers for this record and to initiate iterative, segmentation, and retroactive processing in response to changes to benefits data.

The standard Generate Triggers PeopleCode follows this general format:

```
Declare Function Generate_Triggers PeopleCode FUNCLIB_GP.TRGR_FUNCTIONS Field⇒
Formula;

Local date &L_DT;

/*****************************************************************/
/*     Begin:  Generate Triggers for Global Payroll              */
/*****************************************************************/

Generate_Triggers(RECORD_NAME.EMPLID, &L_DT);

/*****************************************************************/
/*     End:   Generate Triggers for Global Payroll               */
/*****************************************************************/
```

For example, the Generate Triggers PeopleCode for the DEP_BENEF_FRA record is constructed as follows:

```
Declare Function Generate_Triggers PeopleCode FUNCLIB_GP.TRGR_FUNCTIONS Field⇒
Formula;

Local date &L_DT;

If %Component = Component.DEPEND_BENEF Then
   Generate_Triggers(DEP_BENEF_FRA.EMPLID, &L_DT);
End-If;
```

---

**Note.** Global Payroll for France does not deliver trigger definitions for the DEP_BENEF_FRA record. The Generate Triggers PeopleCode associated with this record prepares the system to respond correctly to any trigger definitions you create yourself using the Trigger Definitions (GP_TRGR_SETUP) component.

---

You can add the Generate Triggers PeopleCode to other French-specific records as needed and then set up your trigger definitions using the trigger definition pages in the core Global Payroll application.

## See Also

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


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# 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 France 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 |
|---|---|---|
| SALAIRE BASE | Earning | Base Salary. |
| IND KILOMETR | Earning | Mileage Allowance. |
| AN NOURRITUR | Earning | Meal Benefit in Kind. |
| AN AUTRES | Earning | Other Benefits in Kind. |
| AN VEHIC REG | Earning | Car Benefit in Kind Regular. |
| AN AUTRE REG | Earning | Other Benefit in Kind Regular. |
| PANIER J I | Earning | Day Meal Allowance. |
| PANIER N I | Earning | Night Meal Allowance Liable to Contributions. |
| AN VEHICULE | Earning | Car Benefit in Kind. |
| STG OBL AT | Earning | Mandatory Training Allowance. |
| STG OBL NAT | Earning | Mandatory Training Allowance. |
| STG NOBL | Earning | Non-Mandatory Training Allowance. |
| AFB SAL 12M | Earning | Base Salary–12 Months. |
| AFB SAL 13M | Earning | Base Salary–13 Months. |

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.

## See Also

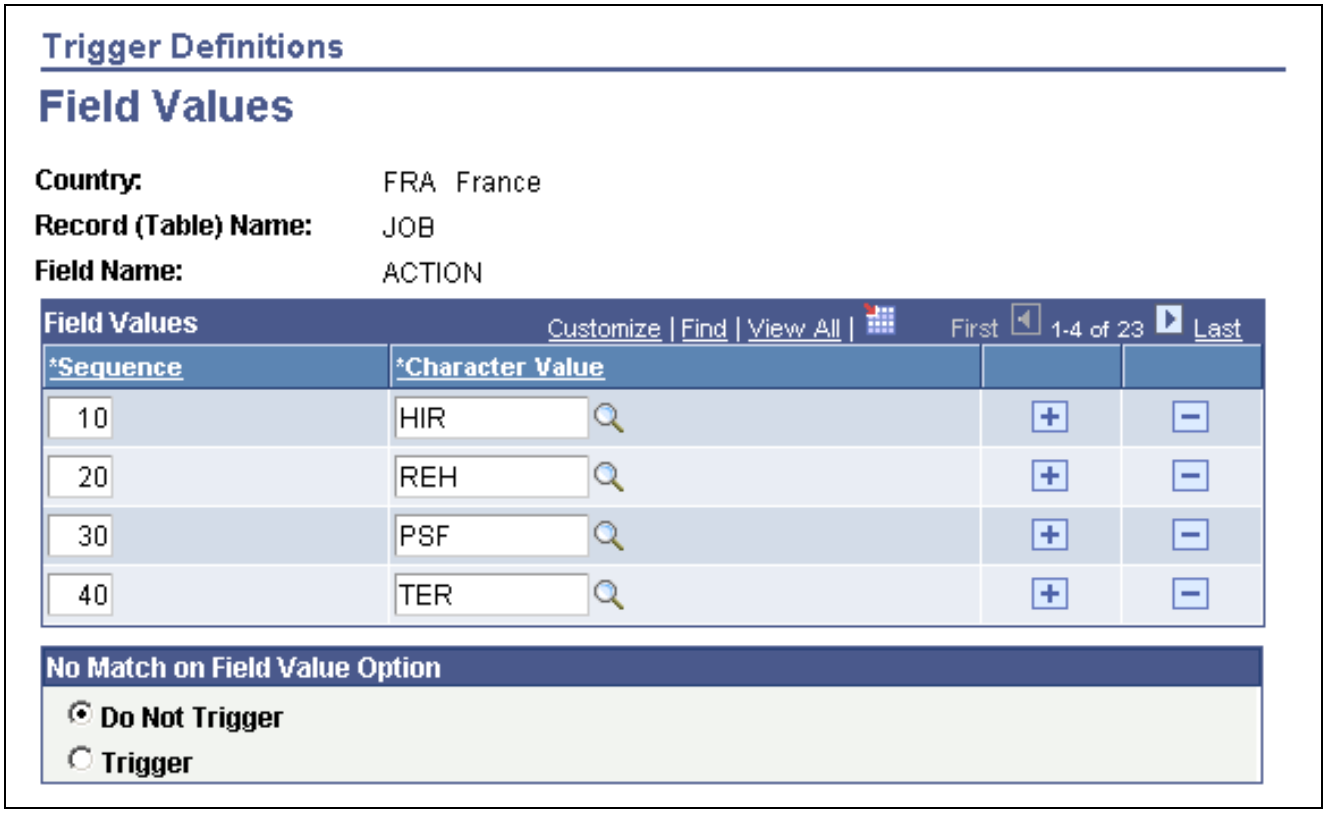
*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Setting Up Overrides," Payee Overrides and Segmentation

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# Offset Days for Retro Triggers

When you define retro triggers on the Trigger Definitions-Field Values page, you can enter a positive or negative number in the Offset Days field to increase or decrease the retro trigger effective date in relation to the date of a field value change. For example, if you enter -1 in the Offset Days field for one of the values listed in the Field Values group box, and you retroactively enter that value into the database with an effective date of January 1, 2000, the system automatically adjusts the trigger effective date to December 31, 1999 (one day earlier). The system then processes pay periods going back to December 1999 rather than January 2000.

Global Payroll for France uses the offset days feature to define the triggers for retroactive terminations entered in the JOB record using the Action field:




Trigger Definitions-Field Values page showing JOB actions that trigger retroactive termination processing for France

Note that the offset for the termination triggers is -1.

The reason for this offset is that the PeopleSoft system considers the effective date of a termination entered in the Action field in JOB to be the first day that a payee is no longer working (in other words, the day before the termination is the last day the payee is considered active); however, the effective date of the trigger generated in response to this termination is identical to the termination date. This can create problems when the termination date in the JOB record is equal to the pay period begin date (meaning, the last day worked is the last day of the prior pay period). For example, assume that you enter a termination in JOB on February 1 after processing and closing the January calendar. In this situation, the system generates a trigger with an effective date of February 1, which is within the current period—a period in which the payee is *inactive* and is not picked up for processing. Because there is no trigger in the prior, closed period (January), this period will not be recalculated and any rules set up to generate termination payments will not be processed. To avoid this problem, Global Payroll for France sets the offset days for the *TER*, *RET*, *XFR*, and *TWP* action values in the JOB record equal to *-1*.


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**Important!** If you define additional action values to trigger retroactive termination payments, you should set the offset days to -1.

## See Also

Chapter 17, “Setting Up Termination Processing,” Segmentation and Retro Triggers for Termination Processing, page 283

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, “Setting Up Triggers,” Indicating Which Field Values Initiate Actions

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# CHAPTER 4

# Setting Up Absence Rules

This chapter provides overviews of absence setup, absence rules for paid vacation, absence rules for illness, maternity, and work accidents, rules for other absences, user-defined (TAKE CONFIG) fields, and discusses how to:

- Calculate worked days.
- Assign absence elements to payees and process lists.

---

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

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### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Viewing Delivered Elements," Understanding How to View Delivered Elements

## Understanding Absence Setup

Before you can enter and process absences, you must complete various setup tasks. Refer to the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook* for the general setup steps. This chapter describes the specific steps applicable to Global Payroll for France.

To set up absences:

1. Define work schedules and assign a schedule to each payee.
2. Define holiday schedules.
3. Run the Build Work Days by Week process to count the working days in each week.
4. Modify the delivered absence take and absence entitlement elements or create new absence elements, as needed.

   A complete list of the absence take and absence entitlement elements delivered with Global Payroll for France appears at the end of this section. PeopleSoft deliver sample values for many of these elements. Most likely, you'll want to replace at least some of these values with data that is specific to your organization. This section explains how to do this.

   In most cases, modifying a delivered absence rule involves updating variable or bracket elements the system uses to resolve the absence entitlement or take rules. The Variables by Category page offers a quick way to update several variable elements at the same time. To update bracket elements, use the Bracket component described in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook.*

   If you plan to create your own absence rules, use any of the supporting elements described in this section.
5. Assign absence elements to payees and process lists.

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As with all primary elements, 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.

### See Also

Chapter 4, "Setting Up Absence Rules," Calculating Worked Days, page 80

# Understanding Absence Rules for Paid Vacation

This section discusses:

- Absence elements for paid vacation.
- Absence entitlement rules for paid vacation.

## Absence Elements for Paid Vacation

This table lists the absence entitlement and absence take elements that PeopleSoft delivers for paid vacation:

| Absence Reason | Take Element | Entitlement Element |
|---|---|---|
| Standard paid vacation | CPT CG PAYES | CPE CG PAYES |
| Split vacation days | CPT FRACTMT | CPE FRACTMT |
| Seniority paid vacation | CPT ANCIENTE | CPE ANCIENTE |
| Anticipated paid vacation | CPT CG ANTICIP | CPE CG PAYES |
| Other paid vacations | CPT AUTRES | CPE AUTRES |

## Absence Entitlement Rules for Paid Vacation

This table lists the variables (and variable category) and brackets that you can update for paid vacation, along with the sample values that PeopleSoft delivers:

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| Element Name | Use | Delivered Value | Category |
|---|---|---|---|
| CPA VR MOIS DEB REF | Reference period. Stores the number of the starting month of the reference period. | 6 | CPA |
| CPA VR MAX PD DAYS | Maximum entitlement. Stores the maximum number of paid vacation days that an employee can accumulate during the reference period.<br>The value of this variable should be consistent with the value entered for CPA VR JRS/1 SEM described later in this table. | 30 (working days) | CPA |
| CPA VR GEST FRACT | Split vacation days (*conges payes pour fractionnement)*. Specifies whether the system should track split vacation days. (1 = yes; 0 = no) | 1 | CPA |
| CPA VR JRS/1 SEM | Day weight. Stores the number of days to be decreased when an employee takes one week of vacation. This enables you to specify if you want to use business days or working days as the basis for counting paid vacation days. | 6 working days | CPA |
| CPA VR J JNE MERE | Extra paid vacation days. Specifies the number of extra days of paid vacation available to employees (for example, young mothers). | 0 | CPA |

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| Element Name | Use | Delivered Value | Category |
|---|---|---|---|
| CPA VR C 1/10 | Comparison of 1/10 rule to salary upholding. Tells the system when to perform the comparison. 1 = compare at each take; 2 = compare at the last take (when all entitlement has been taken). | 1 | CPA |
| CPA VR 4 SEM | Tells the system how to consider the periods of four worked weeks for the calculation of paid vacation entitlements: either in calendar days or in business days. | JO | CPA |
| CPA BR DRTS | Stores the number of days of paid vacation to which an employee is entitled for a number of periods of four worked weeks. | 2,5 working days and 2,08 business days for each period of 4 weeks | Not applicable |
| ABS BR ASS TRV LOI<br>ABS BR ASS TRAV CC | Identifies the types of absences that are considered as effective work days when calculating entitlement and the period of time that a payee must work before eligible to accrue entitlement. | See Effective Work Days (ABS BR ASS TRV LOI, ABS BR ASS TRAV CC) | Not applicable |
| CPA BR JRS ANCIEN | Seniority. Stores the number of days of paid vacation to which an employee is entitled according to years of seniority. | See Extra Paid Vacation Days for Seniority (CPA BR JRS ANCIEN) | Not applicable |
| ABS BR ANC_ABS LOI<br>ABS BR ANC_ABS CC | Identifies which types of absences are considered as effective work days when calculating seniority. | See Effective Work Days for Seniority Accrual (ABS BR ANC_ABS LOI, ABS BR ANC_ABS CC) and Effective Work Days (ABS BR ASS TRV LOI, ABS BR ASS TRAV CC) | Not applicable |


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## Paid Vacation Reference Period (CPA VR MOIS DEB REF)

Entitlement for paid vacation is based on a *reference* year. The reference year, usually June 1 to May 31, represents the 12 previous, consecutive months during which an employee accumulates entitlement to paid vacation. Employees can use the accrued entitlement only after completing the reference year.

When you receive Global Payroll for France, the reference year is set to *6* to represent June 1, the legal begin date that applies in most cases. If you want to change the reference year, update the value of the CPA VR MOIS DEB REF variable element.

## Maximum Entitlement for Paid Vacation (CPA VR MAX PD DAYS)

You can specify the maximum number of paid vacation days an employee can accumulate during the reference period. When entitlement exceeds the limit, the system rounds entitlement to the maximum value.

The maximum entitlement value is set to *30* when Global Payroll for France is delivered. To change this number, update the value of the variable element CPA VR MAX PD DAYS.

---

**Note.** The values stored by CPA VR MAX PD DAYS and CPA VR JRS/1 SEM should represent the same type of days—business days or working days.

---

## Split Vacation Days (CPA VR GEST FRACT)

Employees may be eligible for up to two extra days of paid vacation or split vacation days (*conges payes pour fractionnement)*, when they split their principal paid vacation and take some vacation days after the end of the legal vacation period (May 1 and October 31). To be granted the split vacation days, a person must take more than 12 and less than 24 consecutive paid vacation days during the legal vacation period.

If you want the system to calculate extra days of vacation for employees who qualify for split vacation entitlement, set the value of the CPA VR GEST FRACT variable to *1*. Otherwise, set the value to *0.* (You must also assign the entitlement element CPE FRACTMT to eligible payees.)

The entitlements for Split Vacation Days (CPE FRACTMT) is either triggered in November, or if the payee is not included in the November payroll run, it is triggered in the payee's next payroll run.

## The Day Weight Factor (CPA VR JRS/1 SEM)

When a payee takes one week of paid vacation, the system can decrease entitlement by six working days (*jours ouvrables)* or five business days (*jours ouvres)*, depending on the value of the variable element CPA VR JRS/1 SEM. The delivered variable is set to *6*.

The system uses the value of CPA VR JRS/1 SEM as a weighting factor so that it can correctly reduce paid vacation entitlement for both full-time and part-time employees. It also uses CPA VR JRS/1 SEM to determine the denominator for the rate it applies when calculating positive input for the earnings and deductions associated with the absence. For example, if CPA VR JRS/1 SEM is set to *5* (for business days), the system calculates the payee's earnings for each paid vacation day by dividing the monthly base salary by the number of business days in the month. If you enter *6,* the valuation is in working days.

The values stored by CPA VR JRS/1 SEM and CPA VR MAX PD DAYS should represent the same type of days—business days or working days.

---

**Note.** When a paid vacation day falls on a holiday that is normally a work day, the system first adds the weighted value to the paid days and also adds the weighted value of the vacation day to the entitlement balance.

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***Warning!*** You can choose between business days or working days only once. If you change your selection later, the consequences may be unpredictable. In addition, if you transfer entitlement accumulators from one company to another within your organisation and the companies use different calculation methods for paid vacation, the entitlement results will not be accurate.

Here are two examples of the weighting factor calculations:

- Example 1: Company counts paid vacation in working days (CPA VR JRS/1 SEM = 6).

  Assume that a payee normally works two days per week. The weighting for each day is three (or 6/2). Each time that the payee takes one vacation day, the system deducts three days (the weighting factor of 3 x 1 absent day).

- Example 2: Company counts paid vacation in business days (CPA VR JRS/1 SEM = 5).

  Assume that a payee normally works one day a week. The weighting factor for each worked day for the payee is 5/1 or 5. When the payee takes one day of paid vacation, the system deducts five days of entitlement (5 x 1 day).

  If the entitlement balance is greater than 0 and the absence take weight exceeds the balance, the system replaces the take weight with the balance accumulator. In other words, if the take exceeds the entitlement balance, the system reduces the balance to 0. For example, if the entitlement balance is 0.85 days and the payee takes a vacation day with a weight of 1.66, the balance replaces the absence weight. The balance accumulator value after this absence is then equal to 0.

## Extra Paid Vacation Days (CPA VR J JNE MERE)

If you want to grant extra days of paid vacation to employees, use the variable element CPA VR J JNE MERE to specify the number of extra days. Use the element to define extra days of paid vacation for young mothers, or to grant extra paid vacation for any other reason.

CPA VR J JNE MERE returns the entitlement amount for CPE AUTRES, the entitlement element that you use to record other paid vacation take. The value of CPA VR J JNE MERE is set to *0* when you receive Global Payroll for France.

Unused entitlement for extra days of paid vacation is not carried forward at year-end.

**Note.** If you enter a value for CPA VR J JNE MERE, every person to whom the entitlement element CPE AUTRES is assigned accrues entitlement regardless of the person's age or gender.

## The 1/10 Rule and Salary Upholding Rule (CPA VR C 1/10)

The allowance for paid vacation is determined by comparing two calculations: the 1/10 rule and the salary upholding rule. For the 1/10 rule, the basis for calculating paid vacation is one-tenth of the payee's earnings in the previous year. For the salary upholding rule, the basis is the payee's current year earnings.

Use the variable element CPA VR C 1/10 to specify whether you want the system to compare the two calculation methods for each absence take or for the last take only—the take that reduces the entitlement balance to 0.

- Set CPA VR C 1/10 to 1 to compare the calculation methods for each take and to apply the most favorable outcome to the payee. This is the delivered value.
- Set CPA VR C 1/10 to 2 to do the comparison only when the last absence occurs.

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## Four-Week Period Day Count (CPA VR 4 SEM)

By law, employees are entitled to 2,5 working days (*jours ouvrables)* or 2,08 business days of paid vacation for each period of four weeks of work. Working days include all weekdays except the legal day off, usually Sunday.

Determine how you want to consider the four weeks period count in days through the variable element CPA VR 4 SEM. Set this variable element to JC to calculate the period and the absence days in calendar days. Selecting JO, the system's default, forces the system to calculate the period in business days. Also, when you choose JO, each absence business day is multiplied by 28/20/FTE (full time equivalent). The number of worked days during the reference period is then divided by 28.

## Entitlement for Four-Week Periods (CPA BR DRTS)

Store entitlement values for paid vacation in the bracket element CPA BR DRTS. The keys to this bracket are CPA FM CALC DRTS and LABOR AGREEMENT. For each combination of these two keys, the bracket returns the number of working days of entitlement (in the bracket, itself) and the number of business days of entitlement (in the variable CPA VR DRT OUVRES).

---

**Note.** The value of CPA VR JRS/1 SEM determines whether the system retrieves entitlement in working days (CPA VR JRS/1 SEM = 6) or business days (CPA VR JRS/1 SEM = 5).

---

You can update the bracket with the values for each valid combination of keys in your organization. The entitlement values that you enter should represent four-week periods. For example: 1 period of 4 weeks = 2,5 working days or 2,08 business days; 2 periods of 4 weeks = 5 days working days and 4,16 business days, and so on, up to 30 working days or 25 business days (depending on the value of the variable CPA VR MAX PD DAYS).

This table lists the sample values that PeopleSoft delivers with CPA BR DRTS:

| CPA FM CALC DRTS (key) | LABOR AGREEMENT (key) | CPA BR DRTS (return column for working days) | CPA VR DRT OUVRES (return column for business days) |
|---|---|---|---|
| 1 | | 2,5 | 2,08 |
| 2 | | 5 | 4,16 |
| 3 | | 7,5 | 6,24 |

The system uses proration to calculate the exact number of paid vacation days to which the payee is entitled at the end of the reference year and when an employee leaves your organization.

## Effective Work Days (ABS BR ASS TRV LOI, ABS BR ASS TRAV CC)

Two periods of time affect entitlement for paid vacation:

- The period of time that an employee must work (four weeks) before he can begin to accumulate entitlement. This period is also referred to as the *opening* of entitlement.
- The reference period upon which entitlement calculations are based.

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These two periods of time do not use the same definition of working days. For example, certain absences that are treated as effective work days when calculating entitlement are not considered effective work days when determining whether the four-week period has been met.

PeopleSoft delivers these bracket elements that you can update, if necessary, to specify which absences the system should interpret as effective workdays in each of these cases:

- ABS BR ASS TRV LOI specifies which absences the system should interpret as effective workdays according to the law.

  The key for the bracket is TAKE CONFIG2. For each value of TAKE CONFIG2, the bracket returns two values: one for the bracket itself and one for the variable element ABS VR CP OUV LOI (0 = count as effective working day; 1 = do not count as an effective work day). The first value returned for the bracket tells the system how to interpret absences for entitlement calculations (0 = count as effective work day). The second value tells the system how to interpret absences for the opening of entitlement (the 28-day period). For the list of valid TAKE CONFIG2 values, see Understanding the User-Defined (TAKE CONFIG) Fields.

- ABS BR ASS TRAV CC specifies which absences the system should interpret as effective work days according to collective agreements.

  The keys for this bracket are TAKE CONFIG2 and LABOR AGREEMENT. For each combination of these keys, the bracket returns two values: one for the bracket itself and one for the variable element ABS VR CP OUV CC. The first value returned for the bracket tells the system how to interpret absences for entitlement calculations. The second value tells the system how to interpret absences for the opening of entitlement (the 28-day period). For example, suppose that you want to interpret sick days as effective working days when calculating the opening of entitlement for collective agreement XYZ. In this case, access the bracket element ABS BR ASS TRAV CC, and for the combination of the keys TAKE CONFIG2 = MAL and Labor Agreement = XYZ, set the value returned in the variable ABS VR CP OUV CC to 0.

This table lists the sample values that PeopleSoft delivers for ABS BR ASS TRV LOI:

| TAKE CONFIG2 (key) | ABS BR ASS TRV LOI (return column for entitlement calculations) | ABS VR OUV CP LOI (return column for opening of entitlement) |
|---|---|---|
| MAL | 1 | 1 |
| AT | 0 | 1 |
| ATRCH | 1 | 1 |

This table lists the sample values that PeopleSoft delivers for ABS BR ASS TRAV CC:

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| TAKE CONFIG2 (key) | LABOR AGREEMENT (key) | ABS BR ASS TRAV CC (return column for entitlement calculations) | ABS VR OUV CP CC (return column for opening of entitlement) |
|---|---|---|---|
| MAL | AFB | 1 | 1 |
| ATRCH | AFB | 1 | 1 |
| AT | AFB | 0 | 1 |

## Extra Paid Vacation Days for Seniority (CPA BR JRS ANCIEN)

The entitlement element CPE ANCIENTE defines rules for granting extra days of paid vacation to payees based on seniority (*conges payes anciennete)*. The bracket element CPA BR JRS ANCIEN returns the appropriate entitlement value for CPE ANCIENTE.

CPA BR JRS ANCIEN has the following keys:

- ABS AC RECUP ANC, an accumulator element that stores years of service.
- LABOR AGREEMENT, a system element that identifies the collective agreement.

For each combination of these keys, the bracket returns the number of business days of entitlement (in the bracket itself).

The following table shows the sample entitlement values PeopleSoft delivers with CPA BR JRS ANCIEN. You can change these values and specify seniority entitlement by collective agreement, if applicable.

This table lists the sample values that PeopleSoft delivers for CPA BR JRS ANCIEN:

| ABS AC RECUP ANC (Key: Years of Seniority) | LABOR AGREEMENT (Key: Labor Agreement) | CPA BR JRS ANCIEN (Return column: Entitlement) |
|---|---|---|
| 2 | | 2 |
| 3 | | 3 |
| 6 | | 6 |

**Note.** When calculating entitlement, the system refers to the payee's years of service as of the first day of the absence. If the payee crosses a seniority boundary during his absence, the system does not increase entitlement for that absence.

## Effective Work Days for Seniority Accrual (ABS BR ANC_ABS LOI, ABS BR ANC_ABS CC)

Two bracket elements define how the system should consider a payee's absences when calculating years of seniority. One bracket (ABS BR ANC_ABS LOI) specifies the legal requirements; the second (ABS BR ANC_ABS CC) specifies the requirements by collective agreement.

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ABS BR ANC_ABS LOI uses the system element TAKE CONFIG2 as the key. The bracket returns one of the following values:

- 0 if the absence is not considered an effective work day.
- 1 if the absence is considered an effective work day.
- Or 0,5 if only half of the absent days are considered as effective work days (designed for a specific leave of absence).

This table lists the sample values that PeopleSoft delivers for ABS BR ANC-ABS LOI:

| TAKE CONFIG2 (key) | ABS BR ANC-ABS LOI (return column) |
|---|---|
| MAL | 0 |
| AT | 1 |
| ATRCH | 0 |

ABS BR ANC_ABS CC uses the system elements TAKE CONFIG2 and LABOR AGREEMENT as keys. For each combination of these two values it returns one value for the bracket element itself (0 or 1) and one value for the variable ABS VR J PAYES CC (0 or 1).

Possible values returned by the bracket element:

- 1 if the absence is considered as effective work by the collective agreement.
- 0 if the absence is not considered as effective work by the collective agreement.

The value returned by ABS VR J PAYES CC is relevant only when the bracket returns a value of 1. Valid values returned by ABS VR J PAYES CC:

- 1 if the absence is considered as an effective work day only if it is paid.
- 0 if the absence is considered an effective work day regardless of whether it is paid.

This table lists the sample values that PeopleSoft delivers for ABS BR ANC ABS CC:

| TAKE CONFIG2 (key) | LABOR AGREEMENT (key) | ABS BR ANC-ABS CC (return column) | ABS VR J PAYES CC (return column) |
|---|---|---|---|
| MAL | AFB | 1 | 1 |
| AT | AFB | 1 | 1 |
| ATRCH | AFB | 1 | 1 |

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### The Minimum Work Period

Legally, the minimum work period required before a payee can begin to earn entitlement for paid vacation is one month or four weeks of work. This is equivalent to 28 calendar days, the number that the system uses to determine when a payee meets the minimum work period. This number is stored in the element CPA VR OUV DTS; do not change it.

### Fixed-Term Contracts

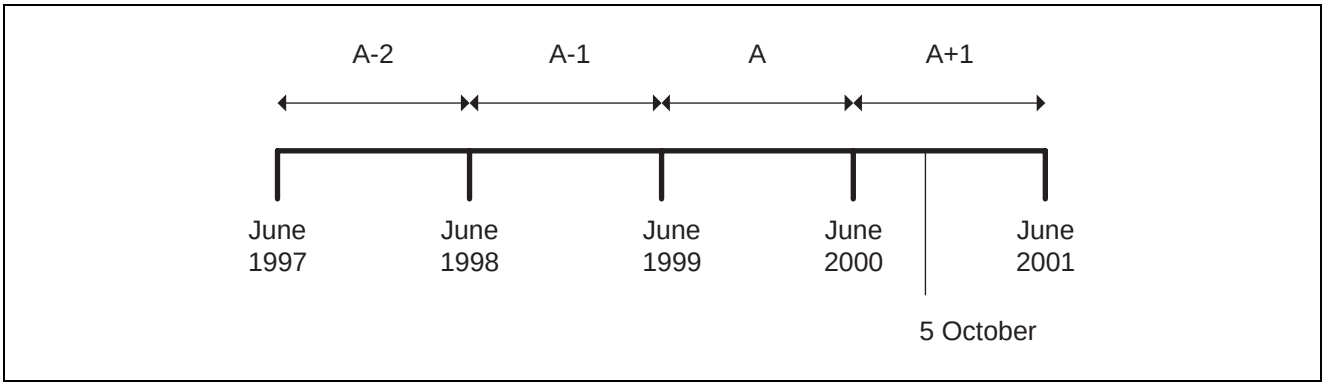
The delivered entitlement rules for paid vacation take into account the requirements specific to persons with fixed-term contracts (CDD). The system identifies these employees through the contract information maintained in PeopleSoft Enterprise Human Resources.

### Accumulation Periods for Paid Vacation (CPE CG PAYES)

This table lists the accumulation periods for paid vacation:

| Period | Period Name | Comments |
|---|---|---|
| Current reference period | A+1 | Current period of accumulation. |
| Current period (for taking vacation). | A | Entitlement calculated in A+1 is transferred to A each 31 May or 1 June. |
| The period before the previous period. | A-1 | The balance for the current period is transferred to A-1 each 31 May or 1 June. |
| The period before A-1. | A-2 | The balance for A-1 is transferred to A-2 each 31 May or 1 June. |

Example: Assume today is 5 October 2000. If the reference period is 1 June to 31 May, then the relevant accumulation periods appear in the following diagram:




The four accumulation periods for paid vacation entitlement

Global Payroll for France tracks four totals for each accumulation period: entitlement earned, entitlement balance, take, and adjustments. For each, the accumulation period is set to *Year To Date*. By default, the Begin Option date is 1 June, meaning that the accumulation period runs from 1 June to 31 May of the following year.

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Change the beginning month of the reference period by updating the variable CPA VR MOIS DEB REF. The Begin Option field refers to CPA VR MOIS DEB REF for the month. So, if the variable is set to 1, the accumulation period begins in January; if it is set to 5, the period begins in May, and so on.

**Note.** If you change the reference year by updating the variable element CPA VR MOIS DEB REF, the system automatically updates the accumulator periods for CPE CG PAYES.

Paid Vacation In-Lieu Allowance: Upon leaving a company, a payee is entitled to compensation in-lieu of any unused paid vacation days. Global Payroll for France automatically calculates the correct earnings for terminated payees, generating earnings for each day of unused paid vacation, seniority paid vacation, split vacation days, and other paid vacation days for which the employee is entitled to receive compensation.

Generation control triggers the calculation of allowances for paid vacation in-lieu. The system can generate up to four earnings for each period of paid vacation (if any days remain in the previous periods): A-2, A-1, A, and A+1. (The four accumulation periods are described in the previous topic.)

The system does not pay entitlement earned during the current reference period (A+1) when you select *Termination* in the Action/Reason field in Job Data, and then select misconduct (*CON*) or gross misconduct (*GMI*).

# Understanding Absence Rules for Illness, Maternity, and Work Accidents

PeopleSoft delivers absence entitlement and absence take rules for illness, maternity, and work accidents. You can modify some of these absence rules by updating the variables and brackets described in this section. Entitlement for the elements discussed in this section is calculated per absence—that is, at the time of each absence event, not at a regular frequency.

This section discusses:

- Absence elements for illness.
- Absence elements for maternity leave.
- Absence elements for work accidents.
- Modifying absence rules for illness, maternity, and work accidents.

**Note.** The following tables present a partial list of the take elements and corresponding entitlement elements delivered for illness, maternity, and work accidents. The tables list only those take elements that you enter on the Absence Event Entry page. When required, the system uses the mapping and negative entitlement features of Global Payroll to trigger the resolution of other take rules during processing. For example, if you enter the absence take element MLT MALADIE to record sick time, once entitlement for this element has been depleted, the system automatically uses the entitlement for MLT MALADIE 2, which contains the appropriate compensation rate for the second absence period. When entitlement for MLT MALADIE 2 is depleted, the system uses the entitlement associated with MLT MALADIE 3, and so on.

See Chapter 20, “Entering Absences,” Understanding Absence Take Elements, page 316.

## Absence Elements for Illness

This table lists the absence elements PeopleSoft delivers for each type of illness:

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| Absence Reason | Take Element | Entitlement Element |
|---|---|---|
| Illness take 1 | MLT MALADIE | MLE MALADIE |
| Therapeutic part time | MLT MT THERP | MLE MT THERP |
| Authorized unpaid therapeutic | MLT MT THER N P | None |
| Long period illness | MLT LG MALADIE | MLE LG MALAD |
| Unpaid course of treatment | MLT CURE NP | None |
| Paid course of treatment 1 | MLT CURE PAYEE | MLE CURE |

## Absence Elements for Maternity Leave

This table lists the absence elements PeopleSoft delivers for each type of maternity absence:

| Absence Reason | Take Element | Entitlement Element |
|---|---|---|
| Paid maternity | MTT MATERN PAYEE | MTE MAT PAY |
| Unpaid maternity | MTT MATERN NON PAY | None |
| Paid adoption | MTT ADOPTION | MTE ADOPTION |
| Unpaid adoption | MTT ADOPTION NON PAY | None |
| Pathological leave 1 | MTT PATHOLOGIQ | MLE MALADIE |
| Pathological leave before maternity 1 | MTT PATHO AV | MLE MALADIE |
| Additional maternity absence | MTT CG SUP | MTE CG SUP |
| Paternity Leave | MTT PATERNITE | MTE PATERN |

## Absence Elements for Work Accidents

This table lists the absence elements that PeopleSoft delivers for each type of work accident:

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| Absence Reason | Take Element | Entitlement Element |
|---|---|---|
| Work accident - take 1 | ATT TRAVAIL | ATE TRAVAIL |
| Accident on way to work 1 | ATT TRAJET | ATE TRAJET |
| Work accident relapse 1 | ATT RECHUTE TRAV | ATE TRAVAIL |
| Accident on way to work: relapse 1 | ATT RECHUTE TRAJ | ATE TRAJET |
| Professional disease 1 | MLT PROFESSL | MLE PROFESSL |
| Relapse of professional disease 1 | MLT PRO RECHUTE | MLE PROFESSL |

## Modifying Absence Rules for Illness, Maternity, and Work Accidents

This table lists the variable (and variable category), bracket, and accumulator elements that you can update for illness, maternity, and work accidents, along with the sample values that PeopleSoft delivers:

| Element Name | Use | Delivered Values | Category |
|---|---|---|---|
| ABS BR ABS VALO | Specifies whether to generate positive input for earnings and deductions in hours, business days, or calendar days. | See Units for Earning and Deduction Calculations | Not applicable |
| ABS BR IJSS DTS/TX,<br>ABS BR IJSS MN/MX | IJSS entitlement. Returns entitlement values for IJSS calculations and specifies the minimum and maximum entitlement rate or amount. | See IJSS Entitlement and Percent Calculation | Not applicable |
| ABS VR ENF LIM IJ | Illness − IJSS entitlement calculation. Specifies the number of children that triggers a change in entitlement and rates for IJSS calculation. Works with the Dependent Data page in PeopleSoft Human Resources. | 3 | MAL |


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| Element Name | Use | Delivered Values | Category |
|---|---|---|---|
| MAL VR CARENCE IJ | Illness waiting period. Specifies the waiting period for social security daily allowance in the event of illness. | 3 | MAL |
| MAL VR CARENCE MT | Illness waiting period. Specifies the waiting period for salary upholding because of illness. | 10 | MAL |
| ATR VR CARENCE IJ | Work accident waiting period. Specifies the waiting period for social security daily allowance in the event of a work accident. | 0 | ATR |
| ATR VR CARENCE MT | Work accident waiting period. Specifies the waiting period for salary upholding in the event of a work accident. | 1 | ATR |
| ABS BR MT SAL LOI | Salary upholding. Specifies the legal salary upholding rates for illness and work accidents. | See Entitlement for Salary Upholding | Not applicable |
| ABS BR MT SAL AFB | Salary upholding for AFB. Specifies the AFB salary upholding rates for illness and work accidents. | See Defining Entitlement for Salary Upholding | Not applicable |
| MAL VR CARENCE AFB | Illness. Specifies the maximum number of absences due to illness without a waiting period for salary upholding. For AFB only. | 3 | MAL |

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| Element Name | Use | Delivered Values | Category |
|---|---|---|---|
| ABS VR ENF LIM AFB | Illness − entitlement calculation for AFB. Specifies the number of children that triggers a change in entitlement. Works with the Dependent Data page in PeopleSoft Human Resources. Only dependents for which the Status 9 check box is selected are counted as children. | 1 | MAL |
| ABS VR PENS INVALI | Long-term illness (IJSS amount). The annual amount for the disability pension. | 2807.72 euros as of the 01/01/2002 | ABS |
| ABS VR DTS MATERN | Maternity. Specifies the number of days of paid time off to which payees are entitled for maternity. Enter the value via a supporting element override. | See Entering Absences for Maternity and Adoption | MAT |
| MAT VR DTS ADOPT | Maternity. Specifies the number of days of paid time off to which payees are entitled for adoption. | 42 (calendar days) | MAT |
| MAT VR DTS IJ | Maternity. Specifies the number of days of social security daily allowances for maternity. | Value is 9999. (that is, no limits) | MAT |
| ATR AC SAL BASE | Work accident certificates. Specifies which earning elements contribute to the accumulator for the base salary that the system uses to produce work accident certificates. | Accumulator members: SAL BASE AFB SAL 12M AFB SAL 13M | Not applicable |


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| Element Name | Use | Delivered Values | Category |
|---|---|---|---|
| ATR AC AV NAT | Work accident certificate. Identifies the earning elements that contribute to the payments-in-kind amount that the system uses when preparing work accident certificates. This amount appears in the Adv Kind & Tips field on the Frames A and B page (Salary Accessories tab). You can change the elements that are members of the accumulator. | Accumulator members:<br>AN NOURRITUR<br>AN LOGEMENT<br>AN VEHICULE AN<br>AUTRES | Not applicable |
| ATR AC PRIMES ATR AC FP SOUMIS ATR AC RAPPELS ATR AC PRIME TRIM ATR AC PRIME AN | Work accident certificate. Identifies the earning or deduction elements that contribute to the allowances amount (including premiums and gratuities) that the system uses when preparing work accident certificates. This amount appears in the Allowances field on the Frames A and B page (Salary Accessories tab). You can select the members of the accumulator. | None. PeopleSoft does not deliver any earning or deduction elements for allowances. | Not applicable |

## Units for Earning and Deduction Calculations (ABS BR ABS VALO)

When you run the Take process, the system creates positive input for the earning or deduction elements associated with the absence take element that was used to record the payee's absence. Although the absence event is stored in units of days or hours, you can instruct the system to use hours, business days, or calendar days when generating the positive input. For each type of absence, use the ABS BR ABS VALO bracket to define the type of units that you want to use for earnings and deductions. (The unit type must be the same for earnings and deductions.)

The key to ABS BR ABS VALO is the system element TAKE CONFIG2, which identifies the absence type (for example MAL for illness, AT for work accident, and so on).

The return columns for the bracket:

- ABS VR VALO HEURES: hours.
- ABS VR VALO JO: business days.
- ABS VR VALO JC: calendar days.

To select the units that you want the system to use, set the value of corresponding variable to *1*. Set the value of the other two variables to *0*.

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This table lists the sample values that PeopleSoft delivers with ABS BR ABS VALO:

| TAKE CONFIG2 (key) | ABS VR VALO HEURES (return column) | ABS VR VALO JO (return column) | ABS VR VALO JC (return column) |
|---|---|---|---|
| MAL | | | 1 |
| AT | | | 1 |
| ATRCH | | | 1 |

**Note.** When you enter a value of *0* in a return column, the field appears empty. For this reason, zeros are not shown in the previous table.

## IJSS and Salary Upholding

When an employee is eligible to receive a daily IJSS allowance during an absence, the employer must *uphold* the employee's salary—that is, the employer must pay the current salary minus the amount of the allowance.

The take elements that PeopleSoft delivers for illness, work accidents, and maternity are all mapped to take elements that automatically trigger IJSS calculations, when appropriate. When you record the absence on the Absence Event Entry page, the system checks to see whether the payee meets the requirements for receiving an IJSS allowance. If the payee does meet the requirements, the system applies salary upholding.

The system calculates a payee's eligibility for IJSS entitlement only once, at the original begin date of the absence. If a payee is not eligible for IJSS, the system does not calculate IJSS, nor does it uphold the employee's salary.

Should you need to, you can manually update the opening of entitlement for employees by entering a supporting element override that sets the formula that triggers the opening of IJSS (ABS FM TEST OUV IJ) to *1*.

The system calculates a payee's daily allowance for IJSS until entitlement for salary upholding is depleted.

Some employers can choose to receive an employee's daily social security allowance and then pay the allowance to the payee with the payee's salary. The term *subrogation* is used to refer to this method of paying IJSS. Global Payroll for France does not manage subrogation of IJSS allowances.

The system uses two bracket elements for IJSS calculations, ABS BR IJSS DTS/TX and ABS BR IJSS MN/MX.

The ABS BR IJSS DTS/TX bracket stores the number of days of entitlement due to an employee based on the type of absence and the number of children the employee has. One of the two keys for this bracket is the variable ABS VR NOM PRISE, which is populated by a formula and stores the name of the absence that's being processed (MALADIE for illness, LG MALADIE for long term illness, TRAVAIL for work accident, CURE for course of treatment, PATHOAV for pathological leave before maternity, and PATHOAP for pathological leave after maternity). The other key is the formula ABS FM ENF BR IJ, which returns either *0* or *3* (entitlement changes when a payee has over three children). For each combination of the two keys, the bracket returns the number of days of entitlement and the appropriate percent to apply. It can store up to three entitlement amounts and three percentages for each combination of keys. The return columns for the bracket are as follows:

- ABS BR IJSS DTS/TX (the bracket itself): the number of days of entitlement for the first rate applicable to IJSS.

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- ABS VR IJ TX1: the first rate.
- ABS VR IJ DTS2: the number of days of entitlements for the second rate.
- ABS VR IJ TX2: the second rate.
- ABS VR IJ DTS3: the number of days of entitlements for the third rate.
- ABS VR IJ TX3: the third rate.

This table lists the sample values that PeopleSoft delivers with ABS BR IJSS DTS/TX:

| ABS VR NOM PRISE (key) | ABS FM ENF BR IJ (key) | ABS BR IJSS DTS/TX | ABS VR IJ TX1 | ABS VR IJ DTS2 | ABS VR IJ TX2 | ABS VR IJ DTS3 | ABS VR IJ TX3 |
|---|---|---|---|---|---|---|---|
| MALADIE | 0 | 30 | 50 | 150 | 50 | 999 | 51.49 |
| MALADIE | 3 | 30 | 50 | 150 | 66.66 | 999 | 68.66 |
| LG MALADIE | 0 | 900 | | | | | |
| LG MALADIE | 3 | 900 | | | | | |

The ABS BR IJSS MN/MX uses the same keys as ABS BR IJSS DTS/TX, but returns for each combination of these keys the maximum and minimum limits to apply to the daily allowance. Limits are stated as rates or amounts, as defined by law. The return columns for the bracket are as follows:

- ABS BR IJSS MN/MX (the bracket itself): the minimum rate for the first entitlement rate applicable to IJSS.
- ABS BR IJ MAXI1: the maximum for the first entitlement rate (it calculates the daily allowance as follows: ABS BR IJ MAXI1 x theoretical A ceiling x 12).
- ABS VR IJ MINI2: the minimum for the second entitlement rate.
- ABS VR IJ MAXI2: the maximum for the second entitlement rate (it calculates the daily allowance as follows: ABS BR IJ MAXI2 x theoretical A ceiling x 12).
- ABS VR IJ MINI3: the minimum for the third entitlement rate (a monetary variable).
- ABS VR IJ MAXI3: the maximum for the third entitlement rate (it calculates the daily allowance as follows: ABS BR IJ MAXI3 x theoretical A ceiling x 12).

This table lists the sample values that PeopleSoft delivers with ABS BR IJSS MN/MX:

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| ABS VR NOM PRISE (key) | ABS FM ENF BR IJ (key) | ABS BR IJSS MN/MX | ABS VR IJ MAXI1 | ABS VR IJ MINI2 | ABS VR IJ MAXI2 | ABS VR IJ MINI3 | ABS VR IJ MAXI3 |
|---|---|---|---|---|---|---|---|
| MALADIE | 0 | 0 | 0,001389 | 0 | 0,001389 | 7.692383 euros as of the 1st of January 2002 | 0.001429 |
| MALADIE | 3 | 0 | 0,001852 | 0 | 0,001852 | 10.256511 euros | 0.001905 |

IJSS allowances are based, in part, on the number of children that are dependent on the payee. A child is considered a dependent until age 16 (age 18 if the child is an apprentice, age 20 if the child is a student).

Use the Dependent Information - Personal Profile page to indicate which children qualifies as a dependent. If you update dependent information during the time that a payee is absent, the system automatically adjusts the calculation for the IJSS allowance.

To identify dependent children who meet the criteria for IJSS entitlement:

1. Access the Dependent Information - Personal Profile page in PeopleSoft Human Resources.

   The navigation to this page is Workforce Administration, Personal Information, Dependent Information.
2. Select the French flag at the bottom of the page to display additional fields for France.
3. Select the IJSS Calc check box.

The variable element ABS VR ENF LIM IJ specifies the number of dependent children that triggers a change in the calculations for IJSS entitlement. The variable is set to *3* when delivered. You can update the number if the legal limit changes.

In most cases, separate waiting periods must be met before IJSS allowances are paid and salary upholding begins. PeopleSoft uses variable elements to define the waiting periods. The delivered values are shown in the table at the beginning of the section entitled Modifying Absence Rules for Illness, Maternity, and Work Accidents. You can update the values if the legal limits change.

PeopleSoft delivers two bracket elements that define the rates that apply, by seniority, to salary upholding for illness and work accidents: ABS BR MT SAL LOI, which identifies the legal requirements, and ABS BR MT SAL AFB, which specifies the AFB requirements. These elements are not maintained by PeopleSoft, so you can update either one, if necessary.

If you have additional collective agreements, you can create new brackets, using the delivered brackets as models. Name each bracket ABS BR MT SAL XXX (where *XXX* represents the code for your collective agreement). Use the same return columns as those used by the ABS BR MT SAL LOI and ABS BR MT SAL AFB:

- ABS BR MT SAL XXX (*XXX* represents your collective agreement): stores the number of days of entitlement for the first applicable percent for salary upholding.
- ABS VR MAINT %1: stores the first applicable percent for salary upholding.
- ABS VR MAINT JRS2: stores the number of days of entitlement for the second applicable percent for salary upholding.

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- ABS VR MAINT %2: stores the second applicable percent for salary upholding.
- ABS VR MAINT JRS3: stores the number of days of entitlement for the third applicable percent for salary upholding.
- ABS VR MAINT %3: stores the third applicable percent for salary upholding.
- ABS VR MAINT JRS4: stores the number of days of entitlement for the fourth applicable percent for salary upholding.
- ABS VR MAINT %4: stores the fourth applicable percent for salary upholding.

This table lists the sample values that PeopleSoft delivers with ABS BR MT SAL LOI:

| ABS VR NOM PRISE (Key) | GEN VR AN ANC (Key) | ABS BR MT SAL LOI | ABS VR MAINT %1 | ABS VR MAINT JRS2 | ABS VR MAINT %2 |
|---|---|---|---|---|---|
| MALADIE | 0 | 0 | 90 | 0 | 66,66 |
| MALADIE | 3 | 30 | 90 | 30 | 66,66 |
| MALADIE | 8 | 40 | 90 | 40 | 66,66 |

**Note.** No sample data is delivered for ABS VR MAINT JRS3, ABS VR MAINT %3, ABS VR MAINT JRS4, or ABS VR MAINT %4.

This table lists the sample values that PeopleSoft delivers with ABS BR MT SAL AFB:

| ABS VR NOM PRISE (Key) | ABS VR ENF<16 (Key) | GEN VR AN ANC (Key) | ABS BR MT LAL LOI | ABS VR MAINT %1 | ABS VR MAINT JRS2 | ABS VR MAINT %2 |
|---|---|---|---|---|---|---|
| MALADIE | | | 0 | 100 | 0 | 50 |
| MALADIE | | 1 | 60 | 100 | 60 | 50 |
| MALADIE | | 5 | 90 | 100 | 90 | 50 |
| MALADIE | 1 | 0 | 0 | 100 | 0 | 50 |
| MALADIE | 1 | 1 | 60 | 100 | 150 | 50 |
| MALADIE | 1 | 5 | 90 | 100 | 180 | 50 |

**Note.** No sample data is delivered for ABS VR MAINT JRS3, ABS VR MAINT %3, ABS VR MAINT JRS4, or ABS VR MAINT %4.

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Global Payroll for France delivers (but does not maintain) the formula element ABS FM BRACK DTS, which enables you to tell the system which bracket should return the upholding rates for the collective agreement. To update the formula, add the following rows to the end of it:

IF LABOR AGREEMENT = XXX (where XXX equals the code for the collective agreement) THEN ABS BR MT SAL XXX >> ABS FM BRACK DTS ELSE ABS BR MT SAL LOI >> ABS FM BRACK DTS END IF

After a payee receives an IJSS allowance for six consecutive months, Social Security requires some additional information from the employer to determine if the payee remains eligible for payments. Provide this information by producing a certificate for Social Security.

If CPAM reclassifies an illness leave as long term, use the Absence Event Entry page to change the end date of the first absence event to the date before the start of the long-term illness period. Enter the long-term illness with the correct begin date and end date (if already known), which triggers retroactive processing when you run the payroll process for the affected payroll periods.

### AFB Rules

This topic applies only if your organization is a member of the *Association Française des Banques* (AFB). It describes absence rules specific to the AFB collective agreement that Global Payroll for France supports.

According to the AFB collective agreement, a payee becomes subject to a waiting period for absences due to illness only after reporting a certain number of absence events. The variable MAL VR CARENCE AFB identifies this number and is set to *3* when delivered. You can update this number if the legal limit changes.

Use the Dependent Information - Personal Profile page to indicate which children qualify as dependents according to AFB rules.

To identify dependent children who meet the criteria for AFB entitlements:

1. Access the Dependent Information - Personal Profile page in PeopleSoft Human Resources.

   The navigation to this page is Workforce Administration, Personal Information, Dependent Information.
2. Enter the correct birthdate.
3. Select the French flag at the bottom of the page to display additional fields for France.
4. Select the Collective Agmt check box.

The AFB collective agreement institutes an additional paid leave after the maternity leave. The additional leave is equal to 45 days upheld at 100 percent of the base salary or to 90 days upheld at 50 percent. Use the take element MTT CG SUP to record the absence on the Absence Event Entry page. Once entitlement for the 45 days has been used, the system automatically uses the entitlement balance for the take element MTT CG SUP2.

### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Defining Calculation Elements," Defining Formula Elements

Chapter 21, "Setting Up and Generating Wage Certificates," Printing Wage Certificates, page 372

# Understanding Rules for Other Absences

This topic describes the absence entitlement and take elements that PeopleSoft delivers for absences due to special family leaves, unpaid absences, public holidays, AFB absences, time-off entitlements for staff representatives, and other absences.

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This section discusses:

- Absence elements for family leave and other personal leave.
- Absence elements for unpaid absence.
- Absence elements for work council, union, and staff representative absence.
- Modifying absence rules for other absences.

## Absence Elements for Family Leave and Other Personal Leave

This table lists the absence elements that PeopleSoft delivers for family leave and other personal leave:

| Absence Reason | Take Element | Entitlement Element |
|---|---|---|
| Birth leave | EVT NAIS/ADOP | EVE NAIS/ADO |
| Payee's marriage | EVT MAR SAL | EVE MAR SAL |
| Marriage of payee's child | EVT MAR ENF | EVE MAR ENF |
| Death of child | EVT DEC ENFANT | EVE DEC ENFA |
| Death of husband or wife | EVT DEC CONJOINT | EVE DEC CONJ |
| Death of parent | EVT DEC PARENT | EVE DEC PARE |
| Death of brother or sister | EVT DEC COLLATERAU | EVE DEC FRER |
| Death of step parent | EVT DEC BEAUX PARE | EVE DEC BPA |
| Child illness | EVT ENF MAL | EVE ENF MALA |
| Child illness AFB | EVT ENF MAL AFB | EVE EML AFB |
| Breast feeding | EVT ALLAITEMENT | EVE ALLAITEM |
| Moving | EVT DEMENAGEMENT | EVE DEMENAGE |
| Unpaid sabbatical training | ABT CIF NONPAYE | None |

## Absence Elements for Unpaid Absence

This table lists the absence elements that PeopleSoft delivers for unpaid absence:

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| Absence Reason | Take Element | Entitlement Element |
|---|---|---|
| Unauthorized unpaid absence | ABT AB N AUT N PAY | None |
| Authorized unpaid leave (*conge sans solde)* | ABT AUT NON PAYEE | None |
| Suspension for protective reason (*mise a pied conservatoire)* | ABT MAP CONSER | None |
| Suspension for disciplinary reason (*mise a pied disciplinaire)* | ABT MAP DISCIPLI | None |
| Strike | ABT GREVE | None |
| Parental childcare - unpaid | ABT CONGE PARENTAL | None |
| Adoption | ABT ADOPTION | None |

## Absence Elements for Work Council, Union, and Staff Representative Absence

This table lists the absence elements that PeopleSoft delivers for work council, union, and staff representative absence:

| Absence Reason | Take Element | Entitlement Element |
|---|---|---|
| Work council without entitlement | REP CE SS DT | None |
| Work council time off | REP CE | REE CE |
| Staff representative hours | REP DELEGUE PERSON | REE DELEGUE |
| CHSCT member hours | REP CHSCT | REE CHSCT |
| Trade union representative hours | REP DEL SYNDICAL | REE DEL SYND |

## Modifying Absence Rules for Other Absences

In some cases, you can modify the rules that PeopleSoft delivers for other time off. This table lists the supporting elements that you can update, along with the delivered values, where applicable:


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| Element Name | Use | Delivered Values | Category |
|---|---|---|---|
| GEN AC JOUR ANC | Enables you to adjust a payee's seniority for absences recorded in PeopleSoft Human Resources. | None | Not applicable |
| ABS BR C.FAMIL1 | Specifies days of entitlement for death of a family member, by collective agreement. | See Family Leave and Personal Leave | Not applicable |
| ABS BR C.FAMIL2 | Specifies days of entitlement for births, weddings, and other family-related events by collective agreement. | See Family Leave and Personal Leave | Not applicable |
| EVE VR DEC ASCENDA | Specifies the legal minimum days of entitlement for death of a parent. | 1 | ABS |
| EVE VR DEC B,PAREN | Specifies the legal minimum days of entitlement for death of a step-parent. | 1 | ABS |
| EVE VR DEC CONJOIN | Specifies the legal minimum days of entitlement for death of a spouse. | 2 | ABS |
| EVE VR DEC ENFANT | Specifies the legal minimum days of entitlement for death of a child. | 2 | ABS |
| EVE VR DEC FRERE | Specifies the legal minimum days of entitlement for death of a brother or sister. | 1 | ABS |
| EVE VR MAR SAL | Specifies the legal minimum days of entitlement for payee's wedding. | 4 | ABS |

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| Element Name | Use | Delivered Values | Category |
|---|---|---|---|
| EVE VR MAR ENF | Specifies the legal minimum days of entitlement for wedding of payee's son or daughter. | 1 | ABS |
| EVE VR NAIS/ADOP | Specifies the legal minimum days of entitlement for birth or adoption. | 3 | ABS |
| EVE VR EVE MAL DN | Specifies the legal minimum standard days of entitlement for child's illness. | 3 | ABS |
| EVE VR EVE MAL DM | Specifies additional days of entitlement for child's illness. | 5 | ABS |
| EVE VR DEMENAGEMEN | Specifies days of entitlement for moving. | 0 | ABS |
| REE VR CE | Specifies the number of paid hours allowed for work council obligations. | 20 | ABS |
| REE VR CHSCT | Specifies the number of paid hours allowed for CHSCT obligations. | 10 | ABS |
| REE VR DEL SYNDICA | Specifies the number of paid hours allowed for trade union representative obligations. | 20 | ABS |
| REE VR DELEGUE PER | Specifies the number of paid hours allowed for staff representative obligations. | 15 | ABS |


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## Adjusting Seniority for Absences Entered in PeopleSoft Human Resources (GEN AC JOUR ANC)

Entitlement for certain types of absences covered in this section is based on a payee's seniority. When the system determines a payee's seniority, it does not take into account any absences that you enter only through PeopleSoft Human Resources, such as leave with pay. If you want the system to adjust seniority to reflect these absences, adjust the accumulator GEN AC JOUR ANC, which stores the number of days that a payee is present during a segment.

## Family Leave and Personal Leave (ABS BR C.FAMIL1 and ABS BR C.FAMIL2)

PeopleSoft delivers two bracket elements that store entitlement values, by collective agreement, for family events, such as births, adoptions, weddings, and deaths: ABS BR C.FAMIL1 and ABS BR C.FAMIL2. The key to these brackets is LABOR AGREEMENT.

The sample entitlement values delivered with the brackets represent AFB requirements. AFB entitlement applies only to payees who have completed at least one year of service. Employees with less than one year of service accrue the minimum legal entitlement that is defined by the variables (that begin with EVE VR) listed in the previous table. Use the Variables by Category page to adjust the legal values if they change.

When it retrieves entitlement for a family-related absence event, the system checks to see if the AFB collective agreement applies. If it applies, the system triggers the appropriate bracket listed above, which overrides the existing values of the variables. If there is no AFB collective agreement, the system retrieves the existing value of the same variable (for example, EVE VR MAR SAL).

Add entitlement values for other collective agreements, as needed.

ABS BR C.FAMIL1 returns entitlement values for death of a family member:

- EVE VR DEC ASCENDA: death of a parent.
- EVE VR DEC B.PAREN: death of a mother-in-law or father-in-law.
- EVE VR DEC CONJOIN: death of spouse.
- EVE VR DEC ENFANT: death of a son or daughter.
- EVE VR DEC FRERE: death of a brother or sister.

This table lists the sample AFB entitlement values delivered for ABS BR C.FAMIL 1:

| LABOR AGREEMENT (key) | EVE VR DEC ASCENDA (return column) | EVE VR DEC B.PAREN (return column) | EVE VR DEC CONJOIN (return column) | EVE VR DEC ENFANT (return column) | EVE VR DEC FRERE (return column) |
|---|---|---|---|---|---|
| AFB | 3 | 3 | 5 | 5 | 2 |

ABS BR C.FAMIL2 returns entitlement values for births, marriage, moving, and child illness:

- EVE VR MAR SAL: payee's wedding.
- EVE VR MAR ENF: wedding of payee's son or daughter.
- EVE VR NAIS/ADOP: birth or adoption.
- EVE VR ENF MAL DN: standard entitlement for child's illness (AFB specific).
- EVE VR ENF MAL DM: increased entitlement for child's illness (AFB specific).

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- EVE VR DEMENAGEMEN: moving.

This table lists the sample AFB entitlement values delivered with ABS BR C.FAMIL 2:

| LABOR AGREEMENT (key) | EVE VR MAR SAL (return column) | EVE VR MAR ENF (return column) | EVE VR NAIS /ADOP (return column) | EVE VR ENF MAL DN (return column) | EVE VR ENF MAL DM (return column) | EVE VR DEMENAGEMEN (return column) |
|---|---|---|---|---|---|---|
| AFB | 5 | 2 | 3 | 3 | | 2 |

**Note.** The system does not check whether payees meet the three-month seniority requirement for paid time off due to the death of a brother, sister, or in-law.

The entitlement for absences related to children is as follows:

- Child's Illness.

  Parents are entitled to one unpaid absence leave per calendar year to take care of sick children. Entitlement is as follows:

  - 3 days for employees who have 1 dependant child under age 14.
  - 6 days for employees who have 2 dependant children under age 14.
  - 9 days for employees who have 3 or more dependant children under age 14.

- Hospitalization of Child (AFB).

  Two additional paid days are granted during the calendar year if a dependant child under age 14 is hospitalized. Before recording the absence, use the Supporting Element Overrides page to enter the value for EVE VR ENF MAL HOS. Use the take element EVT ENF MAL AFB to enter this absence.

- Breast-feeding period (*période d'allaitement)*.

  Young mothers who breastfeed a child up to one year after the child's birth are eligible for one paid hour per worked day for breastfeeding. Use the take element EVT ALLAITEMENT to record paid time off taken for breastfeeding.

## Unpaid Leave

PeopleSoft delivers these absence rules for unpaid leave:

- Childcare Leave (*congé parental d'éducation)*.

  Employees with more than one year of seniority at the birth or adoption of their children are eligible for unpaid parental childcare leave, which is granted until the child's third birthday. When you use the absence take ABT CONGE PARENTAL to record the absence, the system generates positive input for the parental deduction PAR DED JC, PAR DED JO, or PAR DED H (depending on the units you selected for valuation).

  During childcare leave, the payee acquires half of his absence period as entitlement for the seniority calculation.

  During childcare leave, half of the payee's absence period is considered as effective work time when determining entitlement for seniority.

- Adoption Leave.

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Parents who adopt children who are over age 3 may be eligible for unpaid parental adoption leave. Use the absence take element ABT ADOPTION to enter these absences. The system generates positive input for the authorized unpaid leave deduction CSS RET XX (where *XX* represents JC, JO, or H, depending on whether you are using calendar days, working days, or hours as units).

The system does not verify the child's age; however, it does require that you select the Manager Approved check box when entering the absence on the Absence Event Entry page.

- Authorized Unpaid Absences.

  Use the ABT AUT NON PAYEE take element to record the following types of unpaid absences:

  - Jury duty (*juré d'assises)*.
  - Ability assessment (*bilan de compétence).*
  - Councilor of the employees (*conseiller des salariés).*
  - Absence for company creation (*absence création d'entreprise)*.
  - Absence for being with an end-life patient (*congé d'accompagnement fin de vie).*

## Work Council, Union, and Staff Representative Obligations (REE VR CE, REE VR CHSCT, REE VR DEL SYNDICA, REE VR DELEGUE PER)

Staff representatives (*delegues du personnel)*, members of the work council (*comite d'entreprise)*, trade union representatives (*délégués syndicaux)*, and members of the CHSCT are entitled to some paid hours for executing their mandates. PeopleSoft identifies these hours on the subsidiary payslip, but not on the payslip itself.

If the number of hours taken exceeds entitlement, a regularization earning element (RPP VAL RG H) calculates the complement. This earning does not appear on the payslip, but does appear on the supplementary payslip.

You can update the entitlement hours for work council (REE VR CE), CHSCT (REE VR CHSCT), trade union representative (REE VR DEL SYNDICA), or staff representative (REE VR DELEGUE PER), if necessary.

Travel time (*délai de route)* and specific meetings do not decrease entitlement. The Take Config1 field is populated in the event take with *DL* for journey duration and specific meetings.

Given that few employees have that kind of mandate, in the element group ABS EG AUTRES, all the entitlements and takes related to those absences have been set to the By Payee element assignment. This table lists the absence entitlement and takes for this type of absence:

| Entitlements | Takes |
|---|---|
| | REP CE SS DT |
| REE CE | REP CE |
| REE DEL PERS | REP DELEGUE PERSO |
| REE CHSCT | REP CHSCT |
| REE DEL SYND | REP DEL SYNDICAL |

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For those employees who have one of those mandates, assign the correct element and entitlement (if any) corresponding to the desired mandate to allow their calculations by the system. This assignment is done on the Entitlement/Take Assignment page. Use the date of the mandate as the begin and end dates.

**Note.** In case of an absence leave, also enter your absence take in the Absence Event Entry page.

## Other Absences

Descriptions of other absence rules delivered with Global Payroll for France:

- Authorized Paid Leave.

  When you cannot or do not want to identify the reason for a paid absence, use the absence take element ABT AUT ABS PAYEE. The entitlement element ABE AUT ABS PAYEE retrieves 1 for each day of the absence so that each day is paid.

- Sabbatical Leave (*congé sabbatique)*.

  Payees with more than three years seniority in their company and more than six years of professional activity are eligible for unpaid sabbatical leave. Sabbatical leave cannot be less than 6 months or over 11 months. Use the absence take element ABT SABBATIQ to enter these absences. The system generates positive input for the Authorized Unpaid Leave deduction; however, it does not check to see whether the payee meets the requirements for years of seniority or professional activity, nor does it monitor the length of the sabbatical.

  Payees do not earn entitlement for the seniority calculation during a sabbatical leave.

- Sabbatical Training (*congé individuel de formation)*.

  During a sabbatical taken for training, a payee receives some compensation from his employer, who is then reimbursed by the FONGECIF. The payee is entitled to paid vacation during the sabbatical training and his seniority is not reduced by the amount of time spent on sabbatical.

  If the FONGECIF compensates only part of the payee's salary, part of the absence may be unpaid. In this case, you may want to create a second employee record number for the payee. For the first record number, set up a part-time schedule for the payee; for the second employee record number, set up a part-time schedule for sabbatical training.

  Enter the take for sabbatical training using the employee record number dedicated to sabbatical training. Then, when the employee takes a paid vacation, enter the vacation take using the employee record number dedicated to the regular part-time schedule.

- Time Off in Lieu of Compensation.

  When an eligible payee works more than a standard number of hours per week, employers are obligated to pay overtime on the extra time worked. If the extra time exceeds a second limit, the employer may have to give the payee time off in lieu of payment (*repos compensateur)*.

  The entitlement element ABE REP COMP, which stores the bonus hours that an employee can recover in time off rather than pay, is populated automatically by the accumulator HRS AC RCOMP EX PP, which stores days and not hours. The accumulator is first fed, the entitlement is equal to the value in the accumulator. Then when additional days are added to the accumulator, only the difference between the previous value and the new value is triggered as the new entitlements.

  Employees can take time off in lieu in increments of half days or full days.

  Use the take element ABT REP COMP to record time off on the Absence Event Entry page. Select the Half Day check box when reporting half-day absences; otherwise, entitlement is reduced by one day.

  In case of termination, the payment of the unused completed and uncompleted hours is automatically triggered. The earning element RCL VAL JO is used in this allowance.

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**Note.** The system does not manage the loss of entitlement if a payee does not take time off in lieu of compensation during the two months following the acquisition of the entitlement. You can use adjustments to manage this point.

### Notice Period Not Worked

During a notice period, employers can pay an employee for time that is not worked. During this period, the employee continues to accrue entitlement for paid vacation, seniority calculation, and other time off. Premiums and allowances that depend on the payee's presence, such as transportation premiums and meal tickets (ticket restaurant), are not given to the payee during the non-worked period. To record a notice not worked absence, use the absence take element ABT PREAV N F.

### See Also

Chapter 10, "Understanding Overtime Payments," page 175

## Understanding User-Defined (TAKE CONFIG) Fields

The Calculation page that you use to define 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.

Although you should not modify the user-defined fields for the take elements delivered with Global Payroll for France, you may want to follow the same usage conventions if you define your own take elements:

- TAKE CONFIG1 identifies the type of take followed by the sequence number of the take if other takes are used when the entitlement balance reaches *0* (the Take with Other Absence field on the take element's Negative page identifies these take elements). For example, the first take element for illness, MLT MALADIE, has the code MAL1.

  The TAKE CONFIG1 field works in conjunction with the offset formula identified on the Day Formula page. The offset formula decreases the beginning entitlement balance by the number of units that have already been paid for the same type of absence. For example, suppose that a payee who is entitled to 30 paid days for illness is ill for 15 days. He uses 15 days of entitlement. Two months later, the payee is out sick again for 20 days. When the system processes the second absence, it retrieves the 30 days of entitlement, then decreases it by the number of days that have already been paid for illness during the past 12 months. (It does not decrease entitlement for absences due to work accidents, family events, or any reason other than illness.) It determines the number of days to decrease entitlement by looking for absence takes where the TAKE CONFIG1 field is set to *MAL1*.

- TAKE CONFIG2 identifies the absence type (*MAL* for illness, *AT* for work accident, *MAT* for maternity, and so on). These codes are used in several brackets related to seniority calculations (ABS BR ANC-ABS LOI and ABS BR ANC-ABS CC) and paid vacation calculations (ABS BR ASS TRV LOI and ABS BR ASS TRAV CC). They are also used within ABS BR ABS VAL, the bracket that designates the units you want the system to use when generating positive input for earnings and deductions.

- TAKE CONFIG3 identifies which absence take the system is processing: the first in a sequence, the last in a sequence, or a single take, if there is only one.

  For example, Global Payroll for France delivers a sequence of four absence take elements for illness. The first take, MLT MALADIE, has a TAKE CONFIG3 code of *1* and the last take, MLT MALADIE4, has a code of *DER*. As another example, take element EVT MAR SAL has a code of *1DER* to indicate that it is the only take element for this type of absence.

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The formula ABS FM ALIM AC ABS uses the value in the TAKE CONFIG3 field to trigger other formulas. For example, if TAKE CONFIG3 equals *1* or *1DER,* the formula ABS FM ALIM AC NTR is triggered. This formula calculates the unworked units (hours, business days, and calendar days) and stores the units in accumulators.

If TAKE CONFIG3 equals *DER* or *1DER,* the formula ABS FM ALIM AC NPA is triggered. This formula calculates the unpaid units (hours, business days, and calendar days) and stores them in accumulators.

### See Also

Chapter 20, "Entering Absences," Understanding Absence Take Elements, page 316

# Calculating Worked Days

To set up calculation of worked days, use the Maintain Work Day Weights FRA (GPFR_WORKED_DAYS) and Weigh Weekly Work Days FRA (GPFR_WRK_RUNCNTL) components.

This section provides an overview of the Build Worked Days by Week process and discusses how to:

- Launch the Build Worked Days by Week process.
- View number of worked days.

## Understanding the Build Worked Days by Week Process

The Build Worked Days by Week Application Engine process (GPFR_WRK_AE) calculates the number of business days for each week that falls within the dates that you specify. The system considers that a day has been worked if the number of scheduled hours is greater than zero. The paid vacation absence process uses the number of business days per week to calculate the day weight used to process paid vacation take.

Before you can run this process, you must create schedules in Global Payroll or PeopleSoft Enterprise Time and Labor and run the Build Schedule Calendar process.

Typically, you run this process only after you run the Build Schedule Calendar process. For example, if you build schedule calendars at the beginning of the year for January 1 to December 31, you should run the Build Worked Days by Week process for the same period. If you update schedules during the year and rebuild the calendars, run the Build Worked Days by Week process again so that the system always has an accurate description of all work days.

Run the Build Worked Days by Week process for every schedule.

### See Also

*PeopleSoft Enterprise Time and Labor 9.0 PeopleBook*, "Defining Work Schedules"

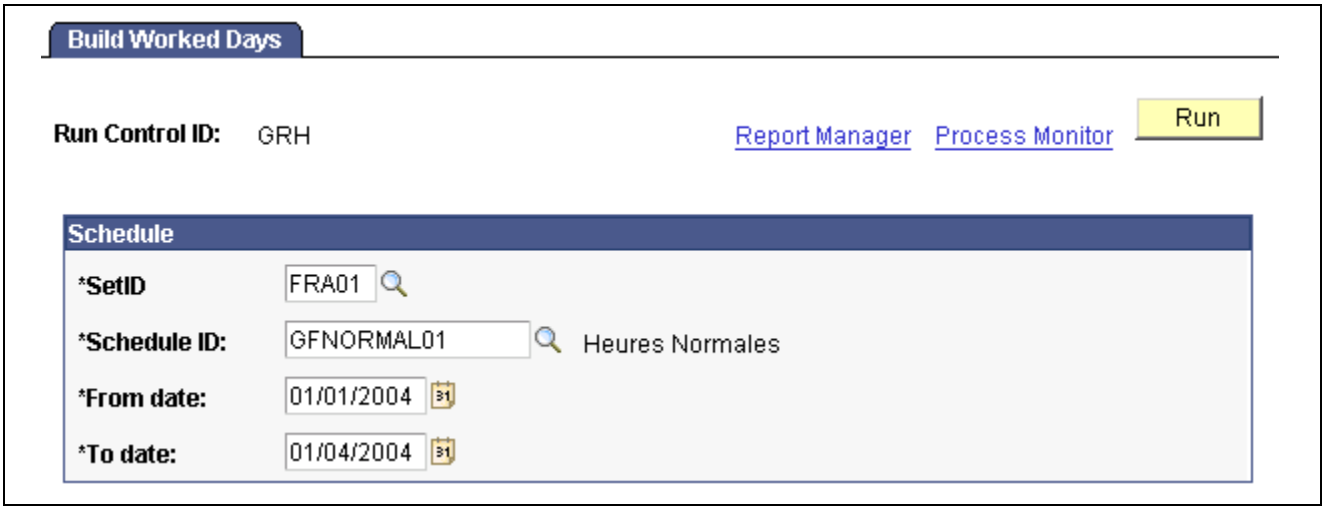
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# Pages Used to Calculate Worked Days

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Build Worked Days | GPFR_WRK_RUNCTL | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Schedules, Weigh Weekly Work Days FRA, Build Worked Days | Launch the GPFR_WRK_AE process that determines the number of worked days in each week for the period of time that you specify. |
| Worked Days | GPFR_WORKED_DAYS | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Schedules, Maintain Work Day Weights FRA, Worked Days | View the number of worked days for the period that you selected to run the Build Worked Days by Week process. |

# Launching the Build Worked Days by Week Process

Access the Build Worked Days page.




Build Worked Days page

**Schedule ID** Enter the schedule that you want the system to read when calculating the number of worked days per week.

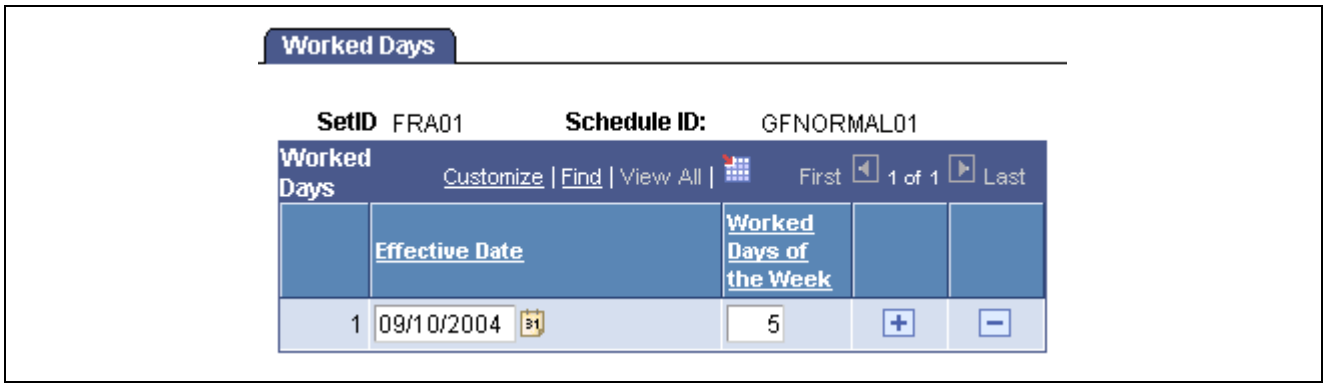
**From date** Enter the date of the first Monday that you want the system to include in the count of worked days.

**To date** Enter the date of the last Monday that you want the system to include in the count of worked days.

# Viewing Number of Worked Days

Access the Worked Days page.

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Worked Days page

**Effective Date** Enter the effective date for the schedule. This is start of the week for which work days were counted. The Effective Date must fall on a Monday.

**Note.** You see one row of data if each week within the schedule has the same number of work days. If the schedule includes work weeks of varying lengths (such as a three-day work week followed by a five-day work week), a separate row of data appears whenever the length of the work week changes.

**Worked Days of the Week** Enter the number of work days for the week indicated.

Changing the number of worked days in this field may cause unintended results.

# Assigning Absence Elements to Payees and Process Lists

To resolve absence elements during processing, you must associate absence elements with payees and the process lists you use to run the absence process. This section discusses how to:

- Associate absence elements with payees.
- Associate absence elements with process lists.

## Associating Absence Elements with Payees

With the exception of entitlement elements that are resolved per absence, you must individually assign the delivered take and entitlement elements to payees using the Entitlement/Take Assignment page, or assign element groups that contain the absence elements to the eligibility groups that are associated with payees' pay groups.

PeopleSoft delivers, but does not maintain, three element groups for absences. Use these groups as they are delivered or modify them to meet your needs. To view a list of the elements within each element group, use the Element Groups component.

### Element Groups for Absences

This table lists the element groups that PeopleSoft delivers for absence elements:


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| Description of Element Group | Name |
|---|---|
| Paid vacation | CPA EG CG PAYES |
| Illness, work accident, and maternity | ABS EG MAL/AT/MAT |
| Other absences | ABS EG AUTRES |

**Note.** The element group GEN EG IJSS includes the deduction elements used for calculating IJSS allowances and should be assigned to payees that are eligible to receive IJSS allowances for absences.

### General Guidelines for Assigning Absence Elements

The following guidelines apply:

- Senior executives (*mandataires sociaux)* that do not have working contracts are not entitled to paid vacation. Do not assign these individuals to an eligibility group that includes entitlement elements for paid vacations.
- Employees that work in discontinuous jobs may not be eligible for the standard rules for paid vacation if they receive entitlement for paid vacation through certain funds (*caisses de conges payes)*. Do not assign these payees to an eligibility group that includes entitlement elements for paid vacation. PeopleSoft does not deliver rules to manage contributions to *caisses de conges payes*.

## Associating Absence Elements with Process Lists

PeopleSoft delivers a process list named ABS PROCESS LIST that you can use to run the absence process. The delivered process list combines the entitlement and take processes.

Use ABS PROCESS LIST as is, modify the list to meet your needs, or create your own process lists for absence processing.

This table lists the sections that make up ABS PROCESS LIST, in the order in which they are executed:

| Purpose | Section Name |
|---|---|
| Initialization | AB SE INT |
| Paid vacation | CPA SE CG PAYES |
| Paid vacation - positive input | CPA SE CG PAYES PI |
| Illness, work accident, maternity | ABS SE MAL/AT/MAT |
| Illness, work accident, maternity - positive input | ABS SE MAL/AT/MT PI |

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| Purpose | Section Name |
| --- | --- |
| Other absences | ABS SE AUTRES |
| Other absences - positive input | ABS SE AUT PI |

**Note.** The section ABS SE RET VAL, which is included in the delivered payroll process list REGLEMENTAIRE PAIE, includes the earning and deduction elements associated with the delivered absence take elements. The section IND SE FIN CONTR includes the earning elements for paid vacation that are resolved when a payee is terminated.


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# CHAPTER 5

# Defining URSSAF Contributions

This chapter provides overviews of URSSAF contributions, URSSAF deductions, URSSAF and retroactive processing, fillon reductions to URSSAF contributions, and discusses how to:

- Define URSSAF rates and additional parameters.
- Define rates for accidents at work.
- Report URSSAF data.
- Create the TRC annual report.
- Review delivered URSSAF deductions.

## Understanding URSSAF Contributions

URSSAF are regular contributions paid by both the payee and employer to cover retirement, sickness, workplace accidents, family benefits, old age benefits, solidarity, and FNAL. Most URSSAF contributions are calculated as a percentage of a *funding base* (calculation rule = percentage x base). In some cases, contributions may apply to a reduced base, and some contribution classes may qualify for reduced rates or exemption from paying contributions.

This section discusses:

- Bases.
- Rates.
- Ceilings.
- Contribution classes.

### Bases

The funding base for URSSAF deductions is derived from the gross pay accumulator URS AC BRUT SG. However, the funding base is defined not as an accumulator but as a formula or variable and may differ in value from the gross pay accumulator. For example, in the case of journalists, the formula used to calculate URSSAF contributions can reduce the funding base below the amount of the gross pay accumulator. And in cases where deductions are limited to a ceiling, formulas can be used to limit the funding base to the ceiling.

This section discusses:

- Funding bases limited to a ceiling.
- Funding base for payees moving from a non-standard class to a standard class.
- Lump sum bases.

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## Funding Bases Limited to a Ceiling

Some funding bases are limited to a ceiling—in other words, contributions are calculated as a percentage of a limited funding base, rather than applying to the entire base. The calculation used to determine when the ceiling has been reached is a monthly calculation. The system adds all the gross of the year and compares this sum to the sum of all the monthly ceilings. If the sum of the gross is greater than the sum of the ceilings, the system limits the annual funding base to the ceiling. The system then deducts the funding base of the previous month on which the payee has already contributed to obtain the monthly funding base.

Global Payroll for France uses a generic formula GEN FM CALC LIMIT to calculate monthly funding bases limited to a ceiling.

## Funding Bases for Payees Moving From a Non-Standard Class to a Standard Class

In the case of certain contracts, when payees' earnings exceed a predefined limit, they may no longer be eligible for the special URSSAF rate assigned to their class. When these limits are broken, they pay another rate, assigned to a different contribution class. This new class is referred to as the *standard class* because it does not contain the exempted rates of the original class but the *normal* rates of the standard *régimes*.

To calculate the maximum payees can make and still remain within their normal *régime*, Global Payroll for France uses the variable GEN VR SMIC L VG P. To calculate the earning ceiling, the system multiplies the value of this variable (which is equal to the hourly SMIC) by the number of paid hours. If earnings go over this amount, a change in *régime* is triggered. The payee then moves to the standard *régime* and deductions are made at the new rate for earnings over the ceiling.

**Note.** When payees move into a standard class from a non-standard class, the funding base for the new, standard class is not the complete salary base, but only the amount over the limit.

**Note.** The value of the variable GEN VR SMIC L VG P appears in the Upper Limit field of the URSSAF Additional Setup page.

This table lists all non-standard classes with an associated standard class:

| Social Security Code | Description |
|---|---|
| 914 | Qualification contract |
| 915 | Qualification contract AM |
| 944 | CRE: unlimited exemption |
| 945 | CRE unlimited exception Alsace-Moselle |
| 956 | CIE general case |
| 957 | CIE general case Alsace-Moselle |


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| Social Security Code | Description |
|---|---|
| 960 | CIE more than 50 |
| 961 | CIE more than 50 years Alsace-Moselle |

### Lump Sum Bases

Some specific categories of employees contribute to URSSAF based on lump-sum bases. For example, this applies to instructors in vacation centers, apprentices, trainees, taxi drivers, and some other categories of employees.

---

**Important!** PeopleSoft manages only lump-sum bases in the case of apprentices and trainees. It does not manage other cases.

---

See Chapter 13, "Understanding Specific Contracts," page 223.

## Rates

The contribution rates for URSSAF vary according to the contribution class and are defined as variables. Although PeopleSoft delivers these variables with predefined values, you must maintain these variables on the URSSAF Rates page.

See Chapter 5, "Defining URSSAF Contributions," Defining URSSAF Rates and Additional Parameters, page 92.

## Ceilings

Some URSSAF contributions are based only on the portion of a payee's salary that falls within a limit referred to as a *ceiling*. In other words, these contributions are calculated using a reduced base so that if a salary is over the ceiling, the contribution is calculated only on the ceiling.

---

**Note.** To view the ceilings for the different contribution classes, use the URSSAF Rates page. To modify a ceiling level, use the Ceilings page described in the Country Data topic.

---

See Chapter 3, "Setting Up Country Data," Understanding Contribution Rates and Limits, page 24.

## Contribution Classes

The contribution class for each payee is determined by such factors as where the payee works, what type of work is being done, and the employee's age. The different contribution classes for payees are identified in Global Payroll for France by a set of codes defined by URSSAF. Except in a few cases (such as for trainees), any payee who is eligible for URSSAF must be associated with a contribution class code (or social security code) on the Contract page. Use these codes to access the URSSAF Rates and URSSAF Additional Setup pages described in this section.

This table lists the codes for the various contribution classes that Global Payroll for France manages:

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| Social Security Code | Description |
|---|---|
| 100 | *General régime* |
| 101 | *General régime Alsace-Moselle* |
| 102 | *General régime* without AT contribution |
| 103 | *General régime* without AT AM |
| 104 | *General régime* without payee contribution |
| 106 | *Régime* without payee contribution and AT |
| 128 | Apprentice |
| 129 | Apprentice Alsace-Moselle |
| 336 | Doctors |
| 337 | Doctors Alsace-Moselle |
| 386 | Orientation contract |
| 387 | Orientation contract Alsace-Moselle |
| 392 | Part-time employee: 30 percent reduction |
| 393 | Part-time in Alsace-Moselle |
| 914 | Qualification contract |
| 915 | Qualification contract AM |
| 944 | CRE: unlimited exemption |
| 945 | CRE unlimited exception Alsace-Moselle |
| 956 | CIE general case |


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| Social Security Code | Description |
|---|---|
| 957 | CIE general case Alsace-Moselle |
| 960 | CIE more than 50 |
| 961 | CIE more than 50 years Alsace-Moselle |

**Note.** You can create classes that are not managed by PeopleSoft. If you do so, ensure that the URSSAF contributions are correctly calculated.

# Understanding URSSAF Deductions

To trigger URSSAF deductions for a payee, specify the payee's social security code on the Contract Type/Clauses page in PeopleSoft Human Resources. Global Payroll for France uses the variable URS VR REGIME to retrieve the value of the social security code and trigger deduction processing. If you do not enter a social security code, the variable is not populated and the system does not process URSSAF contributions.

**Note.** You do not have to specify a social security code for trainees. The system determines the correct code for trainees based on the kind of training they receive and their salary level.

### See Also

Chapter 13, "Understanding Specific Contracts," page 223

# Understanding URSSAF and Retroactive Processing

Global Payroll for France delivers processing rules to manage retroactive changes that affect the calculation of URSSAF contributions.

### See Also

Chapter 16, "Understanding Retroactive Processing," page 257

# Understanding Fillon Reductions to URSSAF Contributions

In addition to reduced rates that apply to some contribution classes as a whole, certain employees within a class may qualify for Fillon reductions.

Global Payroll for France delivers two deductions to calculate these reductions:

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| Deduction Element | Description |
|---|---|
| URS FILLON T | Used to calculate the temporary Fillon reduction for companies and establishments not benefitting from the Aubry II reduction prior to June 30, 2003.<br><br>This reduction is inapplicable after June 30, 2005. |
| URS FILLON R | Used to calculate the Fillon reduction for companies and establishments benefitting from the Aubry II reduction prior to June 30, 2003. This deduction is the only one that can be used to calculate the Fillon reduction after June 30, 2005. |

**Note.** The deductions for the Low Salary (URS BAS SAL ) and the Aubry I and II reductions (URS FM AUB 1, 2) should no longer be used to calculate reduction amounts.

The following supporting elements are used to define the Fillon deductions, and may require input or modification from the user:

| Supporting Element | Description |
|---|---|
| HRS VR AVT RTT | This variable is defined as *PeopleSoft Delivered/Not Maintained* in order to allow updates.<br><br>This variable stores the weekly work hours that were in effect at a company (if different from 39) before the Aubry law reduced the legal hours to 35.<br><br>By default, this variable contains a value of *39*.<br><br>If the work hours before Aubry were different from 39, this variable needs to be updated to reflect the standard work hours at each company or establishment. This variable can be overridden at all levels (positive input, rules, pay entity, and so on).<br><br>**Note.** This variable is used in the bracket URS BR GMR2 MOIS, which retrieves the GMR2 (*Garantie Mensuelle de Rémunération 2*). The GMR2 is used in the calculation of the Fillon reduction for employers benefiting from the Aubry II reduction as of June 30, 2003. |
| URS VR FILL MAJO | This variable is defined as *PeopleSoft Delivered/Not Maintained* in order to allow updates.<br><br>This variable contains the possible increase percentage for certain situations defined by the law.<br><br>By default, this variable stores no increase rate. To define a 10% increase, enter a value of .10 in the variable.<br><br>This variable can be overridden at all levels (positive input, rules, pay entity, and so on). |

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| Supporting Element | Description |
|---|---|
| URS BR FILL TMP | This bracket is defined as *PeopleSoft Delivered/Not Maintained* to allow updates/modifications.<br><br>This bracket retrieves a value equal to *0* or *1*.<br><br>If the bracket returns a value of *0*, it means that the Fillon reduction is for an employer benefiting from the Aubry II reduction on the 30th of June 2003. In this case, the system processes the deduction URS FILLON R.<br><br>If the bracket returns a value of *1*, the system processes the temporary Fillon reduction URS FILLON T.<br><br>The bracket retrieves a value based on the search key of Company. Other keys can be used if necessary.<br><br>As of the 1st of July 2005, only the deduction URS FILLON R can be calculated. An effective date can be defined for employers using the other deduction–URS FILLON T– before this date. |
| URS BR GMR2 MOIS | This bracket is defined as *PeopleSoft Delivered/Not Maintained*.<br><br>The bracket is defined as not maintained to enable users to enter the correct values if they are unable to apply PeopleSoft tax updates.<br><br>This bracket stores the different values of the GMR2 (*Garantie Mensuelle de Rémunération 2*). The value of GMR2 depends on the hours in effect at the company before the hourly reduction was applied.<br><br>The search key of the bracket is the variable HRS VR AVT RTT (see above). |
| URS FM GC FIL | This formula is defined as *PeopleSoft Delivered/Not Maintained*.<br><br>It is used by the generation control element URS GC FILLON R. It determines whether to trigger processing of the deduction URS FILLON R based on the value (1 or 0) returned by the bracket URS BR FILL TMP (see above).<br><br>You can modify this formula to add additional tests for triggering the Fillon reduction for employers benefiting from the Aubry 2 reduction on June 30, 2003. |
| URS FM GC FIL T | This formula is defined as *PeopleSoft Delivered/Not Maintained*.<br><br>It is used by the generation control element URS GC FILLON T. It determines whether to trigger processing of the deduction URS FILLON T based on the value (1 or 0) returned by the bracket URS BR FILL TMP (see above).<br><br>You can modify this formula to add additional tests for triggering the Fillon temporary reduction. |

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| Supporting Element | Description |
| --- | --- |
| URS FM FILL HRS MO | This formula is defined as *PeopleSoft Delivered/Not Maintained*.<br><br>It determines the number of paid hours by segment. In case of absences with partial payment, the formula determine the hours by applying a percentage. This percentage is equal to the paid salary divided by the "normal" salary with absences or IJSS.<br><br>This formula is defined as member of the accumulator URS AC FILL HRS MO. |
| URS FM FILL ABAT30 | This formula is defined as *PeopleSoft Delivered/Not Maintained*.<br><br>The formula determines if an employee is a part-time employee eligible for a 30% reduction of employer contributions (for employees with Social Security Schemes equal to 392 or 393).<br><br>This formula is not maintained to enable customers to manage social security schemes not delivered by PeopleSoft that provide a 30% reduction for part-time employees. |
| URS FM FILL MAJO | This formula is defined as *PeopleSoft Delivered/Not Maintained*.<br><br>The formula can be used to calculate amounts to add to the basic Fillon reduction. Although PeopleSoft does not manage additional reductions, this formula and the variable URS VR FILL MAJO can be used to set up reduction increases. The formula multiplies the rate contained in the variable URS VR FILL MAJO (see above) by the initial reduction calculation. As delivered, the rate stored in URS VR FILL MAJO is equal to 0, so no increase is calculated for the reduction. |

### See Also

Chapter 3, “Setting Up Country Data,” page 21

# Defining URSSAF Rates and Additional Parameters

To define URSSAF rates and additional parameters, use the URSSAF Rates FRA (GPFR_URS_RATES) component.

This section provides an overview of URSSAF rates and ceilings and discusses how to:

- Define URSSAF rates.
- View and modify additional URSSAF parameters.

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# Understanding URSSAF Rates and Ceilings

Global Payroll for France uses variables to define the rates for the different URSSAF contributions. Although PeopleSoft populates these variables with the correct rates, you can update them on the URSSAF Rates page to comply with changing laws and regulations. In addition, you can update the ceilings that apply to the bases used to calculate these contributions. This section explains how to view the delivered rates and ceilings for URSSAF. It also explains how you can adjust rate and ceiling values if necessary.

To view and adjust rates and ceilings:

1. View the ceilings for URSSAF rates.

   Use the Limits page to view the ceilings that apply to the URSSAF rates. The ceilings that appear on this page (URSSAF uses only Ceiling A) also appear on the URRSAF Rates page with the actual ceiling values.

   ---

   **Note.** The Limits page is documented in the chapter on setting up country data.

   ---

   See Chapter 3, "Setting Up Country Data," Reviewing and Updating Contribution Rates and Limits, page 28.

2. View and maintain the ceilings for the URSSAF contribution rates.

   Many URSSAF contribution rates apply only to a portion of an employee's funding base—in other words, they apply to the portion of the funding base that falls within a limit or ceiling. PeopleSoft has defined a specific variable to store the ceiling used in URSSAF: Ceiling A. Use the Ceilings page to update the value of this variable.

   ---

   **Note.** This page is documented in the chapter on setting up country data.

   ---

   See Chapter 3, "Setting Up Country Data," Reviewing and Updating Contribution Rates and Limits, page 28.

3. View and maintain the rates for the different contribution classes.

   After reviewing and (if necessary) adjusting the ceilings used for URSSAF, go to the URSSAF Rates page to view and adjust the contribution rates for the different contribution classes. The ceilings that appear on this page are dynamically displayed based on the values on the Ceilings page. For example, if you enter a new ceiling on the Ceilings page, the ceiling data also changes on the URSSAF Rates page.

   See Chapter 5, "Defining URSSAF Contributions," Defining URSSAF Rates, page 94.

   ---

   **Note.** PeopleSoft maintains the rates and ceilings for URSSAF; however, you can adjust the rates and ceilings without having to wait for PeopleSoft to issue updates when there are statutory changes.

   ---

4. Define additional URSSAF parameters on the URSSAF Additional Setup page. This page is discussed in detail in the subsequent topic on viewing and modifying URSSAF parameters.

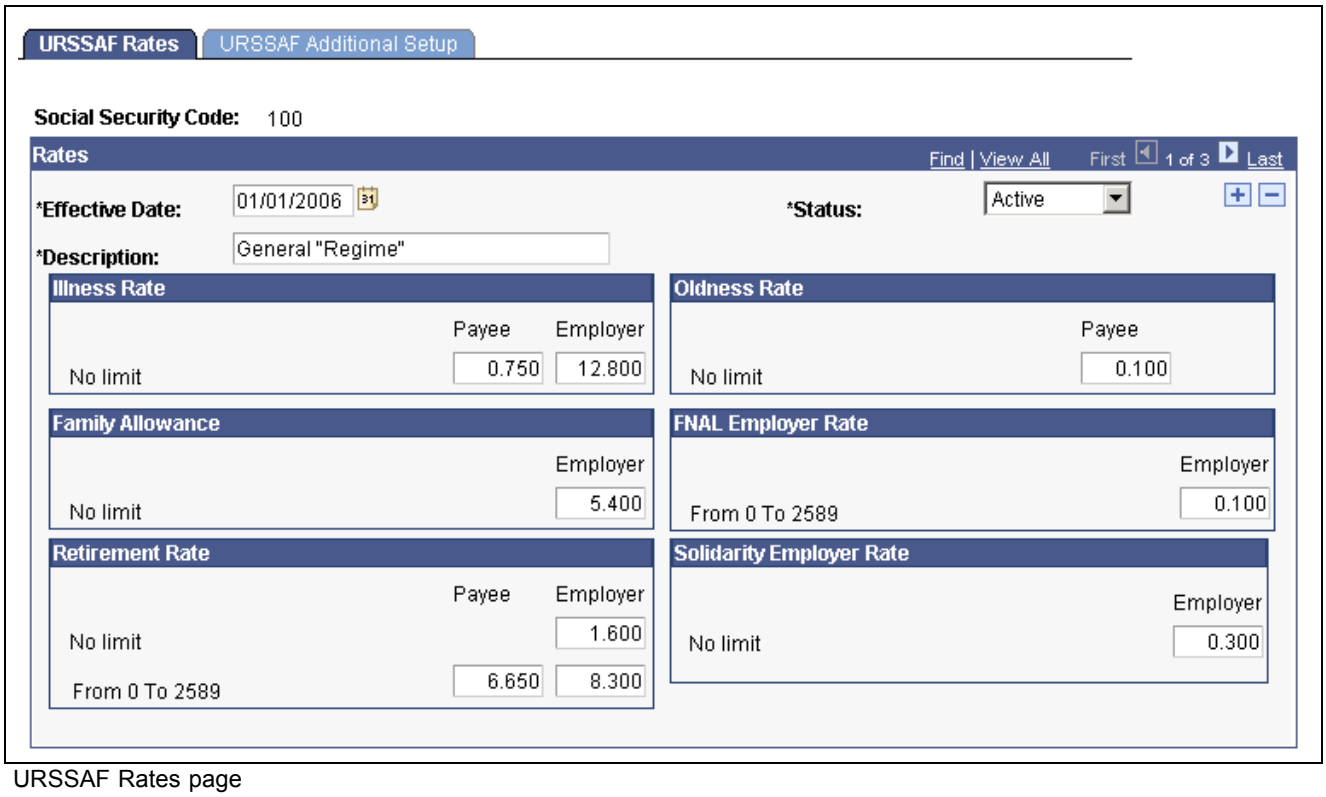
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# Pages Used to Define URSSAF Rates and Additional Parameters

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| URSSAF Rates | GPFR_URS_RATES | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, URSSAF Rates FRA, URSSAF Rates | Review the URSSAF rates for illness, old age, family benefits, FNAL Employer, and Retirement rates<br><br>**Note.** PeopleSoft delivers the rates that appear on the URSSAF Rates page. However, you can adjust them if necessary to meet legal requirements. |
| URSSAF Additional Setup | GPFR_URS_GENERAL | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, URSSAF Rates FRA, URSSAF Additional Setup | View (and if necessary, modify) additional URSSAF parameters. |

# Defining URSSAF Rates

Access the URSSAF Rates page.




URSSAF Rates page

**Illness Rate** Displays the illness contribution rates for Payee and Employer.

**Family Allowance** Displays the rate for family allowance.


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**Retirement Rate** Displays the two contributions towards the retirement rate.

The employer pays a rate based on the entire funding base. This is displayed opposite No Limit.

The second contribution, paid by both payee and employer, is applied to a funding base limited to Ceiling A. These rates are displayed opposite From 0 to 2476.

**Note.** 2476 euros is the monthly limit of Ceiling A at the time of writing. The ceiling is determined by the value assigned to the Ceiling A variable. This is done on the Ceilings page of the Country Setup feature.

**Oldness Rate** Displays the contribution rate for old age benefits.

**FNAL Employer Rate** Displays the rate that applies to a funding base limited to Ceiling A. The actual rate is displayed opposite From 0 to 2476.

**Note.** FNAL contributions not limited to Ceiling A are maintained on the Variables By Category page. Only FNAL contributions limited to Ceiling A are maintained on the URSSAF Rates page.

**Solidarity Employer Rate** Displays the solidarity contribution rate.

**Note.** Several of the contribution sections on this page display the comment No limit. This means that the contributions for each section are not based on an earning ceiling. They are calculated from the entire funding base, with no limit.

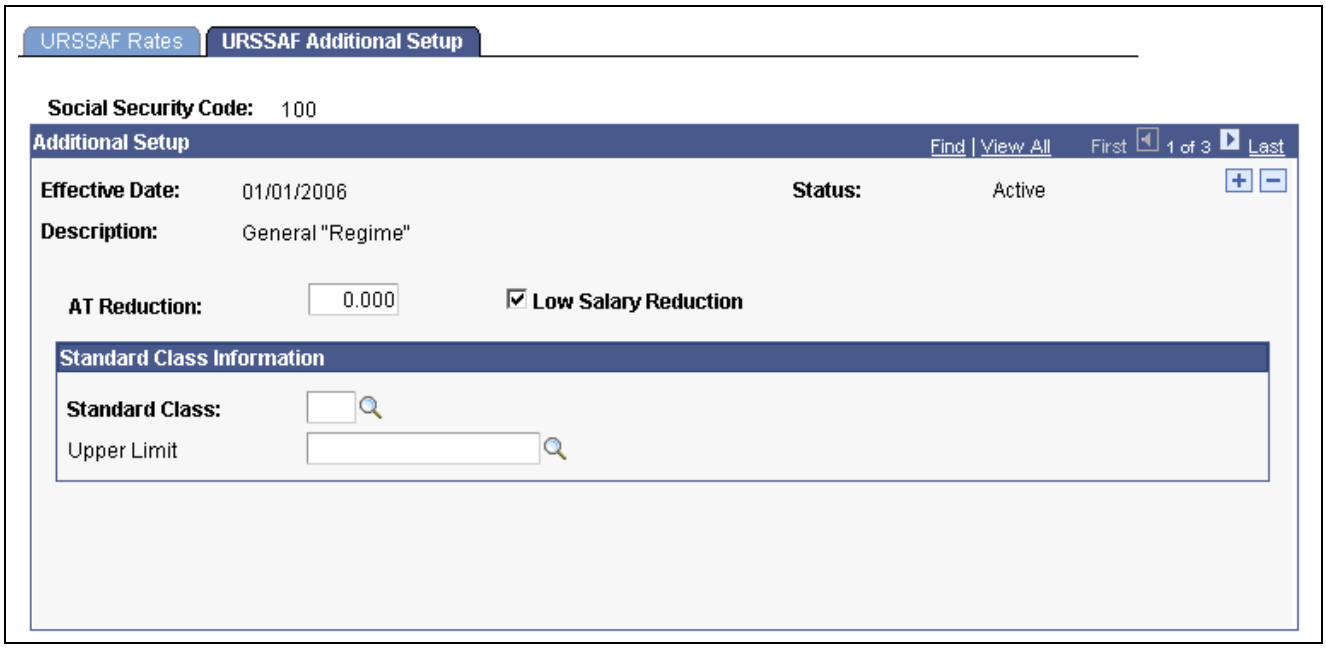
### See Also

Chapter 5, "Defining URSSAF Contributions," Defining URSSAF Rates and Additional Parameters, page 92

## Viewing and Modifying Additional URSSAF Parameters

Access the URSSAF Additional Setup page.

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URSSAF Additional Setup page

**Social Security Code** Displays the payees' existing contribution class—not that of the standard class.

**AT Reduction** Displays the percentage amount of the reduction in the work accident rate if the contribution class (*régime)* qualifies for a reduction. For example, *régime* number 392 carries a rate reduction of 30 percent compared to the general*régime*. You can adjust this amount if necessary.

**Low Salary Reduction** Select this check box to trigger the Fillon reduction if the payee earns a low salary.

**Standard Class** Displays the standard class to which payees are assigned if they become ineligible for their original class. For example, payees in some contribution classes (*régime* 914) contribute using the rates for their class if their monthly salary is less than or equal to the SMIC (minimum monthly salary). When payees belonging to one of these classes earn more than the SMIC, they automatically begin contributing using the rates in effect for the standard class. These rates apply only to the portion of the salary that exceeds the earning limit.

**Upper Limit** Displays the value of the variable GEN VR SMIC L VG P that stores the hourly SMIC rate. To calculate the maximum payees can earn and remain within their normal *régime,* lobal Payroll for France multiplies the value of this variable by the number of paid hours. If earnings go over this amount, a change in *régime* is triggered. The payee then moves to the rates for the contribution class specified in the Standard Class field and deductions are made at the new rate for earnings over the limit.

## See Also

Chapter 5, "Defining URSSAF Contributions," Defining Rates for Accidents at Work, page 97

Chapter 5, "Defining URSSAF Contributions," Defining URSSAF Rates and Additional Parameters, page 92

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# Defining Rates for Accidents at Work

This section provides an overview of work accident rates and discusses how to define work accident rates.

### See Also

*PeopleSoft Enterprise HRMS 9.0 Application Fundamentals PeopleBook*, "Setting Up Organization Foundation Tables"

## Understanding Work Accident Rates

The work accident (AT) contribution is based on the URSSAF funding base and is calculated using a rate corresponding to the amount of risk in the workplace.

To define the risk on which this contribution is based:

1. (Required) For each establishment defined in PeopleSoft Human Resources, specify risk codes, AT sections, and associated contribution rates.

   Do this on the Establishment Address page.

   Note that there can be multiple risk codes for the same establishment, and that a single risk code can be associated with multiple AT sections, each linked to a different AT contribution rate. For example, you could define the contribution rates for different levels of risk as follows:

| Risk Code | AT Section | AT Rate |
|---|---|---|
| 724CA | 01 | 1.5 |
| 724CA | 02 | 2.5 |
| 724CA | 03 | 2.15 |
| 518CA | 01 | 2.3 |

   **Note.** This example shows that within an establishment there can be different risk codes, and that the same risk code can have multiple AT sections corresponding to the different levels of risk within the organization. In other words, different departments or "sections" within a single establishment may pay different rates if the level of risk varies from department to department.

2. (Optional) For each department within an establishment, select the appropriate risk code and AT section from the list of valid values defined on the Establishment Address page in step 1.

   Do this on the Department Profile page.

   Define risk codes and AT sections at the department level if there are multiple risk codes and AT sections, or a singe risk code with more than one AT section, specified on the Establishment Address page, and you want the system to use the contribution rate associated with *one* of these risk codes/sections to process payees in a specific department.

3. (Optional) Override the standard risk code and AT section at the payee level.

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If a payee is associated with a department, but the standard work accident risk doesn't reflect the payee's true risk, you can override the standard risk at the payee level. To do this, enter the risk code that applies to the payee in the variable URS VR CODE RISK E, and enter the correct AT section in the variable URS VR AT SEC E. Enter these override values using the Create Overrides–Supporting Elements (GP_PAYEE_SOVR) component.

**Note.** You must specify a value for the risk code variable (URS VR CODE RISK E) to create a payee level override. You do not need to specify a value for the AT section variable (URS VR AT SEC E); however, if there are multiple AT sections associated with the same risk code, and you want to control which of these to apply to a payee, you should specify the AT section. If you override only the AT section variable (URS VR AT SEC E) and not the risk code variable (URS VR CODE RISK E), the system issues an error message.

## Examples: Understanding Risk Logic

Depending on the level at which you specify risk data in the system as well as the complexity of the data, the system follows the path described here to determine the correct contribution rate for a given payee:

- The system first checks to see whether the risk code is specified at the payee level (using the variable URS VR CODE RISK E). If so, the system retrieves the AT section linked to this risk code on the Establishment Address page, and then uses the contribution rate associated with this AT section. If there are multiple AT sections linked to the same payee-level risk code, the system selects the AT section with the lowest number for the specified risk code and applies the associated contribution rate to the payee.

  **Note.** This example assumes that only the risk code is specified at the payee level. If both the risk code and the AT section are specified, the system does not need to search for the section with the lowest number as described here, but instead simply selects the rate associated with the specified section.

- If there is no risk code specified at the payee level, the system checks to see whether the risk code and AT section are defined at the department level. If this is the case, the system retrieves the contribution rate associated with this risk code and AT section on the Establishment Address page, and applies it to the payee.

  **Note.** You can specify a risk code at the department level without entering an AT section. If you do this, the system retrieves the AT section linked to this risk code on the Establishment Address page, and then uses the contribution rate associated with this AT section. However, if there are multiple AT sections linked to the same risk code, the system selects the AT section with the lowest number for the specified risk code and applies the associated contribution rate to the payee.

- If there is no risk code or AT section defined at either the payee level *or* the department level, the correct AT rates are retrieved in two steps:

  1. First, the system selects the risk code entered in the first row on the Establishment Address page and applies it to any payee linked to that establishment on the JOB table.
  2. If the risk code in this row has only *one* associated AT section, the system automatically applies the AT rate associated with this section to the payee.
  3. However, if there are *multiple* AT sections for the risk code selected in step 1, the system selects the AT section with the lowest number and applies the AT rate for that section to any payee linked to the establishment on the JOB table.

     For example, consider a case in which the following risk codes and AT sections are defined at the establishment level:

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| Row Number | Risk Code | AT Section | AT Rate |
|---|---|---|---|
| 1 | 724CA | 01 | 1.5 |
| 2 | 724CA | 02 | 2.5 |
| 3 | 518CA | 01 | 2.3 |
| 4 | 518CA | 02 | 2.6 |

In this example, there is no risk data defined at either the payee or the department level. To determine the correct AT rate to apply to a payee, the system takes the first risk code in row 1 on the Establishment Address page, which is 724CA. There are two AT sections associated with this risk code—01 and 02. The system selects AT section 01, because it has the lowest number. This section is associated with an AT rate of 1.5. This means that for any payee in the establishment for which these rates are defined, the system applies a rate of 1.5.

**Note.** When you define risk codes, the risk code in row #1 on the Establishment Address page should contain the most current AT rate that applies without overrides. This is because the risk code in this row contains the rate that applies by default when the risk is not defined at lower levels (department level or payee level).

## Pages Used to Define Work Accident Rates

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Establishment Address | ESTAB_TBL1_GBL | Set Up HRMS, Foundation Tables, Organization, Establishment, Establishment Address | Define risk codes, AT sections, and corresponding rates. |
| Department Profile | DEPARTMENT_TBL_GBL | Set Up HRMS, Foundation Tables, Organization, Departments, Department Profile | Define the risk code and AT section for an establishment. |
| Supporting Elements | GP_PAYEE_SOVR | Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Supporting Elements, Supporting Elements | • Enter the risk code that applies to a payee in the variable URS VR CODE RISK E.<br>• Enter the correct AT section for a payee in the variable URS VR AT SEC E.<br>**Note.** Override the standard risk code and AT section on the Supporting Elements page only if the standard work accident risk doesn't reflect the payee's true risk. |

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# Reporting URSSAF Data

Reports available for URSSAF are:

- DUCS reports.
- Tax Reduction for Low Salaries report (generic report FRPAY006).

### See Also

Chapter 9, "Setting Up DUCS and DADS Reporting," page 141

Appendix A, "Global Payroll for France Reports," page 465

# Creating the TRC Annual Report

The *Tableau Récapitulatif des Cotisations* (TRC) summarizes the previous year's URSSAF contributions. The report is organized by establishment, and enables URSSAF to recalculate the annual contributions and acknowledge any over- or underpayments.

Because most of the data needed for this report is produced in the DUCS process, you use the DUCS Declaration Type and DUCS Definition pages to create the report and update the data extracted on the Update DUCS File page. Then use the DUCS Run Control and DUCS File Generation pages to run the TRC report.

This section discusses how to:

- View the TRC declaration type.
- Create a TRC declaration definition.
- Set up TRC data extraction.
- Generate the TRC report file.

## Viewing the TRC Declaration Type

Access the Declaration Type page.

This page allows you to view the TRC file types that are used to generate TRC data through the DUCS process.

**File Type** Select *915* for TRC for one establishment, or *916* if the TRC is for several establishments.

### See Also

Chapter 9, "Setting Up DUCS and DADS Reporting," Reviewing Declaration Type Parameters for DUCS Types, page 150

## Creating a TRC Declaration Definition

Access the DUCS Definition page.

This page allows you to create a specific DUCS declaration definition for TRC processing. Reproduce the setup created for monthly URSSAF DUCS, ignoring the payment type and source bank fields.

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**Establishment List** Enter the DUCS Establishment List data. These are the establishments you want to declare through your DUCS definition.

### See Also

Chapter 9, "Setting Up DUCS and DADS Reporting," Defining the DUCS Structure, page 158

## Setting Up TRC Data Extraction

Access the DUCS Preparation Run Control page.

This page allows you to establish which data is extracted for the TRC report.

**Period Format** Select *Yearly Qualifier.*

### See Also

Chapter 26, "Generating DUCS," Extracting Data for DUCS Files and Reports, page 438

## Generating the TRC Report File

Access the DUCS File Generation page.

**Output** Select *Report.* The system can prepare the TRC DUCS file, but it is not currently accepted by URSSAF.

### See Also

Chapter 26, "Generating DUCS," Generating DUCS Files or Reports, page 441

# Reviewing Delivered URSSAF Deductions

This section discusses these groups of URSSAF deductions:

- Deductions for standard classes.
- Deductions for classes carrying rate exemptions.
- Deductions for the fillon reductions.

### Deductions for Standard Classes

This table lists the deductions created for the standard contribution classes—those that do not carry a rate exemption:

| Deduction | Description |
|---|---|
| URS MAL S | Illness without ceiling - Payee. |
| URS MAL E | Illness without ceiling - Employer |

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| Deduction | Description |
|---|---|
| URS VEUV S | Widow - Payee.<br>**Note.** URS VEUV S becomes inactive in July 2004. |
| URS AT E | Work Accident - Employer. |
| URS AF E | Family Allowance - Employer. |
| URS VIE TA S | Old age with ceiling - Payee. |
| URS VIE TA E | Old age with ceiling - Employer. |
| URS VIE DP E | Old age without ceiling - Employer. |
| URS VIE DP S | Old age without ceiling - Payee.<br>**Note.** This deduction becomes effective in July 2004. |
| URS VIE EX S | Old age without ceiling - Payee.<br>**Note.** This deduction becomes effective in July 2004. |
| URS FNAL A E | FNAL with ceiling - Employer. |
| URS FNAL D E | FNAL without ceiling - Employer. |
| URS SOLID E | Solidarity - Employer.<br>**Note.** This deduction becomes effective in July 2004. |

## Deductions for Classes Carrying Rate Exemptions

This table lists deductions for the contribution classes that carry a rate exemption:

| Deduction | Description |
|---|---|
| URS MAL EX S | Illness without ceiling - Associated Régime - Payee. |
| URS MAL EX E | Illness - Associated Régime - Employer. |
| URS VEU EX S | Widow - Associated Régime - Payee.<br>**Note.** URS VEU EX S becomes inactive in July 2004. |


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| Deduction | Description |
|---|---|
| URS AT EX E | Work Accident - Associate Régime - Employer. |
| URS AF EX E | Family Allowance - Associate Régime - Employer. |
| URS V A EX S | Old age with ceiling - Associated Régime - Payee. |
| URS V A EX E | Old age - Associated Régime - Employer. |
| URS VIEEX E | Old age without ceiling - Employer. |
| URS FNP EX E | FNAL with ceiling - Associate Régime - Employer. |
| URS FND EX E | FNAL without ceiling - Associate Régime - Employer. |
| URS SOLID EX | Solidarity - Employer.<br>**Note.** URS SOLID EX becomes inactive in July 2004. |

## Deductions for the Fillon Reductions

This table lists the deductions created to process Fillon reductions.

| Deduction | Description |
|---|---|
| URS FILLON T | Temporary Fillon reduction. |
| URS FILLON R | Fillon reduction for employers benefitting from the Aubry II reduction on June 30, 2003. |

**Note.** PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for France. 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, "Defining URSSAF Contributions," Viewing and Modifying Additional URSSAF Parameters, page 95

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

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# CHAPTER 6

# Defining ASSEDIC Contributions

This chapter provides overviews of ASSEDIC rates, limits and ceilings, funding bases, ASSEDIC and retroactive processing, and discusses how to:

- Set up rates and ceilings for ASSEDIC contributions.
- Create the BDA report.
- View delivered ASSEDIC deductions.

## Understanding ASSEDIC Rates, Limits, and Ceilings

ASSEDIC (or GARP in Paris) contributions are paid to the state unemployment fund (UNEDIC), which finances unemployment insurance *Régime d'Assurance Chômage* (RAC) and salary guarantee *Fond National de Garantie des Salaires* (FNGS). Global Payroll for France offers complete ASSEDIC functionality, enabling you to:

- Enter and maintain rates using the ASSEDIC Rates component.
- Create regulatory reports and make payments to collector institutions using the DUCS component.
- Create ASSEDIC certificates upon employee termination in three steps using three components (ASSEDIC Data Retrieval, ASSEDIC Certificate, and ASSEDIC Printing Process).

