
PeopleSoft Enterprise Global Payroll for the Netherlands 9.0 PeopleBook

December 2006

PeopleSoft Enterprise Global Payroll for the Netherlands 9.0 PeopleBook
SKU HRCS9GPN-B 1206
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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 the Netherlands 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 the Netherlands.

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 PeopleBook 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.

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

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

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

Global Payroll Documentation

This section discusses:

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

Global Payroll Application Design

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

Global Payroll is composed of two complementary parts:

- A core payroll application that includes:

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

Global Payroll Documentation Structure

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

Core Documentation

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

Country Extension Documentation

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

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

Documentation Roadmap

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

What to Read When

You can approach the documentation in the following way:

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

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

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

Documentation Audiences

We've identified the following audiences for the documentation:

- Technical

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

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

- Functional

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

- Managerial

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

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

CHAPTER 1

Getting Started with Global Payroll for the Netherlands

This chapter discusses:

- Global Payroll for the Netherlands overview.
- Global Payroll for the Netherlands business processes.
- Global Payroll for the Netherlands integrations.
- Global Payroll for the Netherlands implementation.

Global Payroll for the Netherlands Overview

Global Payroll for the Netherlands delivers payroll rules, elements, and absence processes needed to run a Dutch payroll. You can define and process different types of earnings and deductions, including regular and incidental earnings and deductions.

Global Payroll for the Netherlands calculates and processes taxes, social security, and overtime. Absence management enables you to track multiple absence types. Banking processes provided with Global Payroll for the Netherlands process payments for all payees.

See Also

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

Global Payroll for the Netherlands Business Processes

Global Payroll for the Netherlands provides these business processes:

- Earnings
- Deductions
- Taxes
- Social security
- Absences
- Overtime
- Payslips

- Banking

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

Global Payroll for the Netherlands Integrations

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

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

We discuss integration considerations in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*.

See Also

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

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

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

Global Payroll for the Netherlands Implementation

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

Other Sources of Information

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

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Setup Manager

CHAPTER 2

Understanding Global Payroll for the Netherlands

This chapter discusses:

- Global Payroll for the Netherlands.
- Global Payroll for the Netherlands business processes.
- Delivered elements for the Netherlands.
- Element naming conventions in the Netherlands.
- Archiving data for Global Payroll for the Netherlands.
- Viewing delivered elements.

Global Payroll for the Netherlands

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

Global Payroll for the Netherlands Business Processes

Global Payroll for the Netherlands supports the following business processes:

- Earnings

Global Payroll for the Netherlands provides the ability to define and process different types of earnings. These include base salary components, regular earnings, and incidental earnings. Base salary components include frequency-based salaries and holiday allowances. Regular earnings include commuting allowances and shift work allowances. Incidental earnings include 13th month, bonus, and overtime pay.

See [Chapter 4, “Defining Earnings,” Understanding Earnings for the Netherlands, page 29.](#)

- Deductions

Global Payroll for the Netherlands provides the ability to define and process different types of deductions. These include regular deductions and incidental deductions. Regular deductions include private health insurance and savings plans. Incidental deductions include salary advances, loans, and garnishments.

See [Chapter 9, “Understanding Deductions,” page 83.](#)

- Taxes

Global Payroll for the Netherlands includes:

- Taxation rules for active and inactive people, such as employees and *wao-ers* (employees on long-term disability).
- Tax for regular and non-regular payments.
- Advantage ruling (*Voordeelregel*).
- Additional tax rules (*Herleidingsregels*).
- Exceptional tax rules, such as the 30% rule, and common tax reduction rules for low wages, former unemployment, and education.
- Wage declaration for reporting to the Tax Authority and other legislative required reports and interfaces.

See [Chapter 11, “Withholding and Reporting Taxes,” page 99](#).

- Social security

Global Payroll for the Netherlands provides the ability to administer, calculate, and process different aspects of social security in the Netherlands. This includes:

- Calculation of social insurances contributions (*ZW, WAO, WW, and ZVW*).
- Support for additional premiums, such as pension premium, pre-pension premium (*Pensioenpremie en vut-premie*) and social insurance gaps (*ANW en WAO-hiaat*).
- Set up of the employee and employer contribution for social insurances and the additional premiums by establishment.
- Calculation based on the VCR method (*Voortschrijdend Cumulatief Rekenen*) using the *Grondslagaanwasmethode*.
- Reporting of social security contributions in the Wage Declaration.
- Legislative required reports and interfaces.

See [Chapter 10, “Tracking and Reporting Employee Social Security Contributions,” page 89](#).

- Absences

You can define and track multiple absences with Global Payroll for the Netherlands. This includes:

See [Chapter 12, “Updating Absences,” page 127](#).

- Absence types, such as vacation, illness, maternity, typical Dutch absences, and absence types regarding *Wet Arbeid en Zorg*.
- Leave balances such as vacation days and reduced work hours (*ADV-dagen*).
- Monitor long-term illnesses (*wet Poortwachter*).
- You can also and track disability (*WAO*).
- Illness reporting to the Dutch ARBO service providers.

- Overtime

With Global Payroll for the Netherlands, you can calculate overtime based on Unit * Rate * Percentage, having unit as the extra hours per employee, the base as the employee’s hourly rate from the previous period, and a percentage, like 100, 125, 150, or 200.

See [Chapter 4, “Defining Earnings,” Understanding Earnings for the Netherlands, page 29](#).

- Payslips

You can generate and print payslips using Global Payroll for the Netherlands. You can configure how you set up a payslip, show retro on a payslip, and have additional payslips to support special pay runs such as the 13th month.

See [Chapter 13, “Generating Payslips,” page 155](#).

- Banking

You can define the interface to banks in order to pay your employees and non-employees. Global Payroll for the Netherlands includes:

- Support of bank payments through Interpay, according to the current standard format (*Clieop03*).
- Net distribution of funds.
- Payment list (*Overzicht Bank/Giro betalingen*).
- Instruction letter business payment (*Opdrachtformulier voor loonbetalingen*).

See [Chapter 14, “Running Banking Processes,” page 161](#).

Delivered Elements for the Netherlands

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

This section discusses:

- Delivered element creation.
- Element ownership and maintenance.

Delivered Element Creation

All of the elements delivered as part of your country extension were created using the core application—the same application that you use to create additional elements and (in many cases) to configure existing elements delivered as part of Global Payroll. 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 the country extensions (which contain country-specific rules and elements defined by PeopleSoft).

The core application:

- Consists of a payroll rules engine.

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

- Provides a payroll processing framework.

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

Country extensions:

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

Element Ownership and Maintenance

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

Element Ownership in Global Payroll

There are five categories of element ownership in Global Payroll:

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

Element Ownership in Global Payroll for the Netherlands

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

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

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

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

Element Type	Ownership	Exceptions
Earnings	PS Delivered/Not Maintained	Taxes and social security benefits, like the 30% ruling and private medical allowance.
Deduction	PS Delivered/Not Maintained	Taxes and social security deductions.
Variable	PS Delivered/Not Maintained	Variables used in social security or tax calculations.
Bracket	PS Delivered/Maintained	None.
Accumulator	PS Delivered/Not Maintained	In the tax and social security areas, PeopleSoft delivers multiple balance accumulators as PS Delivered/Maintained, mostly for reporting purposes.
Element Group	PS Delivered/Not Maintained	Delivered as sample data.
Process List	PS Delivered/Not Maintained	Delivered as sample data.
Section	PS Delivered/Not Maintained	Delivered as sample data.
Formula	PS Delivered/Not Maintained (varies by functional area)	Almost all formulas used in social security or tax calculations are defined as PS Delivered/Maintained. Otherwise, formulas are defined as PS Delivered/Not Maintained.
Array	PS Delivered/Maintained	None.
Writable Array	PS Delivered/Maintained	None.
Historical Rule	PS Delivered/Not Maintained	Delivered as sample data.
Generation Control	PS Delivered/Not Maintained	The controls for tax deduction and social – and additional insurance contributions – are PS Delivered/Maintained.

Element Naming Conventions in the Netherlands

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

This section discusses:

- Naming conventions.
- Functional area codes.
- Element type codes (PIN_TYPE).
- Abbreviations in element names for the Netherlands.
- Prefixes in field names for the Netherlands.

Naming Conventions

This section discusses the naming conventions for:

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

Primary Elements

Primary elements (such as earnings, deductions, absence take, and absence entitlement elements) do not contain functional area codes or element type codes in their names. Primary elements have names, based on Dutch terms, that identify their functions and element types without the use of additional codes.

Supporting Elements

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

- FFF is a functional area code.

See [Chapter 2, “Understanding Global Payroll for the Netherlands,” Functional Area Codes, page 9.](#)

- TT is the type of supporting element.

See [Chapter 2, “Understanding Global Payroll for the Netherlands,” Element Type Codes \(PIN_TYPE\), page 10.](#)

- NAME is based on a term in Dutch and provides a further means of identifying the element.

For example, in the variable BEL VR ARBKORT:

- BEL represents the functional area (Dutch taxes [*Belastingen*]).
- VR represents the element type (Variable).
- ARBKORT provides a further means of naming the element (variable identifying the Tax Labor Reduction [*Arbeidskorting*]).

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

Component Names (Suffixes)

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

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

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

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

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

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

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

In Global Payroll for the Netherlands, all components and accumulators have:

- Country: NLD
- Separator: _

To view all of the suffixes defined for the Netherlands, use the Element Suffixes page in Global Payroll (core application).

Functional Area Codes

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

Functional Area (English)	Functional Area (Dutch)	Code
Common	<i>Algemeen</i>	ALG
Taxation	<i>Belasting</i>	BEL

Functional Area (English)	Functional Area (Dutch)	Code
Social Security	<i>Sociale Zekerheid</i>	SOC
Absence	<i>Afwezigheid</i>	AFW
Earnings and Deductions	<i>Vergoedingen & Inhoudingen</i>	VER
13th Month Allowance	<i>13e Maand</i>	13E
Holiday Allowance	<i>Vakantietoeslag</i>	VAK
Travel Allowance	<i>Reiskostenvergoeding</i>	REI
Payslip	<i>Salarisstrook</i>	SST

Element Type Codes (PIN_TYPE)

The following table contains codes for all the element types. Because not all element types are delivered for the Netherlands, not all of these codes appear in the names of Dutch elements.

Code	Element Type
AE	Absence entitlement
AT	Absence take
AC	Accumulator
AR	Array
AA	Auto assigned
BR	Bracket
CT	Count
DT	Date
DD	Deduction

Code	Element Type
DR	Duration
ER	Earnings
EG	Element group
EM	Error message
FC	Fictitious calculation
FM	Formula
GC	Generation control
HR	Historical rule
PR	Process
PO	Proration rule
RC	Rate code
RR	Rounding rule
SE	Section
SY	System element
VR	Variable
WA	Writable array

Abbreviations in Element Names for the Netherlands

This table lists some of the common abbreviations used in the names of Dutch elements:

English	Dutch	Abbreviation
Total	<i>Totaal</i>	TT
Minimum	<i>Minimum</i>	MN, MIN
Maximum	<i>Maximum</i>	MX, MAX
Number	<i>Nummer</i>	NR, NUM
Days	<i>Dagen</i>	DG,DGN
Months	<i>Maanden</i>	MND
Years	<i>Jaren</i>	JR
Amount	<i>Bedrag</i>	BDG
Base	<i>Grondslag</i>	BS
Ceiling	<i>Limiet</i>	LIM
Percentage	<i>Percentage</i>	PCT
Begin	<i>Begin</i>	BGN
(Employee) Deduction	<i>Inhouding</i>	INH, INHD
(Employer) Deduction	<i>Afdracht</i>	AFD
Regular	<i>Normaal</i>	REG
Non-regular	<i>Bijzonder</i>	NRG
Normal rate	<i>Normaal Tarief</i>	NT
Non-regular rate	<i>Bijzonder Tarief</i>	BT

Prefixes in Field Names for the Netherlands

This table lists some of the common prefixes used in fields for the Netherlands:

English	Dutch	Prefix
Taxation	<i>Belastingen</i>	TAX
Total	<i>Totaal</i>	TTL
Social insurance	<i>Sociale Verzekering</i>	SV
Insurance	<i>Verzekering</i>	INS
Employee	<i>Werknemer</i>	EE
Absence	<i>Afwezigheid</i>	ABS
Commuting allowance	<i>Reiskosten</i>	COMM

Archiving Data for Global Payroll for the Netherlands

PeopleSoft Enterprise Global Payroll for the Netherlands 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, PeopleSoft Enterprise Global Payroll for the Netherlands delivers a predefined archive object (GPNL_RSLT_ARCHIVE) and an archive template (GPNLRSLT). 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 the Netherlands. Instructions for running the query are provided in *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*.

See Also

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

CHAPTER 3

Defining Country Data

This chapter provides overviews of PeopleSoft Human Resources setup considerations, Global Payroll core functionality in the Netherlands, and discusses delivered process lists and sections.

Understanding PeopleSoft Human Resources Setup Considerations

This section discusses:

- Human Resources Administer Salaries for the Netherlands functionality.
- Organizational level setup in the Netherlands.

Human Resources Administer Salaries for the Netherlands Functionality

The Administer Salaries for the Netherlands functionality has been designed primarily for customers using Human Resources with PeopleSoft Enterprise Payroll Interface. If you are using Global Payroll for the Netherlands, you should use the designated functionality found in Global Payroll for the Netherlands, and not the functionality found in Administer Salaries for the Netherlands.

This includes setup and assignments for earnings and deductions, enrollment into benefits, and setup and administering social insurance and tax data.

With Global Payroll for the Netherlands, you will set up the designated functionality through the Set Up HRMS, Product Related, Global Payroll & Absence Mgmt menu path. You'll administer the functionality through Global Payroll.

Information on how to set up and administer these business processes can be found in the business process chapters of this PeopleBook.

Organizational Level Setup in the Netherlands

When setting up information for your organization, three elements are important for payroll processing:

- Employer tax ID (*Loonbelastingnr werkgever*) - Company level.
- Social security number (*Aansluitnr UWV*) - Establishment level.
- Social fiscal number (*Sofinummer*) - Employee level.

The employer tax ID uniquely identifies the company to the Tax Authority and is defined at the company level. You can record the employer tax ID on the Company Table in Human Resources.

The social security number uniquely identifies the company to the Social Security agency and is defined at the establishment level. A Dutch company can have several establishments which share the same social security number. You can record your company's social security number on the Social Security pages in Global Payroll for the Netherlands.

Employees in the Netherlands are uniquely identified through their personal social fiscal number. Each employee can only be registered under one social security number and one tax authority number ID per employment. These registration numbers are derived from an employee's job record in Human Resources.

See Also

[Chapter 3, "Defining Country Data," Payment Keys, page 19](#)

[Chapter 5, "Setting Up Social Security Contributions," page 49](#)

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

Understanding Global Payroll Core Functionality in the Netherlands

This section discusses:

- Earning and deduction assignments.
- Retroactivity.
- Payment keys.
- Accumulators.
- Rounding rules.
- Proration.
- Segmentation.
- Triggers.

Note. Information on suffixes used in Global Payroll for the Netherlands is discussed previously in this PeopleBook.

See Also

[Chapter 2, "Understanding Global Payroll for the Netherlands," page 3](#)

Proration of Earnings 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). The Netherlands is configured to process earning and deduction assignments that are active at any time within the segment.

To support this configuration, Global Payroll for the Netherlands 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 Segmentation section later in this chapter 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

Retroactivity

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

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

- Corrective
- Forwarding

With the corrective method, the system recalculates the elements of a pay run and updates all balance accumulators and segment accumulators. This results in a complete recalculation of the pay run for that calendar period. The recalculated pay run replaces the previously calculated run. However, the original pay run calculation remains available for auditing and reporting purposes.

With the forwarding method, the system recalculates payments in the respective periods, but does not update balance accumulators for the period. It updates only the segment accumulators. The system creates deltas for each earning, deduction, and segment accumulator used in the process list. It forwards these deltas, which are identified on the Retro Process Override page, to the current period.

Note. In Global Payroll for the Netherlands, the standard retro method is corrective.

The system generates a retro trigger every time you enter a change for the following data.

Changes in Employee Data

Changes in employee data include compensation rate-related changes:

- Status.
- Compensation frequency.
- Standard hours.
- Pay system flag.

- Action for retroactive hire.
- Action for retroactive termination.

Changes in Other Data

Changes in other data include absence take-related changes:

- Positive input
- Overtime
- Pay group

The system recalculates earnings and deductions and a difference results.

Note. Not all earnings and deductions will have an adjustment for retro. Some of the earnings and deductions are forwarded to one earning or deduction, which then appears as a single adjustment in the current period.

Retro Setup

To set up retro:

1. Define a default retro method (corrective or forwarding).
2. Define a retro process.

This includes defining retro overrides and trigger event IDs. In Global Payroll for the Netherlands, the country is set to “NLD” and the retro process definition ID is set to “RETRO”.

Note. You may need to define retro overrides in case you need to set up an exception handling in case retro occurs across year-end, in which case, the balances in the previous year should not be updated. Instead, the deltas should be forwarded to the current year.

3. Define triggers.

This includes specifying backward and forward retro limits and retro triggers. In Global Payroll for the Netherlands, the country is set to “NLD” and the retro process is set to “RETRO”.

Note. When using forwarding retro, you must define the action to be taken on deltas.

The Retro Calculation Process in the Netherlands

Typical situations in which retro calculation may occur in the Netherlands include:

- When salary increases go into effect retroactively.

Let’s say that an employee’s current base salary is 5000 EUR. In April, the employee receives a salary increase of 250 EUR, but the new salary of 5250 EUR does not go into effect until June. In July, the employee gets paid 750 EUR (three months * 250 EUR) retroactively in addition to the new base salary of 5250 EUR.

- When incorrect time data is found or the amount of variables is entered by mistake after the salary payment, the system settles difference in the next pay period.

Let’s say that you entered the overtime for an employee in May as 10 hours and 30 minutes. On the May payslip, there was an overtime payment of 315 EUR. After May, you discover a mistake in the time data and realize that the actual overtime was 9 hours and 30 minutes. Overtime was overpaid by 30 EUR in May, and this will be deducted from the employee’s June salary as the adjusted amount of overtime pay.

- When there are changes to the job status, tax data, or social security contributions, there may be some retroactive impact on the payroll calculation.

Processing Statutory Deductions after a Retro Calculation

Whenever a retro calculation occurs, the amount of statutory deductions, such as taxes and insurance premiums, should be processed as follows:

- Income tax

The amount of taxable retroactive pay is considered part of the salary paid in the actual payment month. The system calculates the amount of withholding income tax by adding the amount of taxable retroactive pay to the total amount of taxable salary. The amount of withholding income tax due to retroactive pay is settled at year-end adjustment.

- Social security

Retro calculations do not influence the amount of health insurance premium deductions and employee social security premiums. However, due to the retro pay amount of standard remuneration, you may need to occasionally revise this calculation.

Reporting Retro Results on the Payslip

Global Payroll for the Netherlands enables you to configure the payslip to show retro in different ways. You can choose to print only current results, only retro results, or both the current and retro results on a payslip.

See [Chapter 13, “Generating Payslips,” Retro and Payslips, page 156.](#)

See Also

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

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

Payment Keys

You define payment keys for pay entities and use them with forwarding retro. If your business rules require the use of payment keys, you can set them up in Global Payroll for the Netherlands. You can have up to four payment keys per pay entity. Valid options are Company, Contract number, Department, and Establishment ID.

When a payment key exists for the recalculation period and the deltas are being forwarded to the current period, the system keeps the retro delta data separate in the current pay period. This allows the system to run a separate gross-to-net calculation in the current pay period for that set of payment keys, thereby creating an additional GP_PYE_SEG_STAT record.

Here’s an example of using payment keys:

Let’s say that you define “Company” as a payment key. A payee working in Company A moves to Company B in the current period. There is retro going back to a prior calendar when the payee was in Company A and there are adjustments to the payee’s current period coming from the prior calendar. The adjustments are associated with Company A and the current period is associated with Company B. In this situation, the adjustments are managed as separate gross-to-net in the current period.

Note. In the Netherlands, you need to keep track of the employer tax number at the company level, and the social security number at the establishment level. When using forwarding retro, the company and establishment entities need to be used as payment keys in order to report the forwarded deltas under the correct registration number.

See Also

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

Chapter 3, “Defining Country Data,” Organizational Level Setup in the Netherlands, page 15

Accumulators

In Global Payroll, there are two different types of accumulators:

- Auto-generated accumulators.

These accumulate a particular element during a defined period (payment accumulators).

- Non auto-generated accumulators.

These accumulate different elements as user definition (balance accumulators). You define these for any period of time for which you want to accumulate any number of elements.

You can indicate when the accumulator is going to be updated in the following ways:

- As contributing: when the system resolves a member.
- As encountered: when the system finds the accumulator in the process list.
- After calculation: during the process, the value of the accumulator is its original value.

In Global Payroll for the Netherlands, there are several categories for delivered accumulators:

- BEL AC BSREG STHB – (Segment Base Regular).

This is a base containing all delivered regular earnings and deductions.

- BEL AC BSCRG STHB – (Customary Base Regular).

This is a placeholder for user-defined regular earnings and deductions.

- BEL AC COLxxx – (Non-regular earnings).

Model Loonstaat columns for reporting.

- BEL AC AANGxxx – (Non-regular earnings).

Aangifte Loonbelasting reporting.

- SOC AC AFD xxx.

Social security accumulators for the total contribution per insurance of the employer to the social security agencies.

- SOC AC INH xxx.

Social security accumulators for the employee contribution per insurance.

- AFW AC xxx.

Accumulators for tracking the different day counts, like scheduled work days, actual work days, and hours.

- VER AC xxx

Accumulators for tracking specific earnings and deductions (see the following table for some examples)

Global Payroll for the Netherlands delivers these accumulators:

Dutch Name	Description
VER AC UURLOON	Period hourly rate
VER AC 13E MND VER AC 13E MAAND S	13th month allowance earnings, for real accumulated earning by year and current earnings by period
VER AC VAKANTIEGLD VER AC VAK S	Holiday allowance earning year-to-date, for real accumulated earnings by year and current earnings by period
VER AC VAK RECHT	Earned entitlement for holiday allowance
VER AC VAK BIJSLAG	Paid holiday allowance
VER AC PREMIESPAAR	Premium savings year-to-date
VER AC SPAARLOON	Save-as-you-earn year-to-date
VER AC WINSTDELING	Profit-sharing year-to-date
VER AC LEVENS JTHB	Life cycle savings year-to-date
VER AC LEVENS STHB	Life cycle savings for the period.
VER AC LEVENSLOOP	Balance of life cycle savings (life cycle savings amount minus the total life cycle payments)
VER AC EXTRA RECHT	Earned entitlement for extra payment such as 13th month
VER AC EXTRA SAL	Extra payment received
VER AC INH LEASE S	Employee contribution to private use of company car
VER AC LEASE BEDR	Taxable value of company car
VER AC KINDEROPVNG	Employer contribution for childcare
VER AC OVERWERKL S	Paid overtime

Note. All of these delivered accumulators use EMPLID as the Key, and are recorded on the calendar as Period End Date. The system resolves the year-to-date accumulators and those for reporting purposes After Calculation. The system resolves the accumulators that are used as Base for further calculations mostly when the members are contributing.

See Also

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

Rounding Rules

Global Payroll for the Netherlands uses standard rounding rules provided by the core application. By default, Global Payroll for the Netherlands does not round intermediate results, but rounds the end results of an employee’s net pay to at least two decimals, using the rounding rule GP ROUND NEAR 2DEC provided by Global Payroll.

Global Payroll for the Netherlands also has some special rounding rules for Dutch taxes. When calculating regular taxes for an employee, you can round down the annual taxable base if appropriate.

See Also

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

Chapter 11, “Withholding and Reporting Taxes,” page 99

Proration

A proration is the process by which the system takes a calculated result and applies a coefficient to it. This coefficient factor is defined as a subset of the total pay period, such as a slice or segment period, over the total pay period. This process is closely tied to segmentation.

The way proration is defined is to create a numerator for the proration factor and a denominator. The only elements that can be used in either the numerator or the denominator are accumulators, counts, formulas, or variables. Proration only occurs on amount, base, or units.

Global Payroll delivers the following proration rules:

- Proration based on calendar days.

This calculates the number of calendar days in the segment or slice over the number of calendar days in the period.

- Proration based on workdays.

This calculates the number of working days in the segment or slice over the number of working days in the period.

- Proration based on work hours.

This calculates the number of working hours in the segment or slice over the number of working hours in the period.

Note. In general, Global Payroll for the Netherlands uses proration based on workdays.

The following proration rules are delivered with Global Payroll for the Netherlands:

- For a pay period: ALG PR HUIDIGE PER (Standard Days of Work).

This proration rule has a numerator, which is a count element, AFW AC WRKD DAYS (Standard Days of Work per Period) and a denominator, which is a variable element, AFW AC WRKNG DAYS (Actual Days of Work per Period).

- For hours: ALG PR UREN PER (Standard Hours of Work).

This proration rule has a numerator, which is a count element, AFW AC WRKD HRS (Standard Hours of Work per Period), and a denominator, which is a variable element, AFW AC WRKNG HRS (Actual Hours of Work).

Examples: Proration in the Netherlands

The following are two examples using proration in the Netherlands:

- An employee joins the company on January 7, 2002.
- Base salary is 3000 EUR.
- January 2002 has 23 working days.

To calculate this employee's pay for January, use the following formula:

- Actual days worked/Number of working days in January* Monthly base salary = Employee pay.
- $19 / 23 * 3000 \text{ EUR} = 2478,26 \text{ EUR}$.

Here's another example of proration calculation:

- Employee is entitled to a 1000 EUR allowance for the month of April, effective April 12, 2002.
- April 2002 has 22 working days.

To calculate this allowance, use the following formula:

- $(\text{Days between April 12 and April 30}) / (\text{Number of working days in April}) * \text{Allowance} = \text{Actual allowance}$.
- $13 / 22 * 1.000 = 590,91 \text{ EUR}$ (rounded by two decimal places).

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Calculation Elements," Defining Proration Rules

Segmentation

In Global Payroll, if there is a change to employee details within a pay period that might affect calculation, such as a pay rate increase, the calculation creates two slices. One slice uses the details before the change and the other slice uses the details after the change.

Global Payroll provides two types of segmentation:

- Period segmentation (full segmentation).
- Element segmentation (slice segmentation).

Period segmentation occurs when more than one gross-to-net calculation is required. Element segmentation occurs when there is a change in the rate that affects the calculation of one or more elements. In other words, element segmentation occurs when you want to calculate a select set of earnings or deductions multiple times, but not the entire gross-to-net calculation.

In Global Payroll for the Netherlands, examples of period segmentation triggers are job action changes, such as hires or terminations, or organizational changes, such as transfers between companies, establishments, or pay groups.

Segmentation Trigger For Earning and Deduction Assignments

Global Payroll for the Netherlands 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.

Modify the delivered trigger definition and associated segment event definition to add your earnings and deductions and supporting elements.

See Also

[Chapter 3, “Defining Country Data,” Proration of Earnings and Deduction Assignments, page 16](#)

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Defining Segmentation”

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

Triggers

Triggers are used to detect online changes to data that should result in some type of system action. Examples of common data changes that might use triggers include a new employee hire, a change in pay rate, or a change in job location.

Global Payroll provides three types of triggers:

- Iterative – tells the system to process (or reprocess) an employee for the current period.
- Segmentation – tells the system to segment a period or element.
- Retro – tells the system to perform retro processing.

Note. Before you can use a trigger to process a payee, perform segmentation, or perform retroactive processing, you must first set up a trigger to tell the system when an event occurs; it should perform the desired action.

Global Payroll for the Netherlands delivers some triggers, however, you can alter these depending on your business needs.

All triggers in Global Payroll for the Netherlands are defined as NLD_[RECORD NAME].

Delivered Triggers

The following is a list of triggers that are delivered with Global Payroll for the Netherlands:

Changes to:	Trigger Records
Employee’s compensation record	COMPENSATION

Changes to:	Trigger Records
Employee's job record, including action, organizational, payroll, and employment terms.	JOB and JOB_JR
Employee's personal data record	PERSON
Employee's personal data effective date record	PERS_DATA_EFFDT
Disability	DISABILITY_NLD
Employee's positive input record	GP_PI_MNL_DATA
Employee's positive input supporting element override record	GP_PI_MNL_SOVR
Employee's payee override record (earning and deduction assignments)	GP_PYE_OVRD
Employee's payee element assignment supporting element override record	GP_PYE_OVR_SOVR
Employee's payee section detail record	GP_PYE_SECT_DTL
Retro trigger record	GP_RTO_TRGR
Segmentation trigger record	GP_SEG_TRGR
Employee's schedule calendar assignment record	SCH_ASSIGN
Employee's workday overrides record	SCH_MNG_SCH_TBL
Employee's absence records	GP_ABS_EVENT, GP_ABS_OVRD
Tax record	GPNL_EE_TAX
Special tax code record	GPNL_EE_TAX_CD
Tax reduction record	GPNL_EE_TAX_DD
Social insurance record	GPNL_EE_SOC_INS

Changes to:	Trigger Records
Additional insurance record	GPNL_EE_ADL_INS
Additional insurance detail record	GPNL_EE_ADL_DTL
Employee's vacation entitlements	GPNL_PAYEE_ADD
Employee's commuting record	GPNL_COMM_DATA, GPNL_COMM_DTL
Employee's disability data with regards to the WAO	GPNL_WAO_DATA
Off cycle requests	GP_OFFCYCL_A_VW, GP_OFFCYCL_C_VW, GP_OFFCYCL_M_VW, GP_OFFCYCL_U_VW
Employee employment data (organizational relationships information in Administer Workforce)	PER_ORG_INST

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Setting Up Triggers"

Delivered Process Lists and Sections

This section discusses:

- Delivered process lists.
- Naming conventions for delivered sections.

Delivered Process Lists

This table lists the delivered process lists for the Netherlands:

Process List	Description
SALARIS PR	Regular payroll
VAKANTIE PR	Holiday allowance
13E MAAND PR	13th month allowance
AFW PR	Absence

Naming Conventions for Delivered Sections

The delivered process lists for the Netherlands contain sections with the following categories and prefixes:

- BELxxx – for taxes.
- VERxxx – for earnings and deductions.
- SOCxxx – for social security.
- AFWxxx – for absence processing.

The INIT section is used for initialization, such as for loading data from setup tables to prepare for calculation.

Note. Delivered sections for the Netherlands are listed in the business process chapters of this PeopleBook.

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

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Viewing Delivered Elements”

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

CHAPTER 4

Defining Earnings

This chapter provides overviews of earnings for the Netherlands, the minimum wage, delivered elements and discusses how to:

- Define earnings.
- Define allowances.
- Assign commuting allowances for employees.

Understanding Earnings for the Netherlands

This section discusses:

- General earnings calculation.
- Base salary.
- Hourly rates.
- Holiday allowances.
- 13th month allowances.
- Overtime.
- Bonuses.
- Commuting allowances.
- Disability allowances.
- Shift work allowances.
- Weekend allowances.
- Meal allowances.
- Mileage allowances.
- Golden handshake.
- Festivity allowances.
- Life cycle savings plans.
- Regular reimbursements.
- Reimbursement of expenses.

General Earnings Calculation

With Global Payroll for the Netherlands, you can set up many types of earnings.

The different types of earnings are paid to employees as a result of the employment relationship. Each earning has different rules and parameters, which are used to define how earnings are taxed, calculated, and adjusted.

A company can calculate an employee's earnings through a period rate or an hourly rate, which usually depends on the employee's professional category.

The salary of part-time employees must be calculated from a full-time salary. For an example of how this is calculated, refer to the "Base Salary" section in this chapter.

Base Salary

In the Netherlands, calculating an employee's base salary depends on the number of worked days and non-worked days per pay period. If an employee doesn't work for the entire pay period, the base salary is prorated. In the Netherlands, proration is based on working days (which is all days in the pay period minus weekends).

Here's an example of calculating base salary:

- Employee joins the company on January 7, 2002.
- The base salary is 3000 EUR.
- The pay period is Monthly.
- January 2002 has 23 working days.

To calculate this employee's base salary for January 2002, the system uses the following formula:

Actual days worked/Number of days in pay period * Base salary

$19/23 * 3000 = 2.478,26 \text{ EUR}$

What if an employee works part-time? Here's an example of calculating the base salary for the same employee working part-time, at 50 percent time three days per week.

$(3000 * .50) = 1.500,00 \text{ EUR}$

The delivered earning SALARIS (Salary) is calculated based on the amount that is retrieved from the compensation rate code that is included in the base pay of the employee's compensation record.

Hourly Rates

In the Netherlands, some employees, such as standby employees, get paid with an hourly rate. The general formula to calculate the monthly income for an employee paid with an hourly rate is:

$\text{Salary} = \text{Total Working Hours} * \text{Hourly Rate}$

$\text{The hourly rate} = \text{Base salary} * \text{Number of Pay Periods} / \text{Number of Social Security Days} / \text{Number of Working Hours per Day}$

Note. The calculation of the hourly rate from the base salary is only applicable for employees who receive base pay, but for whom you need to determine the hourly rate to pay for certain earnings, such as overtime, for example.

The delivered earning UURLOON (Hourly Salary) is derived from the compensation rate code that is included in the base pay of the employee's compensation record. You can enter the working hours at the payee level as a recurring earning if it is a fixed number of hours per period, or you can enter the actual hours worked as a one-time earning for each pay period.

Global Payroll for the Netherlands delivers the accumulator VER AC UURLOON to keep track of hourly rates.

Holiday Allowances

In the Netherlands, it is very common for companies to pay their employees with an annual holiday allowance. Typically, companies pay the holiday allowance in May or June of each year.

Most companies pay a holiday allowance that is equal to 8 percent of an employee's base pay. When an employee terminates or retires, the holiday allowance is paid in full during the employee's last pay period. How the holiday allowance is calculated can vary by company. Below are some ways in which the holiday allowance can be calculated:

- Periodically paid together with the base salary.
- Based on the real accumulated earnings of the past year.

