
PeopleSoft Enterprise Global Payroll for Italy 9.0 PeopleBook

December 2006

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Contents

General Preface

About This PeopleBook Preface	xv
PeopleSoft Enterprise Application Prerequisites.....	xv
Application Fundamentals.....	xv
Documentation Updates and Printed Documentation.....	xvi
Obtaining Documentation Updates.....	xvi
Downloading and Ordering Printed Documentation.....	xvi
Additional Resources.....	xvii
Typographical Conventions and Visual Cues.....	xviii
Typographical Conventions.....	xviii
Visual Cues.....	xix
Country, Region, and Industry Identifiers.....	xix
Currency Codes.....	xx
Comments and Suggestions.....	xx
Common Elements Used in PeopleBooks.....	xx

Preface

PeopleSoft Enterprise Global Payroll for Italy Preface.....	xxiii
PeopleSoft Products.....	xxiii
PeopleSoft Enterprise HRMS Application Fundamentals.....	xxiii
PeopleBook Structure.....	xxiii
Global Payroll Documentation.....	xxv
Global Payroll Application Design.....	xxv
Global Payroll Documentation Structure.....	xxvi
Documentation Roadmap.....	xxvi

Chapter 1

Getting Started with Global Payroll for Italy.....	1
Global Payroll for Italy Overview.....	1
Global Payroll for Italy Business Processes.....	1
Global Payroll for Italy Integrations.....	2
Global Payroll for Italy Implementation.....	2

Chapter 2

Understanding Global Payroll for Italy	3
Global Payroll for Italy	3
Global Payroll for Italy Business Processes	3
Delivered Elements	5
Creating Delivered Elements	5
Element Ownership and Maintenance	5
Creating Elements	7
Naming Elements	7
Functional Area Codes	8
Element Type Codes (PIN_TYPE)	9
Suffixes	11
Archiving Data for Global Payroll for Italy	11
Viewing Delivered Elements	12

Chapter 3

Defining Country Data	13
Understanding PeopleSoft Enterprise Global Payroll Core Functionality in Italy	13
Integration with PeopleSoft Enterprise Human Resources	13
Proration of Earning and Deduction Assignments	14
Segmentation	14
Retroactivity	15
Pay Entity Definition	15
Viewing Delivered Elements	15
Defining Family Data	15
Pages Used to Define Family Data	16
Entering Family Member Names	16
Entering Family Member Information	16
Accessing Previous Employment Data	17
Page Used to Access Previous Employment Data	17
Defining Prior Employment Data	18
Establishing Reasons for Changing Information	18
Page Used to Establish Reasons for Changing Information	19
Setting Up Print Classes and SQR Forms	19
Understanding Print Classes	19
Understanding SQR Forms	20
Pages Used to Set Up Print Classes and SQR Forms	20
Defining Print Criteria	20
Defining Report Headers	22

Defining Report Body.....	23
Defining the Report Footer.....	24
Running Pay Element Reports.....	25
Common Elements Used in This Section.....	25
Pages Used to Run Pay Element Reports.....	27
Running the Pay Element Summary Report.....	27
Running the Pay Element History Report.....	28
Running the Payroll Register Report.....	29
Viewing Payroll Results.....	30
Pages Used to View Payroll Results.....	31

Chapter 4

Understanding Pay Enhancement Elements.....	33
Sample Accruals.....	33
Contributions on CTO.....	34
Advanced Contributions on PTO.....	34
Daily Allowances.....	34
Transfer Indemnities.....	35
14th Month Payment.....	35
Viewing Delivered Elements.....	36

Chapter 5

Setting Up Contractors.....	37
Understanding Contractors.....	37
Viewing Delivered Elements.....	37
Setting Up Contractor Data.....	37
Pages Used to Set Up Contractor Data.....	38
Setting Up Payroll Information.....	38
Setting Up Calendars.....	38
Setting Up Process Lists.....	38
Setting Up Rate Codes.....	39
Entering Pension Fund Information.....	39

Chapter 6

Setting Up Assignees.....	41
Setting Up Assignments.....	41
Pages Used to Set Up Assignments.....	41

Defining Payee Assignment Data.....	41
Setting Up Tax Exemption Status.....	43
Viewing Delivered Elements.....	44

Chapter 7

Setting Up Absences.....	45
Understanding Absences.....	45
Vacations.....	45
Festivities.....	46
Reduction of Working Hours.....	46
Licenses.....	47
Maternity Leave.....	47
Work Accidents and Professional Illness.....	49
Illness.....	51
Disability Licenses.....	51
Marriage Leave.....	51
CIG Absences.....	52
Understanding Absence Rules.....	52
Delivered Maternity Leave Elements.....	52
Delivered General Absence Deductions.....	53
Delivered License and Vacation Earnings.....	53
Delivered INAIL Earnings.....	54
Delivered Illness Absence Elements.....	55
Delivered Marriage Leave Elements.....	55
Delivered Disability Leave Elements.....	56
Delivered CIG Absence Elements.....	56
Delivered Supporting Element.....	56
Viewing Delivered Elements.....	56
Reporting Absence Data.....	57
Understanding Absence Data Reporting.....	57
Pages Used to Review Absence Data and Run the S503 Report.....	57
Running the S503 Report.....	57

Chapter 8

Generating Payslips.....	59
Setting Up Payslips.....	59
Setting Up Payslip Messages.....	59
Understanding Payslip Messages.....	59

Page Used to Set Up Payslip Messages.....	60
Creating Payslip Messages.....	60
Running the Payslip Report.....	60
Pages Used to Run the Payslip Report.....	61
Creating Payslips.....	61

Chapter 9

Managing TFR Termination Payments.....	65
Processing Terminations.....	65
Overriding Termination Elements.....	66
Viewing Delivered Elements.....	66
Entering Termination Earnings Using Positive Input.....	67
Page Used to Enter Positive Input.....	67
Running Termination Reports.....	67

Chapter 10

Managing Off-Cycle Payments.....	69
Understanding Off-Cycle Processing.....	69
The Off-Cycle Process.....	69
Types of Off-Cycle Transactions.....	69
Viewing Delivered Elements.....	70
Recording Manual Payments for Italy.....	70
Entering Corrections for Italy.....	71
Making Additional Payments for Italy.....	71
Advancing Payrolls for Italy.....	71

Chapter 11

Setting Up Loans and Garnishments.....	73
Understanding Loan Deductions.....	73
Delivered Loan Deductions.....	73
Delivered Supporting Elements.....	73
Viewing Delivered Elements.....	74
Understanding Garnishment Deductions.....	74
Managing Loan Data.....	75
Pages Used to Manage Loan Data.....	75
Entering Beneficiary Data.....	75
Entering Loan Data.....	76

Chapter 12

Setting Up Social Security	79
Understanding the Social Security Process	79
Assessable Income Calculations	79
Contribution Calculations	79
Reduction Calculations	80
Adjustment Processing	80
Viewing Delivered Elements	80
Setting Up Social Security	81
Pages Used to Set Up Social Security	82
Setting Up ANF Data	82
Setting Up Provider Data	83
Setting Up Additional Company Information	84
Setting Up Employee Social Insurance Data	86
Setting Up CIG Approvals	88
Understanding CIG Processing	88
Page Used to Set Up CIG Approvals	88
Setting Up CIG Approvals	88
Setting Up Pension Funds	89
Pages Used to Set Up Pension Funds	90
Reporting Social Contribution Data	90
Understanding Social Security Reporting	90
Pages Used to Set Up and Run the Contribution Report	91
Setting Up the Contribution Report	91
Running the Contribution Report	93

Chapter 13

Preparing the DM10 Form	97
Understanding the DM10 Report	97
Setting Up the DM10 Report	97
Understanding DM10 Setup	97
Common Elements Used in This Section	98
Pages Used to Set Up the DM10 Report	98
Setting Up DM10 Group Codes	99
Setting Up Square B	99
Setting Up Square C and D	100
Setting Up DM10 Report Columns	100
Establishing DM10 Conditions	101
Running the DM10 Report	102

Pages Used to Run the DM10 Report.....	102
Running the DM10 Report.....	102

Chapter 14

Managing Taxation.....	105
Understanding Italian Income Tax Withholding.....	105
Additional Monthly Payments.....	105
Tax Reductions.....	105
Additional IRPEF Taxes.....	106
Job End Adjustments.....	106
Separate Taxation.....	106
Understanding Delivered Rules for Income Tax Withholding.....	106
Viewing Delivered Elements.....	107
Setting Up Income Tax Data.....	107
Understanding Income Tax Data Setup.....	107
Pages Used to Set Up Income Tax Withholding.....	108
Maintaining Scaglioni Values.....	108
Setting Up Additional Income Tax Defaults.....	109
Setting Up City Tax Details.....	110
Setting Up State Tax Details.....	110
Setting Up County Tax Details.....	111
Setting Up Income Tax Dependant Data.....	111
Reporting Income Tax Data.....	112

Chapter 15

Running the Banking Processes.....	115
Understanding the Banking Processes for Italy.....	115
Prerequisites.....	116
Running Banking Processes for Italy.....	116
Pages Used to Run the Banking Processes.....	116
Running the Italian Banking Process.....	116
Creating the EFT Payment File.....	117
Reviewing EFT Files.....	118

Chapter 16

Preparing the IRPEF F24 Control Report.....	119
Understanding the IRPEF F24 Control Report.....	119

Delivered Supporting Elements.....	119
Viewing Delivered Elements.....	120
Setting up the IRPEF F24 Control Report.....	120
Pages Used to Set Up the IRPEF F24 Control Report.....	121
Setting Up Elements for the F24 Tax Sections.....	121
Setting Up Sections for the F24 Report.....	122
Setting Up F24 National and Local Tax Codes.....	122
Running the IRPEF F24 Control Report.....	123
Page Used to Run the IRPEF F24 Control Report.....	123
Generating the IRPEF F24 Control Report.....	123

Chapter 17

Managing 730 Calculations.....	125
Understanding 730 Calculations.....	125
Setting Up 730 Data.....	125
Pages Used to Set Up 730 Data.....	126
Entering CAF Data.....	126
Entering Normal or Corrective 730 Data.....	126
Entering Integrative 730 Data.....	128
Viewing Delivered Elements.....	129
Reporting 730 Tax Balances.....	129

Chapter 18

Managing Year-End Reports.....	131
Understanding the CUD Reports.....	131
Fiscal Control Report.....	131
Social Security Control Report.....	132
Viewing Delivered Elements.....	133
Understanding 770 Year-End Reporting.....	133
Understanding INAIL Reporting.....	133
Producing the CUD Reports.....	134
Prerequisites.....	134
Pages Used to Produce the CUD Reports.....	135
Creating CUD Notes.....	135
Running the Year End CUD Report.....	136
Running the Electronic CUD Monthly (e-mens) Report.....	138
Producing the 770 Report.....	139
Prerequisites.....	139

Page Used to Run the 770 Report.....	139
Running the 770 Report.....	139
Producing the INAIL Year-End Report.....	140
Prerequisites.....	140
Page Used to Run the INAIL Report.....	141
Running the INAIL Year-End Report.....	141

Appendix A

Global Payroll for Italy Reports.....	143
Global Payroll for Italy Reports: A to Z.....	143

Glossary of PeopleSoft Enterprise Terms.....	147
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Index	173
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About This PeopleBook Preface

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

This preface discusses:

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

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

PeopleSoft Enterprise Application Prerequisites

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

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

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

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

Application Fundamentals

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

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

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

Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Download and order printed documentation.

Obtaining Documentation Updates

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

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

Additional Resources

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

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

Typographical Conventions and Visual Cues

This section discusses:

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

Typographical Conventions

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

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
<i>Italics</i>	Indicates field values, emphasis, and PeopleSoft Enterprise or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the letter <i>O</i> .
KEY+KEY	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For ALT+W, hold down the ALT key while you press the W key.
Monospace font	Indicates a PeopleCode program or other code example.
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ().

Typographical Convention or Visual Cue	Description
[] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.

Visual Cues

PeopleBooks contain the following visual cues.

Notes

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

Note. Example of a note.

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

Important! Example of an important note.

Warnings

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

Warning! Example of a warning.

Cross-References

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

Country, Region, and Industry Identifiers

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

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

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

Country Identifiers

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

Region Identifiers

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

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

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

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

Currency Codes

Monetary amounts are identified by the ISO currency code.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other Oracle reference and training materials. Please send your suggestions to your product line documentation manager at Oracle Corporation, 500 Oracle Parkway, Redwood Shores, CA 94065, U.S.A. Or email us at appsdoc@us.oracle.com.

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

Common Elements Used in PeopleBooks

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

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

PeopleSoft Enterprise Global Payroll for Italy 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 Italy.

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

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

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

Global Payroll Documentation

This section discusses:

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

Global Payroll Application Design

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

Global Payroll is composed of two complementary parts:

- A core payroll application that includes:

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

Global Payroll Documentation Structure

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

Core Documentation

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

Country Extension Documentation

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

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

Documentation Roadmap

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

What to Read When

You can approach the documentation in the following way:

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

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

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

Documentation Audiences

We've identified the following audiences for the documentation:

- Technical

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

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

- Functional

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

- Managerial

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

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

CHAPTER 1

Getting Started with Global Payroll for Italy

This chapter provides an overview of Global Payroll for Italy and discusses:

- Global Payroll for Italy business processes.
- Global Payroll for Italy integrations.
- Global Payroll for Italy implementation.

Global Payroll for Italy Overview

Global Payroll for Italy delivers elements, rules, pages, processes, and reports that work with the Global Payroll core application to form a complete payroll package for Italy. You can calculate INPS refunds and employer contributions for absences, manage employee loans and repayments, and calculate and deduct the annual income tax withholding (IRPEF). You can generate the S503 report, the monthly DM10 declaration, and the tax data needed for the F24 form. With Global Payroll for Italy you can calculate termination pay, generate payslips, and manage INPS contributions.

Global Payroll for Italy Business Processes

The following are the Global Payroll for Italy business processes:

- Absence.
- Payslips.
- Loans.
- Social security.
- DM10 reporting.
- Tax.
- IRPEF F24 control report.
- 730.
- Year-end reporting.
- TFR termination payments.
- Banking.
- Payroll reporting.

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

Global Payroll for Italy Integrations

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

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

Integration considerations are discussed in the core Global Payroll PeopleBook.

See Also

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

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

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

Global Payroll for Italy Implementation

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

Other Sources of Information

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation documentation, 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

CHAPTER 2

Understanding Global Payroll for Italy

This chapter discusses:

- Global Payroll for Italy.
- Global Payroll for Italy business processes.
- Delivered elements.
- Creating elements.
- Naming elements.
- Archiving data for Global Payroll for Italy.
- Viewing delivered elements.

Global Payroll for Italy

Global Payroll for Italy is a “country extension” of the core Global Payroll application. It provides the payroll rules and elements needed to run an Italian payroll.

Global Payroll for Italy Business Processes

Global Payroll for Italy supports these business processes:

- Absence.

The system includes rules that calculate INPS refunds and employer contributions for absences related to vacations, festivities, reduction of work hours, licenses, maternity leave, work accidents, professional illness, illness (with *comporto*), marriage leave, and disability leave. Global Payroll for Italy provides the S503 report that contains the details of the calculation and payment of the social security indemnities related to every event of illness or maternity for a payee on a monthly basis

- Payslips.

Global Payroll for Italy enables you to generate payslips. You can adapt your payslip to display the exact information you require. You can also reprint the payslip numerous times.

- Loans.

The system enables you to manage employee loans and repayment schedules.

- Social Security.

Global Payroll for Italy manages INPS contributions. For INPS, the social security feature assesses income, calculates the different employer and employee contribution payments, applies minimum and maximum contribution income, rounding rules, and deductions, calculates decontribution, solidarity, contribution on overtime, and the weekly *marche*, and prepares data for the monthly DM10 and 770 declarations. The Contribution report enables you to reconcile the monthly DM10 report or to check single social security contributions.

- DM 10 reporting.

Global Payroll for Italy enables you to deliver salary and contribution data to the National Authority for Social Security using the monthly DM10 declaration, both in paper and electronic format.

- Tax.

The system provides rules to calculate and deduct the annual income tax withholding (IRPEF). This is done both for local and national taxes and for incomes related to the current year, previous year, and additional monthly payments. Tax deductions to gross tax are then calculated.

- IRPEF F24 control report.

Print the report containing the tax data needed for the official F24 form. The report contains the amounts needed for all tax types: ordinary, local, previous year, and termination payments.

- 730.

The system enables you to calculate all reimbursements and deductions linked to 730 fiscal assistance.

- Year-end reporting.

Global Payroll for Italy provides these year-end regulatory reports:

- CUD reports.

Global Payroll for Italy delivers a year-end CUD report and a monthly CUD (also known as the emens report) for reporting tax and social security information. For the year-end report you can print both fiscal and social security portions of this report. Online pages display the annual report details showing fiscal and social security data separately.

- 770 year-end report

The 770 report summarizes employees' tax and social security contributions.

- INAIL report

The INAIL report extracts and prints the data required for the INAIL report that is submitted to the Italian National Authority for Insurance and Work Accidents (*Istituto Nazionale per l'Assicurazione degli Incidenti sul Lavoro*).

- TFR Termination payments

The system calculates the applicable income, and months of reference income, applies the specific TFR taxes, contributions, and allowances, and manages advanced TFR payments. Global Payroll for Italy includes TFR reports that detail the TFR accrual calculations and payment calculation.

- Banking

Global Payroll for Italy provides processes for generating payment data and EFT files that meet the requirements of Italian banks. An online page enables you to view the EFT files generated.

- Payroll reporting

Global Payroll for Italy provides payroll reports that summarize the total value of earnings and deductions for a given period.

Delivered Elements

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

Creating Delivered Elements

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

The core application has the following characteristics:

- It consists of a payroll rules engine—a flexible tool that enables users to define the rules and elements of their payroll system and execute payroll and absence calculations. Global Payroll does not embed payroll-specific logic or computations in application code. Instead, it specifies all business application logic, such as earnings, deductions, absences, and accumulators, in terms of payroll rules and elements. Global Payroll enables the user to enter and maintain payroll rules through a set of pages and offers a comprehensive set of features that enable the user to work in their preferred language or currency.
- It provides a payroll processing framework—a flexible way to define and execute payroll and absence processing flows, such as calendars, run types, pay periods, and process lists.

Country extensions have the following characteristics:

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

Element Ownership and Maintenance

The delivered elements and rules of the Global Payroll country extension can be classified based on whether they are owned and maintained by the customer or by PeopleSoft. Some elements and rules are maintained exclusively by PeopleSoft and cannot be modified or reconfigured, while others can be configured to meet requirements unique to your organization.

Understanding Element Ownership in Global Payroll

Global Payroll has the following five categories of element ownership:

PS Delivered/Maintained	Elements delivered and maintained on an ongoing basis by PeopleSoft.
PS Delivered/Not Maintained	Elements delivered by PeopleSoft that the customer must maintain. This category consists primarily of either customary (non-statutory) rules or statutory elements that customers may want to define according to a different interpretation of the rules. Although PeopleSoft may occasionally update elements defined as PS Delivered/Not Maintained, you are not required to apply these updates.

Customer Maintained	Elements created and maintained by the organization. PeopleSoft does not deliver rules 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).
PS Delivered/Maintained/Secure	Delivered elements that the customer can never modify or control.

Understanding Element Ownership in Global Payroll

This table illustrates the approach to element ownership and maintenance in Global Payroll for Italy:

Functional Area	Ownership	Class
Absence	PS Delivered/Not Maintained	Customary
Payslips	PS Delivered/Not Maintained	Customary
Loans	PS Delivered/Not Maintained	Customary
Social Security	PS Delivered/Maintained	Statutory
DM10	PS Delivered/Maintained	Statutory
S503	PS Delivered/Maintained	Statutory
Taxation	PS Delivered/Maintained	Statutory
F24	PS Delivered/Maintained	Statutory
730	PS Delivered/Maintained	Statutory
CUD	PS Delivered/Maintained	Statutory
TFR	PS Delivered/Maintained	Statutory
Gross Salary	PS Delivered/Not Maintained	Customary
Assignees	PS Delivered/Maintained	Statutory
Contractors	PS Delivered/Maintained	Statutory
Pay enhancements	PS Delivered/Not Maintained	Customary

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Defining General Element Information,” Defining Element Names

Creating Elements

The Global Payroll core application consists of a payroll rules engine that enables you to define the rules of your payroll system and execute payroll calculations. It provides a set of pages for entering and maintaining payroll rules. All of the elements delivered as part of the country extension were created using these pages in the core application.

Global Payroll for Italy delivers most of the legal elements needed to run an Italian payroll. You must create additional elements to meet needs that are specific to your own industry or organization. To do this, use the same core components and pages that were used to create the elements delivered for Italy.

The tools needed to define payroll elements are fully documented in the core application PeopleBook.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook

Naming Elements

Understanding the naming convention developed for delivered elements can help you determine how an element is used, the element type, and even the functional area it serves. Depending on whether the element is a primary element, a component of a primary element, or a supporting element, one of the following naming conventions applies:

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

This section also discusses how the following are used in the names of Italian elements:

- Functional area codes for Italy.
- Element type codes (PIN_TYPE).
- Abbreviations in element names in Italy.
- Suffixes for Italy.
- Industry and regions feature.

Primary and Supporting Elements

Global Payroll for Italy uses the naming convention FFF TT NAME for supporting and primary elements (earnings and deductions). Supporting elements are arrays, brackets, counts, dates, durations, formulas, rate codes, variables, historical rules, fictitious calculation rules, proration rules, rounding rules, accumulators, sections, element groups, and generation control conditions.

Component Names (Suffixes)

When you create an earning or deduction element in Global Payroll, you must define the components that make up the element, such as base, rate, unit, and percentage. The system automatically generates the components and accumulators for the element based on the calculation rule or accumulator periods. The system also names the components and accumulators by appending a suffix to the element's name.

For example, you define the earning element named EARN1 with the calculation rule $EARN1 = Rate \times Unit$. The system automatically creates two additional elements for the components in the calculation rule: a rate element called EARN1_RATE and a unit element called EARN1_UNIT.

In Global Payroll for Italy, all suffixes fall into one of the following types:

- Separator.
- Earnings/deductions component suffixes.
- Earnings/deductions accumulator suffixes.
- Deduction arrears component suffixes.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Defining General Element Information,” Defining Suffixes

Functional Area Codes

This table lists the functional area codes used in the names of Italian elements:

Functional Area Code	Description
730	Fiscal assistance
770	770 report elements
ABS	Absences
CCC	Contractors
CNL	Related to Labor Agreement
CUD	CUD report
DTR	Tax detractions
F24	F24 control report
FER	Vacations, PTO

Functional Area Code	Description
FPC	Complementary pension funds
GEN	Common to more than 1 functional area
INA	INAIL
IND	Recurring indemnities
INPS	INPS social security
IRP	Taxation
MAG	Additional monthly payments
MAT	Maternity
ONE	Deductible and deductible expenses <i>Oneri</i>
POL	Complementary health insurances
PRE	Loans
RTR	Gross earnings
SCA	Seniority increases
SNG	Blood donation
STR	Overtime and majorations
TFR	TFR
TRA	Transfer indemnities

Element Type Codes (PIN_TYPE)

This table lists codes for all the element types. Because not all element types are delivered for Italy, not all of these codes appear in the names of Italian elements.

Element Type Code	Description
AE	Absence Entitlement
AT	Absence Take
AC	Accumulator
AR	Array
AA	Auto Assigned
BR	Bracket
CT	Count
DT	Date
DD	Deduction
DR	Duration
ER	Earnings
EG	Element Group
EM	Error Message
FC	Fictitious Calculation
FM	Formula
GC	Generation Control
HR	Historical Rule
PP	Previous Period Rule
PR	Process

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

Suffixes

Global Payroll for Italy uses the default core Global Payroll suffixes.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Defining General Element Information,” Defining Suffixes

Archiving Data for Global Payroll for Italy

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

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

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Archiving Data”

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

Viewing Delivered Elements

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

See Also

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

CHAPTER 3

Defining Country Data

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

- Define family data.
- Access previous employment data.
- Establish reasons for changing information.
- Set up print classes and SQR forms.
- Run pay element reports.
- View payroll results.

Understanding PeopleSoft Enterprise Global Payroll Core Functionality in Italy

This section discusses:

- Integration with PeopleSoft Enterprise Human Resources.
- Proration of earning and deduction assignments.
- Segmentation.
- Retroactivity.
- Pay entity definition.
- Viewing delivered elements.

Integration with PeopleSoft Enterprise Human Resources

Global Payroll for Italy is designed to use company data and employee personal and job data entered in the PeopleSoft Enterprise Human Resources. PeopleSoft provides the necessary arrays and Structured Query Reports (SQRs) to collect the human resources data needed for payroll processing.

See Also

PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce, “Updating Person and Job Information”

Proration of Earning and Deduction Assignments

Global Payroll provides two options for determining whether payee earning and deduction assignments are processed within a given period:

- If the assignment is active at the segment end date.

If you select this option, earnings and deductions are processed if they are assigned to an employee at the end of the segment only. Any assignments that end between the segment begin and end dates are not processed.

- If the assignment is active at any time between the segment begin and end date.

If you select this option, earnings and deductions that are assigned to an employee for all or part of the segment are processed.

This setting is configured for each country on the Countries page (Set Up HRMS, Product Related, Global Payroll & Absence Management, System Settings, Countries). Italy is configured to process earning and deduction assignments that are active at any time within the segment.

To support this configuration, Global Payroll for Italy also delivers a segmentation trigger for the earning and deduction assignment record (GP_PYE_OVRD). This trigger is required for element segmentation (and proration) of earnings and deductions that are assigned for part of the segment. See the next section for more information.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Setting Up Triggers,” Segmentation Triggers with Earning and Deduction Assignments

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Introducing the Core Application Architecture,” Defining Installation Settings

Segmentation

This section discusses:

- Period segmentation
- Element segmentation

Period Segmentation

Global Payroll for Italy permits period segmentation only in the following instances:

- Hiring/termination during the month.
- Changes in the labor agreement during the month.
- Changes of company during the month.

Changes in labor agreement and company require a separate payslip. Only one payslip is issued for periods related to hiring and termination.

Element Segmentation

Global Payroll for Italy delivers a segmentation trigger for the earning and deduction assignment record GP_PYE_OVRD. This 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.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Defining Segmentation”

Retroactivity

Global Payroll for Italy uses forward retroactivity as its standard.

Retroactive deltas on earnings and deductions to be forwarded in case of retroactive calculation can be defined at a single element level.

See Also

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

Pay Entity Definition

The pay entity is a legal definition of an organization from a payroll perspective; it is the organization that is responsible for making payments to payees. Often the organization and the pay entity are the same. Use the Pay Entity component in the core Global Payroll application to define pay entities for your organization.

See Also

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

Viewing Delivered Elements

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

Defining Family Data

Family data is specifically used to manage Italian payroll and is complementary to Human Resource data. This section discusses how to:

- Enter family member names.
- Enter family member information.

Pages Used to Define Family Data

Page Name	Object Name	Navigation	Usage
Name	GPIT_DEPEND_BENEF1	Global Payroll & Absence Mgmt, Payee Data, Define Family Data ITA, Name	Enter information about family members. Enter one Familiar ID for each relative.
Personal Profile	GPIT_DEPEND_BENEF2	Global Payroll & Absence Mgmt, Payee Data, Define Family Data ITA, Personal Profile	Enter additional information about family members. Indicate if they are ANF or tax dependent.
Family Summary	GPIT_DEP_BENEF_SUM	Global Payroll & Absence Mgmt, Payee Data, Review Family Data ITA, Family Summary	View a summary of an employee's family information.

Entering Family Member Names

Access the Name page.

The screenshot shows the 'Name' page for defining family member information. At the top, there are tabs for 'Name' and 'Personal Profile'. Below the tabs, the employee's name 'Michelangelo Buonarroti' and 'Person ID: KIG001' are displayed. The main section is titled 'Familiar ID' and contains a table with one row. The row has columns for 'Familiar ID' (01), 'Familiar Name', and 'Name'. The 'Familiar Name' section includes fields for '*Effective Date' (01/01/2001) and '*Relationship to Employee' (Spouse). The 'Name' section includes fields for 'First Name' (Anna) and 'Last Name' (Bellotti). Below these fields, the full name 'Bellotti, Anna' is displayed.