PeopleSoft delivers current contribution rate percentages for RAC and FNGS contributions on the ASSEDIC Rates (GPFR_ASS_RATES) component, but you must update and maintain this information yourself as the government issues new rate changes. The contribution percentages vary depending on gross monthly salary as reflected in government-mandated ceilings, which you enter on the Ceilings FRA (GPFR_CEILINGS) component.

The fields on the ASSEDIC Rates component are dynamically displayed based on these ceilings. For example, if you enter a new ceiling, the data changes when you view ASSEDIC rates.

In addition to ceilings, Global Payroll for France also uses rates and limits to determine ASSEDIC contributions. PeopleSoft delivers this data, but you should verify it before proceeding with ASSEDIC processing.

See Chapter 3, "Setting Up Country Data," Reviewing and Updating Contribution Rates and Limits, page 28 and Chapter 6, "Defining ASSEDIC Contributions," Setting up Rates and Ceilings for ASSEDIC Contributions, page 107.

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# Understanding Funding Bases

This section discusses:

- Funding bases A, B, and A+B.
- Contributions at age 65.
- Contribution exceptions.

## Funding Bases A, B, and A+B

The funding bases for ASSEDIC contributions are:

- Base A: Gross salary limited to Ceiling A as defined on the Ceilings component.

  For ASSEDIC contributions limited to Ceiling A (such as RAC), the contribution is calculated based only on Ceiling A if the gross salary is more than Ceiling A. If the gross salary is less than Ceiling A, the contribution is calculated based on the gross salary.

- Base B: Part of the gross salary between Ceiling A and Ceiling A x 3.

  For ASSEDIC contributions limited to Ceiling B (such as RAC), the contribution is calculated only on the difference between the gross salary and Ceiling A if the gross salary is more than Ceiling A but less than Ceiling B. If the gross salary is more than Ceiling B, the contribution is calculated based on the portion between Ceilings A and B. If the gross salary is less than Ceiling A, no contribution on base B is required.

  **Note.** As of the January 1, 2001, the RAC contributions on Base A and on Base B have the same rate. The contributions could be calculated on only one slice (slice A + B), however, PeopleSoft will continue to split the contributions on the two slices (A and B) in case rates differ again in the future.

- Base A+B: Part of the gross salary included between Ceiling A and Ceiling A x 4.

  For the ASSEDIC contribution limited to Ceiling A+B (such as AGS), the contribution is calculated based on only Ceiling B if the gross salary is more than Ceiling B. If the gross salary is less than Ceiling B, the contribution is calculated based on the gross salary. The upper limit is Ceiling B.

These calculations are done on a monthly basis, but the comparisons are based on annual amounts. An annual gross salary is calculated from the monthly salary, and annual ceilings are calculated from the monthly ceilings. The system also produces a monthly report, detailing the contributions for the period. You can create and produce all required regulatory reports through the DUCS components in Global Payroll for France.

Ceilings A and B are prorated by the number of calendar days in the period to take into consideration hires and terminations during that period, the part-time rate (calculated in the payroll process), and the multiple employer rate. Payees who have multiple employers are not considered part-time, so only one proration is calculated.

**Note.** The rules concerning funding base calculation for ASSEDIC are identical to those for URSSAF. URSSAF actually determines these rules and, generally, ASSEDIC also follows them.

### See Also

Chapter 3, “Setting Up Country Data,” page 21

Chapter 5, “Defining URSSAF Contributions,” page 85

Chapter 26, “Generating DUCS,” page 437

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## Contributions at Age 65

Payees turning 65 during a pay period pay a prorated ASSEDIC contribution only for the period of time before their 65th birthday. This is accomplished by triggering the section ASSEDIC if the payee isn't 65 years old at the beginning of the calendar period. The system prorates the ASSEDIC funding base if the payee turns 65 before the end date of the calendar period. The proration is equal to the amount of time the payee is still 64 years old within the calendar period divided by the calendar period duration. Ceilings A and B are not prorated; only the funding base is prorated. After a payee's 65th birthday, if the birthday does not occur during the current calculated segment period, ASSEDIC contributions are no longer paid.

## Contribution Exceptions

There are exceptions to ASSEDIC contributions depending on the classification of the payee or a payee's specific contract. Some payees, for example, are not eligible to contribute to ASSEDIC: expatriates, people over the age of 65, apprentices for companies with less than 10 payees, and trainees.

There are some additional exceptions that affect specific contributions. For example, employee contributions are not paid for apprentices working for companies with more than 10 payees. Global Payroll for France uses generation control to trigger the appropriate contributions in these special cases.

### See Also

Chapter 13, "Understanding Specific Contracts," page 223

# Understanding ASSEDIC and Retroactive Processing

Global Payroll for France delivers processing rules to manage retroactive changes that affect the calculation of ASSEDIC contributions.

### See Also

Chapter 16, "Understanding Retroactive Processing," page 257

# Setting up Rates and Ceilings for ASSEDIC Contributions

To set up rates for ASSEDIC contributions, use the ASSEDIC Rates FRA (GPFR_ASS_RATES) component.

This section provides an overview of ASSEDIC rates and ceilings, and discusses how to set up ASSEDIC rates for ASSEDIC contributions.

## Understanding ASSEDIC Rates and Ceilings

Global Payroll for France uses variables to define the rates for ASSEDIC contributions. Although PeopleSoft populates these variables with the correct rates, you can update them on the ASSEDIC Rates page to comply with changing laws and regulations. In addition, you can update the ceilings that apply to the bases used to calculate ASSEDIC contributions. This section explains how to view the delivered rates and ceilings for ASSEDIC. It also explains how you can adjust rate and ceiling values if necessary.

To view and adjust rates and ceilings:

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1. View the variables containing the ASSEDIC rates.

   Do this on the Rates and Elements page.

   **Note.** The Rates and Elements page is documented in the chapter on setting up country data.

   See Chapter 3, "Setting Up Country Data," Viewing Groups of Rates for Contributions, page 29.

2. View the ceilings for ASSEDIC rates.

   Use the Limits page to view the ceilings associated with the ASSEDIC rate variables.

   **Note.** The Limits page is documented in the chapter on setting up country data.

   See Chapter 3, "Setting Up Country Data," Viewing Limits Associated with Variables, page 29.

3. View and maintain the ceilings for the ASSEDIC contribution rates.

   The different ASSEDIC contribution rates apply only to a portion of an employee's funding base—in other words, they apply to the portion of the funding base that falls within a limit or ceiling. You can update the values of the ASSEDIC ceilings on the Ceilings page.

   **Note.** This page is documented in the chapter on setting up country data.

   See Chapter 3, "Setting Up Country Data," Viewing and Updating Ceilings, page 30.

4. View and maintain ASSEDIC rates.

   After reviewing and (if necessary) adjusting the ceilings used for ASSEDIC, access the ASSEDIC Rates page to view and adjust the contribution rates.

   The ceilings that appear on the ASSEDIC Rates page are dynamically displayed based on the values on the Ceilings page. For example, if you enter a new ceiling on the Ceilings page, the ceiling data also changes on the ASSEDIC Rates page.

   See Chapter 6, "Defining ASSEDIC Contributions," Setting Up ASSEDIC Rates for ASSEDIC Contributions, page 108.

   **Note.** PeopleSoft maintains the rates and ceilings for ASSEDIC; however, you can adjust the rates and ceilings without having to wait for PeopleSoft to issue updates when there are statutory changes.

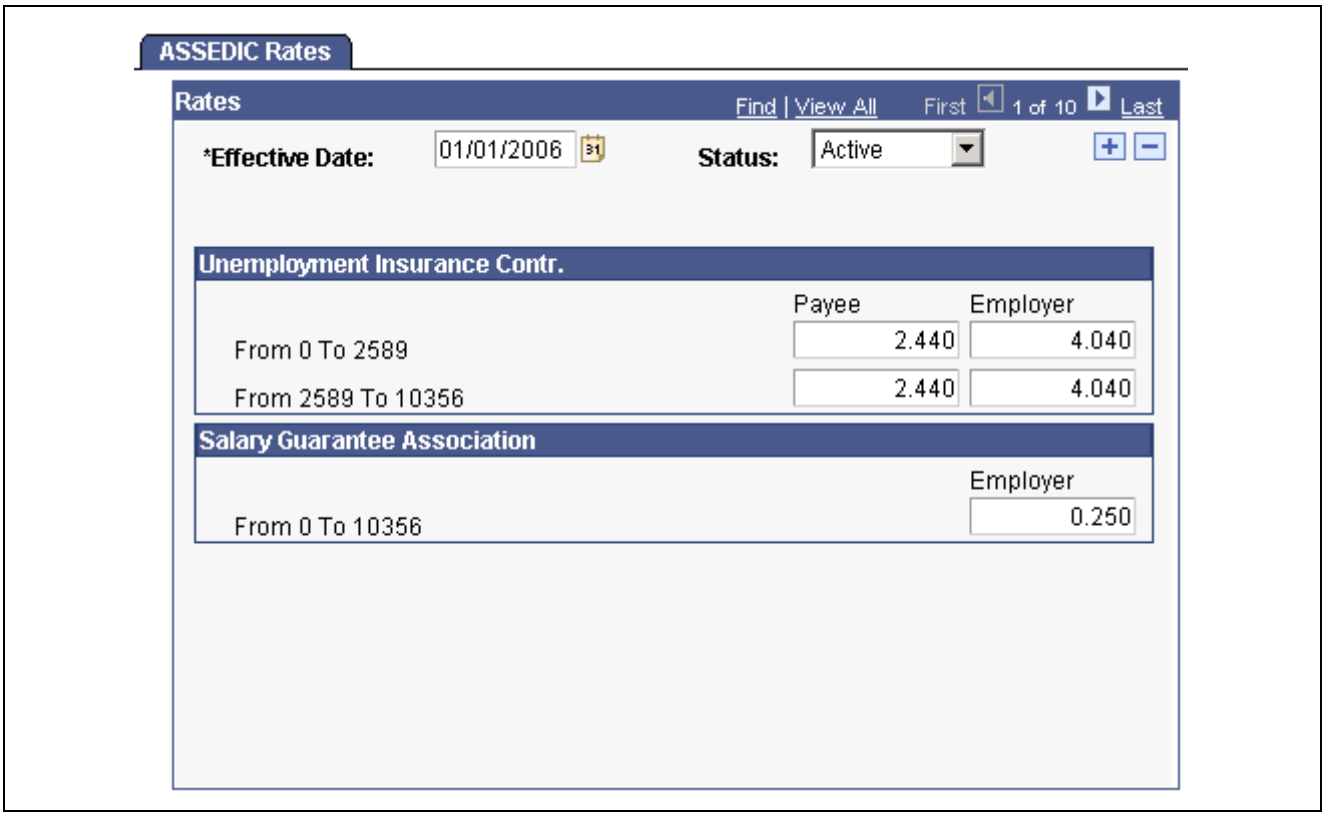
## Page Used to Set up Rates for ASSEDIC Contributions

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| ASSEDIC Rates | GPFR_ASS_RATES | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Addl Rates, Ceilings, Values, ASSEDIC Rates FRA, ASSEDIC Rates | Set up rates for ASSEDIC contributions. PeopleSoft delivers these rates, but you can maintain them when the government issues updates. |

## Setting Up ASSEDIC Rates for ASSEDIC Contributions

Access the ASSEDIC Rates page.

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ASSEDIC Rates page

### Unemployment Insurance Contr. (unemployment insurance contributions)

**From 0 to 2352** Displays the Payee and Employer contribution percentages for the portion of gross salary below the A ceiling.

**From 2352 to 9408** Displays the Payee and Employer contribution percentages for the portion of gross salary below the B ceiling but above the A ceiling.

**Note.** The field names From 0 to 2352 and From 2352 to 9408 are dynamically displayed based on the values entered on the Ceilings page. These values change each year; the values shown are valid as of 1 January 2002.

### Salary Guarantee Association

**From 0 to 9408** Displays the Employer contribution percentage for FNGS.

**Note.** There is only an employer contribution percentage for FNGS, not for payees. This rate is based on the B ceiling, which is displayed dynamically. If the gross salary is over this limit, the contribution is still based on the B ceiling.

# Creating the BDA Report

The *Bordereau de Déclaration Annuelle* (BDA) summarizes the previous year's ASSEDIC contributions. Use the DUCS pages to set up the BDA reporting process, generate BDA data, and create the BDA report.

This section discusses how to:

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- View the BDA declaration type.
- Create a BDA declaration definition.
- Set up BDA data extraction.
- Generate the BDA report file.

## Viewing the BDA Declaration Type

Access the Declaration Type page.

This page allows you to view the BDA file type used to generate BDA data through the DUCS process.

**File Type** Select *922* for BDA for one establishment, or *923* for BDA for several establishments.

### See Also

Chapter 9, "Setting Up DUCS and DADS Reporting," Reviewing Declaration Type Parameters for DUCS Types, page 150

## Creating a BDA Declaration Definition

Access the DUCS Definition page.

This page allows you to create a specific DUCS declaration definition for BDA processing. Reproduce the setup created for monthly ASSEDIC DUCS, ignoring the payment type and source bank fields.

**Establishment List** Enter the DUCS Establishment list data. These are the establishments you want to declare through your DUCS definition.

### See Also

Chapter 9, "Setting Up DUCS and DADS Reporting," Defining the DUCS Structure, page 158

## Setting up BDA Data Extraction

Access the DUCS Preparation Run Control page.

This page allows you to establish which data is extracted for the BDA report.

**Period Format** Select *Yearly Qualifier.*

### See Also

Chapter 26, "Generating DUCS," Extracting Data for DUCS Files and Reports, page 438

## Generating the BDA Report File

Access the DUCS File Generation page.

**Output** Select *Report.* The system can prepare the BDA DUCS file, but it is not currently accepted by URSSAF. Use the report to complete the original BDA form.

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### See Also

Chapter 26, “Generating DUCS,” Generating DUCS Files or Reports, page 441

## Viewing Delivered ASSEDIC Deductions

This table lists the deductions PeopleSoft delivers to calculate ASSEDIC contributions:

| Deduction | Description |
|---|---|
| ASS RAC TA S | RAC on Ceiling A, payee. |
| ASS RAC TA E | RAC on Ceiling A, employer. |
| ASS RAC TB S | RAC on Ceiling B, payee. |
| ASS RAC TB E | RAC on Ceiling B, employer. |
| ASS ASF TA S | ASF on Ceiling A, payee. This deduction is inactive as of the 1st of January 2001. |
| ASS ASF TA E | ASF on Ceiling A, employer. This deduction is inactive as of the 1st of January 2001. |
| ASS ASF TB S | ASF on Ceiling B, payee. This deduction is inactive as of the 1st of January 2001. |
| ASS ASF TB E | ASF on Ceiling B, employer. This deduction is inactive as of the 1st of January 2001. |
| ASS FNGS | FNGS. |

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

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# CHAPTER 7

# Defining ARRCO, AGIRC, and Contingency Fund Contributions

This chapter provides an overview of *Association des Régimes de Retraites Complémentaires* (ARRCO), *Association Générale des Institutions de Retraite des Cadres* (AGIRC), and contingency fund contributions and discusses how to:

- View and maintain ARRCO and AGIRC rates.
- View delivered ARRCO and AGIRC deductions.
- Set up contingency fund contributions.
- View delivered contingency fund deductions.

---

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

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### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Viewing Delivered Elements," Understanding How to View Delivered Elements

## Understanding ARRCO, AGIRC, and Contingency Fund Contributions

This section discusses:

- ARRCO, AGIRC, and contingency fund contributions.
- Rates, limits, and ceilings.
- Contribution exception limits.
- Tax and limits.

### ARRCO, AGIRC, and Contingency Fund Contributions

Both the ARRCO and AGIRC manage pension funds. Each comprises employer and payee contributions. Most payees, except for apprentices and trainees, for example, are liable for contributions to ARRCO or AGIRC funds.

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Contributions to ARRCO and AGIRC are based on the same funding bases as for URSSAF and ASSEDIC, with one difference. If the employer contributions for retirement and contingency submitted to URSSAF exceed 85 percent of the social security ceiling A (or 19 percent for the contingency only contributions), the part of the contributions over the ceiling is included in the URSSAF funding base but is not included in the ARRCO and AGIRC funding bases.

Because contributions paid to the *Association Pour l'Emploi des Cadres* (APEC) are first paid to AGIRC and then paid to APEC, they are managed with the other AGIRC contributions. These include lump sum APEC contributions and the APEC contribution base on slice B.

Because *Contribution Exceptionnelle Temporaire* (CET) and AGFF contributions are paid to AGIRC, it is also managed with the other AGIRC contributions.

Contingency funds supplement the standard social security (URSSAF) payments. There is a single mandatory payment, paid by all companies, for employees categorized in *Article 36* or *Article 4/4 bis*. All other payments are voluntary. Each organization deals with contingency contributions in its own way and needs to set up its own rules to handle its calculations.

### See Also

Chapter 7, "Defining ARRCO, AGIRC, and Contingency Fund Contributions," Contribution Exception Limits, page 115

Chapter 5, "Defining URSSAF Contributions," page 85

Chapter 6, "Defining ASSEDIC Contributions," page 105

## Rates, Limits, and Ceilings

Global Payroll for France uses rates, limits, and ceilings to determine ARRCO, AGIRC, and contingency contributions. PeopleSoft delivers this data, but you should verify it before proceeding with ARRCO, AGIRC, and contingency processing. You should:

- Use the Rates/Elements/Limits FRA component to view the variables and limits used to calculate the contributions to these funds.
- Use the Ceilings FRA component to view the monetary value of these limits, which the system uses to calculate the funding bases for ARRCO, AGIRC, and contingency contributions.
- Use the ARRCO/AGIRC Rt FRA component to enter the numeric values for the various ARRCO and AGIRC contribution rates.

  The ceilings appearing on this page are dynamically displayed based on the values on the Ceilings page. For example, if you enter a new ceiling on the Ceilings page, the ceiling data also changes on the AARRCO/AGIRC Rt FRA component.
- Use the Pension/Contingency Contract page in the Human Resources application to enter contribution rates for contingency funds directly in the contingency contract.

### See Also

Chapter 3, "Setting Up Country Data," page 21

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## Contribution Exception Limits

The government sets the annual social security contribution ceiling. If the employer contributions to contingency funds and additional pension funds (ARRCO and AGIRC) are less than 85 percent of the annual social security ceiling, then these contributions are exempted from social security contributions. If the employer contribution to contingency funds is less than 19 percent of the social security ceiling, these are also exempt from contributions. If both the 85 percent limit and the 19 percent limit are exceeded, the largest excess amount is added to the URSSAF and ASSEDIC accumulators and reintegrated into the social security base. This has no impact on the pension fund contribution.

Three calculations are required to determine the limits:

- Contributions to contingency funds and additional pension funds are checked against the limit of 85 percent of the annual social security ceiling.

  Any excess is paid into the social security base.

- Contributions to contingency funds only are compared to 19 percent of the total funding base.

  Any excess is added to the social security and ASSEDIC funding base.

**Note.** If both the 19 and 85 percent limits are exceeded, only the largest excess amount is reintegrated into the social security and ASSEDIC base.

These calculations are performed by the PRV FM REINT SOCIA formula, which is triggered by the PRV SE SOCIAL section. This formula performs the calculation for departing employees or during the month of December.

## Tax and Limits

For a temporary period (for years beginning on 1 January 2004), two methods must be used to calculate taxes on contingency and additional pension funds. The method that calculates the smallest amount is the one accepted as the true calculation, and the smallest amount is the one reinstated in the taxable salary.

**Note.** PeopleSoft doesn't deliver the taxable exemption rules for additional retirement funds.

- The first methods calculates the exemption limit once a year, in the case of departure, or in December. It is triggered at the same time as the 19 and 85 percent exemptions.
- The second method:
  - Calculates a ceiling equal to 7% of the annual social security ceiling plus 3% of the payee's yearly compensation. This ceiling is limited to 3% of 8 times the annual social security ceiling.
  - Compares the yearly contributions to the contingency funds to this ceiling. The amount of contributions over the ceiling is the amount to be reinstated.

The smallest amount calculated by these methods is the amount reinstated.

**Note.** The calculations of these tax limits is done by the formula PRV FM REINT FISCA, which is a member of the PRV SE FISCAL section. The contingency contributions used in these calculations are stored in the accumulator PRV AC COT RFIS SG.

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## Voluntary Contributions to Contingency Funds and Additional Pension Funds

In the case of voluntary contributions, both the payee and employer contributions are liable to tax. The payee contributions are not deducted from the taxable net salary and the employer contributions are added to the taxable net salary. The PeopleSoft system does not manage voluntary contributions; you must update the accumulators.

## Mandatory Contributions

If contributions are mandatory, they are not subject to tax if they are below the legal limits. There are two limits: one for contingency and pension funds and one for contingency funds only. The first limit is for contributions to contingency funds and pension funds. If the contributions from payee and employer do not exceed 19 percent of the annual social security ceiling multiplied by 8, they are not liable to tax. The second limit is for contributions to contingency funds only. If the payee and employer contributions do not exceed 3 percent of the annual social security ceiling multiplied by 8, they are not liable to contributions. If contributions exceed either limit, the surplus is reintegrated back into the taxable base and is liable for tax. If contributions exceed both limits, the largest surplus is added to the net salary. The PeopleSoft system provides the PRV AC 19% FIS SG accumulator and the PRV AC 3% FIS SG accumulator to calculate these limits in the PRV FM REINT FISCA formula. It is your responsibility to update these accumulators.

There are two retirement contribution rates: the contractual rate and the calling rate. The difference between these two rates relates to contributions that do not give entitlements for pension points. For the reinstatement of retirement contributions over the tax limits, the system uses the calling rate to compare the retirement contribution to the limits. The contributions are reinstated in the taxable salary depending on their contractual rate. This is because contributions that do not give entitlements to pension points are not reinstated in the taxable salary.

The employer contributions to contingency and retirement that are over the 3 or 19 percent limit are also included in the levy on salary funding base. The amount that is added to the levy on salary funding base is calculated in the following manner:

- If the limit is only exceeded by the contingency contributions (3 percent limit), the amount over the limit is prorated and is calculated depending on the employer's and payee's contingency contributions.

  The calculation is:

  (amount over the limit) × (employer's contingency contributions)
  ÷ (employer's + payee's contingency contributions)

- If the limit is only exceeded by the contingency plus retirement contributions (19 percent limit), the amount over the limit is prorated depending on the employer's and payee's retirement contributions.

  The calculation is:

  (amount over the limit) × (employer's retirement contribution)
  ÷ (employer's + payee's retirement contributions)

- If both of the limits (3 and 19 percent) are exceeded, the highest amount over the limits is prorated depending on the total contributions to contingency and retirement funds.

  The calculation is:

  (highest amount over the limit) × (employer's contingency + retirement contributions)
  ÷ (employer's and payee's contingency + retirement contributions)

## See Also

Chapter 8, "Defining Levies," Establishing Levy Rates on Salaries, page 138

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# Viewing and Maintaining ARRCO and AGIRC Rates

To view and maintain ARRCO, AGIRC, and Contingency Fund rates, use the ARRCO/AGIRC Rt FRA (GPFR_ARC_RATES) component.

This section discusses how to:

- View contribution rates for ARRCO.
- View contribution rates for AGIRC and CET.
- View APEC rates and flat amount for managers.
- View AGFF rates.

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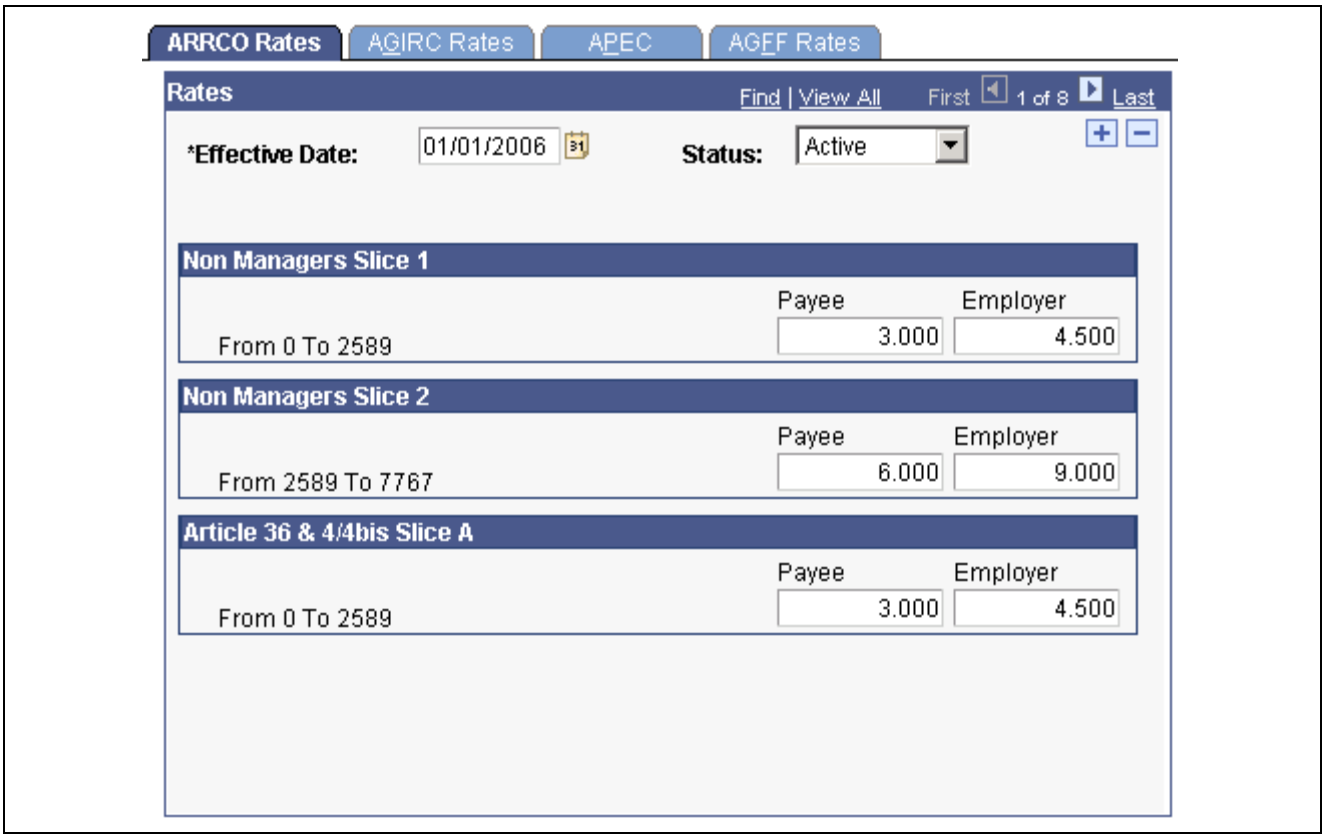
## Pages Used to View and Maintain ARRCO and AGIRC Rates

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| ARRCO Rates, | GPFR_ARC_RATES | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Addl Rates, Ceilings, Values, ARRCO/AGIRC Rt FRA, ARRCO Rates | View the contribution rates for ARRCO. The PeopleSoft system is delivered with these rates, but you must maintain them when the government makes changes. |
| AGIRC Rates, | GPFR_AGI_RATES | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Addl Rates, Ceilings, Values, ARRCO/AGIRC Rt FRA, AGIRC Rates | View the contribution rates for AGIRC, CET, and APEC.<br>AGIRC contributions are for the non-management pension fund, CET contributions are paid into a special AGIRC fund, and APEC contributions are paid into a managers' unemployment benefit fund. The PeopleSoft system is delivered with these rates, but you must maintain them when the government makes changes. |
| APEC, | GPFR_APEC | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Addl Rates, Ceilings, Values, ARRCO/AGIRC Rt FRA, APEC | View the APEC flat amount for managers. The PeopleSoft system is delivered with these rates, but you must maintain them when the government makes changes. |
| AGFF Rates, | GPFR_AGFF_RATES | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Addl Rates, Ceilings, Values, ARRCO/AGIRC Rt FRA, AGFF Rates | View the AGFF rates for employees (based on slices 1 and 2), and for *Article 36* and managers (based on slices A and B). |

## Viewing Contribution Rates for ARRCO

Access the ARRCO Rates page.


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ARRCO Rates page

**Non-Managers Slice 1** Displays the contribution rates for the pension fund for both employer and payee. The rates are expressed as a percentage of the payee's funding base.

The non-managers slice 1 rate is applied to funding bases below the A ceiling. The A ceiling is populated from the Ceiling page.

**Non-Managers Slice 2** Displays the second rate of the pension fund contribution that is applied to non-management payees when the gross salary is between the A ceiling and the A ceiling multiplied by three, known as slice 2.

**Article 36 and 4/4bis Slice A** Displays the contribution rates for slice A that is paid to ARRCO by those payees categorized by *Article 36* and *Article 4/4 bis*. This rate also applies to payees with salaries below the A ceiling.

**Note.** The fields From <lower limit> to <upper limit> dynamically appear based on the values entered on the Ceilings page. Ceiling values are in euros. The ceilings shown are current as of January 1, 2004.

### See Also

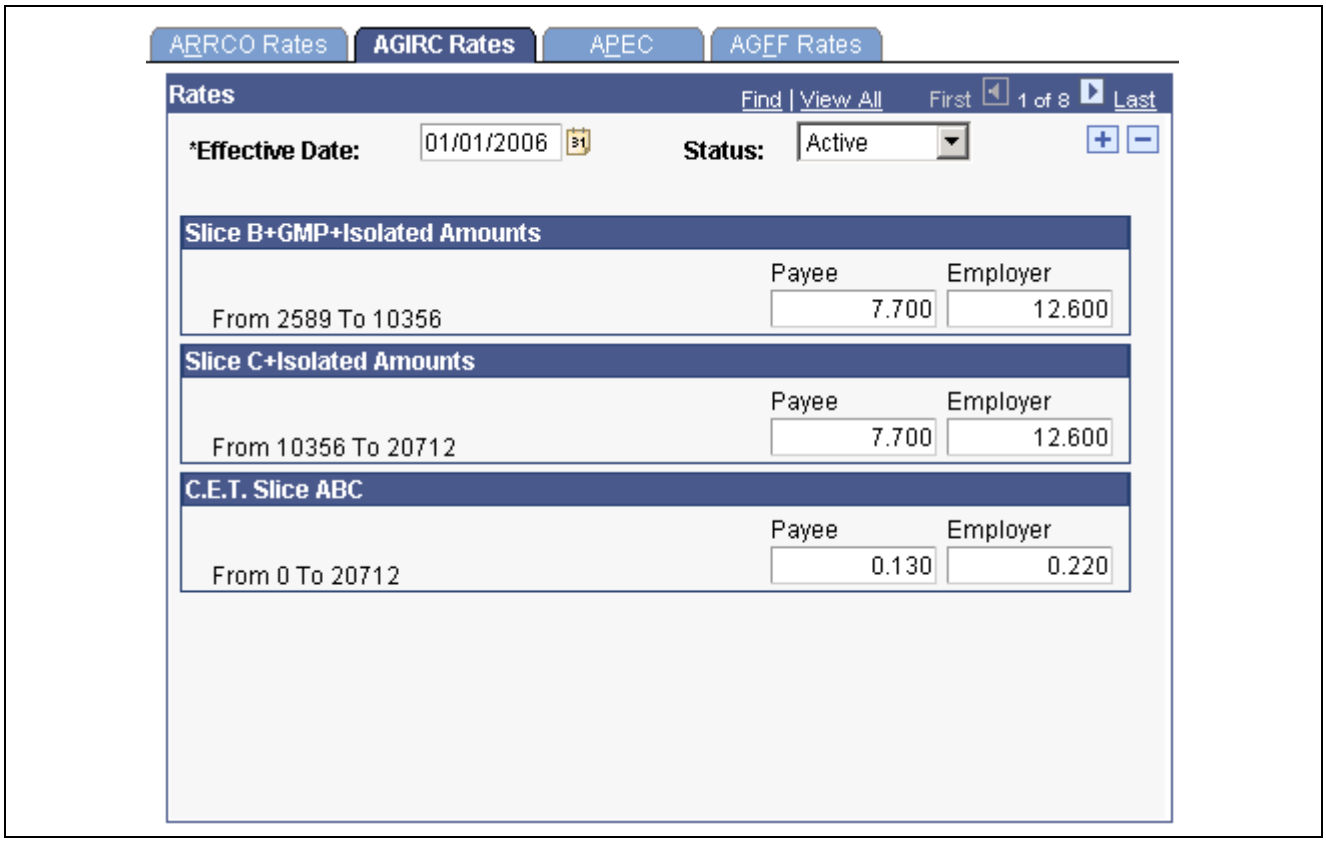
Chapter 3, "Setting Up Country Data," Viewing Limits Associated with Variables, page 29

Chapter 3, "Setting Up Country Data," Viewing and Updating Ceilings, page 30

## Viewing Contribution Rates for AGIRC and CET

Access the AGIRC Rates page.

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AGIRC Rates page

**Slice B+GMP+Isolated Amounts** (slice B + *garantie minimum de points* + isolated amounts)

Displays the AGIRC contribution rates for both employer and payee, for those payees with earnings between the A and B ceilings or on the specific GMP slice. The rates are expressed as a percentage of the payee's funding base.

These rates apply to payees classified by *Article 36* and *Article 4/4 bis*.

---

**Note.** GMP contributions are for the minimum guarantee of points. Payees earning below the GMP limit pay a minimum contribution as if they were earning the same as the limit. Although the GMP contribution is based on an annual amount, the PeopleSoft system performs the calculation monthly and adjusts the contributions accordingly. The GMP ceiling is defined on the Ceilings page. The calculation of the GMP base is done by the base formula of the GMP deduction.

Isolated amounts are payments in lieu of a payee leaving a company. They are isolated from the funding base and do not accumulate contribution points towards the payee's retirement fund. They are liable for contributions, regardless of upper and lower limits. They include compensation in lieu of paid vacation; retirement allowance for an amount exceeding ther legal exemption limit; and salary, premium, or bonus payments paid after departure.

---

**Slice C+Isolated Amounts**

Displays the AGIRC contribution rates for both payee and employer, for payees with a gross funding base between slice B and slice C.

These rates apply to payees classified by *Article 36* and *Article 4/4 bis*.


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**C.E.T. Slice ABC** Displays the CET contribution for payees and employers on a gross funding base up to the C ceiling.

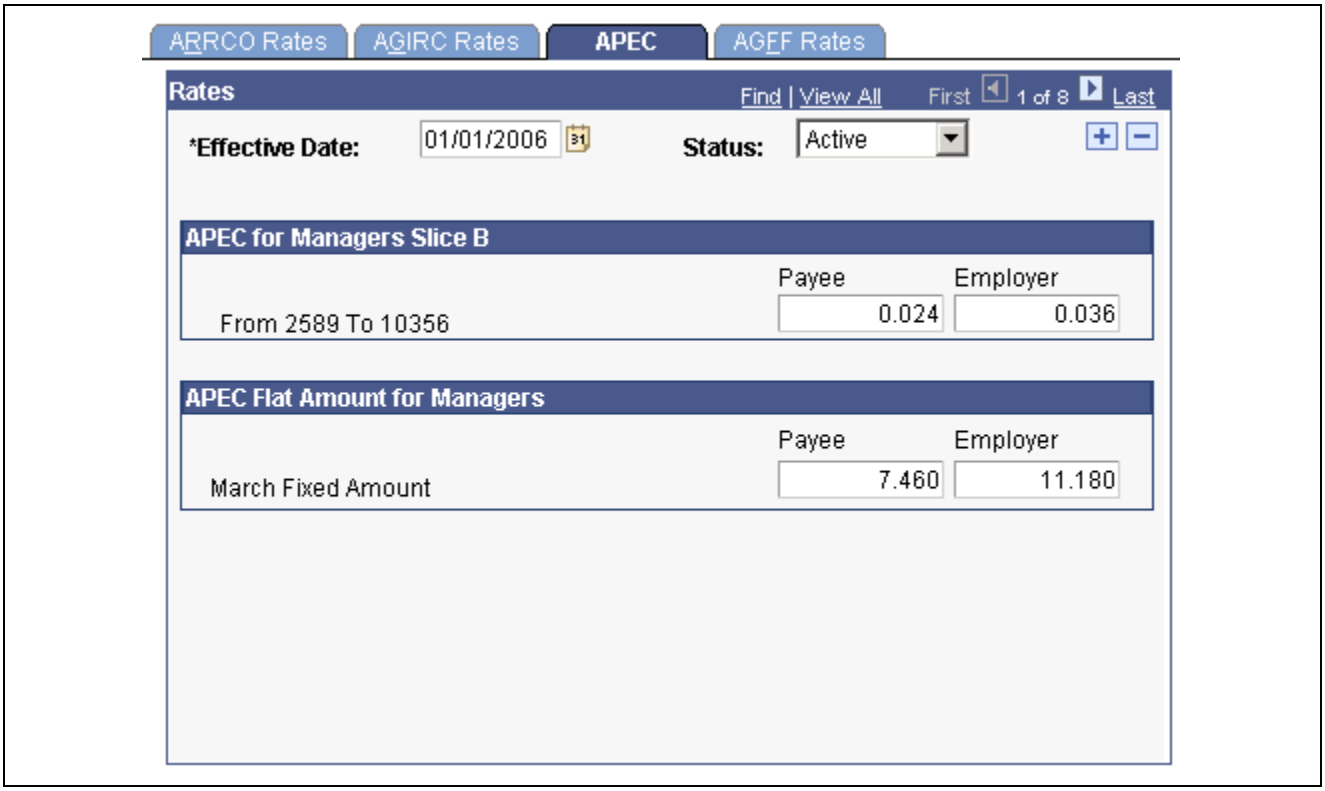
These rates apply to payees classified by *Article 36* and *Article 4/4 bis*.

### See Also

Chapter 3, "Setting Up Country Data," Viewing Limits Associated with Variables, page 29

## Viewing APEC Rates and Flat Amount for Managers

Access the APEC page.




APEC page

**APEC for Managers Slice B** Displays the payee and employer contributions for managers with a funding base between the A and B ceilings. These contributions are paid monthly.

These rates apply to payees classified by *Article 4/4 bis*.

**Note.** The field names From <lower limit> to <upper limit> dynamically appear based on the values entered on the Ceilings page. The ceilings shown are current as of 1 January 2004.

**APEC Flat Amount for Managers** Displays the fixed, annual contribution paid every March by employer and payee for those payees in employment during that month.

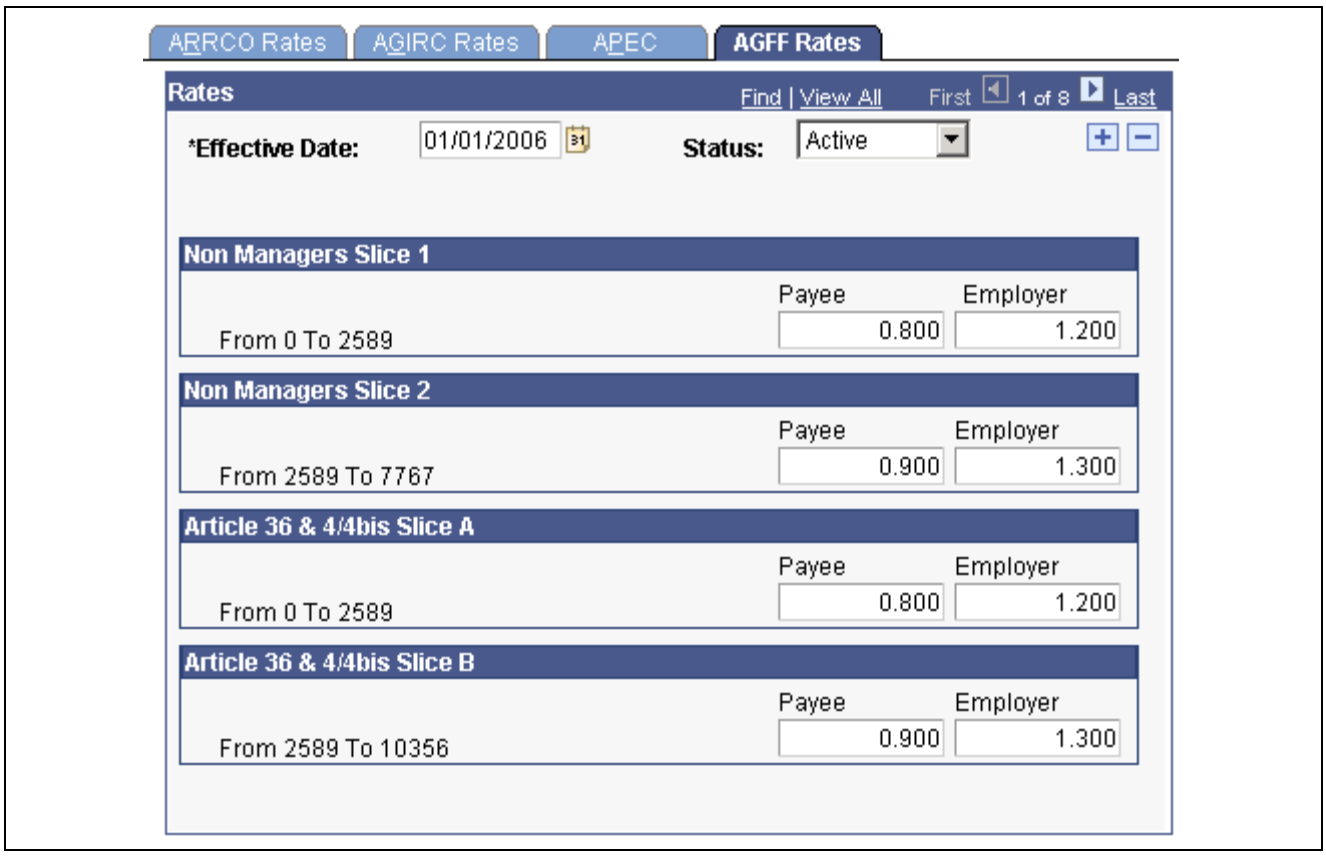
### See Also

Chapter 3, "Setting Up Country Data," Viewing and Updating Ceilings, page 30

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## Viewing AGFF Rates

Access the AGFF Rates page.




AGFF Rates page

**Non Managers Slice 1** Displays the contribution rates that are paid on slice 1 for the AGFF contribution for both employer and payee. The non-managers slice 1 rate is applied to funding bases below the A ceiling.

**Non Managers Slice 2** Displays the second rate of the AGFF contribution that is applied to non-management payees when the gross funding base is between the A ceiling and the A ceiling multiplied by 3, known as slice 2.

**Article 36 & 4/4bis Slice A** Displays the AGFF contribution rates for slice A that is paid by payees categorized as *Article 36* and *Article 4/4 bis*.

**Article 36 & 4/4bis Slice A** Displays the AGFF contributions rates for slice B that is paid by payees categorized as *Article 36* and *Article 4/4bis*.

**Note.** New AGFF contributions are not included in the *reintegration fiscale* (fiscal reintegration) calculation.

# Viewing Delivered ARRCO and AGIRC Deductions

This section discusses:

- ARRCO deductions.
- AGIRC deductions.


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- APEC deductions.
- AGFF deductions.

## ARRCO Deductions

This table lists the ARRCO deductions:

| ARRCO Deduction | Description |
|---|---|
| ARC T1 NC E | Employer ARRCO contribution for non-manager on slice 2. |
| ARC T1 NC S | Payee ARRCO contribution for non-manager on slice 1. |
| ARC T2 NC E | Employer ARRCO contribution for non-manager on slice 2. |
| ARC T2 NC S | Payee ARRCO contribution for non-manager on slice 2. |
| ARC TA A36 E | Employer ARRCO contribution for Article 36 on slice A. |
| ARC TA A36 S | Payee ARRCO contribution for Article 36 on slice A. |
| ARC TA A4 E | Employer ARRCO contribution for Article 4 on slice A. |
| ARC TA A4 S | Payee ARRCO contribution for Article 4 on slice A. |

## AGIRC Deductions

This table lists the AGIRC deductions:

| AGIRC Deduction | Description |
|---|---|
| AGI CET E | Employer C.E.T. contribution for Article 4 on slice ABC. |
| AGI CET S | Payee C.E.T. contribution for Article 4 on slice ABC. |
| AGI GMP E | Employer GMP contribution for Articles 36 and 4. |
| AGI GMP S | Payee GMP contribution for Articles 36 and 4. |
| AGI TB A36 E | Employer AGIRC contribution for Article 36 on slice B. |

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| AGIRC Deduction | Description |
|---|---|
| AGI TB A36 S | Payee AGIRC contribution for Article 36 on slice B. |
| AGI TB A4 E | Employer AGIRC contribution for Article 4 on slice B. |
| AGI TB A4 S | Payee AGIRC contribution for Article 4 on slice B. |
| AGI TC A36 E | Employer AGIRC contribution for Article 36 on slice C. |
| AGI TC A36 S | Payee AGIRC contribution for Article 36 on slice C. |
| AGI TC A4 E | Employer AGIRC contribution for Article 4 on slice C. |
| AGI TC A4 S | Payee AGIRC contribution for Article 4 on slice C. |
| SI TB A36 S | Payee AGIRC isolated amounts contribution for Article 36 on slice B. |
| SI TB A36 E | Employer AGIRC isolated amounts contribution for Article 36 on slice B. |
| SI TB A4 E | Employee AGIRC isolated amounts for Article 4 on slice B. |
| SI TB A4 S | Payee AGIRC isolated amounts for Article 4 on slice B. |
| SI TC A36 E | Employer AGIRC isolated amounts contribution for Article 36 on slice C. |
| SI TC A36 S | Payee AGIRC isolated amounts contribution for Article 36 on slice C. |
| SI TC A4 E | Employee AGIRC isolated amount for Article 4 on slice C. |
| SI TC A4 S | Payee AGIRC isolated amounts for Article 4 on slice C. |

## APEC Deductions

This table lists the APEC deductions:


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| APEC Deduction | Description |
|---|---|
| APEC FF A4 E | Employer flat amount APEC contribution for Article 4. |
| APEC FF A4 S | Payee flat amount APEC contribution for Article 4. |
| APEC TB A4 E | Employer APEC contribution for Article 4 on slice B. |
| APEC TB A4 S | Payee APEC contribution for Article 4 on slice B. |
| SI APEC TB E | Employer APEC slice B on isolated amounts. |
| SI APEC TB S | Payee APEC slice B on isolated amounts. |

## AGFF Deductions

This table lists the AGFF deductions:

| AGFF Deduction | Description |
|---|---|
| AGFF SI A36E | Employer AGFF contribution for Article 36 on isolated amounts. |
| AGFF SI A36S | Payee AGFF contribution for Article 36 on isolated amounts. |
| AGFF SI A4 E | Employer AGFF contribution for Article 4 on isolated amounts. |
| AGFF SI A4 S | Payee AGFF contribution for Article 4 on isolated amounts. |
| AGFF T1 NC E | Employer AGFF contribution for non-manager on slice 1. |
| AGFF T1 NC S | Payee AGFF contribution for non-manager on slice 1. |
| AGFF T2 NC E | Employer AGFF contribution for non-manager on slice 2. |
| AGFF T2 NC S | Payee AGFF contribution for non manager on slice 2. |

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| AGFF Deduction | Description |
|---|---|
| AGFF TA A36E | Employer AGFF contribution for Article 36 on slice A. |
| AGFF TA A36S | Payee AGFF contribution for Article 36 on slice A. |
| AGFF TA A4 E | Employer AGFF contribution for Article 4 on slice A. |
| AGFF TA A4 S | Payee AGFF contribution for Article 4 on slice A. |
| AGFF TB A36E | Employer AGFF contribution for Article 36 on slice B. |
| AGFF TB A36S | Payee AGFF contribution for Article 36 on slice B. |
| AGFF TB A4 E | Employer AGFF contribution for Article 4 on slice B. |
| AGFF TB A4 S | Payee AGFF contribution for Article 4 on slice B. |

# Setting Up Contingency Fund Contributions

This section provides an overview of contingency funds calculation and discusses how to set up contingency funds for contribution calculation.

## Understanding Contingency Fund Calculations

The contingency funds functionality for Global Payroll for France integrates with the contingency funds management functionality in Human Resources for France. The system uses arrays to retrieve new and additional data from Human Resources that the system needs to process contingency fund deductions. After retrieving the data from the contingency contracts definition, the system creates contingency fund deductions using the Global Payroll core multiple-resolutions functionality with accumulator drivers. The system retrieves all contracts assigned to a given payee, and then generates as many instances of the contingency contribution deduction as there are contracts for the payee.

The delivered deduction elements are the PREVOYANCE S deduction for payee contingency contributions and PREVOYANCE E for employer contingency contributions. Both deductions are driven by the same driver accumulator PRV AC PILOTE, which has the following accumulator keys: membership number, contribution type, population category, and mandatory/optional flag. Then, for each unique accumulator instance—that is, for each unique set of keys— the system can generate both employee and employer contributions.

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## Contingency Fund Rates

To assign rates to contingency funds you must enter them directly in the contingency contract on the Pension/Contingency Contract page in the Human Resources application. The system retrieves these rates by the arrays reading the contract. The system stores the rates in dedicated accumulators per contingency contract. The system uses the PRV AC TX PAT accumulator for the employer rate and the PRV AC TX SAL accumulator for the employee rate.

In previous releases customers used the Contingency Rates page to view the mandatory rates for contingency funds paid by the employer for management classes *Article 36* and *Article 4/4 bis*. If you are upgrading from a previous release, you must set the inactivation date of the contingency funds rates as defined on the former Contingency Rates page to reflect the date when you want to apply the new rules.

## Contingency Fund Contributions and Fiscal Net

Mandatory and optional contracts impact the fiscal net differently. For mandatory contingency contributions, the system deducts the payee part from the fiscal net. For non-mandatory contingency contributions, the system adds the employer part to the fiscal net. The system stores the values for the fiscal net in the GEN AC NET FISCAL accumulator. This accumulator has two members: the PREVOYANCE E deduction for employer contributions and the PREVOYANCE S deduction for payee contributions. The variables PRV VR ALIM S and PRV VR ALIM P determine the percentage of deductions to contribute to each member of the fiscal net accumulator. If the contingency contribution is mandatory, the variable value is 100. If the contingency contribution is non-mandatory, the variable value is 0. The system applies these percentage values to the deductions within the fiscal net accumulator.

## Contingency Fund Contributions and Net to Gross Calculation

Global Payroll for France delivers the section PRV SE COTIS GN that contains the deductions dedicated to the payee and employer contributions calculations. The system uses this section when processing net to gross calculation.

The system formerly used the PRV SE A36 (Contingency Fund Art. 36) and PRV SE A4 (Contingency Fund Art.4) sections to calculate contingency funds deductions. If you are upgrading from a previous release, you must set the inactivation date for the former contingency funds deductions to reflect the date when you want to apply the new rules. This in turn inactivates the PRV SE A36 and PRV SE A4 deductions (no longer is use) that are part of this section because the system does not call the section anymore.

## DADS Setup for Contingency Fund Contributions

You define DADS data type codes on the Institution Type page of the Pension/Ctgcy Institutions component within Human Resources. The system uses the DADS code as the pension code for DADS. Navigate to Set Up HRMS, Product Related, Workforce Monitoring, Regulatory Requirements FRA, Pension/Ctgcy Institutions.

Note that you no longer have to use the CONTFUND and SUPFUND data types to define the DADS codes on the Data Type page of the DADS Structures FRA component because you instead define the codes on the Institution Type page.

## DUCS Setup for Contingency Fund Contributions

As soon as the system calculates a set of contingency contributions (employee + employers on the same base) it automatically populates the DUCS writable array that the system later uses in the DUCS computation. The codes are stored in the delivered bracket PRV BR DU CODES. The system uses the DUCS codes in the PRV BR DU CODES bracket plus the code that you define in the institution definition in the DUCS Code field on the Institution Type page of Pension/Ctgcy Institutions component with the HR application. The system uses the DUCS code as the institution number for DUCS.

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To set up DUCS for contingency funds, you must set up the PRV BR CONTRIB bracket for calculation of contingency fund contributions. You can also define whether a DUCS contact is a recipient or sender for DUCS type 903 on the Contact Definition page of the DUCS Contacts FRA component.

In previous releases, you had to set up the DUCS contribution list for contingency funds through the family contribution code 909 on the DUCS Contributions page. If you are upgrading from a previous release you must set the inactivation date of the family contribution code 909 to reflect the date when you want to apply the new rules.

## Setting Up Contingency Funds for Contribution Calculation

To set up Global Payroll for France to calculate contingency funds contributions:

1. Set up contract data for contingency contracts in the Human Resources application.

   This includes setting up codes for the funds to which employees contribute, defining the institutions that manage the contingency funds, and defining the contingency contracts. Global Payroll calculation process uses this information to calculate contingency funds.

2. Set up the PRV BR CONTRIB bracket for calculation of contingency fund contributions.

   Within the bracket you must define:

   - The element that you want the system to use as the funding base of the contingency contribution calculation when processing payroll.
   - A definition for all contingency funds contributions.
   - The corresponding funding base DUCS code.
   - The code for positive and negative amounts for DUCS.
   - The element used to define the FTE for DUCS.

As part of the setup on for contingency contracts, you must enter the base calculation type on the Pension/Contingency Contracts page. If the Base Calculation Type field value is other than base times rate, you can select Other field value and enter a formula in the Formula Name field. Use of this option overrides all delivered functionality for contingency funds calculation. For example, the declaration does not trigger and the system does not retrieve the data from Huma Resources through the arrays.

### See Also

*PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Meet Regulatory Requirements*, "(FRA) Meeting Regulatory Requirements for France," Understanding Pension and Contingency Fund Data

*PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Meet Regulatory Requirements*, "(FRA) Meeting Regulatory Requirements for France," Setting Up Pension/Contingency Fund Contracts

# Viewing Delivered Contingency Fund Deductions

This section discusses contingency fund deductions delivered by Global Payroll for France.

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

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## Contingency Fund Deductions

This table lists the contingency fund deductions that Global Payroll for France delivers:

| Contingency Fund Deduction | Description |
|---|---|
| PREVOYANCE S | Payee part of contingency fund contributions. |
| PREVOYANCE E | Employer part of contingency fund contributions. |

### See Also

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

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# CHAPTER 8

# Defining Levies

This chapter provides an overview of levies, lists steps to view and adjust ceilings and rates for levies, and discusses how to:

- Establish levy rates.
- Review delivered levy deductions.

---

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

Levies are deductions that don't fall into obvious categories, such as URSSAF, ASSEDIC, or AGIRC. Levies are paid to several organizations with different funding bases, with different conditions, and on different dates. They cover things like training, transport, apprenticeships, CSG and CRDS contributions, and the Levy on Salaries. Some of these levies are often grouped under the heading *Other Employers Deductions* on the payslip.

This table describes the levies that are managed by Global Payroll for France:

| Levy | Description |
|---|---|
| Additional Transportation Levy | This levy is applies based on the decision of the local transportation organization and authorities. Payment is made on the same date as URSSAF contributions and is paid to URSSAF. The rate is recorded at the establishment level. |
| Levy on Contingency Funds | This levy is based on an employer's contributions to the optional contingency funds. So this is a contribution on contributions. This levy is paid to the URSSAF and is paid by employers with more than 10 payees. |

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| Levy | Description |
|---|---|
| Professional Training | Employers must allocate a percentage of their total payroll to professional training. The levy rates vary depending on whether the employer has fewer than 10 payees.<br><br>There is a specific contribution paid by organizations that have contractual employees. The funding base for this levy is gross salary. Levy rates vary depending on whether the employer has fewer than 10 payees or whether the employer has contractual payees. |
| Transportation | This levy applies to employers with more than nine payees in the same transportation area (*Syndicat de transport)*. The rate can vary, depending on the transportation area, and the funding base is gross salary. Payment is made on the same date as URSSAF contributions and is paid to the URSSAF. The levy is paid only for areas where a transportation levy is applicable.<br><br>**Note.** This rate is recorded at the establishment level. |
| Participation of the Construction Effort | This levy applies to employers with 10 or more payees, and the funding base is gross salary. It is paid to a registered collector organization, or the employer manages it. The levy is paid at the end of the year and is based on salaries paid during the previous 12 months. |
| Apprenticeship | The funding base of this levy is gross salary. The rate of this levy is based on region (Alsace-Moselle or other regions) and is paid to the tax office. The postal code of the establishment is used to determine which rate must be applied. |
| Apprenticeship Additional | The funding base of this levy is gross salary. This additional apprenticeship levy is paid by companies submitted to the apprenticeship levy. |
| CSG and CRDS | Most payees are subject to this levy. The rate is based on whether the levy is CSG taxable, CSG nontaxable, or CRDS and the funding base is 95 percent of the gross salary plus the employer's contributions to the contingency fund. Payments are made to the URSSAF at the same time as other URSSAF contributions. |


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| Levy | Description |
| --- | --- |
| Levy on Salaries | Only employers that do not, in whole or in part, pay value-added tax (VAT) pay this levy. The rate varies by established brackets, and it is paid to the tax office. |
| Participation in the Works Council | Generally, an employer with more than 50 payees has a works council, but the use of works councils varies among employers. The levy is paid to the works council.<br><br>Contributions to the works council budget vary from organization to organization and depend on rates, funding bases, employee participation, and so on. Contributions, paid by both the employer and employee, are based on a percentage of the gross salary, profit, or revenue.<br><br>Because this levy varies among employers, the PeopleSoft system does not provide an element to manage it. The system does, however, offer two elements that contain sample contributions, indicating rates and funding bases.<br><br>You can activate these elements and adapt them for your own use. It is your responsibility to maintain these elements. |

## Headcount Limits and Rates

Some levy rates are based on the headcount of the organization.

The system calculates the headcount of an organization after the payroll process. The headcount results are used during payroll processing for the following month. Therefore, the headcount might be inaccurate for the current month and you might have to override the value.

For example, during the month of May, you might have eight payees and then hire four payees in June. The system uses the headcount calculated in May to determine whether your organization is eligible for specific contributions (for example, the Levy on Contingency contributions paid by organizations with more than 10 payees). Then, in June, the system does not trigger the Levy on Contingency contributions even though this contribution should be triggered. The best solution in such a case is to override the variable that stores the headcount. This variable is GEN VR EFFECTIF SO; you can override it at the pay entity or pay group level.

**Note.** PeopleSoft strongly recommends that you define your pay entity to be equal to your organization.

## Organizations Not Liable for a Levy

Each levy rate for organizations with fewer than nine payees is stored as a rate that is used by all organizations. If your organization is not liable for a particular levy, you can override the GEN VR EFFECTIF SO variable if the levies depending on headcount will not be triggered correctly.

**Note.** Modifying GEN VR EFFECTIF SO affects all contributions (and possibly some other elements) that use headcount.

PeopleSoft strongly recommends that you define your pay entity to be equal to your organization.

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### Transportation Levy

The transportation rate is stored at the establishment level. Because the payroll process does not manage the headcount at the establishment level, you must manage whether the levy is due. Record a rate if the levy is due or record a rate equal to 0 if it is not due.

If a payee is an itinerant worker with a transportation rate that is different from the rate applied to the establishment to which the payee is linked, override the rate at the payee level.

**Note.** Update the rates at the establishment level.

### DUCS Considerations

The following levies appear on the URSSAF report and their DUCS codes and descriptions are as follows:

- Transportation.
- Eight percent on employers' contribution to contingency funds.
- CSG taxable, nontaxable, and CRDS.

### See Also

Chapter 7, "Defining ARRCO, AGIRC, and Contingency Fund Contributions," page 113

Chapter 5, "Defining URSSAF Contributions," page 85

Chapter 27, "Counting Employees," page 443

Chapter 26, "Generating DUCS," page 437

## Steps to View and Adjust Ceilings and Rates for Levies

In Global Payroll for France, you can view and update contribution rate percentages for levies as the government issues new rates. You can also update and maintain ceiling information for the tax on salaries as the government issues new rules.

To view and update rates and ceilings:

1. View variables containing the rates for levies on the Rates and Elements page.
2. View the ceiling limits used to calculate the funding bases the tax on salaries levy on the Limits page.
3. View and if necessary adjust the monetary values of the ceilings for the tax on salaries levy on the Ceilings page.
4. View and if necessary adjust the contribution percentage rates of each category of levies on the pages of the Levy Rates FRA component.

**Note.** PeopleSoft maintains the rates and ceilings for levies. However, you can adjust the rates and ceilings manually through the application pages when there are statutory changes. You do not have to wait for PeopleSoft updates. If you manually adjust rates, you still need to evaluate the PeopleSoft updates to determine if you want to keep your changes or apply the delivered values.

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### See Also

Chapter 3, “Setting Up Country Data,” Reviewing and Updating Contribution Rates and Limits, page 28

# Establishing Levy Rates

To establish levy rates, use the Levy Rates FRA (GPFR_TAX_RATES) component.

This section discusses how to:

- Establish levy rates for levies on contingency funds and professional training.
- Establish levy rates for apprenticeship, participation of the construction effort, CSG, and CRDS levels.
- Establish levy rates on salaries.

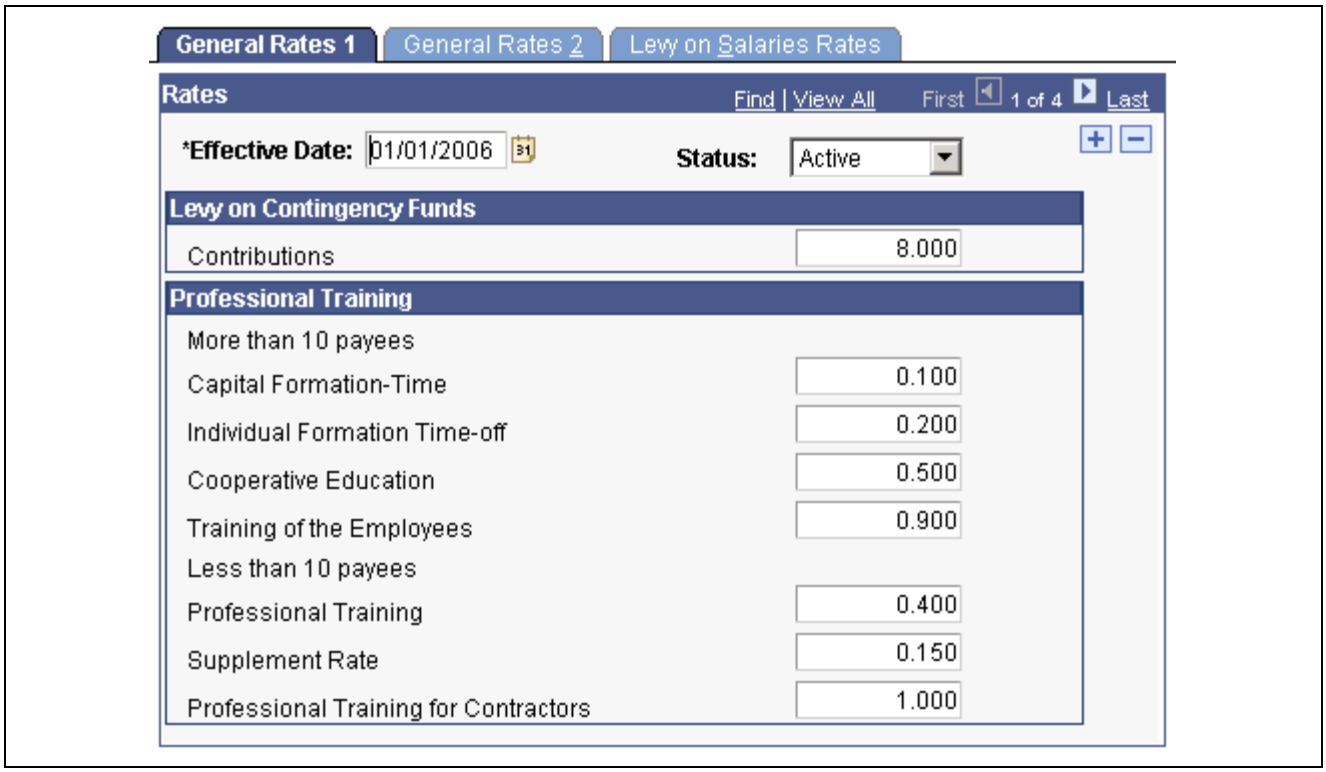
## Pages Used to Establish Levy Rates

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| General Rates 1 | GPFR_TAX_RATES | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Addl Rates, Ceilings, Values, Levy Rates FRA, General Rates 1 | Establish the rates for levies on contingency funds and professional training. |
| General Rates 2 | GPFR_TAX_RATES2 | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Additional Rates, Ceilings, Values, Levy Rates FRA, General Rates 2 | Establish the levy rates for the Apprenticeship, Participation of the Construction Effort, CSG, and CRDS levies. |
| Levy on Salaries Rates | GPFR_TAX_RATES3 | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Additional Rates, Ceilings, Values, Levy Rates FRA, Levy on Salaries Rates | Establish the levy tax rate on salaries for organizations that do not pay VAT or pay VAT on only less than 10 percent of sales (such as banks and insurers). |

## Establishing Levy Rates for Levies on Contingency Funds and Professional Training

Access the General Rates 1 page.

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General Rates 1 page

The Contingency levy is paid only by organizations with more than 10 payees.

There are two sets of contribution rates for the various training funds: one is for organizations with more than 10 payees and the other is for organizations with fewer than 10 payees.

The Professional Training for Contractors levy is for all organizations that employ contractors, regardless of the number of payees in the organization.

---

**Note.** The PeopleSoft system provides these rates.

---

**Levy on Contingency Funds** Displays the employer's contribution levy on Contingency funds. The amount is based on the employer's contribution to optional contingency funds. The levy applies only to organizations with more than 10 payees. If an organization has some optional contingency fund contributions, it must update the funding base on the Levy on Contingency fund. It is the employer's responsibility to include these contributions in the base for calculating the contingency levy. These contributions are added to the accumulator used by this levy (the TAX AC BAS PREV SG accumulator).

## Professional Training

**More than 10 Payees** Displays the levy for organizations with more than 10 payees. This levy is divided among four contributions used for varying purposes in the following fields: Capital Formation-Time, Individual Formation Time-off, Cooperative Education, and Training of the Employees.

**Less than 10 payees** Displays the levy for organizations with fewer than 10 payees. The employer pays a mandatory levy for professional training and a supplement rate.

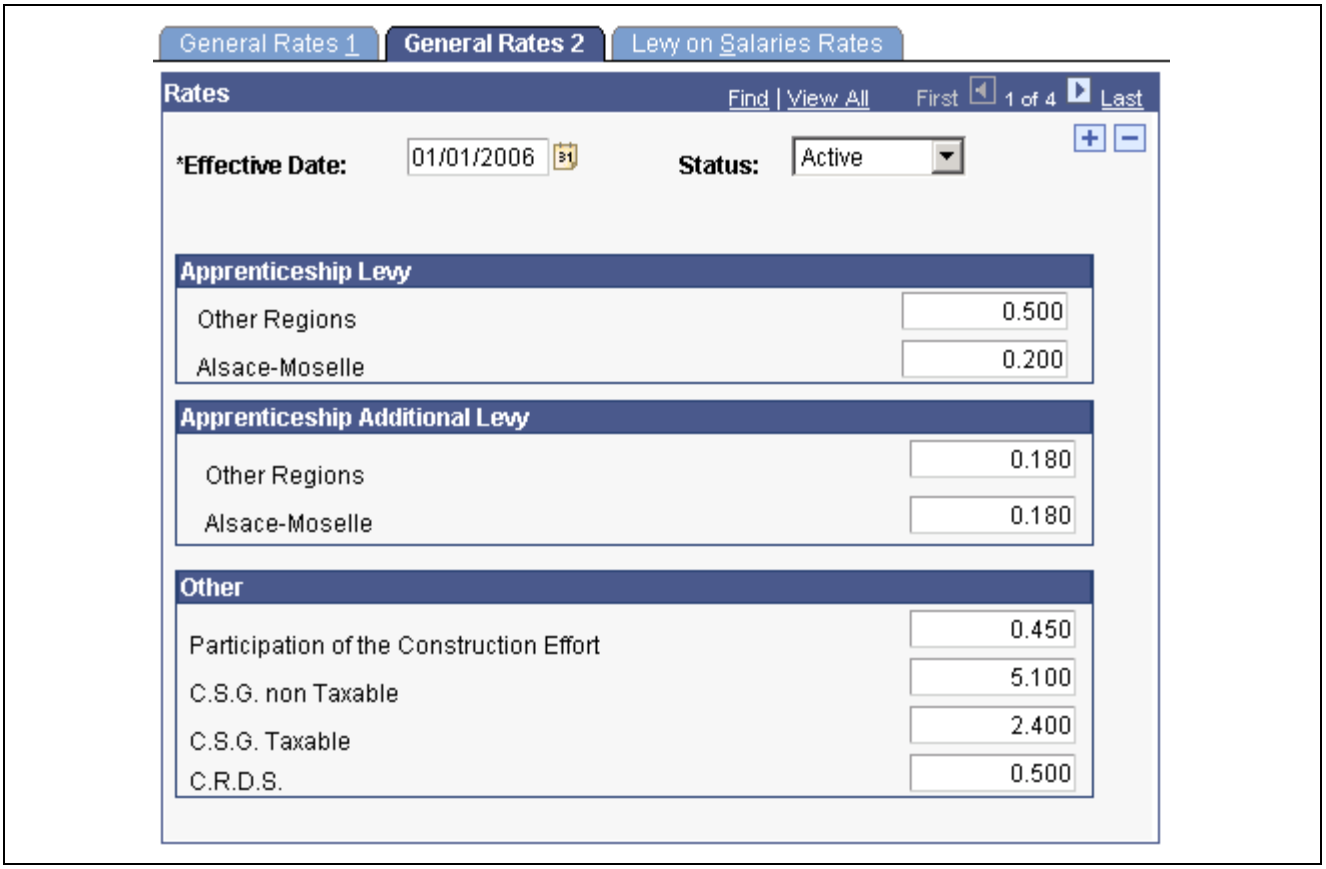

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**Professional Training for Contractors** Displays the levy that is paid by organizations employing contractors, regardless of the size of the organization.

**Note.** Remember to add the correct contingency funds deduction elements to the base accumulator used by the contingency funds levy.

# Establishing Levy Rates for Apprenticeship, Participation of the Construction Effort, CSG, and CRDS Levels

Access the General Rates 2 page.




General Rates 2 page

## Apprenticeship Levy

This group box displays the contribution that an employer pays for financing apprenticeships. The rate for the apprenticeship levy depends on the postal code of the establishment to which the payee is linked.

**Other Regions** Displays the rate that applies to all regions, except Alsace-Moselle.

**Alsace-Moselle** Displays the apprenticeship levy for the Alsace-Moselle region.

## Apprenticeship Additional Levy

This group box displays the additional contribution than an employer pays for financing the apprenticeships. The rate is determined by the government. Currently the rate is identical for all regions.

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| | |
|---|---|
| **Other Regions** | Displays the rate that applies to all regions, except Alsace-Moselle. |
| **Alsace-Moselle** | Displays the apprenticeship levy for the Alsace-Moselle region. |

### Other

This group box lists the remaining levies. CSG levies are paid by all payees to finance social security and retirement funds. The payee pays the CSG levies and the CRDS levy. The funding base for the CSG and CRDS levies consists of the gross salary, the employer's contribution to the contingency fund, and departure or modification allowances that exceed a predefined amount.

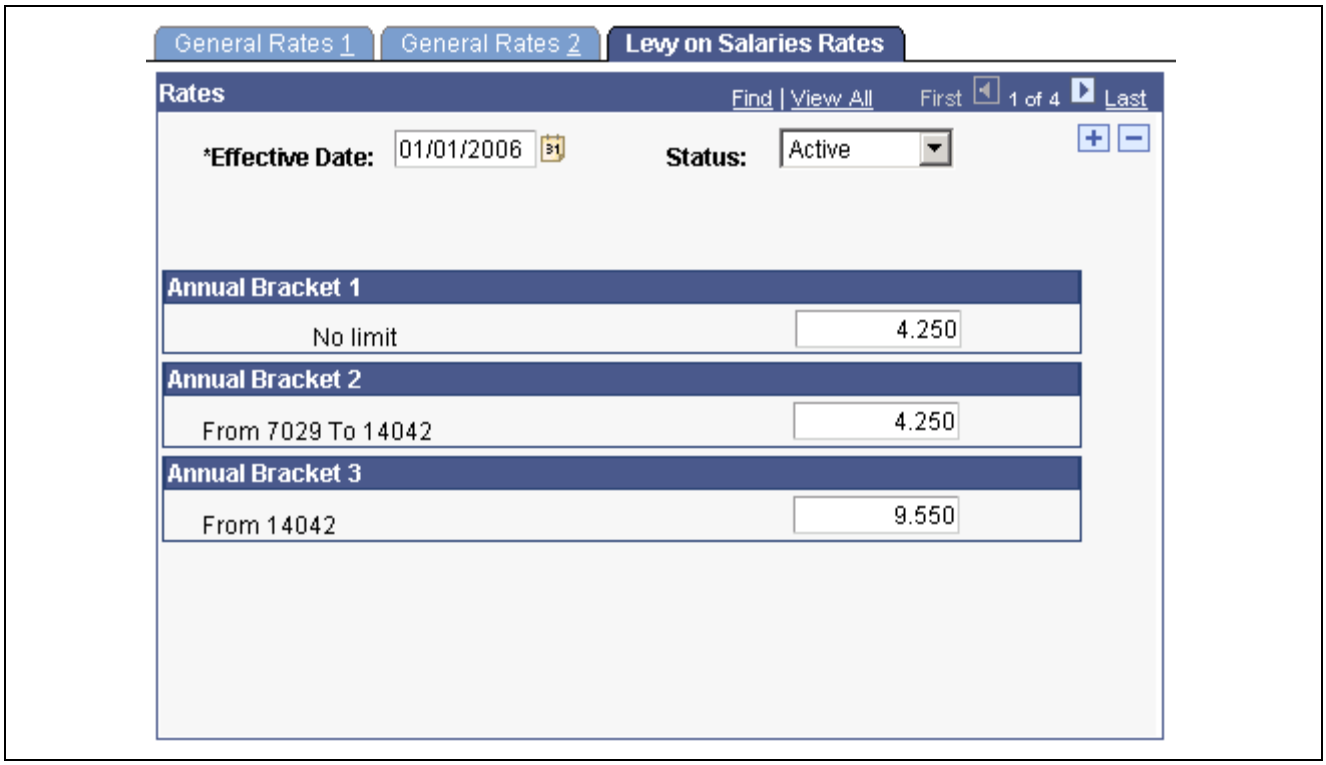
| | |
|---|---|
| **Participation of the Construction Effort** | Displays the rate for the Participation of the Construction Effort levy. This levy is paid by the employer based on a percentage of the gross funding base. |
| **C.S.G. non Taxable** | Displays the rate for the portion of the CSG levy that is exempt from tax. |
| **C.S.G Taxable** | Displays the rate for the portion of the levy that is taxable. |
| **C.R.D.S.** | Display the rate for the CRDS levy that is paid by payees. |

### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Defining Data Retrieval Elements," Defining Bracket Elements

## Establishing Levy Rates on Salaries

Access the Levy on Salaries Rates page.




Levy on Salaries Rates page


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The funding base for this levy is the gross salary and employer contributions to retirement and contingency funds, where applicable. There may also be a deduction for organizations that partially pay VAT. Those employer contributions to retirement and contingency funds greater than the tax limits of 19 percent and 3 percent are included in the levy on the salary funding base.

There are three rates of contribution to this levy. The rates are expressed as a percentage of the funding base. The monetary amount ranges and limits appear to the left of the rate.

**Annual Bracket 1** Displays the rate for the salary levy for earnings within annual bracket 1.

**Annual Bracket 2** Displays the rate for the salary levy for earnings within annual bracket 2.

**Annual Bracket 3** Displays the rate for the salary levy for earnings within annual bracket 3.

### See Also

Chapter 7, "Defining ARRCO, AGIRC, and Contingency Fund Contributions," Tax and Limits, page 115

## Special VAT-Exempt Element Group

A special element group (TAX EG TAXSAL) indicates which organizations are exempt from VAT contributions and are therefore liable to pay the salary levy.

# Reviewing Delivered Levy Deductions

The deductions for levies are delivered with the PeopleSoft system, but it is the organization's responsibility to maintain them. This table lists the delivered deductions for levy processing:

| Deduction | Description | Generation Control |
|---|---|---|
| TAX 8% PREV | The 8 percent contingency funds tax. | TAX GC 8%PREV |
| TAX APPR ADD | Additional tax for apprenticeship. | TAX GC STG EXCL |
| TAX APPRENTI | Tax for apprenticeship (all institutions). | TAX GC STG EXCL |
| TAX BGT CD E | Works council tax (employer). | None. |
| TAX BGT CE S | Works council tax (payee). | None. |
| TAX CONSTRUC | Tax on construction. | TAX GC CONSTR |
| TAX CGFORIND | Individual education tax. | TAX GC FORM |
| TAX CRDS | CRDS tax. | TAX GC CSG CRDS |

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| Deduction | Description | Generation Control |
|---|---|---|
| TAX CSG IMPO | Taxable CSG tax. | TAX GC CSG CRDS |
| TAX CSG NIMP | Nontaxable CSG tax. | TAX GC CSG CRDS |
| TAX FOCAPTEM | Capital education tax | TAX GC FORM |
| TAX FORALTER | Sandwich course tax. | TAX GC FORM |
| TAX FORMCDD | CDD education tax. | TAX GC FORMCDD |
| TAX FORMSAL | Employee education tax. | TAX GC STG EXCL |
| TAX FORMSUPL | Additional education tax. | TAX GC FORMSUP |
| TAX SALAIRE1 | Salary tax on bracket 1. | TAX GC SALAIRE |
| TAX SALAIRE2 | Salary tax on bracket 2. | TAX GC SALAIRE |
| TAX SALAIRE3 | Salary tax on bracket 3. | TAX GC SALAIRE |
| TAX TRANSPOR | Tax on transportation. | TAX GC TRANSPORT |
| TAX TRANS AD | Additional transportation tax contribution. | TAX GC TRANSP ADDI |

**Note.** The PeopleSoft system provides a query that you can run to view the names of all delivered elements that are designed for France. 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"


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# CHAPTER 9

# Setting Up DUCS and DADS Reporting

This chapter provides overviews of *Déclaration Unifiée des Cotisations Sociales* (DUCS) reporting, *Déclaration Automatisée des Données Sociales* (DADS) reporting, Global Payroll rules for DADS, and DADS data structures, and discusses how to:

- Set up DUCS information.
- Set up DADS extraction.

---

**Note.** The DUCS and DADS data norms change frequently. The sample DUCS and DADS data structures and records in this PeopleBook are valid as of late 2006. They may be superseded by future updates to the DUCS and DADS data norms.

---

## Understanding DUCS Reporting

Global Payroll for France enables you to create files following the DUCS norm (V4.2 COPLAT) for submitting social security contribution information to government agencies. With Global Payroll for France, you can generate the following reports, declarations, and payments:

- URSSAF monthly, quarterly, and yearly declarations—*Tableau Récaptiulatif des Cotisations* (TRC)—including *Versement en Lieu Unique* (VLU).
- ASSEDIC monthly, quarterly, and yearly declarations—*Bordereau de Déclaration Annuelle* (BDA)—including *Paiement Groupe* (PG).
- ARRCO and AGIRC monthly, quarterly, and annual reports.
- Electronic payments for each declaration.

Rather than having each establishment declare and pay its contributions to the URSSAF offices in each of its locations, a company can arrange to file the VLU. That way, a company can submit one report to the URSSAF office near its headquarters, on behalf of its establishments. Similarly, a company can arrange to file PG with ASSEDIC.

---

**Note.** To conform with the DUCS norm, these declarations are submitted in electronic files—with the exception of the annual BDA and TRC, which are paper reports.

---

### See Also

Chapter 7, “Defining ARRCO, AGIRC, and Contingency Fund Contributions,” page 113

Chapter 5, “Defining URSSAF Contributions,” page 85

Chapter 6, “Defining ASSEDIC Contributions,” page 105

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## Understanding Global Payroll Rules for DUCS

The DUCS extraction is based on amounts calculated in Global Payroll. At the end of the payroll calculation process, the REP AR DU COTI array reads the DUCS contributions setup information and runs the REP FM DU COTI formula for each contribution included in the DUCS contributions setup information. Upon resolution, it writes the data to the REP WA DU COTI writable array. This data is used in the DUCS extraction that uses the GPFR_DUCS_WA1 record.

You can populate some elements stored in the writable arrays with some specific values you calculate or to override some elements populated by the PeopleSoft system. To modify the results stored in the REP WA DU COTI writable array, two formulas are called by the REP FM DU COTI formula. These formulas—which are delivered with the PeopleSoft system but not maintained by it—are:

- REP FM DU UTI 1 R.

  It is defined as *Always Recalculate*. It's recalculated for each contribution processed by the REP AR DU COTI array.

- REP FM DU UTI 2 NR.

  It is defined as *Not Recalculate*. It's only calculated for the first contribution processed by the array.

These formulas can be adapted to meet your needs.

# Understanding DADS Reporting

The PeopleSoft system provides the means for preparing DADS. DADS setup is based on the rules delivered in Global Payroll for France and following the Unified DADS (DADS-U) norm, and it can be modified to fit your particular needs.

The DADS-U norm is accepted by most French organizations accredited to receive the DADS declaration. It replaced the other existing DADS-TDS and DADS-CRC norms of declaration for the 2005 declarations (effective on January 31, 2006).

The different DADS-U partners include the social security organizations (such as ACOSS, CNAV, and CRAM), the tax services (DGI), the INSEE, the unemployment organizations (UNEDIC and ASSEDIC), and the majority of retirement funds (AGIRC and ARRCO organizations), as well as the contingency funds. Unlike the DADS-TDS, there is no mandatory membership needed for DADS-U.

To obtain information regarding the DADS-U norm and the particular data to declare, contact your CRAM organization, retirement fund organization, contingency fund organization, or TDS center before declaring your DADS-U.

CNAV and Net-Entreprises provide Web sites that can pre-validate DADS-U files. Contact these organization for additional information. Depending on the receiving organization, DADS-U files can be sent on a CD-ROM, floppy disk, or magnetic tape, or they can be electronically transmitted over the internet.

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# Understanding Global Payroll Rules for DADS

The amounts to be declared in the DADS file must be stored in Global Payroll results. Some elements—those beginning with the prefix DAS—have been created for the DADS (for example, DAS VR BASE TAX SAL1) and are stored in the payroll results. Some elements, already present in the payroll results, are declared in the DADS, for example, URS FM BASE A, which retrieves the URSSAF funding base limited to the A ceiling. The structure definition of these elements links them to DADS records.

Some DADS-related elements must be identified in the report by a particular code, with a declared amount related to the code. These elements can be repeated in the report with different codes and values. For example, the record S41.G01.02.001 indicates the code of the specific gross funding base and the record S41.G01.02.002 indicates the amount of this specific gross funding base. Therefore, these two records are related. Several specific gross funding bases and amounts can be declared for the same employee and for the same period. For managing such cases, the PeopleSoft system provides accumulators that have the codes as user keys and the amounts as the accumulators' values. In the preceding example, you can use the accumulator DAS AC BASE BRT SPE. The user keys of this accumulator are COMPANY and the variable is DAS VR CD BASE SPE. The member of this accumulator is the variable DAS VR BASE SPE. In the payroll calculation, the system determines the specific gross funding bases and then populates the key and the member of the accumulator. The same task is repeated for each specific gross funding base to declare.

The same logic is used by the elements listed in this table:

| Element | Description | DADS Structure |
|---|---|---|
| DAS AC BASE BR EXO | Gross submitted to exemptions. | S41.G01.06 |
| DAS AC BASE BRT SP | Specific gross funding base. | S41.G01.02 |
| DAS AC BASE PL EXO | Exempted gross limited to a ceiling. | S41.G01.06 |
| DAS AC BASE PLF SP | Specific gross funding base limited to a ceiling. | S41.G01.03 |
| DAS AC CSG SPECIF | Specific CSG funding base.<br>The accumulator DAS AC CSG SPECIF is not populated by the PeopleSoft system. You can populate it by using the same logic described previously: update the user keys and then the accumulator member. | S41.G01.05 |

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| Element | Description | DADS Structure |
|---|---|---|
| DAS AC RETR COMP** | Supplementary pension fund information.<br>The accumulator DAS AC RETR COMP is populated in the formula DAS FM GENERAL, which is maintained by the PeopleSoft system. | S41.G01.01 |
| DAS AC SI BRUTES | Gross isolated amounts (three user keys for this accumulator). | S41.G01.04 |
| DAS AC SI PLAFONNE | Isolated amounts limited to a ceiling (three user keys for this accumulator). | S41.G01.04 |

You can update the provided Not Maintained formulas to populate these accumulators in situations not managed by the PeopleSoft system. This table lists the formulas to populate these accumulators that are delivered with the PeopleSoft system but not maintained:

| PeopleSoft Formula | Customer Formula | Function |
|---|---|---|
| DAS FM BASE EXO | DAS FM BASE EX UTI | Used to update the accumulators DAS AC BASE BR EXO and DAS AC BASE PL EXO. |
| DAS FM BASE PL SPE | DAS FM BASE PL UTI | Used to update the accumulator DAS AC BASE PLF SP. |
| DAS FM BASE SPECIF | DAS FM BASE SP UTI | Used to update the accumulator DAS AC BASE BRT SP. |
| DAS FM SOMMES ISOL | DAS FM SOM ISO UTI | Used to update the accumulators DAS AC SI BRUTES and DAS AC SI PLAFONNE. |


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**Important!** Because the elements declared (variables, formulas, and accumulators) are read in the payroll results, it is important to set up these essential elements during implementation, before Global Payroll for France is used in a production environment. Some elements may already exist in the payroll calculation; you then only need to modify their store option in order to retrieve them in the DADS extraction. Some specific elements may need to be specifically created to be stored and declared in the DADS.

Once the payroll elements have been created or stored, you then link them to the DADS-U records on the Structure Definition page. This step must be performed before the first DADS extraction. The payroll elements that can be used in the DADS records setup are variables, formulas, accumulators (values and keys) and system elements; earnings and deductions can't be used directly in the DADS setup. It is necessary to use to intermediate elements specifically dedicated to the DADS to declare Earnings or Deductions in the DADS file.

## Writable Arrays Used to Support DADS

Two writable arrays are delivered by PeopleSoft: DAS WA SITUAT S41 and DAS WA SITUAT S45.

### DAS WA SITUAT S41

This writable array is used for determining the changes in S41 situations. The S41 situations in the DADS file correspond to periods of time during which the employee parameters remain identical. For each payroll segment calculated, an entry is created in the WA record. If a value stored in the writable array changes from one segment to the next, it may cause a change of situation in the DADS declaration.

### DAS WA SITUAT S45

This writable array is used to prepare the declarations for contingency funds. The values stored in the array are used to populate the S45.G01.01 records. The writable array is populated based on the mandatory contingency contributions calculated for Executive and Acting Executive. For specific contingency contributions implemented by customers, the logic implemented for the mandatory contributions must also be implemented. The different elements stored in the writable array must be populated based on the contingency contributions parameter. Once these elements are populated, DAS WA SITUAT S45 must be called in order to store the information for the later extraction. Users must ensure that this array is called for each contingency fund to be declared for one employee. This can be set up by using a post-process formula that calls DAS WA SITUAT S45 in the definition of the contingency contributions or by inserting the writable array in a section, after each contingency contribution.

# Understanding DADS Data Structures

The PeopleSoft system provides all the structures and records included in the DADS-U requirement book. Some of these structures or records apply to unsupported industries or rules; they are defined as inactive. The inactive records (included in active structures) can be modified and declared depending on the setup that you create to populate them. The population of the records depends on several data sources. Some are directly computed by the DADS processes, while some others come from the Global Payroll Results table.

DADS structures are identified by a 3.3.2 character code; for example, S10.G01.00. The DADS file contains the following Active structures provided by the PeopleSoft system based on the V08R000 norm:

*S10.G01.00* and *S10.G01.01:* Transmitter—the organization that transmits the declaration. It can be different from the company being declared. This structure is populated on the DADS Sending References page and on the DADS Reporting Establishment page.

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*S20.G01.00:* Company—the company for which the declaration is done. This structure is populated on the Sending Reference page.

*S30.G01.00:* Payee's Identification—groups some general information about the employee.

*S41.G01.00* to *S41.G01.06,* and Employee Situation—groups some professional information and paid salaries by homogeneous period. For example, if an employee changes categories from nonmanager to manager during the declared period, two different structure 41s are created for the employee with the declaration of the begin and end date and begin and end reason for each structure 41.

*S41.G02.01* Labor Board Relation election. This structure is used for preparing the list of electors for the Labor Board Relation elections *Elections Prud'homales*.

*S44.G01.00* Supplementary Information—related to the ARRCO and AGIRC for one activity period defined in structure 41.

*S45.G01.00*and *S45.G01.01,* Supplementary Information—related to contingency funds for one activity period defined in structure 41.

*S46.G01.00*and *S46.G01.01,* Work Leave—used for the declaring illness, maternity, paternity, or work accident leave occurring during the declared period.

*S70.G01.00* and *S70.G01.01:* Fees—used for the declaring fees. This structure must be populated manually by using the update process.

*S80.G01.00:* Establishments—INSEE identification of establishments.

*S90.G01.00:* Totals—computed totals and information used for statistics and controls.

# Setting Up DUCS Information

To set up DUCS information, use the DUCS Definitions FRA (GPFR_DUCS), DUCS Contacts FRA (GPFR_DUCS_CONTACT), DUCS Contributions FRA (GPFR_DUCS_COT), DUCS Override Rates FRA (GPFR_DUCS_OVR_RATE), DUCS Types FRA (GPFR_DUCS_PARAM0), and DUCS Parameters FRA (GPFR_DUCS_PARAM1) components.

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

- Review declaration codes for DUCS types.
- Review identifier qualification parameters.
- Review declaration type parameters for DUCS types.
- Review contribution family parameters.
- Review amount contribution type parameters.
- Review pay mode, bank account, and reference type parameters.
- View contribution specifics.
- Map address fields.
- Record DUCS contacts.
- Enter address and phone information for DUCS contacts.
- Define the DUCS structure.

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- Override DUCS rates.

## Understanding DUCS Setup

Create a DUCS file by running a batch program, in which the system searches and compiles relevant data, writes it to a specific table, and then creates a magnetic file and a control report. If needed, you can change the payment before posting the file.

There are three kinds of setup:

- Basic setup.

  For this setup, you use the delivered DUCS Types page and the DUCS Parameters component as follows:

  - Define each DUCS type on the DUCS Types page.
  - Define DUCS parameters in the DUCS Parameters component.

- Contributions setup.

  The DUCS Contributions page shows which elements are calculated during the payroll process and then applied to the writable array. The table created contains the elements needed for each payee and segment. The PeopleSoft system comes with this component, but you must update it in the PeopleSoft-delivered deductions setup if you make any additions.

- Organization setup.

  This setup involves the DUCS Contacts component and the DUCS Definition page. The PeopleSoft system does not provide this data because it depends on the organization of each company.

  - Define all DUCS contacts, recipients, transmitters, informants, editors, and establishments in the DUCS Contacts component.
  - Assign these contacts their specific roles on the DUCS Definition page.

    This is where the report information is connected with the transmission and banking information. Transmission of payment is done using the source bank information that you establish in the system.

## Pages Used to Set Up DUCS Information

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| DUCS Types | GPFR_DUCS_PARAM0 | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, DUCS Types FRA, DUCS Types | View declaration codes for each DUCS type in the system and establish new ones. Reference these DUCS types when preparing and generating DUCS files. The information on this page is delivered and maintained by the PeopleSoft system. |
| Identifier Code | GPFR_DUCS_PARAM1 | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, DUCS Parameters FRA, Identifier Code | View the parameters of the identifier qualification code used in the Contact table. The information on this page is delivered and maintained by the PeopleSoft system. |

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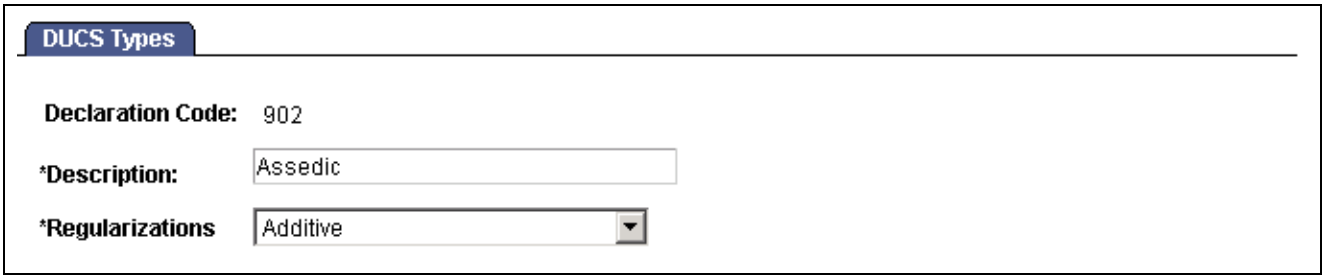
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Declaration Type | GPFR_DUCS_PARAM2 | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, DUCS Parameters FRA, Declaration Type | Set declaration type parameters for each DUCS type. The information on this page is delivered and maintained by the PeopleSoft system. |
| Contributions | GPFR_DUCS_PARAM3 | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, DUCS Parameters FRA, Contributions | Set parameters for the contribution family. The information on this page is delivered and maintained by the PeopleSoft system. |
| Amounts Types | GPFR_DUCS_PARAM4 | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, DUCS Parameters FRA, Amounts Types | Set the parameters for the amount contribution type. The information on this page is delivered and maintained by the PeopleSoft system. |
| Pay Informations | GPFR_DUCS_PARAM5 | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, DUCS Parameters FRA, Pay Informations | Set the parameters for pay mode, bank account, and reference type. The information on this page is delivered and maintained by the PeopleSoft system. |
| DUCS Contributions | GPFR_DUCS_COT | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, DUCS Contributions FRA, DUCS Contributions | View the contribution specifics for each recipient: URSSAF, ASSEDIC, and AGIRC or ARRCO. The PeopleSoft system provides contribution information for these contribution families. If you create or remove contributions to the payroll calculation, you need to modify the DUCS contribution setup. This page does not apply to contingency contributions. |
| Contact Definition | GPFR_DUCS_CONTACT | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, DUCS Contacts FRA, Contact Definition | Record the list of contacts for DUCS. Specify the role of these contacts on the DUCS Definition page. |
| Address and Phone | GPFR_DUCS_CONTACT1 | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, DUCS Contacts FRA, Address and Phone | Enter address and phone information for DUCS contacts. |


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| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| DUCS Definition | GPFR_DUCS | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, DUCS Definitions FRA, DUCS Definition | Define how establishments are used in creating DUCS. |
| Override DUCS Rates | GPFR_DUCS_OVR_RATE | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, DUCS Override Rates FRA, Override DUCS Rate | Override a DUCS rate. |

## Reviewing Declaration Codes for DUCS Types

Access the DUCS Types page.




DUCS Types page

**Declaration Code** Displays the declaration code. Valid values are *901* for URSSAF, *902* for ASSEDIC, and *903* for AGIRC and ARRCO.

**Description** Displays the description associated with the declaration code.

**Regularizations** Select the type of method to use for retroactive changes. Values are:

*Additive*: The regularization amount is added to the current declaration period. The retroactively recalculated period is not changed.

*Rectificative*: The regularization amount is declared in a separate record in the DUCS‘declaration..

---

**Note.** The regularization method to be used is defined by each organization. You must contact the organizations receiving these declarations to determine which method to use. The rectificative declaration is only available with DUCS norm 4.2.

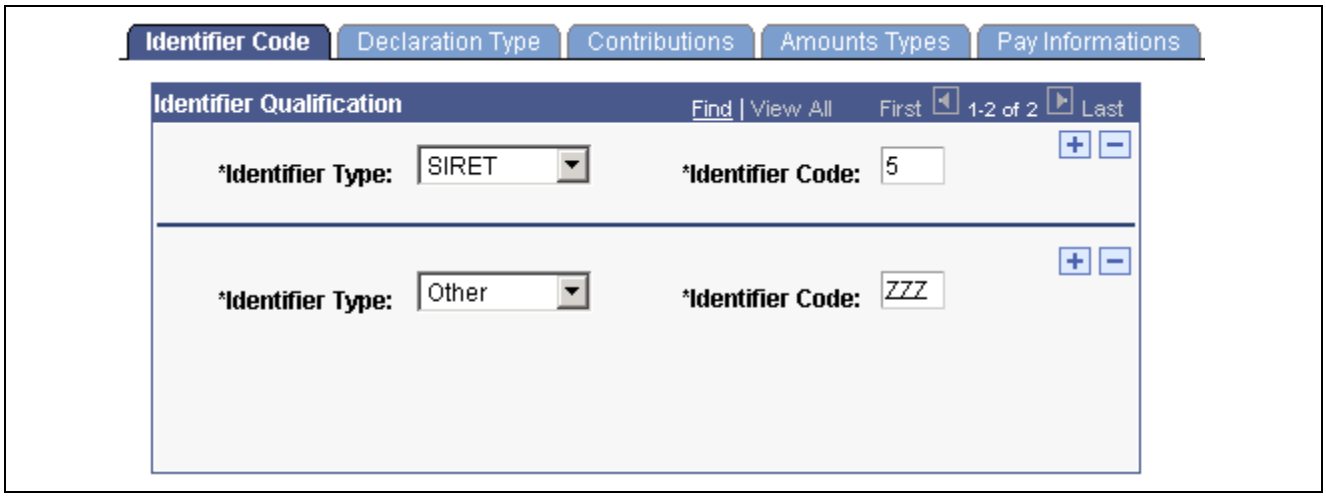
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See Chapter 16, “Understanding Retroactive Processing,” page 257.

## Reviewing Identifier Qualification Parameters

Access the DUCS Parameters FRA - Identifier Code page.

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DUCS Parameters FRA - Identifier Code page

### Identifier Qualification

**Identifier Type** Displays the identifier types:

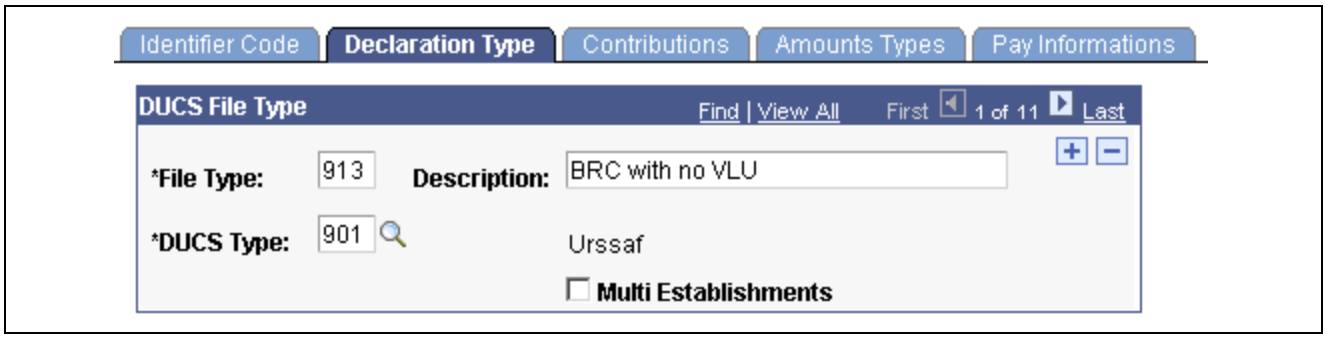
*SIRET:* References a previously set up establishment.

*Other:* References any other legal entity.

**Identifier Code** Displays the identifier code: *5* for SIRET, and *ZZZ* for other.

## Reviewing Declaration Type Parameters for DUCS Types

Access the DUCS Parameters FRA - Declaration Type page.




DUCS Parameters FRA - Declaration Type page

### DUCS File Type

**Multi Establishments** (multiple establishments) This option is selected if multiple establishments are allowed. This occurs for VLU filed with URSSAF and PG filed with ASSEDIC.

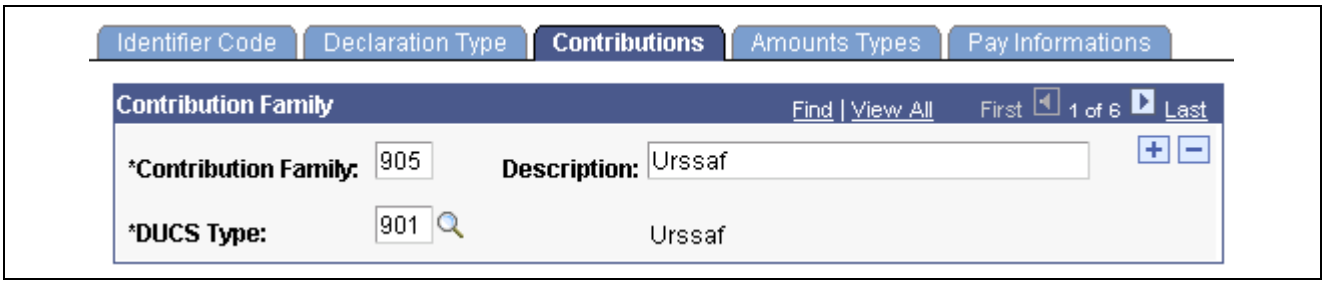
This table lists the combinations of DUCS type and file type that the PeopleSoft system provides:


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| DUCS Type | File Type | Description |
|---|---|---|
| URSSAF | 913 | BRC with no VLU |
| URSSAF | 914 | BRC with VLU |
| URSSAF | 915 | TRC with no VLU |
| URSSAF | 916 | TRC with VLU |
| ASSEDIC | 920 | ADV for one establishment |
| ASSEDIC | 921 | ADV for several establishments |
| ASSEDIC | 922 | BDA for one establishment |
| ASSEDIC | 923 | BDA for multiple establishments |
| AGIRC/ARRCO/Other | 930 | Quarterly declaration |
| AGIRC/ARRCO/Other | 931 | Monthly declaration |
| AGIRC/ARRCO/Other | 932 | Annual declaration |

## Reviewing Contribution Family Parameters

Access the DUCS Parameters FRA - Contributions page.




DUCS Parameters FRA - Contributions page

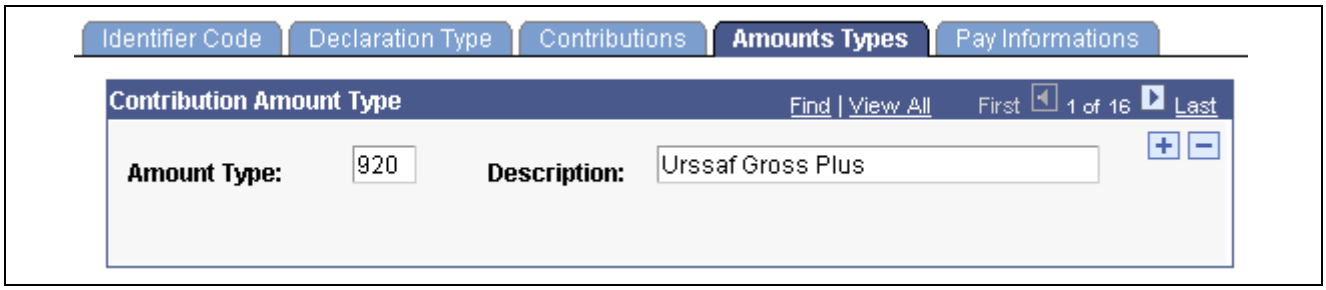
This table lists the combinations of DUCS type and Contribution Family that the PeopleSoft system provides:

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| DUCS Type | Contribution Family | Description |
|---|---|---|
| URSSAF | 905 | URSSAF |
| ASSEDIC | 906 | ASSEDIC |
| AGIRC/ARRCO/Other | 907 | AGIRC |
| AGIRC/ARRCO/Other | 908 | ARRCO |
| AGIRC/ARRCO/Other | 912 | AGFF |
| AGIRC/ARRCO/Other | 950 | APEC |

## Reviewing Amount Contribution Type Parameters

Access the DUCS Parameters FRA - Amounts Types page.




DUCS Parameters FRA - Amounts Types page

This table lists the Contribution Type values that the PeopleSoft system provides:

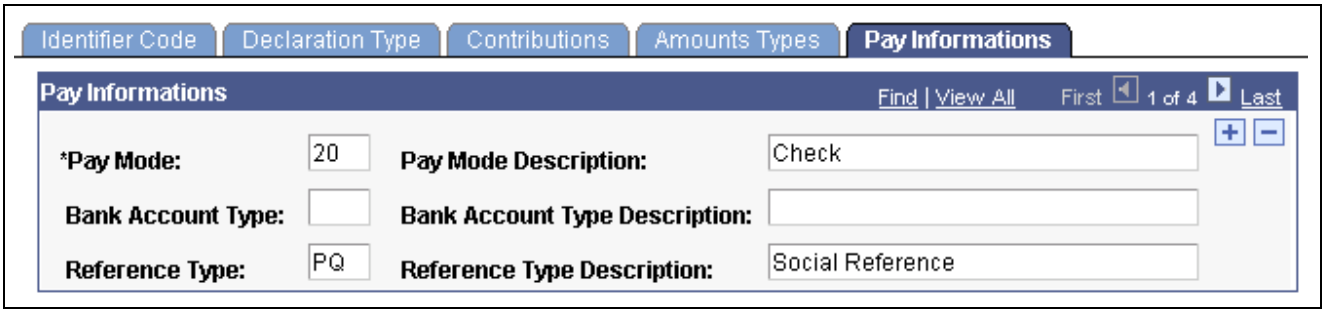
| Contribution Type | Description |
|---|---|
| 920 | URSSAF Gross |
| 921 | URSSAF A-Ceiling |
| 925 | URSSAF Gross Minus (negative value) |
| 926 | URSSAF A-Ceiling Minus (negative value) |
| 930 | ASSEDIC Gross Plus (positive value) |
| 931 | ASSEDIC Lump-Sum Plus (positive value) |


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| Contribution Type | Description |
|---|---|
| 932 | ASSEDIC Gross Minus (negative value) |
| 933 | ASSEDIC Lump-Sum Minus (negative value) |
| 940 | IRC Gross Plus (positive value) |
| 941 | IRC Plus (positive value) |
| 942 | IRC Lump-Sum Plus (positive value) |
| 948 | IRC Fictitious Plus (positive value) |
| 950 | IRC Gross Minus (negative value) |
| 951 | IRC Minus (negative value) |
| 952 | IRC Lump-Sum Minus (negative value) |
| 958 | IRC Fictitious Minus (negative value) |

## Reviewing Pay Mode, Bank Account, and Reference Type Parameters

Access the DUCS Parameters FRA - Pay Informations page.




DUCS Parameters FRA - Pay Informations page

**Pay Mode** Displays the pay mode. Valid payment descriptions are *20 (Check), 30 (Transfer), 31 (Automatic Deduction),* and *Z10 (Telepayment).*

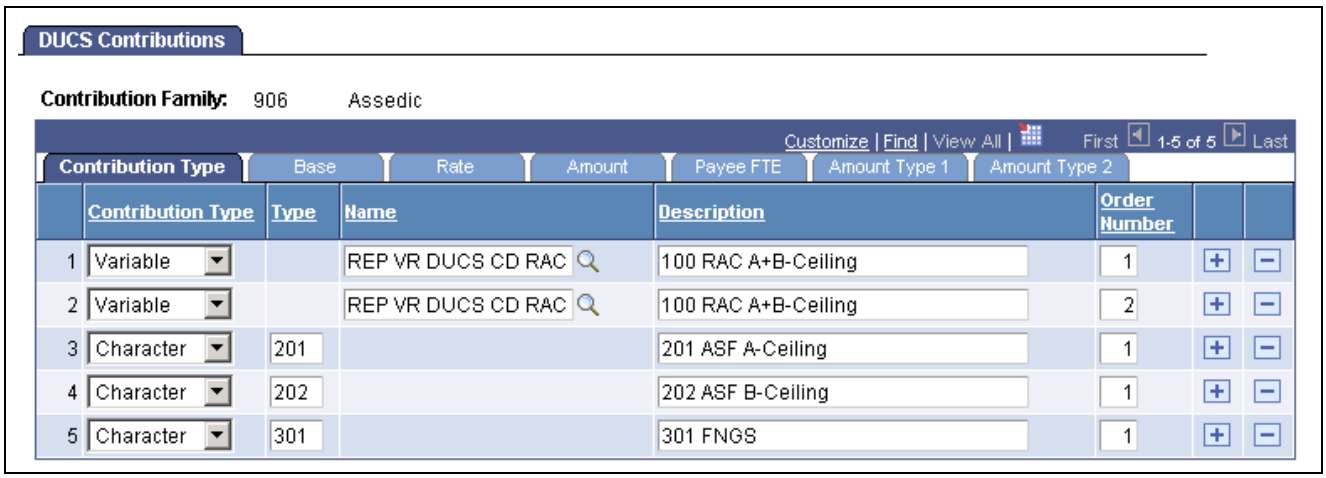
**Bank Account Type** Displays the bank account type and description. Values are: *BF (Recipient bank account)* and *OR (Declarant bank account).*

**Reference Type** Displays the reference type: *PQ* for payment by check or transfer or *CR* for payment by telepayment or automatic deduction.

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# Viewing Contribution Specifics

Access the DUCS Contributions page.




DUCS Contributions page - Contribution Type tab

## Contribution Type Tab

Displays the contribution type and order number.

**Contribution Type** Displats the type of contribution.

**Type** Displays the character value for the character contribution type.

**Name** Displays the name of the element for the contribution type.

**Description** Displays the description of the contribution type.

**Order Number** Displays the order number of the contribution type.

## Base Tab

**Base** Displays the element type used for the base. The row number corresponds to the contribution type listed on the Contribution Type tab.

**Element Name** and **Description** Displays the element used for the base and its description.

## Rate Tab

**Employee, Column Element 1,** and **Name** Displays the element and element type used for the employee contribution rate. The row number corresponds to the contribution type listed on the Contribution Type tab.

**Employer, Column Element 2,** and **Description** Displays the element and element type used for the employer contribution rate. The row number corresponds to the contribution type listed on the Contribution Type tab.

**AT, Column Element 3,** and **Description** Displays the element and element type used for the work accident. This element is used to group together URSSAF contributions for identical work accident (AT) rates. (There are several URSSAF contributions to be paid, and these contributions are grouped on the report. The sum is provided


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for contributions calculated for employees having the same AT rate.) The row number corresponds to the contribution type listed on the Contribution Type tab.

### Amount Tab

**Employee, Column Element 1,** and **Name** — Displays the element and element type used for the employee contribution amount. The row number corresponds to the contribution type listed on the Contribution Type tab.

**Employer, Column Element 2,** and **Description** — Displays the element and element type used for the employer contribution amount. The row number corresponds to the contribution type listed on the Contribution Type tab.

### Payee FTE Tab

**Payee FTE, Column Element 1,** and **Name** — Displays the element used to determine headcounts. The row number corresponds to the contribution type listed on the Contribution Type tab.

**Payee FTE, lump sum cont** (lump-sum contributions), **Column Element 2,** and **Description** — Displays the element that is used to calculate headcounts contributing to a lump-sum contribution (for example, the APEC lump-sum contribution).

**Transportation** — Select if the element is an URSSAF transportation contribution. When selected, the DUCS norm indicates that the contribution generates a TRS record instead of a COT record.

**Additional Transportation** — Select if the element is an URSSAF additional transportation contribution. When selected, the DUCS norm indicates that the contribution generates a TAT record instead of a COT record.

### Amount Type 1 Tab

**Positive** — As required, each contribution is assigned an amount type 1, as defined in the DUCS requirements. Once the total of contributions is calculated, the Positive amount type is reported in the DUCS file if this sum is positive.

**Negative** — As required, each contribution is assigned an amount type 1, as defined in the DUCS requirements. Once the total of contributions is calculated, the Negative amount type is reported in the DUCS file if this sum is negative.

### Amount Type 2 Tab

**Positive** — As required, each contribution is assigned an amount type 2, as defined in the DUCS requirements. Once the total of contributions is calculated, the Positive amount type is reported in the DUCS file if this sum is positive.

**Negative** — As required, each contribution is assigned an amount type 2, as defined in the DUCS requirements.

### See Also

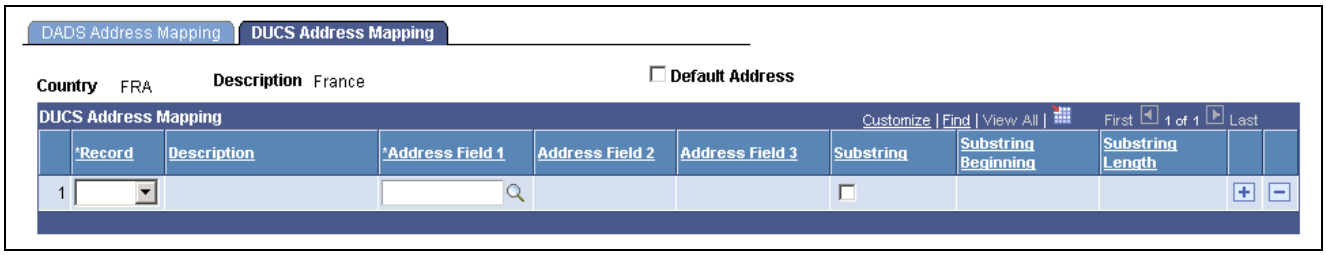
Chapter 7, “Defining ARRCO, AGIRC, and Contingency Fund Contributions,” page 113

Chapter 5, “Defining URSSAF Contributions,” page 85

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# Mapping Address Fields

Access the DUCS Address Mapping page.



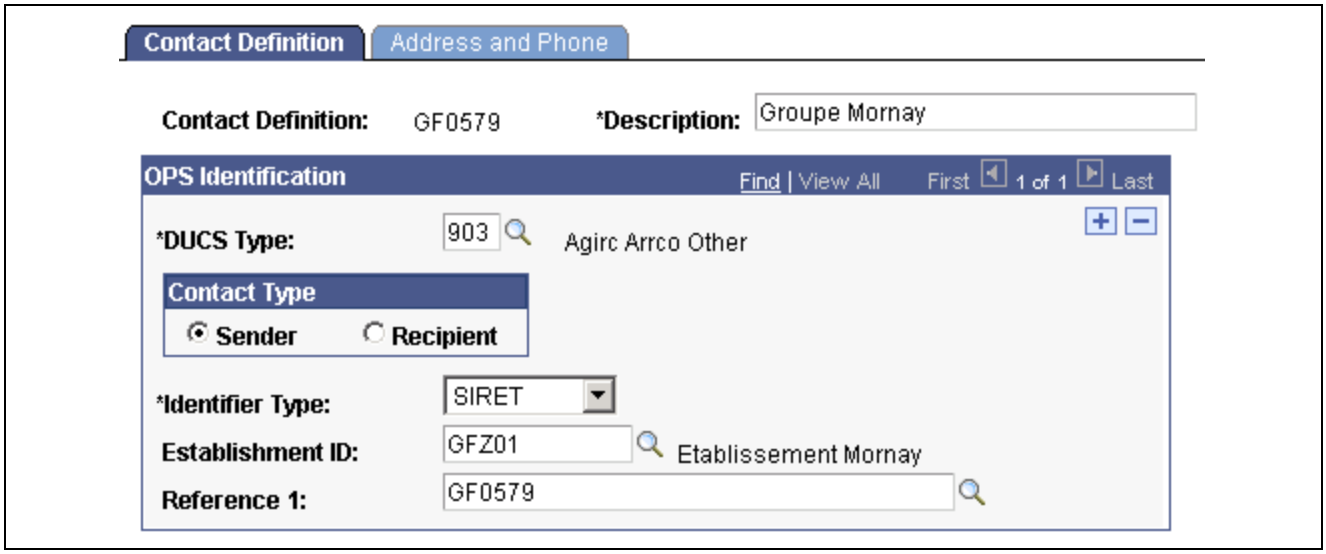

DUCS Address Mapping page

This page allows users to define a correspondence between PeopleSoft address fields and DUCS address records. This mapping is recommended to extract the INSEE code declared in transportation and additional transportation contributions for each establishment.