For example, the accumulator builds from June 1, 2001 to May 31, 2002 and the company pays the holiday allowance during the May pay period.

- Based on the base salary of the pay period in which the company pays the holiday allowance.

If an employee has worked the whole year as a full-time employee, the holiday allowance is calculated as:
Actual base salary (100%) * Number of months (12) * Holiday allowance percentage (.08).

For example, an employee whose monthly base salary is 3000 EUR would receive a holiday allowance of 2880 EUR, based on the calculation below:

$$3000 * 12 * .08 = 2880$$

Note. Global Payroll for the Netherlands supports each calculation method for the holiday allowance.

You set up holiday allowance parameters for your company, including calculation method, on the Holiday Allowance page. The delivered earning VAKANTIETSLG is based on a calculation of Base * Percentage, both derived from the setup.

Global Payroll for the Netherlands delivers the accumulator VER AC VAKANTIEGLD to keep track of year-to-date balances of the holiday allowance.

See Also

[Chapter 4, "Defining Earnings," Defining the Holiday Allowance, page 42](#)

13th Month Allowances

In the Netherlands, it is very common for companies to pay their employees a 13th month allowance. Typically, the 13th month allowance is paid in November or December of each year. The percentage is the same for every employee in the company and is usually equal to 8.33 percent of an employee's base salary.

When an employee terminates or retires, the 13th month allowance is paid for the periods the base is accumulated during the employee's last pay period.

How the 13th month allowance is calculated can vary by company. Below are some ways in which the 13th month allowance can be calculated:

- Based on the real accumulated earnings of the current year.

For example, the accumulator builds from January 1 to December 31 and the company pays the 13th month allowance in the December pay period.

- Based on actual salary times the number of pay periods for an employee divided by the number of pay periods.

With this method, the system calculates the number of periods for an employee in an accumulator. Every pay period has a proration factor of 1, which is added to the accumulator. Exceptions are made for part-time employees and employees whose hire or termination dates do not match with the start date or end date of a pay period.

Note. Global Payroll for the Netherlands supports each calculation method for the 13th month allowance.

The following are some examples of how Global Payroll for the Netherlands calculates the 13th month allowance:

- Base salary = December salary.
 - Proration factor = Number of actual days the employee worked / Total number of working days in the pay period.
 - Part-time factor of 0,8 is used if an employee works at 80 percent of full-time.
1. Employee A joined the company on February 1, 2002, and the base salary as of June 1, 2002 is 3000 EUR per month. The 13th month pay of Employee A = $(11/12) * 3000 = 2750$ EUR.
 2. Employee B leaves the company on October 31, 2002, and the base salary as of June 1, 2002, is 3000 EUR. The 13th month pay for Employee B = $(10/12) * 3000 = 2500$ EUR (paid in October).
 3. Employee C leaves on October 16, 2002 and the base salary as of June 1, 2002, is 3000 EUR. The 13th month pay for Employee C = Period 1 – Period 9 gives a prorating factor of 9 and for October, the prorating factor should be $(11/23 * 1) = 0.47826$. So, the calculation is $9.47826 / 12 * 3000$ EUR = 2.369,57 EUR.

You set up 13th month allowance parameters for your company, including calculation method, on the 13th Month Allowance page. The delivered earning 13E MAAND is based on a calculation of Base * Percentage, both derived from the setup.

Global Payroll for the Netherlands delivers the accumulator VER AC 13E MAAND to keep track of 13th month allowances.

See Also

Chapter 4, “Defining Earnings,” Defining the 13th Month Allowance, page 44

Overtime

If employees work more than their normal hours as stated in their contract, they receive overtime pay. In the Netherlands, overtime is paid per pay period and is part of the employee’s taxable income.

Typically, overtime is calculated as:

An employee’s hourly rate times the number of overtime hours times an additional percentage.

The most common percentages for overtime in the Netherlands are 100 percent, 125 percent, 150 percent, and 200 percent.

For each of these percentage rates, Global Payroll for the Netherlands delivers an earning called OVERWERK, which is based on a calculation rule of Unit * Rate * Percentage. The unit is entered at the payee level as the actual number of extra hours worked, the rate is a variable called VER VR V UUR TRF, which is the hourly rate derived from the base salary from the previous pay period, and the percentage is equal to 100, 125, 150, or 200, respectively.

Bonuses

For some employees, an additional allowance based on performance results in a bonus payment. Bonuses are common for employees working in sales. Several methods can be used to calculate bonuses. The amount of the bonus can be a percentage of the amount sold or a percentage of the employee's salary. The percentage of the bonus is entered through positive input on the Earnings component (GP_EARNING) in Global Payroll.

Global Payroll for the Netherlands delivers an earning called BONUS which is calculated based on the compensation rate from the previous period times the percentage entered at the payee level.

See Also

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

Commuting Allowances

In the Netherlands, it is common for companies to pay employees for a commuting allowance. Up to a certain amount, this allowance is free of tax and social security.

The type of transportation used (public or private) is important in determining commuting allowances. Other factors used in determining the allowance are the distance traveled, the number of days traveled per week, and the compensation per period.

If employees use public transportation, they can get a commuting allowance in one of two ways:

- The employer pays the real costs for the public transportation (net payment).
- The employer pays a net amount up to the legal maximum.

All additional payments are eligible for tax and social security.

If an employee commutes with private transportation, the costs are tax-free up to a certain amount. The amount depends on the one-way distance from home to office and the number of days that the employee is commuting.

Global Payroll for the Netherlands delivers two earnings for commuting allowances:

- REISKOSTEN B

This earning represents the taxable amount (*Belast*). The calculation rule is Unit * Rate.

- REISKOSTEN O

This earning represents the tax-free amount (*On-belast*). It is a flat amount.

Before January 1, 2004, commuting ceilings were used in the calculation of commuting allowances. Global Payroll for the Netherlands delivers the commuting ceilings that applied before this date.

If you need to create your own commute ceilings, set up the commuting ceilings for each type of transportation on the Commuting Ceilings page. Then, you can calculate employees' commuting allowance by entering their information on the Commuting Data page. If an employee works in more than one location, you can enter the information for each location separately. This page includes fields for the total allowance, the tax-free portion, and the taxable portion of the commuting allowance.

Note. The Commuting Data page is discussed later in this chapter. If you want to use the Commuting Ceilings and the Commuting Data pages to generate earnings, you must modify the delivered rules. As of January 1, 2004 the delivered rules do not use these pages.

See Also

Chapter 4, “Defining Earnings,” Assigning Commuting Allowances for Employees, page 46

Chapter 4, “Defining Earnings,” Defining Commuting Ceilings, page 44

Disability Allowances

In the Netherlands, after 52 weeks of illness, an employee can go on disability (*WAO*). Disability pay depends on the percentage of the disability.

Companies can either make direct payments to the employee and get a reimbursement from Social Security or they can let Social Security pay the employee. If Social Security pays the employee, the company can also make an additional payment, if this is in the CLA (Collective Labor Agreement). For example, employees who are 80 – 100 percent disabled receive a maximum payment of 70 percent of their last known base salary with a certain maximum per day.

Global Payroll for the Netherlands delivers two earnings for disability allowances:

- WAO UITKERNG
- WAO SUPLETIE

Both of these earnings are assigned at the payee level, in order to be taken into consideration for the payroll. WAO UITKERNG retrieves the amount from the WAO Data page and WAO SUPLETIE requires the amount to be entered on the Earning/Deduction Assignment page.

See Also

Chapter 6, “Defining Absence Rules,” page 61

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Setting Up Overrides,” Assigning and Disabling Earnings and Deductions by Payee

Shift Work Allowances

In the Netherlands, if an employee works a shift other than a daytime shift, certain allowances may apply.

The shift work allowance can be calculated in one of two ways:

- A fixed amount per shift.
- The hours worked in a shift times a certain rate.

Weekend Allowances

In the Netherlands, companies often pay a weekend allowance to employees who work during a weekend. This allowance is a net amount, which has to be calculated for net-to-gross for tax and social security purposes. This allowance is common in companies that have employees working in shifts. You can enter the weekend allowance through positive input.

Meal Allowances

In Global Payroll for the Netherlands, the meal allowance is entered at the payee level and is subject to tax and social security.

Mileage Allowances

In the Netherlands, employees who don't have a company car, but need to travel for business can get a mileage allowance. This allowance is tax-free up to a certain limit. If the company pays more than the limit, the additional amount becomes taxable. In Global Payroll for the Netherlands, you can enter this information, and distinguish between the tax-free amount and the taxable amount.

Global Payroll for the Netherlands delivers a formula, REI FM KM VERGOED, that checks the allowance with a pre-defined limit and assigns the allowance to the taxable earning, in case the limit has been reached.

Golden Handshake

The golden handshake allowance is a type of compensation for a former employee in the case of an industrial or labor dispute. The gross amount is eligible for income tax.

Festivity Allowances

A company can give its employees a certain allowance tax-free for certain festivities, such as public holidays, employee birthdays, employee anniversaries, or other private occasions for an employee. In 2006, the limit for the festivity allowance is 35 EUR.

Life Cycle Savings Plans

These earnings are delivered for life cycle savings plan payments:

- LEVENSL BIJD

Use this earning to track the employer contribution to employees' life cycle savings plans.

- LEVENS OPN

Use this earning to track the amount paid to employees from their life cycle savings.

For more information about life cycle savings plans, refer to the Understanding Deductions chapter

See Also

[Chapter 9, "Understanding Deductions," page 83](#)

Company Cars

From January 1, 2006 the private use of a company car is a taxable benefit. For employees whose private use of a company car exceeds 500 kilometers a year, an amount is added to the bases used to calculate tax and social security deductions.

The earning element LEASE BEDRAG is delivered to track the amount added to employees' earnings for private use of a company car. Assign this earning to employees using positive input. The LEASE BEDRAG earning is a member of these accumulators that are used to calculate the base for tax and social security:

- BEL AC BSREG STHB
- SOC AC LOON TAB

Use the Travel Data field on the Employee Tax Data page to indicate that an employee has a company car.

See Also

Chapter 11, “Withholding and Reporting Taxes,” page 99

Regular Reimbursements

This is a fixed amount given to every employee for normal expenses related to their job. For example, employees who travel for business will have some miscellaneous expenses, such as parking, coffee, and the like. These expenses are covered by the fixed amount, so that an employee does not have to declare small expenses. Usually, this is paid as a net amount up to a certain limit. Every company has its own arrangements with the tax authorities regarding the non-taxable amount.

Reimbursement of Expenses

A taxable or net amount of income provided to the employee as compensation of non-regular expenses can be reimbursed. Examples include expenses such as car rentals and airplane tickets.

Understanding the Minimum Wage

In the Netherlands, all employees are eligible to earn at least the minimum wage. The minimum wage is determined twice a year, on January 1 and July 1.

The minimum wage varies, depending on an employee’s age. Employees between the ages of 23 and 65 are eligible for one rate, and employees between the ages of 15 and 22 are eligible for another rate (the minimum youth wage).

Employees between the ages of 23 and 65 are eligible for the minimum gross wage, based on a full-time workweek (a maximum of 40 hours). The current minimum wage, effective January 1, 2006, is:

- 1.272,60 EUR per month.
- 293,70 EUR per week.

For employees between the ages of 15 and 22, the minimum youth wage is calculated as a factor based on age, seniority, and full-time employment. The factor for calculating the amount per age is shown in this table:

Age	Percentage of minimum gross wage	Monthly Amount (as of January 1, 2006)	Weekly Amount (as of January 1, 2006)
15	30%	381,80	88,10
16	34,5%	439,05	101,35
17	39,5%	502,70	116,00
18	45,5%	579,05	133,65

Age	Percentage of minimum gross wage	Monthly Amount (as of January 1, 2006)	Weekly Amount (as of January 1, 2006)
19	52,5%	668,10	154,20
20	61,5%	782,65	180,65
21	72,5%	922,65	212,95
22	85%	1.081,70	249,65
23 and older	100%	1.272,60	293,70

Note. It is also common for companies to define minimum and maximum wages per job level, so the wage that an employee earns may be related more to the company's wage levels, rather than the minimum wages.

The amount of minimum wage per age, as shown in the table above, is used for printing purposes on the payslip. For example, if an employee is 19 years old and is paid on a monthly basis, the amount that has to be printed on the payslip is 668,10 EUR, regardless of the employee's FTE factor.

In Global Payroll for the Netherlands, the minimum wage is entered as a variable with a monthly amount and a weekly amount. This amount is valid for employees 23 years or older. The variable SST VR MN LOON M or W is PeopleSoft-delivered and maintained. For employees who are less than 23 years old, the system creates a bracket with percentages to correct the minimum wage. This bracket (SST BR MN LOON) is PeopleSoft-delivered and maintained.

Understanding Delivered Elements

This section discusses:

- Delivered earnings.
- Delivered earnings accumulators.
- Process lists and sections.
- Viewing delivered elements.

Delivered Earnings

This table lists the delivered general earnings for Global Payroll for the Netherlands:

Name/Description	Unit	Rate	Base	%	Amount
SALARIS Base salary	N/A	N/A	N/A	N/A	VER RC SALARIS

Name/Description	Unit	Rate	Base	%	Amount
UURLOON Hourly rate	Payee Level	VER RC UURLOON	N/A	N/A	N/A
VAKANTIETSLG Holiday allowance	N/A	N/A	VAK FM GRNDL	VAK VR PCT	N/A
13E MAAND 13th month allowance	N/A	N/A	13E FM GRNDL	13E VR PCT	N/A
BONUS Bonus	N/A	N/A	VER VR V PRD TRF	Payee Level	N/A
WAO UITKERNG Disability allowance	N/A	N/A	N/A	N/A	AFW VR WAO AMT
WEEKENDDNST Weekend allowance	N/A	N/A	N/A	N/A	100 EUR
PLOEGENDNST Shift work allowance	N/A	N/A	N/A	N/A	Payee level
OVERWERK 100 Overtime 100%	Payee level	VER VR V UUR TRF	N/A	100	N/A
OVERWERK 125 Overtime 125%	Payee level	VER VR V UUR TRF	N/A	125	N/A
OVERWERK 150 Overtime 150%	Payee level	VER VR V UUR TRF	N/A	150	N/A
OVERWERK 200 Overtime 200%	Payee level	VER VR V UUR TRF	N/A	200	N/A
MAALTIJD VER Meal allowance	N/A	N/A	N/A	N/A	Payee level
ZKV BIJDRAGE Private medical allowance	N/A	N/A	N/A	N/A	Payee level
REISKOSTEN B Commuting allowance	Payee level	REI VR BDG BT	N/A	N/A	N/A

Name/Description	Unit	Rate	Base	%	Amount
REISKOSTEN O Commuting allowance tax-free	N/A	N/A	N/A	N/A	REI VR BDG ONB
KM VERGOED B Mileage allowance	Payee level	REI VR KM BDG	N/A	N/A	N/A
KM VERGOED O Mileage allowance tax-free	N/A	N/A	N/A	N/A	REI VR KM BDG ONB
GOUDEN HAND Golden handshake	N/A	N/A	N/A	N/A	Payee level
VASTE ONKOST Regular reimbursement	N/A	N/A	N/A	N/A	Payee level
FEESTDAGEN Festivity allowance	N/A	N/A	N/A	N/A	Payee level
VAR ONKOSTEN Reimbursement of expenses	N/A	N/A	N/A	N/A	Payee level
VERHUISKOST Expenses for moving house	N/A	N/A	N/A	N/A	1500.00 EUR
NAHEFFING Additional tax payment	N/A	N/A	N/A	N/A	Payee level
LEVENSL OPN Life cycle savings plan payment	N/A	N/A	N/A	N/A	Payee level
LEVENSL BIJD Life cycle savings plan (employer) contribution	N/A	N/A	N/A	N/A	150 EUR
LEASE BEDRAG Company car fiscal amount	N/A	N/A	Payee level	22	N/A

Note. The earning ZKV BIJDRAGE is delivered only for earnings before January 1, 2006. From January 1, 2006, employees contribute to the same combined health insurance and the earning ZKV BIJDRAGE is no longer required. This is explained in the chapter Tracking and Reporting Employee Social Security Contributions.

See Also

[Chapter 4, “Defining Earnings,” Understanding Earnings for the Netherlands, page 29](#)

[Chapter 10, “Tracking and Reporting Employee Social Security Contributions,” page 89](#)

Delivered Earnings Accumulators

When you create your own earning element, you should be aware of the delivered accumulators to which an earning element may contribute.

Earnings are categorized by the accumulators to which they contribute. Some earnings contribute to the base of the tax rules and/or the social security contribution. A subset of those earnings might also contribute to the base for pension, vacation, or the 13th month allowance. For each of the different bases, Global Payroll for the Netherlands delivers accumulators to which earnings can contribute.

This table lists the accumulators used with earnings elements in Global Payroll for the Netherlands:

Accumulator	Description
BEL AC BSREG STHB	Taxes, regular earnings
BEL AC BSNRG STHB	Taxes, non-regular earnings
SOC AC LOON TAB	Social insurance, regular earnings
SOC AC LOON BT	Social insurance, non-regular earnings
SOC AC LOON ZVW NT	Health insurance (ZVW) base, regular earnings
SOC AC LOON ZVW BT	Health insurance (ZVW) base, non-regular earnings
SOC AC PENS NT BS	Pension contribution, regular earnings
SOC AC PENS BT BS	Pension contribution, non-regular earnings
BEL AC COL [n] STHB	Reporting <i>Tabel [n] Model loonstaat</i>
NTG AC NETTO VER S	Net-to-gross, non-regular earnings
ALG AC VERGOEDNG S	Net earnings

Process Lists and Sections

This table lists the main process lists used to calculate earnings elements in Global Payroll for the Netherlands:

Process List	Description
SALARIS PR	Payroll
VAKANTIE PR	Holiday allowance
13E MAAND PR	13th month allowance

This table lists the main sections used to calculate earnings elements in Global Payroll for the Netherlands:

Section	Description
VER SE INIT	Payroll initialization
VER SE HR BASIS	HR earnings calculation
VER SE BEREKENING	GP earnings calculation
VER SE VAKANTIETSL	Holiday allowance
VER SE 13E MAAND	13th month allowance
VER SE NTG EARNING and VER SE NTG CALC	Net to gross earnings calculation

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Viewing Delivered Elements”

Viewing Delivered Elements

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

See Also

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

Defining Earnings

Earnings, such as base salary, are defined on the Earnings component (GP_EARNING) in Global Payroll. Setting up the Earnings component is discussed in *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*.

See Also

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

Defining Allowances

To define the holiday and 13th month allowances, use the Special Pays NLD component (GPNL_SPECIAL_PAYS). To define commuting ceilings, use the Commuting Ceilings NLD component (GPNL_COMM_CLNG). This section discusses how to:

- Define the holiday allowance.
- Define the 13th month allowance.
- Define commuting ceilings.

Pages Used to Define Allowances

Page Name	Object Name	Navigation	Usage
Holiday Allowance	GPNL_HOLIDAY_ALLOW	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Allowances/Other Benefits, Special Pays NLD, Holiday Allowance	Define parameters for calculating the holiday allowance for employees.
13th Month Allowance	GPNL_13TH_MONTH	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Allowances/Other Benefits, Special Pays NLD, 13th Month Allowance	Define parameters for calculating the 13th month allowance for employees.
Commuting Ceilings	GPNL_COMMUTNG_CLNG	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Addl Rates, Ceilings, Values, Commuting Ceilings NLD, Commuting Ceilings	Define commuting ceilings by transportation type. Note. Due to statutory changes the commuting ceilings do not apply as of January 1, 2004. The standard rules do not use the commuting ceilings data from this date.

Defining the Holiday Allowance

Access the Holiday Allowance page.

Holiday Allowance		13th Month Allowance	
Company: GN2 The Netherlands Company 2			
Holiday Allowance Find View All First 1 of 1 Last			
*Effective Date:	01/01/2002	*Status:	Active
*Calculation Method:	Real Accumulated Earnings		
Accumulator:	VER AC VAKANTIEGLD		
Percent:	8.000	☐ Separate Pay Run	☒ Include in Termination
Start Period and Pay Period Customize Find View All First 1 of 1 Last			
*Compensation Frequency	Start Period for Accumulator	Period to Pay	
1 Monthly	6	5	

Holiday Allowance page

Calculation Method

Select the method for calculating the holiday allowance. Values are:

Current Earnings: Select if you use actual earnings from the current period to calculate the holiday allowance.

Real Accumulated Earnings: Select if you use real accumulated earnings from the start and end date of the accumulator.

Accumulator

Select the accumulator for the holiday allowance. Based on the calculation method selected, the system prompts you with either period/segment accumulators for the current earnings or year-to-date accumulators for the real accumulated earnings. These accumulators need to be set up with the category equal to SPEC “Special Payments.”

Percent

Enter the percentage of base pay that the holiday allowance is.

Separate Pay Run

Select this check box if you want to calculate the holiday allowance in a separate pay run.

Include in Termination

Select this check box if you want to calculate the holiday allowance at the time of an employee’s termination.

Compensation Frequency

Select each compensation frequency that applies to any employee receiving the holiday allowance. Values are *Every Four Weeks*, *Monthly*, *Quarterly*, and *Weekly*. The system uses the compensation frequency to calculate the holiday allowance. You select a compensation frequency in order to specify the periods, because for each frequency, the periods have a different value. For example, if you select a compensation frequency of *Monthly*, the period basis is 12. If you select *Weekly*, the period basis is 52.

Start Period for Accumulator

Enter the period in which the holiday allowance begins accumulating.

Period to Pay

Enter the period in which the holiday allowance is paid.

See Also

[Chapter 4, “Defining Earnings,” Holiday Allowances, page 31](#)

Defining the 13th Month Allowance

Access the 13th Month Allowance page.

Holiday Allowance **13th Month Allowance**

Company: GN2 The Netherlands Company 2

13th Month Allowance Find | View All First 1 of 1 Last

*Effective Date: 01/01/2002 Status: Active

*Calculation Method: Current Earnings

Accumulator: VER AC 13E MAAND S

*Percent: 8.333 ☐ Separate Pay Run ☐ Include in Termination

Start Period and Pay Period Customize | Find | View All | First 1 of 1 Last

	*Compensation Frequency	Start Period for Accumulator	Period to Pay
1	Monthly	1	12

13th Month Allowance page

Note. The fields on the 13th Month Allowance page are similar to the fields on the Holiday Allowance page. For more information on the 13th Month Allowance page, refer to the Holiday Allowance page description.

See Also

[Chapter 4, “Defining Earnings,” Defining the Holiday Allowance, page 42](#)

[Chapter 4, “Defining Earnings,” 13th Month Allowances, page 31](#)

Defining Commuting Ceilings

Access the Commuting Ceilings page.

Commuting Ceilings

Transport Type: PRV

Commuting Allowance Data

Find | View All | First 1 of 1 Last

*Effective Date: 01/01/2002

Status: Active

*Description: Private Transport

Short Description: Private

*Currency: EUR

Limits

Customize | Find | View All | First 1-4 of 16 Last

	*One Way Distance	*Traveling days per week	Limit per Week	Limit per Month		
1	0-10 Km	1 Day	0.00	0.00	+	-
2	0-10 Km	2 Days	0.00	0.00	+	-
3	0-10 Km	3 Days	0.00	0.00	+	-
4	0-10 Km	>= 4 Days	0.00	0.00	+	-

Commuting Ceilings page

Important! Due to statutory changes the commuting ceilings do not apply as of January 1, 2004. These values only apply to rules before this date.

One Way Distance

Select the distance traveled one way from home to the office. The system calculates the commute allowance calculated based on the distance you enter here. Values include *0–10 Km*, *10–15 Km*, *15–20 Km*, and *> 20 Km*.

Traveling days per week

Select the number of days per week that the commute is traveled. The system calculates the commute allowance based on the number of days you enter here. Values are *1 Day*, *2 Days*, *3 Days*, and *> = 4 Days*.

Limit per Week

Enter the maximum tax-free amount per week for the commute allowance.

Limit per Month

Enter the maximum tax-free amount per month for the commute allowance.

This table shows how the commute allowance is determined for both private and public transportation. These limits are for the year 2002 and can change from year to year:

One Way Distance	Net Amount when traveling 1 day per week	Net Amount when traveling 2 days per week	Net Amount when traveling 3 days per week	Net Amount when traveling 4 days or more per week
0–10 Km	0,00 per month 0,00 per week	0,00 per month 0,00 per week	0,00 per month 0,00 per week	0,00 per month 0,00 per week
10–15 Km	16,25 per month 3,75 per week	32,50 per month 7,50 per week	48,75 per month 11,25 per week	65,00 per month 15,00 per week
15–20 Km	22,75 per month 5,25 per week	45,50 per month 10,50 per week	68,25 per month 15,75 per week	91,00 per month 21,00 per week
20 Km or more	32,50 per month 7,50 per week	65,00 per month 15,00 per week	97,50 per month 22,50 per week	130,00 per month 30,00 per week

Note. After you’ve defined commuting ceilings, you can enter commuting allowance data for an employee on the Commuting Data page.

See Also

Chapter 4, “Defining Earnings,” Assigning Commuting Allowances for Employees, page 46

Assigning Commuting Allowances for Employees

This section discusses how to define commuting allowances.

Page Used to Assign Commuting Allowances

Page Name	Object Name	Navigation	Usage
Commuting Data	GPNL_COMMUTNG_DATA	Global Payroll & Absence Mgmt, Payee Data, Commuting Data NLD, Commuting Data	Enter commute information for an employee in order to calculate taxable and tax-free commute allowances.

Defining Commuting Data

Access the Commuting Data page.

Commuting Data

Jeroen van de Berg **Person ID:** KN0001

Commuting Data Find | View All First 1 of 1 Last

*Effective Date: 14/01/2003

Commuting Data Details Customize | Find | View All First 1 of 1 Last

Transport Type	One Way Distance	Traveling days per week	Commuting Amount	Currency Code	*Frequency ID	Taxable Amount	Tax Free Amount
Private Transport	0-10 Km	1 Day	10	EUR	Monthly		

Commuting Data page

Note. This page is only used for calculating commuting allowances before January 1, 2004. From January 1, 2004 assign the earnings REISKOSTEN B and REISKOSTEN O to payees directly.

See Chapter 4, “Defining Earnings,” *Commuting Allowances*, page 33.

Transport Type	Select the type of transportation the employee takes. Values are <i>Public Transport</i> and <i>Private Transport</i> .
One Way Distance	Indicate the distance it takes an employee to commute from his home to the office, one-way. Values are provided in a range of kilometers, and include <i>0–10 Km</i> , <i>10–15 Km</i> , <i>15–20 Km</i> , and <i>> 20 Km</i> .
Traveling Days per Week	Select the number of days per week that the employee commutes. Values are <i>1 Day</i> , <i>2 Days</i> , <i>3 Days</i> , or <i>>= 4 Days</i> .
Commuting Amount	Enter the commuting amount based on the distance and the number of days traveling. When the amount is higher than allowed, then the amount is divided into a taxable amount and a tax-free amount.
Frequency ID	Select the frequency with which the commuting allowance will be paid. Values are <i>Evry 4 Wks</i> (Every 4 Weeks), <i>Monthly</i> , <i>Quarterly</i> , and <i>Weekly</i> .
Taxable Amount	Based on the information you have entered, the system calculates the taxable amount of the commuting allowance that appears here.
Tax Free Amount	Based on the information you have entered, the system calculates the tax-free amount of the commuting allowance that appears here.

CHAPTER 5

Setting Up Social Security Contributions

This chapter provides an overview of social security elements and discusses how to define social security information.

Note. An overview of social security contributions is discussed later in this PeopleBook.

See Also

Chapter 10, “Tracking and Reporting Employee Social Security Contributions,” page 89

Understanding Social Security Elements

This section discusses:

- Delivered social security deductions.
- Delivered social security net base formulas.
- Delivered social security variables.
- Viewing delivered elements.

Delivered Social Security Deductions

Global Payroll for the Netherlands delivers a set of deductions for social security contributions with the following naming conventions:

Deduction	Description
SOCAFDnXXXyy	The total contribution (<i>Afdracht</i>) that includes both employee and employer contributions.
SOCINHnXXXyy	The employee’s contribution (<i>Inhouding</i>).

Where:

- n is 1 or 2 to represent the contribution percentage 1 or 2 defined on the Insurance Premium page.
- XXX is the insurance code defined on the Insurance Code Table NLD page.
- yy is NT (*Normaal Tarief*) or BT (*Bijzonder Tarief*).

Each deduction has a similar definition:

- Calculation Rule is Base * Percent, where:
 - Base is a formula that calculates the net base amount.
See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, “Defining Calculation Elements,” Defining Formula Elements.
 - Percent is a formula that retrieves the contribution percentage.
- Generation Control is *SOC GC SOC INS DD* or *SOC GC ADL INS DD*.
- Pre Process Formula is *SOC FM C AD XXX yy*, where:
 - XXX is AFD or INH
 - yy is BT or NT

This formula retrieves the employee’s cumulative insurance data.

- Accumulator associated with the deduction is a year to date accumulator, which is required for the cumulative method of calculating contributions. These accumulators are named *SOC AC INH yy XXX* or *SOC AC AFD yy XXX* (where yy is NT or BT and XXX is the insurance code).
- Supporting Element Override is *SOC VR INS CODE*, which is a variable that links the deduction to the correct insurance code.

Delivered Social Security Net Base Formulas

Global Payroll for the Netherlands delivers these formulas that calculate the net base amount (*Grondslag*):

Formula	Description
SOC FM GRND INH NT	Calculates net base for employee contributions on regular earnings (<i>Normaal Tareif</i>)
SOC FM GRND INH BT	Calculates net base for employee contributions on non-regular earnings (<i>Bijzonder Tareif</i>).
SOC FM GRND AFD NT	Calculates net base for total contributions on regular earnings.
SOC FM GRND AFD BT	Calculates net base for total contributions on non-regular earnings

The formulas use the gross base accumulator defined on the Insurance Code page and the parameters that are defined on the Insurance Premium NLD page. The default gross base accumulator is *SOC AC LOON TAB*.

Delivered Social Security Variables

These variables are delivered for determining the contribution percentage:

- SOC VR INHD PCT 1
- SOC VR INHD PCT 2
- SOC VR AFD PCT 1

- SOC VR AFD PCT 2

Viewing Delivered Elements

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

See Also

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

Defining Social Security Information

To define insurance codes and define social insurance premiums, use the Insurance Code NLD component (GPNL_INSUR_CD) and the Insurance Premium NLD component (GPNL_INSUR_PREMIUM). To define insurance groups, use the Insurance Group NLD component (GPNL_INSUR_GROUP). To define the social security and absence information for each establishment, use the Establishment Table NLD component (GPNL_ESTAB_TBL). This section provides an overview of contribution calculation setup and discusses how to:

- Set up sector codes and risk groups.
- Define insurance codes.
- Define social insurance premiums.
- Define social insurance groups.
- Define social security information for establishments.

Understanding Contribution Calculation Setup

To prepare a system for calculating contributions, you set up the following:

1. Insurance codes on the Insurance Code Table NLD page.
2. Contribution percentages and parameters for calculating employee's and employer's contributions. You define these on the Insurance Premium NLD page.
3. Insurance groups on the Insurance Group NLD page.
4. Social security and absence information for the establishments in the organization.

For each establishment you define the default insurance group for social insurance and additional insurance. Establishment information is recorded on the Establishment Table NLD page.

Global Payroll for the Netherlands delivers insurance codes and rules for social insurance, as well as sample data for additional insurance contributions. You should review and adjust the delivered data, and create new codes and contribution rules for your organization.

Pages Used to Define Social Security Information

Page Name	Object Name	Navigation	Usage
Sector & Risk Group NLD	GPNL_SECRSK_TBL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Sector and Risk Group NLD, Sector & Risk Group NLD	Set up social security sector and risk codes.
Insurance Code Table NLD	GPNL_INS_CD_TBL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Insurance Code NLD, Insurance Code Table NLD	Define codes for all social security insurance, define the insurance type (social or additional), and select the base (<i>Grondslag</i>) for the calculation.
Insurance Premium NLD	GPNL_INS_PREMM	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Insurance Premium NLD, Insurance Premium NLD	Define employee contributions for social insurance and additional insurance codes.
Insurance Group NLD	GPNL_INS_GRP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Insurance Group NLD	Define insurance groups.
Establishment Table NLD	GPNL_ESTAB_TBL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Establishment Table NLD	Define the social security and absence information for each establishment in your organization. Note. You must define establishments on the Establishment Table before you can use the Establishment Table NLD page.

Setting Up Sector Codes and Risk Groups

Access the Sector & Risk Group NLD page.

Sector & Risk Group NLD

Sector Code 1

Sector Details Find | View All First 1 of 1 Last

***Effective Date** 01/01/2002 ***Status** Active

***Description** Agrarisch

Short Description Agrarisch

Risk Groups Customize | Find | View All | First 1-2 of 2 Last

	*Risk Code	*Description		
1	1	Agrarisch bedrijf normaal		
2	2	Agrarisch bedrijf gereduceerd		

Sector & Risk Group NLD page

Sector Code Enter the social security sector code.

Risk Code Enter the risk codes that are associated with the sector code.

Defining Insurance Codes

Access the Insurance Code Table NLD page.

Insurance Code Table NLD

Insurance Code: ZW

Insurance Code Find | View All First 1 of 1 Last

***Effective Date:** 01/01/2002 ***Status:** Active

***Description:** Sickness Benefits Act

***Insurance Type:** Social

***Gross Base NT:** SOC AC LOON TAB

***Gross Base BT:** SOC AC LOON BT

Insurance Code Table NLD page

Insurance Type Select the insurance type. Options are *Social* and *Additional*.

Gross Base NT (gross base
Tabelloon)

Select the accumulator that stores the employees' gross regular earnings (*Tabelloon*). Global Payroll for the Netherlands delivers two accumulators:

SOC AC LOON TAB is the base for social insurance.