Name page

Enter the relative's name and relationship to the employee.

Entering Family Member Information

Access the Personal Profile page.

Name | **Personal Profile**

Michelangelo Buonarroti Person ID: KIG001

Familiar ID Find | View All First 1 of 2 Last

Familiar ID: 01 + -

Familiar information Find | View All First 1 of 1 Last

Relationship to Employee: Spouse + -

Familiar Name: Bellotti, Anna

Date of Birth: 01/02/1940 31 **Birth Country:** ITA CN

Birth Location:

Gender: Female Marital Status: Married ☐ Disabled

ANF Data

☒ Flag ANF Dependant

ANF End Date: 07/31/2004 31

ANF Family Income: EUR EUR

TAX Data

☒ Flag Tax Dependant

Tax Dependant %: 35

National ID Customize | First 1 of 1 Last

Country	National ID Type	Description	National ID	Primary ID
ITA ITA	CF CF	Fiscal Code		☐ + -

Personal Profile page

Use the ANF Data and TAX Data group boxes to indicate a dependent's status for ANF (family allowance) and tax purposes. Employees are entitled to family allowance that is dependent on their income, the number of dependants, and the type of dependents.

Accessing Previous Employment Data

Global Payroll for Italy uses previous employment data when running a payroll. This information is complementary to Human Resource data.

Page Used to Access Previous Employment Data

Page Name	Object Name	Navigation	Usage
Prior Employment Data	GPIT_PDL_EE1	Global Payroll & Absence Mgmt, Payee Data, Taxes, Define Prior Employer Data ITA, Prior Employment Data	Enter the employee's previous employment data for the year.

Defining Prior Employment Data

Access the Prior Employment Data page.

Employee ID: KIG001	Name: Michelangelo Buonarroti	Empl Rcd Nbr: 0
----------------------------	--------------------------------------	------------------------

Previous employer			Find View All	First 1 of 1 Last
*Fiscal Code:	Name:	ID: 1	*Year:	+ -
Reason for Changing:	Currency Code: EUR 🔍			

IRPEF Ass. Income: Ass. Income no Detr: Net Tax: Total Detraction:	Detraction Details Expense: Work Detr: Days: Spouse: Children/ Other:	Additional IRPEF City Tax: County Tax: State Tax:
Oneri Deducibili Insur. Ass.Inc.: Health Ass.Inc.: Deduction Cost:	New Deduction Details Base Ded: Work Ded:	Additional IVS Ass. Income: Add IVS Contrib:

Prior Employment Data page

Use the Prior Employment Data page to enter an employee's previous employment data for the year. When calculating termination or year-end adjustment, the system reads this data, totals the values from previous employers, increases the year-to-date accumulators accordingly, and prepares previous employment data for year-end reports. The system reads this data only once; it won't reread it during a second adjustment.

Establishing Reasons for Changing Information

Global Payroll for Italy uses reasons for changing information data when running a payroll. This information is complementary to Human Resources data. Use the Employment Change Reasons ITA component (GPIT_REA_CHANGE) to define reasons.

Page Used to Establish Reasons for Changing Information

Page Name	Object Name	Navigation	Usage
Changing Reason	GPIT_REA_CHANGE1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Employment Change Reasons ITA, Changing Reason	Create a reason for changing information code.

Setting Up Print Classes and SQR Forms

This section provides an overview of print classes and discusses how to define print criteria.

Understanding Print Classes

Print classes are used for some reports to define the elements included in the report, the order of the elements, and the information included about those elements. Print classes are required for these reports:

- Payslip report (GPITAL01).
The print class defines the elements included in the body of the payslip.
- CUD report (GPITX01).
- Generic report (GPITTX02).
- Pay Element Summary Report (GPITRS01).
- Pay Element History Report (GPITRS02).

Use the Print Classes ITA component (GPIT_BL_PRINT) to define a print class:

1. Access the Print Class page.
2. Select a print class or create a new one.
3. Select the elements that you want to appear on the report.
4. Group the elements in print groups.
5. Choose the print sequence in which elements within the print group will appear.
6. Select the components to appear such as hours, factor, percent, or amount.
7. Select the additional criteria.

See Also

[Chapter 8, “Generating Payslips,” page 59](#)

[Chapter 18, “Managing Year-End Reports,” Producing the CUD Reports, page 134](#)

Understanding SQR Forms

Global Payroll for Italy provides the SQR Forms ITA component (GPIT_SQR_FORMS) that enables you to define the layout of SQR reports without editing SQR directly. Using this component you can define the header, body, and footer of existing SQR reports.

Pages Used to Set Up Print Classes and SQR Forms

Page Name	Object Name	Navigation	Usage
Print Class	GPIT_BL_PRINT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Print Classes ITA, Print Class	Select the elements contained in the columns of the body.
Print Class View	GPIT_BL_PRNT_VW	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Print Classes ITA, Print Class View	View the fields on the Print Class page.
Header	GPIT_SQR_FORMS1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, SQR Forms ITA, Header	Define the header information for the SQR report.
Body	GPIT_SQR_FORMS2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, SQR Forms ITA, Body	Define the body of the SQR report.
Footer	GPIT_SQR_FORMS3	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, SQR Forms ITA, Footer	Define the footer of the SQR report.

Defining Print Criteria

Access the Print Class page.

Print Class [Print Class View](#)

Print Class: KIPAYSL

Elements Customize | Find | View 100 | First 1-8 of 214 Last

			Entry Type	Element Name	*Status as of Effective Date	Override Indicator	Print Group	Print Sequence	Box Number	Note Code	Description	Print Hours	Print Factor	Print Percent
1	+	-	Deduction	IRPDDRATADCO	Active	☐	3	12				☐	☐	☐
2	+	-	Deduction	IRPDDRATADRE	Active	☐	3	14				☐	☐	☐
3	+	-	Deduction	IRPDDRATADPR	Active	☐	3	344				☐	☐	☐
4	+	-	Deduction	IRPDDTOTCONG	Active	☐	3	5				☐	☐	☐
5	+	-	Earnings	RTRERCONTR OV	Active	☐	1	261				☐	☐	☐
6	+	-	Earnings	RTRERRINCCNL	Active	☐	1	260				☐	☐	☐
7	+	-	Earnings	INPSEDECNE	Active	☐	1	501				☐	☐	☐
8	+	-	Deduction	INPSDDFPLDDI	Active	☐	2	10				☐	☐	☒

Print Class page (1 of 2)

Print Amount	Print Base	Print Sum	Print Total	Static Pin Indicator	Print Flag	Check Box	Conditional Execution Flag	Subjection
☒	☐	☐	☐	☐	☐	☐	☐	
☒	☐	☐	☐	☐	☐	☐	☐	
☒	☐	☐	☐	☐	☐	☐	☐	
☒	☐	☐	☐	☐	☐	☐	☐	
☒	☐	☐	☐	☐	☐	☐	☐	
☒	☐	☐	☐	☐	☐	☐	☐	
☒	☐	☐	☐	☐	☐	☒	☐	
☒	☒	☐	☐	☐	☐	☐	☐	

Print Class page (2 of 2)

Select the elements that you want to include in the report and use the remaining fields to group the elements and define the information included in the report.

Status as of Effective Date The system populates this field automatically.

Override Indicator Changes the default sign of the element.

Print Group Enter the group in which the element is printed on the report. The print group determines the order in which elements are printed and the break points in the listing of elements.

Print Sequence Enter the sequence in which the element is printed on the report within the print group.

Box Number Used only for the CUD report.

Note Code	Used only for the CUD report.
Print Hours	Select if Units should be printed.
Print Factor	Select if Rate should be printed.
Print Percent	Select if Percent should be printed.
Print Amount	Select if Amount should be printed.
Print Base	Select if Base should be printed.
Static Pin Indicator	Used only for the CUD report.
Print Flag	Used only for the CUD report.
Check Box	Prints element as conventional value. Does not enter in net accumulator. Use this check box for amounts, such as benefits in kind, that are displayed on the payslip, which are taxable but are not included in net pay.
Conditional Execution Flag	Used only for the CUD report.
Subjection	Use this field if you want to indicate whether the element is liable for tax and social security.

Defining Report Headers

Access the SQR Forms ITA — Header page.

Header | Body | Footer

Process Job Name: GPITSF03 Illness Maternity (SQR Form)

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

*Box ID	Description	*Graph Type	Line	Column	Width	Depth	Rule Width	Shading		
1										

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

Definition | Format | Criteria

*Box ID	Description	*Program ID	*String ID	Line	Column		
1							

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

Definition | Format | Criteria

*Box ID	Description	Record (Table) Name	Field Name	Line	Column		
1							

SQR Forms ITA — Header page

Graphics

Use this scroll area to define the SQR graphical objects that are printed as the background of the report.

Box ID	Enter an identifier for the SQR form object.
Graph Type (graphic type)	Select the type of graphic you want to include in the box ID, <i>Box</i> , <i>Horiz-Line</i> (horizontal line), or <i>Vert-Line</i> (vertical line).
Line, Column, Width, Depth, Rule Width, Shading	Use these fields to define the attributes of the graphical object.

Strings

Use this scroll area to define the column headings of the report and the format of those column headings. Strings are defined using the PeopleTools Strings Table (PeopleTools, Utilities, Administration, Strings Table).

Program ID	Select the program defined
String ID	Select the string ID from the list of string IDs defined for the program you selected. The text associated with the string ID is used for the column heading in the SQR report.
Print Format	Select the SQR PRINT format command to use for the string.
Print Mask	Enter the SQR PRINT command mask to use. The SQR PRINT command is described in the <i>Enterprise PeopleTools PeopleBook: SQR Language Reference for PeopleSoft</i> .
Line, Column, Line Length, Max Lines, Font, Font Size	Use these fields to define the format and position of the column headings.

See *Enterprise PeopleTools PeopleBook: SQR Language Reference for PeopleSoft*, “SQR Command Reference”, PRINT

Fields

Use this scroll area to define the fields that you want to print in the report and how the information is formatted.

Record (Table) Name, Field Name	Select the field to include in the report.
Line Space	Enter the number of blank lines after the field.
Break List	Select to break the report listing when the field value changes.

See Also

Enterprise PeopleTools PeopleBook: System and Server Administration, “Using PeopleTools Utilities”, Using Administration Utilities

Defining Report Body

Access the SQR Forms ITA — Body page.

Header

Body

Footer

Process Job Name: GPITSF03 Illness Maternity (SQR Form)

Page

Find | View All | First 1 of 1 Last

***Page #:** 1 **Description:** Illness Maternity Report

Heading Size: 1 **Footing Size:** 1 **Font:** 2 **Font Size:** 8.0

Graphics

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

	*Box ID	Description	*Graph Type	Line	Column	Width	Depth	Rule Width	Shading		
1										+	-

Strings

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

Definition

Format

	*Box ID	Description	*Program ID	*String ID	Line	Column		
1							+	-

Fields

Customize | Find | 1-61 of 61 Last

Definition

Format

Criteria

	*Box ID	Description	Record (Table) Name	Field Name	Line	Column		
1	005	Month	GPIT_S503_RPT	MONTH_NAME	11	150	+	-
2	007	Year	GPIT_S503_RPT	CALENDAR_YEAR	11	164	+	-
3	010	Employee	GPIT_S503_RPT	NAME	21	14	+	-

SQR Forms ITA — Body page

Use this page to define the pages of the SQR report. The fields on this page are similar to those on the SQR Forms ITA — Header page.

See Also

Enterprise PeopleTools PeopleBook: SQR Language Reference for PeopleSoft, “SQR Command Reference, PRINT

Enterprise PeopleTools PeopleBook: System and Server Administration, “Using PeopleTools Utilities”, Using Administration Utilities

Defining the Report Footer

Access the SQR Forms ITA — Footer page.

Header

Body

Footer

Process Job Name: GPITSF03 Illness Maternity (SQR Form)

Graphics

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

	*Box ID	Description	*Graph Type	Line	Column	Width	Depth	Rule Width	Shading		
1										+	-

Strings

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

Definition Format

	*Box ID	Description	*Program ID	*String ID	Line	Column		
1							+	-

Fields

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

Definition Format Criteria

	*Box ID	Description	Record (Table) Name	Field Name	Line	Column		
1							+	-

SQR Forms ITA — Footer page

Use this page to define the footer of the SQR report. The fields on this page are similar to those on the SQR Forms ITA — Header page.

See Also

Enterprise PeopleTools PeopleBook: SQR Language Reference for PeopleSoft, "SQR Command Reference, PRINT

Enterprise PeopleTools PeopleBook: System and Server Administration, "Using PeopleTools Utilities", Using Administration Utilities

Running Pay Element Reports

This section lists common elements and discusses how to:

- Run the Pay Element Summary report.
- Run the Pay Element History report.
- Run the Payroll Register report.

Common Elements Used in This Section

Pay Entity, Pay Group, Company, Establishment

Use these fields to define the employee population included in the report.

Print Class

Select the print class that defines the elements you want to include in the report.

See Chapter 3, “Defining Country Data,” Setting Up Print Classes and SQR Forms, page 19.

Criteria

Use the Break Criteria group box to define how you want the report organized. For example, if you select *Company*, the report is sorted by company and it includes the total contributions for each company.

You can select up to four criteria. The report includes totals for each criteria. For example, if you select *Company* and *Establishment*, the report is sorted by company, and for each company the report is organized by establishment.

Select one of the following values: *Category*, *Company*, *DeptID* (department ID), *Empl Class* (employee class), *Establ* (establishment), *Job Code*, or *Sub Cat.* (sub category).

Pages Used to Run Pay Element Reports

Page Name	Object Name	Navigation	Usage
Pay Element Summary	GPIT_RS01_RUNCTL	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Pay Element Summary ITA, Pay Element Summary	Run the Pay Element Summary report (GPITRS01) that summarizes the total values of earnings and deductions for a given period. Run the report for one or more companies or establishments. The earning and deductions included in the report are defined by a print class, or you can run the report for all earnings and deductions.
Pay Element History	GPIT_RS02_RUNCTL	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Pay Element History ITA, Pay Element History	Run the Pay Element History report (GPITRS02) that summarizes the total values of earnings and deductions by month for a given period. Run the report for one or more companies or establishments or selected employees. The earnings and deductions included in the report are defined by a print class.
Payroll Results Register	GPIT_RC_TX02	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Results Register ITA, Payroll Results Register	Run the Payroll Register report (GPITTX02) that is used to print and group used-defined elements. Use the Print Classes ITA component (GPIT_BL_PRINT) to define the elements included in the report. Note. The Pay Element Summary report supersedes the Payroll Register report. In general, we recommend that you use the Pay Element Summary report in preference to the Payroll Register report.

Running the Pay Element Summary Report

Access the Pay Element Summary page.

Run Control ID: 01

[Report Manager](#)

[Process Monitor](#)

Run

Language: English

Selection Criteria

*From Date: 01/05/2006

*Thru Date: 31/05/2006

Pay Entity: KIFE1

Pay Entity 1

Pay Group: KI PAGA 6

Pay Group 6

☐ Select All Earnings/Deductions

Print Class: KIVARIE

Company

Customize | Find | View All |

First 1 of 1

Last

Company	Description
1	

Establishment

Customize | Find | View All |

First 1 of 1

Last

Estab ID	Description
1	Establishment 2

Break Criteria

Criteria 1: Category

Criteria 2:

Criteria 3:

Criteria 4:

Pay Element Summary page

From Date, Thru Date

Enter the start and end date for the report. Typically you run this report for a month period.

Select All Earnings/Deductions

Select if you want the report to include all earnings and deductions. If you clear this check box, the Print Class field appears and you can select a print class that defines the elements to include in the report

Running the Report

When you click Run the Process Scheduler Request page lists three options:

- Pay Element Summary Appl. Eng.

Select to run the application engine process (GPIT_RS01_AE) that prepares the data from the payroll results.
- Pay Element Summary SQR Report

Select to run the SQR process (GPITRS01) that creates the report from using the data prepared by the application engine process.
- Application Engine and SQR

Select this to run the PSJOB (GPITRS_1) that runs both the application engine and SQR process.

Running the Pay Element History Report

Access the Pay Element History page.

Run Control ID: 01 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Selection Criteria

*From Date: 01/05/2006 *Thru Date: 31/05/2006

Pay Entity: KIPe1 Pay Entity 1

Pay Group: KI PAGA 1 Pay Group 1

☒ Employee Details

*Print Class: KIINPDAI

Company		Establishment	
Company	Description	Estab ID	Description
1		1	

Employee	
EmplID	Name
1	

Break Criteria

Criteria 1: Criteria 2: Criteria 3: Criteria 4:

Pay Element History page

From Date,Thru Date

Enter the start and end date of the reporting period. The report includes all results where the segment end date is between the dates that you enter. The reporting period should not exceed a year and should not cross years.

Employee Details

Select if you want the report to print earning and deduction information for each payee. If you clear this check box, the report includes totals for payees by break criteria but doesn't list information for individual payees.

EmplID

If you want to run the report for selected employees, select the employees.

Running the Report

When you click Run the Process Scheduler Request page lists three options:

Pay Element History App. Eng.

Select to run the application engine process (GPIT_RS02_AE) that prepares the data from the payroll results.

Pay Element History SQR Report

Select to run the SQR process (GPITRS02) that creates the report from using the data prepared by the application engine process.

Application Engine and SQR

Select this to run the PSJOB (GPITRS_2) that runs both the application engine and SQR process.

Running the Payroll Register Report

Access the Payroll Register page.

Run Control ID: 01 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Selection Criteria

Current Pay End Date: 23/05/2006

Print Class: KIVARIE

Pay Group: KI PAGA 1 PayGroup 1

SetID: SHARE

Department:

Location:

Etab ID:

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

*Company	Description
1	

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

*EmplID
1

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

Employee Category
1

Sort Criteria

Y Company

Payroll Register ITA page

Current Pay End Date Select the end date of the pay period you want to include in the report.

EmplID If you want to run the report for selected employees, select the employees.

Sort Criteria

Use the this group box to define how you want the report organized. For example, if you select *Company*, the report is sorted by company and it includes the total contributions for each company.

You can select up to three criteria. The report includes totals for each criteria. For example, if you select *Company* and *Location*, the report is sorted by company, and for each company the report is organized by location.

Select one of the following values: *Category*, *Company*, *DeptID* (department ID), *Emplid* (employee ID), *PayGroup*, *Location*, *Name*, or *Pay Entity*.

Viewing Payroll Results

Global Payroll core provides components for viewing payroll results by element type that are discussed in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*. In addition, Global Payroll for Italy delivers a component for viewing payroll results by functional area. This section lists the pages used to view payroll results.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Viewing and Finalizing Payroll Results”

Pages Used to View Payroll Results

Page Name	Object Name	Navigation	Usage
INPS/FPS Results	GPIT_RSLT_INPSFPC	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Payroll Results ITA, INPS/FPS Results	Displays social security and pension fund information for the pay period and year-to-date.
Detractions Results	GPIT_RSLT_TAXDTR	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Payroll Results ITA, Detractions Results	Displays the deductions from gross tax that reduce employees' taxable income. This includes deductions for dependents and deductible expenses.
Tax Results	GPIT_RSLT_TAX	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Payroll Results ITA, Tax Results	Displays IRPEF and separate taxation data results.
Additional Tax Results	GPIT_RSLT_TAX_ELEM	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Payroll Results ITA, Additional Tax Results	Displays city and county tax information.
TFR Fund Results	GPIT_RSLT_TFRFUND	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Payroll Results ITA, TFR Fund Results	Displays details of the <i>Trattamento di Fine Rapporto</i> (TFR) fund accrued by the employee.
TFR Tax Rate and Detractions	GPIT_RSLT_TFR_RATE	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Payroll Results ITA, TFR Tax Rate and Detractions	Displays TFR payments made to the employee, the rate at which the payment was taxed, and the balance of the TFR fund, and TFR reductions.
TFR Tax Results	GPIT_RSLT_TFRTAX	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Payroll Results ITA, TFR Tax Results	Displays TFR taxation data for TFR funds accrued before 2000 and those accrued after 2000.

Page Name	Object Name	Navigation	Usage
Other Indemnities Tax	GPIT_RSLT_OTHIND	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Payroll Results ITA, Other Indemnities Tax	Displays details of the taxation of the other indemnities (<i>Incentivo all'esodo</i> , Notification payments and <i>Integrazione transattiva</i>).
TFR Reevaluation	GPIT_RSLT_RIVAL	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Payroll Results ITA, TFR Reevaluation	Displays the results of the reevaluation calculation of an employee's previous years' accrued TFR fund.

See Also

[Chapter 12, "Setting Up Social Security," page 79](#)

[Chapter 14, "Managing Taxation," page 105](#)

[Chapter 9, "Managing TFR Termination Payments," page 65](#)

CHAPTER 4

Understanding Pay Enhancement Elements

This chapter discusses:

- Sample accruals.
- Contributions on compensatory time off (CTO).
- Advanced contributions on paid time off (PTO).
- Daily allowances.
- Transfer indemnities.
- 14th month payments.
- Viewing delivered elements.

Note. You can find the results of these calculations on the payroll results tables. Also, you can run the Results Register report using the print class KIVARIE to display elements related to these calculations.

See Also

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

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Understanding Absence Management”

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Entering and Processing Absences”

Sample Accruals

Many organizations keep track of various accruals throughout the year, because they must pay these amounts at fixed months of the year or at termination. Global Payroll for Italy keeps track of the 13th month, *Trattamento di fine Rapporto* (TFR), and vacation accruals. The basic principle behind the accrual mechanisms is that the monthly accrual is equal to the up-to-date total accrual minus the total accrual of the previous month.

Note. The system assumes that all paid time off (PTO) such as vacations, *Riposi Orari Lavorativi* (ROL), and ex-festivities, are accrued together and that paid and unused PTO are bundled.

Global Payroll for Italy delivers two sections that contain the main elements for tracking accruals:

- IT GEN ACCANT
- IT GEN ACCANT 13A

Contributions on CTO

Most labor agreements have a mechanism of compensatory time off where employees that work extra hours can store their extra hours, instead of having them paid as overtime, and recover them in the following months. This balance is paid to the payee upon termination. Because this balance comes from overtime hours, the stored balance is split into three ranges and liable to different contribution percentages (5%, 10%, and 15%) unless the labor agreement states otherwise.

Global Payroll for Italy delivers elements for tracking compensatory time off in the section IT CTR STRBANCAORE.

Advanced Contributions on PTO

Employers and employees should pay social contributions on PTO that is unused for two years. To do this the monetary value corresponding to the unused balance increases the social security income. If the payee takes the PTO after receiving the advance, the contribution should be recovered. To obtain this, the monetary value of the used PTO decreases the social security income.

Global Payroll for Italy delivers elements for tracking advance contributions on PTO and recovering contributions in these sections:

- IT FER IMP CTR ANT
- IT FER ANT CONTR

Daily Allowances

These are daily amounts paid to payees who work away from their business location. Daily allowances are liable to special tax and social security rules. The exemption limits depend on whether the transfer is within Italy or abroad and which part of the travel expenses is reimbursed by the employer.

To specify this information, enter units and rates as positive input (PI) for these earnings:

Earning	Description
TRAERDIA1IT	Transfer in Italy 1/3.
TRAERDIA2IT	Transfer in Italy 2/3.
TRAERDIA3IT	Transfer in Italy 3/3.
TRAERDIA1ES	Transfer abroad 1/3.
TRAERDIA2ES	Transfer abroad 2/3.

Earning	Description
TRAERDIA3ES	Transfer abroad 3/3.
TRAERQUOIMP	The amount of the daily allowance that is liable for tax and social security contributions. This earning contributes to the tax and social security income accumulators.

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

Transfer Indemnities

These are one-time payments granted to payees to compensate for a change in work location. These amounts can be partially exempt from tax and social security rules, depending on the situation. The amount of exemption depends on whether the transfer is within Italy or abroad. The exemption limit is a total value for the year, even if the employee has more than one transfer indemnity in the year. This table lists the earnings for transfer indemnities:

Earning	Description
TRAERINTRITA	Transfer indemnity in Italy.
TRAERINTREST	Transfer indemnity abroad.
TRAERINTREES	Tracks the amount of the transfer indemnity abroad that is exempt from tax and social security.
TRAERINTRIES	Tracks the amount of the transfer indemnity in Italy that is exempt from tax and social security.

14th Month Payment

Depending on labor and company agreements, your payees may be entitled to a 14th month payment. The payment depends on entitlements accrued in a yearly period and the last salary. The process assumes the accrual period is from July to June of the following year and that the payment is made in June—at the end of the accrual period.

Global Payroll for Italy delivers elements to track 14th month payments in the section IT RTR MENSAGG.

Viewing Delivered Elements

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

Setting Up Contractors

This chapter provides an overview of contractors and discusses how to set up contractor data.

Understanding Contractors

The system manages contractors the same way as regular employees. Taxes are calculated using normal brackets and tax deductions are applicable when requested. The system applies local taxation, fiscal assistance (730), and previous employer data. However, contractors are exempt from some entitlements, such as paid time off (PTO), additional monthly payments, and TFR payments.

Some setup steps are unique to these payees. Contractors are not limited to monthly payment frequencies. In these cases you must prorate tax and deduction brackets accordingly.

Contractors should be grouped in separate pay groups that can be processed with or without regular payees. Payroll runs for contractors must use specific process lists that include only general elements for which contractors are eligible, and specific contractor elements, while excluding elements that don't apply.

Special social contribution rules (INAIL and INPS) and taxation rules on termination payments apply to contractors.

Viewing Delivered Elements

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

Setting Up Contractor Data

The process for setting up contractor data is similar to the payee setup. This section explains the exceptions.

This section discusses how to:

- Set up payroll information.
- Set up calendars.
- Set up process lists.

- Set up rate codes.
- Enter pension fund information.

Pages Used to Set Up Contractor Data

Page Name	Object Name	Navigation	Usage
Payroll	JOB_DATA2	Workforce Administration, Job Information, Job Data, Payroll	Set up payroll information for contractors.
Calendar - Definition	GP_CALENDAR1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Calendars, Definition	Set up a calendar for contractors.
Process List - Definition	GP_PROCESS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Process Lists, Definition	Set up process lists for contractors.
Compensation	JOB_DATA3	Workforce Administration, Job Information, Job Data, Compensation	Set up rate codes for contractors.
Social Insurance Data	GPIT_CTR_EE	Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Social Ins Data ITA, Social Insurance Data	Enter pension fund information for contractors.

Setting Up Payroll Information

Access the Payroll page.

Contractors must use KI COCOCO for the *Eligibility Group* field.

See Also

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

Setting Up Calendars

Access the Calendar - Definition page.

The pay group used on the Calendar-Definition page must only contain contractors with the same pay frequency. This frequency must also agree with the Calendar period.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Using Calendars”

Setting Up Process Lists

Access the Process List - Definition page.

Possible additional elements for contractors should be added to sections of process list IT CCC.

See Also

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

Setting Up Rate Codes

Access the Compensation page.

These rate codes are delivered for contractors as sample data:

- KICCCM for contractors paid monthly.
- KICCCT for contractors paid quarterly.

Select the frequency conversion option for both.

See Also

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

Entering Pension Fund Information

Access the Social Insurance Data Page.

Select the pension status of the contractor in the Contractor Contribution Type field. The options are *Other Pension Fund*, *No other Pension Fund*, or *Retired Payee*.

See Also

Chapter 12, “Setting Up Social Security,” Setting Up Employee Social Insurance Data, page 86

CHAPTER 6

Setting Up Assignees

This chapter discusses how to set up assignments.

Setting Up Assignments

This section discusses how to:

- Define payee assignment data.
- Set up tax exemption status.