See Chapter 9, "Setting Up DUCS and DADS Reporting," Mapping Address Fields, page 168.

# Recording DUCS Contacts

Access the DUCS Contacts - Contact Definition page.




DUCS Contacts FRA - Contact Definition page

## OPS Identification

**DUCS Type** Select the DUCS type. Valid values are determined by what is established on the DUCS Types page.

**Identifier Type** Select *Other, SIREN,* or *SIRET.*

**Establishment ID** Enter the identification number, as requested in the DUCS requirements.

**Reference 1** Enter the reference 1, as requested in the DUCS requirements. This field is specific for ARRCO, AGIRC, or contingency fund. Enter the number communicated by your retirement and contingency fund organizations.


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### Contact Type

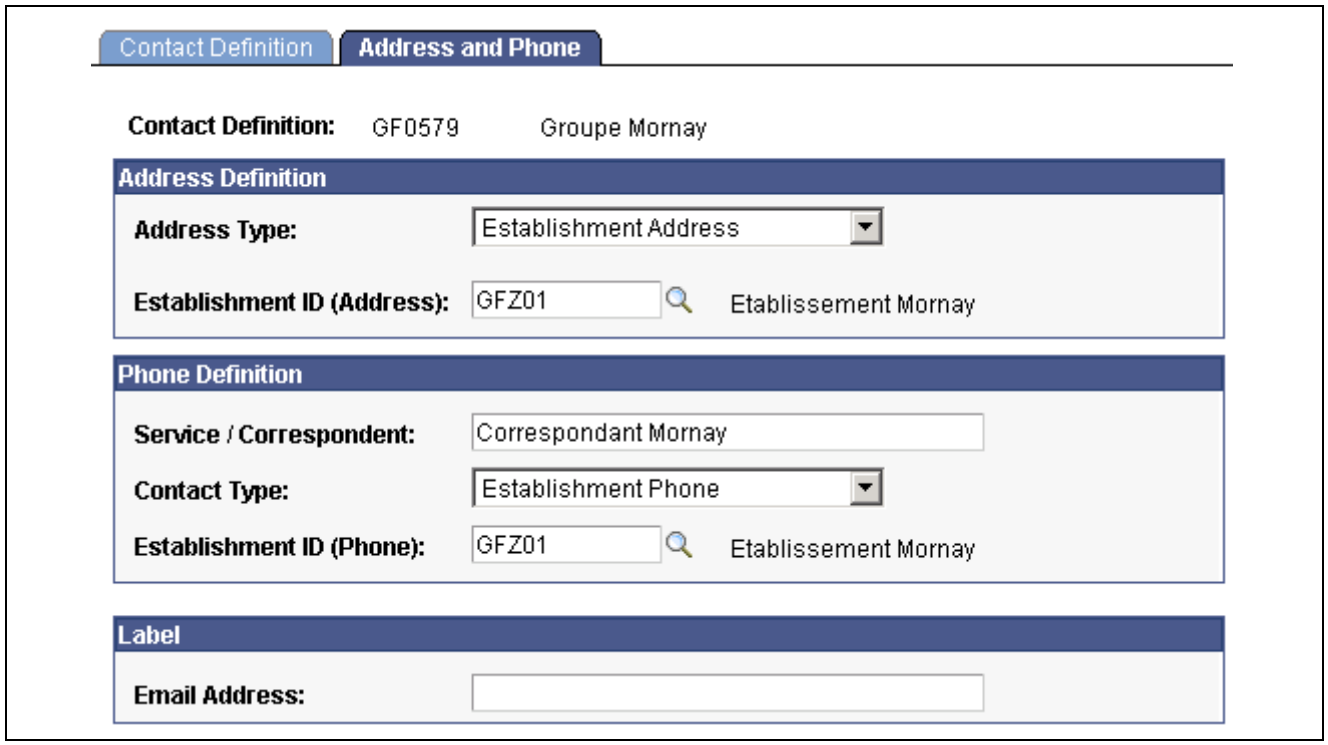
Use this group box to define whether a DUCS contact is a recipient or sender for DUCS type 903 (Agirc Arrco Other).

**Sender** Select to indicate that the contact is a sender of DUCS.

**Recipient** Select to indicate that the contact is a recipient of DUCS.

## Entering Address and Phone Information for DUCS Contacts

Access the DUCS Contacts - Address and Phone page.




DUCS Contacts - Address and Phone page

### Address Definition

**Address Type** Select *Company Address, Establishment Address,* or *Other.*

**Address** Enter the address. If the address type is:

*Other:* Click this link to access the secondary page for the address.

*Company Address:* Enter the company SIREN number.

*Establishment Address:* Enter the establishment SIRET number.

### Phone Definition

**Service / Correspondent** Enter the service or correspondent.

**Contact Type** Select *Company Phone, Establishment Phone,* or *Other.*

**Establishment ID (Phone)** Depending upon the contact type, the phone number may be hidden.

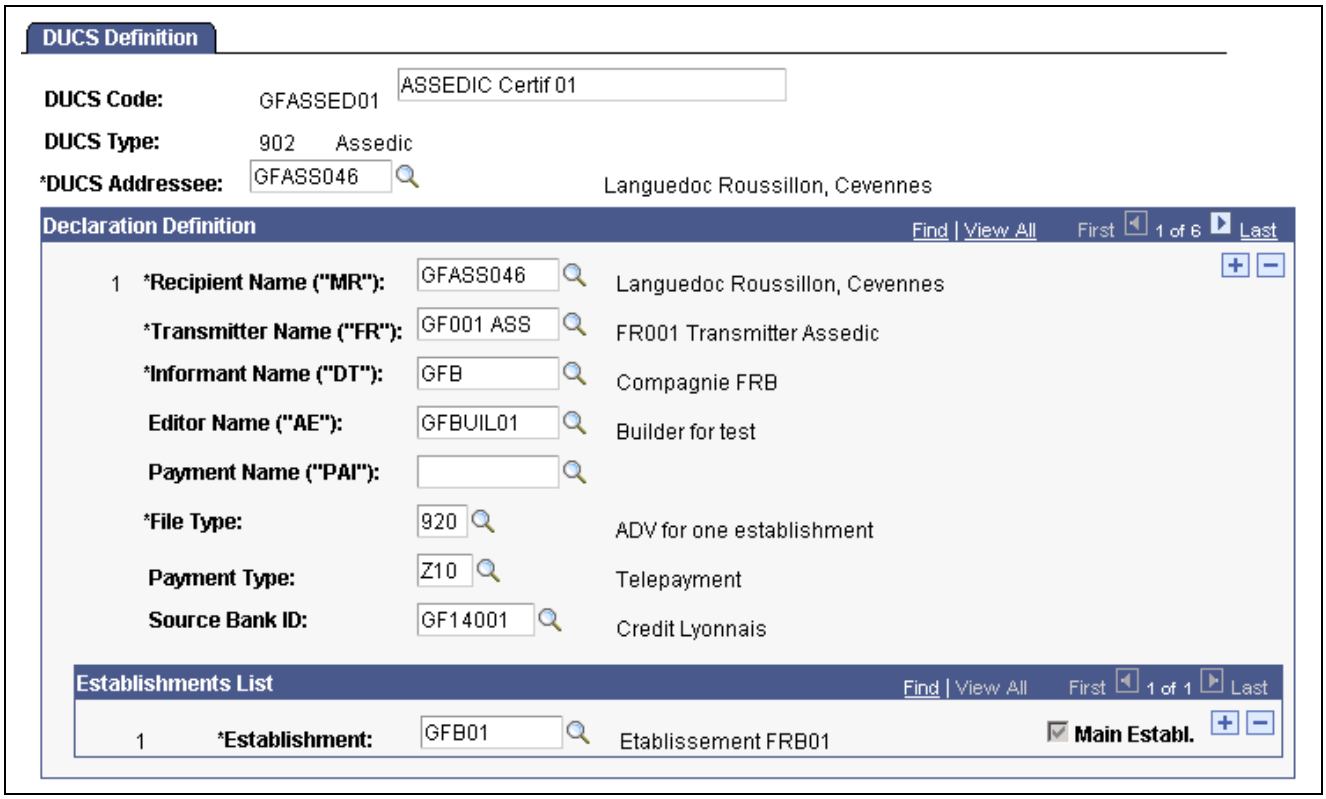
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### Label

**Email Address** Enter the email address of the contact.

## Defining the DUCS Structure

Access the DUCS Definition page.




DUCS Definition page

**DUCS Addressee** Select the addressee from the DUCS Contact Definition component. This information is for your information only; it's not a DUCS requirement.

### Declaration Definition

**Recipient Name ("MR")** Select the recipient of the DUCS file. The Contact Definition field on the Contact Definition page determines available values. The recipient name corresponds to the recipient of the DUCS declaration as defined in the DUCS requirement book.

**Transmitter Name ("FR")** Select the transmitter name. The Contact Definition field on the Contact Definition page determines available values. In general, it is the establishment responsible for sending the DUCS file.

**Informant Name ("DT")** Select the informant name. The Contact Definition field on the Contact Definition page determines available values. You must indicate here the legal declaring entity (*Entité Juridique Déclarante*) as defined in the DUCS requirement book. For URSSAF and ASSEDIC, the informant should be companies, while for ARRCO, AGIRC, and contingency funds, it is the member.


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**Editor Name (“AE”)** Select the editor name. The Contact Definition field on the Contact Definition page determines available values. You must indicate here the name of the party preparing the declaration for you.

**Payment Name (“PAI”)** Select the payment name. The payment name is the name of the contact who is in charge of the payment of the contributions. The Contact Definition field on the Contact Definition page determines available values.

**File Type** Select a file type from the DUCS Parameters - Declaration Type page. Available values correspond to the relevant DUCS type.

**Payment Type** Select a payment mode or method. Valid values are determined by the Pay Mode field on the DUCS Parameters - Pay Information page: *Check, Transfer, Automatic Deduction,* and *Telepayment.*

**Source Bank ID** Select the bank account to be debited. You must have established a source bank account.

### Establishments List

**Establishment** Select the declared entities. For the URSSAF and the ASSEDIC, it is *Establishments*; for ARRCO, AGIRC, and contingency funds, it is the payment center (*centre payeur)*. If you are setting up VLU or PG, enter at least two establishments; otherwise, enter one establishment. The Contact Definition field on the Contact Definition page determines available values.

**Main Establ.** (main establishment) If you are setting up VLU or PG, select this check box to indicate the main establishment, as defined by the DUCS requirements. This information produce a type FZ record as defined in the DUCS requirement book.

### See Also

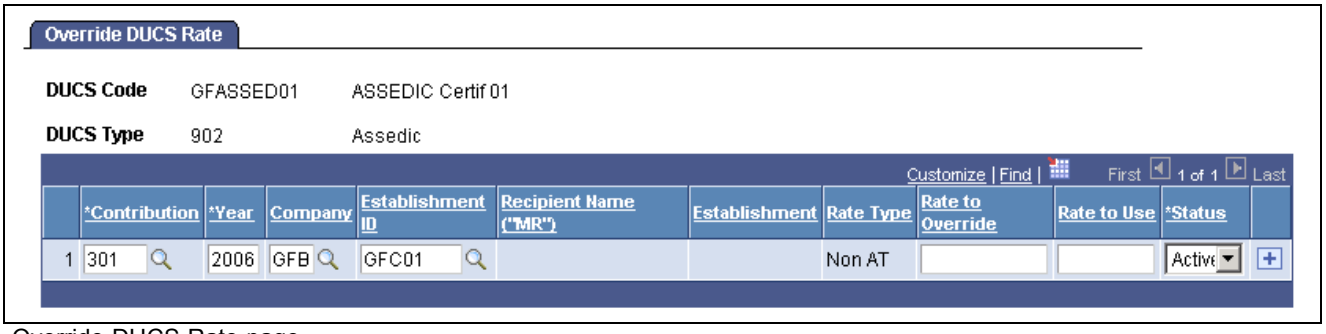
Chapter 9, “Setting Up DUCS and DADS Reporting,” Reviewing Declaration Type Parameters for DUCS Types, page 150

Chapter 9, “Setting Up DUCS and DADS Reporting,” Reviewing Pay Mode, Bank Account, and Reference Type Parameters, page 153

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, “Defining Banking Instructions”

## Overriding DUCS Rates

Access the Override DUCS Rate page.




Override DUCS Rate page

Use this page to override rates that have been incorrectly used and declared in a previous DUCS declaration.

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| | |
|---|---|
| **Contribution** | Enter the contribution type for which a rate override is necessary. |
| **Year** | Enter the year for which the override must apply. |
| **Company** and **Establishment ID** | Enter the company and establishment to which the override applies if the DUCS type is equal to 901 (URSSAF) or 902 (ASSEDIC). |
| **Recipient Name ("MR")** and **Establishment** | Enter the recipient name and establishment to which the override applies if the DUCS type is equal to 903 (AGIRC, ARRCO, or OTHER). |
| **Rate Type** | For URSSAF contribution type, select *Non AT* to override the global contribution type rate, or *AT rate* to override the work accident rate related to the contribution type you selected. |
| **Rate to Override** | Enter the current rate used for the contribution, year, company, and establishment. |
| **Rate to Use** | Enter the new rate to use. |
| **Status** | Select whether the rate override is *Active* or *Inactive.* |

# Setting Up DADS Extraction

To set up DADS extraction, use the DADS Data Types FRA (GPFR_DA_DATTYP), DADS Reporting Estabs FRA (GPFR_DA_ESTREP), DADS Recipients FRA (GPFR_DA_RECIP), Address Mapping FRA (GPFR_DA_REC_ADDRES), DADS Situations FRA (GPFR_DA_SIT), DADS Sending References FRA (GPFR_DA_SNDREF), DADS Structures FRA (GPFR_DA_STRUCT), and DADS Output Report FRA (GPFR_DA_REPDFN) components.

Use the CI_GPFR_DA_DATTYP component interface to import data into the tables for the DADS Data Types FRA component. Use the CI_GPFR_DA_SIT component interface to import data into the tables for the DADS Situations FRA component.

This section discusses how to:

- Define data types.
- View structures and records.
- Set up elements.
- Define situations.
- Select records for file generation.
- Map address fields.
- Define reporting establishments.
- Define sending references.
- Define DADS summary reporting.

## Prerequisites

Establish the following information in the system before processing DADS:

- The organization to be declared.

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- The DADS output structure.
- The codes that are usable during the DADS process and the links between the payroll elements and the output structure.

## Pages Used to Set Up DADS Extraction

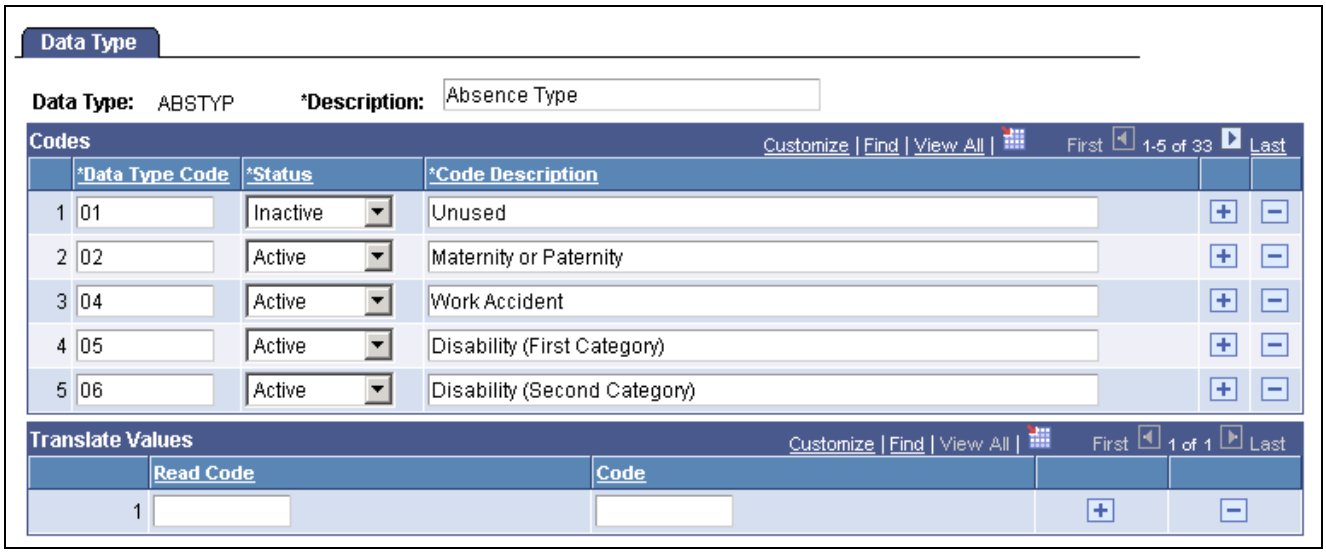
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Data Type | GPFR_DA_DATTYP | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, DADS Data Types FRA, Data Type | View data types and translate values.<br>This list contains information for each data type defined by unified DADS requirements. |
| Structure | GPFR_DA_STRUCT | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, DADS Structures FRA, Structure | View DADS structures and records. A structure is a set of records. |
| Elements | GPFR_DA_STRUCT2 | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, DADS Structures FRA, Elements | View and modify DADS element details. This setup page enables you to link records with Global Payroll elements stored in the results tables. |
| DADS Situations | GPFR_DA_SIT | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, DADS Situations FRA, DADS Situations | Define the DADS beginning and end situation codes. |
| Recipient | GPFR_DA_RECIP | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, DADS Recipients FRA, Recipient | Select records for file generation. |
| DADS Address Mapping | GPFR_DA_REC_ADDRES | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Address Mapping FRA, DADS Address Mapping | Define mapping between address fields used in the application and DADS address structure. |
| Reporting Estab (reporting establishment) | GPFR_DA_ESTREP | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, DADS Reporting Estabs FRA, Reporting Estab | Define reporting establishments and contacts. |

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| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Sending Reference | GPFR_DA_SNDREF | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, DADS Sending References FRA, Sending Reference | Define the layout of the output file.<br>One file is a set of declared companies, which comprise groups of employees called establishments. |
| DADS Output | GPFR_DA_REP_DFN | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, DADS Output Report FRA, DADS Output | Define DADS structures to include in DADS output report. |

# Defining Data Types

Access the Data Type page.




Data Type page

Use data types to translate DADS records used in the report. When you add or modify a DADS data record, data types provide a view of the description instead of only the DADS record code number.

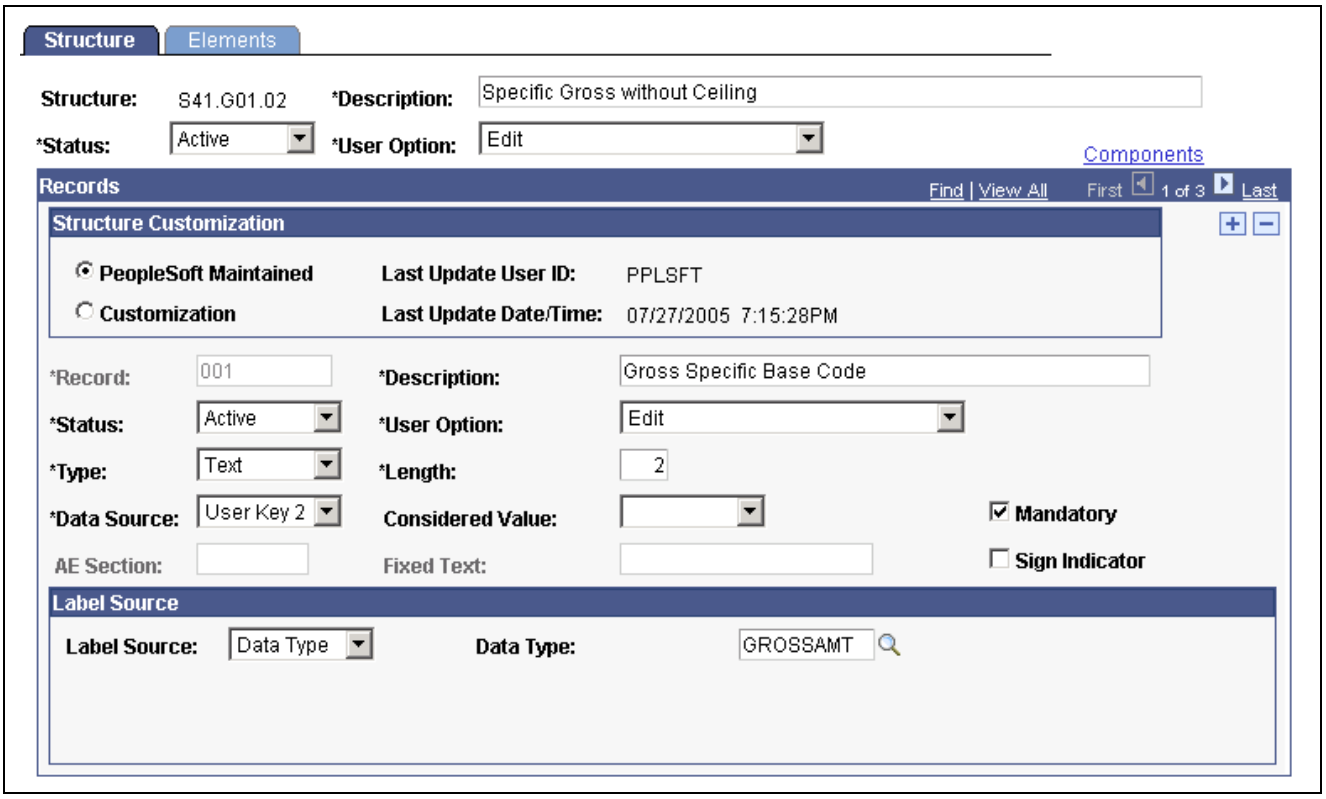
**Read Code** Maps the field value to the DADS structure code that you specify in the associated Code field. The field value is extracted from the PeopleSoft application.

**Code** DADS structure code translated from the Read Code field.

# Viewing Structures and Records

Access the Structure page.


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Structure page

**Structure** Displays a DADS structure.

**User Option** Specify how the DADS structure is to be managed after the extraction process. Possible values are EDIT, meaning that the structure can be displayed added or removed in one of the DADS Update page. Display Only means that the structure can be displayed or added in one of the DADS update page. Invisible means that the structure can be viewed in one of the DADS page.

Select from these values:

*Edit:* The structure can be displayed, added, or removed, in one of the DADS update pages.

*Display Only:* The structure can be displayed or added in one of the DADS update pages.

*Invisible:* The structure can be viewed in one of the DADS pages.

**Components** Select to open a page used to enter components where the structure can be displayed.

## Records

**PeopleSoft Maintained** and **Customer Maintained** Select *Customer Maintained* to modify the DADS record definition.

**Status** Select the record status. Values are:

*Active:* An active structure must include at least one active record.

*Inactive:* An inactive structure may include only inactive records.

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**Type** Select *Fixed, Monetary, Numeric,* or *Text.* The system can calculate only currency conversions for monetary amounts. The system cannot convert numeric entries to monetary amounts or convert currencies in the DADS process.

The length of Fixed values declared in the record must correspond exactly to the length indicated for the record. Text values must be shorter than or equal to the record length definition.

**Data Source** Indicate how the system retrieves data:

*Computed:* The retrieval process is hard-coded in the Application Engine.

*Fixed Text:* Value in the Fixed Text field is used.

*Not Computed:* Data or retrieval process is not defined in the application.

*Result:* Data comes from the Global Payroll result tables.

*User Key 1-4:* Data comes from the Global Payroll Accumulator Result table.

**Considered Value** Select whether the system uses the value in the first segment, the last segment, or the sum of all segments.

**Mandatory** Select to specify a mandatory field. The data appears in the update pages and in the file generation process. The system displays a message when a mandatory field is not populated during the update process.

When a record is defined as mandatory in the definition, it is written in the DADS file as soon as the structure it belongs to is populated. The mandatory record written without corresponding data will bring to have the DADS file rejected by the receiver organizations.

**AE Section** (Application Engine section) When the data source is *Computed,* specifies the Application Engine section used to determine the DADS structure record. If the DADS structure record is customer-maintained, the PeopleSoft application creates an empty section in the Custom DADS Application Engine, GPFR_DA_CUST. You must then write custom code in this empty section to create the required data.

**Fixed Text** When the data source is *Fixed Text*, enter text to specify the DADS structure value to be used.

For some records delivered by PeopleSoft, the value “BY FILE” appears in this Fixed Text field. In this case, it means that the record can’t be computed during the DADS extraction but will be filed when the DADS file is generated. This behavior is particularly true for some records that are populated based on the file generation option as the S20.G01.00.004.001 (Nature Code of the Declaration) record.

**Sign Indicator** Indicates that this record stores the sign of the previous record. In the DADS structure format, most numeric amounts are stored without showing if the amounts are positive or negative. To indicate if a numeric amount is positive or negative, you store the positive or negative sign in the record that immediately follows the numeric amount. An empty record indicates a positive amount, a value of *N* indicates a negative amount. PeopleSoft provides a generic Application Engine section SIGN that can be used for Customer Maintained defined records.


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### Label Source

**Label Source** Select a source. The system uses this field to manage the prompts associated with a code on the update pages. Possible values are:

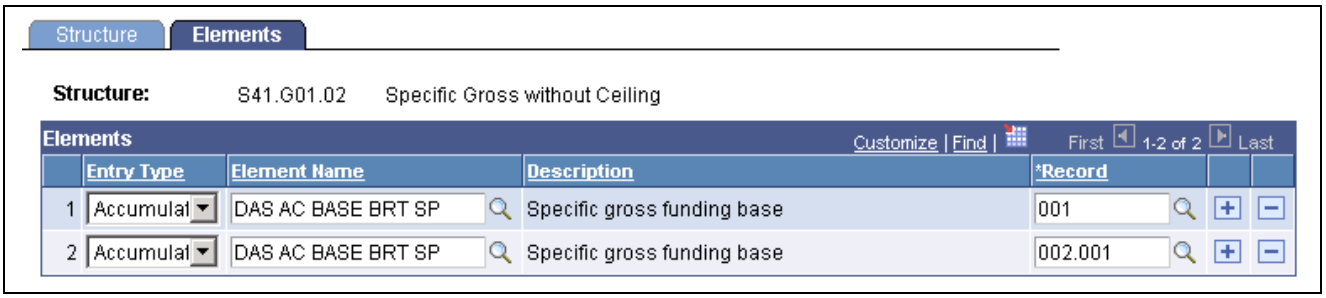
*Data Type:* Possible code values are given by a data type. Select the data type name in the Data Type field.

*Record:* Possible code values are given by a record. Select the name of the record in the Edit Table field, the description of the record in the Prompt Label Field Name field, and the key field for the record in the Prompt Key Field Name field.

*Xlat Value:* Possible code values are given by the translate table. Enter the name of the field that contains the valid translate values in the Field Name field.

## Setting Up Elements

Access the Elements page.




Elements page

**Entry Type** This field is available only if you are defining a custom DADS record. Defines the type of payroll element. Values are:

*Accumulatr* (Payroll accumulator).

*Formula.*

*SystemElem* (System element).

*Variable.*

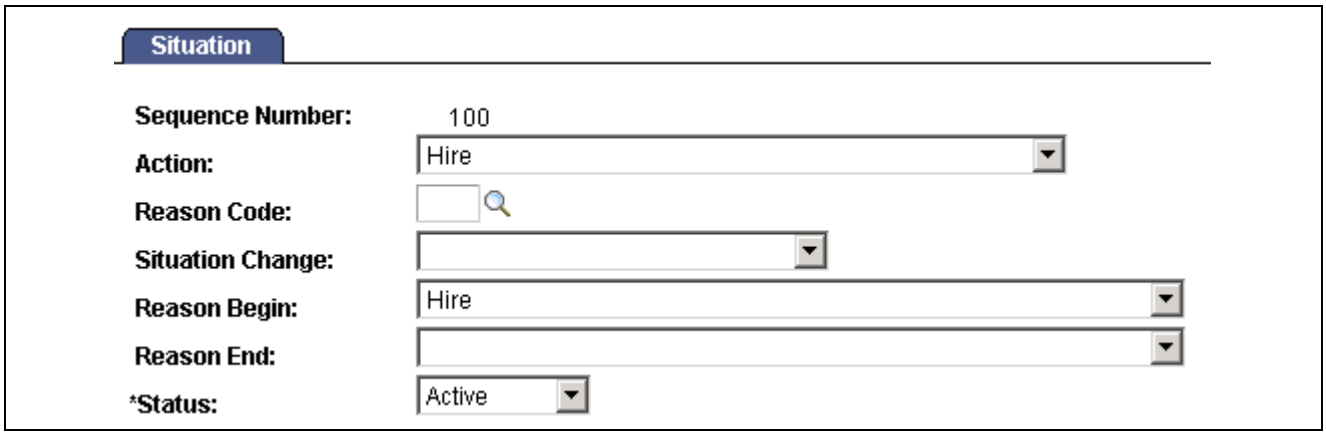
**Element Name** Payroll element to be mapped. Available values vary depending on the entry type that you select.

**Record** Displays the record code populated by the payroll element setup. Available record values are for records defined with a Data Source equal to Result or User Key 1 to 4.

## Defining Situations

Access the Situation page.

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Situation page

In the DADS report, structure S41 contains social and fiscal data as well as gross salary, net salary, contribution funding base, and so forth. A new S41 is created each time an employee DADS situation changes. Using the Situation page, you can link PeopleSoft employee record changes to corresponding DADS situation changes.

**Action** Enter the action that triggers the situation change.

**Reason Code** Enter the reason for the action that triggers the DADS situation change.

**Situation Change** Enter the type of situation change. Values vary depending on the employee record. Values are stored in the DADS writable array *DAS WA SITUAT S41*.

**Reason Begin** Enter the reason corresponding to the new DADS situation. Values are defined in the *STREAS* data type. The code corresponding to the Reason Begin is declared in the record S41.G01.00.002.001

**Reason End** Select the reason corresponding to the end of the previous DADS situation. Values are defined in the *ENDREAS* data type. If no value is selected in the Reason Begin field, this field corresponds to the end reason of the current DADS situation. The code corresponding to the Reason End will be declared in the record S41.G01.00.004.001.

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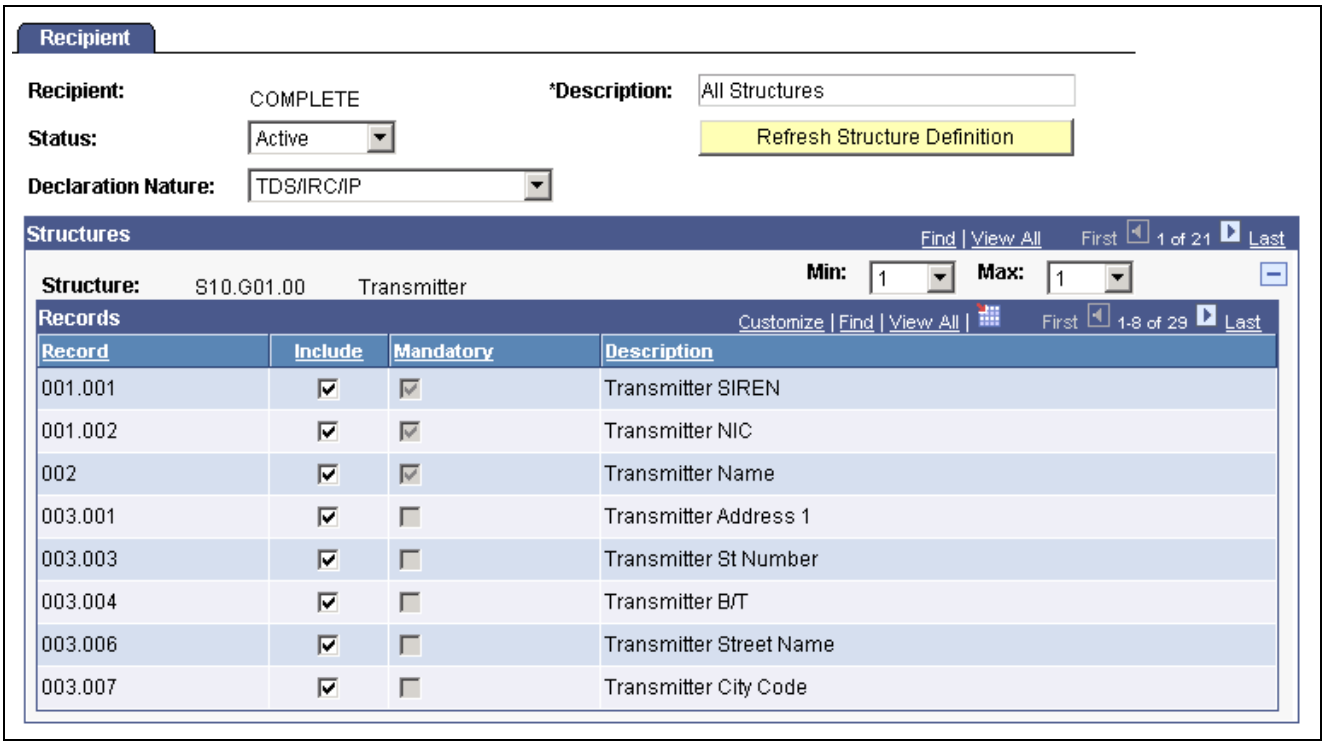
**Note.** The latest DADS norm provides up to 5 records for declaring the situation change code– S41.G01.00.002.001 to 005 for the Reason Begin code and S41.G01.00.004.001 to 005 for the Reason End code. The different records and codes are used when there are several changes that occur on the same date. For example, if an employee is promoted to manager and transfered to a new establishment on the same date, those two actions can be declared using situation change codes. However, PeopleSoft only populates *one* reason begin and reason end code. The reason for this is that the codes 002 to 005 are optional and informational. PeopleSoft records only one code based on the sequence order used to record the situation change. In the example above, if the sequence order for the employee category change (from non-manager to manager) is 100 and the sequence order for the establishment transfer is 200, then only the category change reason codes will be declared.

---

## Selecting Records for File Generation

Access the Recipient page.


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Recipient page

Use this page to define, by declaration nature, the content of the file declared. PeopleSoft delivers several Recipients based on the definition of the file content provided in the DADS-U norm.

**Refresh Structure Definition** Select to retrieve all Active structures and update the Include and Mandatory option based on the records definition. All changes to Include and Mandatory options are overridden. If a structure initially defined as Inactive is changed to Active, the recipient definition must be refreshed in order to have this structure included in the file generated by the DADS program. The Min/Max values must be entered for the structure added after the refresh to the recipient definition.

**Declaration Nature** Select to indicate the type of DADS declaration.

**Min** (minimum) Select the minimum number of occurrences of the DADS structure in the DADS declaration file. Minimum values are defined in the DADS norm. Available values are:

*0:* The structure is optional.

*1:* The structure is mandatory.

*3*

*N*

**Max** (maximum) Select the maximum number of occurrences of the DADS structure in the DADS declaration file. Maximum values are defined in the DADS norm. Available values are:

*0:* If the Min field is also set to *0*, the structure is not declared.

*1*

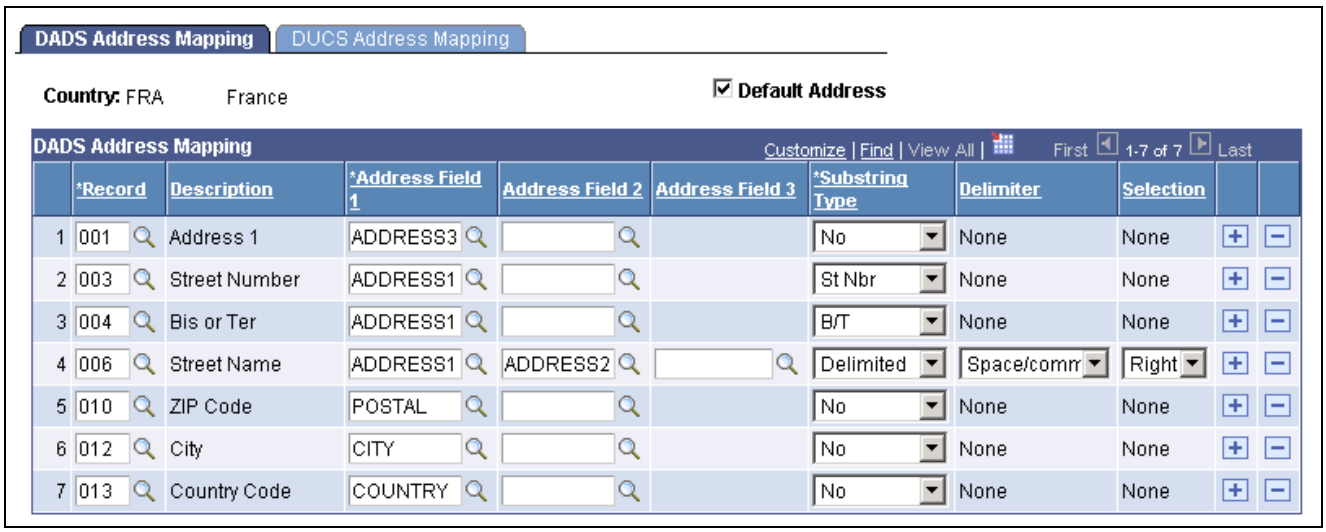
*3*

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*N*

# Mapping Address Fields

Access the DADS Address Mapping page.




DADS Address Mapping page

This page allows users to define a correspondence between PeopleSoft address fields and DADS address records.

**Default Address** Select this check box to indicate that this address mapping is used as the default address. The application uses the default address if no country mapping exists.

**Record** This field corresponds to the address record ID. Values available are:

*001:* Address complement.

*003:* Street number.

*004:* *Bis* or *Ter*.

*006:* Street name.

*009:* Town name.

*010:* Postal code.

*012:* City.

*013:* Country code.

**Address Field 1–3** Select the address field that you want to map to the address record.

**Note.** If you map two or three address fields, the PeopleSoft system's address fields are concatenated in the address. The norm defines maximum allowable lengths for address records. If the concatenated address fields value exceeds the maximum allowed length, the excess characters ise truncated. The address might then be rejected by the receiving organization.

**Substring Type** Select the segment of the address character string that you want to map. Values available are:


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*No:* The feature is disabled and the entire string is used without modification.

*St Nbr:* The system extracts the street number by selecting the first number found in the address.

*B/T:* The system extracts the *Bis* or *Ter* string from the address by selecting any combination of lowercase and uppercase letters.

*Delimited:* The system extracts a character string from the address according to rules you specify in the Delimiter and Selection fields.

**Delimiter** Select to indicate which character is used as the starting point of the substring. This field is required if the Substring Type field is set to *Delimited*. Values available are:

*Comma:* The first comma is used as the starting point.

*Space:* The first space is used as the starting point.

*Space/Comma:* The first space or comma is used as the starting point.

*None:* This value is selected automatically if the value in the Substring Type field is *No*.

**Selection** Indicate the direction, from the delimiter, that the substring should be extracted from the address. This field is required if Substring Type is set to *Delimited*. Values available are:

*Left:* Selects all characters to the *left* of the delimiter.

*Right:* Selects all characters to the *right* of the delimiter.

*None:* This value is selected automatically if the value in the Substring Type field is *No*.

## Address Mapping Example

This example shows a DADS address extraction using the FRA address mapping provided with Global Payroll for France. The default settings are shown in the Address Mapping page illustration above. In this example, the following Address Record is extracted:

| Field Label | Entered Value |
|---|---|
| Country | FRA |
| Address 1 | 5 bis, Rue de la Paix |
| Address 2 | Res. Le Dome |
| Address 3 | Bat. B - 2ème étage |
| Post Office | (Null) |
| City | PARIS |
| Postal | 75001 |
| Department | 75 |

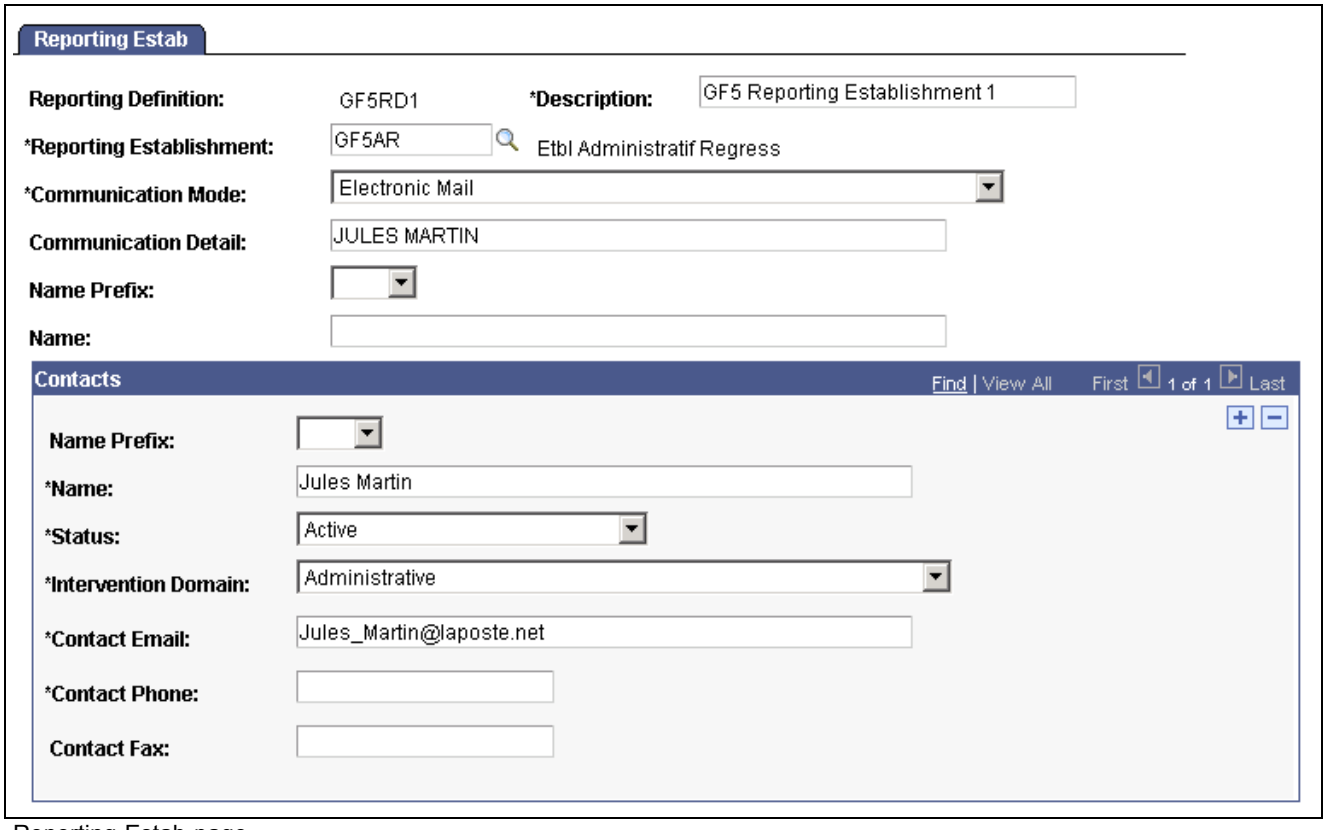
The DADS extract creates the following DADS structures from the address record:

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| DADS Structure | Value | Comments |
|---|---|---|
| S30.G01.00.008.001 | Bat. B - 2ème étage | Entire Address 3 field value is mapped. |
| S30.G01.00.008.003 | 5 | First number is extracted from Address 1 field. |
| S30.G01.00.008.004 | B | String *bis* is extracted from Address 1 field |
| S30.G01.00.008.006 | Rue de la Paix Res. Le Dom | Text string after the comma is extracted from Address 1. All text fromAddress 2 is extracted. The two text strings are concatenated into the DADS structure. The maximum allowed length is 26 characters; the last character is truncated (“Dome” becomes “Dom”). |
| S30.G01.00.008.009 | (Null) | This optional structure is not mapped. |
| S30.G01.00.008.010 | 75001 | Entire Postal field value is mapped. |
| S30.G01.00.008.012 | PARIS | Entire City field value is mapped. |
| S30.G01.00.008.013 | FRA | Entire Country field value is mapped. |

# Defining Reporting Establishments

Access the Reporting Estab page.




Reporting Estab page


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DADS Reporting Establishment page allows defining the reporting establishments and the contacts within these establishments. The reporting establishments created are referenced in the Sending Reference setup.

**Reporting Establishment** Enter the establishment code. One reporting establishment must be set up for each declared company. Use this page to define the reporting establishment and the information related to the establishment (such as people to contact and communication mode with DADS) that is used in structure 10.

**Communication Mode** Enter the transmission method for the DADS log file. Valid values are *Electronic Mail* and*Postal Mail*.

**Communication Detail** Values vary depending on the communication mode:

*Electronic Mail:* Enter the email address.

*Postal Mail:* Enter specific contact data, such as a phone number.

**Name Prefix** Enter the name prefix for person who can be contacted by the DADS organization representatives.

**Name** Enter the name of the person who can be contacted by the DADS organization representatives.

### Contacts

**Name Prefix** Enter the name prefix for the contact.

**Name** Enter up to three active contacts for each reporting establishment.

**Status** Select a status. A status of *Active* indicates that a contact must be used.

**Intervention Domain** Select *Administrative, Computing,* or *Other.*

**Contact Email** Enter the email address of the contact.

**Note.** The *underscore* character "_" may be used in this field.

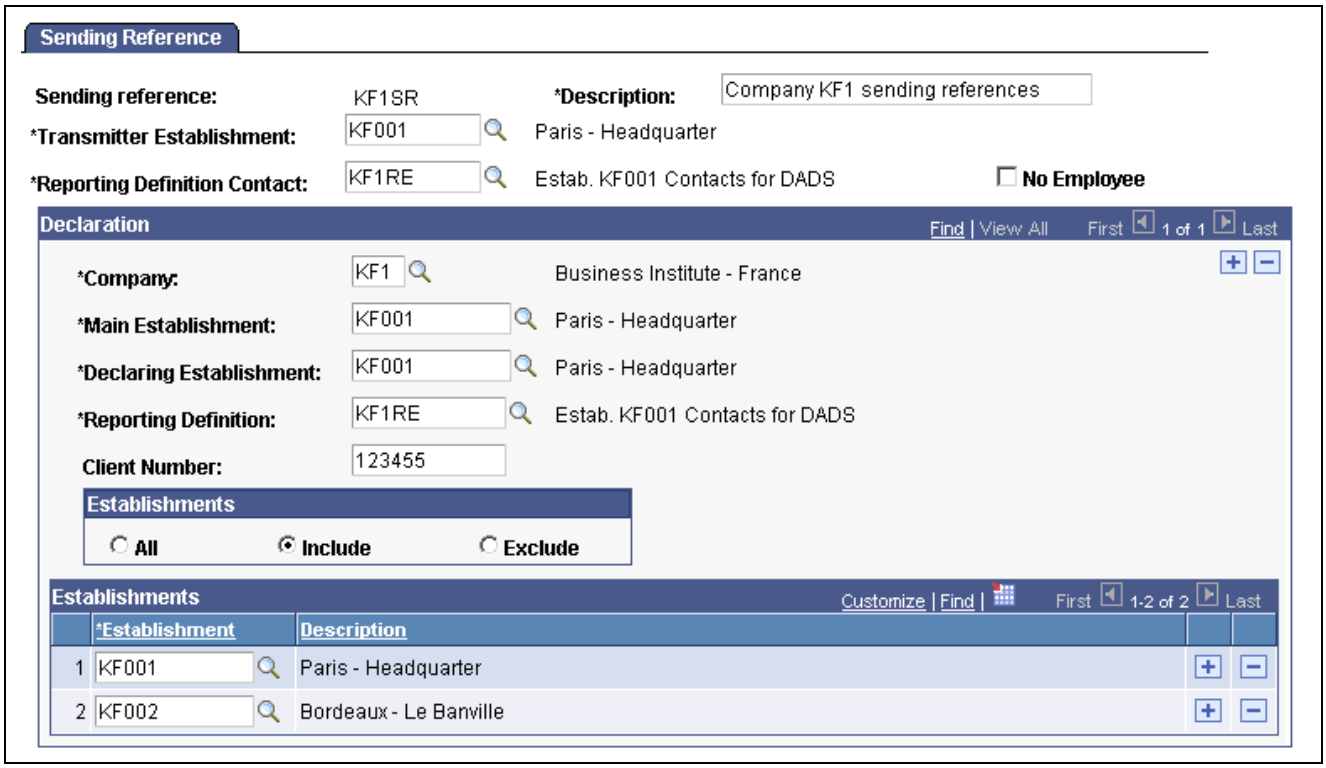
**Contact Phone** Enter the phone number of the contact.

**Contact Fax** Enter the fax number of the contact.

## Defining Sending References

Access the Sending Reference page.

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Sending Reference page

Sending reference information is used in structures S10 and S20 to identity the transmitter and company of the declaration. It is also used in structure S80 to identify establishments to be included in the declaration.

**Transmitter Establishment** Enter an establishment defined in the PeopleSoft Enterprise Human Resources Establishment table. The transmitter establishment is declared in record S10.G01.00.001 and S10.G01.00.001.002 (transmitter SIREN plus NIC number).

**Reporting Definition Contact** Select an entry defined on the Reporting Establishment page. The reporting establishment contact must be indicated for the sending reference. A reporting establishment contact can be used several times for different sending references. Data from the reporting definition populates the records S10.G01.00.013.001 and S10.G01.00.013.002 (log file recipient SIREN and NIC) as well as the transmitter contact information (S10.G01.01 structure).

**No Employee** Select if there are no employees to declare for the report.

If selected, all the establishments in the Establishment List in the page must have employed no staff during the declared year. The file generated must have a recipient type of None. No S30 structure must be present in the file; the record S20.G01.00.004.001 is equal to the code 05 for DADS-U empty and the record S20.G01.00.004.002 is equal to the code 55 for Code Type declaration None.

**Company** Enter the company that is part of the DADS file for the defined sending reference. The company is declared in the record S20.G01.00.001 (SIREN number).


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**Main Establishment** Enter a main establishment. For each declared company, the main establishment must appear on the establishments list. The main establishment is declared in the record S20.G01.00.008 (main establishment NIC).

**Declaring Establishment** Enter a declaring establishment. You can use the value that appears in the Main Establishment field. The declaring establishment is reported in the record S20.G01.00.010 (NIC number).

**Reporting Definition** Select an entry defined on the Reporting Establishment page. The Reporting Establishment must be indicated for each company. The reporting definition information is used to declare the records S20.G01.00.014.001 to S20.G01.00.016 (SIREN plus NIC numbers).

**Client Number** Optional. Enter a client number. The client number is declared in the record S20.G01.00.013. This field can be used when the transmitter of the DADS attributes a client to the companies he declares, for example for accounting firms performing declarations for their clients.

**All** Select to declare all establishments.

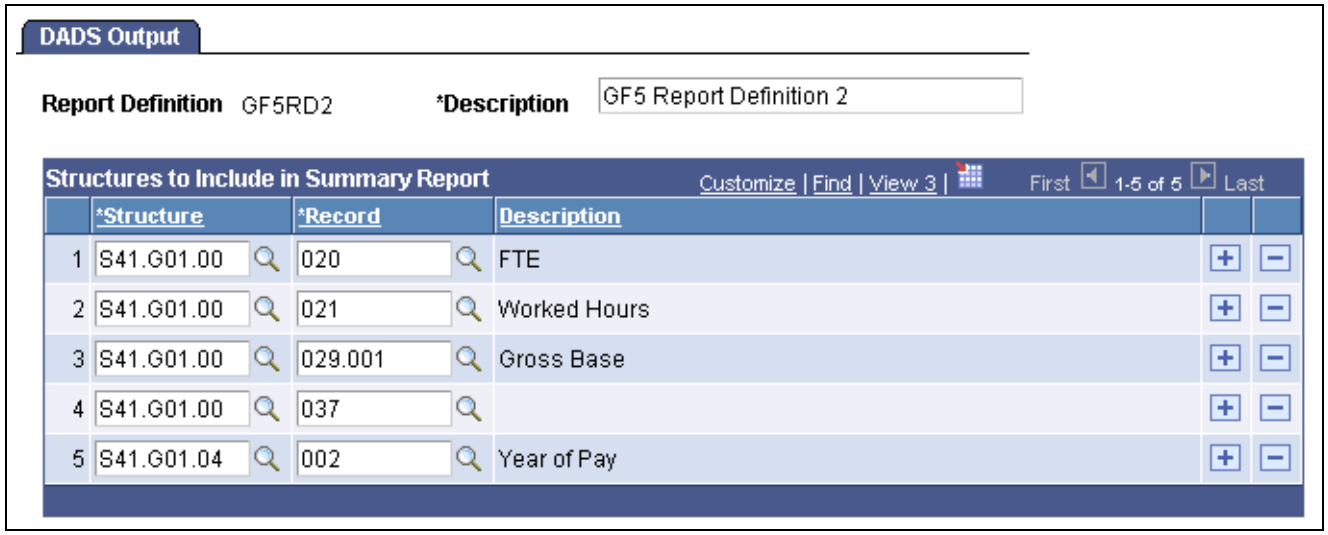
**Include** Select to declare only the establishments displayed on the page.

**Exclude** Select to declare all establishments *except* those listed on the page.

**Establishment** and **Description** Enter at least one establishment. The establishment lists the employees to be processed.

# Defining DADS Summary Reporting

Access the DADS Output page.




DADS Output page

This page displays the default DADS structures included with each DADS report produced using this report definition. To customize the report definition, add or remove DADS structure- and-record combinations.

**Structure** DADS structure ID. Available structures are S41.G01,00 to S41.G01.06 (except S41.G01.01), S45.G01.01, S70.G01.00 and S70.G01.01.

**Record** DADS structure record number. Available records are Monetary or Numeric.

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# CHAPTER 10

# Understanding Overtime Payments

This chapter provides overviews of overtime payments, paid overtime, time off in lieu of pay, and delivered overtime elements.

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

## Understanding Overtime Payments

Global Payroll for France delivers a number of different earnings to process overtime hours. The majority of these earnings are defined with an override level of Positive Input, have a calculation rule of Unit x Rate x Percent, and have the Unit (overtime hours) component of their calculation rule set to *Payee Level*. This means that they must be assigned to individual payees before they can be processed, and require positive input for the *Unit* component. You can use these earning elements as delivered, modify them to suit your needs, or create your own overtime earning elements.

The delivered overtime earnings assume that overtime hours are calculated outside of Global Payroll for France and then entered into the system through positive input in one of three ways:

- If you are using PeopleSoft Enterprise Time and Labor, the hour data is fed into the Global Payroll system through the automated positive input functionality.
- If your organization uses a third-party time and labor application, the calculation of the different types of work hours is done by that application, and then the data is passed to Global Payroll for processing through automated positive input.
- If you are not using a time and labor application to manage your hourly data, then you must enter the data manually.

**Note.** Some payees, such as executive managers, are not subject to normal overtime rules. Such payees may not be eligible for overtime. PeopleSoft does not control whether overtime must be paid for each category of payee. It is your responsibility to decide whether to input extra hours for these payees.

***Warning!*** PeopleSoft does not restrict the input of hours that are over the legal limit. It is up to you to apply the law to your setup. If you want an automated method by which to control the input of hours to ensure that they do not exceed the legal limit, you can use PeopleSoft Enterprise Time and Labor.

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### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Working with Positive Input"

# Understanding Paid Overtime

Global Payroll for France delivers several different earnings to pay payees for hours worked over the standard scheduled hours. For example HRS COMP 125, HRS SUP 125%, and HRS SUP 150% are used to pay employees for overtime hours at a rate that exceeds the standard hourly rate.

### See Also

Chapter 10, "Understanding Overtime Payments," Earnings, page 177

# Understanding Time Off in Lieu of Pay

Some overtime may be taken as time off in lieu of pay. These overtime hours are known as *bonus* hours.

There are two different types of time off in lieu of pay:

- *Repos compensateur*.

  This type of compensation adheres to statutory rules for its calculation. The rules stipulate that when a payee works over a certain number of hours in a week, the payee is entitled to receive some hours paid with a surcharge as well as some compensatory time off instead of being paid for the overtime.

  PeopleSoft delivers the earning HRS REP COMP to process *repos compensateur*. To grant time off, use positive input to enter the hours of compensatory time in the *Unit* component of the earning's calculation rule (Unit x Rate x Percent). Because this earning is used to enter time off in lieu of compensation, it does not resolve to a payment amount. Instead, it contributes the units entered by positive input to the following two compensation hours accumulators:

  - HRS AC RCOMP EX PP.

    This accumulator stores the time off in lieu of compensation that can be taken by the payee. Each time a payee accumulates seven hours of time off in lieu, the accumulator HRS AC RCOMP EX PP increases by one day.

  - HRS AC RCOMP NE PP.

    This accumulator stores any time off in lieu of pay that is less than seven hours. Each time a payee accumulates seven hours of compensatory time off, this accumulator decreases by seven hours.

  The hours that you enter using positive input are split between the HRS AC RCOMP EX PP and HRS AC RCOMP NE PP accumulators based on whether the payee can take time off or the payee has not yet acquired complete entitlement to time off. A payee is entitled to take time off once they accumulate seven hours.

  To reduce the number of hours available to a payee when he or she takes time off, assign the absence take ABT REP COMP to the payee on the Absence Event Entry page with the begin and end dates of the absence, or enter partial hours if the payee takes less than a full day off. The system uses the formula ABS FM DRTS RCOMP to retrieve the hours entered on this page and to reduce the hours available in the *repos compensateur* accumulators.

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**Note.** Payees can take time off in lieu of pay by the half-day or complete day. When a payee takes a paid half-day or complete day off, the entitlement is decreased accordingly.

**Note.** When payees acquire compensatory time off, the system prints a message on the payslip to notify them that the entitlement is available along with a message indicating the date by which they must use the time off. The date by which they must use the time off is the end of the current pay period plus two months.

**Note.** Global Payroll for France does not manage the loss of entitlements if a payee does not take time off in lieu of pay during the two months following the acquisition of the entitlement.

- *Récupération d'heures*.

  This type of compensation is not controlled by regulations and companies can decide whether to apply this rule. It enables a payee to take some compensatory time off instead of being paid for overtime.

  PeopleSoft delivers the earnings HRS BOS 100% and HRS BOS 10% to process *Récupération d'heures*. To grant time off, use positive input to enter the hours of compensatory time in the *Unit* component of each earning's calculation rule (Unit x Rate x Percent). The hours entered for the earning HRS BOS 100% (converts 100 percent of the hours to compensatory time off) and HRS BOS 10% (converts 10 percent of the hours to compensatory time off) are added to the accumulator HRS AC HRS BOS SG. Because these earnings are used to enter time off in lieu of compensation, they do not calculate a monetary amount; instead, they pass the hours entered in the *Unit* component to the HRS AC HRS BOS SG accumulator.

  To reduce the number of hours available to a payee when he or she takes time off, assign the earning HRS BOS 100% or HRS BOS 10% to the payee using positive input and enter the hours taken (using a negative value) in the *Unit* component of each earning's calculation rule. The system then reduces the hours available in the *récupération d'heures* accumulator.

  **Note.** When payees acquire a compensatory day off, the system prints a message on the payslip to notify them that the entitlement is available.

### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Entering and Processing Absences"

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Working with Positive Input"

# Delivered Overtime Elements

This section discusses the earning element.

## Earnings

PeopleSoft delivers earnings for overtime, but does not maintain these elements.

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Global Payroll for France assumes that the pay period is monthly and that the pay period always starts on the first day of the month. If the pay period is monthly, but the pay period does not start on the first day of the month, you can modify the formula HRS FM PRIMES TX to put the first day of the month in the variable HRS VR PRIM DATE. If the pay period is not monthly, you should evaluate the delivered rules and adapt them to the pay periods used by your organization.

The usual calculation method for overtime earnings is Unit x Rate or Unit x Rate x Percent, where:

- *Unit* is a variable that stores the number of hours (entered by positive input).
- *Rate* is a formula that calculates the hourly rate.
- *Percent* is a variable that contains the percentage of the surcharge. Modify this percentage if your company is over the legal percentage.

**Note.** If you want to pay overtime hours at rates different than those stipulated by law, modify the earning elements to do so. In some cases—for example, HRS SUP 125%— PeopleSoft includes the surcharge percentage in the name of the element. If you modify the percentage in such a delivered element, then the name of the element and the percentage it represents will not match and this could prove confusing to your payroll personnel. In such cases, PeopleSoft recommends that you create your own elements.

This table lists the earnings that PeopleSoft delivers for overtime processing:

| Earning | Description |
|---|---|
| HRS COMP | Number of additional hours paid (100 percent). |
| HRS COMP 125 | Number of additional hours paid (125 percent). |
| HRS BON 100% | Number of bonus hours paid (100 percent). |
| HRS BON 10% | Surcharge of 10 percent for bonus hours. |
| HRS BOS 100% | Converts 100% of overtime hours to compensatory time off (Récupération d'heures). This earning resolves to zero and is used to populate the bonus hours accumulator. |
| HRS BOS 10% | Converts 10% of overtime hours to compensatory time off (Récupération d'heures).This earning resolves to zero and is used to populate the bonus hours accumulator. |
| HRS SUP 125% | Number of overtime hours (125 percent). |
| HRS SUP 150% | Number of overtime hours (150 percent). |
| HRS DIMANCHE | Number of Sunday hours. |
| HRS DE NUIT | Number of night hours. |

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| Earning | Description |
|---|---|
| HRS CONGES | Number of holiday hours. |
| HRS REP COMP | Number of hours of time off in lieu of compensation. HRS REP COMP resolves to zero and is used to populate the time off in lieu of compensation entitlement accumulators. |

The element group HRS EG OVERTIME includes all of the earnings used to process overtime hours.

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

## Managing Rates Used in Overtime Earning Calculations

In Global Payroll for France, the rate used to calculate overtime pay is based on the employee's base salary. If, during a month, the base salary changes and there is element segmentation of the base salary element, the overtime rate could change from one week to another. For this reason, for all of the earnings listed in the previous table except HRS REP COMP, you can override the system element RATE AS OF DATE. This system element is used to determine the correct hourly rate for overtime work. By default, the RATE AS OF DATE is the segment end date, and the system retrieves the rate that is active as of this date. However, you can define the RATE AS OF DATE as the last day of the week if you want overtime pay to be calculated with the effective-dated rate code for the specific week in which the overtime hours were worked. For example, if your standard pay period is monthly, but you enter overtime on a weekly basis, you might need to override the RATE AS OF DATE when there is a salary change in the middle of the month, as the rate code values used in the calculation of overtime can vary based on salary amounts, and the correct rate to apply would be the rate in effect for the employee just prior to the salary change—not the rate in effect at the end of the monthly pay period. If you do not need to capture salary changes during the month and prefer to apply the same rate for the full month, you can simply record one positive input entry with the sum of each week's overtime hours.

**Note.** To override the *rate as of date*, enter a supporting element override for the system element RATE AS OF DATE at the same time that you enter positive input for the overtime earning. The system will then use the rate code that is "active" as of this date.

## Managing Premiums

In some cases, the rates used to calculate overtime pay may consist of the rate code value plus a premium added to this value. In Global Payroll for France, the premiums that are added to the standard rate are contained in the accumulator HRS AC CAL PRIM SG. You are responsible for maintaining this accumulator, and for maintaining the formula HRS FM SALBAS TX H which retrieves the correct rate code values. To add a premium to the base salary used to calculate overtime pay, modify the HRS FM SALBAS TX H formula as follows:

ER[SALAIRE BASE] + AC[HRS AC CAL PRIM SG]>> FM[HRS FM SALBAS TX H]

**Note.** PeopleSoft does not deliver earnings that use the specific rate premium setup described here; if you decide to create such earnings, you should define the premium and add it to the accumulator HRS AC CAL PRIM SG so that it is considered in the overtime rate calculation.

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**Note.** You can use the system element RATE AS OF DATE to retrieve the premiums of the current month or of the previous month. This is because some companies pay overtime hours with a one-month delay.

## See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Working with Positive Input"

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Viewing Delivered Elements"

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

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# CHAPTER 11

# Understanding Allowances

This chapter discusses:

- Allowance types.
- Allowance calculations.
- Allowance brackets.
- Allowance earnings and deductions.

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

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### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Viewing Delivered Elements," Understanding How to View Delivered Elements

## Understanding Allowance Types

A payee may be entitled to a variety of allowances, paid in addition to the regular salary. These allowances are in four main categories:

- Allowances linked to a breach of contract (termination):
  - Compensation in lieu of paid holidays not yet taken.
  - Severance allowance.
  - End of fixed-term contract allowance.
  - Retirement allowance.
- Transportation allowances:
  - Paris.
  - Provinces.
  - Mileage allowance.

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**Note.** There are different allowance rates for people living in Paris and in the provinces. Motorists may also be entitled to a mileage allowance for driving to work.

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- Benefits in kind:
  - Meal benefit in kind.

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  - Lodging benefit in kind.
  - Car benefit in kind.
  - Other benefits in kind.
- Meal and travel allowances:
  - Meal/travel allowance.
  - Meal tickets.

Some allowances are subject to social contributions and taxes and some are not.

# Understanding Allowance Calculation

This section discusses how Global Payroll for France determines eligibility for allowances and calculates the allowance values for:

- Compensation in lieu of paid holidays not taken (ICCP).
- Severance allowance.
- End of fixed-term contract allowance.
- Retirement allowance.
- Transportation allowances.
- Independent transportation allowance.
- Benefits in kind.
- Meal allowances.
- Meal tickets.

### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Setting Up Overrides"

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Working with Positive Input"

Chapter 12, "Understanding AFB Rules," page 211

Chapter 3, "Setting Up Country Data," Understanding Net Guarantee Processing, page 32

## Compensation in Lieu of Paid Holidays Not Taken

When a contract is terminated and the payee has not taken his or her vacation entitlement, he or she is entitled to payment in lieu of the holiday entitlement. In the case of termination because of gross misconduct (*faute lourde)*, compensation in lieu of paid holidays is not paid for vacation acquired during the current period.

This table lists the earnings defined for compensation in lieu of holiday:

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| Earning | Description |
|---|---|
| CP ICCP A2, CP ICCP A1, and CP ICCP A | Triggered by a termination, irrespective of the Action/Reason code. These earnings calculate compensation in lieu of paid holiday up to three years in the past. |
| CP ICCP 1A | Calculates compensation for the current vacation year. This earning is dependent on the Action/Reason for the termination. The bracket IND BR FIN CONT assigns a value to the variable IND VR DR ICCP that determines whether the earning is processed. You must update the bracket to indicate the Action/Reason codes that trigger this earning. |

Here is an example of how the allowance is calculated.

If a company's vacation year begins on June 1 and ends on May 31 of the following year and a payee leaves the company on October 2, 2000, the compensation in lieu of paid holiday earnings are calculated as follows:

- CP ICCP A2 retrieves the allowance for vacation not taken during the vacation year June 1, 1997 through May 31, 1998.
- CP ICCP A1 retrieves the allowance for vacation not taken during the vacation year June 1, 1998 through May 31, 1999.
- CP ICCP A retrieves the allowance for the vacation year June 1, 1999 through May 31, 2000.
- CP ICCP 1A retrieves the allowance for vacation granted (but not taken) between June 1, 2000 and October 2, 2000 (if the bracket retrieves a value for the variable IND VR DT ICCP equal to *1* for the departure reason).

The amount of compensation in lieu of paid holidays (days not taken) is calculated as follows:

1. The balance for the period is calculated using the $1/10^{th}$ rule.
2. The balance for the period is calculated using the salary uphold rule.
3. The more favorable of the two balances is used.

**Note.** This allowance is paid with the final paycheck. It is liable to social contributions and is taxable.

## Severance Allowance

Severance allowance is activated at the time of final pay. There is a statutory minimum severance allowance, but many companies have agreements that pay more than this amount.

This table lists the PeopleSoft-delivered earnings for calculating severance allowances:

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| Earning | Description |
|---|---|
| IND LICENC | This earning calculates the statutory severance allowance. The salary base for the allowance is the gross salary average of the last three months or the gross salary average of the last 12 months, whichever is greatest. |
| IND LICENC 2 | This earning is provided as sample data. You can use it if you have a severance allowance defined by the collective agreement with rules that differ from the statutory ones. If you decide to use it, you must determine when you want it to be triggered and adapt the calculation to meet your needs. |

**Note.** To qualify for this allowance, the payee should be laid off (except for reasons of gross misconduct) and should have had at least two years of uninterrupted service with the same employer. Fixed-term contractors, apprenticeship contractors, and other payees with some specific contracts are not eligible for the severance allowance.

These brackets are used to calculate this allowance:

- IND BR DT SPEC.

  This bracket controls, based on contract type, entitlement to the different allowances that can be paid when a termination occurs.

- IND BR FIN CONT.

  This bracket controls, by action/reason value, entitlement to the different allowances that can be paid when a termination occurs.

- IND BR IND LIC.

  This bracket can be used to define the values used to calculate the severance allowance. By default, this bracket returns the values defined by law (that is, payment of 1/10$^{th}$ the monthly salary per year of seniority up to ten years, and payment of 1/15$^{the}$ the monthly salary per year of seniority after ten years of employment). You can modify these values as needed.

### See Also

Chapter 11, "Understanding Allowances," Understanding Allowance Brackets, page 194

## End of Fixed-Term Contract Allowance

PeopleSoft delivers the earning IND FIN CONT to calculate the end of fixed-term contract allowance.

As defined by PeopleSoft, this earning is calculated when:

- A payee is terminated with an action of TER (termination) and a reason of EAB (employer's anticipated breach) or EFT (end of fixed-term contract).

  This entitlement is set up in the bracket IND BR FIN CONT by specifying the values of the action and reason variables (GEN VR ACTION and GEN VR MOTIF) that entitle a payee to the allowance. In this bracket, the return column variable IND VR DT IFC returns a *1* or a *0*: a *1* if the allowance can be paid, and a *0* if the allowance cannot be paid.

- The payee has a contract type of *CDD*.

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This entitlement is set up in the bracket IND BR DT SPEC by specifying the value of the contract type system element (CONTRACT TYPE) that entitles a payee to the allowance. In this bracket, the return column variable IND VR DP IFC returns a *1* or a *0*: a *1* if the allowance can be paid, and a *0* if the allowance cannot be paid.

To modify this allowance, or to calculate the allowance when other action/reason values are entered in the Job Data component and for other contract types, you must specify the valid action/reasons and contract types in the brackets IND BR FIN CONT and IND BR DT SPEC.

See Chapter 11, "Understanding Allowances," IND BR FIN CONT (End of Contract Entitlements), page 195 and Chapter 11, "Understanding Allowances," IND BR DT SPEC (Contract Type Specific Entitlements), page 198.

## Retirement Allowance

The entitlement for retirement allowance varies depending on whether the retirement is voluntary or imposed by the employer. The payments are triggered with a generation control when the contract end date is included in the pay period. Enter the contract end date in the Contract Data page in PeopleSoft Enterprise Human Resources.

This table lists the PeopleSoft-delivered earnings for calculating the retirement allowance:

| Earning | Description |
|---|---|
| IND DEP RET | This earning is used to calculate voluntary retirement allowances. |
| IND MISE RET | This earning is used to calculate statutory retirement allowances. |

Eligibility for this allowance depends on contract type and the reason for termination. The calculation of the allowance amount is dependent on the employee's labor agreement and category.

The following brackets are used to calculate the retirement allowance:

- IND BR DT SPEC.
- IND BR FIN CONT.
- IND BR DEP RET.

---

**Note.** The bracket IND BR DEP RET retrieves the rule for calculating the voluntary retirement allowance IND DEP RET. The statutory retirement allowance, IND MISE RET, uses the same calculation rules and formulas as the severance allowance. It does not use the bracket IND BR DEP RET.

---

### See Also

Chapter 11, "Understanding Allowances," Understanding Allowance Brackets, page 194

## Transportation Allowances

Payees living or working in Paris and the area around Paris (*Région Parisienne)* are entitled to special transportation allowances based on the number of zones they have to travel through on the way to work. There is no legal transportation allowance for people living and working outside the Paris area.

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The transportation allowance for payees living and working in or around Paris is paid at 50 percent of the cost of a weekly, monthly, or annual travel ticket. Payees living outside Paris, but working within it, or living inside and working outside, are entitled to a reduced allowance, as are people living and working outside the city but travelling across it to get to work.

The amount is contained in an earning, CARTE ORANGE, and is triggered by earning or deduction assignment or by positive input. The calculation rule for this earning is Unit x Rate x Percent.

The number of tickets to reimburse is the *unit* and is entered at the payee level (you must override the unit with the number of tickets that you want to pay back).

The calculation of the allowance also requires information stored in three variables. You must define the values of these variables using supporting element overrides. This table lists the variables required for the calculation of the transportation allowance:

| Variable | Description | How it is Used |
|---|---|---|
| IND VR CO NZ | Area number of the *Carte Orange* (allowance code) | Enter the area number in this variable using a supporting element override. If you do not enter this value as an override or enter the wrong value, the payment will be in error. The valid area values are contained in the bracket IND BR C ORANGE. |


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| Variable | Description | How it is Used |
|---|---|---|
| IND VR CO FA | Frequency of ticket purchase | IND VR CO FA is used to store the frequency of purchase of the transportation card. The possible values here are: *S* for a weekly transportation ticket and *A* for a yearly transportation ticket. If this variable is not populated, the system assumes, by default, that the purchase frequency is monthly. This variable is used to select the correct reimbursement amount. The bracket IND BR C ORANGE retrieves the amount (cost) of the weekly, monthly, and yearly transportation ticket.<br><br>**Note.** The ticket cost depends on the frequency stored in IND VR CO FA and is returned by the bracket IND BR C ORANGE (the cost populates the rate component in the calculation rule of the earning CARTE ORANGE). |
| IND VR CO% | Reimbursement percentage (default rate) | The variable IND VR CO% stores the percentage used in the calculation rule of the earning CARTE ORANGE. By default, this percentage is equal to 50 percent. However, you can override this percentage by entering a supporting element override. |

**Note.** You can enter supporting element overrides on the Element Detail page of the Element Assignment by Payee component (GP_ED_PYE), or on the Element Detail page of the Payee Assignment by Element component (GP_ED_ELEM). You can also enter supporting element overrides on the Positive Input - Details page of the One Time (Positive Input) component (GP_PI_MNL_ERNDED).

## Independent Transportation Allowance

Payees who do not use public transportation may be entitled to these allowances:

- Transportation allowance.

  There is no legal obligation for payees living and working outside Paris to receive a transportation allowance. Special rules may be defined by collective agreements.

  This allowance is managed using payee assignments and is calculated by the earning IND TRANSPOR. To trigger this earning, you must assign it to individual payees using the Element Assignment by Payee (GP_ED_PYE) or Payee Assignment by Element (GP_ED_ELEM) components, or the One Time (Positive Input) component (GP_PI_MNL_ERNDED).

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The amount that you want to reimburse must be entered in the amount field of the override if the amount is different from the statutory allowance.

- Mileage allowance.

  The mileage allowance is stored in the earning IND KILOMETR. The calculation rule for this earning is rate x unit, where the unit is the number of kilometers traveled and the rate is the reimbursement rate.

  The payment of the allowance is triggered by positive input and the user must override the unit and rate fields with the amounts needed.

This table indicates which premiums and reimbursements for transportation expenses are exempt from social security contributions and income tax.

| Premium Reimbursement | Exemption from social security contributions Paris area | Exemption from social security contributions Provinces | Exemption from the income tax (*) and the tax on salaries Paris area | Exemption from the income tax (*) and the tax on salaries Provinces |
|---|---|---|---|---|
| Payment of the statutory independent transport allowance | Yes | Yes | Yes | Yes |
| 50% reimbursement of the transportation ticket (Paris area) | Yes | | Yes | |
| More than 50% (general case) | Yes, if the company can supply proof of the expenses. | | Yes, up to a limit of 50% of the transportation ticket. | |
| Payee applying a fixed deduction for professional expenses | Yes, up to a limit of 50% of the transportation ticket. | | Yes, up to a limit of 50% of the transportation ticket. | |
| Total or partial financial liability for transportation expenses (provinces) | | Yes, up to the 2nd class rate (SNCF or other transportation companies). | Yes, up to the limit of the statutory independent transport allowance. | Yes, up to the limit of the statutory independent transport allowance. |
| Payee applying a fixed deduction for professional expenses | | Yes, up to the limit of the statutory independent transport allowance. | Yes, up to the limit of the statutory independent transport allowance. | Yes, up to the limit of the statutory independent transport allowance. |

(*) Except if for real professional expenses deduction.


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**Note.** Global Payroll for France manages only the Paris Carte Orange reimbursement and the reimbursement of independent transport allowance. PeopleSoft do not provide any logic to differentiate between other transportation premiums and reimbursement amounts that are liable or not liable for social security contributions and income tax. You must define the rules yourself.

# Benefits in Kind

Benefits in kind are goods or services provided by the employer that are not essential for carrying out professional activities.

Each benefit in kind produces an earning included in the gross salary and liable for social security contributions, and a deduction of the same amount, on the net salary. This section discusses:

- Meal benefit in kind.
- Lodging benefit in kind.
- Meal and lodging benefits in kind and net guarantee calculation.
- Car benefit in kind.
- Other benefits in kind.

## Meal Benefit In Kind

This table lists the earnings and deduction delivered to process meal benefits in kind:

| Element | Description |
|---|---|
| AN NOURRITUR | This earning calculates the meal benefit and is triggered by positive input. The calculation rule for the earning is rate x unit (number of meals), with the unit being entered as positive input. The rate is equal to a lump sum amount stored in the variable IND VR AN NOUR FOR. |
| AN NOUR REG | **Note.** This element is no longer used due to changes in the calculation of the meal benefit after 1 January 2003. |
| AN NOUR DED | This deduction reduces the net salary. It is equal to the benefit in kind, AN NOURRITUR, plus the adjustment AN NOUR REG calculated during the period. AN NOUR DED is calculated automatically by the payroll process. |

**Note.** Apprentices are calculated using a specific formula.

## Lodging Benefit In Kind

Lodging benefit in kind is calculated on the same fixed base as the meal benefit in kind, with two rates, depending on the monthly salary. This table lists the earnings and deduction delivered to process lodging benefits in kind:

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| Element | Description |
| --- | --- |
| AN LOGEMENT | This earning calculates the lodging benefit and is triggered by positive input.<br><br>To process the earning, you must specify the number of rooms by entering a supporting element override for the variable IND VR AN L NP.<br><br>The calculation of the benefit in kind is based on statutory values stored in the bracket IND BR AN LOGEMENT, and depends on the number of rooms in the accommodation and on the employee salary as compared to the monthly social security ceiling. |
| AN LOGEM REG | **Note.** This element is no longer used due to changes in the calculation of the lodging benefit after 1 January 2003. |
| AN LOGE DED | This deduction reduces the net salary. It is equal to the benefit in kind, AN LOGEMENT, plus the adjustment AN LOGEM REG calculated during the period. AN LOGE DED is calculated automatically by the payroll process. |

**Note.** Apprentices are calculated using a specific formula.

## Lodging Benefit in Kind and the Net Guarantee Calculation

The lodging benefit in kind values vary depending on the gross salary, which is affected by the net guarantee process. At each iteration of this process, the gross salary is adjusted until the target net salary is reached. Because the gross salary can go above and below the social security ceiling after each iteration, the benefit in kind could also vary. This can cause instability in the net guarantee calculation. To avoid this, the lodging benefit in kind valuation is not included in the net guarantee iterative process.

**Note.** The lodging benefit is calculated in the process list after the IJSS section and before the net guarantee calculation section. This means that it is calculated without taking into account the IJSS adjustment value (the result of the Net Guarantee calculation). If you want to calculate the benefit in kind taking into account the net guarantee calculation, place the benefit in kind section IND SE AVT NATURE after the net guarantee sections GEN SE GARANTI NET and GEN SE IJSS AJUST. But in this case, the net guarantee calculation can’t be guaranteed.

**Note.** PeopleSoft recommends that you do not include the benefit in kind calculation in the net guarantee iterative process.

## Car Benefit in Kind

The real value of a car given to a payee is considered a benefit in kind. If a car belongs to the company, but is allocated to a payee, it is also considered a benefit in kind, calculated with the mileage allowances bracket. This bracket is provided by the tax office and is not managed by PeopleSoft.

This table lists the earnings and deduction delivered to process the car benefit in kind:

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| Element | Description |
|---|---|
| AN VEHICULE | This earning has a calculation rule of Amount, with the Amount Type set to *Payee Level*. It stores the car benefit and is triggered by positive input. |
| AN VEHIC REG | This earning is used to supplement the car benefit in kind using the positive input page. |
| AN VEHI DED | This is the deduction used for the car benefit in kind. It is deducted from net salary and is calculated automatically by the payroll process. |

### Other Benefits in Kind

Non-professional travel, company-sponsored lotteries, competitions, and other similar benefits are considered benefits in kind. This table lists the earnings and deduction delivered to process other benefit in kind:

| Element | Description |
|---|---|
| AN AUTRES | This earning has a calculation rule of Amount, with the Amount Type set to *Payee Level*. It stores other benefits in kind and is triggered by positive input. |
| AN VEHIC REG | This earning is used to supplement other benefits in kind using the positive input page. |
| AN AUTRES DE | This is the deduction used for other benefits in kind. It is deducted from net salary and is calculated automatically by the payroll process. |

## Meal Allowances

There are two meal allowances, one for day workers and one for night workers. Because meal allowances may or may not be subject to contributions, PeopleSoft has defined four earnings. This table describes the delivered earnings:

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| Earning | Description |
|---|---|
| PANIER J I | This daytime allowance is subject to contributions.<br><br>To trigger the day meal allowance, you must enter positive input for the earning PANIER J I. The unit of positive input is equal to the number of meal allowances to be paid.<br><br>Meal allowances are not subject to contributions if they are calculated using the legal meal allowance rate stored in the variable IND VR PR PANIER. If you want to pay meal allowances based on a value greater than the legal rate, you must specify the value to use by entering a supporting element override for the variable IND VR PANIER J. If the variable IND VR PANIER J is overridden by an amount over the legal rate, the portion over this rate is used as the rate for the earning PANIER J I.<br><br>**Note.** You can enter supporting element overrides on the Positive Input - Details page of the One Time (Positive Input) component (GP_PI_MNL_ERNDED). |
| PANIER J NI | This daytime allowance is not subject to contributions.<br><br>The earning PANIER J NI has as its unit the number of meals entered by positive input for the earning PANIER J I, and the rate is the statutory meal allowance rate stored in the variable IND VR PR PANIER. |
| PANIER N I | This night allowance is subject to contributions.<br><br>To trigger night meal allowances, you must enter positive input for the earning PANIER N I. The unit of positive input is equal to the number of meal allowances to be paid.<br><br>Meal allowances are not subject to contributions if they are calculated using the legal meal allowance rate stored in the variable IND VR PR PANIER. If you want to pay meal allowances based on a value greater than the legal rate, you must specify the value to use by entering a supporting element override for the variable IND VR PANIER N. If the variable IND VR PANIER N is overridden by an amount over the legal rate, the portion over this rate is used as the rate for the earning PANIER N NI.<br><br>**Note.** You can enter supporting element overrides on the Positive Input - Details page of the One Time (Positive Input) component (GP_PI_MNL_ERNDED). |
| PANIER N NI | This night allowance is not subject to contributions.<br><br>If the variable IND VR PANIER N is not overridden or the variable is overridden by an amount less than 1.5 times the legal rate, the night allowances is not be liable to contributions and is paid by the earning PANIER N NI. |

**Note.** For the meal allowances, you must enter a positive input for the earnings that are subject to contributions (PANIER J I and PANIER N I), but the process determines if these allowances are subject to contributions depending on the values of the variables IND VR PANIER J and IND VR PANIER N.


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Here are two examples of how the PANIER J I and PANIER J NI earnings are calculated:

- Example 1:
  - Legal Meal Allowance Rate= 2,85.
  - Positive Input for the earning PANIER J I.
  - Unit = 2,25.
  - Supporting element override for the variable IND VR PANIER J = 4,50.
  - In this case, the earning PANIER J I is equal to 2,25 x (4,50 − 2,85) = 3,71.
  - And the earning PANIER J NI is equal to 2,25 x 2,85 = 6,41.
- Example 2:
  - Positive Input for the earning PANIER J I:
  - Unit = 2,25.
  - No supporting element override for the variable IND VR PANIER J.
  - In this case, the earning PANIER J I is equal to 0.
  - And the earning PANIER J NI is equal to 2,25 x 2,85 = 6,41.

---

**Note.** If the variable IND VR PANIER J is overridden by an amount under the value of the legal rate, the allowance paid is calculated by PANIER J NI and the base is equal to the legal rate (not to the amount defined for the variable IND VR PANIER J).

---

## Meal Tickets

Meal tickets may be issued to employees who can justify taking a meal during working hours. There is an upper limit, and the employer may be exempt from some social security contributions.

This table lists the earnings and deductions for meal tickets:

| Earning or Deduction | Description |
|---|---|
| TR EMP NI | This earning calculates the number of meal tickets not liable to contributions.<br><br>TR EMP NI uses the bracket IND BR TIT REST to retrieve the amount of the employer's contribution to the meal ticket (stored in the return column variable IND BR TIT REST) that is not subject to social contributions. To process this earning, you must enter the number of meal tickets given to the payee using positive input.<br><br>Because this earning calculates the number of meal tickets not liable to contributions, it is not included in the salary nor does it appear on the payslip as the monetary counterpart of the earning. |

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| Earning or Deduction | Description |
|---|---|
| TR EMP I | This earning calculates the part of the meal tickets liable to contributions.<br><br>TR EMP I uses the bracket IND BR TIT REST to retrieve the amount of the employer's contribution to the meal ticket that is subject to social contributions. This amount is stored in the return column variable IND VR TR EMP I.<br><br>The Unit in the calculation rule of this earning is the number of meal tickets entered by positive input for the earning TR EMP NI. If the employer does not have to pay a contribution for the meal tickets given, the bracket IND BR TIT REST returns a 0 as the value of the variable IND VR TR EMP I. |
| TR EMP I DED | This deduction calculates the number of meal tickets liable to contribution. These meal tickets add to the gross salary; to offset this increase, you must subtract the monetary amount of the meal ticket from the net salary to avoid doubling the payment.<br><br>This deduction uses the bracket IND BR TIT REST to retrieve the amount of the employer's contribution (stored in the return column variable IND VR TR EMP I) that is subject to social contributions and deducts it from the net salary. The unit of this deduction is the amount entered as positive input for the earning TR EMP NI. |
| TR SAL DED | This deduction retrieves the portion of the meal tickets that is paid directly by the payee. This deduction uses the bracket IND BR TIT REST to retrieve the payee's contribution to the meal ticket (stored in the return column variable IND VR TR SAL NI) and deducts it from the net salary. The unit of this deduction is the amount entered as positive input for the earning TR EMP NI. |

### See Also

Chapter 11, "Understanding Allowances," IND BR TIT REST (Meal Tickets), page 205

# Understanding Allowance Brackets

This section discusses these allowance brackets:

- IND BR FIN CONT (End of Contract Entitlements).
- IND BR DT SPEC (Contract Type Specific Entitlements).
- IND BR IND LIC (Severance allowance entitlements).
- IND BR DEP RET (Retirement Allowance entitlements).
- IND BR C ORANGE (Paris transportation allowance).
- IND BR TIT REST (Meal tickets).

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## IND BR FIN CONT (End of Contract Entitlements)

This bracket is used to determine entitlement for the following allowances:

- Compensation In Lieu of Paid Holidays not Taken.
- Severance Allowance.
- End of Fixed-Term Contract Allowance.
- Retirement Allowance.

**Note.** This bracket works in combination with other brackets—including IND BR DT SPEC, IND BR IND LIC, and IND BR DEP RET—to determine entitlement for many of the allowances discussed in this chapter.

This table lists the search keys and return columns for IND BR FIN CONT:

| Search Keys | Use/Description | Return Columns | Use/Description |
|---|---|---|---|
| GEN VR ACTION | Contains the Action code that triggers the allowance.<br><br>**Note.** The value of GEN VR ACTION on the Data page of the Bracket is set to *TER* or *RET* because the bracket applies to termination allowances. | IND BR FIN CONT | The value of this element is not used. |
| GEN VR MOTIF | Contains the Reason code that triggers the allowance. You must update the reason codes in the bracket to indicate the reasons a payee may be entitled to the allowances. | IND VR DT ICCP | This variable is used to trigger the allowance CP ICCP 1A (compensation in lieu of paid holiday) and must be assigned a value of true or false *(1* or *0). 1* triggers the allowance, while *0* prevents payment.<br><br>**Note.** The variable must be set to *0* if the termination reason is gross misconduct. |
| | | IND VR DT IFC | This variable is used to determine entitlement to the end of fixed-term contract allowance IND FIN CONT and must be assigned a value of true or false *(1* or *0). 1* triggers the allowance, while *0* prevents payment. |

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| Search Keys | Use/Description | Return Columns | Use/Description |
|---|---|---|---|
| | | IND VR DT LIC | The variable IND VR DT LIC is used to determine entitlement to the severance allowance IND LICENC and IND LICENC 2. If the variable returns a value of true *(1),* the payee is entitled to the severance allowance as determined by the Action/Reason. If the value returned is equal to false *(0),* the Action/Reason does not give entitlement to the severance allowance. |
| | | IND VR DT LIC ECO | This variable is used to determine if economic redundancy is the reason for a termination. This variable will be taken into consideration only if the variable IND VR DT LIC returns a value of true (*1* for redundancy termination. If the variable returns a value of true (*1*), the payee is entitled to have his or her severance allowance doubled compared to the standard allowance (if notification of the redundancy occurred after May 7, 2002). |


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| Search Keys | Use/Description | Return Columns | Use/Description |
|---|---|---|---|
| | | IND VR DT D RET | This variable is used to determine entitlement to the voluntary retirement allowance IND DEP RET and must be assigned a value of true or false *(1* or *0)*. If the variable has a value of true *(1)*, the payee is entitled to the allowance.<br>**Note.** An additional condition must be satisfied for this allowance to be paid, as determined by the bracket IND BR DT SPEC. |
| | | IND VR DT M RET | This variable is used to determine entitlement to the statutory retirement allowance IND MISE RET and must be assigned a value of true or false *(1* or *0)*. If the variable has a value of true *(1)*, the payee is entitled to the allowance.<br>**Note.** An additional condition must be satisfied for this allowance to be paid, as determined by the bracket IND BR DT SPEC. |

## Sample Values

This table lists sample values that you can use as a model for configuring the bracket:

| GEN VR ACTION | GEN VR MOTIF | Bracket | IND VR DT ICCP |
|---|---|---|---|
| TER | ATC | 1 | 1 |
| TER | CON | 1 | 1 |
| TER | CDE | 1 | 1 |
| TER | DEA | 1 | 1 |

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### Examples

If a payee is laid off and the reason for the payee's departure is gross misconduct (*faute lourde)*, the payee is not eligible for the following:

- The severance allowance (the value of the bracket element should be zero).
- The end of fixed-term contract allowance (the return value of the variable IND VR DT IFC should be set to zero).

**Note.** For a departure reason equal to end of fixed-term contract, the variables IND VR DT IFC and IND VR DT ICCP should be set to 1.

- The paid vacation allowances for the current period (the return value of the variable IND VR DT ICCP should be set to zero).
- The retirement allowances (the return values of the variables IND VR DT M RET and IND VR DT D RET should be set to zero).

## IND BR DT SPEC (Contract Type Specific Entitlements)

This bracket is used to determine entitlement for the following allowances:

- Severance Allowance.
- End of Fixed-Term Contract Allowance.
- Retirement Allowance.

**Note.** This bracket works in combination with other brackets—including IND BR FIN CONT, IND BR IND LIC, and IND BR DEP RET—to determine entitlement for a number of different allowances.

The following table lists the search keys and return columns for IND BR DT SPEC:

| Search Keys | Use/Description | Return Columns | Use/Description |
|---|---|---|---|
| CONTRACT TYPE | Because this bracket is for entitlements that vary by contract, the search key is CONTRACT TYPE.<br><br>Currently, this bracket is defined for only two contract types: CDD and CDI. If you define a new contract type for which you want to grant an entitlement, you must update the bracket. | IND BR DT SPEC | The bracket element IND BR DT SPEC is used to determine entitlement to the severance allowance IND LICENC and IND LICENC 2. If the bracket element returns a value of true *(1),* the payee is entitled to the severance allowance as determined by the contract type.<br>If the value returned is equal to false *(0),* the contract type does not give entitlement to the severance allowance. |


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| Search Keys | Use/Description | Return Columns | Use/Description |
|---|---|---|---|
| | | IND VR DP IFC | This variable serves to determine entitlement for the end of fixed-term contract allowance IND FIN CONT and must be assigned a value of true or false (*1* or *0*). *1* means that the end of fixed term contract allowance can be paid for the type of contract defined, while *0*prevents payment. |
| | | IND VR DP DEP RET | This variable is used to determine entitlement to the voluntary retirement allowance IND DEP RET and must be assigned a value of true or false *(1* or *0).* If the variable returns a value of true *(1),* the allowance can be paid.<br>**Note.** An additional condition must be satisfied for this allowance to be paid, as determined by the bracket IND BR FIN CONT. |
| | | IND VR DP MIS RET | The variable IND VR MIS RET is used to determine entitlement to the statutory retirement allowance IND MISE RET and must be assigned a value of true or false *(1* or *0).* If the variable returns a value of true *(1),* the allowance can be paid.<br>**Note.** An additional condition must be satisfied for this allowance to be paid, as determined by the bracket IND BR FIN CONT. |

## Sample Values

This table lists sample values that you can use as a model for configuring the bracket.

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| CONTRACT TYPE | IND BR DT SPEC | IND VR DP IFC | IND VR DP DEP RET | IND VR DP MIS RET |
|---|---|---|---|---|
| CDD | | 1 | | |
| CDI | 1 | | 1 | 1 |

## IND BR IND LIC (Severance Allowance Entitlements)

This bracket retrieves values used in the severance allowance calculation.

**Note.** This bracket works in combination with the brackets IND BR FIN CONT and IND BR DT SPEC to determine the severance allowance.

The following table lists the search keys and return columns for IND BR IND LIC:

| Search Keys | Use/Description | Return Columns | Use/Description |
|---|---|---|---|
| GP TEMP001 CHAR | If you want to define the bracket according to the labor agreement, populate this temporary variable with the labor agreement before the bracket is resolved. You must also specify the labor agreement value in the bracket definition and indicate the return values for the labor agreement. | IND BR IND LIC | The bracket element IND BR IND LIC returns values used to determine the salaries used in the severance allowance calculation. A return value of *1* indicates that the calculation should use the average salary of the last 12 months. A return value of *2* indicates that the calculation should use the average salary of the last three months. A return value of *3* indicates that the calculation should use the more favorable of the first two methods. |
| GP TEMP002 CHAR | If you want to define the bracket according to payee categories defined in the labor agreement, populate this temporary variable with the appropriate category before the bracket is resolved. Also, specify the payee category value in the bracket definition and indicate the return values for the payee category. | IND VR ANC 1 | This variable is used to store the number of years of seniority linked to the entitlement variable IND VR DRT 1. |


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| Search Keys | Use/Description | Return Columns | Use/Description |
|---|---|---|---|
| GEN VR INSTANCE | The variable GEN VR INSTANCE must be equal to *1* to trigger the earning IND LICENC 1 and *2* to trigger the earning IND LICENC 2 | IND VR DRT 1 | This variable stores the ratio applied to the base salary for the severance calculation for each year of seniority up to the number of years of seniority entered in the variable IND VR ANC 1. |
| | | IND VR ANC 2 | This variable stores the number of years of seniority linked to the entitlement variable IND VR DRT2. |
| | | IND VR DRT 2 | This variable stores the ratio applied to the base salary for the allowance calculation for each year of seniority up to the number of years of seniority entered in the variable IND VR ANC 2. |
| | | IND VR ANC 3 | This variable stores the number of years of seniority linked to the entitlement variable IND VR DRT3. |
| | | IND VR DRT 3 | This variable stores the ratio applied to the base salary for the allowance calculation for each year of seniority up to the number of years of seniority entered in entered in the variable IND VR ANC 3. |
| | | IND VR PLAFOND | This variable stores the ceiling, in years, over which entitlement to the severance allowance is no longer calculated. |

## Sample Values

This table lists sample values that you can use as a model for configuring the bracket:

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| GEN VR INSTANCE | IND BR IND LIC | IND VR ANC 1 | IND VR DRT 1 | IND VR ANC 2 | IND VR DRT 2 | IND VR ANC 3 | IND VR PLAFOND |
|---|---|---|---|---|---|---|---|
| 1 | 3 | 10 | 0.1 | 99 | 0.166667 | | 99 |
| 2 | 3 | 99 | | 99 | | 99 | 99 |

### Example

Suppose that there are two payees, one with ten years of seniority and another with 15 years of seniority. Both payees' average salary over the past three months is equal to 1677 euros, and the average over the last 12 months is 1524 euros. In order to calculate the severance allowance, you must apply to the base salary (equal to either the average salary for the last three months or the last 12—whichever is highest), a factor of 1/10 x years of seniority (up to a limit of ten years). After ten years, the factor applied to the base is (1/10 + 1/15) x years of seniority over ten years.

- Based on this rule, the payee with ten years of seniority (stored in the variable IND VR ANC 1) would have the following severance allowance:

  Base salary of 1677 euros x 1/10 (stored in IND VR DRT 1) x 10 years of seniority.

- Based on this rule, the payee with 15 years of seniority (stored in the variable IND VR ANC 1) would have the following severance allowance:

  Base salary of 1677 euros x 1/10 (stored in IND VR DRT 1) x 10 years of seniority, plus base salary of 1677 euros x (1/10 + 1/15) [stored in IND VR DRT 2] x 5 years of seniority.

---

**Note.** The values currently specified in the bracket for GEN VR INSTANCE = 1 are the values defined by law. You are responsible for updating these values if they change. If you have a collective agreement with different rules, you can define the different slices (up to three) for the variables IND VR ANC 1, IND VR ANC 2, and IND VR ANC 3, and then define the entitlement for each slice in the variables IND VR DRT 1, 2, and 3.

The values currently specified for GEN VR INSTANCE = 2 are provided as sample data only. You must define and maintain these values yourself.

---

## IND BR DEP RET (Retirement Allowance Entitlements)

This bracket retrieves values used in the retirement allowance calculation.

---

**Note.** This bracket works in combination with the brackets IND BR FIN CONT and IND BR DT SPEC to determine the retirement allowance.

---

The following table lists the search keys and return columns for IND BR DEP RET:


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| Search Keys | Use/Description | Return Columns | Use/Description |
|---|---|---|---|
| LABOR AGREEMENT | LABOR AGREEMENT is one of three search keys in the bracket. If you create specific entitlements that vary by labor agreement, you must specify the labor agreements that determine the return column values. | IND BR DEP RET | The value returned by the bracket element IND BR DEP RET determines the salary (base) used to calculate the retirement allowance. The bracket can return one of the following values:<br>• If the bracket retrieves *1,* the salary used to calculate the allowance is equal to $1/12^{th}$ of the last 12 salaries.<br>• If the bracket retrieves *2,* the salary used to calculate the allowance is equal to $1/3^{rd}$ of the last three salaries.<br>• If the bracket retrieves *3,* the salary used to calculate the allowance is the greater of $1/13^{th}$ of the last three salaries and $1/12^{th}$ of the last 12 salaries.<br>**Note.** You must supply the value of this variable. |

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| Search Keys | Use/Description | Return Columns | Use/Description |
|---|---|---|---|
| EMPL CTG (Employee Category) | EMPL CTG is one of three search keys in the bracket. If the collective agreement defines different calculations depending on the employee categories of the payees, you must specify the employee categories that determine the return column values. | IND VR DRT 1 | The variable IND VR DRT 1 returns the number of months that the allowance should be paid.<br>**Note.** you must supply the value of this variable. |
| GEN VR INSTANCE (Number of Years of Seniority) | Regardless of whether the entitlement varies by labor agreement or payee category, the retirement allowance depends on the years of seniority stored in the variable GEN VR INSTANCE.<br>**Note.** This is the only search key that must be populated. | | |

### Sample Values

This table lists sample values that you can use as a model for configuring the bracket:

| GEN VR INSTANCE | IND BR DEP RET | IND VR DRT 1 |
|---|---|---|
| 10 | 3 | 0.5 |
| 15 | 3 | 1 |
| 20 | 3 | 1.5 |
| 30 | 3 | 2 |

## IND BR C ORANGE (Paris Transportation Allowance)

This bracket retrieves the values of the cost of a monthly, weekly, and yearly ticket Paris transportation ticket (*carte orange)*.

The following table lists the search keys and return columns for IND BR C ORANGE:


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| Search Keys | Use/Description | Return Columns | Use/Description |
|---|---|---|---|
| IND VR CO NZ | The search key IND VR CO NZ represents the area number of the *carte orange* reimbursed to the payee.<br>**Note.** You must define the area numbers used in the bracket. | IND BR C ORANGE | The bracket element retrieves the cost of a weekly ticket. |
| | | IND VR CO MOIS | This variable contains the cost of a monthly ticket. |
| | | IND VR CO ANNEE | This variable contains the cost of a yearly ticket. |

**Note.** You must update the bracket each year with the cost of weekly, monthly and yearly tickets for each area number.

### Sample Values

This table lists sample values that you can use as a model for configuring the bracket:

| IND VR CO NZ | IND BR C ORANGE | IND VR CO MOIS | IND VR CO ANNEE |
|---|---|---|---|
| *12* | 85 | 285 | 265 |
| 13 | 113 | 378 | 352 |
| 23 | 83 | 276 | 258 |
| 24 | 107 | 359 | 336 |

## IND BR TIT REST (Meal Tickets)

This bracket retrieves values used in the calculation of meal tickets.

The following table lists the search keys and return columns for IND BR TIT REST:

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| Search Keys | Use/Description | Return Columns | Use/Description |
|---|---|---|---|
| COMPANY | The values returned by this bracket depend on the company. You must define the company values used in the search key. | IND BR TIT REST | The bracket element retrieves the amount of the employer's contribution to the meal ticket that is not subject to social contributions. |
| | | IND VR TR EMP I | This variable stores the amount of the employer's contribution to the meal ticket that is subject to social contributions. |
| | | IND VR TR SAL NI | This variable stores the amount of the payee's contribution to the meal ticket. |

**Note.** You must supply the values for the IND BR TIT REST bracket. PeopleSoft only provides sample values.

### Sample Values

This table lists sample values that you can use as a model for configuring the bracket:

| COMPANY | IND BR TIT REST | IND VR TR EMP 1 | IND VR TR SAL NI |
|---|---|---|---|
| KF1 | 28 | 0 | 28 |
| KF2 | 0 | 29 | 29 |

### See Also

Chapter 11, "Understanding Allowances," Understanding Allowance Earnings and Deductions, page 206

## Understanding Allowance Earnings and Deductions

This table lists the earnings and deductions PeopleSoft delivers to calculate allowances:

| Earning/Deduction | Description |
|---|---|
| CP ICCP A2 | Compensation in lieu of paid holidays A-2. |

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| Earning/Deduction | Description |
|---|---|
| CP ICCP A1 | Compensation in lieu of paid holidays A-1. |
| CP ICCP A | Compensation in lieu of paid holidays A. |
| CP ICCP 1A | Compensation in lieu of paid holidays A+1. |
| CP ICCP MC | Additional amount for compensation in lieu of paid holidays. |
| IND LICENC | First severance allowance. |
| IND LICENC 2 | Second severance allowance. |
| IND FIN CONT | End of fixed-term contract allowance. |
| IND MISE RET | Obligatory retirement allowance. |
| IND DEP RET | Voluntary retirement allowance. |
| CARTE ORANGE | Paris transportation allowance. |
| IND TRANSPOR | Transportation allowance. |
| IND KILOMETR | Mileage allowance.<br>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. |
| AN NOURRITUR | Meal benefit in kind.<br>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. |
| AN LOGEMENT | Lodging benefit in kind |

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| Earning/Deduction | Description |
|---|---|
| AN VEHICULE | Car benefit in kind<br>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. |
| AN AUTRES | Other benefits in kind<br>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. |
| AN NOURR REG | Meal benefit in kind. |
| AN LOGEM REG | Lodging benefit in kind. |
| AN VEHIC REG | Car benefit in kind.<br>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. |
| AN AUTRE REG | Other benefits in kind<br>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. |
| PANIER J I | Meal allowance liable to contributions<br>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. |


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| Earning/Deduction | Description |
|---|---|
| PANIER N I | Night meal allowance liable to contributions<br>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. |
| PANIER J NI | Meal allowance not liable to contributions. |
| PANIER N NI | Night meal allowance not liable to contributions. |
| AN NOUR DED | Meal benefit in kind. |
| AN LOGE DED | Lodging benefit in kind. |
| AN VEHI DED | Car benefit in kind. |
| AN AUTRES DE | Other benefits in kind. |
| TR EMP NI | Meal ticket: employer's contribution not liable. |
| TR EMP I | Meal ticket: employer's contribution liable. |
| TR EMP I DED | Meal ticket: employer's contribution liable (deduction). |
| TR SAL DED | Meal ticket: payee's contribution (deduction). |

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

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

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# CHAPTER 12

# Understanding AFB Rules

Many industries have developed special working and payment arrangements that are available to their employees through AFB (*Association Française des Banques*) collective agreements.

This chapter discusses:

- The AFB process section.
- AFB compensation elements.
- AFB transport allowances.
- AFB end of contract allowances.
- AFB retirement allowances.

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

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### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Viewing Delivered Elements," Understanding How to View Delivered Elements

## The AFB Process Section

AFB sections are triggered in the process list if the payee has an AFB collective agreement set up in PeopleSoft Human Resources. This is verified by using the conditional formula AFB FM TEST CC, which is delivered as sample data and which you can modify to suit your needs.

---

**Note.** The formula AFB FM TEST CC determines whether the system element LABOR AGREEMENT is equal to the variable AFB VR VALUE. By default, the value of the variable AFB VR VALUE is equal to *AFB*. (AFB VR VALUE is a variable with a character format.) If the value of the system element LABOR AGREEMENT is equal to *AFB,* the sections managing the AFB rules are triggered. PeopleSoft does not provide the AFB collective agreement value in the HR tables. There are two solutions to handle this situation: you can create a labor agreement with a value equal to *AFB* for the banking collective agreement, or you can create the banking collective agreement with the value that you want, but you must modify the value of the variable AFB VR VALUE in order to have this value equal to the labor agreement name.

---

### See Also

Chapter 7, "Defining ARRCO, AGIRC, and Contingency Fund Contributions," page 113

Chapter 21, "Setting Up and Generating Wage Certificates," page 345

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# AFB Compensation Elements

This section discusses:

- AFB earning elements.
- The AFB thirteenth payment.
- The AFB diploma premium.

## AFB Earning Elements

The AFB collective agreement stipulates that the annual salary for a payee must be paid in 12 monthly payments, along with an additional amount for the thirteenth month, which is usually paid during the December payroll. However, with the agreement of the work council, companies can pay the annual salary by making 12 identical payments (rather than using the thirteenth amount).

The annual salary can be managed by creating either:

- one rate code for twelve months and one rate code for the thirteenth month, or,
- one rate code for thirteen months, or
- one rate code for twelve identical monthly payments.

If the employee was hired during the current year, or leaves before December, the thirteenth amount is calculated in proportion to the time worked using the formula: annual basic salary * 12 / 13 / calendar days of the year.

The daily rate is also calculated in proportion to the time worked for part-time payees.

PeopleSoft delivers three earnings as sample data. This table lists the earning elements for each case:

| Earning Element | Description |
|---|---|
| AFB SAL 13 M | Used to calculate 12 payments when a payee receives 13 payments. |
| AFB SAL 13EM | Used to calculate the thirteenth payment. |
| AFB SAL 12M | Used if the payee receives 12 identical amounts. |

**Note.** These earnings are automatically segmented and prorated when they are assigned to payees on the Element Assignment by Payee or Payee Assignment by Element pages and the assignment period covers only a portion of the pay period.

PeopleSoft does not maintain these earnings. The calculation rules and proration rules have been defined by PeopleSoft, but you may change them to fit your own requirements.

**Note.** One instance in which you might want to modify the proration rules is for the proration applied to the calculation of the thirteenth month. The formula ABS FM BASE 13EME calculates the amount of the thirteenth-month payment.

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**Note.** The PeopleSoft system does not check whether earnings are below the statutory minimum. Statutory minimum earnings are defined by the collective agreement according to the defined category of the employee. The PeopleSoft system also does not check whether earnings paid comply with the salary scale stipulated by the collective agreement.

## The AFB Thirteenth Payment

The extra earning element for the thirteenth payment—AFB SAL 13EM—is triggered by the generation control element AFB GC 13EME MOIS when the payee leaves or when the thirteenth payment is due. Payees choose in which month they want to receive the payment.

The earning is prorated based on calendar days, calendar half days, and hours worked in the year. The prorations are calculated using accumulators, which are listed in this table:

| Accumulator | Description |
|---|---|
| AFB AC JR CAL AN | Stores the number of calendar days of the year. This accumulator is populated only by the calendar days included in the segment period paid. |
| AFB AC JR NPAY AN | Stores the number of calendar days unpaid. Populate this accumulator based on how your organization defines an unpaid day. |
| AFB AC JR DPAY AN | Stores the calendar days half paid. Populate this accumulator based on how your organization defines a half-paid day. |
| AFB AC HR THEO | Populated by the number of theoretical hours in the segments that make up a year. |
| AFB AC HR ABS AN | Stores the number of hours of absences. |

The accumulators in the preceding table are used in the formula AFB FM BASE 13EME to calculate the thirteenth payment using a proration factor based on the amount of time the payee works for the company during the year.

The payment date is stored in the variable AFB VR DAT PAY 13M. The payment of the thirteenth month is triggered when the date that you indicate in this variable is included in the segment period.

## The AFB Diploma Premium

A payee may be granted an extra earning, called a diploma premium. The earning, PRM DIPL AFB, is entered using positive input and is subject to contributions and income tax.

**Note.** All elements described here are delivered as sample data and are not maintained by PeopleSoft. You may modify the rules for these earnings as required by your company's needs. The only exception is the earning Diploma Premium, which is maintained by PeopleSoft.

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# AFB Transport Allowances

This section discusses:

- Transport allowance amounts.
- Other transport benefits.

## Transport Allowance Amounts

There are two transport allowance amounts. One is for large cities (Paris and large cities listed in the labor agreement), and the other is for smaller cities (cities with more than 100,000 inhabitants listed in the labor agreement). The allowance amounts have two associated earning elements: PRM TR 1 NC and PRM TR 2 NC.

Using the Element Assignment by Payee or Payee Assignment by Element pages in the Global Payroll core application, assign the earning PRM TR 1 NC for Paris and large cities, or PRM TR 2 NC for cities with more than 100,000 inhabitants.

A payee is allowed to receive only one of these two allowances, so the two earnings are exclusive and should not be triggered for the same payee. The system does not control whether the two earnings are entered simultaneously; it is your responsibility to manage this process.

The earnings for smaller cities are not subject to tax or social security contributions because the limit is equal to the earnings. The other earnings are split into an amount subject to contributions and an amount not subject to contributions.

You assign the allowance to the payee. Global Payroll for France does not check whether the allowance for a large city is being paid to a payee working in a small city. However, the system does check whether the earning is subject to social security contributions and tax.

## Other Transport Benefits

Payees may receive other transport benefits. For example, someone may work in Paris and receive an allowance for a *Carte Orange.*

Some payees may receive a car benefit in kind. A payee receiving an allowance for a Carte Orange, or a transport benefit in kind, is not eligible to receive a Premium 1 or Premium 2 transport allowance.

A generation control element verifies whether either of these allowances is being paid, and if either is being paid, a Premium 1 or Premium 2 allowance is not triggered, even if requested by the user.

# AFB End of Contract Allowances

This section discusses:

- Severance allowance entitlement.
- Severance allowance calculation.
- Seniority and 2002.

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# Severance Allowance Entitlement

When a payee's contract is terminated prematurely for a nondisciplinary or economic reason (that is, the payee is laid off), the payee is entitled to a severance allowance as defined by the collective agreement. The allowance is paid in one sum and depends on various conditions, such as term of service and the reason for the layoff. The allowance amount depends on the salary base, years of service, and the payee's category.

Payees dismissed for disciplinary reasons, including those sentenced in court, receive the statutory allowance defined by the government because this is more favorable than the allowance defined by the collective agreement.

The severance allowance for a nondisciplinary or economic reasons is calculated by the earning IND LIC AFB.

### See Also

Chapter 11, "Understanding Allowances," page 181

# Severance Allowance Calculation

The bracket AFB BR IND LIC returns values used to calculate the severance allowance. Entitlement to this allowance depends on the reason for a payee's termination. Although there are many reason codes defined in the Human Resources application, only two confer entitlement to severance pay in the delivered bracket: *INS* (severance for insubordination) and *RED* (severance for staff reduction). If you want to add additional entitlement reasons, include the corresponding reason codes in this bracket.

The retirement allowance IND LIC AFB is triggered by the generation control element AFB GC IND LIC CC. This generation control element contains the actions or reasons that entitle a payee to the retirement allowance. The reasons listed in this generation control element must be the same as the reasons used as search keys in the bracket AFB BR IND LIC.

You must maintain the generation control element by populating it with whatever actions or reasons are required.