SOC AC LOON ZVW NT is the base for the combined health insurance (ZVW).

You should review these settings and override them according to your organization's requirements.

Gross Base BT (gross base
Bijzonder Tarief)

Select the accumulator that stores the employees' gross non regular earnings (*Bijzonder Tarief*). Global Payroll for the Netherlands delivers two accumulators:

SOC AC LOON BT is the base for social insurance.

SOC AC LOON ZVW BT is the base for the combined health insurance (ZVW)

You should review these settings and override them according to your organization's requirements.

Defining Social Insurance Premiums

Access the Insurance Premium NLD page.

Insurance Premium NLD			
Insurance Code: ZW		Sickness Benefits Act	
Insurance Number: 001			
Insurance Detail Find View All First 1 of 1 Last			
*Effective Date: 01/01/2006		*Status: Active	
Description: Sickness Benefits Act			
Insurance Parameters			
Frequency:	Day	Minimum Age:	1
FTE Method:	SS Days	Maximum Age:	64
Increase Percentage Employee:	0.000	Determination Date:	Last Date
Increase Percentage Employer:	0.000		
Insurance Premium 1			
Employee Percentage 1:	0.000	Total Percentage 1:	0.000
Employee Franchise 1:	0.00	Total Franchise 1:	0.00
Employee Minimum 1:	0.00	Total Minimum 1:	0.00
Employee Maximum 1:	168.00	Total Maximum 1:	168.00
Insurance Premium 2			
Employee Percentage 2:	0.000	Total Percentage 2:	0.000
Employee Franchise 2:	0.00	Total Franchise 2:	0.00
Employee Minimum 2:	0.00	Total Minimum 2:	0.00
Employee Maximum 2:	0.00	Total Maximum 2:	0.00

Insurance Premium NLD page

Insurance Number Enter the insurance number. Each insurance code can have multiple insurance numbers. You can also define different contribution percentages for one insurance code.

Insurance Parameters

Use this group box to define the population for which the premium calculations should be made for, as well as frequency and a split in contributions for the employee and employer.

Frequency Select to define the period associated with the amounts in the Franchise, Minimum, and Maximum fields. Options are *Day*, *Period* and *Year*.

From January 1, 2006, social security calculations are based on employees' pay period. The amounts per period are derived from the day amounts using a fixed factor. Therefore, the system sets the Frequency field to *Day* for social insurance codes and makes the field unavailable.

FTE Method (full-time equivalent method check)

For additional insurances, such as pension, you can define calculations based on annual earnings or another period. If you select *Period*, the system uses the pay period to determine the period.

The system calculates the franchise minimum and maximum amounts using one of the following FTE methods:

SS Days (social security days): Franchise amount is based on the actual number of days worked in the payroll period. This information is derived from the work schedule.

Note. From January 1, 2006 the system sets FTE Method to *SS Days* for the standard social insurance codes and makes the field unavailable for entry.

Wrkd Days (worked days): The franchise amount is based on the number of days per week that the employee worked. This information is recorded in the Workdays/Week field on the Job Data - Job Information page.

Pyment Pct (payment percentage): The franchise amount is based on the FTE field on the Job Data - Job Information page.

Minimum Age and Maximum Age

Enter the minimum or maximum age at which the employee becomes eligible for the selected insurance. For example, employees start contributing towards the pension insurance at 25 and stop at age 65. The system calculates contributions when the employee's age is equal to or greater than the minimum age, and less than or equal to the maximum age.

Increase Percentage Employee

The system calculates contributions based on a gross base calculated for each employee. Most contributions are based on this gross amount. If the employee contribution uses a different base, enter the percentage increase to the gross base. For example, if the base for a contribution should include employee's paid holiday, you enter 8 to increase the gross base by 8%.

Increase Percentage Employer

If the employer contribution is not based on the gross base, enter the percentage increase.

Determination Date

Select to define the date used to calculate an employee's age. This is required for determining employee eligibility for insurance codes that have a minimum or maximum age defined. Options are *First Day* and *Last Date* (of the payroll period).

Insurance Premium 1

Use this group box to define the employee contributions for the selected insurance code. For some insurance, there are two contribution percentages for different earnings bands.

Here is an example of how you set up two percentages. Assume that pension contributions are 5 percent for annual earnings up to 8000 EUR and 7 percent for earnings over this limit. You would define the employee fields as follows:

- For the first contribution percentage, Employee Percentage 1= 5%, Employee Franchise 1= 0, Employee Maximum 1 = 8000.
- For the second contribution percentage, Employee Percentage 2=7%, Employee Franchise 2 = 8000, Employee Maximum 2 = 999999.

Employee Percentage 1	Enter the employee's contribution percentage for the insurance. If there are two contribution percentages, use the Employee Percentage 2 field to enter the second percentage and use the minimum and maximum fields to define the ranges.
Employee Franchise 1	Enter the amount that is exempt from social security contributions. The system deducts this amount from employees' earnings before calculating their social security contribution. The franchise amount is associated with the Frequency field. For example, if you enter <i>50</i> in the Employee Franchise 1 field and select <i>Day</i> in the Frequency field, then 50 EUR a day of the employee's earnings are exempt from social security contributions.
Employee Minimum 1 and Employee Maximum 1	Enter the earning band for the contribution percentage that you entered in the Employee Percentage 1 field. The minimum and maximum amounts represent earnings for the period defined in the Frequency field. For example, if you enter <i>150</i> in the Employee Maximum 1 field and <i>Day</i> in the Frequency field, the contribution percentage applies to earnings up to 150 EUR a day.
Total Percentage 1	Enter the sum of the employee and employer percentages.
Total Franchise 1, Total Minimum 1, Total Maximum 1	Enter the total franchise, minimum, and maximum.

Insurance Premium 2

Use this group box to define the second contribution percentages for those insurance codes with two percentages for different earnings bands.

Employee Percentage 2	Enter the second employee's contribution percentage for the insurance.
Employee Minimum 2 and Employee Maximum 2	Enter the earning band for the contribution percentage that you entered in the Employee Percentage 2 field. The minimum and maximum amounts represent earnings for the period defined in the Frequency field.
Total Percentage 2	Enter the sum of the employee and employer percentages.
Total Franchise 2, Total Minimum 2, Total Maximum 2	Enter the total franchise, minimum, and maximum.

Defining Social Insurance Groups

Access the Insurance Group NLD page.

Insurance Group NLD

Insurance Group: 100

Insurance Group Definition
Find | View All
First 1 of 1 Last

***Effective Date:** 01/01/2006
***Status:** Active

***Description:** Standard Social Insurances

***Insurance Type:** Social

Sector Code 1

Risk Code 1

Insurance Group Members
Customize | Find | View 3
First 1-4 of 4 Last

*Insurance Code		*Insurance Number		Order Number		
ZW	Sickness Benefits Act	001	Sickness Benefits Act	10		
WAO	Disablement Benefits Act	001	Disablement Benefits Act	20		
WW	Unemployment Insurance Act	001	Unemployment Insurance Act	30		
ZWW	ZWW	001	Health Insurance Act	40		

Insurance Group NLD page

- Insurance Type** Select the insurance type. Options are *Social* and *Additional*.
- Sector Code** Select the sector code for the insurance group. Define sector codes on the Sector and Risk Group NLD page.
- Risk Code** Select the risk code for the insurance group. The valid risk codes are those defined for the sector code that you have selected.

See Chapter 5, “Setting Up Social Security Contributions,” Setting Up Sector Codes and Risk Groups, page 52.

Insurance Group Members

- Insurance Code** Select from the codes defined in the Insurance Code Table NLD page. The system displays only insurance codes that correspond to the type in the Insurance Type field.
- Insurance Number** Select the insurance number that applies to the insurance group. Each insurance code can have multiple insurance numbers. You can also define different contribution percentages for one insurance code.
- Order Number** Use this field to define the order in which insurance codes are listed on the EE Additional Insurance NLD (employee additional insurance for the Netherlands) page.

See Chapter 10, “Tracking and Reporting Employee Social Security Contributions,” Entering Payee Insurance Data, page 92.

Defining Social Security Information for Establishments

Access the Establishment Table NLD page.

Establishment Table NLD

Establishment ID: KN2002

Rotterdam division

Establishment

Find | View All

First 1 of 2 Last

*Effective Date:

16/01/2006

*Social Security Number:

021132700930101

*Social Insurance Group:

100

Standard Social Insurances

*Additional Insurance Group:

200

Standard Additional Insurances

Base Days Social Security:

Calendar

Cumulative Calculation Method:

Cumulative

Waiting Days Payment %:

70.00

Waiting Days:

2

*Continuous Payment %:

100.00

Payment % 2nd Year

70.00

Vacation Period:

23.00

Vacation Unit:

Day(s)

Reduced Work:

104.00

Reduced Work Unit:

Hour(s)

CBS Identification Code:

CBS Collective Agreement:

Establishment Table NLD page

- | | |
|-----------------------------------|---|
| Social Security Number | Enter the establishment's social security number. This is the identification number that the social security office issues for the establishment. |
| Social Insurance Group | Select the insurance group for the establishment. The system displays the insurance groups defined on the Insurance Group page that have the insurance type <i>Social</i> . |
| Additional Insurance Group | Select the additional insurance group for the establishment. The system displays the insurance groups defined on the Insurance Group page that have the insurance type <i>Additional</i> . |
| Base Days Social Security | <p>Select to define how the system calculates the number of social security days in a pay period. Options are:</p> <p><i>Calendar Days:</i> The actual number of working days in the pay period. If the Effective Date is <i>January 1, 2006</i> or later, the system sets the field to <i>Calendar</i> and makes it unavailable for entry.</p> |

Average Days: The average number of working days in a pay period. The system calculates this as follows: $\text{Average} = \text{Number of working days in a year} / \text{Number of pay periods in year (used for the monthly pay frequency)}$.

Note. The Average Days option is not valid from January 1, 2006.

Cumulative Calculation Method

Select to define how the system calculates social insurance for the establishment. Options are:

Cumulative: This method is based on a calculation starting January 1 each year. Each time you run the payroll process, the system calculates the total base for social security for the year to date, and the total contribution for the year to date. The system calculates the contribution for the payroll period as follows: $\text{Contribution for current payroll period} = \text{Total contribution} - \text{Total contribution from previous period}$. If the Effective Date is *January 1, 2006* or later, the system sets the field to *Cumulative* and makes it unavailable for entry.

Non Cumulative: This method calculates the contribution for every pay period based on the number of days in the period.

Note. The Non Cumulative option is not valid from January 1, 2006.

When you run the last payroll of the year, the system recalculates the total contribution using the *Cumulative* method and the difference is deducted or paid back to the employee.

Continuous Payment % (continuous payment percentage)

Enter the percentage of regular earnings paid to employees who are sick. Typically, the establishment's collective labor agreement defines this percentage. The system uses the earning SALARIS CONT to replace the regular earnings SALARIS or UURLOON.

Waiting Days

Enter the number of sick days before the continuous payment is paid, up to a maximum of two days.

Waiting Days %

Enter the percentage of salary paid to sick employees for the waiting days.

Payment % 2nd Year

Enter the percentage of salary paid to sick employees during the second year of disability.

Vacation Period and Vacation Unit

Enter the vacation entitlement (in days or hours) for employees in the establishment, and select *Day(s)* or *Hour(s)* in the Vacation Unit field.

Reduced Period and Reduced Work Unit

Enter the reduced period (in days or hours) to which employees are entitled, and select *Day(s)* or *Hour(s)* in the Reduced Work Unit field.

CBS Identification Code (Central Bureau of Statistics identification code) and CBS Agreement (Central Bureau of Statistics agreement)

Enter the identification code and the agreement code for the establishment provided by the CBS. These fields are used for the CBS Statistics Interface.

See Also

Chapter 12, "Updating Absences," page 127

Chapter 4, "Defining Earnings," Understanding Earnings for the Netherlands, page 29

CHAPTER 6

Defining Absence Rules

This chapter provides overviews of absence setup and delivered elements, and discusses how to:

- Define absence takes in the Netherlands.
- Define absence data for establishments.

Note. An overview of Dutch absence types and how to update absences in the Netherlands is discussed later in this PeopleBook.

See Also

Chapter 12, “Updating Absences,” page 127

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

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

Understanding Absence Setup

You define much of the absence setup in the core Global Payroll application, which is discussed in a separate PeopleBook. This section provides an overview of the absence setup steps defined in the core application.

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

This section discusses:

- Definition of work schedules and assignment to employees.
- Definition of absence types and reasons.
- Definition of absence entitlement elements.
- Definition of absence take elements.
- Addition of absence elements to eligibility groups and process lists.

Definition of Work Schedules and Assignment to Employees

Work schedules specify the hours and days of the week that employees are scheduled to work. In the Netherlands, the definition of work schedules depends on social security. Social security information is important to the absence process because it enables the system to determine whether a reported absence occurred during a scheduled work time or not. Companies usually pay absences during scheduled work periods unless the absences are unpaid or the employee has waiting days.

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, “Using Schedules”.

Definition of Absence Types and Reasons

Absence types are the categories of absences that the system tracks, such as illness, vacation, and leave. Within each absence type, you can create a set of absence reasons that further classify absences. For example, if you create an absence type called Illness, you might set up absence reasons such as cold, flu, and stress. You define absence types and reasons on the Absence Types page.

Global Payroll for the Netherlands delivers the following absence types:

- Leave
- Unpaid leave
- Sickness
- Maternity
- Disability

For the Sickness absence type, Global Payroll for the Netherlands delivers the following absence reasons:

- Industrial accident.
- Traffic accident.
- Other accident.
- Private reasons.
- Work situation.
- Unknown.
- Pregnancy related.
- Known by management.
- Known by company doctor.
- Sport related.

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, “Defining Absence Elements,” Defining Absence Types and Reasons.

Definition of Absence Entitlement Elements

Absence entitlement elements specify the amount of paid time off that a company gives employees for various kinds of absences. They also specify the entitlement period, the calculation frequency, and any automatic adjustments that the system makes to entitlement balances. For example, you might set up a Vacation entitlement element that gives employees 25 days of paid vacation each year. Entitlements can be granted for each absence or at the frequency that you specify. You define absence entitlements in the Absence Entitlements component (GP_ABS_ENTL) .

Global Payroll for the Netherlands delivers absence entitlements for vacation and reduced hours (*ADV*), as well as absence entitlements for special leave as defined in the law *Zorg en Arbeid*.

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

Definition of Absence Take Elements

Absence take elements specify the rules for allowing paid time off. They define which kinds of absences are valid and the requirements that must be met before an entitlement can be used. You link each take element to an absence take and to one or more entitlement elements so that the system can calculate the number of paid and unpaid units and update the entitlement balances. You also link each take element to one or more earnings and deduction elements. You define absence takes in the Absence Take component (GP_ABS_TAKE).

In the Netherlands, companies can determine whether the employer or the employee makes the claim to the Social Security agency for the costs of a leave. You can define this information on the Absence Takes page.

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

See [Chapter 6, “Defining Absence Rules,” Defining Absence Takes in the Netherlands, page 65.](#)

Addition of Absence Elements to Eligibility Groups and Process Lists

After you set up absence entitlement and absence take elements, follow the same steps that you follow after you define earning and deduction elements:

1. Add the absence elements to the appropriate element groups.

You use element groups to assign elements to employees.

2. Add the absence elements to one or more absence process lists.

Process lists specify which elements the system resolves during absence processing and the order in which it resolves them. You can create one process list for entitlement elements and another one for take elements, or you can combine the two, depending on your needs.

Note. This step does not apply when an entitlement is granted for each absence rather than at a regular frequency, such as monthly or annually.

In Global Payroll for the Netherlands, all absence elements in the element group AFW EG (Absences) are included in the eligibility groups. The absence elements are also added to the section AFW SE PROCESS and included in the process list AFW PR (Absence Process NLD), preceded by a section AFW SE INIT for process initialization.

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, “Defining Absence Elements,” Preparing Absence Elements for Use.

After you define absence elements, you need to manage absence events on an ongoing basis. The steps for managing absence events are discussed later.

See [Chapter 12, “Updating Absences,” Managing Absence Events, page 140.](#)

Understanding Delivered Elements

This section discusses:

- Delivered absence earnings.
- Process lists and sections.

- Viewing delivered elements.

Delivered Absence Earnings

The lists table lists the absence earnings delivered with Global Payroll for the Netherlands:

Name/Description	Unit	Rate	Base	%	Amount
ZWANGER VL Maternity	N/A	N/A	N/A	N/A	Payee level
TIJD VO TIJD Time for time	Payee level	VER VR UUR TRF	N/A	N/A	N/A
VAKANTIE DGN Paid out vacation days	Payee level	ALG VR DGN TRF	N/A	N/A	N/A
OUDERSCHP VL Paid parental leave	OUDERSCHAPSV_ EENH	Payee level	N/A	N/A	N/A
OUDERSCHAPSV Parental leave units	Payee level	SOC VR NUM 0	N/A	N/A	N/A
KORT ZORG VL Short term leave	N/A	N/A	N/A	N/A	Payee level
ADOPTIE VL Adoption leave	N/A	N/A	N/A	N/A	Payee level
WAO UITKERNG Disablement allowance	N/A	N/A	N/A	N/A	AFW VR WAO AMT
WAO SUPLETIE Disablement supplement	N/A	N/A	N/A	N/A	Payee level
ZWANGER ZKT Illness due to maternity	N/A	N/A	N/A	N/A	Payee level
SALARIS CONT Continuous payment	Payee level	ALG VR DGN TRF	N/A	Payee level	N/A

Process Lists and Sections

The following table lists the absence process list delivered with Global Payroll for the Netherlands:

Process List	Description
AFW PR	Absence process

The following table lists the absence sections delivered with Global Payroll for the Netherlands:

Section	Description
AFW SE INIT	Absence initialization
AFW SE PROCESS	Absence calculation
AFW SE DAGEN	Accumulators initialization

Viewing Delivered Elements

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

See Also

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

Defining Absence Takes in the Netherlands

To define absence takes, use the Absence Takes NLD component (GPNL_ABS_TAKE). This section discusses how to define absence takes.

Page Used to Define Absence Takes in the Netherlands

Page Name	Object Name	Navigation	Usage
Absence Takes	GPNL_ABS_TAKE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Takes NLD, Absence Takes	Specify whether the Social Security agency pays claims to the employer or the employee during an employee's leave.

Defining Absence Takes

Access the Absence Takes page.

Absence Takes

Element Name: VAKANTIE

Description: Vacations

Element Owner: PS Non-Mnt

Definition

Find | View All First 1 of 1 Last

*Effective Date: 21/06/2006

*Status: Active

☐ Absence Costs Claimed

Costs Can be Paid By:

Absence Type

Absence Takes page

Absence Costs Claimed	Select if the absence cost can be claimed from the Social Security agency.
Costs Can be Paid By	Select to specify who can claim the costs of the absence. Values are <i>Employee</i> and <i>Employer</i> . If an employee takes leave that is specified as paid by the Social Security agency, companies can either pay the employee directly or have the Social Security agency pay the employee. If the company pays the employee directly, then select <i>Employer</i> here and claim the social security costs. If the company decides to have the Social Security agency pay the employee, then select <i>Employee</i> here and the employee can claim the social security.
Absence Type	Select the absence type for the absence take. The absence type is used in several Dutch absence reports. Define absence types on the Absence Types page in PeopleSoft Enterprise Human Resources Monitor Absence business process.

See Also

[Chapter 4, “Defining Earnings,” Disability Allowances, page 34](#)

Defining Absence Data for Establishments

To define absence information for establishments, use the Establishment Table NLD component (GPNL_ESTAB_TBL). This section discusses how to set up absence data for establishments.

Page Used to Define Absence Data for Establishments

Page Name	Object Name	Navigation	Usage
Establishment Table NLD	GPNL_ESTAB_TBL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Establishment Table NLD	Define the social security and absence information for each establishment in your organization. Note. You must define establishments on the Establishment Table before you can use the Establishment Table NLD page.

Setting Up Absence Data for Establishments

With Global Payroll for the Netherlands, you can define the default number of vacation days and reduced hours entitlements for an establishment. You define these on the Establishment Table NLD page, which is discussed in a previous chapter in this PeopleBook.

See [Chapter 5, “Setting Up Social Security Contributions,” Defining Social Security Information for Establishments, page 59](#).

At the establishment level, you can record the following information:

- The number of waiting days (decreased payment) with a maximum of two days.
- The percentage of continuous payment for waiting days (no minimum or maximum necessary).
- Continuous payment during the first year of disability.
- The percentage of continuous payment during the second year of disability.
- The entitlement for vacation days.
- The entitlement for reduced hours.

Note. On the Define Payee Data page, you can override the absence-related data recorded on the Establishment Table NLD page for an employee.

See Also

[Chapter 12, “Updating Absences,” Defining Payee Data, page 138](#)

CHAPTER 7

Defining Payslips

This chapter provides an overview of payslip definition and discusses how to define payslips in the Netherlands.

See Also

Chapter 13, “Generating Payslips,” page 155

Understanding Payslip Definition

In the Netherlands, employers have to provide their employees with a payslip that contains income information for each pay period. There are some minimum statutory requirements about the information to be included on payslips, but most employers provide more than the minimum requirements. With Global Payroll for the Netherlands, you have the flexibility to create your own payslip layout, format, and information, according to your company's needs.

To define payslips use the Templates NLD component (GPNL_PAYSLIP):

1. Select the pay groups that share the same template on the Payslip Setup page.
2. Select the fields from the Job Data record, such as BUSINESS_UNIT, or LOCATION to determine the processing order of the employees on the Sort Keys page. You can sort elements in ascending or descending order.
3. Select the earnings and deductions that you want included on the payslip, as well as the layout of the payslip on the Earnings and Deductions page.
4. Select the year-to-date accumulators you want included on the payslip on the Accumulators page.

Defining Payslips

This section lists the common elements used in this section and discusses how to:

- Set up payslips.
- Define sort keys.
- Define earnings and deductions on the payslip.
- Define accumulators on the payslip.

Common Elements Used in this Section

Payslip ID	The system automatically displays the payslip ID that you create or enter to access this page.
Element Print Order	Enter the order in which you want the elements to appear on the payslip.
Element Type	Specify whether the element is an <i>Earning</i> , <i>Deduction</i> , or <i>Accumulator</i> .
Element Name	Select the element that you want to appear on the payslip. For example, if you select the Element Type <i>Earning</i> , the system displays a list of the earnings that are defined in your system.

Pages Used to Define Payslips

Page Name	Object Name	Navigation	Usage
Payslip Setup	GPNL_PSLIP_GRP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates NLD, Payslip Setup	Create a new payslip for the pay groups that you select.
Sort Keys	GPNL_PSLIP_SORTKEY	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates NLD, Sort Keys	Enter the JOB field by which you want to sort the payslip. For example, you can sort by BUSINESS_UNIT or LOCATION. Sort in ascending or descending order.
Earnings and Deductions	GPNL_PSLIP_LINES	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates NLD, Earnings and Deductions	Select the earnings and deduction elements that you want to display on the payslip, as well as the layout of the payslip itself.
Accumulators	GPNL_PSLIP_ACUM	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates NLD, Accumulators	Select the year-to-date accumulators you want to display on the payslip.

Setting Up Payslips

Access the Payslip Setup page.

Payslip Setup | Sort Keys | Earnings and Deductions | Accumulators

Payslip ID: GN301

Description: Default Payslip Template

Payslip / Pay Groups		Customize	Find	View All	First	1-3 of 13	Last
	Pay Group	Description					
1	GNPGMEN101	Pay Group GNPGMEN101					
2	GNPGMEN102	Pay Group GNPGMEN102					
3	GNPGMEN103	Pay Group GNPGMEN103					

Payslip Setup page

Pay Group Select the pay group for which you will create payslips based on this template.

Defining Sort Keys

Access the Sort Keys page.

Payslip Setup | **Sort Keys** | Earnings and Deductions | Accumulators

Payslip ID: GN301 **Description:** Default Payslip Template

Sort Key Definition	
Field Name: COMPANY	A/D: ASC
Field Name: EMPLID	A/D: ASC
Field Name:	A/D:
Field Name:	A/D:
Field Name:	A/D:

Sort Keys page

Field Name Select the fields by which you want to sort the payslips. These fields come from the JOB record in PeopleSoft Human Resources.

A/D (ascending/descending) Indicate whether you want to sort the elements in *ASC* (ascending) or *DESC* (descending) order.

Defining Earnings and Deductions on the Payslip

Access the Earnings and Deductions page. Select the Elements tab.

Note. You can select any earning, deduction, or accumulator to be shown in the body of the payslip.

Payslip Setup
Sort Keys
Earnings and Deductions
Accumulators

Payslip ID: GN301 Default Payslip Template

Payslip Body
Customize | Find | View All |
First 1-10 of 77 Last

Elements
Description
Retro
Spaces
Print Options
Print Components

	Element Print Order	Element Type	Element Name		
1	10.00	Earnings ▼	SALARIS		
2	20.00	Earnings ▼	UURLOON		
3	30.00	Earnings ▼	SALARIS CONT		
4	31.00	Earnings ▼	WAO UITKERNG		
5	32.00	Earnings ▼	WAO SUPLETIE		
6	40.00	Earnings ▼	PENSIOEN		
7	50.00	Deduction ▼	SPAARLOON		
8	60.00	Earnings ▼	LEVENS L BIJD		
9	76.00	Earnings ▼	REISKOSTEN B		
10	78.00	Earnings ▼	BRUTOLOON		

Earnings and Deductions page: Elements tab

Description

Select the Description tab.

[Payslip Setup](#)
[Sort Keys](#)
[Earnings and Deductions](#)
[Accumulators](#)

Payslip ID: GN301 Default Payslip Template

Payslip Body
[Customize](#) | [Find](#) | [View All](#) |
First 1-10 of 77 Last

Elements	Description	Retro	Spaces	Print Options	Print Components
Element Print Order	Element Name	Take description from	Description		
1 10.00	SALARIS	Element	Salary	+	-
2 20.00	UURLOON	Element	Hourly Salary	+	-
3 30.00	SALARIS CONT	Element	Continues Payment	+	-
4 31.00	WAO UITKERNG	Element	Disablement Allowance	+	-
5 32.00	WAO SUPLETIE	Element	Disablement Suplement	+	-
6 40.00	PENSIOEN	Element	Pension Payment	+	-
7 50.00	SPAARLOON	Element	Save as you earn	+	-
8 60.00	LEVENSLEBIJ	Element	Life Cycle Contribution	+	-
9 76.00	REISKOSTEN B	Element	Commuting Allowance	+	-
10 78.00	BRUTOLOON	Element	Gross Salary	+	-

Earnings and Deductions page: Description tab

Retro

Select the Retro tab.

Payslip Setup
Sort Keys
Earnings and Deductions
Accumulators

Payslip ID: GN301 Default Payslip Template

Payslip Body
Customize | Find | View All | First 1-10 of 77 Last

Elements	Description	Retro	Spaces	Print Options	Print Components
Element Print Order	Element Name	Retro Type			
1 10.00	SALARIS	Current and Deltas		+	-
2 20.00	UURLOON	Current and Deltas		+	-
3 30.00	SALARIS CONT	Current and Deltas		+	-
4 31.00	WAO UITKERNG	Current and Deltas		+	-
5 32.00	WAO SUPLETIE	Current and Deltas		+	-
6 40.00	PENSIOEN	Current and Deltas		+	-
7 50.00	SPAARLOON	Current and Adjustment		+	-
8 60.00	LEVENS L BIJD	Current and Adjustment		+	-
9 76.00	REISKOSTEN B	Current and Adjustment		+	-
10 78.00	BRUTOLOON	Current and Adjustment		+	-

Earnings and Deductions page: Retro tab

Retro Type

Indicate how retro results will be printed on the payslip. For example, let's say that an employee has a monthly gross salary of 5500 EUR but in the months of January and February, the gross salary was incorrectly calculated as 5000 EUR. In the March payroll, this mistake is corrected, resulting in a recalculated result and a retro pay of 1000 EUR. If you select:

Current and Adjustment: Both the current results and the adjusted results appear on separate lines. The adjusted result appears as a single total amount. In our example, there will be one line showing the current amount of 5500 EUR for the month of March, and another line showing the recalculated amount of 1000 EUR (500 EUR each for January and February.)

Current and Deltas: Both the current results and the adjusted results appear on separate lines. The adjusted results are further broken down by pay period. In our example, there will be one line showing the current amount of 5500 EUR for the month of March, another line showing the recalculated amount of 500 EUR for January, and a third line showing the recalculated amount of 500 EUR for February.

One Line: Both the current results and the recalculated results appear as a single combined amount on the same line. In our example, there will be one line showing the current and adjusted amount of 6500 EUR for the month of March.

Spaces

Select the Spaces tab.

Payslip Setup
Sort Keys
Earnings and Deductions
Accumulators

Payslip ID: GN301 Default Payslip Template

Payslip Body
Customize | Find | View All |
First 1-10 of 77 Last

Elements
Description
Retro
Spaces
Print Options
Print Components

	Element Print Order	Element Name	Lines Before	Lines After	Separator		
1	10.00	SALARIS	0	0	☐	+	-
2	20.00	UURLOON	0	0	☐	+	-
3	30.00	SALARIS CONT	0	0	☐	+	-
4	31.00	WAO UITKERNG	0	0	☐	+	-
5	32.00	WAO SUPLETIE	0	0	☐	+	-
6	40.00	PENSIOEN	0	0	☐	+	-
7	50.00	SPAARLOON	0	0	☐	+	-
8	60.00	LEVENSLEBIJD	0	0	☐	+	-
9	76.00	REISKOSTEN B	0	0	☐	+	-
10	78.00	BRUTOLOON	0	0	☐	+	-

Earnings and Deductions page: Spaces tab

Lines Before

Enter the number of empty lines you want to appear on the payslip before this element.

Lines After

Enter the number of empty lines you want to appear on the payslip after this element.

Separator

Select if you want to print a line between the earnings and deductions and the accumulators for those earnings and deductions.

Print Options

Select the Print Options tab.

Payslip Setup

Sort Keys

Earnings and Deductions

Accumulators

Payslip ID: GN301 Default Payslip Template

Payslip Body

Customize | Find | View All |

First 1-10 of 77 Last

Elements	Description	Retro	Spaces	Print Options		Print Components		
Element Print Order	Element Name	Regular	Non Regular	Regular and Total	Non Regular and Total	Total		
1 10.00	SALARIS	☐	☐	☒	☐	☐	☐	☐
2 20.00	UURLOON	☐	☐	☒	☐	☐	☐	☐
3 30.00	SALARIS CONT	☐	☐	☒	☐	☐	☐	☐
4 31.00	WAO UITKERNG	☐	☐	☒	☐	☐	☐	☐
5 32.00	WAO SUPLETIE	☐	☐	☒	☐	☐	☐	☐
6 40.00	PENSIOEN	☐	☐	☒	☐	☐	☐	☐
7 50.00	SPAARLOON	☐	☐	☒	☐	☐	☐	☐
8 60.00	LEVENSL BIJD	☒	☐	☐	☐	☐	☐	☐
9 76.00	REISKOSTEN B	☐	☐	☒	☐	☐	☐	☐
10 78.00	BRUTOLOON	☐	☐	☒	☐	☐	☐	☐

Earnings and Deductions page: Print Options tab

Regular, Non Regular, Regular and Total, Non Regular and Total, and Total

Select these check boxes to define the details of the information to be printed on the payslip. You can indicate whether you want to have the earning or deduction printed in the column for regular and non-regular payments, or for regular and non-regular totals. Use these check boxes to indicate in which column(s) the resulted amount of the elements are printed.

Note. In the Netherlands, it is possible to print non-regular payments such as the holiday allowance and the 13th month allowance on a separate payslip. You can specify whether these allowances are processed in a separate pay run or a regular pay run during setup. Information on how to set up the holiday allowance and the 13th month allowance is discussed earlier in this PeopleBook.

See [Chapter 4, "Defining Earnings," Defining Allowances, page 42](#).

Print Components

Access the Print Components tab.

Payslip ID: GN301 Default Payslip Template

Payslip Body Customize | Find | View All | First 1-10 of 77 Last

Elements	Description	Retro	Spaces	Print Options	Print Components	
Element Print Order	Element Name	Base	Percentage	Rate	Unit	
1 10.00	SALARIS	☐	☐	☐	☐	+ -
2 20.00	UURLOON	☐	☐	☒	☒	+ -
3 30.00	SALARIS CONT	☐	☒	☒	☒	+ -
4 31.00	WAO UITKERNG	☐	☐	☐	☐	+ -
5 32.00	WAO SUPLETIE	☐	☐	☐	☐	+ -
6 40.00	PENSIOEN	☐	☐	☐	☐	+ -
7 50.00	SPAARLOON	☐	☐	☐	☐	+ -
8 60.00	LEVENSL BIJD	☐	☐	☐	☐	+ -
9 76.00	REISKOSTEN B	☐	☐	☒	☒	+ -
10 78.00	BRUTOLOON	☒	☐	☐	☐	+ -

Earnings and Deductions page: Print Components tab

Base, Percentage, Rate, and Unit

Select these check boxes to indicate which components need to be printed on the resulted amount.

Defining Accumulators on the Payslip

Access the Accumulators page. Select the Elements tab.

Payslip ID: GN301 Default Payslip Template

Accumulators Customize | Find | View All | First 1-4 of 18 Last

Elements	Description
Element Print Order	Element Name
1 1.00	BEL AC JAARL JTHB
2 2.00	BEL AC TOT JTHB
3 3.00	SOC AC CUM SV DGN
4 4.00	AFW AC CUM CLNDR D

Accumulators page: Elements tab

Select accumulators to be printed at the bottom of the payslip, with a maximum of eighteen accumulators, printed in three columns. This can be used for year-to-date accumulators, or to print the total tax base, tax deduction, or social security days.

Description

Select the Description tab.

