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PeopleSoft Enterprise Global Payroll for the U.K. 9.0 PeopleBook

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About This PeopleBook Preface

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

This preface discusses:

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

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

PeopleSoft Enterprise Application Prerequisites

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

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

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

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

Application Fundamentals

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

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

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

Documentation Updates and Printed Documentation

This section discusses how to:

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

Obtaining Documentation Updates

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

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

See Also

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

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- Order printed, bound volumes.

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

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Additional Resources

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

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

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Typographical Conventions and Visual Cues

This section discusses:

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

Typographical Conventions

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

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

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

Visual Cues

PeopleBooks contain the following visual cues.

Notes

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

Note. Example of a note.

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

Important! Example of an important note.

Warnings

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

Warning! Example of a warning.

Cross-References

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

Country, Region, and Industry Identifiers

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

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

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

Country Identifiers

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

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Region Identifiers

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

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

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

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

Currency Codes

Monetary amounts are identified by the ISO currency code.

Comments and Suggestions

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

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

Common Elements Used in PeopleBooks

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

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Once, Always, and **Don't Run**	Select Once to run the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run. 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.

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PeopleSoft Enterprise Global Payroll for the U.K. Preface

This preface discusses:

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

PeopleSoft Products

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

PeopleSoft 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

PeopleBook Structure

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

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

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

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

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

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Chapters	Description
Business Process	This can be one or more chapters. These chapters contain documentation that addresses specific business processes with each chapter generally devoted to a specific functional area. For example, if functionality X is part of a product, this chapter would be devoted to explain how the functionality works, not necessarily how to set up functionality X. You would look to the corresponding setup and implementation chapter to learn how to set up the functionality. **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:

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

Global Payroll Documentation Structure

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

Core Documentation

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

Country Extension Documentation

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

- Any core feature with local extensions.
- Country-specific rule setup.
- PeopleSoft-delivered rules and tables.
- Country-specific pages.
- Country-specific reports.
- PeopleSoft Enterprise Human Resources Management Systems (PeopleSoft 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.

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

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

Documentation Audiences

We've identified the following audiences for the documentation:

- Technical

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

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

- Functional

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

- Managerial

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

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

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CHAPTER 1

Getting Started with Global Payroll for the U.K.

This chapter discusses:

- Global Payroll for the U.K. overview.
- Global Payroll for the U.K. business processes.
- Global Payroll for the U.K. integrations.
- Global Payroll for the U.K. implementation.

Global Payroll for the U.K. Overview

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

PeopleSoft delivers elements to manage statutory aspects of payroll such as tax, National Insurance (NI), court orders, student loans, and statutory absence. It also provides non-statutory features, including employee loans and share schemes, that you can use as delivered or modify to meet your organisation's unique requirements.

See Also

Chapter 2, "Understanding Global Payroll for the U.K.," page 3

Global Payroll for the U.K. Business Processes

The following lists Global Payroll for the U.K. business processes:

- Tax and National Insurance.
- Court orders and student loans.
- Tax credits.
- Absence.
- Pension contributions.
- Share save and share buy schemes.
- Employee loans.
- Net-to-gross payments.
- Banking.

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- Payslips.
- HM Revenue and Customs (HMRC) submissions.

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

Global Payroll for the U.K. Integrations

Global Payroll for the U.K. integrates with these applications through the core Global Payroll application:

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

We discuss integration considerations in the core Global Payroll PeopleBook.

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 U.K. 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

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CHAPTER 2

Understanding Global Payroll for the U.K.

This chapter discusses:

- Global Payroll for the U.K.
- Global Payroll for the U.K. business processes.
- Delivered elements for the U.K.
- Archiving data for Global Payroll for the United Kingdom.
- Viewing delivered elements.

Global Payroll for the U.K.

Global Payroll for the U.K. delivers numerous elements and rules needed to run a U.K. payroll. Some of these rules are specifically designed to meet legal requirements, while others support common or "customary" payroll practices.

Global Payroll for the U.K. Business Processes

Global Payroll for the U.K. supports the following business processes:

- Tax and national insurance.
- Court orders and student loans.
- Tax credits.
- Statutory absence.
- Pension contributions.
- Employee loans.
- Share save and share buy schemes.
- Net-to-gross payments.
- Payslips.
- Banking.

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Understanding Delivered Elements

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

Creating Delivered Elements

All of the elements delivered as part of your country extension were created using the core application—the same application you'll use both to create additional elements and (in many cases) to configure existing elements delivered as part of your PeopleSoft Enterprise Global Payroll system. Because the tools needed to redefine or create new payroll elements are fully documented in the core application PeopleBook, we don't 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 has the following characteristics:

- It consists of a payroll rules engine—a flexible tool that enables users to define the rules of their payroll system and execute payroll and absence calculations.

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

Country extensions have the following characteristics:

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

Element Ownership and Maintenance

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

Understanding Ownership in Global Payroll

There are five possible 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 may want to define according to a different interpretation of the rules. Although PeopleSoft may occasionally update elements defined as PS Delivered/Not Maintained, you are not required to apply these updates.

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Customer Maintained Elements created and maintained by your organisation. PeopleSoft does not deliver rules defined as Customer Maintained.

PS Delivered/Customer Modified Elements that were originally PS Delivered/Maintained elements over which the customer has decided to take control (this change is irreversible).

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

Understanding Element Ownership in Global Payroll for the U.K.

This table contains an element-by-element description of element ownership and maintenance in Global Payroll for the U.K.:

Element Type	Ownership	Exceptions
Earnings	PeopleSoft (PS) Delivered/Maintained or PS Delivered/Not Maintained	
Deductions	PS Delivered/Not Maintained	Earning Arrestment Deduction
Variables	PS Delivered/Not Maintained	Values that cannot be changed without impacting the calculation.
Bracket	PS Delivered/Not Maintained	If the customer should not change values, they are defined as PS Delivered/Maintained.
Accumulators	PS Delivered/Not Maintained for segment accumulators; otherwise, PS Delivered/Maintained.	In general, the nonsegment base accumulators are maintained because customers can modify the funding base segment accumulators. However, the following nonsegment accumulators are not PS Delivered/Maintained: • Accumulators for loans and garnishments. • Generic accumulators. • Accumulators for benefits in kind.
Element Group	PS Delivered/Not Maintained	None
Process List	PS Delivered/Not Maintained	None
Section	PS Delivered/Not Maintained	None

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Element Type	Ownership	Exceptions
Formula	PS Delivered/Maintained	Exceptions if the rule is not strictly legal follow: • Formulas used to create conditional sections in a process list and generation control formulas are not maintained. **Note.** To enable you to choose when and how elements are triggered, generation control formulas and formulas used to create conditional sections are defined as PS Delivered/Not Maintained. • "Situation" formulas are used to manage specific contracts and are not maintained. **Note.** Situation formulas are used to control how Human Resources fields are used in payroll processing. To enable you to determine how to use these fields, situation formulas are defined as PS Delivered/Not Maintained. • Most generic formulas are not maintained (except legal rules and specific process formulas). **Note.** Generic formulas are developed as part of the country setup feature and carry the prefix GEN.
Array	PS Delivered/Maintained	None
Generation Control	PS Delivered/Not maintained	None. To enable you to choose when and how elements are triggered, generation control formulas have been defined as PeopleSoft Delivered/Not Maintained.

See Also

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

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Archiving Data for Global Payroll for the United Kingdom

Global Payroll for the U.K. generates a large amount of result data. To keep the amount of saved data manageable, you should periodically archive it. PeopleSoft PeopleTools delivers an archiving tool called the Data Archive Manager. To aid you in archiving your result data using the Data Archive Manager, Global Payroll for the U.K. delivers a predefined archive object (GPGB_RSLT_ARCHIVE) and an archive template (GPGBRSLT). 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.

Additional Archiving Considerations

The following Global Payroll for the U.K. result data is not included in the GPGB_RSLT_ARCHIVE archive object:

Result Data Type	Data Location
Loan Results	GPGB_LOAN_WA writable array

The archiving framework delivered with Global Payroll is based on calendar group ID. However, the loan repayment period is variable and can extend across more than one tax year. Loans results data is used by the Loan Review page to view loan history, which means that the data should be available while loans are still active. It is therefore not practical to automatically archive loan results based on the calendar group ID.

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

The following result data is included in the GPGB_RSLT_ARCHIVE archive object, but you should consider whether you want to archive this data:

Result Data Type	Data Location
P11D results	GPGB_P11DRSLT_L GPGB_P11DRSLT_M GPGB_P11DRSLT_S tables

The P11D results data is generated by the P11D data extract tool and is normally loaded into a third-party P11D solution. If you don't want to archive this data, you can remove the tables from the GPGB_RSLT_ARCHIVE archive object.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Archiving Data"

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

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Viewing Delivered Elements

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

See Also

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

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CHAPTER 3

Setting Up Country Data

This chapter discusses how to:

- Define ECON and SCON values.
- Define pay entity details.
- Set up calendars and calendar groups.
- Set up process action and reason codes.
- Set up P45 parameters.
- Set up accumulators.
- Review triggers for the U.K.
- Set up segmentation for the U.K.
- Set up supplementary runs.
- Set up payroll administrator results.

Defining ECONs and SCONs

To define ECONs and SCONs, use the ECON Table GBR component (GPGB_ECON_SETUP) and the SCON Table GBR component (GPGB_SCON_SETUP). This section provides an overview of ECONs and SCONs and lists the pages used to define ECON and SCON values.

Understanding ECONs and SCONs

Before you enter National Insurance details for your payees, you need to define employer contracted out numbers (ECONs) and scheme contracted out numbers (SCONs) for your organisation.

In the United Kingdom, employees who are members of a pension scheme that meets certain criteria are *contracted out* of the state second pension and therefore entitled to a rebate on their Class 1 National Insurance Contributions (NICs). HM Revenue and Customs (HMRC) tracks these pension schemes using ECON and SCONs. Employers that set up such pension schemes are issued with ECONs, COMP (Contracted Out Money Purchase) schemes are also issued with an SCON.

In Global Payroll for the U.K., you define all the ECON and SCONs for your organisation on the ECON Table and SCON Table pages and you select a default ECON for each pay entity on the Pay Entity Details page.

Payees are associated with ECON and SCONs when you enter their National Insurance details on the Maintain NI Data page. The NI Category code determines whether an ECON and/or SCON is required. The system displays the pay entity ECON, but you can override this default.

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See Also

Chapter 3, "Setting Up Country Data," Defining Pay Entity Details, page 10

Chapter 9, "Defining Payee Statutory Tax and National Insurance Details," Entering Employee National Insurance Details, page 101

Pages Used to Define ECONs and SCONs

Page Name	Object Name	Navigation	Usage
ECON Table	GPGB_ECON_SETUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Pensions, ECON Table GBR, ECON Table	Define the ECON values for your organisation. You must ensure that the ECON values conform to HMRC specifications. Select the Active check box for the ECON values that are in use. Users can select active ECON values only from the Pay Entity Details page or the NI page.
SCON Table	GPGB_SCON_SETUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Pensions, SCON Table GBR, SCON Table	Define the SCON values for your organisation. You must ensure that the ECON values conform to HMRC specifications. Select the Active check box for the SCON values that are in use. Users can select active SCON values only from the Pay Entity Details page or the NI page.

Defining Pay Entity Details

To define pay entity details, use the Pay Entity Details GBR component (GPGB_PYENT). This section discusses how to set up pay entity details.

See Also

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

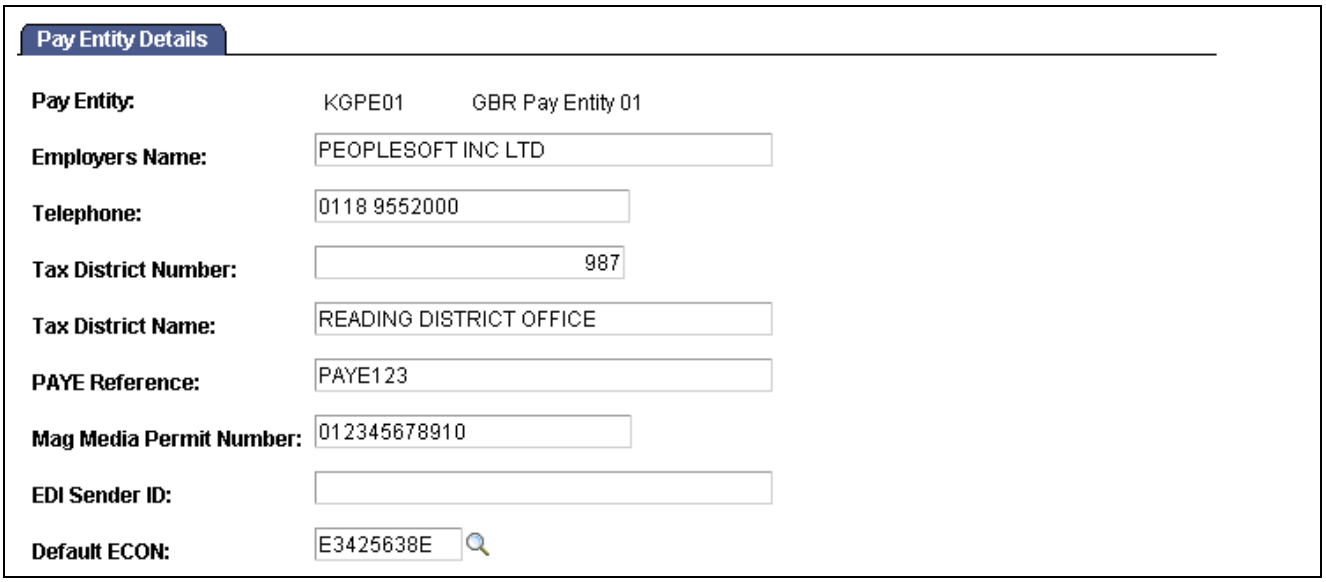
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Page Used to Set Up Pay Entity Details

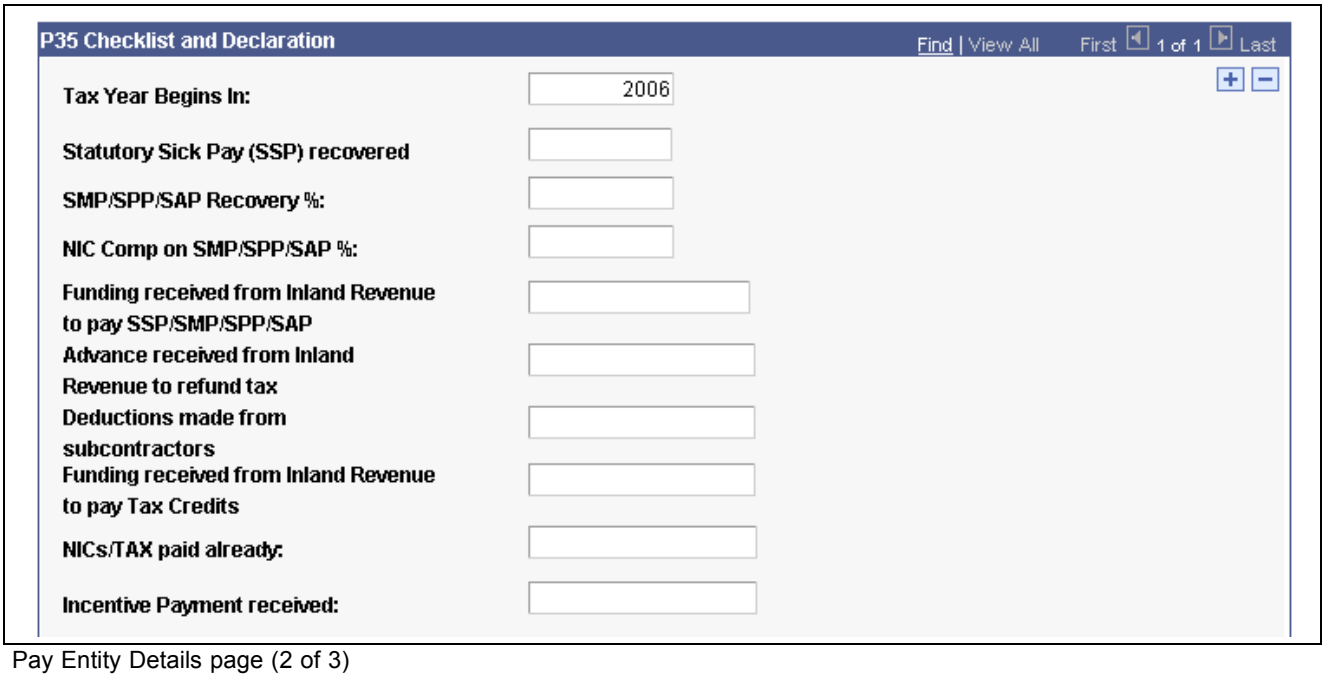
Page Name	Object Name	Navigation	Usage
Pay Entity Details	GPGB_PYENT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entity Details GBR, Pay Entity Details	Define pay entity information required by HMRC.

Setting Up Pay Entity Details

Access the Pay Entity Details page.

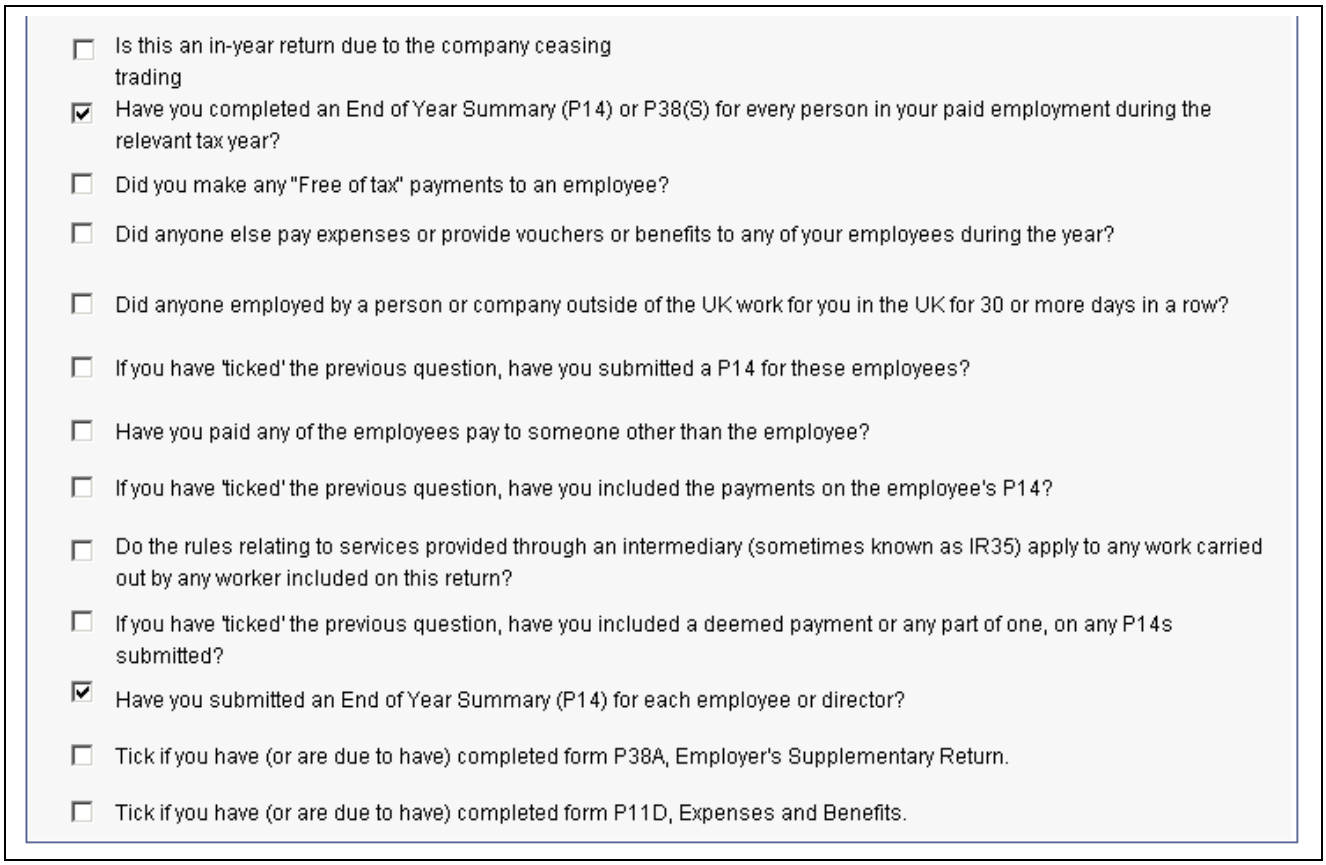


Pay Entity Details page (1 of 3)



Pay Entity Details page (2 of 3)

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Pay Entity Details page (3 of 3)

Employers Name Enter your organisation name.

Tax District Number Enter the number of the tax district that deals with the pay entity's tax records.

Tax District Name Enter the name of the tax district.

PAYE Reference Enter the HMRC's reference number for your PAYE scheme.

Mag Media Permit Number Enter your permit number for the tax year you're processing. HMRC issues employers with a new permit number for each tax year.

EDI Sender ID Enter the pay entity's EDI sender ID.

Default ECON (default employer contracted out number) Select an ECON for the pay entity. The system displays active ECONs only.

See Chapter 3, "Setting Up Country Data," Defining ECONs and SCONs, page 9.

P35 Checklist and Declaration

Update these fields for each reportable tax year. The information is used by the End of Year P35 reporting process and P14 if NIC holidays have been claimed.

Tax Year Begins In Enter the year in which the tax year starts.

Statutory Sick Pay (SSP) recovered Enter the total amount of statutory sick pay (SSP) recovered during the tax year.

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SMP/SPP/SAP Recovery % Enter the rate at which statutory maternity pay (SMP), statutory paternity pay (SPP), and statutory adoption pay (SAP) can be recovered. This can be a partial or full recovery according to the employers annual liability for NI. Typically this is 92% for large employers and 100% for small employers.

NIC Comp on SMP/SPP/SAP % (National Insurance compensation on SMP/SPP/SAP percentage) Enter the rate of NIC Compensation that applies to SMP, SPP and SAP payments. Typically this is 0% for large employers and 4.5% for small employers.

Total NIC Holiday, Funding received from Inland Revenue to pay SSP/SMP/SPP/SAP, Advance received from Inland Revenue to refund tax, Deductions made from subcontractors, Funding received from Inland Revenue to pay tax credits, NICs/TAX already paid Enter the amounts, including pounds and pence, that are applicable for the tax year. These fields relate to Part 2 (Summary) of the P35.

Select the check boxes that apply for the tax year. These fields relate to Part 3 (Checklist) and Part 5 (Employer's Certificate and Declaration) of the P35.

See Also

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

Chapter 21, "Managing Other Submissions to HM Revenue and Customs," Understanding End of Year Returns, page 226

Setting Up Calendars and Calendar Groups

This section discusses how to:

- Set up calendars.
- Set up calendar groups.

This section provides U.K.-specific information for setting up calendars and calendar groups. For general information about setting up calendars, refer to the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Using Calendars"

Setting Up Calendars

For U.K. payroll, calendars must have these overrides:

- TAX VR PERIOD defines the tax period.

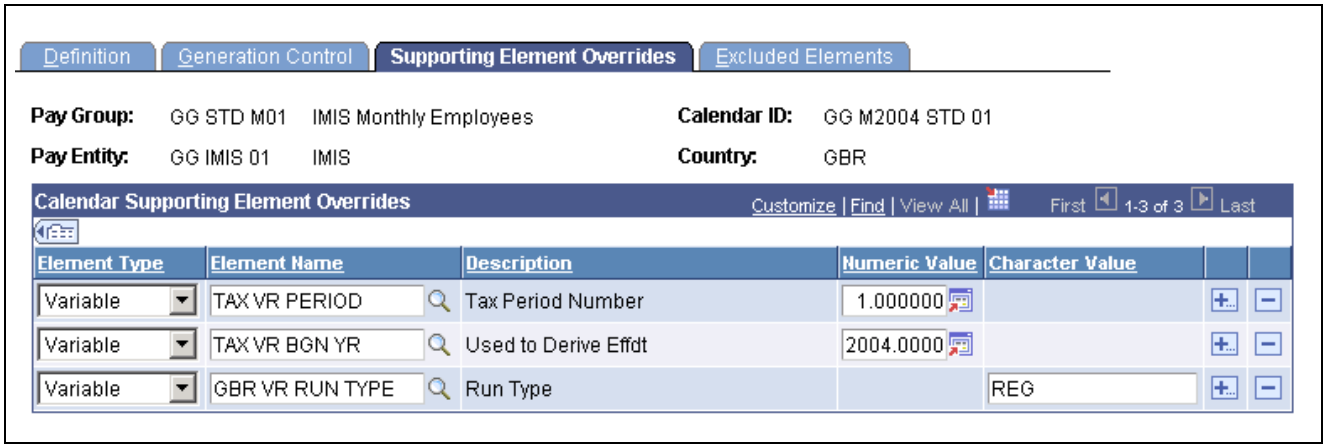
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- TAX VR BGN YR defines the year at the start of the tax year.
- GBR VR RUN TYPE is *REG* for payroll or *ABS* for absence processing.

Note. You can set the GBR VR RUN TYPE to other values for supplementary or expenses processing.

See Chapter 3, "Setting Up Country Data," Defining Processing Elements for Supplementary Runs, page 32.

Here is an example of calendar overrides for the U.K.:



Example of Supporting Element Overrides for U.K. Calendars

The formula TAX FM EFFDT uses the TAX VR PERIOD and TAX VR BGN YR variables (and the frequency system element PRD FREQ NAME) to determine the tax effective date (TAX DT EFFDT). This is a key date that is used in the statutory tax and NI calculations.

The Tax Effective Date is required to ensure that payroll and statutory reporting are accurate. The year-to-date accumulators for tax and National Insurance are based on the date derived from TAX FM EFFDT. The TAX DT EFFDT date is derived from these variables that are populated by the TAX FM EFFDT formula:

- TAX VR EFF DAY
- TAX VR EFF MTH
- TAX VR ADD YR

Note. An additional supporting element override may be required in the last period of the tax year to ensure that directors' NI is calculated on a cumulative basis in the final period. To indicate that a calendar is the last period of the tax year, add the variable TAX VR LAST PERIOD to the Supporting Element Override page and assign it the value *Y*. Directors' NI is explained in the chapter "Defining Payee Statutory Tax and National Insurance Details"

See Also

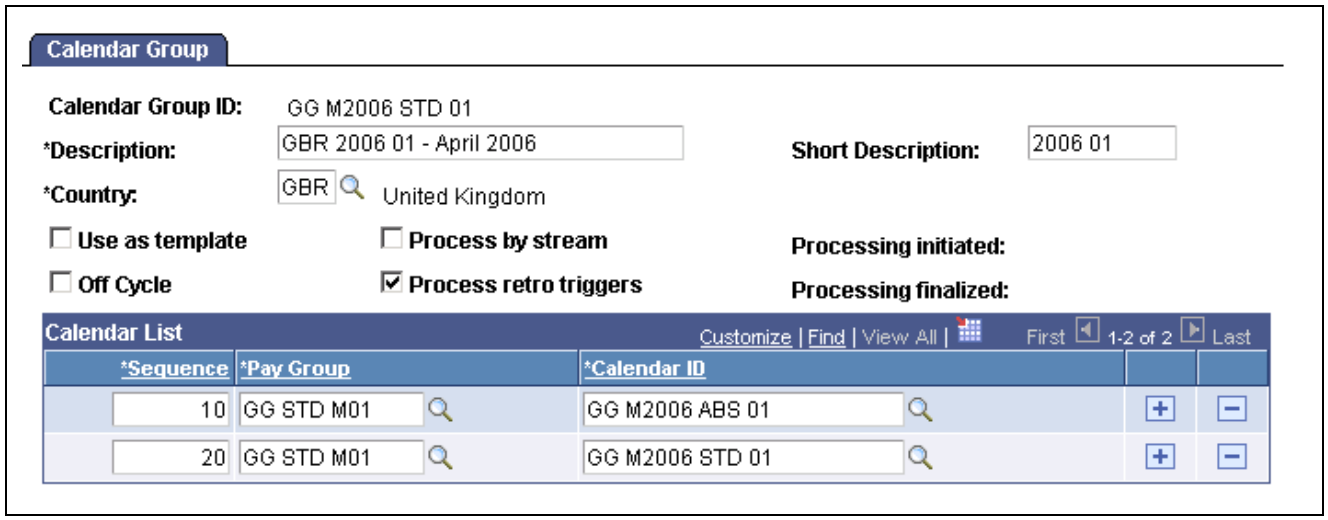
Chapter 9, "Defining Payee Statutory Tax and National Insurance Details," Entering Employee National Insurance Details, page 101

Setting Up Calendar Groups

If you are setting up a calendar group to process both absence and payroll, set up two calendars, one for payroll and one for absence. When you define the absence calendar use the Target Calendar field on the Definition page to identify the payroll calendar in which the processed absence is paid.

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This means that you must define the payroll calendar before you can define the absence calendar. Here is an example of a calendar group for the U.K:



Example Calendar Group for Processing Absence and Payroll

The *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook* explains how to set up calendar groups.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Using Calendars"

Setting Up Process Action and Reason Codes

To define process action and reason codes, use the Process Action/Reasons GBR component (GPGB_PRC_ACTRSN). This section provides an overview of process action and reason codes, lists prerequisites, and discusses how to set up process action and reason codes.

Understanding Process Action and Reason Codes

This section discusses:

- Job data action and reason codes.
- Process action and reason page.
- Selecting actions and reasons for P45 processing.

Job Data Action and Reason Codes

When you update employee job data in the PeopleSoft Enterprise Human Resources business process, you use action and reason codes to identify the personnel action. The action code identifies the type of change, such as a termination or transfer, and the reason code provides more detail about the action.

For example, you could have one action code for terminations and a set of reason codes associated to the termination code. This table gives some examples of action and reason codes you might set up:

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Action	Reason	Description
TER	EFT	Termination — end of fixed term contract
TER	CON	Termination — misconduct
XFR	ICT	Transfer — intercompany
XFR	TAF	Transfer — to affiliate

You can use action codes without reason codes (the reason field is not a required field) — this is a decision you make during implementation. This table shows how you could create set of different action codes for terminations:

Action	Description
TER	Termination
TWB	Termination with benefits
TWP	Termination with pay

PeopleSoft delivers a set of action and reason codes. You can modify these delivered codes and set up your own codes according to your organisational needs. These are the pages for setting up action and reason codes:

Page	Navigation
Action Reason	Set Up HRMS, Product Related, Workforce Administration, Action Reasons, Action Reason
Action	Set Up HRMS, Product Related, Workforce Administration, Actions, Action
Reason Summary	Set Up HRMS, Product Related, Workforce Administration, Actions, Reason Summary

See *PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce*, "Setting Up the Administer Workforce Business Process," Defining Personnel Actions and Reasons.

Process Action and Reason Page

In Global Payroll for the U.K, you may need certain processes to select employees who have rows in job data with particular action and reason codes. The Process Action and Reasons page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Process Action/Reasons GBR) enables you to define which of the Action and Reason codes available in job data apply to a specific payroll process. PeopleSoft delivers data for the P45 process and to identify starters (P01 starter identification) .

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Selecting Actions and Reasons for P45 Processing

The P45 Application Engine process (GPGB_P45) uses the Process Action and Reasons table to identify those employees who require a P45 (combined with the selection criteria you enter when you run the process). It searches employee job data for employees with the action codes that you select on the Process Action and Reasons page. Most commonly P45s are issued to employee who have left employment. Therefore you need to specify the action codes that you use for terminating employees. However, you may also issue P45s in other situations and you need to ensure that these action codes are included on the Process Action and Reasons page.

It is important to set up the Process Action and Reasons page to match the way that your HR personnel use the action and reason codes when updating employee job data.

Important! If the Process Action and Reasons page is set up incorrectly, the P45 process may not identify employees who should be issued with a P45.

For each action code you can select which associated reason codes are processed and whether employees with a blank reason code are selected. This table summarises the four ways in which you can you set up the Process Action and Reasons page:

Include Blank	Specified Reasons	Description
Not selected	Not selected	Process selects any reason. It excludes employees with a blank reason code field.
Selected	Not selected	Process selects any reason, including a blank reason code field.
Not selected	Selected	Process selects reasons defined. It excludes employees with a blank reason code field.
Selected	Selected	Process selects reasons defined, including a blank reason code field.

For example, suppose you set up the action and reason codes listed in this table:

Action	Reason	Description
TER	EFT	Termination — end of fixed term contract
TER	CON	Termination — misconduct
TER	UNS	Termination — unsatisfactory performance

You have employees with these rows in job data:

Empl ID	Action	Reason
GB001	TER	EFT
GB002	TER	
GB003	TER	CON

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If the Process Action and Reasons page is set up as follows:

Action	Include Blank Reason	Specified Reasons	Reasons
TER	Not selected	Not selected	None selected

The P45 process selects employees GB001 and GB003 only because they have reason codes. GB002 is not selected because the employee does not have a reason code and the Include Blank check box is not selected.

If the Process Action and Reasons page is set up as follows:

Action	Include Blank Reason	Specified Reasons	Reasons
TER	Selected	Not selected	None selected

The P45 process selects employees GB001, GB002 and GB003. Employee GB002 is now selected because the Include Blank check box is selected

If the Process Action and Reasons page is set up as follows:

Action	Include Blank Reason	Specified Reasons	Reasons
TER	Not selected	Selected	CON, UNS

The P45 process selects employees GB003 only. Employee GB002 is not selected because the employee doesn't have a reason code. GB001 is not selected because the employee doesn't have one of the reason codes CON or UNS.

If the Process Action and Reasons page is set up as follows:

Action	Include Blank Reason	Specified Reasons	Reasons
TER	Selected	Selected	CON, UNS

The P45 process selects employees GB003 and GB002 only. Employee GB002 is now selected because include blank is selected. Employee GB001 is not selected because the employee doesn't have one of the reason codes CON or UNS.

Selecting Action Reasons for Starter Processing

During payroll processing, Global Payroll for the U.K. uses the Process Action and Reasons table to identify those employees who have a new period of employment within Global Payroll for the U.K. and require new accumulators for statutory calculations and reporting. This occurs when an employee is hired, rehired, and for certain types of transfers. Typically when an employee is transferred into Global Payroll for the U.K. from an external entity (for example, from overseas or from another country payroll), this is treated as a new period of employment. The P01 Starter Identification record lists the action and reasons that identify starters. This information is used by Global Payroll for the U.K. to identify new periods of employment from a payroll perspective.

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Prerequisites

Before you can set up the action and reason codes for payroll processes you must review the job data action and reason codes delivered by PeopleSoft. Depending on your organisational requirements you can modify the delivered reasons or create new reason codes.

See Also

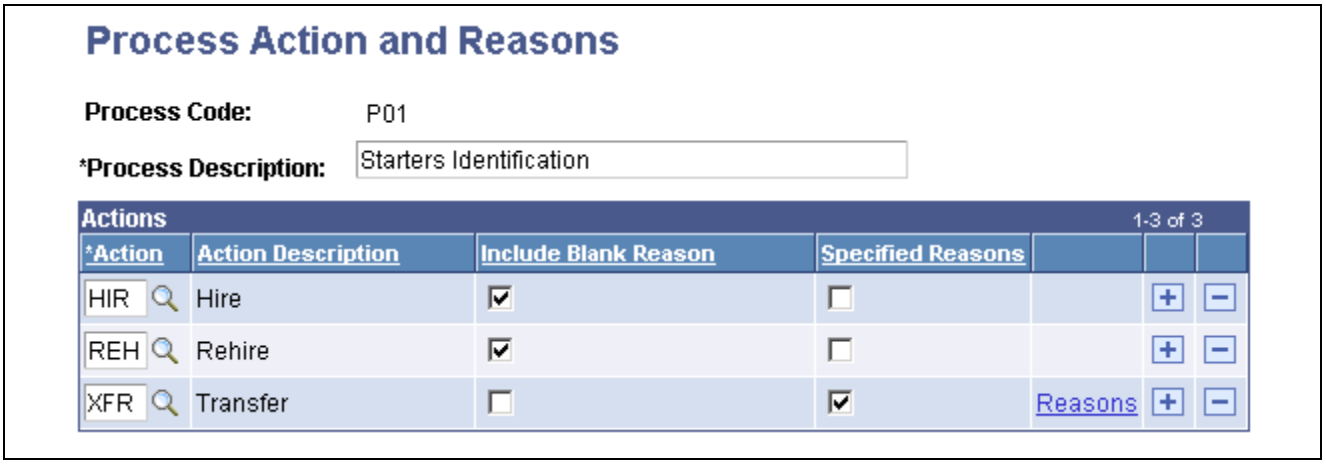
PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce, "Setting Up the Administer Workforce Business Process," Defining Personnel Actions and Reasons

Pages Used to Set Up Process Action and Reason Codes

Page Name	Object Name	Navigation	Usage
Process Action and Reasons	GPGB_PRC_ACTRSN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Process Action/Reasons GBR, Process Action and Reasons	Define the action codes that you want a process to search for in employees' job data.
Reasons	GPGB_PRC_RSN_SEC	Click the Reasons link on the Process Action and Reasons page.	(Optional). Select the reasons associated with the action code that you selected on the Process Action and Reasons page.

Defining Process Action and Reason Codes

Access the Process Action and Reasons page



Process Action and Reasons page

Warning! PeopleSoft delivers system data for this page. You can add reasons and new actions, but you must not remove any of the delivered action codes. The P45 processes and the starter identification will not work correctly if the required data is removed.

Process Code Displays the code for the process:

P45: To set up the action codes for the P45 process.

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P01: To set up the action codes for identifying new starters.

See Chapter 8, "Managing Starters, Leavers, and Transfers," Generating P45 Reports, page 80.

See Chapter 8, "Managing Starters, Leavers, and Transfers," Identifying Starters, Leavers, and Transfers, page 77.

Action Select the action code that you want the process to search for in job data. Action codes are defined in Human Resources tables.

See *PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce*, "Setting Up the Administer Workforce Business Process," Defining Personnel Actions and Reasons.

Include Blank Reason Select this check box if you want the process to select employees with the action code specified and no reason code selected. If you leave this check box clear, the process excludes employees who have no reason code (a blank field).

Specified Reasons Select this check box if you want the process to select employees with specific reasons in their job data. Use the Reasons page to define a set of reasons. The process only selects employees whose job data have matching reason codes.

If you leave this check box clear, the process returns employees whose job data includes the specified action code and any reason code.

See Chapter 3, "Setting Up Country Data," Understanding Process Action and Reason Codes, page 15.

Reasons Click this link to access the Reasons page where you select the reasons that the process searches for in employees' job data. You must complete the Reasons page if you select the Specified Reasons check box.

Setting Up P45 Parameters

This section provides an overview of the P45 parameters and discusses how to:

- Define the default output destination for the P45L report (GPGBP45L).
- Set up P45 parameters.

Understanding the P45 Parameters

This section discusses:

- The UK payroll configuration bracket.
- Defining the output destinations.

The UK Payroll Configuration Bracket

PeopleSoft delivers a bracket, GBR BR CONFIG CHAR, that enables you to configure these parameters for the P45 report:

- Output format.

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PeopleSoft delivers an application engine process and two SQR report for generating and printing P45s:

- The P45 application engine process (GPGB_P45),

  This is the P45 identification and production process that identifies and extracts data for the payees who require a P45.

- The P45 SQR report (GPGBP45) creates a PDF version of the data processed and extracted by the GPGB_P45 process.

- The P45L SQR report (GPGBP45L) creates a laser version of the data processed and extracted by the GPGB_P45 process. This is used to print P45s on HMRC stationery.

PeopleSoft also delivers three PSJobs for generating one or both versions of the SQR report. Using the bracket, you define which job is run.

- Whether the payroll administrator can specify the output destination of the GPGB_P45 process.

  This is explained in the next section.

- Whether the payroll administrator can override employees' P45 leaver information to enable reprinting of a P45.

  The P45 Leaver Information group box appears on the Maintain Tax Data page. The fields in this group box are populated by the P45 process when a final P45 is printed for the employee. Once these fields are populated, the employee is not identified by the P45 Identification process again. Generally, payroll administrators do not need to change the P45 Leaver Information. However, if they need to reprint an employee's P45 for some reason, they need to clear the Calendar Group ID and P45 Leave Date in the P45 Leaver Information group box.

See Chapter 9, "Defining Payee Statutory Tax and National Insurance Details," Entering Employee Tax Details, page 94.

See Chapter 8, "Managing Starters, Leavers, and Transfers," Generating P45 Reports, page 80.

Defining Output Destinations

The default output destination for the P45 process (GPGB_P45) is the %PS_SERVDIR%\files directory. You can override this default in two ways:

- By modifying GPGBP45.SQC.

  During implementation, update GPGBP45.SQC to set the GPGBIMPORTPREFIX variable to the absolute path where you want the GPGB_P45 process to create its output file.

- By allowing the user to specify the output path when they run the process.

  The setup of the GBR BR CONFIG CHAR bracket determines whether payroll administrators can override the default when they run the P45 process.

In addition to the output destination for the P45 process, you must set up the destination for the P45L report by updating the process definition.