Pages Used to Set Up Assignments

Page Name	Object Name	Navigation	Usage
Define Assignee Data	GPIT_ESPATR_EE	Global Payroll & Absence Mgmt, Payee Data, Taxes, Define Assignee Data ITA, Define Assignee Data	Maintain payee assignment data. You also use this page to record earnings and tax paid by assignees outside the country while on assignment. The earnings and tax values are used for 770 year-end reporting
Specify Tax Reduction	GPIT_TDETR_FAMDEP	Global Payroll & Absence Mgmt, Payee Data, Taxes, Specify Tax Reduction ITA, Specify Tax Reduction	Assign tax exemption status to assignees.

Defining Payee Assignment Data

Access the Define Assignee Data page.

Employee ID: KI0001 Name: Clara Brusati Empl Rcd Nbr: 0

Assignee Data Find | View All First 1 of 1 Last

*Effective Date: 01/09/2005 Status: Active

Assignee in/out End Date: 31/08/2006 *Country: GBR UK

*Type of Assignee: Assignee out

*Contributive Status: Assignee out in EEC country

Taxation Status: Fiscally Convent

Details			
	*Year	Tax Payed	Income Earned Abroad
1	2005	4000	20000

Define Assignee Data page

Country

Select the country from which the Assignee In comes, or in which the Assignee Out works.

Type of Assignee

Select either *Assignee In* or *Assignee Out*.

Contributive status

Enter the contribution status based on the Type of Assignee and the Country. Options are *Assignee in from EEC Country*, *Assignee in non conventionate*, *Assignee in partial convent*, *Assignee out conventionate*, *Assignee out in EEC country*, *Assignee out non conventionate*, *Assignee out partial convent*.

Note. Contribution rates and contributive income calculations depend on contributive status.

Note. Convention status impacts DM10 codes. For conventionate and non conventionate employees, illness and maternity contributions should be printed separately with codes P300 and P400. For partially conventionate employees, all contributions should have separate codes.

Taxation status

Select *Fiscally Convent*, *Fiscally Exempt*, or *Fiscally Non Conventionate*.

Note. Even tax exempt payees are included in year-end tax calculations. Tax status often depends on length of stay which, in the future, can change retroactively. If the payee is tax exempt, the same information must be reported in the tax deductions page. Also, additional months and previous year payments are tax liable because they are related to periods different than the assignment period.

Details

The information in this group box is used for 770 reporting.

Year Enter the year in which the payee earned income abroad.

Tax Paid (tax paid) Enter the amount of tax paid on the income earned abroad.

Income Earned Abroad Enter the total amount earned abroad in the year.

See [Chapter 18, “Managing Year-End Reports,” Producing the 770 Report, page 139.](#)

Setting Up Tax Exemption Status

Access the Specify Tax Reduction page.

Employee ID: KIG003 **Name:** Giacomo Leopardi **Empl Rcd Nbr:** 0

Tax Reductions Find | View All First 1 of 1 Last

***Effective Date:** 01/01/2001 **Status:** Active

Salary of Reference: **Other Income:** EUR

Dependant: Dependant spouse

☐ Exempt taxation assignee out ☐ Disable for Veneto

Child / Other dependents			
Customize Find First 1-3 of 3 Last			
	*Type of familial dependent	*Dependent Number	*Percentage of Charge
1	FI<3	1	100.000
2	FIGL	3	100.000
3	FIOP	2	100.000

Specify Tax Reduction page

Select the Exempt taxation assignee out field.

Tax exempt assignees are not entitled to reductions in tax; however, this page must be completed for all payees.

Note. Selecting tax exempt as a payee's tax status does not automatically stop the entitlement to reductions in tax.

Viewing Delivered Elements

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

See Also

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

CHAPTER 7

Setting Up Absences

This chapter provides overviews of absence and absence rules and discusses how to report absence data.

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”

Understanding Absences

Global Payroll for Italy processes absences that are entered on the Absence Event Entry page. This section discusses:

- Vacations.
- Festivities.
- Reduction of working hours.
- Licenses.
- Maternity leave.
- Work accidents and professional illness.
- Illness.
- Disabled payee licenses.
- Marriage leave.
- CIG absences.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Entering and Processing Absences,” Entering Updating, and Voiding Absence Events

Vacations

The system uses the following terms:

- Due units (days or hours).

The vacation units the employee is entitled to each year, according to labor and company agreements. May vary according to category and seniority.

- Accrued units.

Part of the total of the due units that the employee has accrued and can use. Time is accrued each month of active service.

- Used units.

The actual units used by the employee.

- Use period.

The period when the employee can use the days accrued every year.

- Accrual period.

The period when the employee accrues vacation days. This is decided at the company level. Companies may apply different rules based on employee category. The following table shows when an absence or period is a vacation accrual period:

Absence/Period	Vacation Accrued?
Absences for illness or work accident.	Y
Absences, such as mandatory maternity leave and marriage leave.	Y
Paid licenses.	Y
Probation period.	Y
Worked and paid notice period.	Y
Absences for military service.	N
Optional maternity leave.	N
Extended leave.	N
Periods of INPS assistance – <i>Cassa Integrazione</i> .	N

Festivities

The system accounts for civil and religious festivities.

Reduction of Working Hours

Labor agreements, national law, and company rules dictate the details of reduced working hours (ROLS). These details include the amount, usage, and accrual of ROLS.

The amount the employees receive for licenses is assessable income for contributions and taxes.

Licenses

Employees are entitled to absence for certain situations. Some examples are listed in this table:

Situation	Details
Election	Employees working as election officials may be absent for the length of their assignments.
Union	Employees have additional licenses for union meetings. Union representatives have licenses reflecting their constituencies, and for official meetings.
Public Office	Employees holding public office may take an extended, unpaid leave, or may have licenses pursuant to their duties. Those governing the public office pay for these licenses.
Blood Donation	The INPS funds a paid day off for blood donors. The reimbursement covers the total effective salary: additional monthly payments, overtime, and other earnings. Contributions are not applied to this payment. Taxes are.

Maternity Leave

While on maternity leave, an employee receives a salary based on maternity allowances from the INPS and the employer. While on leave, employees continue to accrue seniority and maintain the right to keep their job. The employer disburses the maternity allowance on a monthly basis. By making monthly payments, the employer is providing the allowance before receiving this money from INPS. The organization must then request a refund from INPS on the DM10 report.

The labor agreement (CCNL) can guarantee an allowance greater than that given by the INPS, in which case the employer pays the difference.

The INPS allowance is based on the average daily salary, referred to as RMG-INPS. This amount does not change during the maternity period, regardless of any change in employee status, such as seniority. This includes cases where the employee returns to work, receives a salary increase, and then continues maternity leave.

Thus the employer must pay:

- An advance of the INPS allowance.
- The difference between the INPS and CCNL allowances.
- Festivity payments occurring during maternity leave.

There are three types of maternity leave: mandatory, optional, and daily break. This section discusses each of these, as well as child illness license and employer integration.

Mandatory Maternity Leave

Mandatory maternity leave lasts at least five months (possibly longer), depending on the job and contract. It is composed of pre-childbirth and post-childbirth periods.

INPS grants an allowance equal to 80 percent of an average salary (RMG-INPS). The labor agreement may grant a larger percentage. The employer pays the difference.

Earlier mandatory maternity leave grants additional months to the pre-childbirth entitlement period.

Optional Maternity Leave

At any time before the baby's third birthday, the parent can take up to six months (180 days) of optional maternity leave. The total leave amount can be divided into multiple smaller periods. The optional maternity pay rate by INPS is 30 percent of the RMG-INPS.

Additional monthly payments are not accrued during optional maternity periods.

Calculating Maternity Leave

The maternity allowance is a percentage of the average daily salary that the employee earned the month before the beginning of the absence. If the optional maternity absence is not directly linked to mandatory maternity, the allowance base is calculated using the wages from the month prior to the optional maternity absence.

This table lists the amounts paid by the INPS for maternity leave:

Period	Amount Paid by INPS
Mandatory Period	80% RMG-INPS
Optional Period	30% RMG-INPS

This table lists the days considered for allowance payment:

Category	Days Paid	Days Excluded
<i>Operai</i>	Every working day including Saturdays.	Sundays, festivities during the week, and the festivity for the patron saint, if normally paid by the employer.
<i>Impiegati</i>	Every day in the maternity period.	Festivities on Sundays and the festivity for the patron saint, if normally paid by the employer.

The reference salary contains the following elements:

- Earnings paid at the end of each pay period, such as base salary and overtime.
- Earning paid on a regular basis, such as additional monthly payments and allowances for unused vacation days.

The rules governing the calculation of the RMG-INPS depend on the category and the employment type.

Daily Break

According to government regulations, the employee may use two one-hour breaks per day before the baby's first birthday. If the employee's contractual hours are less than six hours per day, she is entitled to only one one-hour break per day. If the employee has more than one infant, she is allowed double the normal allowance. The employee must schedule this break with the employer.

This break is completely paid by the INPS and includes the gross salary and every accessory earning normally received on a continuing basis, such as the monthly rate for additional monthly payments. Overtime is excluded from this calculation. To calculate the hourly rate, the system uses the CCNL hourly coefficient.

Like the Maternity Allowance, the employer makes the payment before receiving reimbursement from the INPS. The INPS amount is not applicable to contributions.

Daily break allowances, hourly rates used, and the corresponding additional monthly payments must be shown separately from other amounts on the payslip.

Child Illness License

Both parents are entitled to unpaid absences for a child's illness when that child is younger than eight years old. Employees are granted seniority increases during this absence, regardless of whether they are given an allowance.

The entire period of certified illness for children under three years is covered by the license. From three to eight, a period of five working days is granted each year.

Employer Integration

Employers pay a supplement for maternity leave that depends on the national labor agreement for the industry sector. This table lists the employer's supplement for each industry sector:

Industry Sector	Mandatory Allowance
Chemical/Pharmaceutical Manufacturing	100% of the salary (the total absence must not exceed nine months).
Commerce/Service	100% of the salary.
Credit/Finance	100% of the salary.
Food Industry Manufacturing	100% of the salary.
Metal/Mechanics Manufacturing	100% of the salary.

Work Accidents and Professional Illness

A work accident is one that:

- Happens violently and causes damage to the employee.
- Is due to the specific employee's job and happens while that job is being performed.
- Causes death, temporary, or permanent disability.

Professional illness is an alteration of an employee's health caused by that employee's specific job. The National Authority for the Insurances and the Work Accidents (INAIL) is responsible for these allowances. All other similar events that have different characteristics are classified as illness. INAIL allowances cannot be accumulated with INPS allowances.

Work accident indemnity is calculated through two takes depending on the period. The user must always enter take INA AT PERIODO1. The second take is automatically triggered.

This section discusses how to calculate the INAIL average salary.

Calculating the INAIL Average Salary

INAIL allowances are computed using an average daily salary. The calculation differs for hourly and monthly waged employees:

- Hourly compensated employees.

The INAIL allowance is the sum of the following elements (each element refers to amounts accumulated in the 15 days before the accident):

- Regular hourly wage.
- Average payment for overtime.
- Average payment for vacation.
- Average payment for festivity.
- Additional monthly payments.
- Other annual payments.
- Other additional elements.

- Monthly compensated employees.

The INAIL allowance is the sum of the following elements:

- Regular hourly wage.
- Average payment for overtime.
- Average payment for vacation.
- Additional monthly payments.
- Other annual payments.
- Other additional elements.

Note. Festivities are not included in the INAIL allowance.

Employer Supplement

Employer payments are regulated by law. These laws are augmented by the national labor agreements. The majority of labor agreements state that the employer should guarantee a percentage of the normal salary for a fixed period in the event of a work accident.

The employer may pay the work accident allowance before receiving funds from the government.

The employer may pay the allowance after receiving funds from INAIL.

Contribution and Tax Treatment

The work accident allowance from INAIL is taxable, but free from other deductions. However, the employer integration is subject to other deductions. Once in receipt of the check from INAIL, the employer must compare the actual INAIL allowance with the amount paid to the employee. Any accounting differences must then be resolved.

Festivities During Absences

If a festivity occurs during an illness period, the employee receives 100 percent of the INAIL average salary. The employer pays the amount not allocated by INAIL. Thus, the employer pays:

- 100 percent of the INAIL average salary during *carenza*.
- 40 percent of the INAIL average salary when INAIL pays 60 percent.
- 25 percent of the INAIL average salary when INAIL pays 75 percent.

Illness

For illness allowances paid by INPS, the first three days are paid by the employer without any repayment from INPS. For the remaining days, INPS pays a percentage of the total salary. In most cases, the CCNL states that the employer must pay the remainder of the regular salary. Normally the employer pays this allowance in advance and is later reimbursed by INPS. The calculation is composed of three parts: days covered by INPS, the allowance paid by INPS, and the allowance paid by the employer. Each of these require access to past records.

Illness indemnity is calculated through two takes, depending on the period. The user must always enter the MAL AT OFFSET take. The second take is triggered automatically.

Note. When implementing Global Payroll for Italy, you must be able to work with previous absence and payroll data in order to correctly access each employee's situation.

Disability Licenses

Special licenses are assigned to three types of beneficiaries: disabled employees, employees with disabled children, and employees with disabled relatives (as long as these relatives are within the third degree and are residing with the employee). INPS is charged for the payment of these licenses, but the employer pays the allowance in advance. Payees absent for disabled licenses do not accrue vacation time and time for additional monthly payments, but they do accrue seniority.

Because DM10 Codes related to this INPS allowance are different for each type of beneficiary, different absence takes must be used to generate different earnings codes for INPS allowance payments.

Disability licenses are calculated using the gross salary, including every accessory earning the employee normally receives on a continuing basis. If the employee receives other earnings with a different frequency, only the ones that constitute the normal remuneration, such as additional monthly payments, should be included in the calculation. Overtime is excluded from this calculation.

If two absence takes are defined for the same absence event, the user should always enter the absence take code defined for the first period. The system automatically uses the absence rules for the second period when the first period entitlement is expended.

Marriage Leave

Every employee is granted a paid leave for marriage. The calculation is different for *Impiegati* and *Operai*.

For *Impiegati*, the employer is fully responsible for remuneration. The payee receives normal salary during the leave, with no allowance related to performance and no changes to the treatment of contributions and taxes. If the marriage leave coincides with another absence, the employee only gets the marriage leave, unless the marriage leave is postponed.

For industry *Operai*, the employer must integrate the Check for Marriage Leave *Assegno per congedo matrimoniale* paid by INPS-CUAF. The employee is also paid for any festivities that occur during the marriage leave.

INPS is charged for this allowance, using the DM10 form, but the employer pays the allowance in advance. The allowance is not applicable to contribution payments, but it is taxable.

CIG Absences

Cassa Integrazione Guadagni (CIG) absences are used in special situations when employers put employees on temporary leave due to problems within the company or because the employee is unable to work due to bad weather. Employers can make a request to the INPS for partial payment of salaries for employees who are on this type of leave.

Understanding Absence Rules

This section discusses:

- Delivered maternity leave elements.
- Delivered general absence deductions.
- Delivered license and vacation earnings.
- Delivered INAIL earnings.
- Delivered illness absence elements.
- Delivered marriage leave absence elements.
- Delivered disability leave absence elements.
- Delivered CIG absence elements.
- Delivered supporting element.

Delivered Maternity Leave Elements

This table lists the delivered earnings for maternity leave:

Name/ Description	Unit	Rate	Base	%	Amount
MATEROBBLIG Mandatory maternity	Payee level	GEN VR UNO	N/A	100	N/A
MATERFACOLT Optional maternity	Payee level	GEN VR UNO	N/A	100	N/A
MATERALLBASE Nurse allowance	Payee level	RTR FM RETRHH	N/A	N/A	N/A

Name/ Description	Unit	Rate	Base	%	Amount
MATERALLMAGG Nurse allowance by additional month	Payee level	MAT FM RATORAMAG	N/A	N/A	N/A
INPERINTGAZ+ Positive company integration	Payee level	GEN VR UNO	N/A	N/A	N/A
INPERINTGAZ- Negative company integration	Payee level	GEN VR UNO	N/A	N/A	N/A

This table lists the delivered deductions for maternity leave:

Name/ Description	Unit	Rate	Base	%	Amount
MATDDTRATT Maternity deduction	Payee level	GEN VR UNO	N/A	N/A	N/A
MATDDTRATTAL Nurse deduction	Payee level	GEN VR UNO	N/A	N/A	N/A

Delivered General Absence Deductions

This table lists delivered general absence deductions:

Name/ Description	Unit	Rate	Base	%	Amount
ABSDDTRATTOR Hourly absence deduction with CCNL Divisor	Payee level	RTR FM RETRHH	N/A	N/A	N/A
ABSDDTRATTGG Daily absence deduction with CCNL Divisor	Payee level	RTR FM RETRGG	N/A	N/A	N/A
ABSDDORDIVMO Absence hourly deduction with variable division.	Payee level	RTR FM RETORAMOB	N/A	N/A	N/A

Delivered License and Vacation Earnings

This table lists delivered earnings for licenses and vacations:

Name/ Description	Unit	Rate	Base	%	Amount
FEREROREFER Hours of paid vacation	Payee level	RTR FM COMPFER	N/A	N/A	N/A
FERERSTIPEN Days of paid vacation	Payee level	RTR FM RETRGG	N/A	N/A	N/A
FERERHHROL Paid ROL	Payee level	RTR FM COMPROL	N/A	N/A	N/A
FERERHHFSOPP Suppressed festivity paid	Payee level	RTR FM COMPFSO	N/A	N/A	N/A
FERERFERNGOD Unused vacation units	FER VR FERNONGOD	RTR FM COMPFER	N/A	N/A	N/A
FERERFSONGOD Unused ex festivity units	FER VR FSONONGOD	RTR FM COMPFSO	N/A	N/A	N/A
FERERROLNGOD Unused ROL units	FER VR ROLNONGOD	RTR FM COMPROL	N/A	N/A	N/A
SINERPERMESS Union meetings allowance	Payee level	RTR FM RETRHH	N/A	N/A	N/A
PUBERPERMES Public positions allowance	Payee level	RTR FM RETRHH	N/A	N/A	N/A
EDUERESAMI University leaves payments	Payee level	RTR FM RETRHH	N/A	N/A	N/A
EDUERCORSI Educational course payment	Payee level	RTR FM RETRHH	N/A	N/A	N/A
SNGERDONAZIO Blood donation	Payee level	RTR FM RETRGG	N/A	N/A	N/A

Delivered INAIL Earnings

This table lists delivered INAIL absence earnings:

Name/ Description	Unit	Rate	Base	%	Amount
INAERPERIOD1 Indemnity INAIL first period	Payee level	GEN VR UNO	N/A	100	N/A

Name/ Description	Unit	Rate	Base	%	Amount
INAERPERIOD2 Indemnity INAIL second period	Payee level	GEN VR UNO	N/A	100	N/A
INAERINTGAZ+ Positive INAIL integration	Payee level	GEN VR UNO	N/A	N/A	N/A
INAERINTGAZ- Negative INAIL integration	Payee level	GEN VR UNO	N/A	N/A	N/A
INAERRMGNRMM RMG-INAIL normal monthly paid	N/A	N/A	N/A	N/A	INA FM RMGNORMSTI
INAERRMGNRMO RMG-INAIL normal hourly paid	N/A	N/A	N/A	N/A	INA FM RMGNORMPGH

This table lists the delivered INAIL absence deduction:

Name/ Description	Unit	Rate	Base	%	Amount
INADDTRATT Deduction work accident	Payee level	GEN VR UNO	N/A	N/A	N/A

Delivered Illness Absence Elements

This table lists the delivered illness absence takes and entitlement:

Absence Take	Absence Entitlement
MAL AT MALATTIA Illness	MALAEMALAT1P Illness Entitlement first period
MAL AT PERIODO2 Second illness period	None

Delivered Marriage Leave Elements

This table lists the delivered absence take and linked absence entitlement:

Absence Take	Absence Entitlement
PER AT MATRIMONIO Marriage leave	PERAEMATRIM Marriage leave entitlement

Delivered Disability Leave Elements

This table lists the delivered absence take and linked absence entitlement:

Absence Take	Absence Entitlement
HND AT GIORNIDIP Employee disability leave (days)	HNDAEGIORNI Disability days for month
HND AT GIORNIFIGLI Child-disability leave (days)	HNDAEGIORNI Disability days for month
HND AT OREDIP Employee disability leave (hours).	None
HND AT OREFIGLIO Child disability leave (hours)	None

Delivered CIG Absence Elements

This table lists the delivered absence takes and linked absence entitlement:

Absence Take	Absence Entitlement
CIG AT MALTEMPO Bad weather CIG	CIGAEENT
CIG AT ORDIN Ordinary CIG	CIGAEENT
CIG AT STRAORD extra ordinary CIG	CIGAEENT

Delivered Supporting Element

The bracket GEN BR COMPANY is used in the processing of INAIL contributions and reporting. The lookup value for the bracket is company code and it returns the INAIL code and INAIL site for that company code. Set up the bracket with your organization's company codes and the corresponding INAIL codes and INAIL sites.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Defining Data Retrieval Elements,” Defining Bracket Elements

Viewing Delivered Elements

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

Reporting Absence Data

This section provides an overview of absence data reporting and discusses how to run the S503 report.

Understanding Absence Data Reporting

These reports include absence data:

- Payslip.
- CUD form.
- 770 form.
- DM10.
- S503 payment request for illness and maternity allowances.

See Also

[Chapter 8, “Generating Payslips,” page 59](#)

[Chapter 13, “Preparing the DM10 Form,” page 97](#)

[Appendix A, “Global Payroll for Italy Reports,” page 143](#)

Pages Used to Review Absence Data and Run the S503 Report

Page Name	Object Name	Navigation	Usage
Square B	GPIT_S503_RPT2	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Illness/Maternity S503 Dtl ITA, Square B	Review the illness and maternity absence details for the S503 report created by the payroll run.
Square A	GPIT_S503_RPT1	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Illness/Maternity S503 Dtl ITA, Square A	Review the illness and maternity absence details for the S503 report created by the payroll run.
S503 Report	GPIT_S503_RCTL	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, S503 Report ITA, S503 Report	Establish the parameters and run the S503 report.

Running the S503 Report

Access the S503 Report page.

Run Control ID: 123 [Report Manager](#) [Process Monitor](#) [Run](#)

Language:

Selection Criteria

*From Date: *To Date:

Pay Entity: Pay Entity 1

Pay Group: Pay Group GNPGMEN101

Currency Code:

Company: Establishment ID:

SetID: Labor Agreement: Department:

Employee Category: Location Code:

EmpID	Name
1	

Sort Criteria

Criteria 1: Criteria 2: Criteria 3:

S503 Report page

Use the From Date and To Date fields to restrict the range in which the event payment date must fall.

Selecting the Report Format

When you click Run, the Process Scheduler Request page lists these options:

Illness Maternity (App Eng + Crw)	Runs the application engine process that calculates the data, and the crystal report that prints the data to a PDF file.
Illness Maternity (App Eng + SQR)	Runs the application engine process that calculates the data, and the SQR that prepares the data for a separate template.
Illness Maternity Report	Runs the Crystal report that prints the data to a PDF file.
Illness Maternity (SQR Form)	Runs the SQR report that prints the data to a PDF file.
SQR Forms Landscape Test Grid	Runs the SQR that prepares the template for the report printout.
S503 Report	Runs the application engine that calculates the data.

CHAPTER 8

Generating Payslips

This chapter discusses how to:

- Set up payslips.
- Set up payslip messages.
- Run the payslip report.

Setting Up Payslips

The system maintains the information displayed on the payslip in three areas: the header, the body, and the footer. The header and footer use data contained in four writable arrays derived from payroll: company and employee data, monthly amounts, yearly amounts, and vacations and PTO data.

The information printed in the body of the payslip is defined by a print class. We deliver the print class KIPAYSL as sample data for monthly payroll. Use this print class as a template to create additional print classes for your organization.

See Also

[Chapter 3, “Defining Country Data,” Setting Up Print Classes and SQR Forms, page 19](#)

Setting Up Payslip Messages

Use the Add Payslip Messages ITA component (GPIT_AL_01_MSG) to set up payslip messages. This section provides an overview of payslip messages and discusses how to create payslip messages.

Understanding Payslip Messages

Global Payroll for Italy enables you to send a message—printed on the payslip—to an individual payee or to payees belonging to designated pay groups, locations, or departments.

To create a payslip message:

1. Access the Payslip Messages page.
2. Select the pay period for which you want to create the message.
3. Choose who will receive the message, by group or individual.
4. Enter the payslip message.

Page Used to Set Up Payslip Messages

Page Name	Object Name	Navigation	Usage
Payslip Messages	GPIT_AL_01_MSG	Global Payroll & Absence Mgmt, Payslips, Add Payslip Messages ITA, Payslip Messages	Designate which payees or pay groups receive payslip messages for a given pay period and enter the payslip message.

Creating Payslip Messages

Access the Payslip Messages page.

Payslip Messages page

Current Pay End Date	Select the pay period end date for which you want the message to appear on the payslip.
Pay Entity, Pay Group, Business Unit, Location Code, Department	Use if you want to include only those payees belonging to a certain pay entity, pay group, location, set ID, or department.
EmplID (employee ID)	Use to create a message to an individual payee.
Description	Enter the message.

Running the Payslip Report

When you have set up the print class and payslip messages, you can run the payslip report.

This section discusses how to create payslips.

Pages Used to Run the Payslip Report

Page Name	Object Name	Navigation	Usage
Report Options	GPIT_RC_AL01_1	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips ITA, Report Options	Select the parameters used to print the payslip report. Use this page to select the report parameters and sort criteria used to organize the printed results. The payslip report creates a comprehensive summary of an employee's pay elements according to pay month. One or more pages is generated for each month. Employee and company data for the given month are printed in the header. The report also creates a payslip that can be accessed by self-service users.
Pay Elements View	GPIT_RC_AL01_2	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips ITA, Pay Elements View	Create a view of the data in the print class with a different sort order.

Creating Payslips

Access the Create/Print Payslips ITA - Report Options page.

Report Options		Pay Elements View					
Run Control ID:	123	Report Manager	Process Monitor				
Language:	Italian	Run					
Selection Criteria							
Print Class:	KICONTR	Current Pay End Date:	07/31/2004				
Pay Entity:	KIPE1	Pay Entity 1					
Pay Group:	GS2PG1	Weekly Pay Group					
Currency Code:	EUR	Retro Processing ☐ Retro and Current Period ☐ Current Period Only ☐ Retro Periods Only					
Company:		Estab ID:					
SetID:		Labor Agreement:					
		Department:					
		Category:					
		Location:					
<table border="1"> <thead> <tr> <th>EmpID</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> </tr> </tbody> </table>				EmpID	Name	1	
EmpID	Name						
1							
Sort Criteria							
Criteria 1:	EmpID	Criteria 2:					
		Criteria 3:					

Create/Print Payslips ITA - Report Options page

Print Class

PeopleSoft delivers one print class (KIPAYSL) that contains elements related to country extensions for the normal monthly run. This is the print class used for normal monthly runs, to which customer-specific elements can be added. Other print classes can be created for additional monthly runs.

Currency Code

Enter a value here to override the payroll currency used on the payee's compensation record.

Retro and Current Period

Use to display the results for retro calculation, as well as for the current period.

Current Period Only

Use to display the results for the current period only.

Retro Periods Only

Use to display the results for retro calculation only.

Department, Location, Category, Establishment ID

Use to select the population on which the report is to be run.

EmpID (employee ID)

Use to run only selected employees.

Sort Criteria

Select the sort criteria you require. Organize the payslip report by category, department ID, employee ID, pay group, location, name, and pay entity.

Payslip Processes

The Payslip page launches a Job (GPITPYSL) containing two processes in sequence:

1. The Structured Query Report (SQR) GPITAL01 prints the payslip report and provides self service related information for ePay if ePay is licensed.
2. The GP_EPAY Application Engine process uses the payslip report and self service related information provided by the prior processes in this job to create self-service payslips for each payee. If ePay is not licensed, this process will report that ePay has not been licensed and will complete with success.

See Also

Appendix A, “Global Payroll for Italy Reports,” page 143

PeopleSoft Enterprise ePay 9.0 PeopleBook, “Managing Pay Information for Global Payroll,” Setting Up View Payslip

CHAPTER 9

Managing TFR Termination Payments

This chapter discusses how to:

- Process terminations.
- Override termination elements.
- Enter termination elements through positive input.
- Run termination reports.