Payslip Setup Sort Keys Earnings and Deductions **Accumulators**

Payslip ID: GN301 Default Payslip Template

Payslip Totals						Customize Find View All 		First	1-4 of 18	Last
Elements		Description								
	Element Print Order	Element Name	Take description from	Description						
1	1.00	BEL AC JAARL JTHB	Element	Year Income			+	-		
2	2.00	BEL AC TOT JTHB	Element	Yearly Salary Taxes			+	-		
3	3.00	SOC AC CUM SV DGN	User Text	Worked Days			+	-		
4	4.00	AFW AC CUM CLNDR D	Element	Cumulative Calendar Days			+	-		

Accumulators page: Description tab

Take description from

Select the element description that appears on the payslip. Select *Element* to use the existing element description that was defined when the element was created or *User Text* to create your own description.

Description

Displays the existing element description. If you select *User Text* in the Take description from field, you can override the description. If you select *Element* in the Take description from field, you cannot edit the description.

CHAPTER 8

Setting Up Banking

This chapter provides an overview of banking setup and discusses how to set up banking.

Understanding Banking Setup

To use the banking feature that Global Payroll for the Netherlands offers, you first need to enter standard banking-related information in the Global Payroll core application. You can then run the core banking process. To continue with the processing in Global Payroll for the Netherlands, however, you have to set up additional information for the system to use when creating the Instruction letter for business payments and the electronic fund transfer file (EFT) CLIEOP-03.

Note. Global Payroll for the Netherlands delivers the bank information for the 'Bank Giro Centrale' as system data under data Bank ID 'BGC'.

After you have set up additional banking information for the Netherlands, you can run banking processes. Banking processes for the Netherlands are discussed later in this PeopleBook.

Setting Up Alternative Giro Accounts for Pay Entities

Source banks accounts for pay entities are defined on the Pay Entity — Source Bank Link page. However, for the Netherlands you can specify an alternative giro account for each source bank account. The giro accounts are used for payments made to other giro accounts only; payments to other types of accounts are deducted from the normal source bank account. Typically organizations have both bank and giro accounts because transfers between a bank account and a giro account are slower than transfers between accounts of the same type.

Use the Pay Entity Details page for the Netherlands to define the alternative giro accounts for pay entities.

Note. Setting up alternative giro accounts is optional.

To illustrate how the alternative giro accounts work, consider a pay entity with source bank accounts defined at the company level (on the Pay Entity — Source Bank Link page) as follows:

Company ID	Source Bank ID
KN01	AB01
KN02	AB02

On the Pay Entity Details NLD page, these alternative giro accounts are defined for the pay entity:

Source Bank ID	Alternative Source Bank ID (giro accounts)
AB01	GI01
AB02	GI02

The banking processes use the information on the Specify Net Pay Election page to determine how employees are paid. For this example, suppose that there are four employees whose net pay is transferred to the following accounts:

Company ID	Employee ID	Account ID
KN01	KN0010	AC001 (giro account)
KN01	KN0020	AC002 (current account)
KN02	KN0030	AC003 (current account)
KN02	KN0040	AC004 (giro account)

When you run the core banking process, the payments are linked to bank accounts defined on the Pay Entity — Source Bank Link page:

Employee ID	Payment from Source Bank ID
KN0010	AB01
KN0020	AB01
KN0030	AB02
KN0040	AB02

However, when you run the Dutch Payment Preparation process (GPNL_PAYMENT), this process overrides the source bank account for the pay entity for payments into giro accounts as follows:

Employee ID	Payment from Source Bank ID
KN0010	GI01
KN0020	AB01
KN0030	AB02
KN0040	GI02

See Also

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

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

Chapter 14, “Running Banking Processes,” page 161

Setting Up Banking

All the additional information required by the system is at the pay entity level. To define banking information for pay entities, use the Pay Entities NLD component (GPNL_PYENT). This section discusses how to enter additional pay entity information for the banking process.

Prerequisites

Before you can define banking information for pay entities, set up the pay entities using the Pay Entity component (GP_PYENT).

See Also

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

Page Used to Set Up Banking for the Netherlands

Page Name	Object Name	Navigation	Usage
Pay Entity Details	GPNL_PYENT_DTL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities NLD, Pay Entity Details	Enter additional pay entity-level information for the system to include in the Instruction letter business payments and the EFT CLIEOP-03 file. You also use this page to define alternative giro accounts for the pay entity.

Entering Additional Pay Entity Information for the Banking Process

Access the Pay Entity Details page.

Pay Entity Details

Pay Entity: G1PEC G1PEC used for GP US

Payment & Detail Find | View All First 1 of 1 Last

Effective Date: 11/01/2006 + -

Contact Name:

File Directory:

File Name:

Last Extension:

Batch Medium:

Alternative Giro Banks Customize | Find | View All | First 1 of 1 Last

	Source Bank ID	Description	Alternative Source Bank ID	Description	
1					+ -

Pay Entity Details page

Contact Name

Enter the employee ID of the person in your organization responsible for making the payment to the bank. It is optional to have the contact person's name appear on the Instruction letter business payment. If used on the letter, the contact person's department and business telephone number can be included on the letter.

File Directory

This is where the payment file is placed in the system.

File Name

This is the basic name for the file. During the payment process, the system adds an extension so that the files in the directory are not overwritten. For example, if you set the filename to CLIEOP03 on this page, the system names each payment file CLIEOP03.01, CLIEOP03.02, and so forth.

Last Extension

Displays the number of executions of the banking process. The system initializes this field automatically.

Batch Medium

Select from *Cartridge*, *Datacom*, *Diskette*, or *Tape*.

Alternative Giro Banks

Use this scroll area to define giro bank accounts that are used to make payments to other giro accounts. When you run the Dutch Payment Preparation process, the process uses the bank account in the Alternative Source Bank ID field if the payment is transferring to a bank account of type *Giro Account*.

Source Bank ID

Select a source bank from the list of source bank IDs that are defined for the pay entity on the Pay Entity - Source Bank Link page.

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Defining Banking Instructions," Linking Source Banks to Pay Entities.

Alternative Source Bank ID

Select the source bank account to use for payments to giro accounts. Ensure that you select an account of type *Giro Account*. If this field is left blank, all payments are made from the accounts specified in the Source Bank ID field.

CHAPTER 9

Understanding Deductions

This chapter discusses:

- Deductions in the Netherlands.
- Delivered deduction elements.

Deductions in the Netherlands

This section discusses:

- Savings plans.
- Company cars.
- Union contributions.
- Loans, salary advances, and garnishments.

Note. All of these deductions are set up in the Deduction component (GP_DEDUCTION) in Global Payroll. Setting up the Deduction component is discussed in *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*.

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

In addition to these deductions, social security premiums and taxes are also deducted from an employee’s earnings.

See Also

Chapter 10, “Tracking and Reporting Employee Social Security Contributions,” page 89

Chapter 11, “Withholding and Reporting Taxes,” page 99

Savings Plans

In the Netherlands, employees can contribute to one of these savings plans:

- Save-as-you-earn (*Spaarloonregeling*) savings plans.

There is a maximum contribution amount per year that changes every year. For 2006, the maximum is 613 EUR.

- Life Cycle (*Levensloopregeling*) savings plans.

Life cycle savings enable employees to create a fund that they use, for example, during parental leave, or unpaid leave, or for an early retirement.

Employees can contribute to one type of savings plan only during one fiscal year. In many companies, an employee can have the contribution deducted every pay period or once a year. For example, an employee can designate that the holiday allowance or 13th month allowance go into a savings plan.

The setup of the deductions is based on amount values that you can enter at the payee level with positive input or recurring deduction assignments. Save-as-you-earn savings are deducted from the gross base.

Note. You can use the deduction recipient feature in Global Payroll to direct the deduction to the appropriate bank account. Setting up and assigning deduction recipients is discussed in the banking chapter of *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*.

Global Payroll for the Netherlands delivers a separate deduction element for each type of savings plan. For each savings plan, there is also a delivered accumulator, which the system uses to keep track of year-to-date savings plan balances. Delivered deduction elements and accumulators are listed later in this chapter.

Note. Global Payroll for the Netherlands also delivers deductions for the premium savings (*Premierspaarregeling*) and profit-sharing (*Winstdeling regeling*) plans that were abolished as of January 1, 2003.

See Also

Chapter 11, “Withholding and Reporting Taxes,” page 99

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

Company Cars

Often companies offer their employees, such as salespeople and consultants, the use of a company car. From January 1, 2006 the private use of a company car is a taxable benefit.

Global Payroll for the Netherlands provides a company car deduction, INHD AUTO, to track the amount deducted for the private use of a company car. The deduction is taken from the employee’s net income. This deduction should be accompanied by the earning LEASE BEDRAG that tracks the amount added to employees’ earnings for private use of a company car

Use the Travel Data field on the Employee Tax Data page to indicate that an employee has a company car.

Review the INHD AUTO deduction and modify it or create a new deduction to suit your organizational requirements.

See Also

Chapter 9, “Understanding Deductions,” Delivered Deduction Elements, page 85

Chapter 4, “Defining Earnings,” Company Cars, page 35

Union Contributions

Some Dutch companies deduct union contributions from an employee’s salary. Typically, a flat amount is deducted and transmitted to the union’s bank account.

Global Payroll delivers union contributions as a flat amount, which you can override at the payee level—either as a one-time deduction or a recurring deduction. The deduction is taken from an employee’s net income. When you set up the deduction, you can specify the recipient. For the union contribution, you can use the Deduction Recipient page in the Deduction component (GP_DEDUCTION) to direct the deduction for each payee to the same recipient.

Global Payroll for the Netherlands delivers a deduction element for union contributions.

See Also

[Chapter 9, “Understanding Deductions,” Delivered Deduction Elements, page 85](#)

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

Loans, Salary Advances, and Garnishments

Global Payroll for the Netherlands handles repayment for loans, salary advances, and garnishments in a similar way.

You enter all three types of deductions as fixed amounts. You can either enter a one-time deduction or a recurring deduction at the payee level. All three deductions are taken from an employee’s net income, after tax and social security calculations.

For garnishments, you can use the deduction recipient feature to direct the deduction to the appropriate recipient.

Global Payroll for the Netherlands delivers deduction elements for loans, salary advances, and garnishments.

See Also

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

[Chapter 9, “Understanding Deductions,” Delivered Deduction Elements, page 85](#)

Delivered Deduction Elements

This section discusses:

- Delivered deductions.
- Delivered deduction accumulators.
- Process lists and sections.
- Viewing delivered elements.

Delivered Deductions

This table lists the delivered deduction elements for the Netherlands:

Name/Description	Unit	Rate	Base	%	Amount
INHDAUTO Company car	N/A	N/A	Payee level	10	N/A
INHDKV Private health insurance	N/A	N/A	N/A	N/A	Payee level

Name/Description	Unit	Rate	Base	%	Amount
PREMIE SPAAR Premium savings	N/A	N/A	N/A	N/A	Payee level
SPAARLOON Save-as-you-earn savings	N/A	N/A	N/A	N/A	Payee level
LEVENSL OOP Life cycle savings	N/A	N/A	ALG AC VERGOEDBR S	Payee level	N/A
LEVENSL BEDR Life cycle savings (total contributions in period)	N/A	N/A	N/A	N/A	VER AC LEVENSL STHB
LEVENSL KORT Life cycle tax reduction	N/A	N/A	N/A	N/A	Payee level
WINSTDELING Profit-sharing savings	N/A	N/A	N/A	N/A	Payee level
INHD LENING Loans	N/A	N/A	N/A	N/A	Payee level
LOONBESLAG Garnishment	N/A	N/A	N/A	N/A	Payee level
VOORSCHOT Salary advance	N/A	N/A	N/A	N/A	Payee level
INHD VAKBOND Union contribution	N/A	N/A	N/A	N/A	2.75 EUR

Note. The WINSTDELING (Profit-sharing savings) and PREMIE SPAAR (Premium savings) deductions are no longer used because these saving plans were abolished on January 1, 2003. As of January 1, 2006, the INHD ZKV (private health insurance) deduction was replaced by the INHD ZVW deduction that tracks employee contributions to ZVW health insurance.

See Also

Chapter 5, “Setting Up Social Security Contributions,” *Delivered Social Security Deductions*, page 49

Chapter 10, “Tracking and Reporting Employee Social Security Contributions,” *Social Insurance*, page 90

Delivered Deduction Accumulators

This table lists the delivered accumulators that are used with each type of savings plan:

Deduction	Accumulator
Premium savings	VER AC PREMIERSPAAR
Save-as-you-earn savings	VER AC SPAARLOON
Life cycle savings	VER AC LEVENS STHB
Profit-sharing savings	VER AC WINSTDELING
Net deductions	ALG AC INHOUDING S Note. Each net deduction is added to the accumulator ALG AC INHOUDING S in order to be subtracted from the net results. Those deductions that affect either taxes or social security contributions are directly subtracted from the bases for calculation, such as BEL AC BSREG STHB and SOC AC LOON TAB. See Chapter 4, “Defining Earnings.” Delivered Earnings Accumulators, page 40.

Process Lists and Sections

This table lists the main process list that the system uses to calculate deduction elements in the Netherlands:

Process List	Description
SALARIS PR	Payroll

This table lists the main sections that the system uses to calculate deduction elements in the Netherlands:

Section	Description
VER SE INHOUDING	Net deductions calculation
VER SE INHOUDNG BR	Gross deductions calculation

Viewing Delivered Elements

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

See Also

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

CHAPTER 10

Tracking and Reporting Employee Social Security Contributions

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

- Enter payee insurance data.
- Report social security contributions.

Note. Before you can track social security contributions, you must set up those contributions. Setting up social security contributions is discussed in a previous chapter in this PeopleBook.

See Also

Chapter 5, “Setting Up Social Security Contributions,” page 49

Understanding Social Security Contributions

This section lists common elements and discusses:

- Types of social security insurance.
- Social insurance.
- Additional insurance.
- Delivered social security deductions.
- Viewing delivered elements.

Common Elements Used in This Chapter

Franchise	Earnings that are exempt from social security contributions. Usually, you determine the franchise amount as a daily amount and deduct it from employees’ daily earnings before calculating their social security contribution.
WAO	WAO (<i>Wet op de arbeidsongeschiktheidsverzekering</i>) is insurance for disability benefits. This type of insurance has been replaced by WIA from January 1, 2006.
WIA	WIA (<i>Wet Werk en Inkomen naar Arbeidsvermogen</i>) is insurance for disability benefits. It replaced the WAO insurance as of January 1, 2006. However, Global Payroll for the Netherlands continues to use the term WAO in field names because the contribution method has not changed.

WW	WW (<i>Wet op de arbeidsongeschiktheidsverzekering</i>) is unemployment insurance.
ZW	ZW (<i>Ziektewet</i>) is insurance for sickness benefits.
ZFW	ZFW (<i>Ziekenfondswet</i>) is the health insurance that was in use before January 1, 2006. It has been superseded by ZVW and should not be used in processing payroll from this date.
ZVW	ZVW (<i>Zorgverzekeringswet</i>) is the new health insurance that came into effect January 1, 2006.

Types of Social Security Insurance

In the Netherlands, social security insurance falls into two groups:

- Employee insurance (*Werknemersverzekeringen*).
This insurance applies to employed people only. There are two types of employee insurance:
 - Social insurance (*Sociale Verzekeringen*).
This insurance is mandatory for all employees. Legislation governs the contributions made by employers and employees.
 - Additional insurance (*Aanvullende Verzekeringen*).
This insurance depends on the employer's industry, and it varies from company to company. For some types of additional insurance, the company's collective labor agreement determines the contributions.
- National insurance (*Volksverzekeringen*).
This insurance applies to all residents of the Netherlands. The government pays this insurance from salary and income tax and does not impact payroll. Some forms of additional insurance are based on the national insurance.

Global Payroll for the Netherlands calculates employee and employer contributions for social insurance and additional insurance only.

Social Insurance

Social insurance contributions are determined by the following social insurance legislation:

- Sickness Benefits Act (*Ziektewet*).
Collective labor agreements usually define the sickness benefits that employers pay. The social security agency pays some sickness benefits, such as maternity leave. There are no employee or employer contributions for this act.
In Global Payroll for the Netherlands, you use the Establishment Table NLD page to define the percentage of normal salary paid to sick employees. This PeopleBook provides detailed information about absences.
See [Chapter 6, "Defining Absence Rules," page 61](#).
See [Chapter 12, "Updating Absences," page 127](#).
- WIA Act (*Wet Werk en Inkomen naar Arbeidsvermogen*)

Employees who are sick for more than 2 years can receive disability benefits. The employer pays the contribution for this insurance, and it is based on two percentages. One is a fixed percentage provided by the Social Security Authority and changes each year. The other percentage depends on the employer's industry and the number of employees who qualify for disability benefits.

Note. The WIA Act replaced the WAO Act (*Wet op de arbeidsongeschiktheidsverzekering*) as of January 1, 2006. Global Payroll for the Netherlands continues to use the term WAO in field names because the contribution method has not changed.

- Unemployment Insurance Act (*Werkloosheidwet*).

Unemployment insurance provides benefits to employees who lose their jobs. Both employers and employees contribute to this insurance. The contribution is based on two percentages. Both are fixed percentages provided by the Social Security Authority. The percentages change each year.

- Health Insurance Act (*Zorgverzekeringswet*).

From January 1, 2006 a new health insurance act came into effect as part of the *Wet Administratieve Lasten Verlichting Inzake Socialeverzekeringswetten* (Walvis) Act. All employees contribute to the same insurance and the contribution consists of two separate amounts:

- The premium charged by the insurance company that is the same for all employees in the organization. This flat amount varies by health insurance company.

Note. Global Payroll for the Netherlands does not deliver a deduction for this flat amount. You need to set up a deduction that meets your organization's requirements.

- A premium that is dependent on the employee's salary.

From January 1, 2006 social insurance contributions are calculated using the VCR method (*Voortschrijdend Cumulatief Rekenen*). This method is based on the current pay period and the total year-to-date contributions. There are two ways to use the VCR method:

- *Cumulatieve Premiemethode*
- *Grondslagaanwasmethode*

Global Payroll for the Netherlands calculates social security contributions using the *Grondslagaanwasmethode*.

Employers report social insurance contributions in the Wage Declaration.

See [Chapter 11, "Withholding and Reporting Taxes," Generating Wage Declarations, page 111](#).

Note. Global Payroll for the Netherlands delivers insurance codes and rules for social insurance. You should review the delivered rules and, if necessary, adjust them for your organization.

Additional Insurance

Regulations for additional insurance vary according to the employer's industry. Global Payroll for the Netherlands enables you to define contributions for additional insurance to suit your organizational requirements. The system calculates the additional insurance for contributions that only the employer pays. These contributions do not appear on the payslip.

Here are some examples of additional insurance:

- Pension (*Pensioen*).
- Pre-pension (*Pre-pensioen*).

- General Surviving Relatives Act Gap (*ANW-hiaat verzekering*).
- Disability Benefits Act Gap (*WAO-hiaat verzekering*).
- Schooling Fund (*Scholingsfonds*).
- Fund for Factory Committee (*Fonds voor Ondernemingsraad*).

Note. Global Payroll for the Netherlands includes sample data for additional insurance. Use the samples as a starting point to create your own additional insurance codes and rules.

Delivered Social Security Deductions

Global Payroll for the Netherlands delivers a set of deductions for social security contributions with the following naming conventions:

Deduction	Description
SOCAFDnXXXyy	The total contribution (<i>Afdracht</i>) that includes both employee and employer contributions.
SOCINHnXXXyy	The employee's contribution (<i>Inhouding</i>).

Where:

- n is 1 or 2 to represent the contribution percentage 1 or 2 defined on the Insurance Premium page.
- XXX is the insurance code defined on the Insurance Code Table NLD page.
- yy is NT (*Normaal Tarief*) or BT (*Bijzonder Tarief*).

Note. For the health insurance contributions, Global Payroll for the Netherlands does not deliver a deduction for the flat amount charged by the health insurance company. The implementation of this contribution varies from company to company. You need to set up a deduction that meets your organization's requirements.

Viewing Delivered Elements

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

See Also

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

Entering Payee Insurance Data

This section lists prerequisites and common elements and discusses how to:

- Enter social insurance information.

- Enter additional insurance information.

Prerequisites

Before you can record payee insurance information, set up the following information:

- Sector and risk codes.
- Insurance codes for social and additional insurance.
- Contribution percentages for each insurance code.
- Insurance groups.
- Establishment social security and absence information.
- Employee information, such as personal and job data.

Global Payroll for the Netherlands uses information you set up in PeopleSoft Enterprise Human Resources to calculate social security contributions. In particular, make sure you define:

- Date of Birth field on the Biographical Details page.
- FTE and Workdays/week field on the Job Data - Job Information page.
- Employee earnings.

See Also

Chapter 5, “Setting Up Social Security Contributions,” page 49

Common Elements Used in This Section

Contribution Method

For a selected insurance, the Contribution Method defines whether the payee is insured and who makes contributions. Select the contribution method from these options:

No Premium: The employee is not insured for this insurance. The system does not calculate contributions or print information on the payslip for the insurance.

Employee/Total: The employee is insured and contributions are made by the employee and employer. The system calculates both the employee and total contributions, but the payslip shows the employee’s net deduction only.

No Employee/Total: Used for insurance that is paid by the employer only. The system calculates the total contribution but does not include any information on the payslip for this insurance.

No EE/Employer: Used for conscientious objectors. Such employees are not insured and therefore do not pay contributions. However, the system calculates the employer contribution for the insurance because employers are obliged to pay contributions for conscientious objectors. The payslip doesn’t include any information about this insurance.

Private Health Insurance: (for ZFW insurance only). Select this method if the employee has private health insurance. Employees whose salary is above the limit set for the Health Insurance Act (*Ziekenfondswet*) must pay for private health insurance.

Note. As of January 1, 2006, the Health Insurance Act (*Zorgverzekeringswet*) came into effect. From this date, the ZFW insurance is no longer valid. It is replaced by the ZFW combined health insurance.

Pages Used to Enter Payee Insurance Data

Page Name	Object Name	Navigation	Usage
EE Social Insurance NLD	GPNL_EE_SOC_INS	Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Social Ins Data NLD, EE Social Insurance NLD	Enter payees' social insurance information.
EE Additional Insurance NLD	GPNL_EE_ADTL_INSR	Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Addl Ins Data NLD, EE Additional Insurance NLD	Enter payees' additional insurance information.

Entering Social Insurance Information

Access the EE Social Insurance NLD page.

EE Social Insurance NLD

Jeroen van de Berg EMP ID: KN0001 Empl Rcd #: 0

Social Insurance Details Find | View All First 1 of 1 Last

*Effective Date: 11/02/2006 *Status: Active

Use Establishment Data: No Year End Code:

*Social Insurance Group: 100 Standard Social Insurances

Insurance Contribution Detail

*ZW Contribution Method: Employee/Total

*WAO Contribution Method: Employee/Total

*WW Contribution Method: Employee/Total

*ZVW Contribution Method: Employee/Total ZVW Code: Insured, Regular Rate

Health Insurance Provider

SetID:

Vendor ID:

Registration No.:

EE Social Insurance NLD page

Social Insurance Details

Use Establishment Data

Select *Yes* if you want the default social insurance group for the payee based on the Establishment data. Otherwise, select *No*.

Social Insurance Group Select the payee's social insurance group. The social insurance group defined for the payee's establishment appears by default from the Establishment Table NLD page.

Insurance Contribution Detail

ZW Contribution Method Select a contribution method for sickness benefits.

WAO Contribution Method Select a contribution method for disability benefits.

WW Contribution Method Select a contribution method for unemployment insurance.

ZVW Contribution Method Select a contribution method for health insurance. This field is display-only if the social insurance group you selected does not include the ZVW insurance.

ZVW Code Select the ZVW code that applies to this employee. This code is used in the Wage Declaration.

Vendor ID Use this field to record employees' health insurance company. It is an optional field that you can use to record national health insurance or a private insurance company. Select the vendor from the vendors defined on the Vendor table.

Registration No (registration number) Enter the employee's association member registration number. This is an optional field.

Year End Reporting Code Select the code used for year end reporting to the social security agency. These codes are defined by the social security agency and are used in the year end interface.

Entering Additional Insurance Information

Access the EE Additional Insurance NLD page.

EE Additional Insurance NLD

Yeni Ölçer

Employee

ID: KN0008

Empl Rcd #: 0

Additional Insurance

Find | View All | First 1 of 1 Last

*Effective Date: 09/11/2004

*Status: Active

Use Establishment Data: No

Additional Insurance Group: 200

Standard Additional Insurances

Insurance Detail

Customize | Find | View All | First 1-3 of 3 Last

Insurance Code	Insurance Number	Description	Contribution Method	Insurance Override
WAOH	001	Disablement Benefits Act Gap	EE/Total	☐
PENS	001	Pension	EE/Total	☐
PREP	001	Pre-Pension	EE/Total	☐

EE Additional Insurance NLD page

Use Establishment Data

Select *Yes* if you want the default additional insurance group for the payee based on the Establishment data. Otherwise, select *No*.

Additional Insurance Group

Select the additional insurance group that applies to the employee. The additional insurance group defined for the payee's establishment appears by default from the Establishment Table NLD page.



Click the Refresh button to synchronize the insurance details for the employee with the setup of the insurance group. The refresh adds or removes insurance codes depending on the changes in the insurance group setup. The contribution method is not overwritten for insurance codes that remain in the profile.

Insurance Override

Select to override the default contributions defined for the insurance code/insurance number. The system displays the Employee Percentage 1, Employee Percentage 2, Total Percentage 1, Total Percentage 2, Increase Percentage Employee, and Increase Percentage Employer fields when you select the check box.

Employee Percentage 1 and Employee Percentage 2

Enter the employee's contribution percentage for the insurance. If there are two contribution percentages for different earnings bands, use the Employee Percentage 2 field to enter the second percentage.

Total Percentage 1 and Total Percentage 2

Enter the total contribution percentage for employee and employer. If there are two contribution percentages for different earnings bands, use the Total Percentage 2 field to enter the second percentage.

Increase Percentage Employee

The system calculates contributions based on a gross base calculated for each employee. Most contributions are based on this gross amount. If the employee contribution uses a different base, enter the percentage increase to the gross base.

Increase Percentage Employer

If the employer contribution is not based on the gross base, enter the percentage increase.

Reporting Social Security Contributions

This section lists common elements and lists pages used to run social security reports.

Understanding Social Security Reporting

Employers in the Netherlands submit social security information to the Tax Authority as part of the wage declaration (*Loonaangifte*) that is generated on a monthly or four-weekly basis depending on your payroll frequency.

In addition, Global Payroll for the Netherlands also provides two social security reports, the SI Summary report and the SI Contribution report, that provide a summary of total social security contributions and a listing of employee social security contributions.

See Also

Chapter 11, “Withholding and Reporting Taxes,” Generating Wage Declarations, page 111

Common Elements Used in This Section

Filter By

Specify the employees you want to include in the report using one of these options:

EmplID: Select to run the report for one employee. The system displays the EmplID field where you select an employee.

Group: Select to run the report for a group of employees defined by a group ID.

SSN: (social security number). Select to include all employees with the selected social security number. The system displays the SSN field where you select a social security number.

Pages Used to Generate Social Security Reports

Page Name	Object Name	Navigation	Usage
SI Contribution Report NLD	GPNL_RC_SOC_5PCT	Global Payroll & Absence Mgmt, Social Security/Insurance, SI Contribution Report NLD	Run the SI Contribution report (GPNLP5PCT) that summarizes total social insurance contributions for a given period. This enables employers to track increases in social security contributions.
SI Summary Report	GPNL_RC_SOC_YEE	Global Payroll & Absence Mgmt, Social Security/Insurance, SI Summary Report NLD	Run the SI Summary report (GPNLP5YE) that lists employees' social security contributions for a given period.

CHAPTER 11

Withholding and Reporting Taxes

This chapter provides overviews of tax calculations and delivered elements, and discusses how to:

- Enter and retrieve tax data.
- Calculate taxable base.
- Calculate tax.
- Calculate employer tax reductions (*Afdrachtsvermindering*).
- Set up tax reporting.
- Generate wage declarations.
- Create corrections to wage declarations.
- View return messages.
- Run tax reports.

Understanding Tax Calculations

The system calculates salary tax based on the tax year that starts January 1 and ends December 31. Salaries, wages, and certain periodic payments received under social security legislation are subject to salary tax. The employer withholds this tax, and it is essentially an advance levy on the person's final income tax assessment.

Income taxes in the Netherlands consist of taxes and national insurance premiums for *AOW* (Dutch Old age Pensions Law), *ANW* (Dutch (surviving) relatives Law) and *AWBZ* (Law for special health care). Not all Dutch employees are eligible for the Dutch income tax. For those people who are not eligible for the Dutch income tax the salary tax is also the final tax.

Global Payroll for the Netherlands performs the major steps of salary tax calculation in the following order:

1. Retrieves tax data.
2. Calculates regular and non-regular taxable base.
3. Calculates regular tax.
4. Calculates exception tax (*Herleidingsregels*).
5. Calculates non-regular tax.
6. Calculates advantage rule.
7. Calculates yearly maximum.
8. Calculates special earnings.
9. Calculates employer tax reductions.

Later sections discuss most of these calculation steps in detail.

Understanding Delivered Elements

This section discusses:

- Delivered tax deductions.
- Delivered tax earnings.
- Process lists and sections.
- Viewing delivered elements.

Delivered Tax Deductions

Global Payroll for the Netherlands calculates the following delivered deductions for taxes:

Name/Description	Unit	Rate	Base	%	Amount
INGEH. LB TA Regular tax	N/A	N/A	N/A	N/A	BEL VR NORM TAR
INGEH. LB BI Non-regular tax	N/A	N/A	N/A	N/A	BEL VR INH BT
ARBEIDSKORT Labor tax reduction	N/A	N/A	N/A	N/A	BEL VR ARBKORT
LAGE LONEN Tax reduction for low wages	N/A	N/A	N/A	N/A	BEL FM LAGE LONEN
EXL WERKL Tax reduction for former unemployment	N/A	N/A	N/A	N/A	BEL FM EXL WERKL
KWALIFICATIE Tax reduction for starter qualification	N/A	N/A	N/A	N/A	BEL FM WALIFICATIE
ONDERWIJS Tax reduction for education	N/A	N/A	N/A	N/A	BEL FM ONDERWIJS
OUDERSCH Tax reduction for parental leave	N/A	N/A	N/A	N/A	BEL FM OUDERSCH

Name/Description	Unit	Rate	Base	%	Amount
30 REG NT 30% ruling regular	N/A	N/A	N/A	N/A	BEL VR 30P REG NT
30 REG BT 30% ruling non-regular	N/A	N/A	N/A	N/A	BEL VR 30P REG BT

Delivered Tax Earnings

Global Payroll for the Netherlands calculates the following delivered earnings for taxes:

Name/Description	Unit	Rate	Base	%	Amount
30 REG 30% ruling net	N/A	N/A	N/A	N/A	BEL VR 30P TOTAAL
EH BRUTO Gross up tax	N/A	N/A	N/A	N/A	BEL VR EH BRUTO
EH ENKEL Simple tax	N/A	N/A	N/A	N/A	BEL VR EH ENKELV
EH 15P Fixed tax	N/A	N/A	N/A	N/A	BEL VR EH 15P

Process Lists and Sections

Global Payroll for the Netherlands delivers the following sections for taxes:

Section	Description
BEL SE INIT	Tax initialization
BEL SE BEREKENING	Tax calculation
BEL SE AFDR VERM	Employer tax deductions

Taxation sections are included in the SALARIS PR process list for the regular payroll process. The taxation sections are also triggered for the non-regular processes and for holiday allowance and 13th month.

Note. In addition to brackets, some variables that contain amounts required for calculation have the category set to “BEL”. The amount variables are classified by category. You can view and update these amounts by using the Variables by Category page. The navigation is Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variables by Category.

Viewing Delivered Elements

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

See Also

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

Entering and Retrieving Tax Data

This section discusses how to:

- Enter employee tax data.
- Retrieve tax data.

Page Used to Enter Employee Tax Data

Page Name	Object Name	Navigation	Usage
Employee Tax Data	GPNL_EE_TAX	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data NLD, Employee Tax Data	Maintain employee data related to tax calculation and reporting.

Entering Employee Tax Data

Access the Employee Tax Data page.

Employee Tax Data

Annemiek Schipper EMP ID: KN0002 Empl Rcd #: 0

Tax Data First 1 of 1 Last

*Effective Date: 17/05/2006 + -

*Tax Table: White Tax Table ☒ Tax Credits ☐ Anonymous Rate

*Exception Tax: No Exception Rules ☒ Advantage Rule ☐ 30% Ruling

*Travel Data: N/A

No Tax on Car:

*Kind of Hours: Standard Hours

*Income Code: Wages-Other

Savings Plan: Life Cycle Arrangement

Special Adjustment

Percentage: Authorization Date: + -

Special Tax Codes View All First 1 of 1 Last

*Special Tax Code + -

Employer Tax Reductions View All First 1 of 1 Last

Element Name	Tax Reduction	End Date	
		+ -	

Employee Tax Data page

Tax Table

Select the appropriate tax table to use for calculating the employee's taxes. Values are:

No Tax: For employees who do not pay tax.

White Tax Table: For taxes related to present employment.

Green Tax Table: For taxes related to former employment, as in the case of certain pension or disability payments.

Exception Tax

The selected value determines which additional tax rule is applicable in calculating exception tax (*Herleidingsregels*).

See Chapter 11, "Withholding and Reporting Taxes," Calculating the Exception Tax (*Herleidingsregels*), page 108.

Travel Data

Select the value that describes the employee's travel conditions that impact taxes:

Arrangement Tax Authority: An arrangement regarding the private use of a company car.

Company Car or Van: Select if the employee has a company car. This information is used on the Personal Information report (*Model Loonstaat*) and year-end reports.