See Chapter 3, "Setting Up Country Data," Defining the Default Output Destination for the P45L Report (GPGBP45L), page 22.

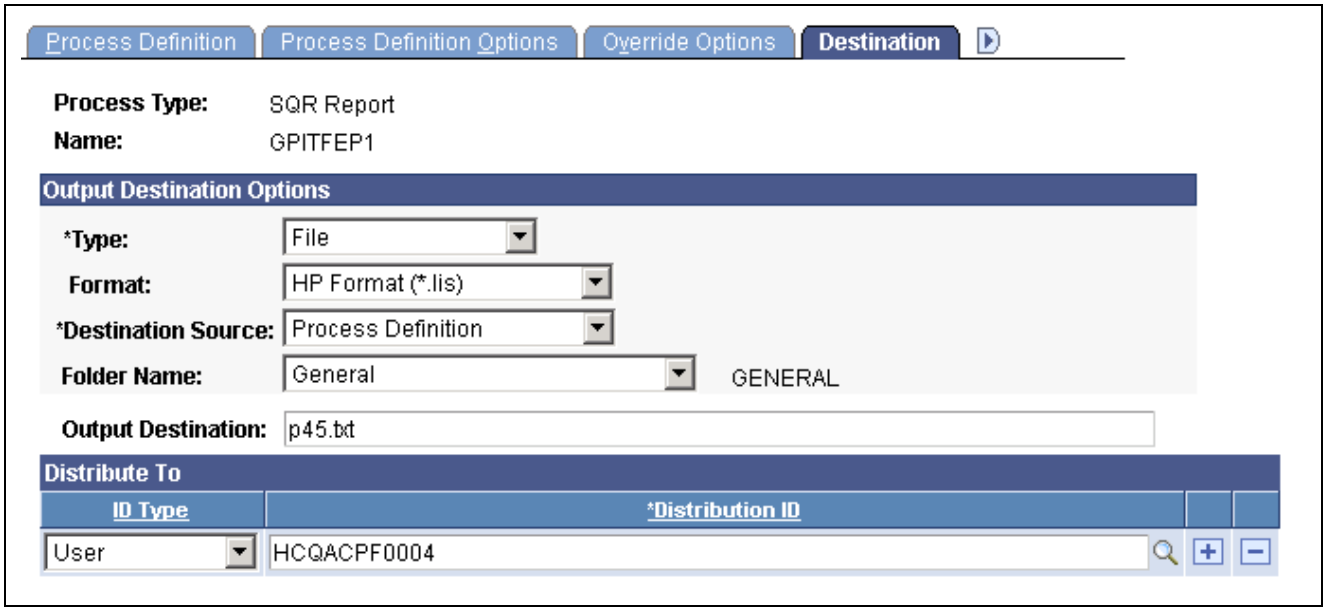
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Pages Used to Set Up P45 Parameters

Page Name	Object Name	Navigation	Usage
Destination	PRCSDEFNCNTDIST	PeopleTools, Process Scheduler, Processes, Destination	Define the output destination for the P45L SQR report (GPGBP45L). Usually this is a one-time setup that you define during implementation.
Bracket Data	GP_BRACKET_DATA	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Bracket Data	Define the values returned by the search keys (P45 parameters).

Defining the Default Output Destination for the P45L Report (GPGBP45L)

Access the Destination page.



Destination page

Output Destination Enter the path and filename. Enter an absolute path, such as c:\temp\p45.txt, or a relative path of the form: \\machinename\temp\p45.txt.

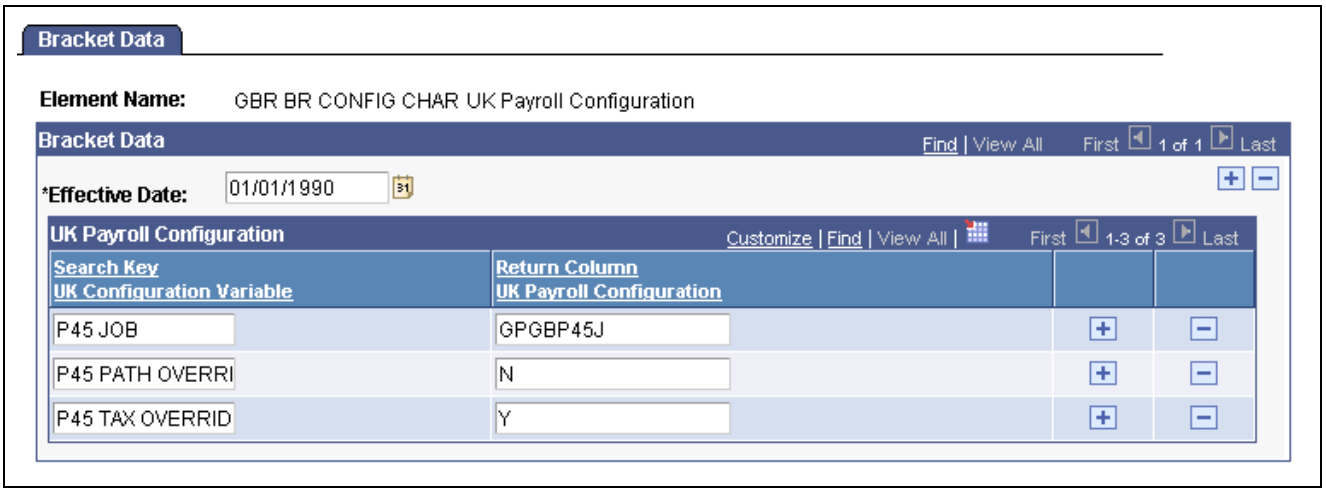
See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler, "Defining PeopleSoft Process Scheduler Support Information"

Setting Up P45 Parameters

Access the Bracket Data page.

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Bracket Data page

The variable GBR VR CONFIG has three search keys:

- P45 JOB

  This defines the PSjob that runs when payroll administrators print P45s.

- P45 PATH OVERRIDE

  This search key controls whether payroll administrators can select the output destination for the GPGB_P45 process.

- P45 TAX OVERRIDE

  This search key controls whether payroll administrators can update the fields in the P45 Leaver Information group box on the Maintain Tax Data page.

To set up the return values for the search keys:

1. For the P45 JOB search key, enter one of these values in the Return Column UK Payroll Configuration field:

   GPGBP45J To run the P45 process (GPGB_P45), and both SQR reports for laser output and the PDF output.

   GPGBP45O To run the P45 process (GPGB_P45) and the SQR report for PDF output.

   GPGBP45B To run the P45 process (GPGB_P45) and the SQR report for laser output.

2. For the P45 PATH OVERRIDE search , enter *Y* or *N* in the Return Column UK Payroll Configuration field.

   If you enter *Y,* the Output File Path link is displayed on the P45 page and the P45 Identification Results page, which enables the payroll administrator to specify the directory in which the output of the GPGB_P45 process is created. If you enter *N,* the link is not displayed and the report is printed to the default location that is specified in GPGBP45.SQC.

3. For the P45 TAX OVERRIDE search key, enter *Y* or *N* in the Return Column UK Payroll Configuration field.

   If you enter *Y,* payroll administrators can update the fields in the P45 Leaver Information group box on the Maintain Tax Data page, which enables them to reprint P45s by clearing the values in the fields.

   If you enter *N,* payroll administrators can't update these fields.

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Setting Up Accumulators

This section provides an overview of user keys and discusses how to:

- Track separate periods of employment.
- Track NI category changes.
- Set up accumulator periods.

This section provides U.K.-specific information for setting up accumulators. For general information about setting up accumulators, refer to the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*.

See Also

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

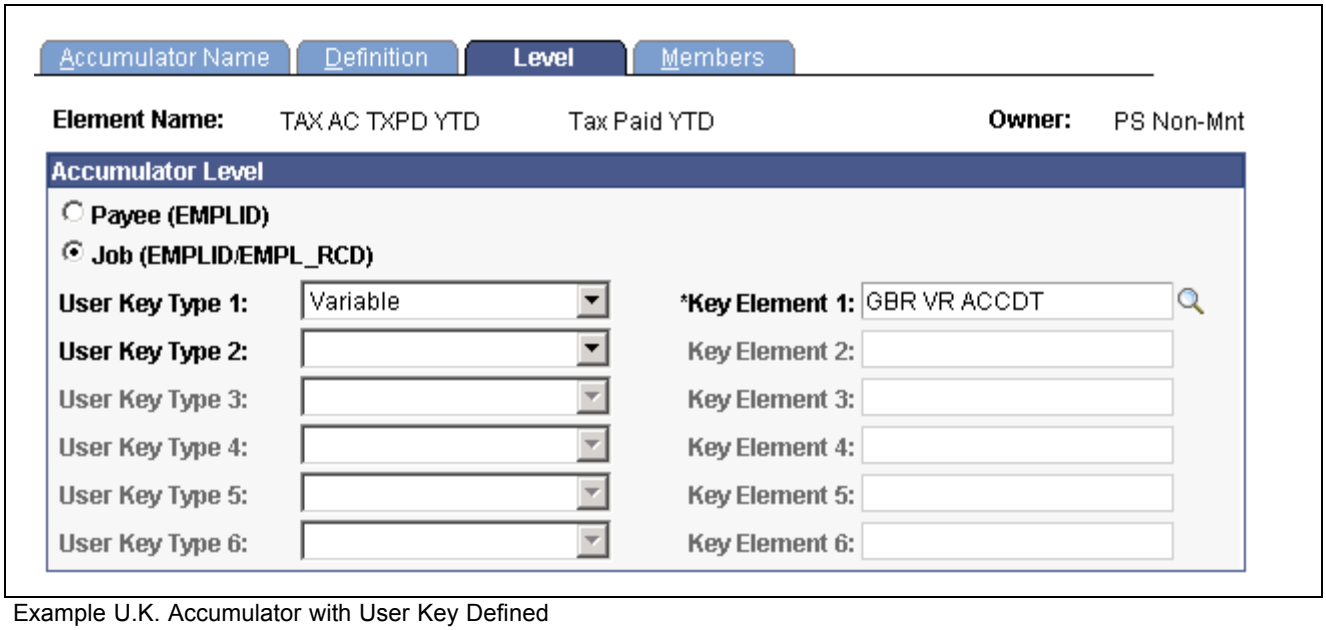
Understanding User Keys

User keys enable you to track balances at various levels. This is important in the U.K. for tracking:

- Separate periods of employment.
- Changes of NI category.

Tracking Separate Periods of Employment

Here is an example of an accumulator defined with user keys:



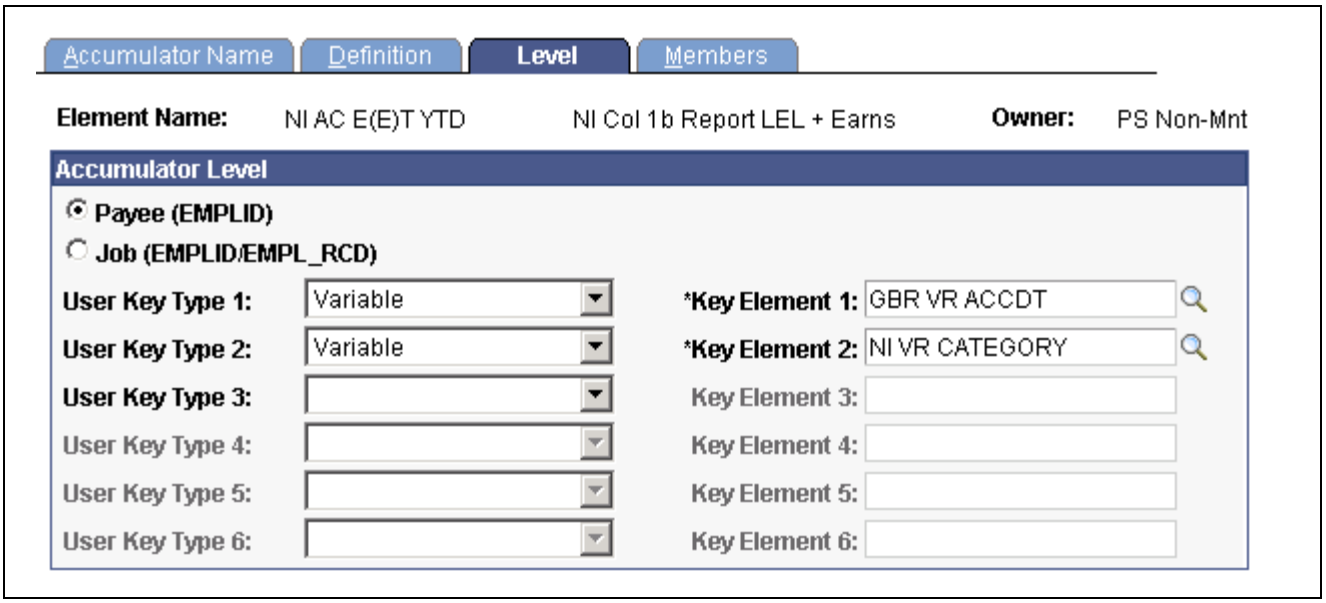
Example U.K. Accumulator with User Key Defined

Tracking NI Category Changes

If an employee has a change of NI category code during the year, the Contributions Office expects to receive the amount of NI contributions for an employee for each category code.

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To enable reporting on different category codes, the NI accumulators have User Key 2 defined as the value of the NI category code. This is captured in variable NI VR CATEGORY. Here is an example:



Example U.K. accumulator with NI Category as a User Key

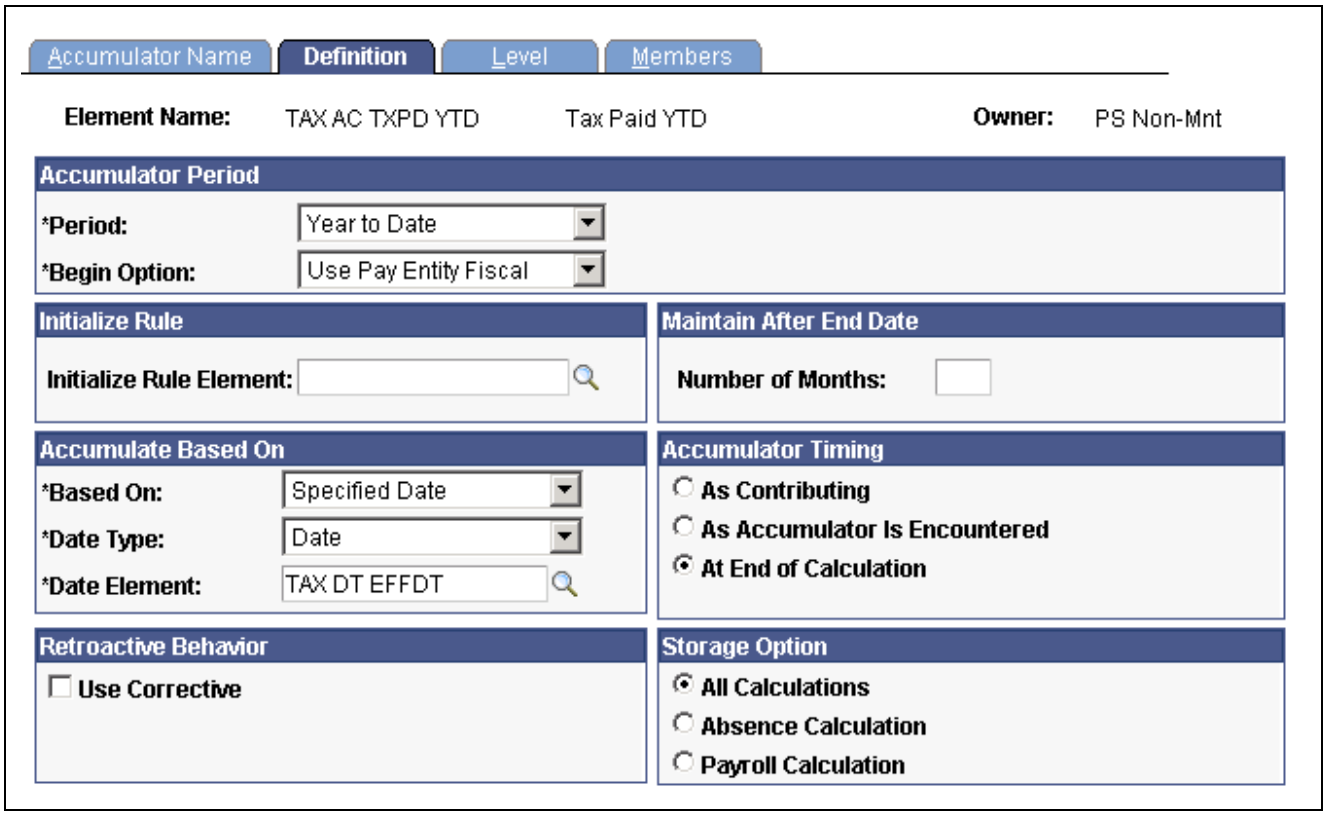
Setting Up Accumulator Periods

For the U.K., statutory year to date accumulators:

- Begin Option is Pay Entity Fiscal.
- Pay Entity Fiscal year must be defined with a start date of April 6.

Here is an example:

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Example Accumulator Period Setup

Court Orders are not reported within statutory reports and therefore the fiscal YTD is not relevant. However to ensure that the Court Order balance can be calculated, accumulators are required to identify how much has been deducted to date. These accumulators use a Custom Period rather than Fiscal Year to Date.

Reviewing Triggers for the U.K.

In Global Payroll, the mechanism used to detect online changes to data that should result in some type of system action is called a *trigger*. Examples of common data changes that might use triggers are the hiring of a new payee, a change in pay rate, and a change in job location. There are three types of triggers: iterative, retro, and segmentation.

Before you can use a trigger to process a payee, perform segmentation, or perform retroactive processing, you must set up a trigger definition to tell the system that when a particular change to the database occurs, it should generate the desired trigger. Define Trigger Event IDs on the Trigger Definitions page in the core application.

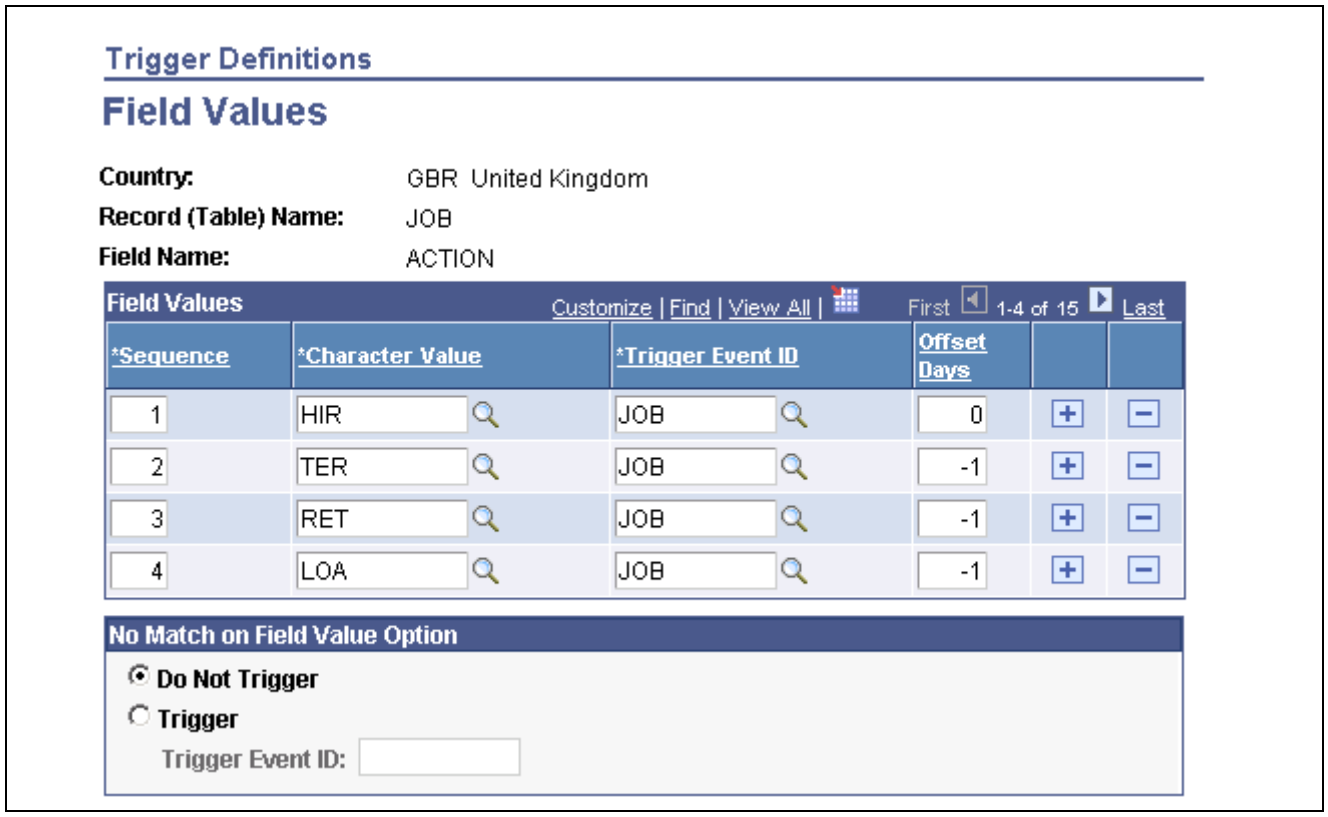
Review the triggers delivered by PeopleSoft and decide if you need to define additional triggers for your organisation. Global Payroll for the U.K. delivers a retro trigger for processing starters' payments as explained in this table:

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Type	Retro Process Definition	Trigger Definition	Purpose
Retro Forwarding	RETRO HIRE	JOB Field name: ACTION Values: HIR, REH	This trigger is used for payees whose first payment is made several pay periods after the initial Hire Date. For this type of payment, the NI contributions have to be made according to the NI code that applies for the reference period.

For the retro trigger for terminations and retirement actions, the OffSet Days field on the Trigger Definitions — Field Value page is set to *–1* to adjust the effective date of the trigger compared to the effective date of the change in the JOB record. In earlier versions of Global Payroll, the trigger effective date was always equal to the effective date of the JOB record change.

This shows the Offset Days setting for the U.K. retro trigger for JOB:



Trigger Definitions — Field Values page for U.K. Retro Trigger

PeopleSoft delivers these segmentation triggers for the U.K.:

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Type	Trigger Definition	Purpose
Period segmentation	JOB Field names: ACTION (HIR, REH and TER), GP_PAYGROUP, and PAYSYSTEM_FLG	This trigger identifies changes in the job data action code, changes in pay group, and a change of the payroll system field.
Element segmentation	JOB Field names: COMPRATE	This trigger identifies changes in employee compensation.

Segmentation is discussed in more detail in the next section.

See Also

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

Setting Up Segmentation for the U.K.

This section provides an overview of segmentation and discusses how to:

- Set up element segmentation.
- Set up period segmentation.

Understanding Segmentation

Segmentation is the process of dividing a pay period into partial periods, known as segments or slices, and calculating all or a subset of elements for each segment or slice. Segmentation is required when there is a change, such as a pay increase, during the pay period that affects the calculation of elements. Global Payroll provides two types of segmentation:

- Element segmentation

  Element segmentation divides the pay period into slices and only affects the elements that you specify. In element segmentation, the system creates only one gross-to-net result.

- Period segmentation

  Used when the event that triggers the segmentation requires all elements in the process list to be calculated for each partial period. Period segmentation divides the pay period into segments. The system creates separate gross-to-net results for each segment.

This section provides guidelines on setting up segmentation for the U.K. Refer to the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook* for detailed information about segmentation.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Segmentation"

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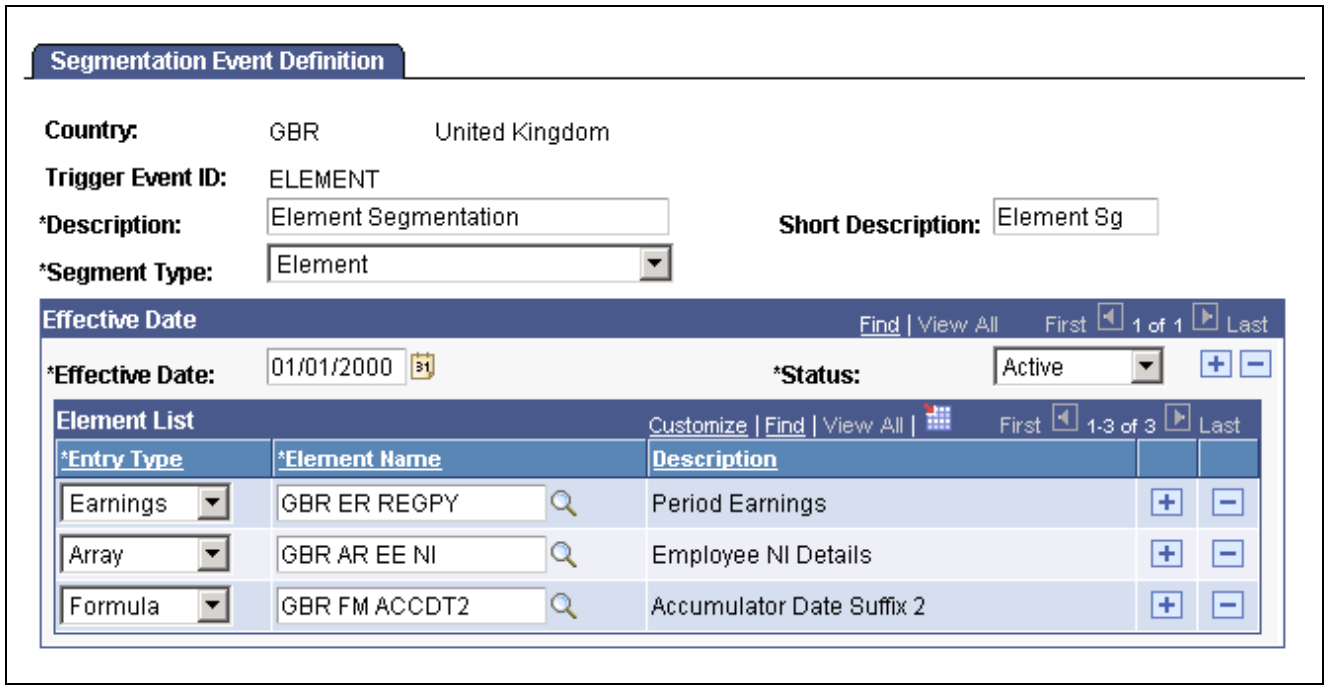
Setting Up Element Segmentation

During implementation, consider which of your elements require element segmentation. It's important that you review the design of your primary and supporting elements and add the correct elements to the Segmentation Event Definition page. If element segmentation is not defined correctly, you may have some elements that are not resolved correctly because associated supporting elements are not sliced. Here are some guidelines to explain how element segmentation works:

- Primary elements (earnings and deductions) that you add to the Segmentation Event Definition page are resolved once per slice.
- Supporting elements that you add to the Segmentation Event Definition page are resolved once per slice.
- When you add a primary element to the Segmentation Event Definition page, the supporting elements that are used in the definition of that primary element are also resolved for each slice.
- When you add a primary element to the Segmentation Event Definition page, the accumulators to which the element contributes are also resolved for each slice.

  However, if your accumulators have user keys you need to ensure that these are resolved per slice. You may need to add supporting elements to the Segmentation Event Definition page to ensure that all of the necessary elements are resolved.

To illustrate the importance of adding the correct supporting elements, consider the example trigger event ID that PeopleSoft delivers for U.K. element segmentation:



Segmentation Event Definition page

The earning element GBR ER REGPY is the primary element that requires element segmentation. The array GBR AR EE NI and the formula GBR FM ACCDT2 appear on this list because they are used to resolve the user keys of the accumulator GBR AC NIBL PTD to which GBR ER REGPY contributes.

If the array and the formula were not on this list, the NI category and the hire date would not be resolved for each slice. This would lead to incorrect NI calculations and accumulators without a hire date.

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When you have set up the Segmentation Event Definition page for element segmentation, define the trigger definition that links element segmentation to the relevant record. PeopleSoft delivers a trigger for the COMPENSATION record so that if an employee's compensation is modified, element segmentation is triggered.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Segmentation," Setting Up Segmentation

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

Setting Up Period Segmentation

In the U.K. period segmentation is required only for these events:

- Hire.
- Rehire.
- Transfers.

  This varies depending on your organisation structure and types of transfer.
- Termination.
- Change of pay group or payroll system.

Set up period segmentation using the Segmentation Event Definition page and the Trigger Definitions page. Review the trigger definition delivered for the JOB record and adjust to suit your organisational requirements.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Segmentation," Setting Up Segmentation

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

Setting Up Supplementary Runs

This section provides overviews of supplementary runs and processing requirements, and discusses how to define processing elements for supplementary runs.

Understanding Supplementary Runs

In the U.K., supplementary runs are used for processing items outside of the regular payroll run. Typically, companies use supplementary runs for expenses, bonus payments, or for processing late payments. With Global Payroll for the U.K., there are two choices for processing outside of the normal payroll schedule. You can:

- Set up a separate processing framework.

  To set up a supplementary run, create processing elements in the same way as for normal payroll. Depending on the your requirements, this could include defining calendars, calendar groups, run types, and process lists that are specifically for supplementary runs.
- Set up off-cycle processing.

  The Global Payroll core application provides the ability to define four types of off-cycle transactions: corrections, additional payments, advances, and manual payments.

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This section explains how to set up a processing framework for supplementary runs.

Refer to the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook* for general information about setting up off-cycle processing. However, you should also refer to the guidelines that are provided in this PeopleBook for using off-cycle in the U.K..

See Chapter 23, "Managing Off-Cycle Payments," page 249.

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Managing Off Cycle Processing".

Understanding Processing Requirements

Before you can implement supplementary runs, you need to consider:

- Who will be processed within a supplementary run.

  It is unlikely that all payees who are processed in a normal payroll will require payment in a supplementary run. You need to consider how you will limit the payees processed.

- Which elements need to be processed within a supplementary run.

  The elements that need to be processed vary according to the purpose of the supplementary run. You may not need to process all of the elements that are processed in the normal payroll.

Defining Payees Processed in Supplementary Runs

You can control who is processed in supplementary runs using any of these:

- Using payee list at calendar level.

  When you set up your calendars using the Calendars component (GP_CALENDAR), you can define a payee list on the Definition page that limits the payees processed. This is the recommended method.

- Using generation control at calendar level.

  Use the Generation Control page in the Calendars component to set up generation controls on your calendars.

- Using a conditional formula within the processing structure.

- Using positive input.

You need to consider the implications of including employees who are not due payment in the supplementary run. Payroll results are produced for all employees identified in the supplementary run. For those employees who are not due payment the payroll results are zero net pay. This has a negative on payroll performance and has potential implications for your payslips and banking.

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Using Calendars".

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Working with Positive Input".

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Defining Calculation Elements," Defining Generation Control Elements.

Defining Elements Processed in Supplementary Runs

Review the elements required for your supplementary runs and consider:

- If you need to create a separate process list for supplementary processing.

- If the elements need to be processed every time.

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For example, regular earnings are resolved in the regular payroll but you may need these earnings to be processed in the supplementary run if you are processing retro hire and terminations. Depending on how you control the employees in the supplementary run, you may need conditional processing on the section containing regular pay elements.

- If generation control is needed at the element level.

  You may use generation control to process individual elements depending on the run type.

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Defining Calculation Elements," Defining Generation Control Elements.

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

Defining Processing Elements for Supplementary Runs

When you have reviewed your processing requirements for supplementary runs, set up your processing elements:

1. Identify the process list.

   You may need to create a new process list for supplementary runs using the Process Lists component (GP_PROCESS).

2. Create a run type for supplementary processing.

   On the Run Type page, select the supplementary run process list in the Process Name field.

3. Define the calendars for supplementary runs and identify the payees who are processed within the calendar.

   Use the Calendars component to define your supplementary calendars. Add these variables to the Supporting Element Overrides page:

Element Name	Value
TAX VR PERIOD	Enter the tax period number.
TAX VR BGN YR	Enter the year in which the tax year starts.
GBR VR RUN TYPE	Enter *SUP*, unless it is an expenses run and you have a run type of *EXP* for expenses.

4. Define the calendar group for the supplementary run.

   Add your supplementary calendars to the calendar group.

Important! Do not select the Off-Cycle check box on the Calendar Group page for supplementary runs.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Processing Elements"

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Using Calendars"

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Setting Up Payroll Administrator Results

The Administrator Results pages (Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Administrator Results) are configurable inquiry pages that enable administrators to view payroll information after a payroll has been calculated.

The information displayed on these pages is controlled by a list set that you set up on the Define Administrator Results page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Define Administrator Results). The list set defines the records that appear on the Administrator Results pages and is linked to a role.

PeopleSoft delivers a list set for the U.K. that is associated with the role GP Administrator GBR. Define list sets that are configured for your organisation's roles.

The Administrator Results and the Define Administrator Results pages are discussed in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Viewing and Finalizing Payroll Results," Defining Administrator Payroll Results

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Viewing and Finalizing Payroll Results," Viewing Administrator Payroll Results

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Managing Applications and List Sets," Setting Up List Sets

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CHAPTER 4

Defining Absence Rules

This chapter provides an overview of absence schemes and discusses how to:

- Set up statutory sick pay.
- Set up absence reasons.
- Set up occupational schemes.

Understanding Absence Schemes

Global Payroll for the U.K. provides you with all the elements required to process these statutory absences:

- Statutory sick pay (SSP).
- Statutory maternity pay (SMP).
- Statutory adoption pay (SAP).
- Statutory paternity pay (SPP).

You can use the absence management features in the Global Payroll core application to create your own absence schemes, such as for holidays. U.K. statutory holiday entitlement has no monetary impact on payroll; it is therefore a human resources issue and is not delivered as a standard template by Global Payroll for the U.K. You can also create occupational schemes that supplement the statutory absence leave and pay.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Absence Elements"

Chapter 4, "Defining Absence Rules," Setting Up Occupational Schemes, page 44

Delivered Absence Takes and Entitlements

This table lists the delivered absence takes and entitlements:

Absence Take	Absence Entitlement	Description
SMP AT1	SMP AE1	Statutory maternity pay before 6 April 2003
SMP AT2	SMP AE2	Statutory maternity pay from 6 April 2003
SAP AT	SAP AE	Statutory adoption pay

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Absence Take	Absence Entitlement	Description
SPPB AT	SPPB AE	Statutory paternity pay (birth)
SPPA AT	SPPA AE	Statutory paternity pay (adoption)
SSP AT1	SSP AE1	Statutory sick pay
OMP AT1	OMP AE1 OMP AE2	Occupational maternity pay
OSP AT1	OSP AE1 OSP AE2	Occupational sick pay

Delivered Absence Earnings

This table lists the delivered absence earnings for the U.K:

Name/Description	Unit	Rate	Base	%	Amount
SAP ER PAY SAP pay	Payee Level	Payee Level	N/A	N/A	N/A
SAP ER OFF SAP pay offset	Payee Level	Payee Level	N/A	N/A	N/A
SSP ER PAY SSP pay	Payee Level	100	N/A	Payee Level	N/A
SSP ER P OFF SSP pay offset	Payee Level	GBR FM MINUS ONE	N/A	N/A	N/A
SMP ER PAY1 SMP pay higher rate	Payee Level	Payee Level	N/A	100	N/A
SMP ER PAY2 SMP pay lower rate	Payee Level	Payee Level	N/A	100	N/A
SMP ER P OFF SMP pay offset	Payee Level	Payee Level	N/A	N/A	N/A
SPPA ER PAY SPP (adoption) pay	Payee Level	Payee Level	N/A	N/A	N/A
SPPA ER OFF SPP (adoption) pay offset	Payee Level	Payee Level	N/A	N/A	N/A

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Name/Description	Unit	Rate	Base	%	Amount
SPPB ER PAY SPP (birth) pay	Payee Level	Payee Level	N/A	N/A	N/A
SPPB ER OFF SPP (birth) pay offset	Payee Level	Payee Level	N/A	N/A	N/A
OMP ER P1 OF OMP pay offset	Payee Level	GBR FM MINUS ONE	N/A	N/A	N/A
OMP ER PAY1 OMP pay full-pay	Payee Level	100	N/A	Payee Level	N/A
OMP ER PAY2 OMP pay half-pay	Payee Level	100	N/A	Payee Level	N/A
OSP ER OFFST OSP offset	N/A	N/A	N/A	N/A	OSP FM OFFST
OSP ER P OFF OSP pay offset	Payee Level	GBR FM MINUS ONE	N/A	N/A	N/A
OSP ER PAY1 OSP pay full-pay	Payee Level	100	N/A	Payee Level	N/A
OSP ER PAY2 OSP pay half-pay	Payee Level	100	N/A	Payee Level	N/A

Delivered Supporting Elements

This section discusses:

- Formulas for SSP.
- Formulas for SMP and SAP.
- Formulas for SPP.

Formulas for SSP

This table describes the day formula and formulas for checking PIW and waiting days:

Formula	Description
SSP FM MIN ABSENCE	Determines whether an absence entry qualifies as a PIW (4 or more consecutive calendar days). This formula is resolved once per absence entry.

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Formula	Description
SSP FM WAIT DAYS	Calculates the number of remaining days of absence before the waiting days requirement is met.
SSP FM DAY	The day formula is resolved for each day of an absence entry. SSP FM DAY determines whether the employee is disqualified for SSP. It calls the formula SSP FM DISQUALIFY that checks certain conditions: • Employee not on maternity leave. • Absence not caused by pregnancy-related illness within 4 weeks of the EWC. • PIW does not span more than 3 years. • Employee not terminated. • Disqualification date in absence entry.

This table describes the main formulas used to process the SSP entitlement:

Formula	Description
SSP FM COND ENT	The conditional resolution formula is resolved once per absence entry. It checks employee's eligibility. This formula calls the formula SSP FM ENTITLED. If the employee is not eligible for paid leave, the system creates an absence entry of unpaid. No earning is generated.
SSP FM ENTITLED	This formula calls the following formulas to determine if the employee meets criteria for SSP: • SSP FM HR ENTITLED checks whether the employee is aged 16 or over, and under 65. • SSP FM EARNINGS determines whether the employee's average earnings are at or above the LEL. • SSP FM USER COND is for company-specific SSP criteria. For example, if you have criteria for notification of absence that employee's must meet to qualify for SSP, use SSP FM USER COND to check for this condition.

Formulas for SMP and SAP

This table describes the day formulas for SMP and SAP:

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Formula	Description
SMP FM DAY2	The day formula is resolved for each day of an absence entry. However, SMP is paid weekly, not daily, and employees must be absent for 7 consecutive days to be eligible for SMP. The day formula, SMP FM DAY2, therefore resolves to true after a 7 day period. If an employee returns to work for a part of a week, SMP is not paid and the system doesn't generate SMP earnings for that week.
SAP FM DAY	The day formula is resolved for each day of an absence entry. However, SAP is paid weekly, not daily, and employees must be absent for 7 consecutive days to be eligible for SAP. The day formula, SAP FM DAY, therefore resolves to true after a 7-day period. If an employee returns to work for a part of a week, SAP is not paid and the system doesn't generate SAP earnings for that week.

This table describes the main formulas used to process the SMP and SAP entitlement elements:

Formula	Description
SMP FM COND ENT	The conditional resolution formula is resolved once per absence entry to determine the employee's eligibility. The formula checks: • Average earnings compared to the LEL. • Human Resources maternity information. If the employee is not eligible for paid leave, the system creates an absence entry of unpaid. No earning is generated.
SMP FM ENT WEEKS	The entitlement formula is resolved once per absence. It calculates the initial entitlement or adjusts entitlement if there has been a break in maternity leave and the employee returns to work for a period. If the employee has entitlement remaining when you run the payroll process, it generates earning SMP ER PAY1 or SMP ER PAY2.
SAP FM COND ENT	Checks employee's eligibility for SAP. This formula checks average earnings. If the employee is not eligible for paid leave, the system creates an absence entry of unpaid. No earning is generated.
SAP FM ENT CALC	Calculates the initial entitlement or adjusts entitlement if there has been a break in adoption leave and the employee returns to work for a period. If the employee has entitlement remaining, when you run the payroll process, it generates earning SAP ER PAY.

Formulas for SPP

This table describes the day formula for SPP (birth) and SPP (adoption):

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Formula	Description
SPP FM DAY	The day formula, SPP FM DAY, resolves to true after a 7-day period because SPP is a weekly payment. Employees must be absent for 7 consecutive days to be eligible for SPP. If an employee returns to work for a part of a week, SPP is not paid and the system doesn't generate an earning for the absence.

This table describes the main formulas used to process the SPPB and SPPA entitlement elements:

Formula	Description
SPPB FM COND ENT SPPA FM COND ENT	Checks employee's eligibility for SPP. This formula compares the employee's average earnings with the LEL. If the employee is not eligible for paid leave, the system creates an absence entry of unpaid. No earning is generated.
SPPB FM ENT CALC SPPA FM ENT CALC	Calculates the initial entitlement. If the employee has entitlement remaining, when you run the payroll process, it generates the earning SPPB ER PAY for SPP (birth) or SPPB ER PAY for SPP (adoption).