### Severance Allowance for Nondisciplinary Dismissal

This table lists the parameters that are used for calculating severance allowances:

| | Managers | Technicians |
|---|---|---|
| Seniority required. | The payee must have one year of seniority to have severance allowance. | Same as managers. |
| Base for calculation. | Base = 1/13 of the annual basic salary the payee had or would have had during the last 12 months. | Same as managers. |

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| | Managers | Technicians |
|---|---|---|
| Semester calculation. | The entitlements must be calculated for two periods as follows:<br><br>The semester must be complete. From 15/09/2002 to 15/03/2003 is a complete semester. From 16/09/2002 to 15/03/2003 is not a complete semester.<br><br>In case of unpaid absences, the length of service must be reduced for the corresponding calendar days. If the semester goes past 01/01/2002, the semester is a complete semester, and the corresponding allowance is calculated in two parts: the part corresponding to the period before 01/01/2002 and the part from 01/01/2002 and onward. | Same as managers. |
| Semester completed before 01/01/2002. | ½ x (13/14,50) for each semester completed before this date. This value is retrieved by the variable AFB VR TX LIC < 02. | Same as managers. |
| Semester completed after 01/01/2002. | 1/5 for each semester completed starting from this date. This value is retrieved by the variable AFB VR TX LIC > O2. | Same as managers. |
| Ceilings. | The ceiling is the upper limit for the two-semester sum; the ceiling varies with the hire date. In case of part-time periods, the ceiling is calculated in proportion to the time worked. | Same as managers. |
| Hired before 12/31/1999. | 24 x (13 / 14,50) = 21,51724<br><br>This value is retrieved by the variable AFB VR LIMIT CADR. | 18 x (13 / 14,50) = 16,13793<br><br>This value is retrieved by the variable AFB VR LIMIT TECH. |


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| | Managers | Technicians |
|---|---|---|
| Hired from 01/01/2000. | 15<br>This value is retrieved by the variable AFB VR LIMIT > O2. | Same as managers. |
| Severance allowance amount. | Base for calculation x semester number.<br>Part-time periods must be included in the calculation. Part-time periods must be considered before 01/01/2002 and from 01/01/2002 and onward. | Same as managers. |

The payee classification—manager or technician—triggers the correct ceiling for severance allowances paid before 2002. The formula SIT FM CLASSIF AFB stores the value *0* if the payee is a technician and *1* if the payee is a manager. Because PeopleSoft does not know how and where companies store the payee's category, you must update the formula.

## Severance Allowance in Case of (Economic) Redundancy

This table lists the parameters that are used for calculating severance allowances:

| | Managers | Technicians |
|---|---|---|
| Seniority required. | The payee must have one year of seniority to receive severance allowance. | Same as managers. |
| Base for calculation. | Base = 1/12 of the annual basic salary the payee had or would have had during the last 12 months. In case of an incomplete year, the annual salary must be rebuilt. | Same as managers. |

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| | Managers | Technicians |
|---|---|---|
| Semester calculation. | The entitlements must be calculated for two periods as follows:<br><br>The semester must be complete. From 15/09/2002 to 15/03/2003 is a complete semester, and from 16/09/2002 to 15/03/2003 is not a complete semester. In case of unpaid absences, the length of service must be reduced for the corresponding calendar days.<br><br>If a semester goes past 01/01/2002, the semester is a complete semester and the corresponding allowance is calculated in two parts: the part corresponding to the period before 01/01/2002 and the part from 01/01/2002 and onward. | Same as managers. |
| Semester completed before 01/01/2002. | ½ x Base for each semester completed before this date.<br><br>This value is retrieved by the variable AFB VR TX LIC < O2. | Same as managers. |
| Semester completed after 01/01/2002. | ¼ x Base x Base for each semester completed starting from this date. This value is retrieved by the variable AFB VR TX LIC > O2. | Same as managers. |
| Ceilings. | The ceiling is the upper limit for the two-semester sum; the ceiling varies with the hire date. In case of part-time periods, the ceiling is calculated in proportion to the time worked. | Same as managers. |
| Hired before 12/31/1999. | 24<br><br>This value is retrieved by the variable AFB VR LIMIT CADR. | 18<br><br>This value is retrieved by the variable AFB VR LIMIT TECH. |


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| | Managers | Technicians |
|---|---|---|
| Hired from 01/01/2000. | 18<br>This value is retrieved by the variable AFB VR LIMIT > O2. | Same as managers. |
| Severance allowance amount. | Base for calculation x semester number.<br>Part-time periods must be included in the calculation. Part-time periods must be considered before 01/01/2002 and from 01/01/2002 and onward. | Same as managers. |

The payee classification—manager or technician—triggers the correct ceiling for severance allowances paid before 2002. The formula SIT FM CLASSIF AFB stores the value *0* if the payee is a technician and *1* if the payee is a manager. Because PeopleSoft does not know how and where companies store the payee's category, you must update the formula.

## Bracket for AFB Labor Agreement Severance Allowance

The search key in the bracket AFB BR IND LIC is GEN VR MOTIF (severance reason), and the return column elements are the bracket AFB BR IND LIC and the variables AFB VR LIMIT TECH, AFB VR LIMIT CADR, AFB VR LIMIT > 02, AFB VR TX LIC < 02, AFB VR TX LIC > 02, and GEN VR IND LIC CC.

This table describes the return column elements:

| Element Name | Usage |
|---|---|
| AFB VR LIMIT TECH | Stores the entitlement limit used in the severance allowance calculation for banking technicians. |
| AFB VR LIMIT CADR | Stores the entitlement limit used in the severance allowance calculation for banking managers. |
| AFB VR LIMIT > 02 | Stores the entitlement limit for all payee categories after 2002. |
| AFB VR TX LIC < 02 | Stores the rate used to calculate the severance allowance before 2002. |
| AFB VR TX LIC > 02 | Stores the rate used to calculate the severance allowance after 2002. |

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| Element Name | Usage |
|---|---|
| AFB BR IND LIC | Stores the multiplier applied to the annual salary (1 for a nondisciplinary reason and 13/12 for an economic reason). |
| GEN VR IND LIC CC | Stores an indicator with the value of *1* if the severance allowance defined by the collective agreement is resolved. This variable is checked to avoid the payment of the legal severance allowance if the labor agreement severance allowance has already been paid. |

This table shows the sample values of the return column elements:

| GEN VR MOTIF (Key) | AFB BR IND LIC (Return) | AFB VR LIMIT TECH (Variable) | AFB VR LIMIT CADR (Variable) | AFB VR LIMIT > 02 (Variable) | AFB VR TX LIC < 02 (Variable) | AFB VR TX LIC > 02 (Variable) | GEN VR IND LIC CC (Variable) |
|---|---|---|---|---|---|---|---|
| INS | 1 | 21,517241 | 16,137931 | 15 | 0,448275 | 0,2 | 1 |
| RED | 1,083333 | 24 | 18 | 18 | 0,5 | 0,25 | 1 |

It is important that you understand the definition of this bracket because PeopleSoft delivers, but does not maintain, it. You must maintain this bracket to ensure that it functions properly.

If your organization applies the AFB collective agreement, use the sample values in this bracket and in the AFB BR IND DEP RET bracket to manage severance and retirement allowances. If you have a collective agreement other than AFB, don't use these brackets.

If you are applying the AFB collective agreement, and the agreement uses different values to calculate the allowance, you may need to change the parameters of the brackets, but you do not need to create any new brackets for this allowance.

**Note.** If you use the AFB BR IND LIC bracket, make sure that the return column variable GEN VR IND LIC CC is set to *1*. This variable tells the system that the allowances are being calculated using a labor agreement bracket and should not be calculated again based on the legal setup.

### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Defining Data Retrieval Elements," Defining Bracket Elements

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Defining Calculation Elements," Defining Variable Elements

## Seniority and 2002

The entitlement used to calculate severance allowance changed in 2002. The previous seniority values were frozen at the end of 2001, so the formula containing payee classifications automatically switched to a new effective date and calculated the new entitlements when the changes were introduced.

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The HR files do not tell you if a person is classified as a technician or a manager. The formula SIT FM CLASSIF AFB stores the value *0* if the payee is a technician and *1* if the payee is a manager.

---

**Note.** The system used the formula SIT FM CLASSIF AFB until the end of 2001, and currently uses the formula for retro calculations. For calculating allowances in 2002 and onwards, the system does not use this formula.

---

You must maintain this formula, which needs to be populated so that it can retrieve a value for the payee's category. By default, the value in the formula is set to *0*. This means that if the formula is not updated, it retrieves values for technicians only.

# AFB Retirement Allowances

This section discusses:

- Retirement allowance entitlement.
- Retirement allowance calculation.

## Retirement Allowance Entitlement

The AFB labor agreement defines entitlement to the retirement allowance. In cases of voluntary retirement, the allowance defined by the collective agreement supersedes the one defined by law. In cases of compulsory retirement, the legal retirement allowance supersedes the allowance defined by the labor agreement. The earning used to calculate the retirement allowance for AFB is IND DRET AFB.

## Retirement Allowance Calculation

The bracket AFB BR IND LIC returns values used to calculate the retirement allowance. Entitlement to this allowance depends on the reason for a payee's retirement. Although there are many reason codes defined in the Human Resources application, only one confers entitlement to retirement pay in the delivered bracket: *VRE* (retirement for voluntary reasons). If you want to add additional entitlement reasons, include the corresponding reason codes in this bracket.

The retirement allowance IND DRET AFB is triggered by the generation control element AFB GC IND DRET CC. This generation control element contains the actions or reasons that entitle a payee to the retirement allowance. The reasons listed in this generation control element must be the same as the reasons used as search keys in the bracket AFB BR IND DEP RET.

You must maintain the generation control element by populating it with whatever actions or reasons are required.

### Bracket for AFB Labor Agreement Retirement Allowance Parameters

The search keys for the bracket AFB BR IND DEP RET are GEN VR MOTIF (the retirement reason) and GEN VR AN ANC CONT (the number of years of seniority), and the return column elements are the bracket AFB BR IND DEP RET and the variable GEN VR IND RET CC.

This table describes the return column elements:

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| Element Name | Usage |
|---|---|
| AFB BR IND LIC | The bracket AFB BR IND LIC resolves to the calculation rate, which is applied to the average salary of the last 12 months. |
| GEN VR IND RET CC | Stores an indicator with the value of *1* if the retirement allowance defined by the collective agreement is resolved. This variable is checked to avoid payment of the legal retirement allowance if the labor agreement retirement allowance has already been paid. |

This table shows the sample values of the return column elements:

| GEN VR MOTIF (Key) | GEN VR AN ANC (Key) | AFB BR IND DEP RET (Return) | GEN VR IND RET CC (Variable) |
|---|---|---|---|
| VRE | 10 | 0,666666 | 1 |
| VRE | 15 | 1,25 | 1 |
| VRE | 20 | 2 | 1 |
| VRE | 30 | 2,5 | 1 |

It is important that you understand the definition of this bracket because PeopleSoft delivers, but does not maintain, it. You must maintain this bracket to ensure that it functions properly.

If your organization applies the AFB collective agreement, use the sample values in this bracket and in the AFB BR IND LIC bracket to manage severance and retirement allowances. If you have a collective agreement other than AFB, don't use these brackets.

If you are applying the AFB collective agreement, and the agreement uses different values to calculate the allowance, you may need to change the parameters of the brackets, but you do not need to create any new brackets for this allowance.

---

**Note.** If you use the AFB BR IND DEP RET bracket, make sure that the variable GEN VR IND RET CC is set to *1*. This variable, along with variable GEN VR IND LIC CC in the bracket AFB BR IND LIC, tells the system that the allowances are being calculated using a labor agreement bracket and should not be calculated again based on the legal setup.

---

## See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Defining Data Retrieval Elements," Defining Bracket Elements

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Defining Calculation Elements," Defining Variable Elements

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# CHAPTER 13

# Understanding Specific Contracts

This chapter provides an overview of specific contracts and discusses:

- Professionalization contracts.
- Apprentices.
- Trainees.
- Qualification contracts.
- Orientation contracts.
- Adaptation contracts.
- Work initiative contracts (*Contrat Initiative Emploi*).
- Special part-time contracts.
- Fixed-term contracts.
- Specific categories of payees.
- Brackets for specific contracts.
- SIT FM formulas.

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

## Understanding Specific Contracts

Specific contracts confer exemptions from social contributions. They are usually set up between an employer and a government department or between an employer and payee, subject to controls from the DDTE. PeopleSoft delivers rules for common exemptions for professionalization contracts, apprentice contracts, trainee contracts, fixed-term contracts, other specific exempted contracts, and specific categories of payees.

Contracts affect areas of the payroll process in addition to the calculation of social contributions. For example, there may be unique earnings for payees with specific types of contracts, and payees with certain contracts may not be included in the employee headcount.

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**Note.** Global Payroll for France delivers earnings for certain categories of payees. These earnings are described in subsequent sections of this chapter.

**Important!** Sometimes the information needed to determine a contract employee's social contribution is not available from PeopleSoft Enterprise Human Resources. In these cases, the formula SIT FM assigns a default value. During the implementation of your system, you can create fields to manage the values not currently provided by PeopleSoft Enterprise Human Resources and you can create any needed elements (arrays, for example) to update the formula SIT FM.

### See Also

Chapter 13, "Understanding Specific Contracts," SIT FM Formulas, page 246

# Professionalization Contracts

PeopleSoft Global Payroll for France doesn't provide rules for calculating compensation for payees with professionalization contracts; however, PeopleSoft does provide rules to manage minimum wage levels, social security contribution exemptions, and other conditions related to the professionalization contract.

This section provides an overview of the professionalization contract and discusses elements used to define professionalization contract rules.

## Overview of Professionalization Contract

PeopleSoft Global Payroll for France delivers a number of rules to manage minimum salary requirements and contribution exemptions for payees with professionalization contracts, including:

- Minimum wage controls: Global Payroll for France controls that payee compensation falls within the statutory minimum wage (SMIC) based on age and educational level. For example, if an employee is under 21 and doesn't have a professional baccalaureate, he/she qualifies for at least 55% of the SMIC. And if the employee is under 21 and has, at a minimum, a professional baccalaureate degree, he/she qualifies for at least 65% of the SMIC.
- Contribution exemptions: Global Payroll for France delivers two social security scheme codes—code 456 and code 457 (for Alsace Moselle)—to manage contribution exemptions. To view the rates and percentages associated with these schemes, access the URSSAF Rates and URSSAF Additional Setup pages.

  **Note.** Contribution exemptions associated with the professionalization contract apply only to the portion of the salary that falls within the SMIC.

  **Note.** To trigger the contribution exemptions associated with these social security codes, specify *CDP* (limited professionalization contract) or *CPI* (unlimited professionalization contract) as the contract type on the Contract Type/Clauses page in PeopleSoft Human Resources, and then enter either code 465 or 457 in the Social Security Code field for each qualified payee.

  See Chapter 5, "Defining URSSAF Contributions," page 85.
- Limitation on benefits in kind:

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Benefits in kind cannot constitute more than 75% of the minimum wage. In other words, employees with professionalization contracts must receive at least 25% of their compensation in monetary form.

- Warning messages to enforce age limits for assigning professionalization contracts.

  The system generates a warning message if a social security code for professionalization contracts is assigned to an employee who is 25 years of age or over and below 45.

- Warnings to prevent exemptions from extending beyond the contract end date.

  At the end of the professionalization period in an unlimited contract, the specific compensation rules and social security exemptions associated with the contract must be stopped and the payee can then continue employment under a new social security scheme. To prevent the conditions of the professionalization period from extending beyond the contract end date, Global Payroll for France issues a warning to the user to assign payees to a new social security scheme. This warning is generated when the current pay period end date exceeds the contract end date.

**Note.** In the case of a limited professionalization contract, the payee cannot continue working under a new contract when the contract ends.

**Note.** All rules related to the professionalization contract have an effective date of 1 October 2004.

**Note.** The professionalization contract replaces the qualification, orientation, and adaptation contract rules delivered in earlier versions of Global Payroll for France.

# Elements Used to Define Professionalization Contract Rules

This section discusses:

- Delivered elements for minimum wage (SMIC) controls.
- Delivered elements to limit benefits in kind.
- Delivered elements to generate age limit warnings.
- Delivered elements to prevent overextension of the professionalization contract.

## Delivered Elements for Minimum Wage (SMIC) Controls

The percentage of the minimum wage (SMIC) that a payee is entitled to receive varies by age and educational level.

PeopleSoft delivers the bracket GEN BR SMIC PROF to return the applicable SMIC percentage based on age.

PeopleSoft delivers the bracket GEN BR NIVEAU ETUD to return an additional SMIC percentage based on educational level.

**Note.** You should review the information in this bracket and, if necessary, modify the additional SMIC percentage based on educational level to reflect the rules in effect in your organization.

The system adds the percentages returned by these brackets to calculate the minimum percentage that the payee should receive.

See Chapter 13, "Understanding Specific Contracts," Brackets for Professionalization Contract Minimum Wage (SMIC) Controls, page 243.

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### Delivered Elements to Limit Benefits in Kind

PeopleSoft delivers a variable—IND VR AN COEF—to store the maximum percentage of a payee's compensation that can be comprised of benefits in kind. The value of this variable is set to .75 by the formula APP FM INIT for all payees with a professionalization contract.

PeopleSoft uses the formula APP FM BASE to put payments in error when the percentage of a payee's compensation consisting of payments in kind exceeds 75%. It does this by adding all payments in kind, and then dividing the resulting sum by all payments in kind plus any monetary compensation stored in the accumulator APP AC SAL ESP SG. If the resulting quotient is greater than .75, the formula puts the payment in error.

### Delivered Elements to Generate Age Limit Warnings

PeopleSoft uses the formula APP FM INIT to generate a warning message when a payee 26 years of age or older and less than age 45 has been granted a professionalization contract. This message appears in the Payee Messages component.

### Delivered Elements to Prevent Overextension of the Professionalization Contract

PeopleSoft delivers the formula GEN FM DT FIN PROF to prevent the conditions of the professionalization period from extending beyond the contract end date. This formula compares the value of the system element CONTRACT EX END DT—which contains the expected contract end date from the Contract Status/Content page—to the current date. If the two dates are not equal, and the segment end date for the calculation period is greater than the expected contract end date, the formula assigns a value of 1 (true) to the variable GEN VR FIN CT PROF. Otherwise, the value of the variable is 0 (false).

The value of this variable (GEN VR FIN CT PROF) is then "read" by a second formula, APP FM INIT. This formula determines if the variable is equal to 1 (true). If so, it generates a warning message that the professionalization contract should be terminated.

**Important!** By default, the value of the system element CONTRACT EX END DT is the same as the expected end date specified on the Contract Status/Content page. If the end date on Contract Status/Content page is incorrect, you can override the value of the system element with the correct end date. To do this, enter positive input at the payee level.

## Apprentices

This section discusses:

- Apprentice contracts.
- Apprenticeship period.
- URSSAF contributions.
- ASSEDIC contributions.
- Levies.
- ARRCO/AGIRC contributions.
- Contingency funds.
- Counting employees.

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### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Defining Data Retrieval Elements," Defining Bracket Elements

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Defining Calculation Elements," Defining Variable Elements

Chapter 13, "Understanding Specific Contracts," Bracket for Specific Contract Compensation Scale, page 244

## Apprentice Contracts

Apprentices, by law, may not earn less than a set percentage of the SMIC (legal minimum salary). The percentage depends on the age of the apprentice and the year of the contract. You enter the apprentice's salary and a control checks whether the earning is below the legal minimum. If this is the case, the system generates a warning message.

The bracket APP BR REMUN stores the minimum percentages to apply to the SMIC according to the year of contract and the age of the payee. The appropriate percentage is retrieved and checked with the standard SMIC control.

The age of the payee is calculated using the payee date of birth in PERSONAL_DATA. The year of the contract is calculated using the contract begin date in the contract data.

This table lists the minimum percentages that apply for each year of the apprenticeship in the different age ranges:

| Year of contract | Percentage of the SMIC for apprentices under 18 | Percentage of the SMIC for apprentices between 18 and 20 | Percentage of the SMIC or of the conventional salary for apprentices over 21 |
|---|---|---|---|
| 1st year | 25 % | 41 % | 53 % |
| 2nd year | 37 % | 49 % | 61 % |
| 3rd year | 53 % | 65 % | 78 % |

**Note.** The system does not calculate the minimum salary; it does check that the salary you entered is greater than the minimum required by law. Because the system does not manage the conventional salary (that is, the minimum salary required by the collective agreement) for apprentices over the age of 21, the system applies the percentages in the previous table on the SMIC only.

## Apprenticeship Period

The normal length of an apprenticeship is two years. However, in some circumstances, this may be extended to three years. In this case, use the variable GEN VR ANC REINT to subtract or add a period of time from the contract begin date to compensate for the extension of the apprenticeship period.

There may be times when you need to modify the number of years for a contract calculated between the contract begin date and the first day of the period. You can override the variable GEN VR ANC REINT by the number of days to add or subtract for the calculation of the year of the contract.

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# URSSAF Contributions

Payees are assigned to a particular contribution class (*régime*) that determines their URSSAF contributions. Apprentices in organizations with more than ten payees have a specific contribution class of their own—*régime* code 128.

The funding base percentage for apprentices is a lump-sum amount determined by the government. This percentage varies according to the age of the payee and the year of the contract. The bracket APP BR BASE stores the lump-sum funding base in euros. You should update this bracket to comply with the law and to meet your particular needs.

For organizations with less than ten payees, neither employer nor payee is liable to pay URSSAF contributions for apprentices. No *régime* code is entered and no deductions are made.

The lump-sum funding base calculated for apprentices is not used in the base for the ceiling regularization. The contributions are paid each month based on the lump-sum funding base. If an apprentice ends his apprenticeship contract and continues his work for the same organization under a new contract type, the salaries he received during his apprenticeship contract won't be used in the annual ceiling regularization.

### See Also

Chapter 5, "Defining URSSAF Contributions," page 85

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Defining Data Retrieval Elements," Defining Bracket Elements

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Defining Calculation Elements," Defining Variable Elements

# ASSEDIC Contributions

In organizations with less than ten payees, neither employer nor payee is required to pay ASSEDIC contributions for apprentices. No deductions are triggered.

In organizations with more than ten payees, ASSEDIC deductions are triggered, but they are subject to a generation control. Payee contributions are not triggered if the payee is an apprentice. No controls are provided for the employer's contribution.

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**Note.** The system checks the contract type to determine whether a payee is an apprentice. Therefore, during setup, it is important to update the contract type with the correct value.

---

# Levies

Levy deductions are not triggered for apprentices in organizations with less than ten payees.

For organizations with more than ten payees, these deductions are triggered. There are no CSG and CRDS deductions for apprentices.

The funding base percentage for apprentices is a lump-sum amount determined by the government. This percentage varies according to the age of the payee and the year of the contract. The bracket APP BR BASE stores the lump-sum funding base in euros. You should update this bracket to comply with the law and to meet your business requirements.

### See Also

Chapter 13, "Understanding Specific Contracts," URSSAF Contributions, page 228

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## ARRCO/AGIRC Contributions

Payees do not pay ARRCO/AGIRC contributions if they are apprentices. And if a payee is an apprentice, the ARRCO/AGIRC employer's contributions are due only if the organization has more than ten payees and these contributions are triggered.

## Contingency Funds

Contingency fund contributions follow the same rules as for ARRCO/AGIRC. For organizations with more than ten payees, there is only a single contribution from the employer. For organizations with less than ten payees, no contribution is triggered.

## Counting Employees

Apprentices are not included in the head count of employees. This may have an impact on contributions that depend on the number of employees in the organization (that is, more or less than ten).

### See Also

Chapter 27, "Counting Employees," page 443

# Trainees

This section discusses:

- Trainee contracts.
- Earnings.
- Social security contributions.
- Trainee examples.

***Warning!*** The tax rules described in this section are scheduled to be updated after the release of PeopleSoft Enterprise Global Payroll for France version 9.0. For information about these tax updates, review the additional documentation for Global Payroll for France on Customer Connection.

## Trainee Contracts

Trainees are identified using the formula SIT FM STG URSSAF. If this formula retrieves the value GP TRUE (1), the payee is considered a trainee. If this formula retrieves the value GP FALSE (0), the payee is not considered a trainee.

Trainees are not covered by a work contract because they are not classified as salaried employees.

The training establishment may or may not be covered for work accident insurance (RT), and the training may or may not be mandatory. Both of these factors affect the trainees' earnings and contributions.

PeopleSoft delivers different earnings to identify whether the establishment is covered for work accident insurance.

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## Earnings

This table lists the earnings that PeopleSoft delivers for the different classes of trainee:

| Earning | Description |
|---|---|
| STG OBL AT | For trainees undergoing mandatory training with AT coverage. |
| STG OBL NAT | For trainees undergoing mandatory training without AT coverage. |
| STG NOBL | For trainees undergoing non-mandatory training. |

These earning are automatically segmented and prorated when they are assigned to payees 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 *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Setting Up Overrides," Payee Overrides and Segmentation.

All of these earnings add to the accumulator GEN AC BRUT SG. The delivered rules compare these earnings to the minimum salary or relevant percentage of the minimum salary.

PeopleSoft delivers variables specifically for trainees that you may need to define by entering supporting element overrides. There are two types of variables:

- Variables used in conjunction with the trainee earnings.

  GEN VR STAG NB M and GEN VR STG NSIR affect the processing of trainee earnings listed in the previous table.

- Variables used for trainees who don't receive compensation.

  In certain cases, contributions must be paid for trainees who are not paid. However, these trainees aren't assigned the trainee earnings, and contributions are therefore not triggered in the normal way. To indicate situations in which there is no compensation and contributions are due, PeopleSoft delivers variables GEN VR STG O AT, GEN VR STG ONAT, and GEN VR STG NOBL.

This table lists the variables and explains how to use them:

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| Variable | Description |
|---|---|
| GEN VR STAG NB M | Used to indicate the period that an allowance covers. The default value is *1*, which means that compensation is paid each month. Override this variable if you pay trainees for multiple months in only one payroll. In such cases, the system needs to control that this compensation falls within the legal limits multiplied by the number of months.<br><br>For example, if a trainee stays with an organization for two months for mandatory training and the trainee is paid at the end of the two month period, you must override GEN VR STAG NB M with *2* to ensure that the system correctly calculates the contributions. |
| GEN VR STG NSIR | Used to indicate whether the training lasts more or less than three months. This information is used to determine whether the compensation paid to the trainee is subject to income tax (that is, whether the accumulator GEN AC NET FISCAL is populated by the compensation amount).<br><br>For mandatory training with a duration of three months or less, the variable is set to *1* (this is the default value). If you want to indicate that the training lasts more than three months, override the variable GEN VR STAG NSIR by assigning the value zero (0) or by using the variable GP FALSE. |
| GEN VR STG O AT | Used to indicate mandatory training with work accident coverage for trainees who don't receive compensation. |
| GEN VR STG ONAT | Used to indicate mandatory training without work accident coverage for trainees who don't receive compensation. |
| GEN VR STG NOBL | Used to indicate non-mandatory training for trainees who don't receive compensation. |

## Social Security Contributions

All trainees are subject to URSSAF, transportation, and CSG/CRDS contributions. URSSAF contributions are based on *régime* codes, but for trainees it is not necessary to enter the code. The system assigns the correct *régime* code based on such factors as the trainee's compensation level, whether training is mandatory or non-mandatory, and the work accident coverage.

Trainees are not subject to contributions for ASSEDIC, ARRCO/AGIRC, contingency funds, training tax, or levies.

Initially, the system triggers all contribution deductions. Then, a generation control for each contribution checks whether the payee is a trainee. Payment is not processed for contributions that do not apply to trainees. Transportation contributions are triggered by checking whether URSSAF contributions are being paid, because both have the same conditions of eligibility.

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This table lists the different contributions that are due for mandatory training:

| Description | Social Security Contributions: Payee's Part | Social Security Contributions: Employer's Part | CSG / CRDS |
|---|---|---|---|
| Compensation ≤ 30% of the SMIC: AT risk covered | Not Liable | Not Liable | Not Liable |
| Compensation ≤ 30% of the SMIC: AT risk not covered | Not Liable | Liable for 25% of the SMIC | Not Liable |
| Compensation > 30% of the SMIC: AT risk covered | Liable | Liable except for AT deduction | Liable |
| Compensation > 30% of the SMIC<br>AT risk not covered | Liable | Liable | Liable |

Some contributions can be paid on 25 percent of the SMIC even if the payee doesn't receive any compensation.

This table presents the different contributions that are due for non-mandatory training:

| Description | Social Security contributions: Payee's Part | Social Security contributions: Employer's Part | CSG / CRDS |
|---|---|---|---|
| Training not compensated | No Contributions | Liable on 25% of the SMIC | No Contributions |
| Training compensated: compensation ≤ 25% of the SMIC | Not Liable | Liable on 25% of the SMIC + benefits in kind | Not Liable |
| Training compensated: compensation ≥ 25% of the SMIC | Liable | Liable | Liable |

In this case, AT contributions are paid when the employer contributes on 25 percent of the SMIC or on the complete compensation.

## Trainee Examples

This section discusses the following examples of trainee earnings and contributions:

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- Example 1: mandatory training, four months, with insurance.
- Example 2: mandatory training, five months, no compensation or insurance.

### Example 1: Mandatory Training, Four Months, with Insurance

Suppose that a payee is taking mandatory training and is covered for work accident insurance by the employer. Training lasts for four months and the payment is 152 euros per month. To process this trainee:

- Enter the compensation using the earning STG OBL AT.

  The work accident coverage is deducted from the same earning.
- Update the variable GEN VR STG NSIR because the training period is longer than three months.

  The salary becomes liable to income tax when the training exceeds three months.

### Example 2: Mandatory Training, Five Months, No Compensation or Insurance

Suppose that a payee is taking mandatory training and is not covered for work accident insurance by the employer. Training lasts for five months and there is no payment.

To process this trainee, you would update the variable GEN VR STG ONAT to 1 (TRUE). In this case, the employer is liable for some contributions. These are calculated on 25 percent of the SMIC. There are no CSG/GRDS contributions.

Because there is no compensation, it is not necessary to update any earnings or deductions. The result of the process is that there are no payee contributions.

# Qualification Contracts

This section discusses:

- Qualification contracts.
- Remuneration.
- Contributions.
- Other considerations.
- Qualification contract example.

***Warning!*** The qualification contract discussed in this section has been replaced by the professionalization contract for new contract employees. However, some qualification contracts may still be in effect if they were established shortly before the implementation of the new professionalization contract; for this reason, the delivered rules for qualification contracts have not been inactivated. However, if you attempt to assign a qualification contract to an employee on the Contract Data component in PeopleSoft Human Resources, you will receive a warning message.

## Qualification Contracts

The qualification contract is for payees between the ages of 16 and 26. It allows the payee periods of study as part of a sandwich course (*formation en alternance)*. It is a fixed-term contract for a period between six months and two years. It does not give entitlement to an end-of-contract allowance.

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Global Payroll for France checks that the contract does not exceed two years and displays an error message if it exceeds this limit.

**Note.** Global Payroll for France does not manage adult qualification contracts for payees over the age of 26.

### See Also

Chapter 11, "Understanding Allowances," page 181

## Remuneration

Global Payroll for France does not calculate any base salary earnings because this information is retrieved from PeopleSoft Enterprise Human Resources data. Therefore, the earning for the qualification contract, which is based on a percentage of the SMIC, is not calculated.

This table lists the minimum percentage of the SMIC that applies for each age range and year of contract:

| Age | Remuneration 1st year of contract | Remuneration 2nd year of contract |
|---|---|---|
| < 18 | 30% of the SMIC | 45% of the SMIC |
| ≥ 18 and < 21 | 50% of the SMIC | 60% of the SMIC |
| ≥ 21 | 65%* | 75%* |

* Percentage of the SMIC or of the minimum conventional salary corresponding to the job held.

**Note.** A warning message appears if the base salary is less than the minimum salary defined by law. The system does not determine whether the salary is over the conventional salary for apprenticeship contracts because the system does not manage the conventional salary.

## Contributions

If payees are on a qualification contract, there are employers' exemptions on illness, maternity, disability, death and the old age deductions, and on some URSSAF contributions.

The exemption is applied to the part of the salary that does not exceed the SMIC. The part greater than the SMIC is then liable for all contributions.

To manage qualification contracts, assign the contract type *QUA* and social security code *914* to eligible payees on the Contract Type/Clauses page in PeopleSoft Human Resources.

**Note.** In Alsace-Moselle, use social security code 915 instead of 914.

The limit for the contribution exemption is equal to the hourly SMIC value multiplied by the number of paid hours, that is, standard hours − absences + additional hours (without supplementary hours).

Global Payroll for France uses the bracket APP BR REMUN to return values for the qualification contract.

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### See Also

Chapter 5, "Defining URSSAF Contributions," page 85

## Other Considerations

Payees with qualification contracts are not included in the organization head count. They are not included in the social and fiscal staff limits (*seuils d'effectif fiscal et social)*, with the exception of the work accident rate.

## Qualification Contract Example

Suppose that a payee is on a qualification contract, the payee's salary is 3811 euros, and the payee is paid for 150 hours per month. The system calculates the contributions as follows:

- The limit for employers contribution exemption (SMIC) is calculated as 150 x 6,83 =1024,50 euros (where 6,83 is the hourly SMIC value as of July 1, 2002).

  In this example, the payee exceeds the limit.

  On the portion of the salary that exceeds the limit, the system calculates contributions using the rates in effect for *régimes* 100 or 101 (Alsace-Moselle). On the portion under the limit, the system calculates contributions using the rates in effect for *régimes* 914 or 915 (Alsace-Moselle).
- URSSAF contributions limited to the A ceiling are calculated for amounts between 1024.51 euros and the A ceiling limit (2352 euros as of July 1, 2002). URSSAF contributions not limited to a ceiling are calculated for amounts over the SMIC limit of 1024,50.

### See Also

Chapter 5, "Defining URSSAF Contributions," page 85

Chapter 13, "Understanding Specific Contracts," Bracket for Specific Contract Compensation Scale, page 244

# Orientation Contracts

This section discusses:

- Orientation contracts.
- Renumeration.
- Contributions.
- Other considerations.

***Warning!*** The orientation contract discussed in this section has been replaced by the professionalization contract for new contract employees. However, some orientation contracts may still be in effect if they were established shortly before the implementation of the new professionalization contract; for this reason, the delivered rules for orientation contracts have not been inactivated. However, if you attempt to assign an orientation contract to an employee on the Contract Data component in PeopleSoft Human Resources, you will receive a warning message.

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## Orientation Contracts

The orientation contract is available to payees between the ages of 16 and 26 years old. It is a fixed-term contract for no more than six months. The duration may be extended to a maximum of nine months for people under the age of 22 who do not have any qualifications. There is no control on the contract duration because this duration has no impact on the compensation. Compensation is based on a percentage of the SMIC according to the payee's age.

## Remuneration

The minimum remuneration depends on the age of the payee. In case of a change of age, the new percentage is applied the first day of the month following the birthday. This table lists the minimum salaries for payees with an orientation contract:

| Age | Remuneration |
|---|---|
| < 18 | 30% of the SMIC |
| ≥ 18 and < 21 | 50% of the SMIC |
| ≥ 21 | 65% of the SMIC |

## Contributions

There is a reduction in the employers' social security contributions during the orientation contract. The contributions exempted are the illness, maternity, disability, death, and old age deductions. These exemptions are not submitted to limits and are managed by assigning the contract type *ORI* and social security code *386* to eligible payees on the Contract Type/Clauses page in PeopleSoft Human Resources.

**Note.** In Alsace-Moselle, use social security code 387 instead of 386.

Global Payroll for France uses the bracket APP BR REMUN to return values for the orientation contract.

### See Also

Chapter 13, "Understanding Specific Contracts," Bracket for Specific Contract Compensation Scale, page 244

## Other Considerations

Payees with orientation contracts are not included in the organization head count. They are not included in the social and fiscal staff limits (*seuils d'effectif fiscal et social*) with the exception of the work accident rate.

The training periods are paid and are included in the working time of the payees. No end-of-contract allowances are due when the contracts end.

The rules for benefits-in-kind are the same as for apprentices.

### See Also

Chapter 11, "Understanding Allowances," page 181

Chapter 13, "Understanding Specific Contracts," Apprentices, page 226

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# Adaptation Contracts

This section discusses:

- Adaptation contracts.
- Renumeration.
- Counting employees.

***Warning!*** The adaptation contract discussed in this section has been replaced by the professionalization contract for new contract employees. However, some adaptation contracts may still be in effect if they were established shortly before the implementation of the new professionalization contract; for this reason, the delivered rules for adaptation contracts have not been inactivated. However, if you attempt to assign an adaptation contract to an employee on the Contract Data component in PeopleSoft Human Resources, you will receive a warning message.

## Adaptation Contracts

The adaptation contract helps payees between the ages of 16 and 26 adapt themselves to their jobs by providing special training periods.

The contract may or may not run for a fixed term. No end-of-contract allowance is paid at the end of a fixed-term adaptation contract. The duration of a fixed-term adaptation contract is between six months and one year. After two years, payees on an adaptation contract without a fixed term are classified as regular employees.

There are two values in the Contract Type table for adaptation contract:

- Adaptation Contract (ADA) for adaptation contracts with no limits.

  For this contract type, you must modify the contract value at the end of two years. The new contract type value can then be CDI for unlimited contract.
- Fixed-Term Adaptation Contract (ADD) for fixed-term contracts.

There are no exemptions on contributions for adaptation contracts.

## Remuneration

For contracts of both fixed and unfixed terms, remuneration is equal to 80 percent of the conventional minimum salary for the job and may not be less than the SMIC. The only control is a check that the salary is not less than the SMIC.

For payees under the age of 18, the minimum salary is based on a percentage of the SMIC.

There is no control to check whether the remuneration is equal to 80 percent of the SMIC.

## Counting Employees

People on adaptation contracts are not included in the organization head count.

For fixed-term contracts, the end-of-contract allowance is not due.

### See Also

Chapter 11, “Understanding Allowances,” page 181

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# Work Initiative Contracts*(Contrat Initiative Emploi)*

This section discusses:

- Work initiative contracts.
- CIE and Return-to-work contracts *(Contrat de Retour à l'Emploi)*.
- Fixed and unfixed term contracts.
- Contributions.
- Counting employees.

## Work Initiative Contracts

The *Contrat Initiative Emploi* (CIE) helps unemployed people return to work. The payees eligible for this contract must meet certain requirements. Depending on the situation of the payee, the employer is entitled to help and exemptions from contributions.

There are two values in the Contract Type table used to identify the CIE contract:

- *INE* is the value for a CIE without a fixed term.
- *IND* is the value for a CIE with a fixed term.

## CIE and Return-to-Work Contracts *(Contrat de Retour à l'Emploi)*

Before the CIE contract was created, there was a similar contract that helped the unemployed return to work called the *Contrat de Retour à l'Emploi* (CRE). When the CIE was introduced, many payees continued to work under old CRE contracts. Payees who are still working with CRE contracts follow the same rules as payees under CIE. The only difference is the social security code used to manage the URSSAF contributions for these two contracts.

For the CRE, the social security code used is code 944 (945 for Alsace-Moselle) and is applied to payees over 50 years of age and unemployed for more than one year when they signed their contracts. For the CIE, two social security codes may be used: 956 for general cases or 960 for contracts concluded with people over 50 years of age (957 and 961 for Alsace-Moselle).

## Fixed and Unfixed Term Contracts

The CIE may be a fixed-term contract (IND) or a contract without term (INE). CDD contracts are for a minimum of 12 months and a maximum of 24 months.

At the end of the CDD, the payee is not eligible for the end-of-contract allowance.

### See Also

Chapter 11, "Understanding Allowances," page 181

## Contributions

Employers hiring people under CIE are entitled to exemption from social security contributions for illness, maternity, disability, death, and old age deductions. The exemption is applied to the part of the salary that does not exceed the SMIC. The part greater than the SMIC is then subject to the normal contributions based on the associated *régime*.

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To manage work initiative contracts, assign the contract type *IND* or *INE* and social security code *956* (for normal cases) or 960 (for those over 50) to eligible payees on the Contract Type/Clauses page in PeopleSoft Human Resources.

**Note.** In Alsace-Moselle, use social security codes 957 and 961 instead.

The limit for the contribution exemption is equal to the hourly SMIC value multiplied by the number of paid hours.

For the CDD, the exemption is granted for a maximum of 24 months. For the CDI, the exemption is granted for 24 months. For payees over 50 years of age and some other specific categories, the exemptions are granted for the complete duration of their contracts.

At the end of the two years exemption limit, you must modify the social security codes at the payee level for payees under 50 years of age. Payees who were over 50 years of age when their contracts were signed are still entitled to exemptions after two years, so you do not need to change their codes.

### See Also

Chapter 5, "Defining URSSAF Contributions," page 85

## Counting Employees

Payees with CIE contracts are not included in the organization head count, except for the valuation of the work accident rate made by Social Security. Payees with fixed-term contracts are not counted until the end of the contract. Payees without fixed-term contracts are not counted for two years after the hiring date.

The system does not count payees with the contract types *INE* or *IND*. Payees without fixed-term contracts are not counted in the staff of the organization until their contract type value equals *CDI*. The system does not check whether the contracts last more than two years.

# Special Part-Time Contracts

Special part-time contracts may be agreed upon between an employer and some government departments (URSSAF and DDTE). They are not work contracts. The payee and the employer are bound by a part-time employment contract that allows the employer some exemptions from contributions.

Social security for illness, age, family allowances, and work accidents are reduced by 30 percent. The deductions are granted for payees whose theoretical working week is between 18 and 32 hours. These limits may be expressed in monthly or yearly values. The calculation of the limits in yearly values is subordinate to a work time reduction agreement.

To manage special part-time contracts, assign the social security code *392* to eligible payees on the Contract Type/Clauses page in PeopleSoft Human Resources.

**Note.** In Alsace-Moselle, use social security code 393 instead of 392.

It is your responsibility to ensure that the hours worked are within the 18 to 32-hour limit.

**Important!** Exemptions for part-time contracts are no longer in effect and social security codes 392 and 393 should no longer be assigned to payees.

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### See Also

Chapter 5, “Defining URSSAF Contributions,” page 85

# Fixed-Term Contracts

This section discusses:

- Fixed-term contracts.
- Fixed-term contracts for students
- Seasonal and custom contracts.

### See Also

Chapter 8, “Defining Levies,” page 131

Chapter 11, “Understanding Allowances,” page 181

Chapter 21, “Setting Up and Generating Wage Certificates,” page 345

## Fixed-Term Contracts

The fixed-term contract (or CDD) is for a duration specified in advance. The standard work contract in France is the contract without term (CDI), and the CDD is regarded as an exception. The CDD is limited to specific cases determined by law.

The fixed-term contract is liable for the same contributions as a contract without a fixed term. In general, the following applies to fixed-term contracts:

- An extra training contribution is paid by the employer.

  The contribution is called TAX FORMCDD. A generation control triggers this contribution, checking that the contract is CDD.

- An end of contract allowance is paid to the payee.

  The payee receives an allowance at the end of a fixed-term contract equivalent to 10 percent of the gross earning during the duration of the contract. The allowance is not paid if the contract ends prematurely.

- Special rules for paid vacation apply to payees on fixed-term contracts.

  Usually a payee has to work for 28 days before entitlement, but this qualification period is waived for fixed-term contracts.

## Fixed-Term Contracts for Students

A special fixed-term contract exists for students. The only difference between a student contract and a regular CDD contract is that there is no allowance paid at the end of the contract.

Use the same contract type for current CDDs as for fixed-term contracts for students. To prevent the payment of the end-of-contract allowance, you must create a contract type value for this kind of contract. Then update the bracket IND BR DT SPEC by indicating a different allowance entitlements for this kind of contract. In this case, the variable IND VR DP IFC populated by this bracket must be set to zero to avoid the triggering of the end-of-contract allowance.

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### See Also

Chapter 11, "Understanding Allowances," page 181

## Seasonal and Custom Contracts

Some special CDD contracts are defined for seasonal activity, and some custom contracts are defined for special industries, such as show business. As with fixed-term contracts for students, there is no end-of-contract allowance paid.

The triggering of the end-of-contract allowance should be prevented. Human Resources provides as sample data the value Seasonal Contract in the Contract Type table. But you must update the bracket IND BR DT SPEC to manage this case.

### See Also

Chapter 11, "Understanding Allowances," page 181

# Specific Categories of Payees

This section discusses specific categories of payees that have special rules applied to their contributions:

- Payees under 18.
- Assignees.
- Organization managers or officials.
- Doctors.

## Payees Under 18

There is a different minimum wage (SMIC) for payees under the age of 18 who have spent less than six months with their employers. They may earn 80 percent of the SMIC if they are under 17 years of age and 90 percent of the SMIC if they are between the ages of 17 and 18.

Global Payroll for France checks the age of the payee, and if it is below 18, the system checks that the earning is not below the statutory percentage of the SMIC.

## Assignees

Payees are classified as assignees in Human Resources if they are assigned to another organization *(secondee)* and work outside of France. To classify a payee, enter *Assignee* in the Employee Class field. When you do this, the system updates the formula SIT FM DETACHE used by the rules.

Secondees pay the same contributions as other payees, except for the AGIRC contribution for managers and the CSG/CRDS contribution.

A situation has been created to allow a payee's salary to be treated as an expatriate and to allow a *secondee* to opt out of ARRCO/AGIRC contributions.

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The formula SIT FM DETACHE AGI triggers the contributions for expatriate *secondees*. By default, this formula is equal to GP TRUE, which means that the payee pays ARRCO/AGIRC contributions. If the payee is considered an expatriate by the ARRCO/AGIRC, update this formula to GP FALSE (or 0), and the retirement contributions aren't triggered.

If the *secondee* is fiscally domiciled out of France, the *secondee* does not have to pay the CSG/CRDS contributions. You must override the formula SIT FM DOMICILE FR with GP FALSE to indicate that the payee is not domiciled in France and does not have to pay CSG/CRDS contributions.

## Organization Managers or Officials

The formula SIT FM MANDATAIRE is used to identify organization managers. The formula SIT FM MANDATAIRE is equal to True (1) if the field Employee Professional Status in Contract Data information is equal to *Company Officer*.

The formula SIT FM MANDAT RETR is used for ARRCO/AGIRC contributions. You must manage the formula SIT FM MANDAT RETR. If the condition in the formula SIT FM MANDAT RETR is TRUE, retirement contributions are triggered. SIT FM MANDAT RETR is used to trigger the retirement contributions when a payee is an organization officer. By default, this formula is equal to GP TRUE, which means that the retirement contributions are triggered. You can override this formula to avoid calculating the retirement contributions. Payees are classified as non-managers by default (condition FALSE, value zero). You can change this value to classify a payee as a organization official. Organization officials are not liable to ASSEDIC contributions. The formula SIT FM MANDATAIRE is used to trigger ASSEDIC.

If an organization manager is not affiliated with URSSAF, set up your own rules to manage the situation. If the manager is affiliated with URSSAF, enter the *régime* code.

There is no ceiling proration for managers who are classified as part-time employees or who work for multiple employers. The formula SIT FM MANDATAIRE is used to avoid triggering the ceiling proration. By default, the formula retrieves the value GP FALSE; you can override this formula with GP TRUE if a payee is an organization officer.

Organization managers are not classified as employees and do not have any contract data. This means that they cannot be assigned URSSAF *régime* codes in the usual way. There is a contract type called *No work contract,* which is assigned to managers to allow *régime* codes to be assigned.

### See Also

Chapter 5, "Defining URSSAF Contributions," page 85

## Doctors

The situation formula SIT FM DOCTEUR has the default value FALSE. You can override it at the payee level to indicate that a payee is a doctor.

When you override the formula to be TRUE, you are indicating that the payee is a doctor and that no ceiling proration (for part-time or multiple employers) should be applied to the ceilings. The URSSAF *régime* class to enter for a doctor is 336, or 337 for a doctor in Alsace-Moselle.

# Brackets for Specific Contracts

This section discusses:

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- Brackets for professionalization contract minimum wage (SMIC) controls.
- Bracket for specific contract compensation scale.
- Bracket for specific contract contribution bases.

### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Defining Data Retrieval Elements," Defining Bracket Elements

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Defining Calculation Elements," Defining Variable Elements

## Brackets for Professionalization Contract Minimum Wage (SMIC) Controls

The bracket GEN BR SMIC PROF returns the applicable SMIC percentage based on age. The payee's age is contained in the element GEN DR AGE ANNEES, which functions as the search key.

The bracket GEN BR NIVEAU ETUD returns an additional SMIC percentage based on educational level. The payee's educational level is contained in the system element HI EDUC LV, which functions as the search key.

Global Payroll uses the formula APP FM INIT to add the two percentages returned by these brackets to calculate the minimum SMIC percentage due to the payee. For example, if the percentage returned by the bracket GEN BR SMIC PROF is 55%, and the percentage returned by the bracket GEN BR NIVEAU ETUD is 10%, the formula calculates a minimum compensation level of 65% of SMIC.

This table lists the values in the bracket GEN BR SMIC PROF delivered with Global Payroll for France:

| GEN DR AGE ANNEES (Key) | GEN BR SMIC PROF (Return as of October 1, 2004) |
|---|---|
| 21 | 55 |
| 26 | 70 |
| 99 | 100 |

This table lists the values in the bracket GEN BR NIVEAU ETUD delivered with Global Payroll for France:

| HI EDUC LV (Key) | GEN BR NIVEAU ETUD (Return as of October 1, 2004) |
|---|---|
| A | 0 |
| B | 0 |
| C | 0 |

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| HI EDUC LV (Key) | GEN BR NIVEAU ETUD (Return as of October 1, 2004) |
|---|---|
| D | 0 |
| E | 0 |
| F | 10 |
| G | 10 |
| H | 10 |
| I | 10 |
| J | 10 |
| K | 10 |
| L | 10 |

**Note.** You should review the information in this bracket and, if necessary, modify the additional SMIC percentage based on educational level to reflect the rules in effect in your organization.

## Bracket for Specific Contract Compensation Scale

The bracket APP BR REMUN returns values for the specific contract compensation scale. It returns values for the apprenticeship contract and also for the qualification and orientation contract. The keys for this bracket are CONTRACT TYPE and APP VR ANNEE CONT, and the return column is APP BR REMUN. The variables APP VR REM-21 and APP VR REM+21 are populated based on the key as follows:

- The bracket APP BR REMUN retrieves the percentage for payees under 18 years old.
- The variable APP VR REM-21 retrieves the percentage for payees between 18 and 21 years old.
- The variable APP VR REMP+21 retrieves the percentage for payees over 21 years old.

It's important that you understand the definition of this bracket because PeopleSoft delivers, but does not maintain, this bracket. You must maintain this bracket to ensure that your setup functions properly.

This table lists the sample values delivered with Global Payroll for France:


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| CONTRACT TYPE (Key) | APP VR ANNEE CONT (Key) | APP BR REMUN (Return) | APP VR REM-21 (Variable) | APP VR REM+ 21 (Variable) |
|---|---|---|---|---|
| *APP* | 1 | 25 | 41 | 53 |
| *APP* | 2 | 37 | 49 | 61 |
| *APP* | 3 | 53 | 65 | 78 |
| *QUA* | 1 | 30 | 50 | 65 |
| *QUA* | 2 | 40 | 60 | 75 |
| *ORI* | | 30 | 50 | 65 |

## Bracket for Specific Contract Contribution Bases

The bracket APP BR BASE returns values for specific contract wages contribution bases. The key for this bracket is APP VR % BASE, and the return column is APP BR BASE. The variable APP VR BASE EUR is populated based on the key.

It's important that you understand the definition of this bracket because PeopleSoft delivers, but does not maintain, the bracket. You must maintain this bracket to ensure that your setup functions properly.

This table lists the sample values in the bracket delivered with Global Payroll for France:

| APP VR % BASE (Key) | APP BR BASE (Return as of January 1, 2001) |
|---|---|
| 14 | 147 |
| 26 | 273 |
| 29 | 304 |
| 30 | 315 |

**Note.** The bracket APP BR BASE retrieves the lump sum funding base in euros.

The value returned by the bracket APP BR REMUN is used to determine if the minimum salary is correctly applied to the apprentice. This value is also used as the funding base for all the contributions paid. This value is calculated for a payee who is present for the entire month. The apprentice funding base is prorated depending on the number of days present during the period and depending on the paid hours of the payee.

If you don't want to apply this last proration or if you want to apply a different proration, modify the formula APP FM PRORAT BASE (defined as *Customer Maintained*) that is used to prorate the apprentice funding base following the number of paid hours.

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# SIT FM Formulas

PeopleSoft Enterprise Human Resources tables provide some of the data needed by Global Payroll for France and other data is provided by Global Payroll tables. Sometimes, however, the information needed to verify a particular situation does not exist in the tables. For such instances, PeopleSoft delivers formulas with the prefix SIT that you can update to meet the specific needs of your organization. PeopleSoft does not maintain these formulas.

You can update these formulas in one of two ways:

- Update the table where the information is missing or create the needed missing field.

  This will automate the resolution of the information. Then you can use system elements, if they exist, to retrieve the new values (for example, if the new value created is in the Contract Type table, the system element Contract Type retrieves it). Or, you can create an array to retrieve the value of the field you created. This solution can be useful if the situation occurs often so that you do not have to manually update the formulas.

- Override the formulas with the correct value, as needed.

  This solution is best for cases that do not occur often.

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# CHAPTER 14

# Understanding Vacation Accruals

This chapter provides overviews of accruals and paid vacation accruals calculations.

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

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### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Viewing Delivered Elements," Understanding How to View Delivered Elements

## Accruals

Global Payroll for France manages accruals for paid vacation.

Two different paid vacation accruals are calculated: the paid vacation accruals of the current accounting year and the accruals of the paid vacation balance of past accounting years. These accruals are considered future earnings of the payees during their vacations. The accruals calculation also includes the future contributions paid on these vacations.

PeopleSoft delivers, but doesn't maintain, the elements, formulas, accumulators, and sections used in the accruals process. You must ensure that the rules comply with regulations and with your company's needs.

### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Getting Started with Global Payroll," Global Payroll Integrations

Chapter 8, "Defining Levies," page 131

## Paid Vacation Accruals Calculations

There are two accruals associated with a paid vacation: one for the current year and one for previous years. The formula PRO FM EC CP+CHARG retrieves the paid vacation accruals plus the theoretical contributions that apply to it for the current year (that is, for the paid vacation entitlements calculated beginning on June 1).

The formula PRO FM EP CP+CHARG retrieves the paid vacation accruals plus the theoretical contributions that apply to it for the previous years.

The calculation for determining the accrual compares one-tenth of the annual salary to a calculation based on the Salary Uphold rule and accepts the most favorable amount.

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The formula PRO FM TX CHARGES calculates the employer's contribution rate based on the payee's gross salary.

To apply a lump-sum contribution rate for all payees (rather than calculating a different rate for all payees), override the formula PRO FM TX CHARGES by indicating in the override the rate you want to apply.

The calculation involves two formulas. PRO FM EC CP+CHARG produces the paid vacation accruals for the current year and PRO FM EP CP+CHARG calculates paid vacation accruals for the previous three years.

## See Also

Chapter 11, "Understanding Allowances," page 181

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# CHAPTER 15

# Understanding Integration with Learning Management Applications

This section provides an overview of the integration with Administer Training and PeopleSoft Enterprise Learning Management and discusses:

- Processing DIF and skills development training hours.
- Calculating DIF and DIF in advance balances.
- Making training data available for the 2483 report.

**Note.** We recommend that you review the information on the 2483 Report and on learning management integration with Global Payroll for France in the *PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Training* as well as the information on managing French regulatory requirements in the *PeopleSoft Enterprise Learning Management 9.0 PeopleBook* prior to reading this chapter.

## Understanding Integration with Administer Training and Enterprise Learning Management

This section discusses:

- Integration between the Administer Training business process and Global Payroll for France.
- Integration between PeopleSoft Enterprise Learning Management and Global Payroll for France.

### Integration Between the Administer Training Business Process and Global Payroll for France

The Administer Training business process integrates with Global Payroll for France to enable Training Administration users to produce the 2483 report using French payroll data, track DIF balances, and compensate learners for DIF training and other training completed outside the normal work schedule.

The two applications interact as follows:

- Training Administration is the application that you use to track learning costs and to manage enrollment and other day-to-day tasks.
- DIF and skills development training hours entered on the enrollment pages in Training Administration are validated by training and payroll administrators and sent to Global Payroll for processing.
- Global Payroll for France calculates learners' DIF entitlement balances. Administer Training business process users can then import these balances from Global Payroll for France back into the training management application where they can be viewed by managers on the enrollment pages.
- Global Payroll for France generates learner and instructor data for the 2483 report and calculates the salary for DIF and skills development training completed outside of normally scheduled work hours.

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- The Administer Training business process compiles Global Payroll and other Human Resources information and generates the 2483 report.

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**Note.** Detailed information about how to integrate the Administer Training business process with Global Payroll for France can be found in the *PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Training.*

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See *PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Training*, "Setting Up Training Costs"; *PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Training*, "(FRA) Producing the French Training Report 2483" and *PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Training*, "(FRA) Integrating with Enterprise Applications".

## Integration Between PeopleSoft Enterprise Learning Management and Global Payroll for France

Enterprise Learning Management integrates with Global Payroll for France 8.9 and above indirectly, by way of the Administer Training business process in Human Resources 8.9 and above. This integration enables Enterprise Learning Management users to produce the 2483 report using data generated in Global Payroll for France, track DIF balances, and compensate learners for DIF training hours and training hours completed outside the normal work schedule.

The three applications interact as follows:

- Enterprise Learning Management is the application that you use to set up the learning catalog, instructors, vendors, and so on. You also use this application to track learning costs and to manage enrollment and other day-to-day tasks.
- DIF and skills development training hours entered on the enrollment pages in Enterprise Learning Management are validated by training and payroll administrators and sent to Global Payroll for processing.
- Global Payroll for France calculates learners' DIF entitlement balances and returns the results to Enterprise Learning Management (indirectly through Training Administration). Enterprise Learning Management can then display DIF balances to learners and managers on the self-service pages and to administrators on the roster pages.
- Global Payroll for France generates learner and instructor data for the 2483 report and calculates the salary for DIF and skills development training completed outside of normally scheduled work hours.
- The Administer Training business process in Human Resources compiles information provided by Enterprise Learning Management and Global Payroll and generates the 2483 report.

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**Note.** Detailed information about the integration points and other data you need to set up to integrate Enterprise Learning Management with Administer Training and Global Payroll for France can be found in the *PeopleSoft Enterprise Learning Management 9.0 PeopleBook* and in the *PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Training.*

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***Warning!*** If you are using Enterprise Learning Management to set up and track learning, do not use the Administer Training business process for these tasks. Use the Administer Training business process only to: 1) configure and generate the 2483 report, 2) approve training hours before sending them to Global Payroll for France for processing, and 3) run the import process for returning DIF balance data to Human Resources where it can be picked up by Enterprise Learning Management.

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### See Also

*PeopleSoft Enterprise Learning Management 9.0 PeopleBook: (FRA) Managing French Regulatory Requirements*

*PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Training*, "(FRA) Producing the French Training Report 2483"

*PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Training*, "(FRA) Integrating with Enterprise Applications"

# Processing DIF and Skills Development Training Hours

If you set up the Administer Training business process or Enterprise Learning Management to integrate with Global Payroll for France, both DIF and skills development training hours entered on the enrollment pages in these applications can be validated by training and payroll administrators and sent to Global Payroll for processing. Within the Global Payroll system, these hours are used to calculate training entitlements (earnings) due to payees.

This section provides an overview of how Global Payroll for France processes training hours.

## Understanding How Global Payroll for France Processes Training Hours

When training and payroll administrators validate and save DIF and skills development training hours using the FRA Training Validation (GP) component, the system creates positive input for the current pay group, calendar, employee ID, and employee record number. This data triggers processing of one or more DIF and skills development entitlement (earning) elements in the next Global Payroll run.

This table lists the *in working hours* DIF entitlement elements for which the system creates positive input:

| Payroll Element | Description |
|---|---|
| HRS DIF PEND | When DIF hours within the work schedule are > 0, the system assigns the earning HRS DIF PEND to the payee using positive input.<br>This earning has a calculation rule of Amount. The amount is defined as the formula FOR FM DIF PENDANT. |
| FOR VR HRS DIF | This variable stores the DIF hours within the work schedule to process in the current payroll calendar. These hours are used by the formula FOR FM DIF PENDANT to calculate the earning element HRS DIF PEND.<br>It is populated using a supporting element override. |

This table lists the *out of working hours* DIF elements for which the system creates positive input:

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| Payroll Element | Description |
|---|---|
| HRS DIF HORS | When DIF hours outside the normal work schedule are > 0, the system assigns the earning HRS DIF HORS to the payee using positive input.<br><br>This earning has a calculation rule of Unit x Rate, with the rate defined as the formula FOR FM TX DIF-DEV, and the unit defined as the formula FOR FM DIF HORS. |
| FOR VR HRS DIF | This variable stores DIF hours for training that takes place outside of the normal work schedule to process in the current payroll calendar.<br><br>It is populated using a supporting element override. |
| FOR VR DT DEB FOR | This variable stores the session cut start date for DIF training that occurs outside of normal work hours.<br><br>It is populated using a supporting element override. |

This table lists the *out of working hours* skills development elements for which the system creates positive input:

| Payroll Element | Description |
|---|---|
| HRS DEV HORS | When skills development hours outside the normal work schedule > 0, the system assigns the earning HRS DEV HORS to the payee using positive input.<br><br>This earning has a calculation rule of Unit x Rate, with the rate defined as the formula FOR FM TX DIF-DEV, and the unit defined through payee level input. |
| FOR VR DT DEB FOR | This variable stores the session cut start date for skills development training that occurs outside of normal work hours.<br><br>It is populated using a supporting element override. |

## See Also

*PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Training*, "(FRA) Integrating with Enterprise Applications"


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# Calculating DIF and DIF in Advance Balances

Using the training hours entered through Administer Training or Enterprise Learning Management, Global Payroll for France calculates both DIF entitlement (FOR AC DROIT DIF) and DIF in advance (FOR VR DIF NEGATIF) balances for all trainees and loads this data into a table using the writable array FOR WA DIF HR. Users of Training Administration and Enterprise Learning Management can then import DIF balances and DIF in advance hours back into their learning management systems, making it available to learners and administrators who need to determine whether there are enough hours in a student's DIF balance to permit additional DIF allocations.

This section explains how each application imports DIF and DIF in advance balances generated in Global Payroll for France.

**Note.** The element FOR AC DROIT DIF stores the DIF entitlement balance and is calculated as the trainee's DIF allocation minus the DIF hours already used. The element FOR VR DIF NEGATIF stores the number of hours of additional DIF training (DIF in advance) that can be granted beyond what is available in the DIF balance.

**Note.** Depending on company policy, you can allocate DIF training hours that exceed the entitlement balance by allowing the DIF entitlement to go into negative numbers. For example, if a trainee's DIF entitlement balance is 2, you can grant a total of 7 DIF hours by enabling the DIF entitlement balance to drop to –5. To do this, access one of the supporting element override pages in PeopleSoft Enterprise Global Payroll and set the value of FOR VR DIF NEGATIF to 5.

## Importing DIF and DIF in Advance Balances into Administer Training

If you are a Training Administration user, complete these steps to import the balance data:

1. Run the payroll process in Global Payroll.
2. Run the import process using the DIF Payroll Import page (Enterprise Learning, Result Tracking, DIF Payroll Import FRA, DIF Payroll Import).

   On this page you specify the begin and end dates of the payroll period for which you want to import the DIF and DIF in advance balance data and the pay group for which you want to retrieve the data.

## Importing DIF and DIF in Advance Balances into Enterprise Learning Management

If you are an Enterprise Learning Management user, you import DIF and DIF in advance balances from Global Payroll indirectly, by way of Administer Training. To do this, complete these steps:

1. Run the payroll process in Global Payroll.
2. Import the DIF and DIF in advance balances into Administer Training using the DIF Payroll Import page (Enterprise Learning, Result Tracking, DIF Payroll Import FRA, DIF Payroll Import).
3. Run the full sync integration point: LM_DIF_BALANCE_FULLSYNC to load the balances in Administer Training into a staging table.
4. Run the Process FullSync Data (LM_LD_STGDAT ) process to validate and load the balances into Enterprise Learning Management.

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### See Also

*PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Training*, "(FRA) Integrating with Enterprise Applications"

*PeopleSoft Enterprise Learning Management 9.0 PeopleBook: (FRA) Managing French Regulatory Requirements*

# Making Training Data Available for the 2483 Report

Global Payroll delivers the writable array FOR WA 2483 to make data generated by Global Payroll for France available to Administer Training for the generation of the 2483 report.

The data contained in the writable array includes:

- Instructors' gross salary (contained in the writable array field GROSS_AMT).
- Employees' DIF earnings for training outside of working hours (contained in the writable array field TRN_DIF_HORS).
- Employees' skills development earnings for training outside of working hours (contained in the writable array field TRN_DEV_HORS).
- Employees' gross salary when they are working as trainers full-time (contained in the writable array field TRN_FT_GROSS_AMT).

**Note.** Global Payroll for France populates the writable array when you run the payroll process.

**Note.** PeopleSoft uses the FOR WA 2483 writable array only when the 2483 report is based on Human Resources or Enterprise Learning Management data.

**Note.** In addition to using Global Payroll for France data, the 2483 computation process uses information from the following sources: the PeopleSoft Administer Training business process in PeopleSoft Human Resources, PeopleSoft Enterprise Learning Management (if you are using Enterprise Learning Management to manage employee training in place of the Administer Training business process), contract data, and personal data.

### See Also

*PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Training*, "(FRA) Producing the French Training Report 2483"

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Defining Data Retrieval Elements," Defining Writable Array Elements

*PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Meet Regulatory Requirements*, "(FRA) Meeting Regulatory Requirements for France," Preparing and Running the Training 2483 Report

## The FOR WA 2483 Writable Array

The FOR WA 2483 writable array contains the following fields:

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| Field Name | Description |
|---|---|
| COMPANY | Employee's company. |
| CONTRACT_NUM | Contract number. |
| ESTABID | Employee's establishment ID. |
| GPFR_SYSSRC | Temporary variable. |
| GPFR_TRN_NVALUE1to GPFR_TRN_NVALUE5 | User assigned fields for decimal values. |
| GROSS_AMT | Gross salary for the 2483 training report.<br>According to legal requirements, the salary for instructors is composed of:<br>• Employee gross salary before various deductions.<br>• Social security contributions to be paid by the employer.<br>• Legal taxes related to these salaries. |
| PAID_HOURS | Worked hours for the 2483 training report. |
| PRD_BGN_DT | Period begin date. |
| PRD_END_DT | Period end date. |
| RSLT_VER_NUM | Version number. |
| SEG_BGN_DT | Segment begin date. |
| SEG_END_DT | Segment end date. |
| TRN_DEV_HORS | Dev hours over std. hour (skills development earnings outside of working hours). |
| TRN_DEV_HORS_UN | Temporary variable. |
| TRN_DIF_HORS | DIF hours over std. hour (employees' DIF earnings for training outside of working hours) |

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| Field Name | Description |
| --- | --- |
| TRN_DIF_HORS_UN | Temporary variable. |
| TRN_FT_GROSS_AMT | Employee gross salary for full-time training.<br><br>The GROSS_AMT field returns the gross salary whatever the employee job is. The TRN_FT_GROSS_AMT returns the salary employees receive during the period when they are working as part of the training staff on a full-time basis.<br><br>The payroll system recognizes full-time instructor status if one of the following conditions applies:<br><br>• The Full Time Instructor flag is selected on the Instructor Profile page, or<br><br>• The JobCode and/or department list is considered to be dedicated to training jobs. |

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# CHAPTER 16

# Understanding Retroactive Processing

This chapter discusses:

- Standard retro setup in Global Payroll for France.
- Gross salary changes.
- Variations on standard retro processing.
- Loans and garnishments.
- Reporting and retroactivity.
- Delivered retro triggers.
- Collective changes to contribution calculation elements.

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**Note.** This section assumes that you are familiar with the basic concepts of retroactivity discussed in *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook.* It does not summarize or explain retroactive processes described elsewhere in the documentation.

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### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Defining Retroactive Processing"

## Standard Retro Setup In Global Payroll for France

In Global Payroll for France, retroactive changes in the current year are processed using the corrective method, and retroactive changes in previous years are processed using the forwarding method.

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**Note.** The default retroactive method for France is *corrective*; however, the standard retro method is defined as varying based on the calendar year, with *forwarding* defined as the retroactive method for calculations that go back to previous years.

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This setup addresses the most common cases of retroactivity, and enables you to:

- Calculate retroactive changes to the gross salary.
- Apply the current contribution rates to the gross salary deltas.
- Declare contributions calculated retroactively.
- Manage most retroactive changes:
  - URSSAF scheme changes.
  - Contribution eligibility changes

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- Participation in unemployment (ASSEDIC) or retirement funds (AGIRC/ARRCO).
- Change of establishment or company.
- Retroactive hiring or departure.
- Block recalculation of loans and garnishments.
- Block recalculation of social contributions for completed years.

**Note.** Global Payroll for France does not deliver specific forwarding rules. If you decide to apply the delivered logic for processing retroactive changes—corrective for the current year and forwarding for past years—you must define your own forwarding rules.

# Gross Salary Changes

This section discusses:

- Managing gross salary changes in the current year.
- Gross salary calculation steps and elements.
- Controlling retro calculations.

## Managing Gross Salary Changes in the Current Year

The logic used to manage gross salary changes depends on the organization collecting the contributions:

- For URSSAF, ASSEDIC, and CSG/CRDS, the system performs a *partial* recalculation of the gross salary elements.
- For other contributions such as ARRCO and tax levies, Global Payroll for France performs a *full* recalculation of the gross salary elements.

This section provides an overview of both of these approaches.

**Note.** The explanations provided here deal specifically with recalculations in the current year using the corrective rules delivered by PeopleSoft. PeopleSoft does not deliver specific rules for processing retroactive changes in prior years.

### Partial Recalculation

Some organizations such as URSSAF and ASSEDIC require that gross salary elements be submitted to the contribution rates in effect on the payment date. For example, if a payee receives a retroactive pay increase, the contribution rates of the current period should be applied to the gross salary deltas, rather than those in effect in the recalculated period (as the pay increase is only realized in the current period).

Global Payroll for France manages gross salary changes for URSSAF, ASSEDIC, and CSG/CRDS by:

- Recalculating the gross salary, taking into account the elements modified retroactively.
- Storing the recalculated gross in accumulators.
- Retrieving the old value of the gross rather than the recalculated gross to determine contributions in a prior period.

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**Note.** The system recalculates the gross, taking into account the retroactive changes in salary. However, when calculating the funding base for URSSAF and ASSEDIC, the system does not use the recalculated gross but the "old value" of this gross.

- Recalculating funding bases, based on the old gross value, using standard rules.
- Using the annual regularization of contributions principle to process the recalculated gross deltas in the current period. Based on this principle, the system compares, in the current period, the gross salary effectively used (*submitted gross*) to calculate the funding bases, and the recalculated gross salary (*real gross*).
  - If no retro calculation is triggered or if the gross salary hasn't changed retroactively, the submitted gross and the real gross are equal, and there are no gross deltas to process.
  - If a retro calculation occurs with a change in the gross salary, the submitted gross and the real gross are different. This difference (positive or negative) corresponds to the gross delta and is added to the gross calculated for the current period, where it is submitted to current contribution rates.

**Note.** The process described here is referred to as a *partial recalculation* because the gross salary used is the "old" or "previously calculated" gross.

**Note.** If a contribution rate changes retroactively but there is no change to the gross salary (no gross salary delta), the new rate is applied to the old value of the funding base. This is in keeping with the rule that the contribution rate to apply is the one in effect on the payment date.

### Full Recalculation

For other contributions such as ARRCO, AGIRC, contingency funds, and tax levies, Global Payroll for France performs a *full* recalculation of the gross salary. In other words, the system does not retrieve the old gross values, but fully recalculates both the gross salary and the funding bases, and replaces the original calculations with the new ones (in keeping with the logic of the corrective retro method).

In addition, Global Payroll for France uses the full recalculation method whenever a retro mismatch situation occurs, regardless of the social organization. The reason for this is that mismatches produce reversal segments that completely cancel the initial calculations. This prevents the old value of the gross salary elements from being retrieved during retroactive processing.

**Note.** As a general rule, the full recalculation method is used to process gross salary changes for social organizations with rates that are fixed for the year. The partial recalculation method is used to process changes for social organizations with rates that occasionally vary during the year.

***Warning!*** If the system *fully recalculates* the gross salary and funding bases in a situation in which rates *also change* between the recalculated and the current period, the gross retro deltas may be submitted to the old rate instead of the current rate. If this occurs, it is possible to manually enter, for a specific earning, the gross delta using positive input in the current period. However, you should consider the possible consequences of this solution, as it may prevent salary history from being correctly recorded in the system.

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Defining Retroactive Processing," Understanding Complex Retro Processing.

## Gross Salary Calculation Steps and Elements

This section discusses:

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- Gross salary and funding base calculation steps for URSSAF, ASSEDIC, and and CSG/CRDS.
- Example of a gross salary recalculation for URSSAF.

## Gross Salary and Funding Base Calculation Steps for URSSAF, ASSEDIC, and CSG/CRDS

Global Payroll for France goes through the following steps to calculate the gross salary and funding bases for each organization:

1. Initialization: The system determines the ceilings to use for the different organizations (URSSAF, ASSEDIC, and CSG/CRDS).
2. Gross salary calculation: The system calculates the different earnings and deductions included in the gross salary.
3. URSSAF, ASSEDIC, and CSG/CRDS-specific gross base calculation:
   - If there is a retroactive calculation, the system retrieves the old value of the base.
   - If the calculation is in the current period, the system calculates the gross deltas not submitted to contributions, and adds them to the current gross salary to determine the gross base.
4. Calculation of contribution funding bases: The system calculates the funding bases for the contributions by applying the ceiling limitations and exemptions based on the gross base for each organization (URSSAF, ASSEDIC, and so on).

The following tables list the elements used to calculated the gross salary and funding bases:

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| Element Type | Name | Use |
|---|---|---|
| Accumulator | GEN AC BRUT SG | The accumulator GEN AC BRUT SG is a generic accumulator storing all gross salary elements. It is used to populate the gross elements (accumulators or variables) for each organization:<br>• URSSAF: the segment accumulator URS AC BRUT SG stores the gross used in the URSSAF funding base calculation.<br>• ASSEDIC: the segment accumulator ASS AC BRUT SG stores the gross used in the ASSEDIC funding base calculation.<br>• ARRCO: the segment accumulator ARC AC BRUT SG stores the gross used in the ARRCO funding base calculation.<br>• AGIRC: the segment accumulator AGI AC BRUT SG stores the gross used in the AGIRC funding base calculation.<br>• Contingency Fund: the segment accumulator PRV AC BRUT SG stores the gross used in the contingency funding base calculation.<br>• CSG/CRDS: the segment accumulator TAX AC ASS CSG SG stores the gross used in the CSG/CRDS funding base calculation. |
| | URS AC BRUT AN | This accumulator stores the yearly gross salary submitted to URSSAF contributions. |
| | URS AC BRUT REEL AN | This accumulator stores the “real” URSSAF gross salary, which includes any gross deltas. |
| | ASS AC BRUT AN | This accumulator stores the yearly gross salary submitted to ASSEDIC contributions. |
| | ASS AC BRT REEL AN | This accumulator stores the “real” ASSEDIC gross salary, which includes any gross deltas. |
| | TAX AC ASS CSG AN | This accumulator stores the gross salary submitted to CSG/CRDS contributions. |

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| Element Type | Name | Use |
|---|---|---|
| | TAX AC BRT CSG AN | This accumulator stores the "real" CSG/CRDS gross salary, which includes any gross deltas. |
| Formula | URS FM BRUT REEL | This formula is called in the contribution section URS SE COTISATION to manage the gross salary for URSSAF during retro corrective calculations.<br>**Note.** This formula can be removed from the section without affecting normal contribution calculations if you do not process corrective retro. |
| | ASS FM BRUT REEL | This formula is called in the contribution section ASS SE COTISATIONS to manage the gross salary for ASSEDIC in retro corrective calculations.<br>**Note.** This formula can be removed from the section without affecting normal contribution calculations if you do not process corrective retro. |
| | TAX FM BRT CSG REE | This formula is called in the contribution section TAX SE CSG CRDS to manage the gross salary for CSG/CRDS in retro corrective calculations.<br>**Note.** This formula can be removed from the section without affecting normal contribution calculations if you do not process corrective retro. |

The calculation process uses these elements as follows:

1. When a segment is processed in retro corrective mode, Global Payroll uses the formulas URS FM BRUT REEL, ASS FM BRUT REEL and TAX FM BRT CSG REEL to:
    a. Retrieve the *old* value of the gross segment accumulator (URS AC BRUT SG, ASS AC BRUT SG, ARC AC BRUT SG, AGI AC BRUT SG, PRV AC BRUT SG, TAX AC ASS CSG SG).
    b. Assign the old value to the gross segment accumulator processed in the retro calculation.
    c. Add the recalculated gross value to the yearly *real* gross accumulator (URS AC BRUT REEL AN, ASS AC BRT REEL AN, TAX AC BRT CSG AN).
2. When a segment is processed in the current period or processed in retro forwarding mode, Global Payroll uses the formulas URS FM BRUT REEL, ASS FM BRUT REEL, and TAX FM BRT CSG REEL to:
    a. Calculate the gross delta not submitted to contributions by subtracting the *submitted*gross accumulator (URS AC BRUT AN, ASS AC BRUT AN, TAX AC ASS CSG AN) from the *real*gross accumulator (URS AC BRUT REEL AN, ASS AC BRT REEL AN, TAX AC BRT CSG AN).


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b. Add the delta calculated in step 2a to the current gross segment accumulator (URS AC BRUT SG, ASS AC BRUT SG, ARC AC BRUT SG, AGI AC BRUT SG, PRV AC BRUT SG, TAX AC ASS CSG SG).

c. Submit the amount calculated in step 2b to the funding base and contribution calculations for each social organization, using the contribution rates in effect in the current period.

---

**Note.** The URSSAF, ASSEDIC, and CSG/CRDS calculations described here are referred to as *partial recalculations* because the gross salary used is the "old" or "previously calculated" gross. By contrast, when calculating other contributions such as ARRCO and tax levies in corrective mode, the system *fully* recalculates the gross salary to determine the funding bases.

---

## Example of a Gross Salary Recalculation for URSSAF

The following example of an URSSAF calculation illustrates the processing logic.

In this example:

- An employee is paid 100 EUR in January.
- In February, the employee's salary increases to 110 EUR. This change is retroactive to January.

| | January | February |
|---|---|---|
| V1R1 | Salary = 100<br>Retro = No<br>Segment Gross Accum = 100<br>Annual Gross Accum = 100<br>Annual Real Gross Accum = 100 | Salary = 110<br>Retro = No<br>Segment Gross Accum = 110 + 110 - 100 = 120<br>Annual Gross Accum = 220<br>Annual Real Gross Accum = 220 |
| V2R1 | Salary = 110<br>Retro = Yes<br>Segment Gross Accum = 100 (equal to the old value of the accumulator)<br>Annual Gross Accum = 100 (stores the value of the segment gross accumulator used in the recalculation)<br>Annual Real Gross Accum = 110 (stores the value of the recalculated gross salary) | |

In the January recalculation (V2R1), the system uses the old value of the gross segment accumulator (URS AC BRUT SG) calculated in V1R1 (100) rather than the true, recalculated gross (110) stored in the annual *real* gross accumulator (URS AC BRT REEL AN). In the January recalculation period, the value of the annual submitted gross (URS AC BRUT AN) is therefore less than the value of the real gross (URS AC BRT REEL AN).

In February, the difference between the submitted and the real gross is eliminated, as the delta between these amounts—calculated by subtracting the submitted gross accumulator (URS AC BRUT AN) from the real gross accumulator (110 – 100)—is added to the current February segment gross (110), and the resulting amount is added to the total annual amount submitted to contributions (URS AC BRUT AN).

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## Controlling Retro Calculations

You can override the delivered partial recalculation of changes to the gross salaries for URRSAF, ASSEDIC, and CSG/CRDS by assigning a value of 1 to the following variables:

| Social Organization | Variable |
|---|---|
| URSSAF | URS VR RTO CONTROL |
| ASSEDIC | ASS VR RTO CONTROL |
| CSG/CRDS | TAX VR RTO CONTROL |

When you change the value of these variables to 1, the system fully recalculates and replaces the gross salaries in the recalculation period. If you do not override the variables URS VR RTO CONTROL, ASS VR RTO CONTROL, or TAX VR RTO CONTROL, the system uses the logic described earlier to manage the URSSAF, ASSEDIC, and CSG/CRDS gross accumulators.

**Note.** The only override value you can enter for the retro control variables is a value of *1*. Other overrides are not considered. In other words, you are only authorized to force a full recalculation of the gross salary in cases of retroactivity.

**Note.** You can override the value of these variables at several different levels depending on your requirements: the pay entity level, the pay group level, or the payee level.

# Variations on Standard Retro Processing

The standard solution for managing gross salary changes in the current year is:

- *Partial* recalculation of gross salary elements used to process contributions for URSSAF, ASSEDIC, and CSG/CRDS.
- *Full* recalculation of salary elements used to process contributions for ARRCO and tax levies.
- *Full* recalculation of salary elements in any situation in which there is a segment mismatch.

However, because different kinds of retroactive change require different solutions, PeopleSoft delivers several variations on the standard approach.

This section discusses variations that apply to:

- Gross salary changes with a change of establishment or company.
- Ceiling changes.
- Funding base exemption changes.
- Changes in the lump-sum funding base for apprentices.
- Contribution calculations for finalized years.
- Net guarantee.
- Contribution eligibility.
- Hiring and departure.

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- Isolated amounts.
- Inactive segments.

## Gross Salary Changes with a Change of Establishment or Company

Normally, when a payee moves from one *establishment* to another, the accumulators storing the gross salary deltas are submitted to contributions in the new establishment. The "old" establishment pays the gross salary deltas, while the current establishment processes the contributions on these deltas.

However, when there is a change in *company*, the accumulators storing the gross deltas are not included in the current period calculation for the new company. This is because *company* is used as the key for the accumulators that store the gross deltas, and these deltas are associated with the old company. To force the gross regularization to occur within the new company's contribution calculations, PeopleSoft forwards a "dummy" element from the recalculated period to a "dummy" element in the current period. If an employee changes company, an inactive segment is processed for the employee for the old company (assuming that company is defined as a Payment Key at the pay entity level).

At a technical level, PeopleSoft manages this type of change by:

- Verifying that the retro calculation system element is equal to *Corrective*.

  If this condition is met, the "dummy" earning RETRO FICTIF is calculated and returns a value of 1.

  **Note.** If you override the delivered Corrective retro method during implementation, the solution described here is not applied.

- Mapping the element RETRO FICTIF to a second "dummy" earning element, RTRO INACTIF. This second earning receives the value of 1 contained in RETRO FICTIF when there is corrective retro (according to the retro process override definition entered on the Retro Process Overrides page).
- Forwarding the earning RTRO INACTIF (with a value of 1) to the current period.

  When this happens, there is no segment in the current period having the same payment keys as the recalculated segment. Because of this, an inactive segment is triggered in the current period for the "old" keys.

  **Note.** If multiple segments are recalculated (for example, in December you recalculate all periods going back to September), the earning RTRO INACTIF will receive the value of 1 for each segment retroactively calculated as corrective (1 for September, 1 for October, 1 for November).

For this solution to work, when you define payee selection on the Calendar component (GP_CALENDAR ) prior to processing a payroll, you must include active payees plus payees with pending retroactive changes. Based on this selection, inactive payees are considered in the calendar calculation as long as they have retro forwarded adjustments coming from the dummy element for the inactive segment.

***Warning!*** Global Payroll for France supports the retro-corrective solution described here only if you define company as a payment key at the pay entity level. This restriction is based on legal requirements for calculating, for URSSAF and ASSEDIC, contributions limited to a ceiling on a yearly basis and for a unique company. PeopleSoft does not support the use of payment keys such as *contract number* and *establishment*.

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## Ceiling Changes

Changes to the ceiling values for URSSAF and ASSEDIC can affect funding base calculations even when there is no change to the gross salary. Global Payroll for France manages ceiling changes in corrective mode by using the old value of the gross to calculate the segment funding base, while applying the new ceiling values. Because of the ceiling changes, the final value of the funding base may be different from the initial value.

## Funding Base Exemption Changes

Exemption changes can affect funding base calculations even when there is no change to the gross salary. Global Payroll for France manages these changes in corrective mode by using the old value of the gross to calculate the segment funding base, while applying the new exemptions. Because of the exemption changes, the final value of the funding base may be different from the initial value.

---

**Note.** Retroactive changes to funding base exemption percentages can result in the recalculated funding base being different from the initial funding base. This can lead to a situation in which there are multiple rates to declare for the same contribution in the same DUCS declaration. In such cases, the new DUCS norm enables you to declare the old rates for URSSAF and ASSEDIC.

---

See Chapter 26, "Generating DUCS," page 437.

## Changes in the Lump Sum Funding Base for Apprentices

The gross salary is not used to determine the funding base for apprenticeship contracts. Instead, the system calculates a lump-sum funding base adjusted to the age of the apprentice and the duration of the contract. There is no annual regularization of contributions for the apprenticeship contribution as the lump-sum base is always under the ceiling. If the conditions used to calculate the lump sum funding base change retroactively, the recalculated lump-sum funding base is used, and this base is submitted to the rate in effect during the recalculated period.

---

**Note.** Gross salary changes do not impact funding base calculations for apprentices, because this calculation is independent of the salary.

---

## Contribution Calculations for Finalized Years

Because it is not possible to change contributions after a calendar year has been declared in the DADS report, the URSSAF TRC, and the ASSEDIC BDA, Global Payroll for France does not manage the impacts of retroactive changes to gross salary elements in previous years. Customers must manage these by direct contact with the social organizations. In general, regularization changes for finalized years are declared manually.

---

**Note.** Global Payroll for France uses the forwarding method to manage retroactive calculations in past years. You can override this setup and use the corrective method to manage all employees or specific cases. However, doing so could result in contributions for previous years being including in the current DUCS declaration, which is forbidden by the social organizations.

---

## Net Guarantee

To manage the net guarantee calculation when there is corrective retro processing, Global Payroll for France:

- Blocks the recalculation of the net guarantee amount during recalculation.

  The net guarantee amount is defined as *Do Not Recalculate* during retro calculations. This means that even if the IJSS amount changes retroactively, the net guarantee amount remains identical to the initial calculation.

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- Includes any IJSS deltas in the current period and then performs the net guarantee calculation.

### See Also

Chapter 3, “Setting Up Country Data,” Understanding Net Guarantee Processing, page 32

## Contribution Eligibility

An employee who is eligible for a specific set of contributions may be declared retroactively eligible for another set of contributions or ineligible for contributions. Conversely, an employee who is ineligible for contributions can be retroactively declared eligible for these contributions. Global Payroll for France has developed rules to manage such retroactive eligibility changes. These are described in the following sections.

### Eligibility changes for URSSAF Contributions

This table describes how Global Payroll for France manages eligibility changes related to URSSAF contributions:

| Retroactive Change | Description |
|---|---|
| Change of Scheme | Some URSSAF contribution rates vary based on the *régime* or scheme of the employee, while others depend on values defined for an establishment. Global Payroll for France manages changes from one scheme to another by recalculating and declaring contributions for the correct scheme. For the recalculated segment, URSSAF contributions are processed using the correct rates, and the gross salary used is the "old" gross salary. However, the gross deltas are processed using the contribution rates in effect in the current period.<br><br>**Note.** These retroactive changes are declared in the DUCS report as follows: initial contributions are cancelled by declaring a negative funding base on the old scheme, while new contributions are declared in the same way but with a positive funding base. |
| Eligible Employee Becomes Retroactively Non-Eligible | This situation can occur, for example, if an employee is retroactively declared an expatriate not subject to URSSAF contributions. In this case, URSSAF contributions are not processed in the recalculated periods, and the initial contributions are cancelled.<br><br>**Note.** The new DUCS norm enables organizations to declare regularized funding bases. Accordingly, the Global Payroll DUCS report for France reverses the initial declarations and displays negative funding bases for the recalculated periods with their corresponding rates. |

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| Retroactive Change | Description |
| --- | --- |
| Employee not Eligible Becomes Retroactively Eligible | Normally, when URRSAF contributions are recalculated, the recalculation of the prior period is based on the value of the “old” URSSAF gross segment accumulator (URS AC BRUT SG), and any gross salary deltas are processed in the current period using the rates currently in effect. However, when an employee becomes retroactively eligible for URSSAF contributions, the original value of this accumulator is equal to 0 (the accumulator has no value because the URSSAF process was not triggered in the original calculation, and the accumulator was not populated).<br><br>This can lead to a situation in which the entire funding base is submitted to the current rate: if the rate has increased during the year, the company will pay more contributions than it should, and if the rate has decreased during the year, the company will pay less contributions than it should. To avoid this situation, Global Payroll for France has created another accumulator that duplicates the URS AC BRUT SG accumulator. This accumulator (URS AC BRUT BIS SG) is always populated, even if URSSAF contributions are not calculated. If the old value of the "standard" gross accumulator is equal to 0, the process retrieves this second gross accumulator.<br><br>***Warning!*** If you update the value of the standard URSSAF gross segment accumulator, you must also update the value of the second, duplicate accumulator. |
| Employee Eligible for Exempt Scheme Becomes Eligible for the Normal Scheme | If an employee who is eligible for an exempt scheme is retroactively assigned to a "normal" scheme, the variables URS VR BRT REG EX and URS VR BA REG EX (storing the exempted gross and the funding base) will not be populated, and the exempted rates will not apply when the prior period is recalculated. The exempt contributions will be cancelled in the recalculation, and will be declared as regularized in the DUCS report with negative funding bases.<br><br>**Note.** In cases like this, the base is recalculated based on the old value of the accumulator URS AC BRUT SG. Typically, this accumulator is split when an employee is assigned to an exempted scheme so that a portion of the accumulator can be processed using the exempt rates; however, this split does not occur during the recalculation. The recalculated contributions correctly take into account the old gross and use the "normal" rates. The amount not paid in the correct scheme during the initial calculation is declared based on the new DUCS norm rules. |


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| Retroactive Change | Description |
| --- | --- |
| Employee Eligible for Normal Scheme Becomes Eligible for Exempt Scheme | If an employee who is eligible for a normal scheme is retroactively assigned to an exempt scheme, the funding base for the specific contracts is calculated retroactively. The old URSSAF gross is retrieved and split between the normal and the exempt rates.<br><br>In the situation described here, the funding bases calculated for both schemes will be different from the initial calculation:<br><br>• For the normal scheme, the funding base may be equal to 0 if the salary is not over the SMIC. In this case, the contributions initially declared are cancelled in the DUCS declaration.<br><br>• For the exempted schemes, the funding base was initially equal to 0. In this case, the funding bases are calculated for the exempted scheme in the prior period and are included in the DUCS declaration. |
| Apprenticeship Contract Changes | If an employee defined as an apprentice is retroactively linked to another scheme, the system retrieves the old gross accumulator and uses it to calculate the funding bases (limited to a ceiling or based on the gross). The initial calculation of contributions based on the lump sum funding base and exempted rates are cancelled in the DUCS declaration.<br><br>If an employee associated with a normal scheme is retroactively defined as an apprentice, the old gross is retrieved but is not used to calculate the new apprenticeship scheme. The initial contribution declaration is cancelled and the new exempted contributions are reported based on the new DUCS norm for declaring regularizations.<br><br>**Note.** In the case of apprenticeship contracts, Global Payroll for France does not calculate the funding base based on the gross salary; it instead uses a lump-sum funding base that varies depending on the age of the apprentice and the duration of the contract. |

## Eligibility Changes for ASSEDIC Contributions

This table describes how Global Payroll for France manages eligibility changes related to ASSEDIC contributions:

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| Retroactive Change | Description |
|---|---|
| Eligible Employee Becomes Retroactively Non-Eligible | If an employee who was previously eligible becomes non-eligible, the ASSEDIC contributions are not recalculated. The initial contributions are cancelled in the DUCS declaration and the ASSEDIC accumulators are updated. |
| Employee not Eligible Becomes Retroactively Eligible | Normally, when ASSEDIC contributions are recalculated, the recalculation of the prior period is based on the value of the "old" ASSEDIC gross segment accumulator (ASS AC BRUT SG), and any gross salary deltas are processed in the current period using the rates currently in effect. However, when an employee becomes retroactively eligible for ASSEDIC contributions, the original value of this accumulator is equal to 0 (the accumulator has no value because the ASSEDIC process was not triggered in the original calculation, and the accumulator was not populated).<br><br>This can lead to a situation in which the entire funding base is submitted to the current rate: if the rate has increased during the year, the company will pay more contributions that it should, and if the rate has decreased during the year, the company will pay less contributions than it should. To avoid this situation, Global Payroll for France has created another accumulator that duplicates the ASS AC BRUT SG accumulator. This accumulator (ASS AC BRUT BIS SG) is always populated, even if ASSEDIC contributions are not calculated. If the old value of the "standard" gross accumulator is equal to 0, the process retrieves this second gross accumulator.<br><br>***Warning!*** If you update the value of the standard ASSEDIC gross segment accumulator, you must also update the value of the second, duplicate accumulator. |

## Eligibility Changes for Retirement and Contingency Contributions

This table describes how Global Payroll for France manages eligibility changes related to retirement and contingency fund contributions:

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| Retroactive Change | Description |
| --- | --- |
| Change of Fund Without Category Change | Retirement and contingency contributions are paid to specific funds. Each fund must deliver a "contract number" for the different categories of employees declared. This contract number is used as a key in the accumulators used to calculate the retirement funding bases following the annual regularization rule. So, if an employee changes from a fund to another, the accumulators keys change and the contribution calculation is based on "re-initialized" accumulator values.<br><br>PeopleSoft manages this situation by fully recalculating the retirement and contingency fund contribution. This corrective calculation ensures that the right accumulators are used and that contributions are correctly resolved.<br><br>**Note.** In this situation, the funding base regularizations are added to the current period funding base in the DUCS declaration, as the retirement and contingency fund rates don't change during the year.<br><br>**Note.** The annual gross accumulators for ARRCO and AGIRC are ARC AC BRUT ABA AN and AGI AC BRUT ABA AN. These accumulators are used to calculating the segment funding bases for ARRCO and AGIRC contributions. These accumulators are defined with four keys: Company, Contract Number, ARC VR CATEGORY or AGI VR CATEGORY (variables storing the employees' category), and ARC VR NUM MEMBRE or AGI VR NUM MEMBRE (variables storing the retirement contract number). |

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| Retroactive Change | Description |
|---|---|
| Change in Employee Category (Employee, Art 36, or Manager) | Because the contributions processed for employees depend on their category, new contributions must be calculated in this situation. New accumulator instances must also be created, as the employee categories are used as keys for the retirement contributions accumulators (A4 for managers, A36 for employees viewed as managers by the retirement funds, and EMPL for employees).<br><br>In the event of a category change, the system fully recalculates the contributions related to the new category, and updates the correct accumulators with their correct keys.<br><br>**Note.** For the DUCS report, the old contributions are cancelled and the recalculated contributions are declared in the current period. The old and the recalculated contributions are considered in the current DUCS declaration and their funding bases are regularized (as in general, there is no change in the rates during the year).<br><br>Some contributions such as the lump sum APEC (*APEC forfaitaire*) are calculated and declared only in March for Art 36 and Manager categories. When this contribution is calculated or cancelled retroactively, it must be declared in the current DUCS report.<br><br>**Note.** In the event of retroactivity going back to prior years, the gross deltas should be forwarded to the current period and included in the retirement contributions for this period. In other words, the deltas should be processed for the retirement category and the retirement fund number of the current period. |
| Change In Contract Number | Contract number is also used as a key in the accumulators used for the retirement contribution calculation. When the contract number changes retroactively, all contributions are fully recalculated to generate new values for the funding bases, and new accumulators are created (based on the new keys).<br><br>**Note.** In this situation, the contribution regularizations are fully declared in the DUCS report. |


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| Retroactive Change | Description |
|---|---|
| Apprenticeship Contract Changes | If an employee becomes an apprentice retroactively, no retirement or contingency contributions are calculated in the recalculated period, because a conditional formula attached to the Retirement and Contingency sections prevents them from being triggered for apprentices. Instead, the DUCS report deducts the contributions initially declared.<br><br>If an apprentice becomes a non-apprentice retroactively, the retirement contributions are fully calculated in the retro period and are declared in the DUCS report. |
| Employee not Eligible for Contributions Becomes Eligible | If an employee is declared retroactively eligible, the contributions are calculated in the prior periods using the recalculated gross rather than the "old" value of the funding base. Contributions calculated in this way are added in full to the current DUCS declaration (as the rates do not change during the year). |

## Eligibility Changes for Levies

This table describes how Global Payroll for France manages eligibility changes related to levies:

| Retroactive Change | Description |
|---|---|
| Employee Eligible for CSG and CRDS Becomes Retroactively Non-Eligible | In this case, CSG and CRDS contributions are not processed in the recalculated periods, and the initial contributions are cancelled.<br><br>**Note.** The new DUCS norm enables organizations to declare regularized funding bases. Accordingly, the Global Payroll DUCS report for France reverses the initial declarations and displays negative funding bases for the recalculated periods with their corresponding rates. |
| Employee not Eligible for CSG and CRDS Becomes Retroactively Eligible | To manage cases in which an employee who is ineligible for CSG and CRDS contribution becomes retroactively eligible, Global Payroll for France applies the same solution developed for URSSAF and ASSEDIC. This solution consists in retrieving the value of a second accumulator—TAX AC CSG BIS SG—that duplicates the standard TAX AC ASS CSG SG accumulator. This accumulator (TAX AC CSG BIS SG) is always populated, even if tax contributions are not processed. If the old value of the "standard" gross accumulator is equal to 0, the process retrieves the second gross accumulator.<br><br>See Chapter 16, "Understanding Retroactive Processing," Contribution Eligibility, page 267.<br><br>If an employee who is ineligible for the transportation levy becomes retroactively eligible, the system recalculates the levy based on the initial social security funding base. If the rate changes between the recalculated period and the current period, the new DUCS norm allows a regularized declaration. |

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| Retroactive Change | Description |
|---|---|
| Changes in Eligibility for the Contingency Levy | Retroactive changes in eligibility for the contingency levy are processed using the *full* recalculation method. |
| Changes in Eligibility for the Training Levy | Retroactive changes in eligibility for the training levy are processed using the *full* recalculation method. |
| Changes in Eligibility for the Construction Levy | Retroactive changes in eligibility for the construction levy are processed using the *full* recalculation method. |
| Changes in Eligibility for the Tax on Salary Levy | Retroactive changes in eligibility for the tax on salary levy are processed using the *full* recalculation method. |
| Changes in Eligibility for the Work Council Levy | Retroactive changes in eligibility for the work council levy are processed using the *full* recalculation method. |

See Chapter 16, "Understanding Retroactive Processing," Managing Gross Salary Changes in the Current Year, page 258.

## Hiring and Departure

Global Payroll for France has developed solutions to manage retroactive hiring and departures, their impact on URRSAF, ASSEDIC, and other social contributions. The following table describes how the PeopleSoft system manages these changes:

| Retroactive Change | Description |
|---|---|
| Payee Hired Retroactively | The solution used to manage this situation depends on the social organization.<br>• For URSSAF, ASSEDIC, and CSG, Global Payroll for France employs the *partial* recalculation process. Because the old salary value retrieved is equal to 0 when an employee is hired retroactively (no prior version exists), the entire salary is treated as a gross delta and is submitted to contribution in the current period.<br>• For other contributions (retirement, contingency, levies), the gross salary is fully recalculated. |


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| Retroactive Change | Description |
|---|---|
| Retroactive Change in Hire Date | Retroactive changes to an employee's hire date produces a *retro mismatch*. In this situation, the system *fully recalculates* the contributions.<br><br>If, in addition to a hire change, a change of salary occurs, the system may not apply the current rates to the gross deltas as required by URRSAF and ASSEDIC (because it performs a full recalculation and replacement of the elements in the prior period). For this reason, you should evaluate the impacts retroactive hiring on your calculations.<br><br>**Note.** Other retro mismatch situations that you need to manage are: (1) change of company, (2) change of establishment, (3) and all changes to segment dates (for example, departures). In these situations, you need to determine whether the correction could negatively impact the contribution calculations and declarations. |
| Retroactive Departure | In most cases, retroactive departures imply a segment mismatch and a *full recalculation* of all contributions in the current year. The termination allowances paid retroactively are then submitted to the "old" rates.<br><br>**Note.** This is a limitation of the delivered retroactive processing logic, as URSSAF and ASSEDIC require the use of rates in effect in the current period.<br><br>**Note.** There are some situations in which a retroactive departure does not imply a segment mismatch. This occurs, for example when an employee is retroactively terminated on the last day of the segment (in which case there is no change in the segment dates between the initial calculation and the recalculation). As there is no retro mismatch in this situation, a *partial recalculation* occurs and the gross deltas (if any) are processed in an inactive segment in the current period. |
| Retroactive Change in the Departure Date | This situation produces a retro mismatch and a full recalculation of all contributions. |
| Retroactive Hire and Departure in the Same Period | In this situation, because no prior version exists, the system *partially recalculates* the URSSAF, ASSEDIC, and CSG/CRDS contributions. The gross deltas are submitted to contributions in the current period using an inactive segment. |

## Isolated Amounts

Isolated amounts are amounts paid at or after termination that are submitted to specific AGIRC retirement contributions.

Global Payroll for France delivers specific rules for managing isolated amounts processed retroactively. These rules are triggered when:

- There is a retroactive termination.

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- There is a retroactive payment of an amount after a termination.
- There is a retroactive termination or payment following a termination for an employee who has changed categories between the different recalculated segments.

Three elements have been created–using the retro process override setup–to retrieve any deltas created by the retroactive calculations:

- RETRO SI: This earning element retrieves the gross salary deltas of the accumulator GEN AC BRUT SG.
- RETRO SI AGI: This earning element retrieves the gross deltas of the accumulator AGI AC BRUT SG (AGIRC gross base segment accumulator).
- RETRO DELT SI: This earning element retrieves the deltas of the accumulator AGI AC SI MNT SG (isolated amounts segment accumulator).

---

**Note.** These elements are used in the formula RTO FM RECUP SI only when the segment processed is INACTIVE and the current calculation is not retroactive.

---

When processing isolated amounts at or after termination, the system:

1. Calculates the difference between RETRO SI and RETRO DLT SI.
2. Adds the results of this calculation to any isolated amounts in the current period.

   The system stores the difference between RETRO SI and RETRO DLT SI in the variable RTO VR SI, and adds the value of this variable to the current isolated amounts accumulator AGI AC SI MNT SG.

---

**Note.** This calculation treats the gross salary deltas as isolated amounts, but processes only deltas that have not already been considered as isolated amounts and submitted to contributions.

---

When an employee changes category during the year (for example, from employee to manager), there is a possibility that this calculation will treat all gross deltas as isolated amounts, when only the gross deltas for periods when the payee was a manager should be considered. To avoid this, the system calculates the difference between RETRO SI and RETRO SI AGI. If there is a difference between these elements, the system knows that the employee changed category in the recalculated period. It stores this difference in the variable RTO VR SI AGI, and uses it to limit the isolated amounts delta (so that deltas for the periods when the employee was not eligible for AGIRC contributions are not included in the isolated amounts).

## Inactive Segments

To process retroactivity in certain situations, Global Payroll for France triggers inactive segments in the current period. For example, this occurs in situations in which an employee changes company between the different segments recalculated.

Inactive segments have the following characteristics:

- No ceilings are calculated in inactive segments.

  Because the employee is not considered “present” in inactive segments, there is no ceiling calculation. The progressive regularization of contributions occurs normally for the segment with a gross increase, but there is no change in the annual ceiling amount.
- The different elements (variables, accumulators) storing the worked/paid days or hours are set to 0 in the inactive segment.
- The inactive segment is not considered in the calculation of seniority days (stored in the accumulator GEN AC JOUR ANC).

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- No SMIC control occurs in inactive segments, as no paid hours can be calculated for these segments.
- The fiscal and social reinstatement calculation is triggered for inactive segments.
- Inactive segments are declared in the DADS-U. The begin and end dates of these segments are set to 1 January (01/01) as required by the norm.

# Loans and Garnishments

By law, loans and garnishments cannot be recalculated during retroactive processing.

Global Payroll defines loan elements with the Retro Recalculation option set to *Do Not Recalculate*. However, because loans are triggered by positive input, and positive input overrides the Retro Recalculation option, you should be careful not to enter new loan data in a closed period.

By contrast, Global Payroll defines garnishment elements with the Retro Recalculation option set to *Always Recalculate*. This can lead to situations in which garnishments are reprocessed in a prior period. For example, if there is retroactivity and a retro mismatch occurs, the system tries to recalculate all elements, including garnishments. To prevent this from happening, Global Payroll for France uses the array RTO AR RESULT PAIE to retrieve the original value of the garnishments in the payroll result tables whenever there is retroactive processing.

**Note.** The earnings/deductions for which the array RTO AR RESULT PAIE retrieves previously calculated values are those with a Category of *RTO* (Retro Element Retrieved in Array). If you want to use this array to prevent the recalculation of an earning/deduction that you have defined yourself, you should assign the earning/deduction to the same category.

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Defining Earning and Deduction Elements," Retroactivity Calculations.

# Reporting and Retroactivity

This section discusses:

- Declaration methods.
- Managing retroactive changes to rates in the DUCS declaration.
- Viewing and modifying the declaration method used for reporting.

## Declaration Methods

The retroactive process impacts not only the calculation of social contributions for URSSAF, ASSEDIC, and AGIRC/ARRCO, but also the declaration of these contributions. PeopleSoft follows the DUCS norm for declaring contributions. The latest version of these norms supports corrective declarations, and PeopleSoft has taken advantage of the new standards to develop solutions for reporting retroactive changes.

There are two kinds of declarations for reporting retroactive changes to social contributions:

- Additive declarations.

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In an additive declaration, the funding bases from recalculated periods are added to the funding base in the current period.

**Note.** Funding bases can be added together only when there is no difference in contribution rates between the recalculated periods and the current period, as the DUCS norm allows only one rate to be declared per period.

- Rectified declarations.

  In a rectified declaration, separate "rectification" reports are issued for each period recalculated. In other words, bases are not combined and different rates can be attached to the base deltas as well as the current period base.

  **Note.** Rectified declarations can be generated regardless of whether the rates used in the current and recalculated periods are the same or different.

The official bodies for URSSAF, ASSEDIC, and AGIRC/ARRCO have defined the following declaration method for each category of social contributions:

| Reporting Organization | Declaration Code | Declaration Method |
|---|---|---|
| URSSAF | 901 | Rectificative |
| ASSEDIC | 902 | Additive |
| AGIRC/ARRCO/OTHER | 903 | Additive |

- URSSAF.

  For the URSSAF declaration, the DUCS program differentiates contributions calculated in different periods. For example, if there is a retroactive base salary change in December going back to the beginning of the year in January, the DUCS declaration will consist of 11 rectified declarations (from January to November) and one normal declaration (for December).

  If there is a difference in the rates between the current and prior periods, each retroactive change in a funding base must be declared separately and identified by the period regularized, just as is the case when only the funding base changes.

- ASSEDIC and AGIRC/ARRCO.

  For ASSEDIC and AGIRC/ARRCO, the DUCS program combines contributions calculated in different periods as long as the rates are the same in the prior and current periods (the recalculated funding bases are added to the current period funding base).

  If there is a difference in rates between current and prior periods when contributions are recalculated, the DUCS report will display the same contribution multiple times with the different rates and corresponding bases.

  **Note.** Conflicting rates are retrieved only if for a specific DUCS type, the setup indicates that additive declarations are done.

## Managing Retroactive Changes to Rates in the DUCS Declaration

When a company reprocesses prior periods to correct contribution rates that are above or below the official rates, the resulting calculations are recorded in the DUCS declaration as follows:

- The initial calculations done using incorrect rates are reversed in the current declaration.


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**Note.** From the perspective of the social organization, it will appear that these reversals use an invalid rate.

- The recalculations done with the correct rates are declared for the full funding base.

When the social organization receives the "corrected" declaration, it may issue a rectification to force either immediate payment of missing contributions (if the original rate used was below the official rate), or a reduction in future payments (if the original rate used was above the official rate). This is because the "corrected" DUCS declaration displays invalid rates for the contributions that have been reversed.

To avoid this, Global Payroll for France provides an exception page (Override DUCS Rate page) on which you can override the rates used in the actual payroll calculations with the rates you want to include in the current DUCS declaration. For example, if you use an incorrect rate to calculate the Work Accident contribution, you can use this page to replace the incorrect rate with a rate acceptable to the social organization.

**Note.** Overriding rates can create discrepancies between the contributions calculated in the system and the contributions declared in the DUCS report. These discrepancies can affect financial accounting, as the amounts recorded in the payroll system will differ from the amounts actually paid. You can track and manage these discrepancies using the DUCS Rate Override Audit report (GPFRDUCO). This report records the difference between the calculated and the declared amounts resulting from a rate override.

See Chapter 9, "Setting Up DUCS and DADS Reporting," Overriding DUCS Rates, page 159.

### Viewing and Modifying the Declaration Method Used for Reporting

You can view the declaration method defined by the official bodies for each organization on the DUCS Types page. If the rules for making retroactive declarations change, you can use this page to modify the method.

**Note.** The delivered declaration methods reflect the positions of the respective social organizations during the development of Global Payroll for France. You should consult the latest DUCS norms to verify that these declaration methods are still current. In particular, you may need to change the ASSEDIC setup to RECTIFICATIVE if the ASSEDIC chooses this declaration method.

See Chapter 9, "Setting Up DUCS and DADS Reporting," Reviewing Declaration Codes for DUCS Types, page 149.

## Delivered Retro Triggers

The different standard situations for which Global Payroll for France delivers retro triggers are:

- Changes to compensation data.
- Changes to the JOB record.

  The trigger for job date changes is defined for the following fields: Action, Company, Establishment, Pay Group, Contract Number, Job Code, FTE, Paid FTE, Collective Agreement, and Employee Status.

  **Note.** Most of the changes in the JOB record trigger retro, segmentation, and iterative processing.

- Changes to contract data.

  This trigger is defined at the field level for the following fields: Contract Type, Contract Begin Date, Contract End Date, and Contract Number.

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- Change to contract data specifically for France.

  This trigger is defined for the following fields: Multiple Employer Rate, Gross Reduction Percentage, Category Status, and Social Security Code.

- Changes to absence events.

  This trigger is defined at the record level.

- Changes to positive input.

  This trigger is defined at the record level.

- Changes to Element Assignment by Payee and Payee Assignment by Element data.

  This trigger is defined at the record level.

- Changes to supporting element overrides.

  This trigger is defined at the record level.

- Changes to the employee schedules.

  This trigger is defined at the record level.

**Note.** These triggers are provided as models of trigger definitions. You may need to modify these triggers and define additional triggers to manage situations that are unique to your organization.

### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Setting Up Triggers"

## Collective Changes to Contribution Calculation Elements

Collective changes to contribution calculation elements can be processed using mass triggers. The setup of these triggers is documented in *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook.*

### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Setting Up Mass Triggers"

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# CHAPTER 17

# Setting Up Termination Processing

This chapter provides an overview of the termination process and discusses how to set up terminations.

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

## Understanding The Termination Process

The termination process in Global Payroll for France identifies payees who have been terminated in PeopleSoft Human Resources, processes these payees for final payment in an off-cycle run, and extracts Global Payroll and Human Resources data from the system to generate ASSEDIC termination reports.

This section discusses:

- Termination process setup steps.
- Segmentation and retro triggers for termination processing.
- Elements used to identify payees for data extraction.
- ASSEDIC report generation for transfers.

**Note.** PeopleSoft uses the off-cycle advance payment functionality in the core Global Payroll application as the basis for the France-specific termination process. The system calculates earnings and deductions for terminated employees as advance payments outside of the normal payroll cycle. When employees receive their final payment, the system automatically blocks processing of the same payees in the normal, on-cycle calendar.

### Termination Process Setup Steps

To set up terminations, configure the Global Payroll elements that control these termination process steps:

- Selection of terminated payees for off-cycle payroll processing.

  The French termination process uses retro and segmentation triggers linked to the Action field in the JOB record to identify terminated payees; when a termination action is entered for a payee, these triggers generate a line of data that identifies the payee as terminated. Global Payroll for France can then select the payee for off-cycle processing, calculate the payee's earnings and deductions, and issue a final payment.

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As part of the termination setup, you must configure the triggers that are used to identify payees as terminated and specify the actions in the JOB record that qualify as terminations in your organization. In addition, you must list these actions on the Extraction Setup page so that the system selects only payees with qualifying actions values when you create an off-cycle group for processing terminated payees.

**Note.** Global Payroll for France delivers a trigger (DEPART) that you can use to identify terminated payees; you can also define you own triggers.

See Chapter 17, "Setting Up Termination Processing," Segmentation and Retro Triggers for Termination Processing, page 283 and Chapter 17, "Setting Up Termination Processing," Identifying Termination Triggers, page 290.

**Note.** We discuss the steps you must follow to process terminated payees with qualifying action values in the chapter on processing terminations.

See Chapter 24, "Processing Terminations," page 405.

- Extraction of data for ASSEDIC reports.

  Global Payroll for France uses a number of elements including arrays, variables, and formulas to identify the payees for whom Human Resources and payroll data must be extracted to produce the ASSEDIC termination reports. Although Global Payroll for France delivers all of the elements required to select payees for data extraction, you must review and configure these element to ensure that they satisfy your business requirements. This includes identifying the specific termination actions in the JOB record that will trigger data extraction, specifying how different termination action and reason combinations are recorded in the ASSEDIC certificates, and defining other parameters of the extraction process.

  See Chapter 17, "Setting Up Termination Processing," Elements Used to Identify Payees For Data Extraction, page 284.

**Important!** To set up termination processing, you must configure *both* sets of elements described here—those that are used to select terminated employees for off-cycle payroll processing, and those that are used to select payees for data extraction.

## Termination Setup

To set up termination processing for France:

1. Define retro and segmentation triggers to identify terminated payees using the Trigger Definition (GP_TRGR_SETUP) component in the Global Payroll core application. The system uses these triggers to determine:
   - How to process payroll elements when a termination is entered in the Action field in the JOB record.
   - Which payees to select for off-cycle payroll processing (the payees must have termination actions that match those specified in the retro and segmentation trigger definitions).

   **Note.** PeopleSoft provides the sample trigger DEPART, which you can configure to suit your needs or use as a model for defining your own retro and segmentation triggers.

   See Chapter 17, "Setting Up Termination Processing," Segmentation and Retro Triggers for Termination Processing, page 283.
2. Identify the retro and segmentation triggers defined in Step 1 on the Extraction Setup page in Global Payroll for France.

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The system selects (extracts) payees for off-cycle termination processing who have retro or segmentation triggers matching those identified on the Extraction Setup page.

See Chapter 17, "Setting Up Termination Processing," Identifying Termination Triggers, page 290.

3. Review and configure the elements used to identify payees for whom data should be extracted from the database to generate ASSEDIC termination reports.

   See Chapter 17, "Setting Up Termination Processing," Elements Used to Identify Payees For Data Extraction, page 284.

4. Map actions/reasons that you have set up to trigger termination processing to the termination reasons that will appear in a payee's termination reports.

   Do this on the Assedic Reasons page.

   For example, if you terminate an employee with an action of *Layoff* and a reason of *RED* (redundancy), you can define the corresponding ASSEDIC reason as *Redundancy*. This reason will then appear on the payee's ASSEDIC certificate.

   See Chapter 17, "Setting Up Termination Processing," Setting Up the Assedic Reasons, page 291.