Employer Transportation: Select if the employer takes care of commuting for the employee. The employee is not entitled to a travel allowance. This information is used on the Personal Information report (*Model Loonstaat*) and year-end reports.

	<i>N/A:</i> Select if travel allowance does not apply to the employee. <i>Travel Allowance:</i> Select if the employee receives an allowance for travelling to and from work, using public or private transportation.
No Tax on Car	Select one of these values if the employee has a company car or van but is exempt from the normal tax rules that apply to private use of company cars: <i>Company Van No Private Use:</i> The employee does not use the company vehicle for private use. <i>Employer Arrangement:</i> The employer has an agreement with the Tax Authority. <i>Personal Arrangement:</i> The employee has a personal agreement with the Tax Authority. <i>Other Evidence:</i> Select if there is any other reason for the exemption.
Kind of Hours	Select the basis for determining the part-time factor for calculating tax reduction. <i>Real Hours:</i> The system factors the real working hours of the employee (overtime included) over 36 hours. <i>Standard Hours:</i> The system factors the employee's standard hours in the Job record over 36 hours. The factor cannot exceed 1.
Income Code	Select the value that describes the type of employee. This information is reported to tax authorities but is not used for tax calculations.
Savings Plan	Select a savings plan if the employee contributes to a plan. There are two type of savings plan: <i>Life Cycle Arrangement</i> or <i>Save As You Earn</i>. See Chapter 9, "Understanding Deductions," Savings Plans, page 83.
Tax Credits	Select if the employee is claiming a tax credit that reduces the amount of tax paid (<i>Heffingskorting</i>). See Chapter 11, "Withholding and Reporting Taxes," Calculating Regular Tax, page 107.
Anonymous Rate	Select to indicate that an employee has not handed over the documentation regarded as official proof of identity. To discourage illegal immigration, the highest tax rate is applied to anonymous employees.
Advantage Rule	When you select this check box, the system calculates and withholds the lowest tax when the employee has earnings and deductions for regular payments and non-regular payments at the same time. A message on the payslip appears when the advantage rule was used for the calculation.
30% Ruling	Select if the 30 percent ruling applies to the employee, whereby 30 percent of their income is tax-free.

The 30 percent ruling applies to Dutch employees on international assignments and non-Dutch employees working in the Netherlands on an international assignment.

Special Adjustment

Percentage Enter the percentage special tax rate.

Authorization Date Enter the date on which authorization was given for the special tax percentage.

Special Tax Codes

Enter rows and select as many values as necessary for reporting special tax codes to the authorities. These codes are not used for calculations.

Employer Tax Reductions

Element Name Select from the supported tax reduction rules. You can select more than one.

See [Chapter 11, “Withholding and Reporting Taxes,” Calculating Regular Tax, page 107](#).

Retrieving Tax Data

For tax calculations, the system uses arrays to retrieve data from the Company table, PeopleSoft Human Resources tables, and the Employee Tax Data table. Data retrieved includes:

- Employer tax ID number from the Company table.
- Young handicap data from the Disability table.
- Full time student data from the employee’s Personal data.
- Frequency annualization factor from the Frequency table.
- Employee standard workdays from the employee’s Job data.
- Employee tax data entered on the Employee Tax Data page including:
 - Tax table.
 - Tax credits.
 - Exception tax.
 - Advantage rule.
 - Kind of hours.
 - 30% ruling.
 - Anonymous rate.
 - Special adjustment and authorization date.
 - Employer tax reductions.

Calculating Taxable Base

This section provides an overview of regular and non-regular base accumulators and discusses how to:

- Apply the 30% ruling.
- Calculate base for a full-time student.

Understanding Regular and Non-Regular Base Accumulators

For calculation purposes, segment accumulators sum the earnings and deductions for regular and non-regular base:

- BEL AC BSREG STHB—Regular base for tax calculation.

Regular taxable base consists of earnings and deductions for salary, sickness, disability allowance, private medical allowance, taxable commuting allowance, save-as-you-earn, pension premium, pre-pension premium, Disability Benefits Act Gap, and General Surviving Relatives Act Gap, health insurance employer part, and Withholding WW.

Global Payroll for the Netherlands delivers a non-maintained segment accumulator (BEL AC BSCRG STHB) for this base, which you can adapt to your needs.

- BEL AC BSNRG STHB—Non-regular base for tax calculation.

Non-regular taxable base consists of earnings and deductions for holiday allowance, 13th month, bonus, weekend allowance, shift work allowance, overtime, meal allowance, golden handshake, and taxable mileage allowance health insurance employer part, and Withholding WW.

Global Payroll for the Netherlands delivers a non-maintained segment accumulator (BEL AC BSCNR STHB) for this base, which you can adapt to your needs.

If there are no taxable days, then regular base is considered non-regular. If the employee is terminated during the period, the regular base is adjusted for a daily basis.

Additional accumulators sum regular and non-regular earnings for the period and (for full-time students calculations) the quarter.

See Also

Chapter 4, “Defining Earnings,” Understanding Earnings for the Netherlands, page 29

Chapter 9, “Understanding Deductions,” page 83

Applying the 30% Ruling

The 30% ruling is valid for certain Dutch employees who work outside the Netherlands and foreigners who meet specific requirements. For qualifying employees, the ruling means that a factor of 30/70 of gross salary can be paid as a net expense earning.

If 30% Ruling is selected on the Employee Tax Data page, a formula calculates the following:

- 30% ruling regular amount.
- 30% non regular amount.
- 30% ruling net earning (nontaxable) that is equal to a factor 30/70 of the sum of the regular and non-regular gross salary.

Example of 30% Ruling Calculation

Assume the following taxable bases before applying the 30% ruling:

- Regular: 7,000.
- Non-regular: 700.

The system calculates the following:

- 30% ruling regular amount of 3,000.
- 30% non-regular amount of 3,000.
- 30% ruling net earning of 3,300.

Calculating Base for a Full-Time Student

To avoid too much salary tax, the system calculates the earnings of a full-time student on a quarterly basis for tax purposes.

To determine full-time student status, Global Payroll for the Netherlands retrieves the value in the Full-Time Student field on the Biographical Details page in Human Resources. The navigation for the Biographical Details page is Workforce Administration, Personal Information, Biographical, Modify a Person. If the employee is a full-time student, the system calculates the tax bases by adding the regular or non-regular base for the quarter to the respective regular or non-regular base. The formula uses a quarterly frequency.

Calculating Tax

This section discusses how to:

- Calculate regular tax.
- Calculate non-regular tax.
- Calculate taxes for full-time students.
- Calculate the exception tax (*Herleidingsregels*).
- Calculate the advantage rule (*Voordeelregel*).
- Calculate tax maximums.
- Calculate earnings for special tax treaties (*Eindheffing*).

Calculating Regular Tax

The system calculates the taxable regular base to an annual amount to determine the regular tax deduction. There are five basic steps of regular tax calculation:

1. Calculate annual taxable base.
2. Correct (round down) the annual taxable base, if appropriate.
3. Calculate annual tax.
4. Calculate tax credits (*Loonheffingskorting*).
5. Calculate period tax.

Tax Credits

If Tax Credits is selected on the Employee Tax Data page, the system calculates the appropriate tax credits:

- Tax labor reduction (*Arbeidskorting*).

This is used for present employment, determined by the selection of *White Tax Table* on the Employee Tax Data page. A formula calculates the reduction using limits determined through a bracket based on the employee's age category.

- Other tax credits applicable for present and past employment.

The tax credit is determined by a bracket based on the employee's age category and annual salary for regular tax. These credits are:

- General tax credit (*Algemene heffingskorting*).
- Old age tax credit for present employment (*Ouderenkorting*).
- Old age tax credit for past employment (*Aanvullende Ouderenkorting*).

Tax Reduction for the Disabled (*Wajong*)

An employee qualifies for an additional tax reduction after regular tax calculation if Tax Credits is selected on the Employee Tax Data page and Young Handicapped is selected on the Disability page in Human Resources.

Calculating Non-Regular Tax

For non-regular earnings and deductions, the system calculates the tax using a fixed tax percentage. The percentage is based on:

- The previous year's annual taxable base salary (*Loonstaat* column 14).
- The employee's age category.
- The tax table.

If the employee was not with the company for the entire previous year, the system calculates the annual salary used to determine the percentage.

You can enter an employee's income for the previous year by overriding the variable BEL VR JAARLOON VJ. You must enter an end date of December 31 for any year.

Calculating Taxes for Full-Time Students

The system accumulates monthly earnings within a quarter and bases only tax calculation on a quarterly pay-period. It calculates the total tax of the quarter each time and deducts the paid tax of the previous period (within a quarter). The total tax can never be less than 0.

Calculating the Exception Tax (*Herleidingsregels*)

For certain groups of people, the regular white and green tax tables are used but an additional calculation must be applied.

Application of Exception Tax Rates

The system uses brackets to select and apply exception tax rates as follows:

- Regular tax.

Applies an additional, exception tax rate after calculating regular tax.

- Period tax labor reduction.

Applies an additional, exception tax rate after calculating tax labor reduction (*Arbeidskorting*).

- Non-regular tax.

The exception tax rate overrides the tax percentage that is based on the previous year's fiscal income.

Selection of Exception Tax Rates

To determine whether and how to calculate exception tax, the system calculates the age category from the employee's birth date and uses the following fields from the Employee Tax Data page: Exception Tax, Tax Credit, and Tax Table.

Exception Tax Rules

The value entered in the Exception Tax field on the Employee Tax Data page determines which exception tax rule applies. Exception Tax rules are:

No Exception Rules	Employees for whom no exception rules apply.
NI Premiums/No Tax	Employees who pay national insurance premiums and no tax.
NO Tax/Premium AOW-ANW	Employees under age 65 who pay no tax and pay national insurance premium for AOW and ANW.
NO Tax/Premium ANW	Employees over the age of 65 who pay no tax and pay national insurance premium for ANW.
NO Tax/Premium AWBZ	Employees who pay no tax and pay national insurance premium for AWBZ.
Tax/No NI Premiums	Employees who pay taxes and no national insurance premiums.
Tax/Premium AWBZ	Employees who pay tax and national insurance premium for AWBZ.
Tax/Premiums for AOW-ANW	Employees who pay tax and national insurance premiums for AOW and ANW.

Calculating the Advantage Rule (*Voordeelregel*)

Global Payroll for the Netherlands calculates the advantage rule if Advantage Rule is selected on the Employee Tax Data page. This calculation assures that the employee who has both regular and non-regular earnings in the same period pays the lowest tax. A message on the payslip indicates when the advantage rule has been used for final tax calculation.

Calculating Tax Maximums

The system verifies that the year-to date accumulated taxes do not exceed the appropriate annual maximum based on age, tax table, exception tax, and credits. In making the determination, it first compares the year-to-date total without non-regular tax. If the maximum is not exceeded, it compares the total with the non-regular tax. If the year-to date accumulated tax would exceed the maximum, the appropriate deduction is reduced.

Calculating Earnings for Special Tax Treaties (*Eindheffing*)

In the Netherlands, employers pay tax on certain benefits that employees receive. This tax is known as a levy tax (*Eindheffing*). Global Payroll for the Netherlands provides elements and rules to support three types of calculations of earnings for *Eindheffing*:

- Gross up tax tariff.
- Simple tax tariff.
- Fixed tariff.

Some benefits are taxed at a fixed rate that is not dependent on the employee's wage. From January 1, 2006 the fixed tariffs rates are as follows:

- Festivity allowance: 15%
- Savings plans: 25%
- Early retirement: 26%

Accumulators sum the taxable base earnings for each of these methods. We also provide non-maintained accumulators that you can adapt to your own use.

Employer Taxes for Savings Plans

Employers must pay tax on employee deductions for the save as you earn plan (*Spaarloonregeling*).

Note. Before January 1, 2003, employers also paid tax on employer contributions to the premium (*Premierspaaregeling*) savings plan. However, this type of savings plan was abolished as of January 1, 2003.

Calculating Employer Tax Reductions (*Afdrachtsvermindering*)

Global Payroll for the Netherlands provides rules and elements to support the calculation of the following employer tax reductions:

- Tax reduction for former unemployment.
- Tax reduction for education.
- Tax reduction for parental leave.
- Tax reduction for starter qualification.

A formula calculates a part-time factor, which cannot exceed 1, for use in calculating employer contribution deductions. The system also enforces the end date of the deduction. Select the reductions and enter end dates on the Employee Tax Data page.

Setting Up Tax Reporting

To set up tax reporting, use the Tax Reports Setup NLD component (GPNL_TXR). This section discusses how to set up tax reports.

Page Used to Set Up for Tax Reporting

Page Name	Object Name	Navigation	Usage
Tax Reports Setup	GPNL_TXR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Tax Reports Setup NLD	Set up tax reporting. Enter the tax number suffix and the accumulators to be printed on the Year-End Employee report (<i>Jaaropgaaf</i>).

Setting Up Tax Reports

Access the Tax Reports Setup page.

Tax Reports Setup

Company: KN2

Description: Insurance Institute Netherland

Federal Employer Tax ID: 34089699

***Tax Number Suffix:** L01 **Last Wage Decl Message #:** 1

Year to Date Accumulators Customize | Find | View All | First 1-2 of 2 Last

	Element Name	*Description		
1	VER AC INH LEASE	Inhouding Lease auto	+	-
2	BEL AC WERKD JTHB	Gewerkte dagen	+	-

Tax Reports Setup page

Tax Number Suffix The default value is L01. Enter a different value if appropriate.

Last Wage Decl Message # (last wage declaration message number) Enter the message number used for the last wage declaration. You complete this field once during implementation only. When you generate wage declarations, this field is automatically updated.

Year to Date Accumulators

Element Name Select from the yearly accumulators for this company. Selected accumulators print on the Year-End Employee report (*Jaaropgaaf*).

Generating Wage Declarations

This section provides overviews of wage declarations and wage declaration generation and discusses how to:

- Run the Wage Declaration process.
- Enter levy tax and tax reduction amounts.
- Run the Wage Declaration report.

- Review wage declarations.

Understanding Wage Declarations

Wage declarations are submitted to the Tax Authority on a monthly or four-weekly basis, depending on your payroll frequency. It includes tax and social security information for the previous month or four-week period. For example, if your payroll is monthly, you submit a declaration for January during February.

The declaration is based on employer tax number. If your organization is set up with each company having a different tax number, then a declaration is submitted for each company. If you have multiple companies sharing the same tax number, one declaration is submitted for all the companies with the same tax number.

The declaration includes individual employee information and totals for all employees. It is submitted electronically in XML format as defined by the Tax Authority.

The Tax Authority issues return messages on receipt of declarations. Return messages are used to acknowledge receipt of the declaration and notify employers of errors in the declaration.

Understanding Wage Declaration Generation

PeopleSoft delivers the following to enable you to generate and review wage declarations:

- Wage Tax Declaration Interface Application Engine process (GPNL_WD_AE).
This process creates the actual wage declaration. It creates the XML file that you submit to the Tax Authority.
- Wage Tax Declaration SQR report (GPNLWD01).
This report provides a summary of the totals reported in wage declarations that you have previously created.
- Wage Tax Declaration Review page.
This inquiry page provides information about employees processed in a wage declaration.

Running the Wage Tax Declaration Interface Process

When you run the Wage Tax Declaration Interface process, these fields on the Wage Tax Declaration page determine which payroll results are included in the wage declaration:

- Begin Date and End Date

These fields define the payroll period for the wage tax declaration.

- Company
- Indicator

This field has three possible values:

- *Complete*

Creates a wage declaration that includes all retro processing results.

- *C w/o Retro* (complete without retro)

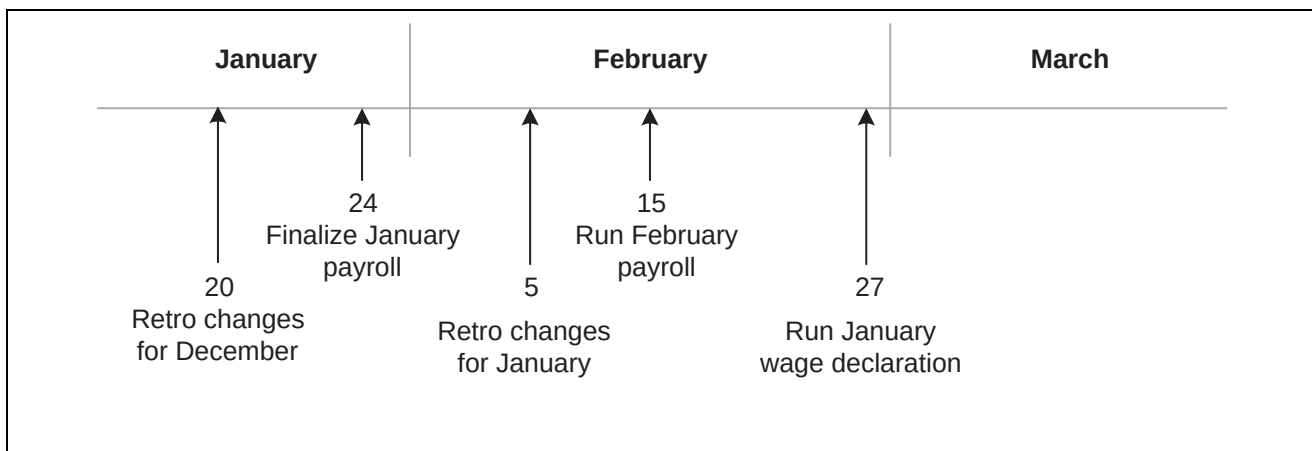
Creates a wage declaration that includes retro processing results that existed when you finalized the payroll and excludes retro results processed within successive payroll periods. Use this option if you want the wage tax declaration to reconcile with the finalized payroll for the period.

- *Adjustment*

Use this value to create a correction report for a wage declaration that you have previously submitted. When you select this option, the wage declaration includes the employee data that has changed and the updated totals.

See [Chapter 11, “Withholding and Reporting Taxes,” Creating Corrections to Wage Declarations, page 119](#).

To illustrate how the Indicator field (*Complete* and *C w/o Rtro*) works, consider the following scenario:



Example Wage Tax Declaration Timeline

In this example the wage declaration for January is run after the payroll for February has been run (but not finalized). This means that the retro changes made on February 5 have been processed. This table explains how the Indicator field affects the contents of the wage declaration created for January:

Indicator	Wage Declaration
<i>Complete</i>	Includes the retro changes made on January 20 and February 5 (after the January payroll was finalized). This means that the values for the January payroll that was finalized on January 24 do not match the January wage declaration.
<i>C w/o Rtro</i> (complete without retro)	Excludes any retro changes made after January 24 when payroll was finalized. This means that the retro changes made on January 20 are included, but the retro changes made on February 5 are not included in the wage declaration.

Prerequisites

Before you can generate wage declarations, payroll for the period must be finalized. If you run the process and payroll is not finalized, the process populates the reporting tables, but does not generate XML.

Pages Used to Generate and Review Wage Declarations

Page Name	Object Name	Navigation	Usage
Wage Tax Declaration	GPNL_RC_WD	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Wage Declaration Interface NLD, Wage Tax Declaration	Run the Wage Tax Declaration Interface process to generate the XML files for submission to the Tax Authority.
Collective Data Adjustment	GPNL_RC_WD_SEC	Click the Collective Data Adjustment link on the Wage Tax Declaration page.	Enter adjustments for levy tax and tax reductions for the employer.
WTD Report	GPNL_RC_WDREPORT	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Wage Declaration Report NLD, WTD Report	Run the Wage Tax Declaration SQR report (GPNLWD01).
Wage Tax Declaration Review	GPNL_WD_RVW	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Wage Declaration Review NLD, Wage Tax Declaration Review	Review wage declaration information.

Running the Wage Declaration Process

Access the Wage Tax Declaration page.

Wage Tax Declaration

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

Run

Report Request Parameters

Begin Date: 01/09/2006
End Date: 30/09/2006

Company: GND Gezond en Lekker BV

☐ All Companies Same Tax Number
☐ Reuse Last Message Number

Message ID text: GNDSEP06
Indicator: Complete

File Path: \temp\
File Name: GNDsep06.xml

Contact Name: GN100ME100 Anita Bakker
Telephone:

[Collective Data Adjustment](#)

Wage Tax Declaration page

Begin Date, End Date

Enter the dates for the period on which to report. Wage declarations are created on a monthly or four-weekly basis.

Note. You must ensure that the regular payroll and any off-cycle payroll for the period are finalized. If the payroll has not been finalized, the XML file is not generated, but the process populates the corresponding XML tables. This enables you to review the data using PeopleSoft Query before finalizing the payroll.

All Companies Same Tax Number

Select this check box if you have multiple companies that share the same tax number. When you run the wage declaration, the process creates one declaration for all companies that have the same tax number as the company specified in the Company field.

If each company has a different tax number, leave this check box clear.

Reuse Last Message Number

Select this check box if you want to regenerate the previous message. This enables you to perform test runs prior to finalizing a declaration.

Note. This option deletes the stored results from the previous message. Do not use this check box if the declaration has been processed by the Tax Authority.

Message ID Text

Enter free format text that is combined with the tax number and the message number to create a unique message ID.

Indicator

Select one of these values:

Complete: to create a wage declaration that includes all retro processing results.

C w/o Rtro (complete without retro): to create a wage declaration that includes retro processing results that existed when the payroll was finalized. Any retro processing results created after the payroll was finalized are excluded from the wage tax declaration.

Adjustment: if you are creating a correction report for a wage declaration that you have previously submitted.

See [Chapter 11, “Withholding and Reporting Taxes,” Creating Corrections to Wage Declarations, page 119](#).

File Path

Enter the location of the XML file that is created by the Wage Tax Declaration Interface process.

Enter an absolute path name, such as c:/temp/, or a relative path such as: \\machinename\temp\.

File Name

Enter the name of the XML file that is created by the Wage Tax Declaration Interface process.

Contact Name

Select the contact person for the wage declaration.

Collective Data Adjustment

Click this link to access the Collective Data Adjustment page that you use to enter adjustment amounts for levy tax and tax reductions.

Entering Levy Tax and Tax Reduction Amounts

Access the Collective Data Adjustment page.

Collective Data Adjustment

Run Control ID 01

Collective Data Adjustment		Find View All	First	1 of 1	Last
*Period End Date:	31/01/2006				
Levy Tax Festivity Allowance:	0.000000				
Levy Tax Unidentifiable Wage:	0.000000				
Levy Tax Wage with Purpose:	0.000000				
Levy Tax Excessive Allowances:	0.000000				
Levy Tax Early Retirement:	0.000000				
Tax Reduction Education:	0.000000				
Tax Reduction Parental Leave:	0.000000				
Tax Reduction R & D:	0.000000				

Collective Data Adjustment page

Use this page to specify adjustments to levy taxes and tax reductions for the company that you specified on the Wage Tax Declaration page. The system adds the values you enter here to the calculated amounts based on the employee data.

The default period end date is the end date that you specified on the Wage Tax Declaration page. Modify this date if the adjustments are for previous periods that have already been reported.

Note. If you enter corrections for a period, these are only processed if there are also corrections for employees for the same period.

Running the Wage Declaration Report

Access the WTD Report page.

WTD Report

Run Control ID: 01

Language: Dutch

[Report Manager](#) [Process Monitor](#)

Report Request Parameters

Message ID: GN2FEB06RE/22222222/42

WTD Report page

Update the status to *Re-do*, to identify a payroll calendar that should be resent in an adjustment or correction report.

Update the status to *Cancel*, to identify a payroll calendar that should be omitted from future reports.

Note. You must consider carefully the implications of changing the status of a payroll calendar on your wage declarations.

Creating Corrections to Wage Declarations

After submitting a wage declaration, any subsequent changes to the submitted data must be reported to the Tax Authority.

In Global Payroll retroactive processing manages the recalculation of earlier payroll calendars. The way that you implement retroactive processing affects correction reporting in wage declarations:

- Corrective retro replaces the previously calculated run.

For wage declarations this means that the data submitted must be updated to reflect the new calculations. To do this you need to generate adjustments or correction reports.

- Forwarding retro carries forward the differences between the original and recalculated pay runs to the current calendar period.

For wage declarations, this means that the data submitted for the original pay run is not changed. Instead, the differences are incorporated into the wage declaration for the current pay period.

Corrective retro is the default retro method for the Netherlands and the most commonly used method.

See [Chapter 3, “Defining Country Data,” Retroactivity, page 17](#).

With corrective retro, the method you use to submit the changed data depends on whether you are within the reporting period. Consider the following example:

January	February	March
	Reporting period for January	Reporting period for February

Example of Wage Declaration Reporting Periods

For the January declaration, the reporting period is February. From March 1, changes to the data for January are considered outside the reporting period.

To submit changes to a wage declaration:

- If you are within the reporting period, you have two options:
 - Create an updated declaration with the latest payroll results.

To create an updated declaration, rerun the Wage Tax Declaration Interface process. Enter the same data on the run control page except for the file name. You should specify a different file name for the updated declaration. The process automatically uses the most recent payroll results to generate the declaration. The process does not process payroll calendars that you assigned the *Cancel* status on the Wage Tax Declaration Review page.

- Create an adjustment report that includes the employee data that has changed and the updated totals.

To create an adjustment, select *Adjustment* in the Indicator field on the run control page for the Wage Tax Declaration Interface process. When you select *Adjustment*, the process identifies the payroll calendar results that have not been processed before, and those that you have manually updated with a *Re-do* status on the Wage Tax Declaration Review page.

- If you are outside the reporting period, the changes are included in the correction report section of the declaration for the next month.

For example, if there are changes to January data that are made after March 1, the corrected data is automatically included in the wage declaration for February.

See Also

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

Chapter 3, “Defining Country Data,” Retroactivity, page 17

Viewing Return Messages

This section provides an overview of return messages and discusses how to:

- Import return messages.
- View return messages.

Understanding Return Messages

The Tax Authority issues return messages in response to submitted wage declarations. There are three types of return message:

- Response messages.

There are three types of response messages: acknowledgements, error, and warning response messages. Acknowledgements are issued within 5 minutes of a submission while error and warning messages are issued within 3 days of a submission. An error response indicates that the declaration could not be processed and a warning indicates that there is a potential problem with the declaration, but it will be considered for processing.

- Notification Incorrect Employee data (*Melding Onjuiste Werknemersgegevens* ([MOW])).

MOW messages notify senders of errors within the employee data that were found during processing of the tax declaration. These are sent within the reporting period, which enables you to send an adjustment. For example, if you submit a declaration for January, the Tax Authority may issue a MOW message before the end of February.

- Correction Notifications (*correctieverplichting* [CV]).

Corrections notifications are similar to MOW messages, except that they are sent after the end of the reporting period. This means that you must send a correction report to submit the corrected data. For example, if you submit a declaration for January, the Tax Authority may issue a CV message from the start of March onwards.

The Tax Authority issues return messages in XML format. To view these online:

1. Ensure that the return message files are in a directory that the Process Scheduler can access.
2. Run the WTD Import Return Messages Application Engine process (GPNL_WD_RTRN).

This process populates tables in PeopleSoft based on the XML file you specify.

3. Use the WTD Return Messages page to view the messages.

Pages Used to Import and View Return Messages

Page Name	Object Name	Navigation	Usage
WTD Import Return Messages	GPNL_RC_IMPRET	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Wage Decl Response Import NLD, WTD Import Return Messages	Run the WTD Import Return Messages process that imports return messages received from the Tax Authority into PeopleSoft tables. When this process is complete, you can view the return messages online using the WTD Return Messages page.
WTD Return Messages	GPNL_RETMSGs	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Wage Decl Response Review NLD, WTD Return Messages	View return messages received from the Tax Authority in response to wage declarations submitted by your organization.

Importing Return Messages

Access the WTD Import Return Messages page.

WTD Import Return Messages

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

Report Request Parameters

File Path: WAMSI\CC\

File Name: WTD_JAN06.XML

WTD Import Return Messages page

File Path Enter the location of the XML file that contains the return messages.

File Name Enter the name of the XML file that contains the return messages you want to import.

File Naming Conventions

This table lists the file naming convention for return messages:

Message Type	Filename	Description
Error messages	[unique ID]-E-[filename].xml	Error messages.
Warning message	[unique ID]-W-[filename].xml	Inconsistent data
MOW	[unique ID]-MOW-[filename].xml	MOW messages that indicate errors in employee data, such as an invalid employment code.
CV	[unique ID]-CV-[filename].xml	CV messages.

Viewing Return Messages

Access the WTD Return Messages page.

WTD Return Messages

Error Message ID: E-KN2-134089698L01-2

Response Message
[Find](#) | [View All](#)
First ◀ 1 of 1 ▶ Last

Message ID: KN2FEB06/134089698L01/2 **Time Stamp:** 28/02/06 16:00:00.000000

Tax Message ID: KN2-134089698L01-2

Response Type: error

Error Details
[Customize](#) | [Find](#) | [View All](#)
First ◀ 1 of 1 ▶ Last

	Error Class	Error Code	Error Description	Error Location
1	File	401	Bericht niet gecompriemd	

WTD Return Messages page

Error Message ID Select the response message that you want to view. Error message IDs are unique identifiers that are assigned by the Tax Authority.

Message ID The message ID of the declaration that you submitted to the Tax Authority.

Tax Message ID The identifier assigned by the Tax Authority to the declaration specified in the Message ID field.

Response Type Specifies the type of return message: *Acknowledgement*, *Warning*, or *Error*.

Error Details

Error Class Defines the class of error. This is one of:

- Calc Error*: Error in content of the declaration.
- File*: Error transferring the file.

	<i>Mail</i> : Error in the message signature and/or certification.
	<i>XML</i> : The XML structure of the declaration is invalid.
Error Code	Displays an error code that further defines the error.
Error Description	Description of the error.
Error Location	For some error types, this field provides information about the location of the error within the file.

Running Tax Reports

This section provides an overview of writable arrays for tax reporting, lists common elements, and pages used to run tax reports.

Understanding Writable Arrays for Tax Reporting

Global Payroll for the Netherlands uses writable arrays to gather the information that is reported on the tax and year-end reports. This table summarizes the writable arrays:

Writable Array	Function	Subrecord Written To
GPNL_PSUM_WA	Retrieves all personal information required by the personal information report (<i>Loonstaat</i>), and by other reports based on the same figures.	GPNL_PSUM_SBR
GPNL_PERS_WA	Retrieves all payroll information required by the personal information report (<i>Loonstaat</i>), and by other reports based on the same figures.	GPNL_PERS_SBR
GPNL_SPCL_WA	Retrieves all payroll information related to special tax codes.	GPNL_SPCL_SBR
GPNL_EMPL_WA	Retrieves payroll information required by the wage declaration	GPNL_EMPL_SBR
GPNL_RED_WA	Retrieves all payroll information required by the Tax Reductions report (<i>Aafdracht Verminderingen</i>).	GPNL_RED_SBR

Common Elements Used in This Section

Begin Date	The starting date of the reporting period.
End Date	The ending date of the reporting period.

	The report includes only pay periods that have an end date that is within the begin and end date period specified in the run parameters.
Year	The tax year for which you're printing the report.
Filter By	Indicate how employees are to be selected for the report. <i>Company:</i> If you select this value, an additional field appears in which you select the company whose employees are to be included in the report. Some reports enable you to select more than one company. <i>EmplID:</i> Select this value to run the report for a single employee. Enter the employee's ID in the EmplID field. <i>Group:</i> If you select this value, the Group ID, As Of Date, Refinement Date, and Rebuild Group fields appear.
Group ID	Select a group that has been defined using the Group Build pages.
As Of Date	The report lists the members who belong to the selected group as of this date, or as of the date you specify in the Refinement Date field.
Refinement Date	If the group definition includes effective-dated records, enter the date for which you want the records run. For instance, you might want to run a group with an effective date of January 1, 1990, but run the effective-dated rows in the group as of February 15, 1998. In that case, select a Group As of Date of January 1, 1990 and a Refinement Date of February 15, 1998. If you leave this field blank, the system runs the group as of the current date.
Rebuild Group	Select to rebuild the group based on the group definition and the As Of Date and Refinement Date.
Print Order	Select the sort order of the report. This field appears on two tax report run control pages. Year-End Employee Report page: The values are <i>Company</i>, <i>Department</i>, <i>Name</i>, and <i>Postal Code</i>. Tax Reductions Report page: The values are <i>Employee</i> and <i>Tax Reduction</i>.

Pages Used to Run Tax Reports

Page Name	Object Name	Navigation	Usage
Personal Information Report	GPNL_RC_PERS	Global Payroll & Absence Mgmt, Taxes, Pers. Information Report NLD, Personal Information Report	Run GPNLPPRS to print the Personal Information report (<i>Loonstaat</i>). The report contains information about tax and social security at the employee level.
Year-End Employee Report	GPNL_RC_YEE	Global Payroll & Absence Mgmt, Taxes, Year-End Employee Report NLD, Year-End Employee Report	Run GPNLPYEE to print the Year-End Employee report (<i>Jaaropgaaf</i>). The report provides the fiscal information for each employee at the end of the fiscal year.
Tax Summary Report	GPNL_RC_YER	Global Payroll & Absence Mgmt, Taxes, Tax Summary Report NLD, Tax Summary Report	Run GPNLPYER to print the Tax Summary report (<i>Verzamelloonstaat</i>) that provides an overview of the fiscal income of all employees.
Tax Reductions Report	GPNL_RC_RED	Global Payroll & Absence Mgmt, Taxes, Tax Reductions Report NLD, Tax Reductions Report	Run GPNLPRED to print the Tax Reductions Report (<i>Afdracht Verminderingen</i>). The report provides detailed information about the tax reductions per employee. Sort by employee or by reduction rule.

CHAPTER 12

Updating Absences

This chapter provides overviews of absences in the Netherlands and delivered elements, and discusses how to:

- Enter payee absence data.
- Manage absence events.
- Enter *WAO/WIA* data.
- Run absence reports.

Note. Before you can manage absence events, you must define absence rules.