Process Lists and Sections

Global Payroll for the U.K. delivers the process list, GBR PR ABSENCE, for processing absences. This table lists the sections in this process list that are required for processing statutory absence:

Section	Description
GBR SE ABS SETUP	This section is similar to the setup section for payroll, GBR SE SETUP. It includes elements that store information such as employee statutory details, the run type, and other calendar information. This section must be first in the absence process list.
SMP SE BRACKET	Includes one element, the bracket SMP BR STAT RATE, which stores the rates for SMP. This section is required for processing SMP and must appear in the process list before the sections SMP SE1 or SMP SE2.
SMP SE1	Processes the absence take SMP AT1 that was used for SMP prior to 6 April 2003.
SMP SE2	Processes the absence take SMP AT2. Use this section for SMP after 6 April 2003.
SSP SE1	Processes the absence take SSP AT1.
SPP SE	Processes the absence takes SPPA AT and SPPB AT.

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Section	Description
SAP SE	Processes the absence take SAP AT.
GBR SE POSTABSENCE	This section contains the writable array GBR WA EE RSLT that writes the results of the absence processing to the U.K. results table. This section must be the last section in the absence process list.

Viewing Delivered Elements

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

Common Elements Used in This Chapter

SSP (statutory sick pay) The minimum level of sick pay that you must pay to most employees who are absent from work due to sickness for four or more calendar days in a row.

SMP (statutory maternity pay) The minimum level of maternity pay to most employees who are absent from work to have a baby.

SMP is a weekly payment, and the payment is made in multiples of weeks, regardless of the frequency with which the employee is usually paid. SMP is sometimes paid in a lump sum at the start of the maternity leave period. SMP applies to whole weeks starting on a Sunday through to Saturday. If the employee is ineligible for even one day during a week, then no payment is made for that week.

SAP (statutory adoption pay) The minimum level of adoption pay that you must pay to employees who are absent from work after adopting a child.

SPP (statutory paternity pay) The minimum level of paternity pay that you must pay to employees. There are two types of paternity pay:

SPP (birth) is paid to employees who are absent from work to care for a baby or support the mother in the first few weeks after the birth.

SPP (adoption) is paid to employees who are jointly adopting a child with their partner, or whose partners are adopting a child.

EWC (expected week of childbirth) The week when an employee's baby is due. This date is always the Sunday of the week in which the baby is due.

MW (matching week) The week when an employee is notified by the adoption agency that he or she is matched with a child.

QW (qualifying week) The fifteenth week before the EWC.

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PIW (period of incapacity for work)	To qualify for SSP, an employee must be absent due to sickness for four consecutive calendar days or more.
APP (adoption pay period)	The period during which SAP can be paid. The APP can start on the date that the child is placed or up to two weeks prior to the expected placement date.
MPP (maternity pay period)	The period during which SMP can be paid. The MPP can start between the eleventh week before the EWC and the Sunday following the birth. The start of the MPP is affected if the employee is absent with a pregnancy-related illness during the four-week period before the EWC or if the child is born early.
PPP (paternity pay period)	The period during which SPP can be paid. PPP can start only after the birth of the child or after the child is placed with the adopter.
OSP (occupational sick pay)	Employers can opt out of paying SSP and provide employees with sick pay, which is at least equal to the statutory sick pay entitlement.
OMP (occupational maternity pay)	Employers can opt out of paying SMP and provide employees with occupational maternity pay, which is at least equal to the statutory maternity pay entitlement.

Setting Up Statutory Sick Pay

Statutory sick pay (SSP) is only paid to employees for qualifying days. Typically, qualifying days are the days that the employee works. However, some companies may agree with their employees qualifying days that differ from actual working days. For this reason, you need to define work schedules specifically for SSP processing. These SSP schedules are assigned to the alternate work schedule.

Alternate work schedules are specified on the Pay Group Name page, but can be overriden at the payee level.

To set up work schedules for SSP:

1. Create schedule definitions using the delivered SSP workdays.

   We deliver definitions for the shifts and workdays for one to seven qualifying days per week. Use the Schedule Definition component to define the schedules. Navigate to this component as follows: Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Schedules, Definitions.

2. Assign these SSP work schedules to pay groups and payees.

   Assign the SSP schedule to a pay group on the Pay Group Name page. Navigate to the pay group definition as follows: Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups, Pay Group Name. Select the SSP schedule ID in the Alternate Schedule ID field.

   You can override the alternate work schedule at payee level using the Assign Schedule page (Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Assign Work Schedule). Use the Alternate Details tab to override the pay group default.

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See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Using Schedules"

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining the Organizational Structure," Defining Pay Group Parameters

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Using Schedules," Assigning Work Schedules

Setting Up Absence Reasons

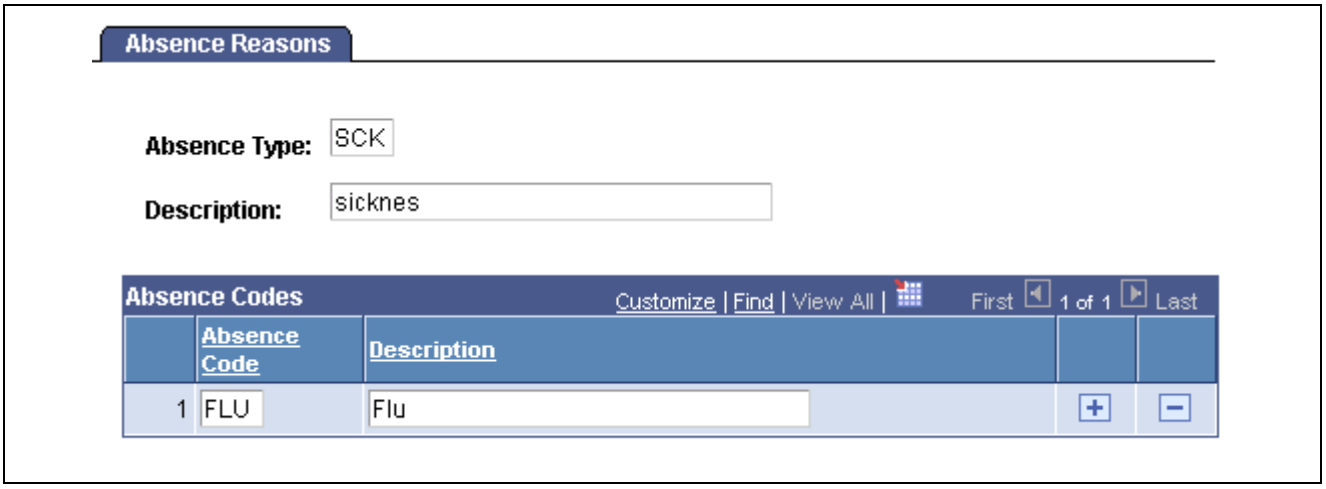
To define absence reasons, use the Absence Reasons GBR component (GPGB_ABS_TYPE). This section discusses how to define absence reasons.

Page Used to Define Absence Reasons

Page Name	Object Name	Navigation	Usage
Absence Reasons	GPGB_ABS_TYPE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Reasons GBR, Absence Reasons	Define an absence type and enter absence codes that further define the absence. For example, if you have an employee who is absent from work due to sickness, record the type of sickness: flu, stomach bug, and so on.

Defining Absence Reasons

Access the Absence Reasons page.



Absence Reasons page

Absence Type Displays the name of the Absence Type that you enter.

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Absence Codes

Absence Code Enter any Absence Code that further defines the Absence Type that you create.

Note. Absence reasons are not required for processing statutory absence.

Setting Up Occupational Schemes

PeopleSoft delivers all the elements required to record and process statutory absences. However, many organisations in the U.K. have their own company schemes that pay employees absence pay and leave that exceeds the statutory minimum. This section discusses:

- Absence mapping.
- Designing occupational schemes.

Understanding Absence Mapping

To create an occupational scheme, you can use the mapping functionality provided in the core application to tie company absence takes to the delivered statutory absence takes. Mapping enables you to:

- Create one absence entry, but process the statutory absence take and company-specific absence take together.
- Track statutory absence pay and leave separate from the occupational absence pay and leave.

Define mapping on the Day Formula page in the Absence Take component. When the system processes absences that are mapped, it:

- Creates separate rows in absence data for each absence take.
- Checks and updates the entitlement balance for each absence take.
- Generates separate earnings (according to the element definitions).

This makes it easy to distinguish the statutory pay and entitlement balance from the occupational pay and entitlement balance. Using mapping, companies that provide their own occupational schemes can track the statutory absence pay if they reclaim the statutory amount (or a percentage of the statutory amount) from HM Revenue and Customs (HMRC).

This table lists the delivered absence mapping:

Statutory Absence Take	Mapped to Absence Take
SSP AT1	OSP AT1

Note. The OSP and OMP elements that are delivered are simple examples only. In addition, the OMP AT1 element is not designed to work with the SMP AT2, which is the absence take that should be used for SMP after April 6, 2003.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Absence Elements," Selecting the Day Formula, Linked Earnings and Deductions, and Other Take Elements

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Designing Occupational Schemes

To create an occupational scheme, you need to design and define:

- Absence take

  For absence takes, you need to consider how to define the following:

  - Day Formula

    The day formula evaluates each day of an absence event to determine the units for the absence day.

  - Wait days, minimum absence, or linking (if required).

    For statutory absences, wait days, minimum absence and linking only apply for SSP. Depending on your company terms and conditions, you may need to define formulas that check these criteria.

- Absence entitlement

  You need to consider the following:

  - Entitlement type (per-absence or frequency based). The U.K. statutory absence entitlements are defined as per-absence entitlements. However, you may have a requirement for a frequency-based entitlement if employees accrue their entitlement or entitlement is for a fixed period per year.

  - Conditional resolution formula

    This formula is required for per-absence entitlements to determine eligibility for paid absence.

  - Entitlement formula

    This formula determines the employee's entitlement balance.

- Absence earning
- Mapping

  You can implement mapping in one of two ways:

  - By mapping the occupational absence take to the statutory absence take.
  - By mapping the statutory absence take to the occupational absence take.

- Organisational and processing framework.

  PeopleSoft delivers a processing framework as a template only. You can create your own process lists and sections or modify the delivered framework.

Warning! If you use mapping, you must ensure that your process lists are set up with the main absence take is processed before the mapped absence.

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CHAPTER 5

Setting Up Payslips

This chapter discusses how to:

- Define elements to display on payslips.
- Assign payslips to pay groups.

Note. An employee self-service payslip is also available to Global Payroll for the U.K. customers. This type of payslip enables employees to log on and view their payslips once they have been finalised. Although the employee self-service payslip is part of PeopleSoft Enterprise ePay, you set up this payslip just as you would the payroll users payslip—within Global Payroll for the U.K.—according to the instructions provided in this chapter.

See Also

PeopleSoft Enterprise ePay 9.0 PeopleBook, "Managing Pay Information for Global Payroll," (GBR) Viewing Payslips Online

Defining Elements to Display on Payslips

To define the elements displayed on payslips, use the Templates GBR component (GPGB_PSLIP_D_PNLG). This section lists common elements and lists the pages used to define payslip elements.

Common Elements Used in This Section

Payslip ID The payslip ID that you entered to access the page.

Payslip Element Order Enter the order in which the elements on your payslip are to appear.

Payslip Description Enter a description for the element. This description will appear on your payslip.

Detail Element Type A Detail Element Type is an element that adds detail to the information displayed on the payslip (an example would be the NI Category). After selecting the type of detail element, you must select a specific element belonging to the defined type (a specific variable, for example) in the Detail Element field.

Detail Element Enter the name of a specific element belonging to the element type specified in the Detail Element field.

Entry Type Select the type of element that you are using:

Abs Entitl (absence entitlement)

Abs Take (absence take)

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Accumulatr (accumulator)

Array,

Auto Assgn(auto assign)

Bracket

Deduction

Duration

Earnings

Formula

Rate Code

Seg Accm (segment accumulator)

SystemElem (system element)

Variable.

Note. On the Payslip Positive Input Definition, Payslip Arrears Definition, and Payslip Retro Delta Definition pages, select only earnings or deductions elements.

Current Balance Enter the element name that you want to use to calculate the current balance for that month.

YTD Balance (year-to-date balance) Enter the element name that you want to use to calculate the year-to-date balance.

Pages Used to Define Payslip Elements

Page Name	Object Name	Navigation	Usage
Payslip Earnings Definition	GPGB_PSLIP_D_ERNS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates GBR, Payslip Earnings Definition	Define the earnings that you want to display on your payslip, as well as the order in which those elements should appear.
Payslip Pre Tax Deductions	GPGB_PSLIP_D_PTXD	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates GBR, Payslip Pre Tax Deductions	Define the pre-tax deductions that you want to display on your payslip, as well as the order in which those deductions should appear.
Payslip After Tax Deductions	GPGB_PSLIP_D_ATXD	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates GBR, Payslip After Tax Deductions	Define the after-tax deductions that you want to display on your payslip, as well as the order in which those deductions should appear.

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Page Name	Object Name	Navigation	Usage
Payslip Tax Definition	GPGB_PSLIP_D_TAX	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates GBR, Payslip Tax Definition	Define the tax elements that you want to display on your payslip, as well as the order in which those elements should appear.
Payslip National Insurance	GPGB_PSLIP_D_NI	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates GBR, Payslip National Insurance	Define the National Insurance elements that you want to display on your payslip, as well as the order in which those elements should appear.
Payslip Balances Definition	GPGB_PSLIP_D_BALS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates GBR, Payslip Balances Definition	Define the balance elements that you want to display on your payslip, as well as the order in which those elements should appear.
Payslip Positive Input Def. (payslip postive input definition)	GPGB_PSLIP_D_POSI	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates GBR, Payslip Positive Input Def.	Define the positive input elements that you want to display on your payslip, as well as the order in which those elements should appear.
Payslip Arrears Definition	GPGB_PSLIP_D_ARR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates GBR, Payslip Arrears Definition	Define the arrears that you want to display on your payslip, as well as the order in which those arrears should appear.
Payslip Retro Delta Definition	GPGB_PSLIP_D_RTO	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates GBR, Payslip Retro Delta Definition	Define the retro payments that you want to display on your payslip, as well as the order in which those payments should appear.

Assigning Payslips to Pay Groups

Once you have designed your payslip, you must assign the payslip to a pay group using the Payslip Definition by Pay Group component (GPGB_PSLIP_GP_PNLG). This section discusses how to assign created payslips to pay groups.

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Pages Used to Assign Payslips to Pay Groups

Page Name	Object Name	Navigation	Usage
Payslip Definition by Pay Group	GPGB_PSLIP_GRP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Apply Template to Paygroup GBR, Payslip Definition by Pay Group	Assign created payslips to a pay group. Each pay group can have its own payslip.

Assigning Created Payslips to Pay Groups

Access the Payslip Definition by Pay Group page.



Payslip Definition by Pay Group page

Self Service Payslip ID Select the self-service payslip that you want to assign to the pay group.

Payroll Users Payslip ID Select the payroll users payslip that you want to assign to the pay group.

Printed Payslip ID Select an ID for the printed payslip (a printed payslip may not have the same setup as the payroll users or self-service payslip, so it needs its own definition and ID).

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CHAPTER 6

Setting Up Share Schemes and Loans

This chapter provides overviews of share schemes and employee loans and discusses how to:

- Modify and update share scheme deductions.
- Set up share schemes.
- Modify and update the loan deduction.
- Set up loan types.
- Schedule the Update Loan End Date process.

Understanding Share Schemes

This section discusses:

- Delivered share scheme deductions.
- Process lists and sections.
- Viewing delivered elements.

Delivered Share Scheme Deductions

This table lists the deduction elements delivered for share schemes:

Name /Description	Unit	Rate	Base	%	Amount
SS DD SVE AA Share Save Actual Amount	N/A	N/A	N/A	N/A	Payee Level
SS DD SVE NA Share Save Normal Amount	N/A	N/A	N/A	N/A	Payee Level
SS DD BUY AA Share Buy Actual Amount	N/A	N/A	N/A	N/A	Payee Level

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Name /Description	Unit	Rate	Base	%	Amount
SS DD BUY NA Share Buy Normal Amount	N/A	N/A	N/A	N/A	Payee Level
SS DD BUY AP Share Buy Actual Percentage	N/A	N/A	Payee Level	Payee Level	N/A

You can modify the delivered deductions or create your own. Link deductions to share schemes on the Share Scheme Definition page.

Note. It is not mandatory to store both the actual amount and normal amount. Only the actual deduction field is required on the Share Scheme Definition page.

See Also

Chapter 6, "Setting Up Share Schemes and Loans," Setting Up Share Scheme Definitions, page 56

Delivered Share Scheme Earnings

This table lists the earnings delivered for share scheme refunds and share sales:

Name /Description	Unit	Rate	Base	%	Amount
SS ER SVE CR Share Save Contribution Return	N/A	N/A	N/A	N/A	Payee Level
SS ER SVE RB Share Save Residual Balance	N/A	N/A	N/A	N/A	Payee Level
SS ER BUY CR Share Buy Contribution Return	N/A	N/A	N/A	N/A	Payee Level
SS ER BUY RC Share Buy Residual Cash	N/A	N/A	N/A	N/A	Payee Level

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Name /Description	Unit	Rate	Base	%	Amount
SS ER BUY TX Share Buy Taxable Sale	N/A	N/A	N/A	N/A	Payee Level
SS ER BUY NT Share Buy Non-Taxable Sale	N/A	N/A	N/A	N/A	Payee Level

Note. If you want to use any of these earnings to refund contributions, use positive input to process the earning. The amounts are not calculated by Global Payroll for the U.K.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Working with Positive Input"

Delivered Supporting Elements

This table lists two key supporting elements used in the definition of the delivered share scheme deductions and share schemes:

Element Type	Element Name	Description
Accumulator	SS AC BUY	The accumulator that is used to calculate contributions based on a percentage of earnings. The accumulator is associated with the share buy scheme on the Share Scheme Definition page. You can use the delivered accumulator or define your own for use with your organisation's share schemes. See Chapter 6, "Setting Up Share Schemes and Loans," Setting Up Share Scheme Definitions, page 56.
Formula	SS FM POST	A post process formula attached to all the share scheme deductions. It contains rules for suspending contributions during maternity leave, insufficient earnings, leaver and limits processing.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Earning and Deduction Elements," Defining Calculation Rules for a Deduction Element

Process Lists and Sections

These sections are delivered for share scheme processing:

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- GBR SE SHAREBUY

  This section is processed before tax because share buy contributions are pre-tax deductions.

- GBR SE SHARESAVE

  This section processes share save contributions, which are post-tax deductions. If you set up your own sections and process lists, you must ensure that the share save scheme section is processed after the statutory deduction sections for tax, NI, court orders, and student loans. Generally, share save contributions are also processed after company loans.

These sections are included in the GBR PR PAYROLL process list.

Viewing Delivered Elements

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

Modifying and Updating the Share Scheme Deductions

The deductions delivered for share scheme contributions have ownership set to *PS Delivered/Not Maintained.* Share scheme deductions are not statutory deductions and therefore the rules associated with the deductions vary according to company policies.

You can use the delivered elements, or create your own deduction elements using the delivered elements as a template. During implementation, you need to consider how many deduction elements you want to use for share schemes. It is possible to create different deductions for each share scheme definition, or use the same deduction for multiple share schemes. If you use the same deduction for multiple schemes, the system uses the multiple resolutions feature to process the deduction. The decision to use multiple deductions or multiple resolutions has implications for setting up deduction recipients. This is explained in the banking chapter of this PeopleBook.

Note. If you create new deduction elements for share schemes, you must attach the post process formula, SS FM POST, to the deduction.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Earning and Deduction Elements," Defining Calculation Rules for a Deduction Element

Chapter 17, "Running the Banking Processes," Setting Up Deduction Recipients, page 175

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Setting Up Share Schemes

To set up share schemes, use these components: Define Share Scheme Types GBR (GPGB_SS_TYPES), Define Share Scheme Limits GBR (GPGB_SS_LIMITS), and Define Share Schemes GBR (GPGB_SS_DEFN). This section discusses how to:

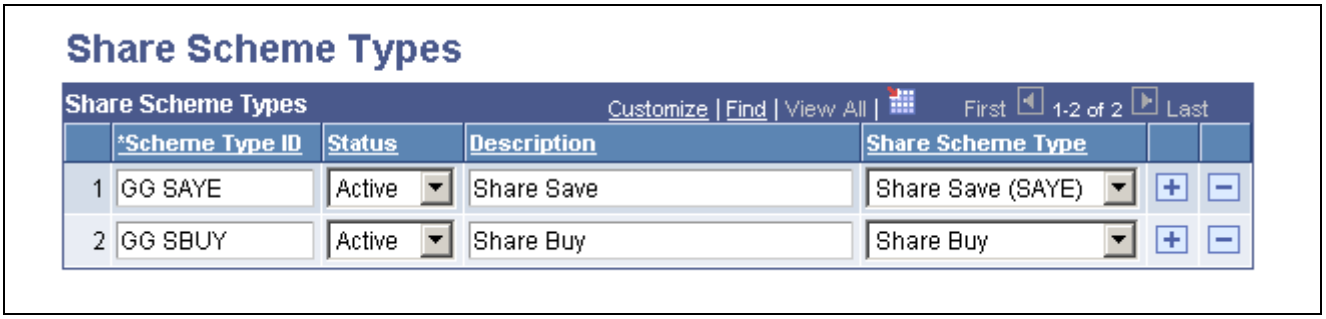
- Set up share scheme types.
- Set up share scheme limits.
- Set up share scheme definitions.

Pages Used to Define Share Schemes

Page Name	Object Name	Navigation	Usage
Share Scheme Types	GPGB_SS_TYPE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Allowances/Other Benefits, Define Share Scheme Types GBR, Share Scheme Types	Set up share scheme type IDs.
Share Scheme Limits	GPGB_SS_LIMITS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Allowances/Other Benefits, Define Share Scheme Limits GBR, Share Scheme Limits	Define the minimum and maximum contributions for each type of share scheme.
Share Scheme Definition	GPGB_SS_DEFN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Allowances/Other Benefits, Define Share Schemes GBR, Share Scheme Definition	Set up the rules of share schemes, including the scheme duration, contribution limits, deductions elements, and rules for processing leavers and contribution holidays.

Setting Up Share Scheme Types

Access the Share Scheme Types page.



Share Scheme Types page

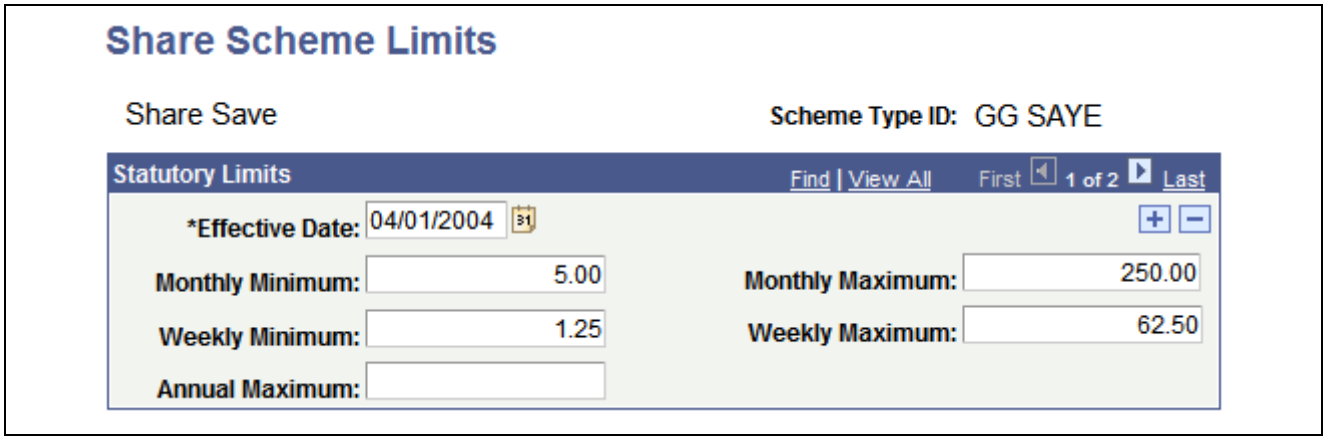
Scheme Type ID Enter the identifier for the share scheme type.

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Share Scheme Type Select the share scheme type: *Share Save (SAYE)* or *Share Buy.*

Setting Up Share Scheme Limits

Access the Share Scheme Limits page.



Share Scheme Limits page

Use this page to set up and maintain the HM Revenue and Customs (HMRC) statutory share scheme limits that identify the minimum and maximum contributions that can be made to share save and share buy schemes. Share scheme limits define the total contributions to share schemes of the same type. The limits do not apply per share scheme. Therefore if a payee contributes to more than one share scheme of the same type, the system compares the total contributions with the limits on this page.

The HMRC statutory share scheme limits are delivered as sample data, but you must maintain this data.

Monthly Minimum and **Monthly Maximum** Enter the minimum and maximum contribution allowed per month. If you enter monthly limits, you cannot specify an annual limit.

Weekly Minimum and **Weekly Maximum** Enter the minimum and maximum contribution allowed per week. If you enter weekly limits, you cannot specify an annual limit.

Annual Maximum Enter the maximum contribution allowed per year. If you enter an annual maximum, you cannot specify weekly or monthly limits.

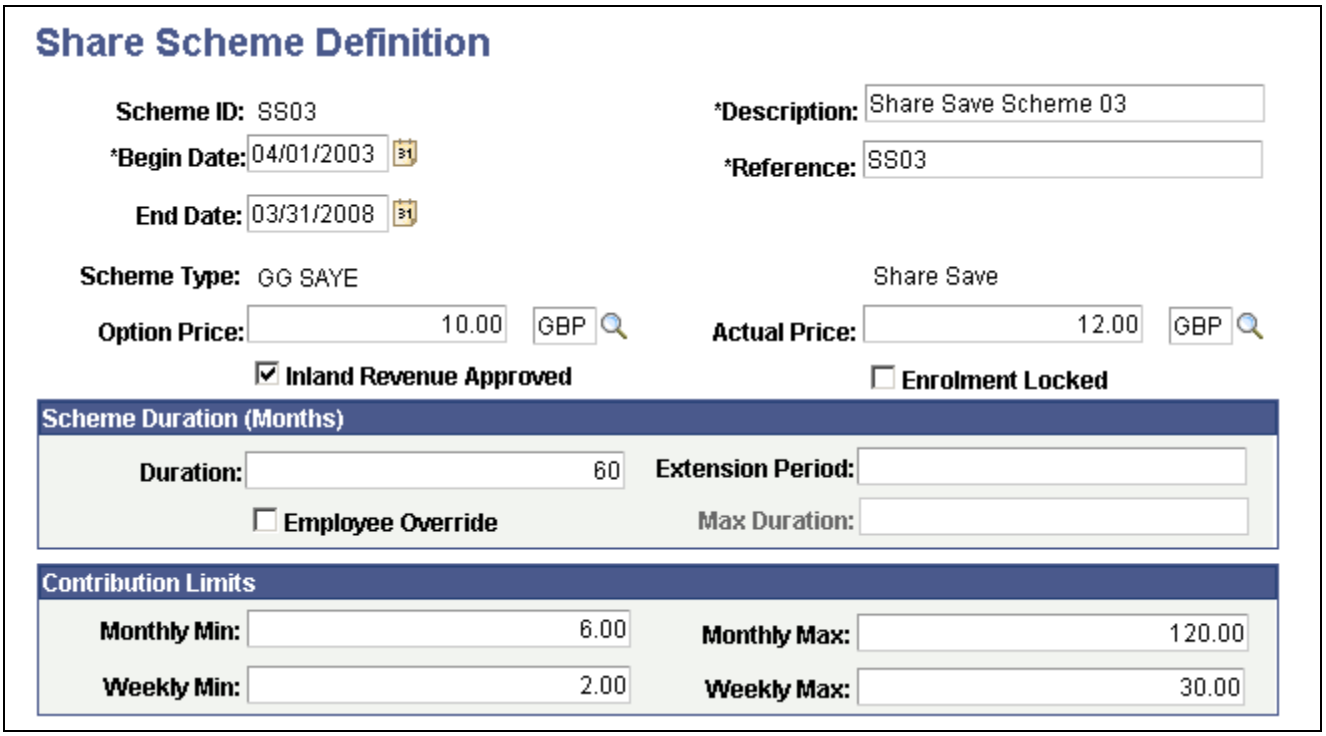
Maximum Percentage Enter the maximum percentage of earnings that payees can contribute to share buy schemes. This field is not displayed if the share scheme type ID is defined as a share save scheme (SAYE).

You specify which earnings are included in the calculation when you set up the share buy scheme rules on the Share Scheme Definition page. The Accumulator field specifies the accumulator that stores the relevant earnings.

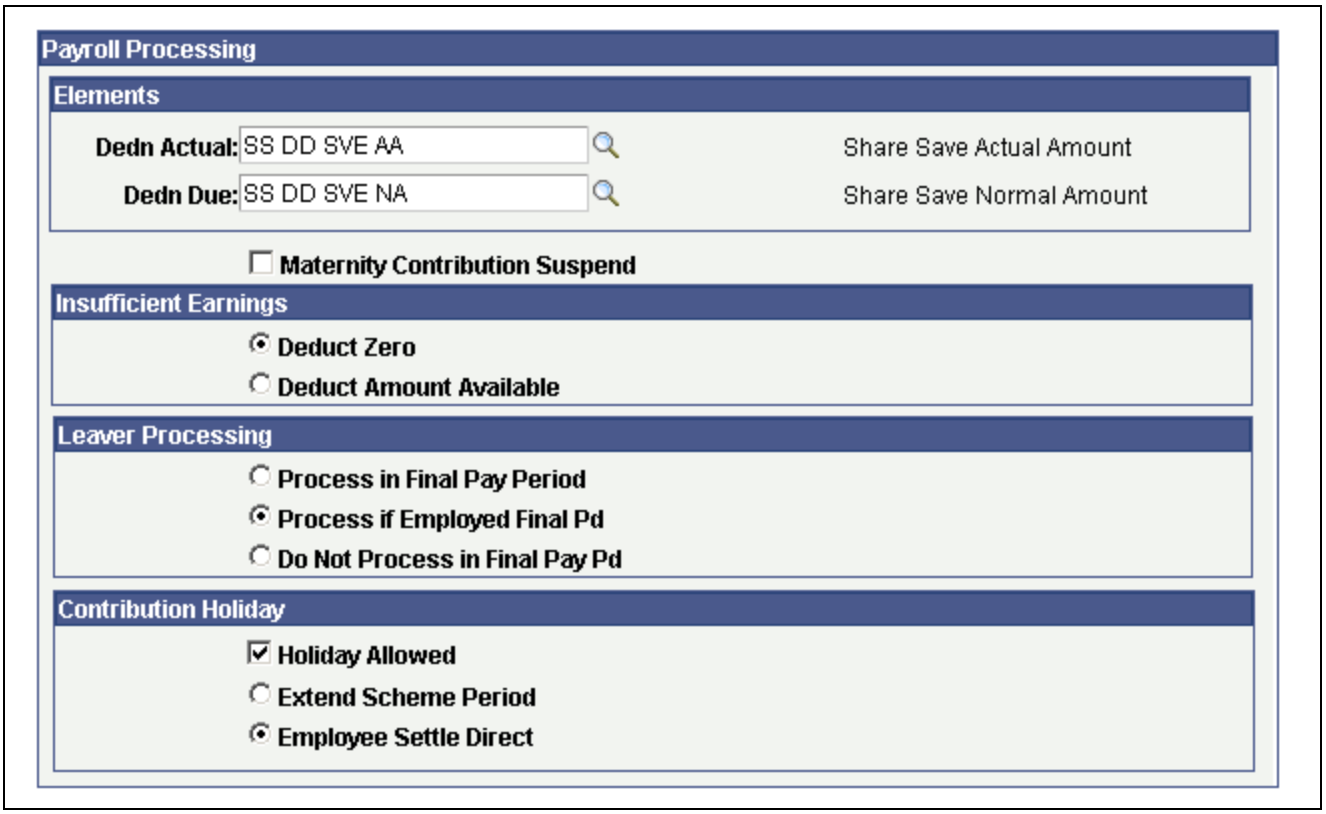
Setting Up Share Scheme Definitions

Access the Share Scheme Definition page.

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Share Scheme Definition page (1 of 2)



Share Scheme Definition page (2 of 2)

Reference Enter an identifier for the share scheme.

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Scheme Type Select the scheme type from the share scheme types you defined on the Share Scheme Type page. The scheme type you select affects the fields that are displayed on this page.

Option Price Enter the price at which payees have the option to purchase shares and select the currency code for the shares. This field is only displayed if the share scheme type is defined as a share save scheme (SAYE). The price is for information only. It is not used in processing.

Actual Price Enter the actual share price that applies at the scheme Start Date and select the currency code. This field is only displayed if the share scheme type is defined as a share save scheme (SAYE). The price is for information only. It is not used in processing.

Inland Revenue Approved Select this check box if the share scheme is approved by HMRC.

Enrolment Locked Select this check box when the enrolment period is closed and payees can no longer join this scheme.

Scheme Duration (Months)

This group box is only displayed if the share scheme type is defined as a share save scheme (SAYE).

Duration Enter the duration, in months, of the share scheme.

Extension Period Enter the duration, in months, of the extension period if applicable to the scheme. This is the period from the scheme end date in which payees who are enroled in the scheme can either continue contributing or leave funds and bonus in the scheme.

Employee Override Select this check box if the rules of the scheme allow the duration to be defined at the employee level. You must enter a maximum duration if you allow employee overrides.

Max Duration (maximum duration) Enter the maximum duration, in months, if the share scheme allows duration to be defined at employee level.

Contribution Limits

This group box is only displayed if the share scheme type is defined as a share save scheme (SAYE).

Monthly Min (monthly minimum) and **Monthly Max** (monthly maximum) Enter the minimum and maximum monthly contribution.

Weekly Min (weekly minimum) and **Weekly Max** (weekly maximum) Enter the minimum and maximum weekly contribution.

Contribution Basis

This group box is only displayed if the share scheme type is defined as a share buy scheme.

Basis Select the basis for the contribution:

Fixed Amount: Contributions are a fixed amount per pay period.

Percentage: Contributions are a percentage of earnings.

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Monthly Min (monthly minimum) and **Monthly Max** (monthly maximum)

Enter the minimum and maximum monthly contribution. These fields are available if you select *Fixed Amount* as the basis for the contribution.

Weekly Min (weekly minimum) and **Weekly Max** (weekly maximum)

Enter the minimum and maximum weekly contribution. These fields are available if you select *Fixed Amount* as the basis for the contribution.

Min % (minimum percentage) and **Max %** (maximum percentage)

Enter the minimum and maximum percentage of earnings that payees can contribute to share buy schemes. These fields are available if you select *Percentage* as the basis for the contribution.

Payroll Processing

Dedn Actual (deduction actual)

Select the deduction element that stores the actual amount deducted from payees' salary. This is a required field. You can use the same deduction for all share schemes of the same type, or you can use a different deduction for each scheme. If the same deduction element is used for multiple schemes of the same type, multiple resolutions of that element are processed. This has implications for setting up deduction recipients.

See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Managing Multiple Resolutions of an Earning or Deduction".

See Chapter 17, "Running the Banking Processes," Setting Up Deduction Recipients, page 175.

Dedn Due (deduction due)

Select the deduction element that stores the full contribution amount. This field is optional.

Accumulator

Select the accumulator that the system uses to calculate contributions based on a percentage of earnings. This field is displayed if the scheme is a share buy scheme and you select *Percentage* as the basis of contributions.

The accumulator SS AC BUY is delivered for this purpose.

Maternity Contribution Suspend

Select this check box if contributions are suspended while payees are on maternity leave. The system checks the payees' absence history records (ABSENCE_HIST). If the payee is on maternity leave during the pay period, the system suspends contributions.

Note. Contributions are only suspended if you use the absence management functionality in Global Payroll for the U.K. and PeopleSoft Enterprise Human Resources.

Insufficient Earnings

Select an option to define what happens if there are insufficient earnings to deduct the full contribution amount:

Deduct zero: No deduction is made for the pay period.

Deduct amount available: To deduct the maximum available to reduce earnings to zero.

Deduct maximum percentage: To deduct the maximum percentage available. This option is only available if you are defining a share buy scheme and you select *Percentage* as the basis of contributions. The system calculates an employee's contribution by applying the percentage defined for the employee. If there are insufficient earnings to deduct this amount, then the maximum

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percentage from the Share Scheme limits page is applied to the available pay (defined by GBR AC NETT SEG).

Leaver Processing Select an option that defines how share scheme contributions are processed for employees terminated within the pay period:

Process in Final Pay Period: Processes contributions as normal.

Process if Employed Final Pd: Processes contributions only if the employee worked for the whole pay period. The system checks that the last day worked is the pay period end date.

Do Not Process in Final Pay Pd: Contributions are not processed for payees who leave during the pay period.

Contribution Holiday

This group box is only displayed if the share scheme type is defined as a share save scheme (SAYE).

Holiday Allowed Select this check box if the rules of the share save scheme allow employees to stop contributing to the scheme temporarily. When you select this check box, two options are displayed to define how the system manages contribution holidays. Select the option that applies:

Extend Scheme Period: Extends the scheme duration. Enter the total duration of the contribution holidays permitted under the rules of the scheme in the Total Duration (in months) field.

Employee Settle Direct: The scheme duration is unchanged and the employee pays the shortfall directly to the scheme administrators.

Total Duration (Months) Enter the maximum duration, in months, of contribution holidays.

Understanding Employee Loans

This section discusses:

- Delivered loan deduction.
- Process lists and sections.
- Viewing delivered elements.

Delivered Loan Deduction

This table lists the deduction elements delivered for loan repayments:

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Name /Description	Unit	Rate	Base	%	Amount
LOA DD LOAN Employee Loan	N/A	N/A	N/A	N/A	System Element — Numeric
LOA DD EXCEP Loans — Exceptional repayment	N/A	N/A	N/A	N/A	System Element — Numeric

Note. We also deliver a deduction element, LOA DD TEMP, which is a temporary deduction used during processing.

For employees with more than one active loan, the system resolves the loan deduction element for each loan. For example, if an employee has 3 loans, the payroll results list three occurrences of LOA DD LOAN, with a separate result for each loan. Multiple resolution of the loan deduction is triggered by a driver accumulator, LOA AC LOAN DRV. This driver accumulator has two user keys LN VR LOAN ID (for loan ID) and LN VR LOAN TYPE (for loan type). The driver accumulator is discussed in the next section.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Managing Multiple Resolutions of an Earning or Deduction"

Delivered Supporting Elements

This section discusses:

- Accumulators
- Formulas
- Writable arrays

Accumulators

This table describes the key accumulators used in loan processing:

Element Name	Description
LOA AC LOAN DRV	The driver accumulator that triggers multiple resolution of the loan deduction LOA DD LOAN. There are two user keys for this accumulator, LOA VR LOAN ID and LOA VR LOAN TYPE. Multiple resolution is discussed in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook* See *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook*, "Managing Multiple Resolutions of an Earning or Deduction".
LOA AC LOAN SEG	Loan segment amount (per Loan ID).

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Element Name	Description
LOA AC EXCEP SEG	Segment accumulator that stores exceptional amounts.
LOA AC LOAN TOT	Stores total amount repaid per Loan ID.

Formulas

This table describes the key formulas used in loan processing:

Element Name	Description
LOA FM CALC	The formula attached to the loan array LOA AR MAIN. It calculates the regular loan deduction.
LOA FM CHECK	Post process formula attached to the loan deductions LOA DD LOAN and LOA DD EXCEP. It checks for positive input entries.
LOA FM DED RECIPNT	Deduction recipient formula attached to the loan deduction LOA DD LOAN. If you want to use general deduction recipients for loans, you must modify the formula with your loan types and deduction recipient IDs. See Chapter 17, "Running the Banking Processes," Setting Up Deduction Recipients, page 175.
LOA FM WA	Post process formula attached to the temporary deduction LOA DD TEMP. It writes the loans calculation for the period into the writable array LOA WA LOAN.

Writable Arrays

This table describes the writable array populated by loan processing:

Element Name	Description
LOA WA LOAN	Used to store the employee loan results. Use the Review Loan page to view the loan results. See Chapter 12, "Administering Loans," Viewing Payees' Processed Loans, page 136.

Process Lists and Sections

The loan deductions are members of the GBR SE LOANS section that is included in the GBR PR PAYROLL process list.

If you set up your own sections and process lists, you must ensure that the loans section is processed after the statutory deduction sections for tax, NI, court orders and student loans.

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Viewing Delivered Elements

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

Modifying and Updating the Loan Deduction

The deductions delivered for employee loans have ownership set to *PS Delivered/Not Maintained.* Loan deductions are not statutory deductions and therefore the rules associated with the deduction vary according to company policies. You must configure the deductions according to your organisational requirements. For example, you should consider how to set up arrears processing for loan deductions:

- Do you want the system to perform net pay validation to prevent negative net pay?
- Are partial amounts allowed?
- How are arrears paid back?

If you select Perform Net Pay Validation and loans arrears exist, you may want to include the loans section in the process lists for supplementary runs and off cycle processing.