Processing Terminations

Entering the termination action on the Job component triggers the termination process. The system processes the termination payment the month after the termination date. In Italy terminated employees receive TFR payments (*Trattamento di Fine Rapporto*) that vary depending on length of service. Employees accrue an amount for each year of employment and the accrued amount increases each year according to the cost of living. When employees leave the organization, they receive the accrued amount, which is subject to tax.

To calculate termination pay, the system:

1. Calculates termination payment accrual.
2. Reevaluates the previous years' accrued TFR fund (ISTAT).
3. Calculates applicable income and months of reference income.
4. Manages TFR advance payments.

Employees can receive part of their TFR entitlement before termination. In such cases, the TFR payment they receive on termination is reduced by the amount paid in advance.

5. Calculates the payment and taxation of the accrued TFR in the month after termination (reference income, TFR tax rate, IRPEF on accrued TFR until 2000 and after 2000 and TFR Deductions).
6. Calculates payment and taxation of the accrued TFR Reevaluation in the month after termination (TFR Reevaluation and IRPEF on Reevaluation.)
7. Calculates the taxation of the other indemnities (*Incentivo all'esodo*, Notification payments and *Integrazione transattiva*).
8. Calculates the taxation on the increase in the TFR accrued amount. Taxation on the increase in the TFR accrued amount is a flat percentage (11% in 2006).

Note. The system calculates termination payments with the payroll, not as a separate process.

See Also

PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce, “Managing Country-Specific Workforce Data,” (ITA) Recording End of Employment Information for Italian Workers

Overriding Termination Elements

Though most termination elements are taken from existing tables, you can override the following elements on the Supporting Element Overrides page (Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Supporting Elements):

Element	Usage
TFR FM FLAGEROG	By default, TFR is paid a month after termination. If you set this element to 1, the TFR is paid in the month that employment is terminated.
TFR FM FLGTAXTFR	Set to 1 to force taxation of TFR after TFR has been paid and taxed. By default, the payroll process does not recalculate tax after the TFR is paid and taxed. However, if the tax needs to be recalculated, set this element to 1.
TFR VR RIVALPAG	Enter reevaluation to use on payment if different from calculated. For example, if you have paid the TFR before the official cost of living rate is published, you may need to adjust the TFR amount once the official rate is available.
TFR VR PCTPAGANT	Enter the percentage of the TFR fund to pay in advance. Use this variable when you want to pay TFR in advance based on a percentage of the accrued amount.

See Also

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

Viewing Delivered Elements

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

Entering Termination Earnings Using Positive Input

Though most termination elements are taken from existing tables, you can enter the following earnings using positive input:

Element	Description
RTRERPRAVV	Amount to pay as notification.
TFRERANTICIP	TFR advance payment.
RTRERINCESOD	Amount to pay as <i>incentivo esodo</i> .
RTRERINTTRAN	Amount to pay as <i>integrazione transattiva</i> .

Page Used to Enter Positive Input

Page Name	Object Name	Navigation	Usage
Positive Input	GP_PI_MNL_ERNDED	Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, One Time (Positive Input), Positive Input	Enter additional payments related to termination payments.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Working with Positive Input”

Running Termination Reports

Global Payroll for Italy uses the print class KITFR on the Generic Report format for termination reports.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Setting Up and Running Generic Reports”

Chapter 3, “Defining Country Data,” Setting Up Print Classes and SQR Forms, page 19

CHAPTER 10

Managing Off-Cycle Payments

This chapter provides an overview of off-cycle processing and discusses how to:

- Record manual payments for Italy.
- Enter corrections for Italy.
- Make additional payments for Italy.
- Advance payrolls for Italy.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Configuring Off Cycle Transactions”

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Managing Off Cycle Processing”

Understanding Off-Cycle Processing

This section discusses:

- The off-cycle process.
- Types of off-cycle transactions.
- Viewing delivered elements.

The Off-Cycle Process

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

Types of Off-Cycle Transactions

The four types of off-cycle transactions are:

- 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.

- Corrections

Corrections enable you to correct results of any finalized payroll. Examples include reversing a sick leave payment when workers compensation should have been paid.

- Additional payments

Additional payments enables you to enter one-time payments that fall outside the normal payroll process. Examples include one time bonuses or expense reimbursement.

- Advances

Advances enables you to pay payees before their normally scheduled pay run. Examples include salary due on termination.

Viewing Delivered Elements

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

Recording Manual Payments for Italy

When entering manual payments for payees, it is recommended that all calculations be manually calculated outside the system and then entered. The following need to be considered when entering manual payments on the Manual Payment Detail page:

- Period begin and end dates.

The default *Period Begin Date* and *Period End Date* are based on the *Target Period ID*. It is recommended that these dates not be changed because the delivered Italian rules have been designed to calculate using whole periods, and may not automatically segment if a partial period is entered.

- Payment date.

The selection of the payment date need to be considered carefully because it directly affects how elements are accumulated. For example, if you have an accumulator that accrues based on period end date, the payment date may not update the accumulator balances at the right time.

- Run type.

The run type defaults from the *Period (Calendar) Paid* and it is recommended that the default run type is used. To ensure that the payee’s manual payment is processed by the system, the *Allow Duplicates* check box must be selected on the run type; otherwise, the payee may not be processed again if the system detects that they have already been processed in the period.

- Element selection.

If you select All in the Element Selection group box to allow resolution of all elements on the process list, an analysis should be performed to understand the impact on your supporting elements.

If using the Limited Element Set, you need to ensure that all elements calculate independently of pre- or post-processing formulas, as these do not resolve during off-cycle processing.

Note. Manual payments are used to record monetary values only, absence accumulators will not be updated using this method.

Entering Corrections for Italy

Enter corrections when you need to change finalized results, usually due to a user error. This method uses period-to-date logic built into the delivered statutory rules.

The following areas need to be considered when entering corrections:

- All earnings and deductions need to have period-to-date logic applied.
- This method is used to correct pay accumulators only. Absence accumulators will not be corrected.

Making Additional Payments for Italy

Use additional payments to make one-time payments that are processed outside of the on-cycle payroll. Examples include bonuses and expense reimbursements. This method uses period-to-date logic built into the delivered statutory rules when calculating.

The following areas need to be considered when entering additional payments:

- All earnings and deductions need to have period-to-date logic applied.
- When selecting the period paid, it is recommended that you select the previous finalized calendar or the current open calendar.
- This method is used to record monetary values only. Absence accumulators will not be updated.

Advancing Payrolls for Italy

Use advances when you want to pay an employee before the normal on-cycle pay run. For example an employee is terminating employment with your organization, and the termination payment needs to be paid immediately and not in the next on-cycle pay run. The following is recommended when making advances:

- Always select the next open calendar, as skipping calendars may update accumulators incorrectly.
- Absence accumulators will calculate automatically for the calendar group selected.

Note. Advance Payroll does not replace Pay in Advance functionality used for absences.

CHAPTER 11

Setting Up Loans and Garnishments

This chapter provides overviews of loan deductions and garnishment deductions and discusses how to manage loan data.

Understanding Loan Deductions

This section discusses:

- Delivered loan deductions.
- Delivered supporting elements.
- Viewing delivered elements.

Delivered Loan Deductions

Global Payroll for Italy delivers sample deductions for processing loans. You can use the delivered elements or create new elements for processing loans. This table lists the delivered loan deductions:

Name/Description	Unit	Rate	Base	%	Amount
PREDDPREST1 Loan 1	N/A	N/A	N/A	N/A	PRE VR PREST1
PREDDPREST2 Loan 2	N/A	N/A	N/A	N/A	PRE VR PREST2

The amount deducted from the payee is determined by the variable linked to the deduction. You specify the variable to use for each loan, and the amount to deduct on the Loans Data page

Delivered Supporting Elements

When you enter loan information for an employee, you specify the variable that stores the amount to be deducted. The variable must be associated with a deduction element.

This table lists the variables linked to the delivered loan deductions:

Element Type	Element Name	Used By
Variable	PRE VR PREST1	PREDDPREST1 loan deduction.
Variable	PRE VR PREST2	PREDDPREST2 loan deduction

Note. The system uses Field 1 on the Custom Fields for Element page to determine which variables are used for loans. Only those variables with Field 1 set to PRESTITO are for loan processing. If you want to create different variables to use for loan processing, you must set Field 1 to PRESTITO. Otherwise, you can't select the variable on the Loans Data page.

This table lists the delivered accumulator used to track the loan amount that has been recovered:

Element Type	Element Name	Description
Accumulator	PRE AC IMPREC	Tracks the loan amount that has been recovered (the total amount repaid). The user key for this accumulator is the loan code specified on the Loans Data page.

Viewing Delivered Elements

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

Garnishments are amounts withdrawn from a payee and paid directly to a third-party due to a court order or a suspended loan repayment. The amount is 1/5 of the net pay, excluding guaranteed payments such as family allowances. To trigger a garnishment deduction, a supporting element override must be selected for the PRE VR CESSQUINTO variable. This table lists the deduction for garnishments:

Deduction	Description
PREDDCESSQUI	Garnishment deduction.

See Also

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

Managing Loan Data

Set up loan beneficiaries using the Beneficiary Data ITA component (GPIT_PRE_BENEF). This section discusses how to:

- Enter beneficiary data.
- Enter loan data.

Pages Used to Manage Loan Data

Page Name	Object Name	Navigation	Usage
Beneficiary Data	GPIT_PRE_BENEF	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Loans, Beneficiary Data ITA, Beneficiary Data	Enter the beneficiary for loan deductions.
Loans Data	GPIT_PREST_EE	Global Payroll & Absence Mgmt, Payee Data, Loans, Loans Data ITA, Loans Data	Enter data for loans that the payee must repay through the payroll process.

Entering Beneficiary Data

Access the Beneficiary Data page.

Beneficiary: CARIPLO

Strings Find | View All First 1 of 1 Last

***Effective Date:** 01/01/2001 **Status:** Active

***Description:** Cariplo - Gruppo Intesa BCI

Short Description: Cariplo

Beneficiary Data page

Enter the name and description of the beneficiary organization. Beneficiaries are linked to employee loans on the Loans Data page.

Entering Loan Data

Access the Loans Data page.

Employee ID: KIG005 Name: Dante Alighieri Empl Rcd Nbr: 0

Loans Data Find | View All First 1 of 1 Last

*Effective Date: 07/27/2004 *End Date: 12/31/2004

*Loan code: 123TZ345

Beneficiary: INA INA Ist. Nazionale Assicuraz.

*Loan Amount: 1200.00 *Installment Amount: 100.00 *Currency: EUR

*Element Name: PRE VR PREST1 ☒ Active Recovery on Termination

Yearly Installments Nbr:

Loans Data page

Effective Date	Enter the loan start date. The system starts processing the loan deduction from this date.
End Date	Enter the loan period end date. The system stops processing the loan deduction on this date, or earlier if the loan is repaid. If you want to suspend repayment of the loan, update the end date field to stop loan processing.
Loan Code	This is the code the system uses to reference the payee's loan information. The loan code is the user key of the accumulator PRE AC IMPREC, which tracks the loan amount recovered.
Beneficiary	Select the loan beneficiary. This field prompts from the Beneficiary Data page.
Loan Amount	Enter the total loan amount.
Installment Amount	Enter the amount to be deducted for each installment. If, at the last installment, the remaining total is less than this amount, the system deducts only the remaining balance.
Note. If there are changes to loan repayment, such as suspending loan processing, always update this page and not the deduction elements. If you update the deductions directly, the loan recovery balance will be incorrect.	
Element Name	Select the variable that contains the amount to deduct for the specific payee and loan code. This variable must be connected to the deduction for the loan. You can select only those variables that have PRESTITO in custom Field 1. The delivered variables are PRE VR PREST 1 and PRE VR PREST2.

Active Recovery on Termination	Select to deduct the outstanding loan payment from the payee's final payments if the payee terminates employment before the loan is fully paid.
Yearly Installment Number	Enter the number of payment installments made per year. For example, if you enter <i>13</i> , the amount deducted in December is double the normal amount, and if you enter <i>14</i> , the December and June deductions are double the normal amount.

Suspending Loan Processing

If you want to stop loan processing for one or more pay periods:

1. Enter the date you want to suspend loan processing in the End Date field.
2. Create a new row on the Loan Data page with these details:

Effective Date	Enter the date when the loan processing should restart.
End Date	Enter the new end date for the loan.
Loan Code	Enter the same code for the suspended loan or enter a new loan code.
Loan Amount	Enter the loan amount. If you entered the same loan code, enter the amount of the original loan (the accumulator PRE AC IMPREC tracks the amount already repaid). If you entered a new loan code, enter the amount that is outstanding from the original loan. For example, suppose an employee has a loan of 2000 EUR, and repays 500EUR before the loan is suspended. When loan processing is restarted, if you use a new loan code, the loan amount is 1500 EUR, but if you use the same loan code, the loan amount is 2000EUR.

CHAPTER 12

Setting Up Social Security

This chapter provides an overview of the social security process and discusses how to:

- Set up social security.
- Set up CIG approvals.
- Set up pension funds.
- Report social contribution data.

Understanding the Social Security Process

Contributions are amounts paid by the employer to the National Social Security entity or the Complementary Social Security entities. These amounts can be paid on behalf of the employer and the employee. Employee contributions are withheld by the employer and paid to the Social Security entity. Amounts can be fixed amounts or percentages of income.

This section discusses:

- Assessable income calculations.
- Contribution calculations.
- Reduction calculations.
- Adjustment processing.
- Viewing delivered elements.

Assessable Income Calculations

The assessable income for the main National Social Security contributions includes all gross earnings except amounts paid by the employer on behalf of the National Social Security entities. Contributions due to Complementary Social Security entities are based on a gross income that depends on the entity, such as the *Trattamento di fine Rapporto* (TFR) income.

Contribution Calculations

The main National Social Security contributions are percentages of the assessable income, except in particular cases in which the income exceeds a ceiling. Employer and employee rates vary depending on labor agreement and employee category. All of these percentages are retrieved by the system using brackets.

The complementary social security contributions are normally made by both employers and employees and can include part of the TFR fund as a destination. Both assessable income and percentages vary depending on the complementary social security entity and on the kind of enrollment. An employee can also add a voluntary contribution that can be either a fixed amount or a percentage of an income.

Other contributions to national social security include contributions on overtime and solidarity contribution.

Reduction Calculations

These reductions apply to the employer contributions made for employees hired under specific conditions. The existence and extent of the reduction depend on these factors:

- Employment type and kind of hiring.
- Hiring location.
- Industrial sector.

There are several types of reductions:

- Reductions calculated as a percentage of employer social contributions dependant on employment type and hiring location.
- Reductions calculated as a percentage of the assessable income dependant on the type of part time compensation.
- Fixed reduction amounts *Sgravi* normally granted to employers that hire employees in regions of southern Italy with high unemployment rates.

Adjustment Processing

You can make end-of-the-year contribution calculations and their corresponding adjustments. Situations that may require adjustments include:

- Assessable income exceeding pension fund (IVS) contribution ceilings for newly enrolled employees.
- Additional IVS contribution.

IVS contributions are calculated monthly and are based on monthly income. Because monthly income may not accurately represent annual income, a contribution adjustment calculation must be done at the end of the year.

- *Decontribuzione*.

Earnings based on company productivity are social security exempt up to a percentage of the yearly social security assessable income. In the course of the year, the yearly amount is estimated and the ceiling is calculated on the estimated amount. At year-end or termination the actual yearly amount is calculated, and an adjustment is made to the estimates.

- December earnings (*Elementi Variabili della retribuzione*).

Amounts paid in January but related to December, such as overtime, must be considered in the CUD and 770 year-end reports for the year to which they relate.

Viewing Delivered Elements

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

Setting Up Social Security

To set up social security use these components: INPS Categories ITA (GPIT_INPS_CAT), the INPS Contribution Codes ITA (GPIT_INPS_CDCTR), INPS Profiles ITA (GPIT_INPS_PROF), INPS Sgravi ITA (GPIT_INPS_SGRAVI), Provider Data ITA (GPIT_PROV), and Additional Company Info ITA (GPIT_COMP_ADDTL).

This section discusses how to:

- Set up *Assegni Nucleo Familiare* (ANF) data.
- Set up provider data.
- Set up additional company information.
- Set up employee social insurance data.

Pages Used to Set Up Social Security

Page Name	Object Name	Navigation	Usage
ANF Data	GPIT_ANF_EE	Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain ANF Data ITA, ANF Data	Enter employee data necessary for the family allowance calculation.
INPS Category	GPIT_INPS_CAT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, INPS Categories ITA, INPS Category	Maintain the INPS Category table.
INPS Contribution Code	GPIT_INPS_CDCTR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, INPS Contribution Codes ITA, INPS Contribution Code	Maintain the INPS Contribution Code table.
INPS Profile	GPIT_INPS_PROF	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, INPS Profiles ITA, INPS Profile	Maintain the INPS Profile table.
INPS Sgravi	GPIT_INPS_SGRAVI	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, INPS Sgravi ITA, INPS Sgravi	Maintain the INPS Sgravi table.
Provider Data	GPIT_PROV	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Providers Data ITA, Provider Data	Define providers for the 770 report.
Company Additional Information	GPIT_COMP_ADDTL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Additional Company Info ITA, Company Additional Information	Set up company data for 770 reporting.
Social Insurance Data	GPIT_CTR_EE	Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Social Ins Data ITA, Social Insurance Data	Set up an employee's INPS and Sgravi data.

Setting Up ANF Data

Access the ANF Data page.

Employee ID:	KIG012	Name:	Enrico Fermi	Empl Rcd Nbr:	0
ANF Data Find View All First 1 of 1 Last					
*Effective Date:	01/01/2001	Status:	Active		
INPS Table Element:	INPS BR ANF TAB 11	Inps Table:	11	Default INPS ANF Table	
Family Data					
Family Income:	9000.00	Family Condition Code:	Yspo NDis		
Members Family Unit:	4	Disabled Children of Age:		Children Under Age:	1
Other Relatives:	1	☐ Other Disabled Relatives		☐ Disabled Parent	

ANF Data page

INPS Table Element Enter the element to retrieve the base allowances.

Family Income Enter the family income and select the currency.

Family Condition Code Use only if the INPS table must be retrieved online. Identifies the presence of a spouse and disabled dependents.

Setting Up Provider Data

Access the Provider Data page.

The screenshot displays the 'Providers Data' page. At the top, a tab labeled 'Providers Data' is active. Below it, the 'Provider Code' is 'KI01'. The 'Details' section includes fields for '*Effective Date' (01/01/2001), '*Status' (Active), 'Description' (Business Institute), '*Provider Type' (Company sending File directly), '*Provider Tax Code' (ABC123DEF456), 'Sender Person Tax Code' (empty), 'Software Provider Tax Code' (XYZ098UVX765), and 'INPS Site' (4902 MILANO NORD). Below the details is an 'Addresses' section with a table containing one row: '*Address Type' (Address), 'Country' (ITA Italy), and 'Address' (Via Rossi 4, 20121 MILANO (MI)). An 'Edit Address' link is next to the address field. Navigation links like 'Find', 'View All', 'First', '1 of 1', and 'Last' are present at the top of both sections.

Providers Data page

Provider Type

Select the type of provider. The provider is the organization that submits reports to the government. Providers are required for the 770 report and the Electronic CUD (e-mens) report.

If the company itself sends the report, select *Company sending file directly*. Otherwise, select the external organization that is responsible for the submission. The options are: *Government Administration*, *Others*, *Partner Banks*, or *Post Administration*.

Provider Tax Code

Enter the tax code assigned to the provider. Tax codes are assigned by the government.

Software Provider Tax Code

Enter the tax code assigned to the software provider.

INPS Site

Select the INPS site to which the provider submits reports. Define the INPS sites on the INPS Site page.

Setting Up Additional Company Information

Access the Company Additional Information page.

Company Additional Information	
Company:	K11 Business Institute - Italy
Details Find View All First 1 of 1 Last	
*Effective Date	01/01/2001
*Status	Active
Provider Code	KI01 Business Institute
770 Data	
Activity Code	ABCD
770 Status	1
Juridical Nature	22
Situation	3
Contractors Section	
ZIP Code	20121
ISTAT Code	ABCDE

Company Additional Information page (1 of 2)

Legal Representative	
EmpID	
Tax Code	
Last Name	
First Name	
Gender	
Date of Birth	
Birth Place	
Birth State	
Country:	
Address:	Edit Address
Phone:	

Company Additional Information page (2 of 2)

Details

Provider Code Select the provider that is responsible for submitting the company's 770 and Electronic CUD (e-mens) reports to the government. Define providers on the Providers Data page.

770 Data

Activity Code Enter the activity code that specifies the company's activity type. The tax department (*Ministero dell'Economia e delle Finanze*) defines activity codes. For further information refer to the tax department specifications: <http://www.agenziaentrate.it>

770 Status Enter the 770 status code for the company. The tax department defines the 770 status codes that indicate companies' status for 770 reporting purposes.

Juridical Nature Enter the code that defines the legal structure of the company. Refer to the tax department specifications for definitions of these codes.

Situation Enter the situation code that applied to the company during the 770 reporting period. Refer to the tax department specifications for definitions of the situation codes.

Contractors Section

The fields in this section are for the Electronic CUD (e-mens) report if the company employs contractors.

ZIP Code Enter the five-digit postal code for the company.

ISTAT Code Enter the statistical classification code assigned to the company by the Statistical Legal Body (ISTAT).

Legal Representative

Use this section to enter the details of the person who is responsible for the 770 report. This may be an employee or a person from an external organization.

Setting Up Employee Social Insurance Data

Access the Social Insurance Data page.

Employee ID: KIG009		Name: Caterina Da Siena		Empl Rcd Nbr: 0	
Contribution Regime Find View All First 1 of 1 Last					
*Effective Date: 01/04/2002		Status: Active			
*Contribution Regime: INPS					
INPS Data					
INPS Category: 2 Impiegato		INPS Contr Prof: 0000 Norm Contr			
Contribution Code:		End Date:			
☐ New Enrolled					
Contractors Data					
Contractor Contribution Type:					
Contract Type		Activity Type			
INPDAI Data					
INPDAI Regime:		INPDAI Matricula:			
Enrollment Date:					
Sgravi Data Customize Find View All First 1 of 1 Last					
	Sgravio Code	Description	Begin Date	End Date	
1					

Social Insurance Data page

Contribution Regime	Select the national social security entity in which the employee is enrolled, such as INPS.
INPS Category	Select the INPS category.
INPS Contr Prof (INPS contribution profile)	Use to manage the employee's rules eligibility.
Contribution Code	Select the contribution code. This on the INPS contribution profile that you entered.
New enrolled	Select to track the employee's enrollment in statutory insurance before and after 1993.
Contract Contribution Type	Select the pension status only for contractors. Select one of these options: <i>No other Pension Fund:</i> Select if the contractor is not enrolled in any pension plan. <i>Other Pension Fund:</i> Select if the contractor is already enrolled in another pension plan. <i>Retired payee:</i> Select if the contractor is retired.
Contract Type	Select the contract type for contractors only.
Activity Type	Select a value that describes the type of work carried out by the contractor.
INPDAI Regime	Select either <i>CM</i> , <i>CP</i> , or <i>RP</i> depending on the payee's enrollment date.
INPDAI Matricula	Enter the payee's INPDAI enrollment code.

Sgravio Code

Tracks the employee's eligibility for contributive reductions. There can be multiple entries.

Setting Up CIG Approvals

This section provides an overview of *Cassa Integrazione Guadagni* (CIG) processing and discusses how to set up CIG approvals.

Understanding CIG Processing

In some situations, employers can make a request to the INPS for partial payment of salaries for employees who are put on temporary leave. For example, construction companies that are affected by bad weather or companies experiencing problems can put some employees on temporary leave and then request a *Cassa Integrazione Guadagni* payment from the INPS.

If the INPS approves the request, the CIG payments are made for a specific period. The monthly CUD reports for the approved period includes details of the employees affected.

Global Payroll for Italy delivers the following for CIG processing:

1. Enter absence data for employees affected using the absence takes delivered for CIG processing.

See [Chapter 7, "Setting Up Absences," page 45](#).

2. Record CIG approvals using the Setup CIG Approvals component (GPIT_CIG_PREG).

When you run the Electronic CUD Monthly report (GPIT_CUDE_AE) for periods in which CIG is approved, the system checks for employees with a CIG absence entry during the period and includes the relevant information that is required by the INPS.

Page Used to Set Up CIG Approvals

Page Name	Object Name	Navigation	Usage
Setup CIG Approvals	GPIT_CIG_PREG	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Setup CIG Approvals ITA, Setup CIG Approvals	Define the periods for which CIG payments have been authorized by the INPS and the periods during which these payments are reported in the electronic CUD (e-mens) report.

Setting Up CIG Approvals

Access the Setup CIG Approvals page.

Setup CIG Approvals

Company

KI2

Business Institute Italy 2

Details

Customize | Find | 

First  1 of 1  Last

	*From Date	*Thru Date	*Payment Month	*Payment Year		
1	01/10/2006 	31/10/2006 	10 - October 	2006 		

Setup CIG Approvals page

From Date, Thru Date Enter the dates for which CIG payments are approved.

Payment Month, Payment Year Select the payment month and the year in which the CIG payments are included in the monthly electronic CUD (e-mens) report.

Setting Up Pension Funds

To manage pension funds, you must establish the fund codes and enter the contribution amounts for each employee. To set up pension funds use the Complementary Fund Codes ITA (GPIT_FPC_COD), Complementary Fund Regimes ITA (GPIT_FPC_REG), and Complementary Fund Types ITA (GPIT_FPC_TYP) components. This section lists the pages to set up pension funds.

Pages Used to Set Up Pension Funds

Page Name	Object Name	Navigation	Usage
Complementary Fund Code	GPIT_FPC_COD	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Pensions, Complementary Fund Codes ITA, Complementary Fund Code	Set up fund codes.
Complementary Fund Regime	GPIT_FPC_REG	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Pensions, Complementary Fund Regimes ITA, Complementary Fund Regime	Set up fund regimes for your fund codes. Typically, each fund regime has different employee and employer contributions. Employees are enrolled in fund regimes according to their contributive seniority.
Complementary Fund Type	GPIT_FPC_TYP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Pensions, Complementary Fund Types ITA, Complementary Fund Type	Set up fund types.
Complementary Pension Funds	GPIT_FPC_EE	Global Payroll & Absence Mgmt, Payee Data, Pension Information, Maintain Compl Fund ITA, Complementary Pension Funds	Select employees' pension fund code, regime code, and fund type using the codes defined on the complementary pension fund setup pages. You also use this page to define voluntary contribution rates.

Reporting Social Contribution Data

This section provides an overview of social security reporting and discusses how to:

- Set up the Contribution report.
- Run the Contribution report.

Understanding Social Security Reporting

Social security contributions are included in these reports:

- Monthly DM10 report for the INPS.
- S503 report.
- CUD report.
- 770 report.
- Contribution report.

Use this report to reconcile the monthly DM10 report or to check single contributions. This section discusses how to set up and run the Contribution report. Use the Contribution Report Setup ITA component (GPIT_CTRRP_SETUP) to set up the Contribution report.

See Also

[Chapter 13, “Preparing the DM10 Form,” page 97](#)

[Chapter 7, “Setting Up Absences,” Reporting Absence Data, page 57](#)

[Chapter 18, “Managing Year-End Reports,” page 131](#)

[Appendix A, “Global Payroll for Italy Reports,” page 143](#)

Pages Used to Set Up and Run the Contribution Report

Page Name	Object Name	Navigation	Usage
Contribution Report Setup	GPIT_CTRRP_SETUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Contribution Report Setup ITA, Contribution Report Setup	Define the sections of the Contribution report and the elements included in each section.
Contribution Report	GPIT_RC_CTRRP	Global Payroll & Absence Mgmt, Social Security/Insurance, Contribution Report ITA, Contribution Report	Run the Contribution report.

Setting Up the Contribution Report

Access the Contribution Report Setup page.