5. Map a variable element to the ASSEDIC certificate flag to trigger ASSEDIC data extraction and report generation for terminated payees.

   Do this on the Elements for Reports page.

   PeopleSoft delivers the variable element GEN VR TEST DEPART for this purpose. When you terminate a payee and run the payroll process, Global Payroll for France sets the value of GEN VR TEST DEPART to GP TRUE (1). Later, when you run the data extraction process, the system retrieves ASSEDIC certificate data and generates the ASSEDIC reports only for employees having this variable set to 1 in their payroll results.

   See Chapter 17, "Setting Up Termination Processing," Mapping Variable Elements to the Assedic Certificate Flag GEN VR TEST DEPART, page 292.

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**Note.** To run the data extraction process for the ASSEDIC reports, access the Termination Data Retrieval page.

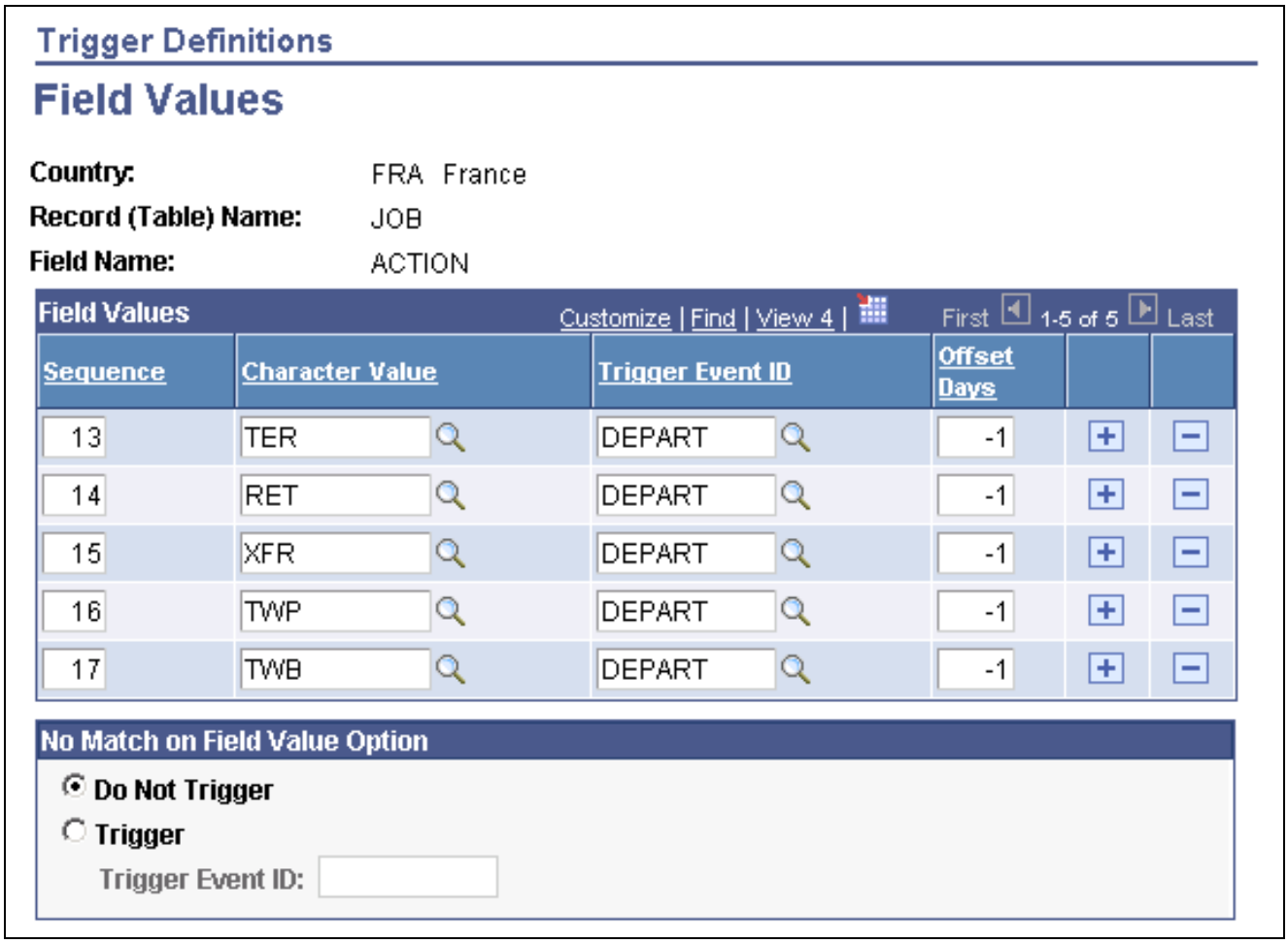
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See Chapter 24, "Processing Terminations," Extracting Data for Terminated Employees, page 414.

## Segmentation and Retro Triggers for Termination Processing

PeopleSoft uses the trigger DEPART to identify payees with terminations in the JOB record. This trigger is associated with the JOB.Action field and initiates both segmentation and retroactive processing when the action value is *TER (termination)*, *RET (retirement)*, *XFR (transfer)*, *TWP (termination with pay)*, or *TWB (termination with benefits)*. The termination process in Global Payroll for France detects when the DEPART trigger becomes active for payees in response to one of these termination actions, and can then include any payee with a retro or segmentation trigger in the next off-cycle termination run. When you set up Global Payroll for France, review this list of action values and add, remove, or modify the actions that trigger a termination on the Trigger Definitions and Trigger Definitions-Field Values pages in the Global Payroll core application to reflect the needs of your organization. When you create new triggers for termination processing, you should eliminate the delivered PeopleSoft triggers on the Extraction Setup page in Global Payroll for France, and add your own triggers, as appropriate.

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Trigger Definitions-Field Values page showing JOB actions that trigger termination processing for France

**Important!** Global Payroll for France defines the action values that trigger retroactive processing with an offset of -1. If you add additional action values to this list, you should define them with an offset of -1 to ensure that retroactive terminations are processed correctly.

See Chapter 3, "Setting Up Country Data," Understanding Trigger Setup for France, page 43.

It is up to you to define triggers that reflect the current business practices in your organization. PeopleSoft provides the trigger DEPART as a model for the kinds of triggers you may need to create.

### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Setting Up Triggers"

## Elements Used to Identify Payees For Data Extraction

Global Payroll for France uses the following combination of elements to identify terminated payees and select them for data extraction:


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| Element Type | Element Name | Use |
|---|---|---|
| Generation Control | GEN GC TEST DEPART | As delivered, this element tests whether one of the following termination actions has been entered for a payee in the JOB record: Retirement (RET), Retirement with Pay (RWP), Terminate Detail Assignment (TDL), Termination (TER), Terminated with Benefits (TWB), Terminated with Pay (TWP). You can modify, delete, or add the actions that you want in this generation control element.<br><br>**Note.** This generation control element is associated with the earning DEPART (below).<br><br>**Note.** Normally, the actions that trigger processing in the generation control element GEN GC TEST DEPART should match the JOB actions that you have set up to generate termination triggers on the Trigger Definitions component in the Global Payroll core application as well as the actions listed on the Assedic Reasons page. |
| Earning | DEPART | If one of the actions included in the generation control element GEN GC TEST DEPART (above) appears in the segment period plus one day, the earning element DEPART is triggered. This earning is not used to retrieve a monetary amount to add to the salary, but to trigger processing of the formula GEN FM ACT DEPART (below). |
| Formula | GEN FM ACT DEPART | If the earning element DEPART is triggered, the GEN FM ACT DEPART formula is resolved. This formula calls an array—GEN AR DEPART—that retrieves the termination action and reason and populates the GEN VR ACTION and GEN VR MOTIF variables (see below). This formula also sets the GEN VR TEST DEPART variable to GP TRUE (see below). |

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| Element Type | Element Name | Use |
| --- | --- | --- |
| Variable | GEN VR TEST DEPART | If a payee leaves the company, the GEN VR TEST DEPART variable resolves to GP TRUE (or 1). Otherwise, the value of the variable is equal to GP FALSE (or 0).<br><br>The system extracts ASSEDIC certificate data from Human Resources and Global Payroll tables and generates the ASSEDIC reports only for employees having this variable set to 1 in the payroll result tables.<br><br>You can define a variable other than GEN VR TEST DEPART to trigger data extraction for the ASSEDIC certificate. If you do this, map the new variable to the ASSEDIC certificate flag on the Elements for Reports page, and make sure that you use the new element in place of GEN VR TEST DEPART wherever it appears in the system, including in the formula GEN FM ACT DEPART (see above). |


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| Element Type | Element Name | Use |
|---|---|---|
| Variable | GEN VR ACTION | This variable stores the termination action for a payee.<br><br>When you set up termination processing, you must map the action-reason combinations stored in this variable and the variable GEN VR MOTIF (see below) to the termination reasons that you want to appear in the ASSEDIC termination certificates. Use the Assedic Reasons page to perform this mapping.<br><br>See Chapter 17, "Setting Up Termination Processing," Setting Up the Assedic Reasons, page 291. |
| Variable | GEN VR MOTIF | This variable stores the termination reason for a payee.<br><br>When you set up termination processing, you must map the action-reason combinations stored in this variable and the variable GEN VR ACTION (see above) to the termination reasons that you want to appear in the ASSEDIC termination certificates. Use the Assedic Reasons page to perform this mapping.<br><br>See Chapter 17, "Setting Up Termination Processing," Setting Up the Assedic Reasons, page 291. |

## ASSEDIC Report Generation for Transfers

In addition to generating ASSEDIC reports for terminated employees, you may need to generate ASSEDIC reports for transfers from one company to another. You can do this–without including the transferred employees in the off-cycle payroll process for terminated employees–by using the following delivered elements:

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| Element Type | Element Name | Use |
|---|---|---|
| Generation Control | GEN GC TEST TRNSFR | This element tests whether a transfer action/reason has been entered for a payee in the JOB record. You can modify, delete, or add the actions that you want in this generation control element.<br><br>**Note.** This generation control element is associated with the earning TRANSFER (below). This element is identical in function to the GEN GC TEST DEPART generation control element described in the table in the preceding section. |
| Earning | TRANSFER | If one of the action/reason combinations included in the generation control element GEN GC TEST TRNSFR (above) appears in the segment period plus one day, the earning element TRANSFER is triggered. This earning is not used to retrieve a monetary amount to add to the salary, but to trigger processing of a formula that sets the value of the GEN VR TEST TRNSFR variable to GP TRUE (see below).<br><br>**Note.** This element is identical in function to the DEPART element described in the table in the preceding section. |


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| Element Type | Element Name | Use |
|---|---|---|
| Variable | GEN VR TEST TRNSFR | When you transfer a payee and run the payroll process, Global Payroll for France sets the value of GEN VR TEST DEPART to GP TRUE (1). Later, when you run the data extraction process for the ASSEDIC reports, the system retrieves ASSEDIC certificate data and generates the ASSEDIC reports only for employees having this variable set to 1 in their payroll results. |
| Variable<br>(continue) | GEN VR TEST TRNSFR<br>(continue) | To use this variable to trigger data extraction for transferred employees, you must map it to the ASSEDIC certificate flag on the Elements for Reports page described elsewhere in this chapter. If you want, you can define a variable other than GEN VR TEST TRNSFR to trigger data extraction for the ASSEDIC certificate. If you do this, map the new variable to the ASSEDIC certificate flag on the Elements for Reports page, and make sure that you use the new element in place of GEN VR TEST TRNSFR wherever it appears in the system.<br><br>**Note.** The GEN VR TEST TRNSFR variable is identical in function to GEN VR TEST DEPART variable described in the table in the preceding section.<br><br>To run the data extraction process for the ASSEDIC certificate, use the Termination Data Retrieval page.<br><br>See Chapter 24, "Processing Terminations," Extracting Data for Terminated Employees, page 414. |

# Setting Up Terminations

To set up terminations, use the Terminations FRA (GPFR_TERM) and Element Mapping Codes FRA (GPFR_ILLNESS_SETUP) components.

This section discusses how to:

- Identify termination triggers.
- Set up the Assedic reasons.
- Map variable elements to the Assedic Certificate Flag GEN VR TEST DEPART.

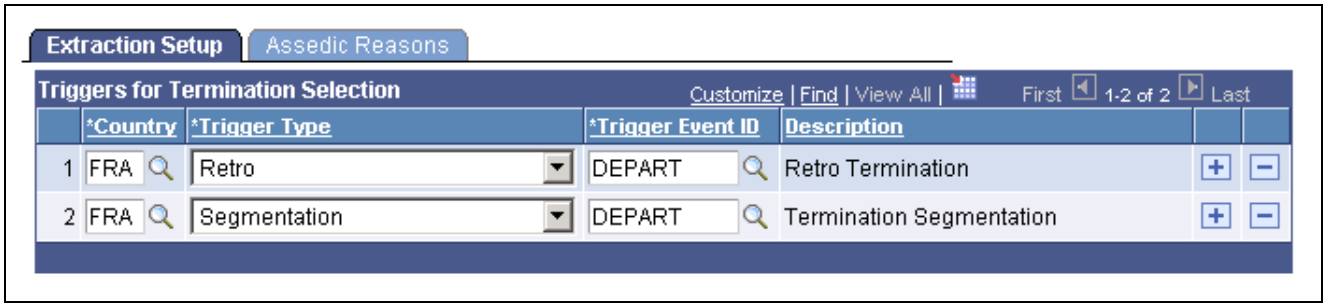
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# Pages Used to Set Up Terminations

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Extraction Setup | GPFR_TERM_TRG | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Terminations, Terminations FRA, Extraction Setup | List retro and segmentation triggers you have created for the termination process.<br>The system identifies payees with the specific triggers listed on this page and selects them for termination processing. |
| Assedic Reasons | GPFR_TERM | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Terminations, Terminations FRA, Assedic Reasons | Map actions/reasons that you set up to trigger termination processing to the termination reasons that will appear in a payee's ASSEDIC certificate. |
| Elements for Reports | GPFR_ILLNESS_SETUP | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Element Mapping Codes FRA, Elements for Reports | Define a variable element that the system will use to identify payees for whom Global Payroll and Human Resources data should be extracted to generate the ASSEDIC certificates. The system extracts payroll and HR data only for employees having this variable set to 1 in the result tables. |

# Identifying Termination Triggers

Access the Extraction Setup page.




Extraction Setup page

Identify the retro and segmentation triggers you have created to initiate termination processing.

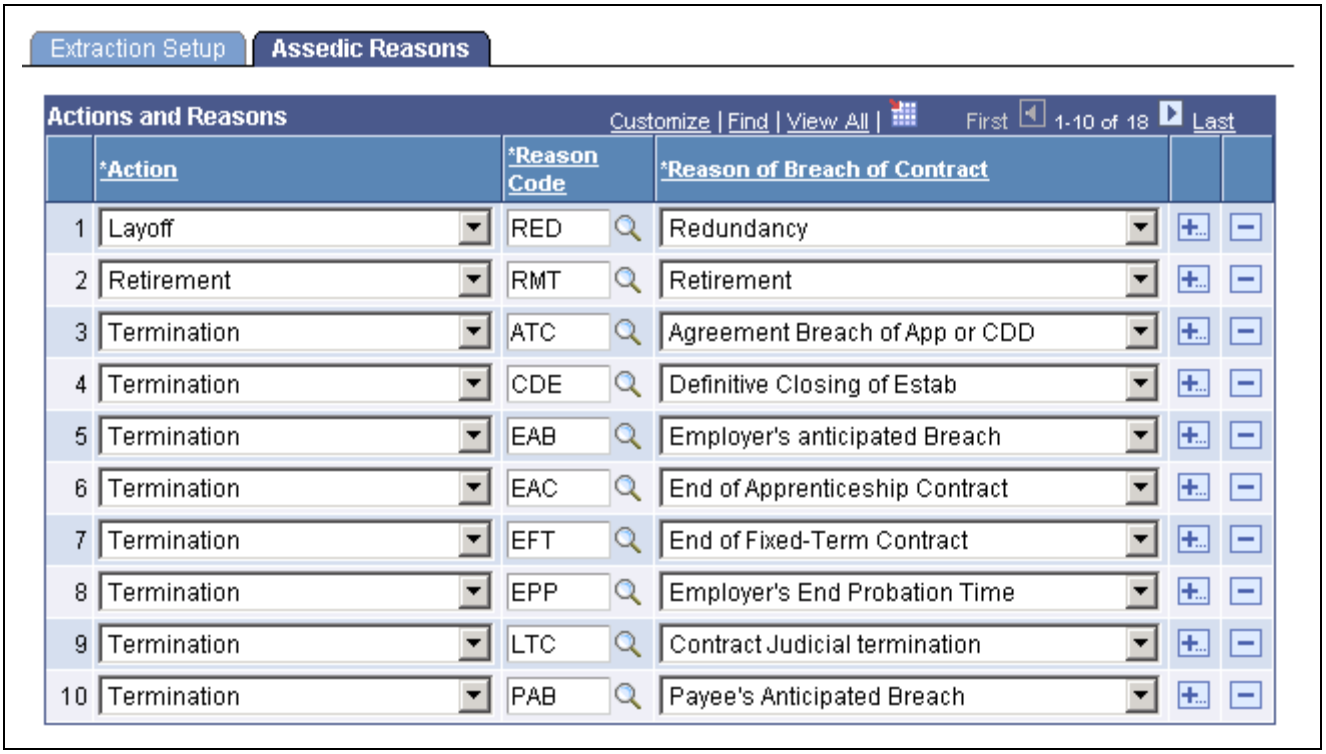
The system identifies payees with the specific triggers you specify on this page and extracts them for termination processing.

**Note.** You must ensure that any actions that generate a retro trigger also generate a segmentation trigger.


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# Setting Up the Assedic Reasons

Access the Assedic Reasons page.




Assedic Reasons page

## Actions and Reasons

Use the fields in this group box to map the action-reason combinations that you have set up to trigger termination processing to the termination reasons that will appear in a payee's ASSEDIC certificate. List the actions and reasons that trigger termination processing in the columns under Action and Reason Code. List the corresponding ASSEDIC reasons in the fields under Reason of Breach of Contract.

**Action** and **Reason Code**

Select an action and a reason code as defined in the Action Reason Table.

Compare the list of actions and reason codes on this page to those that you have set up to generate termination triggers in the Trigger Definitions (GP_TRGR_SETUP) component to make sure that they are the same. All actions and reasons that generate termination triggers should be listed here.

**Note.** It is important that you review all actions/reason codes you define for the termination process and map them to the corresponding ASSEDIC certificate termination reasons.

**Reason for Breach of Contract**

Select the reason for breach of contract that will appear in the ASSEDIC certificate when a payee is terminated using the action and reason shown in the corresponding Action and Reason Code fields.

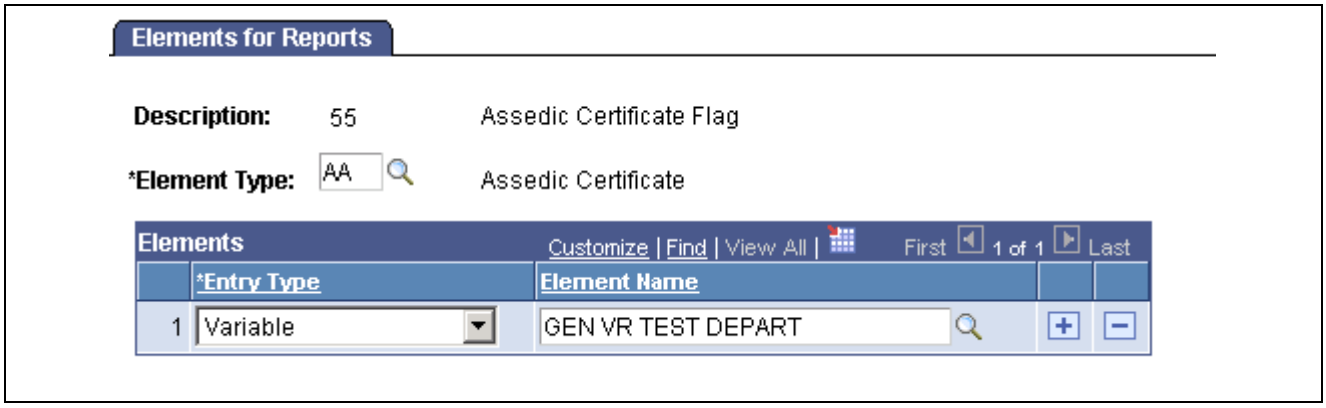
## See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Processing Payroll," Creating Group Lists

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# Mapping Variable Elements to the Assedic Certificate Flag GEN VR TEST DEPART

Access the Elements for Reports page.




Elements for Reports page

Use this page to select a variable that the system will use to identify payee data that needs to be extracted from the database to generate the termination reports. The system extracts termination report data from Human Resources and Global Payroll tables only for employees having this variable set to 1 in the payroll result tables.

**Note.** Global Payroll for France delivers the variable GEN VR TEST DEPART for this purpose. If you want, you can define a different variable for your termination setup.

**Note.** To run the data extraction process for the ASSEDIC certificate, use the Termination Data Retrieval page.

See Chapter 24, "Processing Terminations," Extracting Data for Terminated Employees, page 414.


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# CHAPTER 18

# Administering Garnishments

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

- Enter garnishments.
- Specify recipients for a garnishment.
- Stop, remove, and delete garnishments.
- Change garnishment balances.
- Set a maximum amount for garnishments.
- Generate a garnishment report.

---

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

## Understanding Garnishments

This section discusses:

- Garnishment types and priorities.
- Attachable and unattachable earnings.
- Garnishments and retroactive processing.
- Prerequisite.

### Garnishment Types and Priorities

When a payee owes money to a third-party for alimony, tax debts, or other obligations, the employer may be required to deduct part of what is owed before the payee receives payment. This 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.

There are two types of garnishments: alimony and other debts. Alimony deductions take priority over other debts when a payee's earnings are not sufficient to cover multiple garnishments.

Other debts fall into the following three categories, which are listed in the order of processing priority:

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1. Tax debts.
2. Penal sentences.
3. Ordinary debts.

In cases where there is more than one garnishment for the same type of debt (for example, three deductions for alimony), the system prioritizes deductions based on the order in which you entered them, rather than deducting a prorated amount for each debt.

You can define up to three deductions for each garnishment type (alimony, tax debt, penal sentence, and ordinary debt) in the same pay run.

## Attachable and Unattachable Earnings

A payee's earnings can be split into attachable an unattachable amounts.

The attachable amount of a payee's income is the part that may be garnished:

- Obligatory attachable amount.

  The obligatory attachable amount includes severance allowance, retirement pay over the taxable limit of 3049 euros, and profit-sharing allowances. These amounts are completely attachable and do not follow the usual garnishment calculation rules.

- Obligatory unattachable amount.

  The obligatory unattachable amount consists of reimbursements of professional expenses (not including creditors), family allowances paid by the employer (not including creditors), and the RMI (legal minimum subsistence wage), which the government sets annually.

  If there is not enough money to pay alimony from the attachable portion of the salary, it may be taken from the unattachable amount, provided the payee's salary doesn't fall below the RMI. Only alimony payments may be taken from this portion of the salary.

- Attachable amount.

  Always place a garnishment against the attachable amount of a payee's earnings. The system uses a bracket element to calculate the attachable amount.

## Garnishments and Retroactive Processing

By law, garnishments cannot be recalculated during retroactive processing.

To prevent recalculation of the delivered garnishment elements, Global Payroll for France uses the array RTO AR RESULT PAIE to retrieve the original value of the garnishments in the payroll result tables whenever there is retroactive processing.

### See Also

Chapter 16, "Understanding Retroactive Processing," Loans and Garnishments, page 277

## Prerequisite

The fraction of a payee's salary that is attachable varies according to the salary limits set by the government. For example, payees with a salary between 3000 euros and 5920 euros can have up to 1/20th of their salary garnished.

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Before you enter garnishments, you should review and update the salary limits used in the garnishment calculations on the Garnishment Bracket page.

To access this page, select Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Garnishments/Court Orders, Bracket FRA.

**Note.** To see the names of the variables that store the values in the garnishment bracket, access the Rates and Elements page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Addl Rates, Ceilings, Values, Rates, Elements, Limits FRA) using the component name GPFR_GAR_RATES.

**Note.** PeopleSoft delivers and maintains the salary limit values in the garnishment bracket; however, you can update these limits following legislative changes if you want to record the new values prior to receiving updates from PeopleSoft.

### See Also

Chapter 3, "Setting Up Country Data," Reviewing Garnishment Brackets, page 31

## Entering Garnishments

Use the Garnishment Data page to create a new garnishment. Enter the garnishment amount, the start date and end date, the type of garnishment, and other instructions.

When you save the garnishment data, the system does two things:

- Assigns a deduction to the payee.

  View the assignment on the Element Assignment by Payee (GP_ED_PYE) component or the Payee Assignment by Element (GP_ED_ELEM) component.
- Creates a section override for the payee section named SAI SE SAISIES (the garnishments section). The override instructions appear on the Section Overrides page.

For the garnishment instructions to be processed, you must add the section SAI SE SAISIES to the process list that you use to calculate the payee's pay.

**Note.** To see the names of the deduction elements used for garnishment processing and the names of the variables that store the garnishment ID, start date, and initial amount, access the Rates and Elements page using the component name, GPFR_GAR_DAT.

### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Setting Up Overrides," Defining Element Definition Overrides

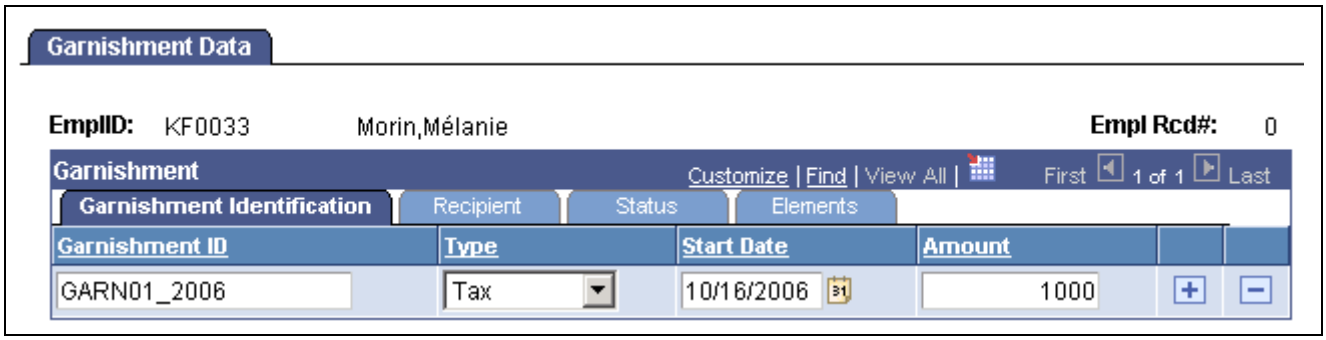
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# Page Used to Enter Garnishments

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Garnishment Data | GPFR_GAR_DAT | Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments FRA, Garnishment Data | Set up a new garnishment or display the details of an existing garnishment. |

# Entering Employee Garnishments

Access the Garnishment Data page.




Garnishment Data page: Garnishment Identification tab

## Garnishment Identification Tab

**Garnishment ID** Enter the garnishment number on the garnishment notification. Enter up to 19 alphanumeric characters.

**Type** Select the type of garnishment: *Alimony, Other, Penal,* or *Tax.*

**Note.** Enter up to three garnishments of each type for the same payee.

**Start Date** (Required) Enter the date on which the payee's earnings become subject to garnishment. The date should fall within the current processing period. You cannot change this date once the system processes the first garnishment amount.

If you enter a start date that falls within an earlier processing period, the system will not begin to calculate the garnishment until you process a retroactive pay run. In addition, the results may be unpredictable and may require manual adjustment.

**Amount** If the garnishment is for alimony, enter the amount of the monthly payment.

In all other cases, enter the initial amount of the garnishment. That is, enter the total amount owed according to the garnishment notice.

If you need to change the amount of the garnishment later, use positive input. See Changing a Garnishment Balance later in this section for more information.

## Recipient Tab

**Recipient ID** Select the garnishment recipient.


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**Recipient Name** Enter the name of the garnishment recipient. This field is required *only* if the recipient does not have a Recipient ID.

**Bank Account Information** Select to add information about the bank account that will receive the garnishment payment. Specify the payment method, country code, bank ID, bank branch ID, account #, account name, and currency code.

### Status Tab

**Remove** Select this check box only if you want to remove a garnishment. To delete the garnishment, you must remove it first, save the page, and then click the minus (-) button to the right.

**End Date** Enter the final payment date.

**Status** Displays the status. Valid values are:

*Created:* Appears when you click the plus (+) button to add a new row.

*Processed:* Indicates that the system has created a section override for the payee. The status is set to *Processed* when you save the garnishment data.

*Updated:* Indicates that you modified the garnishment data.

*Removed:* Indicates that the system has deleted the deduction for the payee and has updated the section override (or deleted it if there are no other garnishments).

*Error:* Indicates that the system could not assign the deduction to the payee or create a section override due to a technical problem.

### Elements Tab

**Element Name** Displays the name of the deduction element that calculates the garnishment amount during payroll processing. The elements for garnishments are:

- Alimony Deductions: *PENSION AL 1, PENSION AL 2, PENSION AL 3.*
- Penal sentence deductions: *COND PENAL 1, COND PENAL 2, COND PENAL 3.*
- Tax debt deductions: *IMPOT 1, IMPOT 2, IMPOT 3*.
- Ordinary debt deductions: *CREANCE 1, CREANCE 2, CREANCE 3*.

## Specifying Recipients for a Garnishment

Specify the recipient of the garnishment on the Recipient tab of the Garnishment Data page in Global Payroll for France. The recipient can be either a general or an individual recipient. Before you assign a garnishment to a recipient on this page, you must define the recipient using the Deduction Recipients component in the Global Payroll core application (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Deduction Recipients).

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# Stopping, Removing, and Deleting Garnishments

You can stop or remove a garnishment, when necessary.

To stop a garnishment:

1. Access the Garnishment Data page for the payee.
2. Change the date in the End Date field and save your change.

To remove a garnishment:

1. Access the Garnishment Data page for the payee.
2. Select the Remove check box and save your change.

   The system removes the deduction assigned to the payee and updates or deletes the section override for the payee. You cannot make additional changes to the garnishment.

To delete a garnishment:

1. Remove the garnishment according to the instructions for removing a garnishment.
2. Click the minus (-) button that appears to the right of the garnishment on any of the Garnishment Data pages, and save your change.

   The system deletes the garnishment from the database.

# Changing a Garnishment Balance

In Global Payroll for France you adjust a payee's garnishment balance by entering a supporting element override. For example, if you receive a notice from the court stating that a garnishment has been cancelled or reduced, use the Supporting Elements page (GP_PAYEE_SOVR) to enter the amount of the adjustment.

To enter an adjustment:

1. Access the Supporting Elements page (Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Supporting Elements).
2. Enter *Variable* in the Element Type field.
3. In the Element Name field, enter or select the variable name that corresponds to the garnishment for which you are entering an adjustment.

   Use this table to determine which variable corresponds to the garnishment you are adjusting:

**Note.** You will enter the adjustment amount using the variable associated with this garnishment.

| Garnishment | Variable |
|---|---|
| PENSION AL 1 (alimony pension) | SAI VR AJUST ALI 1 |
| PENSION AL 2 (alimony pension) | SAI VR AJUST ALI 2 |


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| Garnishment | Variable |
|---|---|
| PENSION AL 3 (alimony pension) | SAI VR AJUST ALI 3 |
| IMPOT 1 (tax debt) | SAI VR AJUST IMP 1 |
| IMPOT 2 (tax debt) | SAI VR AJUST IMP 2 |
| IMPOT 3 (tax debt) | SAI VR AJUST IMP 3 |
| CREANCE 1 (ordinary debt ) | SAI VR AJUST CRE 1 |
| CREANCE 2 (ordinary debt ) | SAI VR AJUST CRE 2 |
| CREANCE 3 (ordinary debt ) | SAI VR AJUST CRE 3 |
| COND PENAL 1 (penal sentence debt) | SAI VR AJUST PEN 1 |
| COND PENAL 2 (penal sentence debt) | SAI VR AJUST PEN 2 |
| COND PENAL 3 (penal sentence debt) | SAI VR AJUST PEN 3 |

**Important!** Each variable is exclusive to one deduction only.

4. Enter the begin date and end date of the period to which the adjustment applies. If you do not enter an end date equal to the end of the period for which you want to update the garnishment, the same adjustment will be processed over several periods.

   The exception to this rule is if you want to increase (or decrease) an alimony garnishment for several periods. In this case, enter an end date equal to the last day of the final period in which you want to make an adjustment. In all cases, the adjustment is taken into account only in the first segment of the period processed.

5. On the same page, in the Numeric Value field, enter the monetary amount by which you want to increase or decrease the garnishment.

## See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Working with Positive Input," Entering Positive Input

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# Setting Maximum Amounts for Garnishments

In Global Payroll for France you specify the maximum garnishment amount for tax debt (IMPOT 1–3), ordinary debt (CREANCE 1–3), and penal sentence debt (COND PENAL 1–3) by entering a supporting element override.

**Note.** You do not need to set maximum garnishment amounts for PENSION AL 1–3 (alimony pension); these garnishments already have a maximum amount set by law. While the other types of garnishments are not restricted by law, individual court judgements may set a maximum garnishment amount.

To set maximum garnishment amounts for a payee:

1. Access the Supporting Elements page (Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Supporting Elements).
2. Enter *Variable* in the Element Type field.
3. In the Element Name field, enter or select the variable name that corresponds to the garnishment that you want to limit.

   Use this table to determine which variable corresponds to the garnishment you are updating:

| Garnishment | Variable |
|---|---|
| IMPOT 1 (tax debt) | SAI VR MAX IMPOT 1 |
| IMPOT 2 (tax debt) | SAI VR MAX IMPOT 2 |
| IMPOT 3 (tax debt) | SAI VR MAX IMPOT 3 |
| CREANCE 1 (ordinary debt) | SAI VR MAX CREAN 1 |
| CREANCE 2 (ordinary debt) | SAI VR MAX CREAN 2 |
| CREANCE 3 (ordinary debt) | SAI VR MAX CREAN 3 |
| (penal sentence debt) | SAI VR MAX PENAL 1 |
| COND PENAL 2 (penal sentence debt) | SAI VR MAX PENAL 2 |
| COND PENAL 3 (penal sentence debt) | SAI VR MAX PENAL 3 |

4. In the Numeric Value field on the Values tab, enter the maximum garnishment amount.


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# Generating a Garnishment Report

Use the Generic Report component to produce the garnishment report FRPAY004.

### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, “Setting Up and Running Generic Reports”

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# CHAPTER 19

# Administering Loans and Advances

This chapter provides overviews of loans and advances, reimbursement terms, loans and retroactive processing, and discusses how to:

- Set up loans and advances.
- Generate a loans report.
- View delivered loan and advance deductions.

## Understanding Loans and Advances

Global Payroll for France enables you to process the following kinds of loans and advances:

| Loan or Advance Type | Description |
|---|---|
| Loan | A payment that is expected to be reimbursed over several months with interest.<br><br>The system allows each payee to have up to three loans at a given time. |
| Salary Advance *(avance)* | An advanced payment of salary that has not yet been earned. The amount advanced may not exceed the monthly salary and can be considered an interest-free loan. It is paid back over one or more months. The system allows a payee to have up to three salary advances at a given time. |
| Permanent Salary Advance | Similar to a salary advance, except that the payee repays the entire amount all at once. For example, many payees repay this amount when they leave the organization. A payee can have more than one permanent salary advance; however, the system accepts only one per pay period. If you want to add more than one permanent advance for the same pay period, add the new permanent salary advance amount to the balances of any existing permanent salary advances and enter this result as one permanent advance for the pay period. |
| Advance on Salary *(acompte)* | A partial advance payment for work already done. The amount advanced cannot be more than the amount earned. The law or collective agreement define the rules that grant entitlement to an advance on salary. It's up to the employer to manage these entitlements. |

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# Understanding Reimbursement Terms

Global Payroll for France is designed to manage many of the regulations that govern reimbursement terms for loans and advances. In addition to what the system already offers, you can also reconfigure the system to meet further needs, if necessary.

This section discusses:

- Reimbursement of loans and salary advances (avances).
- Reimbursement of permanent salary advances.
- Reimbursement of advances on salary (acomptes).
- Loan and advance processing relative to garnishment processing.

## Reimbursement of Loans and Salary Advances (Avances)

Global Payroll for France is set up to process loan and salary advance paybacks once a month. If there are multiple segments within the month, the system processes paybacks during the first segment of the month. In addition, regulations limit the deduction for reimbursement of a salary advance or loan to a maximum of 10 percent of the net salary each month. If you request a deduction of more than 10 percent of the payee's net salary, the system generates an error message stating that the payment amount exceeds the 10 percent limit. This message is sent to the user and appears on the Payee Messages page.

If multiple salary advances and loans are owed, the system processes the payback amounts in a set order. The processing order for reimbursement of loans and salary advances is as follows:

1. Salary Advance (RETENUE AV1)
2. Salary Advance (RETENUE AV2)
3. Salary Advance (RETENUE AV3)
4. Loan (RETENUE PR1)
5. Loan (RETENUE PR2)
6. Loan (RETENUE PR3)

When the system processes the deduction payments for loans and salary advances, it does not consider the order in which the loans and salary advances were created. It always processes each loan and salary advance reimbursement in this order.

**Note.** The order in which loans and advances are processed reflects the order of the elements in the PRE SE PRET process section.

### Special Circumstances for Reimbursement of Loans and Salary Advances in the Case of Departure

If a payee leaves the organization and the balance of his or her advance or loan is more than $1/10^{th}$ of his or her net salary, the system automatically deducts the entire balance, but issues a warning stating that the payment exceeds the $1/10^{th}$ limit. At that point, it is up to the organization to change the amount of the payback to comply with regulations.

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Sometimes a payee is transferred to an affiliated organization–an organization whose payees are paid using the same payroll system–and the payee's net salary from the former organization cannot cover the balance of the loan or salary advance. In this circumstance, the organization can process the last deduction from the former organization's payslip and roll over the balance owed to the new organization.

### See Also

*PeopleSoft Enterprise Absence Management 9.0 PeopleBook*, "Viewing and Finalizing Absence Results," Viewing Payee Messages

## Reimbursement of Permanent Salary Advances

The balance of a permanent advance is recovered automatically when a payee leaves the organization. However, you can recover a permanent advance prior to departure by specifying the reimbursement amount using positive input.

See Chapter 19, "Administering Loans and Advances," Setting Up Loans and Advances, page 306.

## Reimbursement of Advances on Salary (Acomptes)

When a payee receives an advance on salary, he/she receives compensation before the regular payroll payment. You can then reduce the payee's next payslip by the amount advanced by entering the reimbursement amount using positive input.

See Chapter 19, "Administering Loans and Advances," Setting Up Loans and Advances, page 306.

## Loan and Advance Processing Relative to Garnishment Processing

Global Payroll for France processes garnishments before it processes loans and salary advances (avances), permanent salary advances, or advances on salary (acomptes). If there is insufficient net pay to cover all loan and advance reimbursements after garnishments are deducted, the system avoids returning a negative net payment by processing the remaining loans and advances in subsequent pay periods.

# Understanding Loans and Retroactive Processing

By law, loans cannot be recalculated during retroactive processing.

Global Payroll defines loan elements with the Retro Recalculation option set to *Do Not Recalculate*. However, because loans are triggered by positive input, and positive input overrides the Retro Recalculation option, you should be careful not to enter new loan data in a closed period.

### See Also

Chapter 16, "Understanding Retroactive Processing," Loans and Garnishments, page 277

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# Setting Up Loans and Advances

This section provides an overview of setting up loans and advances, and discusses how to:

- Set up loans and salary advances.
- Set up permanent salary advances and advances on salary (acomptes).
- Specify the amount of a permanent salary advance and the amount to recover.

## Understanding The Setup of Loans and Advances

This section discusses:

- Loans.
- Salary advances (avances).
- Permanent salary advances.
- Advances on salary (acomptes).

### Loans

To set up a loan, use the Loans and Salary Advances page.

For each loan, PeopleCode automatically generates positive input for the following elements using a component interface:

- Deductions RETENUE PR1, RETENUE PR2, or RETENUE PR3.

  The system allows each payee to have up to three loans at a given time. When you enter a loan into the system, Global Payroll for France first assigns deduction RETENUE PR1 to the payee, then RETENUE PR2, and finally RETENUE PR3.
- Calendar ID.
- Instance.
- The deduction's base (which is set to the reimbursement amount).
- Loan identification PIN (PRE VR IDENTIFIANT).
- Start date of the loan (PRE VR DATE DEBUT).
- Loan initial capital (PRE VR CAPITAL).

### Salary Advances (Avances)

To set up an advance on salary, use the Loans and Salary Advances page.

For each advance on salary, PeopleCode automatically generates positive input for the following elements using a component interface:

- Deductions RETENUE AV1, RETENUE AV2, or RETENUE AV3.

  The system allows each payee to have up to three advances at a given time. When you enter a salary advance into the system, Global Payroll for France first assigns deduction RETENUE AV1 to the payee, then RETENUE AV2, and finally RETENUE AV 3.
- Calendar ID.
- Instance.

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- The deduction's base (which is set to the reimbursement amount).
- Salary advance identification PIN (PRE VR IDENTIFIANT).
- Start date of the salary advance (PRE VR DATE DEBUT).
- Salary advance initial amount (PRE VR CAPITAL).

### Permanent Salary Advances

To set up a permanent salary advance:

1. Access the Positive Input page (Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, One Time Positive Input, Positive Input) and assign the deduction RETENUE AVPE to the payee.

   **Note.** The deduction RETENUE AVPE does not affect payroll results—it is used only to enter and track the initial amount of a permanent salary advance.

2. Click the Details link on the Positive Input page (see step 1) to access the Positive Input - Details page.
3. On the Positive Input - Details page, enter the amount of the advance in the Initial Capital of Loan field (do not use the Amount field on the Positive Input page to do this).

   When you save your data, the system populates the supporting element PRE VR CAPITAL with the amount of the advance. When the advance is processed, the resolution formula for the permanent salary advance stores the value of PRE VR CAPITAL in the balance accumulator PRE AC AVPE. Later, when the payee departs, the system uses the deduction RETEN AVPE D to automatically recover the amount in the balance accumulator.

To recover all or part of an advance prior to a payee's departure:

1. Access the Positive Input page (Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, One Time Positive Input, Positive Input).
2. Click the Details link on the Positive Input page (see step 1) for the row containing the deduction RETENUE AVPE.

   The Positive Input - Details page appears.
3. On the Positive Input - Details page, enter the amount you want to recover in the Reimburs Permanent Advance field.

   The resolution formula for the advance verifies that the reimbursement amount does not exceed the amount in the balance accumulator PRE AC AVPE. If this amount exceeds the balance, Global Payroll for France puts the payment in error. If the amount requested does not exceed the balance, the system processes the RETEN AVPE D deduction to recover the advance.

**Note.** The balance of the permanent salary advance is stored in the accumulator PRE AC AVPE. To modify this balance, access the Positive Input page, assign the deduction RETENUE AVPE, and override the value of the variable PRE VR CAPITAL.

If you want to know the amount of the balance for the permanent advance, look at the accumulator PRE AC AVPE calculated during the previous payroll.

**Note.** Note that the balance of a permanent salary advance—stored in the accumulator PRE AC AVPE—is recovered *automatically* when a payee leaves the organization. In other words, the steps in this section apply only when you want to recover a salary advance *prior to* a payee's departure.

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### Advances on Salary (Acomptes)

PeopleSoft delivers the deduction RETENUE ACOM to enable you to reduce a payee's net payment by the amount advanced. PeopleSoft does not deliver an earning element to pay the advance itself, and there is no automatic retrieval of the amount paid as no earning is provided. Nevertheless, you can create rules that enable you to enter an earning for the payment and then automatically process a deduction in the next pay run.

To recover an advance on salary (acompte):

1. Access the Positive Input page (Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, One Time Positive Input, Positive Input) and assign the deduction RETENUE ACOM to the payee.
2. Enter the amount to recover (deduct) in the Amount field on the Positive Input page.

### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Working with Positive Input," Entering Positive Input

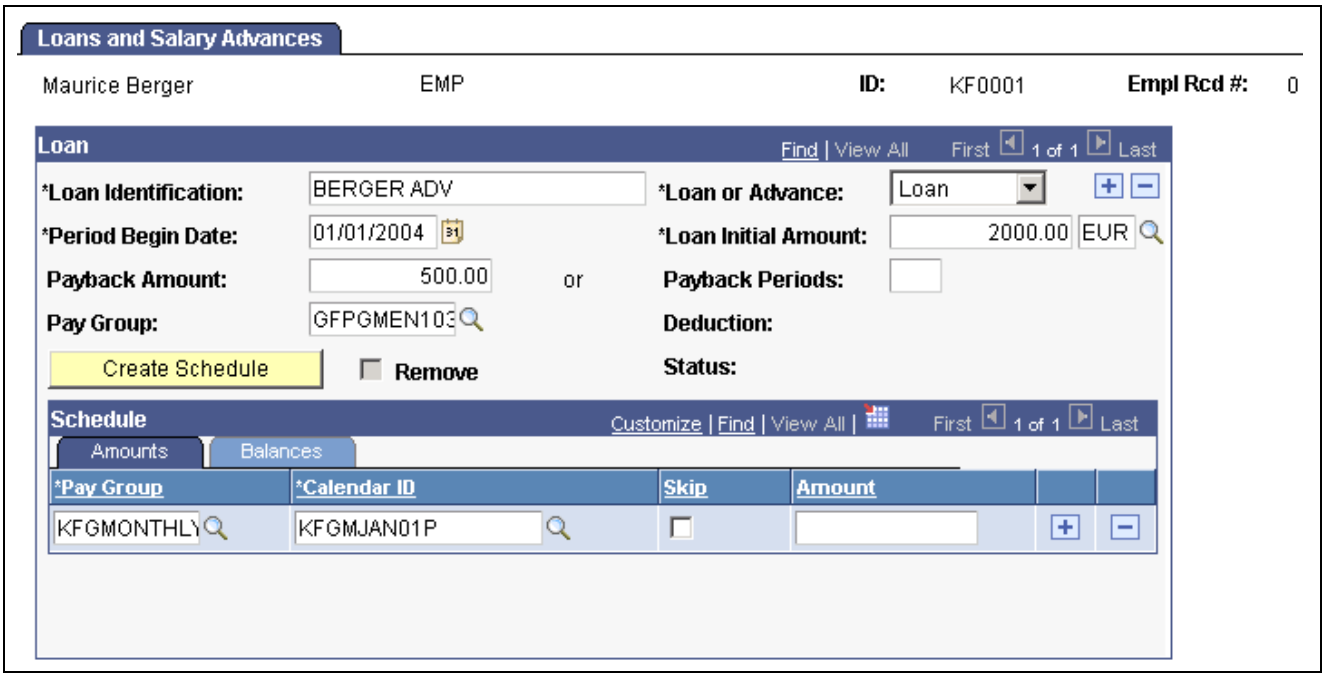
## Pages Used to Set Up Loans and Advances

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Loans and Salary Advances | GPFR_LOANS | Global Payroll & Absence Mgmt, Payee Data, Loans, Request Advances/Loans FRA, Loans and Salary Advances | Enter loan or salary advance details, create and modify the reimbursement schedule, and view past and current loan/salary advance balances. |
| Positive Input | GP_PI_MNL_ERNDED | Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, One Time (Positive Input), Positive Input | Use this page to set up reimbursements for permanent salary advances and an advances on salary (acomptes). |
| Positive Input - Details | GP_PI_MNL_SEC | Click the Details button on the Positive Input page. | • Specify the initial amount of a permanent salary advance in the Initial capital of the Loan field.<br>• Enter the amount of the permanent salary advance you want to recover in the Reimburs Permanent Advance field. |

## Setting Up Loans and Salary Advances

Access the Loans and Salary Advances page.


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Loans and Salary Advances page

## Loan

When you click the Create Schedule button, it is not possible to change any data in the Loan group box; instead, adjust data on the Amounts and Balances tabs, which are located in the Schedule group box.

**Loan Identification** Enter a loan or salary advance ID. This character field is mandatory and must be unique to each payee.

**Loan or Advance** Select *Loan* to create a loan or *Advance* to create a salary advance.

*Loan* is the default value.

**Period Begin Date** Enter the date that the loan or salary advance begins. This date cannot be before the next calendar ID.

**Loan Initial Amount** Enter the amount of the loan or salary advance. Also specify the currency.

**Payback Amount** Enter the amount of each payback installment. After you create the schedule, this payback amount populates the Amount field in the Schedule group box. The Payback Periods field in the Loan group box must remain empty if you enter a payback amount in this field.

**Payback Periods** Enter the number of payback periods here. If you enter the number of payback periods, the system divides the initial loan amount by the number of payback periods to determine the payback amount in each installment. The payback amount populates in the Amount field in the Schedule group box. The Payback Amount field in the Loan group box must remain empty if you enter the number of payback periods in this field.

**Pay Group** Select the payee's pay group. This field is used to generate the schedule, but it is not required.

**Deduction** Displays the first free deduction element that the system assigns. If you are setting up a loan, the three possible deduction elements are *RETENUE PR1,*

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*RETENUE PR2,* and *RETENUE PR3.* If you are setting up a salary advance, the three possible deduction elements are *RETENUE AV1, RETENUE AV2,* and *RETENUE AV3*.

**Create Schedule** Click this button to create the reimbursement schedule automatically. The system splits the initial loan amount into segments, using either the payback amount or the number of periods. It starts from the begin date and retrieves the different calendars available for the pay group listed. If more than one calendar has the same begin date and is available to the same pay group, the system uses the calendar that was created first; the other calendar is not used. After creating the schedule, all changes must be made in the Amounts and Balances tabs.

This button is not mandatory for creating the reimbursement schedule. You can also create the schedule row by row. For example, if the payee changes his pay group, then you must manually change the schedule for each row affected.

**Remove** Select this check box to remove a loan or advance from the system.

**Status** Displays *Removed* when the loan has been created (saved) and then removed.

## Amounts Tab

This tab displays the payback amounts and their associated calendar IDs.

**Pay Group** Displays the pay group entered in the Loan group box. Overwrite the pay group by selecting a new pay group.

**Calendar ID** Displays the calendar ID for each reimbursement. You can change the calendar ID any time that the value in the Status field is *Created, Updated,* or *Awaiting.*

**Skip** Select if you want to suspend a reimbursement for the calendar period.

---

**Note.** If you skip a reimbursement, ensure that the total amounts of all non-skipped reimbursements add up to the initial loan amount. In other words, when you skip a reimbursement, you must increase the amounts of the remaining payments to ensure that the full amount of the loan is paid. Or, you can add an extra monthly payment for the same amount as the skipped one.

---

**Amount** Displays the amount of each reimbursement. The system evenly distributes the initial loan amount over the number of payback periods to obtain the payback amount for each period. The sum of all the amounts listed in the Amount fields must equal the amount in the Loan Initial Amount field. If you change the amount of one of the payments, check to make sure that all of your scheduled payments add up to the total amount of the loan. If the amounts do not equal the initial loan amount, the system does not validate the information. It also issues an error message and explains what to do to fix the error.

## Balances Tab

This tab displays reimbursement balance information.

**Balance** Displays the balance at the end of the calendar ID date.

**Status** Displays one of these values:

*Created:* Appears if the schedule row has been created, but the page has not been saved; thus, no positive input exists in the system for this row.

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*Awaiting:* Appears if positive input has been created and saved and is ready for payroll processing.

*Processed:* Appears if positive input has been created and the payroll is finalized. You cannot update a processed row. In order to determine whether positive input has been processed, the application reads the payroll results and checks if the pay run for each corresponding pay group and calendar have been finalized.

*Error:* Appears if the schedule row is not synchronized with positive input that was updated manually. In this situation, you must process a new payroll.

*Updated:* Appears if the row has been modified since its creation. This may happen even if positive input has already been generated. *Updated* appears if one of the following is true:

- The calendar is changed. If previously created, the old positive input is deleted and a new positive input row is created.
- The amount is changed. If previously created, the positive input is automatically updated.
- A payment is skipped. If previously created, the positive input is deleted.

---

**Note.** When an amount on this page has a status of *Processed*, the Amount field becomes unavailable for data entry and cannot be changed or skipped.

---

*Removed:* Appears if the positive input was generated and then removed before the pay run was finalized. This status appears when positive input has been deleted. For example, when the row is created, the page is saved, and then the row is skipped, or when the loan is created, saved, and then removed.

## Deleting a Loan or Advance

Deleting a loan involves two steps:

- Step 1: Remove the loan.

  To remove a loan from the system and cancel the positive input, select the Remove check box and save the page. When you remove the loan, the loan definition still exists, but the positive input is deleted.

- Step 2: Remove loan details.

  To delete the loan details, click the minus sign in the top right corner of the page.

---

**Note.** You cannot delete a loan with a status of *Updated* or *Processed*.

---

## Updates to Loans and Advances

When an amount on the Loans and Salary Advances page has a status of *Processed*, the amount cannot be changed or removed, and the row cannot be skipped. If you need to make a retroactive change, you have to make the change directly through positive input. When an amount on the loans page has a status equal to *Awaiting*, a change to the row produces a warning message informing you that you must recalculate the payroll for the employee if you want the change to be recorded.

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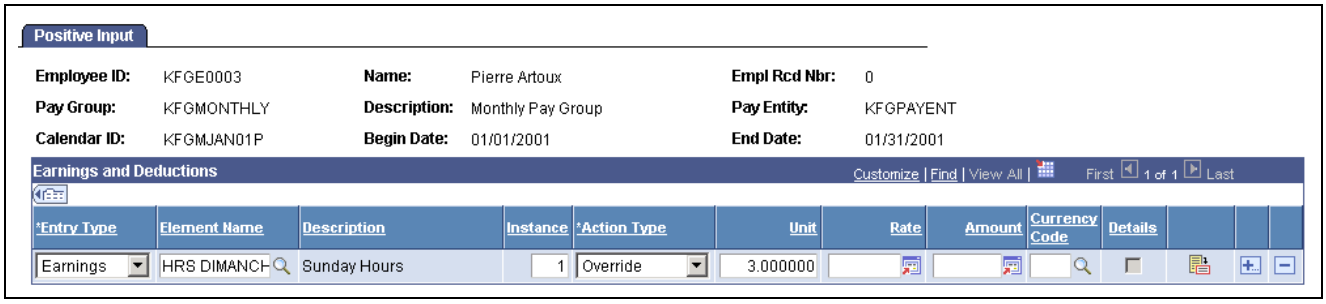
**Note.** If you modify a loan or advance retroactively by making changes directly through positive input, the amounts deducted won't be synchronized with the data on the Loans and Salary Advances page.

---

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# Setting Up Permanent Salary Advances and Advances on Salary (Acomptes)

Access the Positive Input page.




Positive Input page

To set up a permanent salary advance, enter the deduction RETENUE AVPE in the Element Name field with an action type of *Override*. Enter the amount of the advance in the Initial Capital of Loan field on the Positive Input - Details page.

To set up an advance on salary (acompte), enter the deduction RETENUE ACOM in the Element Name field with an action type of *Override*. Enter the amount of the advance in the Amount field on the Main Components tab.

---

**Note.** This page is documented in full in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook.*

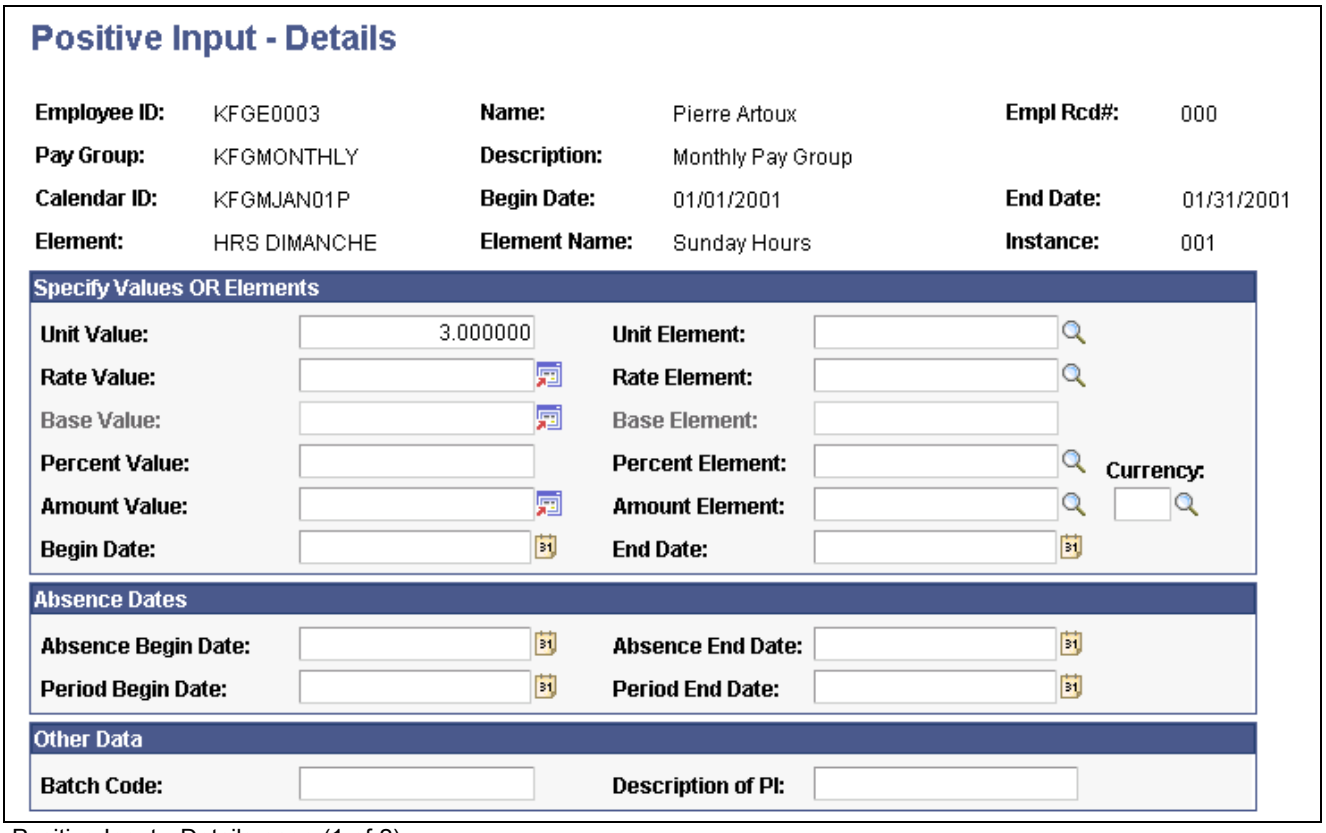
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See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Working with Positive Input".

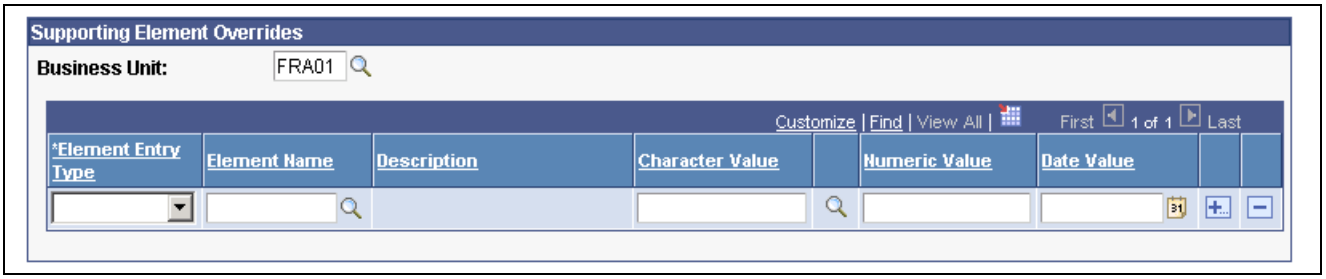
# Specifying the Amount of a Permanent Salary Advance and the Amount to Recover

Access the Positive Input - Details page.


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Positive Input - Details page (1 of 2)




Positive Input - Details page (2 of 2)

Enter the amount of the permanent salary advance in the Initial Capital of the Loan field.

To recover a permanent salary advance prior to the departure of a payee, specify the amount to recover in the Reimburs. Permanent Advance field.

---

**Note.** This page is documented in full in the *PeopleSoft Enterprise Global Payroll PeopleBook.*

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See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, “Working with Positive Input”.

# Generating a Loans Report

Global Payroll for France provides a generic Loans and Advances report. This report is set up using the Generic Reports component. Access this component by selecting Global Payroll & Absence Mgmt, Absence and Payroll Processing, Create Generic Report, Generic Report.

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### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Setting Up and Running Generic Reports"

# Viewing Delivered Loan and Advance Deductions

This table lists the deductions Global Payroll for France delivers to manage loan and advance reimbursements:

| Name | Description |
|---|---|
| RETENUE ACOM | Advance on salary − Acompte |
| RETENUE AV1 | Salary advance 1 − Advance |
| RETENUE AV2 | Salary advance 2 − Advance |
| RETENUE AV3 | Salary advance 3 − Advance |
| RETENUE PR1 | Loan 1 |
| RETENUE PR2 | Loan 2 |
| RETENUE PR3 | Loan 3 |
| RETENUE AVPE | Permanent advance |
| RETEN AVPE D | Permanent advance − departure |

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


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# CHAPTER 20

# Entering Absences

This chapter provides overviews of absence calculations and absence take elements, and discusses how to enter absences.

---

**Note.** This chapter supplements the absence documentation provided in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook.* Before you read about French absence functionality, PeopleSoft recommends that you read the absence chapters to acquaint yourself with the absence features offered by Global Payroll and to develop a basic understanding of the concepts behind 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"

Chapter 4, "Setting Up Absence Rules," page 49

## Understanding Absence Calculations

PeopleSoft delivers predefined rules for processing absences due to vacation, illness, maternity, work accidents, and other reasons. These rules conform to French statutory requirements. You can easily modify many of these rules to reflect absence policies that are specific to your organization or to collective agreements that may be in force for your employees.

This section discusses absence calculations.

### Absence Units

When entering absences on the Absence Event Entry page, specify the from and to dates of each absence.

Later, when you run the Absence process, the system calculates the number of paid and unpaid units of time that the absence represents. During the payroll process, the system uses these units to determine the appropriate rate to apply when resolving the earning and deduction amounts associated with the absence.

This table describes the setup of absence units as delivered with Global Payroll for France:

| Type of Absence | Delivered Setting for Units | Valid Options |
|---|---|---|
| Paid vacation | Working days | Working days, business days |

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| Type of Absence | Delivered Setting for Units | Valid Options |
|---|---|---|
| Staff representative, work council, CHSCT, and union time | Hours | Hours |
| All other absences | Calendar days | Hours, business days, calendar days |

For example, the system uses calendar days to determine the compensation rate that applies when an employee takes paid time off for family leave. The rate equals the employee's monthly base salary divided by the number of calendar days in the month.

You can change the units for all absences except staff representatives, work council, CHSCT, and union time. For paid vacation, you can select business days or working days by updating the variable element CPA VR JRS/1 SEM, as explained in Changing the Day Weight (CPA VR JRS/1 SEM).

For other absences, you can select hours, business days, or calendar days. Make this selection by updating the bracket ABS BS ABS VALO as described in Units for Earnings and Deduction Calculations (ABS BR ABS VALO).

When you run the payroll process, the system uses the selected units to calculate the rate it applies to resolve the deduction and earning elements.

### Base

You can change the base salary that the system uses to calculate the compensation rate by updating the formula element ABS FM SAL BA THEO.

### Percent

The Day Formula page for each take element includes fields that define the percent that the system applies to the earning and deduction amounts calculated for an absence.

For example, the first 30 days of an absence due to illness can be compensated at 90 percent, the next 30 days can be compensated at 66,66 percent, and so on. Percentages are predefined for the illness and work accident take elements delivered with Global Payroll for France.

## Understanding Absence Take Elements

This section provides a summary of the elements delivered with Global Payroll for France for absences:

- Elements for miscellaneous absence.
- Elements for work accidents.
- Elements for paid vacation.
- Elements for family events.
- Elements for illness absence.
- Elements for maternity absence.
- Elements for staff representative absence.

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The tables list the take elements, earnings, deductions, and the elements that retrieve the units and the percent that the system uses to calculate positive input.

The last three columns of each table identify the codes that appear in the User Defined 1, 2, and 3 fields on the take element Calculation page. (These values are stored by the TAKE CONFIG 1, TAKE CONFIG 2, and TAKE CONFIG 3 system elements.)

### See Also

Chapter 4, "Setting Up Absence Rules," Understanding User-Defined (TAKE CONFIG) Fields, page 79

## Elements for Miscellaneous Absence

This table lists the elements delivered for miscellaneous absences:

| Take Elements/ Miscellaneous | Earning / Deduction Elements | Element that Retrieves Units for Positive Input | Element that Retrieves Percent for Positive Input | User-defined Fields |
|---|---|---|---|---|
| ABT AB N AUT N PAY | ANA DED H<br>ANA DED JO<br>ANA DED JC | ABS VR HR S SOLDE<br>ABS VR JO S SOLDE<br>ABS VR JC S SOLDE | None | *Field 2:* DIV<br>*Field 3:* 1DER |
| ABT ADOPTION | CSS RET JC<br>CSS RET H<br>CSS RET JO | ABS VR JC S SOLDE<br>ABS VR HR S SOLDE<br>ABS VR JO S SOLDE | None | *Field 2:* EVF<br>*Field 3:* 1DER |
| ABT AUT ABS PAYEES | AAP RET H<br>AAP VAL H<br>AAP RET JO<br>AAP VAL JO<br>AAP RET JC<br>AAP VAL JC | ABS VR HR DED<br>ABS FM GEN HRS<br>ABS VR JO DED<br>ABS FM GEN JO<br>ABS VR JC DED<br>ABS FM GEN JC | None | *Field 2:* DIV<br>*Field 3:* 1DER |

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| Take Elements/ Miscellaneous | Earning / Deduction Elements | Element that Retrieves Units for Positive Input | Element that Retrieves Percent for Positive Input | User-defined Fields |
|---|---|---|---|---|
| ABT AUT NON PAYEE | CSS RET JC<br>CSS RET JO<br>CSS RET H | ABS VR JC S SOLDE<br>ABS VR JO S SOLDE<br>ABS VR HR S SOLDE | None | *Field 2:* DIV |
| ABT CIF NONPAYE | CIF RET H | ABS VR CIF HRS | None | *Field 2:* CIF<br>*Field 3:* 1DER |
| ABT CIF PAYE | CIF RET H CIF VAL H | ABS VR CIF HRS<br>ABS VR CIF HRS | None | *Field 2:* CIF<br>*Field 3:* 1DER |
| ABT CONGE PARENTAL | PAR DED JC<br>PAR DED JO<br>PAR DED H | ABS VR JC S SOLDE<br>ABS VR JO S SOLDE<br>ABS VR HR S SOLDE | None | *Field 2:* PAR<br>*Field 3:* 1DER |
| ABT GREVE | GREVE RET H<br>GREVE RET JO<br>GREVE RET JC | ABS VR HR S SOLDE<br>ABS VR JO S SOLDE<br>ABS VR JC S SOLDE | None | *Field 2:* DIV<br>*Field 3:* 1DER |
| ABT MAP CONSER | MAP CO DE H<br>MAP CO DE JO<br>MAP CO DE JC | ABS VR HR S SOLDE<br>ABS VR JO S SOLDE<br>ABS VR JC S SOLDE | None | *Field 2:* DIV<br>*Field 3:* 1DER |


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| Take Elements/ Miscellaneous | Earning / Deduction Elements | Element that Retrieves Units for Positive Input | Element that Retrieves Percent for Positive Input | User-defined Fields |
|---|---|---|---|---|
| ABT MAP DISCIPLI | MAP DI DE H<br>MAP DI DE JO<br>MAP DI DE JC | ABS VR HR S SOLDE<br>ABS VR JO S SOLDE<br>ABS VR JC S SOLDE | None | *Field 2:* DIV<br>*Field 3:* 1DER |
| ABT PREAV N F | PRE NE VAL H<br>PRE NE RET H<br>PRE NE VA JO<br>PRE NE RE JO<br>PRE NE VA JC<br>PRE NE RE JC | ABS VR HR S SOLDE<br>ABS VR HR S SOLDE<br>ABS VR JO S SOLDE<br>ABS VR JO S SOLDE<br>ABS VR JC S SOLDE<br>ABS VR JC S SOLDE | None | *Field 2:* PREAV<br>*Field 3:* 1DER |
| ABT REP COMP | RCL VAL H<br>RCL RET H<br>RCL VAL JO<br>RCL RET JO<br>RCL VAL JC<br>RCL RET JC | ABS FM GEN HRS<br>ABS VR HR DED<br>ABS FM GEN JO<br>ABS VR JO DED<br>ABS FM GEN JC<br>ABS VR JC DED | None | *Field 2:* REPOS<br>*Field 3:* 1DER |
| ABT SABBATIQ | CSS RET JC<br>CSS RET JO<br>CSS RET H | ABS VR JC S SOLDE<br>ABS VR JO S SOLDE<br>ABS VR HR S SOLDE | None | *Field 2:* SABB<br>*Field 3:* 1DER |

## Elements for Work Accidents

This table lists the elements delivered to process work accident absences:

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| Take Element / Work Accident Relapse | Earning / Deduction Elements | Element that Retrieves Units for Positive Input | Element that Retrieves Percent for Positive Input | User-Defined Fields |
|---|---|---|---|---|
| ATT TRAVAIL | ACT TR VA H<br>ACT TR DE H<br>ACT TR VA JO<br>ACT TR DE JO<br>ACT TR VA JC<br>ACT TR DE JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %1<br>ABS VR MAINT %1<br>ABS VR MAINT %1 | *Field 1:* ATRV1<br>*Field 2:* AT<br>*Field 3:* 1 |
| ATT TRAVAIL2 | ACT TR VA H<br>ACT TR DE H<br>ACT TR VA JO<br>ACT TR DE JO<br>ACT TR VA JC<br>ACT TR DE JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %2<br>ABS VR MAINT %2<br>ABS VR MAINT %2 | *Field 1:*ATRV2<br>*Field 2:*AT |
| ATT TRAVAIL3 | ACT TR VA H<br>ACT TR DE H<br>ACT TR VA JO<br>ACT TR DE JO<br>ACT TR VA JC<br>ACT TR DE JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %3<br>ABS VR MAINT %3<br>ABS VR MAINT %3 | *Field 1:*ATRV3<br>*Field 2:*AT |
| ATT TRAVAIL4 | ACT TR VA H<br>ACT TR DE H<br>ACT TR VA JO<br>ACT TR DE JO<br>ACT TR VA JC<br>ACT TR DE JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %4<br>ABS VR MAINT %4<br>ABS VR MAINT %4 | *Field 1:*ATRV4<br>*Field 2:*AT<br>*Field 3:*DER |
| ATT TRAJ IJ1 | ATR DED IJT1 | DAY COUNT PD | None | IJ1 |
| ATT TRAJ IJ2 | ATR DED IJT2 | DAY COUNT PD | None | DERN |


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| Take Element / Work Accident Relapse | Earning / Deduction Elements | Element that Retrieves Units for Positive Input | Element that Retrieves Percent for Positive Input | User-Defined Fields |
|---|---|---|---|---|
| ATT TRJ IJ RECH1 | ATR DED IJR1 | DAY COUNT PD | None | IJ1 |
| ATT TRJ IJ RECH2 | ATR DED IJR2 | DAY COUNT PD | None | DERN |
| ATT TRAJET | ACT TJ VA H<br>ACT TJ DE H<br>ACT TJ VA JO<br>ACT TJ DE JO<br>ACT TJ VA JC<br>ACT TJ DE JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %1<br>ABS VR MAINT %1<br>ABS VR MAINT %1 | *Field 1:*ATRV1<br>*Field 2:*AT<br>*Field 3:*1 |
| ATT TRAJET2 | ACT TJ VA H<br>ACT TJ DE H<br>ACT TJ VA JO<br>ACT TJ DE JO<br>ACT TJ VA JC<br>ACT TJ DE JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %2<br>ABS VR MAINT %2<br>ABS VR MAINT %2 | *Field 1:*ATRV2<br>*Field 2:*AT |
| ATT TRAJET3 | ACT TJ VA H<br>ACT TJ DE H<br>ACT TJ VA JO<br>ACT TJ DE JO<br>ACT TJ VA JC<br>ACT TJ DE JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %3<br>ABS VR MAINT %3<br>ABS VR MAINT %3 | *Field 1:*ATRV3<br>*Field 2:*AT |
| ATT TRAJET4 | ACT TJ VA H<br>ACT TJ DE H<br>ACT TJ VA JO<br>ACT TJ DE JO<br>ACT TJ VA JC<br>ACT TJ DE JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %4<br>ABS VR MAINT %4<br>ABS VR MAINT %4 | *Field 1:*ATRV4<br>*Field 2:*AT<br>*Field 3:*DER |

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| Take Element / Work Accident Relapse | Earning / Deduction Elements | Element that Retrieves Units for Positive Input | Element that Retrieves Percent for Positive Input | User-Defined Fields |
|---|---|---|---|---|
| MLT PROFESSL | ACT TR VA H<br>ACT TR DE H<br>ACT TR VA JO<br>ACT TR DE JO<br>ACT TR VA JC<br>ACT TR DE JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %1<br>ABS VR MAINT %1<br>ABS VR MAINT %1 | *Field 1:*ATRV1<br>*Field 2:*AT<br>*Field 3:*1 |
| MLT PROFESS2 | ACT TR VA H<br>ACT TR DE H<br>ACT TR VA JO<br>ACT TR DE JO<br>ACT TR VA JC<br>ACT TR DE JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %2<br>ABS VR MAINT %2<br>ABS VR MAINT %2 | *Field 1:*ATRV2<br>*Field 2:*AT |
| MLT PROFESS3 | ACT TR VA H<br>ACT TR DE H<br>ACT TR VA JO<br>ACT TR DE JO<br>ACT TR VA JC<br>ACT TR DE JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %3<br>ABS VR MAINT %3<br>ABS VR MAINT %3 | *Field 1:*ATRV3<br>*Field 2:*AT |
| MLT PROFESS4 | ACT TR VA H<br>ACT TR DE H<br>ACT TR VA JO<br>ACT TR DE JO<br>ACT TR VA JC<br>ACT TR DE JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %4<br>ABS VR MAINT %4<br>ABS VR MAINT %4 | *Field 1:*ATRV4<br>*Field 2:*AT<br>*Field 3:*DER |


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| Take Element / Work Accident Relapse | Earning / Deduction Elements | Element that Retrieves Units for Positive Input | Element that Retrieves Percent for Positive Input | User-Defined Fields |
|---|---|---|---|---|
| ATT RECHUTE TRAV | ACT TR VA H<br>ACT TR DE H<br>ACT TR VA JO<br>ACT TR DE JO<br>ACT TR VA JC<br>ACT TR DE JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %1<br>ABS VR MAINT %1<br>ABS VR MAINT %1 | *Field 1:* ATRV1<br>*Field 2:* ATRCH<br>*Field 3:* 1 |
| ATT RECHUT TR2 | ACT TR VA H<br>ACT TR DE H<br>ACT TR VA JO<br>ACT TR DE JO<br>ACT TR VA JC<br>ACT TR DE JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %2<br>ABS VR MAINT %2<br>ABS VR MAINT %2 | *Field 1:* ATRV2<br>*Field 2:* ATRCH |
| ATT RECHUT TR3 | ACT TR VA H<br>ACT TR DE H<br>ACT TR VA JO<br>ACT TR DE JO<br>ACT TR VA JC<br>ACT TR DE JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %3<br>ABS VR MAINT %3<br>ABS VR MAINT %3 | *Field 1:* ATRV3<br>*Field 2:* ATRCH |
| ATT RECHUT TR4 | ACT TR VA H<br>ACT TR DE H<br>ACT TR VA JO<br>ACT TR DE JO<br>ACT TR VA JC<br>ACT TR DE JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %4<br>ABS VR MAINT %4<br>ABS VR MAINT %4 | *Field 1:* ATRV4<br>*Field 2:* ATRCH<br>*Field 3:* DER |

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| Take Element / Work Accident Relapse | Earning / Deduction Elements | Element that Retrieves Units for Positive Input | Element that Retrieves Percent for Positive Input | User-Defined Fields |
|---|---|---|---|---|
| ATT RECHUTE TRAJ | ACT TJ VA H<br>ACT TJ DE H<br>ACT TJ VA JO<br>ACT TJ DE JO<br>ACT TJ VA JC<br>ACT TJ DE JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %1<br>ABS VR MAINT %1<br>ABS VR MAINT %1 | *Field 1:* ATRV1<br>*Field 2:* ATRCH<br>*Field 3:* 1 |
| ATT RECHUTE TJ2 | ACT TJ VA H<br>ACT TJ DE H<br>ACT TJ VA JO<br>ACT TJ DE JO<br>ACT TJ VA JC<br>ACT TJ DE JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %2<br>ABS VR MAINT %2<br>ABS VR MAINT %2 | *Field 1:* ATRV2<br>*Field 2:* ATRCH |
| ATT RECHUTE TJ3 | ACT TJ VA H<br>ACT TJ DE H<br>ACT TJ VA JO<br>ACT TJ DE JO<br>ACT TJ VA JC<br>ACT TJ DE JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %3<br>ABS VR MAINT %3<br>ABS VR MAINT %3 | *Field 1:* ATRV3<br>*Field 2:* ATRCH |
| ATT RECHUTE TJ4 | ACT TJ VA H<br>ACT TJ DE H<br>ACT TJ VA JO<br>ACT TJ DE JO<br>ACT TJ VA JC<br>ACT TJ DE JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %4<br>ABS VR MAINT %4<br>ABS VR MAINT %4 | *Field 1:* ATRV4<br>*Field 2:* ATRCH<br>*Field 2:* DER |


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| Take Element / Work Accident Relapse | Earning / Deduction Elements | Element that Retrieves Units for Positive Input | Element that Retrieves Percent for Positive Input | User-Defined Fields |
|---|---|---|---|---|
| MLT PRO RECHUTE | ACT TR VA H<br>ACT TR DE H<br>ACT TR VA JO<br>ACT TR DE JO<br>ACT TR VA JC<br>ACT TR DE JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %1<br>ABS VR MAINT %1<br>ABS VR MAINT %1 | *Field 1:* ATRV1<br>*Field 2:* ATRCH<br>*Field 3:* 1 |
| MLT PRO RECH2 | ACT TR VA H<br>ACT TR DE H<br>ACT TR VA JO<br>ACT TR DE JO<br>ACT TR VA JC<br>ACT TR DE JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %2<br>ABS VR MAINT %2<br>ABS VR MAINT %2 | *Field 1:* ATRV2<br>*Field 2:* ATRCH |
| MLT PRO RECH3 | ACT TR VA H<br>ACT TR DE H<br>ACT TR VA JO<br>ACT TR DE JO<br>ACT TR VA JC<br>ACT TR DE JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %3<br>ABS VR MAINT %3<br>ABS VR MAINT %3 | *Field 1:* ATRV3<br>*Field 2:* ATRCH |
| MLT PRO RECH4 | ACT TR VA H<br>ACT TR DE H<br>ACT TR VA JO<br>ACT TR DE JO<br>ACT TR VA JC<br>ACT TR DE JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %4<br>ABS VR MAINT %4<br>ABS VR MAINT %4 | *Field 1:* ATRV4<br>*Field 2:* ATRCH<br>*Field 3:* DER |
| ATT TRAV IJ | ATR DED IJ 1 | DAY COUNT PD | None | *Field 1:* ATIJ1 |
| ATT TRAV IJ2 | ATR DED IJ 2 | DAY COUNT PD | None | *Field 1:* DERN |

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| Take Element / Work Accident Relapse | Earning / Deduction Elements | Element that Retrieves Units for Positive Input | Element that Retrieves Percent for Positive Input | User-Defined Fields |
|---|---|---|---|---|
| ATT TRV IJ RECH1 | ATR DED IJR1 | DAY COUNT PD | None | *Field 1:* ATRC1 |
| ATT TRV IJ RECH2 | ATR DED IJR2 | DAY COUNT PD | None | *Field 1:* DERN |

## Elements for Paid Vacation

This table lists the elements delivered to process paid vacation:

| Take Element / Paid Vacation | Earning / Deduction Elements | Element that Retrieves Units for Positive Input | Element that Retrieves Percent for Positive Input | User-Defined Fields |
|---|---|---|---|---|
| CPT ANCIENTE | CP VAL A J<br>CP DED A | DAY COUNT PD<br>DAY COUNT PD | None | *Field 2:* CP |
| CPT AUTRES | CP DED A<br>CP VAL A J | DAY COUNT PD<br>DAY COUNT PD | None | *Field 2:* CP |
| CPT CG ANTICIP | CP DED 1A<br>CP VAL 1AJ | CPA VR J A+1<br>CPA VR J A+1 | None | *Field 2:* CP |
| CPT CG PAYES | CP DED A2<br>CP VAL A2J<br>CP REG SA A2 CP DED A1<br>CP VAL A1J<br>CP REG SA A1<br>CP DED A<br>CP VAL A<br>CP REG SA A | CPA VR J A-2<br>CPA VR J A-2<br>CPA VR J A-2 CPA VR J A-1<br>CPA VR J A-1 CPA VR J A-1<br>CPA VR J A CPA VR J A<br>CPA VR J A | None | *Field 2:* CP |
| CPT FRACTMT | CP VAL A J<br>CP DED A | DAY COUNT PD<br>DAY COUNT PD | None | *Field 2:* CP |


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## Elements for Family Events

This table lists the elements delivered for family events:

| Take Element / Family Events | Earning / Deduction Elements | Element that Retrieves Units for Positive Input | Element that Retrieves Percent for Positive Input | User-Defined Fields |
|---|---|---|---|---|
| EVT ALLAITEMENT | ALL RET JC<br>ALL VAL JC<br>ALL RET JO<br>ALL VAL JO<br>ALL RET H<br>ALL VAL H | ABS VR JC DED<br>ABD FM GEN JC<br>ABS VR JO DED<br>ABS FM GEN JO<br>ABS VR HR DED<br>ABS FM GEN HRS | None | *Field 1:* ALLAI<br>*Field 2:* EVF<br>*Field 3:* 1DER |
| EVT DEC BEAUX PARE | CPE VAL D H<br>CPE RET D H<br>CPE VAL D JO<br>CPE RET D JO<br>CPE VAL D JC<br>CPE RET D JC | ABS FM GEN HRS<br>ABS VR HR DED<br>ABS FM GEN JO<br>ABS VR JO DED<br>ABS FM GEN JC<br>ABS VR JC DED | None | *Field 2:* EVF<br>*Field 3:* 1DER |
| EVT DEC COLLATERAU | CPE VAL D H<br>CPE RET D H<br>CPE VAL D JO<br>CPE RET D JO<br>CPE VAL D JC<br>CPE RET D JC | ABS FM GEN HRS<br>ABS VR HR DED<br>ABS FM GEN JO<br>ABS VR JO DED<br>ABS FM GEN JC<br>ABS VR JC DED | None | *Field 2:* EVF<br>*Field 3:* 1DER |
| EVT DEC CONJOINT | CPE VAL D H<br>CPE RET D H<br>CPE VAL D JO<br>CPE RET D JO<br>CPE VAL D JC<br>CPE RET D JC | ABS FM GEN HRS<br>ABS VR HR DED<br>ABS FM GEN JO<br>ABS VR JO DED<br>ABS FM GEN JC<br>ABS VR JC DED | None | *Field 2:* EVF<br>*Field 3:* 1DER |

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| Take Element / Family Events | Earning / Deduction Elements | Element that Retrieves Units for Positive Input | Element that Retrieves Percent for Positive Input | User-Defined Fields |
|---|---|---|---|---|
| EVT DEC ENFANT | CPE VAL D H<br>CPE RET D H<br>CPE VAL D JO<br>CPE RET D JO<br>CPE VAL D JC<br>CPE RET D JC | ABS FM GEN HRS<br>ABS VR HR DED<br>ABS FM GEN JO<br>ABS VR JO DED<br>ABS FM GEN JC<br>ABS VR JC DED | None | *Field 2:* EVF<br>*Field 3:* 1DER |
| EVT DEC PARENT | CPE VAL D H<br>CPE RET D H<br>CPE VAL D JO<br>CPE RET D JO<br>CPE VAL D JC<br>CPE RET D JC | ABS FM GEN HRS<br>ABS VR HR DED<br>ABS FM GEN JO<br>ABS VR JO DED<br>ABS FM GEN JC<br>ABS VR JC DED | None | *Field 2:* EVF<br>*Field 3:* 1DER |
| EVT DEMENAGEMENT | CPE VAL DM H<br>CPE RET DM H<br>CPE VAL DM J<br>CPE RET DM J<br>CPE VL DM JC<br>CPE RT DM JC | ABS FM GEN HRS<br>ABS VR HR DED<br>ABS FM GEN JO<br>ABS VR JO DED<br>ABS FM GEN JC<br>ABS VR JC DED | None | *Field 1:* DEMEN<br>*Field 2:* EVF<br>*Field 3:* 1DER |
| EVT ENF MAL | CPE RET E H<br>CPE RET E JO<br>CPE RET E JC | ABS VR HR S SOLDE<br>ABS VR JO S SOLDE<br>ABS VR JC S SOLDE | None | *Field 2:* EVF<br>*Field 3:* 1DER |


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| Take Element / Family Events | Earning / Deduction Elements | Element that Retrieves Units for Positive Input | Element that Retrieves Percent for Positive Input | User-Defined Fields |
|---|---|---|---|---|
| EVT ENF MAL AFB | CPE VAL E H<br>CPE RET E H<br>CPE VAL E JO<br>CPE RET E JO<br>CPE VAL E JC<br>CPE RET E JC | ABS FM GEN HRS<br>ABS VR HR DED<br>ABS FM GEN JO<br>ABS VR JO DED<br>ABS FM GEN JC<br>ABS VR JC DED | None | *Field 1:* EM<br>*Field 2:* EVF<br>*Field 3:* 1DER |
| EVT MAR ENF | CPE VAL M H<br>CPE RET M H<br>CPE VAL M JO<br>CPE RET M JO<br>CPE VAL M JC<br>CPE RET M JC | ABS FM GEN HRS<br>ABS VR HR DED<br>ABS FM GEN JO<br>ABS VR JO DED<br>ABS FM GEN JC<br>ABS VR JC DED | None | *Field 2:* EVF<br>*Field 3:* 1DER |
| EVT MAR SAL | CPE VAL M H<br>CPE RET M H<br>CPE VAL M JO<br>CPE RET M JO<br>CPE VAL M JC<br>CPE RET M JC | ABS FM GEN HRS<br>ABS VR HR DED<br>ABS FM GEN JO<br>ABS VR JO DED<br>ABS FM GEN JC<br>ABS VR JC DED | None | *Field 2:* EVF<br>*Field 3:* 1DER |
| EVT NAIS/ADOP | CPE VAL N H<br>CPE RET N H<br>CPE VAL N JO<br>CPE RET N JO<br>CPE VAL N JC<br>CPE RET N JC | ABS FM GEN HRS<br>ABS VR HR DED<br>ABS FM GEN JO<br>ABS VR JO DED<br>ABS FM GEN JC<br>ABS VR JC DED | None | *Field 2:* ADOPT<br>*Field 3:*1DER |

## Elements for Illness Absence

This table lists the elements delivered for processing illnesses:

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| Element / Illness | Earning / Deduction Elements | Element that Retrieves Units for Positive Input | Element that Retrieves Percent for Positive Input | User-Defined Fields |
|---|---|---|---|---|
| MLT MALADIE | MAL VAL H<br>MAL DED H<br>MAL VAL JO<br>MAL DED JO<br>MAL VAL JC<br>MAL DED JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %1<br>ABS VR MAINT %1<br>ABS VR MAINT %1 | *Field 1:* MAL1<br>*Field 2:* MAL<br>*Field 3:* 1 |
| MLT MALADIE 2 | MAL VAL H<br>MAL DED H<br>MAL VAL JO<br>MAL DED JO<br>MAL VAL JC<br>MAL DED JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %2<br>ABS VR MAINT %2<br>ABS VR MAINT %2 | *Field 1:* MAL2<br>*Field 2:* MAL |
| MLT MALADIE 3 | MAL VAL H<br>MAL DED H<br>MAL VAL JO<br>MAL DED JO<br>MAL VAL JC<br>MAL DED JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %3<br>ABS VR MAINT %3<br>ABS VR MAINT %3 | *Field 1:* MAL3<br>*Field 2:* MAL |
| MLT MALADIE 4 | MAL VAL H<br>MAL DED H<br>MAL VAL JO<br>MAL DED JO<br>MAL VAL JC<br>MAL DED JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %4<br>ABS VR MAINT %4<br>ABS VR MAINT %4 | *Field 1:* MAL4<br>*Field 2:* MAL<br>*Field 3:* DER |


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| Element / Illness | Earning / Deduction Elements | Element that Retrieves Units for Positive Input | Element that Retrieves Percent for Positive Input | User-Defined Fields |
|---|---|---|---|---|
| MLT LG MALADIE | MAL VAL H<br>MAL DED H<br>MAL VAL JO<br>MAL DED JO<br>MAL VAL JC<br>MAL DED JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %1<br>ABS VR MAINT %1<br>ABS VR MAINT %1 | *Field 1:* LGM1<br>*Field 2:* MAL<br>*Field 3:* 1 |
| MLT LG MALAD2 | MAL VAL H<br>MAL DED H<br>MAL VAL JO<br>MAL DED JO<br>MAL VAL JC<br>MAL DED JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %2<br>ABS VR MAINT %2<br>ABS VR MAINT %2 | *Field 1:*LGM2<br>*Field 2:*MAL<br>*Field 3:*DER |
| MLT MT THERP IJ | MAL THERP IJ | DAY COUNT PD | None | IJ1 |
| MLT MT THERP | MAL VAL H<br>MAL DED H<br>MAL VAL JO<br>MAL DED JO<br>MAL VAL JC<br>MAL DED JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %1<br>ABS VR MAINT %1<br>ABS VR MAINT %1 | *Field 1:*MAL1<br>*Field 2:*THERP<br>*Field 3:*1 |
| MLT MT THRP2 | MAL VAL H<br>MAL DED H<br>MAL VAL JO<br>MAL DED JO<br>MAL VAL JC<br>MAL DED JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %2<br>ABS VR MAINT %2<br>ABS VR MAINT %2 | *Field 1:*MAL2<br>*Field 2:*THERP |

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| Element / Illness | Earning / Deduction Elements | Element that Retrieves Units for Positive Input | Element that Retrieves Percent for Positive Input | User-Defined Fields |
|---|---|---|---|---|
| MLT MT THRP3 | MAL VAL H<br>MAL DED H<br>MAL VAL JO<br>MAL DED JO<br>MAL VAL JC<br>MAL DED JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %3<br>ABS VR MAINT %3<br>ABS VR MAINT %3 | *Field 1:*MAL3<br>*Field 2:*THERP |
| MLT MT THRP4 | MAL VAL H<br>MAL DED H<br>MAL VAL JO<br>MAL DED JO<br>MAL VAL JC<br>MAL DED JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %4<br>ABS VR MAINT %4<br>ABS VR MAINT %4 | *Field 1:*MAL4<br>*Field 2:*THERP<br>*Field 3:*DER |
| MLT THER N P | CSS RET H | ABS VR HR S SOLDE | None | *Field 2:*THERP<br>*Field 3:*1DER |
| MLT CURE PAYEE | MAL VAL H<br>MAL DED H<br>MAL VAL JO<br>MAL DED JO<br>MAL VAL JC<br>MAL DED JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %1<br>ABS VR MAINT %1<br>ABS VR MAINT %1 | *Field 1:*MAL1<br>*Field 2:*MAL |
| MLT CURE PAY2 | MAL VAL H<br>MAL DED H<br>MAL VAL JO<br>MAL DED JO<br>MAL VAL JC<br>MAL DED JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %2<br>ABS VR MAINT %2<br>ABS VR MAINT %2 | *Field 1:*MAL2<br>*Field 2:*MAL<br>*Field 3:*1 |


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| Element / Illness | Earning / Deduction Elements | Element that Retrieves Units for Positive Input | Element that Retrieves Percent for Positive Input | User-Defined Fields |
|---|---|---|---|---|
| MLT CURE PAY3 | MAL VAL H<br>MAL DED H<br>MAL VAL JO<br>MAL DED JO<br>MAL VAL JC<br>MAL DED JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %3<br>ABS VR MAINT %3<br>ABS VR MAINT %3 | *Field 1:*MAL3<br>*Field 2:*MAL |
| MLT CURE PAY4 | MAL VAL H<br>MAL DED H<br>MAL VAL JO<br>MAL DED JO<br>MAL VAL JC<br>MAL DED JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %4<br>ABS VR MAINT %4<br>ABS VR MAINT %4 | *Field 1:*MAL4<br>*Field 2:*MAL<br>*Field 3:*DER |
| MLT CURE NP | MAL DED H<br>MAL DED JO<br>MAL DED JC | ABS VR HR DED<br>ABS VR JO DED<br>ABS VR JC DED | None | *Field 2:*MAL<br>*Field 3:*1DER |
| MLT MAL IJSS | MAL DED IJ 1 | DAY COUNT PD | None | *Field 1:*IJ1<br>*Field 2:*MAL |
| MLT MAL IJ2 | MAL DED IJ 2 | DAY COUNT PD | None | *Field 1:*IJ2<br>*Field 2:*MAL |
| MLT MAL IJ3 | MAL DED IJ3 | DAY COUNT PD | None | *Field 1:*DERN<br>*Field 2:*MAL |
| MLT LG MAL IJ | MAL DED LGM | DAY COUNT PD | None | *Field 1:*LGIJ<br>*Field 2:*MAL |
| MLT CURE IJSS | CUR DED IJSS | DAY COUNT PD | ABS VR MAINT %1 | *Field 1:*IJCR |

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# Elements for Maternity Absence

This table lists the elements delivered for maternity absence:

| Take Element / Maternity | Earning / Deduction Elements | Element that Retrieves Units for Positive Input | Element that Retrieves Percent for Positive Input | User-Defined Fields |
|---|---|---|---|---|
| MTT MATERN PAYEE | MAT VAL H<br>MAT DED H<br>MAT VAL JO<br>MAT DED JO<br>MAT VAL JC<br>MAT DED JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | None | *Field 1:*MAT1<br>*Field 2:*MAT<br>*Field 3:*1DER |
| MTT MATERN NON PAY | MAT DED H<br>MAT DED JO<br>MAT DED JC | ABS VR HR S SOLDE<br>ABS VR JO S SOLDE<br>ABS VR JC S SOLDE | None | *Field 1:*MAT1<br>*Field 2:*MAT<br>*Field 3:*1DER |
| MTT PATERNITE | PAT VAL H<br>PAT DED H<br>PAT VAL JO<br>PAT DED JO<br>PAT VAL JC<br>PAT DED JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CA<br>ABS VR JC DED | None | *Field 1:*MAT1<br>*Field 2:*PATER<br>*Field 3:*1DER |
| MTT ADOPTION | MAT VAL H<br>MAT DED H<br>MAT VAL JO<br>MAT DED JO<br>MAT VAL JC<br>MAT DED JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %1<br>ABS VR MAINT %1<br>ABS VR MAINT %1 | *Field 2:*ADOPT<br>*Field 3:*1DER |


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| Take Element / Maternity | Earning / Deduction Elements | Element that Retrieves Units for Positive Input | Element that Retrieves Percent for Positive Input | User-Defined Fields |
|---|---|---|---|---|
| MTT ADOPT NON PAY | MAT DED H<br>MAT DED JO<br>MAT DED JC | ABS VR HR S SOLDE<br>ABS VR JO S SOLDE<br>ABS VR JC S SOLDE | None | ADOPT<br>1DER |
| MTT CG SUP | MAT VAL H<br>MAT DED H<br>MAT VAL JO<br>MAT DED JO<br>MAT VAL JC<br>MAT DED JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %1<br>ABS VR MAINT %1<br>ABS VR MAINT %1 | *Field 1:*MAT1<br>*Field 2:*MTSUP<br>*Field 3:* 1 |
| MTT CG SUP2 | MAT VAL H<br>MAT DED H<br>MAT VAL JO<br>MAT DED JO<br>MAT VAL JC<br>MAT DED JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %2<br>ABS VR MAINT %2<br>ABS VR MAINT %2 | *Field 1:*MAT2<br>*Field 2:*MTSUP<br>*Field 3:*DER |
| MTT MATERN IJSS | MAT DED IJSS | DAY COUNT | None | *Field 1:* DERN |
| MTT PATHO AV | MAL VAL H<br>MAL DED H<br>MAL VAL JO<br>MAL DED JO<br>MAL VAL JC<br>MAL DED JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %1<br>ABS VR MAINT %1<br>ABS VR MAINT %1 | *Field 1:*MAL1<br>*Field 2:*MAL<br>*Field 3:*1 |

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| Take Element / Maternity | Earning / Deduction Elements | Element that Retrieves Units for Positive Input | Element that Retrieves Percent for Positive Input | User-Defined Fields |
|---|---|---|---|---|
| MTT PATHO AV 2 | MAL VAL H<br>MAL DED H<br>MAL VAL JO<br>MAL DED JO<br>MAL VAL JC<br>MAL DED JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %2<br>ABS VR MAINT %2<br>ABS VR MAINT %2 | *Field 1:*MAL2<br>*Field 2:*MAL |
| MTT PATHO AV 3 | MAL VAL H<br>MAL DED H<br>MAL VAL JO<br>MAL DED JO<br>MAL VAL JC<br>MAL DED JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %3<br>ABS VR MAINT %3<br>ABS VR MAINT %3 | *Field 1:*MAL3<br>*Field 2:*MAL |
| MTT PATHO AV 4 | MAL VAL H<br>MAL DED H<br>MAL VAL JO<br>MAL DED JO<br>MAL VAL JC<br>MAL DED JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %4<br>ABS VR MAINT %4<br>ABS VR MAINT %4 | *Field 1:*MAL4<br>*Field 2:*MAL<br>*Field 3:* DER |
| MTT PATHOLOGIQ | MAL VAL H<br>MAL DED H<br>MAL VAL JO<br>MAL DED JO<br>MAL VAL JC<br>MAL DED JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %1<br>ABS VR MAINT %1<br>ABS VR MAINT %1 | *Field 1:*MAL1<br>*Field 2:*MAL<br>*Field 3:* 1 |


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| Take Element / Maternity | Earning / Deduction Elements | Element that Retrieves Units for Positive Input | Element that Retrieves Percent for Positive Input | User-Defined Fields |
|---|---|---|---|---|
| MTT PATHOLOGIQ2 | MAL VAL H<br>MAL DED H<br>MAL VAL JO<br>MAL DED JO<br>MAL VAL JC<br>MAL DED JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %2<br>ABS VR MAINT %2<br>ABS VR MAINT %2 | *Field 1:*MAL2<br>*Field 2:*MAL |
| MTT PATHOLOGIQ3 | MAL VAL H<br>MAL DED H<br>MAL VAL JO<br>MAL DED JO<br>MAL VAL JC<br>MAL DED JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %3<br>ABS VR MAINT %3<br>ABS VR MAINT %3 | *Field 1:*MAL3<br>*Field 2:*MAL |
| MTT PATHOLOGIQ4 | MAL VAL H<br>MAL DED H<br>MAL VAL JO<br>MAL DED JO<br>MAL VAL JC<br>MAL DED JC | ABS FM HEURES<br>ABS VR HR DED<br>ABS FM JRS OUV<br>ABS VR JO DED<br>ABS FM JRS CAL<br>ABS VR JC DED | ABS VR MAINT %4<br>ABS VR MAINT %4<br>ABS VR MAINT %4 | *Field 1:* MAL4<br>*Field 2:* MAL<br>*Field 3:* DER |
| MTT PATHO IJ AV | MAT DED IJSS | DAY COUNT | None | *Field 1:* DERN |
| MTT PATHO IJ AP1 | MAL DED IJ 1 | DAY COUNT PD | None | |

## Elements for Staff Representative Absence

This table lists the elements delivered for processing staff representative absences:

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| Take Element / Staff Represent. | Earning / Deduction Elements | Element that Retrieves Units for Positive Input | Element that Retrieves Percent for Positive Input | User-Defined Fields |
|---|---|---|---|---|
| REP CE | RPP RET H<br>RPP VAL H<br>RPP VAL RG H | DAY COUNT<br>DAY COUNT PD<br>DAY COUNT UNP | None | *Field 1*: DL<br>*Field 2:* REP<br>*Field 3:* 1DER |
| REP CE SS DT | RPP RET H<br>RPP VAL H | DAY COUNT<br>DAY COUNT | None | *Field 2:* REP<br>*Field 3:* 1DER |
| REP CHSCT | RPP RET H<br>RPP VAL H<br>RPP VAL RG H | DAY COUNT<br>DAY COUNT PD<br>DAY COUNT UNP | None | *Field 1*: DL<br>*Field 2:* REP<br>*Field 3:* 1DER |
| REP DEL SYNDICAL | RPP RET H<br>RPP VAL H<br>RPP VAL RG H | DAY COUNT<br>DAY COUNT PD<br>DAY COUNT UNP | None | *Field 1*: DL<br>*Field 2:* REP<br>*Field 3:* 1DER |
| REP DELEGUE PERSON | RPP RET H<br>RPP VAL H<br>RPP VAL RG H | DAY COUNT<br>DAY COUNT PD<br>DAY COUNT UNP | None | *Field 1*: DL<br>*Field 2:* REP<br>*Field 3:* 1DER |

# Entering Absences

This section discusses how to:

- Enter absences due to illness.
- Enter absences due to work accidents.
- Enter absences due to a relapse.
- Enter absences for pathological leave.
- Enter absences for maternity and adoption.
- Enter absences that occur during public holidays.
- Enter absences for anticipated paid vacation.
- Enter absences that require manager approval.
- Select the half day box.

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**Note.** Enter all absences on the Absence Event Entry component, as described in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook.* This section provides additional instructions that are specific to France.

### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Entering and Processing Absences"

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Setting Up and Running Generic Reports"

Chapter 4, "Setting Up Absence Rules," Understanding Absence Setup, page 49

## Pages Used to Enter Absences

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Absence Event Entry | GP_ABS_EVENT | Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Absence Event, Absence Event Entry | Enter, update, and void absences. Start the Absence Forecasting process. |
| Absence Event Input Detail | GP_ABS_EVENT_SEC | Click the Details link on the Absence Event Entry page. | Enter detailed information for an absence, including the reason, processing action, manager approval, user-defined data, entitlement adjustment, and partial hours. |

## Entering Absences Due to Illness

When you enter an absence due to illness, always select MLT MALADIE as the take element and enter the begin and end dates for the entire absence event. The system automatically does the following:

- Triggers the calculation of the daily social security allowance. (It does this by creating a second absence take using MLT MAL IJSS for each paid absence day.)
- When the entitlement balance is depleted, uses the entitlement balance for the next illness take element in the sequence (MLT MALADIE 2, MLT MALADIE 3, then MLT MALADIE 4).

### When IJSS Allowance is Not Paid

If social security does not pay the IJSS allowance to the payee, do one of the following:

- Use the take element for unpaid authorized absences, ABT AUT N PAYEE, to record the absence.
- Use the take element for illness, MLT MALADIE, and the system creates a deduction for the absence, but does not create an earning.

  The advantage of the second solution is that the payslip shows the true reason for the absence—that is, illness—whereas the other take only identifies the absence as authorized and unpaid.

If you uphold a payee's salary and are later informed of the non-payment of IJSS, you can change the reason for the absence. This triggers retroactive processing the next time that you run the absence process.

### See Also

Chapter 4, "Setting Up Absence Rules," Absence Elements for Illness, page 60

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# Entering Absences Due to Work Accidents

When you enter an absence due to a work accident, always select ATT TRAVAIL as the take element and enter the begin and end dates for the entire absence event. The system automatically does the following:

- Triggers the calculation of the daily social security allowance. (It does this by creating a second absence take using ATT TRAV IJ for each paid absence day.)
- When the entitlement balance is depleted, uses the entitlement balance for the next take element in the sequence (ATT TRAVAIL 2, ATT TRAVAIL 3, then ATT TRAVAIL 4).

For accidents on the way to work, always select ATT TRAJET as the take when entering the absence and enter the begin and end dates for the entire absence event. The system automatically does the following:

- Triggers the calculation of the daily social security allowance. (It does this by creating a second absence take using ATT TRAV IJ for each paid absence day.)
- When the entitlement balance is depleted, uses the entitlement balance for the next take element in the sequence (ATT TRAJET 2, ATT TRAJET 3, then ATT TRAJET 4).

For absences due to occupational disease, select MLT PROFESSL as the take element and enter the begin and end dates for the entire absence. The system automatically does the following:

- Triggers the calculation of the daily social security allowance. (It does this by creating a second absence take using ATT TRAV IJ for each paid absence day.)
- When the entitlement balance is depleted, uses the entitlement balance for the next take element in the sequence (MLT PROFESS 2, MLT PROFESS 3, then MLT PROFESS 4).

### See Also

Chapter 4, “Setting Up Absence Rules,” Absence Elements for Work Accidents, page 61

# Entering Absences Due to a Relapse

Employees who suffer a relapse from a work accident, an accident on the way to work, or occupational illness may be eligible for additional entitlements for the daily allowance. The relapse may also affect the calculation of effective work days for seniority and paid vacation calculations. Use the absence take elements designed specifically for relapses to record these absences.

For a relapse related to a work accident, use the take element ATT RECHUTE TRAV. The system automatically does the following:

- Triggers the calculation of the daily social security allowance. (It does this by creating a second absence take using ATT TRV IJ RECH1 for each paid absence day.)
- When the entitlement balance is depleted, uses the entitlement balance for the next take elements in the sequence (ATT RECHUT TR2, ATT RECHUT TR 3, then ATT RECHUT TR 4).

For a relapse related to an accident on the way to work, use the take element ATT RECHUTE TRAJ. The system automatically does the following:

- Triggers the calculation of the daily social security allowance. (It does this by creating a second absence take using ATT TRV IJ RECH1 for each paid absence day.)
- When the entitlement balance is depleted, uses the entitlement balance for the next take element in the sequence (ATT RECHUT TJ2, ATT RECHUT TJ 3, then ATT RECHUT TJ 4).

For a relapse related to an occupational disease, use the take element MLT PRO RECHUTE. The system automatically does the following:

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- Triggers the calculation of the daily social security allowance. (It does this by creating a second absence take using ATT TRV IJ RECH1 for each paid absence day.)
- When the entitlement balance is depleted, uses the entitlement balance for the next take element in the sequence (MLT PRO RECH2, MLT PRO RECH 3, then MLT PRO RECH 4).

## Entering Absences for Pathological Leave

Although Global Payroll for France delivers ten take elements for pathological leave, you need to use only two of these elements to record absences on the Absence Event Entry page:

- To record a pathological leave before maternity, use the take element MTT PATHO AV.

  MTT PATHO AV is mapped to the take element MTT PATHO IJ AV, which automatically triggers the calculation of the daily social security allowance.
- To record a pathological leave after maternity, use the take element MTT PATHOLOGIQ.

  MTT PATHOLOGIQ is mapped to the take element MTT PATHO IJAP1, which automatically triggers the calculation of the daily social security allowance.

## Entering Absences for Maternity and Adoption

A woman who has been employed nine months or longer at the time she gives birth or adopts a child is eligible for paid maternity or adoption leave, as applicable.

Because entitlement for paid maternity or adoption leave is based on the number of children that the employee already has and whether the absence is before or after the birth, the system does not calculate entitlement automatically. Before entering the absence on the Absence Event Entry page, use the Supporting Element Overrides page to enter the correct number of calendar days to which the payee is entitled. Enter the override for the variable element ABS VR DTS MATERN (maternity) or MAT VR DTS ADOPT (adoption).

The take element you use to record a maternity or adoption leave depends on whether the payee is entitled to an IJSS allowance:

- For paid maternity or adoption leave, use MTT MATERN PAYEE or MTT ADOPTION.

  Use these take elements when the payee's salary exceeds the social security ceiling. The system calculates IJSS allowances automatically.
- For unpaid maternity or adoption leave, use MTT MATERN NON PAY or MTT ADOPTION NON PAY.

### See Also

Chapter 4, "Setting Up Absence Rules," Absence Elements for Maternity Leave, page 61

## Entering Absences That Occur During Public Holidays

You do not need to enter public holidays as absence events. Instead, define holidays on the Holiday Schedule page, and the system automatically takes these days into account when calculating absence take and entitlement.

If you want to differentiate between paid and unpaid holidays, use the unpaid absence take element (ABT AUT NON PAYEE), or create your own absence take rules to determine whether holidays should be paid.

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**Note.** If a payee is absent during a period that includes a public holiday, the first absence reason is taken into account. For example, suppose that Easter falls during the period when a payee is out sick. For the payee, the Easter holiday is not compensated as a public holiday but as an illness. This is true for most absences where the payee's contract is suspended (for example, maternity and strike).

### Entering Extra Days Off Before or After a Public Holiday

If you give employees paid time off (*les ponts)* on the days before or after a public holiday, use the absence take element Authorized Paid Absence (ABT AUT ABS PAYEES) to record the extra days off. These extra days off are compensated by the earning element for other paid absences (AAP VAL H).

## Entering Absences for Anticipated Paid Vacation

Use the take element for anticipated paid vacation, CPT CG ANTICIP, to record an absence only if a payee has depleted the entitlement balance (CPE CG PAYES_SOLD) for the current period.

### See Also

Chapter 4, "Setting Up Absence Rules," Absence Elements for Paid Vacation, page 50

## Entering Absences That Require Manager Approval

Select the Manager Approved check box on the Absence Event Entry Detail page when you enter an absence for any of the following take elements. The system processes the absence only if the check box is selected.

- ABT ADOPTION
- ABT AUT ABS PAYEES
- ABT AUT NON PAYEE
- ABT CIF NONPAYE
- ABT CONGE PARENTAL
- ABT REP COMP
- ABT SABBATIQ
- CPT ANCIENTE
- CPT AUTRES
- CPT CG ANTICIP
- CPT CG PAYES
- CPT FRACTMT
- EVT DEMENAGEMENT
- EVT MAR ENF
- EVT MAR SAL
- EVT NAIS/ADOP
- MLT CURE PAYEE
- MTT CG SUP

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## Selecting the Half Day Box

For some absences, it is necessary to select the Half Day check box to enter the absence event. However, the delivered absence setup does not allow you to enter two absences for the same day. Multiple entries are prohibited by the overlapping control. To change this, you must permit duplicates and prioritize each combination of absence takes that you can have on an absence day.

Half-day functionality enables the system to count half calendar days or half business days, whichever unit you use. If calculations are done in hours, the system automatically retrieves the number of hours of the day divided by two.

---

**Note.** This functionality has not been applied to any absence for which there might be either a waiting period or social security daily allowances, such as illness absences, work accident absences, and maternity. You may use the Half Day check box for these instances, but it is not a factor in rules calculation.

---

Use the Half Day check box for the following take elements:

- ABT AB N AUT N PAY
- ABT ADOPTION
- ABT AUT ABS PAYEES
- ABT AUT NON PAYEE
- ABT CONGE PARENTAL
- ABT GREVE
- ABT MAP CONSER
- ABT MAP DISCIPLI
- ABT PREAV N F
- ABT REP COMP
- ABT SABBATIQ
- EVT ALLAITEMENT
- EVT DEC BEAUX PARE
- EVT DEC COLLATERAU
- EVT DEC CONJOINT
- EVT DEC ENFANT
- EVT DEC PARENT
- EVT DEMENAGEMENT
- EVT ENF MAL
- EVT MAR ENF
- EVT MAR SAL
- EVT NAIS/ADOP
- EVT ENF MAL AFB

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# CHAPTER 21

# Setting Up and Generating Wage Certificates

This chapter provides an overview of the wage certificates process and discusses how to:

- Update elements for wage certificates.
- Maintain absence codes for wage certificates.
- Enter absences.
- Retrieve data for wage certificates.
- View and update data for illness and maternity certificates.
- View and update data for work accidents and occupational illness certificates.
- Print wage certificates.

## Understanding the Wage Certificates Process

Wage certificates are official *Cerfa* documents that provide proof that a payee is entitled to receive social security payments for sick leave, maternity leave, work accidents, or occupational illness. This chapter describes how to generate those wage certificates.

To generate wage certificates:

1. Update the elements to be printed on the certificates, if necessary, on the Elements for Reports page.

   See Chapter 21, "Setting Up and Generating Wage Certificates," Updating Elements for Wage Certificates, page 346.

2. View or update any absence codes required for the certificates on the Element Group Members, List Set, and Element Group Attributes pages.

   See Chapter 21, "Setting Up and Generating Wage Certificates," Maintaining Absence Codes for Wage Certificates, page 347.

3. Enter absences on the Absence Event Entry page.

   See Chapter 21, "Setting Up and Generating Wage Certificates," Entering Absences, page 351.

4. Launch a process that retrieves the certificate data on the Certificates Data Retrieval page.

   See Chapter 21, "Setting Up and Generating Wage Certificates," Retrieving Data for Wage Certificates, page 352.

5. View, add, or update the data retrieved for the certificates through the Update Ill/Mat Certifs FRA component or the Update ACC/MP Certifs FRA component, as appropriate.

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See Chapter 21, "Setting Up and Generating Wage Certificates," Viewing and Updating Data for Illness and Maternity Certificates, page 354 and Chapter 21, "Setting Up and Generating Wage Certificates," Viewing and Updating Data for Work Accidents and Occupational Illness Certificates, page 363.

6. Print wage certificates on the Certificates Printing Process page.

   See Chapter 21, "Setting Up and Generating Wage Certificates," Printing Wage Certificates, page 372.

# Common Elements Used in This Chapter

**From** Displays the begin date of the period on which contributions were based.

The reference period starts three months before the month in which the absence begins. For example, if the absence begins in October 2000, the reference period is from July 2000 through September 2000, so *01/07/2000* appears in this field.

**To** Displays the end date of the period on which contributions were based.

**Print Requested** Indicates if the certificate has already been printed.

**Printing Process** If you are ready to print the certificates, select this check box. A Launch button appears.

**Launch** Select this button to access the Certificates Printing Process Details, where you can launch the printing process. If you prefer to print certificates for more than one employee at a time, navigate to the page as follows: Global Payroll France, Report, Certificates Printing Process.

The Launch button appears only when you select the Printing Process check box.

**Place for Signature** Displays the name of the city or other location where the certificate is signed.

**Date of Signature** Displays the date that the certificate is signed.

**Name** Displays the name of the person who signs the certificate on behalf of the employer.

**Status of Signer** Displays the signer's position in the company: *Accountant, Compulsory Liquidator, Director, Manager, Managing Director, Other, Personnel Manager,* or *Receiver.*

# Updating Elements for Wage Certificates

This section discusses how to update elements for wage certificates.