Deduction recipients for loans are determined by a formula, LOA FM DED RECIPNT, that is attached to the loan deduction on the Recipient page. Defining deduction recipients for loans is discussed in the banking chapter.

See Chapter 17, "Running the Banking Processes," Setting Up Deduction Recipients, page 175.

Warning! Do not modify the driver accumulator associated with the loan deduction. This is required for multiple resolutions to work.

Setting up deduction elements is part of the Global Payroll core application.

See Also

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

Setting Up Employee Loan Types

To set up loan types, use the Loan Type Definition GBR component (GPGB_LOAN_TYPE). This section discusses how to set up loan types.

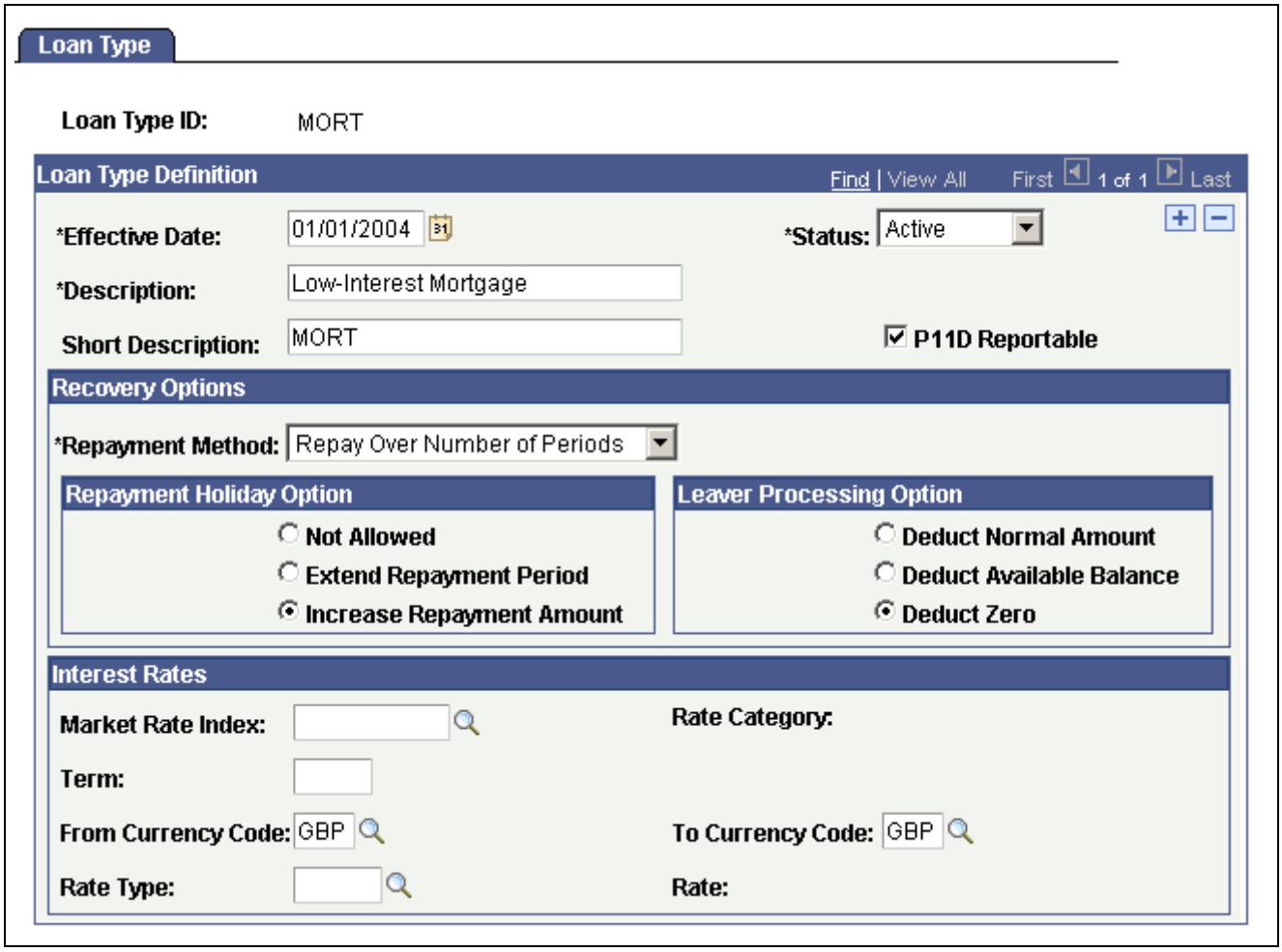
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Page Used to Define Loan Types

Page Name	Object Name	Navigation	Usage
Loan Type	GPGB_LOAN_TYPE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Loans, Loan Type Definition GBR ,Loan Type	Set up loan types. This includes specifying how the loan is repaid, whether breaks are allowed during the repayment period, and rules for processing leavers.

Setting Up Loan Types

Access the Loan Type page.



Loan Type page

P11D Reportable Select this check box if the loan should be included in payees' P11D reports.

Note. You can override this setting at payee level when you define loans on the Employee Loans page.

Repayment Method Select a repayment method. The options are:

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Repay Fixed Amount per Period: Payees repay the same amount every pay period.

Repay Over Number of Periods: Payees repay the loan over a fixed number of pay periods.

Repayment Holiday Option Select the repayment holiday option:

Not Allowed: Repayment holidays are not allowed for the loan type. If you select this option, payees must repay the loan every pay period without a break.

Extend Repayment Period: Payees are allowed to extend the repayment period. If you select this option, payees can suspend repayments for one or more pay periods and extend the overall repayment period.

Increase Repayment Amount: Payees are allowed to suspend repayments for one or more pay periods, but the repayment period remains unchanged. Therefore, the repayment amount increases after the repayment holiday to compensate for the break in repayments.

The option you select here affects the adjustments you can make on the Employee Loans page.

See Chapter 12, "Administering Loans," Entering Payee Loan Information, page 124.

Leaver Processing Option Select the option for processing leavers:

Deduct Normal Amount: Deducts the normal repayment amount that is defined on the Employee Loans page.

Deduct Available Balance: Deducts the outstanding loan balance if there is sufficient net pay to cover the loan. Otherwise, the loan deduction reduces net pay to zero.

Deduct zero: Loan is processed but not deducted.

Interest Rates

Use this group box to record the interest rates that apply to this loan.

Note. Interest rates are informational only. Loan processing does not calculate interest amounts based on interest rates selected on this page. Record the amount of interest included within the loan on the Employee Loans page if interest is charged and the loan is included on the P11D report.

Market Rate Index and **Rate Category** Select the market rate index for the loan. The system displays the market rate indexes with a Rate Category of *Interest*. Interest rates are defined on the Market Rate Index page (RT_INDEX_TBL).

Term Enter the term that applies to the interest rate. You define the term on the Market Rate Definition page (RT_RATE_DEF_TBL).

From Currency Code and **To Currency Code** Displays the default currency defined for the user's role using the Org Defaults by Permission Lst component (OPR_DEF_TBL_HR) that you access as follows: Set Up HRMS, Foundation Tables, Organization, Org Defaults by Permission Lst

For U.K. users, *GBP* is normally the default currency.

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Rate Type Select the rate type. You associate rate types with the market rate index on the Market Rates page (RT_RATE_PNL) .

Rate Displays the rate defined for the market rate index and rate type. You define the rate on the Market Rates page.

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CHAPTER 7

Preparing for the Start of the Tax Year

This chapter provides an overview of the tasks for the start of the tax year and discusses how to:

- Load tax code changes from HMRC.
- Update employees' tax codes.

Understanding Tasks for the Start of the Tax Year

At the start of the tax year you need to:

- Apply changes as instructed by HM Revenue and Customs (HMRC).

  HMRC notifies employers of the procedures to be applied at the start of the new tax year and following the spring budget. At the start of the tax year, this includes week 1/month 1 clear down instructions and any tax code uplifts to implement with effect from the start of the tax year on April 6.

- Run the Code Number Changes process.
- Update the Pay Entity Details page for the new tax year.

  Add a new row to the P35 Checklist and Declaration group box to identify the SMP/SAP/SPP recovery rates that will be used for payroll reporting during the new tax year.

  See Chapter 3, "Setting Up Country Data," Defining Pay Entity Details, page 10.

HMRC Notifications

HMRC publishes two documents that provide instructions on tax code changes:

- P9X

  The P9X document is included in the Employer's Annual Pack. At the start of the tax year, instructions received in the P9X should be applied using the delivered Tax Code Uplift process.

- P7X

  The P7X document is included in the Employer's Budget Pack, which is usually published in May after the spring budget. It notifies employers of procedures to be applied during the tax year, including any tax code increases.

Start of Tax Year Processes

Global Payroll for the U.K. delivers two processes that you run at the start of the tax year:

- Tax Code Uplift application engine process (GPGB_TXUP).

  You run the Tax Code Uplift process for two reasons:

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- To change all the Week1/Month1 indicators to a cumulative basis for the first processing period in a new tax year.
- To apply the tax code uplifts for the tax year that are detailed in either the P9X (if effective from tax year start) or the P7X (if effective during the tax year as a result of changes announced in the Spring budget).

Note. When the P9X includes both Week1/Month 1 indicator and tax code uplift instructions, process the Week1/Month1 updates first with an effective date of April 6. Then process the tax code uplift with the same effective date. Specify P9X in the Notification Source field on the run control page for the Tax Code Uplift process.

- Code Number Changes application engine process (GPGB_CNC).

  After submitting the information generated by the Pay/Pension Identity Numbers process, HMRC processes the information and sends the new tax codes back on magnetic tape. Use the Code Number Changes process to update employees' tax data based on the file received from HMRC.

Loading Tax Code Changes from HMRC

This section provides an overview of the code number changes process, lists prerequisites, and discusses how to:

- Run the Code Number Changes process.
- Review the results and rerun the process.

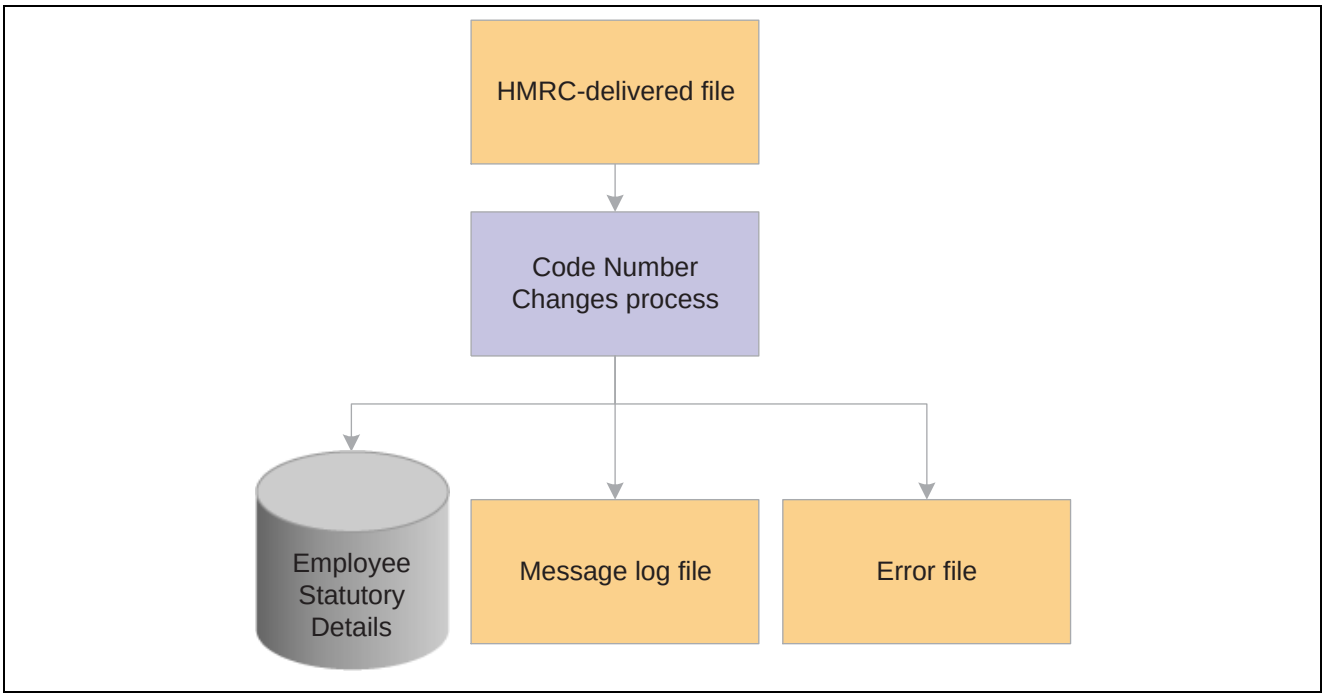
Understanding the Code Number Changes Process

After processing the employee information that you submitted using the Pay/Pension Numbers process, HMRC issues employees' new tax codes on magnetic tape.

Use the Code Number Changes process to load the updated tax codes into your PeopleSoft database. The process inserts a new row into the tax table for each employee listed in the file.

If any records could not be processed, the system adds an error message to a message log file and adds the data to an error file as illustrated in this diagram:

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Code Number Changes process

Use the message log file and the error file to review the results and resolve issues with the data. To simplify this process, you make corrections in the error file and not in the original HMRC-delivered file.

The error file format meets HMRC format requirements which enables you to use the corrected error file as input if you need to rerun the process.

See Also

Chapter 21, "Managing Other Submissions to HM Revenue and Customs," Tax Code Updates, page 224

HMRC Submission Instructions and Technical Specifications "Code Number Changes on Magnetic Media" – Reference MT1

Prerequisites

Before you run the Code Number Changes process, do the following:

1. Extract the data from the HMRC tape and copy the file to the %PS_SERVDIR%\files directory.

   The specification of the tape and the format of the records are detailed in the HMRC documentation.

   After you've extracted the file, check that the format is correct. The Code Number Changes process is designed to work with files that match the HMRC specification only.

   Note. The filename can be up to a maximum of 20 characters long.

2. Check your tax table for rows with an effective date that conflicts with the tax code effective date.

   When you run the Code Number Changes process, you specify the effective date for the new rows inserted into the tax table (this is known as the uplift date). If the process encounters a row with an effective date that is later than the uplift date, it can't insert the new tax code and adds an error message to a log file.

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This problem occurs if, for example, HMRC issue a notice of tax code change for an individual employee that you have manually entered into the system. In this case, you need to check which tax code is correct.

To avoid this problem, it is recommended that you check for rows in the tax table with an effective date later than the uplift date. The following SQL query returns any such rows (replace uplift_date with the actual date):

```
SELECT  EMPLID, TAXCODE_UK, EFFDT
       FROM  PS_GPGB_EE_TAX
       WHERE EFFDT > uplift_date
```

It is not mandatory that you resolve problems with effective date conflicts before you run the process. However, if you don't, the process will not be able to insert new rows for the employees with the conflicting dates.

If there are a small number of employees with date conflicts you can run the process and resolve the conflicts after Code Number Changes has run.

See Also

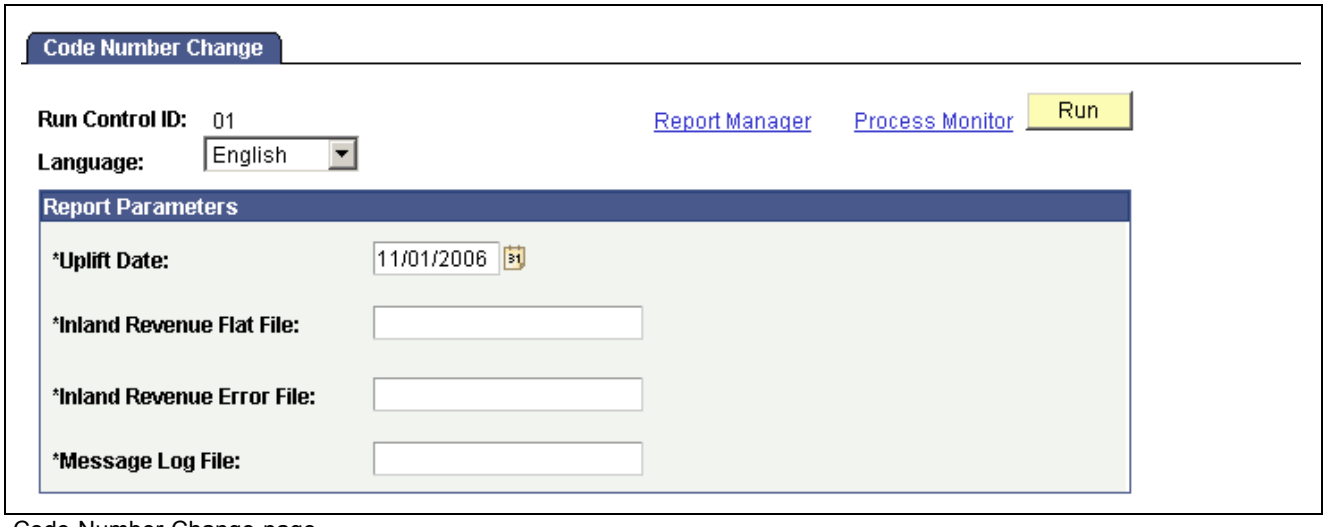
Chapter 21, "Managing Other Submissions to HM Revenue and Customs," Understanding the End of Year Processes, page 223

Page Used to Run the Code Number Changes Process

Page Name	Object Name	Navigation	Usage
Code Number Change	GPGB_RUNCTL_CNC	Global Payroll & Absence Mgmt, Taxes, MT1 — Code Number Changes GBR, Code Number Change	Run the Code Number Changes process.

Running the Code Number Changes Process

Access the Code Number Change page.



Code Number Change page

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Uplift Date The effective date of the new rows that are inserted into the tax table (that you can view using the Maintain Tax Data page). Global Payroll for the U.K. uses employees' new tax codes in tax calculations from this date.

Inland Revenue Flat File Enter the name of the file you copied from the HMRC tape.

Note. This file must be in the %PS_SERVDIR%\files directory before you can run the Code Number Change process.

Inland Revenue Error File Enter the name for the error log file.

Message Log File Enter the name for the process log file.

Reviewing the Results and Rerunning the Process

After running the Code Number Change process, check the results of the process as follows:

1. Use the Process Monitor to check that the process has run successfully. View the process monitor log and trace file.

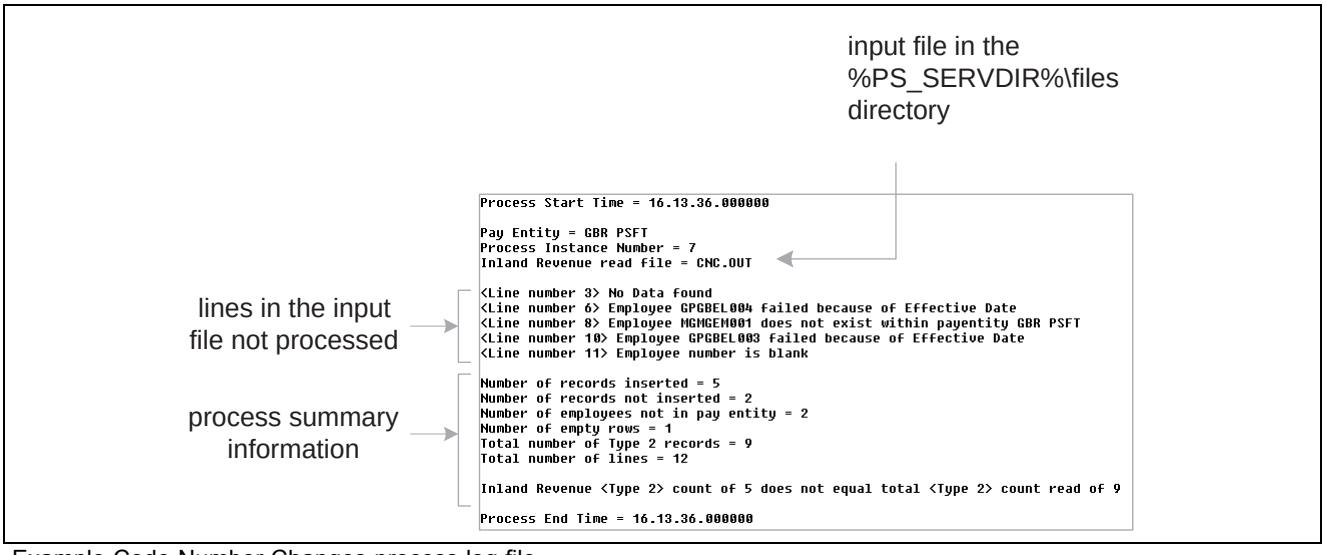
   Note. It's important to check the process monitor log file even if you see a *Success* run status. If the process does not find the HMRC flat file, it completes with a success status, but the log file shows the error "filename not found".

2. Check the message log file in the %PS_SERVDIR%\files directory. If there are errors, review the error messages and check the error file created.
3. Fix errors and rerun the Code Number Change process, if required.

Steps 2 and 3 are described in more detail in the sections that follow.

Reviewing the Message Log File

This is an example of a message log file created by the Code Number Changes process:



Example Code Number Changes process log file

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Note. This section refers to the "input file". This is the file you specified in the Inland Revenue Flat File field. If this is the first time you've run the process, the input file is the HMRC-delivered file. If you're rerunning the process, the input file is the corrected error file that contains unprocessed employees only. See the section Rerunning the Code Number Changes Process for more information.

The message log file lists:

- The lines in the input file that weren't processed.
- Process summary information.

This table lists the summary information provided and what you should expect to see if the process has run successfully:

Summary Data	Description	Expected Value
Number of records inserted	Number of records inserted into the tax table	If there are no errors in the data, this number should equal the Total Number of Type 2 Records.
Number of records not inserted	Number of records that can't be updated because of effective date conflicts.	Zero
Number of employees not in pay entity	The lines in the input file with an emplID that isn't in the pay entity.	Zero. If this value is not zero, the input file includes employee IDs that are either not valid or are included in a different pay entity.
Number of empty rows	Number of blank lines in the input file.	Not applicable. Blank lines are not processed.
Total number of Type 2 records	Total number of employee records in the input file. This excludes blank lines.	This number should match the Number of records inserted.
Total number of lines	Total lines in the input file, including employee data, blank lines, and the header and footer information.	Not applicable.

For every line in the input file that is not processed, the message log file lists the:

- Line number
- Error message

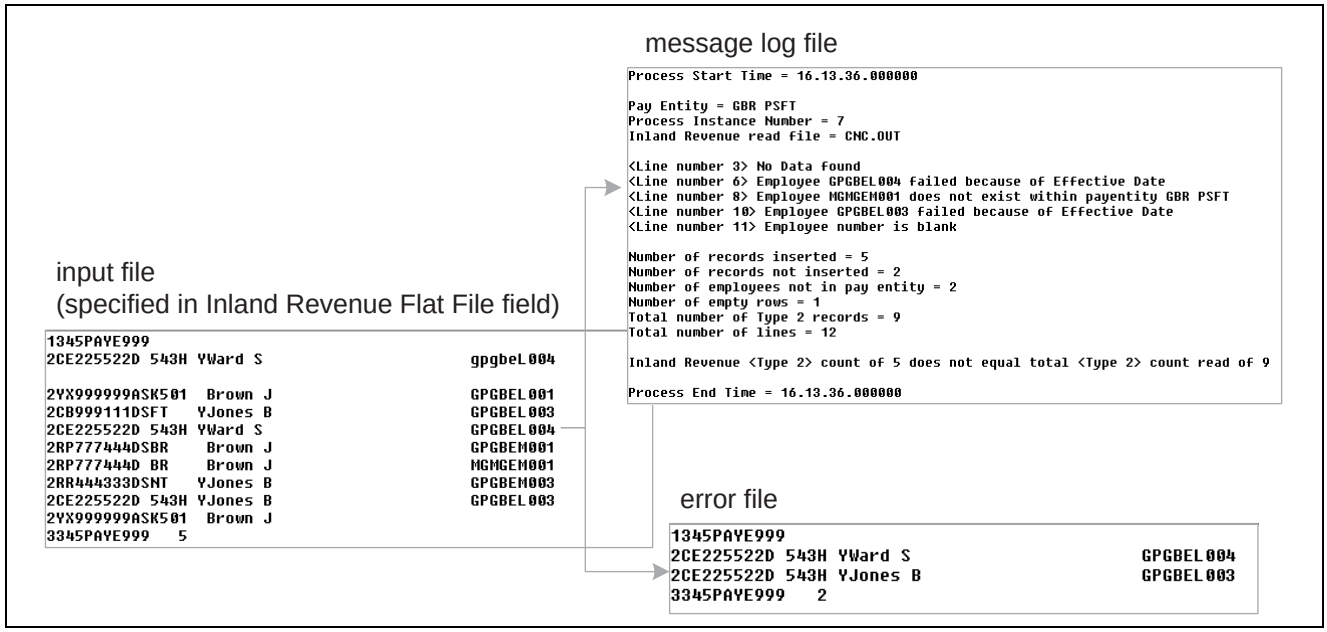
This table lists the error messages and the reason for the errors:

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Error Message	Reason
No Data found	A blank line in the input file. This doesn't stop the process completing successfully.
Employee emplID failed because of Effective Date	The employee specified has an existing row in the tax table with an effective date that conflicts with the uplift date. See Chapter 7, "Preparing for the Start of the Tax Year," Running the Code Number Changes Process, page 70.
Employee emplID does not exist within payentity entity_name	The emplID specified is not in the pay entity being processed. Check whether it is a valid emplID.
Employee number is blank	The emplID is missing from the line. Check whether this is a valid employee for the pay entity being processed. If it is a valid employee, you need to add the emplID to the data in the error file.

Investigating Errors

The Code Number Changes process copies the lines of data that it couldn't process to the error file that you specified, as shown in this diagram:



Example of the files created by the Code Number Change process

To investigate an error you can look at the input file or the error file. If this is the first time you've run the process, the input file is the HMRC-delivered file which contains all your employees. It is easier to search the error file which contains unprocessed data only. However, remember that the line number in the log file refers to the input file.

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Do not update the HMRC-delivered file. Only update the data in the error file because this is the file you use to rerun the process.

To check an employee's details, navigate to the Maintain Tax Data page as follows: Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data GBR, Maintain Tax Data

Rerunning the Code Number Changes Process

When you have resolved the errors and updated the error file as necessary, you can rerun the Code Number Changes process.

When you rerun the process, don't resubmit the original HMRC flat file because it includes all the employees already processed. Instead, use the corrected error file which has the same format as the HMRC-delivered file.

This table explains how to complete the fields on the run control page when you rerun the process:

Field	Value
Uplift Date	Use the same date as before, or enter a different effective date as necessary.
Inland Revenue Flat File	The error file (that you have updated). **Note.** Do not remove the header and footer information from the error file. The process fails if this information is missing.
Inland Revenue Error File	Enter the name of a new error file. The system doesn't allow you to use the same filename for both the flat file and the error file.
Message Log File	Use the same log file name as before, or enter a new log file name.

Note. When you rerun the Code Number Changes process, the message log file refers to lines of data in the corrected error file, and not the original HMRC-delivered file.

See *Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler*

Updating Employees' Tax Codes

This section provides an overview of the Tax Uplift process and discusses how to change employees' tax codes.

Understanding the Tax Uplift Process

For the majority of employees, their tax code comprises a letter and a number:

- The letter denotes the type of tax payer.
- The number indicates the employee's tax free amount for the year.

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Each time the U.K. government introduces changes to personal allowances, this has an impact on the number in employees' tax codes. Global Payroll for the U.K. provides the Tax Uplift process to automate the updating of employees' tax codes. This process updates tax codes for all employees with the same letter in their tax codes.

HMRC notifies employers of the tax code increases in a P7X document which is included in the *Employer's Budget Pack.*

See Also

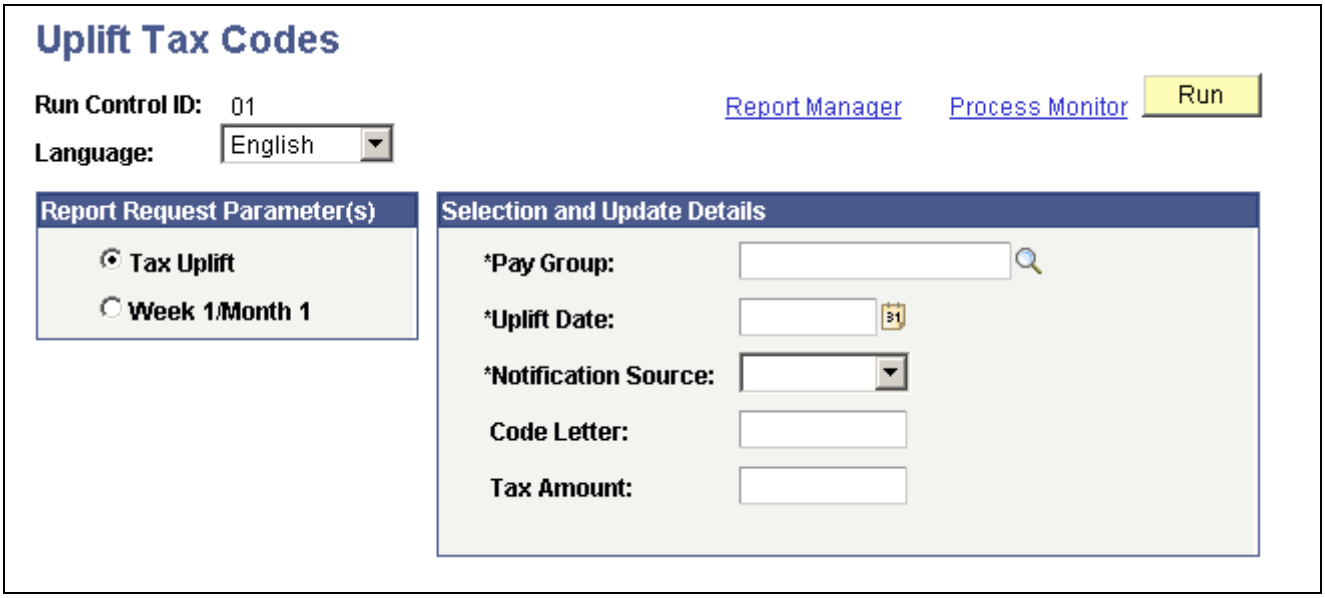
HMRC P7X

Page Used to Run the Tax Uplift Process

Page Name	Object Name	Navigation	Usage
Taxcode Uplift	GPGB_TAXCDE_UPLIFT	Global Payroll & Absence Mgmt, Taxes, Uplift Tax Codes GBR, Taxcode Uplift	Run the Tax Uplift SQR process (GPGBTXUP) that changes the tax codes for employees with the same tax code letter.

Running the Tax Uplift Process

Access the Uplift Tax Codes page.



Uplift Tax Codes page

Report Request Parameters Select one of these parameters:

Tax Uplift to perform a tax uplift.

Week 1 Month 1 to change all the Week1/Month1 indicators to a cumulative basis for the first processing period in a new tax year. If you select *Week 1 Month 1*, the Code Letter and Tax Amount fields become unavailable for data entry.

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Note. If the P9X document includes both Week1/Month 1 indicator and tax code uplift instructions, process the Week1/Month1 updates first with an effective date of April 6. Then process the tax code uplift with the same effective date. Specify *P9X* in the Notification Source field. You cannot process Week1/Month1 indicators and tax code uplifts on the same date if the notification source is P7X.

Pay Group Select the pay group that is subject to the tax uplift, or for which Week 1/Month 1 indicators are being changed.

Uplift Date Enter the date from which the Tax Code Uplift or Week 1/Month 1 changes are effective. The processes will apply this value to the Start Date of the new employee tax records.

Notification Source Select the the notification source code of the tax uplift that you are applying. This is either *P7X* or *P9X*.

Code Letter Enter the letter or suffix of the tax code that needs to be increased (uplifted).

Tax Amount Enter the amount to increase the tax code with the code letter specified in the Code Letter field. The increase is defined by HMRC in their *Employer Budget Pack* for each code letter.

Note. You can also decrease the amount by entering a negative number.

The Tax Code Uplift process creates a log file that you can check for error messages. Access the log by clicking the Process Monitor link, then click the Details link and click the Message Log link.

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CHAPTER 8

Managing Starters, Leavers, and Transfers

This chapter discusses how to:

- Identify starters, leavers, and transfers.
- Manage termination and rehire within a pay period.
- Process payments to leavers.
- Generate P45 reports.
- View P45 information online.

Identifying Starters, Leavers, and Transfers

Global Payroll for the U.K. identifies starters and leavers during the payroll process based on action codes in employees' job data records. For all starters, the system creates a new set of accumulators used for calculating statutory tax and national insurance. In effect, this identifies a new period of employment and ensures that the employee's tax and national insurance calculations are correct and end of year reporting meet statutory requirements.

Typically, starters are employees who have been hired or rehired during the pay period. Conversely, leavers are typically employees who have left the organisation. However, some types of transfers may be treated as starters or terminations by payroll. Employees who have previously transferred overseas should be processed as starters when they return to the U.K. and employees who transfer overseas from the U.K. are processed as terminations.

Action and reason codes are configurable, which means that the codes used for starters and terminations vary by organisation. Global Payroll for the U.K. provides the Process Action and Reason page for you to identify which action and reason codes your organisation uses for starters and leavers. The Process Action and Reason page is set up for two process codes, *P01* is the starter identification process, and *P45* is the P45 identification process that identifies leavers who require P45s.

When the payroll process runs, Global Payroll for the U.K. searches for job data entries within the pay period that match the action codes and reasons you have specified.

As delivered, the Process Action and Reason page is set up for starter and termination processing as shown in this table:

Process Code	Action Codes
P01 (Starter identification)	*HIR* (hire) and *REH* (rehire)
P45 (P45 Generation)	*TER* (termination)

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By default, transfers (*XFR*) are not processed as starters or terminations. If you want certain types of transfers processed as starters or terminations, you must update the Process Action and Reasons page for the P01 or P45 process code.

During termination processing, Global Payroll for the U.K. populates the variable GBR VR TERM DT with the leave date. Payees are not processed by Global Payroll for the U.K after this date.

Note. The Human Resources termination date is a separate element (stored in a system element TERMINATION DT). The termination date in Human Resources is only populated when you use the *TER* action code to terminate the employee's employment.

Depending on the action and reason, payees may be considered terminated by Global Payroll for the U.K. but still active in Human Resources and available for processing by another Global Payroll country extension or other payroll system.

For example, suppose you set up a reason code for overseas transfers and then add this reason to the Process Action and Reasons page for the P45 process code. When Global Payroll for the U.K. encounters this transfer reason, the payee is processed as a termination and the GBR VR TERM DT variable is populated. Global Payroll for the U.K. does not process the payee after this date. However, the payee's termination date in Human Resources is not populated. This means that the employee ID is still active. If you have changed the payee's pay group or payroll system on the Job Data — Payroll page, the employee can be processed in the new Global Payroll country extension or other payroll system.

See Also

Chapter 3, "Setting Up Country Data," Setting Up Process Action and Reason Codes, page 15

Managing Termination and Rehire within a Pay Period

This section discusses how you process an employee who is terminated and then rehired within the same pay period.

To illustrate this, consider the example of an employee who leaves on June 5, and is then rehired on June 20. If the employee is paid monthly the termination and rehire are processed within the same pay period. To process the June payroll correctly you need to ensure that the new period of employment starting on June 20 has the correct P45 information on the Maintain Tax Data page. However, you have not run the payroll for June and therefore you have not generated a P45 for the employee's termination.

To process an employee terminated and rehired within a pay period:

1. Run the payroll for the pay period, but do not finalise it.
2. Run a draft P45 report for the employee.

   This provides you with the total tax and pay for the tax year.
3. Add a new row to the employee's tax data with an effective date that matches the rehire date.

   Navigate to the Maintain Tax Data page as follows: Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data GBR. Select *P45* in the Notification Source field, and enter the pay to date and tax to date values from the draft P45. This ensures that the calculations for the new period of employment are correct.
4. Rerun and finalise the payroll for the pay period.

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See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Processing Payroll"

Chapter 9, "Defining Payee Statutory Tax and National Insurance Details," Entering Statutory Tax and National Insurance Details, page 93

Processing Payments to Leavers

When an employee receives payment after leaving, there are implications for the tax and NI calculations.

National Insurance Calculation

When an employee receives payment after leaving, there are implications for the NI calculation:

- Payment type affects the NI frequency applied. If the payment is:
  - Regular then NI is based on the employee's normal earnings period, contributions rates and limits current at the time of payment, and the usual contribution table letter.
  - Irregular then NI is based on a weekly frequency.

    Examples of irregular payments are unexpected bonuses, and arrears of pay following a backdated pay award.
- Payments after six weeks of last payment date are paid at the non-contracted out rate.

  Global Payroll for the U.K. automatically calculates NI at a contracted out rate for payments made to leavers made more than six weeks after their last payment date, if the P45 has been printed for the leaver. The formula NI FM CAT LEAVER overrides the NI category for payments more than six weeks after last payment date.

When a payment is made to an employee after the termination has been processed, Global Payroll for the U.K. uses the value of the accumulator GBR AC IRREG SEG to determine whether the payment is irregular. This accumulator tracks all earning elements that constitute irregular payments.

If the value of GBR AC IRREG SEG is equal to the value of the accumulator GBR AC NIBL SEG the weekly NI basis is automatically applied for NI calculation purposes. If GBR AC IRREG SEG and GBR AC NIBL SEG are not the same, then the payment comprises regular payments only, or a combination of regular and irregular payments. In this case, the system calculates NI using the employees pay frequency basis.

Alternatively, you can override the NI frequency on the Maintain NI Data page to force a change of the NI basis. Special consideration needs to be given to irregular earnings for backdated pay awards. If the payment is made using the same earning element as normal salary, it is not identified as irregular and you must manually override the NI frequency.

Refer to HM Revenue and Customs (HMRC) documentation for further information on regular and irregular earnings.

Tax Calculation

When an employee receives a payment after leaving, there are implications for the tax calculation if termination processing is completed (that is, a final P45 has been printed). If a leaver has been processed, Global Payroll for the U.K. calculates tax using the following:

- Tax Code is BR.
- Tax basis is Week 1/Month 1.

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The formula TAX FM TXCD LEAVER changes the tax code and tax basis if the employee is terminated and the final P45 has been issued.

Generating P45 Reports

This section provides an overview of the P45 process, lists prerequisites, and discusses how to:

- Run the P45 Identification process.
- View the P45 identification results.
- Run the P45 report.
- Define the output file path.

Understanding the P45 Process

This section discusses:

- P45 processing.
- The P45 Identification process.
- The P45 report.

P45 Processing

The P45 report is a statutory report that is issued to employees who leave your employment (although a P45 can be issued in other situations according to your setup). The P45 summarises the tax and pay as of the date of last payment and the employer's tax and reference details required by the employee.

With Global Payroll for the U.K., you can generate P45s for leavers as follows:

1. Run the P45 Identification Application Engine process (GPGB_P45).

   This creates a list of payees who qualify for a P45 and have not already received one. You can view the results of the identification process and adjust the list of identified employees before printing the reports.

2. Produce the P45s.

   The system generates the P45s based on the results of the identification process.

The P45 Identification Process

The P45 Identification process (GPGB_P45) uses these criteria to determine who requires a P45:

- Criteria entered on the run control page.

  When you run the P45 Identification process you define the employees and the period to process. The group of employees are defined by these fields: pay entity, pay group, and calendar group ID.

- Actions and reasons identified for the P45 process on the Process Action and Reason page.

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Updates to payee job data, for changes such as promotions, transfers, and terminations, use action and reason codes to identify the type of personnel change. In Global Payroll for the U.K. you select those action and reason codes that trigger the production of a P45 on the Process Action and Reason page. Most commonly, P45s are required for terminations so you should ensure that any action codes your organization uses for terminations are included on this page. However, you may also create P45s for other types of changes, such as transfers, and the action codes for these changes must also be added. This is discussed in detail in the chapter "Setting Up Country Data".

See Chapter 3, "Setting Up Country Data," Setting Up Process Action and Reason Codes, page 15.

Using these selection criteria, the P45 Identification process:

- Searches payees' job data for entries with an effective date within the begin and end date range that you specified, and action/reason codes that match those selected on the Process Action and Reason page.

  The process also checks whether payroll has been processed for these job data entries. If an employee is terminated in Human Resources, but this event was not processed in payroll or the event has been processed but the calendar is not finalised, the process sets the P45 Generation Flag to *Unprocessed/Unfinalized Termination Calendar ID*.

- Checks that a final P45 has not been printed for the payee.

  The P45 leaver information on the Maintain Tax Data page is populated with the Calendar Group ID and leave date when a final P45 is printed for a payee. Only those payees who don't have these fields populated are identified by the P45 Identification process.

Details of payees who meet the criteria are added to a results table (GPGB_EE_P45_ID), which you can view using the P45 Identification Results page. The P45 Generation Flag field indicates whether a P45 should be printed for the payee. Initially, the P45 Identification process assigns a value, but you can update this field from the P45 Identification Results page.

You can:

- Suspend production of a P45.