See Also

Chapter 6, “Defining Absence Rules,” page 61

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

Understanding Absences in the Netherlands

This section discusses:

- Definition of absences.
- Absence types in the Netherlands.

Definition of Absences

Global Payroll for the Netherlands delivers predefined rules for processing absences due to vacation, disability, maternity, and other reasons. PeopleSoft designed these rules in accordance with Dutch statutory requirements. You can modify many of these rules to reflect absence policies that are specific to your organization.

This chapter supplements the absence documentation provided in *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*. Before you begin reading about Dutch absence functionality, we recommend that you read the absence sections of *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook* to develop a basic understanding of the concepts behind absence processing in Global Payroll.

An absence is any event for which an employee fails to comply with the scheduled work time. Absences must be recorded in the system so that the appropriate discounts are deducted from an employee’s salary. Absences are also recorded to keep track of an employee’s absence history.

In Global Payroll, there are two kinds of absence elements:

- Absence entitlements

- Absence takes

An absence entitlement is defined as the amount of paid time off that an employee is entitled to take for each type of absence. For example, employees in a company may be entitled to receive 25 vacation days per year.

An absence take is defined as the amount of time off that an employee takes.

Absence Types in the Netherlands

There are different types of absences in the Netherlands. Global Payroll for the Netherlands delivers absence types in the following general categories:

- Paid leave (including vacation, reduced working hours, and maternity).
- Unpaid leave (including strikes and special leaves).
- Sickness (including disability and accidents).

Note. A complete list of delivered absence elements appears later in this chapter.

See [Chapter 9, “Understanding Deductions,” Delivered Deductions, page 85](#).

The following sections describe Dutch absence types in detail.

Vacations

In the Netherlands, every employee is entitled to at least four weeks of vacation per year. An employee may receive additional vacation, depending on the agreement with the employer, or depending on branch agreements. Employees can sell vacation days, typically at the end of the year.

Although vacation days are accrued per pay period, typically, the full vacation balance for an employee is entered into the system at the beginning of the calendar year. For part-time employees, the number of vacation days is prorated based on the FTE factor.

There are several ways to calculate the vacation days that an employee is entitled to, but one method is based on the number of Social Security days the employee will work in the year divided by the total number of Social Security days in the year.

In some cases, the number of vacation days that an employee is entitled to needs to be recalculated. These include when:

- An employee leaves the company.
- The FTE factor changes.
- The employee returns from a long-term illness.

According to law, employees who are ill for more than six months are only entitled to vacation days for the last six months of their illness. For example, if an employee is ill for eight months, the vacation days for the first two months of the illness will be deducted from the employee’s vacation balance. At the end of the illness, the exact duration of the illness can be determined and a recalculation can be established.

Besides a flexible recalculation process, it is possible to manually override the vacation days balance at the employee level. You do this on the Define Payee Data NLD page.

See [Chapter 12, “Updating Absences,” Entering Payee Absence Data, page 137](#).

If an employee reports an illness during a vacation, the absence due to illness has a higher priority than the absence due to vacation, so those days of illness will not get deducted from an employee's vacation balance. Similarly, if an employee goes on vacation during his illness, no vacation days can be deducted from the employee's balance. In these situations, the employee's vacation balance will be overridden.

At the end of the year, unused vacation days can be carried over to the vacation balance for the next year. Only five years after the days were first accrued will the unused vacation days be lost. It is also possible for employees to sell their unused vacation days at the end of the year or during the year. The base for paying out these days is the actual daily salary at the moment of the payment.

Reduction of Working Hours (ADV)

In the Netherlands, many companies have reduced the number of working hours in a week with the ADV hours rule that was created by the Dutch government to create more jobs. The way in which the rule is executed depends on the branch of an industry. In some branches, the number of working hours per day or per week is reduced (for example, to 36 or 38 hours). In other branches, the number of working hours per day or per week is not reduced, but the employee is entitled to extra days of paid time off (PTO). In some branches, there's no difference between ADV days and vacation days, and the ADV days are just added to the vacation balance. In other branches, a distinction exists between ADV days and vacation days and special rules apply. If an employee becomes sick, no ADV days are accrued.

Because of these special rules, it is important to identify which days are PTO days and which days are ADV days. With Global Payroll for the Netherlands, you can order which days are used first for PTO by using the priority option on the Absence Take – Priority page in the core application.

Public Holidays

Global Payroll uses the Holiday Schedule that is created in PeopleSoft Human Resources. Holiday Schedule information is stored on an employee's Job record. Global Payroll uses the Holiday Schedule during absence processing to create daily data and update leave balances. It also uses the Holiday Schedule to resolve count elements during payroll and absence processing. If a holiday schedule is not defined for an employee at the Job level in Human Resources, Global Payroll uses the holiday schedule defined for the employee's pay group. (The holiday schedule defined for the pay group, does not appear, by default, on the Job record.)

To set up holiday schedules in Global Payroll for the Netherlands, go to Set Up HRMS, Foundation Tables, Organization, Holiday Schedule.

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Using Schedules," Defining Holiday Schedules.

Saving for Leave (Verlofsparen)

According to Dutch law, an employee is allowed to save up for a leave. The leave is intended for extra leave during or after employment, up to a maximum of one year. The leave can be used to work part-time but cannot be used for early retirement. Consequently, it cannot be taken in the year before retirement.

An employee can save for a leave with the saving in time method.

An employee can save time from his vacation day entitlements or overtime hours he has earned. The time an employee saves is entered through positive input and deducted from his regular vacation days balance. This time is booked on a separate balance for saved time. The value of the time is not converted into salary but the employee is entitled to a certain amount of time in the future.

The savings in time maximum is 10 percent of the employee's entitlements in that year.

When an employee terminates his contract with a company, the saved leave time can either be taken at the time of termination or at another time. If an employee decides to take the leave time out, he will be subject to income tax and social security contributions at that time. An employee can also choose to carry over his accrued leave to his new employer, without any tax or social security consequences.

An employee can choose to contribute his savings in time to his pension.

When the employee decides to use the saved leave, the employer will continuously pay the salary of the employee.

The saving in time does not affect payroll.

Time for Time (*Tijd voor Tijd*)

Employees are compensated for overtime hours or hours worked during a weekend. An employee can choose to receive a payment for these hours (money for time) or take these hours as time off in the future (time for time). The hours can also be used for savings for leave.

For example, suppose that an employee has worked 3 hours of overtime at a rate of 150 percent for overtime. The employee will be compensated for 4,5 hours. The employee can decide to have:

- 4,50 hours paid; 0,00 accrued to the balance.
- 0,00 hours paid; 4,50 accrued to the balance.
- A combination of payment and balance accrual.

Deceased Family Member

By Dutch law, if a family member dies, an employee can take time off for grievance, and have his salary paid 100 percent. The maximum duration for paid time off is one day.

Marriage

If an employee gets married, the employee can take time off, and have salary paid 100 percent. The maximum duration for time off is one day.

Move

If an employee moves to a new home, the employee can take a maximum of two days off, and have salary paid 100 percent.

Maternity

In the Netherlands, a female employee is entitled to take 16 weeks of paid maternity leave at 100 percent of her salary.

An employee's maternity leave is paid by *UWV*, the Social Security agency, and not the employer. The employer almost always continues to pay the employee's regular salary during the maternity leave. The accrual for the holiday allowance and vacation days also continues as normal during an employee's maternity leave.

While the employer typically pays an employee's salary during maternity leave, the employer also ensures that this money is reimbursed by *UWV*. Global Payroll for the Netherlands delivers an earning called Maternity Leave which gives the employer the ability to check if the amount paid by *UWV* matches the amount actually paid to the employee. You can indicate whether the employer can claim the payment from *UWV* on the Absence Takes page.

If the employee has a maternity-related sickness, it is considered an illness and the regular salary has to be paid by the employer.

Maternity leave dates can be determined by the employee and are flexible—that is, an employee can decide the dates of her leave, prior to the due date.

See [Chapter 6, “Defining Absence Rules,” Defining Absence Takes in the Netherlands, page 65.](#)

Extended Pregnancy Leave

If the delivery occurs after the predicted due date, then the employee receives a sick leave benefit (*ZW uitkering*) for the additional time. These extra days are not deducted from the maternity leave. There is a maximum of two weeks for extended maternity leave.

Parental Leave

Typically, parental leave is an unpaid absence type, although some branches have different rules and continue to pay the employee up to 100 percent of his salary. An employee can choose to take full leave for 13 weeks or work part-time during a longer period. The leave can also be split over a maximum of three periods that can be no less than one month each. The leave can only be taken once per child under the age of 8.

Parental leave applies to both full-time employees and part-time employees. The entitlement for the leave is calculated by 13 times the number of standard hours per week that the employee works. An employee is entitled to parental leave after working for one year with a company.

Leave for Emergencies (Calamities)

If something unexpected happens in relation to the employee, such as a sick family member that has to be brought to the hospital or the central heating in the employee's house is broken, the employee is entitled to short term leave of a few hours or days. The maximum leave that is paid at 100 percent of salary is two days.

Short Term Leave for Health Care

By law, Dutch employees are entitled to receive a maximum of ten days of paid leave to take care of sick children, partners, or parents. The payment is at least 70 percent of the employee's regular salary during the leave.

Adoption Leave

Employees who adopt a child are entitled to a maximum of 4 weeks of adoption leave within 18 weeks of the adoption date. The leave period can start 2 weeks before the planned adoption. The regular salary is paid for a maximum of 4 weeks. The social security agency pays the claim from the employee through the employer.

Leave for Maternity Care

An employee is entitled to two working days off in case of delivery of his female partner. 100 percent of an employee's regular salary is paid the maternity care leave.

Study Leave (Career Break Funding Act)

An employee can interrupt his work for an extended period of time to provide care or to study. This is typically considered unpaid leave, but under certain circumstances, a claim by the employer can be submitted to the government for financial reimbursement under terms of the Career Break Funding Act.

Conditions for a contribution from the government during such a break are that:

- The employee has been employed by the company for at least one year and has permission from the company to take the leave.
- The leave is taken in order to take care of an individual or to pursue studies.
- The leave extends for at least two months.
- The employer temporarily replaces the employee on leave with an individual who is eligible for social insurance benefits or who is re-entering the work force.

In order to use the Career Break Funding Act, the leave must be for at least one-third of the normal workweek. If the employee normally works 40 hours per week, the amount of the leave must be for at least 13 hours per week. The replacement employee must work a minimum of 12 hours per week.

If these conditions are met, the employee may qualify for some financial compensation from the government. While annual limits vary, for the year 2006, an employee is entitled to a maximum of 12,91 EUR gross per study leave hours, or a maximum of 490,54 EUR per month during his study leave.

The maximum duration of a study leave is 18 months.

Terminal Care Leave

The same conditions apply to terminal care leave as to the study leave.

Strike

In general, employees are not entitled to wages on the days that they strike. Because these days do not accumulate to the number of Social Security days, the employee receives less than his normal wages. The payment is based on the normal number of working days during the pay period minus the number of strike days. In general, the employee receives a payment from the union during the strike, if the employee is a union member.

Sickness

Under Dutch law, employees must receive at least 70 percent of their regular salary, up to 104 weeks, if they are sick. Within some industry branches, it is common to pay an additional amount up to 100 percent. However, with effect from January 1, 2004, if employers pay more than 70% of salary during the second year of sickness, employees may be penalized at the end of the second year with regard to disability allowance.

The employer does not have to pay out the first two days of sickness so there can be a waiting period. If employees receive 70 percent of their salary or has a waiting period, the sick pay is recorded as a separate wage type called sickness and is shown as a separate earning on the payslip. If employee receive 100 percent of their salary, there is no change to the payroll or the payslip.

There are three common methods to determine sick pay:

- An employee's salary is paid at 100 percent for up to two years.
The salary is paid as normal and no changes are made to the payslip. The amount is recorded as a remuneration component called sickness.
- An employee's salary is paid at a minimum of 70 percent for up to two year maximum.
The amount is recorded as a remuneration component called sickness.
- An employee's salary is not paid for the first two days of illness (paid at 0 percent) and then paid at a maximum of 100 percent, using either of the preceding methods after the first two days.

If an employee has a temporary contract, other rules apply and are covered according to the rules in *Vang-net*.

The accrual of vacation days during an employee's illness is limited to a maximum of six months (the last six months of an illness case).

With Global Payroll for the Netherlands, you can record an employee's expected return date as well as the actual return date on the Absence Events Comments page.

See [Chapter 12, "Updating Absences," Entering Absence Comments, page 146](#).

If an employee gets sick during a holiday, the vacation days can be transferred over as sickness days and they are not deducted from the employee's vacation days.

Disability (WAO/WIA)

After a maximum of 104 weeks of sickness, an employee is eligible for long-term disability (*WAO or WIA*). From January 1, 2006, the WIA Act (*Wet Werk en Inkomen naar Arbeidsvermogen*) replaced the WAO Act (*Wet op de arbeidsongeschiktheidsverzekering*). For illnesses that began January 1, 2004 the new legislation applies.

Depending on the branch agreement, an employee may or may not be terminated during these years. If the employee is not terminated, there are two options:

- The employer can pay the employee's salary (up to 100 percent) and collect the disability from insurance.
- The employee can receive the disability payment directly from insurance and be supplemented up to 100 percent of salary from the employer.

If an employee goes on disability, the payment depends on the disability classification. Record this information on the WAO/WIA Data NLD page.

See [Chapter 12, "Updating Absences," Entering WAO/WIA Data, page 148](#).

Disability data should be registered separately from the illness record. When a disability is registered, the illness record has to be closed a day before the *WAO/WIA* begin date.

Most companies pay an additional supplement to the *WAO/WIA* payment, to guarantee a certain income. For example, the supplement in the first year of the disability can be up to 90 percent of an employee's salary, and in the second year, up to 80 percent.

As of January 1, 2004, employees may be penalized if they have been paid more than 70% of salary during the second year of illness.

Recurrence of Illness

If an employee recovers from an illness and then gets sick again within four weeks with the same illness reason, the second illness is considered a continuation of the first illness and the cumulative number of days are counted from the first calendar day of the first occurrence.

Note. In Global Payroll for the Netherlands, on the absence event, you would update the Original Begin Date field to refer to the beginning date of the first illness.

If the total duration of the illness is 52 weeks, the employee can go on long-term disability.

It is necessary to track the progress of an illness, including the percentage of illness, that may change over the course of the illness.

Companies must use an *Arbodienst* for monitoring absences caused by illness. An *Arbodienst* is a company that carries out the rules that apply to sick employees. For example, they employ the company doctor who examines the sick employee and report data to the government department that pays the disability after a year or two of illness.

By Dutch law, an employer has to report the status of a sick employee periodically to the *Arbodienst*.

See [Chapter 12, "Updating Absences," Understanding Dutch Illness Reporting, page 150](#).

Accidents

Every employer has to report work-related accidents and work-related diseases to an *Arbodienst*. Employees are paid at 100 percent their salary, if a work-related accident or disease occurs. The maximum duration of work-related pay is one year.

Illness due to Maternity

If an employee becomes ill due to maternity, she is paid her regular salary.

Organ Donor

If employees are absent due to an organ donation, they are paid their regular salary during the time that they are out of the office. The maximum duration for this type of absence is one year.

Understanding Delivered Elements

This section discusses:

- Delivered absence earnings.
- Delivered absence entitlements.
- Delivered absence takes.
- Viewing delivered elements.

Delivered Absence Earnings

The following table lists the absence earnings delivered with Global Payroll for the Netherlands:

Earning	Description
ZWANGER VL	Maternity
TIJD VO TIJD	Time for time
VAKANTIE DGN	Paid out vacation days
OUDERSCHP VL	Paid parental leave
OUDERSCHAPSV	Parental leave units
KORT ZORG VL	Short term leave
ADOPTIE VL	Adoption leave
WAO UITKERNG	Disablement allowance
WAO SUPLETIE	Disablement supplement

Earning	Description
ZWANGER ZKT	Illness due to maternity
SALARIS CONT	Continuous payment

Delivered Absence Entitlements

The following table lists the absence entitlements delivered with Global Payroll for the Netherlands:

Absence Entitlement	Description
VAKANTIE AE	Vacation entitlement
VAKNT NT AE	Vacation not taken
ADV HOURS AE	Reduced hours
VRLF SPRN AE	Savings for leave
KORTDURND AE	Short term leave
ADPTVRLF AE	Adoption leave
KRAAMVRLF AE	Maternity leave
STUDIVRLF AE	Study leave
CALAMITEI AE	Emergency leave
BETAALVERLOF	Paid absence
BEVALLINGS AE	Maternity
TIJD VOOR TIJD	Time for time

Delivered Absence Takes

The following table lists the absence takes delivered with Global Payroll for the Netherlands:

Absence Take	Description
VAKANTIE	Vacation
ADV	Reduced working hours
VERLOF SPAREN	Savings for leave
TIJD VOOR TIJD	Time for time
OVERLIJDEN FAMILIE	Deceased family member
HUWELIJK	Marriage
VERHUIZING	Move
BEVALLINGSVERLOF	Maternity
VRLNGD ZWANGERSCH	Extended pregnancy
OUDERSCHAPSVERLOF	Parental leave
CALAMITEITENVERLOF	Emergency leave
KORTDUREND ZORGVRL	Short term leave for health care
ADOPTIEVERLOF	Adoption leave
KRAAMVERLOF	Maternity leave
STUDIEVERLOF	Study leave
STERVENSBEGELEIDING	Terminal care leave
STAKING	Strike
ZIEKTE	Sickness
ARBEIDSONGESCHIKTH	Disability

Absence Take	Description
ONGEVAL	Accident
ZIEK WEGENS ZWANG	Illness due to maternity
ORGAANDONATIE	Organ donor
BIJZONDER VERLOF	Other (special leave)

Viewing Delivered Elements

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

See Also

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

Entering Payee Absence Data

This section provides an overview of payee absence data and discusses how to define payee data.

Understanding Payee Absence Data

With Global Payroll for the Netherlands, you can define absence-related data at the establishment level. These are defined on the Establishment Table NLD page, which is discussed in the Social Security chapter.

The absence-related data recorded on the Establishment Table NLD page can be overridden for an employee on the Define Payee Data page.

See Also

Chapter 5, “Setting Up Social Security Contributions,” Defining Social Security Information for Establishments, page 59

Page Used to Enter Payee Absence Data

Page Name	Object Name	Navigation	Usage
Define Payee Data	GPNL_DEF_EE_ADD	Global Payroll & Absence Mgmt, Payee Data, Define Payee Data NLD, Define Payee Data	Enter additional absence information for an employee. You can override data that was entered on the Establishment Table NLD page here.

Defining Payee Data

Access the Define Payee Data page.

Define Payee Data

Employee ID: KNG001 Name: Guido Maarschalkerweerd Empl Rcd Nbr: 0

Payee Data

Find | View All First 1 of 1 Last

*Effective Date: 01/01/2006

Vacation Period: 0.00

Reduced Work: 0.00

Nationality: 0001

Employee Class: Employment Contract

Insurance Exception Code:

Income Reduction Code:

Handicap Reduction:

Tax Exception Code:

Vac Unit: Day(s)

Red Wrk Unit: Hour(s)

☒ Regular Work Schedule
☐ Allowance Supplement

Job and Employment Data

Regular/Temporary: Regular

Employee Classification:

Relation to Owner:

☐ Owns 5% (or More) of Company

Define Payee Data page

Payee Data

Vacation Period

If an employee's vacation period is different from the periods set at the establishment level, you can override it here. For example, if the default vacation entitlement for all employees is 25 days per year and you have an employee who is entitled to 30 days per year, you can set up that value here.

Vacation Unit

Select the unit used to measure an employee's vacation. Values are *Hour(s)* or *Day(s)*.

Reduced Work	If an employee's reduced work is different from that set at the establishment level, you can override the reduced work here.
Reduced Work Unit	Select the unit used to measure an employee's reduced work. Values are <i>Hour(s)</i> or <i>Day(s)</i> .

Employment Reporting Codes

The Dutch Tax Authority defines the employee class and tax codes in this group box. Refer to the Tax Authority documentation for further information.

Nationality	Enter the employee's four-digit nationality code. The default is <i>0001</i> for the Netherlands. Nationality codes are defined by the Netherlands coding standard (NEN).
Regular Work Schedule	Select this check box if the employee works the same schedule every four-week period. These are examples of regular work schedules: Employee works Monday to Friday every week. Employee work schedule is 6 days on and then 3 days off.
Employee Class	Select the employee class that applies to this employee.
Allowance Supplement	Select this check box if the employee receives a supplement from your organization in addition to an allowance from social insurance.
Insurance Exception Code	Select an insurance exception code if it applies to the employee. Insurance exception codes indicate special circumstances that affect the employee's social insurance contribution.
Income Reduction Code	Select <i>Illness</i> , <i>Maternity Leave</i> , or <i>Unpaid Leave of Absence</i> if the employee's salary was reduced during the reporting period due to one of these reasons.
Handicap Reduction	If the employee is disabled and qualifies for a reduction of the collective WAO premium, select the handicap reduction that applies.
Tax Exception Code	Select a Tax Exception Code if exceptional tax rules apply to the employee's job.

Job and Employment Data

The fields in this group box are display-only and show information set up in Administer Workforce.

Regular/Temporary	Indicates whether the employee is Regular or Temporary. This information is defined on the Job Information page.
Employee Classification	Displays the employee's class that is specified on the Job Information page.
Owns 5% (or More) of Company	This check box is selected if the employee owns 5 percent or more of the company. This information is defined on the Employment Information page.
Relation to Owner	Displays the employee's relationship to the owner of the company. If it is blank, the employee is not related to the owner. This information is defined on the Employment Information page.

See Also

Chapter 6, “Defining Absence Rules,” Defining Absence Data for Establishments, page 66

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

Managing Absence Events

This section provides an overview of the absence event process, lists common elements, and discusses how to:

- Update absence takes.
- Update absence processing details.
- Enter absence details.
- Enter user-defined fields for absences.
- Enter absence comments.
- Update absence address information.
- Enter maternity information.

See Also

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

Understanding the Absence Event Process

When an employee is absent from work, you record the absence take, the begin and end dates, and other details that you want to track.

In Global Payroll for the Netherlands, you manage absence events in the following way:

1. Select the absence take element and enter the begin and end dates of the absence on the Absence Event NLD page. If applicable, enter the partial hours that the employee was absent.
2. Enter other details that are related to the absence on the Absence Event Input Detail page.

See Also

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

Common Elements Used in Managing Absence Events

Absence Take	Select the absence take element that corresponds to the employee’s absence.
Absence Reason	Select an absence reason in case of illness.
Begin Date/End Date	Enter the begin and end dates of the absence. If there’s a break in the absence, enter each event separately. The system uses the absence take definition that is in effect on the begin date that you specify.

Pages Used to Update Absence Events

Page Name	Object Name	Navigation	Usage
Absence Event NLD	GPNL_ABS_EVENT	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Absence Event NLD	Enter, update, and void absences for an employee.
Absence Event Input Detail	GPNL_ABS_EVENT_SEC	Click the Details link on the Absence Event NLD page.	Enter detailed information for an absence, including the reason, processing action, manager approval, entitlement adjustments, and partial hours.
User Defined Fields	GPNL_ABS_CNFG_SEC	Click the User-Defined Fields link on the Absence Event Input Detail page.	Enter user-defined information about the employee's absence.
Absence Event Comments	GPNL_ABS_CMT_SEC	Click the Comments link on the Absence Event Input Detail page.	Enter additional comments about the employee's absence, including therapy hours and percentage of the illness, if the absence is due to a disability.
Address Information	GPNL_ABS_ADDR_SEC	Click the Address Information link on the Absence Event Input Detail page.	Enter address contact information for the employee during an absence.
Maternity Dates	GPNL_ABS_MAT_SEC	Click the Maternity link on the Absence Event Input Detail page.	Enter maternity-related information, such as confinement dates, if the employee's absence is due to maternity.

Updating Absence Events – Absence Take

Access the Absence Events NLD page.

Absence Event NLD

Employee ID: KING002 **Name:** Mariska van der Broek **Empl Rcd Nbr:** 0

Absence Events Customize | Find | View All | First 1-3 of 3 Last

Absence Take Process Details

*Absence Take Element	Description	*Begin Date	End Date	Partial Hours	Original Begin Date	Details		
ZIEKTE	Sickness	02/18/2002	02/21/2002		01/24/2002	Details	+	-
ZIEKTE	Sickness	01/24/2002	02/06/2002		01/24/2002	Details	+	-
VERHUIZING	Move	01/18/2002	01/18/2002		01/18/2002	Details	+	-

Absence Event NLD page: Absence Take tab

Partial Hours

For absences of less than a full day, enter the number of hours that the payee was absent. If the payee was absence for more than one day (if the begin and end dates are different), the system associates the partial hours with the first day of the absence only. To specify otherwise, click the Details link to access the Absence Event Input Detail page.

Details

Click the Details link to access the Absence Event Input Detail page, where you can enter additional information about the absence.

Absence Events — Process Details

Select the Process Details tab.

Absence Event NLD

Employee ID: KNG002 Name: Mariska van der Broek Empl Rcd Nbr: 0

Absence Events Customize | Find | View All | First 1-3 of 3 Last

Absence Take **Process Details**

*Absence Take Element	Description	*Begin Date	End Date	*Process Action	Voided	Calendar Group ID	Date of last update	Process Date		
ZIEKTE	Sickness	02/18/2002	02/21/2002	Normal	☐		10/25/2002		+	-
ZIEKTE	Sickness	01/24/2002	02/06/2002	Normal	☐		10/25/2002		+	-
VERHUIZING	Move	01/18/2002	01/18/2002	Normal	☐		10/25/2002		+	-

Absence Event NLD page: Process Details tab

Process Action

Select the process action. For a new absence event, the default is *Normal*. Select *Void* to void an absence that has already gone through the absence take process. The event is not processed in subsequent runs. Instead, the Process Action is reset to *Normal* and the Voided check box is automatically selected during the absence take process.

During retroactive processing, the system calculates a new version of the results without the voided event. Positive input is not generated from the voided event, and the results for earnings or deductions have deltas.

Voided

This check box is automatically selected if you voided the event and ran the Take process. This check box can also be selected if you use the automatic priority processing feature and have assigned a priority number to your absence take elements. If you save absence entries with overlapping dates, the system voids the event with the lower priority and creates a new event for the days that do not overlap.

Calendar Group ID

The Calendar Group ID which processed this absence take appears. This field is display-only and updated by running the absence process for the period in which the absence take occurs.

Date of last update

Displays the date that this absence event was last updated. This field is display-only and updated by running the absence process for the period in which the absence take occurs.

Process Date

Displays the date that this absence event was last processed by the Take process. This field is display-only and updated by running the absence process for the period in which the absence take occurs.

Entering Absence Details

Access the Absence Event Input Detail page.

Absence Event NLD

Absence Event Input Detail

Absence Take:
STUDIEVERLOF
Study Leave

Absence Reason:

*Process Action:
Normal
☒ Manager Approved
☐ Voided

Event Priority:

Absence Type:
Unpaid

Source:
Admin

Date of last update
25/10/2002

Absence Detail

*Begin Date:
21/01/2002

End Date:
08/02/2002

Original Begin Date:
21/01/2002

Expected Return Date:

Actual Return Date:

Partial Hours

Begin Day Hours:

End Day Hours:

Or Half Day

☐ Begin Half Day

☐ End Half Day

Or All Days

☐ All Days

Override

Entitlement:

Adjustment:

[User Defined Fields](#)
[Comments](#)
[Address Information](#)
Maternity Dates

Absence Event Input Detail page

Event Priority

Displays the priority number of the take element if one was assigned on the Absence Take - Priority page in the core application.

If you enter more than one absence for the same date, you can use the automatic priority processing feature when you save your entries. The system compares the priority numbers of the overlapping absences to determine which take rule to apply for the date in conflict. The lowest number has the highest priority.

Absence Type

Displays the absence type, based on the absence take you selected

Source

Identifies the sources of the absence data. Values are:

Admin: The absence event entry was created using the Absence Event Entry page. This is the default for new entries.

Third Party: The absence event entry was created by a non-PeopleSoft application.

T&L: The absence event was created by PeopleSoft Enterprise Time and Labor.

Employee: The absence event was created by a self-service transaction.

Manager: The absence event was created by a self-service transaction.

Process Action

Select the process action. For a new absence event, the default is *Normal*. Select *Void* to void an absence that has already gone through the absence take process. The event is not processed in subsequent runs. Instead, the Process

Action is reset to *Normal* and the Voided check box is automatically selected during the absence take process.

During retroactive processing, the system calculates a new version of the results without the voided event. Positive input is not generated from the voided event, and the results for earnings or deductions have deltas.

Voided

This check box is automatically selected if you voided the event and ran the Take process. This check box can also be selected if you use the automatic priority processing feature and have assigned a priority number to your absence take elements. If you save absence entries with overlapping dates, the system voids the event with the lower priority and creates a new event for the days that do not overlap.

Manager Approved

Select to have the absence processed when you run the absence take process. This check box is selected if you defined the absence take element as not requiring manager approval on the Absence Take - Calculation page in the core application.

Original Begin Date

Enter this field if your absence take rules allow you to link this absence to a previous absence that was taken for the same reason. If this absence is related to another absence, enter the begin date of the original absence.

The default value for Original Begin Date is the begin date. Changing the begin date here does not update the original begin date.

Expected Return Date

Enter the expected date of return to work for the employee.

Actual Return Date

Enter the date that the employee returned to work.

Note. The Illness Notification reports use the date you enter in this field to identify the end of an illness. These reports do not use the date in the End Date field.

See [Chapter 12, “Updating Absences,” Understanding Dutch Illness Reporting, page 150](#).

Partial Hours

For absences of less than a full day, use these two fields to enter the number of hours that the employee was absent. The top field displays the partial hours that you entered on the main page.

Complete the Begin Day Hours field if the employee was absent for less than a full day on the first day of the absence or absent the same number of hours each day. Complete the End Day Hours field if the payee was absent less than a full day on the last day of the absence.

During the Absence Take process, these hours are available through the PARTIAL HOURS system element.

Note. For single-day absences, enter partial hours in the Begin Day Hours or End Day Hours field.

Or Half Day

Select if the employee was absent exactly one half day.

Select the Begin Half Day check box if the employee worked half a day on the first day or every day of the absence. Select the End Half Day check box if the employee worked half a day on the last day of the absence.

Or All Days

Select if you entered Partial Hours or selected Half Day for the begin date, and your selections apply to all days of the absence. The system uses this field to determine which condition existed.

Override

If the absence take element is associated with a per-absence entitlement element, use this group box to override the standard entitlement amount or adjust the employee's entitlement balance. To override the entitlement amount or adjust the entitlement balance for a frequency-based entitlement, use the Absence Adjustment page. Be sure to use the same type of units as those that are used to define the entitlement element.

Entitlement

To override the entitlement for this event, enter the number of units in this field. If the take is linked to more than one entitlement element, the number overrides the entitlement for the first linked element only.

Adjustment

To adjust the entitlement balance, enter the number of units in this field. (This number populates the automatically assigned adjustment element.) Enter a negative number to reduce the entitlement balance.

Entering User-Defined Fields for Absences

Access the User Defined Fields page.

Absence Event NLD

User Defined Fields

Absence Take Element:	ZIEKTE	Sickness
Begin Date:	02/18/2002	
End Date:	02/21/2002	

User Defined Fields

Date 1:  Character 1: Monetary 1: Currency 1:  Decimal 1:	Date 2:  Character 2: Monetary 2: Currency 2:  Decimal 2:
Date 3:  Character 3: Monetary 3: Currency 3:  Decimal 3:	Date 4:  Character 4: Monetary 4: Currency 4:  Decimal 4:

User Defined Fields page

You can enter data in up to 16 user-defined fields.

When you run the Take process, the system writes the data to the daily records, so that it is available to the count formulas. Four sets of system elements in the GP_ABS_EVENT record correspond to each user-defined field. The naming conventions are:

- EVT CONFIG1 (2, 3, 4) DT for date values.

- EVT CONFIG1 (2, 3, 4) DC for decimal values.
- EVT CONFIG1 (2, 3, 4) CH for character values.
- EVT CONFIG1(2, 3, 4) MN for monetary values.

Entering Absence Comments

Access the Absence Event Comments page.

Absence Event NLD

Absence Event Comments

Absence Take Element:	ZIEKTE	Sickness
Begin Date:	02/18/2002	
End Date:	02/21/2002	

Comments
Find | View All
First 1 of 2 Last
+ -

Comment Date:	02/21/2002	
Therapy Hours:		Frequency: Day
Percentage Ill:	100 %	
Comment:	The chair that Mariska was using has been replaced and she will come back to work.	

Absence Event Comments page

Comment Date	Enter the date when you entered comments about the employee's absence.
Therapy Hours	Enter the number of hours that the employee is receiving therapy.
Frequency	Select <i>Day</i> or <i>Week</i> to define the unit of measurement for therapy hours.
Percentage Ill	Enter the percentage of the employee's illness.
Comment	Enter any additional comments about the employee's absence.

Updating Absence Address Information

Access the Address Information page.

Absence Event NLD

Address Information

Emergency Contact Find | View All First 1 of 1 Last

☒ **Same Address as Employee** **Address Type:** HOME

☒ **Same Phone as Employee** **Phone Type:**

Employee's Current Address

Country: NLD Netherlands
Address: Appelgaarde 155
 3992 RF Houten

Employee's Phone

Phone:

Address Information page

Same Address as Employee and Same Phone as Employee Select if the absence contact information for the employee is the same as the employee's contact information.

Contact Address and Contact Phone If the absence contact information is not the same as the employee's address and phone information, enter the absence contact address and phone here.

Entering Maternity Information

Access the Maternity Dates page.

Absence Event NLD

Maternity Dates

Absence Take	BEVALLINGSVERLOF	Maternity
Element:		
Begin Date:	09/01/2002	
End Date:	12/01/2002	

Maternity Dates

Expected Confinement Date.:	10/01/2002	
Actual Confinement Date.:	10/01/2002	

Maternity Dates page

Expected Confinement Date and Actual Confinement Date

Enter both the expected and actual maternity dates for the employee. These dates are used to determine the duration of an employee's maternity leave.