Contribution Report Setup

Section Find | View All First 1 of 4 Last

Section ID: ALTRICTR

Sequence Number: 20

Description: Other contributions

*Section Type: General

General Element Employee Element

Seq.#	Description	*Calculation Rule	*Element Type	Element Name	Sign		
1	MARCHE	Amount	Earnings	INPSERMARAPP	Add	+	-
2	CTR STR 5%	B and A	Earnings	INPSERCTR5	Add	+	-
3	CTR STR 10%	B and A	Earnings	INPSERCTR10	Add	+	-
4	CTR STR 15%	B and A	Earnings	INPSERCTR15	Add	+	-
5	SOLIDARITY CTR	Amount	Earnings	INPSERSLDAZ	Add	+	-
6	SOLIDARITY CTR	Amount	Earnings	INPSERSOLAZ	Add	+	-
7	RECOVER SOL CTR	Amount	Earnings	INPSERSLDENE	Subtract	+	-
8	PENSION DEDUCTION	Amount	Deduction	INPSDDTRAPEN	Add	+	-
9	PENS DED 13A	Amount	Deduction	INPSDDTPEN13	Add	+	-
10	PENS DED PAYBACK	Amount	Earnings	INPSERRTRPEN	Subtract	+	-

Contribution Report Setup page

The report definition delivered with Global Payroll for Italy includes the elements that we deliver. Update the definition with your customary elements.

Section ID Enter the section ID that identifies a section of the report.

Sequence Number Enter the sequence number that determines the order in which the sections are printed in the report.

Section Type Select one of these values:

General: if the section contains either employee contributions or employer contributions.

Employer + Employee Contrib. (employer and employee contributions): if the section contains both types of contributions. The employee and employer contributions are shown in separate columns on the same line of the report.

General Element

Access the General Element tab.

If the section type is *General*, use this tab to list the elements for employee or employer contributions. If the section type is *Employer + Employee Contrib.*, this tab lists the elements for the employer contributions only.

Seq # (sequence number)	Enter the sequence number for the earning or deduction that determines the order in which the element is printed in the report.
Description	Enter a description of the earning or deduction. This description is printed in the report.
Calculation Rule	Select one of these values: <i>Amount</i> : to print the element amount in the report. <i>B and A</i> (Base and Amount): to print the base and the element amount.
Element Type	Select <i>Earnings</i> or <i>Deduction</i> .
Element Name	Select the earning or deduction that you want to add to the report.
Sign	Select one of these values: <i>Add</i> : To add the value of the element to the total for the section. <i>Subtract</i> : To subtract the value of the element from the total for the section.

Employee Element

Access the Employee Element tab.

If the section type is *Employer + Employee Contrib.*, this tab lists the elements for the employee contributions only.

Calculation Rule	Select the calculation rule for the secondary element.
Element Type	Select the element type for the secondary element.
Secondary Element	Select the earning or deduction.

Running the Contribution Report

Access the Contribution Report page.

Contribution Report

Run Control ID: 01
[Report Manager](#)
[Process Monitor](#)

Language:

Selection Criteria

Month:
Year:

Pay Entity: Pay Entity 1

Company
[Customize](#) | [Find](#) | [View All](#) | 1 of 1

*Company	Descr
1 K11	Business Institute - Italy

Employee
[Customize](#) | [Find](#) | [View All](#) | 1 of 1

*EmplID	Name
1	

Establishment
[Customize](#) | [Find](#) | [View All](#) | 1 of 1

Establishment ID	Descr
1	

Pay Group
[Customize](#) | [Find](#) | [View All](#) | 1 of 1

*Pay Group	Descr
1 KI PAGA 1	Pay Group 1

Break List

Criteria 1:
Criteria 4:

Criteria 2:
Criteria 5:

Criteria 3:
Criteria 6:

Contribution Report page

Selection Criteria

Use this group box to define the group of employees included in the report and the period the report covers.

Month, Year Select the month and the year that you want to use as the reporting period.

Break List

Use this group box to define how you want the report organized. For example, if you select *Company*, the report is sorted by company and it includes the total contributions for each company.

You can select up to six criteria. The report includes totals for each criteria. For example, if you select *Company* and *Establishment*, the report is sorted by company, and for each company the report is organized by establishment.

If you have the following organization:

Company	Establishments
KI0001	KI1E001, KI1E002
KI0002	KI2E001, KI2E002

The report is organized as follows:

Establishment KI1E001 data

Total for KI1E001

Establishment KI1E002 data

Total for KI1E002

Total for Company KI0001

Establishment KI2E001 data

Total for KI2E001

Establishment KI2E002 data

Total for KI2E002

Total for Company KI0002

Totals for report (company KI0001 and KI0002)

Criteria

Select one of the following values: *Company*, *Establishment*, *PayGroup*, *INPS Category*, *INPS Contributive Code*, or *INPS Position*.

CHAPTER 13

Preparing the DM10 Form

This chapter provides an overview of the DM10 report and discusses how to:

- Set up the DM10 report.
- Run the DM10 report.

Understanding the DM10 Report

The DM10 report is a regulatory report for employers in Italy. It is run monthly to report social security contributions to the social insurance office (INPS). The DM10 report is also used by companies to claim money back from INPS for payments, such as sickness indemnity, that are made by the company on behalf of INPS.

Global Payroll for Italy provides processes to enable you to create the DM10 report as a hardcopy report or in the electronic format required by the INPS.

Note. The INPS accepts the DM10 report in electronic format only.

See Also

Chapter 12, “Setting Up Social Security,” page 79

Setting Up the DM10 Report

This section provides an overview of DM10 setup and discusses how to:

- Set up DM10 group codes.
- Set up square B.
- Set up square C and D.
- Set up DM10 report columns.
- Establish DM10 conditions.

Understanding DM10 Setup

Global Payroll for Italy delivers setup data for the DM10 report. Use the DM10 Group ITA (GPIT_DM10_GROUP) and DM10 Code ITA (GPIT_DM10_CODE) components to review the DM10 report configuration and update if necessary:

1. Define the groups of payroll elements used in the DM10 report using the DM10 Group ITA component.

Create group codes to connect a group of elements to more than one DM10 Code. For example, codes 10, 11, and 256 are all related to the same elements, but depend on the payee's condition. Whenever information is introduced, cancelled, or changed, you can manually update the group codes.

2. Position the element groups on the DM10 report using the DM10 Setcode1 page.
3. Set eligibility conditions for reporting payroll elements using the DM10 Setcode2 page.

Every entry on the DM10 Setcode1 page represents a single potential row of the B, C, or D squares of the DM10 form. This does not mean that the report will show the corresponding line. It means only that there are conditions that, if fulfilled, cause the line to appear.

Common Elements Used in This Section

Element Type

Select the type of element included in the report:

ER0: to add an earning.

DD0 to add a deduction.

Component Element

Select the value to include in the report: *Amount*, *Base*, *Rate*, or *Unit*.

Pages Used to Set Up the DM10 Report

Page Name	Object Name	Navigation	Usage
Setup General	GPIT_DM10_SETGRP1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, DM10 Groups ITA, Setup General	Set the description and effective date of a DM10 Group Code.
Setup Square B	GPIT_DM10_SETGRP2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, DM10 Groups ITA, Setup Square B	Assign the Global Payroll result table elements to the DM10 Group Code.
Setup Square C/D	GPIT_DM10_SETGRP3	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, DM10 Groups ITA, Setup Square C/D	Assign the Global Payroll result table elements to the DM10 Group Code columns related to square C/D.
DM10 Setcode1	GPIT_DM10_SETCODE1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, DM10 Codes ITA, DM10 Setcode	Position element groups on the DM10 report columns.
DM10 Setcode2	GPIT_DM10_SETCODE2	Set Up HRMS, Product Related, Global Payroll Absence Mgmt, Social Security/Insurance, DM10 Codes ITA, DM10 Setcode	Establish the conditions a payee must fulfill for the DM10 code to be included in the report.

Setting Up DM10 Group Codes

Access the DM10 Groups ITA - Setup General page.

Setup General | Setup Square B | Setup Square C/D

DM10 Group Code: 0001

Definition Find | View All First 1 of 1 Last

Effective Date: 01/01/2001

Description: MAIN INPS CONTRIBUTIONS

Comments:

DM10 Groups ITA - Setup General page

Enter the Group Code and its definition.

Setting Up Square B

Access the DM10 Groups ITA - Setup Square B page.

Setup General | **Setup Square B** | Setup Square C/D

DM10 Group Code: 0001

Definition Find | View All First 1 of 1 Last

Effective Date: 01/01/2001 Description: MAIN INPS CONTRIBUTIONS

Square B - Payees Customize | Find | View All First 1 of 1 Last

*Sequence Number	Element Type	Element Name	*Component Element
1			Amount

Square B - Days Customize | Find | View All First 1 of 1 Last

*Sequence Number	Element Type	Element Name	*Component Element
1	10	ER0 INPSERUNINPS	Amount

Square B - Salary Customize | Find | View All First 1 of 2 Last

*Sequence Number	Element Type	Element Name	*Component Element
1	10	DD0 INPSDDFPLDDI	Base

DM10 Groups ITA - Setup Square B page

- Square B – Payees** Used for statistical codes (such as FE00) to list the element that identifies if the payee satisfies the statistical condition.
- Square B – Days** Select the elements (earnings or deductions) from the payroll results table that are used in the Days column for the DM10 codes related to that group.
- Square B - Salary** Select the elements from the results table used in the Salary column for the DM10 codes related to that group. You can establish a period of validity for each element.

Setting Up Square C and D

Access the DM10 Groups ITA - Setup Square C/D page.

Setup Square C/D page

- Square C – Debit** Select the elements from the results table used in the Debit column for the DM10 codes related to that group. You can establish a period of validity for each element.
- Square D – Claims** Select the elements from the results table used in the Credit column for the DM10 codes related to that group. You can establish a period of validity for each element.

Setting Up DM10 Report Columns

Access the DM10 Setcode page.

DM10 Setcode **DM10 Setcode**

DM10 Row ID: 10

Definition Find | View All First 1 of 1 Last

***Effective Date:** 01/01/2001 **Status:** Active

Description: OPERAI FULL TIME **Position:** B001

Square Name: B/C **Count Payee:** ☒

***DM10 Code:** 10 ***DM10 Code Description:** OPERAI

***Group Code:** 0001 **DM10 Group Description:** MAIN INPS CONTRIBUTIONS

Comments:

DM10 Setcode page

Position

Enter the position within the selected square where the row should be written. If a position is entered, the DM10 Code and DM10 Code Description fields can remain blank. Both are preprinted. If this field is blank, the first free row in the square is used, and the system prints the DM10 code and DM10 code description specified on this page.

Square Name

Select the square name. This is *A*, *B/C*, or *D*, depending on the location of the line.

Count Payee

Identifies, for this DM10 code, if the payee column must be filled if at least one of the related column amounts is not zero.

DM10 Code

Enter the DM10 code corresponding with the line you are establishing. One row for each line. Use only if the Position field is blank.

DM10 Code Description

Content of the Description column of the DM10. Use only if the Position field is blank.

Group Code

Only those group codes defined in the DM10 Group component are available.

Establishing DM10 Conditions

Access the DM10 Setcode2 page.

DM10 Setcode
DM10 Setcode

DM10 Row ID: 10

Definition
Find | View All
First 1 of 1 Last

Effective Date: 01/01/2001
Status: Active

Description: OPERAI FULL TIME

Eligibility conditions	From	To
INPS Category:	1	1
Percentage Part time:		
Contributive Code:	00	00
Reduced Employee Pay:	N	N
Type of Assignment:	0	0

DM10 Setcode2 page

Eligibility Conditions

Indicate the ranges that represent the conditions the payee must satisfy for their amounts to be included in the report line. Enter the field limits for the appropriate fields listed. If fields are blank, the condition is considered satisfied for every payee.

Running the DM10 Report

The system enables you to prepare both a paper and an electronic report. This section discusses how to run the DM10 report.

Note. The INPS accepts the DM10 report in electronic format only.

See Also

Appendix A, “Global Payroll for Italy Reports,” Global Payroll for Italy Reports: A to Z, page 143

Pages Used to Run the DM10 Report

Page Name	Object Name	Navigation	Usage
DM10 Report	GPIT_DM10_RUNCTL	Global Payroll & Absence Mgmt, Social Security/Insurance, DM10 Report ITA, DM10 Report	Run the DM10 Report.

Running the DM10 Report

Access the DM10 Report page.

DM10 Report ITA page

From Date, End Date

Enter the date range for the report. The system selects results where the segment end date falls between the from and end dates.

As Of Date

This date is used to determine the effective dated row of the DM10 Group and DM10 Codes setup pages.

Pay Entity, Pay Group, SetID, Department, Company, Location Code, Establishment ID

Complete these fields to define the population for which you want to run the report.

Declaration Type

Select *Active* or *Passive*. This value is used when you run the electronic version of the DM10 report.

DM10 Processes

When you click Run, the Process Scheduler Request page lists these options:

Paper DM10 Report

Select this to run the SQR (GPITDM10) process to create a printed version of the DM10 report

Note. You must run the Common DM10 process (GPIT_DM10AE) to create the results table before you run the Electronic DM10 report process.

Common DM10 Process

Select this to run the Application Engine (GPIT_DM10AE) process that prepares the common table used to produce both the printed and electronic report.

Electronic DM10 Report

Select this to run the Application Engine (GPIT_DM10AE1) process to create an electronic version of the DM10 report.

Note. You must run the Common DM10 process (GPIT_DM10AE) to create the results table before you run the Electronic DM10 report process.

Common + Paper DM10 Report

Select this to run the PSjob that runs:

- The application engine (GPIT_DM10AE) process to create the common table.
- The SQR that produces the printed report.

Common + Electronic DM10 Report

Select this to run the PSjob that runs:

- The application engine (GPIT_DM10AE) process to create the common table.
- The application engine (GPIT_DM10AE1) process that produces the electronic report.

CHAPTER 14

Managing Taxation

This chapter provides overviews of Italian income tax withholding and delivered rules for income tax withholding and discusses how to:

- Set up income tax data.
- Report income tax data.

Understanding Italian Income Tax Withholding

This section discusses:

- Additional monthly payments.
- Tax reductions.
- Additional IRPEF taxes.
- Job-end adjustments.
- Separate taxation.

Additional Monthly Payments

Additional monthly payments, even when paid along with regular monthly salaries, must be kept separate from all other earnings in the tax calculation. The system applies the same monthly brackets it uses for normal payments, but stores the resulting values in a separate accumulator.

The system separately applies contribution deductions to additional monthly income to obtain the taxable income value.

Tax Reductions

The net tax is determined by subtracting certain deductions from the gross tax. This includes deductions for:

- Subordinate employment, which is dependent on whether an employee has a regular or temporary contract.
- Family dependents: spouse, children and other relatives.
- Deductible costs.
- Income not liable for tax.

For specific income ranges the assessable tax income is lowered with respect to the actual income through the application of a no-tax area, which is the amount of income that is not liable for tax.

Additional IRPEF Taxes

Additional taxes are local taxes. They are calculated as part of the year-end adjustment as a percentage of that year's taxable income. These taxes are paid in installments in the next year. This category includes:

- Additional county tax.

This tax percentage is made up of a fixed percentage (currently 0.9%) plus a possible additional part that varies by region. The percentage applied corresponds to the region of the payee's physical address as of adjustment time. If the payee has changed address lately, the county as of 60 days prior to time of the adjustment is considered.

- Additional city tax.

This tax percentage varies by city.

If the annual tax deductions are greater than or equal to the annual gross IRPEF tax, causing the net IRPEF value to be zero, then no additional IRPEF tax is due.

Job End Adjustments

You must also make adjustments when a payee's employment ends.

The system calculates the adjustment values by doing the following:

- Computing monthly values for taxes and tax reductions for the month in which the adjustment is taking place.
- Computing yearly values for taxes and tax reductions as of the termination date.
- Retrieving what has already been withheld from the employee during the year, including the current month.

The difference between what should be withheld on an annual base and what has been actually withheld so far, including the current month, is the adjustment value. Adjustments are calculated at year-end or on termination.

Separate Taxation

In Italy, income related to previous years is taxed separately from the income for the current year. To calculate separate taxation, the system:

- Averages the employee's taxable earnings from the two years preceding the retroactive payment. This calculation excludes other retroactive payments or end of employment allowances.
- Applies current tax brackets and percentages to this amount to produce the gross tax.
- Subtracts the tax reductions not previously applied from the gross tax to produce the net tax.

The tax is deducted from the retroactive payment and separated from current and end of employment taxes.

Understanding Delivered Rules for Income Tax Withholding

Global Payroll for Italy provides rules to calculate and deduct estimated income tax from monthly earnings and to make year-end and end-of-employment adjustments. You can identify the elements delivered for calculating and deducting income tax by the element names that start with the prefix IRP.

Monthly Income Tax Estimates and Deductions

Global Payroll for Italy provides rules for IRPEF income tax including:

- Determination of tax rates according to Scaglioni tables.
Use the Scaglioni Table page enter the Scaglioni rates.
- Data input pages and elements to calculate tax deductions for family dependents.
- Elements to calculate net salary.
- Data input pages and elements to calculate additional county, city, and state IRPEF taxes.

Year-End and End-of-Employment Adjustments

Global Payroll for Italy provides rules for year-end and end-of-employment adjustments including:

- Accumulators to calculate taxes paid.
- Elements to compare annual and monthly calculations.

Viewing Delivered Elements

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

Setting Up Income Tax Data

This section provides an overview of income tax data setup and discusses how to:

- Maintain *Scaglioni* values.
- Set up additional income tax defaults.
- Set up city tax details.
- Set up state tax details.
- Set up county tax details.
- Set up income tax dependant data.

Understanding Income Tax Data Setup

Before processing income tax withholding, you must:

1. Set up current *Scaglioni* values for tax brackets using the Scaglioni ITA component (GPIT_SCAGL_TABLE).
2. Set up additional IRPEF default information using the Local IRPEF Defaults ITA component (GPIT_ADDDFLT_TABLE).
3. Set up current municipal, regional, and provincial IRPEF tax percentages using the City IRPEF Details ITA component (GPIT_ADDCOM_TABLE) and the State IRPEF Details ITA component (GPIT_ADDPRO_TABLE).
4. Set up income tax dependent data.

Pages Used to Set Up Income Tax Withholding

Page Name	Object Name	Navigation	Usage
Scaglioni Table	GPIT_SCAGL_TBL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Scaglioni ITA, Scaglioni Table	Enter <i>Scaglioni</i> rates, when necessary. PeopleSoft delivers the elements that populate the income tax brackets; however, you must maintain them.
Local IRPEF Defaults	GPIT_ADD_DFLT_TBL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Local IRPEF Defaults ITA, Local IRPEF Defaults	Enter system defaults for additional IRPEF tax payments. You must enter additional income tax information into the system.
City IRPEF Details	GPIT_ADDCOM_TBL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, City IRPEF Details ITA, City IRPEF Details	Enter local tax percentages.
State IRPEF Details	GPIT_ADDPROV_TBL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, State IRPEF Details ITA, State IRPEF Details	Enter state tax percentages.
County IRPEF Details	GPIT_ADDREG_TBL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, County IRPEF Details ITA, County IRPEF Details	Note. This page is not used to track the county tax percentages. Instead, we deliver a bracket, IRP BR ADDREGVAR, for calculating the percentages for county tax.
Bracket Data	GP_BRACKET_DATA	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Bracket Data, Bracket Data	Review and update the county tax percentages stored in the IRP BR ADDREGVAR bracket.
Specify Tax Reduction	GPIT_TDETR_FAMDEP	Global Payroll & Absence Mgmt, Payee Data, Taxes, Specify Tax Reduction ITA, Specify Tax Reduction	Enter spouse or dependant type and age, and percentage of dependency.

Maintaining Scaglioni Values

Access the Scaglioni Table page.

Scaglioni Table: IRPF

***Description:** Yearly tax rates for IRPEF

Scaglioni Find | View All First 1 of 1 Last

Effective Date: 01/01/2005

Status: Active

Scaglioni values Customize | Find | View All First 1-4 of 4 Last

	Lower Limit	Upper Limit	Currency	Applied Rate		
1	0.000000	26000.000000	EUR	23.000	+	-
2	26000.000000	33500.000000	EUR	33.000	+	-
3	33500.000000	100000.000000	EUR	39.000	+	-
4	100000.000000	999999999.000000	EUR	43.000	+	-

Scaglioni Table page

The data on this page is delivered and maintained by PeopleSoft.

Setting Up Additional Income Tax Defaults

Access the Local IRPEF Defaults page.

Type of IRPEF Additional: COM

Percentage Find | View All First 1 of 1 Last

Effective Date: 01/01/2001

Status as of Effective Date: Active

Number of Installments: 11

Common Fixed Percentage:

☐ Addl IRPEF Paid at Adjustment ☐ Fixed % Reduce Others IRPEF %

Local IRPEF Defaults page

Number of Installments Enter the number of installments in which additional tax is withheld.

Common Fixed Percentage For each kind of additional tax, the applied percentage comprises a fixed value (decided by the central government) and a variable percentage (decided by the local government). Enter the fixed percentage.

Addl IRPEF Paid at Adjustment (additional IRPEF paid at adjustment) Select this check box to pay all additional IRPEF at adjustment time.

Fixed % Reduce Others IRPEF % The fixed value entered here can reduce the IRPEF percentage of the Scaglioni by which gross tax is computed.

Setting Up City Tax Details

Access the City IRPEF Details page.

Province: FI
City: SAN GODENZO

City IRPEF Additional		Find View All	First	1 of 1	Last
*Effective Date:	01/01/2001				
*Status as of Effective Date:	Active				
Local Variable Percentage:	0.500				

City IRPEF Details page

Local Variable Percentage Enter the variable percentage for the selected city tax.

Setting Up State Tax Details

Access the State IRPEF Tax Details page.

State: FI Firenze

State IRPEF Additional		Find View All	First	1 of 1	Last
*Effective Date:	26/06/2006				
*Status as of Effective Date:	Active				
Local Variable Percentage:					

State IRPEF Details page

Local Variable Percentage Enter the variable percentage for the selected state tax.

Setting Up County Tax Details

Access the Bracket Data page.

Bracket Data

Element Name: IRP BR ADDREGVAR Variable county tax

Bracket Data Find First 1 of 4 Last

***Effective Date:** 01/01/2005

Variable county tax Customize Find View All First 1-5 of 29 Last

Search Key County Code	Search Key IRPEF Year Assess. Income	Return Column Variable county tax	Return Currency	Return Column County Tax on previous range	Return Column Local PCT Count Additional Tax		
ABR	0.000000	0.000000	EUR	0.000000	0.000000	+	-
BAS	0.000000	0.000000	EUR	0.000000	0.000000	+	-
CAL	0.000000	0.000000	EUR	0.000000	0.500000	+	-
CAM	0.000000	0.000000	EUR	0.000000	0.000000	+	-
EMR	0.000000	0.000000	EUR	0.000000	0.000000	+	-

Bracket Data page

The payroll process uses the bracket IRP BR ADDREGVAR to determine the percentage for county tax. Global Payroll for Italy delivers data for this bracket. Use the Bracket Data page to review the delivered values.

Setting Up Income Tax Dependant Data

Access the Specify Tax Reduction page.

Employee ID: KIG003 **Name:** Giacomo Leopardi **Empl Rcd Nbr:** 0

Tax Reductions Find View All First 1 of 1 Last

***Effective Date:** 01/01/2001 **Status:** Active

Salary of Reference: **Other Income:** EUR

Dependant: Dependant spouse

☐ Exempt taxation assignee out ☐ Disable for Veneto

Child / Other dependents Customize Find First 1-3 of 3 Last

	*Type of familiar dependent	*Dependent Number	*Percentage of Charge		
1	FI<3	1	100.000	+	-
2	FIGL	3	100.000	+	-
3	FIOP	2	100.000	+	-

Specify Tax Reduction page

Salary of Reference	Enter the salary to use in the calculation of ranges of tax deductions. If blank, the system uses an estimate based on the payee's earnings as follows: Year to day (YTD) income/YTD tax days * 365
Other Income	Enter additional income to use in the calculation of dependent deduction ranges. Select the currency for the additional income.
Dependant	Select either: <i>Dependant spouse</i> or <i>Dependant child in place of</i> if the dependent is a child in place of a spouse.
Exempt taxation assignee out	Select if the payee is not entitled to tax reductions because the payee is an assignee out tax exempt. Note. You must select this check box in addition to selecting a tax exempt status on the Define Assignee Data page.
Disable for Veneto	Select this check box if at least one dependant is disabled.
Child/Other Dependents	
Type of familiar dependent	Select from the following: <i>Children</i> (all dependant children except disabled children and children in place of spouse). <i>Child less than 3 years</i> (included in number of children). <i>Child after the first</i> (additional children after first, included in number of children). Other dependents. <i>Disabled children</i> (not included in number of children).
Dependent Number	Enter the number of dependants charged at this percentage.
Percentage of Charge	Enter the percentage of the tax reduction that is received by the payee. When a child has two working parents, the parents can decide how the tax reduction for the child is divided between them. Use this field to define the percentage of the reduction is received by the payee.

Reporting Income Tax Data

Global Payroll for Italy enables you to create these reports that include tax data:

- IRPEF F24 control report.
- CUD reports.
- 770 year-end report.

See Also

Chapter 16, “Preparing the IRPEF F24 Control Report,” page 119

Chapter 18, “Managing Year-End Reports,” page 131

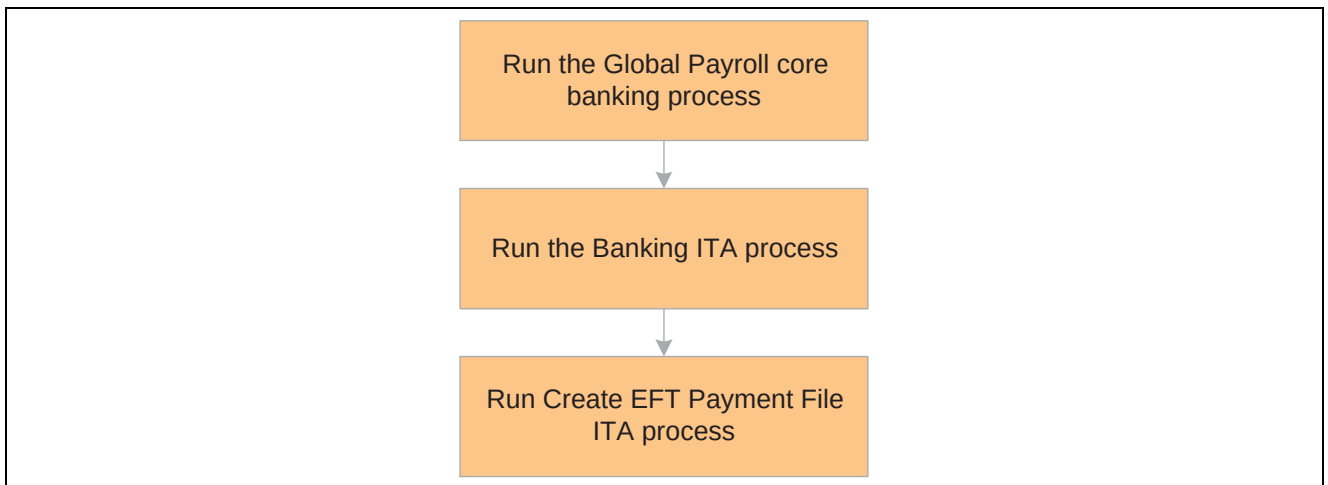
CHAPTER 15

Running the Banking Processes

This chapter provides an overview of the banking processes for Italy, lists prerequisites, and discusses how to run the banking processes for Italy.

Understanding the Banking Processes for Italy

The banking processes are run after finalizing payroll to process payments. This diagram shows the banking processes for Italy:



The banking processes for Italy

After finalizing payroll, run these banking processes:

1. The Global Payroll Banking Application Engine process (GP_PMT_PREP).
This process populates a table, GP_PAYMENT, that contains payment information. It has two steps: calculate and finalize. Run the calculate step any number of times, but the finalize step only once.
2. The Banking ITA Application Engine process (GPIT_PAYMENT).
This process populates a table, GPIT_PAYMENT, that includes additional Italy-specific information.
3. The Create EFT Payment File ITA Application Engine process (GPIT_EFT).
This process creates an EFT file for each source bank.