  Use this option if there is an error in a payee's data such as termination date entered against the wrong employee record. You may also suspend production because there is an adjustment to the employee's pay that needs to be included in the P45. This prevents a P45 from being printed for the payee. Once data has been corrected, for example the removal of termination row within the HR record or adjustment to pay, you must update the P45 Generation Flag to remove payees from this suspend status — neither the P45 Identification process nor the P45 report update this field for payees with a suspend status.

- Delete the payee from the results table.

  Use this option to remove payees with a suspend status from the results table when you have corrected the error that was originally causing the payee to be identified, such as termination entered against the wrong employee.

- Override the calendar group ID.

  The P45 Identification process retrieves the calendar ID in which the payee's termination was processed. You can use a different calendar ID if there is an adjustment to payee payroll. For example you could use this option if you have set up and processed the employee's final payment within a supplementary payroll.

See Chapter 8, "Managing Starters, Leavers, and Transfers," Viewing the P45 Identification Results, page 84.

The P45 Report

If you produce P45s from the P45 Identification Results page, the system generates P45s for payees with a P45 Generation Flag set to *Produce P45* or *Calendar Override.*

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If you run P45s from the P45 page, the system runs the P45 process and automatically creates P45s for those payees identified who have the P45 Generation Flag set to *Produce P45*. You don't have the option to make changes to the list of payees identified when you run the report in this way.

The P45 report prints two version of the P45, a draft and a final report. If you select the Final Print? check box on the P45 Identification Results page or the P45 run control page, the report is final and the payee's P45 leaver information is updated. The Calendar Group ID and P45 Leave Date fields on the Maintain Tax Data page are automatically updated when the finalised P45 report is generated.

Note. The EDI P45 leaver transaction only transmits payee data if you have printed a final P45 for that payee. When you process the P45 leaver transaction, the system checks the P45 leaver information for a calendar group.

See Chapter 20, "Managing EDI Submissions," page 205.

Prerequisites

During implementation, you need to specify the changes to employees' job data that trigger a P45. To do this, define the combinations of Action and Reason codes, which when inserted into an employee's job data, qualify the employee for a P45. Define the Action and Reason codes for P45s on the Process Action and Reasons page. Actions and action/reasons are delivered as system data. You can add other actions and action/reasons that also trigger P45s.

Before running P45s you should also:

- Define the default destination for the P45L report.

  The process definition for the P45L report (GPGBP45L) includes a default Output Destination field that you need to set up for your system.

- Configure the UK Payroll Configuration bracket, GBR BR CONFIG CHAR.

  Use this bracket to define the job for the P45 output, and specify what P45 information the payroll administrator can update.

The Process Action and Reasons page, setting up the default destination and the UK Payroll Configuration bracket are discussed in the Setting Up Country Data chapter.

See Also

Chapter 3, "Setting Up Country Data," Setting Up Process Action and Reason Codes, page 15

Chapter 3, "Setting Up Country Data," Setting Up P45 Parameters, page 20

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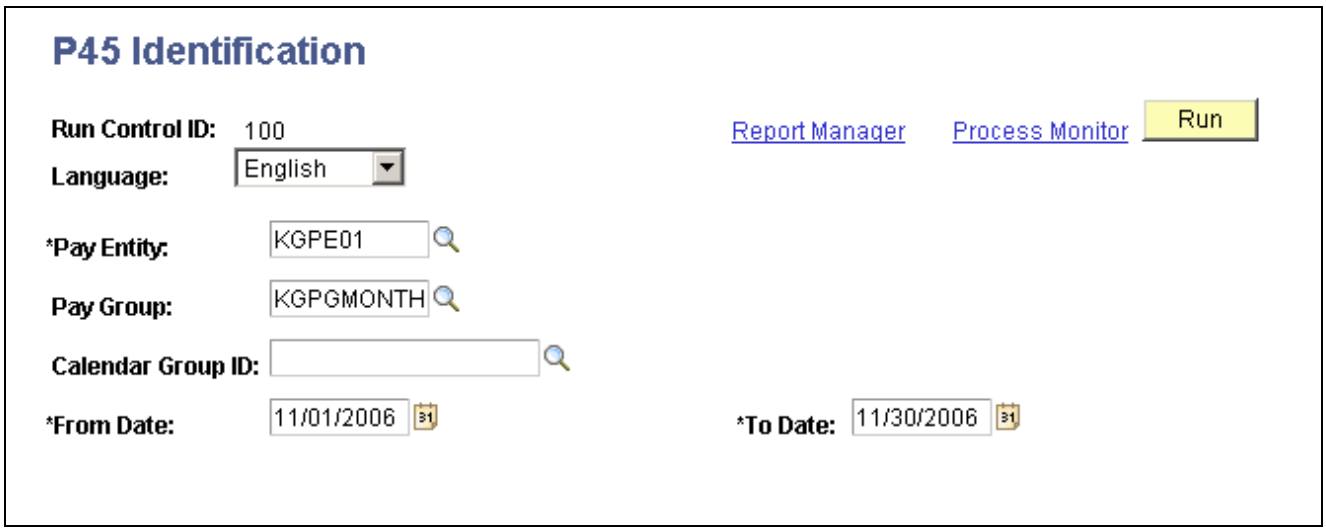
Pages Used to Create P45 Reports

Page Name	Object Name	Navigation	Usage
P45 Identification	GPGB_RCTL_P45ID	Global Payroll & Absence Mgmt, Termination Processing, P45 Identification GBR, P45 Identification	Run the P45 Identification process (GPGB_P45). This process identifies payees who are due to receive a P45.
P45 Identification Results	GPGB_EE_P45_ID	Global Payroll & Absence Mgmt, Termination Processing, P45 Identification Results GBR, P45 Identification Results	View the results of running the P45 Identification process. You can also adjust the payee list and generate P45 reports from this page. **Note.** We recommend that when you run the P45 Identification process for a group of employees you should generate the P45s from the results page. Do not use the P45 page to generate P45s when you have already run the identification process for the group of employees.
P45 ID Results Notes	GPGB_P45_IDNTS_SEC	Select Suspend P45 Production in the P45 Generation Flag field on the P45 Identification Results page and click the Notes link..	Add comments to explain the reason for suspending P45 production.
Output File Path	GPGB_FILE_PATH_SEC	Click the Output File Path link on the P45 Identification Results GBR page or P45 page.	Enter directory in which the output of the P45 process (GPGB_P45) is created. **Note.** The Output File Path link is displayed only if the bracket GBR BR CONFIG CHAR is configured to enable payroll administrators to change the output directory. This is explained in the chapter Setting Up Country Data. See Chapter 3, "Setting Up Country Data," Setting Up P45 Parameters, page 20.
P45,	GPGB_RUNCTL_P45	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, P45 GBR, P45	Produce P45s. Typically, a P45 is issued to employees who leave employment but it can also be issued to employees for other reasons that you define for your organisation.

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Running the P45 Identification Process

Access the P45 Identification page.



P45 Identification page

Pay Entity, Pay Group, and **Calendar Group ID**

Select the group of employees for which you want to run the P45 Identification process.

You can run the process for a particular calendar group or pay group. If you complete the Pay Entity field only, all the pay groups within the pay entity are processed.

From Date and **To Date**

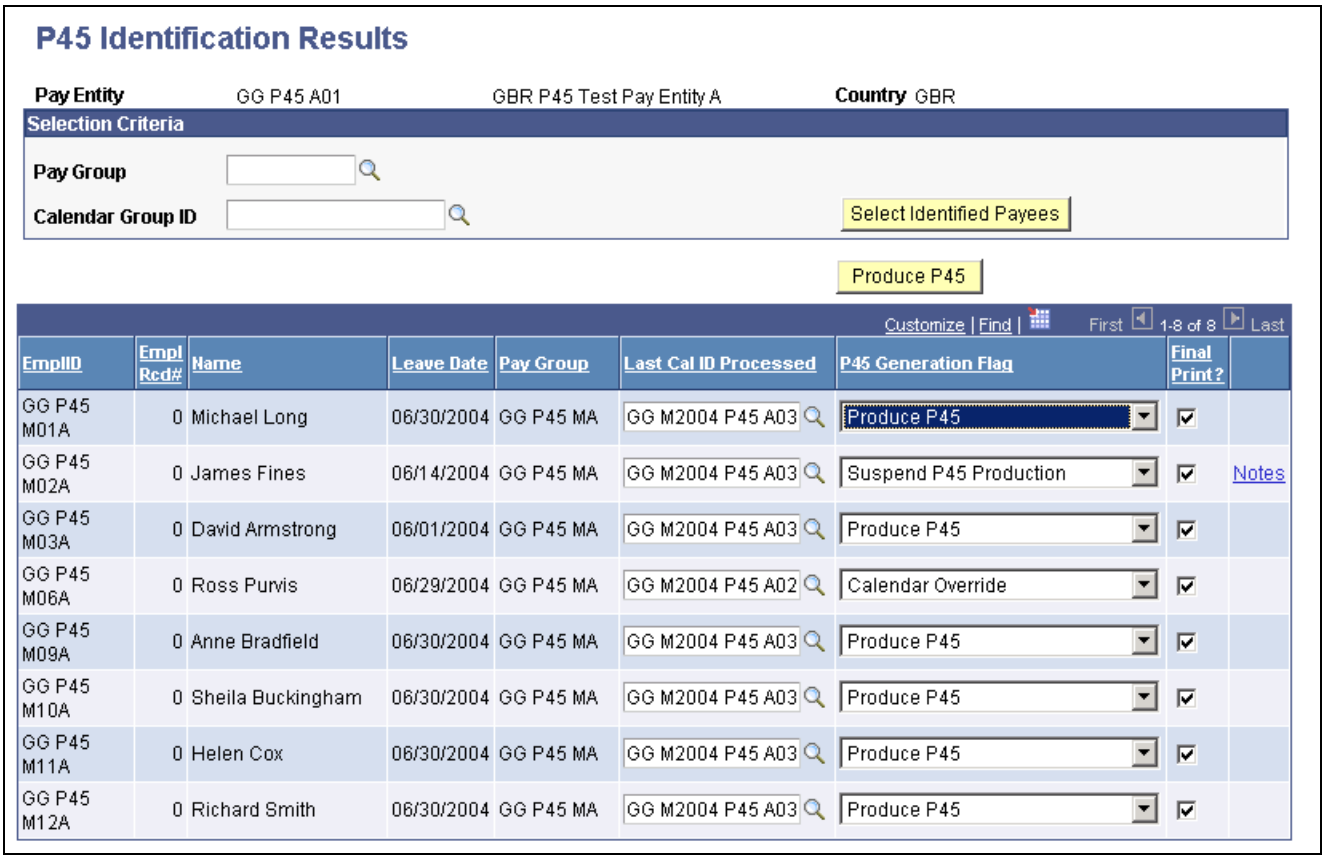
Enter the begin and end dates for the period. The process searches for payees with job data events within the period who do not have a final P45 printed. The process uses the P45 leaver information (displayed on the Maintain Tax Data page) to determine whether a payee has received a finalised P45. If the calendar group ID and P45 leave date have not been populated, the payee has not received a P45.

See Chapter 9, "Defining Payee Statutory Tax and National Insurance Details," Entering Employee Tax Details, page 94.

Viewing the P45 Identification Results

Access the P45 Identification Results page.

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P45 Identification Results page

Pay Group, Calendar Group ID, and **Select Identified Payees**

Select the group of employees for which you want to view the results of the identification process and click the Select Identified Payees button. You can restrict the list to a pay group or calendar group. If you leave both Pay Group and Calendar Group ID blank, the system displays the results for all pay groups within the selected Pay Entity.

If no employees are displayed when you click the Select Identified Payees button, this means that no employees were identified by the process in the pay group or calendar group.

Output File Path

Click this link to access the Output File Path page where you can specify the directory in which the output of the P45 process is created.

Note. This link is only displayed if the UK Payroll Configuration bracket (GBR BR CONFIG CHAR) is set up to allow you to specify the output directory. If the link is not displayed, the report is printed to the default destination defined in the GPGBP45.SQC.

See Chapter 3, "Setting Up Country Data," Setting Up P45 Parameters, page 22.

Produce P45

Click this button to generate P45s for employees with the P45 Generation Flag set to *Produce P45 or Calendar Override*. The P45 generated is a draft version, unless you select the Final Print? check box.

Last Cal ID Processed (last calendar ID processed)

Displays the calendar ID in which the payee was last processed. Update this field if you select *Calendar Override* in the P45 Generation Flag field.

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P45 Generation Flag

Select a value to determine whether the P45 is printed when you run the P45 report. Values are:

Produce P45: To print the P45. This is the default value if the calendar is finalised.

Suspend P45 Production: Suspends P45 production. Use this value if a payee's job data has been updated in error. When you select this value, the system displays the Notes link that enables you to add a reason for the suspension. A payee's P45 remains suspended until you change the P45 Generation Flag,

Calendar Override: To use a different calendar ID for the selected employee. Select the calendar to use in the Last Cal ID Processed field.

Delete P45 Production: Prevents production of the P45. Use this option to remove payees with a suspend status from the results table.

Warning! Removing a payee from the results table doesn't stop the payee from being identified the next time you run the P45 Identification process. If the payee's job data has not changed, the employee is identified as requiring a P45 again. For example, if a payee has an incorrect termination date and you delete the payee from the results table, you must also update job data to correct this error.

Unprocess/Unfinal Term Cal ID: Indicates that the employee has been terminated in job data but one of these conditions apply:

- The payroll process has not processed the termination event.
- The payroll process has processed the termination but the calendar (in which the termination was processed) is not finalised.

Final Print?

Select this check box to generate a final print of the P45. The system automatically selects this check box if the calendar is finalised. If this is not selected, the P45 report is a draft version ("Draft Report" appears in the report).

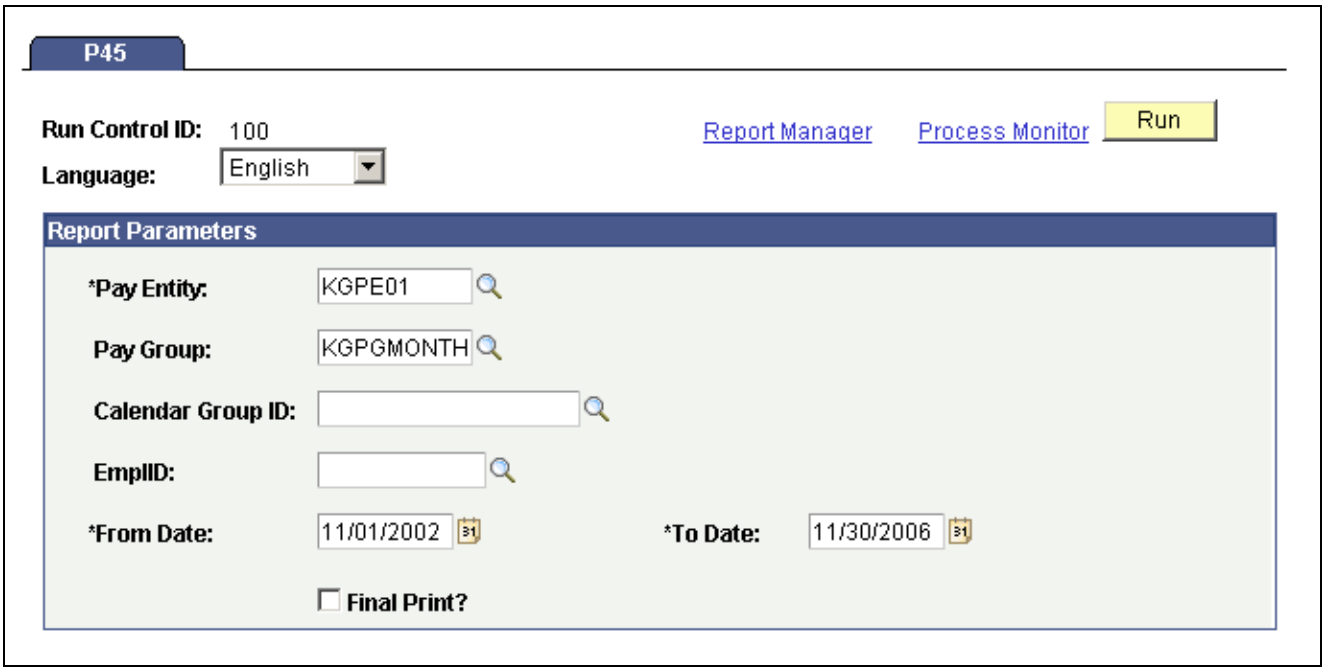
Notes

Click to access the P45 ID Results Notes page where you can add comments. This link only appears if you select *Suspend P45 Production* in the P45 Generation Flag field. Use the P45 ID Results page to record the reason for the suspension.

Running the P45 Report

Access the P45 page.

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P45 page

Pay Entity, Pay Group, Calendar Group ID, and **EmplID**

Select the employees for which you want to run the P45 report.

You can run the process for a particular employee, calendar group or pay group. If you complete the Pay Entity field only, all the pay groups within the pay entity are processed.

From Date and **To Date**

Enter the begin and end dates for the period.

See Chapter 9, "Defining Payee Statutory Tax and National Insurance Details," Entering Employee Tax Details, page 94.

Final Print?

Select this check box to generate a final print of the P45. When you select Final Print? the Calendar Group ID field on the Maintain Tax Data page is automatically updated, indicating that the P45 has been generated for the calendar group that appears in this field. When you ask for a final print, you can only reprint the P45 (if needed) from the same calendar group ID, even if other calculations take place.

Output File Path

Click this link to access the Output File Path page where you can specify the directory in which the output of the P45 process is created.

Note. This link is only displayed if the UK Payroll Configuration bracket (GBR BR CONFIG CHAR) is set up to allow you to specify the output directory. If the link is not displayed, the report is printed to the default destination defined in the GPGBP45.SQC.

See Chapter 3, "Setting Up Country Data," Setting Up P45 Parameters, page 22.

Printing P45s On HMRC Stationery

To print your P45 reports on HMRC approved stationery, you need to run the report using the P45 laser version of the report. Select either of these options from the Process Scheduler Request page:

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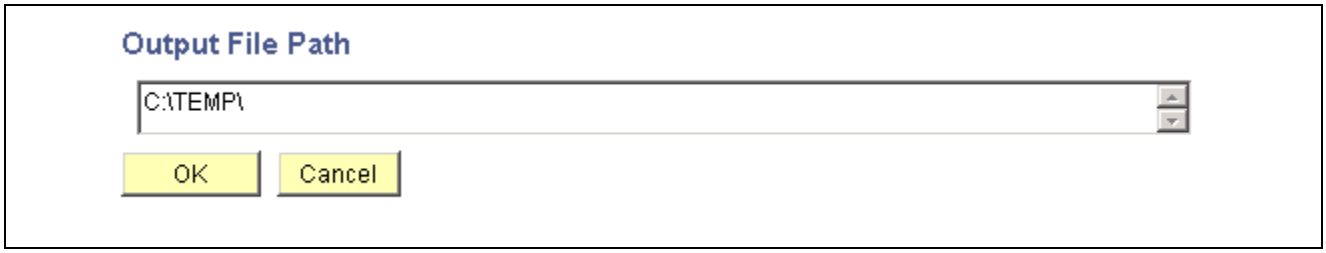
- Process and Print P45 (process name GPGBP45J).

  This PSjob runs the P45 Identification process and both the SQR reports.
- Process and Print P45 — Batch (process name GPGBP45B).

  This PSjob runs the P45 Identification process and the P45L report.

Defining the Output File Path

Access the Output File Path page.



Output File Path page

Enter the path for the output file created by the P45 process (GPGB_P45). Enter an absolute path, such as c:\temp\, or a relative path of the form: \\machinename\temp\.

If you have previously entered a path the system displays that path as a default.

Viewing P45 Information Online

This section discusses how to view an employee's P45 information.

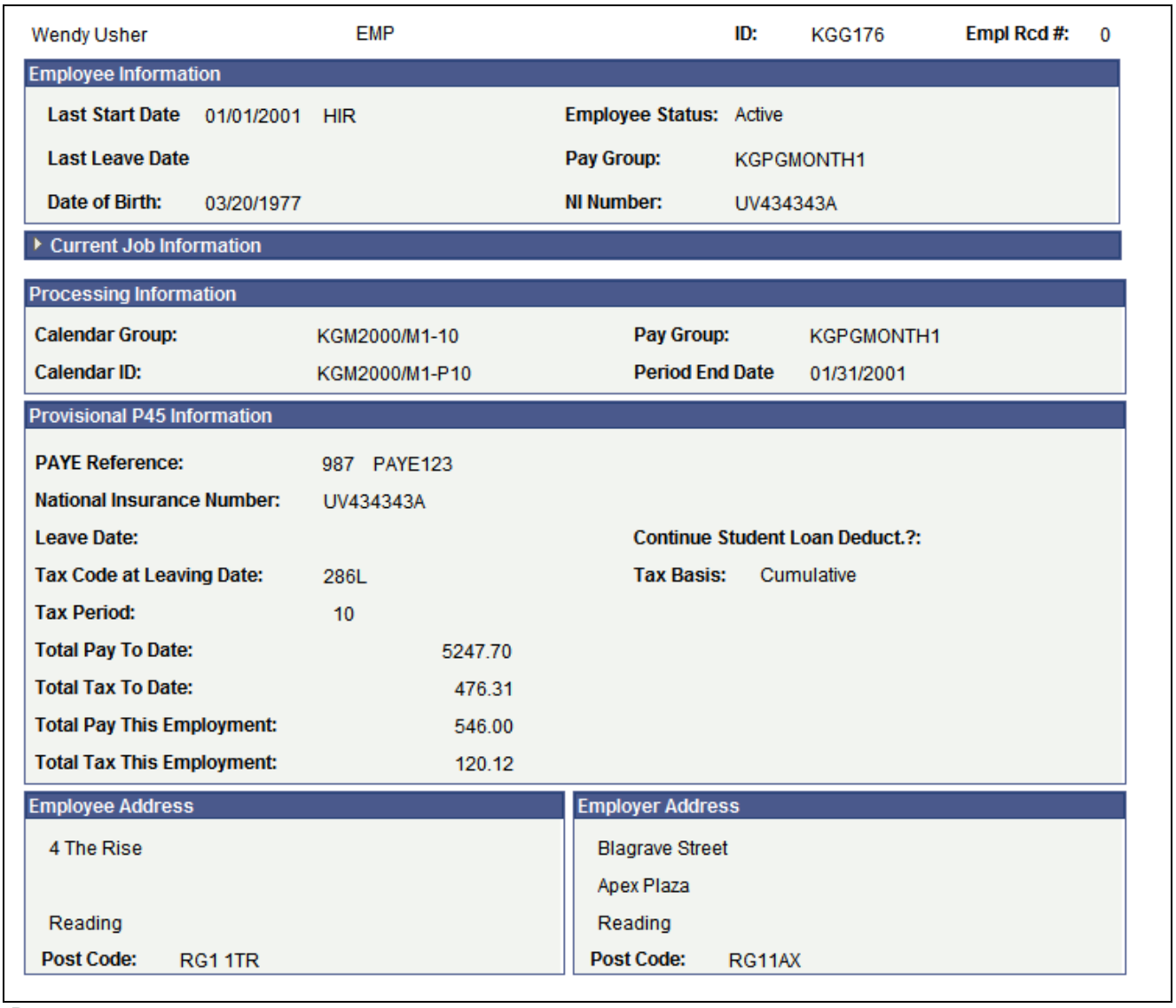
Page Used to View a P45

Page Name	Object Name	Navigation	Usage
View P45	GPGB_EE_P45	Global Payroll & Absence Mgmt, Payee Data, Terminations, Review P45 GBR, View P45	View employees' P45 information. You can use this page to view P45 information for all employees, whether or not they have been issued with a P45. If the employee has received a P45, the system displays the information that was printed on that P45. For employees still working for your organisation, the system displays the most current tax and pay information for the tax year.

Viewing P45 Information

Access the View P45 page.

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P45 page

Provisional P45 Information

This group box is displayed if the employee has not been terminated. It lists the most current pay and tax information for the current tax year.

Finalized P45 Information

This group box is displayed if the employee has been issued with a P45. It lists the pay and tax information that was printed on the final P45.

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CHAPTER 9

Defining Payee Statutory Tax and National Insurance Details

This chapter provides an overview of statutory tax and national insurance and discusses how to:

- Enter statutory tax and national insurance details.
- Override NI using positive input.

Understanding Statutory Tax and National Insurance

This section discusses:

- Tax and National Insurance.
- Delivered tax and national insurance deductions.
- Viewing delivered elements.

Tax and National Insurance

All employees who are over the age of 16 but below state retirement age, and whose income is above the Lower Earnings Limit (LEL), are required by law to pay National Insurance contributions (NICs). All employees pay Pay As You Earn (PAYE) income tax. HM Revenue and Customs (HMRC) provides detailed information about the regulations for NICs and PAYE tax.

After hiring an employee in PeopleSoft Enterprise Human Resources, you must enter the employee's statutory details using pages in Global Payroll for the U.K.. If you run payroll without setting up tax and NI details for a payee, the payroll calculation uses these default tax and NI values and it generates payee messages for the payee:

- Tax Code: BR
- NI category: A

If you want to apply different default values, change the value of these variables:

- TAX VR CD ALPHA
- TAX VR TXBASIS
- GBR VR TAXCODE
- NI VR CATEGORY

See *PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce*, "Adding a Person in PeopleSoft Human Resources".

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

Managing Starters from an NI Perspective

Global Payroll for the U.K. automatically calculates National Insurance for new employees who are paid later than the period in which they begin working—for example, an employee starts on May 25 but is not paid all he or she is due until the June payroll. In a situation like this, Global Payroll for the U.K. calculates the National Insurance contribution for May and June separately and posts the results in the correct period. To activate this feature, the automatic retro feature for National Insurance calculations should be activated at implementation.

Managing Leavers from an NI Perspective

When payments are made to employees after the pay period in which termination occurs, there are specific statutory requirements in the U.K. for establishing the basis on which National Insurance should be calculated. For regular payments, the normal NI basis is used. If the payment is irregular, a weekly basis should be used. HMRC defines regular and irregular payments.

When a payment is made to an employee after the termination has been processed, the system uses the value of the accumulator GBR AC IRREG SEG to determine whether the payment is irregular. This accumulator tracks all earning elements that constitute irregular payments.

If the value of GBR AC IRREG SEG is equal to the value of the accumulator GBR AC NIBL SEG the weekly NI basis is automatically applied for NI calculation purposes. If GBR AC IRREG SEG and GBR AC NIBL SEG are not the same, then the payment comprises regular payments only, or a combination of regular and irregular payments. In this case, the system calculates NI using the employees' pay frequency basis.

Alternatively, you can also override the NI frequency on the Maintain NI Data page to force a change of the NI basis.

Note. When you define earning elements for irregular payments, make the earnings members of the accumulator GBR AC IRREG SEG.

Delivered Tax and National Insurance Deductions

These deductions are delivered for statutory tax and National Insurance deductions:

- TAX DD PAYE (employee's PAYE tax deduction).
- NI DD EES (National Insurance employee deduction).
- NI DD ERS (National Insurance employer deduction).
- NI DD EESRBT (National Insurance employee rebate).
- NI DD ERSRBT (National Insurance employer rebate).

These deductions are delivered for processing NI overrides:

- NIO DD EES (employee NI override).
- NIO DD ERS (employer NI override).
- NIO DD EESRB (employee NI rebate override).
- NIO DD ERSRB (employer NI rebate override).

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See Also

Chapter 9, "Defining Payee Statutory Tax and National Insurance Details," Overriding NI Using Positive Input, page 105

Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for the United Kingdom. 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 Statutory Tax and National Insurance Details

You must provide the system with essential information so that it can generate earnings and calculate tax and National Insurance contributions accurately. This section discusses how to:

- Enter employee tax details.
- View a summary of tax data for previous employment.
- Enter employee national insurance details.

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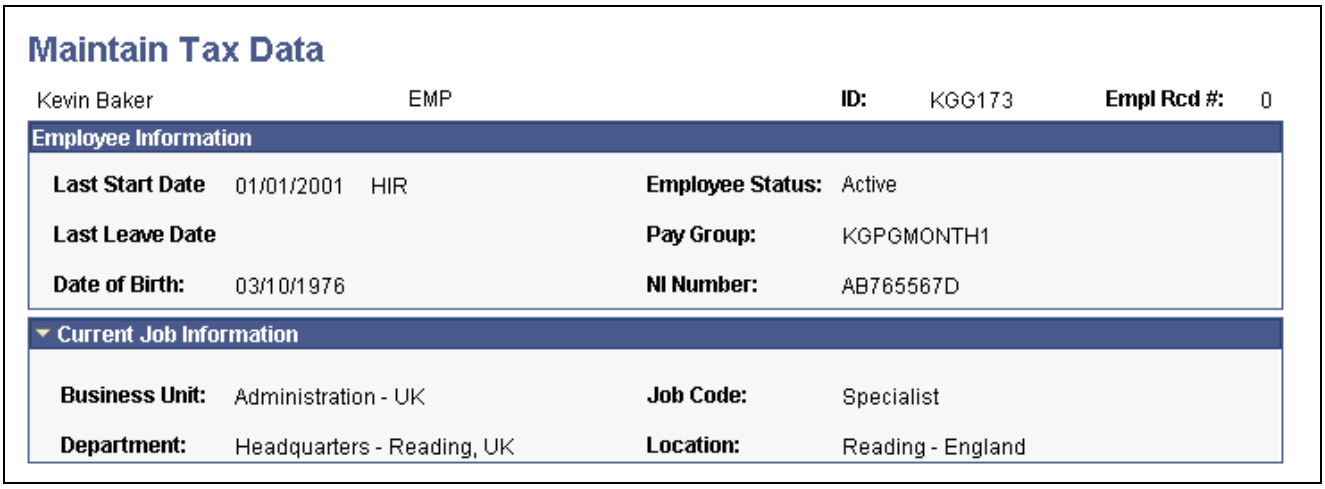
Pages Used to Enter Statutory Tax and National Insurance Details

Page Name	Object Name	Navigation	Usage
Maintain Tax Data	GPGB_EE_TAX	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data GBR, Maintain Tax Data	Enter an employee's tax details.
Previous Employment Totals	GPGB_EE_TAX_SEC	Click the Previous Employment Totals link on the Maintain Tax Data page.	Displays a summary of the payee's P6 and P45 details entered for a given tax year. Use this page to review the total pay and total tax from previous employment when you have more than one tax code notification for a payee for the same tax year
Tax Notes	GPGB_EE_TAX_NTS	Click the Add Notes link on the Maintain Tax Data page.	Enter additional notes about the payee's tax information. For example, if you are waiting for a P45 or P46 from an employee and create a temporary BR tax record, you could use this page to record the reason for the BR tax record. **Note.** The P45 (3) EDI transaction adds the EDI submission number and submission date to this page.
Maintain NI Data	GPGB_EE_NI	Global Payroll l & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain NI Data GBR, Maintain NI Data	Enter an employee's National Insurance details.
NI Notes	GPGB_EE_NI_NTS	Click the Add Notes link on the Maintain NI Data page.	Enter additional NI information.

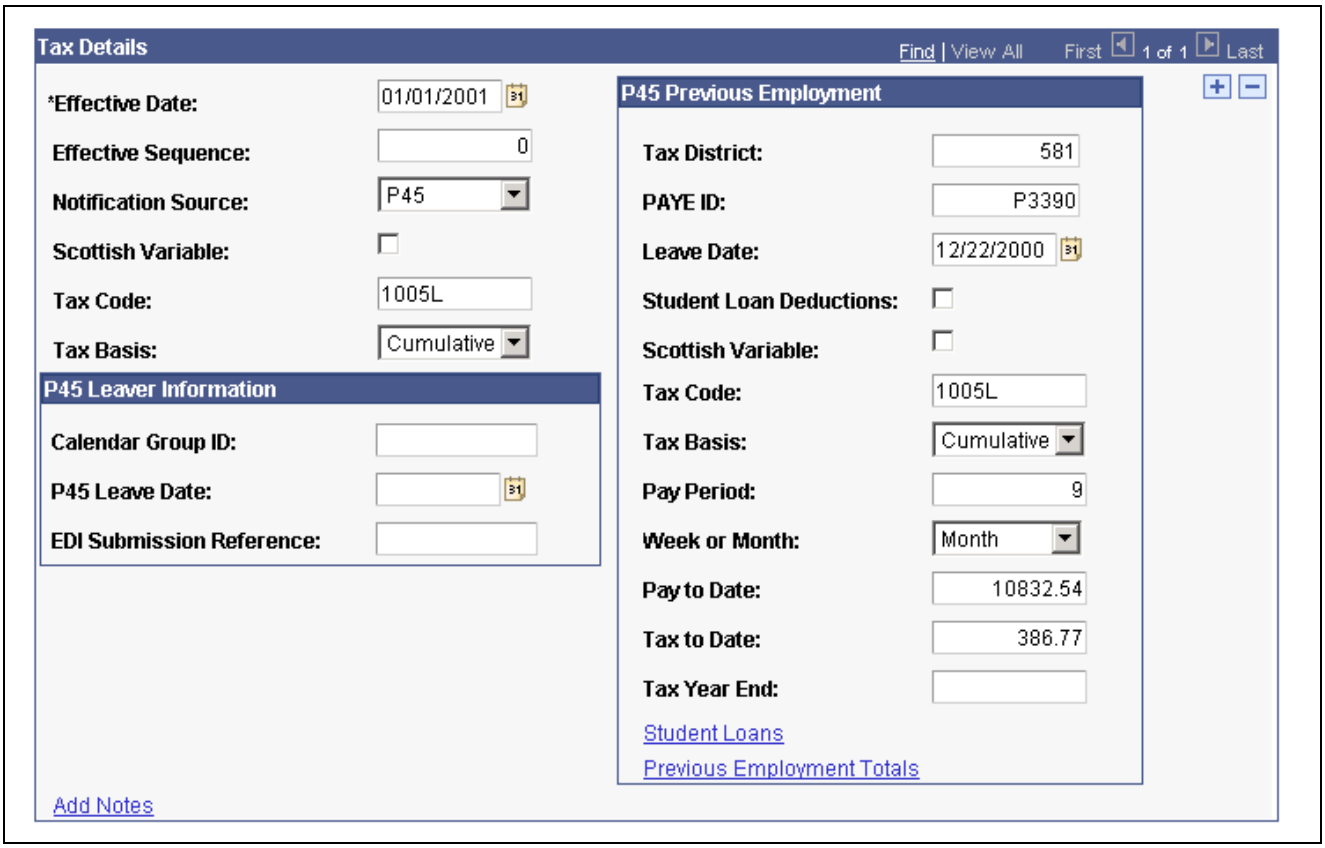
Entering Employee Tax Details

Access the Maintain Tax Data page.

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Maintain Tax Data page (1 of 2)



Maintain Tax Data page (2 of 2)

Effective Sequence Enter a sequence number if you have multiple modifications to a payee's tax details with the same effective date. Use the effective sequence number to indicate the order in which the changes are applied.

Notification Source Select the notification source of the employee's tax code: *OTH* (other), *P38S, P45, P46, P6, P6B, P6T, P7X, P9, P9T,* and *P9X.*

Depending on the notification source that you select, the system displays certain fields and hides others.

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Scottish Variable Select this check box if the employee is a Scottish tax payer. The tax code that you enter must be prefixed by an *S*.

The Scottish parliament has statutory powers to vary the prevailing base rate of tax by plus or minus 3 pence. For example, if the prevailing base rate in England or Wales is 22 pence, the Scottish base rate could fluctuate between 19 pence and 25 pence. In all other respects, the Tax Code operates precisely as the primary base rate. Currently there are no indications that the Scottish parliament will invoke its statutory powers to adjust the primary base rate, but it could be invoked at any time with only limited notification.

Tax Code Enter the employee's tax code for the current tax year. The system checks that the format of the tax code conforms to HMRC specifications. Tax codes for Scottish employees must be prefixed by an *S*.

Tax Basis Select the basis on which the employee's tax is calculated, *Cumulative* or *Week 1/Month 1*.

Add Notes and **Edit Notes** Click this link to access the Tax Notes page where you enter additional tax notes. The link Add Notes indicates that there are no existing notes for this tax row. If notes exist, the link Edit Notes is displayed.

Previous Employment Totals This link appears if you select *P45, P6, P6B,* or *P6T* in the Notification Source field. Click this link to access the Previous Employment Totals page. This page provides a summary of the payee's total pay and tax from previous employment, for the tax year associated with the effective date.

P45 Leaver Information

The system populates the fields in this group box only if a P45 has been generated for the employee and a final print has been specified. The EDI Submission Reference field is populated by the EDI process when a P45 is transmitted.

The UK Payroll Configuration bracket, GBR BR CONFIG CHAR, controls whether the fields in this group box can be updated. Generally, you do not need to modify these fields once the system has generated a P45 for the employee. However, if you need to reprint the P45, you must clear the Calendar Group ID and P45 Leave Date fields. To clear the fields, the bracket GBR BR CONFIG CHAR must be configured to give you access to the fields in this group box.

See Chapter 3, "Setting Up Country Data," Setting Up P45 Parameters, page 20.

Calendar Group ID If the employee's P45 report has been printed, this field displays the calendar group ID containing the payroll results on which the P45 was based. If you need to reprint the P45, this field enables you to identify which results (identified by Calendar Group ID) were used to create the original P45, so that you can reprint using the same set of results. Remember, if the P45 needs to be reprinted, it should be reprinted using the same results used to generate the original report.

The EDI P45(1) transaction and the Review P45 GBR page use this field to identify that the P45 process has been finalised and the reportable P45 values.

Note. This field contains a value only when the P45 report has been run and final print has been specified. If you need to reprint the P45 clear the field.

See Chapter 8, "Managing Starters, Leavers, and Transfers," Generating P45 Reports, page 80.

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P45 Leave Date Displays the date that the employee left your organization. This date is populated by the P45 report. Typically the leave date is the termination date, but it could also be a transfer date, depending on the reason for the P45. If you need to reprint the P45, clear this field.

EDI Submission Reference Displays the EDI submission number if a P45 (1) transaction has been transmitted to HMRC for the employee.

See Chapter 20, "Managing EDI Submissions," page 205.

P6 Details

This group box appears if you select *P6, P6B,* or *P6T* in the Notification Source field. The P6 form is issued by HMRC to notify employers of an employee's tax code and tax basis. It also includes the employee's total earnings and tax for the current tax year. Use the P6 to complete the fields in this group box.

Note. Because Global Payroll for the U.K. uses the P6 and P45 details that you enter on this page in the tax calculation process, ensure that they are accurate.

Previous Pay Enter the previous pay recorded on the P6 form.

Previous Tax Enter the previous tax recorded on the P6 form.

Tax Year End Enter the tax year recorded on the P6 form.

P45 Previous Employment

This group box appears if you select *P45* in the Notification Source field. When employees leave an organisation, they receive a P45 form from the employer. This form provides the information that you enter here.

Note. If an employee is terminated and rehired in the same pay period, you must create a draft P45 for the employee before you update this group box for the rehire. This is explained in the chapter Managing Starters, Leavers, and Transfers.

See Chapter 8, "Managing Starters, Leavers, and Transfers," Managing Termination and Rehire within a Pay Period, page 78.

Tax District Enter the tax district code that is recorded on the P45 form.

PAYE ID Enter the PAYE reference that is recorded on the P45 form.

Leave Date Enter the leaving date that is recorded on the P45 form.

Student Loan Deductions Select this check box if the P45 form indicates that the employee has a student loan. The system automatically creates student loan details for the employee when you select this check box. The automatically generated loan has a reference of *P45 Notification* and the loan start date is the effective date you enter on this page.

Scottish Variable Select this check box if the P45 form indicates that the employee was a Scottish tax payer in his or her previous employment. If you select this check box the tax code must begin with *S.*

Tax Code Enter the tax code that is recorded on the P45 form.

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Tax Basis Enter the basis on which the employee's previous employer calculated tax: *Cumulative* or *Week 1/Month 1*.

Pay Period Enter the tax period in which the employee was last paid by the previous employer.

Week or Month Select *Week* or *Month* to identify whether the tax period in which the employee was last processed is weekly or monthly

Pay to Date Enter the total pay to date that is recorded on the P45 form.

Tax to Date Enter the total tax to date that is recorded on the P45 form.

Tax Year End Enter the tax year to which the P45 applies.

Student Loans Click this link to view and update the Maintain Student Loan page.

P46 Declaration

This group box appears if you select *P46* in the Notification Source field.

Section 1 of the P46 form contains three statements: A, B, and C. The employee must tick each box that applies to them. Select the check boxes, Statement A, Statement B, and Statement C, that the employee has ticked on the P46 form.

Statement A Select this check box if the employee has ticked statement A on the P46 form. If you select this check box and Statement C is not selected, the system updates the Tax Code with the emergency tax code, as defined by HMRC, and sets the Tax Basis to *Cumulative.*

Statement B Select this check box if the employee has ticked statement B on the P46 form. If you select this check box only, the system updates the Tax Code field with the emergency tax code, and sets the Tax Basis to *Week 1/Month 1*.