Entering WAO/WIA Data

This section provides an overview of *WAO/WIA* data and discusses how to enter *WAO/WIA* data.

Understanding WAO/WIA Data

When an employee goes on long-term disability (*WAO/WIA*) the disability pay depends on employee's disability classification. Under the previous *WAO* Act the disability pay depended on the percentage of disability. For example, if an employee is 80 to 100 percent disabled, the employee will receive 70 percent of the regular salary while on disability. Employees who were declared disabled before January 1, 2006 are covered by the *WAO* Act and the classifications defined for that act.

From January 1, 2006, the *WIA* Act replaced the *WAO* Act and introduced new classifications. Any new cases must be classified using the *WIA* classifications, which divides disabled employees into those who are fully disabled (*IVA* [*Inkomensvoorziening Volledig Arbeidsongeschikten*]) and those who are partially disabled (*WGA* [*Werkhervatting Gedeeltelijk Arbeidsgeschikten*]).

Record disability data on the *WAO/WIA NLD Data* page.

Note. A company can decide whether disability pay should be claimed by the employer or the employee. If the company provides disability pay to the employee directly, then the company can claim the cost. If the company prefers that the Social Security agency pay the employee, then the employee can claim the cost. You can indicate who can claim absence costs on the *Absence Takes NLD* page.

See Also

Chapter 6, "Defining Absence Rules," Defining Absence Takes in the Netherlands, page 65

Page Used to Enter WAO/WIA Data

Page Name	Object Name	Navigation	Usage
WAO/WIA Data NLD	GPNL_WAO_DATA	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, WAO/WIA Data NLD, WAO/WIA Data NLD	Enter disability (<i>WAO/WIA</i>) information for an employee, including the date that the employee goes on disability and the disability classification.

Entering WAO/WIA Data

Access the WAO/WIA Data NLD page.

WAO/WIA Data NLD

Mariska van der Broek EMP ID: KNG002 Empl Rcd #: 0

WAO/WIA Data						Customize Find View All	First	1 of 1	Last
	Date	WAO/IVA/WGA Class	Amount to Pay	Currency	Begin Date	End Date			
1	01/02/2006	WIA 35-80 percent (WGA)	1600.00	EUR	01/02/2006	31/01/2007			

[Disability](#)

WAO/WIA Data NLD page

- Date** Enter the date when the employee goes on disability (*WAO or WIA*). This date is used to track an employee's disability history.
- WAO/IVA/WGA Class** Select the disability classification for the person. Employees who were declared disabled before January 1, 2006 are covered by the WAO Act and the classifications defined for that act.
- From January 1, 2006, the WIA Act replaced the WAO Act and introduced new classifications. Any new cases must be classified using the WIA classifications.
- Amount to Pay** Based on the WAO/IVA/WGA Class entered, social security will determine the amount of payment that the employee is eligible for, which can be claimed by the employer. To process this amount, you need to assign the earning WAO UITKERNG to the employee. In case the employer pays an additional amount, the earning WAO SUPLETIE can be assigned.
- Disability** Click this link to access the Disability page in Human Resources.
- See *PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce*, "Entering Additional Data in Human Resources Records," Tracking Disabilities.

Running Absence Reports

This section provides overviews of Dutch illness reporting, lists prerequisites, and discusses how to:

- Extract and report illness notification data by person.
- Extract and report notifications for previously unreported absences.

Understanding Dutch Illness Reporting

PeopleSoft Enterprise HRMS delivers Dutch illness reporting with these applications:

- PeopleSoft Enterprise Human Resources: Monitor Absence business process.

If you don't have Global Payroll for the Netherlands installed, the Monitor Absence business process enables you to record and report on employee absences within Human Resources.

- Global Payroll for the Netherlands.

The illness reporting delivered with Global Payroll for the Netherlands provides the same functionality as that delivered with Human Resources, except that it reports on the absence data recorded within Global Payroll (using the Absence Events NLD component).

Global Payroll for the Netherlands provides the following for Dutch illness reporting:

- Longterm illnesses NLD SQR report (ABS007NL).
- Processes for extracting and reporting illness absence information. The files created by these processes are imported into the Vpmeld third-party application that communicates with the Dutch ABRO service providers:

- VPMeld - Company Data (NLD) Application Engine process (HR_COMP_NLD).

This process exports company data. This process is also delivered in the Monitor Absence business process.

- Illness Notifications (VPMeld) Application Engine process (GPNL_ABS_ILL).

This process extracts and report illness notification data by person or by group. In Monitor Absence, there is a similar process for extracting illness data from the Human Resources absence tables.

- Create Illness Statistics NLD SQR report (GPNLAM01).

This report populates the table PS_ABS_STAT_NLD with employment and illness data from Global Payroll absence data. Run this process before running the Illness Registration reports. In Monitor Absence, there is a similar process that populates the same table, but it uses absence data entered in the Human Resources absence tables.

- Illness Registration SQR reports:

- Illness Registration (1) report (ABS005NL) generates illness statistics for a department sorted by gender.
- Illness Registration (2) report (ABS006NL) generates illness statistics for a department sorted by age.

The Illness Registration reports use the information in the table PS_ABS_STAT_NLD that is populated by running the Create Illness Statistics NLD process. These reports are also available in the Monitor Absence business process.

Refer to the *PeopleSoft Enterprise Human Resources PeopleBook: Monitor Absence* for more detailed information about Dutch illness reporting.

See Also

PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Monitor Absence, “(NLD) Using Dutch Illness Reporting”

Prerequisites

Before you run the Dutch illness processes and reports, ensure the following information is defined:

- Valid insurance registration numbers.

Enter your insurance provider's registration number on the Company Table - Default Settings page. In the section for the Netherlands, select the insurance provider in the Vendor ID field and enter the registration number.

- For each person, a valid Dutch Social Fiscal Number must be available; enter this information on the Personal Data - Biographical Details page.
- Record employee absences using the Absence Event NLD component (GPNL_ABS_EVENT).

See Also

PeopleSoft Enterprise HRMS 9.0 Application Fundamentals PeopleBook, "Setting Up Organization Foundation Tables," Setting Default Information for Companies

PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce, "Adding a Person in PeopleSoft Human Resources"

Chapter 12, "Updating Absences," Managing Absence Events, page 140

Pages Used to Run Absence Reports

Page Name	Object Name	Navigation	Usage
Longterm Illness Report	RUNCTL_ABS007_NL	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Longterm Illnesses NLD, Longterm Illness Report	Select the company for which you want to run the Longterm Illness report.
VP Company Data,	PRISMA_COMP_RUNCTL	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Export Company Data NLD, VP Company Data	Extract company name and address information, with or without the personal information of the personnel within the company. A process then generates an import file that can be loaded into Vpmeld to initialize or update the basic information for the company and personnel.
VP Employee Illness Data,	GPNL_ABS_PERS_ILL	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Illnesses by Employee NLD, VP Employee Illness Data	Extract and report illness notification data by person.

Page Name	Object Name	Navigation	Usage
VP Illness Notifications	GPNL_ABS_ILL_RCTL	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Illnesses by Group NLD, VP Illness Notifications	Extract and report illness begin or end notifications for all absences that weren't previously reported.
Create Illness Statistics NLD	RUNCTL_ABS702_NL	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Create Illness Statistics NLD, Create Illness Statistics NLD	Create absence statistics for a company in the Netherlands. The Create Illness Statistics NLD SQR process (GPNLAM01) populates the table PS_ABS_STAT_NLD with employment and illness data for a given month. Run this process before running the Illness Registration report.
Illness Registration	RUNCTL_ABS005_NL	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Illness Registration NLD, Illness Registration	Use this page to run these reports: • Illness Registration (1) report (ABS005NL) provides a summary of illness statistics for a department sorted by gender. • Illness Registration (2) report (ABS006NL) provides a summary of illness statistics for a department sorted by age. Before you run these reports, run the Create Illness Statistics NLD SQR process (GPNLAM01) to populate the report table PS_ABS_STAT_NLD for the reporting period.

See Also

PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Monitor Absence, “(NLD) Using Dutch Illness Reporting”

Extracting and Reporting Illness Notification Data by Person

Access the VP Employee Illness Data.

VP Employee Illness Data

Run Control ID: 11_2006 [Report Manager](#) [Process Monitor](#) [Run](#)

Language:

Report Request Parameter(s)

From Date:

EmplID:

Employee Information Only ☐

*Notification Status: [Select with Matching Criteria](#)

Employee Illness Data [Customize](#) | [Find](#) | [View All](#) | First Last

Absence Take Element	Type	Begin Date	Return Date	Begin Notification Date	End Notification Date

VP Employee Illness Data page

Employee Information Only

Select to extract employee information only when you want to create or update the personal information for the person. When you select this check box, the Illness Status Information field becomes unavailable for data entry.

Notification Status

Select the notification status. Options are:

Illness Report Change: Send an illness notification change to Vpmeld.

Illness Report Original: Send an original illness notification to Vpmeld. If you select this option, the report lists illness data in addition to information about the person.

Illness Report Replace: Send an illness notification replacement to Vpmeld. If you select this option, the report lists illness data in addition to the person's information.

Select with Matching Criteria

Click to search for employees who match the criteria. The system populates the Employee Illness Data scroll area.

Extracting and Reporting Notifications for Previously Unreported Absences

Access the VP Illness Notifications page.

VP Illness Notifications

Run Control ID: 11_2006
[Report Manager](#)
[Process Monitor](#)

Language:

Report Request Parameter(s)

From Date:

Business Unit: Netherlands Business Unit

Department: Human Resources - Netherlands

Illness Data

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

EmpID	Name	Absence Take Element	Type	Begin Date	Return Date	Begin Notification Date	End Notification Date

VP Illness Notifications page

Department

Select a department for which to extract information. You must first select a business unit.

Select with Matching Criteria

Click to search for employees who match the criteria. The system populates the Illness Data scroll area.

CHAPTER 13

Generating Payslips

This chapter provides an overview of payslips and discusses how to:

- Add messages to payslips.
- Run the payslip report.

Note. Before you can add messages to payslips and generate the payslip report, you must first define payslips. Defining payslips is discussed previously in this PeopleBook.

See Also

Chapter 7, “Defining Payslips,” page 69

Understanding Payslips

This section discusses:

- Payslip generation.
- Segmentation and payslips.
- Retro and payslips.
- 13th month allowance and payslips.

Payslip Generation

When you have set up the payslips for your pay groups, you generate payslips as follows:

1. Add messages to be printed on the payslip on the Payslip Messages page.
2. Define the reporting options for the payslip and generate the payslip on the Payslip Report page.

See Chapter 7, “Defining Payslips,” page 69.

Segmentation and Payslips

Segmentation occurs when employees’ details change during a payroll period and the change requires the system to recalculate certain elements (element segmentation) or all elements (period segmentation).

In the Netherlands, segmentation can occur because an employee changes to a new company with a different tax number or a new establishment with a different social security number. When the system segments an employee’s pay, it prints a payslip for each segment. This way, the accumulator balance starts out at zero when an employee transfers to a new company or establishment.

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

Retro and Payslips

With Global Payroll for the Netherlands, you can define how retro results are printed on the payslip in the following way:

1. Define the retro type on the Payslip – Earnings and Deductions setup page. You can print the current and recalculated amounts combined or separately.
2. Define retro selection options on the Print Payslips page. You can choose to print only the current results, only the retro (recalculated) results, or both the current and retro results on a payslip.

See [Chapter 7, “Defining Payslips,” Defining Earnings and Deductions on the Payslip, page 71.](#)

See [Chapter 13, “Generating Payslips,” Generating Payslips, page 158.](#)

13th Month Allowance and Payslips

In the Netherlands, companies can pay the 13th month allowance either in a regular pay period or in an additional payroll run.

If the company pays the 13th month allowance during a regular pay period, an extra entry appears on the payslip for the allowance, in addition to the gross salary amount. On the payslip, there will be one line indicating the gross salary as a regular payment, and another line indicating the 13th month allowance as a non-regular payment.

If the company pays the 13th month allowance in an additional pay run, the system creates a special Calendar Group ID for the 13th month allowance. During this special pay run, the system calculates the 13th month allowance and it is the only entry that appears on the payslip.

Adding Messages to Payslips

This section provides an overview of payslip messages and discusses how to add payslip messages.

Understanding Payslip Messages

There may be times when you want to print a message on employees’ payslips. Messages do not appear automatically on every payslip. They only appear on payslips for those pay periods that you select. For example, you can wish all employees a happy Christmas and a good New Year by adding a message on their December payslips. You can define messages on the Payslip Messages page.

Page Used to Add Payslip Messages

Page Name	Object Name	Navigation	Usage
Payslip Messages	GPNL_PSLIP_MSG	- Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Messages NLD, Payslip Messages - Global Payroll & Absence Mgmt, Payslips, Add Payslip Messages NLD, Payslip Messages	Add messages that you want printed on the payslip.

Adding Payslip Messages

Access the Payslip Messages page.

Payslip Messages

Calendar Group ID: KNMJAN02

Message Definition Find | View All First 1 of 2 Last

*Message Number: 100

Pay Entity: KN201 Pay Entity 1 for company KN2

Pay Group:

Department SetID:

Department:

EmplID:

Message Definition: De beste wensen voor 2002

Payslip Messages page

Message Number	Assign a number to the message. The message number is used as a unique sequence number within a specific Calendar Group to allow the use of multiple messages in the same pay calendar.
Pay Entity, Pay Group, Department SetID, Department, and EmplID	Select the pay entity, pay group, department SetID, department, and employee IDs to which the message applies.
Message Definition	Enter the message that appears on the payslip that you select.

Running the Payslip Report

This section discusses how to generate payslips.

Pages Used to Run the Payslip Report

Page Name	Object Name	Navigation	Usage
Print Payslips	GPNL_RC_PAYSLIP	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips NLD, Print Payslips	Define the reporting options for printing the payslip and generate the payslip.
Pay Entity List	GPNL_RC_PS_PYENT	Click the Pay Entity List link on the Print Payslips page.	Select the pay entities to be included on the payslip.
Pay Group List	GPNL_RC_PS_PGRP	Click the Pay Group List link on the Print Payslips page.	Select the pay groups to be included on the payslip.
Department List	GPNL_RC_PS_DEPT	Click the Department List link on the Print Payslips page.	Select the departments to be included on the payslip.
Location List	GPNL_RC_PS_LOCTN	Click the Location List link on the Print Payslips page.	Select the locations to be included on the payslip.
Payee List	GPNL_RC_PS_PYE	Click the Payee List link on the Print Payslips page.	Select the payees to be included on the payslip.

Generating Payslips

Access the Print Payslips page.

Print Payslips

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

Language: English ▼

Payslip Generation Details

*Calendar Group ID: 🔍

Payslip ID: 🔍

Retro Processing: ▼

Payslip Sign: ▼

[Pay Entity List](#)

[Pay Group List](#)

[Department List](#)

[Location List](#)

[Payee List](#)

Print Payslips page

Calendar Group ID

Select the Calendar Group ID for which you want to print the payslip.

Payslip ID

Select the Payslip ID in case you want to override the default payslip template that is defined for the pay groups within this calendar group.

Retro Processing

Indicate the retro processing method that will be printed on the payslips. Select from the following options:

Current Period Only: Displays only the current period results on the payslip.

Retro Periods Only: Displays only the retro results on the payslip.

Retro and Current Period: Displays both the retro results and the current results on the payslip.

Payslip Sign

Select the type of payslip you want to print. In the Netherlands, companies can print both positive and negative payslips. A positive payslip is one in which the net amount to pay is zero or greater than zero. A negative payslip is one in which the net amount to pay is less than zero. If a payslip is negative, the employer can include a letter explaining why the net pay is less than zero and how the amount can be paid back. Typically, the positive and negative payslips are printed separately, but with Global Payroll for the Netherlands, you have four options.

Values are *All*, *Negative Only*, *Negative first, positive last*, and *Positive Only*.

Note. By default, all payees within the Pay Calendar are selected. The selection criteria, such as Pay Entity, Pay Group, and Payee, for example, are only used to limit the selection to a subset.

Payslip Processes

The Print Payslips page launches a Job (GPNLPYSL) containing three processes in sequence:

1. The GPNL_PAYSLIP Application Engine process retrieves payroll results and populates three temporary tables, based on the payslip template. The temporary tables used are GPNL_PSLIP_TMP, GPNL_PS_ERN_TMP, and GPNL_PS_ACU_TMP, for the payslip header, body, and footer respectively.
2. The Structured Query Report (SQR) GPNLPYS1 prints the payslip report and provides self service related information for PeopleSoft Enterprise ePay if ePay is licensed.
3. The GP_EPAY Application Engine process uses the payslip report and self service related information provided by the prior processes in this job to create self-service payslips for each payee. If ePay is not licensed, this process will report that ePay has not been licensed and will complete with success.

Important! When running the GPNLPYSL Job, the following Type and Format options can be used with ePay: *None* and *None* (defaults to Web and PDF), *Web* and *PDF*, or *File* and *PDF*. If using *File* and *PDF*, do not use the custom output destination from the Process Scheduler Request page.

See Also

Appendix A, “Global Payroll for the Netherlands Reports,” page 171

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

CHAPTER 14

Running Banking Processes

This chapter provides an overview of banking processing for the Netherlands and discusses how to run banking processes.

Note. Before you run banking processes, you must set up banking information. Banking setup for the Netherlands is discussed previously in this PeopleBook.

See Also

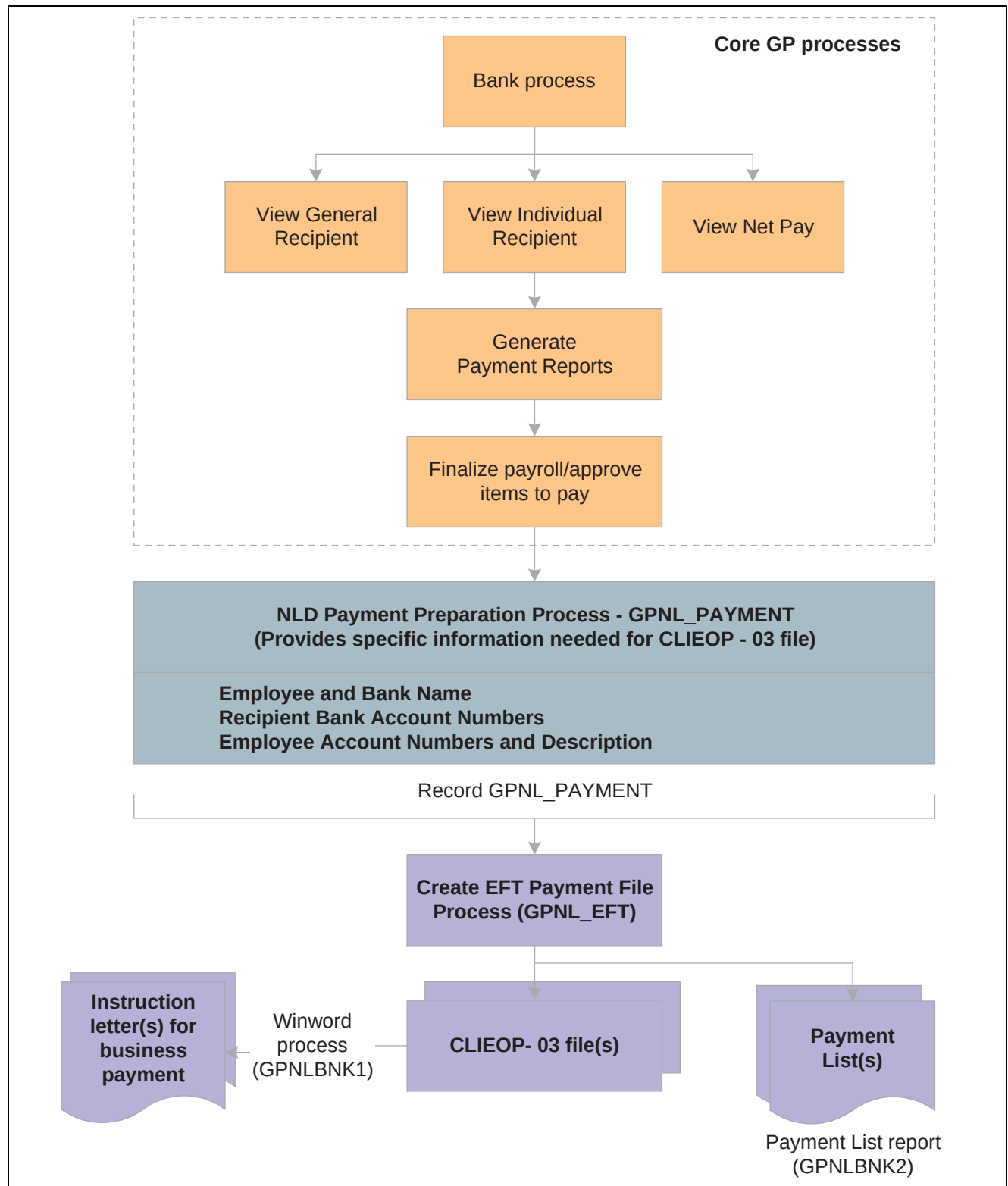
Chapter 8, “Setting Up Banking,” page 79

Understanding Banking Processing for the Netherlands

In addition to the core payroll and banking process, there are three processes specific to banking for the Netherlands:

- The Payment Preparation Application Engine process (GPNL_PAYMENT) extracts data from the core application record GP_PAYMENT and populates the record GPNL_PAYMENT with information required for the CLIEOP-03 file.
- The Create EFT Payment File Application Engine (GPNL_EFT) process extracts the data from GPNL_PAYMENT to create a CLIEOP-03 file and Instruction letter for business payments to either bank accounts and/or postbank accounts, depending on the selection you make on the run control page.
- The Payment List report produces a list of employee and recipient payment detail suitable for payroll administrators and accountants to use for general management of salary payments and general payroll administration.

This diagram illustrates how the banking processes for the Netherlands supplement the core application banking process:



Global Payroll for the Netherlands banking processes

See Also

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

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

Chapter 8, “Setting Up Banking,” page 79

Running Banking Processes

This section discusses how to:

- Create the CLIEOP03 electronic file.
- Launch the Payment List report.

Note. All the additional information required by the system is at the pay entity level.

Pages Used to Run Banking Processes for the Netherlands

Page Name	Object Name	Navigation	Usage
Payment Preparation	GPNL_RC_BNK_PMT	Global Payroll & Absence Mgmt, Payment Processing, Run Payment Prep Process NLD, Payment Preparation	Launch the Dutch banking process. Run this process after running the core application banking process. You specify only the Calendar Group ID for the processing. Note. You cannot recalculate the core banking process for a selected calendar group ID after running the Dutch banking process.
Payment File Generation	GPNL_RC_BNK_EFT	Global Payroll & Absence Mgmt, Payment Processing, Create EFT Payment File NLD, Payment File Generation	Launch the Create EFT Payment File process that creates the CLIEOP03 file. Run this process after running the core application banking process and the Banking Process NLD.
Payment List	GPNL_RC_PMT_LST	Global Payroll & Absence Mgmt, Payment Processing, Payment List Report NLD, Payment List	Select the parameters for printing the payment list.

Creating the CLIEOP03 Electronic File

Access the Payment File Generation page.

Payment File Generation

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

Run

Banking Report

Calendar Group ID:

Pay Entity:

Banking Recipient:

Fixed Description Info:

Batch Reference:

Required Process Date:

31

Delivery type:

Payment File Generation page

Calendar Group ID

Select the calendar group for which you want to process payments.

Pay Entity

Select a pay entity if you want to restrict the processing of payments for a particular pay entity when your calendar group includes more than one. If you don't make a selection here, the system will process payments for all pay entities in the calendar group.

Banking Recipient

Select from: *Bank Accounts*, *Bank and Postbank Accounts*, (accounts numbers greater than 7 digits) or *Postbank Accounts* (account numbers with a maximum of 7 digits).

Transactions from bank account to Postbank accounts usually take two or three days, while transactions between bank accounts take only one day. By processing transactions to Postbank accounts separately and earlier than you process the transactions to bank accounts, you can pay all your employees on the same day.

Fixed Description Info

The description you enter here appears in the header of the CLIEOP03 file. It also appears on each employee's bank statement, for example "Salary January 2006".

Batch Reference

Enter the batch reference that's to appear on the Instruction letter for business payments.

Required Process Date

Enter the date on which Interpay must process the batch. The date appears in the header of the CLIEOP03 file and in the Instruction letter for business payments.

Delivery Type

Select either *Original* or *Duplicate*. The value is included in the file but not the Instruction letter for business payments.

Launching the Payment List Report

Access the Payment List page.

Payment List

Run Control ID: GN2 [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Payment List Options

*Calendar Group ID: KNMJAN02

Calendar ID: KNMJAN02

Payment Status: Paid

Element Name:

Payment List page

Calendar Group ID

Select the calendar group for which you want to report detailed payment data. You can isolate the data retrieval to a single calendar in the group by also entering a calendar ID.

Payment Status

Select from *No Active Allocations*, *Paid*, and *Prepared*. If you select *No Active Allocations* this means that the system found no net distribution allocations specified for a payee.

Element Name

Select a specific element, such as a deduction, to report on transactions for that element in the calendar or calendar group you specified. Examples are savings plans deductions or garnishments.

CHAPTER 15

Managing Off-Cycle Payments

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

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

Note. Refer to *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook* for more information on off-cycle setup and processing.

See Also

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

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

Understanding Off-Cycle Processing

This section discusses:

- The off-cycle process.
- Types of off-cycle transactions.

The Off-Cycle Process

Off-cycle 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.

Recording Manual Payments for the Netherlands

When entering manual payments for Dutch payees, it is recommended that all calculations are 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 as the delivered Netherlands 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 the Netherlands

Create corrections when you need to change finalized results, usually due to a user error.

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 the Netherlands

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 Netherlands delivered statutory rules when calculating.

The off-cycle functionality for running additional payment does not replace the ability to set up separate pay runs for the Vacation and 13th Month allowance, but does provide a good alternative method.

See [Chapter 4, “Defining Earnings,” Defining Allowances, page 42](#).

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 the Netherlands

Use advances to pay an employee before their 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 advance payments:

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

APPENDIX A

Global Payroll for the Netherlands Reports

This appendix discusses Global Payroll for the Netherlands reports and shows you how to view summary tables of all reports.

Note. For samples of these reports, see the PDF files published on CD-ROM with your documentation. For more information about running these reports, refer to the appropriate chapter in this PeopleBook.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler

Global Payroll for the Netherlands Reports: A to Z

This table lists the Global Payroll for the Netherlands reports, sorted alphanumerically by report ID.

Note. The Longterm Illnesses NLD report is part of the PeopleSoft Enterprise Human Resources Monitor Absences business process functionality. If the Global Payroll Netherlands flag is checked on the Installation Table, the Longterm Illnesses NLD report selects absence data from Global Payroll for the Netherlands records. If the Global Payroll Netherlands flag is not checked on the Installation Table, the Longterm Illnesses NLD report selects absence data from Human Resources records. The Longterm Illnesses NLD report is discussed in *PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Monitor Absences*

See *PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Monitor Absence*, “(NLD) Using Dutch Illness Reporting”.

Report ID and Report Name	Description	Navigation	Run Control Page
ABS005NL, ABS006NL Illness Registration (1) and (2)	The two Illness Registration reports are: • Illness Registration (1) report (ABS005NL) provides a summary of illness statistics for a department sorted by gender. • Illness Registration (2) report (ABS006NL) provides a summary of illness statistics for a department sorted by age. Before you run these reports, run the Create Illness Statistics NLD SQR process (GPNLAM01) to populate the report table PS_ABS_STAT_NLD for the reporting period.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Illness Registration NLD	RUNCTL_ABS005_NL
ABS007NL Longterm Illnesses NLD	Provides updated information on the status of sick employees periodically to the <i>Arbodienst</i> .	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Longterm Illnesses NLD	RUNCTL_ABS007_NL
GPNLAM01 Create Illness Statistics NLD	Create absence statistics for a company in the Netherlands. Run this process before running the Illness Registration report.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Create Illness Statistics NLD	RUNCTL_ABS702_NL
GPNLP5PC SI Contribution Report	Summarizes period and accumulated social insurance contributions. This enables employers to track increases in social security contributions.	Global Payroll & Absence Mgmt, Social Security/Insurance, SI Contribution Report NLD	GPNL_RC_SOC_5PCT
GPNLBNK2 Payment List Report	Produces a list of employee and recipient payment details regarding salary payments and general payroll administration.	Global Payroll & Absence Mgmt, Payment Processing, Payment List Report NLD	GPNL_RC_PMT_LST

Report ID and Report Name	Description	Navigation	Run Control Page
GPNL_CBS CBS Interface NLD	Produces the wage and employment statistics required by the Central Bureau of Statistics (<i>Centraal Bureau voor de Statistiek</i>). The report is run after payroll has run and it is produced monthly, 4-weekly or quarterly. If your organization has a 4 weekly pay periods, the CBS report must be run 4-weekly. However, if you have monthly payroll, the report is run monthly or quarterly. You must set up the CBS information for your establishments on the Establishment Table NLD page before you run this report. Complete the CBS Identification and CBS Agreement fields.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, CBS Interface NLD	GPNL_RC_CBS
GPNLPRREG Payroll Exceptions Register NLD (<i>Standenregister</i>)	Provides a comparison of the payroll results of consecutive periods. The differences are summarized at the employee or company level where the differences are equal or greater than a user-defined percentage.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Results Register NLD	GPNL_RC_REG
GPNLPPRS Personal Information Report (<i>Loonstaat</i>)	Contains information about tax and social security at the employee level.	Global Payroll & Absence Mgmt, Taxes, Pers. Information Report NLD	GPNL_RC_PERS
GPNLRED Tax Reductions Report (<i>Afdrachtverminderingen</i>)	Provides detailed information about the tax reductions per employee. Sort by employee or by reduction rule.	Global Payroll & Absence Mgmt, Taxes, Tax Reductions Report NLD	GPNL_RC_RED
GPNLPSYE SI Summary Report	Lists employees' social security contributions for the reporting period.	Global Payroll & Absence Mgmt, Social Security/Insurance, SI Summary Report NLD	GPNL_RC_SOC_YEE
GPNLPYEE Year-End Employee Report (<i>Jaaropgaaf</i>)	Print the fiscal information for each employee at the end of the fiscal year.	Global Payroll & Absence Mgmt, Taxes, Year-End Employee Report NLD	GPNL_RC_YEE
GPNLPYER Tax Summary Report (<i>Verzamelloonstaat</i>)	Provides an overview of the fiscal income of all employees.	Global Payroll & Absence Mgmt, Taxes, Tax Summary Report NLD	GPNL_RC_YER

Report ID and Report Name	Description	Navigation	Run Control Page
GPNLPYSL Payslip Report	Generates payslips for all employees within the selected calendar group, with the optional selection by pay entity, pay group, department, location, and payee. On the payslip, you can display retro results and indicate whether positive and/or negative payslips should be processed.	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips NLD	GPNL_RC_PAYSLIP
GPNLWD01 Wage Tax Declaration Report	Provides a summary of the totals reported in wage declarations previously created using the Wage Tax Declaration Interface process (GPNL_WD_AE).	Global Payroll & Absence Mgmt, Absence & Payroll Processing, Reports, Wage Tax Declaration Report NLD	GPNL_RC_WDREPORT

Glossary of PeopleSoft Enterprise Terms

absence entitlement	This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.
absence take	This element defines the conditions that must be met before a payee is entitled to take paid time off.
academic career	In PeopleSoft Enterprise Campus Solutions, all course work that a student undertakes at an academic institution and that is grouped in a single student record. For example, a university that has an undergraduate school, a graduate school, and various professional schools might define several academic careers—an undergraduate career, a graduate career, and separate careers for each professional school (law school, medical school, dental school, and so on).
academic institution	In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.
academic organization	In PeopleSoft Enterprise Campus Solutions, an entity that is part of the administrative structure within an academic institution. At the lowest level, an academic organization might be an academic department. At the highest level, an academic organization can represent a division.
academic plan	In PeopleSoft Enterprise Campus Solutions, an area of study—such as a major, minor, or specialization—that exists within an academic program or academic career.
academic program	In PeopleSoft Enterprise Campus Solutions, the entity to which a student applies and is admitted and from which the student graduates.
accounting class	In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.
accounting date	The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.
accounting split	The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.
accumulator	You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.
action reason	The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Enterprise Human Resources, PeopleSoft Enterprise Benefits