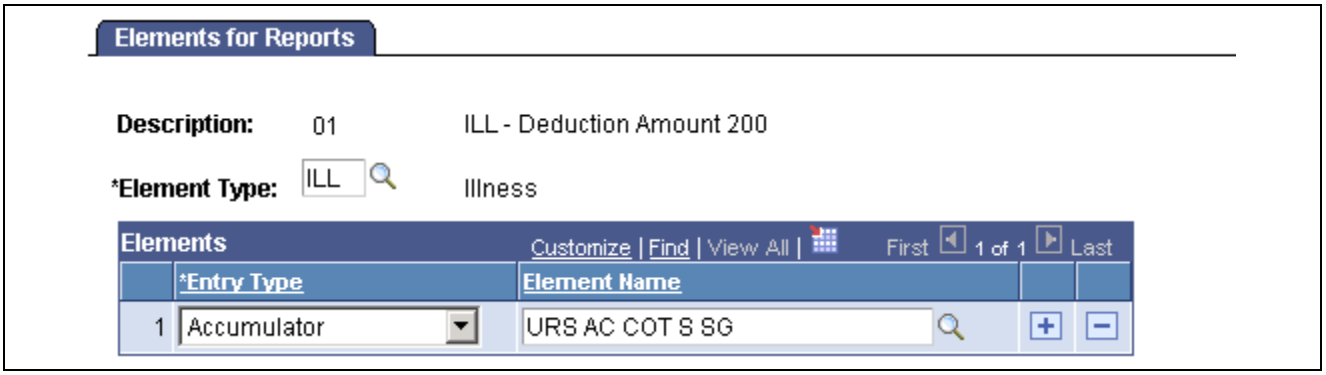
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## Page Used to Update Elements for Wage Certificates

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Elements for Reports | GPFR_ILLNESS_SETUP | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Element Mapping Codes FRA, Elements for Reports | Update elements to be printed on wage certificates, if necessary, by mapping element types to element names. |

## Updating Elements for Wage Certificates

Access the Elements for Reports page.




Elements for Reports page

PeopleSoft delivers the list of element codes that the system uses when printing certificates. Each element code is linked to an element—typically an accumulator. For example, if gross salary is required on a certificate, it is linked to the accumulator element for gross salary. Use the Elements for Reports page to see which element a code is linked to. You can also change the linked element, when necessary.

# Maintaining Absence Codes for Wage Certificates

This section provides an overview of absence codes and discusses how to:

- Insert absence takes for wage certificates.
- Maintain the list set for wage certificates.
- Assign absence codes for wage certificates.

## Understanding Absence Codes

When you generate payslips, attachments to payslips, and certificates for illnesses or work accidents, the system identifies the reason for a payee's absence by printing codes, rather than the names of the take elements, on the documents. You define these absence take mapping codes are on the Define List Set page. The list set for this functionality is *Absence Reports*. The Absence Reports list set is based on the element group *REP EG ABS LISTE* that contains the list of absence takes that can be mapped to reports.

To display or modify absence codes used to identify absences in printed wage certificates:

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1. Add newly created absence takes to the element group called *REP EG ABS LISTE* on the Element Group Members page.
2. Access the*ABSENCE REPORTS* list set on the Define List Set page and verify that the *REP EG ABS LISTE* element group is assigned to this list set.
3. Define absence codes for the new absence takes on the Element Group Attributes page to identify these absences in printed wage certificates.

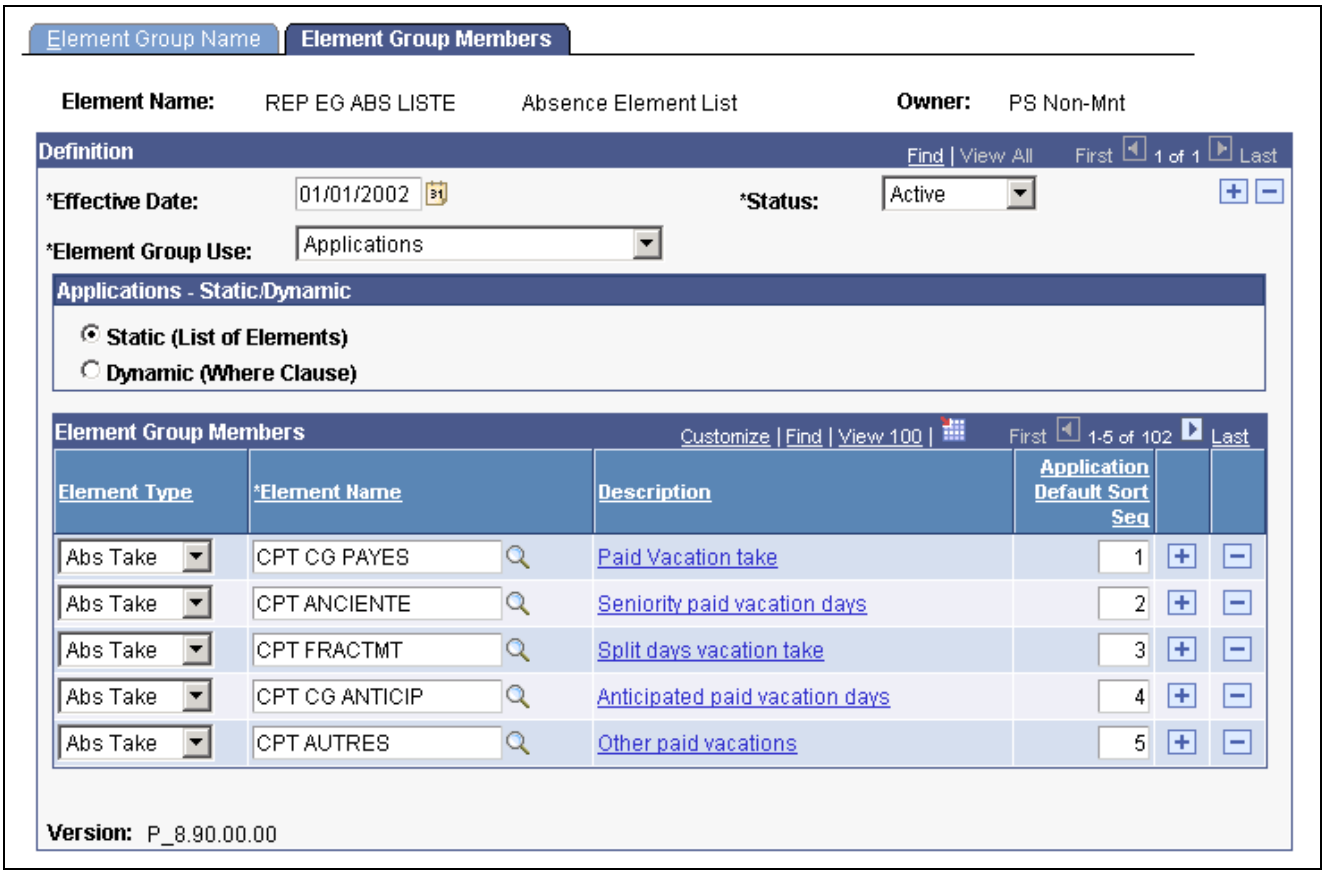
## Pages Used to Maintain Absence Codes for Wage Certificates

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Element Group Members | GP_ELEMENT_GROUP | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Element Groups, Element Group Members | Insert elements into element groups. |
| Define List Set | GP_ELN_SET | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Define List Set | Assign element groups to an application. |
| Element Group Attributes | GP_ELN_SET_SEC | Click the Element Group Details button on the Define List Set page. | Enter the element and element group attribute values for a list set. |

## Inserting Absence Takes for Wage Certificates

Access the Element Group Members page.


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Element Group Members page

For wage certificate processing, add new absence takes to the REP EG ABS LISTE element group.

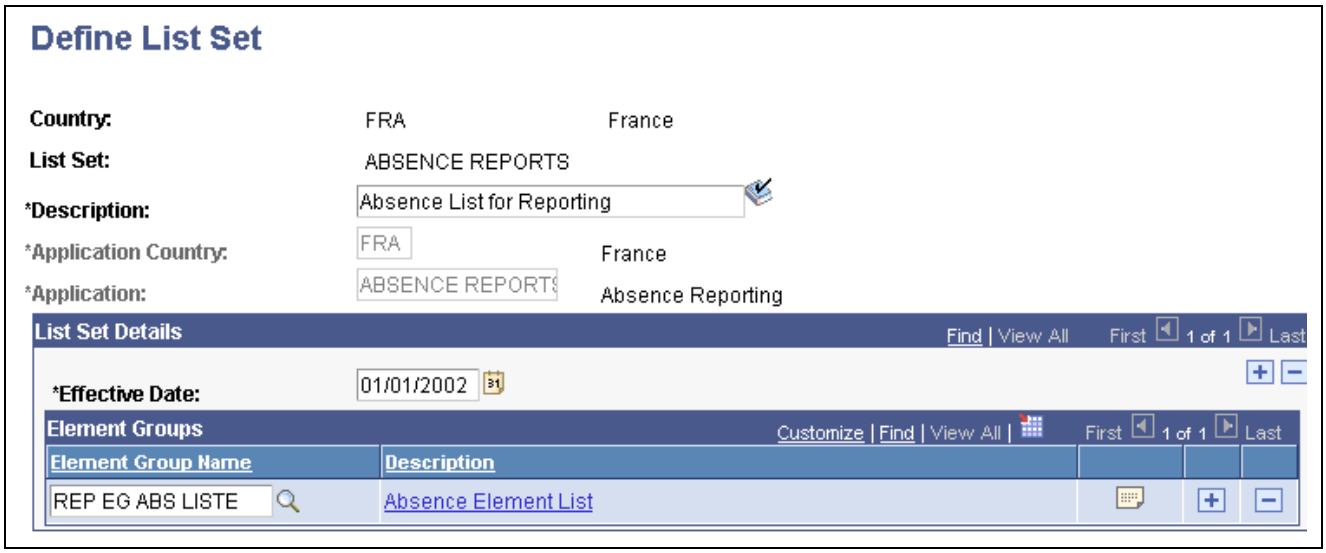
### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Defining the Organizational Structure," Defining Element Groups

## Maintaining the List Set for Wage Certificates

Access the Define List Set page.

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Define List Set page

For wage certificate processing, verify that the REP EG ABS LISTE element group is assigned to the ABSENCE REPORTS list set. Click the Element Group Details button to access the Element Group Attributes page, where you can define the codes used to identify absences in printed wage certificates.

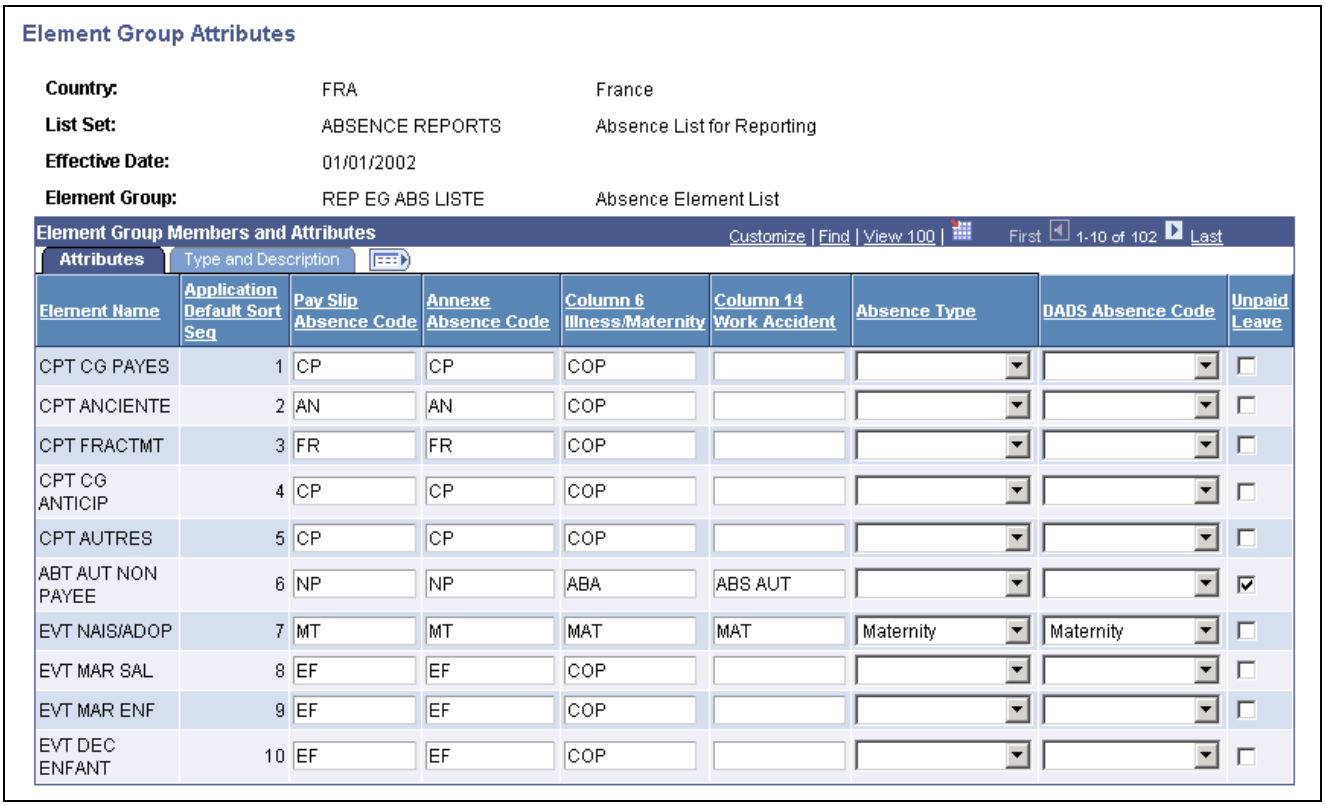
### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Managing Applications and List Sets," Setting Up List Sets

## Assigning Absence Codes for Wage Certificates

Access the Element Group Attributes page.


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Element Group Attributes

Country: FRA France
List Set: ABSENCE REPORTS Absence List for Reporting
Effective Date: 01/01/2002
Element Group: REP EG ABS LISTE Absence Element List

Element Group Members and Attributes — Customize | Find | View 100 | First 1-10 of 102 Last

Attributes | Type and Description

| Element Name | Application Default Sort Seq | Pay Slip Absence Code | Annexe Absence Code | Column 6 Illness/Maternity | Column 14 Work Accident | Absence Type | DADS Absence Code | Unpaid Leave |
|---|---|---|---|---|---|---|---|---|
| CPT CG PAYES | 1 | CP | CP | COP | | | | |
| CPT ANCIENTE | 2 | AN | AN | COP | | | | |
| CPT FRACTMT | 3 | FR | FR | COP | | | | |
| CPT CG ANTICIP | 4 | CP | CP | COP | | | | |
| CPT AUTRES | 5 | CP | CP | COP | | | | |
| ABT AUT NON PAYEE | 6 | NP | NP | ABA | ABS AUT | | | ☑ |
| EVT NAIS/ADOP | 7 | MT | MT | MAT | MAT | Maternity | Maternity | |
| EVT MAR SAL | 8 | EF | EF | COP | | | | |
| EVT MAR ENF | 9 | EF | EF | COP | | | | |
| EVT DEC ENFANT | 10 | EF | EF | COP | | | | |

Element Group Attributes page

If you have assigned new absence take elements to the REP EG ABS LISTE element group for wage certificate processing, define the codes used to identify these absences in printed wage certificates on the Element Group Attributes page.

### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Managing Applications and List Sets," Setting Up List Sets

# Entering Absences

Enter all absences using the Absence Event Entry component, as described in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook.* The "Entering Absences" chapter of this book provides additional instructions that are specific to France.

### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Entering and Processing Absences"

Chapter 20, "Entering Absences," page 315

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# Retrieving Data for Wage Certificates

This section discusses how to:

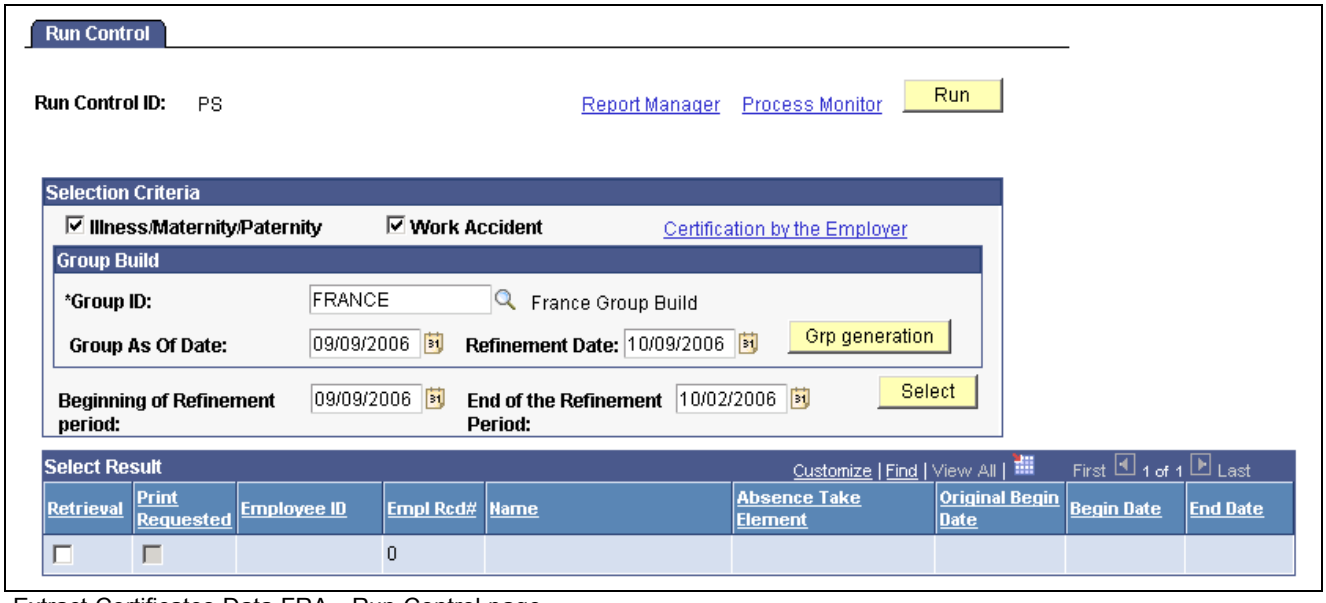
- Retrieve data for wage certificates.
- Enter certification information.

## Pages Used to Retrieve Data for Wage Certificates

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Run Control | GPFR_ILL_RNCTL | Global Payroll & Absence Mgmt, Social Security / Insurance, Extract Certificates Data FRA, Run Control | Initiate the Illness/Maternity Certificate Application Engine process (GPFR_ILL_AE ). This process retrieves data for the wage certificates generated for maternity and illness leave. |
| Certification | GPFR_AT_CERTIF_SEC | Click the Certification by the Employer link on the Extract Certificates Data FRA - Run Control page. | Enter the default information for the signature that will be generated for all certificates. If you do not complete this page, you must enter this information for each certificate before printing it. |

## Retrieving Data for Wage Certificates

Access the Run Control page.




Extract Certificates Data FRA - Run Control page

**Illness/ Maternity/ Paternity** Select this check box if you want to generate data for wage certificates for illness, maternity, paternity, and long-term illness.


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**Work Accident** Select this check box if you want to generate data for wage certificates for work accidents and occupational disease.

**Certification by the Employer** Click this link to access the Certification page, where you can enter the name of the person who will sign the certificate on behalf of the employer, the person's position, the name of the location where the certificate will be signed, and the date.

**Group ID** Select the group for which you want to generate certificates. Define groups in Human Resources.

**Group As Of Date** If you want to rebuild the group before generating the certificates, enter the date that you want the system to use to identify group members.

**Refinement Date** If you want to rebuild the group before generating the certificates, enter the refinement date here.

**Grp generation** (group generation) Click this button if you want to rebuild the group before generating data for the certificates.

**Beginning of the refinement period** Enter the start date of the period for which the system will search for absences.

The system looks only for absences that begin and end during the period of time you specify. That is, it looks for absences that begin on or after the date you enter in this field and end on or before the date you enter in the next field.

**End of the Refinement Period** Enter the end date of the period for which the system will search for absences.

The system looks only for absences that begin and end during the period of time you specify.

**Select** Click to search for payees that meet your selection criteria. The system displays matching payees in the Select Result section of the page.

### Select Result

**Retrieval** Select if you want the system to retrieve data for the payee named to the right. The check box is selected automatically if data for this absence has not been retrieved before.

**Print Requested** Indicates whether a certificate has been printed for the absence. This check box is selected automatically if a certificate has been printed.

**Absence Take Element** Displays the absence take element for the absence. This is absence code that was selected on the Absence Event Entry page.

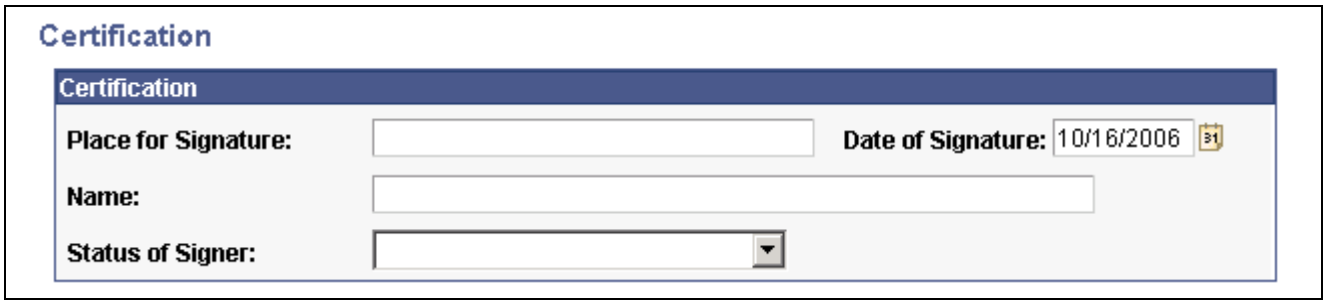
**Begin Date** Displays the begin date of the absence as entered on the Absence Event Entry page.

**End Date** Displays the end date of the absence as entered on the Absence Event Entry page.

## Entering Certification Information

Access the Certification page.

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Certification page

The information that you enter on this page appears in the Certification group boxes on the Update Ill/Mat Certifs FRA and Update ACC/MP Certifs FRA components as well as on the printed wage certificate.

| | |
|---|---|
| **Place of Signature** | Select the location where the file is generated. |
| **Date of Signature** | Select the date of the signature. |
| **Name** | Enter the name of the person signing the wage certificate. |
| **Status of Signer** | Select the value that best represents the position of the person providing the signature. |

# Viewing and Updating Data for Illness and Maternity Certificates

This section provides an overview of illness and maternity certificates and discusses how to:

- Update administrative information.
- Update absences information.
- Update reference salaries.
- Enter social security information.
- Enter total insurance contributions and work hours.

## Understanding the Illness and Maternity Certificates

The Certificate of Wages, registered under the number 11135-02, provides proof that a payee is entitled to receive social security payments for sick leave or maternity leave. Payees are entitled to these benefits if they worked the statutory minimum period during the reference period preceding the absence or if they paid the sickness contribution on the minimum number of SMIC hours.

Payees selected for this certificate are those whose absence begin date is in the specified period, and where absence begin date = original absence begin date (to avoid including relapses).

The Update Ill/Mat Certifs FRA component consists of five pages that display the data that the system retrieved when you launched the Certificates Data Retrieval process. This is the same data that is printed on the certificates. Add or update information on these pages, as needed.

The information that you enter is reflected on the certificates but does not update the Global Payroll or Human Resources database.

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The Long-Term Illness Certificate must be prepared for employees on a continuous leave of absence lasting up to 6 months. This certificate is used by the social security agency to calculate the rate for the daily allowances.

### See Also

Chapter 4, "Setting Up Absence Rules," Understanding Absence Rules for Illness, Maternity, and Work Accidents, page 60

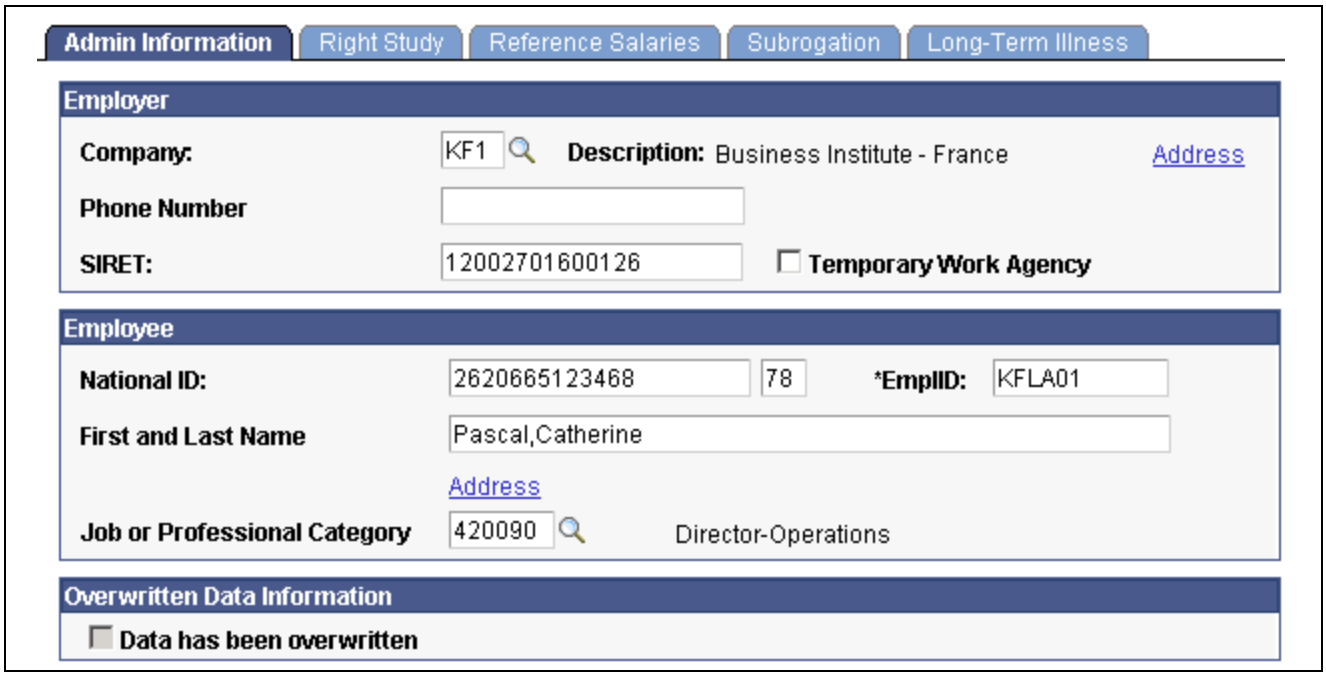
## Pages Used to View or Update Data for Illness and Maternity Certificates

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Admin Information | GPFR_ILLNESS_1 | Global Payroll & Absence Mgmt, Social Security / Insurance, Update Ill/Mat Certifs FRA, Admin Information | View or update the basic administrative information that will appear on certificates for illness, maternity, and paternity. |
| Right Study | GPFR_ILLNESS_2 | Global Payroll & Absence Mgmt, Social Security / Insurance, Update Ill/Mat Certifs FRA, Right Study | View or update information about the absences due to maternity or illness. This page does not apply to long-term illness. |
| Reference Salaries | GPFR_ILLNESS_3 | Global Payroll & Absence Mgmt, Social Security / Insurance, Update Ill/Mat Certifs FRA, Reference Salaries | View or update the reference salaries. The page displays the employee's gross pay for the last three months before the leave date. This page does not apply to long-term illness. |
| Subrogation | GPFR_ILLNESS_4 | Global Payroll & Absence Mgmt, Social Security / Insurance, Update Ill/Mat Certifs FRA, Subrogation | Enter the information that the social security agency needs to pay the social security allowance to your organization, rather than directly to the payee. |
| Long-Term Illness | GPFR_ILLNESS_5 | Global Payroll & Absence Mgmt, Social Security / Insurance, Update Ill/Mat Certifs FRA, Long-Term Illness | Enter the total insurance contributions and number of worked hours for a payee with a long-term illness. Use this page for long-term illnesses only. |

## Updating Administrative Information

Access the Admin Information page.

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Update Ill/Mat Certifs FRA - Admin Information page

**Note.** You must run the Illness/Maternity Certificate Application Engine process (GPFR_ILL_AE ) using the Extract Certificates Data FRA component before accessing the pages in the Update Ill/Mat Certifs FRA component.

## Employer

**Company** Select the company with which the employee was associated on the original date of the absence.

**Phone Number** Displays the phone number for the company.

**SIRET** Displays the SIRET identification number for the company.

**Temporary Work Agency** Select if the employer is a temporary work agency.

**Address** Click this link to access the Company Address page, which displays the address of the company that you selected.

## Employee

**National ID** and **EmplID** Displays the payee's national ID followed by the EmplID (employee ID).

**First and Last Name** Displays the employee's first and last name.

**Address** Click this link to access the Employee Address page, which displays the payee's address.

**Job or Professional Category** Displays the employee's job or professional category.

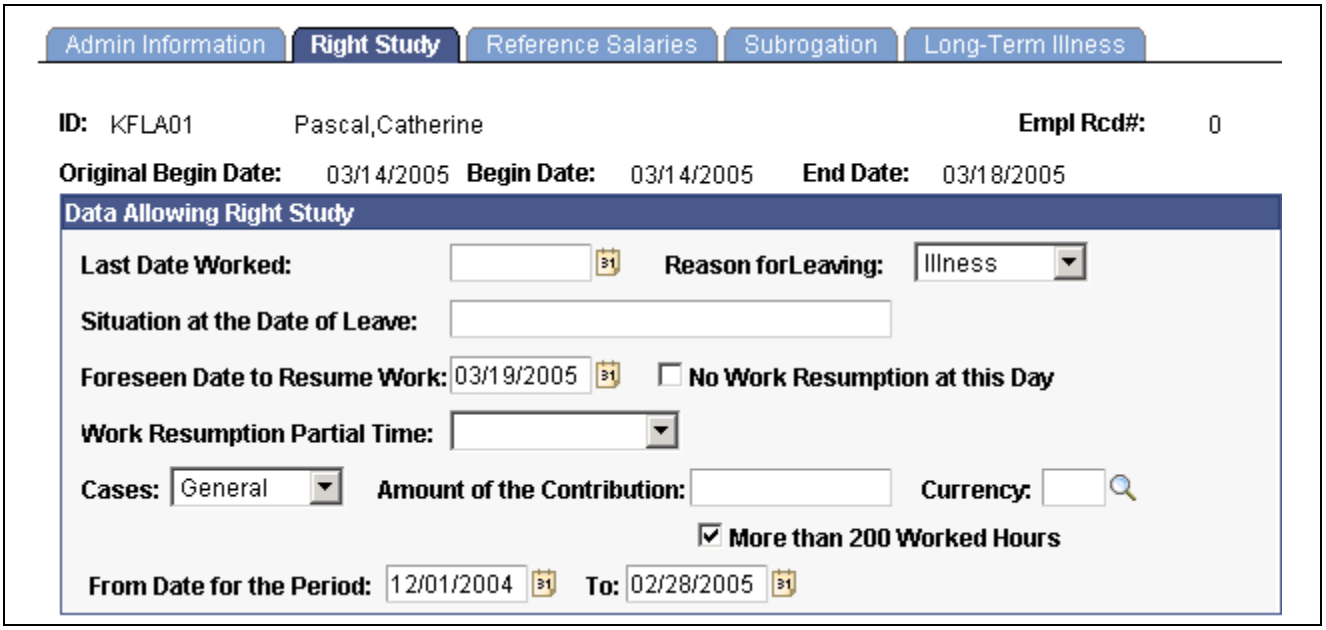

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### Overwritten Data Information

**Data has been overwritten** Select if you want to enter any information about the employer that differs from the information already stored in the Human Resources (HR) database. The information only prints on the current certificate; the HR database is not updated.

## Updating Absences Information

Access the Right Study page.




Update Ill/Mat Certifs FRA - Right Study page

**Last Date Worked** Enter the date of the last paid day on which the employee worked. Please note that you must enter the date yourself, it does not display by default.

**Reason for Leaving** Displays the reason for the employee's absence as entered on the Absence Event Entry page: *Illness* or *Maternity.*

**Situation at the Date of Leave** Enter the reason for the absence if the employee was unemployed, on vacation, in military service, or absent for some reason other than illness or maternity on the last date worked preceding the leave. Enter up to 30 characters.

**Foreseen Date to Resume Work** (resume work date) Enter the date that the employee will return to work.

**No Work Resumption at this Day** If the payee is has not yet returned from the absence, select this check box.

**Work Resumption Partial Time** If the employee will resume work on a part-time basis, enter the reason for working part time: *Medical Reason* or *Personal Reason.*

**Cases** Select a value to indicate what the contribution amount and hours are based on. *General* appears by default. Select *Particular* for seasonal workers, employees who work at home, and so on. Then enter the contribution amount and hours.

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**Amount of the Contribution**

If *General* appears in the Case field, the amount of the contribution represents total contributions for sickness insurance, maternity insurance, disability insurance, and death insurance based on the wages earned during the six calendar months preceding the leave date.

If you select *Particular* in the Case field, enter the same information for the wages earned during the 12 preceding calendar months.

**More Than 200 Worked Hours**

This field appears if the Case field is set to *General.*

If the payee worked at least 200 hours during the last 3 calendar months or the last 90 consecutive days, the system automatically selects this check box and clears the Amount of the Contribution field.

**More Than 800 Worked Hours**

This check box appears if you select *Particular* in the Case field. Select this check box if the payee worked more than 800 hours within the 12 calendar months or 365 consecutive days preceding the leave date.

**From Date for the Period**

Displays the begin date of the period of validity for the previous four fields. Typically, the period is 3, 6, or 12 months.

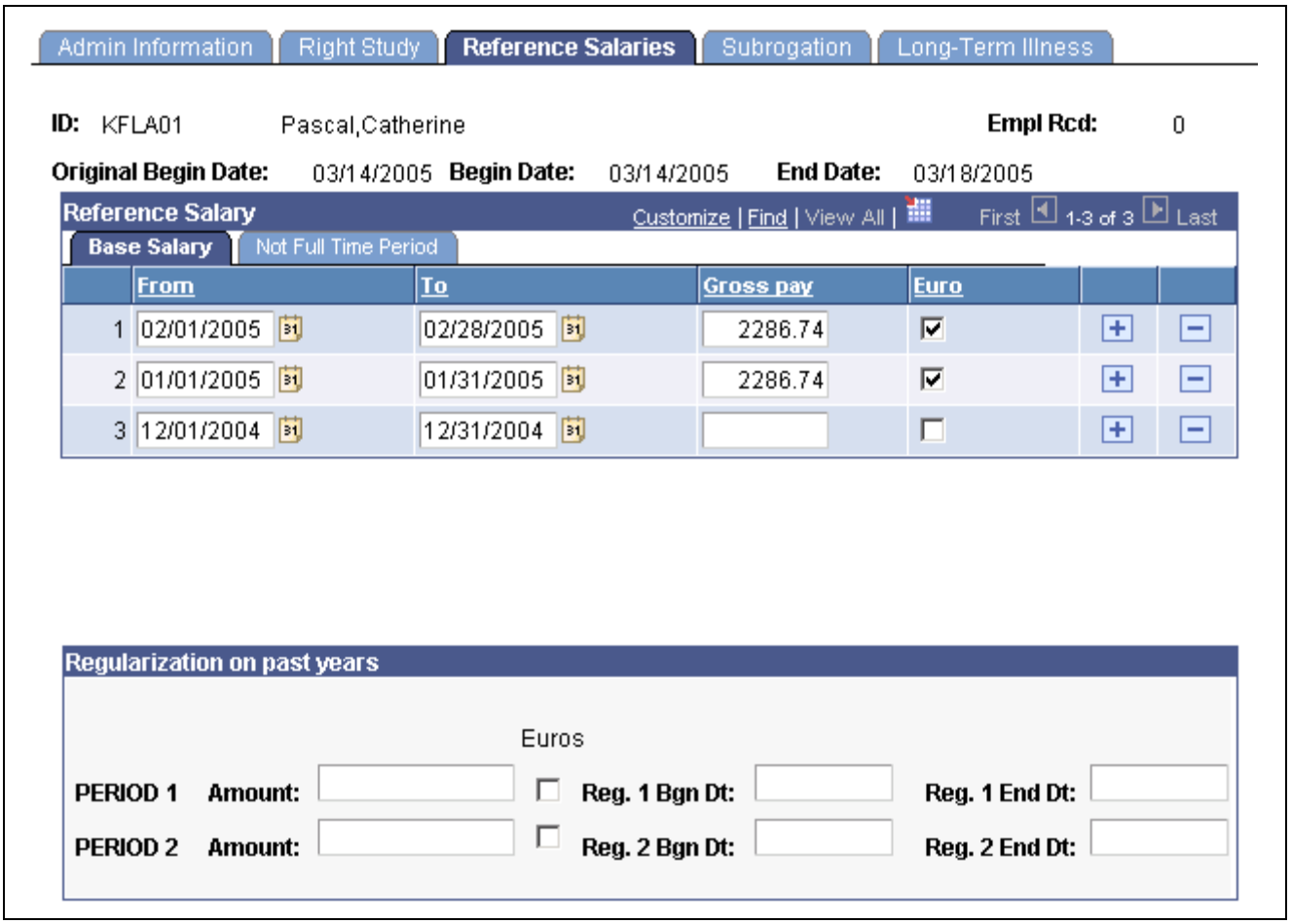
**To**

Displays the end date of the period of validity. Typically the period is 3, 6, or 12 months.

## Updating Reference Salaries

Access the Reference Salaries page.


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Update Ill/Mat Certifs FRA - Reference Salaries page: Base Salary tab

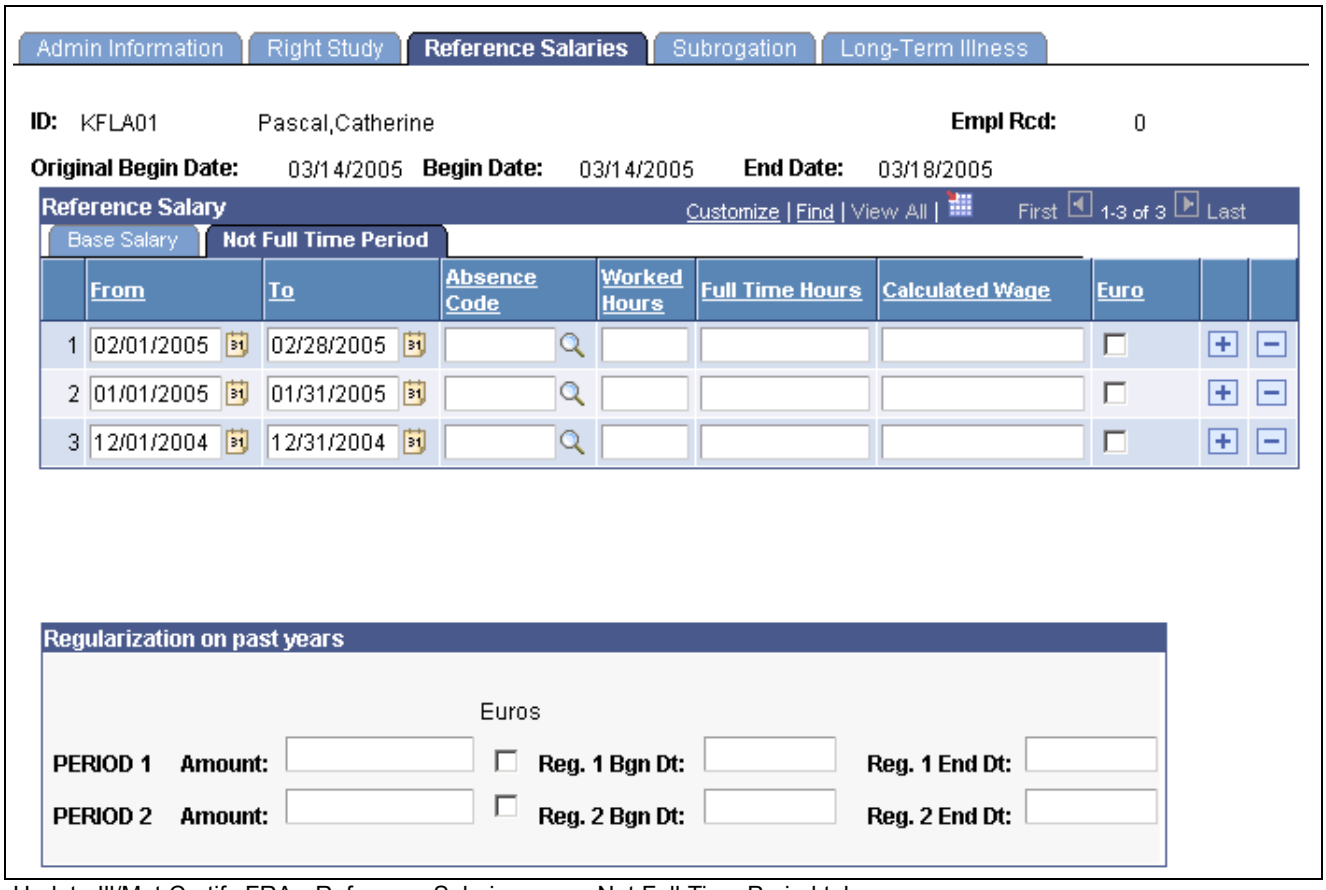
**Gross Pay** Displays the gross amount of the employee's earnings on which contributions to sickness, maternity, disability, and death insurance were based. CSG and other mandatory contributions are also deducted for maternity leave.

**Euro** This check box is selected automatically if the salary is paid in euros.

## Reference Salaries: Not Full Time Period Tab

Access the Not Full Time Period tab.

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Update Ill/Mat Certifs FRA - Reference Salaries page: Not Full Time Period tab

The Not Full Time Period tab appears data only if the payee worked part time during the reference period.

**Absence Code** Displays the absence code associated with the absence.

**Worked Hours** Displays the actual number of hours worked.

**Full Time Hours** Displays the number of hours that the payee would have worked if able to work all of the full-time schedule.

**Calculated Wage** Displays the full-time equivalent wage.

**Euro** This check box is selected automatically if the salary is paid in euros.

## Regularization on Past Years

**Period 1 Amount** Enter an amount if you made retroactive adjustments outside of Global Payroll for France to a payee's contributions during the calendar year that precedes the reference period indicated in the Bgn Dt and End Dt fields. The system does not populate this field.

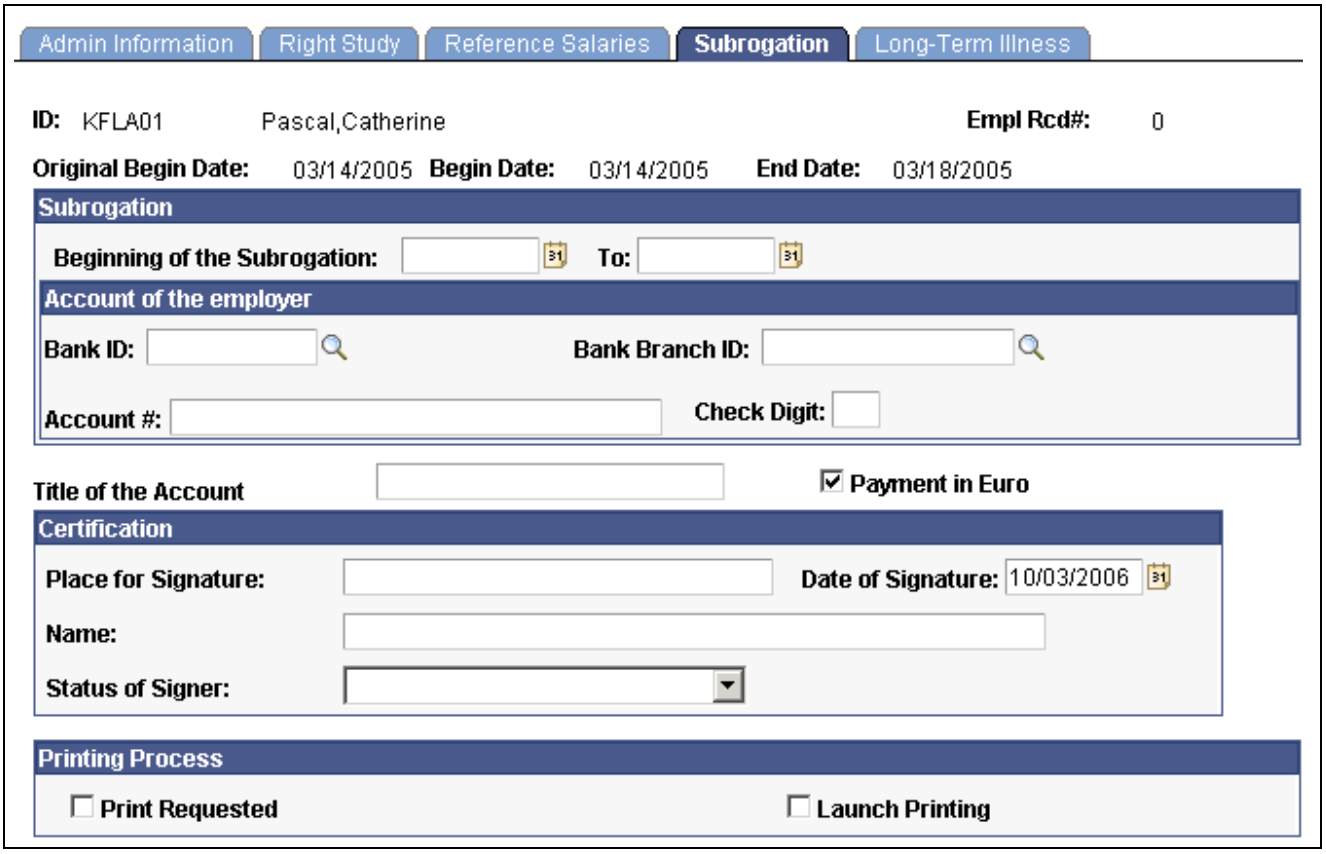
Do not enter the amount of retroactive adjustments that were made by Global Payroll for France. When Global Payroll for France calculates contribution amounts each month, it automatically adds or subtracts any retroactive adjustments, as applicable. Thus, the current period contributions already reflect any retro adjustments that may have been made.


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**Period 2 Amount** Enter the retroactive amount applicable to period 2, which is the calendar year that began two years before the reference period indicated in the Bgn Dt and End Dt fields. The system does not populate this field.

# Entering Social Security Information

Access the Subrogation page.




Update Ill/Mat Certifs FRA - Subrogation page

**Beginning of the Subrogation** Enter the begin date for which you are submitting a claim for subrogation.

**To** Enter the end date for which you are submitting a claim for subrogation.

## Account of the employer

**Bank ID** Enter the bank ID that the social security agency should use to deposit the funds.

**Bank Branch ID** Enter the bank branch ID that the social security agency should use to deposit the funds.

**Account #** Enter the account number that the social security agency should use to deposit the funds.

**Check Digit** Enter the digit of the check that the social security agency should use to deposit the funds.

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**Title of the Account** Enter the title of the company's bank account into which the funds are to be deposited.

**Payment in Euro** Select if you want to receive the allowance in euros.

### Certification

The values of the fields in the Certification group box can be predefined on the Certification page, which you access by clicking the Certification by the Employer link on the Extract Certificates Data FRA - Run Control page (Global Payroll & Absence Mgmt, Social Security / Insurance, Extract Certificates Data FRA, Run Control). You can also enter the certification information directly on the Subrogation page.

See Chapter 21, "Setting Up and Generating Wage Certificates," Entering Certification Information, page 353.

### Printing Process

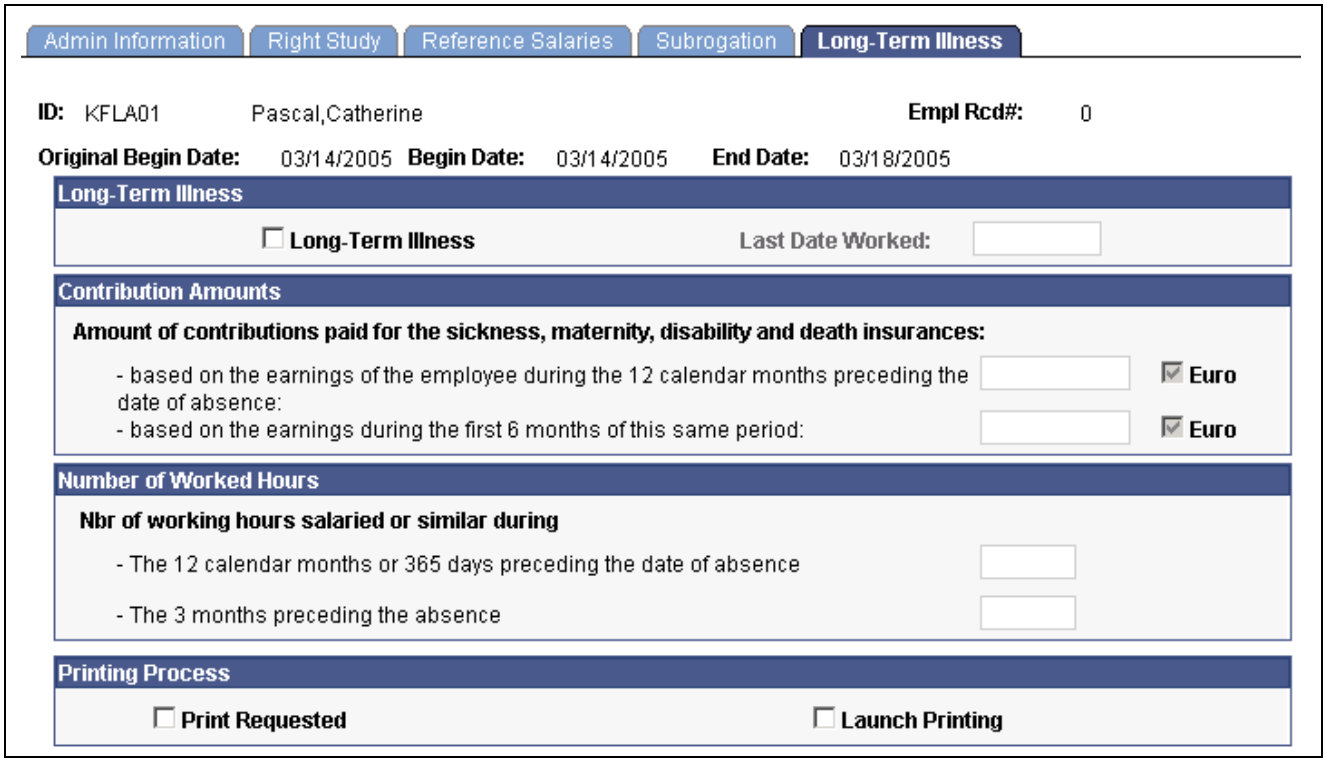
**Print Requested** Indicates whether a certificate has been printed for the absence. This check box is selected automatically if a certificate has been printed.

**Launch Printing** When you select this check box, the Launch button appears. Click this button to access the Certificates Printing Process page and print the certificate.

See Chapter 21, "Setting Up and Generating Wage Certificates," Printing Wage Certificates, page 372.

## Entering Total Insurance Contributions and Work Hours

Access the Long-Term Illness page.




Update Ill/Mat Certifs FRA - Long-Term Illness page


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### Long Term Illness

**Long Term Illness** Select if you want to prepare a certificate for a long-term illness (absences entered with the take element MLT LG MALADIE).

**Last Date Worked** Enter the last day that the employee worked. Please note that you must enter the date yourself, it does not display by default.

### Contribution Amounts

In this group box, enter the amount of health insurance contributions that have been deducted from the employee's earnings in either the top or bottom field, as appropriate. If the amount that you enter is in euros, select the *Euro* check box.

### Number of Worked Hours

In this group box, enter the total number of paid hours that the payee worked in either the top or bottom field, as appropriate.

## Viewing and Updating Data for Work Accidents and Occupational Illness Certificates

Wage certificates for the payment of a daily allowance for industrial accidents or occupational illness are printed on *Cerfa* documents registered under the number 11137-01 and published by the Ministry for Employment and Solidarity (CNAMTS).

This section discusses how to:

- Generate data for certificates.
- Display a payee's earnings.
- Update salary, upholding, apprenticeship, and lost wages information.
- Enter social security information.

See Chapter 4, "Setting Up Absence Rules," Absence Elements for Illness, page 60.

**Note.** For payees who join or leave the company mid-year, manually enter the data necessary to produce the certificate.

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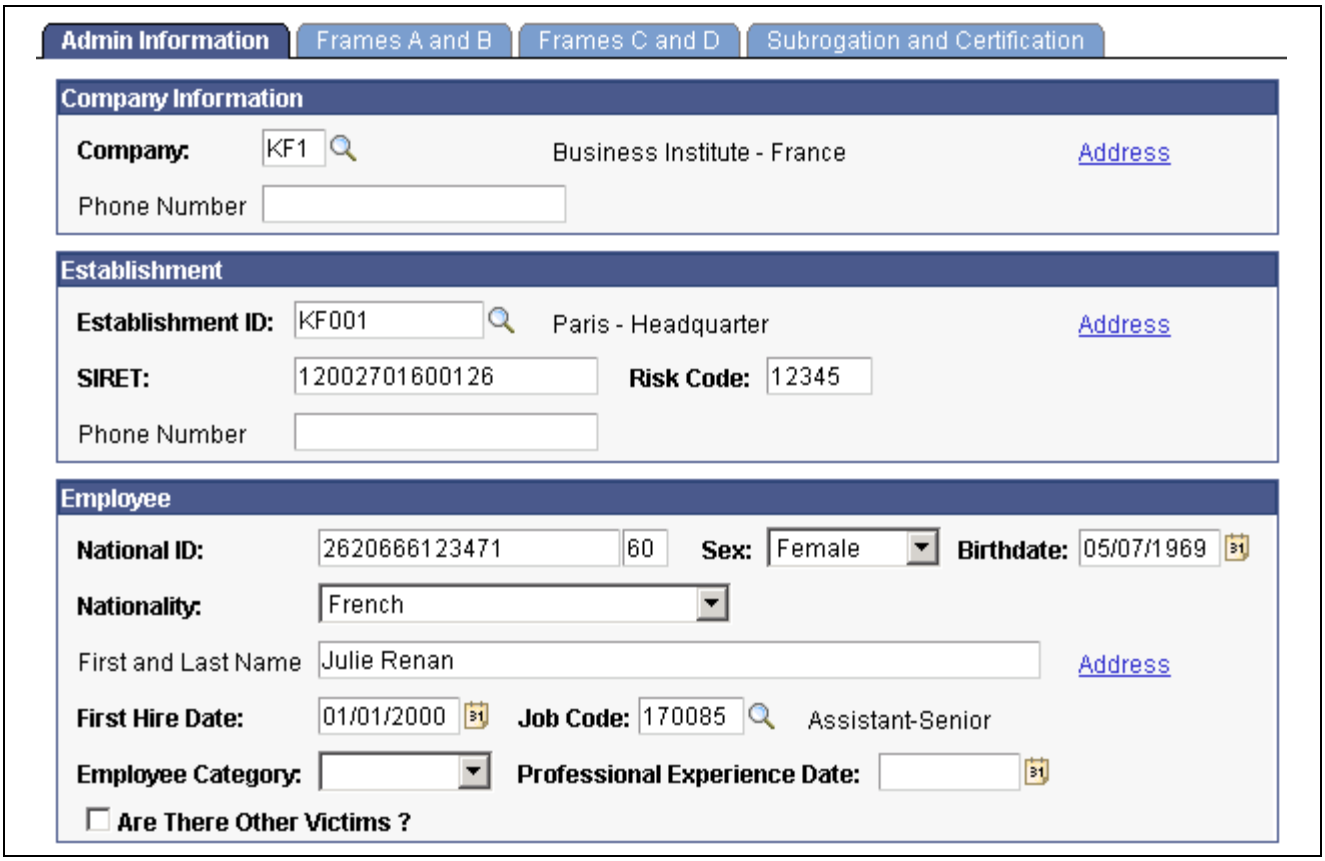
# Pages Used for Work Accidents and Occupational Illness Certificates

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Admin Information | GPFR_ATMP_1 | Global Payroll & Absence Mgmt, Social Security / Insurance, Update ACC/MP Certifs FRA, Admin Information | Generate the data needed to produce certificates for work accidents and occupational illness. |
| Frames A and B | GPFR_ATMP_2 | Global Payroll & Absence Mgmt, Social Security / Insurance, Update ACC/MP Certifs FRA, Frames A and B | Display the payee's earnings during the reference period. This page pertains to industrial accidents and occupational illness. |
| Frames C and D | GPFR_ATMP_3 | Global Payroll & Absence Mgmt, Social Security / Insurance, Update ACC/MP Certifs FRA, Frames C and D | Display and update information about salary upholding, apprenticeships, and lost wages for industrial accidents and occupational illness. |
| Subrogation and Certification | GPFR_ATMP_4 | Global Payroll & Absence Mgmt, Social Security / Insurance, Update ACC/MP Certifs FRA, Subrogation and Certification | Enter the information that the social security agency needs to pay the social security allowance to your organization, rather than directly to the payee. This information applies to industrial accidents and occupational illness. |

# Generating Data for Certificates

Access the Admin Information page.


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Update ACC/MP Certifs FRA - Admin Information page

**Note.** You must run the Illness/Maternity Certificate Application Engine process (GPFR_ILL_AE ) using the Extract Certificates Data FRA component before accessing the pages in the Update ACC/MP Certifs FRA component.

## Company Information

**Company** Displays the payee's company on the date of the accident.

**Phone Number** Displays the phone number for the company.

**Address** Click this link to access the Company Address page, which displays the address of the company that you selected.

## Establishment

This group box displays information about the establishment at which the employee works, as entered in Human Resources.

**Establishment ID** Displays the establishment with which the employee was associated on the original date of the absence.

**SIRET** Displays the SIRET identification number for the establishment.

**Risk Code** Displays the risk code for the establishment.

**Phone Number** Displays the establishment's phone number.

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| | |
|---|---|
| **Address** | Click this link to access the Establishment Address page, which displays the address of the establishment that you selected. |

### Employee

| | |
|---|---|
| **National ID** | Displays the payee's national ID followed by the key. |
| **Sex** | Displays the payee's gender: *Female, Male,* or *Unknown.* |
| **Birthdate** | Displays the payee's date of birth. |
| **Nationality** | Displays the payee's nationality: *EEC Resident, French,* or *Other.* |
| **Address** | Click this link to access the Employee Address page, which displays the employee's address. |
| **First Hire Date** | Displays the date on which the employee was first hired. |
| **Job Code** | Displays the employee's job code. |
| **Employee Category** | Displays a category: *Executive, Manager,* or *Workman.* |
| **Professional Experience Date** | Displays the employee's years of seniority in the job. |
| **Are There Other Victims** | For work accidents, select this check box if another person was injured in the accident. |

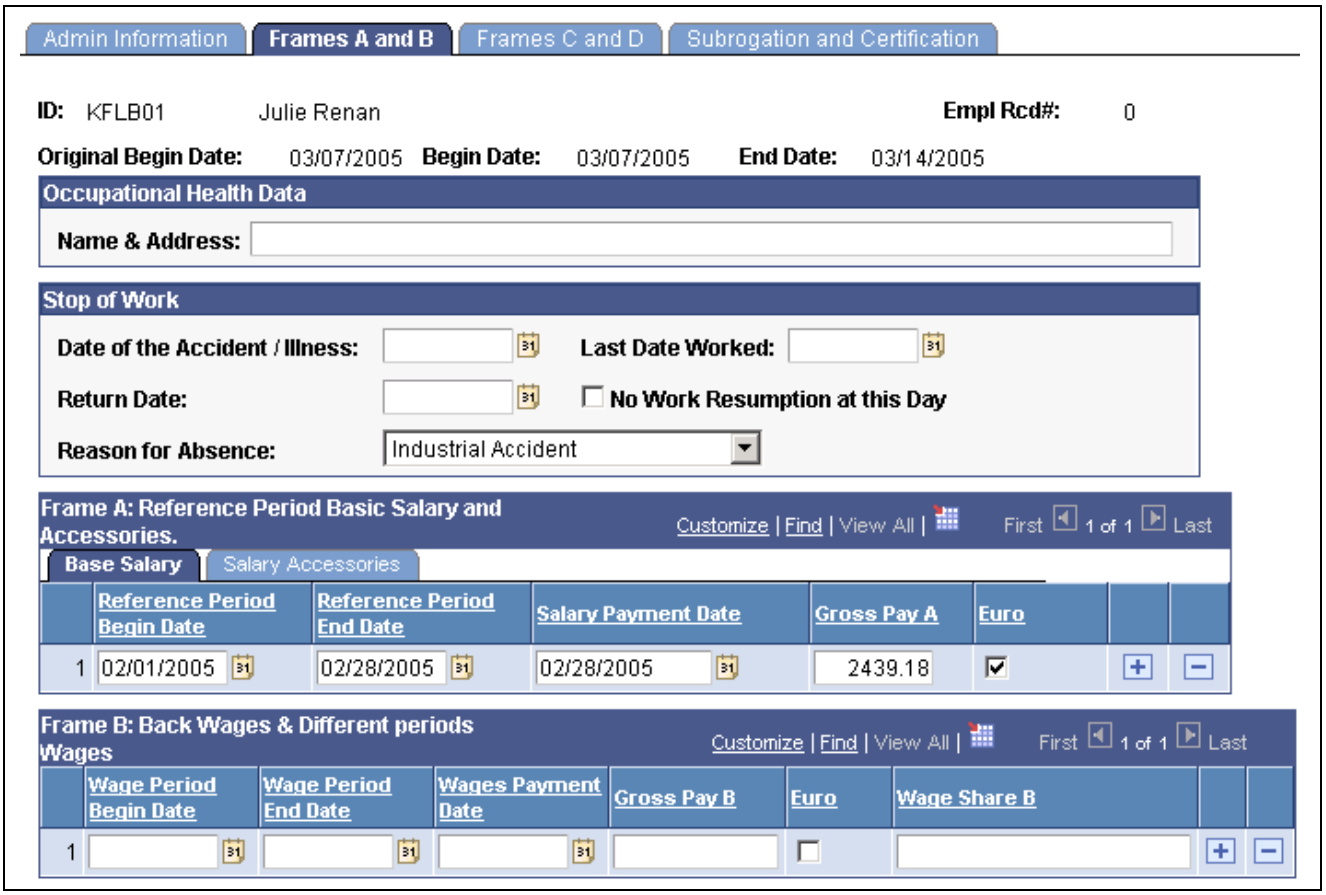
### See Also

*PeopleSoft Enterprise HRMS 9.0 Application Fundamentals PeopleBook*, "Setting Up Organization Foundation Tables," Defining Establishments

## Displaying a Payee's Earnings

Access the Frames A and B page.


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Update ACC/MP Certifs FRA - Frames A and B page: Base Salary tab

## Common Page Information

**Date of the Accident/Illness** Displays the date of the accident or the first medical observation (for an occupational illness). This is the same date entered in the Original Begin Date field on the Absence Event Entry page.

**Last Date Worked** Enter the last date that the payee worked. Please note that you must enter the date yourself, it does not display by default.

**Return Date** Enter the date on which the payee returned to work, if applicable.

**No Work Resumption at this Day** If the payee has not yet returned from the absence, select this check box.

**Reason for Absence** Displays the reason for the absence as recorded on the Absence Event Entry page: *Industrial Accident* or *Occupational Illness.*

## Frame A: Reference Period Basic Salary and Accessories

Frame A displays the payee's monthly gross earnings for each month.

## Base Salary Tab

The base salary represents the paid and unpaid earnings during the reference period, including any wages that were upheld during this period.

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| | |
|---|---|
| **Reference Period Begin Date** | Displays the begin date of the earliest segment in the selected period. |
| **Reference Period End Date** | Displays the end date of the latest segment in the selected period. |
| **Salary Payment Date** | Displays the date on which the payee was paid. |
| **Gross Pay A** | Displays the employee's gross pay. |
| **Euro** | This check box is selected automatically if the salary is paid in euros. |

## Salary Accessories Tab

Access the Salary Accessories tab.




Update ACC/MP Certifs FRA - Frames A and B page: Salary Accessories tab

| | |
|---|---|
| **Reference Period Begin Date** | Displays the begin date of the earliest segment in the selected period. |
| **Reference Period End Date** | Displays the end date of the latest segment in the selected period. |
| **Advantages in Kind and Tips** | Displays the benefits in kind (*avantages en nature*) and tips (*pourboires)* not included in the base gross salary. |
| **Allowances** | Displays any allowances, premiums, or gratuities not included in the base gross salary. |
| **Wage Share A** | Displays the wage share of the contributions that correspond to the gross amount declared in columns 4, 5, and 6 of the certificate. |
| **Business Expenses** | Displays the amount of previously paid business expenses that are subject to contributions (that is, that are not part of the payee's standard gross pay). |
| **Percentage of Deduction** | Displays a supplemental deduction percentage if the payee's job qualifies for an additional deduction (journalists, for example). |

## Frame B: Back Wages & Different Periods Wages

Frame B displays any back wages or wages that were paid to the payee at different intervals than the basic pay. For example, it might show a quarterly allowance (earned during the period from January 1 to March 31) that was paid in the March payroll.

| | |
|---|---|
| **Wage Period Begin Date** | Displays the begin date of the period to which the amount in the Gross Pay B field applies. |
| **Wage Period End Date** | Displays the end date of the period to which the amount in the Gross Pay B field applies. |
| **Wages Payment Date** | Displays the date on which the payee was paid the processed gross. |
| **Gross Pay B** | Displays the gross amount of the employee's earnings. |

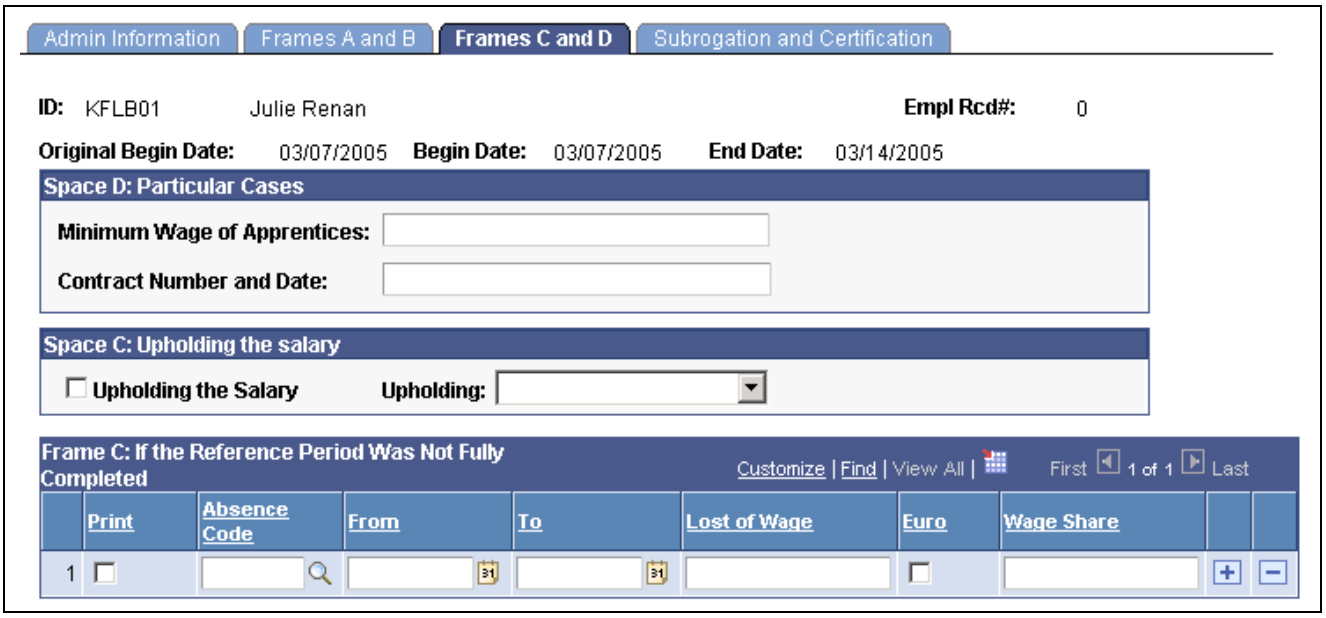

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**Euro** This check box is selected automatically if the salary is paid in euros.

**Wage Share B** Displays the wage share of the contributions that correspond to the gross amount declared in column 12 of the certificate.

# Updating Salary, Upholding, Apprenticeship, and Lost Wages Information

Access the Frames C and D page.




Update ACC/MP Certifs FRA - Frames C and D page

## Space D: Particular Cases

**Minimum Wage of Apprentices** If the payee is an apprentice or trainee, enter the minimum wage for the category, level, or qualified employment in which the apprentice or the trainee would normally have been classified at the end of the training period or apprenticeship.

**Contract Number and Date** If the payee is an apprentice, enter the number and date of the employment contract.

## Space C: Upholding the Salary

**Upholding the Salary** Select this check box if you upheld the payee's salary.

**Upholding** If you selected the Upholding the Salary check box, indicate the type of salary upholding: *Integral Upholding* or *Partial Upholding*.

## Frame C: If the Reference Period Was Not Fully Completed

Frame C displays information only if the reference period was not completed because of the absence.

**Print** Select to print the row.

**Absence code** Displays the reason for the absence.

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The following are valid values:

*MAL:* Illness.

*MLD:* Long-term illness.

*AT:* Industrial accident.

*MAT:* Maternity.

*CHOM:* Total unemployment.

*FERM:* Closing of establishment.

*COP:* Vacation pay.

*ABS AUT:* Authorized unpaid vacation.

*SN:* National service.

*ABA:* Authorized absence.

Other absence codes you have defined.

**From** Displays the begin date of the leave.

**To** Displays the end date of the leave.

**Lost Wages** Displays the wages lost during the absence period, if the salary was not upheld for this absence.

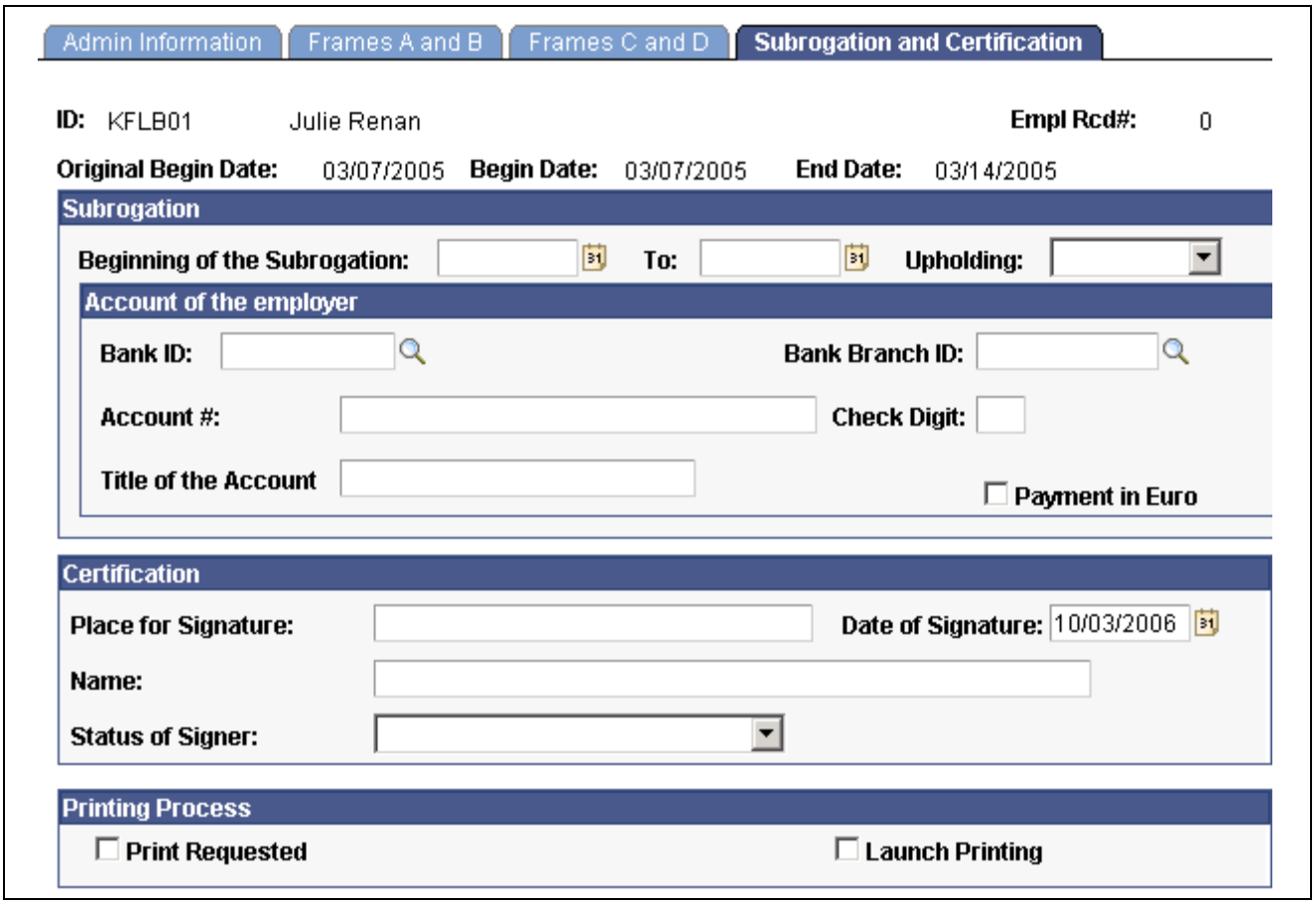
**Euro** This check box is selected automatically if the salary is paid in euros.

**Wage Share** Displays the portion of the employee's contributions that were lost because of the leave.

## Entering Social Security Information

Access the Subrogation and Certification page.

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Update ACC/MP Certifs FRA - Subrogation and Certification page

## Subrogation

**Beginning of the Subrogation** Enter the begin date for which you are submitting a claim for subrogation.

**To** Enter the end date for which you are submitting a claim for subrogation.

**Upholding** Select *Integral Upholding* or *Partial Upholding*.

## Account of the employer

**Bank ID** Enter the bank ID that the social security agency should use to deposit the funds.

**Bank Branch ID** Enter the bank branch ID that the social security agency should use to deposit the funds.

**Account #** (account number) Enter the account number that the social security agency should use to deposit the funds.

**Check Digit** Enter the digit of the check that the social security agency should use to deposit the funds.

**Title of the Account** Enter the title of the bank account into which the funds are to be transferred.

**Payment in Euro** Select if you want to receive the allowance in euros.

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### Certification

The values of the fields in the Certification group box can be predefined on the Certification page, which you access by clicking the Certification by the Employer link on the Extract Certificates Data FRA - Run Control page (Global Payroll & Absence Mgmt, Social Security / Insurance, Extract Certificates Data FRA, Run Control). You can also enter the certification information directly on the Subrogation and Certification page.

See Chapter 21, "Setting Up and Generating Wage Certificates," Entering Certification Information, page 353.

### Printing Process

**Print Requested** Indicates whether a certificate has been printed for the absence. This check box is selected automatically if a certificate has been printed.

**Launch Printing** When you select this check box, the Launch button appears. Click this button to access the Certificates Printing Process page and print the certificate.

See Chapter 21, "Setting Up and Generating Wage Certificates," Printing Wage Certificates, page 372.

# Printing Wage Certificates

Once you have reviewed the employee data for the wage certificates, you can print the certificates.

### See Also

Appendix A, "Global Payroll for France Reports," page 465

## Page Used to Generate Wage Certificates

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Certificates Printing Process | GPFR_ILL_AT_RNCTL | Global Payroll & Absence Mgmt, Social Security / Insurance, Certificates Report FRA, Certificates Printing Process | Use this page to generate these reports:<br>• Work Accident/Occupational Disease Certificate (GPFRATMP).<br>• Illness/Maternity /Paternity Certificate (GPFRILL).<br>• Long-Term Illness Certificate (GPFRLT). |

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# CHAPTER 22

# Working with Payslips

This chapter provides an overview of payslip layout and describes how to:

- Set up payslips.
- Add payslip comments.
- View payslips.

---

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

## Understanding Payslip Layout

PeopleSoft supplies a payslip model, which you may redesign to fit your needs.

The payslip has three different sections:

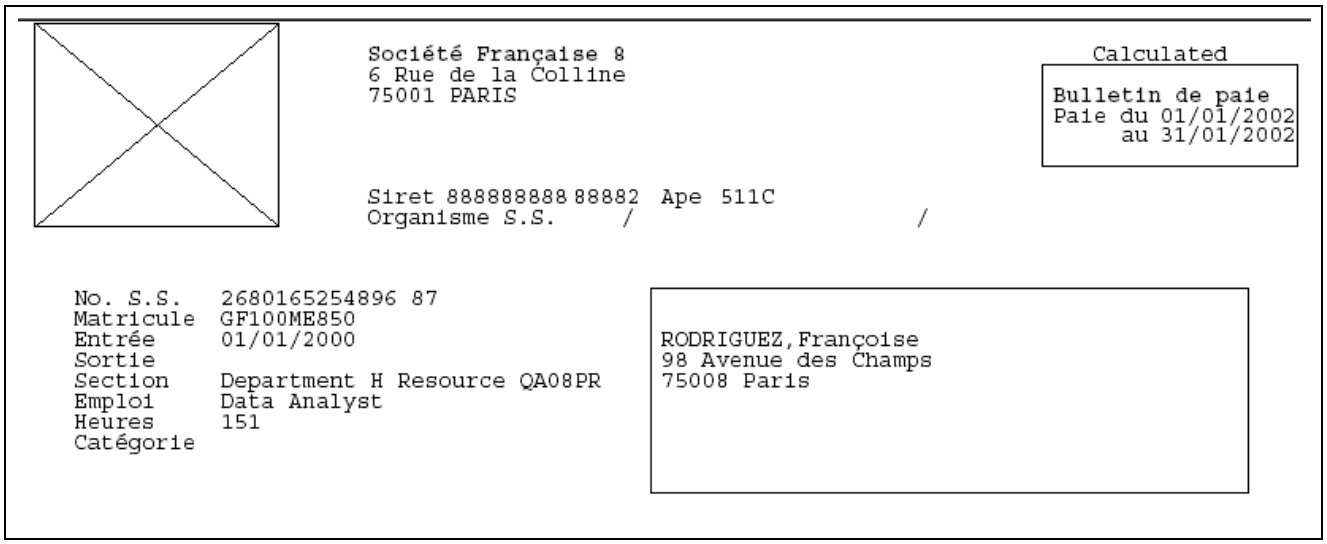
- The payslip's header: this section usually contains payee personal information, employer name and address, and pay period dates.
- The payslip's body: this section usually contains payee and employer earnings and deduction information.
- The payslip's footer: this section usually contains accumulator information and payslip observations.

---

**Note.** Every payslip and pay annex sheet lists the current segment dates, day by day, with the hours scheduled for that day. If for some reason the payee is absent for a day, an absence code is inserted, indicating the reason for the absence.

---

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Société Française 8
6 Rue de la Colline
75001 PARIS

Calculated

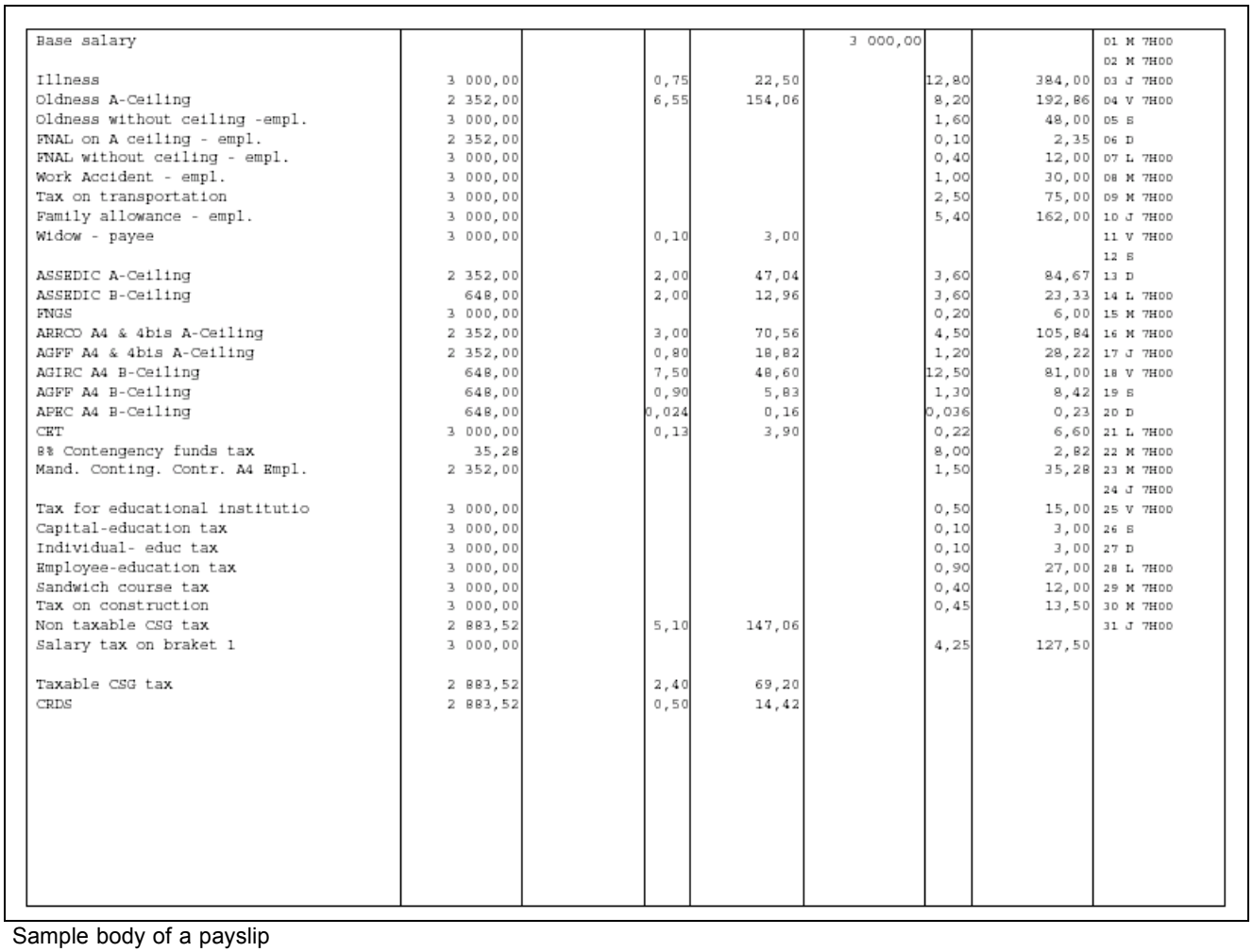
Bulletin de paie
Paie du 01/01/2002
au 31/01/2002

Siret 888888888 88882 Ape 511C
Organisme S.S. / /

No. S.S. 2680165254896 87
Matricule GF100ME850
Entrée 01/01/2000
Sortie
Section Department H Resource QA08PR
Emploi Data Analyst
Heures 151
Catégorie

RODRIGUEZ,Françoise
98 Avenue des Champs
75008 Paris

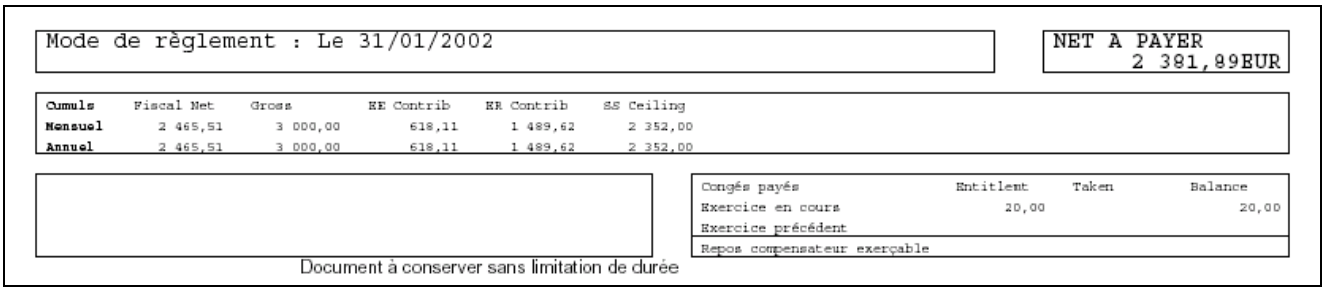
Sample header of a payslip



| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Base salary | | | | | 3 000,00 | | | 01 M 7H00 |
| | | | | | | | | 02 M 7H00 |
| Illness | 3 000,00 | | 0,75 | 22,50 | | 12,80 | 384,00 | 03 J 7H00 |
| Oldness A-Ceiling | 2 352,00 | | 6,55 | 154,06 | | 8,20 | 192,86 | 04 V 7H00 |
| Oldness without ceiling -empl. | 3 000,00 | | | | | 1,60 | 48,00 | 05 S |
| FNAL on A ceiling - empl. | 2 352,00 | | | | | 0,10 | 2,35 | 06 D |
| FNAL without ceiling - empl. | 3 000,00 | | | | | 0,40 | 12,00 | 07 L 7H00 |
| Work Accident - empl. | 3 000,00 | | | | | 1,00 | 30,00 | 08 M 7H00 |
| Tax on transportation | 3 000,00 | | | | | 2,50 | 75,00 | 09 M 7H00 |
| Family allowance - empl. | 3 000,00 | | | | | 5,40 | 162,00 | 10 J 7H00 |
| Widow - payee | 3 000,00 | | 0,10 | 3,00 | | | | 11 V 7H00 |
| | | | | | | | | 12 S |
| ASSEDIC A-Ceiling | 2 352,00 | | 2,00 | 47,04 | | 3,60 | 84,67 | 13 D |
| ASSEDIC B-Ceiling | 648,00 | | 2,00 | 12,96 | | 3,60 | 23,33 | 14 L 7H00 |
| FNGS | 3 000,00 | | | | | 0,20 | 6,00 | 15 M 7H00 |
| ARRCO A4 & 4bis A-Ceiling | 2 352,00 | | 3,00 | 70,56 | | 4,50 | 105,84 | 16 M 7H00 |
| AGFF A4 & 4bis A-Ceiling | 2 352,00 | | 0,80 | 18,82 | | 1,20 | 28,22 | 17 J 7H00 |
| AGIRC A4 B-Ceiling | 648,00 | | 7,50 | 48,60 | | 12,50 | 81,00 | 18 V 7H00 |
| AGFF A4 B-Ceiling | 648,00 | | 0,90 | 5,83 | | 1,30 | 8,42 | 19 S |
| APEC A4 B-Ceiling | 648,00 | | 0,024 | 0,16 | | 0,036 | 0,23 | 20 D |
| CET | 3 000,00 | | 0,13 | 3,90 | | 0,22 | 6,60 | 21 L 7H00 |
| 8% Contengency funds tax | 35,28 | | | | | 8,00 | 2,82 | 22 M 7H00 |
| Mand. Conting. Contr. A4 Empl. | 2 352,00 | | | | | 1,50 | 35,28 | 23 M 7H00 |
| | | | | | | | | 24 J 7H00 |
| Tax for educational institutio | 3 000,00 | | | | | 0,50 | 15,00 | 25 V 7H00 |
| Capital-education tax | 3 000,00 | | | | | 0,10 | 3,00 | 26 S |
| Individual- educ tax | 3 000,00 | | | | | 0,10 | 3,00 | 27 D |
| Employee-education tax | 3 000,00 | | | | | 0,90 | 27,00 | 28 L 7H00 |
| Sandwich course tax | 3 000,00 | | | | | 0,40 | 12,00 | 29 M 7H00 |
| Tax on construction | 3 000,00 | | | | | 0,45 | 13,50 | 30 M 7H00 |
| Non taxable CSG tax | 2 883,52 | | 5,10 | 147,06 | | | | 31 J 7H00 |
| Salary tax on braket 1 | 3 000,00 | | | | | 4,25 | 127,50 | |
| | | | | | | | | |
| Taxable CSG tax | 2 883,52 | | 2,40 | 69,20 | | | | |
| CRDS | 2 883,52 | | 0,50 | 14,42 | | | | |

Sample body of a payslip


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Sample footer of a payslip

### See Also

Chapter 21, “Setting Up and Generating Wage Certificates,” page 345

# Setting up Payslips

To set up payslips, use the Templates FRA (GPFR_PAY_SLIP) component.

dThis section provides an overview of payslip setup and discusses how to:

- Associate pay groups with payslips.
- Set up sorting methods and order.
- Determine printed information.
- Determine accumulators for payslip footer.

## Understanding Payslip Setup

The payslip displays elements such as earnings, deductions, absence hours, current and year-to-date totals, as well as a daily record. When setting up the payslip, you must define which of these elements to print on the payslip and define the format of the payslip.

The payslip setup consists of:

- Assigning at least one pay group to each payslip using the Payslip/Pay Group page.
- Defining the sort-order keys that will be used to sort the payslip’s forms on the Payslip Sort Keys page.
- Selecting and defining elements (earnings, deductions, and accumulators) to be printed on the payslip. You must also put the earning and deduction elements in the order in which they should appear in the body of the payslip or annex.

  Do this on the Payslip Lines page.
- Selecting the elements that must have totals printed on the payslip.

  Do this on the Payslip Totals page.

When you install Global Payroll for France, the default installation refers to the delivered payroll elements.

**Note.** By law, some information is not allowed to appear on the payslip (*bulletin de paie).* If this information is relevant to a payee, it is printed on another form, called an annex (*annexe*). You are responsible for determining which information belongs on each form.

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**Important!** To generate a payslip with the correct data, you must make sure that each department is attached to an establishment on the Department Profile page.

See *PeopleSoft Enterprise HRMS 9.0 Application Fundamentals PeopleBook*, "Setting Up Organization Foundation Tables," Maintaining Departments.

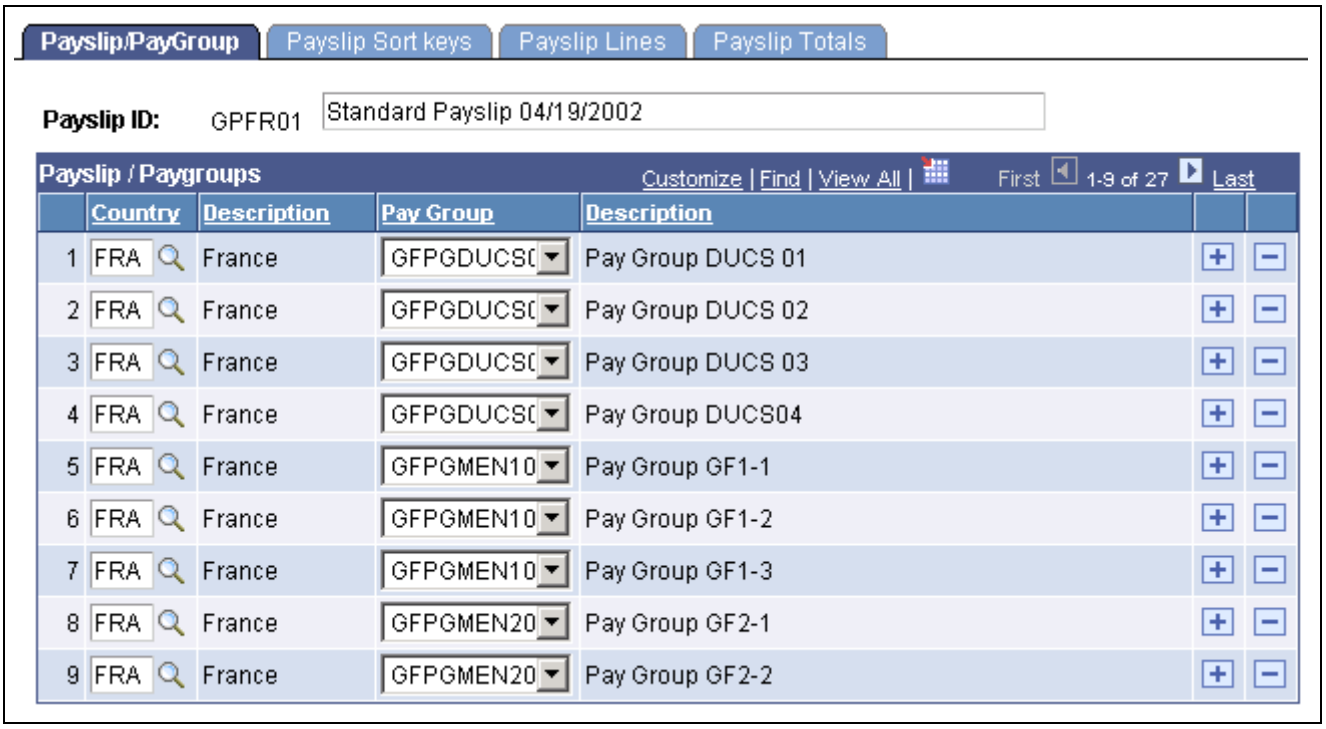
## Pages Used to Set up Payslips

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Payslip/PayGroup | GPFR_P_SLIP_GRP | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates FRA, Payslip/PayGroup | Associate pay groups with an individual payslip. Payslips must be associated with at least one pay group before they are included in a pay run. |
| Payslip Sort keys | GPFR_P_SLIP_SK | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates FRA, Payslip Sort keys | Set up the methods and order for sorting the different payslip forms. |
| Payslip Lines | GPFR_PAY_SLIP_1 | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates FRA, Payslip Lines | Determine what is printed on each line of the body of the payslip. |
| Payslip Totals | GPFR_PAY_SLIP_2 | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates FRA, Payslip Totals | Determine which accumulators to display in the footer of the payslip form. |

## Associating Pay Groups with Payslips

Access the Payslip/PayGroup page.

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Payslip/PayGroup page

**Payslip ID** Displays the payslip ID that you selected. If you are using this page to create a new payslip ID, enter a description in the field next to the payslip ID.

### Payslip/Paygroups

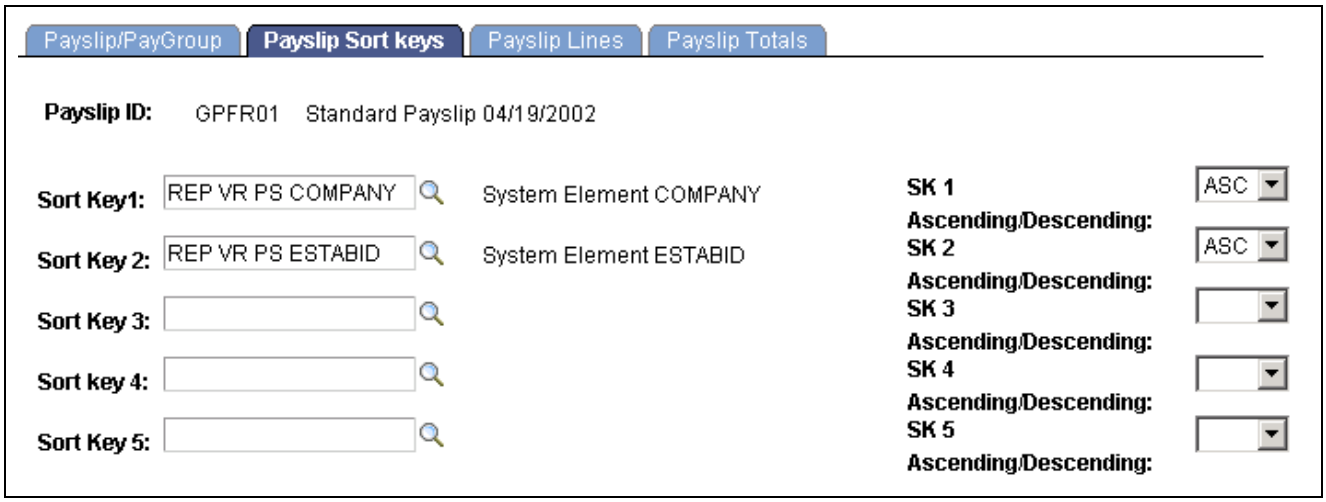
**Pay Group** Select the pay group. Each payslip can have multiple pay groups. However, you can associate each pay group with only one payslip.

If you want to reassign a pay group to a new payslip ID, first click the Delete button to delete the pay group from the payslip with which it is initially associated. Then add the pay group to a different payslip ID.

## Setting Up Sorting Methods and Order

Access the Payslip Sort keys page.

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Payslip Sort keys page

Each payee receives a payslip form per pay segment. The payee may also receive an annex, if necessary. The payslip and annex may be associated with up to five sort keys that are then used to sort the payslips.

**Sort Key 1–5** Select the sort keys. You can select up to five sort keys, defined by variables. The information is sorted in the following order: Sort Key 1, Sort Key 2, Sort Key 3, Sort Key 4, and Sort Key 5. For example, if you select the variable *REP VR PS COMPANY* (company ID) for Sort Key 1 and *REP VR PS ESTABID* (establishment ID) for Sort Key 2, the payslips are sorted first by company and then by establishment.

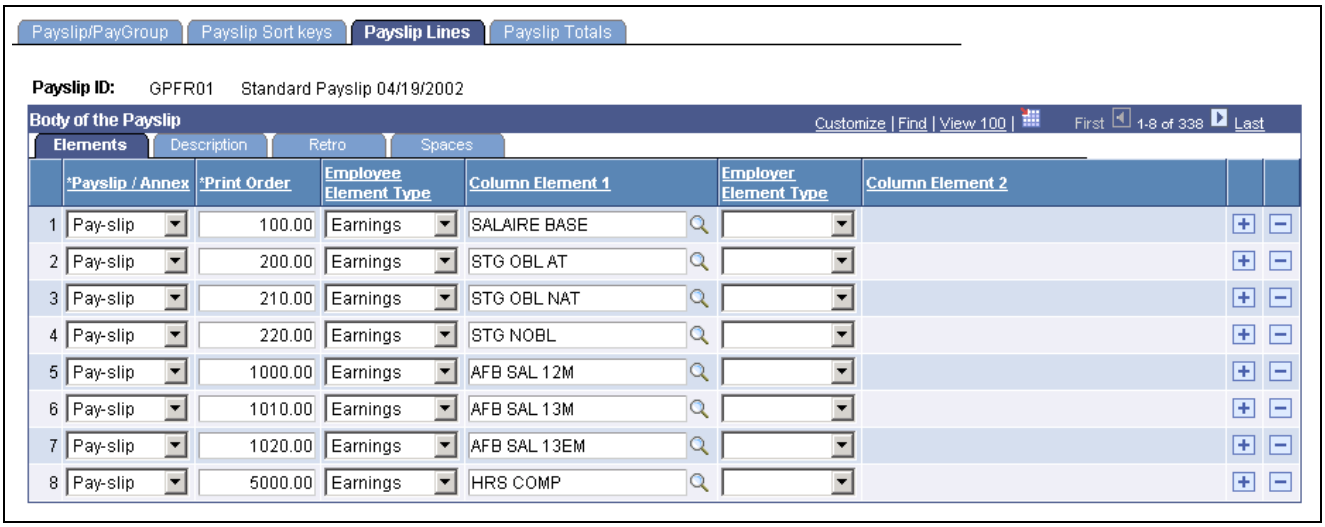
**Note.** Variables that you select must be defined as stored elements in the element definition.

**A/D** (ascending/descending) Select the sort order: *ASC* to sort in ascending order, or *DSC* to sort in descending order. If you select ascending order, values appear in alphabetical order (A to Z) or numerical order (smallest to biggest).

## Determining Printed Information

Access the Payslip Lines page.


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Payslip Lines page: Elements tab

## Common Page Information

**Payslip/Annex** Select the document on which you want the elements to print: *Pay-slip* (*Bulletin de paie*) or *Annex* (*Annexe*).

**Print Order** Enter the number that determines the order in which elements are printed on the payslip. All earning and deduction elements delivered by PeopleSoft print in the following order:

- Salary.
- Other Gross (overtime, premium, allowances, absences, and so on).
- URSSAF Contributions.
- ASSEDIC Contributions.
- AGIRC/ARRCO Contribution.
- Other Contributions.
- Other Net.

You may reorder the elements. When reordering, use decimal points for the print order if there are no whole numbers available. For example, if Element A has print order 100.00 and Element B has print order 101.00, and you want element Element C to print between the other two elements, assign it print order 100.50.

## Elements Tab

Use this tab to specify and order earnings and deductions that are printed on the payslip.

---

**Note.** The rows on each tab correspond directly to the rows on all other tabs. For example, the element referenced in row 1 of the Retro tab is the same as the element in row 1 of the Description tab.

---

**EE Element Type** (employee element type) Select the element type for the payee's column in the payslip's body: *Earnings* or *Deductions.*

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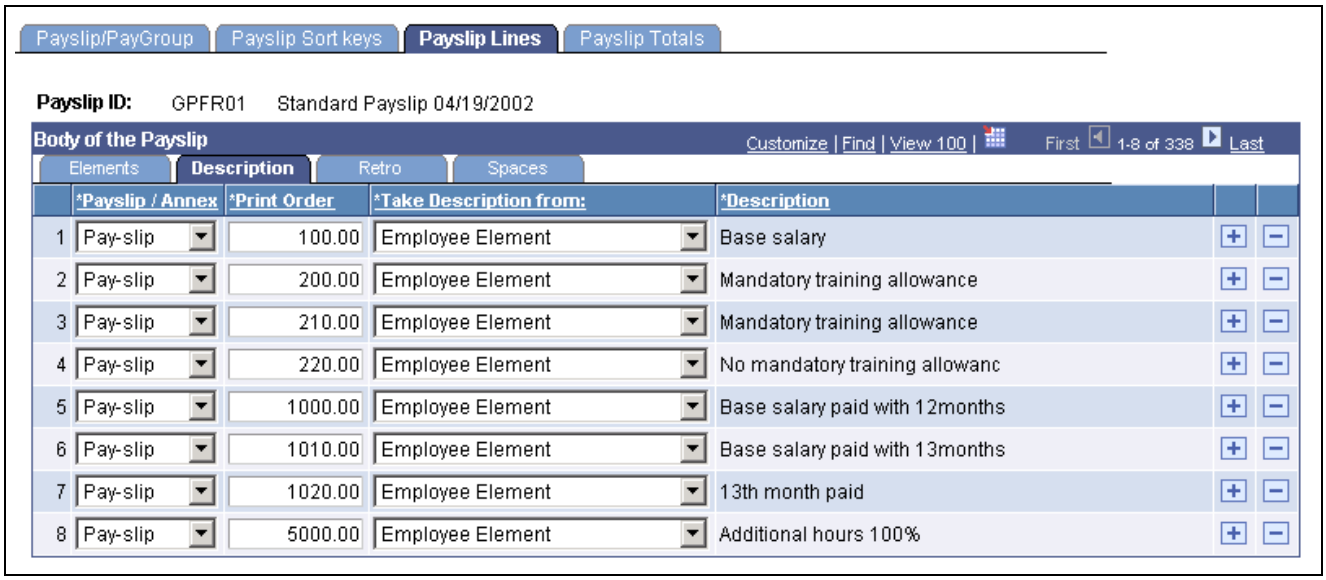
**Element Name** Select a payee's earning or deduction element. If you specify *Earnings* in the EE Element Type field, you may select only earning elements. If you specify *Deductions,* you may select only deduction elements.

**ER Element Type** (employer element type) Select the element type for the employer's column in the payslip's body: *Earnings* or *Deductions.* The employer's earning and deduction elements also appear on the payslip. The name of each element appears in the second Element Name field.

**Element Name** Select an employer's earning or deduction element. If you specify *Earnings* in the ER Element Type field, you may select only earning elements. If you specify *Deductions,* you may select only deduction elements.

## Description Tab

Access the Description tab.




Payslip Lines page: Description tab

Use this page to view or change descriptions of earning or deduction elements.

**Take Description from** Select one of these values:

*Employee Element* to extract the payee element's description from the GP_PIN table.

*Employer Element* to extract the employer element's description from the GP_PIN table.

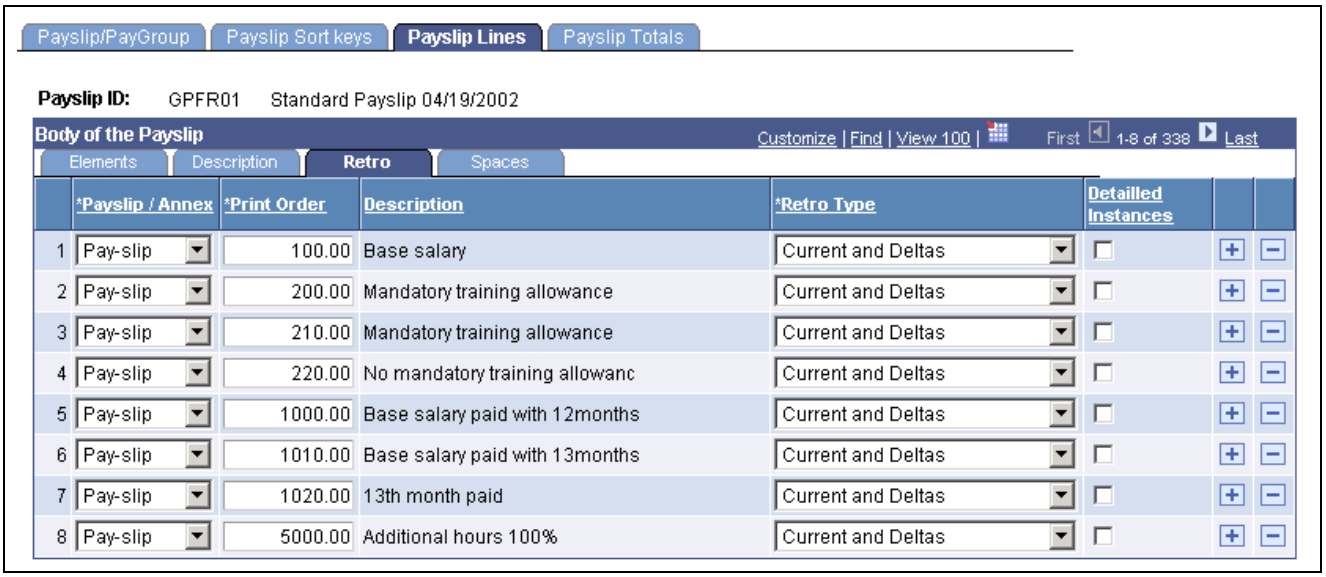
*Description* to enter your own description.

**Description** If you select *Description* in the Take Description from field, enter the description for the element here. If you enter a new description here, it prints on the payslip. It does not, however, update the GP_PIN table.

## Retro Tab

Access the Retro tab.


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Payslip Lines page: Retro tab

Use this page to select the method for printing retro earnings and deductions.

**Retro Type** Select a method for printing the retro earning or deduction element: *One Line, Current and Adjustment,* or *Current and Deltas.*

**Detailed Instances** If you select this check box each instance of the earning or deduction prints separately on the payslip. You cannot select the check box if you selected the retro type of *One Line.*

If you select *Current and Adjustment,* only instances in the current period are printed separately.

The following example illustrates the differences among the three Retro Type options. Suppose that last year a payee had a fixed monthly salary of 20000. However, in January of this year, the payee received a raise of 1000 per month. Despite the raise, payroll mistakenly paid the payee 20000 for the months of January and February. In March, the system must pay 1000 in retro pay for both January and February, as well as pay March's salary of 21000.

If you select *One Line,* one line will include all current earnings and retro payments in a lump sum. Based on our example, 23000 appears on a single line.

If you select *Current and Adjustment,* the current salary appears on one line and the retro pay appears on the next line. Based on our example, the salary for March (21000) appears on one line and the retro adjustment and 2000 appears on the next line.

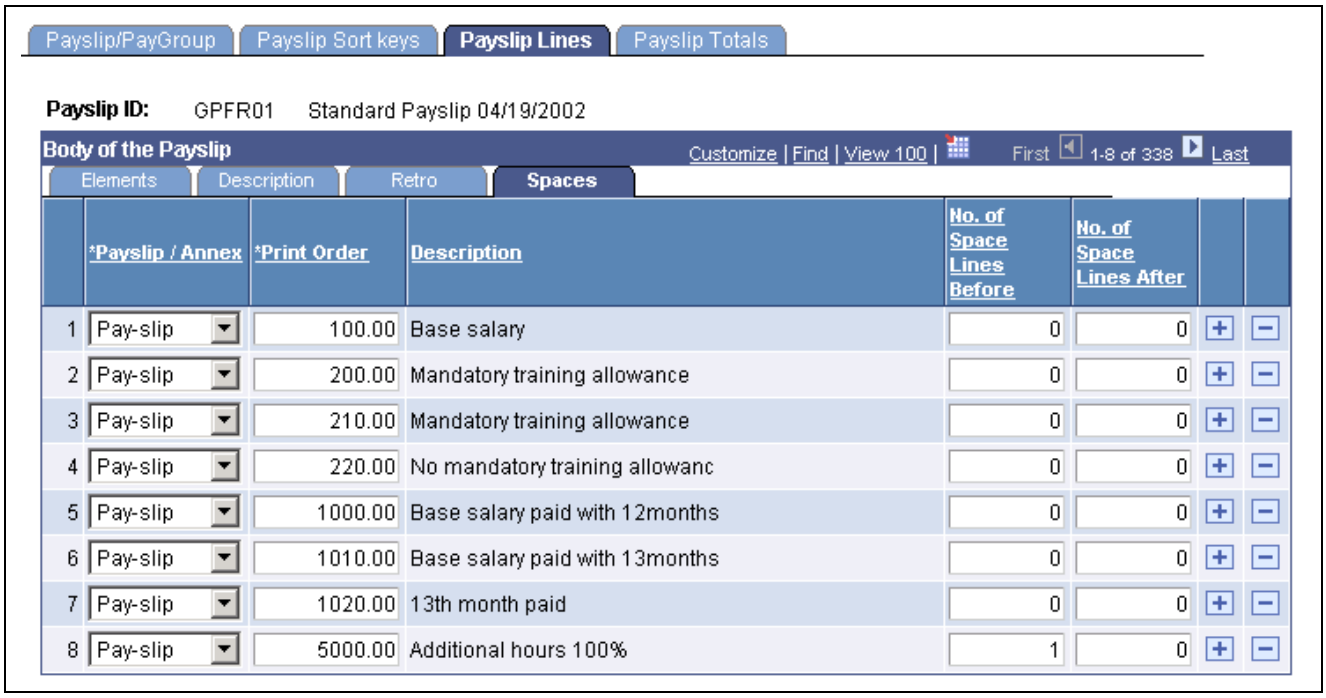
If you select *Current and Deltas,* the current salary appears on the first line, and each pay period's retro pay appears on an individual line. Based on our example, the salary for March (21000) appears on one line, and the adjusted monthly amounts (1000 for January and 1000 for February) appear on the following two lines.

**Note.** This page does not process retro earnings and deductions. Do not use this page to define the retro rules for payroll. Use this page only to define a printing method.

## Spaces Tab

Access the Spaces tab.

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Payslip Lines page: Spaces tab

Use this page to insert blank lines to space the elements on the payslip.

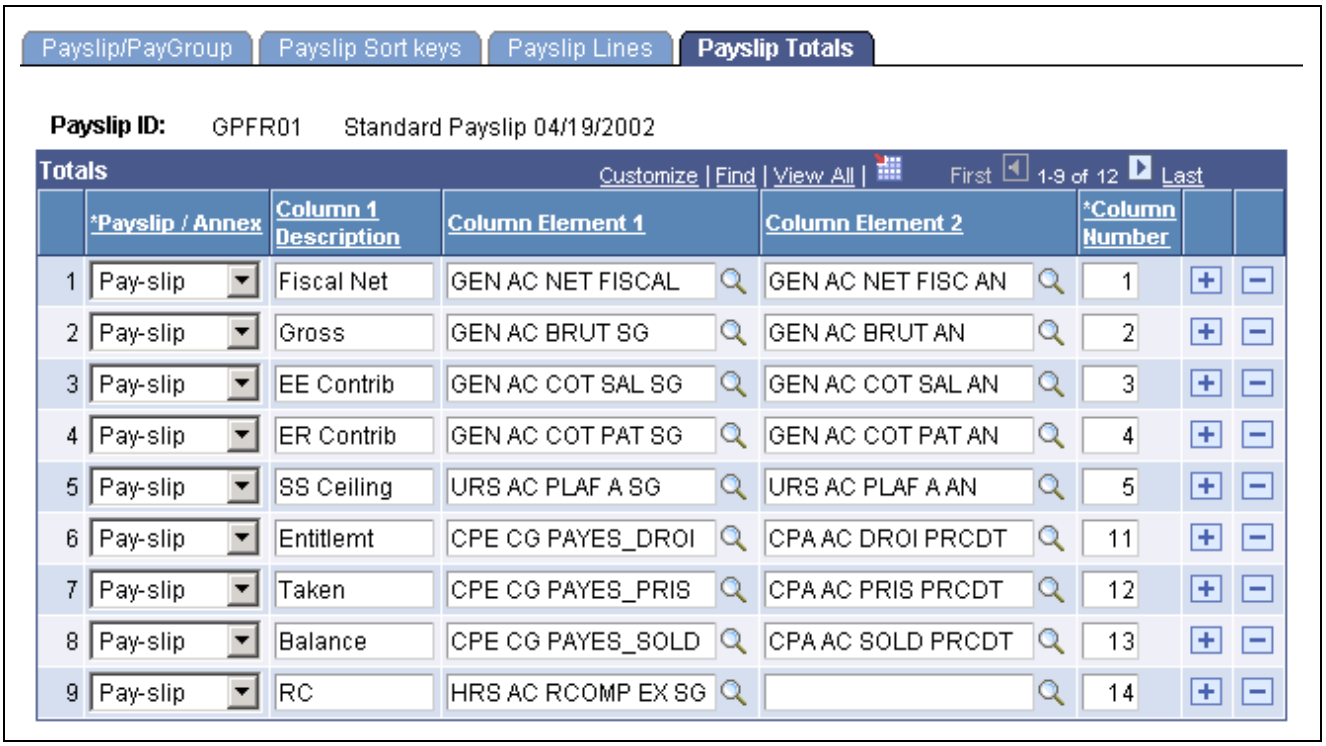
**No. of Space Lines Before** (number of space lines before) Enter the number of empty lines you require *before* the element description. The default value is *0* lines. The maximum number of lines you can enter is *99*.

**No. of Space Lines After** (number of space lines after) Enter the number of empty lines you require *after* the element description. The default value is *0* lines. The maximum number of lines you can enter is *99*.

## Determining Accumulators for Payslip Footer

Access the Payslip Totals page.


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Payslip Totals page

**Payslip/Annex** Select whether the accumulator elements appears on the *Pay-slip* (*bulletin de paie)* or the *Annex (annexe)*.

**Col. No.** (column number) Select the column number to which you want to assign each accumulator. These columns appear in the footer section of the payslip. The payslip contains up to 14 different accumulators. The fourteen totals that appear on the payslip correspond to the 14 elements that appear on this page. The columns are separated into three sections: column numbers 1−10, 11−13, and 14.