Statement C Select this check box if the employee has ticked statement C on the P46 form. If you select this check box the system updates the Tax Code to *BR* and the Tax Basis to *Cumulative.*

Student Loan Deductions Select this check box if the P46 form indicates that the employee has a student loan.

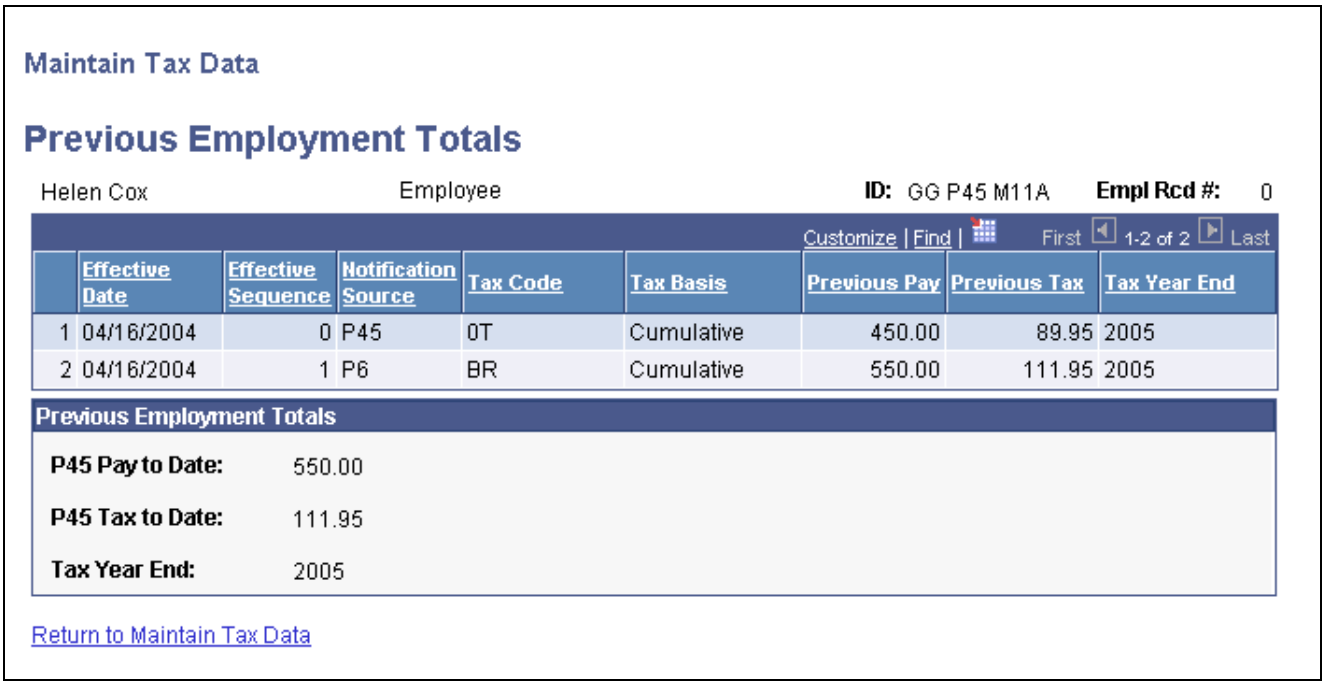
Managing Leavers for Tax Purposes

When an employee leaves before receiving their final payment, you can adjust the tax code using the normal manual procedure − or if the P45 has already been run and processed, the tax code will be adjusted to BR Wk 1/Mth 1 automatically.

Viewing a Summary of Tax Data for Previous Employment

Access the Previous Employment Totals page.

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Previous Employment Totals page

This page displays a summary of a payee's total pay and tax from previous employment, as recorded on a P45 or P6. It displays the previous employment information you have entered for the payee with a notification source of *P45, P6, P6B,* or *P6T* within the same tax year.

Previous Employment Totals

This group box displays the total pay and tax calculated by the system based on the information you have entered. If you have entered P45, P6, P6B, or P6T notifications for the tax year and you receive another P45 or P6 for the same tax year, when you enter the latest notification the system determines the totals as described in this table:

New Notification Source	Calculation
P45	Adds pay and tax values from the P45 to the pay and tax that you previously entered.
P6, P6B, or P6T	Pay and tax values on the P6, P6B, or P6T replace any existing pay to date and tax to date values you have entered from a P45 or earlier P6. The P6 is cumulative and therefore includes any pay and tax recorded on earlier P45s or P6.

Example 1: Multiple P45 and P6 Notifications

You have a payee with these tax details:

Field	Value
Notification Source	P6
Tax Code	BR

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Field	Value
Previous Pay	250.00
Previous Tax	55.00

You then add this notification for the payee for the same tax year:

Field	Value
Notification Source	P45
Tax Code	474L
Previous Pay	1500.00
Previous Tax	223.27

This table lists the values shown on the Previous Employment Totals page for this payee and how they are calculated:

Field	Value	Calculation
P45 Pay to Date	1750.00	250 + 1500.00
P45 Tax to Date	278.27	55.00 + 223.27

Example 2: Multiple P45 and P6 Notifications

In the second example, you have a payee with these tax details:

Field	Value
Notification Source	P6
Tax Code	320T
Previous Pay	50
Previous Tax	0

You then add this notification for the payee for the same tax year:

Field	Value
Notification Source	P6
Tax Code	320T
Previous Pay	416.00
Previous Tax	14.80

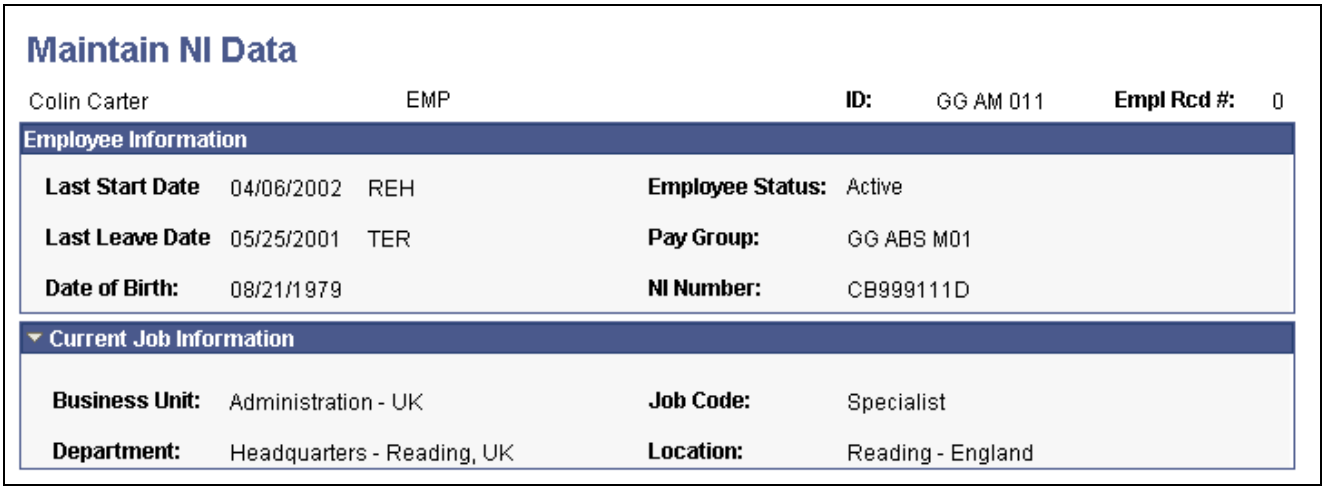
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This table lists the values shown on the Previous Employment Totals page for this payee and how they are calculated:

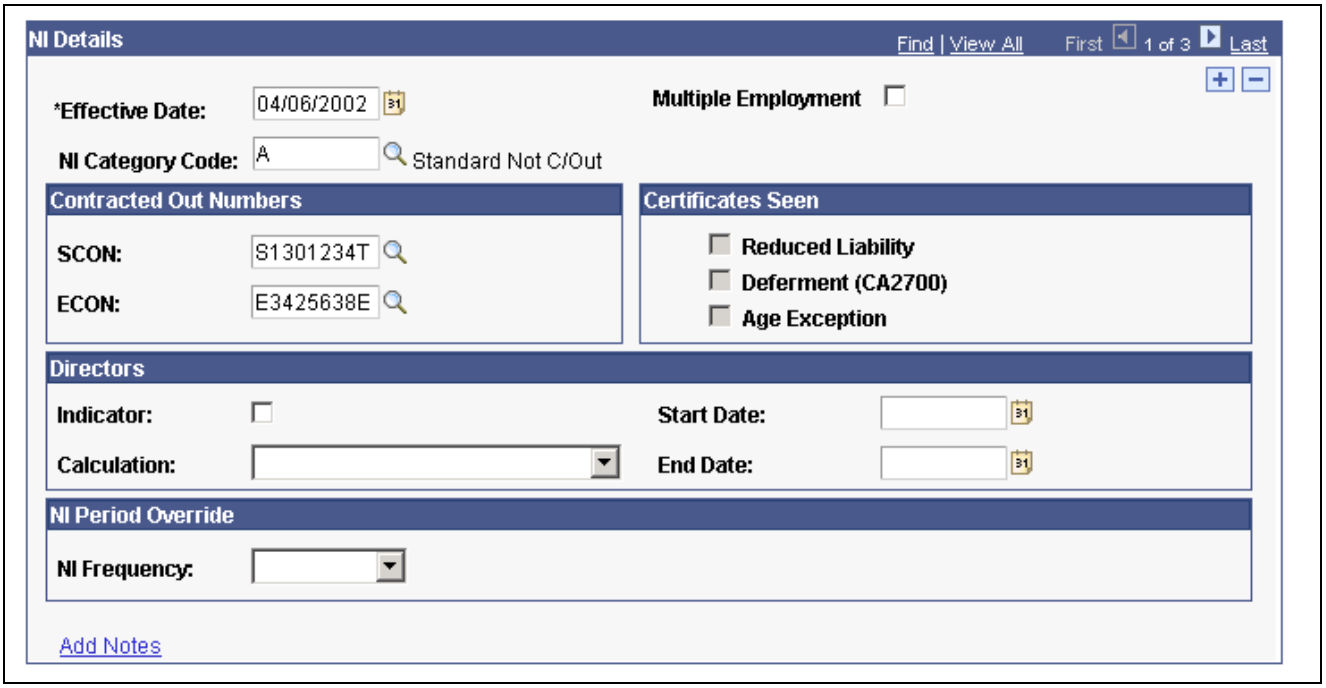
Field	Value	Calculation
P45 Pay to Date	416.00	Value from latest P6
P45 Tax to Date	14.80	Value from latest P6

Entering Employee National Insurance Details

Access the Maintain NI Data page.



Maintain NI Data page (1 of 2)



Maintain NI Data page (2 of 2)

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Employee Information

NI Number (National Insurance number)

Displays the employee's National Insurance number. You enter National Insurance numbers on the Biographical Details page in the Human Resources Administer Workforce business process.

Note. You must define an employee's National Insurance number as the primary ID on the Biographical Details page.

See *PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce*, "Adding a Person in PeopleSoft Human Resources," Entering Name and Biographical Data.

NI Details

Multiple Employment

Select if the employee has multiple jobs, and you want to aggregate National Insurance for each job for NI calculation purposes.

Note. You must select the Multiple Employment check box for each job to aggregate them.

NI Category Code (National Insurance category code)

Select the National Insurance contribution table letter under which National Insurance contributions are payable. This is a required field because all employees over the age of 16, under state retirement age, and whose income is above the LEL should pay National Insurance contributions.

The NI Category Code is required for all legislative reporting, such as payslips and end-of-year documentation. An employee's payslip cannot be calculated without this information.

Valid values are:

A: Not contracted-out National Insurance contributions.

AA: Not contracted out in appropriate personal pension.

B: Reduced rate not contracted out. This category applies to only female employees.

BA: Reduced rate not in appropriate personal pension. This category applies to only female employees.

C: Over state retirement age or not contracted-out salary-related pension scheme. This category code can also be used for deferment certificates.

D: Contracted-out money purchase pension scheme (COSR).

E: Reduced rate COSR. This category applies to only female employees.

F: Contracted-out money purchase pension scheme (COMP).

G: Reduced rate COMP. This category applies to only female employees.

J: Deferment Not Contracted.

L: Deferment contracted out salary related.

S: Contracted-out deferment certificate in contracted-out money purchase scheme.

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X: No National Insurance contributions (for example, for overseas employees).

Contracted Out Numbers

SCON (Scheme Contracted Out Number)

Select the SCON. This field is required if you select one of these NI category codes: *F, G,* or *S* for contracted-out money purchase schemes or contracted-out money purchase stakeholder pension schemes.

Set up your SCONs on the SCON Table page.

ECON (Employer Contracted Out Number)

Select the ECON. The system displays the default ECON value defined for the payee's pay entity. You can accept the default ECON or override this value.

This field is required if you select one of these NI category codes: *D, E, F, G, L,* or *S.*

Set up your ECONs on the ECON Table page.

See Chapter 3, "Setting Up Country Data," Defining ECONs and SCONs, page 9.

Certificates Seen

Reduced Liability

This check box is available for entry if you select the NI Category Code *B, E,* or *G.* Select if the employee has a valid certificate and therefore complies with the eligibility regulations for this category. This check box reminds you that the employee should have a valid certificate.

Deferment (CA2700)

This check box is available for entry if you select the NI Category Code *J, L,* or *S.* Select if the employee has a valid certificate and therefore complies with the eligibility regulations for this category. This check box reminds you that the employee should have a valid certificate.

Age Exception

This check box is available if you select the NI Category Code *C.* Select if the employee has a valid certificate and therefore complies with the eligibility regulations for this category. This check box reminds you that the employee should have a valid certificate.

Directors

There are special rules for calculating National Insurance contributions for company directors. An employee who is a director at the beginning of the tax year (April 6) has an annual earnings period for that tax year, even if he or she ceases to be a director before the end of the tax year (April 5). Employees who are first appointed as company directors *during the current tax year* have a pro-rata earnings period for the rest of the current tax year, based on the date when they are appointed as directors (rather than the day when they are first paid as directors).

It is therefore important that you specify whether employees are directors and when they became directors because the system calculates directors' National Insurance contributions on an annual or pro-rata annual basis accordingly.

Directors' National Insurance contributions are calculated on a cumulative basis, unlike other employees whose National Insurance contributions are calculated each week or each month. However directors may have easement applied so that their National Insurance is calculated on a periodic rather than a cumulative basis throughout the tax year. According to legislation, when easement is applied, the system must reassess directors' earnings on the basis of an annual or pro-rata annual earnings period, within the last payment of earnings in a tax year to that employee, whether directors are paid on a weekly or monthly basis.

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If directors have been calculated on a non-cumulative basis (that is, like an standard employee) during the tax year, in the last period of the tax year, the calculation must revert to that of a director. This is known as the Directorship, and NI is calculated on a cumulative basis within this final period. To indicate that a calendar is the last period of the tax year, enter a supporting element override on the calendar, using the variable TAX VR LAST PERIOD. Set the variable to *Y* to ensure that director's pay is recalculated in the last period of the tax year. It has to be placed on the last calendar of the tax year for which directors will be calculated. For further information about the supporting element overrides required for the U.K. refer to the chapter "Setting Up Country Data".

See Chapter 3, "Setting Up Country Data," Setting Up Calendars and Calendar Groups, page 13.

Indicator Select if the employee is a company director. You must enter the date when the employee became a director because this affects how the system calculates National Insurance contributions.

Calculation Displays how a company director's National Insurance contributions are calculated. Valid values are:

Annual Cumulative: Select if you want to calculate a director's National Insurance contributions on a cumulative basis. This means that the earnings period for the assessment of directors' National Insurance contributions is annualised.

Period Non Cumulative: Select if you want to calculate a director's National Insurance contributions as you would for a regular employee, with directorship calculated within the last period for which the director is paid within the tax year.

Start Date Enter the date the employee became a director.

End Date Enter the date the employee ceased to be a director. This date must be entered against the actual row on which you entered the start date of the directorship--in case there is a further period of directorship for the company (a second term of directorship requires a new row of information).

NI Period Override

NI Frequency (National Insurance frequency) Select the frequency for NI calculations if you need to override the pay group frequency. The frequency you select applies to NI calculations only and it determines the limits used for the NI calculation.

For example, payments made after an employee leaves a company must be made on a weekly basis. If the payee is normally paid monthly, you may use this field to override the NI calculation for that payee (the system automatically applies the appropriate basis if irregular earning elements are accumulated to GBR AC IRREG SEG).

Valid values are:

Weekly: To calculate National Insurance contributions on a weekly basis.

Bi-Weekly: To calculate National Insurance contributions on a fortnightly basis.

Lunar: To calculate National Insurance contributions on a four-weekly basis.

Monthly: To calculate National Insurance contributions on a monthly calendar basis.

Quarterly: To calculate National Insurance contributions on a quarterly basis.

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Annual: To calculate National Insurance contributions on a yearly basis.

Add Notes and **Edit Notes** Click this link to access the NI Notes page where you enter additional notes about this employee. The link Add Notes indicates that there are no existing notes. If notes exist, the link Edit Notes is displayed.

Overriding NI Using Positive Input

This section provides an overview of overrides for NI and discusses how to:

- Enter positive input to override NI.
- Create a payee supporting element override.

Understanding Overrides for NI

Normally, National Insurance (NI) is calculated automatically during payroll processing based on the NI information you entered on the Maintain NI Data page. However, in exceptional situations you may need to override NI deductions manually using positive input.

To override NI deductions:

1. Create a positive input entry using the appropriate NI override deductions delivered for this purpose.

   When you process payroll, the system populates the normal NI deductions with the values you assign the NI override deductions in the positive input entry. You must include all the NI override deductions in your positive input entry because the system does not calculate any of the normal NI deductions when an NI override is processed.

2. Create a payee level supporting element override using the variable NI VR OVR IND.

   This supporting element override is required to trigger resolution of an alternative NI formula specifically designed for NI overrides that updates the NI accumulators correctly.

   Note. You must create the supporting element override at the payee level. Overrides created at any other level will not generate the correct results.

When you process payroll, the system generates a payee message for payees whose NI is adjusted using positive input. This helps you track NI overrides.

Note. You should only override NI for the current pay period and the NI category that is active for the current period. Do not use this method to correct NI calculations for pay periods that have been finalized.

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Pages Used to Override NI

Page Name	Object Name	Navigation	Usage
Positive Input	GP_PI_MNL_ERNDED	Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, One Time (Positive Input)	Create a positive input entry for the NI override amount.
Supporting Elements	GP_PAYEE_SOVR	Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Supporting Elements, Supporting Elements	Create a supporting element override for the variable NI VR OVR IND.

Entering Positive Input to Override NI

Access the Positive Input page.

To create a positive input entry, add a row for each NI override deduction:

1. Complete the fields on the Action tab as follows:

   Entry Type Select *Deduction.*

   Element Name Add these deductions to the positive input entry:

   NIO DD EES: To override the employee NI contributions.

   NIO DD EESRB: To override the employee NI rebate.

   NIO DD ERS: To override the employer NI amount.

   NIO DD ERSRB: To override the employer NI rebate.

   Important! You must add all the NI override deductions to the positive input entry and assign the appropriate value to each deduction. If you omit a deduction, the system assigns the value zero to the deduction.

   Action Type Select *Override.*

2. Complete the fields on the Main Components tab as follows:

   Amount Enter the NI override amount. The system uses the value to populate the normal NI deductions so it's important that this value is correct.

   Currency Code Select *GBP*.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Working with Positive Input"

Creating a Payee Supporting Element Override

Access the Supporting Elements page.

To create the payee level supporting element override:

1. Complete the Elements/Dates tab as follows:

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Element Type Select *Variable*.

Element Name Select *NI VR OVR IND*

Begin DateEnd Date Enter the current pay period begin and end dates.

2. Complete the Values tab as follows:

Numeric Values Enter *1*.

Note. You must create the supporting element override at the payee level. Overrides created at any other level will not generate the correct results.

See Also

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

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CHAPTER 10

Managing Court Orders and Student Loans

This chapter provides an overview of delivered elements and discusses how to:

- Manage court orders.
- Manage student loans.

Understanding Delivered Elements

This section discusses:

- Delivered court order and student loan deductions.
- Viewing delivered elements.

Delivered Court Order and Student Loan Deductions

This table lists the deductions that are delivered for court orders and student loans:

Element Name	Description
CO DD AEF 1	AEO Fines deduction 1
CO DD AEF 2	AEO Fines deduction 2
CO DD AEF 3	AEO Fines deduction 3
CO DD AEF1 F	Administration fee for AEF1
CO DD AEF2 F	Administration fee for AEF2
CO DD AEF3 F	Administration fee for AEF3
CO DD AEN1	AEN1 deduction
CO DD AEN2	AEN2 deduction

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Element Name	Description
CO DD AEN3	AEN3 deduction
CO DD AENF1	Administration fee for AEN1
CO DD AENF2	Administration fee for AEN2
CO DD AENF3	Administration fee for AEN3
CO DD AEP1 R	AEP1 deduction
CO DD AEP2 R	AEP2 deduction
CO DD AEP3 R	AEP3 deduction
CO DD AEPF1	Administration fee for AEP1
CO DD AEPF2	Administration fee for AEP2
CO DD AEPF3	Administration fee for AEP3
CO DD CAO CM	CMA as part of a CAO
CO DD CAO EA	EAO as part of CAO calculation
CO DD CAO F	CAO Administration fee
CO DD CCAA1	CCAA deduction 1
CO DD CCAA2	CCAA deduction 2
CO DD CCAA3	CCAA deduction 3
CO DD CCAAF1	Administration fee for CCAA1
CO DD CCAAF2	Administration fee for CCAA2
CO DD CCAAF3	Administration fee for CCAA3

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Element Name	Description
CO DD CCAP1	CCAP deduction 1
CO DD CCAP2	CCAP deduction 2
CO DD CCAP3	CCAP deduction 3
CO DD CCAPF1	Administration fee for CCAP1
CO DD CCAPF2	Administration fee for CCAP2
CO DD CCAPF3	Administration fee for CCAP3
CO DD CMA	CMA-only deduction
CO DD CMA FE	CMA fee deduction
CO DD CTA1 R	CTA deduction 1
CO DD CTA2 R	CTA deduction 2
CO DD CTA3 R	CTA deduction 3
CO DD CTAF1	Administration fee for CTA1
CO DD CTAF2	Administration fee for CTA2
CO DD CTAF3	Administration fee for CTA3
CO DD DEO1 R	Deduction for DEO1
CO DD DEO2 R	Deduction for DEO2
CO DD DEO3 R	Deduction for DEO3
CO DD DEOF1	Administration fee for DEO1
CO DD DEOF2	Administration fee for DEO2

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Element Name	Description
CO DD DEOF3	Administration fee for DEO3
CO DD DPP	Debt payment program (DPP) deduction
CO DD DPP FE	Administration fee for DPP
CO DD EAO	Earnings Arrestment deduction
CO DD EAO FE	Administration fee for EA
SL DD AMOUNT	Student loan repayment

Viewing Delivered Elements

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

Managing Court Orders

This section provides an overview of court orders and discusses how to enter employee court order data.

Understanding Court Orders

U.K. legislation requires that if an employee is issued with an order from a court or other government agency or if an employee took out a student loan after August 1998, an employer must deduct money from that employee's earnings and return it to the relevant authority.

Global Payroll for the U.K. assists you in computing and recording the amount of student loan and court order repayments that must be returned to the authorities who issue them.

Depending on the type of order, the amount of money to be paid can be determined by referring to tables published by the Court Service or by applying a percentage to a portion of earnings. Alternatively, the court or other authority making the order may advise repayment of a regular sum.

The following countries in the U.K. have separate legislation regarding orders from courts and other government agencies:

- England and Wales
- Scotland

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- Northern Ireland

This legislation refers to the priority of loans and orders; that is, the legislation refers to the sequence in which deductions should be made if an employee has a student loan and/or one or more orders to pay.

Note. You can either let the system automatically sequence court orders or use the order in which they are defined on the page.

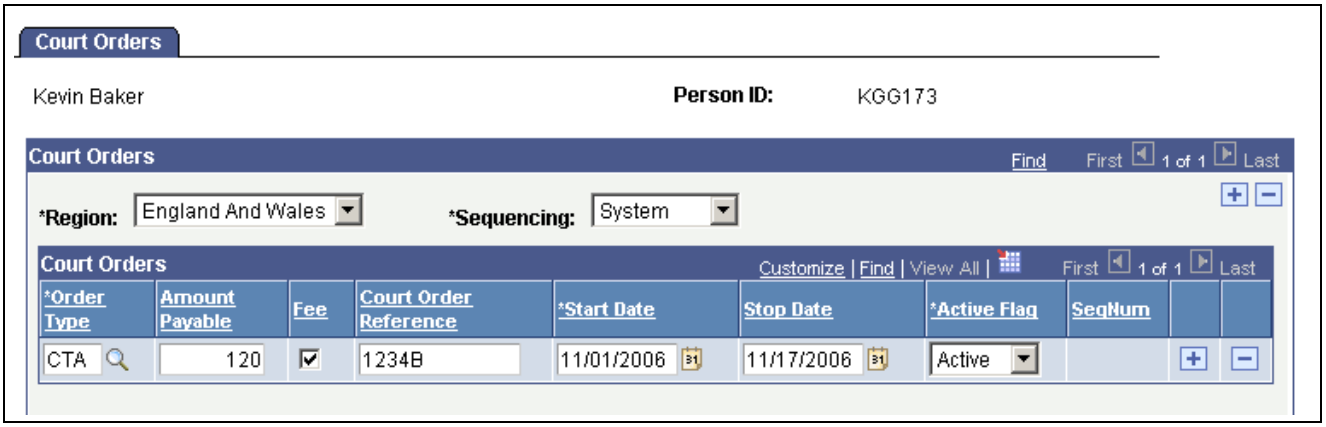
There is no legislation regarding the sequence of court orders from more than one country (for example, if an employee receives one order from England and Wales and another from Scotland). Contact the courts directly if this situation applies to an employee in your organisation.

Page Used to Enter Employee Court Order Data

Page Name	Object Name	Navigation	Usage
Court Orders	GPGB_EE_CO	Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Court Orders GBR, Court Orders	Enter statutory information about an employee who has been issued with an order from a court or other government agency.

Entering Employee Court Order Data

Access the Court Orders page.



Court Orders page

Region Select the country in which the court order was issued.

Sequencing Select the type of sequencing that you want to use. Valid values are:

System: If you select this option, when you save your information, the system automatically processes the court orders in the correct sequence.

Page Order: Select this value if you want to define the order in which the court orders are processed. If you select this value the system makes the SeqNum field available for entry.

Order Type Select the type of court order that must be paid, as notified by the court issuing the order. The order type that is available depends on the region in which the order was issued.

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Note. The type of order that you select affects whether the Normal Deduction Amount, Protected Earnings, and Amount Payable fields appear.

Order Types in England and Wales are:

AEF (Attachment — Fines)

AEN (Attachment Non-Priority)

AEP (Attachment − Priority)

CCA (Community Charge AEO)

CTA (Council Tax AEO)

DEO (Deduction from Earnings Order).

Order Types in Northern Ireland are:

AEF (Attachment — Fines)

AEN (Attachment Non-Priority)

AEP (Attachment − Priority)

DEO (Deduction from Earnings Order).

Order Types in Scotland are:

CAO (Conjoined Order)

CMA (Current Maintenance Arrestment)

DEO (Deduction from Earnings Order)

DPP (Debt Payment Program)

EAO (Earnings Arrestment Order).

Conjoined order type indicator This field is displayed if the Order Type is *CAO* (Conjoined Order) only. Select *F* (Fines), *M* (Maintenance), or *B* (Both).

Normal Deduction Amount Enter the normal deduction amount as stated by the issuing authority.

Protected Earnings Enter the protected earnings as stated by the issuing authority.

Amount Payable Enter the initial amount of debt or fines that the employee owes.

Note. Although the amount of initial debt remains constant on this page, the system reduces it by the amount of payments made each period.

Fee Select if your organisation charges employees a fee for processing court orders. The fee allowed is determined by Court Service.

Court Order Reference Enter the reference for the court order. Use this number in all correspondence with the court that issued the order.

Start Date Enter the date when deductions are to start.

Stop Date Enter a stop date if you receive notification from the court or relevant authority informing you to stop making deductions. Normally, you do not need to enter a stop date because the system automatically stops processing court orders when the employee has repaid the amount specified in the Amount Payable field.

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Active Flag	Select *Active* if you want to process the court order. If you do not, the system does not process the court order.
SeqNum (sequence number)	Displays the sequence number that determines the order in which the court orders are processed. If you select *Page Order* in the Sequencing field, you can override the default sequence.

Managing Student Loans

This section provides an overview of student loans and discusses how to enter student loan information.

Understanding Student Loans

Employers must deduct student loan repayments from the earnings of employees who took out one or more student loans after August 1998. They must then remit these student loan repayments, together with PAYE tax and NICs, to HM Revenue and Customs (HMRC). (This law has been in effect since November 1, 1999.)

Note. Student loan repayments are made on a per-pay-period basis; that is, they are non-cumulative.

HMRC sends you a start notice, informing you when to start deducting the repayments from an employee's earnings. Contributions are a fixed percentage of an employee's salary, provided that the employee earns more than the amount specified by HMRC. Once the loan has been repaid, HMRC sends you a stop notice informing you to stop making the deductions.

Global Payroll for the U.K. meets the HMRC's requirements for processing student loans, enabling you to record the amount of loan repayment deducted on these documents:

- Employee's payslip
- P11
- P45 forms

For new employees who are already making student loan repayments, their P45 forms display a *Y* in the Student Loan check box. When you enter their details on the Maintain Tax Data page and select the Student Loan Deductions check box, the system automatically creates a student loan for that employee.

See Also

Chapter 9, "Defining Payee Statutory Tax and National Insurance Details," Entering Employee Tax Details, page 94

Chapter 19, "Running Payroll Reports," page 193

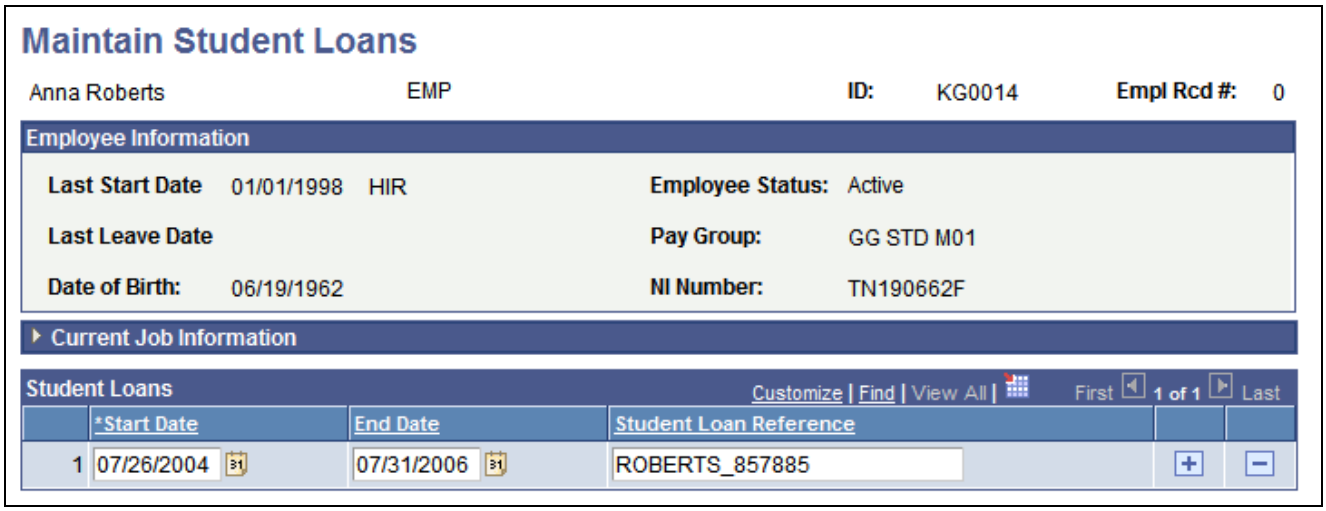
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Page Used to Enter Student Loan Information

Page Name	Object Name	Navigation	Usage
Maintain Student Loans	GPGB_EE_STLOAN	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Student Loans GBR, Maintain Student Loans	Enter student loan data for a payee.

Entering Student Loan Information

Access the Maintain Student Loans page.



Maintain Student Loans page

Start Date Select the date when employers must start deducting student loan repayments from the employee's earnings.

End Date Select the date when employers should stop deducting student loan repayments from the employee's earnings.

Student Loan Reference Enter the student loan reference for an employee. Use this reference in all correspondence with HMRC.

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CHAPTER 11

Entering Employee Pension Scheme Information

This chapter provides an overview of pension schemes and discusses how to enter standard and stakeholders pension scheme data.

Understanding Pension Schemes

This section discusses:

- Pension scheme templates.
- Delivered pension scheme deductions.
- Delivered accumulator for pensionable earnings.
- Viewing delivered elements.

Pension Scheme Templates

Global Payroll for the U.K provides you with a sample template that you can use as a starting point for processing two kinds of pension schemes: standard occupational pensions and stakeholders pensions. Because pension schemes are not a statutory requirement, you should tailor the provided template to your own requirements or create your own.

Pension schemes are created at the job level. That is, if an employee has multiple employment contracts, the employee can have different pension schemes for different contracts.

Within the two main pension types, the delivered template enables you to define these types of employee and employer contributions:

- A fixed scheme, in which an employee and an employer pay a fixed amount per pay period.
- A percentage scheme, in which both employee and employer pay a specified percentage of employee earnings per pay period.
- An additional voluntary contribution scheme, in which the employee can contribute a fixed amount or percentage.

Delivered Pension Scheme Deductions

This section lists the deductions that Global Payroll for the U.K. delivers for the standard and stakeholder pension schemes.

Standard Pension Scheme

This table lists the deductions for standard pension schemes:

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Deduction	Description
PEN DD EE	Deduction to process standard employee pension deduction.
PEN DD ER	Deduction to process the standard employer pension deduction.

Stakeholder Pension Scheme

This table lists the deductions for stakeholder pensions:

Deduction	Description
STK DD EEAMT	Deduction to process the stakeholder pension employee amount.
STK DD ERAMT	Deduction to process the stakeholder pension employer amount.
STK DD EEPCT	Deduction to process the stakeholder pension employee percent.
STK DD ERPCT	Deduction to process the stakeholder pension employer percent.

Delivered Accumulator for Pensionable Earnings

The accumulator GBR AC PENBL SEG is delivered for storing total pensionable earnings. Pension contributions that are based on a percentage of earnings are calculated using this accumulator. You need to ensure that the relevant earning elements contribute to this accumulator.

Viewing Delivered Elements

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

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Entering Standard and Stakeholders Pension Scheme Data

This section discusses how to:

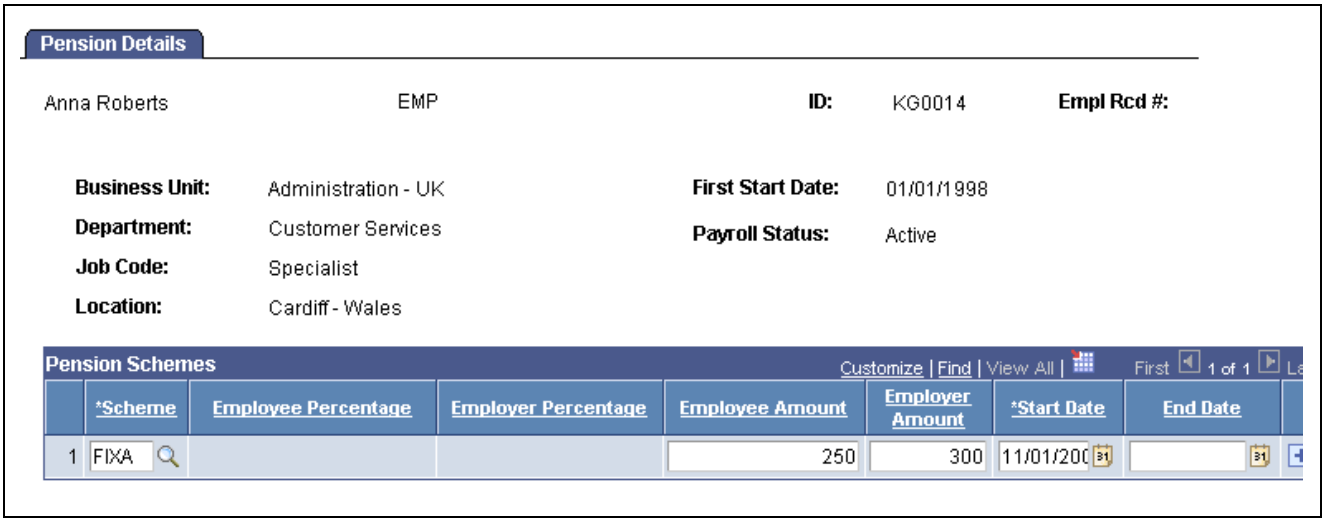
- Enter standard pension scheme data.
- Enter stakeholder pension scheme data.

Pages Used to Enter Employee Pension Scheme Data

Page Name	Object Name	Navigation	Usage
Pension Details	GPGB_EE_PENSION	Global Payroll & Absence Mgmt, Payee Data, Pension Information, Assign Scheme GBR, Pension Details	Enter standard pension scheme data for an employee.
Stakeholders	GPGB_EE_STKHLD	Global Payroll & Absence Mgmt, Payee Data, Pension Information, Stakeholders Pension GBR, Stakeholders	Enter stakeholders pension scheme data for an employee.

Entering Standard Pension Scheme Data

Access the Pension Details page.



Pension Details page

Pension Schemes

Scheme Select the type of pension scheme that you require:

FIXA (fixed scheme A)

PCTB (percentage scheme B).

AVC1 (additional voluntary contributions)

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Employee Percentage This field is available for entry only if you select either the *PCTB* or *AVC1* in the Scheme field. Enter the percentage of employee earnings that the employee pays into the pension scheme.

Employer Percentage This field is available for entry only if you select the *PCTB* in the Scheme field. Enter the percentage of employee earnings that the employer pays into the pension scheme.

Employee Amount This field is available for entry only if you select either the *FIXA* or *AVC1* in the Scheme field. Enter the fixed amount of money that an employee pays into the pension scheme each pay period.

Employer Amount Enter the amount of money that an employer pays into the pension scheme each pay period. This field is not available if you select *AVC1* in the Scheme field.

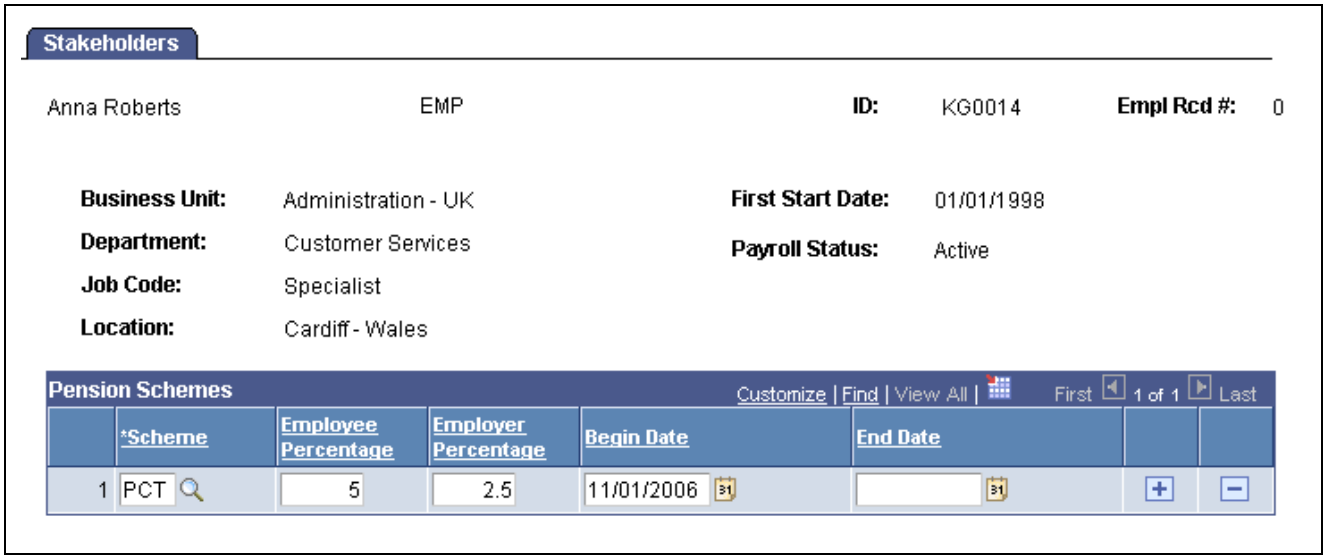
Start Date Select the start date when the pension scheme is processed.

End Date Select the end date when the pension scheme is processed.

Note. You can create multiple rows for the same employee as long as the scheme type is not the same. For example, you can create a pension scheme based on percentage contributions and then create a new row for an additional, voluntary contribution of a fixed amount.

Entering Stakeholders Pension Scheme Data

Access the Stakeholders page.