Prerequisites

Before you run banking processes, you must set up banking information. This setup is discussed in the PeopleSoft Enterprise Global Payroll PeopleBook and the PeopleSoft Enterprise HRMS Application Fundamentals PeopleBook.

Before you create EFT files for the first time, you must set up the URL GPIT_EFT_ATTACH. This URL identifies the location of the EFT files generated by the Create EFT Payment File process.

URL maintenance is explained in the PeopleTools PeopleBooks.

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, “Defining Banking Instructions”.

See *PeopleSoft Enterprise HRMS 9.0 Application Fundamentals PeopleBook*, “Setting Up Banks and Bank Branches”.

See *Enterprise PeopleTools PeopleBook: System and Server Administration*, “Using PeopleTools Utilities,” *Using Administration Utilities*.

Running Banking Processes for Italy

This section discusses how to:

- Run the Italian banking process.
- Create the EFT Payment file.
- Review EFT files.

Pages Used to Run the Banking Processes

Page Name	Object Name	Navigation	Usage
Banking Process ITA	GPIT_RC_BNK_PMT	Global Payroll & Absence Mgmt, Payment Processing, Run Banking Process ITA, Banking Process ITA	Run the Banking Process ITA process (GPIT_PAYMENT)
Create EFT Payment File ITA	GPIT_RC_BNK_EFT	Global Payroll & Absence Mgmt, Payment Processing, Create EFT Payment File ITA, Create EFT Payment File ITA	Run the Create EFT Payment File ITA process (GPIT_EFT).
Review EFT by Cal Group	GPIT_EFT_FILE	Global Payroll & Absence Mgmt, Payment Processing, Review EFT by Cal Group ITA, Review EFT by Cal Group	View the EFT files generated by the Create EFT Payment File ITA process.

Running the Italian Banking Process

Access the Banking Process ITA page.

Banking Process ITA

Run Control ID: KI_BANK
[Report Manager](#)
[Process Monitor](#)

Run

*Calendar Group ID:

KI PG 1 2002M01

KI PAGA 1 January 2002

Banking Process ITA page

Calendar Group ID Select the calendar group for which you want to run the banking process. You can select only calendar groups that have been finalized.

Creating the EFT Payment File

Access the Create EFT Payment File ITA page.

Create EFT Payment File ITA

Run Control ID: KI_BANK
[Report Manager](#)
[Process Monitor](#)

Run

Electronic File Transfer

Calendar Group ID:

KI PG 1 2002M01

Pay Entity:

KIPE1

Pay Entity 1

*Payment Description:

Salary

Fixed Description Info:

SALARI E STIPENDI

File ID:

ASDF

Required Process Date:

22/01/2002

Value Date:

28/01/2002

*Payee ID Type:

Fiscal Code

Create EFT Payment File ITA page

Payment Description Select one of these values:

Salary: To process salary payments.

Generic Bank Transfer: To process general bank transfers.

Fixed Description

Info (fixed description information)

Emolumenti: To process payee compensation other than regular salaries.

Enter a description to include in the EFT file. The description populates record 50 in the EFT file.

File ID

Enter the file ID, which populates the field *Nome Supporto* in the EFT file.

Required Process Date

Enter the processing date. This is usually the date that the EFT file is sent to the bank.

Value Date

Enter the date when the payments are made to payees.

Payee ID Type

Select *Employee ID* or *Fiscal Code* to specify that the process populates the *codice cliente beneficiario* field in the EFT file with employee IDs or fiscal codes.

Reviewing EFT Files

Access the Review EFT by Cal Group page.

Review EFT by Cal Group

Calendar Group ID: KI PG 1 2002M01 KI PAGA 1 January 2002

Payment Files					
Company	Description	Source Bank ID	Description	View Attachment	
KI1	Business Institute - Italy	03032	Credito Emiliano	View Attachment	[-]
KI2	Business Institute Italy 2	06070	CARIPLO	View Attachment	[-]

Review EFT by Cal Group page

This page lists the EFT files created by the Create EFT Payment File ITA process. Click the View Attachment button to view the EFT file.

This is an example of an Italian EFT file:

```

PC      03032220102ASDF
100000001      2201022801022702000000000144000+030320160100000123456703032016010000000003032      3BNRMHL45E15A944C      E
200000001BUSINESS INSTITUTE - ITALY      VIA MONTE DI PIETA' 21      MILAN      MIAABC123EFG4567
300000001BUONARROTI MICHELANGELO      BNRMHL45E15A944C
400000001VIALE CORSICA, 36      20137MILANO      MICREDITO EMILIANO AG.58 MILANO
500000001SALARI E STIPENDI
700000001
100000002      2201022801022702000000000086100+030320160100000123456705035216020000000003512      3DVNLRD53A06D612W      E
200000002BUSINESS INSTITUTE - ITALY      VIA MONTE DI PIETA' 21      MILAN      MIAABC123EFG4567
300000002DA VINCI LEONARDO      DVNLRD53A06D612W
400000002      CARIPLO BRANCH 2
500000002SALARI E STIPENDI

```

Example EFT File

CHAPTER 16

Preparing the IRPEF F24 Control Report

This chapter provides an overview of the IRPEF F24 Control Report and discusses how to:

- Set up the IRPEF F24 control report.
- Run the IRPEF F24 control report.

Understanding the IRPEF F24 Control Report

The F24 report is a regulatory report in Italy that is used to pay taxes and social security to state entities. Global Payroll for Italy provides the IRPEF F24 Control report to calculate the tax codes that are required on the F24 report.

The IRPEF F24 Control report is split into an Application Engine (GPIT_F24_AE) process and an SQR (GPITF24C), which may be run individually or together. The Application Engine process calculates the tax codes and populates a temporary table with this information. The SQR uses the temporary table to print the tax data that is required to complete the F24 form. In addition to tax codes that are printed on the F24 report, the report can contain additional data used to check the construction of the tax codes.

The IRPEF F24 Control report calculates information for these sections of the F24 report:

- *Sezione erario.*

These are ordinary taxes that have different codes based on the location of the establishment and the company. Taxes can be related to the current or previous year. Separate codes are used for payments and deductions related to fiscal assistance for 730.

- *Sezione regioni ed enti locali.*

This section reports local taxes. Local taxes are divided into county taxes *tasce regionali* and city taxes *tasce enti locali*. County taxes are organized by county and year, either current or previous. City taxes are listed separately for the states of Trentino, Friuli, and Val D'Aosta. All other states are grouped in the same code. All city taxes must be organized by year. Separate codes are used for payments and deductions related to fiscal assistance for 730, and for managing separate local codes for employee and spouse.

Note. There are additional sections in the F24 report, but the IRPEF F24 Control report does not create data for these sections. You need to merge the data created by the IRPEF F24 Control report with social security data to complete the whole F24 report.

Delivered Supporting Elements

This table lists the variables that the system uses to identify the county and city codes, which determine the main and local tax rates, and to extract the company and establishment location:

Variable	Description
GEN VR REGF24AC	County for F24 for the current year.
GEN VR REGF24AP	County for F24 for the previous year.
GEN VR COMF24AC	City for F24 for the current year.
GEN VR COMF24AP	City for F24 for the previous year.
GEN FM ZONAF24	Geographical zone for payee.
730 VR COMCON	City of spouse for 730.
730 VR COMDIP	City of payee for 730.
730 VR REGCON	County of spouse for 730.
730 VR REGDIP	County of payee for 730.

Viewing Delivered Elements

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

Setting up the IRPEF F24 Control Report

Global Payroll for Italy delivers setup data for the F24 report in these components: F24 Groups ITA (GPIT_F24_GROUP), F24 Squares ITA (GPIT_F24_QUADRO), and F24 Codes ITA (GPIT_F24_CODE).

This section discusses how to:

- Set up elements for the F24 tax sections.
- Set up the sections for the F24 report.
- Set up F24 national and local tax codes.

Pages Used to Set Up the IRPEF F24 Control Report

Page Name	Object Name	Navigation	Usage
F24 Groups	GPIT_F24_GROUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, F24 Groups ITA, F24 Groups	Set up the F24 groups. The IRPEF F24 Control report uses the values of the elements in the group to calculate values for F24 tax sections.
F24 Squares	GPIT_F24_QUADRO	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, F24 Squares ITA, F24 Squares	Define the sections for the F24 report.
F24 Codes	GPIT_F24_CODE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, F24 Codes ITA, F24 Codes	Set up the tax code data for the F24 report. Use this page to arrange the tax codes on the printed report, link the tax code with an F24 group, and establish if payees are eligible for this tax code based on location.

Setting Up Elements for the F24 Tax Sections

Access the F24 Groups page.

Tax Group: 1001

Definition Find | View All First 1 of 1 Last

***Effective Date:** 01/01/2001 ***Status:** Active

***Description:** Ordinary Tax

Tax Elements Customize | Find | View All First 1-5 of 11 Last

	Entry Type	Element Name	Sign		
1	Seg. Accm	IRP AC NET1001 STD	Add	+	-
2	(Invalid Value)	IRP FM TX1001 CON	Add	+	-
3	Earnings	IRPERRESTEUR	Subtract	+	-
4	Deduction	CCCDDIMPCESS	Add	+	-
5	Earnings	730ERRIMBIRP	Subtract	+	-

F24 Groups page

Use this page to select the elements from the results and combine them to find the value to fill in the tax code. Select the elements to populate the F24 tax section boxes. The application engine process calculates a value for the tax group by adding or subtracting the values of the elements listed on this page.

Setting Up Sections for the F24 Report

Access the F24 Squares page.

The screenshot shows the 'F24 Squares' page. At the top, 'Square:' is set to 'A'. Below is a 'Definition' section with a search bar and navigation controls. The main form contains the following fields:

- *Effective Date:** 01/01/2001 (with a calendar icon)
- *Status:** Active (dropdown menu)
- Description:** Erario Taxes Section

F24 Squares page

Create the squares for the possible sections in the F24 report. Each square represents an area on the printed report.

Setting Up F24 National and Local Tax Codes

Access the F24 Codes page.

The screenshot shows the 'F24 Codes' page. At the top, 'Tax ID:' is set to '1001'. Below is a 'Definition and Eligibility Conditions' section with a search bar and navigation controls. The main form contains the following fields:

- *Effective Date:** 01/01/2001 (with a calendar icon)
- *Status:** Active (dropdown menu)
- *Description:** Ordinary Tax
- *Square:** A (with a search icon) Erario Taxes Section
- *Position:** 1
- Tax Code:** 1001
- Local Tax:** (dropdown menu)
- 730 Local Tax:** (dropdown menu)
- Installments:** (dropdown menu)
- Year:** Current (dropdown menu)
- ☐ **Compensation**
- Minimum:** (text field)
- *Tax Group:** 1001 (with a search icon) Ordinary Tax
- Geographical Area From:** 01 (with a search icon)
- To:** 01 (with a search icon)

F24 Codes page

Global Payroll for Italy delivers setup data for the F24 control report. Review this data

Square	Select <i>A</i> , <i>C</i> , or <i>D</i> .
Position	Enter the position number within the section.
Tax Code	This is the tax code (<i>codice tributo</i>) printed on the report.
Local Tax	Select <i>County</i> or <i>City</i> if the tax is local.
730 Local Tax	Select <i>Employee</i> or <i>Spouse</i> if the tax code is 730 related that can refer to either payee or spouse.

Installments	Select <i>City Taxes Table</i> , <i>County Table</i> , or <i>Installment Number</i> . If you select <i>Installment Number</i> , the system prints 0101 in the report's installment column.
Year	Select <i>Current</i> to report on the current year, or <i>Previous</i> to report on the previous year.
Compensation	This field is not used in the IRPEF F24 report.
Minimum	This field is not used in the IRPEF F24 report.
Tax Group	Select the F24 group that defines the elements related to the tax code. Set up F24 groups on the F24 Groups page.
Geographical Area From, To	Code eligibility depends on the location of the payee's company or establishment. Enter the location ranges or leave blank to automatically include a payee.

Running the IRPEF F24 Control Report

This section discusses how to generate the IRPEF F24 control report.

Page Used to Run the IRPEF F24 Control Report

Page Name	Object Name	Navigation	Usage
F24 Control Report	GPIT_F24_RUNCTL	Global Payroll & Absence Mgmt, Taxes, F24 Control Report ITA, F24 Control Report	Initiate the process to create and print the IRPEF F24 Control report.

Generating the IRPEF F24 Control Report

Access the F24 Control Report page.

Run Control ID: 01 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Selection Criteria

From Date: 01/06/2006 31

End Date: 30/06/2006 31

Pay Entity: KIPe1 Pay Entity

Pay Group: KI PAGA 3 PayGroup3

Company [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

	*Company	Description		
1			+	-

Establishment [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

	Estab ID	Description		
1			+	-

Sort Criteria

☒ Y ☐ Company

F24 Control Report page

The report prints three pages for each of:

- National taxes
- County taxes
- City taxes

When you click Run, you can run the application engine process and the SQR report separately, or you can select the PSJob that runs the process and SQR together.

Sort Criteria

Use this group box to specify how you want the report organized. You can select up to two criteria (*Company* and *Establishment*). For example, if you select *Company* and *Establishment*, the report is sorted by company, and for each company the report is organized by establishment.

Note. The last processed payee always forces a break in the report.

CHAPTER 17

Managing 730 Calculations

This chapter provides an overview of 730 calculations and discusses how to:

- Set up 730 data.
- Report 730 tax balances.

Understanding 730 Calculations

In Italy employees' tax data is submitted to the government annually for the previous year. Employees are supported in this process by organizations known as CAFs. The CAF provides support in completing the balance tax calculation (the 730 calculation) and sends the employer and the government details of the amount of tax that should be paid by or reimbursed to the employee. This deduction or reimbursement is processed through payroll.

Setting Up 730 Data

Set up CAF data using the CAF Data ITA component (GPIT_CAF_DATA). This section discusses how to:

- Enter CAF data.
- Enter normal or corrective 730 data.
- Enter integrative 730 data.

Pages Used to Set Up 730 Data

Page Name	Object Name	Navigation	Usage
CAF Data	GPIT_CAF_DATA	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, CAF Data ITA, CAF Data	Enter and view CAF specific data.
Normal or Corrective 730	GPIT_730_DATI	Global Payroll & Absence Mgmt, Payee Data, Taxes, 730 Data ITA, Normal or Corrective 730	Enter payee data for the original and corrective 730 tax assistance forms.
Integrative 730	GPIT_730_INTEGR	Global Payroll & Absence Mgmt, Payee Data, Taxes, 730 Data ITA, Integrative 730	Enter payee data for the integrative 730 tax assistance form.

Entering CAF Data

Access the CAF Data page.

CAF Code: 0001

CAF Informations

Find | View All First 1 of 1 Last

*Effective Date: 01/01/2001

*Status: Active

*Description: CAF CGIL PIEMONTE VALLE AOSTA

*Fiscal Code: 06418720014

*Number of enrollment: 00001

Address:

Postal Code:

State: TO

Torino

City: TORINO

Country: ITA

CAF Data page

Fiscal Code Enter the CAF identification number.

Number of enrollment Enter the CAF identifier.

Entering Normal or Corrective 730 Data

Access the Normal or Corrective 730 page.

Normal or Corrective 730		Integrative 730	
Employee ID:	KIG001	Name:	Michelangelo Buonarroti
		Empl Rcd Nbr:	0
Normal or Corrective 730 Data			
Find View All First 1 of 1 Last			
*Effective Date:	01/07/2002	*Status:	Active
CAF Data			
Delivery Date:	01/06/2002	*Form Type:	Original
		*Assistance:	CAF
CAF Code:	0001	CAF CGIL PIEMONTE VALLE AOSTA	
Installments:		Currency Code:	EUR

Normal or Corrective 730 page (1 of 2)

Irpef Data Reimburse: 100.00 Repay: 1 Advance: 2 Advance:	County Tax Data Reimbursement Payee: 30.00 Repayment Payee: County Code Payee: 10 Reimbursement Spouse: 30.00 Repayment Spouse: County Code Spouse: 10	City Tax Data Reimbursement Payee: 30.00 Repayment Payee: City Code Payee: 10 Reimbursement Spouse: 30.00 Repayment Spouse: City Code Spouse: 10
Separate Taxation Data Advance Payee: Advance Spouse:		
730 Data to 770 form Adjustment Type: Second Advance: Corrective 730: ☐ Not Payable 770 Adjustments Not Completed:		

Normal or Corrective 730 page (2 of 2)

CAF Data

Delivery Date

Enter the date the payee delivered the form to CAF.

Form Type

Select *Corrective* or *Original* to indicate the form type.

Assistance

Select *CAF* or *Employer* to indicate the type of fiscal assistance.

CAF Code

Select a CAF code. The valid codes are defined on the CAF table.

Installments

Enter a number between one and five, corresponding with the number of months between July and November. (If the payment date is in the month after the period end date then the fiscal assistance will be between June and October.) The installment number is used to create an equal number of payments for each monthly installment. This value applies to all the

deductions and advances except the second ordinary tax advance, which is deducted in November (or October).

Irpef Data

Reimburse	Enter the amount owed to the payee.
Repay	Enter the amount owed by the payee.
1 Advance	Enter the amount of the first advance. This deduction is triggered in July (or June if the payment date is in the month after the period end date).
2 Advance	Enter the amount of the second advance. This deduction is triggered in November (or October if the payment date is in the month after the period end date).

County Tax Data and City Tax Data

Reimbursement payee	Enter the amount owed to the payee.
Repayment payee	Enter the amount owed by the payee.
Reimbursement spouse	Enter the amount owed to the payee's spouse.
Repayment spouse	Enter the amount owed by the payee.

Separation Tax Data

Advance Payee	This advance is paid on behalf of taxes related to the payee's previous years' earnings.
Advance Spouse	This advance is paid on behalf of taxes related to previous years' earnings that were earned by the payee's spouse.

730 Data to 770 Form

Adjustment Type	Select the reason for the adjustment.
Second Advance	Select the reason why the second advance was not completed or was different from the original value.
Corrective 730	Select the description and reason for the correction.
Not Payable 770	Select this check box to indicate that the 730 reimbursement process was not completed.
Adjustments Not Completed	Enter the reason why adjustments were not collected or paid. Values are <i>Termination</i> , <i>Unpaid Leave</i> , <i>Deceased Payee</i> , <i>Low Compensation</i> , and <i>Reimbursement not Done</i> .

Entering Integrative 730 Data

Access the Integrative 730 page.

Normal or Corrective 730

Integrative 730

Employee ID: KIG001
Name: Michelangelo Buonarroti
Empl Rcd Nbr: 0

Integrative 730 Data

Find | View All First 1 of 1 Last

*Effective Date: 09/14/2004
*Status: Active
Currency Code: EUR

Delivery Date:
*CAF Code:

IRPEF to Reimburse:

County Tax Data

Reimbursement Payee:
County Code Payee:
Reimbursement Spouse:
County Code Spouse:

City Tax Data

Reimbursement Payee:
City Code Payee:
Reimbursement Spouse:
City Code Spouse:

Integrative 730 page

Delivery date	Enter the date on which the integrative data is delivered to CAF.
IRPEF to reimburse	Enter the amount of IRPEF to be reimbursed.
Reimbursement payee	Enter the amount of county or city tax to be reimbursed.
Reimbursement spouse	Enter the amount of county or city tax to be reimbursed.

Viewing Delivered Elements

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

Reporting 730 Tax Balances

The system uses the data entered on the Normal or Corrective 730 and Integrative 730 pages in the payslip calculations during the normal payroll run. Deductions and reimbursements linked to 730 are reported to the tax authorities in the IRPEF F24 report.

See Also

Chapter 16, “Preparing the IRPEF F24 Control Report,” page 119

CHAPTER 18

Managing Year-End Reports

This chapter provides overviews of the CUD reports, 770 year-end reporting and INAIL reporting, and discusses how to:

- Produce the CUD reports.
- Produce the 770 report.
- Produce the INAIL year-end report.

Understanding the CUD Reports

The CUD reports are regulatory reports that provide tax and social security information. There are two types of CUD report:

- The year-end CUD report.

Italian companies must produce a CUD report every year for their employees. The report contains employees' tax and social security information for the previous year. The data for tax and social security is generated by separate processes and the CUD Report Merge Application Engine process (GPIT_CUD_MS) merges data produced by these processes and presents it in a printable format.

- The monthly CUD (e-mens) report.

Companies provide a monthly CUD report to the social security authority (INPS) that contains employees' social security information. The monthly report is an XML file that is sent electronically to the social security authority. You must run the year-end CUD processes to populate the results tables before you run the monthly e-mens report.

Fiscal Control Report

The CUD Fiscal Part Application Engine process (GPIT_FCUD) populates the GPIT_FCUD_T% tables, which contain all of the tax data needed for the fiscal control report and for the fiscal part of the CUD report.

The report can be split into nine sections, corresponding to the main divisions of the CUD form. These sections are not identified by codes in the form, they are just a grouping of boxes related to similar subjects. The report contains the following data:

Section	Description
One	General company data such as name, fiscal code, and address.
Two	Employee data such as name and fiscal code.
Three	Data related to ordinary taxation and local taxation such as tax incomes and tax deductions.

Section	Description
Four	Data related to deductions, contributions to complementary health and pension funds and tax reimbursements.
Five	Data related to adjustments, such as previous employers' data and year-end adjustments.
Six	Data related to the previous year's taxation, such as assessable amounts and deducted amounts.
Seven	TFR and other indemnities data, such as assessable amounts, taxation percentage, and tax deductions.
Eight	Automatically generated notes.
Nine	Print date and signature.

Data in sections three through eight is entered in print class KICUD and on the notes pages. Data is retrieved from standard payroll results tables.

Social Security Control Report

Two Application Engine processes, CUD Social Security Part 1 (GPIT_PCUD1) and CUD Social Security Part 2 (GPIT_PCUD2), populate the GPIT_PCUD_T% tables that contain all of the social security data needed for the social security control report and for the social security part of the CUD report.

Online pages enable you to check data that is used in the contributive portion of the CUD form. Data contained in this part of the form is used by social security to compute pension entitlement. A company may have to produce more than one form per year for the same employee, depending on how the employee's contributive HR data changes in the year. Thus, the report should show:

- The data slice by slice. HR data must be uniform within a slice.
- The data grouped by uniform HR data.

This form can be divided into three sections, mainly corresponding to slices and groups:

- General contributive data.
- Special payments.
- Protected absences data.

Writable arrays populate five records with the starting data used to produce the report:

- GPIT_RP_0001 contains payee and basic company data at the detail slice level.
- GPIT_RP_0002 contains payee and company income data at the detail slice level.
- GPIT_CUD_WA contains data specific for CUD at the detail slice level.
- GPIT_PRS_WKDATA contains absence data for protected absences at the detail weekly level in weeks with absences.
- GPIT_ABS_WKDATA contains absence data for protected absences at the detail weekly level in weeks with absences.

The two Application Engine processes combine all of the slice level data and group it at a form level.

Viewing Delivered Elements

PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for Italy. 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 770 Year-End Reporting

The 770 report summarizes employees' tax and social security contributions for the year. It is submitted to the *Ministero delle Finanze* in September each year for the previous year.

The 770 report includes both company information and individual employee information:

- Provider information identifies who submitted the report.

Companies may submit the reports themselves or use another organization to handle the submissions. New pages in Global Payroll for Italy enable you to set up provider details and identify the provider for each company.

- Company information identifies the employer.
- For each employee, the report includes:
 - Personal data.
 - Tax details for the year.
 - Income earned and taxes paid while working abroad.

This information is entered on the Assignee Data page, which has been enhanced to include a group box for recording taxes and income earned by employees on assignments outside Italy.

- Social security data (INPS and INAIL).

The Global Payroll for Italy 770 year-end report uses information extracted by the CUD report. Therefore you must finalize your CUD report before running the 770 report.

Understanding INAIL Reporting

The INAIL Year-End Report (*Autoliquidazione*) is submitted to the Italian National Authority for Insurance and Work Accidents (*Istituto Nazionale per l'Assicurazione degli Incidenti sul Lavoro*) in February each year for the previous year.

The INAIL Year-End report provides information required by the INAIL to calculate employer contributions for injury insurance. The report includes the following information:

- General company information such as the company tax code, INAIL code, and INAIL site.
- INAIL positions and tariff information.

Each company can have one or more INAIL positions (also known as a PAT (*posizione assicurativa territoriale*)). Each INAIL position is associated with tariff codes that determine the contribution rate.

- Income exemptions.

For some employee contracts, part or all of the employee's income is exempt from the contribution calculation.

The information for the report is extracted from PeopleSoft Enterprise Human Resources and Global Payroll for Italy tables. The writable array GPIT_INAIL_WA holds most of the information required for the report and is populated by the payroll process.

Producing the CUD Reports

Set up CUD Notes using the CUD Notes ITA component (GPIT_CUDNOTE). This section lists prerequisites and discusses how to:

- Create CUD notes.
- Run the year end CUD report.
- Run the electronic CUD monthly (e-mens) report.

Prerequisites

Before you run the CUD report for the first time, you must define the print class to use for the report. Print classes define the pay elements that are included in the report and the order in which they are printed. Global Payroll for Italy delivers a print class, KICUD, for the CUD Report that includes the statutory elements required for the CUD report

For the monthly CUD (e-mens) report you must also set up the provider information and link providers to companies. Use the Provider Data page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Providers Data ITA, Provider Data) to enter information about the organization that submits the CUD report to the government. On the Company Additional Information page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Additional Company Info ITA, Company Additional Information), you specify the provider for each company.

See Also

[Chapter 3, "Defining Country Data," Setting Up Print Classes and SQR Forms, page 19](#)

Pages Used to Produce the CUD Reports

Page Name	Object Name	Navigation	Usage
CUD Notes	GPIT_CUDNOTE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, CUD Notes ITA, CUD Notes	Create CUD notes that are included in the report. Typically notes provide additional tax information.
CUD Parameters	GPIT_CUD_RUNCTL	- Global Payroll & Absence Mgmt, Social Security/Insurance, CUD Report ITA, CUD Parameters - Global Payroll & Absence Mgmt, Social Security/Insurance, Electronic CUD Report ITA, CUD Parameters	Enter the parameters for the CUD report and run the report. When you access this page from the Electronic CUD Report component, use this page to view the parameters that were used to run the year end CUD report.
Electronic CUD	GPIT_CUDE_RCTL	Global Payroll & Absence Mgmt, Social Security/Insurance, Electronic CUD Report ITA, Electronic CUD	Run the Electronic CUD Monthly report (GPIT_CUDE_AE). You must run the year end CUD report before you run the monthly report to populate results tables required by the monthly report. The report generates an XML file that meets the formatting requirements of the social security authority.
CUD Data	GPIT_CUD_PAGE1	Global Payroll & Absence Mgmt, Social Security/Insurance, CUD Data ITA, CUD Data	View data from the CUD Fiscal or Social Security Control reports, or the CUD legal form.
Absence CUD Data	GPIT_CUD_WA	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Absence CUD Data ITA, Absence CUD Data	View an employee's absence data that is used in the social security section of the CUD report. The information displayed is stored in writable arrays that are populated when you run payroll.

Creating CUD Notes

Access the CUD Notes page.

Note Code: 03A

Definition		Find View All	First	1 of 1	Last
*Effective Date:	01/01/2003 	Status:	Active 		
*Description:	Note for New tax algorithm - 1				
Comments:	NEW TAX ALGORITHM ACCORDING TO NEW DEDUCTION				
First Part:	IMPONIBILE ASSOGGETTATO IRPEF:				
	☒ Amount				
Second Part:	EUR				

CUD Notes page

If the Amount option is selected, the CUD note imbeds the payroll result from the print class between the First Part and Second Part fields.

Note codes are linked to elements in the print class for the CUD report.

See Also

[Chapter 3, “Defining Country Data,” Setting Up Print Classes and SQR Forms, page 19](#)

Running the Year End CUD Report

Access the CUD Parameters page.