The first section contains ten columns in a row that are designed for accumulating earnings and deductions. Each of the ten accumulators has two values: the top row displays the current total and the bottom row displays the year-to-date total. PeopleSoft delivers the accumulators in the following order:

- Column 1: Fiscal Net.
- Column 2: Gross.
- Column 3: Payee Contribution.
- Column 4: Employer Contribution.
- Column 5: Social Security Ceiling.
- Columns 6−10: Not delivered by PeopleSoft.

The second section contains three consecutive columns that display the holiday/vacation information. PeopleSoft delivers the accumulators in the following order:

- Column 11: Days Due.
- Column 12: Days Taken.

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• Column 13: Balance.

Each of these three accumulators has two values: the top row displays the current year's information and the bottom row displays the previous year's information.

The final section contains a single column, column 14: RC (*Repos Compensateur)*, which displays the time-off in lieu of compensation earned (in days and half-days) during this month and that may be spent by the payee during the next two months.

**Note.** If any amount resolves to zero, the header for that amount still prints on the payslip.

**Descr. 1** (description 1) Enter the description of the element. This description appears at the top of the column on the payslip form.

**Element Name** Select the element name for the first amount (see above). The system uses this element to retrieve an amount from the Accumulator Results Table.

**Element Name** Select the element name for the second amount (see above). The system uses this element to retrieve an amount from the Accumulator Results Table.

# Adding Payslip Comments

To add payslip comments, use the Messages FRA (GPFR_PYSL_OBSRV) component.

This section discusses how to add payslip comments.

You can print comments in the footer of the payslip. You can enter up to four different lines for comments. When requested, the four lines will print on the payslip.

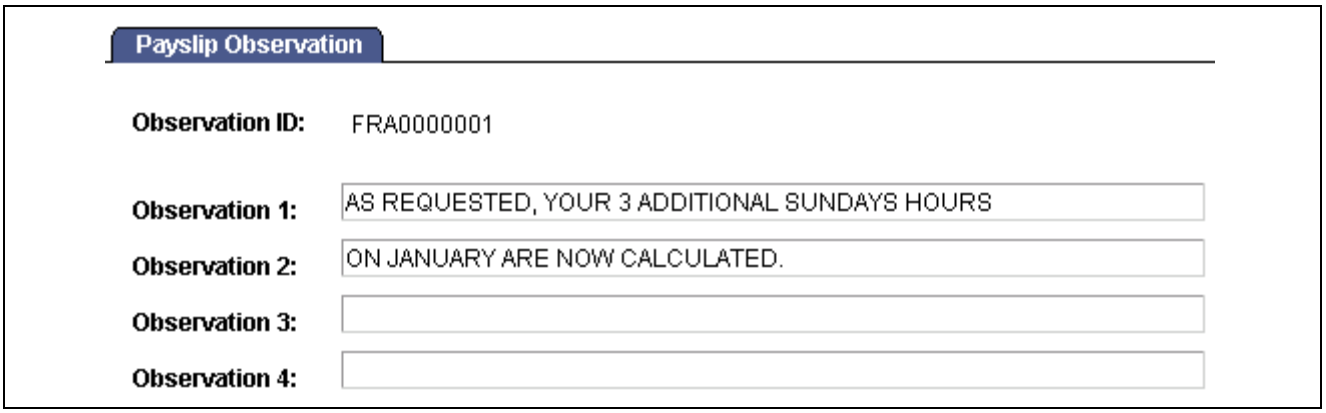
## Page Used to Add Payslip Comments

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Payslip Observation | GPFR_PYSL_OBSRV | • Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Messages FRA, Payslip Observation<br>• Global Payroll & Absence Mgmt, Payslips, Add Payslip Messages FRA, Payslips Observation | Create an observation ID to print comments or provide information on the payslip. View or edit existing observations associated with a given observation ID. |

## Adding Payslip Comments

Access the Payslip Observation page.

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Payslip Observation page

Define observation IDs to print comments or provide information to individual payees or groups of payees on the payslip.

To display comments and other information on a payslip:

1. Define an observation ID with its associated comments and information on the Payslip Observation page.

   Enter the comments or information that you want to appear on the payslip in Observation fields 1–4.

2. Add the observation to the payslip of a single payee, or to all the payslips for a group of payees.

   - For a single payee, do this on the payee-level Supporting Elements page.

     On the Supporting Elements page, assign the Observation ID defined on the Payslip Observation page to either the variable REP VR PS OBS (to display the observation in the body of the payslip) or the variable REP VR PS OBS A (to display the observation in the payslip annex).

   - For a group of payees, use the Supporting Element Overrides page of the Pay Groups component, or the Supporting Element Overrides page of the Pay Entities component.

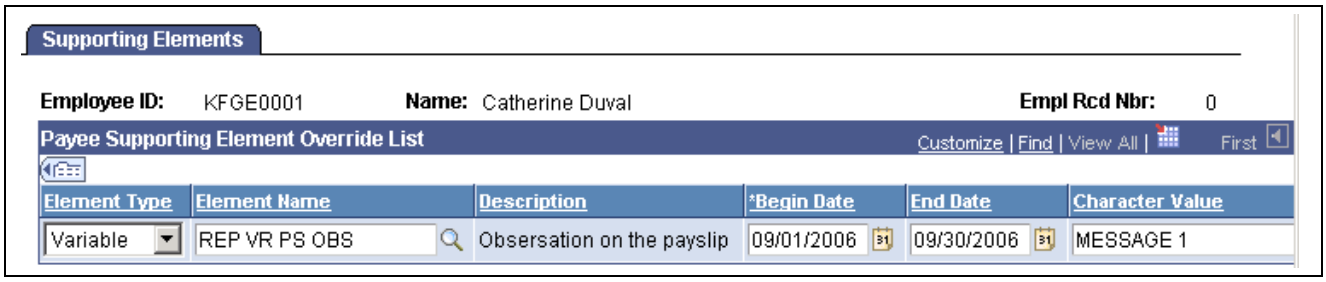
     On the pay group or pay entity Supporting Element Overrides page, assign the Observation ID defined on the Payslip Observation page to either the variable REP VR PS OBS (to display the observation in the body of the payslip) or the variable REP VR PS OBS A (to display the observation in the payslip annex).

**Note.** Carefully check the start and end date of the supporting element assignment to ensure that the payslip message is printed during the correct payroll period.

## Example: Adding An Observation to a Payslip Using the Payee Level Supporting Elements page

This example illustrates how to assign a payslip observation to a single payee using the variable REP VR PS OBS on the Supporting Elements page. Note that you must specify the observation ID (*MESSAGE 1*) defined on the Payslip Observation page in the Character Value field and enter the dates of the pay period in the Begin and End Date fields.

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Supporting Elements page

### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Setting Up Overrides," Defining Payee Overrides

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

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

# Printing Payslips

This section discusses how to print payslips using the report provided in Global Payroll for France.

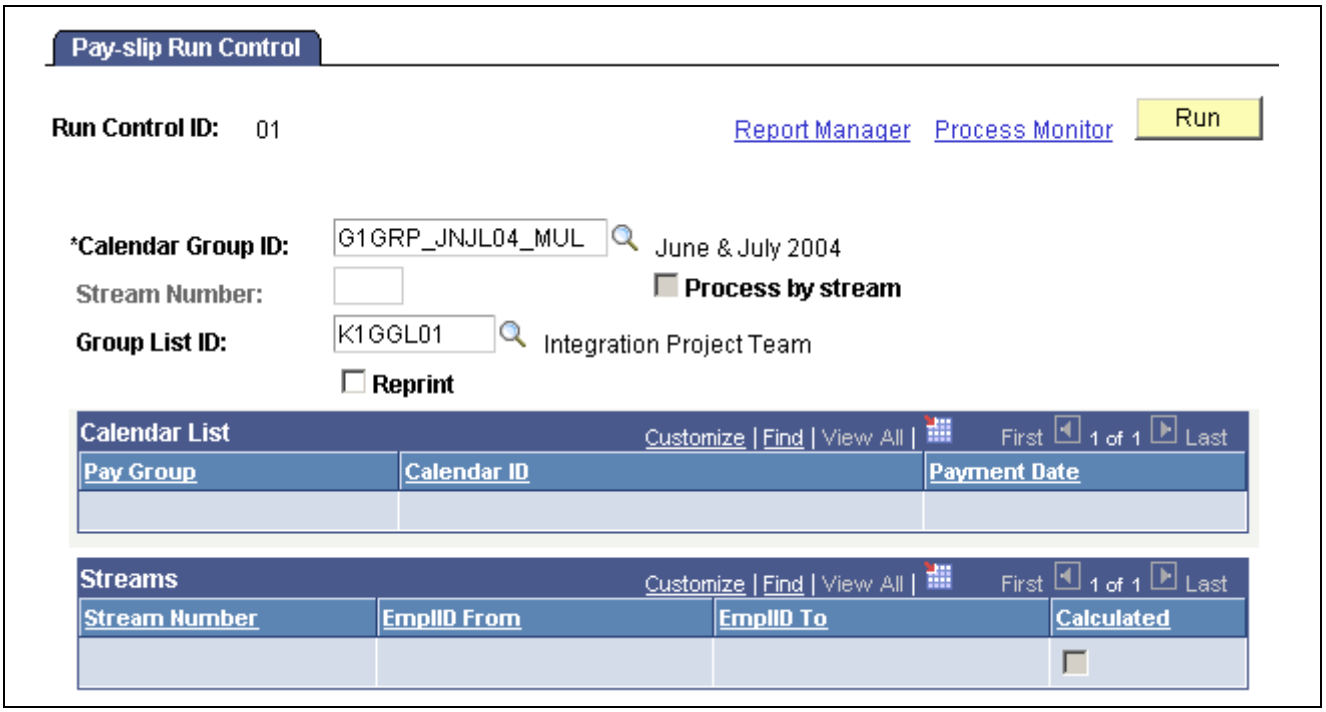
## Page Used to Print Payslips

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Pay-slip Run Control | GPFR_RUNCTL_PYSL | Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips FRA, Pay-slip Run Control | Print payslips for a group of employees. |

## Printing Payslips

Access the Pay-slip Run Control page.


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Pay-slip Run Control page

**Calendar Group ID** Select the calendar group for which you want to create payslips.

**Group List ID** If you want to print payslips for some of the employees in the calendar group, select the Group List ID.

**Reprint** Select this check box if you want to reprint payslips for a payroll that has been approved or finalized.

**Note.** If the payroll is not approved or finalized, you can rerun the payslips without selecting this check box. The payslip has a draft status printed at the top of the payslip.

# Setting Up and Viewing Payslips Online

To set up and view payslips online, use the Templates FRA (GPFR_PAY_SLIP), Admin Payslip/Results FRA (GPFR_ONPAY_SETUP), and Rvw Admin Payslip/Results FRA (GPFR_ONPAY) components.

This section provides an overview of the online payslip view and discusses how to:

- Creating a list of elements to view in the online payslip.
- View summary data.
- View the payslip body.
- View supporting elements.
- View earnings and deductions.
- View accumulator data.
- View absence data.

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- View positive input.

## Understanding the Online Payslip View

Global Payroll for France enables you to view payroll results online using the Rvw Admin Payslip/Results FRA component. The data that appears on the Summary page and Body page of this component is based on the payslip setup described earlier in this chapter.

You can view all payroll data or a subset of data for a payee. To view a subset of data, create a list of viewable payroll elements using the Element List page (GPFR_ONPAY_SETUP). Then, enter the name of the list you have created in the Element List field in the Rvw Admin Payslip/Results FRA component to retrieve information about only the elements you are interested in.

**Important!** You must associate pay groups with payslip templates on the Payslip/PayGroup page of the Templates FRA (GPFR_PAY_SLIP) component in order to view payroll results online.

## Common Elements Used in This Section

**Element Name** This field appears on several pages in the Rvw Admin Payslip/Results component.

Enter the name of the element for which you want to view results and click Retrieve Results.

**Element List** This field appears on several pages in the Rvw Admin Payslip/Results component.

Enter the name of the element list containing the payroll elements you want to view and click Retrieve Results to retrieve a subset of payroll data for a payee.

**Note.** Define element lists on the Element List page.

**Calendar ID** This field appears on several pages in the Rvw Admin Payslip/Results component.

Enter the ID of the calendar (payroll or absence) for which you want to view payroll results and click Retrieve Results.

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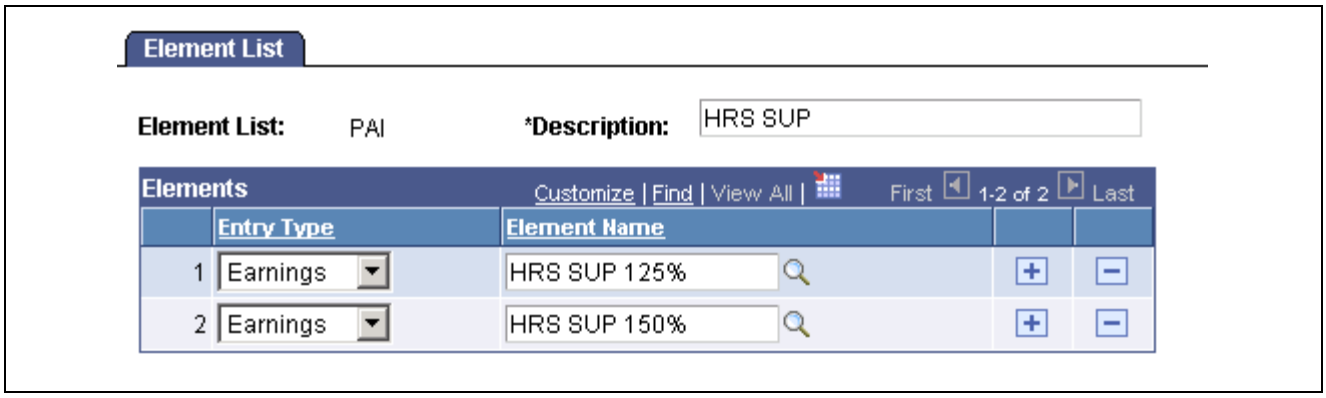
## Pages Used to Set Up and View Payslips Online

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Element List | GPFR_ONPAY_SETUP | Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Admin Payslip/Results FRA, Element List | Create a list of payroll elements to view on the online payslip pages. |
| Summary | GPFR_ONPAY_SUM | Global Payroll & Absence Mgmt, Payslips, Rvw Admin Payslip/Results FRA, Summary | View summary information about a payee's pay run. |
| Body | GPFR_ONPAY_BODY | Global Payroll & Absence Mgmt, Payslips, Rvw Admin Payslip/Results FRA, Body | View basic information about earnings and deductions processed for a payee. |
| Supporting Elements | GPFR_ONPAY_CALPIN | Global Payroll & Absence Mgmt, Payslips, Rvw Admin Payslip/Results FRA, Supporting Elements | View the values of the supporting elements processed for a payee. |
| Earnings Deductions | GPFR_ONPAY_ERNDED | Global Payroll & Absence Mgmt, Payslips, Rvw Admin Payslip/Results FRA, Earnings Deductions | View detailed information about earnings and deductions processed for a payee. |
| Accumulators | GPFR_ONPAY_ACUM | Global Payroll & Absence Mgmt, Payslips, Rvw Admin Payslip/Results FRA, Accumulators | View accumulator data for a payee. |
| Absences | GPFR_ONPAY_ABS | Global Payroll & Absence Mgmt, Payslips, Rvw Admin Payslip/Results FRA, Absences | View absence data (daily data and generated positive input). |
| Positive Inputs | GPFR_ONPAY_PI | Global Payroll & Absence Mgmt, Payslips, Rvw Admin Payslip/Results FRA, Positive Inputs | View positive input for a payee. |

## Creating a List of Elements to View in the Online Payslip

Access the Element List page.

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Element List page

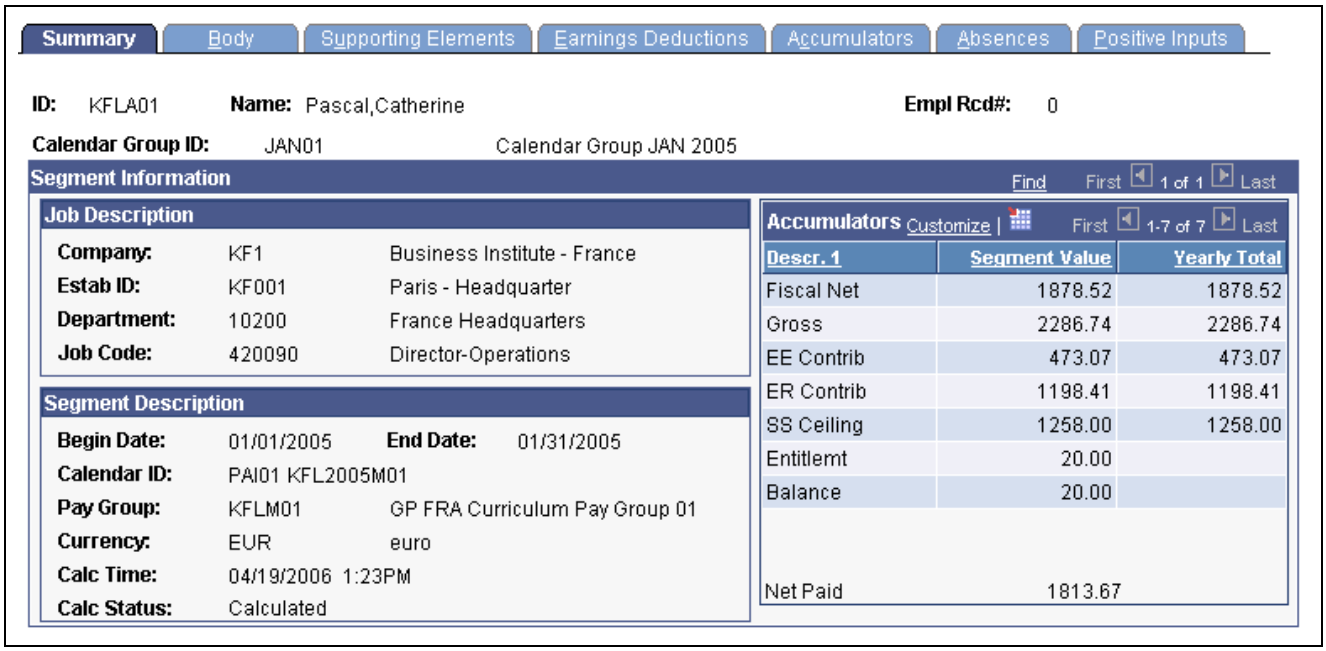
Use the Element List page to create subsets of payroll elements to view on the online payslip pages, so that you can quickly obtain information about a targeted group of earnings, deductions, or other elements. For example, all overtime earnings or all URSSAF contribution elements.

**Entry Type** Specify the type of element you want to include in the element list.

**Element Name** Specify the name of the element to include in the element list.

# Viewing Summary Data

Access the Summary page.




Summary page

View a summary of the payroll results for a payee in a calendar run.

The information you see is based on the payslip defined for the payee's pay group using the Templates FRA component.

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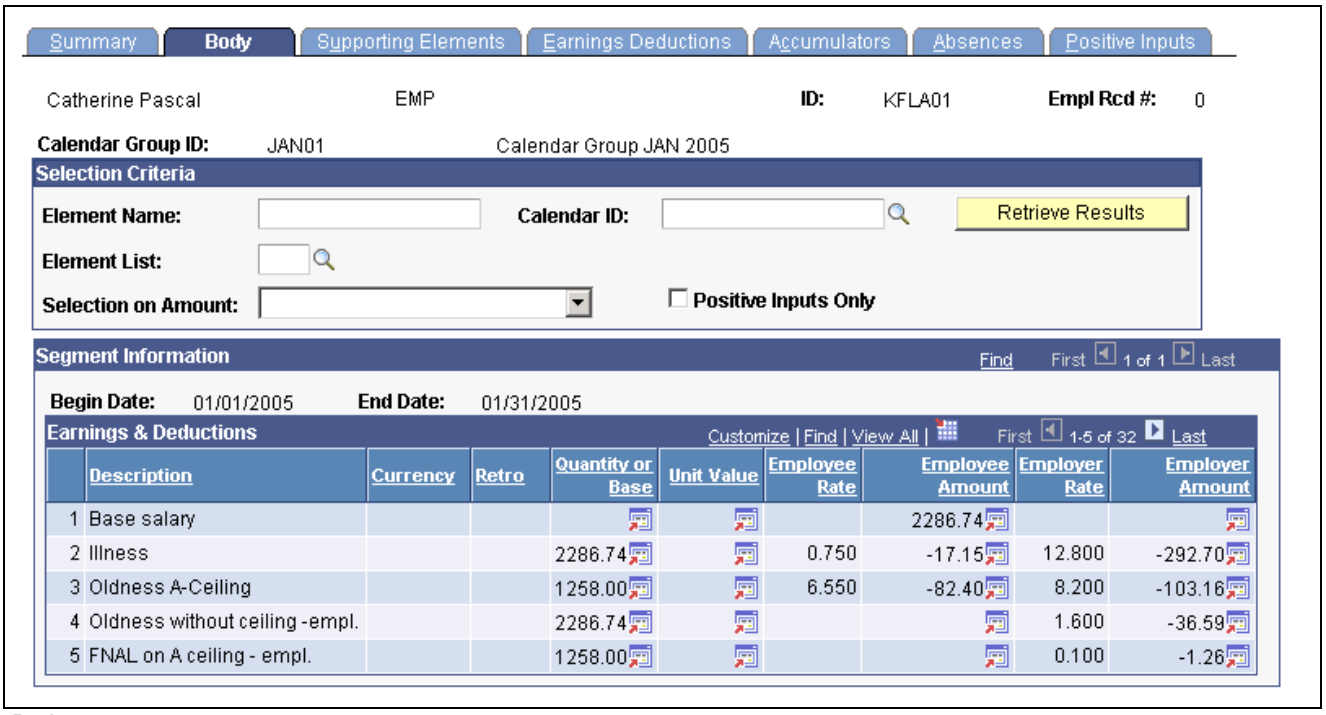
**Note.** You must associate pay groups with payslip templates on the Payslip/PayGroup page of the Templates FRA (GPFR_PAY_SLIP) component in order to view payroll results online.

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# Viewing the Payslip Body

Access the Body page.




Body page

Use the Body page to view earnings and deductions processed for a payee in a calendar run.

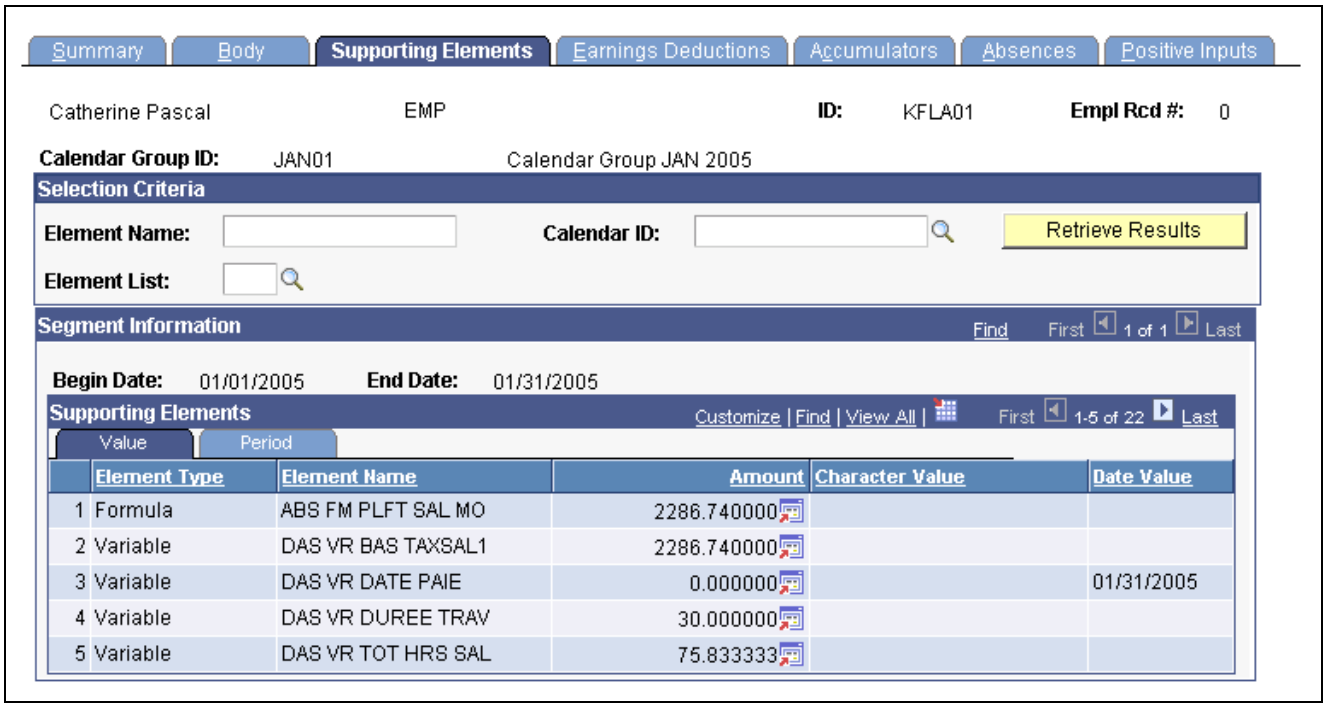
You can narrow down the search results by selecting elements by name, element list, or calendar ID, or by specifying negative or positive amounts only in the Selection on Amount field. You can also view only positive inputs by selecting the Positive Inputs Only check box.

The information you see is based on the payslip defined for the payee's pay group using the Templates FRA component.

# Viewing Supporting Elements

Access the Supporting Elements page.

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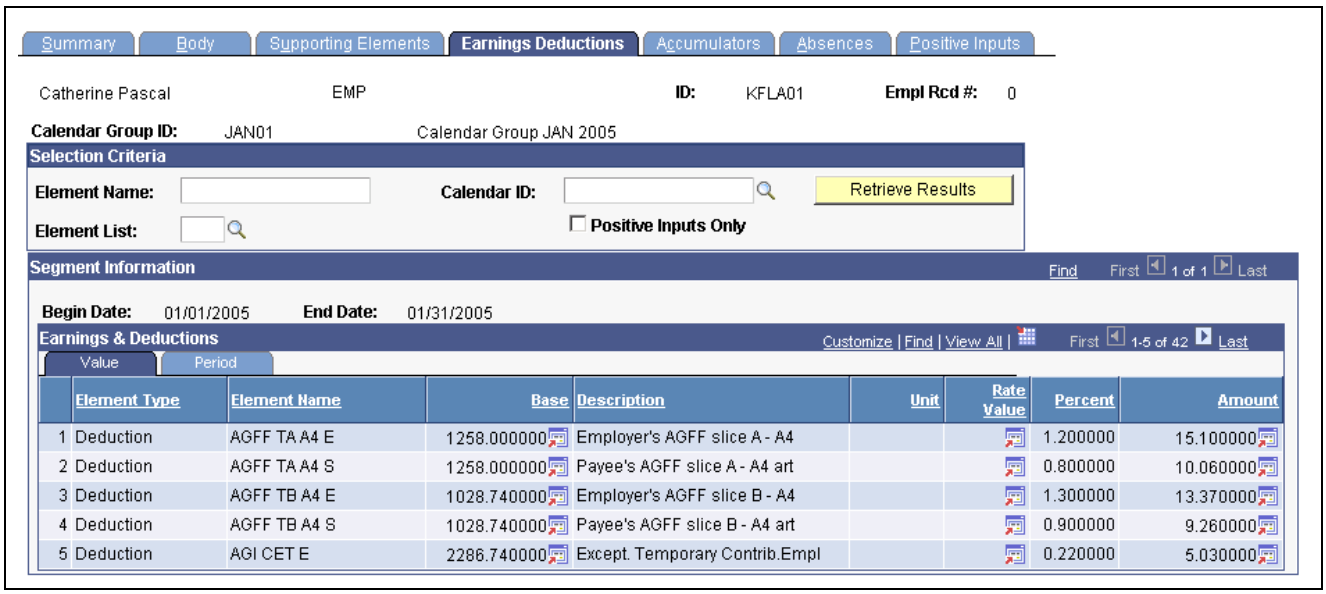

Supporting Elements page

Use the Supporting Elements page to view all of the supporting elements processed for a payee.

You can narrow down the search results by selecting elements by name, element list, or calendar ID.

# Viewing Earnings and Deductions

Access the Earnings Deductions page.




Earnings Deductions page

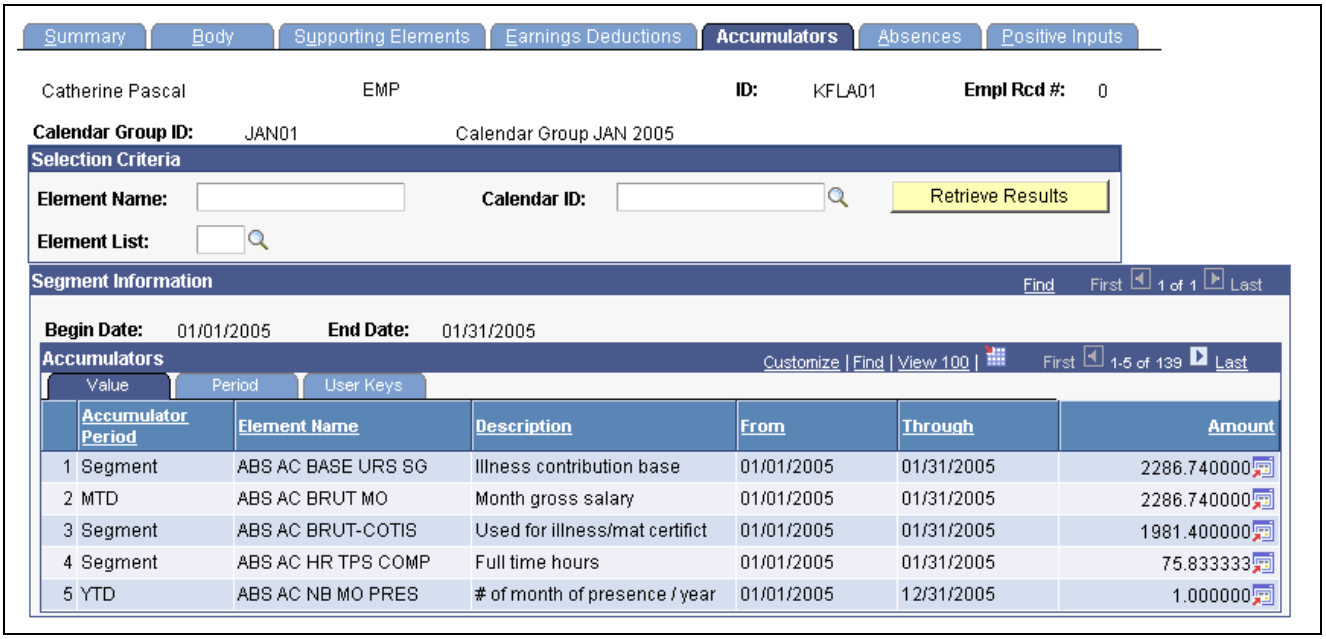
Use the Earnings Deductions page to view the base and component values (unit, rate, percent, and amount) calculated for each element in the pay run. You can also view the calendar in which each element was processed (source calendar), the slice begin and end dates, and other element data.


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You can narrow down the search results by selecting earnings and deductions by name, element list, or calendar ID. You can also view only positive inputs by selecting the Positive Inputs Only check box.

## Viewing Accumulator Data

Access the Accumulators page.




Accumulators page

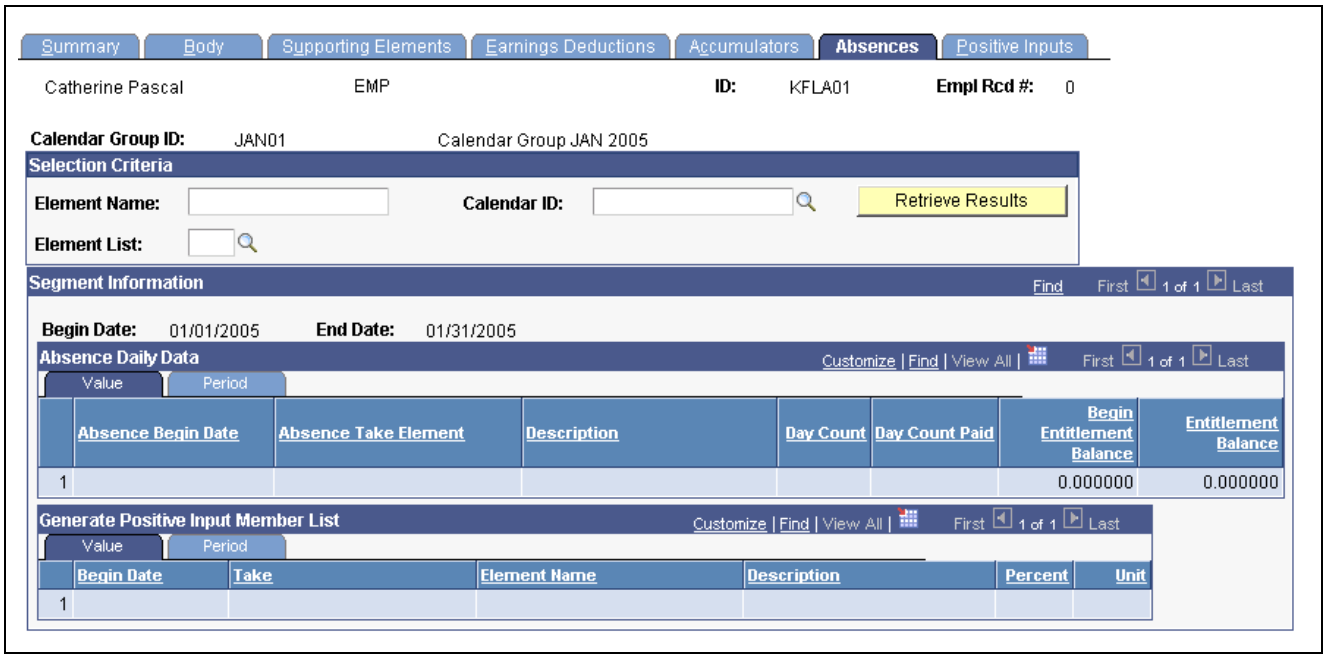
Use this page to view the values of all accumulators processed in a pay run. You can also view the calendar in which each accumulator was processed (source calendar), the slice begin and end dates, and other accumulator data. If there are user keys associated with an accumulator, these appear on the User Keys tab.

You can narrow down the search results by selecting accumulators by name, element list, or calendar ID.

## Viewing Absence Data

Access the Absences page.

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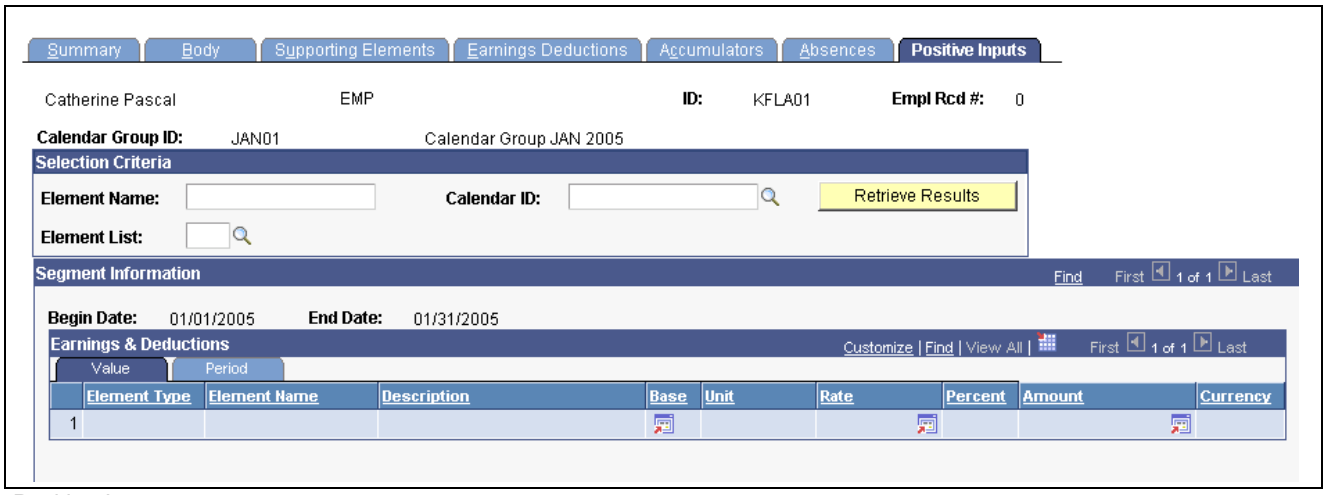

Absences page

Use this page to view information on absences and entitlements processed in a pay run, absence begin dates, the calendars in which the absence data was processed (source calendars), and any positive input generated for an absence.

You can narrow down the search results by selecting absence takes by name, element list, or calendar ID.

# Viewing Positive Input

Access the Positive Inputs page.




Positive Inputs page

Use this page to view the positive input values entered for all of the earnings and deductions processed in a pay run.

You can narrow down the search results by selecting earnings and deductions by name, element list, or calendar ID.


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# CHAPTER 23

# Setting Up and Running the Banking Processes

This chapter provides an overview of banking setup and processing for France and discusses how to:

- Run the payment preparation process.
- Create the EFT payment file.
- Create the Net Payment and Exceptions reports.

### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Defining Banking Instructions"

## Understanding Banking Setup and Processing for France

To use the banking feature, start by entering setup data in PeopleSoft Human Resources and the core Global Payroll application, and then run the banking processes in both Global Payroll and Global Payroll for France.

This section discusses:

- How to set up banking for France.
- How to run banking processes for France.

**Note.** This chapter briefly describes the setup and processing steps you must complete in PeopleSoft Human Resources and the Global Payroll core application before you can run the banking process for France. Because these steps are documented in detail elsewhere the PeopleBooks, this chapter focuses on the Global Payroll for France pages used in the banking process.

### Understanding How to Set Up the Banking Process for France

Complete these setup tasks to use the banking feature for France:

- Set up banks and branches.
- Set up funding sources.
- Set up disbursement requirements.

#### Bank and Branch Setup

To set up bank and branch data:

1. Define banks using the Bank Table (BANK_EC ) page.
2. Define bank branches on the (BANK_BRANCH_EC ) page.

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Complete these steps in the PeopleSoft Human Resources application.

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, “Defining Banking Instructions”.

## Funding Source Setup

Funding source setup refers to the source of the funds needed to pay employees and other workers.

To set up funding:

1. Specify the electronic funds transfer (EFT) formats you will be using on the Electronic Transfer Formats (EFT_NAME ) page.

   An EFT is a standard interbank file format.

   **Note.** PeopleSoft does not deliver the EFT file format needed to transfer money to the bank. You must define this yourself.

2. Define source banks for payroll on the Source Bank Accounts (SRC_BANK ) page.
3. Specify a default source bank for the pay entity on the Processing Details (GP_PYENT_PRCS_DTL ) page.
4. Define the level at which payroll are funded on the Source Bank Link (GP_PE_SBANK_LNK) page.

   For example, sources can be specified at the company, department, establishment, or pay group level within a pay entity.

Complete these steps in the PeopleSoft Global Payroll core application.

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, “Defining Banking Instructions”.

## Disbursement Requirements Setup

Disbursements refer to payroll distributions.

Net pay disbursements go to payees, and deduction amounts can be distributed to recipients such as a healthcare provider or a government agency.

To set up disbursements:

1. Define deposit schedules on the Deposit Schedules (DEP_SCHED) page.
2. Define recipients using the Deduction Recipients (RECIPIENT) component.

   Recipients can be entities (general recipients) or individuals (individual recipients).

3. Assign recipients to deductions.

   This procedure varies with the recipient type.

   - Link individual recipients to deductions and payees through the payee-level Deduction Recipients (GP_RCP_PYE ) page.
   - Link general recipients to deductions through the Recipient (GP_RCP_DED ) page of the Deduction component.

   **Note.** Global Payroll for France enables you to specify the recipient of a garnishment directly on the Recipient tab of the Garnishment Data page. You do not need to enter this information on the core application Deduction Recipients (GP_RCP_PYE ) page.

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4. Identify an individual's bank account information and disbursement details on the Maintain Bank Accounts (PYE_BANKACCT) and Specify Net Pay Elections (GP_NET_DIST) pages.

   This is necessary for disbursing an individual's net pay electronically.

   **Note.** Payees can manage their own personal payroll information, such as updating personal bank account information and payroll payment distribution instructions on self-service pages in PeopleSoft Enterprise ePay. These pages are discussed in the *PeopleSoft Enterprise ePay 9.0 PeopleBook.*

Complete these steps in the PeopleSoft Global Payroll core application

## Understanding How To Run the Banking Process for France

After completing the setup steps described above, run the following processes in the core Global Payroll application and then continue processing data in Global Payroll for France:

In the Global Payroll core application:

1. Run and finalize payrolls on the Payroll/Absence Run Control page.
2. Run the payment preparation (GP_PAYMENT) process on the Run Payment Prep Process (GP_PMT_PREPARE) page.

   The payment preparation process is a batch job that takes the results of payroll calculations and populates the payment table (GP_PAYMENT). This table identifies each recipient, the amount owed, the source bank, and the account number.

In Global Payroll for France:

1. Run the payment preparation (GPFR_PAYMENT) process for France on the Payment Preparation (GPFR_BANK_POPULATE) page.

   This populates the GPFR_PAYMENT table containing data for the EFT file and the Net Payment and Exceptions reports.

2. Run the FREFT SQR on the Payment File Generation (GPFR_BANK_EFT) page.

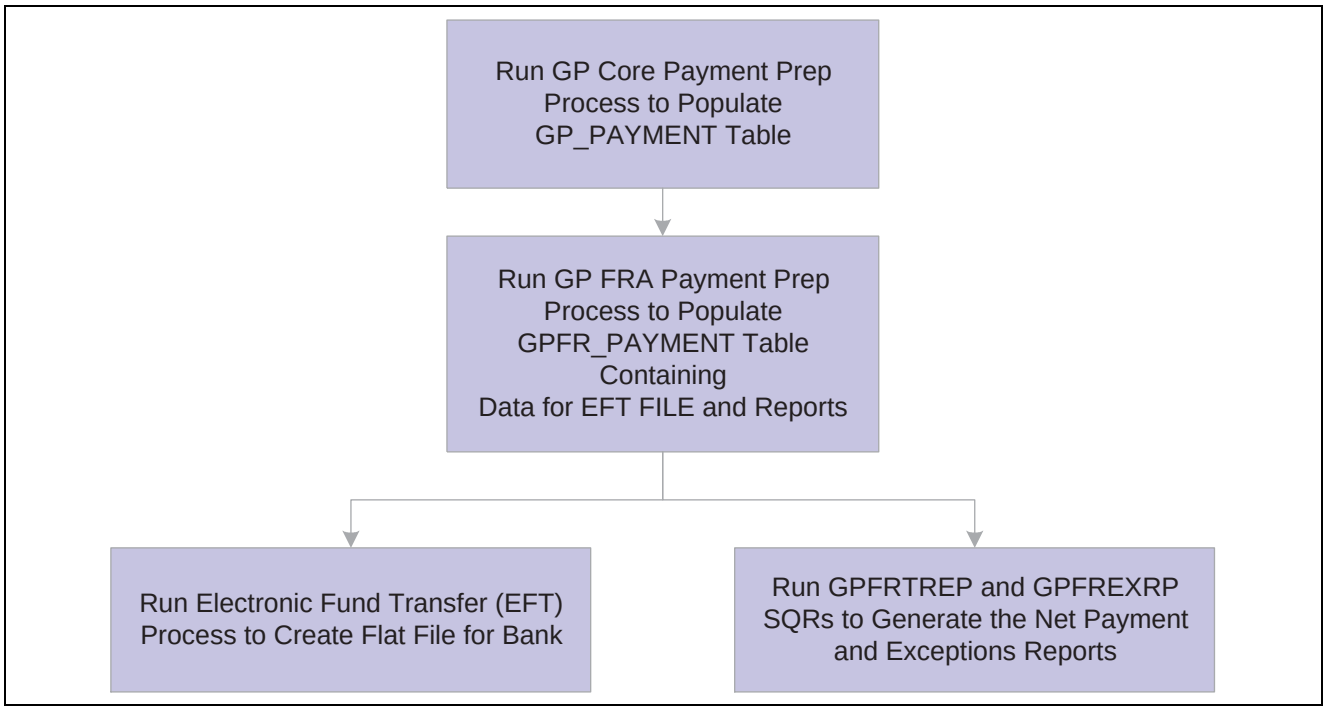
   The FREFT SQR generates a flat output file (EFT) containing the details of each payment in the payroll run.

3. Run the GP FRTREP SQR and GPFREXRP SQR on the Payments Report (GPFR_BANK_REPORT) page.

   This generates the Net Payment and Exceptions reports for all payment modes (transfer, check, and cash).

This diagram illustrates the process flow from Global Payroll core to Global Payroll for France:

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The banking process in Global Payroll

### General Processing Information

The payment preparation (GP_PAYMENT) process in the core Global Payroll application populates the GP_PAYMENT output table. The process sets the GP payment status to P (prepared).

The payment preparation (GPFR_PAYMENT) process for France populates the GPFR_PAYMENT output table.

The GPFR_PAYMENT output table contains the same basic information found in the GP_PAYMENT table, but sorted by source bank.

When you run the French payment preparation (GPFR_PAYMENT) process, the system:

- Selects payees with a payment status of P (prepared) in the GP_PAYMENT record.
- Sets the payment status for the selected payees to T (transferred) in GP_PAYMENT.
- Sets the payment status for the selected payees to P (prepared) in the GPFR_PAYMENT record.

**Note.** If you rerun the GP_PAYMENT process, cancel and rerun the GPFR_PAYMENT preparation process. You can delete the selected Calendar Run ID in GPFR_PAYMENT and the GP_PAYMENT status changes back from T (transferred) to P (prepared).

## Running the Payment Preparation Process

This section discusses how to run the payment preparation process for France.

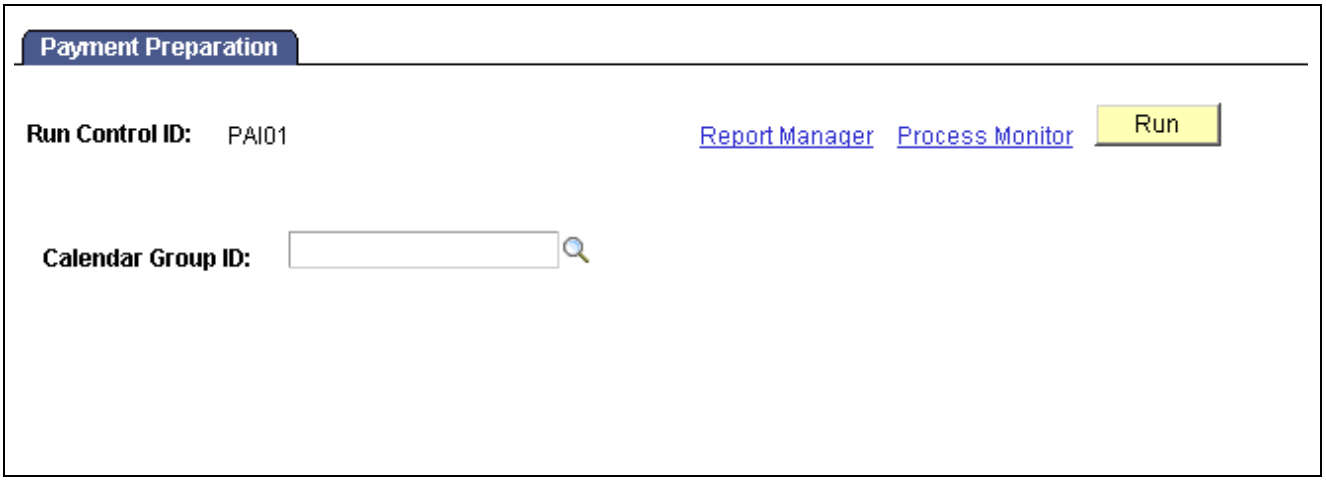

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## Page Used to Run the Payment Preparation Process for France

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Payment Preparation | GPFR_BANK_POPULATE | Global Payroll & Absence Mgmt, Payment Processing, Run Payment Prep Process FRA, Payment Preparation | Populate the GPFR_PAYMENT table containing data for EFT FILE and Net Payment and Exceptions reports. |

## Running the Payment Preparation Process for France

Access the Payment Preparation page.




Payment Preparation page

Select the calendar group ID of the payees whose payments you are preparing and click the Run button to run the payroll preparation (GPFR_PAYMENT) process.

# Creating the EFT Payment File

This section discusses how to create the EFT file.

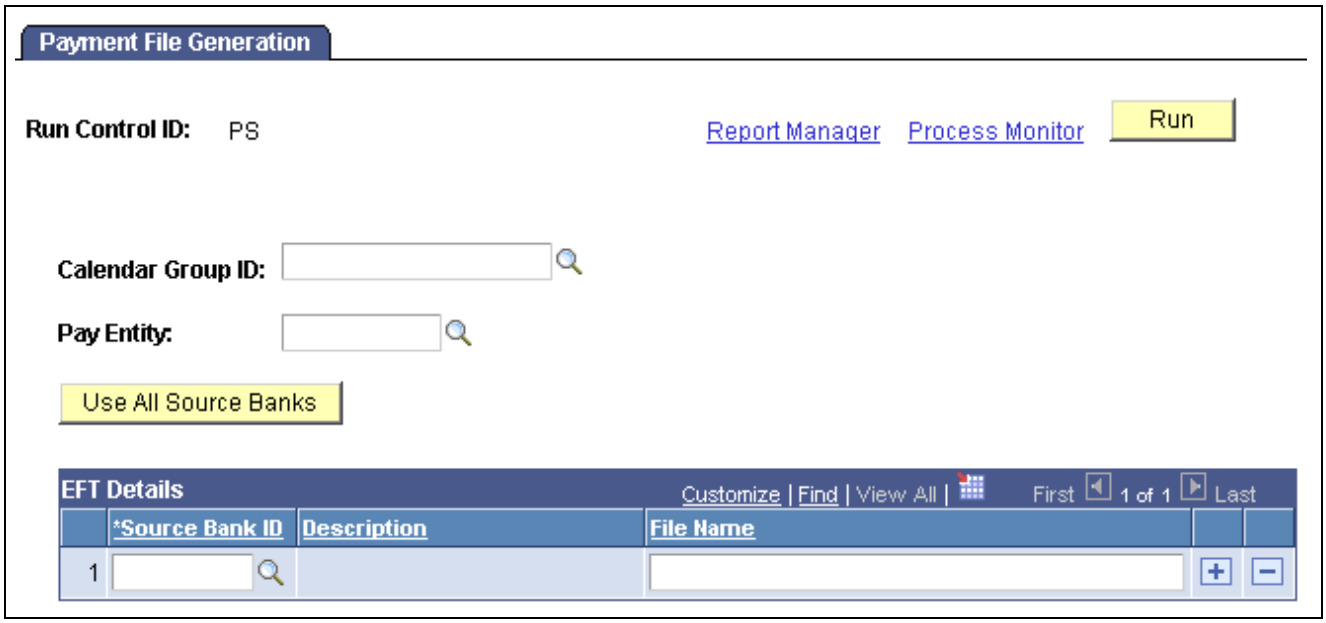
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# Page Used to Create an EFT Payment File

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Payment File Generation | GPFR_BANK_EFT | Global Payroll & Absence Mgmt, Payment Processing, Create EFT Payment File FRA, Payment File Generation | Run the Electronic File Transfer SQR process (GPFREFT) to create an EFT file.<br><br>This file is sent to the bank so that funds can be transferred to payees' accounts. The file format consists of a line for each payee, containing the payee's name, bank account number, and amount of payment. Each line can contain up to 160 characters. |

# Creating the EFT File

Access the Payment File Generation page.




Payment File Generation page

**Calendar Group ID** Select the calendar group for which the payroll was run.

**Pay Entity** Select a pay entity.

**Note.** You must select both a calendar group ID and a pay entity.

**Use All Source Banks** Select to include all the source banks used by the Calendar Group and Pay Entity selected.


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### EFT Details

**Source Bank ID** Select one or more source banks for the EFT file.

You have the option to run and show multiple source banks in a single Net Payment Report, or to generate one report per source bank.

**File Name** Enter a name and location for the EFT file. Enter the complete name and path. Remember that the path is available on your server, but not on your desktop.

# Creating Net Payment and Exceptions Reports

This section provides an overview of net payment and exceptions reports and discusses how to generate net payment and exceptions reports.

## Understanding Net Payment and Exceptions Reports

Once the GP_PAYMENT and GPFR_PAYMENT tables are populated, you can generate the following Structured Query Reports (SQRs):

- Payments report: lists details of each payment.
- Exceptions report: lists negative net payments excluded by the system when performing retroactive calculations.

  Global Payroll provides rules to prevent the calculation of negative net payments in the current segment; however, when processing periods retroactively, the system may generate negative payments under some conditions. If this occurs, the French banking process ignores the negative amounts (as French banking norms do not authorize negative net payments), and you can run the exceptions report to determine whether negative payments have been excluded from the banking file.

**Note.** Note that the exceptions report is available only after payroll has been finalized and the banking process has been run, at which point it is too late in the process to modify payroll elements to prevent a negative net calculation. For this reason, Global Payroll for France provides an additional check for negative payments earlier in the calculation process: if a payee receives as negative net payment, the system issues a warning message that can be viewed on the Payee Messages page immediately after payroll has been calculated and before the payroll run has been finalized. You can then modify payroll data as needed to eliminate the negative payment before finalizing payroll and running the banking process.

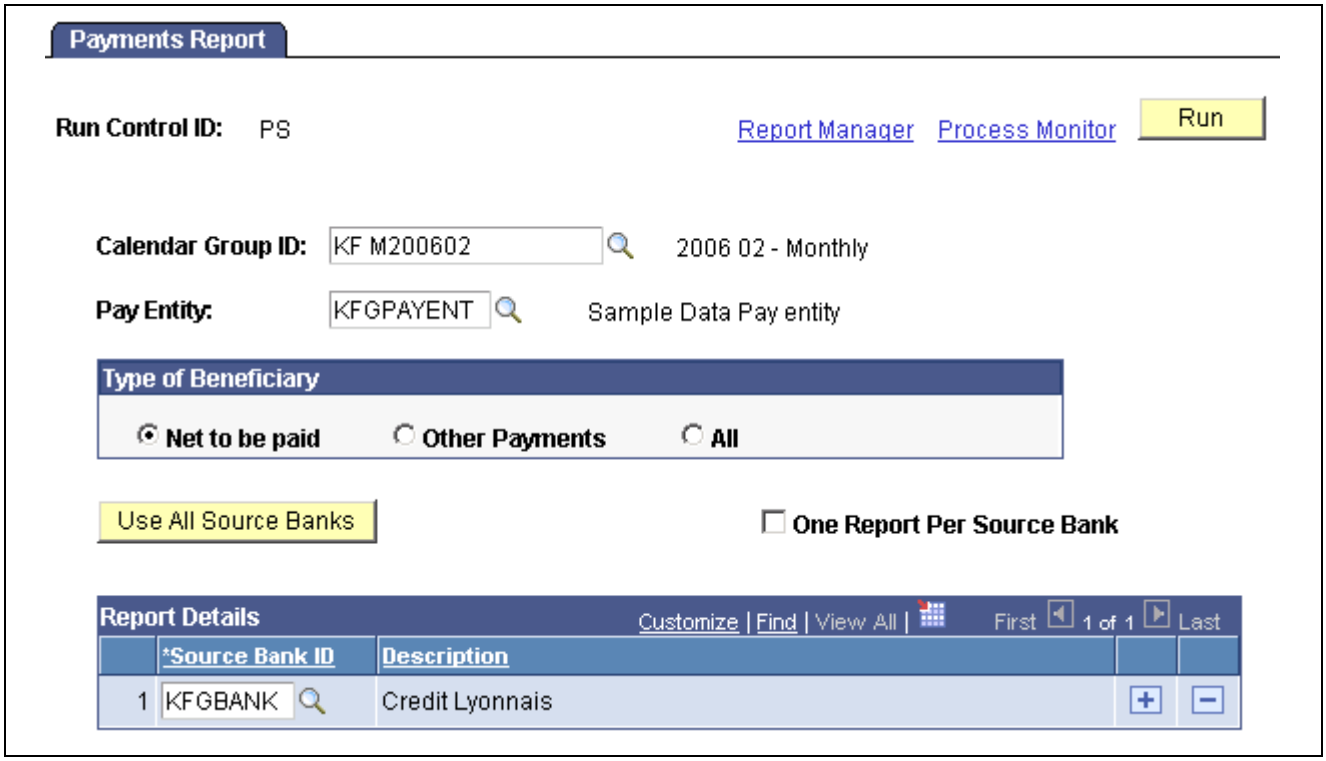
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# Page Used to Generate Net Payment and Exceptions Reports

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Payments Report | GPFR_BANK_REPORT | Global Payroll & Absence Mgmt, Payment Processing, Net Payment Report FRA, Payments Report | • Run the Net Payment Report (GPFRTREP.SQR).<br>• Run the Exceptions Report (GPFREXRP.SQR).<br>Select the Calendar Group ID and Pay Entity to use for the reports. |

# Generating Net Payment and Exceptions Reports

Access the Payments Report page.




Payments Report page

**Type of Beneficiary** Select the type of recipients to display in the payment report. Values are:

*Net to be paid:* Employee recipients.

*Other Payments:* Recipients other than employees.

*All:* All pay recipient types.

**Use All Source Banks** Select to include all the source banks used by the Calendar Group and Pay Entity selected.

**One Report Per Source Bank** Select to generate one report per source bank. If selected, you can specify *only* one Source Bank ID in the Report Details section of this page. You must run the reports separately for each source bank.


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**Source Bank ID** Select the source bank(s) for the EFT file.

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# CHAPTER 24

# Processing Terminations

This chapter provides an overview of termination processing and discusses how to:

- Create an off-cycle group for processing terminated payees.
- Calculate and finalize the off-cycle termination group.
- Extract data for terminated employees.
- Review and update retrieved employee data.
- Print termination certificates.

## Understanding Termination Processing

PeopleSoft uses the off-cycle advance payment functionality in the core Global Payroll application as the basis for the France-specific termination process. The system calculates earnings and deductions for terminated employees as advance payments outside of the normal payroll cycle. When employees receive their final payment, the system automatically blocks processing of the same payees in the normal, on-cycle calendar.

---

**Note.** Core Global Payroll off-cycle processing functionality provides four off-cycle types: manual payments, reversals and corrections, unscheduled payments, and advances. Global Payroll for France uses advances to process early terminations.

---

The steps for processing terminations are as follows:

1. Terminate employees in PeopleSoft Human Resources.

   Enter the termination action/reason and the effective date of the termination on the Work Location page of the Job Data (JOB_DATA) component.

   The termination process in Global Payroll for France is fully integrated with the termination process in PeopleSoft Human Resources. To terminate payees, enter the termination actions and reasons in the Action and Reason fields in the JOB record; the system automatically detects the action-reason combinations that require termination processing based on the termination process setup.

   See Chapter 17, "Setting Up Termination Processing," page 281.

2. Define the basic parameters of the off-cycle termination group—including the period of interest, the date of pay, and the payment method—on the Termination Group page of the Create Terminated EE Group FRA (GPFR_TERM_GROUP) component.

3. Retrieve the terminated payees and assign them to the off-cycle group on the Terminated Employees page of the Create Terminated EE Group FRA component.

   The system retrieves only those payees with retro and segmentation triggers that match those listed on the Extraction Setup page, and that have termination dates within the period of interest defined in step 2.

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4. Create an off-cycle calendar group for processing the terminated payees, and attach the off-cycle group to this calendar group.

   To do this, use the Off-cycle Calendar Group page of the Create Terminated EE Group FRA component.

5. Process the off-cycle calendar group created in step 4 and generate payslips.

   Process the off-cycle calendar group on the Calculate Absence and Payroll run control page.

   Generate payslips on the Pay-slip Run Control page.

6. Retrieve/extract employee data for the termination certificates.

   Do this on Termination Data Retrieval page.

7. Review and modify extracted employee data prior to generating the termination certificates.

   To do this, use the pages in the Update Termination Data FRA component.

8. Generate the ASSEDIC termination reports.

   To do this, use the Termination Reports page.

   Delivered termination reports include the ASSEDIC Certificate (*Attestation ASSEDIC)*, the Work Certificate (*Certificat de travail)*, and the Last Payment Receipt (*Reçu pour Solde de Tout Compte)*

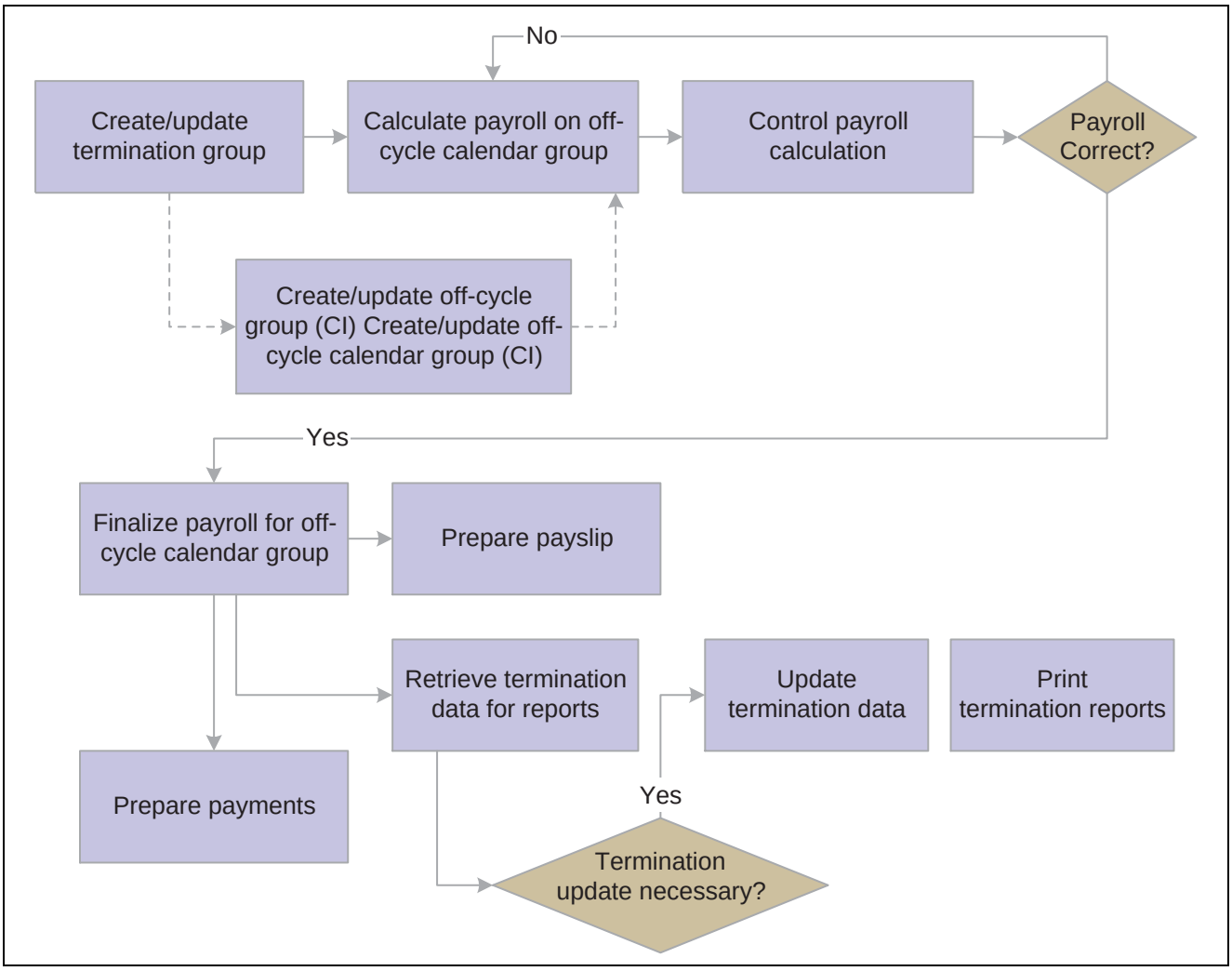
9. Prepare payments.

   To do this, set up and run the banking process using the banking pages in the Global Payroll core application and Global Payroll for France.

   See Chapter 23, “Setting Up and Running the Banking Processes,” page 395.

This diagram provides a high-level view of the termination business process:

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Termination business process

This process can be summarized as follows:

1. Create the terminated employee group.
2. Review the off-cycle group. (Optional)
3. Review the off-cycle calendar group. (Optional)
4. Launch the payroll identification and calculation for the off-cycle calendar group to which terminated employees are attached.
5. Review payee messages.
6. Review payroll results.
7. Review payee status.
8. Determine if payroll is correct. If not correct, return to step 4.
9. Finalize termination group.
10. Prepare and edit payslip.
11. Launch the data extraction/retrieval process for the termination group.
12. Update the termination data if necessary.

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13. Edit the termination reports.
14. Prepare payments.

## Prerequisites

In order to generate the termination reports correctly, you must complete the following steps:

- Set up retro and segmentation triggers to detect terminated employees; map actions/reasons that you have set up to trigger termination processing to the termination reasons that will appear in a payee's termination reports; map variables to the ASSEDIC certificate flag to trigger ASSEDIC data extraction and report generation for terminated payees.

  See Chapter 17, "Setting Up Termination Processing," page 281.
- Define organizational data in the Company, Establishment, and Location tables.
- Define employee personal data and job data.

# Creating an Off-Cycle Group for Processing Terminated Payees

Use the pages in the Create Terminated EE Group FRA component to create an off-cycle group for processing terminated payees.

This section discusses how to:

- Create an off-cycle calendar group.
- Assign terminated employees to an off-cycle group.
- Create an off-cycle calendar group.

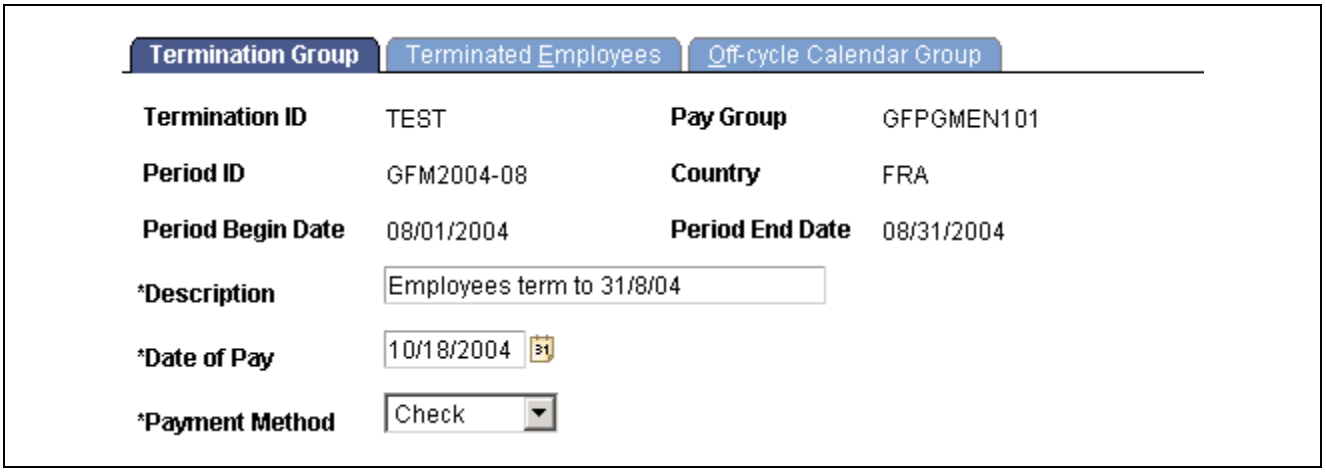
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# Pages Used to Creating an Off-Cycle Group for Processing Terminated Payees

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Termination Group | GPFR_OFFCYCLE_GRP | Global Payroll & Absence Mgmt, Termination Processing, Create Terminated EE Group FRA, Termination Group | Create an off-cycle group for processing terminated payees. |
| Terminated Employees | GPFR_TER_EE_SEL | Global Payroll & Absence Mgmt, Termination Processing, Create Terminated EE Group FRA, Terminated Employees | Assign terminated payees to the off-cycle group. |
| Off-cycle Calendar Group | GPFR_OFFCYC_CALGRP | Global Payroll & Absence Mgmt, Termination Processing, Create Terminated EE Group FRA, Off-cycle Calendar Group | Create an off-cycle calendar group. |

# Creating an Off-Cycle Group for Terminated Employees

Access the Termination Group page.




Termination Group page

**Termination ID** This field identifies of the termination group.

**Pay Group** Displays the pay group to which the terminated employees belong.

**Period ID** Displays the pay period in which the terminations are being processed.

**Country** Displays the value *France*.

**Period Begin Date** and **Period End Date** These fields display the begin and end dates of the period.

**Description** Enter a free form description of the termination group.

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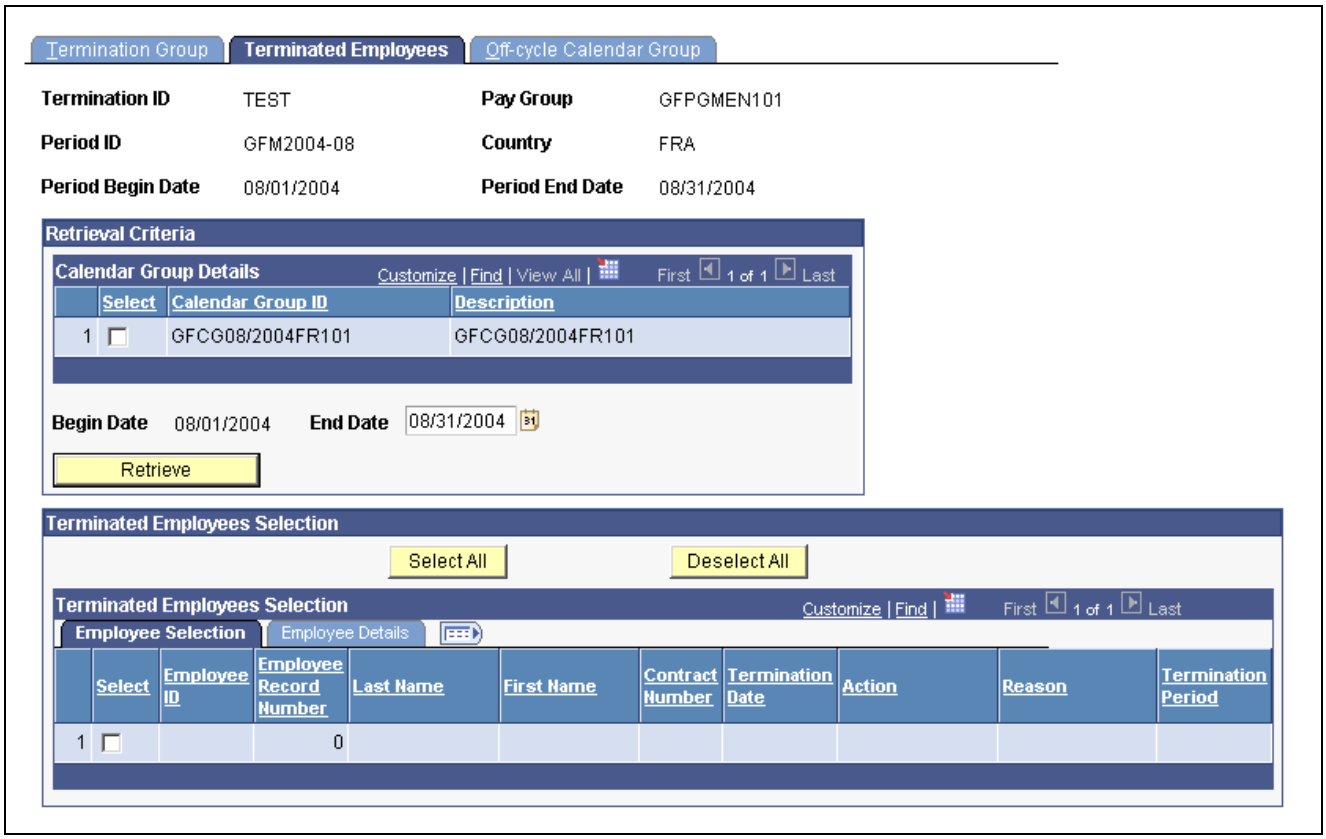
**Date of Pay** Defaults to the current date. The date cannot be changed to a date prior to the Period Begin Date.

The payment date is applicable to all employees in the termination group. To modify the payment date for a single employee in the group, use the Global Payroll core off-cycle component.

**Payment Method** Defaults to *Check.* Options include: *Check, Cash, (bank) Transfer, Post order,* and *Wire (transfer).*

# Assigning Terminated Employees to an Off-Cycle Group

Access the Terminated Employees page.




Terminated Employees page

## Calendar Group Details

**Calendar Group ID** The system displays all calendar groups associated with the Period ID used to create the termination group. The displayed calendar groups are not finalized.

Select the calendar group in which you want the terminated employees to be processed.

**Description** The system displays a description of all calendar groups.

**Begin Date** and **End Date** Enter an end date to define a period of time within which to retrieve terminated employees. The begin date is populated automatically and cannot be changed. The end date must be within the calculation period.


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**Retrieve**

Click to retrieve a list of terminated employees.

The process retrieves employees who meet the first two criteria and *either* the third or fourth criteria:

- Employees who have a retro or segmentation trigger specified on the Extraction Setup page.
- Employees who are part of the selected pay group.
- Employees with a segmentation trigger within the dates specified for retrieval. The trigger date minus one day must be included in the selection dates, OR
- Employees having a retro trigger status other than *Cancelled*.

  Retroactive triggers are created for one EMPLID/Employee Record combination. So identifying an employee as retroactively terminated based only on the Retro triggers is not enough, since there is a risk of considering all the employee's records as terminated when the termination may be effective for only one record. Segmentation triggers, when created, should be for one employee/record.

  In order to identify the employee and the job to be processed as retroactively terminated, the system looks at employees with a retro trigger, and for those employees, considers segmentation triggers with the same date as the retro trigger. This segmentation trigger identifies the record and the job to be considered in the list of terminated employees.

  For this reason, you should confirm that the termination triggers are set up identically for both the segmentation and the retroactive triggers.

  See Chapter 17, "Setting Up Termination Processing," page 281.
- Employees retrieved based on the previous criteria cannot have a status of finalized.

## Terminated Employees Selection: Employee Selection

**Select**

By default, all employees retrieved are selected. You can manually clear the check box of any employees who are not to be included in the termination group. You can select or clear all employees by clicking the buttons at the top of the group box.

---

**Note.** The Select check box is designed specifically for employees who have several contracts in the period. To respect the chronological order in the calculation between contracts, if two contracts are displayed on the page for the same employee/record, you cannot clear the first contract if the second contract is selected. Contracts can be selected only in chronological order and can be cleared only in the reverse chronological order.

---

**Termination Date**

The termination date corresponds to the contract number displayed.

**Termination Period**

The Termination Period field indicates why an employee was selected for termination processing.

The system displays *Current* if the employee was selected based on a segmentation trigger. The system displays *Retro* if the employee was selected based on a retro trigger.

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Payee selection based on retroactive triggers is mandatory in the case of retroactive terminations. For example: after finalizing the January payroll, the payroll department discovers that an employee was effectively terminated on January 25. The payroll administrator then enters the termination in the January calendar, producing a retroactive and a segmentation trigger with an effective date of January 25. When extracting terminated employees at the beginning of February, the payroll department specifies retrieval dates of 1 February to 15 February. If employee selection is not based on retroactive triggers, it would be impossible to retrieve the employee in this time frame. This is because the segmentation trigger is created in January, and has an effective date of January 25. As noted earler, however, the system picks up any employee with a retro trigger status other than *Cancelled*, regardless of the trigger effective date. In other words, it is possible for employees terminated retroactively to be selected even though their termination dates are not included within the retrieval Begin and End dates.

**Note.** A terminated group cannot be saved if no employee is selected. This situation can occur if you clear All Employees or if the retrieval process finds no terminated employee corresponding to extraction criteria.

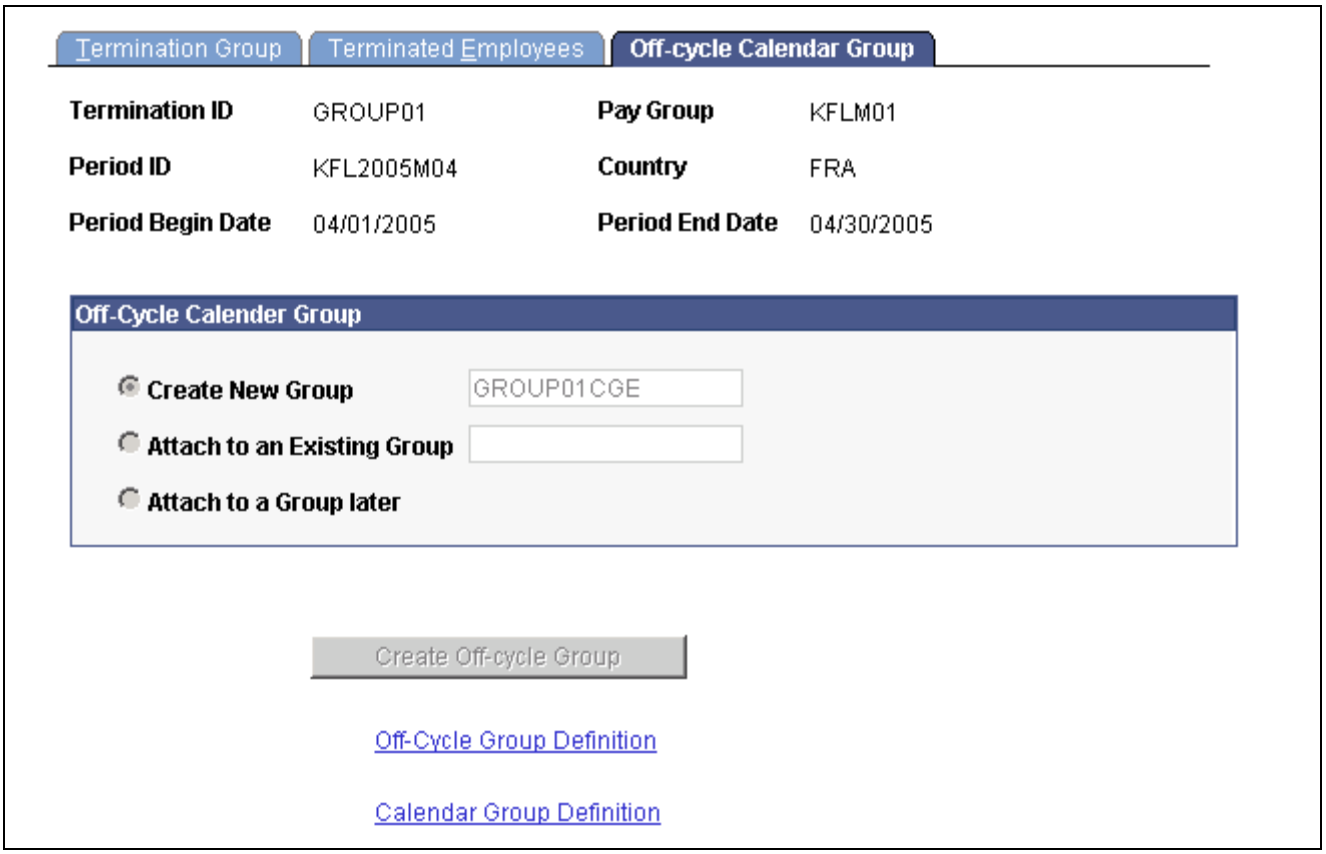
### Terminated Employees Selection: Employee Details

**Payment Method** This field is populated with the default payment method specified on the Termination Group page. You can override the default payment method for individual employees.

## Creating an Off-Cycle Calendar Group

Access the Off-cycle Calendar Group page.

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Off-cycle Calendar Group page

**Create New Group** Select to create a new off-cycle calendar group. The name of the group is generated automatically and appears in the field to the right.

**Attach to an Existing Group** Select to attach the termination group you created to an existing off-cycle calendar group, and enter the name of the calendar group in the field to the right.

**Attach to a Group later** Select to attach the termination group you created to an off-cycle calendar group at a later date.

You can save your termination group definition without attaching it to an off-cycle calendar group, and return later to define the calendar group.

**Create Off-cycle Group** Click to create the off-cycle group.

**Off-Cycle Group Definition** When the off-cycle termination group is created, no modifications are allowed to the group from the Global Payroll for France pages. Click the Off-Cycle Group Definition link to access the Global Payroll core Off-Cycle Requests component (GP_OFFCYCLE_SETUP) to make modifications.

**Calendar Group Definition** When the off-cycle calendar group is created, no modifications are allowed to the group from the Global Payroll for France pages. Click the Calendar Group Definition link to access the Global Payroll core Calendar Groups component (GP_CALENDAR_RUN) to make modifications or create calendar groups manually.

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# Calculating and Finalizing the Off-Cycle Termination Group

Before running the Termination Data Application Engine process (GPFR_ASS_AE) to extract employee data for the termination reports, you must process and finalize the off-cycle payroll group containing the terminated employees.

## Page Used to Calculate and Finalize Off-Cycle Termination Groups

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Calculate Absence and Payroll | GP_RUNCTL | • Global Payroll & Absence Mgmt, Absence and Payroll Processing, Calculate Absence and Payroll, Calculate Absence and Payroll<br>• Global Payroll & Absence Mgmt, Absence and Payroll Processing, Off Cycle, Process Off Cycle, Calculate Absence and Payroll | Calculate and finalize off-cycle termination groups.<br>**Note.** This page is described in detail in the core Global Payroll PeopleBook.<br>See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Processing Payroll". |

# Extracting Data for Terminated Employees

This section provides an overview of the data extraction process and discusses how to run the data retrieval process.

## Understanding the Data Extraction Process

After processing and finalizing the off-cycle payroll group containing the terminated employees, run the Termination Data Application Engine process (GPFR_ASS_AE) to extract the data needed to produce the ASSEDIC certificate, the Work Certificate, and the Last Payment Receipt from Global Payroll and Human Resources records. The Application Engine process loads the data into staging tables where it can be prepared and updated prior to generating the termination reports.

The data retrieved for the termination reports comes from tables and records in Global Payroll and Human Resources.

This table lists the staging tables populated by the data extraction process:

| Tables | Purpose |
|---|---|
| GPFR_ASS_COMP | Displays and records data concerning company and establishment information. |
| GPFR_ASS_PAYEE | Displays and records data concerning the employee. |
| GPFR_ASS_RUNCTL | Displays and records data concerning the process of mass edition. Enables the capture of the Frame 9 ASSEDIC certificate information and the selection of departing employees. |


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| Tables | Purpose |
|---|---|
| GPFR_ASS_SELECT | Displays and records the main data retrieval process information. |
| GPFR_ASS_PRINT | Displays and records employees requiring an ASSEDIC certificate.<br>**Note.** Another record (GPFR_ASS_PRINT2) is built with the same definition. Its purpose is to make the connection between the payees to print and the queries defined for the Crystal report. |
| GPFR_ASS_WAGE_1 | Displays and records data concerning the wages and period of pay during the last 12 months. |
| GPFR_ASS_WAGE_2 | Displays and records data concerning bonus or compensation other than monthly salary. |
| GPFR_ASS_WAGE_3 | Displays and records data concerning the amounts paid after the last complete month. |
| GPFR_ASS_WA | Stores the results of accumulators after each payroll run. Application Engine reads this table to insert and update the record-dedicated writable array results concerning wages. The writable array for this functionality is GP WA AA ELMT. |
| GPFR_ASS_SECU | Stores the security number required for UNEDIC control services. |
| GPFR_LPR_PAYEE | Stores employee information for the last payment receipt. |
| GPFR_WC_PAYEE | Stores employment begin and end dates, plus a comment for the employee that is used in the work certificate. |
| GPFR_WC_POS | Stores employees' job descriptions that are required for the work certificate. |

## Prerequisites

Verify that you have selected payees for the final payroll process using the delivered GEN VR TEST DEPART variable or a variable you have defined yourself. The employee's data is retrieved only if this variable equals 1 (meaning the employee has left during the month). You must identify the variable you are using on the Elements for Reports page.

See Chapter 17, "Setting Up Termination Processing," Mapping Variable Elements to the Assedic Certificate Flag GEN VR TEST DEPART, page 292.

## Page Used to Extract Data for Terminated Employees

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Termination Data Retrieval | GPFR_ASS_DATA_RUN | Global Payroll & Absence Mgmt, Termination Processing, Extract Termination Data FRA, Termination Data Retrieval | Run the Termination Data process which retrieves information about terminated employees that is required for the termination reports. |

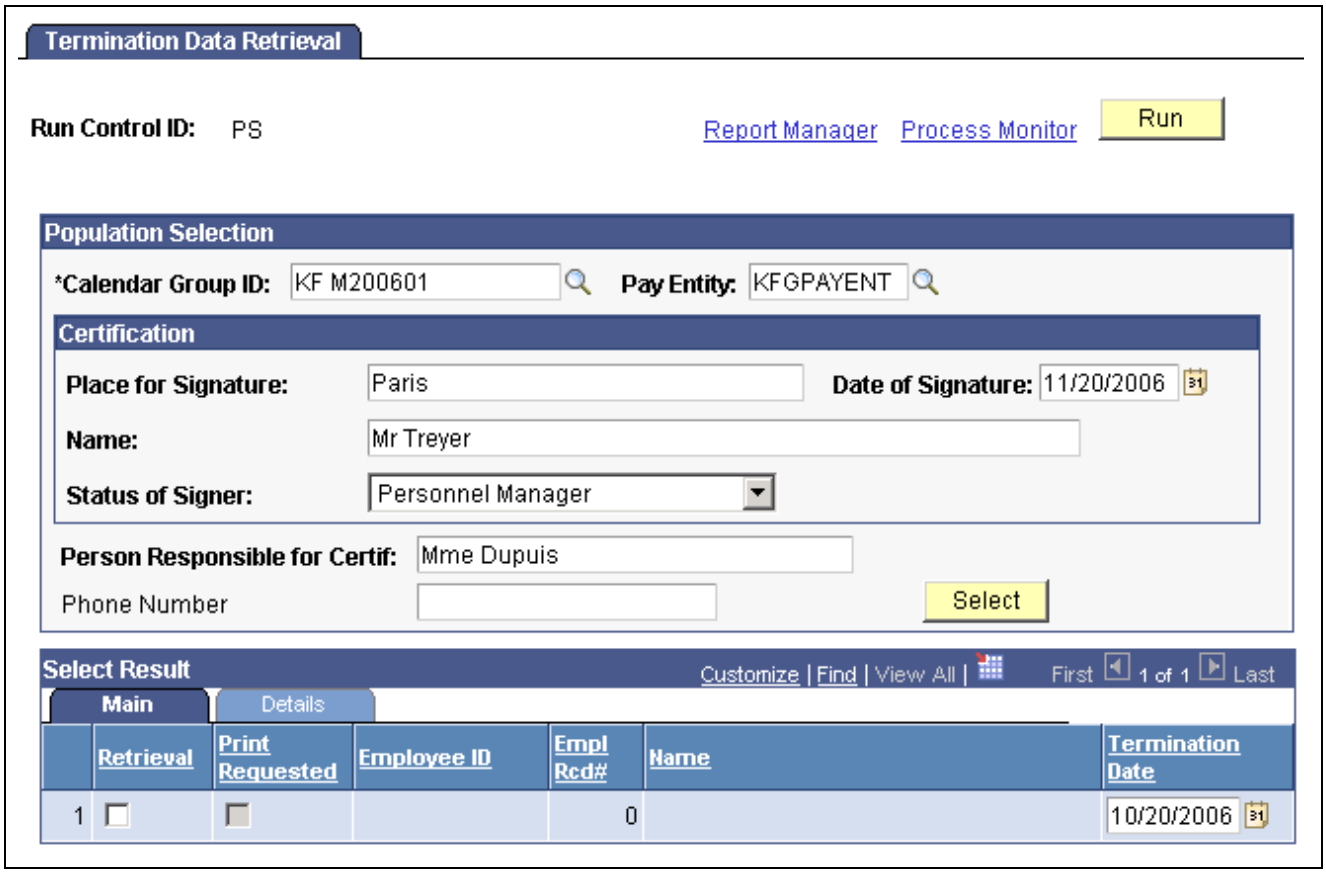
### See Also

Chapter 24, "Processing Terminations," Creating an Off-Cycle Group for Processing Terminated Payees, page 408

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# Running the Data Retrieval Process

Access the Termination Data Retrieval page.




Termination Data Retrieval page

## Population Selection

Use this group box to select the employees you want to include in the termination data retrieval process based on calendar group ID and pay entity.

## Certification

Use this group box to enter details of the person who signs the termination reports.

**Place for Signature** — Enter the name of the city or other location where the certificate will be signed.

**Date of Signature** — Enter the date that the certificate will be signed.

**Name** — Enter the name of the person who signs the certificate on behalf of the employer.

**Status of Signer** — Select the signer's position in the company: *Accountant, Compulsory Liquidator, Director, Manager, Managing Director, Other, Personnel Manager,* or *Receiver.*

**Person Responsible for Certif** (person responsible for certificate) — Enter the name of the person who is responsible for the certificate.


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**Select** Click this button to search for employees who meet the selection criteria. The system displays matching employees in the Select Result group box.

**Printing Process** Click to access the Termination Report FRA (GPFR_ASS_CER_RNCTL) component, which you use to generate the termination certificates.

### Select Result

**Retrieval** Select if you want the system to retrieve data for the employee shown in the EmplID field. The check box is selected automatically if data has not been retrieved before.

**Print Requested** Select to print a certificate for the employee. This check box is selected automatically if a certificate has already been printed for this employee.

**Termination Date** and **Action** Displays the date of termination, followed by a description of the termination action in the JOB record.

## Reviewing and Updating Retrieved Employee Data

After running the Extract Termination data process, use the Update Termination Data component to review the data retrieved and update it if necessary.

This section discusses how to:

- Review employer data for the ASSEDIC certificate.
- Review employee personal data and complementary fund information.
- Review employee job information (1).
- Review employee job information (2).
- Review contract termination information.
- Review employee salary information.
- Review employee bonus information.
- Review employee allowances.
- Review FNGS and termination reason information.
- Review work certificate information.
- Review last payment receipt information.
- Review certification information.

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# Pages Used to Review and Update Retrieved Employee Data

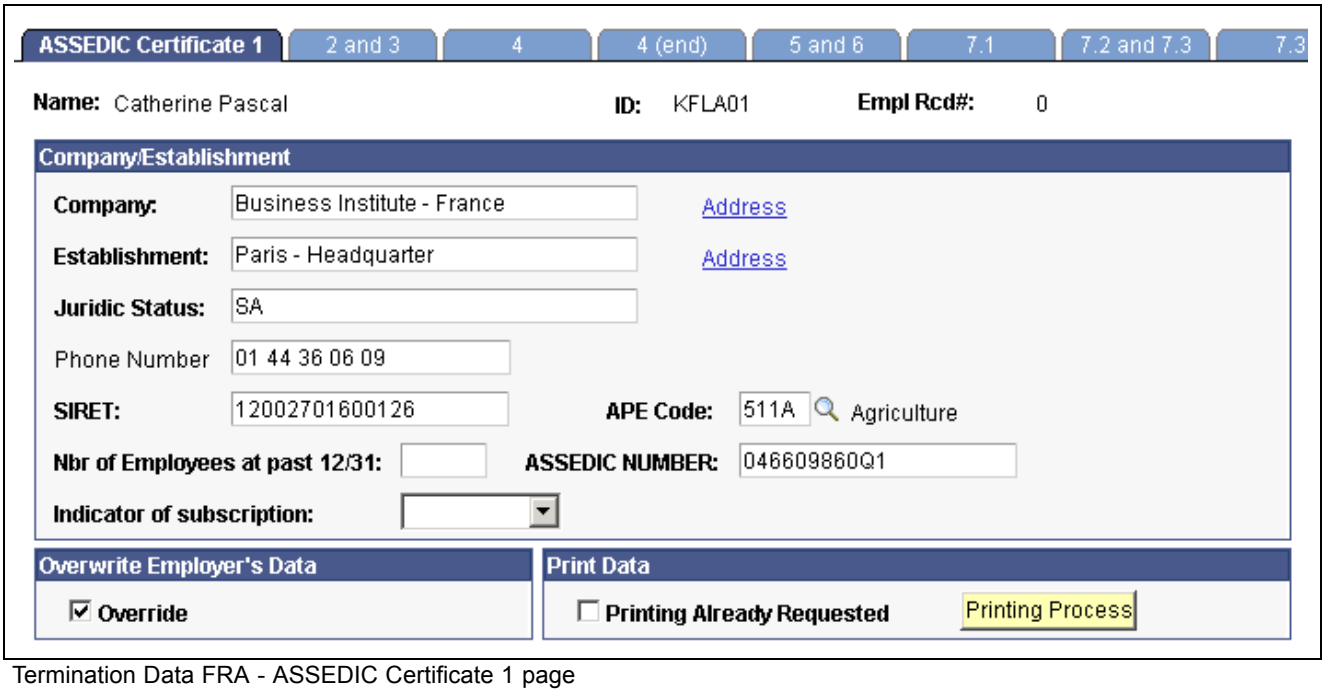
| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| ASSEDIC Certificate 1 | GPFR_ASS_CERTIF_1 | Global Payroll & Absence Mgmt, Termination Processing, Update Termination Data FRA, ASSEDIC Certificate 1 | Review and modify the employer's ASSEDIC certificate data. |
| 2 and 3 | GPFR_ASS_CERTIF_2 | Global Payroll & Absence Mgmt, Termination Processing, Update Termination Data FRA, 2 and 3 | Review ASSEDIC certificate data for the employee and complementary funds. |
| 4 | GPFR_ASS_CERTIF_3 | Global Payroll & Absence Mgmt, Termination Processing, Update Termination Data FRA, 4 | Review ASSEDIC certificate data related to the employee's job. |
| 4 (end) | GPFR_ASS_CERTIF_4 | Global Payroll & Absence Mgmt, Termination Processing, Update Termination Data FRA, 4 (end) | Review ASSEDIC certificate data related to the employee's job. |
| 5 and 6 | GPFR_ASS_CERTIF_5 | Global Payroll & Absence Mgmt, Termination Processing, Update Termination Data FRA, 5 and 6 | Review ASSEDIC certificate data related to the reasons for a contract termination. |
| 7.1 | GPFR_ASS_CERTIF_6 | Global Payroll & Absence Mgmt, Termination Processing, Update Termination Data FRA, 7.1 | Review ASSEDIC certificate data related to the employee's salary for the past 12 months. The data comes from the GP_PYE_PRC_STAT record, which the system creates during payroll processing and from the GPFR_ASS_WA record, dedicated to writable array accumulator results. |
| 7.2 and 7.3 | GPFR_ASS_CERTIF_7 | Global Payroll & Absence Mgmt, Termination Processing, Update Termination Data FRA, 7.2 and 7.3 | Review ASSEDIC certificate data related to the employee's bonus and other salary payments. |
| 7.3 | GPFR_ASS_CERTIF_8 | Global Payroll & Absence Mgmt, Termination Processing, Update Termination Data FRA, 7.3 | Review ASSEDIC certificate data related to the employee's allowances. This page is a continuation of Frame 7.3 and covers allowances paid after the last complete month paid. |


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| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| 8 and 9 | GPFR_ASS_CERTIF_9 | Global Payroll & Absence Mgmt, Termination Processing, Update Termination Data FRA, 8 and 9 | Review ASSEDIC certificate data related to FNGS. |
| Work Certificate | GPFR_WC_PAYEE | Global Payroll & Absence Mgmt, Termination Processing, Update Termination Data FRA, Work Certificate | Review employee information for the Work Certificate. |
| Last Payment Receipt | GPFR_LPR_PAYEE | Global Payroll & Absence Mgmt, Termination Processing, Update Termination Data FRA, Last Payment Receipt | Review employee information for the Last Payment Receipt report. |
| Certification | GPFR_CERTIFICATION | Global Payroll & Absence Mgmt, Termination Processing, Update Termination Data FRA, Certification | Review information about the person who signs the termination reports. |

# Reviewing Employer Data for the ASSEDIC Certificate

Access the ASSEDIC Certificate 1 page.




Termination Data FRA - ASSEDIC Certificate 1 page

## Company/Establishment

The is populated with the name of the company and establishment that employed the terminated employee. This information is extracted from the Company and Establishment tables.

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**Company** Displays the name of the company that employed the terminated employee. This information is extracted from the Company table.

**Establishment** Displays the name of the establishment that employed the terminated employee. This information is extracted from the Establishment table.

**Juridic Status** Displays the company's legal entity as specified in the Company table.

**SIRET** Displays the SIRET code entered in the Establishment table.

**APE Code** Displays the APE code entered in the Establishment table.

**Nbr of Employees Past 12/31** (number of employees past 12/31) Displays the number of employees in the establishment, as calculated by the previous December's URSSAF DUCS for this establishment.

**ASSEDIC Number** Displays the ASSEDIC number entered in the Establishment table. The ASSEDIC number begins with a three-digit ASSEDIC code. GARP is defined with a number from 055 to 062. ASSEDIC is defined with another number. Each ASSEDIC is defined on the DUCS Contact Definition page.

**Indicator of subscription** Displays the appropriate indicator: *ASSEDIC, GARP,* and *Other*. You can change this value.

### Overwrite Employer's Data

**Override** Select if you want to override the company and establishment data.

### Print Data

**Printing Already Requested** Select if the certificate has already been printed. To reprint, clear the check box to activate the Printing Process button.

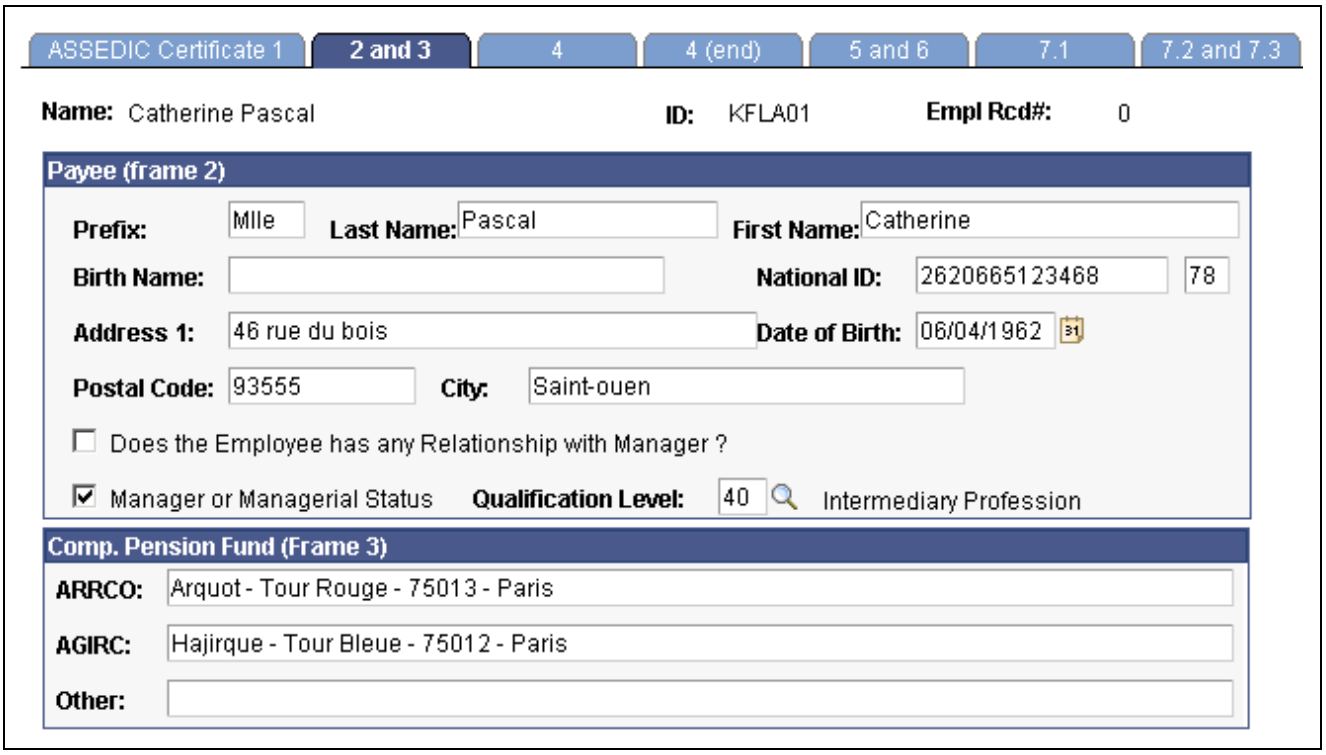
**Printing Process** Click this button to open the Termination Reports run control page. You are prompted to add a new run control ID.

**Note.** If you want to print several certificates in one run, go directly to the Termination Reports page by selecting Global Payroll & Absence Mgmt, Termination Processing, Termination Reports FRA.

## Reviewing Employee Personal Data and Complementary Fund Information

Access the 2 and 3 page.

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Termination Data FRA - 2 and 3 page

### Payee (Frame 2)

This group box displays the employee's name, address, and other personal data from the Personal Data component.

**Does the Employee have any Relationship with Manager?** Select if the employee is related to the manager.

**Manager or Managerial Status** Select if the employee is a manager.

**Qualification Level** Displays the qualification level entered in the Job Data component.

### Comp. Pension Fund (Frame 3)

**ARRCO** Displays the ARRCO fund entered in the Pension/Contingency Funds component.

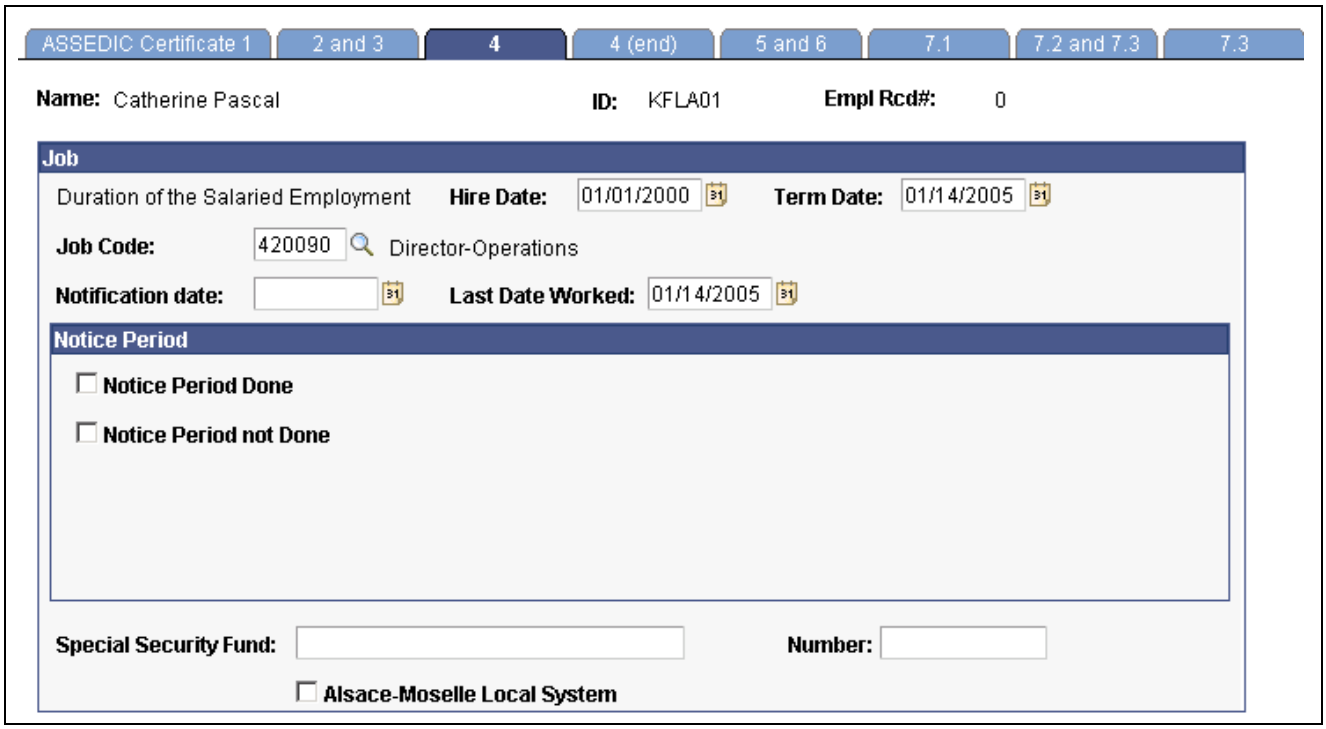
**AGIRC** Displays the AGIRC fund entered in the Pension/Contingency Funds component.

**Other** Displays any other fund entered in the Pension/Contingency Funds component.

## Reviewing Employee Job Information (1)

Access the 4 page.

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Termination Data FRA - 4 page

## Job

This group box displays the employee's Hire Date, Termination Date, Job Code, Notification Date and Last Date Worked in the Job Data component.

## Notice Period

**Notice Period Done** Select if the employee has completed all or part of the required notice period. The related From and To fields appear in which you can enter the begin and end dates of the notice period.

**Notice Period not Done** Select the Notice Period not Done check box if the employee has not completed the required notice period or if only part of the notice period has been completed. The Notice Period Paid and Notice Period not Paid check boxes appear.

**Note.** If only part of the notice period has been completed, select *both* the Notice Period Done and the Notice Period not Done check boxes.

**Notice Period Paid** Select the Notice Period Paid check box if all or part of the notice period has been paid. The related From and To fields appear in which you can enter the begin and end dates of the paid period.

**Notice Period not Paid** Select if all or part of the notice period has not been paid. The related From and To fields appear in which you can enter the begin and end dates of the notice period not paid.

**Special Security Fund** Enter the special security fund, if any.

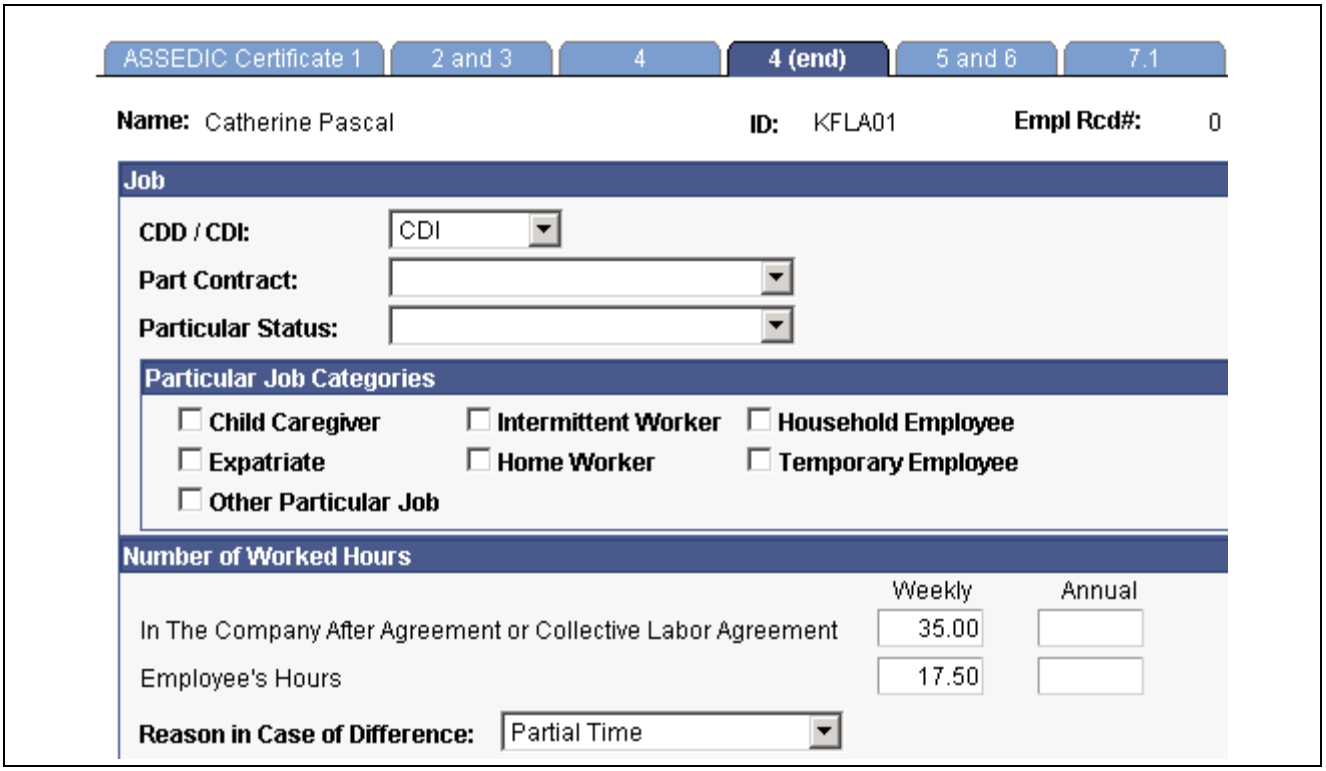
**Number** Enter the number of the special security fund if you entered one in the Special Security Fund field.


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**Alsace-Moselle Local System** This check box is selected if the establishment postal code is in the Alsace-Moselle region (departments 57, 67, or 68).

# Reviewing Employee Job Information (2)

Access the 4 (end) page.




Termination Data FRA - 4 (end) page

## Job

**CDD/CDI** Displays the type of employment contract, *CDD* (limited contract), or *CDI* (unlimited contract) that was entered on the Contract Data component.

**Part Contract** Displays the particular contract entered on the Contract Data component: *Adaptation Contract, Apprenticeship Contract, Solidarity Contract, Other, Qualification Contract,* and *Orientation Contract.*

If you select *Other,* enter a description of the particular contract in the text box that appears.

**Particular Status** Displays the particular status entered on the Contract Data component: *Managing Director, Board Member, Member of executive board, Member of supervisory board, Chairman of an association, EIG Member, Partner,* and *Other.*

If you select *Other,* enter a description of the particular status in the text box that appears.

## Particular Job Categories

Select the check box for the specific job category that applies.

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### Number of Worked Hours

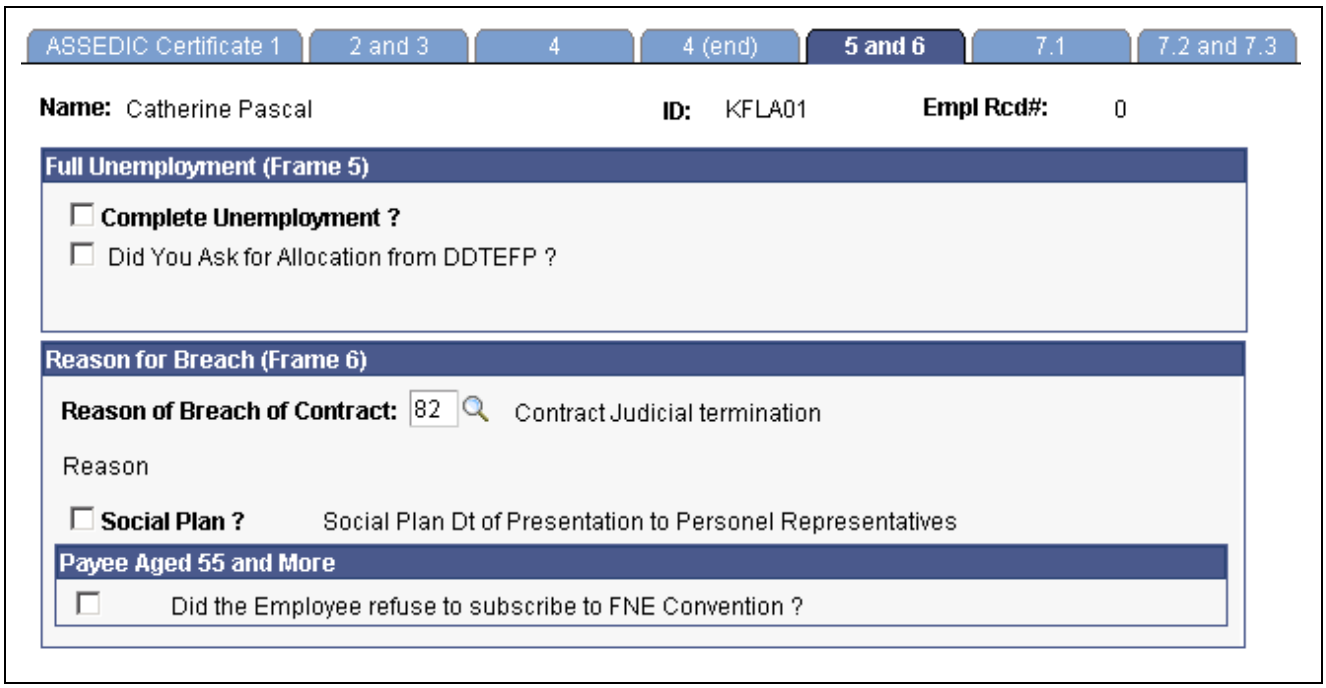
**Weekly** and **Annual** — Displays the standard number of weekly or annual work hours that are entered on either of the following:

- Business Unit Options Default page for the company.
- Job Data component for the employee.

**Reason in Case of Difference** — Displays the reason that the weekly or annual hours differ, if any: *Other Reason* and *Partial Time.*

## Reviewing Contract Termination Information

Access the 5 and 6 page.




Termination Data FRA - 5 and 6 page

### Full Unemployment (Frame 5)

**Complete Unemployment?** — Select if the unemployment period follows ASSEDIC's definition of complete unemployment.

**Did You Ask for Allocation from DDTEFP?** — Select if you asked for DDTEFP (*Direction Du Travail, de l'Emploi, et de la Formation Professionnelle)* allocation. The related From, To, and Foreseen Date to Resume Work fields appear in which you can enter the begin and end dates of the period of compensation as well as the anticipated date for returning to work.

### Reason for Breach (Frame 6)

**Reason of Breach of Contract** — Displays the termination action/reason code entered on the Job Data component. If the action/reason code is *20* (other dismissal reason), *59* (resignation), or *60* (other breach reason), the Reason field appears (see below).


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**Note.** The system populates this field based on the mappings between Job Data actions/reasons and ASSEDIC reasons on the Assedic Reasons page.

**Reason** Enter the specific reason for the breach of contract for action/reason codes *20, 59,* or *60.*

**Social Plan?** Select if the employee is laid off within a social plan. The Social Plan Date field appears.

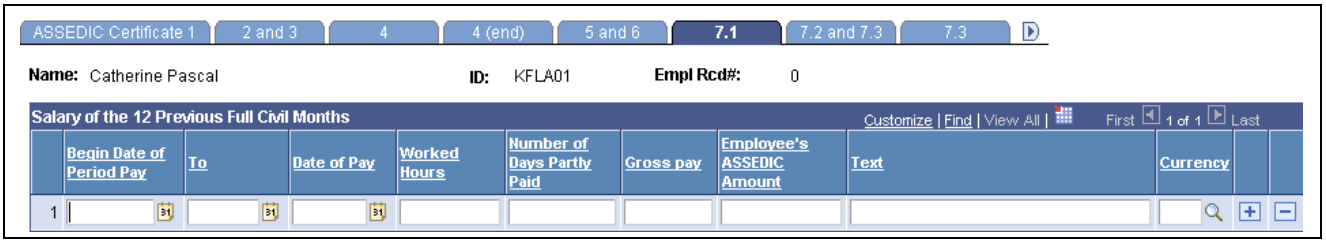
**Social Plan Dt** ( social plan date) Enter the date of the social plan.