Stakeholders page

Pension Schemes

Scheme Select the type of pension scheme that you require. Valid values are:

AMT (fixed amount scheme)

PCT (percentage scheme).

Employee Percentage This field is available for entry only if you enter *PCT* in the Scheme field. Enter the percentage of employee earnings that the employee pays into the pension scheme.

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Employer Percentage This field is available for entry only if you enter *PCT* in the Scheme field. Enter the percentage of employee earnings that the employer pays into the pension scheme.

Employee Amount This field is available for entry only if you enter *AMT* in the Scheme field. Enter the fixed amount that an employee pays into the pension scheme each pay period.

Employer Amount This field is available for entry only if you enter *AMT* in the Scheme field. Enter the amount that the employer pays into the pension scheme each pay period.

Begin Date Select the start date when the pension scheme is processed.

End Date Select the end date when the pension scheme is processed. The End Date is a mandatory field.

Note. Create multiple rows for the same employee as long as the scheme type is not the same. For example, you can create a pension scheme based on percentage contributions and then create a new row for an additional, voluntary contribution of a fixed amount.

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CHAPTER 12

Administering Loans

This chapter provides an overview of loan deductions and discusses how to:

- Enter payee loan information.
- Override loan repayment amounts.
- Process loans.
- View payees' processed loans.

Understanding Loan Deductions

This section lists prerequisites and discusses:

- Delivered loan deduction.
- Viewing delivered elements.

Prerequisites

Before you can enter and process payee loans, you must:

- Define loan types for your organisation.
- Set up the processing structure to include loans.

  Global Payroll for the U.K. delivers a loans section that is included in the delivered payroll process list. You can use the delivered structure or create your own sections and process lists.

See Also

Chapter 6, "Setting Up Share Schemes and Loans," Setting Up Employee Loan Types, page 63

Delivered Loan Deduction

These two deductions are used to process loan repayments:

- LOA DD LOAN (employee loan).

  Use this deduction for the normal loan repayment. This deduction is only processed if you enter loan information for a payee on the Employee Loans page. You can override the deduction amount using positive input (with supporting element overrides).

  For payees with more than one loan, the payroll process resolves the deduction multiple times. Multiple resolution is described in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook.*

- LOA DD EXCEP (loans — exceptional repayment).

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Use this deduction for processing exceptional loan payments. An exceptional payment reduces the loan balance but is not deducted from net pay.

See Also

Chapter 12, "Administering Loans," Overriding Loan Repayment Amounts, page 130

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

Viewing Delivered Elements

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

This section discusses how to:

- Enter employee loan data.
- Record loan beneficiaries.
- Enter loan interest for P11D reporting.

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Pages Used to Enter Payee Loan Repayments

Page Name	Object Name	Navigation	Usage
Employee Loans	GPGB_EE_LOAN_DT	Global Payroll & Absence Mgmt, Payee Data, Loans, Maintain Loans GBR, Employee Loans	Set up and adjust loan data for payees. Use this page to specify the loan type, loan amount, the interest rate and amount.
Comments	GPGB_COM_SEC	Click the Comments link on the Employee Loans page.	Enter comments related to the loan, if required.
Loan Beneficiaries	GPGB_EE_LOAN_BN	Global Payroll & Absence Mgmt, Payee Data, Loans, Maintain Loans GBR, Loan Beneficiaries	Enter the names of the beneficiaries of a loan.
P11D Loan Interest	GPGB_EE_LOAN_IN	Global Payroll & Absence Mgmt, Payee Data, Loans, Maintain Loans GBR, P11D Loan Interest	Record the interest paid by the payee for each tax year during the repayment period. The information entered on this page is used for P11D reporting.

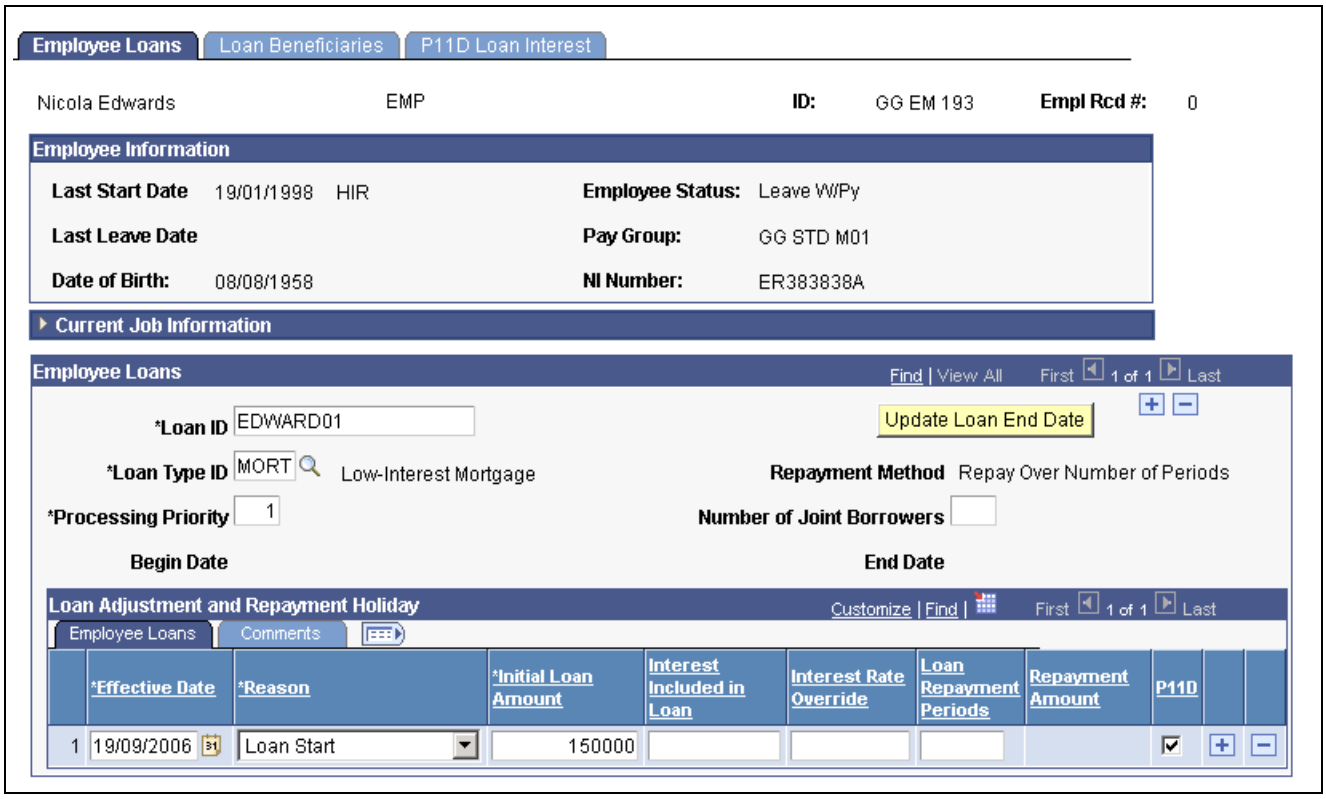
See Also

Chapter 22, “Extracting P11D Information,” page 233

Entering Employee Loan Data

Access the Employee Loans page.

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Employee Loans page

Loan ID Enter a unique identifier for each employee loan. This can be any identifier you require. The loan ID is used as *user key1* for the loan accumulators.

Loan Type ID Select the loan type. You define loan types on the Loan type page. The Loan Type ID is used as *user key2* for the loan accumulators and is used as an identifier to set up deduction recipients.

See Chapter 17, "Running the Banking Processes," Setting Up Deduction Recipients, page 175.

Repayment Method Displays the repayment method:

Repay Fixed Amount Per Period: Payee pays a fixed amount each pay period.

Repay Over Number of Periods: Payee pays the loan over a fixed number of pay periods.

The repayment method is defined when you set up loan types on the Loan Type page.

See Chapter 6, "Setting Up Share Schemes and Loans," Setting Up Employee Loan Types, page 63.

Processing Priority If an employee has multiple employee loans, assign each loan a priority. Priority determines the order in which the loans are processed. The lower the number, the higher the priority.

Number of Joint Borrowers Enter the number of borrowers for joint loans. This information is required for P11D reporting.

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Begin Date Displays the start date for the loan. This is the date you entered for the *Loan Start* row in the Loan Adjustment and Repayment Holiday group box.

This date is used in P11D reporting.

End Date Displays the date on which the loan was repaid or loan processing was terminated. The system populates this field when:

- The loan is repaid in full.
- An employee is terminated.
- You enter a Reason of *Stop Loan* on this page.

The Update Loan End Date button updates the End Date field if loan processing results exist.

This date is used in P11D reporting.

See Chapter 12, "Administering Loans," Understanding Loan Processing, page 133.

Update Loan End Date Click this button to update the End Date field. The system checks loan processing results and populates the End Date field if the payroll has been finalised and the loan has been repaid, or the employee was terminated. A warning message appears if the system does not find a value to populate the end date (because the loan balance is greater than zero or the payroll results are not finalized).

Loan Adjustment and Repayment Holiday - Employee Loans

Use this group box to:

- Define the loan start date and loan repayment information when you add a loan initially.
- Make adjustments to existing loans.

Access the Employee Loans tab.

Effective Date Enter the loan start date, loan end date, or date of the changes to the loan data, according to the reason you select.

For the loan start date, enter the date when the first repayment is made. The first loan repayment is taken out of the employee's earnings in the pay period within which the start date falls.

Reason Select a reason for the change to the loan information. Options are:

Loan Start: Use this to define the loan data initially. You cannot save this page without a row for the loan start information.

Stop Loan: Indicates when the loan was repaid or loan processing was terminated. The system inserts a *Stop Loan* row when the loan is repaid or when a payee is terminated. You can also add a row manually to force the system to stop processing a loan.

See Chapter 12, "Administering Loans," Understanding Loan Processing, page 133.

Holiday Suspend Recovery: Stop loan processing temporarily. You can only suspend loan deductions if the loan type allows repayment holidays.

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See Chapter 6, "Setting Up Share Schemes and Loans," Setting Up Employee Loan Types, page 63.

Holiday Resume Recovery: Restart loan processing after a repayment holiday. This reason must follow a *Holiday Suspend Recovery* row.

Interest/Amount Change: Select to make an adjustment to the loan amount or the interest included in the loan.

P11D Reporting: Select if there is a change in P11D reporting.

Revised Repayment Plan: Select to change the repayment amount or the number of repayment periods. Depending on the repayment method for the loan, the system makes the Loan Repayment Periods or the Repayment Amount field available when you select this reason.

Initial Loan Amount Enter the initial amount of the loan that was taken out by the employee. The value you enter must include interest. This field is available when you select *Loan Start* or *Interest/Amount Change* only in the Reason field.

Interest Included in Loan Enter the total interest paid on the loan.

Interest Rate Override Enter the interest rate for the payee's loan, if the default interest rate for the loan type does not apply. The default interest rate is defined on the Loan Type page.

Loan Repayment Periods Enter the number of periods over which the loan is to be repaid. Periods are determined by the frequency of the pay period that you defined. This field is not available if the repayment method is *Repay Fixed Amount Per Period.*

You can adjust the repayment period for existing loans if you select *Revised Repayment Plan* or *Interest/Amount Change* in the Reason field.

Repayment Amount Enter the amount that is deducted from the payee's net pay each pay period. You can change the repayment amount if you select *Holiday Resume Recovery, Revised Repayment Plan*, or *Interest/Amount Change* in the Reason field.

If the repayment method is *Repay Over Number of Periods* this field is not editable. Instead, the system calculates and displays the repayment amount (initial loan amount divided by the number of loan repayment periods).

P11D Select this check box if the loan should be included in the payee's P11D report. The system displays the default for the loan type but you can override the default if required. This field is available if you select *Loan Start* or *P11D Reporting* in the Reason field.

Loan Adjustment and Repayment Holiday - Comments

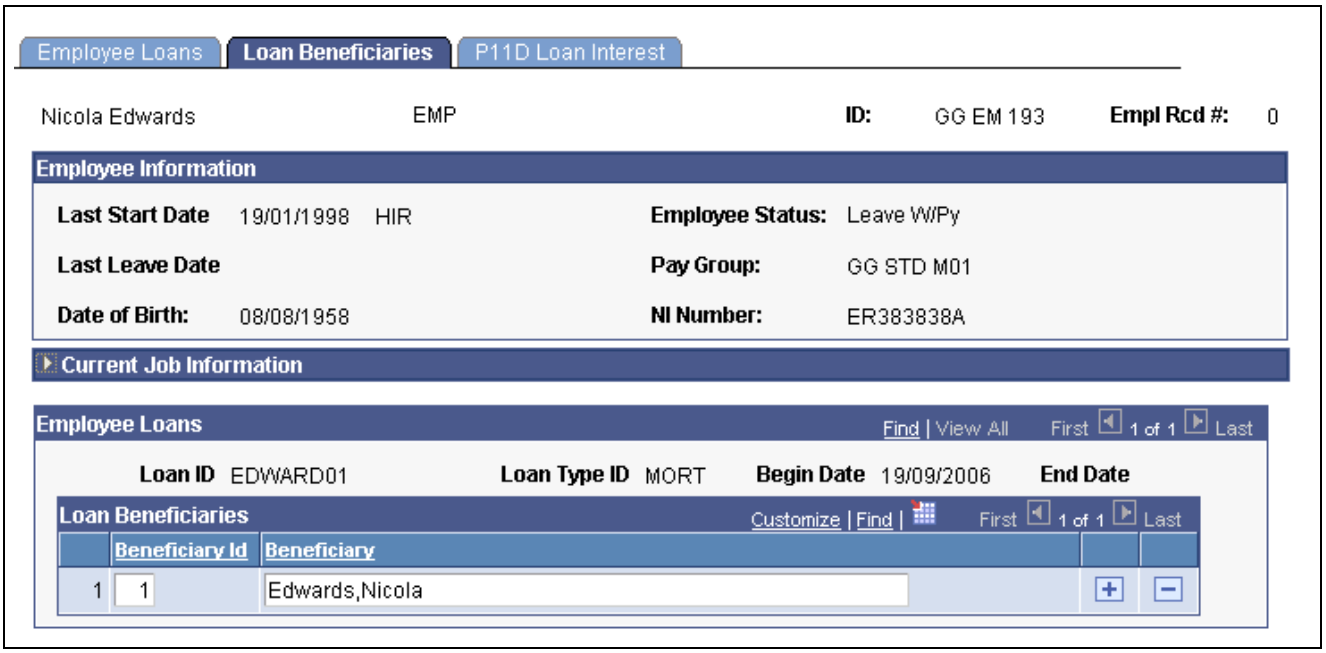
Access the Comments tab.

Comments Click this link to access the Comments page where you can enter comments if required.

Recording Loan Beneficiaries

Access the Loan Beneficiaries page.

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Loan Beneficiaries page

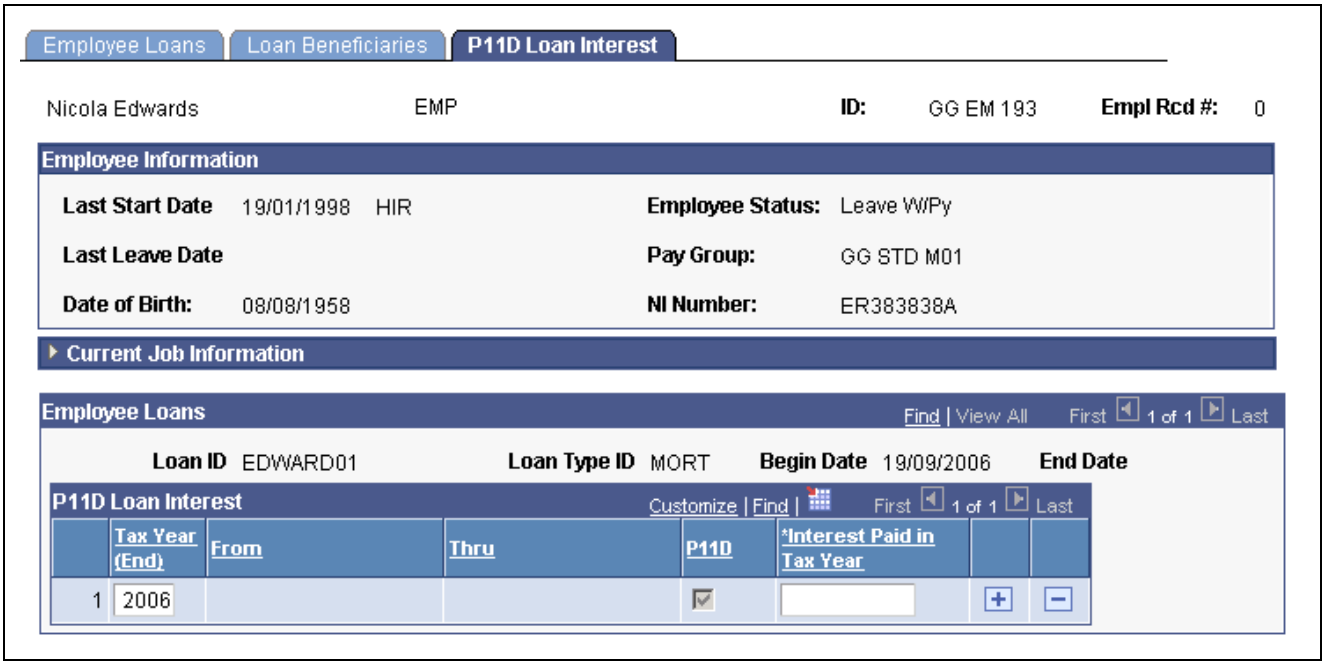
The beneficiary information is not used in loan processing or P11D reporting. The data is for information only.

Beneficiary Id Enter a number for each beneficiary. The system automatically increments this value, but you can override this value.

Beneficiary Enter the name of the person or persons to whom the loan was paid.

Entering Loan Interest for P11D Reporting

Access the P11D Loan Interest page.



P11D Loan Interest page

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Tax Year (End), From, and **Thru**	Enter the year in which the loan is reported to HM Revenue and Customs (HMRC). The system displays the start and end dates for the tax year in the From and Thru fields.
P11D	Indicates if the report is included on the payee's P11D report for the reportable tax year. This is determined by the setting of the P11D check box on the Employee Loans page as at the end of the tax year you specified.
Interest Paid in Tax Year	Enter the interest paid during the tax year. This information is included in the P11D report.

Overriding Loan Repayment Amounts

This section provides an overview of overrides for loan repayments and discusses how to:.

- Enter positive input to override loan repayments
- Enter positive input using delivered template.

Understanding Overrides for Loan Repayments

The amount deducted each pay period to repay a loan is defined on the Employee Loans page. When you enter an employee loan, you either define the repayment amount or the system calculates the repayment amount based on the repayment period.

However, there are times when you need to adjust the repayment amount for one pay period. There are 3 ways in which you can vary the repayment amount. Using positive input, you can enter an:

- Override amount

  An override specifies the amount to deduct from the payee's net pay. This overrides the normal repayment amount, that is defined on the Employee Loans page, for the selected pay period.

- Additional amount

  If you specify an additional amount, the system resolves the loan deduction twice. Once for the normal repayment amount and a second time for the additional amount. For example, if the repayment amount is 150GBP but the payee wants to pay 50GBP extra for one pay period, you enter a positive input entry for 50GBP.

- Exceptional amount

  An exceptional payment is not deducted from a payee's net pay, but is deducted from the loan balance. For example, if a payee repays a lump sum payment of 1000GBP by cheque (in addition to their normal repayment amount), you enter positive input for 1000GBP using the deduction LOA DD EXCEP. This ensures that the amount is not deducted from net pay.

Note. When you enter positive input for loans, you must enter a supporting element override to specify the loan ID and the loan type. Set the variable LN VR LOAN ID to the loan ID and variable LN VR LOAN TYPE to the loan type of the loan id. This is explained in detail in the next two sections.

You can enter positive input in two ways, using the Positive Input page or using the template that is delivered for loans.

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See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Working with Positive Input"

Pages Used to Override Loan Repayment Amounts

Page Name	Object Name	Navigation	Usage
Positive Input	GP_PI_MNL_ERNDED	Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, One Time (Positive Input)	Create the positive input entry for a employee for a selected pay period. Select the loan deduction element and specify the override, additional, or exceptional amount.
Positive Input - Details	GP_PI_MNL_SEC	Click the Details button on the Positive Input page.	Create supporting element overrides to specify the loan ID and loan type.
Positive Input by Template	GP_PI_BULK_SSN	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Manage Positive Input by Tmplt, Positive Input by Template	Use the template delivered for the U.K. to enter positive input for loans.

Entering Positive Input to Override Loan Repayments

Access the Positive Input page.

To create a positive input entry for the selected employee:

1. Complete the fields on the Action tab as follows:

   Entry Type Select *Deduction.*

   Element Name Select one of these elements:

   LOA DD LOAN: If the amount must be deducted from net pay.

   LOA DD EXCEP: If the positive input is for an exceptional payment, which is not deducted from net pay. When this deduction is processed, it reduces the loan balance but is not deducted from net pay.

   Action Type Select one of these options:

   *Override:*To override the repayment amount for the pay period.

   *Additional:*To enter an additional repayment amount or an exceptional amount.

2. Complete the fields on the Main Components tab as follows:

   Amount Enter the override, additional, or exceptional amount.

   Currency Select *GBP.*

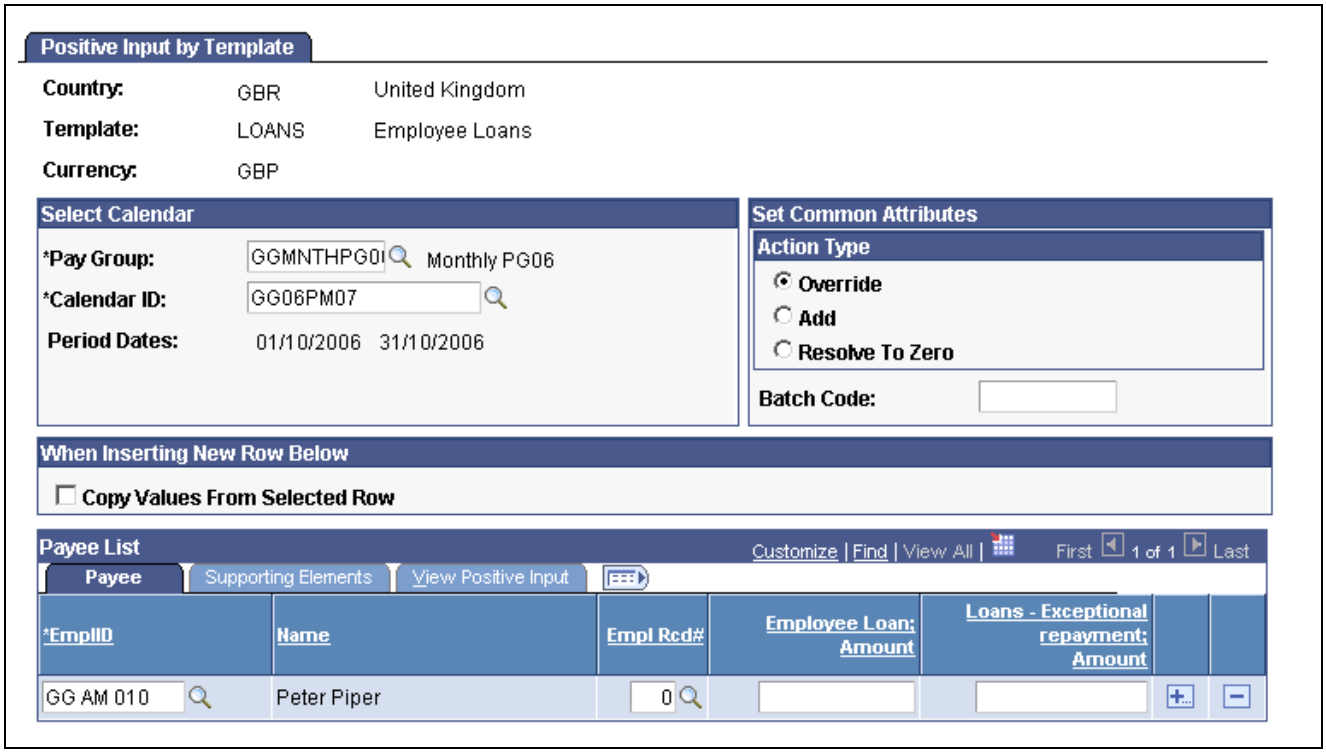
3. Click the Details link to access the Positive Input - Details page and enter supporting element overrides to define the loan ID and loan type:

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Element Entry Type	Element Name	Character Value
Variable	LN VR LOAN ID.	Enter the loan ID
Variable	LN VR LOAN TYPE	Enter the loan type

Entering Positive Input Using Delivered Template

Access the Positive Input by Template page.



Positive Input by Template page

Action Type Select one of these options:

Override: To override the repayment amount for the pay period.

Add: To enter an additional repayment amount or an exceptional amount.

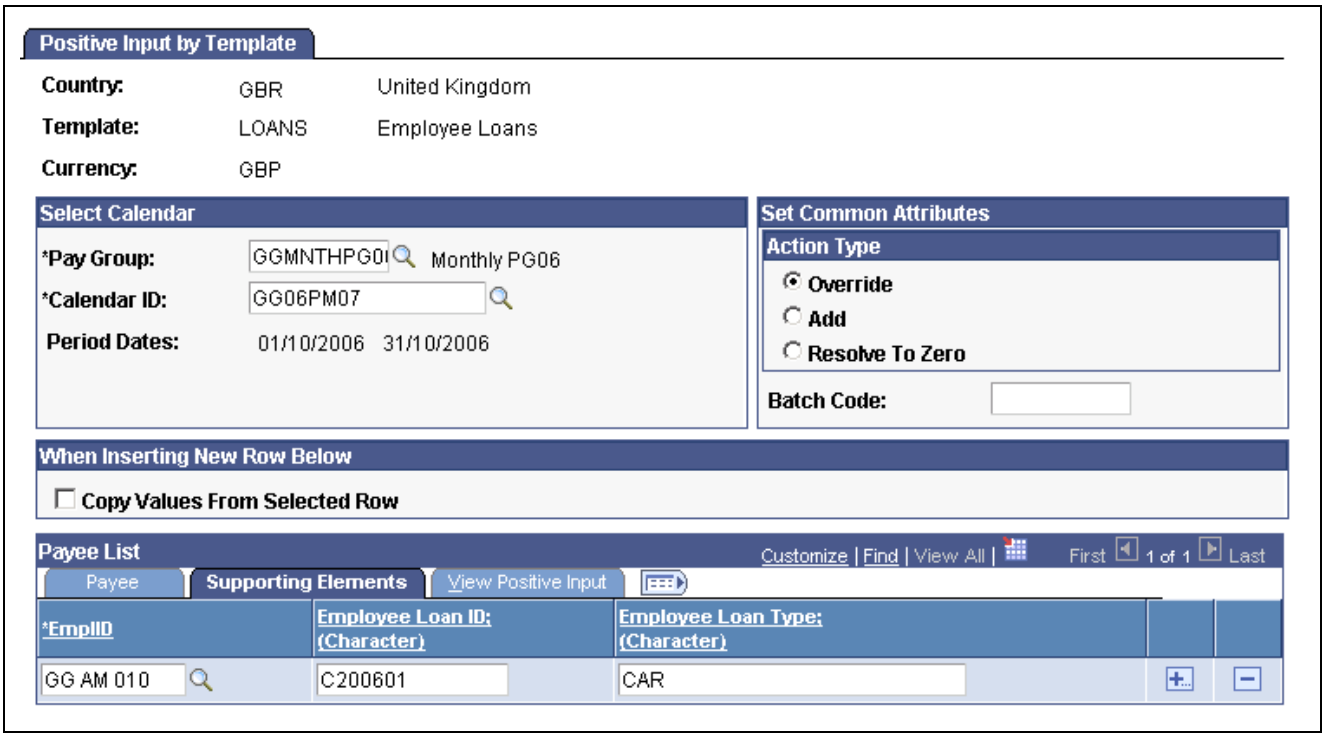
Employee Loan: Amount Enter the override or additional amount. Leave this field blank if the positive input is for an exceptional amount.

Loan – Exceptional repayment: Amount Enter the exceptional amount. Leave this field blank if the positive input is for an override or additional amount.

Supporting Elements

Access the Supporting Elements tab.

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Positive Input by Template page: Supporting Elements tab

Employee Loan ID (Character) Enter the loan ID defined for this loan on the Employee Loans page.

Employee Loan Type (Character) Enter the loan type.

Processing Loans

This section provides overviews of loan processing, multiple resolution of loan deductions, and the Update Loan End Date Process, and discusses how to run the Update Loan End Date process.

Understanding Loan Processing

Loan deductions are calculated and processed in the normal payroll process. Loans are a post-tax deduction and processed after statutory deductions for tax, National Insurance (NI), court orders, and student loans.

Loan processing checks:

- For loan repayment holidays.

  If there is a repayment holiday defined within the pay period, the loan isn't processed. When you view payee messages you will see the message "Loan Repayment Holiday detected (17135,422)"

- Whether the loan has been repaid or stopped.

  If the loan has been repaid, the employee terminated, or the loan stopped, you will see the payee message "Last repayment made this period (17135,423)"

- For positive input entries.

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The system checks whether positive entries for loans are for loan IDs that are being processed in pay period. If a positive input entry is for a loan ID that will not be processed in the period, you will see the payee message "Positive Input for Loan Id %1 incorrect (17135,424)"

The system writes the amounts processed for the pay period to a writable array. You can view the data in this writable array using the Loan Review page.

See Chapter 12, "Administering Loans," Viewing Payees' Processed Loans, page 136.

After you have run and finalised payroll for the pay period, you need to run the Update Loan End Date application engine process. The purpose of this process is to update the employee loans table with a loan end date when loans have been repaid.

Note. The Update End Date button on the Employee Loans page performs the same function as the Update Loan End Date process for an individual payee.

Understanding Multiple Resolution of Loan Deductions

Employee loans use one loan deduction, LOA DD LOAN, to process loan repayments. A driver accumulator generates multiple resolutions of this deduction.

Multiple resolutions of the loan deduction, LOA DD LOAN, are driven by the accumulator LOA AC LOAN DRV. This accumulator has two user fields:

User Field	Element	Description
User Field 1	LN VR LOAN ID	Identifies loan ID
User Field 2	LN VR LOAN TYPE	Identifies loan type

Example: Multiple Resolutions of Loan Deduction

In this example, the payee has three loans:

Loan ID	Loan Type	Repayment Amount (GBP)
CAR2005	CAR	300
SSNT2005	SSNT	150
SSNT2006	SSNT	200

When this is processed in payroll, it creates three instances of the driver accumulator:

User Field1	User Field 2	Repayment Amount (GBP)
CAR2005	CAR	300
SSNT2005	SSNT	150
SSNT2006	SSNT	200

This creates three instances of the deduction LOA DD LOAN in the payroll results:

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Instance	Amount
1	300
2	150
3	200

Understanding the Update Loan End Date Process

Loan deductions are calculated and processed in the normal payroll process. However, the payroll process does not update the loan end date that determines whether the loan is processed in the next pay period.

After you have run and finalised payroll for the pay period, you need to run the Update Loan End Date application engine process (GPGB_LOAN). The purpose of this process is to update the employee loans table with a loan end date when loans have been repaid or loan processing or the employee is terminated. The process checks the most recent finalised payroll results for employees with active loans. If a loan has been repaid or the employee was terminated in the pay period, the process inserts a row in the employee loan table with a *Stop Loan* reason and populates the Loan End Date field with the pay period payment date. The next time you run the payroll process, the employee loans that have an end date are not processed.

You can run the process manually or schedule the process to run at regular intervals automatically.

Payroll administrators can use the Update End Date button on the Employee Loans page to perform the same function as the Update Loan End Date process for an individual payee.

See Also

Chapter 12, "Administering Loans," Entering Employee Loan Data, page 125

Page Used to Update Loan End Dates

Page Name	Object Name	Navigation	Usage
Update Loans End Date	GPGB_RC_LOAN_UPD	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Update Loans End Date GBR, Update Loans End Date	Run the Update Loan End Date application engine process (GPGB_LOAN).

Running the Update Loan End Date Process

Access the Update Loans End Date page.

Stream Number If you use streams in your payroll processing, select the stream you want to process and the system displays the range of employee IDs included in that stream.

When the Update Loan End Date process has completed, view the message log to see which employee loans have been updated. The log lists the employee ID, loan ID, loan type and the end date.

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Viewing Payees' Processed Loans

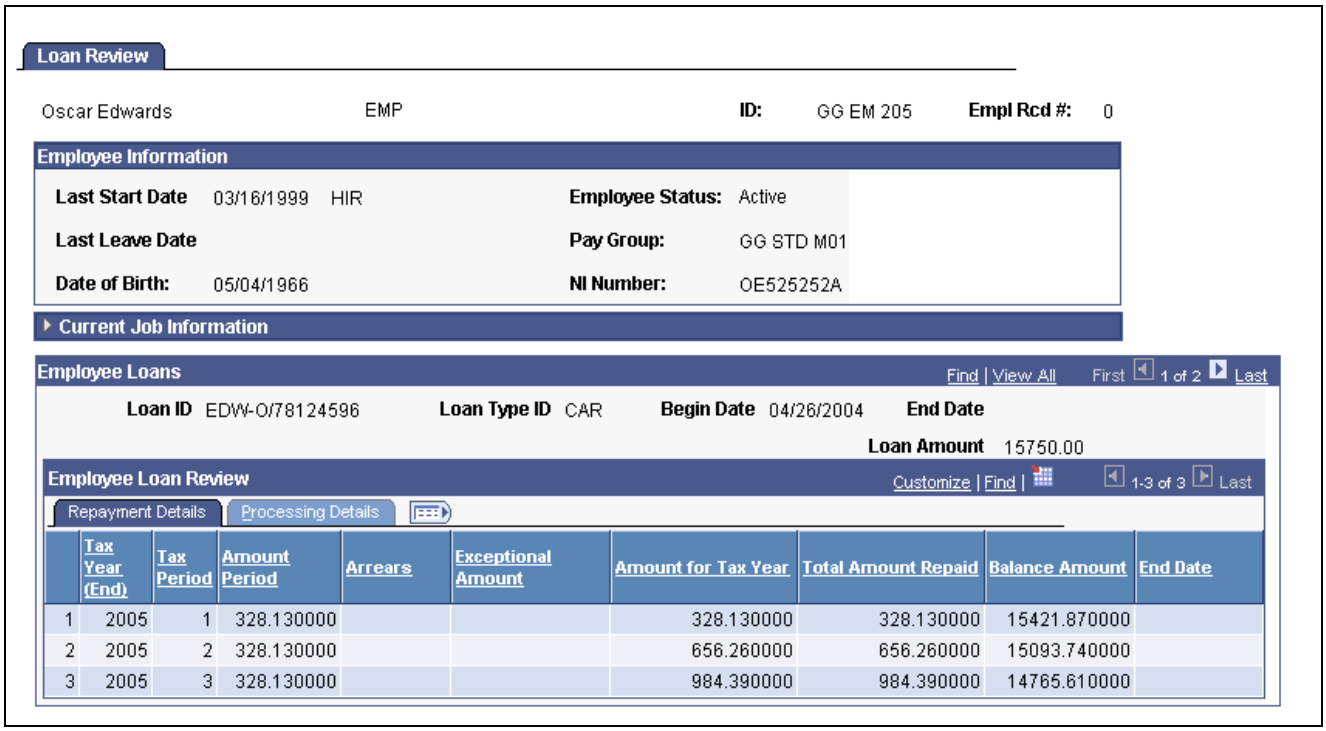
This section discusses how to view processed loans.

Page Used to View Processed Loan

Page Name	Object Name	Navigation	Usage
Loan Review	GPGB_EE_LOAN_RV	Global Payroll & Absence Mgmt, Payee Data, Loans, Review Loans GBR, Loan Review	Review details of payee loans that have been processed. The page shows the amounts deducted, total amounts repaid, and the outstanding balance.

Viewing Processed Loans

Access the Loan Review page.



Loan Review page

This page displays loan information from the latest payroll results.

Tax Period Displays the tax period.

Amount Period Displays the repayment amount for the tax period.

Arrears Displays the arrears for the pay period. Loan repayments can go into arrears if you select the Perform Net Pay Validation check box on the Arrears page for the loan deduction LOA ADD LOAN. If the employee's net pay is too low to deduct the normal repayment amount, this field displays the arrears amount.

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See Chapter 6, "Setting Up Share Schemes and Loans," Modifying and Updating the Loan Deduction, page 63.

Exceptional Amount Displays the exceptional amount paid by the payee during the pay period. Exceptional amounts are not deducted from the payee's net pay but reduce the outstanding balance.

See Chapter 12, "Administering Loans," Understanding Overrides for Loan Repayments, page 130.

Amount for Tax Year Displays the total amount repaid this tax year, including exceptional amounts.

Total Amount Repaid Displays the total amount repaid to date.

Balance Amount Displays the amount outstanding.

End Date Displays the date on which the loan was repaid in full or the date when loan processing was terminated. Loan processing may stop before a loan is repaid if a payee is terminated or you manually stop loan processing.

The end date is populated by the Update Loan End Date process or by using the Update Loan End Date button on the Employee Loans page.

See Chapter 12, "Administering Loans," Entering Employee Loan Data, page 125.

Processing Details

Access the Processing Details tab.

This tab displays calendar group, segment details, and the payment date.

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CHAPTER 13

Administering Share Save and Share Buy Schemes

This chapter provides an overview of share scheme administration and discusses how to:

- Enter employee share scheme information.
- Process share scheme contributions.

Understanding Share Scheme Administration

This section lists prerequisites and discusses:

- Delivered share scheme deductions.
- Delivered share scheme earnings.
- Viewing delivered elements.

Prerequisites

Before you can enter and process share scheme contributions, you must:

- Set up share scheme types, share scheme limits, and share scheme definitions.
- Set up your processing structure to include share scheme processing.

  Two sections are delivered for share schemes that are included in the payroll process list. You can use the delivered structure or create your own sections and process lists.

See Also

Chapter 6, "Setting Up Share Schemes and Loans," page 51

Delivered Share Scheme Deductions

These deduction elements are delivered for share scheme contributions that you can use as a basis when creating your own elements:

- SS DD SVE AA (share save actual amount).

  Use this deduction for the actual amount deducted for the pay period. Depending on payees' level of net pay, the actual amount deducted may differ from the contribution defined on the Save page in the Assign Share Scheme GBR component.
- SS DD SVE NA (share save normal amount).

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Use this deduction for the full contribution for the pay period if you need to record and report the full contribution due as well as the actual amount deducted. This is optional. The amount is defined at payee level on the Save page.

- SS DD BUY AA (share buy actual amount).

  Use this deduction for the actual amount deducted for share buy contributions, where the contribution is based on a fixed amount. Depending on payees' net pay, the actual amount may differ from the contribution defined on the Buy page in the Assign Share Scheme GBR component.

- SS DD BUY NA (share buy normal amount).

  Use this deduction for the full contribution for the pay period if you need to record and report the full contribution due as well as the actual amount deducted. This is optional. This amount is defined at payee level on the Buy page.

- SS DD BUY AP (share buy actual percentage).

  Use this deduction for the actual percentage of earnings that is deducted for share buy contributions, where the contribution is based on a percentage. Depending on payees' net pay, the percentage actually deducted may differ from the contribution defined on the Buy page in the Assign Share Scheme GBR component.

The deductions that are used for share scheme deductions are specified on the Share Scheme Definition page. Your organisation may use different deductions for each share scheme ID or use the same deduction for multiple share schemes.

Delivered Share Scheme Earnings

These earnings elements are delivered for share scheme refunds:

- SS ER SVE CR (share save contribution return).

  Use this earning for refunding payees' contributions and bonus amounts. This earning is not taxable because the contributions are post-tax deductions.

- SS ER SVE RB (share save residual balance).

  Use this earning for refunding any balance that remains after purchasing shares. This earning is not taxable because the contributions are post-tax deductions.

- SS ER BUY CR (share buy contribution return).

  Use this earning for refunding payees' contributions. This may occur when the employee leaves the scheme and deductions are continued after the stop date due to late notification. This earning is taxable because the contributions are pre-tax deductions.

- SS ER BUY RC (share buy residual cash).

  Use this earning for refunding any balance that remains after purchasing shares. This earning is taxable because the contributions are pre-tax deductions.

- SS ER BUY TX (share buy taxable sale).

  Use this earning to record share buy sales that are subject to tax.

- SS ER SVE NT (share buy non-taxable sale).

  Use this earning to record share buy sales that are non-taxable.

There is no automatic processing associated with these earnings. If you want to process refunds use positive input to specify the payee and amount.

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See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Working with Positive Input"

Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for the United Kingdom. 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 Employee Share Scheme Information

This section discusses how to

- Enter employee share save information.
- Enter employee share buy information.
- Enter contribution holidays.

Pages Used to Enter Share Scheme Information

Page Name	Object Name	Navigation	Usage
Save	GPGB_EE_SS_SVE	Global Payroll & Absence Mgmt, Payee Data, Assign Share Schemes GBR, Save	Enrol payees in a share save scheme. **Note.** If your organisation has eligibility rules associated with share schemes you must check that payees meet those criteria before enroling them. Global Payroll for the U.K. doesn't perform any eligibility checking.