Run Control ID: 1 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: Italian

Selection Criteria

*From Date: 01/01/2004 *Thru Date: 12/31/2004

Pay Entity: *Population: All

Print Class: KICUD

Company	Descr
1	

EmplID	Name
1	

Establishment ID	Descr
1	

Pay Group	Descr
1	

Override Options

Print Date: 09/14/2004 ☐ Override Data

Signature:

Signature Composition

Legal Representative ☐ Company ☐

Sort Criteria

CUD Report page

Enter the parameters for the population you would like to process. The population fields enable you to process the report for payees that have TFR paid in the period included between the report start and end dates. The override options enable you to process the selected population without deleting the content of results tables for non-processed payees, to override the Print Date entered on the report, and to print a fixed signature such as the company name. Use the sort criteria to define a print sort order.

Note. When you access this page from the Electronic CUD Report component, the page is display-only. It shows the CUD parameters that were used the last time that you ran the CUD report with the selected run control ID. Use the same run control ID for the both the year end CUD report and the monthly CUD report.

Selecting the Report Format

When you click Run, the Process Scheduler Request page lists these options:

CUD Report — All Jobs

Runs the CUD Fiscal Part process, the CUD Social Security Part 1 and 2 processes, the CUD Report Merge process, and the Print CUD SQR report (GPITSF01).

CUD Report (F and SS)

Runs the CUD Fiscal Part process and the CUD Social Security processes. Typically, this is the option you use if you want to run the year-end CUD report as a prerequisite to generating the monthly (e-mens) report.

CUD Report (Merge + SQR Form)	Runs the CUD Report Merge process and an SQR Forms Engine (GPITFEP1) to prepare data for printing on a template form.
CUD Report (Merge + Crystal)	Runs the CUD Report Merge process and a CUD Crystal report (GPIT_CUD) to prepare data and a template form to be printed together as a PDF file.
Cud — Social Security	Runs the CUD Social Security Part 1 and 2 processes.
SQR Forms Portrait Test Grid	Produces a test grid to locate data on the form. This is not to be used when running the report.
Cud — Fiscal Part	Runs the CUD Fiscal Part process.

Note. After running the merge process, you can view the CUD results tables on the CUD Data page.

Running the Electronic CUD Monthly (e-mens) Report

Access the Electronic CUD page.

Electronic CUD page

Note. Before you run the Electronic CUD Monthly report, you must run the year end CUD report to populate the results tables. We recommend that you run the year end CUD report for the year to date. Use the CUD Parameters page to view the parameters that were last used to run the year end CUD report with the run control ID. However, you cannot run the year end CUD report from this component.

Provider Code	Select the provider that submits the report to the government. Define providers on the Provider Data page.
Month, Year	Select the month for which you want to run the report.
Company	Select one or more companies to include in the report.

Producing the 770 Report

This section lists prerequisites and discusses how to run the 770 report.

Prerequisites

Before you run the 770 report, you must:

- Run the year end CUD report.

The 770 report process uses data that is generated by the CUD report. You must use the same run control ID to run both the CUD report and the 770 report.

- Record earnings and taxes paid while working abroad.

Use the Assignee Data page to enter earnings and taxes for employees on assignments.

- Set up 770 providers and link to companies.

Use the Provider Data page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Providers Data ITA, Provider Data) to enter information about the organization that submits the 770 report to the government. On the Company Additional Information page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Additional Company Info ITA, Company Additional Information), you specify the provider for each company and also enter other 770 data.

- Finalize the payroll for the reporting period.

You can run the report at any time, but it is submitted to the government on a yearly basis. Ensure that the payroll (including any off-cycle payroll) for the appropriate period is finalized.

See Also

[Chapter 6, “Setting Up Assignees,” page 41](#)

[Chapter 12, “Setting Up Social Security,” Setting Up Provider Data, page 83](#)

[Chapter 12, “Setting Up Social Security,” Setting Up Additional Company Information, page 84](#)

Page Used to Run the 770 Report

Page Name	Object Name	Navigation	Usage
770 Run Control	GPIT_770_RC	Global Payroll & Absence Mgmt, Social Security/Insurance, 770 Report ITA, 770 Run Control	Generate the 770 report.

Running the 770 Report

Access the 770 Run Control page.

770 Run Control CUD Run Control

Run Control ID: test Report Manager Process Monitor Run

Language: English

Selection Criteria

*Provider Code KI01 Business Institute

Company		Customize	Find	View All	First	1 of 1	Last
	*Company	Descr					
1	KI1	Business Institute - Italy	+	-			

770 Run Control page

- Run Control ID** Select the same run control ID that you previously used to generate the CUD report.
- Provider Code** Select the provider that submits the report to the government. Define providers on the Provider Data page.
- Company** Select one or more companies for which you want to run the 770 report. The companies must be linked to the provider that you selected in the Provider Code field. Use the Company Additional Information page to define the provider for each company.

Producing the INAIL Year-End Report

This section lists prerequisites and discusses how to run the INAIL Year-End report.

Prerequisites

Before you run the INAIL Year-End report, finalize the payroll for the reporting period. You can run the report at any time, but it is submitted to the government on a yearly basis. Ensure that the payroll (including any off-cycle payroll) for the appropriate period is finalized.

Page Used to Run the INAIL Report

Page Name	Object Name	Navigation	Usage
INAIL Year-End Report	GPIT_RC_R_INAIL	Global Payroll & Absence Mgmt, Social Security/Insurance, INAIL Year-End Report ITA, INAIL Year-End Report	Generate the INAIL Year-End report.

Running the INAIL Year-End Report

Access the INAIL Year-End Report page.

Run Control ID: test [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Selection Criteria

*From Date: 01/01/2005 *Thru Date: 31/12/2005

Pay Entity: KIP1 Pay Entity 1

Company [Customize](#) [Find](#) [View All](#) First 1 of 1 Last

	*Company	Descr		
1	KI1	Business Institute - Italy	+	-

Establishment [Customize](#) [Find](#) [View All](#) First 1 of 1 Last

	Establishment ID	Descr		
1			+	-

Pay Group [Customize](#) [Find](#) [View All](#) First 1 of 1 Last

	*Pay Group	Descr		
1	KI PAGA 1	Pay Group 1	+	-

INAIL Code [Customize](#) [Find](#) [View All](#) First 1 of 1 Last

	*INAIL Code	Description		
1	KIINAIL010	INAIL Code 010 for Company KI1	+	-

INAIL Year-End Report page

From Date, Thru Date

Enter the dates that define the period for the report. The INAIL Year-End report is an annual report that is prepared each February for the previous year. However, you can also run the report for part of a year to check contributions.

APPENDIX A

Global Payroll for Italy Reports

This appendix provides an overview of Global Payroll for Italy 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 Italy Reports: A to Z

These tables list the Global Payroll for Italy reports, sorted by functional category and report ID.

Report ID and Report Name	Description	Navigation	Run Control Page
GPIT_770 770 Report	The 770 year-end report summarizes employees' tax and social security contributions for the year. It is submitted to the <i>Ministero delle Finanze</i>	Global Payroll & Absence Mgmt, Social Security/Insurance, 770 Report ITA, 770 Run Control	GPIT_770_RC
GPITAL01 Payslip Report	This report produces monthly payslips. Report can also be run to prepare self service payslips.	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips ITA, Report Options	GPIT_RC_AL01_1
GPITCTR1 Contribution Report	Reports social security contributions. You can use this report to reconcile the monthly DM10 report or to check the contributions for a particular contribution type or payee. Use the Contribution Report Setup page to configure the report.	Global Payroll & Absence Mgmt, Social Security/Insurance, Contribution Report ITA, Contribution Report	GPIT_RC_CTRRP
GPIT_CUDE_AE Electronic CUD Monthly Report	Monthly (e-mens) report for CUD reporting. The report generates an XML file of the social security data that is contained in the CUD report.	Global Payroll & Absence Mgmt, Social Security/Insurance, Electronic CUD Report ITA, Electronic CUD	GPIT_CUDE_RCTL

Report ID and Report Name	Description	Navigation	Run Control Page
GPITCUD CUD Report	Yearly report to control fiscal data to be printed in the actual CUD form.	Global Payroll & Absence Mgmt, Social Security/Insurance, CUD Report ITA, CUD Report	GPIT_CUD_RUNCTL
GPITDM10 DM10 Form	Monthly DM10 form to report social contributions to INPS.	Global Payroll & Absence Mgmt, Social Security/Insurance, DM10 Report ITA, DM10 Report	GPIT_DM10_RUNCTL
GPIT_EFT Create EFT Payment File ITA	This process creates an EFT file for each source bank.	Global Payroll & Absence Mgmt, Payment Processing, Create EFT Payment File ITA, Create EFT Payment File ITA	GPIT_RC_BNK_EFT
GPITF24C IRPEF F24 Control Report	Create and print the IRPEF F24 Control Report.	Global Payroll & Absence Mgmt, Taxes, F24 Control Report ITA, F24 Control Report	GPIT_F24_RUNCTL
GPIT_RINA_AE INAIL Year-End Report	Run once a year, the INAIL year-end report provides information required by the INAIL (<i>Istituto Nazionale per l'Assicurazione degli Incidenti sul Lavoro</i>) to calculate employer contributions for injury insurance.	Global Payroll & Absence Mgmt, Social Security/Insurance, INAIL Year-End Report ITA, INAIL Year-End Report	GPIT_RC_R_INAIL
GPITRS01 Pay Element Summary Report	Summarizes the total values of earnings and deductions for a given period. Run the report for one or more companies or establishments. The earning and deductions included in the report are defined by a print class, or you can run the report for all earnings and deductions.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Pay Element Summary ITA, Pay Element Summary	GPIT_RS01_RUNCTL
GPITRS02 Pay Element History Report	Summarizes the total values of earnings and deductions by month for a given period. Run the report for one or more companies or establishments or selected employees. The earnings and deductions included in the report are defined by a print class.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Pay Element History ITA, Pay Element History	GPIT_RS02_RUNCTL
GPITS503 S503 Report	S503 Payment request for illness and maternity allowances.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, S503 Report ITA, S503 Report	GPIT_S503_RCTL

Report ID and Report Name	Description	Navigation	Run Control Page
GPITTFR1 TFR Summary	Report used to print detailed calculation of how TFR (Termination payments) accrual is defined	Global Payroll & Absence Mgmt, Termination Processing, TFR Reports ITA, TFR Reports	GPIT_RC_TFR
GPITTFR2 TFR Payment Report	Report used to print detailed calculations of TFR payments (Termination payments) and how taxation is applied.	Global Payroll & Absence Mgmt, Termination Processing, TFR Reports ITA, TFR Reports	GPIT_RC_TFR
GPITTX01 Generic Report	Report used to print and group used-defined elements. Use the Print Classes ITA component (GPIT_BL_PRINT) to define the elements included in the report.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Results Register ITA, Payroll Results Register	GPIT_RC_TX02

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Setting Up and Running Generic Reports”

Glossary of PeopleSoft Enterprise Terms

absence entitlement	This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.
absence take	This element defines the conditions that must be met before a payee is entitled to take paid time off.
academic career	In PeopleSoft Enterprise Campus Solutions, all course work that a student undertakes at an academic institution and that is grouped in a single student record. For example, a university that has an undergraduate school, a graduate school, and various professional schools might define several academic careers—an undergraduate career, a graduate career, and separate careers for each professional school (law school, medical school, dental school, and so on).
academic institution	In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.
academic organization	In PeopleSoft Enterprise Campus Solutions, an entity that is part of the administrative structure within an academic institution. At the lowest level, an academic organization might be an academic department. At the highest level, an academic organization can represent a division.
academic plan	In PeopleSoft Enterprise Campus Solutions, an area of study—such as a major, minor, or specialization—that exists within an academic program or academic career.
academic program	In PeopleSoft Enterprise Campus Solutions, the entity to which a student applies and is admitted and from which the student graduates.
accounting class	In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.
accounting date	The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.
accounting split	The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.
accumulator	You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.
action reason	The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Enterprise Human Resources, PeopleSoft Enterprise Benefits

	Administration, PeopleSoft Enterprise Stock Administration, and the COBRA Administration feature of the Base Benefits business process.
action template	In PeopleSoft Enterprise Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.
activity	In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities. In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing. In PeopleSoft Enterprise Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks. In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.
address usage	In PeopleSoft Enterprise Campus Solutions, a grouping of address types defining the order in which the address types are used. For example, you might define an address usage code to process addresses in the following order: billing address, dormitory address, home address, and then work address.
adjustment calendar	In PeopleSoft Enterprise Campus Solutions, the adjustment calendar controls how a particular charge is adjusted on a student's account when the student drops classes or withdraws from a term. The charge adjustment is based on how much time has elapsed from a predetermined date, and it is determined as a percentage of the original charge amount.
administrative function	In PeopleSoft Enterprise Campus Solutions, a particular functional area that processes checklists, communication, and comments. The administrative function identifies which variable data is added to a person's checklist or communication record when a specific checklist code, communication category, or comment is assigned to the student. This key data enables you to trace that checklist, communication, or comment back to a specific processing event in a functional area.
admit type	In PeopleSoft Enterprise Campus Solutions, a designation used to distinguish first-year applications from transfer applications.
agreement	In PeopleSoft Enterprise eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.
allocation rule	In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure from the current node to the root node, checking each node for plans that contain allocation rules.
alternate account	A feature in PeopleSoft Enterprise General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.
analysis database	In PeopleSoft Enterprise Campus Solutions, database tables that store large amounts of student information that may not appear in standard report formats. The analysis database tables contain keys for all objects in a report that an application program can use to reference other student-record objects that are not contained in the printed report. For instance, the analysis database contains data on courses that are considered

	for satisfying a requirement but that are rejected. It also contains information on courses captured by global limits. An analysis database is used in PeopleSoft Enterprise Academic Advisement.
Application Messaging	PeopleSoft Application Messaging enables applications within the PeopleSoft Enterprise product family to communicate synchronously or asynchronously with other PeopleSoft Enterprise and third-party applications. An application message defines the records and fields to be published or subscribed to.
AR specialist	Abbreviation for <i>receivables specialist</i> . In PeopleSoft Enterprise Receivables, an individual in who tracks and resolves deductions and disputed items.
arbitration plan	The arbiter when multiple price rules match the transaction. This plan determines the order in which the price rules are applied to the transaction base price.
assessment rule	In PeopleSoft Enterprise Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.
asset class	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.
attribute/value pair	In PeopleSoft Enterprise Directory Interface, relates the data that makes up an entry in the directory information tree.
auction event	In PeopleSoft Strategic Sourcing, a sourcing event where bidders actively compete against one another to achieve the best price or score.
audience	In PeopleSoft Enterprise Campus Solutions, a segment of the database that relates to an initiative, or a membership organization that is based on constituent attributes rather than a dues-paying structure. Examples of audiences include the Class of '65 and Undergraduate Arts & Sciences.
authentication server	A server that is set up to verify users of the system.
base time period	In PeopleSoft Enterprise Business Planning, the lowest level time period in a calendar.
benchmark job	In PeopleSoft Enterprise Workforce Analytics Solution, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.
bid response	In PeopleSoft Strategic Sourcing, the response by a bidder to an event.
billing career	In PeopleSoft Enterprise Campus Solutions, the one career under which other careers are grouped for billing purposes if a student is active simultaneously in multiple careers.
bio bit or bio brief	In PeopleSoft Enterprise Campus Solutions, a report that summarizes information stored in the system about a particular constituent. You can generate standard or specialized reports.
book	In PeopleSoft Enterprise Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.
branch	A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.
budgetary account only	An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called "system-maintained account."

budget check	In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.
budget control	In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.
budget period	The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.
business activity	The name of a subset of a detailed business process. This might be a specific transaction, task, or action that you perform in a business process.
business event	In PeopleSoft Enterprise Receivables, defines the processing characteristics for the Receivable Update process for a draft activity. In PeopleSoft Enterprise Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).
business process	A standard set of 17 business processes are defined and maintained by the PeopleSoft Enterprise product families and are supported by the Business Process Engineering group. An example of a business process is Order Fulfillment, which is a business process that manages sales orders and contracts, inventory, billing, and so forth. See also <i>detailed business process</i>.
business unit constraints	In PeopleSoft Strategic Sourcing, these constraints apply to a selected Strategic Sourcing business unit. Spend is tracked across all of the events within the selected Strategic Sourcing business unit.
business task	The name of the specific function depicted in one of the business processes.
business unit	A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.
buyer	In PeopleSoft Enterprise eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.
buy event	In PeopleSoft Strategic Sourcing, for event creators, the purchase of goods or services, most typically associated with a request for quote, proposal, or reverse auction. For bidders, the sale of goods or services.
campus	In PeopleSoft Enterprise Campus Solutions, an entity that is usually associated with a distinct physical administrative unit, that belongs to a single academic institution, that uses a unique course catalog, and that produces a common transcript for students within the same academic career.
cash drawer	A repository for monies and payments taken locally.
catalog item	In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, "Introduction to Microsoft Word." A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.
catalog map	In PeopleSoft Enterprise Catalog Management, translates values from the catalog source data to the format of the company's catalog.

catalog partner	In PeopleSoft Enterprise Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.
categorization	Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.
category	In PeopleSoft Enterprise Campus Solutions, a broad grouping to which specific comments or communications (contexts) are assigned. Category codes are also linked to 3C access groups so that you can assign data-entry or view-only privileges across functions.
channel	In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.
ChartField	A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft Enterprise application. ChartField values represent individual account numbers, department codes, and so forth.
ChartField balancing	You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.
ChartField combination edit	The process of editing journal lines for valid ChartField combinations based on user-defined rules.
ChartKey	One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.
checkbook	In PeopleSoft Enterprise Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.
checklist code	In PeopleSoft Enterprise Campus Solutions, a code that represents a list of planned or completed action items that can be assigned to a staff member, volunteer, or unit. Checklists enable you to view all action assignments on one page.
claimback	In the wholesale distribution industry, a contract between supplier and distributor, in which monies are paid to the distributor on the sale of specified products or product groups to targeted customers or customer groups.
class	In PeopleSoft Enterprise Campus Solutions, a specific offering of a course component within an academic term. See also <i>course</i> .
Class ChartField	A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called <i>sub-classification</i> .
clearance	In PeopleSoft Enterprise Campus Solutions, the period of time during which a constituent in PeopleSoft Enterprise Contributor Relations is approved for involvement in an initiative or an action. Clearances are used to prevent development officers from making multiple requests to a constituent during the same time period.
clone	In PeopleCode, to make a unique copy. In contrast, to <i>copy</i> may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.
cohort	In PeopleSoft Enterprise Campus Solutions, the highest level of the three-level classification structure that you define for enrollment management. You can define a cohort level, link it to other levels, and set enrollment target numbers for it. See also <i>population</i> and <i>division</i> .

collection	To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleTools maintains a set of collections (one per language code) for each search index object.
collection rule	In PeopleSoft Enterprise Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.
comm key	See <i>communication key</i> .
communication key	In PeopleSoft Enterprise Campus Solutions, a single code for entering a combination of communication category, communication context, communication method, communication direction, and standard letter code. Communication keys (also called <i>comm keys</i> or <i>speed keys</i>) can be created for background processes as well as for specific users.
compensation object	In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.
compensation structure	In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.
component interface	A component interface is a set of application programming interfaces (APIs) that you can use to access and modify PeopleSoft Enterprise database information using a program instead of the PeopleSoft client.
condition	In PeopleSoft Enterprise Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.
configuration parameter catalog	Used to configure an external system with PeopleSoft Enterprise. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.
configuration plan	In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.
constituents	In PeopleSoft Enterprise Campus Solutions, friends, alumni, organizations, foundations, or other entities affiliated with the institution, and about which the institution maintains information. The constituent types delivered with PeopleSoft Enterprise Contributor Relations Solutions are based on those defined by the Council for the Advancement and Support of Education (CASE).
constraint	A business policy or rule that affects how a sourcing event is awarded. There are three types of constraints: business, global, and event.
content reference	Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.
context	In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running. In PeopleSoft Enterprise Campus Solutions, a specific instance of a comment or communication. One or more contexts are assigned to a category, which you link to

	3C access groups so that you can assign data-entry or view-only privileges across functions.
	In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.
control table	Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.
cost plus contract line	A rate-based contract line associated with a fee component of Award, Fixed, Incentive, or Other. Rate-based contract lines associated with a fee type of None are not considered cost-plus contract lines.
cost plus pricing	In PeopleSoft Enterprise Pricer, a pricing method that begins with cost of goods as the basis.
cost profile	A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.
cost row	A cost transaction and amount for a set of ChartFields.
counter sale	A face-to-face customer transaction where the customer typically selects items from the storefront or picks up products that they ordered ahead of time. Customers pay for the goods at the counter and take the goods with them instead of having the goods shipped from a warehouse.
course	In PeopleSoft Enterprise Campus Solutions, a course that is offered by a school and that is typically described in a course catalog. A course has a standard syllabus and credit level; however, these may be modified at the class level. Courses can contain multiple components such as lecture, discussion, and lab. See also <i>class</i> .
course share set	In PeopleSoft Enterprise Campus Solutions, a tag that defines a set of requirement groups that can share courses. Course share sets are used in PeopleSoft Enterprise Academic Advisement.
current learning	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.
data acquisition	In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).
data cube	In PeopleSoft Analytic Calculation Engine, a data cube is a container for one kind of data (such as Sales data) and works with in tandem with one or more dimensions. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and online analytical processing (OLAP) cubes in PeopleSoft Cube Manager.
data elements	Data elements, at their simplest level, define a subset of data and the rules by which to group them. For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.
dataset	A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.

delivery method	In PeopleSoft Enterprise Learning Management, identifies the primary type of delivery method in which a particular learning activity is offered. Also provides default values for the learning activity, such as cost and language. This is primarily used to help learners search the catalog for the type of delivery from which they learn best. Because PeopleSoft Enterprise Learning Management is a blended learning system, it does not enforce the delivery method. In PeopleSoft Enterprise Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, and rail). The delivery method is specified when creating shipment schedules.
delivery method type	In PeopleSoft Enterprise Learning Management, identifies how learning activities can be delivered—for example, through online learning, classroom instruction, seminars, books, and so forth—in an organization. The type determines whether the delivery method includes scheduled components.
detailed business process	A subset of the business process. For example, the detailed business process named Determine Cash Position is a subset of the business process called Cash Management.
dimension	In PeopleSoft Analytic Calculation Engine, a dimension contains a list of one kind of data that can span various contexts, and it is a basic component of an analytic model. Within the analytic model, a dimension is attached to one or more data cubes. In PeopleSoft Cube Manager, a dimension is the most basic component of an OLAP cube and specifies the PeopleSoft metadata to be used to create the dimension's rollup structure. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and OLAP cubes in PeopleSoft Cube Manager.
direct receipt	Items shipped from a warehouse or vendor to another warehouse.
direct ship	Items shipped from the vendor or warehouse directly to the customer (formerly referred to as <i>drop ship</i>).
directory information tree	In PeopleSoft Enterprise Directory Interface, the representation of a directory's hierarchical structure.
division	In PeopleSoft Enterprise Campus Solutions, the lowest level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a division level, link it to other levels, and set enrollment target numbers for it. See also <i>population</i> and <i>cohort</i>.
document sequencing	A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.
dynamic detail tree	A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.
edit table	A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft Enterprise application, they can be validated against an edit table to ensure data integrity throughout the system.
effective date	A method of dating information in PeopleSoft Enterprise applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.
EIM ledger	Abbreviation for <i>Enterprise Incentive Management ledger</i> . In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.

elimination set	In PeopleSoft Enterprise General Ledger, a related group of intercompany accounts that is processed during consolidations.
entry event	In PeopleSoft Enterprise General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.
equitization	In PeopleSoft Enterprise General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.
equity item limit	In PeopleSoft Enterprise Campus Solutions, the amounts of funds set by the institution to be awarded with discretionary or gift funds. The limit could be reduced by amounts equal to such things as expected family contribution (EFC) or parent contribution. Students are packaged by Equity Item Type Groups and Related Equity Item Types. This limit can be used to assure that similar student populations are packaged equally.
event	A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete. In PeopleSoft Enterprise Human Resources, also refers to an incident that affects benefits eligibility.
event constraints	In PeopleSoft Strategic Sourcing, these constraints are associated with a specific sourcing event. Spend is tracked within the selected event.
event propagation process	In PeopleSoft Enterprise Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects. PeopleSoft Enterprise Enterprise Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.
exception	In PeopleSoft Enterprise Receivables, an item that either is a deduction or is in dispute.
exclusive pricing	In PeopleSoft Enterprise Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.
fact	In PeopleSoft Enterprise applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.
financial aid term	In PeopleSoft Enterprise Campus Solutions, a combination of a period of time that the school determines as an instructional accounting period and an academic career. It is created and defined during the setup process. Only terms eligible for financial aid are set up for each financial aid career.
financial sanctions	For U.S. based companies and their foreign subsidiaries, a federal regulation from the Office of Foreign Assets Control (OFAC) requires that vendors be validated against a Specially Designated Nationals (SDN) list prior to payment. For PeopleSoft Payables, eSettlements, Cash Management, and Order to Cash, you can validate your vendors against any financial sanctions list (for example, the SDN list, a European Union list, and so on).
forecast item	A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.

fund	In PeopleSoft Enterprise Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.
gap	In PeopleSoft Enterprise Campus Solutions, an artificial figure that sets aside an amount of unmet financial aid need that is not funded with Title IV funds. A gap can be used to prevent fully funding any student to conserve funds, or it can be used to preserve unmet financial aid need so that institutional funds can be awarded.
generic process type	In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.
gift table	In PeopleSoft Enterprise Campus Solutions, a table or so-called <i>donor pyramid</i> describing the number and size of gifts that you expect will be needed to successfully complete the campaign in PeopleSoft Enterprise Contributor Relations. The gift table enables you to estimate the number of donors and prospects that you need at each gift level to reach the campaign goal.
GDS	Abbreviation for <i>Global Distribution System</i> . Broad-based term to describe all computer reservation systems for making travel plans.
GL business unit	Abbreviation for <i>general ledger business unit</i> . A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books. See also <i>business unit</i> .
GL entry template	Abbreviation for <i>general ledger entry template</i> . In PeopleSoft Enterprise Campus Solutions, a template that defines how a particular item is sent to the general ledger. An item-type maps to the general ledger, and the GL entry template can involve multiple general ledger accounts. The entry to the general ledger is further controlled by high-level flags that control the summarization and the type of accounting—that is, accrual or cash.
GL Interface process	Abbreviation for <i>General Ledger Interface process</i> . In PeopleSoft Enterprise Campus Solutions, a process that is used to send transactions from PeopleSoft Enterprise Student Financials to the general ledger. Item types are mapped to specific general ledger accounts, enabling transactions to move to the general ledger when the GL Interface process is run.
global constraints	In PeopleSoft Strategic Sourcing, these constraints apply across multiple Strategic Sourcing business units. Spend is tracked across all of the events from the multiple Strategic Sourcing business units.
group	In PeopleSoft Enterprise Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs). In PeopleSoft Enterprise Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Enterprise Time and Labor, for example, employees are placed in groups for time reporting purposes.
ideal response	In PeopleSoft Strategic Sourcing, a question that requires the response to match the ideal value for the bid to be considered eligible for award. If the response does not match the ideal value, you can still submit the bid, but it will be disqualified and ineligible for award.
incentive object	In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, and user interaction objects.