### Payee Aged 55 and More

**Did the Employee Refuse to Subscribe to FNE Convention?** Select this check box if the employee refused to subscribe to the FNE convention.

## Reviewing Employee Salary Information

Access the 7.1 page.




Termination Data FRA - 7.1 page

**Begin Date of Period Pay** Displays the begin date of the pay period for this payee from the GP_PYE_PRC_STAT record (the Pay Process Stat record).

**To** Displays the end date of the pay period for this payee from the GP_PYE_PRC_STAT record.

**Date of Pay** Displays the actual pay date for this payee from the GP_PYE_PRC_STAT record.

**Worked Hours** Displays the calculated work hours from the GPFR_ASS_WA record.

**Number of Days Partly Paid** Displays the number of days partly paid from the GPFR_ASS_WA record.

**Gross Pay** Displays the gross pay from the GPFR_ASS_WA record.

**Employee's ASSEDIC Amount** Displays the employee's ASSEDIC amount from the GPFR_ASS_WA record.

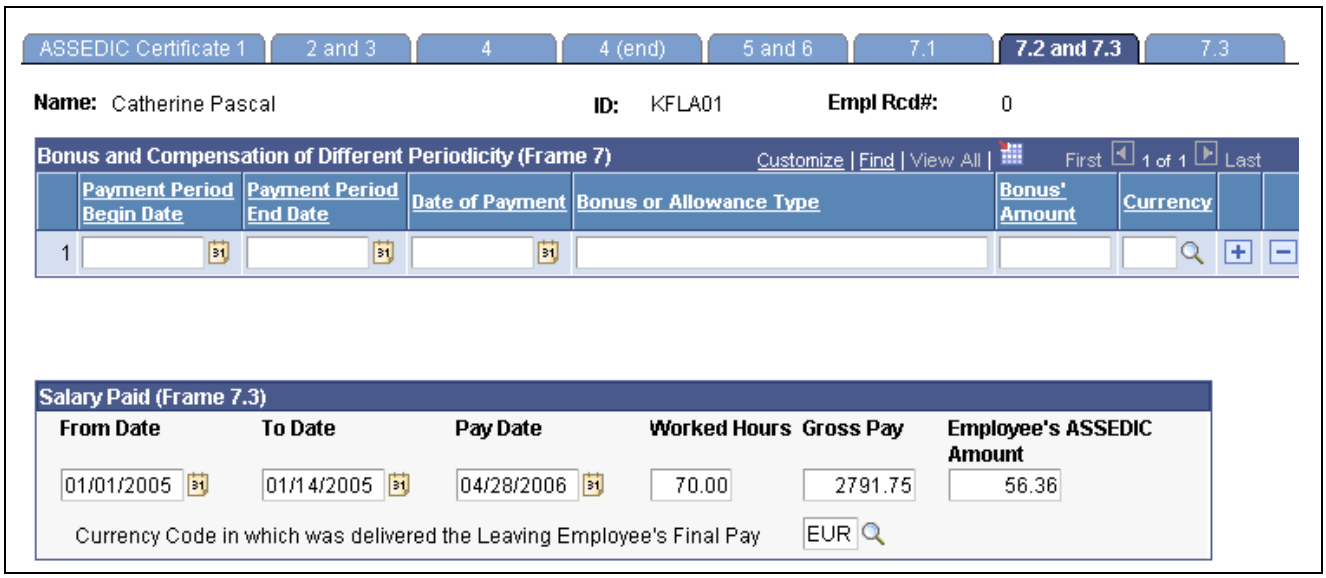
**Text** Enter additional comments.

**Currency** Displays the currency from the GP_PYE_PRC_STAT record.

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# Reviewing Employee Bonus Information

Access the 7.2 and 7.3 page.




Termination Data FRA - 7.2 and 7.3 page

## Bonus and Compensation of Different Periodicity (Frame 7)

This group box displays the premiums or allowances for the 12 calendar months preceding the last day worked. The data comes from several result tables that the system creates during payroll processing, such as the GP_RSLT_ERN_DED, GP_PYE_PRC_STAT, and GP_PIN records.

**Payment Period Begin Date** Displays the begin date of the bonus or allowance from the GP_RSLT_ERN_DED record.

**Payment Period End Date** Displays the end date of the bonus or allowance from the GP_RSLT_ERN_DED record.

**Date of Payment** Displays the payment date of the bonus or allowance from the GP_PYE_PRC_STAT record.

**Bonus or Allowance Type** Displays the name of the bonus or allowance from the GP_PIN record.

**Bonus' Amount** Displays the bonus or allowance amount from the GP_RSLT_ERN_DED record.

**Currency** Displays the currency from the GP_PYE_PRC_STAT record.

**Note.** The GP_RSLT_ERN_DED record contains the results of earnings and deductions after batch processing.

## Salary Paid (Frame 7.3)

This group box displays the amounts paid after the last complete month paid (after the amounts listed on the 7.1 page and corresponding to the employee's final pay). The data comes from several result tables that the system creates during payroll processing, such as the GP_RSLT_ERN_DED and GP_PYE_PRC_STAT records. It also draws data from the GPFR_ASS_WA record, dedicated to writable array accumulator results.

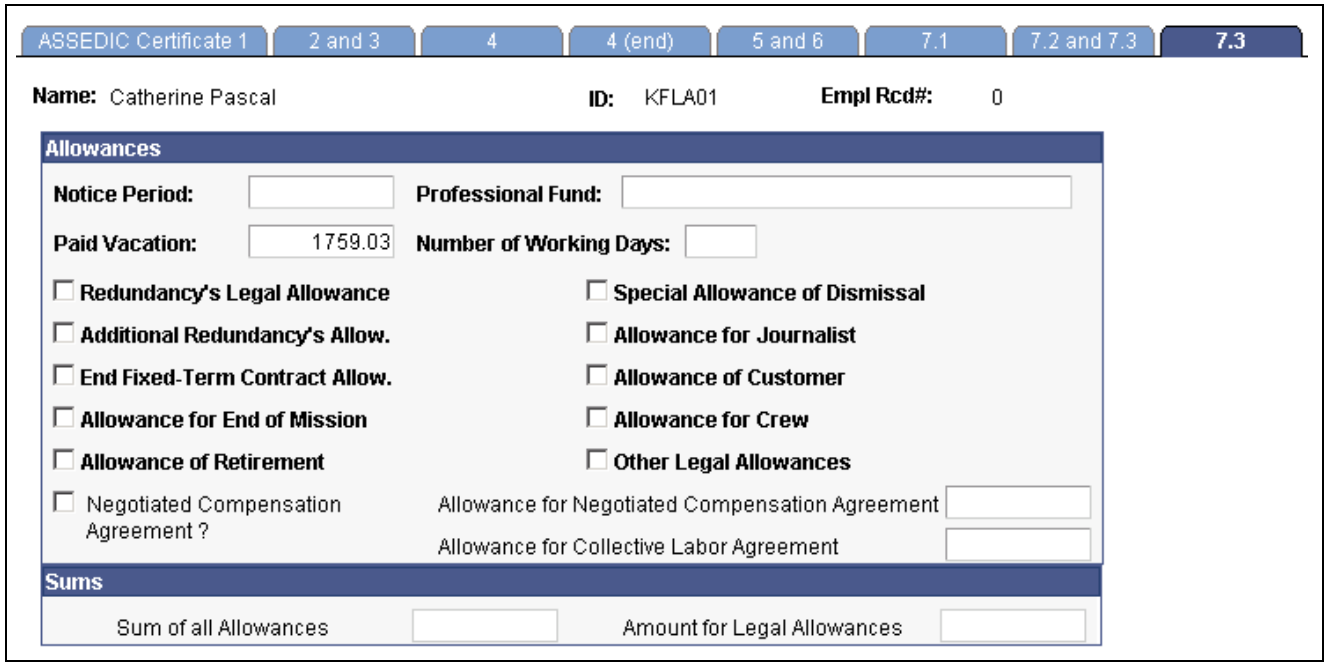
**Note.** The amounts on this page must be in the same currency as those on the Termination Data FRA - 7.1 page.


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| | |
|---|---|
| **From Date** | Displays the begin date of the bonus from the GP_RSLT_ERN_DED record. |
| **To Date** | Displays the end date of the bonus from the GP_RSLT_ERN_DED record. |
| **Pay Date** | Displays the payment date of the bonus from the GP_PYE_PRC_STAT record. |
| **Worked Hours** | Displays the number of hours worked, including overtime, for each period from the GPFR_ASS_WA record. |
| **Gross Pay** | Displays the employee's gross pay for the period specified from the GPFR_ASS_WA record. |
| **Employee's ASSEDIC Amount** | Displays the employee's ASSEDIC contribution amount from the GPFR_ASS_WA record. |
| **Currency Code in which was delivered the Leaving Employee's Final Pay** | Displays the currency code in which the departing employee's final pay was delivered from the GP_PYE_PRC_STAT record. |

# Reviewing Employee Allowances

Access the 7.3 page




Termination Data FRA - 7.3 page

This page displays accumulator values for various allowances from the record GPFR_ASS_WA, dedicated to writable array results. The Extract Termination Data process retrieves these values after the payroll process populates this record with the current accumulator amounts.

## Allowances

If an allowance check box is selected, the page displays the amount of the selected allowance based on the results in the GPFR_ASS_WA record. Select the check box to manually enter an amount.

| | |
|---|---|
| **Notice Period** | Displays the allowance notice period from the GPFR_ASS_WA record. |

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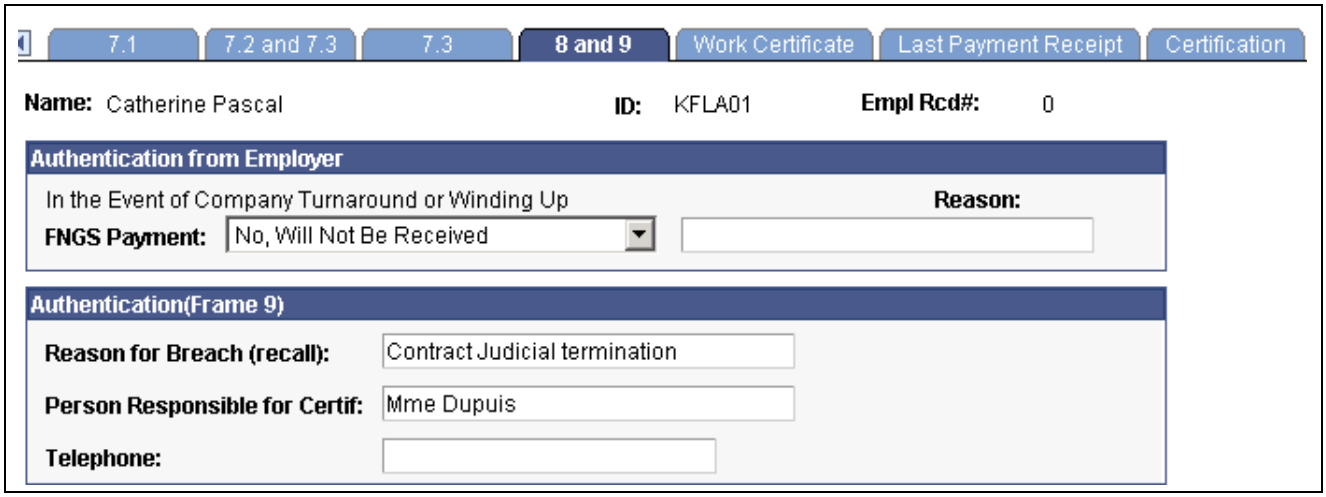
| | |
|---|---|
| **Professional Fund** | Enter the name of the professional fund for the paid vacation amount. |
| **Paid Vacation** | Displays the amount of paid vacation from the GPFR_ASS_WA record. |
| **Number of Working Days** | Displays the number of working days from the GPFR_ASS_WA record. |
| **Negotiated Compensation Agreement?** | Select if the employee has a negotiated compensation agreement. |
| **Allowance for Negotiated Compensation Agreement** | Displays the amount of the negotiated compensation agreement allowance based on the results in the GPFR_ASS_WA record. |
| **Allowance for Collective Labor Agreement** | Displays the amount of the collective labor agreement allowance based on the results in the GPFR_ASS_WA record. |

### Sums

| | |
|---|---|
| **Sum of all Allowances** | Displays the total amount of legal, collective labor agreement, or negotiated financial compensation allowances for dismissal based on the results in the GPFR_ASS_WA record. |
| **Amount for Legal Allowances** | Displays the total amount of the legal allowances based on the results in the GPFR_ASS_WA record. |

## Reviewing FNGS and Termination Reason Information

Access the 8 and 9 page.




Termination Data FRA - 8 and 9 page

### FNGS (Frame 8)

**FNGS Payment**

Select an option that describes the processing of the FNGS payment to be printed on the ASSEDIC certificate:

*No, will not be received.*

*No, is not received.*

*Yes, already received.*

*Yes, will be received.*


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If the FNGS won't be processed, the Reason field appears. If the FNGS will be processed, the For Which Claim field appears.

**Reason** Enter the reason for the lack of payment to FNGS.

**For Which Claim** Enter the claim description for the FNGS payment.

### Reason for Breach

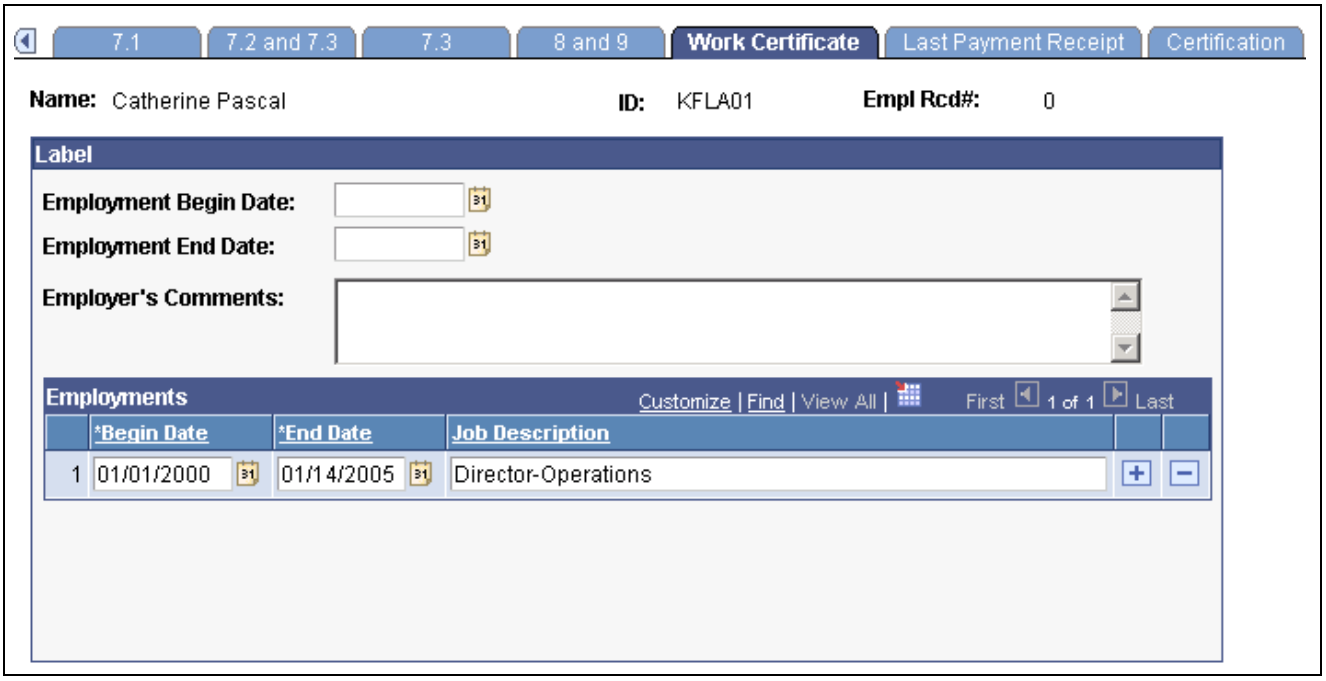
**Reason for Breach (recall)** Displays the termination action/reason code, as entered in the Job Data component.

**Person Responsible for Certif** (person responsible for certificate) Displays the person responsible for the certificate, as entered on the Extract Termination Data page.

**Telephone** Displays the telephone number of the person responsible for the certificate, as entered on the Extract Termination Data page.

## Reviewing Work Certificate Information

Access the Work Certificate page.




Termination Data FRA - Work Certificate page

This page displays employee's hire and termination dates extracted from Job Data. The information on this page is printed on the Work Certificate, together with employer information.

**Employer's Comments** (Optional) Enter any comments that you want to print on the Work Certificate.

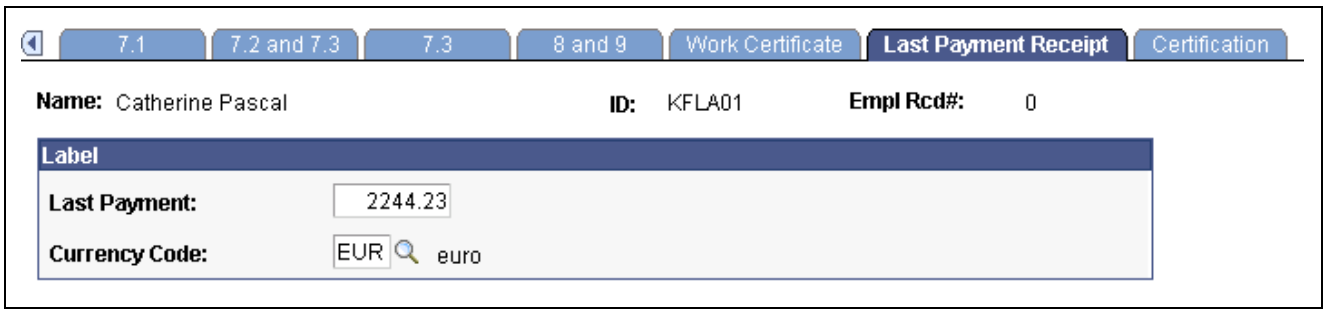
### Employments

This group box lists job descriptions for the jobs held by the employee while employed by the organization.

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## Reviewing Last Payment Receipt Information

Access the Last Payment Receipt page.



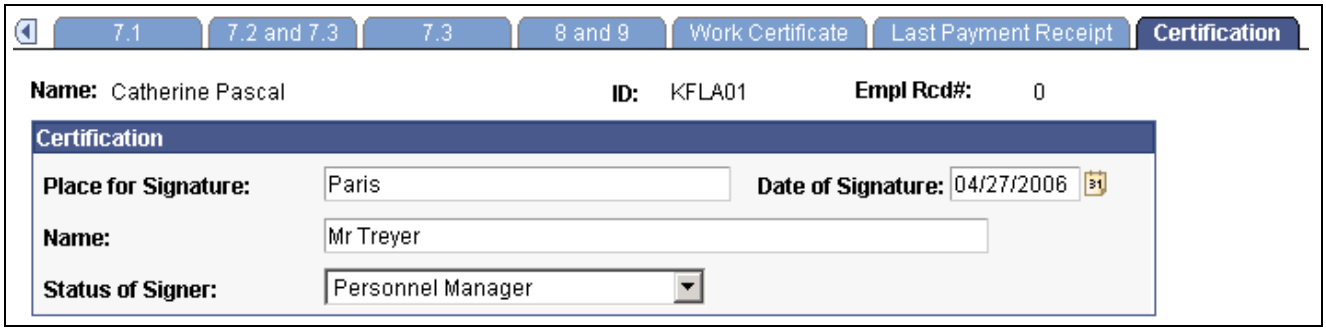

Termination Data FRA - Last Payment Receipt page

### Last Payment Receipt

This group box displays the employee's final payment, as calculated by the payroll process.

## Reviewing Certification Information

Access the Certification page.




Termination Data FRA - Certification page

### Certification

The system populates this group box with information about the person who signs the termination reports, as specified on the Termination Data Retrieval page.

### See Also

Chapter 24, "Processing Terminations," Extracting Data for Terminated Employees, page 414

# Printing Termination Certificates

This section lists prerequisites and discusses how to run termination reports.


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## Prerequisite

Access the writable array REP WA AA ELMT and review the mapping between payroll elements for France and fields in the termination certificates. The values displayed in these fields come from the elements to which they are mapped in the array. You can define your own elements to store values displayed in the certificates, and then map them to the appropriate fields using the REP WA AA ELMT array.

**Note.** To review the definition of a writable array, use the Writable Array (GP_WRITE_ARRAY) component in the Global Payroll core application.

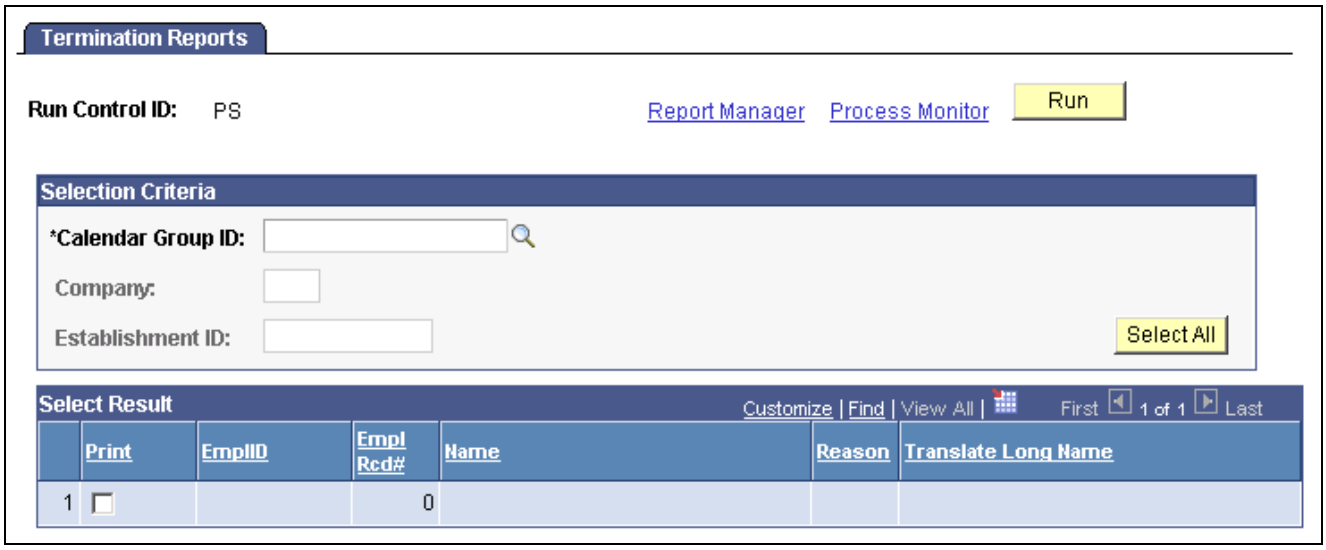
## Page Used to Run Termination Reports

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Termination Reports | GPFR_ASS_CER_RUN | Global Payroll & Absence Mgmt, Termination Processing, Termination Report FRA, Termination Reports | Use this page to generate the following reports for terminated employees:<br>• ASSEDIC Certificate (*Attestation ASSEDIC)*<br>This is a statutory report that provides information about employee's ASSEDIC (or GARP in Paris) contributions.<br>• Work Certificate (*Certificat de Travail)*<br>This report displays employer information, the terminated employee's name and address, and a list of the employee's jobs while employed by the company.<br>• Last Payment Receipt (*Reçu pour Solde de Tout Compte)*<br>This report details the amount paid to the employee on termination. Employees are normally required to sign this report to confirm receipt of their final payment. |

## Running Termination Reports

Access the Termination Reports page.

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Termination Reports page

## Selection Criteria

**Select All** Click to select all employees in the specified Company and Establishment whose data has been retrieved. The termination data extraction process retrieves employee data required for the termination reports.

## Select Result

The system populates this group box when you click the Select All button.

**Print** Select this check box to print the termination reports for the employee listed. By default, this check box is selected if the reports have not been printed for the employee.


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# CHAPTER 25

# Managing Off-Cycle Payments

This chapter provides an overview of off-cycle processing and discusses:

- Manual payments.
- Reversals and corrections.
- Unscheduled payments.
- Advance payments.

---

**Note.** Please refer to the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook* for additional information on off-cycle processing.

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### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Managing Off Cycle Processing"

## Understanding Off-Cycle Processing

This section discusses:

- Off-cycle processing.
- Types of off-cycle transactions.

### Off-Cycle Processing

Off-cycle processing refers to processing payments and correcting payroll results outside of the normal payroll schedule. Off-cycle transactions are usually made to correct prior payments, enter manual payments, or to make early termination payments that can't wait until the next scheduled payroll run.

### Types of Off-Cycle Transactions

The four types of off-cycle transactions are:

1. Manual payments.

   Manual payments enable you to enter payments that you have calculated and paid outside of the payroll system. Examples include paying a new hire with a manual check, because their pay details were not entered in time for the normal pay run.

2. Reversals and corrections.

   Reversals and corrections enable you to correct the results of a finalized payroll. Examples include reversing a sick leave payment when worker's compensation should have been paid.

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3. Unscheduled payments.

   Unscheduled payments enable you to enter one-time payments that fall outside the normal payroll process. Examples include one time bonuses or expense reimbursements.

4. Advances.

   Advances enable you to pay payees before their normally scheduled pay run. Examples include salary due on termination.

**Note.** As delivered, Global Payroll for France does not support the use of any off-cycle type other than advances. Although you can modify the delivered setup to use other off-cycle types, Global Payroll for France cannot guarantee the accuracy of your payroll calculations.

# Manual Payments

Global Payroll for France does not support manual payment processing.

- Global Payroll for France declares contribution amounts using the DUCS program. If you enter manual payments, the DUCS program does not take these amounts into account.
- The DADS report is based on specific calculations done during normal payroll processing. DADS data can't be populated using a manual payment process.
- Other reports based on payroll calculations such as the Illness Certificate and the ASSEDIC Certificate can't be produced if payments are entered manually.
- Global Payroll for France prepares data used by other processes and reports such as profit-sharing, the 2483 report, and the Employee Survey report. The data for these reports and processes is not available when payments are entered manually.
- Many calculations that occur during normal payroll processing provide values for future payroll calculations (paid vacation entitlements, seniority, base for absence salary upholding, and so on). Entering manual payments could result in these values not being populated, which would in turn produce false results in the future.

***Warning!*** Global Payroll for France recommends that you do not use manual payment processing.

### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Managing Off Cycle Processing," Recording Manual Payments

# Reversals and Corrections

Global Payroll for France does not support reversal or correction processing.

***Warning!*** Submitting reversals can have undesirable consequences for contribution declarations. PeopleSoft recommends the use of the delivered retroactive processing rules for France rather than reversal processing.

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### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Managing Off Cycle Processing," Correcting or Reversing Finalized Results

Chapter 16, "Understanding Retroactive Processing," page 257

# Unscheduled Payments

Global Payroll for France does not support unscheduled payment processing.

***Warning!*** Unscheduled payments can have undesirable consequences for social contribution declarations and annual declarations. PeopleSoft recommends that you do not use the unscheduled payment functionality in Global Payroll.

### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Managing Off Cycle Processing," Making Additional Payments

# Advance Payments

This section discusses advance payments.

**Note.** This section supplements the off-cycle documentation in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook.*

### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Managing Off Cycle Processing," Processing Advances

## Understanding Advance Payments

Global Payroll for France uses the advance payment functionality in the Global Payroll core application as the basis for the delivered termination process. However, advance payments can be made outside of this process, for reasons other than termination.

- To set up an advance for a termination that needs to be processed immediately, before the next scheduled on-cycle pay run, use a combination of core and Global Payroll for France-specific pages.

  **Note.** The delivered termination process uses French-specific pages that function as component interfaces to the Off-Cycle Requests (GP_OFFCYCLE_REQ) and Off-Cycle Calendar Group (GP_CALENDAR_RUN) components in the core Global Payroll application.

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**Note.** This process and the required setup steps are documented in detail in the chapters on processing terminations for France.

See Chapter 17, "Setting Up Termination Processing," page 281 and Chapter 24, "Processing Terminations," page 405.

- To set up an advances for reasons other than off-cycle termination, use the pages in the core Off Cycle On Demand (GP_ONDEMAND) component.

**Note.** This component is described in detail in the off-cycle processing chapter in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook.*

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Managing Off Cycle Processing," Processing Advances.

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# CHAPTER 26

# Generating DUCS

This chapter provides an overview of DUCS processing and discusses how to produce DUCS files and DUCS reports.

## Understanding DUCS Processing

After you run the payroll process, the system has most of the data that you need to produce the DUCS file and the DUCS report. You must enter only the information that is unique to your process setup. You must also specify which data the process must select, where it must place the results, and what alterations to this data, if any, you want to make.

**Note.** The DUCS is a norm for declaring contributions. Contact the appropriate organization, such as URSSAF or ASSEDIC, to obtain the technical requirements book for the DUCS. This technical requirements book contains the description of the norm and stipulates the membership conditions.

When you are finished setting up DUCS information, use the DUCS Preparation - Run Control page to run the process on specific populations and organizations, during a specific period. This sets up the tables needed to create the DUCS file and the DUCS report.

If needed, use the Update DUCS File page to adjust the data in the DUCS file and report before it is generated. You can change the amount paid and the authentication. For AGIRC and ARRCO, you can also change the credit or debit.

Use the DUCS File Generation page to create the DUCS information. You also use this page to select a destination for the data and an output type—that is, a file, a report, or both.

## Prerequisites

Before you can produce the DUCS file or the DUCS report, you must set up DUCS information for the organization.

### See Also

Chapter 9, "Setting Up DUCS and DADS Reporting," Setting Up DUCS Information, page 146

## Producing DUCS Files and Reports

This section discusses how to:

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- Extract data for DUCS files and reports.
- Update DUCS file and report data.
- Generate DUCS files or DUCS reports.

### See Also

*PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Defining Banking Instructions"

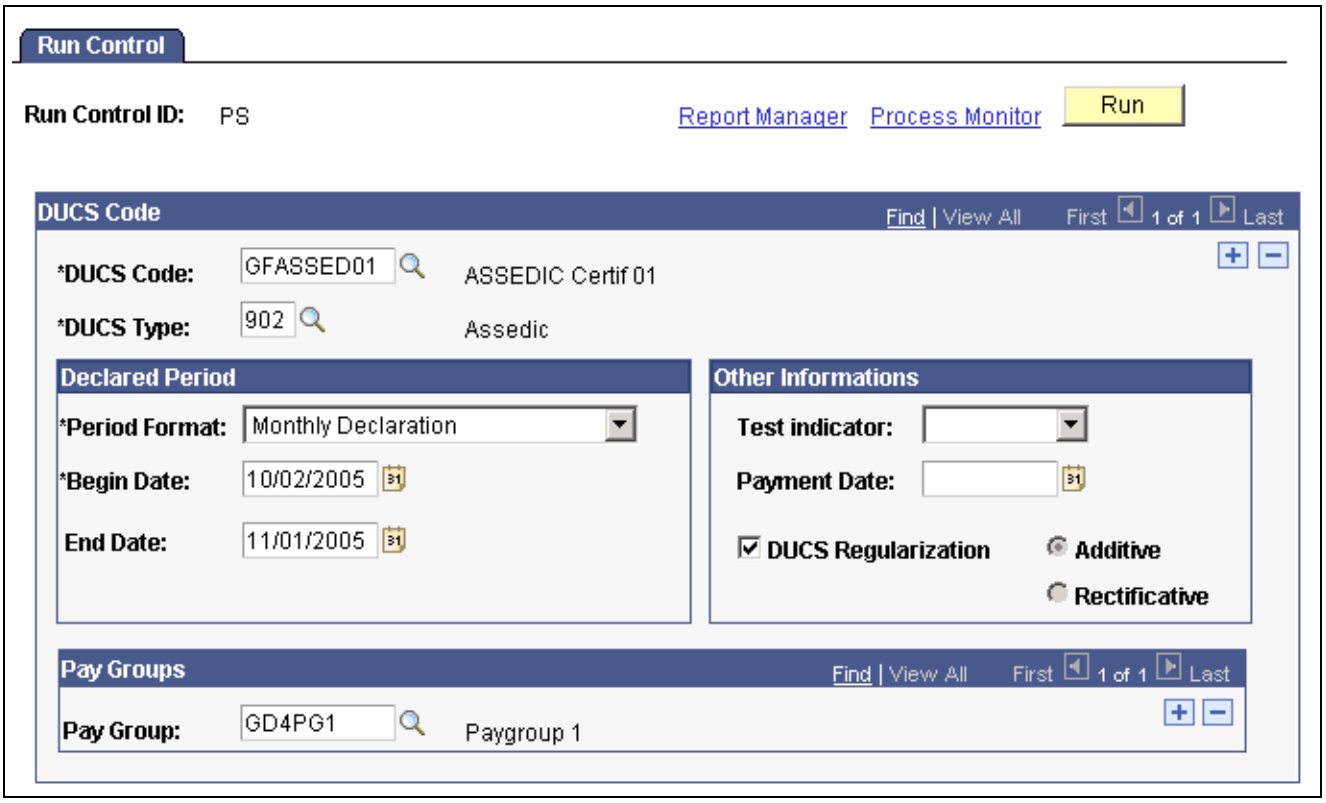
## Pages Used to Produce DUCS Files and Reports

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| DUCS Preparation - Run Control | GPFR_DUCS_RUNCNTL | Global Payroll & Absence Mgmt, Social Security / Insurance, Create DUCS Data FRA, Run Control | Run the DUCS Preparation Application Engine process (GPFR_DUC_AE). This process creates the work tables that the system needs to produce the DUCS files and reports. |
| Update DUCS File | GPFR_DUCSF_UPDT | Global Payroll & Absence Mgmt, Social Security / Insurance, Update DUCS Data FRA, Update DUCS File | Update data that appears in DUCS files and reports. |
| DUCS File Generation | GPFR_DUCS_FILE | Global Payroll & Absence Mgmt, Social Security / Insurance, Create DUCS/TRC/DRA File FRA, DUCS File Generation | Generate a DUCS file or report. Run this process for each file or report that you want to generate. |

## Extracting Data for DUCS Files and Reports

Access the DUCS Preparation - Run Control page.


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DUCS Preparation - Run Control page

The DUCS Preparation process extracts data from the PeopleSoft Enterprise Human Resources Management system, the GP Results tables, and the DUCS setup tables, and writes the data to specific DUCS tables.

### Declared Period

**Period Format** Select the period format. Options are *Monthly Declaration, Quarterly Declaration,* and *Yearly Declaration.*

### Other Information

**Test Indicator** Select *Try* if the generated file is a technical test. The information is sent to the addressee to verify that the file is correct. It is not used as a real declaration.

**Payment Date** Enter the appropriate payment date. This is used to generate payment order.

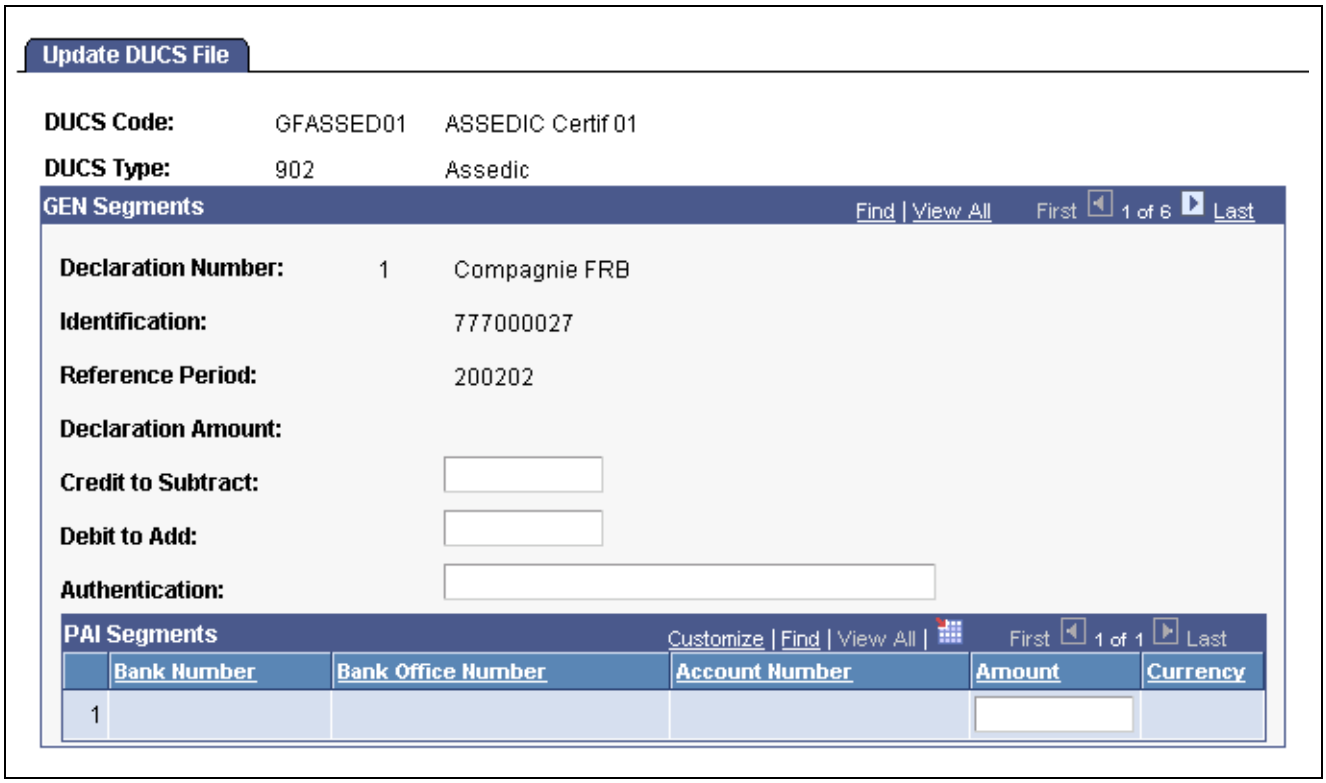
### Pay Groups

**Pay Group** Select the pay groups for which the system generates a DUCS file or report.

## Updating DUCS File and Report Data

Access the Update DUCS File page.

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Update DUCS File page

## GEN Segments

**Declaration Number** Displays the declaration number.

Click the Show Next Row button to view multiple declaration numbers for the same DUCS code and DUCS type.

**Identification** Displays the identification number that is set up in the DUCS Contacts FRA (GPFR_DUCS_CONTACT) component for the company of the declaration.

**Reference Period** Displays the reference period.

**Declaration Amount** Displays the declaration amount.

**Credit to Subtract** Enter the amount to be subtracted from the ARRCO or AGIRC declaration, if applicable.

**Debit to Add** Enter the amount to add to the ARRCO or AGIRC declaration, if applicable.

**Authentification** Enter the authentification code.

## PAI Segments

**Bank Number** Displays the bank number that you selected on the DUCS Definition page.

**Bank Office Number** Displays the bank office number that corresponds to the bank number that you selected.

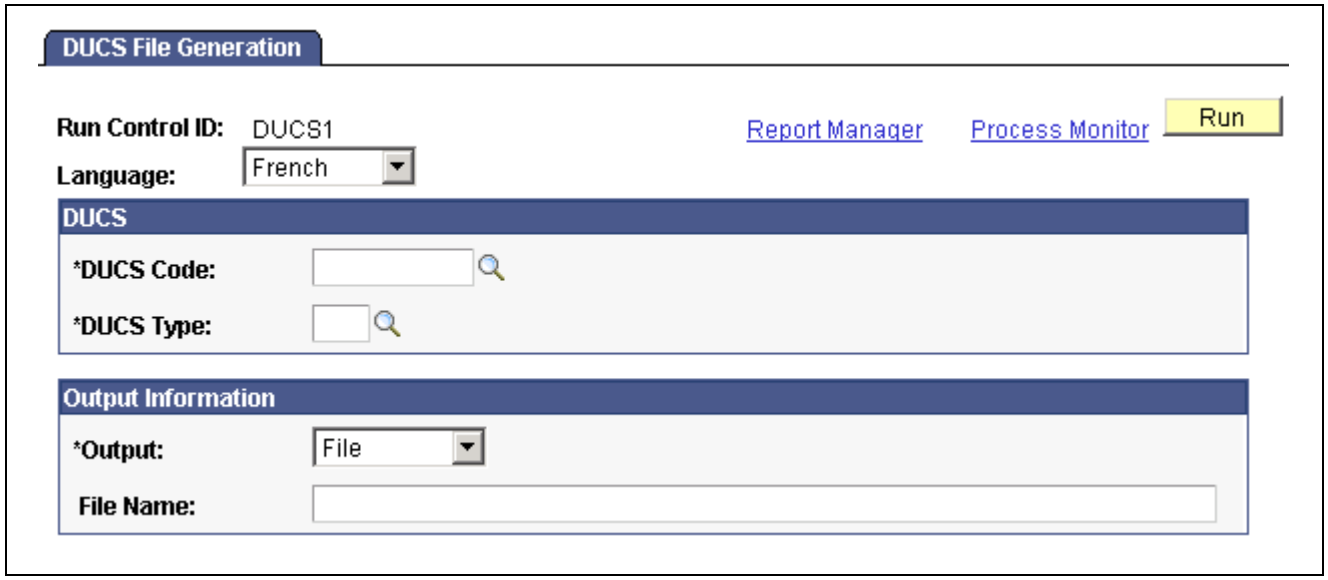
**Bank Account Number** Displays the bank account number that corresponds to the account that you selected.


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**Amount** Displays the amount to be transferred to the bank. This field is populated by the extraction process and is equal to the contributions to be paid for the DUCS. You can modify this amount if necessary.

# Generating DUCS Files or Reports

Access the DUCS File Generation page.




DUCS File Generation page

Use this run control page to generate DUCS files and reports. This process uses the DUCS-specific tables that are generated during the extraction process.

## DUCS

**DUCS Code** Select the DUCS code that you want to process.

**DUCS Type** Select the DUCS type that you want to process.

## Output Information

**Output** Select an output type. Options are *File, Report,* and *Both.*

**File Name** To create a DUCS file or report, enter a complete valid path and file name; for example, C:\temp\fichier.txt. If you want to create a new report without writing over old ones, or if you are running a new process, use a new file name. Use a new file name for each DUCS process that you run; otherwise, you might inadvertently delete existing information that you need.

**Run** Click to launch the DUCS file generation process. The Process Scheduler Request page appears. Select one of the following report options: *DUCS File Generation*, *ASSEDIC Contributions Report,* and *URSSAF Contributions Report.*

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# CHAPTER 27

# Counting Employees

This chapter provides an overview of employee counts and discusses how to:

- View headcounts by company.
- Adjust DUCS headcounts.

## Understanding Employee Counts

Several payroll reports are based on headcounts. For example, separate monthly headcounts (as well as other counts) of the men and women in an organization are required for ASSEDIC reporting. The headcount frequency and other requirements vary by report.

Global Payroll for France automatically performs the employee counts needed to meet ASSEDIC, URSSAF, DADS, AGIRC, and ARRCO reporting requirements. When you run the payroll process, the system performs the legally required counts of employees, non-employees, contributors, non-contributors, males, females, and so on. The system stores the results in the writable array REP WA DU COTI. You then run the DUCS File Preparation process, which summarizes the counts by company and establishment.

During the next payroll cycle and during the production of the ASSEDIC certificate and the DADS-U report, the system uses some of the automatic counts generated by the previous DUCS process. For example, it writes the count into a record that stores the monthly headcount. When you run the DADS-U process at year-end, the system can then calculate the headcount for the entire year.

### Adjusting Headcounts

At times, you may need to adjust headcounts. For example, you may need to increase the headcount for the number of employees that you do not process through Global Payroll for France—possibly some senior executives.

You may also need to add employees who were absent during the entire processing period. For example, in the case of a long-term absence, you might change the value of the Action/Reason field on the Job Data − Work Location page to *Paid Leave of Absence* or *Leave of Absence*. When you select *Leave of Absence*, the system automatically changes the employee's status to *Inactive.* If you exclude inactive payees from your payroll calculations, the system does not count these payees. Therefore, you need to increase the automatic headcount by the number of inactive payees who are still employed by your organization.

### Which Counts Are Performed

The system automatically performs the following counts:

- Headcount for each establishment as of December 31.

  These counts are done for the ASSEDIC certificate and for DADS-U.

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- Headcounts for each establishment and company in accordance with DUCS requirements for ASSEDIC and URSSAF reporting.
- Monthly headcount per company, used in the next monthly payroll cycle.

### See Also

Chapter 26, “Generating DUCS,” page 437

# Viewing Headcounts by Company

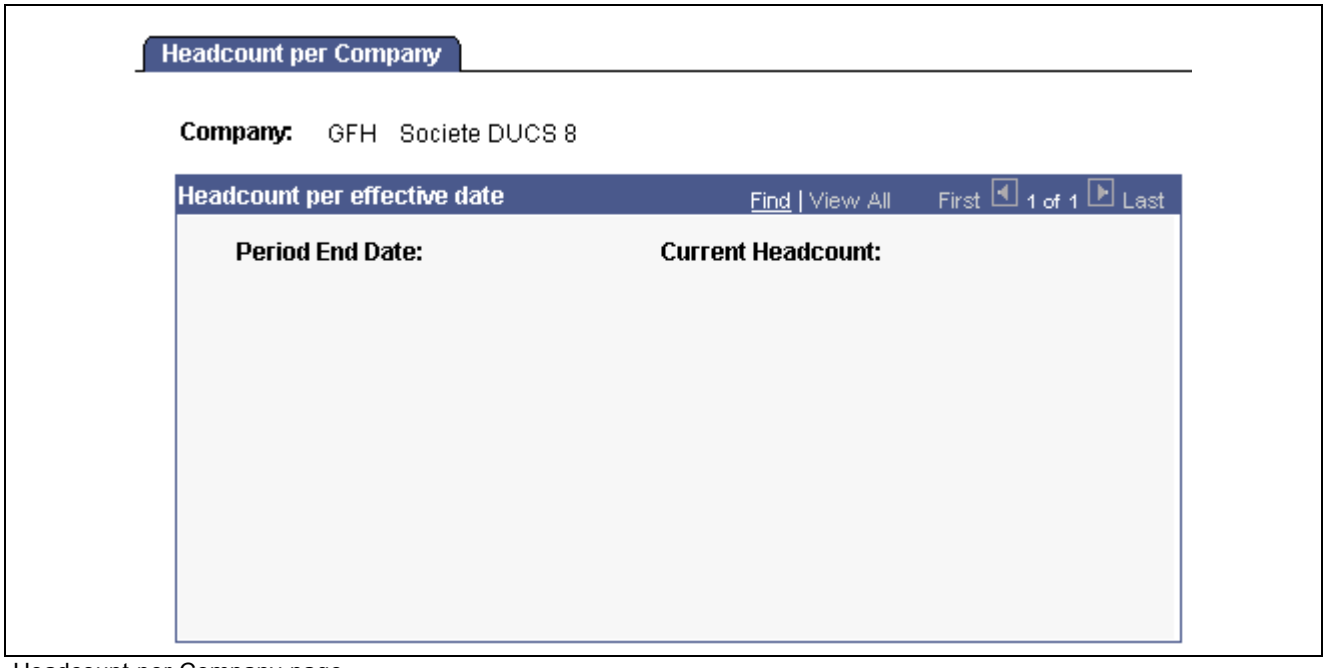
This section discusses how to view headcounts by company.

## Page Used to View Headcounts by Company

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Headcount per Company | GPFR_DUCS_COUN | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Update Company Headcount FRA, Headcount per Company | View the headcount values for each company that exists in the company reference table. |

## Viewing Headcounts by Company

Access the Headcount per Company page.




Headcount per Company page


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You can view the current payee headcount for each company in your organization after you run the DUCS process. The Headcount per Company page lists the count for each pay period. The system saves all counts for use in retro calculations.

**Period End Date** Displays the end date of the pay period for which the counts were generated.

**Current Headcount** Displays the total headcount for the company.

# Adjusting DUCS Headcounts

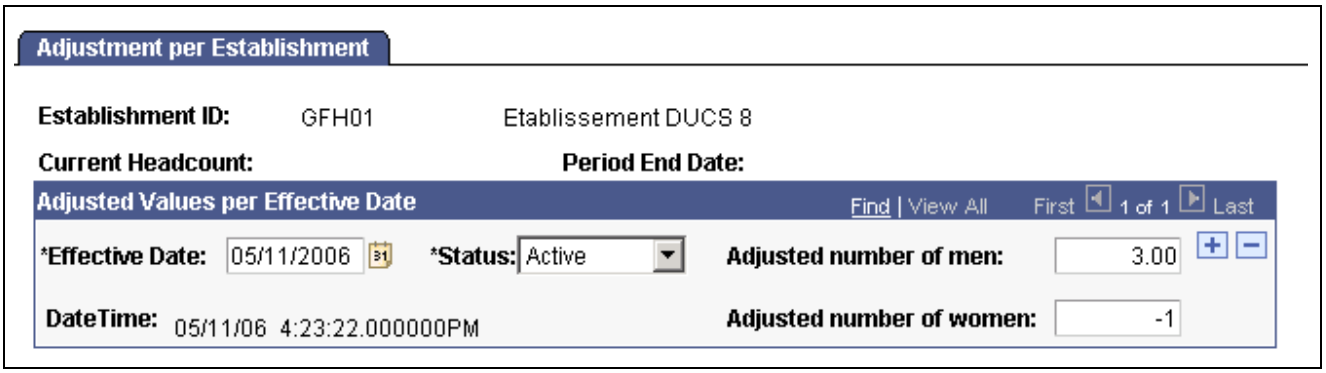
This section discusses how to adjust DUCS headcounts.

## Page Used to Adjust DUCS Headcounts

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Adjustment per Establishment | GPFR_DUCS_ADJ | Global Payroll & Absence Mgmt, Social Security / Insurance, Adjust DUCS Headcount FRA, Adjustment per Establishment | Adjust the DUCS headcount to include employees who were excluded from the counting process. Because ASSEDIC requires separate counts for men and women, enter a separate count for each. |

## Adjusting DUCS Headcounts

Access the Adjustment per Establishment page.




Adjustment per Establishment page

The Adjustment per Establishment page lets you adjust the number of men and women counted in an establishment.

After adjusting the figures, run the DUCS File Preparation process again so that next month's payroll process retrieves the correct headcounts.

**Current Headcount** Displays the headcount for the selected establishment, as generated by the DUCS process.

**Period End Date** Displays the end date of the last period for which the DUCS process was run.

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| | |
|---|---|
| **DateTime** | Displays the date and time of the last adjustment so that you can determine if the adjustment was made before or after the DUCS File Generation process was last run for the same period. |
| **Adjusted Number of Men** | Enter the adjustment to the total number of male employees. To make a negative adjustment, enter a minus sign (-) before the number. |
| **Adjusted Number of Women** | Enter the adjustment to the total number of female employees. To make a negative adjustment, enter a minus sign (-) before the number. |


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# CHAPTER 28

# Generating DADS

This chapter lists prerequisites and discusses how to:

- Extract DADS data.
- Add and update extracted DADS data.
- Generate DADS files.

## Prerequisites

Before you extract DADS information, you must set up your DADS information including data types, structures, reporting establishments, and sending references.

### See Also

Chapter 9, "Setting Up DUCS and DADS Reporting," Setting Up DADS Extraction, page 160

## Extracting DADS Data

After you complete the DADS setup pages, you can extract DADS information from the payroll tables.

This section discusses how to extract DADS data.

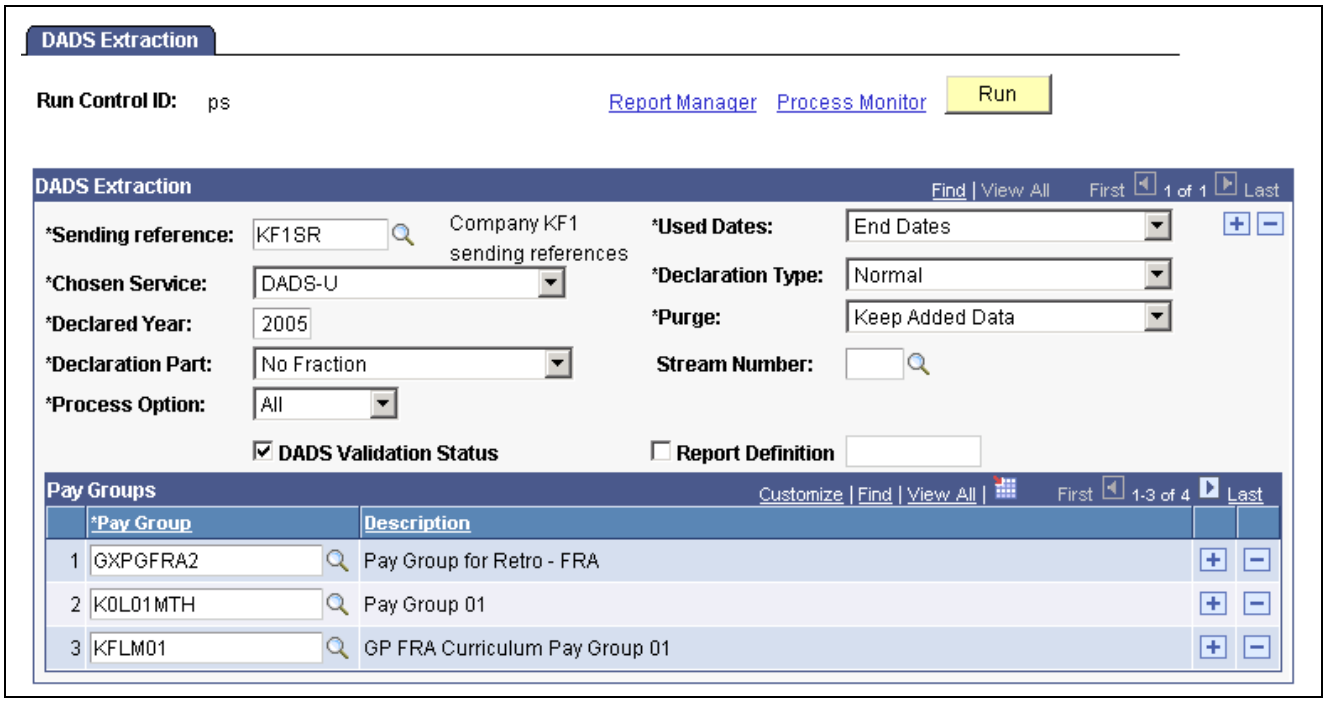
### Page Used to Extract DADS Data

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| DADS Extraction | GPFR_DA_RUNCNTL | Global Payroll & Absence Mgmt, Year-End Processing, Extract DADS Data FRA, DADS Extraction | Extract DADS human resources and global payroll data for a unified DADS declaration by launching the DADS Extraction Application Engine process (GPFR_DA_AE). |

### Extracting DADS Data

Access the DADS Extraction page.

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DADS Extraction page

**Note.** You can save and run the process only after completing the Sending Reference and Pay Group fields.

**Sending Reference** Select a file layout defined on the Sending Reference page.

**Used Dates** Indicate the types of dates used for payroll segment selection. Values are:

*End Dates*: Selects the segments that have an end date included in the Declared Year field value.

*Payment Dates*: Selects the segments that have a payment date included in the Declared Year field value.

For example, if a company applies a payroll gap (*décalage de paie*) for the salary payment, then the payroll period is also the calendar month, but the payment is made during the following month.

If you select *End Dates*, when launching the DADS extraction for the year 2005, the payroll months retrieved are from January 2005 to December 2005, corresponding to the months having an end date included in the 2005 year.

If you select *Payment Dates*, when launching the DADS extraction for the year 2005, the payroll months retrieved are from December 2004 to November 2005, corresponding to the months having a payment date included in the 2005 year.

**Chosen Service** Select *DADS-U*.

**Declaration Type** Displays *Normal*.

**Declared Year** Select the year of declaration. The previous calendar year appears by default.

**Purge** Select to specify how the system handles added data. Values are:

*Delete Added Data*: Deletes previously-extracted data, modified, and added data before the new extraction process is performed.


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*Keep Added Data*: Employees added in the DADS Situation By Employee and the related data added in the DADS Situation Dtls are not deleted when launching the extraction process. Previously extracted and updated data are deleted before the extraction process is performed.

You must purge data for the first DADS launch in a new year. If not, the system displays an error message if the DADS tables contain data related to previous years.

**Declaration Part** Displays *No Fraction.* This is the only value available.

If your company changes to Global Payroll for France in the middle of the year, you must provide two DADS declarations, one from your former system, and a second partial declaration created from the PeopleSoft application. In this case, several records extracted by Global Payroll for France must be overridden using the Update DADS Companies page.

The record S20.G01.00.004.002 must be equal to 52 for Complementary Declaration. The record S20.G01.00.005 must be equal to the fraction number on the format nd, where n corresponds to the fraction number of the current declaration and d correspond to the total number of fractionated declarations performed. By default, the record is equal to 11: the declaration is not fractionated. The record S20.G01.00.006 must be populated in case of Complementary Declaration. Contact the organizations receiving your declaration to determine the value to be input in this record.

**Stream Number** Enter the range of employees to process, if you are using the *Stream* extraction process option.

**Process Option** Select a process option. Options are:

*ALL:* Extracts all data for all employees.

*NON-PAYEE:* Extracts structures S10, S20, and S80, including all information not related to employee information, such as extraction of company, establishment structures, and so forth.

*OVERRIDE*: Extracts only DADS situations with a status of Pending.

*PAYEE:* Extracts DADS structures S30 and S41–S46, including information related only to payees, such as situation, personnel information, salaries paid, and so forth.

*STREAM:* Extracts information related only to payees that are listed in the stream.

For extracting small populations, select *ALL*. For better extraction performance, however, split the extraction process among the three others to enable several processes to run in parallel.

Deciding between the *Payee* extraction process option plus pay groups and the *Stream* extraction process option plus a stream number depends on the organization. Companies that define several pay groups use the first option, and companies with only one pay group and several streams use the second option.

**DADS Validation Status** Select to automatically review extracted DADS data for errors. Errors can be corrected on the Error Structure page of the List DADS Errors component.

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| | |
|---|---|
| **Report Definition** | Select to produce a specified report format. Then select a report format from the search prompt. |
| **Pay Groups** | Select a pay group. The system processes the pay groups listed here. |

# Adding and Updating Extracted DADS Data

This section provides an overview of extracted DADS data and discusses how to:

- Select a structure.
- Select a record and update data.
- Update situation periods.
- Update situation events.
- Import external DADS data.
- Validating extracted DADS data.
- Create summary reports of DADS data.
- List DADS data errors.
- List DADS error details by record.
- List and correct DADS errors by type.

## Understanding Extracted DADS Data

After DADS data has been extracted, you can update or add data to the structures created in the extraction process. You can also display all errors in the DADS data extract, then drill down to each affected record and resolve the error. You use different pages to add or update particular types of extracted data, such as company data and establishment data. Each page works the same way: you choose a data structure and then a record within that structure. You use separate pages to list and locate all DADS errors.

These are the high-level steps of the DADS extract updating process:

1. Edit and add situation periods and situation events.
2. Edit and add structures and records.
3. List errors in the extracted DADS data, drill down to each error, and correct it.

**Note.** Errors appear on the Error Listing page *only* if you select DADS Validation Status on the DADS Extraction page.

## Pages Used to Add and Update Extracted Data

**Note.** Components with ALL in the name display DADS data for all employees. You should only grant access to these pages to employees authorized to access all employee data. The mirror components without ALL in the name give access to employees according to PeopleTools standard security.

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| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Sending References | GPFR_DA_UPDATE | Global Payroll & Absence Mgmt, Year-End Processing, Update DADS Sending Refs FRA, Sending References | Add or update the extracted sending reference data. |
| Companies | GPFR_DA_UPDATE | Global Payroll & Absence Mgmt, Year-End Processing, Update DADS Companies FRA, Companies | Add to or update the extracted company data. |
| Situation Periods | GPFR_DA_EMPL | • Global Payroll & Absence Mgmt, Year-End Processing, Update DADS Sit. Empl All FRA, Situation Periods<br>• Global Payroll & Absence Mgmt, Year-End Processing, Update DADS Sit Empl FRA, Situation Periods | Update DADS extracted data related to the list of declared situation periods for each employee. |
| Situation Events | GPFR_DA_EMPL | • Global Payroll & Absence Mgmt, Year-End Processing, Update DADS Sit. Empl All FRA, Situation Events<br>• Global Payroll & Absence Mgmt, Year-End Processing, Update DADS Sit Empl FRA, Situation Events | Update DADS extracted data related to the list of declared situation events for each employee. |
| Update Employees | GPFR_DA_UPDATE_3 | • Global Payroll & Absence Mgmt, Year-End Processing, Update DADS Employees All FRA, Situation Events<br>• Global Payroll & Absence Mgmt, Year-End Processing, Update DADS Employees FRA, Situation Events | Update DADS extracted data related to the declared employees. |
| Update Situations | GPFR_DA_UPDATE | • Global Payroll & Absence Mgmt, Year-End Processing, Update DADS Sit Dtls All FRA, Situations<br>• Global Payroll & Absence Mgmt, Year-End Processing, Update DADS Situation Dtls FRA, Situations | Add or update the extracted DADS employee identifiers and period lists. |

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| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| Fees | GPFR_DA_UPDATE | Global Payroll & Absence Mgmt, Year-End Processing, Update DADS Fees FRA, Fees | Add or update the extracted fee information. |
| Detail | GPFR_DA_UPD_DET | • Global Payroll & Absence Mgmt, Year-End Processing, Update DADS Sending Refs FRA, Detail<br>• Global Payroll & Absence Mgmt, Year-End Processing, Update DADS Companies FRA, Detail<br>• Global Payroll & Absence Mgmt, Year-End Processing, Update DADS Situation Dtls FRA, Detail<br>• Global Payroll & Absence Mgmt, Year-End Processing, Update DADS Sit Dtls All FRA, Detail<br>• Global Payroll & Absence Mgmt, Year-End Processing, Update DADS Fees FRA, Detail<br>• Global Payroll & Absence Mgmt, Year-End Processing, Update DADS Establishments FRA, Detail | Enter or correct details. |
| Establishments | GPFR_DA_UPDATE | Global Payroll & Absence Mgmt, Year-End Processing, Update DADS Establishments FRA, Establishments | Add or update the extracted establishment information. |
| DADS Data Check | GPFR_DA_CHK_RUNCTL | Global Payroll & Absence Mgmt, Year-End Processing, Validate DADS Data FRA, DADS Data Check | Search extracted DADS data for possible errors. |
| Output DADS Data | GPFR_DA_SUMM_CNTL | Global Payroll & Absence Mgmt, Year-End Processing, Output DADS Data FRA, Output DADS Data | Generate a custom report from DADS data. |
| Error Listing | GPFR_DA_ERR_STRUCT | Global Payroll & Absence Mgmt, Year-End Processing, List DADS Errors FRA, Error Listing | View a listing of all DADS data errors for structures that are associated with a sending reference. |


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| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| List by Record | GPFR_DA_ERR_RECORD | Click the link in the Record column of the Error Listing Details grid on the Error Listing page. | View a detailed listing of records with DADS errors for a particular structure and sending reference. |
| List by Type | GPFR_DA_ERR | Click the link in the Details column of the Error Listing by Record Details grid on the List by Record page. | View and correct specific DADS error types for a particular structure and sending reference. |

# Selecting a Structure

Access any of the pages used to update and add to previously extracted DADS data.

**Structure** Select a structure to populate the Records group box. The system retrieves record data according to the User Option field value (editable, display-only, or invisible) on the Structure page of the DADS Structures FRA component that you used to set up DADS.

## See Also

Chapter 9, "Setting Up DUCS and DADS Reporting," Viewing Structures and Records, page 162

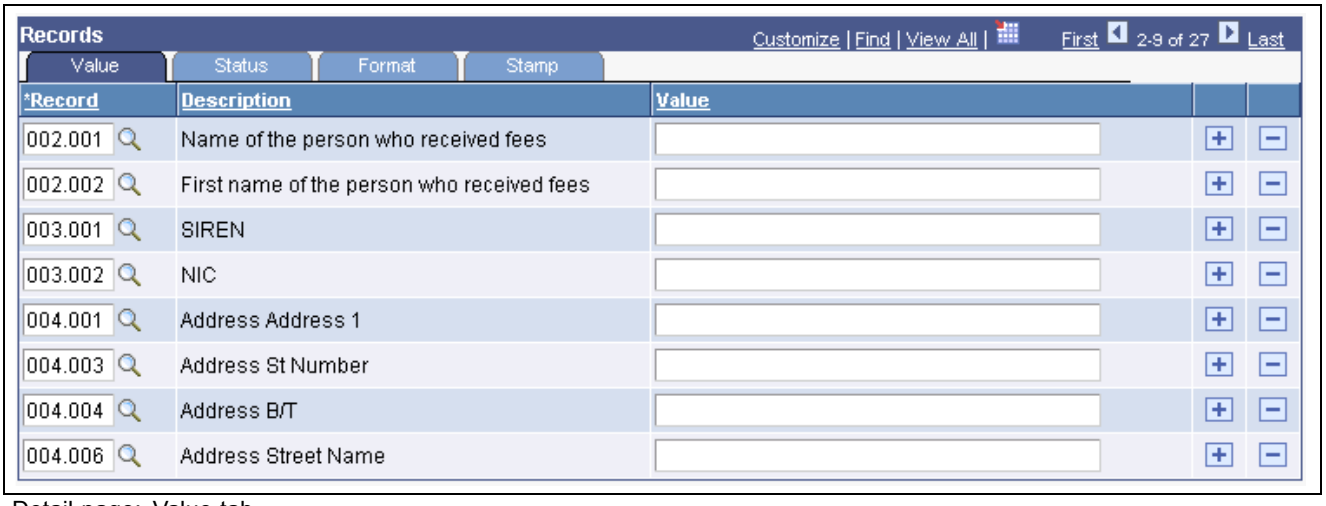
# Selecting a Record and Updating Data

Access the Detail page.

Each page includes four tabs at the record level: Value, Status, Format, and Stamp.

## Value

Select the Value tab.



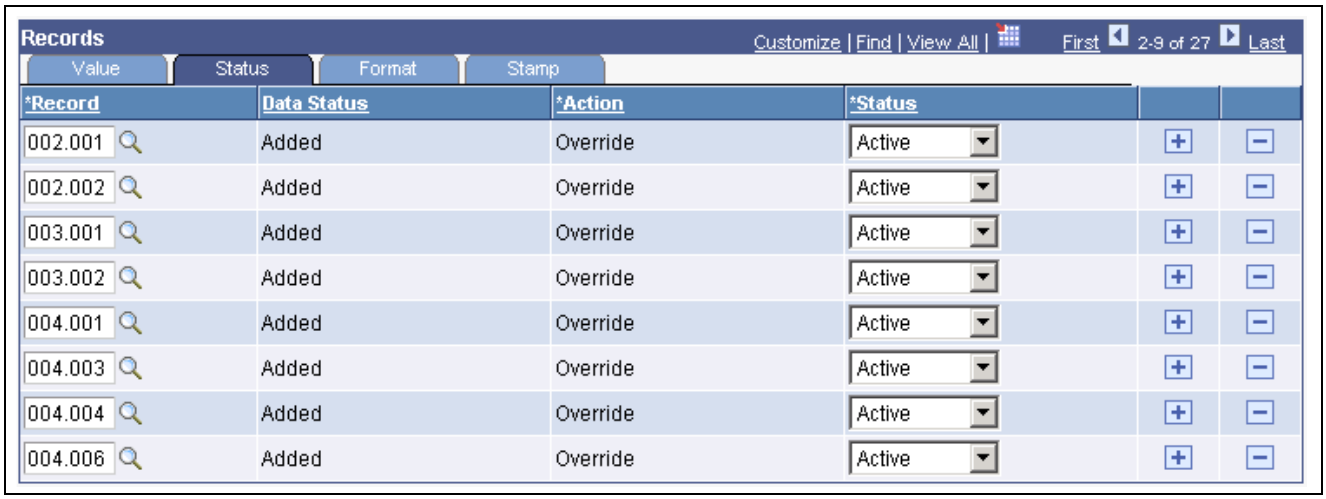

Detail page: Value tab

Add new values. Values must be in the correct format.

## Status

Select the Status tab.

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Detail page: Status tab

You cannot delete extracted DADS data. Use this tab to view the current status of DADS data and render the data inactive.

**Data Status** Displays a status indicating if data comes from the extraction process (*Extracted*), if it has been updated (*Extracted and Updated*), or if it has been added (*Added*). When an extraction is repeated, the status levels are handled differently:

*Extracted:* Data is extracted again.

*Extracted and Updated Data:* Original data is extracted again and updates are lost.

*Added:* Data is retained if the DADS extraction is set to *Keep Added Data*. Otherwise, the data is deleted..

**Action** Displays the action. Values are:

*Override:* Indicates that a manual change replaces extracted data.

*Add:* Indicates that extracted data and additional data are totaled.

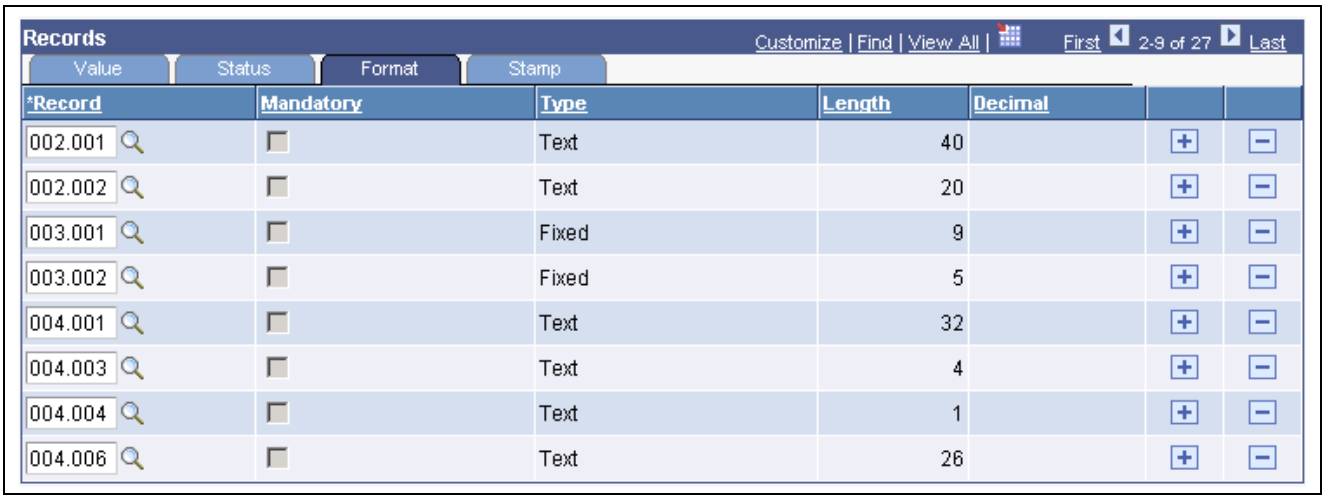
**Status** Displays the status.

During file generation, the system does not use records with a status of *Inactive.*

## Format

Select the Format tab.


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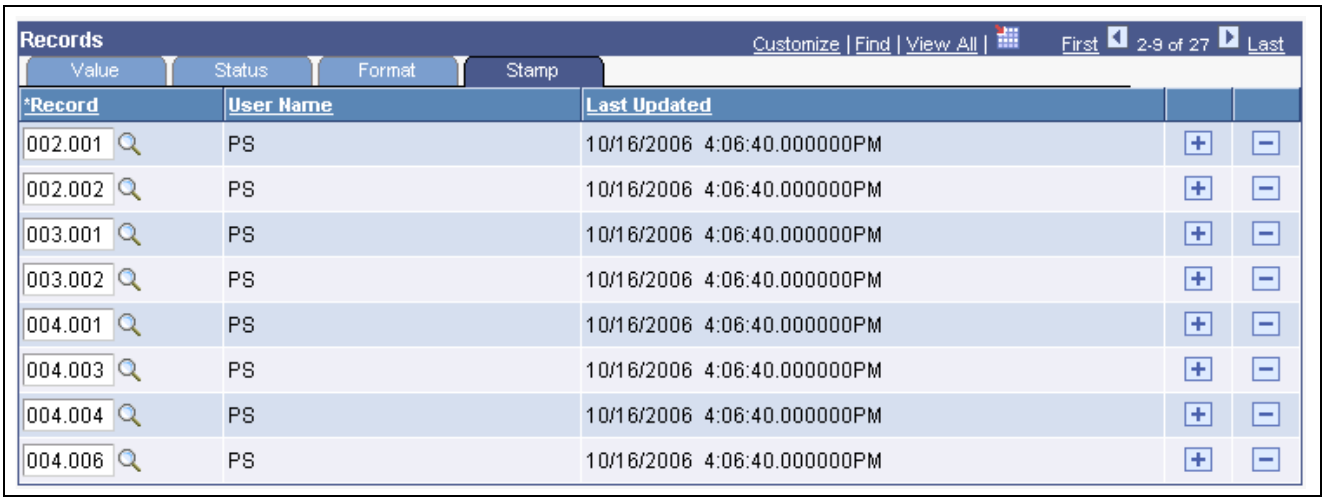



Details page: Format tab

This tab indicates attributes of the record definition; it is display-only.

### Stamp

Select the Stamp tab.



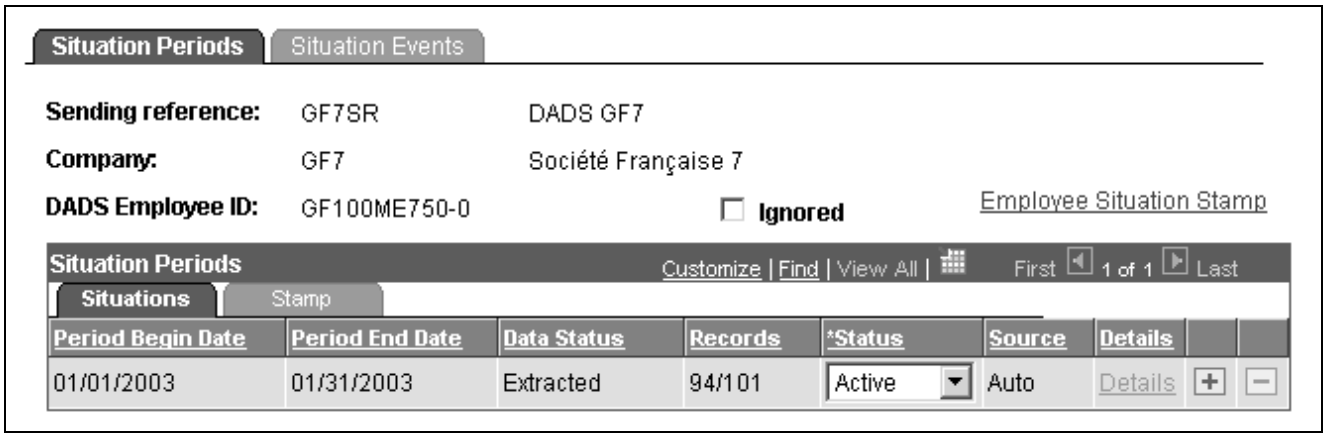

Details page: Stamp tab

Each modified entry is stamped with date, time, and user ID. The tab displays the previous time stamp.

## Updating Situation Periods

Access the Situation Periods page.

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Situation Periods page

**Period Begin Date** and **Period End Date** These fields are available only when adding a new period. Dates must be within the year declared in the DADS data extract. Dates may not overlap with any existing situation periods.

**Date Status** Indicates source of period data. Values are:

*Extracted*: Data was generated by the DADS data extraction process.

*Added*: The period was entered manually.

*Pending*: The period was generated by the DADS data extraction process and then manually changed. To validate the manual changes, rerun the DADS extraction process. This changes the status of the pending period to *Extracted*.

**Records** Displays the number of records updated, followed by the total number of records in the structure.

**Status** Displays the status of the situation period. Values are:

*Active*: This is the default value.

*Inactive:* This period is not included in the generated DADS file. If selected, the data status is changed to *Pending*.

**Source** Indicates source of period data. Values are:

*Auto*: The period was generated by the DADS data extraction process. This period can be set to *Inactive,* but it cannot be deleted.

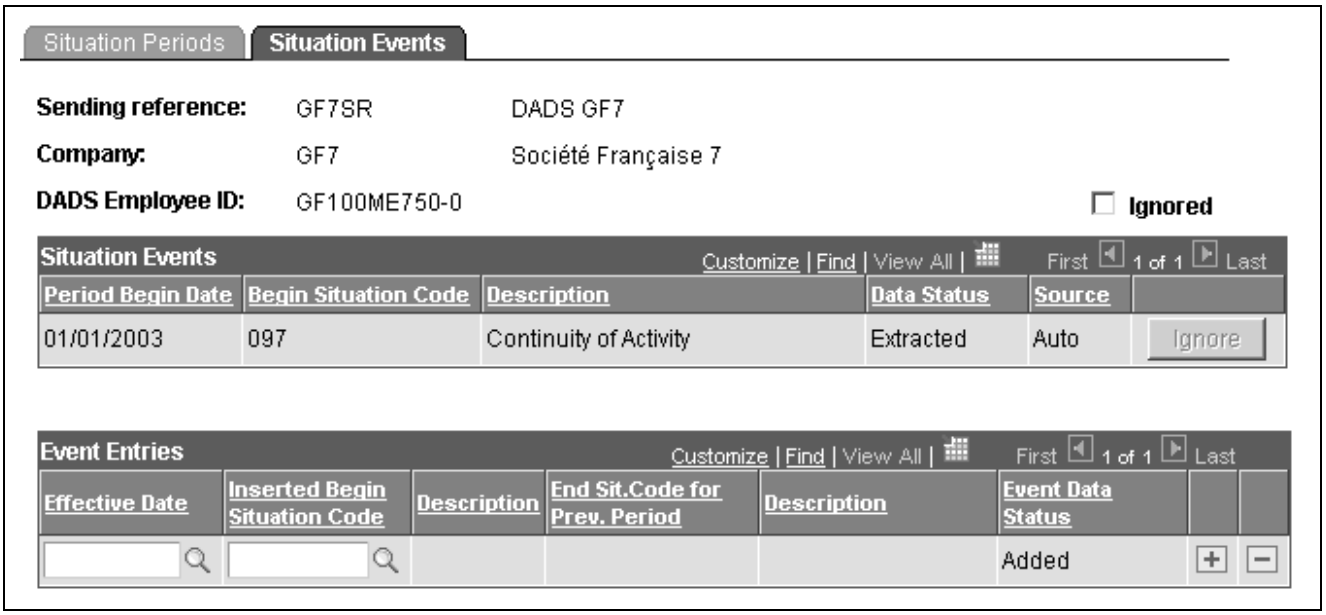
*Manual*: The period was added manually. Note that after saving a manually added period, you must add situational data using the DADS Situation Details component.

For example, if an employee finishes a first contract for a company on May 15, 2004 and is rehired on December 30, 2004, but not registered in time in the system, you can add a new situation period of December 30, 2004 through December 31, 2004. Once this new situation is created, you must update manually, at the minimum, all S41 and S44 records, since no payroll results exists for the second contract.

## Updating Situation Events

Access the Situation Events page.

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Situation Events page

Consider the following possible use of this page: an employee changes category status on December 1st 2004. This date corresponds to the December segment begin date. If the change is not recorded in the system in time, you encode an Event Entry with an effective date equal to 01/01/2004 with a begin situation code of 025. The DADS extraction can be launched again with extraction Process Option set to *Override*.

---

**Important!** When a manual change is made in the situations pages, the extraction needs to be run again with the *Override* process option in order to have the extraction process consider only the situations that have been modified.

---

After the extraction, two situations are created for the employee:

1. One situation from 01/01/2004 to 30/11/2004
2. One situation from 01/12/2004 to 31/12/2004.

The records related to payroll results populated for this situation are retrieved from the December payroll results. In this example, as no retro calculation was done, manual changes need to be performed to modify the information related to the new category status.

**Source** Indicates how the situation period was created. Depending on the value, you can change how the situation period is used by the system. Values are:

*Auto*: The situation change was generated by the DADS data extraction process. To override the situation change, click Ignore. This action extends the duration of the prior situation period. You cannot set the first situation period to *Ignored*.

*Manual*: The situation change was added manually.

*Ignored*: The situation was manually set to *Ignored*. To reinstate the situation period, click Activate.

*Activated*: The situation period was activated manually.

**Effective Date** Displays the date of the new situation change. This date must be equal to a segment begin date.

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**Begin Situation Code** and **End Sit.Code for Prev. Period** (end situation code for previous period)

Available codes are defined in the STREAS data type.

# Importing External DADS Data

You can import DADS data from external systems using component interfaces. PeopleSoft provides the following component interfaces:

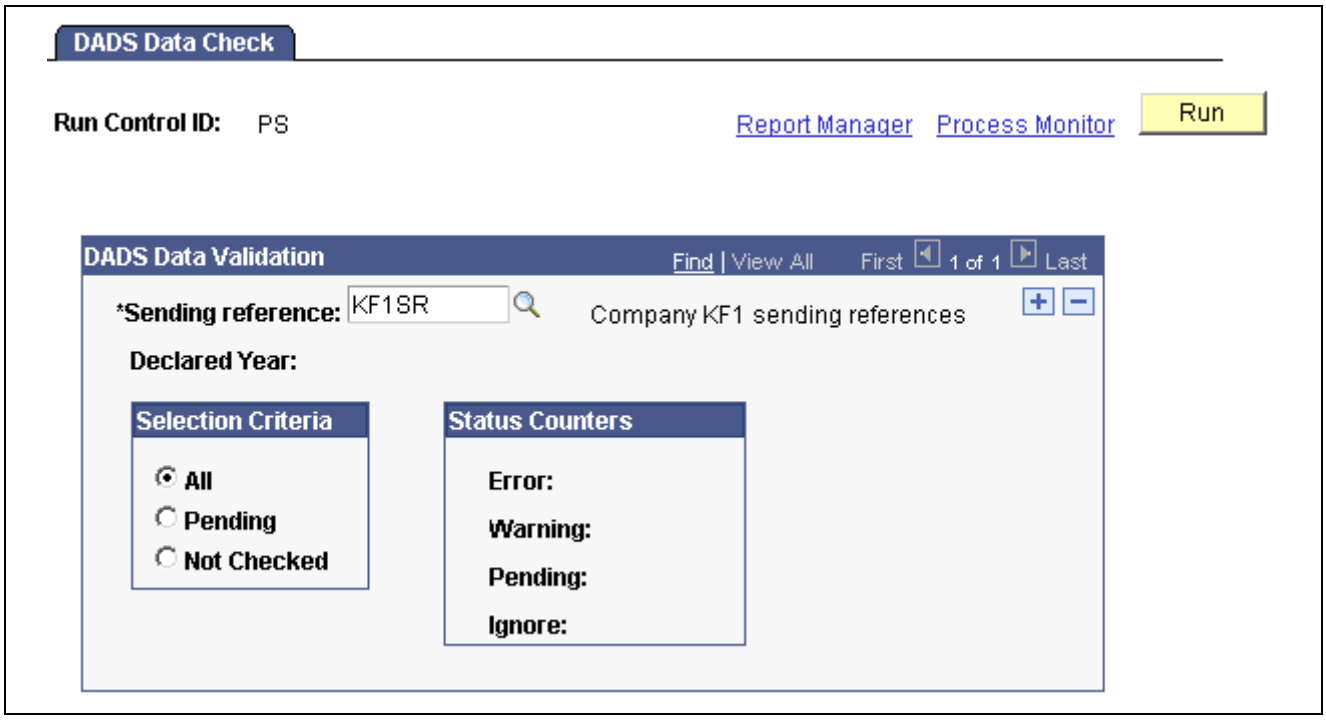
- CI_GPFR_DA_DATTYP: imports data into the DADS Data Types FRA component (GPFR_DA_DATTYP).
- CI_GPFR_DA_SIT: imports data into the DADS Situations FRA component (GPFR_DA_SIT).
- CI_GPFR_DA_UPDATE_3: imports data into the DADS Employees All FRA component (GPFR_DA_UPDATE_3).
- CI_GPFR_DA_UPDATE_4: imports data into the Update DADS Sit Dtls All FRA component (CI_GPFR_DA_UPDATE_4).
- CI_GPFR_DA_UPDATE_6: imports data into the Update DADS Establishments FRA component (GPFR_DA_UPDATE_6).
- CI_GPFR_DA_UPDT_CRT: imports data into the Update DADS Fees FRA component (GPFR_DA_UPDT_CRT).

### See Also

Chapter 9, "Setting Up DUCS and DADS Reporting," Setting Up DADS Extraction, page 160

# Validating Extracted DADS Data

Access the DADS Data Check page.




Validate DADS Data page


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The Validate DADS Data page finds errors such as invalid characters and missing mandatory records in the extracted DADS data. DADS data validation can be started automatically when DADS data is extracted, or manually by using this page. For large data extractions, you should not check DADS data automatically.

This process can be run as many time as necessary to ensure that any data added manually after extraction does not contain additional errors. The system retrieves errors for unauthorized categories, mandatory records that are not filled, and record formats that do not fit the record definition. The system also controls amounts, sending warning messages for zero or negative amounts. These error checks are the first level of control. DADS organizations provide more complete error control when they receive the files.

**Sending Reference** Select the sending reference ID of the group of records that you want to validate.

**Selection Criteria** Select to specify which type of records you want to check for invalid characters and other errors. Invalid characters are characters that are not supported by the DADS data norm. Values are:

*All:* Checks all records for invalid characters. This selection checks all files instead of a subset; this option takes longer to run than the other options.

*Pending:* Checks only records that have been manually updated after extraction.

*Not Checked:* Checks only records that have not been checked after extraction.

**Status Counters** Displays the number of records per status category. Values are:

*Errors:* This is the number of records with errors. Errors can be missing records, record values that are not allowed in that context, or records containing invalid characters.

*Warnings:* This is the number of records with warning messages. Warning messages are generated for negative amounts, negative or zero amount salaries, and other data that are technically allowed, but may not be accurate.

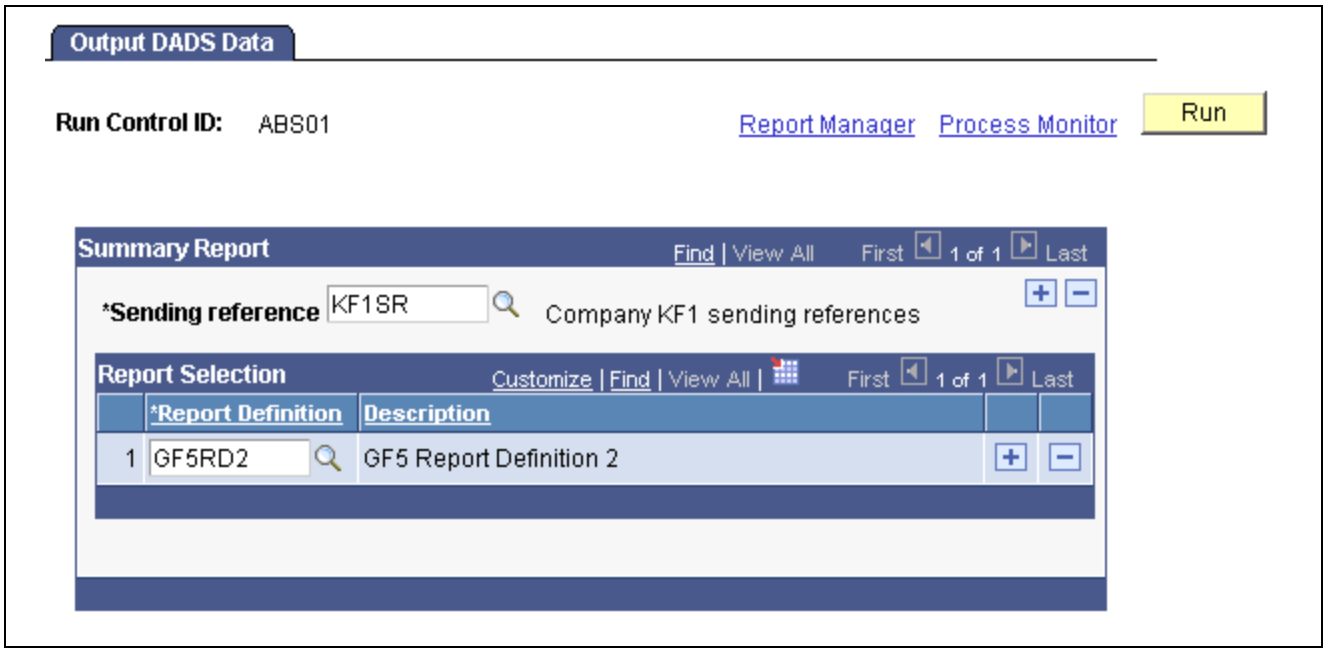
*Pending:* This is the number of pending records. Pending records are records that were added or updated after the DADS extraction and that may need to be checked again by the DADS validation process.

*Ignore:* This is the number of records that were set to Ignore.

## Creating Summary Reports of DADS Data

Access the Output DADS Data page.

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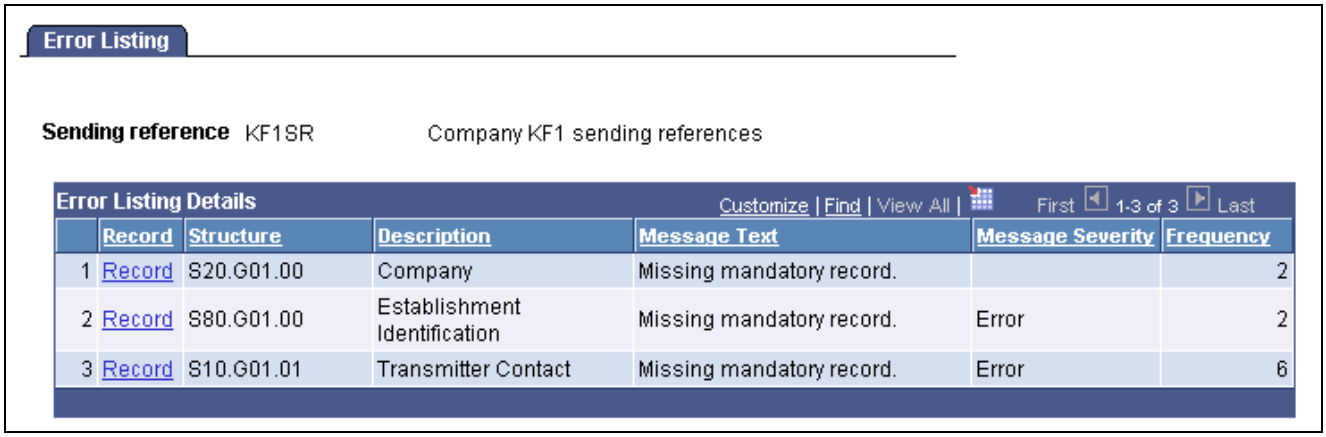

Output DADS Data

**Sending Reference** Select the sending reference of the DADS data that you want to be written to a report.

**Report Definition** Select a custom report format that you want to use. You define reports using the DADS Reporting Dfn. page.

# Listing DADS Data Errors

Access the Error Listing page.



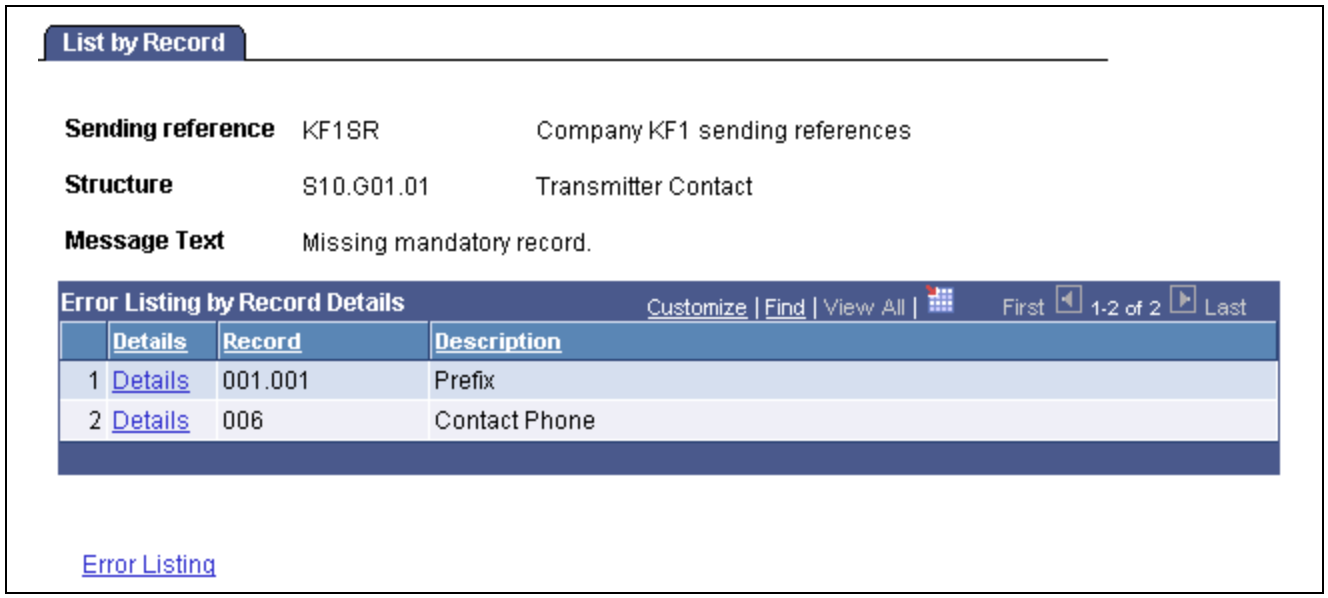

Error Listing page

**Record** Click this link to access the List by Record page, where you can view a detailed listing of records with DADS errors for a particular structure and sending reference.

# Listing DADS Error Details By Record

Access the List by Record page.


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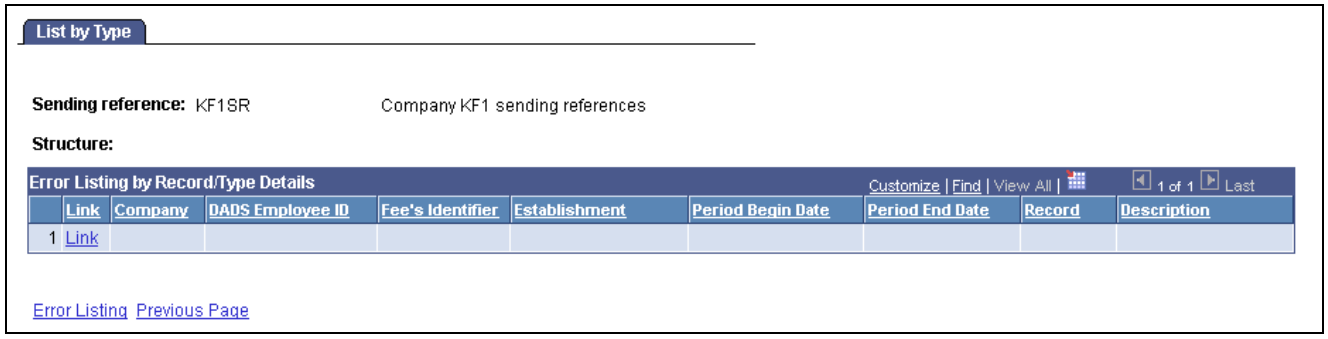



List by Record page

**Details** Click this link to access the List by Type page, where you can view and correct specific DADS error types for a particular structure and sending reference.

## Listing and Correcting DADS Errors By Type

Access the List by Type page.




List by Type page

**Link** Click the link to access the corresponding Detail page, where you can correct the error for the particular type of extracted data.

# Generating DADS Files

The system reads data from the DADS tables and writes them to the DADS report and flat files by using a batch process. A simple Structured Query Report (SQR) program builds the files and the report.

This section discusses how to create the DADS report and files.

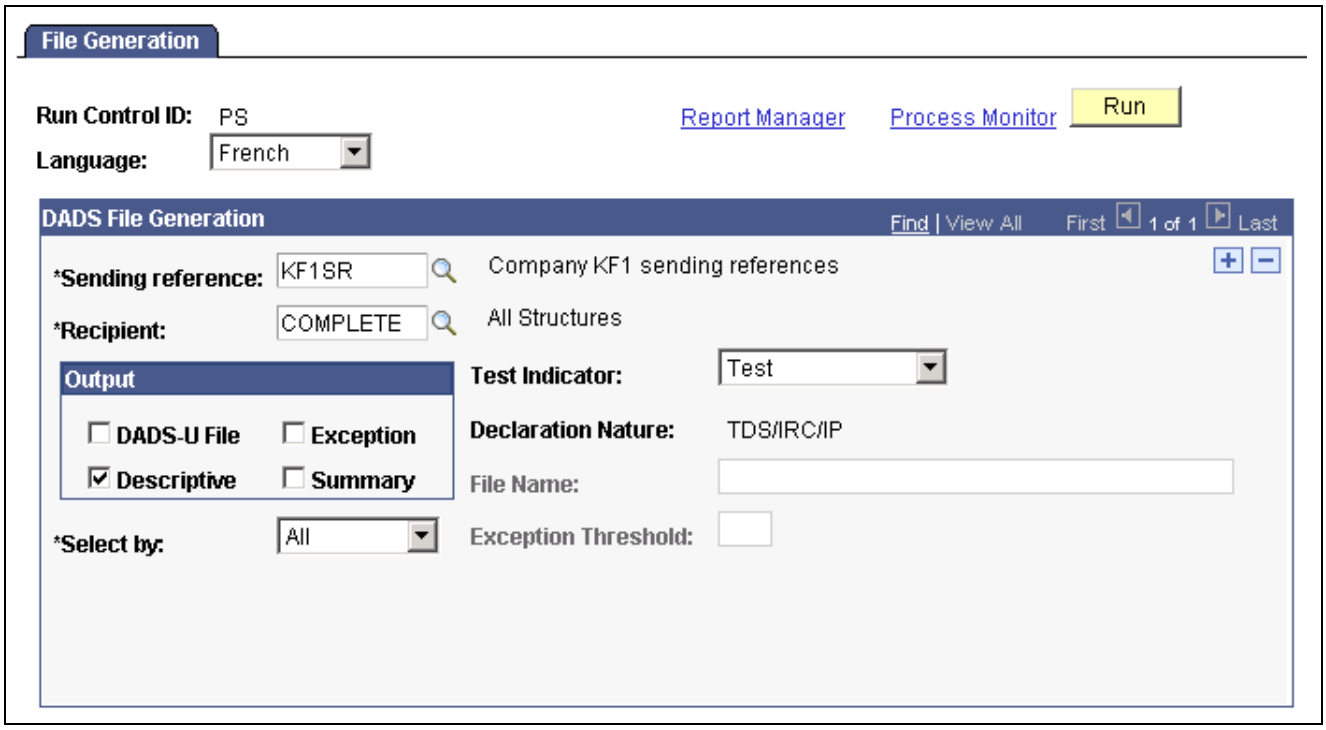
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# Page Used to Generate DADS Files

| Page Name | Object Name | Navigation | Usage |
|---|---|---|---|
| File Generation | GPFR_DA_FRUNCNTL | Global Payroll & Absence Mgmt, Year-End Processing, Create DADS File FRA, File Generation | Run the DADS File Generation SQR process (GPFRDADS) that creates the DADS report and files. |

# Creating the DADS Report and Files

Access the File Generation page.




File Generation page

**Sending reference** Displays the file layout established on the Sending Reference page.

**Recipient** Displays the recipient selected on the Recipient page.

**Test Indicator** Select to indicate whether the file generation is a real or a test file generation.

## Output

Select one or more output files or reports.

**DADS-U File** Prints a DADS-U file. If this report is selected, enter a destination file directory in the File Name field.

**Exception** Displays a list of the errors, warnings, and exceptions that are retrieved by the Validating Extracted Data process.

**Descriptive** Displays a detailed view of the DADS file including a description of the records.


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**Summary** Displays a summary of amounts and headcount totals for each company and establishment.

**File Name** Enter the file directory path and file name for the DADS-U file. If the DADS-U File check box is selected, this field is required.

Here is a sample file path and name:

\\server_name\PS\dads\dads2003.txt

**Select by** This field is available only if the Descriptive check box is selected. Values are:

*All*: The report contains all DADS records.

*Subset*: The report contains DADS records for only those companies and establishments that you select. If this option is selected, the Company/Establishment group box appears. You can enter multiple companies and establishments.

**Exception Threshold** This field is available only if the Exception check box is selected. Enter the number of errors of the same type that must occur before they are displayed on the first page of the report. For example, if Length is set to 20, a report with 15 of the same type of error will not display them on the first page of the report.

This field is useful for identifying which errors occur repeatedly. Errors that recur at a high rate are likely to be setup errors that require modification of the setup rather than manual modification for each employee. By isolating these errors, you can then go and fix the errors in the setup and run the extration process again. For example, if the extraction process never populates a mandatory field, this is an error that needs to be corrected in the setup because otherwise you would have to correct it for all employees.

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# APPENDIX A

# Global Payroll for France Reports

This appendix provides an overview of Global Payroll for France reports and a summary table of all reports.

**Note.** For samples of these reports, see the PDF files published on CD-ROM with your documentation.

### See Also

*Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler*

## Global Payroll for France Reports: A to Z

These tables list the Global Payroll for France reports, sorted by functional category and report ID. The reports listed are all Structured Query Reports (SQRs). 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 |
|---|---|---|---|
| FRPAY001 (GPGENRPT) Summary Salary Statement | A generic report based on previous setup.<br><br>**Note.** This report is based on the generic reports functionality in the PeopleSoft Global Payroll core application.<br><br>See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Setting Up and Running Generic Reports". | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Create Generic Reports, Generic Report | GP_GENRPT_RC |
| FRPAY003 (GPGENRPT) Loans and Advances Report | A generic report based on previous setup.<br><br>**Note.** This report is based on the generic reports functionality in the PeopleSoft Global Payroll core application.<br><br>See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Setting Up and Running Generic Reports". | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Create Generic Reports, Generic Report | GP_GENRPT_RC |

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| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| FRPAY004 (GPGENRPT)<br>Garnishments Report | A generic report based on previous setup.<br><br>**Note.** This report is based on the generic reports functionality in the PeopleSoft Global Payroll core application.<br><br>See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Setting Up and Running Generic Reports". | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Create Generic Reports, Generic Report | GP_GENRPT_RC |
| FRPAY005 (GPGENRPT)<br>Tax on Salaries Report | A generic report based on previous setup.<br><br>**Note.** This report is based on the generic reports functionality in the PeopleSoft Global Payroll core application.<br><br>See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Setting Up and Running Generic Reports". | Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Create Generic Reports, Generic Report | GP_GENRPT_RC |
| GPFRASS<br>ASSEDIC Certificate | Prints an ASSEDIC certificate that is delivered to payees at the moment of termination, expiration, or breach of employment contract. The certificate serves as evidence of eligibility for state unemployment funds. | Global Payroll & Absence Mgmt, Termination Processing, Termination Report FRA, Termination Reports | GPFR_ASS_CER_RUN |
| GPFRATMP<br>Work Accident/Occupational Disease Certificate | Prints a certificate for occupational accident/illness. | Global Payroll & Absence Mgmt, Social Security / Insurance, Certificates Report FRA, Certificates Printing Process | GPFR_ILL_AT_RNCTL |
| GPFRDUCS<br>DUCS report | Runs the DUCS report process. | Global Payroll & Absence Mgmt, Social Security / Insurance, Create DUCS Data FRA, Run Control | GPFR_DUCS_RUNCNTL |
| GPFRDUCS<br>DUCS File Generation | Generates a DUCS file. | Global Payroll & Absence Mgmt, Social Security / Insurance, Create DUCS/TRC/DRA File FRA, DUCS File Generation | GPFR_DUCS_FILE |


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| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| GPFREFT<br>Payment File Generation | Creates a flat output file (EFT) that contains the payment details for each payee. It is sent to the bank so that funds can be transferred to payees' accounts. | Global Payroll & Absence Mgmt, Payment Processing, Create EFT Payment File FRA, Payment File Generation | GPFR_BANK_EFT |
| GPFRILL<br>Illness/Maternity/Paternity report | Prints a certificate for illness and maternity. | Global Payroll & Absence Mgmt, Social Security / Insurance, Certificates Report FRA, Certificates Printing Process | GPFR_ILL_AT_RNCTL |
| GPFRLPR<br>Last Payment Receipt | Prints the Last Payment Receipt (Reçu pour Solde de Tout Compte) report that details the amount paid to the employee on termination. | Global Payroll & Absence Mgmt, Termination Processing, Termination Report FRA, Termination Reports | GPFR_ASS_CER_RUN |
| GPFRLT<br>Long-Term Illness Certificate | Prints a certificate for long-term illness. | Global Payroll & Absence Mgmt, Social Security / Insurance, Certificates Report FRA, Certificates Printing Process | GPFR_ILL_AT_RNCTL |
| GPFRPSL<br>Payslip and Annex | Prints payslips and annexes for the payees associated with a pay group.<br>The data in the header of the report, such as payee and organization name and address, is extracted from the Human Resources data tables. All of the body and footer data comes from result tables for the payroll run process. | Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips FRA, Pay-slip Run Control | GPFR_RUNCTL_PYSL |
| GPFRTREP<br>Payments Report | Lists details of each payment. | Global Payroll & Absence Mgmt, Payment Processing, Net Payment Report FRA, Payments Report | GPFR_BANK_REPORT |
| GPFREXRP<br>Exceptions Report | Lists payments held by the system when performing retroactive calculations. | Global Payroll & Absence Mgmt, Payment Processing, Net Payment Report FRA, Payments Report | GPFR_BANK_REPORT |
| GPFRWC<br>Work Certificate | Generates the Work Certificate (*Certificat de Travail*) that is provided to terminated employees. It gives employee and employer details and lists the employee's jobs while employed by the company. | Global Payroll & Absence Mgmt, Termination Processing, Termination Report FRA, Termination Reports | GPFR_ASS_CER_RUN |

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| Report ID and Report Name | Description | Navigation | Run Control Page |
|---|---|---|---|
| GFRDADS<br>DADS-U File | The DADS-U file contains all DADS data that must be sent to the official government organizations charged with controlling the annual amounts declared and determining entitlement to retirement, social security, and so on. | Global Payroll & Absence Mgmt, Year-End Processing, Create DADS File FRA, File Generation | GPFR_DA_FRUNCNTL |
| GFRDADS<br>DADS Descriptive | Displays a detailed view of the DADS-U file including a description of the records. | Global Payroll & Absence Mgmt, Year-End Processing, Create DADS File FRA, File Generation | GPFR_DA_FRUNCNTL |
| GFRDADS<br>DADS Summary | Displays a summary of amounts and headcount totals for each company and establishment. | Global Payroll & Absence Mgmt, Year-End Processing, Create DADS File FRA, File Generation | GPFR_DA_FRUNCNTL |
| GFRDADS<br>DADS Exception | Displays the results of the data checks performed on the DADS data. | Global Payroll & Absence Mgmt, Year-End Processing, Create DADS File FRA, File Generation | GPFR_DA_FRUNCNTL |


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# 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 |

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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


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|---|---|
| | 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 *receivables specialist.* 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." |

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**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 *detailed business process.*

**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.


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**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 *course.*

**Class ChartField** A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called *sub-classification.*

**clearance** In PeopleSoft Enterprise Campus Solutions, the period of time during which a constituent in PeopleSoft 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 *copy* may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.

**cohort** In PeopleSoft Enterprise Campus Solutions, the highest level of the three-level classification structure that you define for enrollment management. You can define a cohort level, link it to other levels, and set enrollment target numbers for it.

See also *population* and *division*.

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**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 *communication key.*

**communication key** In PeopleSoft Enterprise Campus Solutions, a single code for entering a combination of communication category, communication context, communication method, communication direction, and standard letter code. Communication keys (also called *comm keys* or *speed keys*) can be created for background processes as well as for specific users.

**compensation object** In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.

**compensation structure** In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.

**component interface** A component interface is a set of application programming interfaces (APIs) that you can use to access and modify PeopleSoft 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

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| | |
|---|---|
| | 3C access groups so that you can assign data-entry or view-only privileges across functions.<br><br>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.<br><br>See also *class.* |
| **course share set** | In PeopleSoft Enterprise Campus Solutions, a tag that defines a set of requirement groups that can share courses. Course share sets are used in PeopleSoft Enterprise Academic Advisement. |
| **current learning** | In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs. |
| **data acquisition** | In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS). |
| **data cube** | In PeopleSoft Analytic Calculation Engine, a data cube is a container for one kind of data (such as Sales data) and works with in tandem with one or more dimensions. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and online analytical processing (OLAP) cubes in PeopleSoft Cube Manager. |
| **data elements** | Data elements, at their simplest level, define a subset of data and the rules by which to group them.<br><br>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. |

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**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 *drop ship*).

**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 *population* and *cohort*.

**document sequencing** A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.

**dynamic detail tree** A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.

**edit table** A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft 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 *Enterprise Incentive Management ledger.* In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.


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**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.

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**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 *donor pyramid* 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 *Global Distribution System.* Broad-based term to describe all computer reservation systems for making travel plans.

**GL business unit** Abbreviation for *general ledger business unit.* A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books.

See also *business unit.*

**GL entry template** Abbreviation for *general ledger entry template.* In PeopleSoft Enterprise Campus Solutions, a template that defines how a particular item is sent to the general ledger. An item-type maps to the general ledger, and the GL entry template can involve multiple general ledger accounts. The entry to the general ledger is further controlled by high-level flags that control the summarization and the type of accounting—that is, accrual or cash.

**GL Interface process** Abbreviation for *General Ledger Interface process.* In PeopleSoft Enterprise Campus Solutions, a process that is used to send transactions from PeopleSoft Enterprise Student Financials to the general ledger. Item types are mapped to specific general ledger accounts, enabling transactions to move to the general ledger when the GL Interface process is run.

**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.


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**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 *update access.*

**institution** In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

**integration** A relationship between two compatible integration points that enables communication to take place between systems. Integrations enable PeopleSoft 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 ADVANCED_SHIPPING_ORDER 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 *pending reservations.* Reservations that have been paid for are referred to as *confirmed reservations.*

**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.

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**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 *key performance indicator.* A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.

**KVI** Abbreviation for *Known Value Item.* 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 *Lightweight Directory Access Protocol (LDAP) Data Interchange Format file.* 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 *rates*) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.

**library section** In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.

**line** In PeopleSoft Strategic Sourcing, an individual item or service upon which there can be a bid.


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**linked section** In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.

**linked variable** In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.

**LMS** Abbreviation for *learning management system.* In PeopleSoft Enterprise Campus Solutions, LMS is a PeopleSoft 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 *1*—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 *3C engine.*

**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 *PeopleSoft MultiChannel Framework server.* Comprises the universal queue server and the MCF log server. Both processes are started when *MCF Servers* is selected in an application server domain configuration.

**merchandising activity** In PeopleSoft 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.

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**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 *Non-Discountable Products.* 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 *need analysis.*

**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 *compensation object.*

**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.


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**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 *event.*

**PeopleSoft Pure Internet Architecture** The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.

**performance measurement** In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.

**period context** In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.

**person of interest** A person about whom the organization maintains information but who is not part of the workforce.

**personal portfolio** In PeopleSoft Enterprise Campus Solutions, the user-accessible menu item that contains an individual's name, address, telephone number, and other personal information.

**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

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| | |
|---|---|
| | Admissions for enrollment management. You can define a population level, link it to other levels, and set enrollment target numbers for it.<br><br>See also *division* and *cohort.* |
| **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. |


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**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 *giveaways*).

**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.

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**publishing** In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.

**rating components** In PeopleSoft Enterprise Campus Solutions, variables used with the Equation Editor to retrieve specified populations.

**record group** A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.

**record input VAT flag** Abbreviation for *record input value-added tax flag.* Within PeopleSoft 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 *record output value-added tax flag.*

See *record input VAT flag.*

**recname** The name of a record that is used to determine the associated field to match a value or set of values.

**recognition** In PeopleSoft Enterprise Campus Solutions, the recognition type indicates whether the PeopleSoft Enterprise Contributor Relations donor is the primary donor of a commitment or shares the credit for a donation. Primary donors receive hard credit that must total 100 percent. Donors that share the credit are given soft credit. Institutions can also define other share recognition-type values such as memo credit or vehicle credit.

**reference data** In PeopleSoft 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.


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**REN server** Abbreviation for *real-time event notification server* 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 *Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message.* 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.

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**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.


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**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 *communication key.*

**SpeedChart** A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.

**SpeedType** A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.

**staging** A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.

**standard letter code** In PeopleSoft Enterprise Campus Solutions, a standard letter code used to identify each letter template available for use in mail merge functions. Every letter generated in the system must have a standard letter code identification.

**statutory account** Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft 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.

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**summary tree** A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the *basis* tree). A summary tree structure specifies the details on which the summary trees are to be built.

**syndicate** To distribute a production version of the enterprise catalog to partners.

**system function** In PeopleSoft 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.


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**travel group** In PeopleSoft Expenses, the organization's travel rules and polices 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 *Communications, Checklists, and Comments engine.* In PeopleSoft Enterprise Campus Solutions, the 3C engine enables you to automate business processes that involve additions, deletions, and updates to communications, checklists, and comments. You define events and triggers to engage the engine, which runs the mass change and processes the 3C records (for individuals or organizations) immediately and automatically from within business processes.

**3C group** Abbreviation for *Communications, Checklists, and Comments group.* In PeopleSoft Enterprise Campus Solutions, a method of assigning or restricting access privileges. A 3C group enables you to group specific communication categories, checklist codes, and comment categories. You can then assign the group inquiry-only access or update access, as appropriate.

**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 *locked*) fee amount. Students are charged the locked fee amount even if they later drop classes and take less than the normal load level for that tuition charge.

**unclaimed transaction** In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.

**universal navigation header** Every PeopleSoft 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.

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| | |
|---|---|
| | 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 *value-added tax exception.* A temporary or permanent exemption from paying VAT that is granted to an organization. This terms refers to both VAT exoneration and VAT suspension. |
| **VAT exempt** | Abbreviation for *value-added tax exempt.* Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery. |
| **VAT exoneration** | Abbreviation for *value-added tax exoneration.* An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization. |
| **VAT suspension** | Abbreviation for *value-added tax suspension.* An organization that has been granted a temporary exemption from paying VAT. |
| **warehouse** | A PeopleSoft 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 *eXtended Process Integrator.* PeopleSoft XPI is the integration infrastructure that enables both real-time and batch communication with JD Edwards EnterpriseOne applications. |


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**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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