	Administration, PeopleSoft Enterprise Stock Administration, and the COBRA Administration feature of the Base Benefits business process.
action template	In PeopleSoft Enterprise Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.
activity	In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities. In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing. In PeopleSoft Enterprise Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks. In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.
address usage	In PeopleSoft Enterprise Campus Solutions, a grouping of address types defining the order in which the address types are used. For example, you might define an address usage code to process addresses in the following order: billing address, dormitory address, home address, and then work address.
adjustment calendar	In PeopleSoft Enterprise Campus Solutions, the adjustment calendar controls how a particular charge is adjusted on a student's account when the student drops classes or withdraws from a term. The charge adjustment is based on how much time has elapsed from a predetermined date, and it is determined as a percentage of the original charge amount.
administrative function	In PeopleSoft Enterprise Campus Solutions, a particular functional area that processes checklists, communication, and comments. The administrative function identifies which variable data is added to a person's checklist or communication record when a specific checklist code, communication category, or comment is assigned to the student. This key data enables you to trace that checklist, communication, or comment back to a specific processing event in a functional area.
admit type	In PeopleSoft Enterprise Campus Solutions, a designation used to distinguish first-year applications from transfer applications.
agreement	In PeopleSoft Enterprise eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.
allocation rule	In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure from the current node to the root node, checking each node for plans that contain allocation rules.
alternate account	A feature in PeopleSoft Enterprise General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.
analysis database	In PeopleSoft Enterprise Campus Solutions, database tables that store large amounts of student information that may not appear in standard report formats. The analysis database tables contain keys for all objects in a report that an application program can use to reference other student-record objects that are not contained in the printed report. For instance, the analysis database contains data on courses that are considered

	for satisfying a requirement but that are rejected. It also contains information on courses captured by global limits. An analysis database is used in PeopleSoft Enterprise Academic Advisement.
Application Messaging	PeopleSoft Application Messaging enables applications within the PeopleSoft Enterprise product family to communicate synchronously or asynchronously with other PeopleSoft Enterprise and third-party applications. An application message defines the records and fields to be published or subscribed to.
AR specialist	Abbreviation for <i>receivables specialist</i> . In PeopleSoft Enterprise Receivables, an individual in who tracks and resolves deductions and disputed items.
arbitration plan	The arbiter when multiple price rules match the transaction. This plan determines the order in which the price rules are applied to the transaction base price.
assessment rule	In PeopleSoft Enterprise Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.
asset class	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.
attribute/value pair	In PeopleSoft Enterprise Directory Interface, relates the data that makes up an entry in the directory information tree.
auction event	In PeopleSoft Strategic Sourcing, a sourcing event where bidders actively compete against one another to achieve the best price or score.
audience	In PeopleSoft Enterprise Campus Solutions, a segment of the database that relates to an initiative, or a membership organization that is based on constituent attributes rather than a dues-paying structure. Examples of audiences include the Class of '65 and Undergraduate Arts & Sciences.
authentication server	A server that is set up to verify users of the system.
base time period	In PeopleSoft Enterprise Business Planning, the lowest level time period in a calendar.
benchmark job	In PeopleSoft Enterprise Workforce Analytics Solution, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.
bid response	In PeopleSoft Strategic Sourcing, the response by a bidder to an event.
billing career	In PeopleSoft Enterprise Campus Solutions, the one career under which other careers are grouped for billing purposes if a student is active simultaneously in multiple careers.
bio bit or bio brief	In PeopleSoft Enterprise Campus Solutions, a report that summarizes information stored in the system about a particular constituent. You can generate standard or specialized reports.
book	In PeopleSoft Enterprise Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.
branch	A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.
budgetary account only	An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called "system-maintained account."

budget check	In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.
budget control	In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.
budget period	The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.
business activity	The name of a subset of a detailed business process. This might be a specific transaction, task, or action that you perform in a business process.
business event	In PeopleSoft Enterprise Receivables, defines the processing characteristics for the Receivable Update process for a draft activity. In PeopleSoft Enterprise Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).
business process	A standard set of 17 business processes are defined and maintained by the PeopleSoft Enterprise product families and are supported by the Business Process Engineering group. An example of a business process is Order Fulfillment, which is a business process that manages sales orders and contracts, inventory, billing, and so forth. See also <i>detailed business process</i>.
business unit constraints	In PeopleSoft Strategic Sourcing, these constraints apply to a selected Strategic Sourcing business unit. Spend is tracked across all of the events within the selected Strategic Sourcing business unit.
business task	The name of the specific function depicted in one of the business processes.
business unit	A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.
buyer	In PeopleSoft Enterprise eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.
buy event	In PeopleSoft Strategic Sourcing, for event creators, the purchase of goods or services, most typically associated with a request for quote, proposal, or reverse auction. For bidders, the sale of goods or services.
campus	In PeopleSoft Enterprise Campus Solutions, an entity that is usually associated with a distinct physical administrative unit, that belongs to a single academic institution, that uses a unique course catalog, and that produces a common transcript for students within the same academic career.
cash drawer	A repository for monies and payments taken locally.
catalog item	In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, "Introduction to Microsoft Word." A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.
catalog map	In PeopleSoft Enterprise Catalog Management, translates values from the catalog source data to the format of the company's catalog.

catalog partner	In PeopleSoft Enterprise Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.
categorization	Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.
category	In PeopleSoft Enterprise Campus Solutions, a broad grouping to which specific comments or communications (contexts) are assigned. Category codes are also linked to 3C access groups so that you can assign data-entry or view-only privileges across functions.
channel	In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.
ChartField	A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft Enterprise application. ChartField values represent individual account numbers, department codes, and so forth.
ChartField balancing	You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.
ChartField combination edit	The process of editing journal lines for valid ChartField combinations based on user-defined rules.
ChartKey	One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.
checkbook	In PeopleSoft Enterprise Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.
checklist code	In PeopleSoft Enterprise Campus Solutions, a code that represents a list of planned or completed action items that can be assigned to a staff member, volunteer, or unit. Checklists enable you to view all action assignments on one page.
claimback	In the wholesale distribution industry, a contract between supplier and distributor, in which monies are paid to the distributor on the sale of specified products or product groups to targeted customers or customer groups.
class	In PeopleSoft Enterprise Campus Solutions, a specific offering of a course component within an academic term. See also <i>course</i> .
Class ChartField	A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called <i>sub-classification</i> .
clearance	In PeopleSoft Enterprise Campus Solutions, the period of time during which a constituent in PeopleSoft Enterprise Contributor Relations is approved for involvement in an initiative or an action. Clearances are used to prevent development officers from making multiple requests to a constituent during the same time period.
clone	In PeopleCode, to make a unique copy. In contrast, to <i>copy</i> may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.
cohort	In PeopleSoft Enterprise Campus Solutions, the highest level of the three-level classification structure that you define for enrollment management. You can define a cohort level, link it to other levels, and set enrollment target numbers for it. See also <i>population</i> and <i>division</i> .

collection	To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleTools maintains a set of collections (one per language code) for each search index object.
collection rule	In PeopleSoft Enterprise Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.
comm key	See <i>communication key</i> .
communication key	In PeopleSoft Enterprise Campus Solutions, a single code for entering a combination of communication category, communication context, communication method, communication direction, and standard letter code. Communication keys (also called <i>comm keys</i> or <i>speed keys</i>) can be created for background processes as well as for specific users.
compensation object	In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.
compensation structure	In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.
component interface	A component interface is a set of application programming interfaces (APIs) that you can use to access and modify PeopleSoft Enterprise database information using a program instead of the PeopleSoft client.
condition	In PeopleSoft Enterprise Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.
configuration parameter catalog	Used to configure an external system with PeopleSoft Enterprise. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.
configuration plan	In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.
constituents	In PeopleSoft Enterprise Campus Solutions, friends, alumni, organizations, foundations, or other entities affiliated with the institution, and about which the institution maintains information. The constituent types delivered with PeopleSoft Enterprise Contributor Relations Solutions are based on those defined by the Council for the Advancement and Support of Education (CASE).
constraint	A business policy or rule that affects how a sourcing event is awarded. There are three types of constraints: business, global, and event.
content reference	Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.
context	In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running. In PeopleSoft Enterprise Campus Solutions, a specific instance of a comment or communication. One or more contexts are assigned to a category, which you link to

	3C access groups so that you can assign data-entry or view-only privileges across functions.
	In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.
control table	Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.
cost plus contract line	A rate-based contract line associated with a fee component of Award, Fixed, Incentive, or Other. Rate-based contract lines associated with a fee type of None are not considered cost-plus contract lines.
cost plus pricing	In PeopleSoft Enterprise Pricer, a pricing method that begins with cost of goods as the basis.
cost profile	A combination of a receipt cost method, a cost flow, and a deplete cost method. A profile is associated with a cost book and determines how items in that book are valued, as well as how the material movement of the item is valued for the book.
cost row	A cost transaction and amount for a set of ChartFields.
counter sale	A face-to-face customer transaction where the customer typically selects items from the storefront or picks up products that they ordered ahead of time. Customers pay for the goods at the counter and take the goods with them instead of having the goods shipped from a warehouse.
course	In PeopleSoft Enterprise Campus Solutions, a course that is offered by a school and that is typically described in a course catalog. A course has a standard syllabus and credit level; however, these may be modified at the class level. Courses can contain multiple components such as lecture, discussion, and lab. See also <i>class</i> .
course share set	In PeopleSoft Enterprise Campus Solutions, a tag that defines a set of requirement groups that can share courses. Course share sets are used in PeopleSoft Enterprise Academic Advisement.
current learning	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.
data acquisition	In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).
data cube	In PeopleSoft Analytic Calculation Engine, a data cube is a container for one kind of data (such as Sales data) and works with in tandem with one or more dimensions. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and online analytical processing (OLAP) cubes in PeopleSoft Cube Manager.
data elements	Data elements, at their simplest level, define a subset of data and the rules by which to group them. For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.
dataset	A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.

delivery method	In PeopleSoft Enterprise Learning Management, identifies the primary type of delivery method in which a particular learning activity is offered. Also provides default values for the learning activity, such as cost and language. This is primarily used to help learners search the catalog for the type of delivery from which they learn best. Because PeopleSoft Enterprise Learning Management is a blended learning system, it does not enforce the delivery method. In PeopleSoft Enterprise Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, and rail). The delivery method is specified when creating shipment schedules.
delivery method type	In PeopleSoft Enterprise Learning Management, identifies how learning activities can be delivered—for example, through online learning, classroom instruction, seminars, books, and so forth—in an organization. The type determines whether the delivery method includes scheduled components.
detailed business process	A subset of the business process. For example, the detailed business process named Determine Cash Position is a subset of the business process called Cash Management.
dimension	In PeopleSoft Analytic Calculation Engine, a dimension contains a list of one kind of data that can span various contexts, and it is a basic component of an analytic model. Within the analytic model, a dimension is attached to one or more data cubes. In PeopleSoft Cube Manager, a dimension is the most basic component of an OLAP cube and specifies the PeopleSoft metadata to be used to create the dimension's rollup structure. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and OLAP cubes in PeopleSoft Cube Manager.
direct receipt	Items shipped from a warehouse or vendor to another warehouse.
direct ship	Items shipped from the vendor or warehouse directly to the customer (formerly referred to as <i>drop ship</i>).
directory information tree	In PeopleSoft Enterprise Directory Interface, the representation of a directory's hierarchical structure.
division	In PeopleSoft Enterprise Campus Solutions, the lowest level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a division level, link it to other levels, and set enrollment target numbers for it. See also <i>population</i> and <i>cohort</i>.
document sequencing	A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.
dynamic detail tree	A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.
edit table	A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft Enterprise application, they can be validated against an edit table to ensure data integrity throughout the system.
effective date	A method of dating information in PeopleSoft Enterprise applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.
EIM ledger	Abbreviation for <i>Enterprise Incentive Management ledger</i> . In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.

elimination set	In PeopleSoft Enterprise General Ledger, a related group of intercompany accounts that is processed during consolidations.
entry event	In PeopleSoft Enterprise General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.
equitization	In PeopleSoft Enterprise General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.
equity item limit	In PeopleSoft Enterprise Campus Solutions, the amounts of funds set by the institution to be awarded with discretionary or gift funds. The limit could be reduced by amounts equal to such things as expected family contribution (EFC) or parent contribution. Students are packaged by Equity Item Type Groups and Related Equity Item Types. This limit can be used to assure that similar student populations are packaged equally.
event	A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete. In PeopleSoft Enterprise Human Resources, also refers to an incident that affects benefits eligibility.
event constraints	In PeopleSoft Strategic Sourcing, these constraints are associated with a specific sourcing event. Spend is tracked within the selected event.
event propagation process	In PeopleSoft Enterprise Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects. PeopleSoft Enterprise Enterprise Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.
exception	In PeopleSoft Enterprise Receivables, an item that either is a deduction or is in dispute.
exclusive pricing	In PeopleSoft Enterprise Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.
fact	In PeopleSoft Enterprise applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.
financial aid term	In PeopleSoft Enterprise Campus Solutions, a combination of a period of time that the school determines as an instructional accounting period and an academic career. It is created and defined during the setup process. Only terms eligible for financial aid are set up for each financial aid career.
financial sanctions	For U.S. based companies and their foreign subsidiaries, a federal regulation from the Office of Foreign Assets Control (OFAC) requires that vendors be validated against a Specially Designated Nationals (SDN) list prior to payment. For PeopleSoft Payables, eSettlements, Cash Management, and Order to Cash, you can validate your vendors against any financial sanctions list (for example, the SDN list, a European Union list, and so on).
forecast item	A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.

fund	In PeopleSoft Enterprise Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.
gap	In PeopleSoft Enterprise Campus Solutions, an artificial figure that sets aside an amount of unmet financial aid need that is not funded with Title IV funds. A gap can be used to prevent fully funding any student to conserve funds, or it can be used to preserve unmet financial aid need so that institutional funds can be awarded.
generic process type	In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.
gift table	In PeopleSoft Enterprise Campus Solutions, a table or so-called <i>donor pyramid</i> describing the number and size of gifts that you expect will be needed to successfully complete the campaign in PeopleSoft Enterprise Contributor Relations. The gift table enables you to estimate the number of donors and prospects that you need at each gift level to reach the campaign goal.
GDS	Abbreviation for <i>Global Distribution System</i> . Broad-based term to describe all computer reservation systems for making travel plans.
GL business unit	Abbreviation for <i>general ledger business unit</i> . A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books. See also <i>business unit</i> .
GL entry template	Abbreviation for <i>general ledger entry template</i> . In PeopleSoft Enterprise Campus Solutions, a template that defines how a particular item is sent to the general ledger. An item-type maps to the general ledger, and the GL entry template can involve multiple general ledger accounts. The entry to the general ledger is further controlled by high-level flags that control the summarization and the type of accounting—that is, accrual or cash.
GL Interface process	Abbreviation for <i>General Ledger Interface process</i> . In PeopleSoft Enterprise Campus Solutions, a process that is used to send transactions from PeopleSoft Enterprise Student Financials to the general ledger. Item types are mapped to specific general ledger accounts, enabling transactions to move to the general ledger when the GL Interface process is run.
global constraints	In PeopleSoft Strategic Sourcing, these constraints apply across multiple Strategic Sourcing business units. Spend is tracked across all of the events from the multiple Strategic Sourcing business units.
group	In PeopleSoft Enterprise Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs). In PeopleSoft Enterprise Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Enterprise Time and Labor, for example, employees are placed in groups for time reporting purposes.
ideal response	In PeopleSoft Strategic Sourcing, a question that requires the response to match the ideal value for the bid to be considered eligible for award. If the response does not match the ideal value, you can still submit the bid, but it will be disqualified and ineligible for award.
incentive object	In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, and user interaction objects.

incentive rule	In PeopleSoft Enterprise Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.
incur	In PeopleSoft Enterprise Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.
initiative	In PeopleSoft Enterprise Campus Solutions, the basis from which all advancement plans are executed. It is an organized effort targeting a specific constituency, and it can occur over a specified period of time with specific purposes and goals. An initiative can be a campaign, an event, an organized volunteer effort, a membership drive, or any other type of effort defined by the institution. Initiatives can be multipart, and they can be related to other initiatives. This enables you to track individual parts of an initiative, as well as entire initiatives.
inquiry access	In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user only to view data. See also <i>update access</i> .
institution	In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.
integration	A relationship between two compatible integration points that enables communication to take place between systems. Integrations enable PeopleSoft Enterprise applications to work seamlessly with other PeopleSoft Enterprise applications or with third-party systems or software.
integration point	An interface that a system uses to communicate with another PeopleSoft Enterprise application or an external application.
integration set	A logical grouping of integrations that applications use for the same business purpose. For example, the integration set <code>ADVANCED_SHIPPING_ORDER</code> contains all of the integrations that notify a customer that an order has shipped.
item	In PeopleSoft Enterprise Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse). In PeopleSoft Enterprise Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained. In PeopleSoft Enterprise Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.
item shuffle	In PeopleSoft Enterprise Campus Solutions, a process that enables you to change a payment allocation without having to reverse the payment.
itinerary	In PeopleSoft Expenses, a collection of travel reservations. Itineraries can have reservations that are selected and reserved with the travel vendor. These itineraries are not yet paid for and can be referred to as <i>pending reservations</i> . Reservations that have been paid for are referred to as <i>confirmed reservations</i> .
joint communication	In PeopleSoft Enterprise Campus Solutions, one letter that is addressed jointly to two people. For example, a letter might be addressed to both Mr. Sudhir Awat and Ms. Samantha Mortelli. A relationship must be established between the two individuals in the database, and at least one of the individuals must have an ID in the database.

keyword	In PeopleSoft Enterprise Campus Solutions, a term that you link to particular elements within PeopleSoft Enterprise Student Financials, Financial Aid, and Contributor Relations. You can use keywords as search criteria that enable you to locate specific records in a search dialog box.
KPI	An abbreviation for <i>key performance indicator</i> . A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.
KVI	Abbreviation for <i>Known Value Item</i> . Term used for products or groups of products where the selling price cannot be reduced or increased.
landlord	In PeopleSoft Real Estate Management, an entity that owns real estate and leases the real estate to tenants.
LDIF file	Abbreviation for <i>Lightweight Directory Access Protocol (LDAP) Data Interchange Format file</i> . Contains discrepancies between PeopleSoft Enterprise data and directory data.
learner group	In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.
learning components	In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.
learning environment	In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.
learning history	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.
lease	In PeopleSoft Real Estate Management, a legally binding agreement between a landlord and a tenant, where the tenant rents all or part of a physical property from the landlord.
lease abstract	In PeopleSoft Real Estate Management, a summarized version of the complete lease contract with only the important terms. The lease abstract usually fits on one page and does not include legal terminology.
ledger mapping	You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as <i>rates</i>) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.
library section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.
line	In PeopleSoft Strategic Sourcing, an individual item or service upon which there can be a bid.

linked section	In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.
linked variable	In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.
LMS	Abbreviation for <i>learning management system</i> . In PeopleSoft Enterprise Campus Solutions, LMS is a PeopleSoft Enterprise Student Records feature that provides a common set of interoperability standards that enable the sharing of instructional content and data between learning and administrative environments.
load	In PeopleSoft Enterprise Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Enterprise Inventory that is used to track the weight, the volume, and the destination of a shipment.
local functionality	In PeopleSoft Enterprise HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.
location	Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a <i>1</i> —is the address you use most often and may be different from the main address.
logistical task	In PeopleSoft Enterprise Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.
market template	In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.
mass change	In PeopleSoft Enterprise Campus Solutions, mass change is a SQL generator that can be used to create specialized functionality. Using mass change, you can set up a series of Insert, Update, or Delete SQL statements to perform business functions that are specific to the institution. See also <i>3C engine</i> .
match group	In PeopleSoft Enterprise Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.
MCF server	Abbreviation for <i>PeopleSoft MultiChannel Framework server</i> . Comprises the universal queue server and the MCF log server. Both processes are started when <i>MCF Servers</i> is selected in an application server domain configuration.
merchandising activity	In PeopleSoft Enterprise Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.

meta-SQL	Meta-SQL constructs expand into platform-specific SQL substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.
metastring	Metastrings are special expressions included in SQL string literals. The metastrings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.
multibook	In PeopleSoft Enterprise General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).
multicurrency	The ability to process transactions in a currency other than the business unit's base currency.
national allowance	In PeopleSoft Enterprise Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.
NDP	Abbreviation for <i>Non-Discountable Products</i> . Term used for products or groups of products where the selling price cannot be decreased.
need	In PeopleSoft Enterprise Campus Solutions, the difference between the cost of attendance (COA) and the expected family contribution (EFC). It is the gap between the cost of attending the school and the student's resources. The financial aid package is based on the amount of financial need. The process of determining a student's need is called <i>need analysis</i> .
node-oriented tree	A tree that is based on a detail structure, but the detail values are not used.
Optimization Engine	A PeopleTools component that Strategic Sourcing leverages to evaluate bids and determine an ideal award allocation. The award recommendation is based on maximizing the value while adhering to purchasing and company objectives and constraints.
pagelet	Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft Enterprise and non-PeopleSoft Enterprise content.
participant	In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.
participant object	Each participant object may be related to one or more compensation objects. See also <i>compensation object</i> .
partner	A company that supplies products or services that are resold or purchased by the enterprise.
pay cycle	In PeopleSoft Enterprise Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.
payment shuffle	In PeopleSoft Enterprise Campus Solutions, a process allowing payments that have been previously posted to a student's account to be automatically reapplied when a higher priority payment is posted or the payment allocation definition is changed.
pending item	In PeopleSoft Enterprise Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.

PeopleCode	PeopleCode is a proprietary language, executed by the PeopleSoft Enterprise component processor. PeopleCode generates results based on existing data or user actions. By using various tools provided with PeopleTools, external services are available to all PeopleSoft Enterprise applications wherever PeopleCode can be executed.
PeopleCode event	See <i>event</i> .
PeopleSoft Pure Internet Architecture	The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.
performance measurement	In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.
period context	In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.
person of interest	A person about whom the organization maintains information but who is not part of the workforce.
personal portfolio	In PeopleSoft Enterprise Campus Solutions, the user-accessible menu item that contains an individual's name, address, telephone number, and other personal information.
phase	A level 1 task, meaning that if a task had subtasks, the level 1 task would be considered the phase.
pickup quantity	The product quantity that the customer is taking with them from the counter sales environment.
plan	In PeopleSoft Enterprise Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.
plan context	In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context—if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.
plan template	In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.
planned learning	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.
planning instance	In PeopleSoft Enterprise Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.
population	In PeopleSoft Enterprise Campus Solutions, the middle level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and

	Admissions for enrollment management. You can define a population level, link it to other levels, and set enrollment target numbers for it. See also <i>division</i> and <i>cohort</i> .
portal registry	In PeopleSoft Enterprise applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.
predecessor task	A task that you must complete before you start another task.
price breaks	In PeopleSoft Strategic Sourcing, a price discount or surcharge that a bidder may apply based on the quantity awarded.
price components	In PeopleSoft Strategic Sourcing, the various components, such as material costs, labor costs, shipping costs, and so on that make up the overall bid price.
price list	Enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.
price rule	The conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.
price rule conditions	Conditions that select the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields relate to the transaction.
price rule key	The fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.
primacy number	In PeopleSoft Enterprise Campus Solutions, a number that the system uses to prioritize financial aid applications when students are enrolled in multiple academic careers and academic programs at the same time. The Consolidate Academic Statistics process uses the primacy number indicated for both the career and program at the institutional level to determine a student's primary career and program. The system also uses the number to determine the primary student attribute value that is used when you extract data to report on cohorts. The lowest number takes precedence.
primary name type	In PeopleSoft Enterprise Campus Solutions, the name type that is used to link the name stored at the highest level within the system to the lower-level set of names that an individual provides.
process category	In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.
process group	In PeopleSoft Enterprise Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.
process definition	Process definitions define each run request.
process instance	A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.
process job	You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.

process request	A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.
process run control	A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.
product	A PeopleSoft Enterprise or third-party product. PeopleSoft organizes its software products into product families and product lines. Interactive Services Repository contains information about every release of every product that PeopleSoft sells, as well as products from certified third-party companies. These products appear with the product name and release number.
product adds	The pricing functionality where buying product A gets product B for free or at a price (formerly referred to as <i>giveaways</i>).
product bidding	In PeopleSoft Strategic Sourcing, the placing of a bid on behalf of the bidder, up or down to the bidder's specified amount, so that the bidder can be the leading bidder.
product category	In PeopleSoft Enterprise Incentive Management, indicates an application in the PeopleSoft Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.
product family	A group of products that are related by common functionality. The family names that can be searched using Interactive Service Repository are Oracle's PeopleSoft Enterprise, PeopleSoft EnterpriseOne, PeopleSoft World, and third-party, certified partners.
product line	The name of a PeopleSoft Enterprise product line or the company name of a third-party certified partner. Integration Services Repository enables you to search for integration points by product line.
programs	In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.
progress log	In PeopleSoft Enterprise Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.
project transaction	In PeopleSoft Enterprise Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.
promotion	In PeopleSoft Enterprise Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.
prospects	In PeopleSoft Enterprise Campus Solutions, students who are interested in applying to the institution. In PeopleSoft Enterprise Contributor Relations, individuals and organizations that are most likely to make substantial financial commitments or other types of commitments to the institution.
proxy bidding	In PeopleSoft Strategic Sourcing, the placing of a bid on behalf of the bidder, up or down to the bidder's specified amount, so that the bidder can be the leading bidder.

publishing	In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.
rating components	In PeopleSoft Enterprise Campus Solutions, variables used with the Equation Editor to retrieve specified populations.
record group	A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.
record input VAT flag	Abbreviation for <i>record input value-added tax flag</i> . Within PeopleSoft Enterprise Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Enterprise Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Enterprise Expenses, where it is assumed that you are always recording only input VAT.
record output VAT flag	Abbreviation for <i>record output value-added tax flag</i> . See <i>record input VAT flag</i> .
recname	The name of a record that is used to determine the associated field to match a value or set of values.
recognition	In PeopleSoft Enterprise Campus Solutions, the recognition type indicates whether the PeopleSoft Enterprise Contributor Relations donor is the primary donor of a commitment or shares the credit for a donation. Primary donors receive hard credit that must total 100 percent. Donors that share the credit are given soft credit. Institutions can also define other share recognition-type values such as memo credit or vehicle credit.
reference data	In PeopleSoft Enterprise Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, and channels.
reference object	In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).
reference transaction	In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.
regional sourcing	In PeopleSoft Enterprise Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.
relationship object	In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.
remote data source data	Data that is extracted from a separate database and migrated into the local database.

REN server	Abbreviation for <i>real-time event notification server</i> in PeopleSoft MultiChannel Framework.
requester	In PeopleSoft Enterprise eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.
reservations	In PeopleSoft Expenses, travel reservations that have been placed with the travel vendor.
reversal indicator	In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.
RFI event	In PeopleSoft Strategic Sourcing, a request for information.
RFx event	In PeopleSoft Strategic Sourcing, a request for proposal or request for a quote event when bidders submit their overall best bids and during which bidders do not actively compete against one another.
role	Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.
role user	A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.
roll up	In a tree, to roll up is to total sums based on the information hierarchy.
run control	A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.
run control ID	A unique ID to associate each user with his or her own run control table entries.
run-level context	In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.
saved bid	In PeopleSoft Strategic Sourcing, a bid that has been created but not submitted. Only submitted bids are eligible for award.
score	In PeopleSoft Strategic Sourcing, the numerical sum of answers (percentages) to bid factors on an event. Scores appear only to bidders on auction events.
SCP SCBM XML message	Abbreviation for <i>Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message</i> . Supply Chain Business Modeler uses XML as the format for all data that it imports and exports.
search query	You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.
search/match	In PeopleSoft Enterprise Campus Solutions and PeopleSoft Enterprise Human Resources Management Solutions, a feature that enables you to search for and identify duplicate records in the database.
seasonal address	In PeopleSoft Enterprise Campus Solutions, an address that recurs for the same length of time at the same time of year each year until adjusted or deleted.

section	In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.
security event	In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.
sell event	In PeopleSoft Strategic Sourcing, for event creators, the sale of goods or services most typically associated with forward auctions. For bidders, the purchase of goods or services.
serial genealogy	In PeopleSoft Enterprise Manufacturing, the ability to track the composition of a specific, serial-controlled item.
serial in production	In PeopleSoft Enterprise Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.
service impact	In PeopleSoft Enterprise Campus Solutions, the resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.
service indicator	In PeopleSoft Enterprise Campus Solutions, indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.
session	In PeopleSoft Enterprise Campus Solutions, time elements that subdivide a term into multiple time periods during which classes are offered. In PeopleSoft Enterprise Contributor Relations, a session is the means of validating gift, pledge, membership, or adjustment data entry . It controls access to the data entered by a specific user ID. Sessions are balanced, queued, and then posted to the institution's financial system. Sessions must be posted to enter a matching gift or pledge payment, to make an adjustment, or to process giving clubs or acknowledgements. In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.
session template	In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.
setup relationship	In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.
share driver expression	In PeopleSoft Enterprise Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.
short-term customer	A customer not in the system who is entered during sales order entry using a template.

single signon	With single signon, users can, after being authenticated by a PeopleSoft Enterprise application server, access a second PeopleSoft Enterprise application server without entering a user ID or password.
source key process	In PeopleSoft Enterprise Campus Solutions, a process that relates a particular transaction to the source of the charge or financial aid. On selected pages, you can drill down into particular charges.
source transaction	In commitment control, any transaction generated in a PeopleSoft Enterprise or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.
sourcing objective	For constraints, the option to designate whether a business rule is required (mandatory) or is only recommended (target).
speed key	See <i>communication key</i> .
SpeedChart	A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.
SpeedType	A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.
staging	A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.
standard letter code	In PeopleSoft Enterprise Campus Solutions, a standard letter code used to identify each letter template available for use in mail merge functions. Every letter generated in the system must have a standard letter code identification.
statutory account	Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft Enterprise, this is equivalent to the Alternate Account (ALTACCT) ChartField.
step	In PeopleSoft Enterprise Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.
storage level	In PeopleSoft Enterprise Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.
subcustomer qualifier	A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.
Summary ChartField	You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).
summary ledger	An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.
summary time period	In PeopleSoft Enterprise Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.

summary tree	A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the <i>basis</i> tree). A summary tree structure specifies the details on which the summary trees are to be built.
syndicate	To distribute a production version of the enterprise catalog to partners.
system function	In PeopleSoft Enterprise Receivables, an activity that defines how the system generates accounting entries for the general ledger.
system source	The system source identifies the source of a transaction row in the database. For example, a transaction that originates in PeopleSoft Enterprise Expenses contains a system source code of BEX (Expenses Batch). When PeopleSoft Enterprise Project Costing prices the source transaction row for billing, the system creates a new row with a system source code of PRP (Project Costing pricing), which represents the system source of the new row. System source codes can identify sources that are internal or external to the PeopleSoft Enterprise system. For example, processes that import data from Microsoft Project into PeopleSoft Enterprise applications create transaction rows with a source code of MSP (Microsoft Project).
TableSet	A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.
TableSet sharing	Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.
target currency	The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.
task	A deliverable item on the detailed sourcing plan.
tax authority	In PeopleSoft Enterprise Campus Solutions, a user-defined element that combines a description and percentage of a tax with an account type, an item type, and a service impact.
template	A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft Enterprise, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft Enterprise portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.
tenant	In PeopleSoft Real Estate Management, an entity that leases real estate from a landlord.
territory	In PeopleSoft Enterprise Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.
third party	A company or vendor that has extensive PeopleSoft Enterprise product knowledge and whose products and integrations have been certified and are compatible with PeopleSoft Enterprise applications.
tiered pricing	Enables different portions of a schedule to be priced differently from one another.
time span	A relative period, such as year-to-date or current period, that various PeopleSoft General Ledger functions and reports can use when a rolling time frame, rather than a specific date, is required.
total cost	In PeopleSoft Strategic Sourcing, the estimated dollar cost (sum of real price dollars and potential “soft” or non-price dollars) of a particular award approach.

travel group	In PeopleSoft Expenses, the organization's travel rules and policies that are associated with specific business units, departments, or employees. You must define at least one travel group when setting up the PeopleSoft Expenses travel feature. You must define and associate at least one travel group with a travel vendor.
travel partner	In PeopleSoft Expenses, the travel vendor with which the organization has a contractual relationship.
3C engine	Abbreviation for <i>Communications, Checklists, and Comments engine</i> . In PeopleSoft Enterprise Campus Solutions, the 3C engine enables you to automate business processes that involve additions, deletions, and updates to communications, checklists, and comments. You define events and triggers to engage the engine, which runs the mass change and processes the 3C records (for individuals or organizations) immediately and automatically from within business processes.
3C group	Abbreviation for <i>Communications, Checklists, and Comments group</i> . In PeopleSoft Enterprise Campus Solutions, a method of assigning or restricting access privileges. A 3C group enables you to group specific communication categories, checklist codes, and comment categories. You can then assign the group inquiry-only access or update access, as appropriate.
trace usage	In PeopleSoft Enterprise Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.
transaction allocation	In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.
transaction state	In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and "picked up" by a different section for further processing.
Translate table	A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.
tree	The graphical hierarchy in PeopleSoft Enterprise systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.
tuition lock	In PeopleSoft Enterprise Campus Solutions, a feature in the Tuition Calculation process that enables you to specify a point in a term after which students are charged a minimum (or <i>locked</i>) fee amount. Students are charged the locked fee amount even if they later drop classes and take less than the normal load level for that tuition charge.
unclaimed transaction	In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.
universal navigation header	Every PeopleSoft Enterprise portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.
update access	In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user to edit and update data.

See also *inquiry access*.

user interaction object	In PeopleSoft Enterprise Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All PeopleSoft Enterprise Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).
variable	In PeopleSoft Enterprise Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.
VAT exception	Abbreviation for <i>value-added tax exception</i> . A temporary or permanent exemption from paying VAT that is granted to an organization. This term refers to both VAT exoneration and VAT suspension.
VAT exempt	Abbreviation for <i>value-added tax exempt</i> . Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.
VAT exoneration	Abbreviation for <i>value-added tax exoneration</i> . An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.
VAT suspension	Abbreviation for <i>value-added tax suspension</i> . An organization that has been granted a temporary exemption from paying VAT.
warehouse	A PeopleSoft Enterprise data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.
weight or weighting	In PeopleSoft Strategic Sourcing, how important the line or question is to the overall event. Weighting is used to score and analyze bids. For RFx and RFI events, weightings may or may not appear to bidders.
work order	In PeopleSoft Enterprise Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.
worker	A person who is part of the workforce; an employee or a contingent worker.
workset	A group of people and organizations that are linked together as a set. You can use worksets to simultaneously retrieve the data for a group of people and organizations and work with the information on a single page.
worksheet	A way of presenting data through a PeopleSoft Enterprise Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.
worklist	The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.
XML link	The XML Linking language enables you to insert elements into XML documents to create a links between resources.
XML schema	An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.
XPI	Abbreviation for <i>eXtended Process Integrator</i> . PeopleSoft XPI is the integration infrastructure that enables both real-time and batch communication with JD Edwards EnterpriseOne applications.

yield by operation

In PeopleSoft Enterprise Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.

zero-rated VAT

Abbreviation for *zero-rated value-added tax*. A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

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