incentive rule	In PeopleSoft Enterprise Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.
incur	In PeopleSoft Enterprise Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.
initiative	In PeopleSoft Enterprise Campus Solutions, the basis from which all advancement plans are executed. It is an organized effort targeting a specific constituency, and it can occur over a specified period of time with specific purposes and goals. An initiative can be a campaign, an event, an organized volunteer effort, a membership drive, or any other type of effort defined by the institution. Initiatives can be multipart, and they can be related to other initiatives. This enables you to track individual parts of an initiative, as well as entire initiatives.
inquiry access	In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user only to view data. See also <i>update access</i> .
institution	In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.
integration	A relationship between two compatible integration points that enables communication to take place between systems. Integrations enable PeopleSoft Enterprise applications to work seamlessly with other PeopleSoft Enterprise applications or with third-party systems or software.
integration point	An interface that a system uses to communicate with another PeopleSoft Enterprise application or an external application.
integration set	A logical grouping of integrations that applications use for the same business purpose. For example, the integration set <code>ADVANCED_SHIPPING_ORDER</code> contains all of the integrations that notify a customer that an order has shipped.
item	In PeopleSoft Enterprise Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse). In PeopleSoft Enterprise Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained. In PeopleSoft Enterprise Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.
item shuffle	In PeopleSoft Enterprise Campus Solutions, a process that enables you to change a payment allocation without having to reverse the payment.
itinerary	In PeopleSoft Expenses, a collection of travel reservations. Itineraries can have reservations that are selected and reserved with the travel vendor. These itineraries are not yet paid for and can be referred to as <i>pending reservations</i> . Reservations that have been paid for are referred to as <i>confirmed reservations</i> .
joint communication	In PeopleSoft Enterprise Campus Solutions, one letter that is addressed jointly to two people. For example, a letter might be addressed to both Mr. Sudhir Awat and Ms. Samantha Mortelli. A relationship must be established between the two individuals in the database, and at least one of the individuals must have an ID in the database.

keyword	In PeopleSoft Enterprise Campus Solutions, a term that you link to particular elements within PeopleSoft Enterprise Student Financials, Financial Aid, and Contributor Relations. You can use keywords as search criteria that enable you to locate specific records in a search dialog box.
KPI	An abbreviation for <i>key performance indicator</i> . A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.
KVI	Abbreviation for <i>Known Value Item</i> . Term used for products or groups of products where the selling price cannot be reduced or increased.
landlord	In PeopleSoft Real Estate Management, an entity that owns real estate and leases the real estate to tenants.
LDIF file	Abbreviation for <i>Lightweight Directory Access Protocol (LDAP) Data Interchange Format file</i> . Contains discrepancies between PeopleSoft Enterprise data and directory data.
learner group	In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.
learning components	In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.
learning environment	In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.
learning history	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.
lease	In PeopleSoft Real Estate Management, a legally binding agreement between a landlord and a tenant, where the tenant rents all or part of a physical property from the landlord.
lease abstract	In PeopleSoft Real Estate Management, a summarized version of the complete lease contract with only the important terms. The lease abstract usually fits on one page and does not include legal terminology.
ledger mapping	You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as <i>rates</i>) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.
library section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.
line	In PeopleSoft Strategic Sourcing, an individual item or service upon which there can be a bid.

linked section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.
linked variable	In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.
LMS	Abbreviation for <i>learning management system</i> . In PeopleSoft Enterprise Campus Solutions, LMS is a PeopleSoft Enterprise Student Records feature that provides a common set of interoperability standards that enable the sharing of instructional content and data between learning and administrative environments.
load	In PeopleSoft Enterprise Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Enterprise Inventory that is used to track the weight, the volume, and the destination of a shipment.
local functionality	In PeopleSoft Enterprise HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.
location	Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a <i>1</i> —is the address you use most often and may be different from the main address.
logistical task	In PeopleSoft Enterprise Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.
market template	In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.
mass change	In PeopleSoft Enterprise Campus Solutions, mass change is a SQL generator that can be used to create specialized functionality. Using mass change, you can set up a series of Insert, Update, or Delete SQL statements to perform business functions that are specific to the institution. See also <i>3C engine</i> .
match group	In PeopleSoft Enterprise Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.
MCF server	Abbreviation for <i>PeopleSoft MultiChannel Framework server</i> . Comprises the universal queue server and the MCF log server. Both processes are started when <i>MCF Servers</i> is selected in an application server domain configuration.
merchandising activity	In PeopleSoft Enterprise Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.

meta-SQL	Meta-SQL constructs expand into platform-specific SQL substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.
metastring	Metastrings are special expressions included in SQL string literals. The metastrings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.
multibook	In PeopleSoft Enterprise General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).
multicurrency	The ability to process transactions in a currency other than the business unit's base currency.
national allowance	In PeopleSoft Enterprise Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.
NDP	Abbreviation for <i>Non-Discountable Products</i> . Term used for products or groups of products where the selling price cannot be decreased.
need	In PeopleSoft Enterprise Campus Solutions, the difference between the cost of attendance (COA) and the expected family contribution (EFC). It is the gap between the cost of attending the school and the student's resources. The financial aid package is based on the amount of financial need. The process of determining a student's need is called <i>need analysis</i> .
node-oriented tree	A tree that is based on a detail structure, but the detail values are not used.
Optimization Engine	A PeopleTools component that Strategic Sourcing leverages to evaluate bids and determine an ideal award allocation. The award recommendation is based on maximizing the value while adhering to purchasing and company objectives and constraints.
pagelet	Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft Enterprise and non-PeopleSoft Enterprise content.
participant	In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.
participant object	Each participant object may be related to one or more compensation objects. See also <i>compensation object</i> .
partner	A company that supplies products or services that are resold or purchased by the enterprise.
pay cycle	In PeopleSoft Enterprise Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.
payment shuffle	In PeopleSoft Enterprise Campus Solutions, a process allowing payments that have been previously posted to a student's account to be automatically reapplied when a higher priority payment is posted or the payment allocation definition is changed.
pending item	In PeopleSoft Enterprise Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.

PeopleCode	PeopleCode is a proprietary language, executed by the PeopleSoft Enterprise component processor. PeopleCode generates results based on existing data or user actions. By using various tools provided with PeopleTools, external services are available to all PeopleSoft Enterprise applications wherever PeopleCode can be executed.
PeopleCode event	See <i>event</i> .
PeopleSoft Pure Internet Architecture	The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.
performance measurement	In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.
period context	In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.
person of interest	A person about whom the organization maintains information but who is not part of the workforce.
personal portfolio	In PeopleSoft Enterprise Campus Solutions, the user-accessible menu item that contains an individual's name, address, telephone number, and other personal information.
phase	A level 1 task, meaning that if a task had subtasks, the level 1 task would be considered the phase.
pickup quantity	The product quantity that the customer is taking with them from the counter sales environment.
plan	In PeopleSoft Enterprise Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.
plan context	In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context—if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.
plan template	In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.
planned learning	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.
planning instance	In PeopleSoft Enterprise Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.
population	In PeopleSoft Enterprise Campus Solutions, the middle level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and

	Admissions for enrollment management. You can define a population level, link it to other levels, and set enrollment target numbers for it. See also <i>division</i> and <i>cohort</i> .
portal registry	In PeopleSoft Enterprise applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.
predecessor task	A task that you must complete before you start another task.
price breaks	In PeopleSoft Strategic Sourcing, a price discount or surcharge that a bidder may apply based on the quantity awarded.
price components	In PeopleSoft Strategic Sourcing, the various components, such as material costs, labor costs, shipping costs, and so on that make up the overall bid price.
price list	Enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.
price rule	The conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.
price rule conditions	Conditions that select the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields relate to the transaction.
price rule key	The fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.
primacy number	In PeopleSoft Enterprise Campus Solutions, a number that the system uses to prioritize financial aid applications when students are enrolled in multiple academic careers and academic programs at the same time. The Consolidate Academic Statistics process uses the primacy number indicated for both the career and program at the institutional level to determine a student's primary career and program. The system also uses the number to determine the primary student attribute value that is used when you extract data to report on cohorts. The lowest number takes precedence.
primary name type	In PeopleSoft Enterprise Campus Solutions, the name type that is used to link the name stored at the highest level within the system to the lower-level set of names that an individual provides.
process category	In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.
process group	In PeopleSoft Enterprise Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.
process definition	Process definitions define each run request.
process instance	A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.
process job	You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.

process request	A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.
process run control	A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.
product	A PeopleSoft Enterprise or third-party product. PeopleSoft organizes its software products into product families and product lines. Interactive Services Repository contains information about every release of every product that PeopleSoft sells, as well as products from certified third-party companies. These products appear with the product name and release number.
product adds	The pricing functionality where buying product A gets product B for free or at a price (formerly referred to as <i>giveaways</i>).
product bidding	In PeopleSoft Strategic Sourcing, the placing of a bid on behalf of the bidder, up or down to the bidder's specified amount, so that the bidder can be the leading bidder.
product category	In PeopleSoft Enterprise Incentive Management, indicates an application in the PeopleSoft Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.
product family	A group of products that are related by common functionality. The family names that can be searched using Interactive Service Repository are Oracle's PeopleSoft Enterprise, PeopleSoft EnterpriseOne, PeopleSoft World, and third-party, certified partners.
product line	The name of a PeopleSoft Enterprise product line or the company name of a third-party certified partner. Integration Services Repository enables you to search for integration points by product line.
programs	In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.
progress log	In PeopleSoft Enterprise Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.
project transaction	In PeopleSoft Enterprise Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.
promotion	In PeopleSoft Enterprise Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.
prospects	In PeopleSoft Enterprise Campus Solutions, students who are interested in applying to the institution. In PeopleSoft Enterprise Contributor Relations, individuals and organizations that are most likely to make substantial financial commitments or other types of commitments to the institution.
proxy bidding	In PeopleSoft Strategic Sourcing, the placing of a bid on behalf of the bidder, up or down to the bidder's specified amount, so that the bidder can be the leading bidder.

publishing	In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.
rating components	In PeopleSoft Enterprise Campus Solutions, variables used with the Equation Editor to retrieve specified populations.
record group	A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.
record input VAT flag	Abbreviation for <i>record input value-added tax flag</i> . Within PeopleSoft Enterprise Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Enterprise Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Enterprise Expenses, where it is assumed that you are always recording only input VAT.
record output VAT flag	Abbreviation for <i>record output value-added tax flag</i> . See <i>record input VAT flag</i> .
recname	The name of a record that is used to determine the associated field to match a value or set of values.
recognition	In PeopleSoft Enterprise Campus Solutions, the recognition type indicates whether the PeopleSoft Enterprise Contributor Relations donor is the primary donor of a commitment or shares the credit for a donation. Primary donors receive hard credit that must total 100 percent. Donors that share the credit are given soft credit. Institutions can also define other share recognition-type values such as memo credit or vehicle credit.
reference data	In PeopleSoft Enterprise Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, and channels.
reference object	In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).
reference transaction	In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.
regional sourcing	In PeopleSoft Enterprise Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.
relationship object	In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.
remote data source data	Data that is extracted from a separate database and migrated into the local database.

REN server	Abbreviation for <i>real-time event notification server</i> in PeopleSoft MultiChannel Framework.
requester	In PeopleSoft Enterprise eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.
reservations	In PeopleSoft Expenses, travel reservations that have been placed with the travel vendor.
reversal indicator	In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.
RFI event	In PeopleSoft Strategic Sourcing, a request for information.
RFx event	In PeopleSoft Strategic Sourcing, a request for proposal or request for a quote event when bidders submit their overall best bids and during which bidders do not actively compete against one another.
role	Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.
role user	A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.
roll up	In a tree, to roll up is to total sums based on the information hierarchy.
run control	A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.
run control ID	A unique ID to associate each user with his or her own run control table entries.
run-level context	In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.
saved bid	In PeopleSoft Strategic Sourcing, a bid that has been created but not submitted. Only submitted bids are eligible for award.
score	In PeopleSoft Strategic Sourcing, the numerical sum of answers (percentages) to bid factors on an event. Scores appear only to bidders on auction events.
SCP SCBM XML message	Abbreviation for <i>Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message</i> . Supply Chain Business Modeler uses XML as the format for all data that it imports and exports.
search query	You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.
search/match	In PeopleSoft Enterprise Campus Solutions and PeopleSoft Enterprise Human Resources Management Solutions, a feature that enables you to search for and identify duplicate records in the database.
seasonal address	In PeopleSoft Enterprise Campus Solutions, an address that recurs for the same length of time at the same time of year each year until adjusted or deleted.

section	In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.
security event	In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.
sell event	In PeopleSoft Strategic Sourcing, for event creators, the sale of goods or services most typically associated with forward auctions. For bidders, the purchase of goods or services.
serial genealogy	In PeopleSoft Enterprise Manufacturing, the ability to track the composition of a specific, serial-controlled item.
serial in production	In PeopleSoft Enterprise Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.
service impact	In PeopleSoft Enterprise Campus Solutions, the resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.
service indicator	In PeopleSoft Enterprise Campus Solutions, indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.
session	In PeopleSoft Enterprise Campus Solutions, time elements that subdivide a term into multiple time periods during which classes are offered. In PeopleSoft Enterprise Contributor Relations, a session is the means of validating gift, pledge, membership, or adjustment data entry. It controls access to the data entered by a specific user ID. Sessions are balanced, queued, and then posted to the institution's financial system. Sessions must be posted to enter a matching gift or pledge payment, to make an adjustment, or to process giving clubs or acknowledgements. In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.
session template	In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.
setup relationship	In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.
share driver expression	In PeopleSoft Enterprise Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.
short-term customer	A customer not in the system who is entered during sales order entry using a template.

single signon	With single signon, users can, after being authenticated by a PeopleSoft Enterprise application server, access a second PeopleSoft Enterprise application server without entering a user ID or password.
source key process	In PeopleSoft Enterprise Campus Solutions, a process that relates a particular transaction to the source of the charge or financial aid. On selected pages, you can drill down into particular charges.
source transaction	In commitment control, any transaction generated in a PeopleSoft Enterprise or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.
sourcing objective	For constraints, the option to designate whether a business rule is required (mandatory) or is only recommended (target).
speed key	See <i>communication key</i> .
SpeedChart	A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.
SpeedType	A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.
staging	A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.
standard letter code	In PeopleSoft Enterprise Campus Solutions, a standard letter code used to identify each letter template available for use in mail merge functions. Every letter generated in the system must have a standard letter code identification.
statutory account	Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft Enterprise, this is equivalent to the Alternate Account (ALTACCT) ChartField.
step	In PeopleSoft Enterprise Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.
storage level	In PeopleSoft Enterprise Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.
subcustomer qualifier	A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.
Summary ChartField	You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).
summary ledger	An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.
summary time period	In PeopleSoft Enterprise Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.

summary tree	A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the <i>basis</i> tree). A summary tree structure specifies the details on which the summary trees are to be built.
syndicate	To distribute a production version of the enterprise catalog to partners.
system function	In PeopleSoft Enterprise Receivables, an activity that defines how the system generates accounting entries for the general ledger.
system source	The system source identifies the source of a transaction row in the database. For example, a transaction that originates in PeopleSoft Enterprise Expenses contains a system source code of BEX (Expenses Batch). When PeopleSoft Enterprise Project Costing prices the source transaction row for billing, the system creates a new row with a system source code of PRP (Project Costing pricing), which represents the system source of the new row. System source codes can identify sources that are internal or external to the PeopleSoft Enterprise system. For example, processes that import data from Microsoft Project into PeopleSoft Enterprise applications create transaction rows with a source code of MSP (Microsoft Project).
TableSet	A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.
TableSet sharing	Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.
target currency	The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.
task	A deliverable item on the detailed sourcing plan.
tax authority	In PeopleSoft Enterprise Campus Solutions, a user-defined element that combines a description and percentage of a tax with an account type, an item type, and a service impact.
template	A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft Enterprise, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft Enterprise portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.
tenant	In PeopleSoft Real Estate Management, an entity that leases real estate from a landlord.
territory	In PeopleSoft Enterprise Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.
third party	A company or vendor that has extensive PeopleSoft Enterprise product knowledge and whose products and integrations have been certified and are compatible with PeopleSoft Enterprise applications.
tiered pricing	Enables different portions of a schedule to be priced differently from one another.
time span	A relative period, such as year-to-date or current period, that various PeopleSoft General Ledger functions and reports can use when a rolling time frame, rather than a specific date, is required.
total cost	In PeopleSoft Strategic Sourcing, the estimated dollar cost (sum of real price dollars and potential “soft” or non-price dollars) of a particular award approach.

travel group	In PeopleSoft Expenses, the organization's travel rules and policies that are associated with specific business units, departments, or employees. You must define at least one travel group when setting up the PeopleSoft Expenses travel feature. You must define and associate at least one travel group with a travel vendor.
travel partner	In PeopleSoft Expenses, the travel vendor with which the organization has a contractual relationship.
3C engine	Abbreviation for <i>Communications, Checklists, and Comments engine</i> . In PeopleSoft Enterprise Campus Solutions, the 3C engine enables you to automate business processes that involve additions, deletions, and updates to communications, checklists, and comments. You define events and triggers to engage the engine, which runs the mass change and processes the 3C records (for individuals or organizations) immediately and automatically from within business processes.
3C group	Abbreviation for <i>Communications, Checklists, and Comments group</i> . In PeopleSoft Enterprise Campus Solutions, a method of assigning or restricting access privileges. A 3C group enables you to group specific communication categories, checklist codes, and comment categories. You can then assign the group inquiry-only access or update access, as appropriate.
trace usage	In PeopleSoft Enterprise Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.
transaction allocation	In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.
transaction state	In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and "picked up" by a different section for further processing.
Translate table	A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.
tree	The graphical hierarchy in PeopleSoft Enterprise systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.
tuition lock	In PeopleSoft Enterprise Campus Solutions, a feature in the Tuition Calculation process that enables you to specify a point in a term after which students are charged a minimum (or <i>locked</i>) fee amount. Students are charged the locked fee amount even if they later drop classes and take less than the normal load level for that tuition charge.
unclaimed transaction	In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.
universal navigation header	Every PeopleSoft Enterprise portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.
update access	In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user to edit and update data.

See also *inquiry access*.

user interaction object	In PeopleSoft Enterprise Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All PeopleSoft Enterprise Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).
variable	In PeopleSoft Enterprise Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.
VAT exception	Abbreviation for <i>value-added tax exception</i> . A temporary or permanent exemption from paying VAT that is granted to an organization. This term refers to both VAT exoneration and VAT suspension.
VAT exempt	Abbreviation for <i>value-added tax exempt</i> . Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.
VAT exoneration	Abbreviation for <i>value-added tax exoneration</i> . An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.
VAT suspension	Abbreviation for <i>value-added tax suspension</i> . An organization that has been granted a temporary exemption from paying VAT.
warehouse	A PeopleSoft Enterprise data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.
weight or weighting	In PeopleSoft Strategic Sourcing, how important the line or question is to the overall event. Weighting is used to score and analyze bids. For RFx and RFI events, weightings may or may not appear to bidders.
work order	In PeopleSoft Enterprise Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.
worker	A person who is part of the workforce; an employee or a contingent worker.
workset	A group of people and organizations that are linked together as a set. You can use worksets to simultaneously retrieve the data for a group of people and organizations and work with the information on a single page.
worksheet	A way of presenting data through a PeopleSoft Enterprise Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.
worklist	The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.
XML link	The XML Linking language enables you to insert elements into XML documents to create a links between resources.
XML schema	An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.
XPI	Abbreviation for <i>eXtended Process Integrator</i> . PeopleSoft XPI is the integration infrastructure that enables both real-time and batch communication with JD Edwards EnterpriseOne applications.

yield by operation

In PeopleSoft Enterprise Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.

zero-rated VAT

Abbreviation for *zero-rated value-added tax*. A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

Index

Numerics/Symbols

- 14th month payment 35
- 730 data
 - entering 126, 128
 - reporting 129
 - setting up 125
- 770 reporting
 - setting up company information 84
 - year-end report 133, 139
- 770 Run Control page 139

A

- absence elements
 - bracket 56
 - disability leave 56
 - general 53
 - illness 55
 - INAIL 54
 - licenses and vacations 53
 - marriage leave 55
 - maternity 52
 - supporting element 56
- absence rules 52
- absences
 - CIG 52
 - disability licenses 51
 - festivities 46
 - illness 51
 - licenses 47
 - marriage leave 51
 - maternity leave 47
 - professional illness 49
 - reduction of working hours 46
 - reporting 57
 - types 45
 - understanding 45
 - vacations 45
 - work accidents 49
- accrual periods 46
- accrued units 46
- additional documentation xvi
- Additional Tax Results page 31
- ANF data 82
- ANF Data page 82
- application design xxv

- application fundamentals xv
- archiving 11
- assignments
 - entering assignee data 41
 - setting up 41
 - setting up tax exemption status 43

B

- banking
 - EFT process 117
 - Italian process 116
 - overview 115
 - reviewing EFT files 118
- Banking Process ITA page 116
- Banking Process ITA process (GPIT_PAYMENT) 116
- Beneficiary Data page 75
- Body page 20, 23
- Bracket Data page 108
- business processes 3

C

- CAF Data page 126
- Calendar - Definition page 38
- Cassa Integrazione Guadagni, *See* CIG
- Changing Reason page 18
- child illness license 49
- CIG processing 88
- City IRPEF Details page 108
- comments, submitting xx
- common elements xx
- Company Additional Information page 82, 84
- Compensation page 38, 39
- Complementary Fund Code page 90
- Complementary Fund Regime page 90
- Complementary Fund Type page 90
- Complementary Pension Funds page 90
- contact information xx
- contractors
 - pension fund information 39
 - setting up 37
 - setting up calendars 38
 - setting up payroll information 38
 - setting up process lists 38

- setting up rate codes 39
 - understanding 37
- Contribution Report page 93
- Contribution Report Setup page 91
- country setup
 - integration with Human Resources 13
 - pay entities 15
 - retroactivity 15
 - segmentation 14
- County IRPEF Details page 108
- Create EFT Payment File ITA page 116
- Create EFT Payment File ITA process (GPIT_EFT) 117
- cross-references xix
- CTO contributions 34
- CUD Data page 135
- CUD Notes page 135
- CUD Parameters page 135, 136
- CUD reports
 - fiscal 131
 - formats 137
 - running monthly report 138
 - running year end report 136
 - setting up print classes 19
 - social security 132
 - understanding 131
- Customer Connection website xvi

D

- daily allowances 34
- daily break 49
- Define Assignee Data page 41
- delivered elements
 - understanding 5
 - viewing 12
- Detractions Results page 31
- disability licenses 51
- DM10 Code ITA component (GPIT_DM10_CODE) 97
- DM10 group codes
 - setting up 99
 - square B 99
 - square C/D 100
- DM10 Group ITA component (GPIT_DM10_GROUP) 97
- DM10 report
 - overview 97
 - running 102
 - setting up 97
- DM10 Report page 102

- DM10 setcode 100, 101
- DM10 Setcode page 100
- DM10 Setcode1 page 98
- DM10 Setcode2 page 98, 101
- documentation
 - audience xxvii
 - printed xvi
 - related xvi
 - roadmap xxvi
 - structure xxvi
 - updates xvi
- due units 45

E

- EFT file 118
- EFT process 117
- electronic CUD monthly report 131
- Electronic CUD page 138
- elements
 - creating 5
 - creating elements for Italy 7
 - functional area codes 8
 - naming conventions 7
 - ownership and maintenance 5
 - pay enhancement 33
 - suffixes 11
 - type codes 9
- emens report, *See* CUD reports
- employer integration 49
- Employment Change Reasons ITA component 18
- exemption status
 - assigning 43

F

- F24
 - control report 123
 - national and local tax codes 122
 - sections 122
 - tax sections 121
- F24 Codes page 121, 122
- F24 Control Report page 123
- F24 Groups page 121
- F24 Squares page 121, 122
- family data
 - Family Summary page 16
 - Name page 16
 - Personal Profile page 16
- Family Summary page 16

festivities 46
Footer page 20, 24

G

garnishments 74
generic report
 setting up print classes 19
glossary 147
GPIT_DM10_CODE component 97
GPIT_DM10_GROUP
 component 97

H

Header page 20, 22

I

illness 51
implementation
 Global Payroll for Italy 2
INAIL
 average salary 50
 year-end report 133, 140
INAIL Year-End Report page 141
income tax withholding
 additional defaults 109
 additional IRPEF taxes 106
 additional monthly payments 105
 dependant data 111
 job end adjustments 106
 reporting 112
 separate taxation 106
 setting up 107
 summary of rules 106
 tax reductions 105
INPS Category page 82
INPS Contribution Code page 82
INPS Profile page 82
INPS Sgravi page 82
INPS/FPS Results page 31
integration
 with Human Resources 13
 with other applications 2
Integrative 730 page 126, 128
IRPEF F24 control report
 running 123
 setting up 120
 understanding 119
Italian banking process 116

L

licenses 47
loans
 beneficiary data 75
 entering data 76
Loans Data page 75, 76
Local IRPEF Defaults page 108, 109

M

mandatory maternity leave 48
marriage leave 51
maternity leave
 absence elements 52
 calculating 48
 child illness 49
 daily break 49
 employer integration 49
 mandatory 48
 optional 48
 overview 47
monthly CUD report 131

N

Name page - Define Family Data 16
Normal or Corrective 730 page 126
notes xix

O

off-cycles 69
 additional payments 71
 advance payrolls 71
 corrections 71
 manual payments 70
 processing 69
 types 69
optional maternity leave 48
Other Indemnities Tax page 32

P

Pay Element History page 27
Pay Element History report 28
Pay Element Summary page 27
Pay Element Summary report 27
Pay Elements View page 61
pay enhancement elements
 14th month payment 35
 CTO contributions 34
 daily allowances 34
 PTO contributions 34

- sample accruals 33
- transfer indemnities 35
- pay entities 15
- Payroll page 38
- Payroll Register page 29
- payroll results
 - viewing 30
- Payroll Results Register ITA page 27
- Payslip Messages page 60
- payslips
 - messages 59, 60
 - print classes 20
 - reports 60, 61
 - setting up 59
 - setting up print classes 19
- pension funds 89
- PeopleBooks
 - ordering xvi
- PeopleCode, typographical
 - conventions xviii
- PeopleSoft Setup Manager 2
- Personal Profile page - Define Family
 - Data 16
- Positive Input page 67
- prerequisites xv
- previous employment data 17
- Print Class page 20
- Print Class View page 20
- print classes
 - payslips 59
 - setting up 19
- Print Classes ITA component 19
- printed documentation xvi
- Prior Employment Data page 17, 18
- Process List - Definition page 38
- professional illness
 - contribution and tax treatment 51
 - employer supplement 50
 - festivities during absences 51
 - overview 49
- proration
 - earning and deduction assignments 14
- Provider Data page 82, 83
- PTO contributions 34

R

- reduction of working hours 46
- related documentation xvi
- Report Options page - Create/Print Payslips
 - ITA 61

- reports 143
 - setting up print classes 19
- retroactivity 15
- Review EFT by Cal Group page 116

S

- S503 Report page 57
- sample accruals 33
- Scaglioni Table page 108
- segmentation 14
- Setup CIG Approvals page 88
- Setup General page - DM10 Groups
 - ITA 98, 99
- Setup Manager 2
- Setup Square B page - DM10 Groups
 - ITA 98, 99
- Setup Square C/D page - DM10 Groups
 - ITA 98, 100
- Social Insurance Data page 38, 82, 86
- social security
 - ANF data 82
 - assessable income 79
 - calculating contributions 79
 - calculating reductions 80
 - Contribution report 93
 - DM10 reporting 97
 - employee data 86
 - processing adjustments 80
 - reporting 90
 - setting up 81
 - setting up provider data 83
 - understanding 79
- Specify Tax Reduction page 41, 43, 108, 111
- SQR Forms ITA — Body page 20, 23
- SQR Forms ITA — Footer page 20, 24
- SQR Forms ITA — Header page 20, 22
- SQR Forms ITA component
 - (GPIT_SQR_FORMS) 20
- SQR reports
 - defining layout 20
- Square A page 57
- Square B page 57
- State IRPEF Details page 108
- suggestions, submitting xx

T

- Tax Results page 31
- taxation 105

- terminations
 - entering elements through positive input 67
 - overriding elements 66
 - overview 65
 - processing 65
 - reports 67
- terms 147
- TFR Fund Results page 31
- TFR Reevaluation page 32
- TFR Tax Rate and Deductions page 31
- TFR Tax Results page 31
- transfer indemnities 35
- typographical conventions xviii

U

- use periods 46
- used units 46

V

- vacations 45
- visual cues xix

W

- warnings xix
- work accidents
 - contribution and tax treatment 51
 - employer supplement 50
 - festivities during absences 51
 - overview 49

Y

- year-end reports
 - 770 133
 - CUD report 131
 - INAIL 133