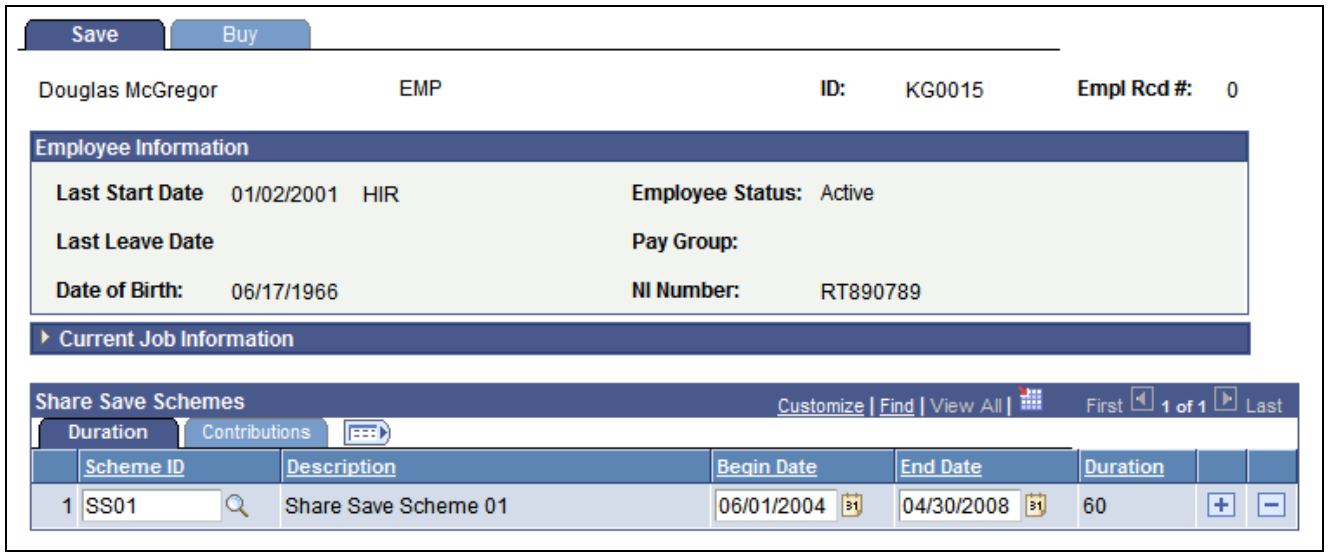
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Page Name	Object Name	Navigation	Usage
Contribution Holiday	GPGB_EE_SS_HOL_SEC	Click the Holiday link on the Save page.	Enter the begin and end dates and duration of contribution holidays. These are periods when payees suspend contributions to share schemes. The share save scheme definition defines whether contribution holidays are allowed, the maximum duration of holidays and how contributions that were due during the contribution holiday period are collected.
Contribution Holiday Notes	GPGB_EE_SS_CMT_SEC	Click the Add Notes link on the Contribution Holiday page.	Enter comments about the contribution holiday.
Buy	GPGB_EE_SS_BUY	Global Payroll & Absence Mgmt, Payee Data, Assign Share Schemes GBR, Buy	Enrol payees into a share buy scheme. **Note.** If your organisation has eligibility rules associated with share schemes you must check that payees meet those criteria before enroling them. Global Payroll for the U.K. doesn't perform any eligibility checking.
Share Save Contribution Holiday	GPGB_EE_SS_HOL	Global Payroll & Absence Mgmt, Payee Data, Share Save Holidays GBR, Share Save Contribution Holiday	Enter the begin and end dates and duration of contribution holidays. These are periods when payees suspend contributions into share save schemes. The share save scheme definition defines whether contribution holidays are allowed, the maximum duration of holidays and how contributions that were due during the contribution holiday period are collected.

Entering Employee Share Save Information

Access the Save page.

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Save page

Scheme ID Select the share save scheme that the payee wants to join. The system displays only those share schemes defined with a share scheme type of share save that are open for enrolment. If the Enrolment Locked check box is selected on the Share Scheme Definition page, the share scheme is not available in this field.

Begin Date and **End Date** Enter the date that the payee joined the share scheme and the date that the scheme will cease. The default end date is the scheme end date. If employee override is allowed and this applies to the payee, enter the revised end date

Duration Displays the duration (in months) of the share save scheme you selected. If the share scheme definition allows employee override, you can modify the default duration.

See Chapter 6, "Setting Up Share Schemes and Loans," Setting Up Share Scheme Definitions, page 56.

Share Save Schemes — Contributions

Access the Contributions tab.

Account Number Enter the payee's account number issued by the share system administrators.

Amount Enter the payee's contribution to the scheme each pay period. The amount must be within the minimum and maximum contributions defined for the share scheme. If payees are enroled in more than one share save scheme, their total contributions across all share save schemes must be within the statutory limits defined on the Share Scheme Limits page.

See Chapter 6, "Setting Up Share Schemes and Loans," Pages Used to Define Share Schemes, page 55.

See Chapter 6, "Setting Up Share Schemes and Loans," Setting Up Share Scheme Limits, page 56.

Holidays Displays *Yes* or *No* to indicate whether contribution holidays already exist for the payee.

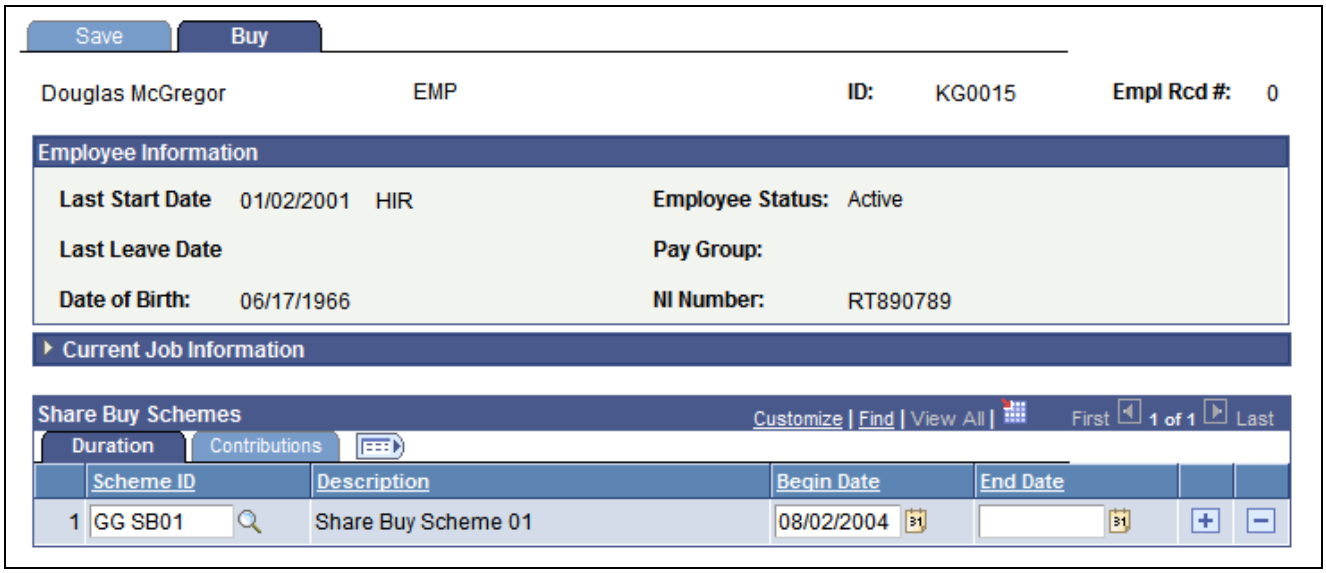
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If the field displays *No* and the Holiday link doesn't appear, the scheme doesn't allow contribution holidays.

Holiday Click this link to access the Contribution Holiday page where you can view and add contribution holiday dates. This link is only displayed for schemes that allow contribution holidays.

Entering Employee Share Buy Information

Access the Buy page.



Buy page

Scheme ID Select the share buy scheme that the payee wants to join. The system displays only those share schemes defined with a share scheme type of share buy.

Begin Date and **End Date** Enter the date that the payee joined the share scheme. You only enter an end date at such time as the payee withdraws from the scheme.

Share Buy Schemes — Contributions

Access the Contributions tab.

Account Number Enter the payee's account number issued by the share system administrators.

Contribution Basis Displays the contribution basis defined for the share scheme:

Amount: If contributions are based on a fixed amount.

Percent: If contributions are based on a percentage of earnings.

Contribution Amount Enter the payee's contribution to the scheme each pay period. The amount must be within the minimum and maximum amount specified in the share scheme definition. If payees are enroled in more than one share buy scheme, their total contributions across all share buy schemes must be within the statutory limits defined on the Share Scheme Limits page.

This field is available if the Contribution Basis is *Amount.*

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Percentage Value

Enter the percentage of earnings that are contributed to the share scheme each pay period. The percentage must be within the minimum and maximum percentage specified in the share scheme definition. If payees are enroled in more than one share buy scheme, their total contributions across all share buy schemes must be within the statutory limits defined on the Share Scheme Limits page.

This field is available if the Contribution Basis is *Percent.*

The earnings on which this percentage is based is defined in the share scheme definition.

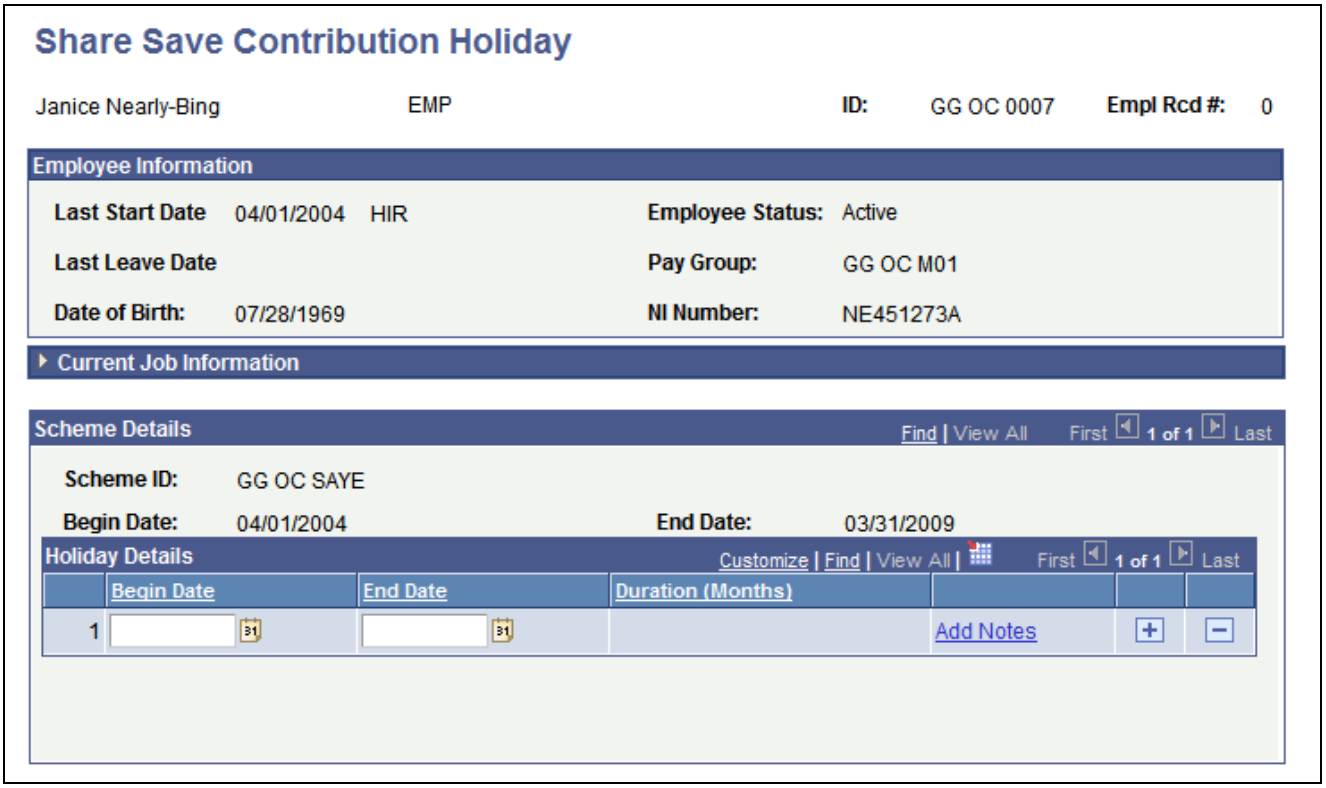
Rules for share schemes are defined on the Share Scheme Definition page.

See Chapter 6, "Setting Up Share Schemes and Loans," Pages Used to Define Share Schemes, page 55.

Note. You cannot enrol employees in more than one share buy scheme with the same contribution basis (fixed amount or percentage). However, employees can be enroled in two share buy schemes if one is based on a fixed contribution amount, and the other scheme is based on a percentage of earnings.

Entering Contribution Holidays

Access the Share Save Contribution Holiday page.



Share Save Contribution Holiday page

Holiday Details

Enter the details of the payee's contribution holidays. Where contribution holidays are permitted, and the share scheme has a maximum total duration for contribution holidays, the system checks that the payee has not exceeded this limit.

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See Chapter 6, "Setting Up Share Schemes and Loans," Pages Used to Define Share Schemes, page 55.

Begin Date and **End Date** — Enter the start and end date for the period when the payee's share scheme contributions stopped.

Duration (months) — Displays the number of months that the payee is not contributing to the share scheme when you click Save. The duration is rounded to two decimal places, based on an average month of 30.4166 days.

Processing Share Scheme Contributions

Share scheme deductions are calculated and processed in the normal payroll process. If a payee contributes to more than one share scheme, the system processes the deductions in order of the payee's start date. The scheme that the payee joined first is processed first.

Share save and buy contributions are processed separately:

- Share buy scheme contributions are pre-tax deductions and processed before statutory deductions.
- Share save scheme contributions are post-tax deductions and processed after statutory deductions for tax, National Insurance (NI), court orders, and student loans.

Share scheme processing checks:

- Whether contributions are suspended.

  The rules of the share scheme define whether contributions are suspended during maternity leave. For share save schemes, contributions can also be suspended for contribution holidays if these are permitted by the rules of the scheme.

- Whether the payee was terminated during the pay period.

  The rules of the share scheme determine how terminated payees' contributions are processed. There are three options: process the contribution as normal, process the contribution only if the payee left on the last date of the pay period, or do not process contributions.

- Whether payees' pay is sufficient to process the full contribution.

  The system checks the GBR AC NETT SEG accumulator to determine whether there is sufficient pay to deduct the full contribution amount. The rules of the share scheme defined on the Share Scheme Definition page determine what happens when net pay is not sufficient to take the full amount. There are two options: deduct zero, or deduct the maximum amount available.

- Total contributions are within the statutory limits.

  When you set up payees' contributions, the system checks that the amount is within the limits defined for the scheme. However, when you process payroll, the system also checks that the total contributions are within the HM Revenue and Customs (HMRC) limits for share save and buy schemes defined on the Share Scheme Limits page. If the total contributions exceed statutory limits, the system does not process the contribution that would exceed the limit.

Multiple Resolutions of Share Scheme Deductions

Multiple resolutions of share scheme deductions are generated by multiple assignments of share scheme deductions as follows:

- The Share Scheme Definition page identifies the deductions associated with a share scheme.

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- The system automatically assigns the share scheme deductions to a payee when you enrol the payee in a share scheme.
- If you enrol a payee in multiple share schemes that use the same deduction, the system assigns the deduction multiple times.
- Payroll processing resolves the deduction once for each assignment.

Multiple resolutions of elements is explained in *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook.*

See Also

Chapter 6, “Setting Up Share Schemes and Loans,” Setting Up Share Schemes, page 55

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Managing Multiple Resolutions of an Earning or Deduction”

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CHAPTER 14

Processing Statutory Absences

This chapter provides an overview of statutory absence processing and discusses how to:

- Record employees absences.
- Enter additional information about SSP and SMP.
- View employee absence data.

Understanding Statutory Absence Processing

This section describes how to record an employee's absence due to maternity leave, paternity leave, or adoption leave.

Eligibility Validation

Employees are entitled to receive payment for statutory absences if they meet certain criteria and conditions associated with these payments.

Global Payroll for the U.K. automatically checks some of the eligibility criteria and conditions based on the stored employee information. Other eligibility criteria must be validated before you enter the absence in the system.

Global Payroll for the U.K. calculates employees' average weekly earnings to determine whether their earnings are at or above the LEL. Employees below the LEL are not eligible for any statutory absences. You can override the calculated value using the Override Average Earnings page.

See Chapter 14, "Processing Statutory Absences," Overriding Employee Average Earnings, page 160.

For SAP and SPP, you must check the following eligibility criteria before recording the absence in the system:

- Documentary proof of entitlement.

  Employees are required to supply evidence of their entitlement to SAP and SPP. Global Payroll for the U.K. does not store this information or validate that the employee has provided documentary proof.

- Notification period.
- Employment conditions.

  Statutory absences are only available to employees who have worked for an employer for a certain period. These conditions are not validated by Global Payroll for the U.K. for SAP and SPP.

Note. For SMP, you must use PeopleSoft Enterprise Human Resources to record some eligibility information. See the next section for details.

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Recording Maternity Leave in Human Resources

For most statutory absences, you enter all the required employee information into Global Payroll for the U.K. pages. However, for SMP you must record some information using the Monitor Absence business process in Human Resources.

Navigate to the Maternity Leave page as follows: Workforce Administration, Absence and Vacation, Maternity/Parental Leave U.K., Maintain Maternity Leave, Maternity Leave.

Use this page to enter MPP start and end dates, the employee's eligibility for SMP based on length of service, and the date that you received MAT1B notification. Global Payroll for the U.K. will not pay SMP if you have not completed the Maternity Leave page in Human Resources.

See Also

PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Monitor Absence, "(GBR) Tracking Maternity and Parental Leave," Tracking Maternity Absence Data

Processing Statutory Absence Payments for Terminated Employees

In certain situations, employees are entitled to statutory absence payments after leaving their jobs. To process such employees using Global Payroll for the U.K., you must terminate the employee in Human Resources with the Action/Reason code *Termination with Pay.*

Note. Ensure that you set up the terminated employees correctly so that they are not paid other regular payments, such as salary, when you run the payroll process. When you have paid the statutory absence payments that the employee is entitled to, update the Action/Reason code to stop further payments being processed.

See Also

PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce, "Updating Person and Job Information," Updating Job Data

Delivered Absence Take and Entitlements

The following table lists the absence take and absence entitlement elements delivered for the U.K.:

Absence	Absence Take	Absence Entitlement
Statutory maternity pay before 6 April 2003	SMP AT1	SMP AE1
Statutory maternity pay from 6 April 2003	SMP AT2	SMP AE2
Statutory adoption pay	SAP AT	SAP AE
Statutory paternity pay (birth)	SPPB AT	SPPB AE
Statutory paternity pay (adoption)	SPPA AT	SPPA AE
Statutory Sick Pay	SSP AT1	SSP AE1

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Absence	Absence Take	Absence Entitlement
Occupational sick pay	OSP AT1	OSP AE1 OSP AE2
Occupational maternity pay	OMP AT1	OMP AE1 OMP AE2

Note. The OMP and OSP absence takes are provided as simple templates for occupational schemes. They are not intended to be used as delivered. Defining occupational schemes is discussed in a previous chapter.

See Also

Chapter 4, "Defining Absence Rules," Setting Up Occupational Schemes, page 44

Delivered Absence Earnings

The following table lists the earnings delivered with Global Payroll for the U.K.:

Earnings	Description
SMP ER PAY1	SMP pay higher rate
SMP ER PAY2	SMP pay lower rate
SMP ER P OFF	SMP pay offset
SPPA ER PAY	SPP (adoption) pay
SPPA ER OFF	SPP (adoption) pay offset
SPPB ER PAY	SPP (birth) pay
SPPB ER OFF	SPP (birth) pay offset
SAP ER OFF	SAP pay offset
SAP ER PAY	SAP pay
SSP ER PAY	SSP pay
SSP ER P OFF	SSP pay offset
OMP ER PAY1	OMP pay
OMP ER P1 OF	OMP offset
OMP ER PAY2	OMP half pay
OSP ER PAY1	OSP sick pay
OSP ER PAY2	OSP half pay

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Earnings	Description
OSP ER OFFST	OSP offset
OSP ER P OFF	OSP offset

See Also

Chapter 4, "Defining Absence Rules," Understanding Absence Schemes, page 35

Recording Employee Absences

This section discusses how to:

- Record employee absence data.
- Record dates and reasons for disqualification.
- Record notification of absences.
- Record absence certificate details.
- View process details.
- Enter additional absence information.
- Record user defined data.
- Change entitlements for absence schemes.
- Override employee average earnings.
- Record EWC data.
- Enter adoption dates.
- Override entitlement for schemes mapped in core application.

Pages Used to Enter Absence Events

Page Name	Object Name	Navigation	Usage
Absence Data	GPGB_ABS_EVENT_1	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Absence Event GBR, Absence Data	Record general information about an employee's absence from work. Use this page to record the absence take and the absence begin and end date.
SSP Disqualification Details	GPGB_ABS_DIS_SEC	Click the SSP Disqualification link on the Absence Data page.	Record the date when and the reason why an employee is no longer paid SSP.
Notification of Absence	GPGB_NOTIFY_SEC	Click the Notification of Absence link on the Absence Data page.	Record how you were notified of an employee's absence. Use this information for reporting purposes.

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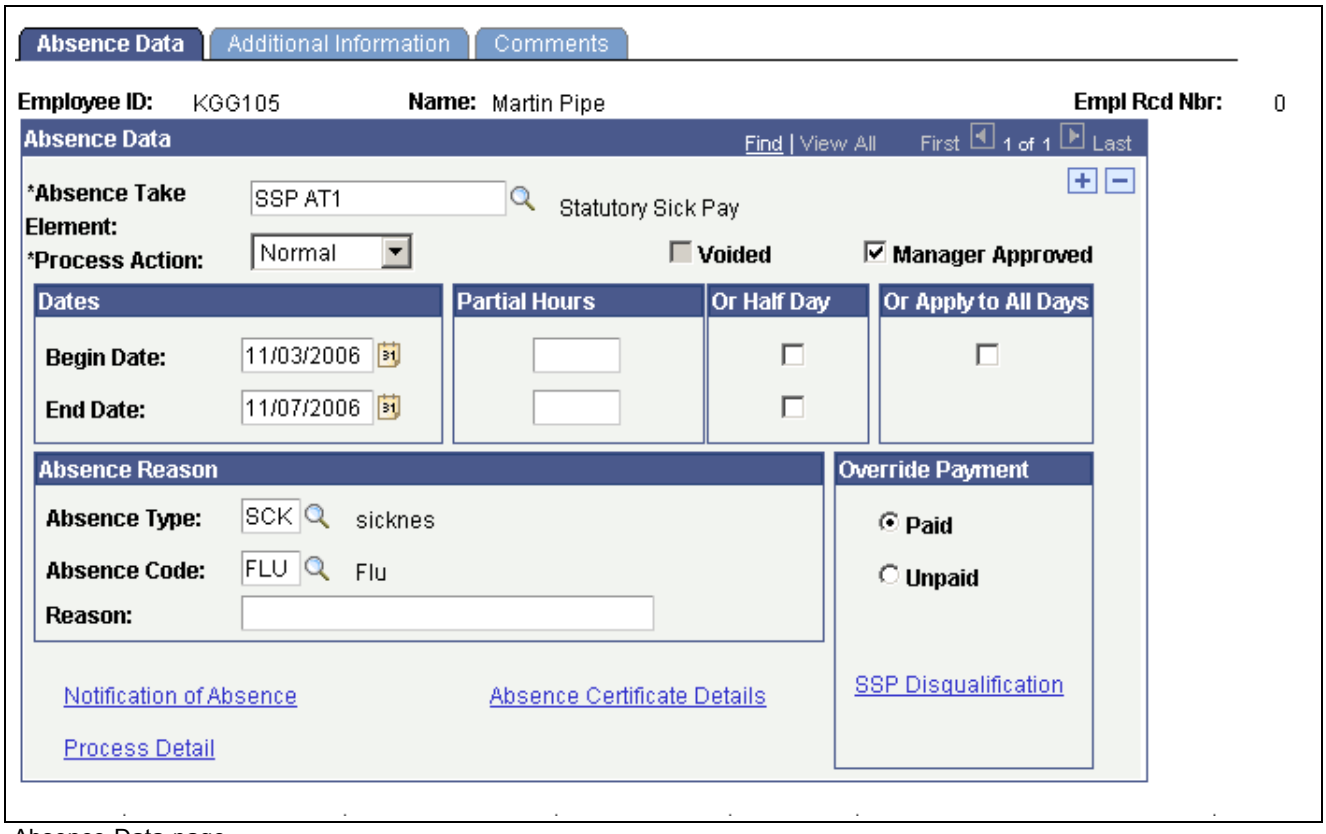
Page Name	Object Name	Navigation	Usage
Absence Certificate Details	GPGB_ABS_CERT_SEC	Click the Absence Certificate Details link on the Absence Data page.	Record the type of certificate supplied by an employee to support the absence. Use this information for reporting purposes only. The information entered here is not used in processing statutory absence.
Process Details	GPGB_ABS_PROC_SEC	Click the Process Details link on the Absence Data page.	View information about the last time the absence was processed. It also displays the calendar group in which the absence was processed and the date when the absence was last updated. This page is display only and is intended for tracking purposes.
Additional Information	GPGB_ABS_EVENT_2	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Absence Event GBR, Additional Information	Record additional information about an employee's absence.
User Defined Fields	GPGB_ABS_CNFG_SEC	Click the User Defined Fields link on the Additional Information page.	Define the four fields that you can use to enter additional information about an absence.
Override/Adjust Entitlement	GPGB_OVRD_ENT_SEC	Click the Override/Adjust Entitlement link on the Additional Information page.	Change the entitlement for an absence scheme. This applies only to absences that have a *per absence entitlement*.
Override Average Earnings	GPGB_ABS_ERNS_SEC	Click the Override Average Earnings link on the Additional Information page.	Override an employee's average earnings. For statutory absences, the system calculates an employee's average weekly earnings. Employees below the lower earnings limit are not entitled to paid absence. You may need to override an employee's average earnings if the system does not have sufficient earnings history for that employee.
Birth Dates	GPGB_MAT_SEC	Click the Birth Dates link on the Additional Information page.	Record data about the EWC and the actual week of confinement. You must complete this page for SMP and SPP (birth).

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Page Name	Object Name	Navigation	Usage
Adoption Dates	GPGB_ADP_SEC	Click the Adoption Dates link on the Additional Information page.	Record the date that the employee was matched with a child. You must complete this page for SAP and SPP (adoption).
Override/Adjust Entitlement for Mapped to Scheme	GPGB_OVRD_MAP_SEC	Click the Override/Adjust Entitlement for Mapped to Scheme link on the Additional Information page.	Override entitlement for the scheme to which you mapped on the Day Formula page in the core application. This applies only to absences that have a *per absence* entitlement. **Note.** The fields on this page are identical to those on the Override/Adjust Entitlement page.
Comments	GPGB_ABS_EVENT_4	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Absence Event GBR, Comments	Enter any additional comments about an employee's absence.

Recording Employee Absence Data

Access the Absence Data page.



Absence Data page

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Note. Some of the fields on this page are identical to those on the Absence Event Entry Detail page. You'll find documentation for these fields in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook.*

Absence Take Select the type of absence that you require. These are the delivered take elements for U.K. statutory absences:

SSP AT1 for SSP.

SMP AT1 for SMP where the EWC is before April 6, 2003.

SMP AT2 for SMP where the EWC is on or after April 6, 2003.

SPPB AT for SPP (birth).

SPPA AT for SPP (adoption).

SAP AT for SAP.

Begin Date, End Date Enter the dates of the employee absence. For SPP, employees are entitled to 2 weeks paid leave. If you enter a period spanning more than 2 weeks, only the first 2 weeks are processed as paid absence.

Partial Hours For the statutory absence takes if you enter any partial hours during an employee's absence, then the absence won't be paid for that day. This applies regardless of the number of hours entered in the Partial Hours field.

Or Half Day For the statutory absence takes if you select this check box, then the absence won't be paid for that day.

Or Apply to All Days For the statutory absence takes if you select this check box, then the absence won't be paid for that day.

Absence Type Select an absence type that you defined on the Absence Reasons page. Absence types are informational only and don't affect statutory absence processing.

Absence Code Select an absence code that you defined on the Absence Reasons page. Absence codes are informational only and don't affect statutory absence processing.

Reason Enter an additional reason why an employee was absent from work. Absence reasons are informational only and don't affect statutory absence processing.

Paid, Unpaid The system sets the payment to Paid. This field doesn't affect the calculation of the statutory absences delivered as part of Global Payroll for the U.K.. You might want to use this field when setting up your own absence schemes, to determine whether an absence is paid or unpaid.

SSP Disqualification Click to access the SSP Disqualification Details page.

Notification of Absence Click to access the Notification of Absence page.

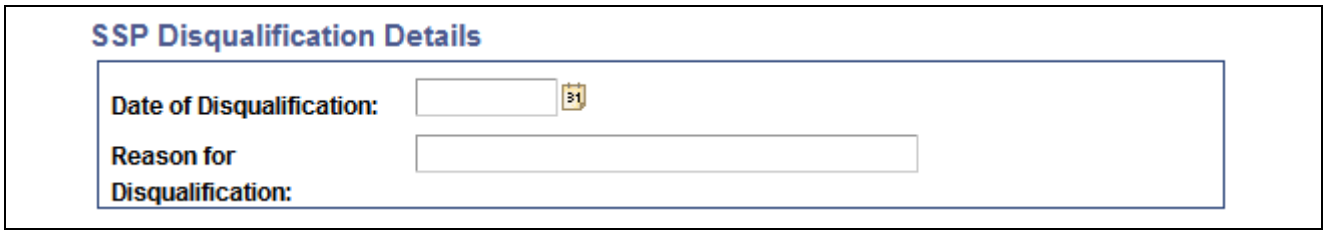
Absence Certificate Details Click to access the Absence Certificate Details page.

Process Detail Click to access the Process Details page.

Recording Dates and Reasons for Disqualification

Access the SSP Disqualification Details page

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SSP Disqualification Details page

Disqualification is due to reasons beyond the scope of Global Payroll for the U.K. SSP is not payable for employees who are on strike, for example. Because the system cannot know whether an employee is on strike, this facility prevents SSP from being paid from the date that you specify.

Global Payroll for the U.K. takes into account the rules governing SSP disqualification. If an employee is disqualified from SSP for whatever reason, then all absences within 56 days of the end of that absence are also disqualified.

Date of Disqualification Select the date when the employee was disqualified for SSP.

Reason for Disqualification Enter the reason why an employee is disqualified for SSP.

Recording Notification of Absences

Access the Notification of Absence page.



Notification of Absence page

Notified of Absence By Whom Enter the name or relationship of the person who notified you of the employee's absence.

Date First Notified Select the date when you were first notified of the employee's absence.

Time Enter the time when you were notified of the employee's absence.

Note. In the U.K., statutory rules state that an employee must meet the notification and certificate criteria as defined by a company in order to be eligible for SSP. For SSP, Global Payroll for the U.K. includes the formula SSP FM USER COND. You may edit this formula to include your company's additional criteria, such as notification of absence, that an employee must meet before SSP can be paid.

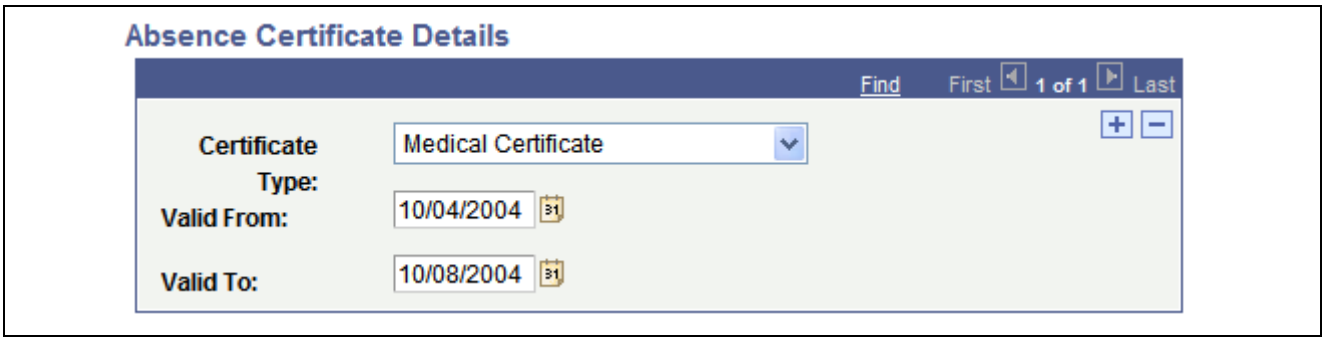
See Also

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

Recording Absence Certificate Details

Access the Absence Certificate Details page.

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Absence Certificate Details page

Certificate Type Select the type of certificate that the employee holds:

Medical Certificate

Self Certificate.

Valid From, Valid To Enter the dates the absence certificate

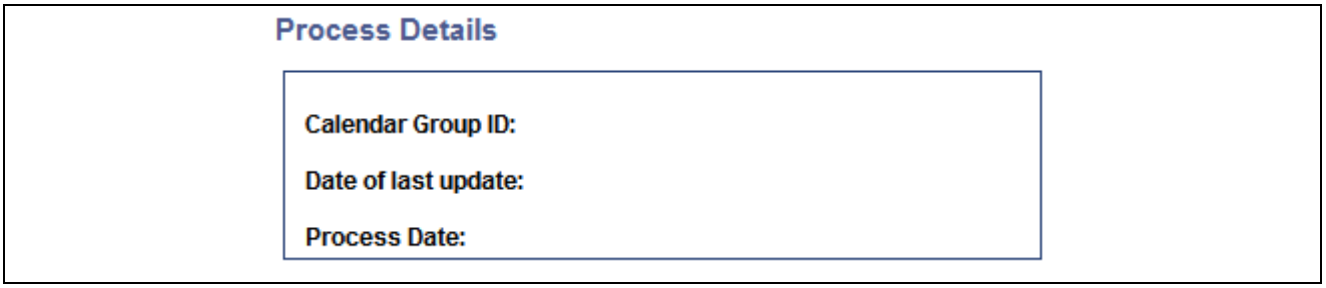
Note. In the U.K., statutory rules state that an employee must meet the notification and certificate criteria as defined by a company in order to be eligible for SSP. For SSP, Global Payroll for the U.K. includes the formula SSP FM USER COND. You may edit this formula to include your company's additional criteria, such as absence certificate details that an employee must meet, before SSP can be paid.

See Also

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

Viewing Process Details

Access the Process Details page.



Process Details page

Calendar Group ID Displays the calendar group ID in which the absence was last processed.

Date of last update Displays the date when the absence was last updated.

Process Date Displays the date when the absence was last processed.

Entering Additional Absence Information

Access the Additional Information page.

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Additional Information page

Additional Information

Doctor Consulted Select this check box if the employee has consulted his or her doctor.

Consultation Date Select the date when the employee consulted his or her doctor.

Work Injury Related Select this check box if it applies to the employee's absence.

Incident Number Enter the incident number if an employee has a work related injury.

Refer to Occ. Health Auth. (refer to occupational health authority), **Counselling, Disciplinary** Select the check boxes that apply to the employee's absence.

Pregnancy Related Illness Select this check box if the employee has an illness related to her pregnancy.

If you select this check box for an SSP absence, when you run the payroll process the system checks whether the absence is within the four week period before the EWC. If it is within this four week period, the system generates a warning and you should instead enter an SMP absence (SMP AT2). According to U.K. legislation, the MPP starts on the day after the first day of absence with a pregnancy-related illness within four weeks of the EWC.

If the MPP is triggered by a pregancy-related illness, SMP can start on any day of the week (normally SMP is paid weekly starting with a Sunday start date).

Early Childbirth Select this check box if the absence is due to early birth of the child.

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If the MPP is triggered by an early birth, SMP can start on any day of the week (normally SMP is paid weekly with a Sunday start date).

Note. This check box is for SMP AT2 absences only. It does not apply to SMP AT1. Prior to April 6, 2003, SMP always started on a Sunday.

User Defined Fields Click to access the User Defined Fields page.

Override/Adjust Entitlement Click to access the Override/Adjust Entitlement page.

Override Average Earnings Click to access the Override Average Earnings page.

Birth Dates Click to access the Birth Dates page. Use this page to enter the EWC and the actual week of confinement. This is required for SMP and SPP (birth).

Adoption Dates Click to access the Adoption Dates page. Use this page to enter the matching date, which is required for SAP and SPP (adoption).

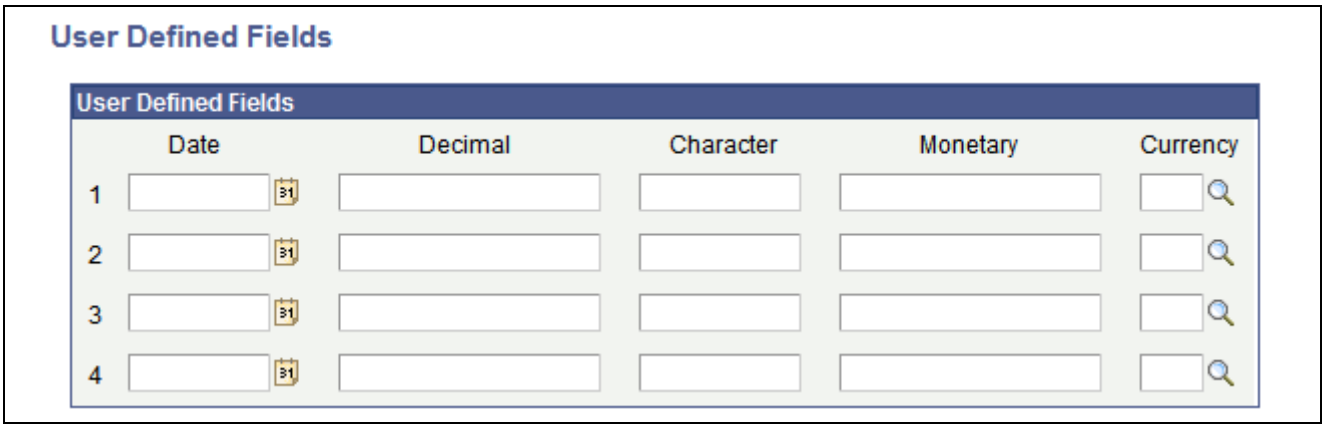
Override/Adjust Entitlement for Mapped to Scheme Click to access the Override/Adjust Entitlement for Mapped to Scheme page.

See Also

Chapter 14, "Processing Statutory Absences," Entering Additional Information About SSP and SMP, page 162

Recording User Defined Data

Access the User Defined Fields page.



User Defined Fields page

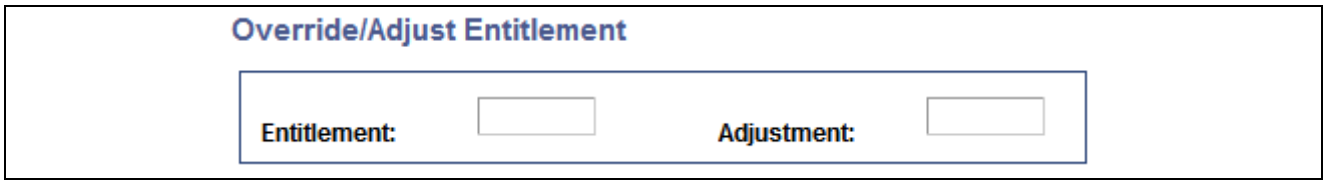
User Defined Fields

You can create your own fields to further define an absence. Possible field types are *Date, Decimal, Character,* and *Monetary.* If you create a monetary field, you must specify the *Currency.*

Changing Entitlements for Absence Schemes

Access the Override/Adjust Entitlement page.

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Override/Adjust Entitlement page

Entitlement Enter the number of days or weeks by which you want to override entitlement. For example, if a new employee gives you a leaver's statement (form SSP1(L)) completed by a former employer and the employee has used five weeks of SSP, enter 23 in the Override Entitlement field, (28 weeks statutory entitlement minus 5 weeks of SSP used).

Note. Statutory absence schemes are defined as weeks. If you define your own absence schemes, definitions may vary. For example, if you define an absence scheme, such as holiday entitlement, the definition is probably in terms of days.

Adjustment Enter the number of days or weeks by which you want to adjust entitlement. If a new employee gives you a leaver's statement (form SSP1(L)) completed by a former employer and the employee has used five weeks of SSP, enter *-5* in the Adjust Entitlement field.

Overriding Employee Average Earnings

Access the Override Average Earnings page.



Override Average Earnings page

Statutory Average Earnings Enter the amount that you want to apply as the statutory average earnings. For example, if you have a new starter with no earnings, enter the contractual amount that was calculated.

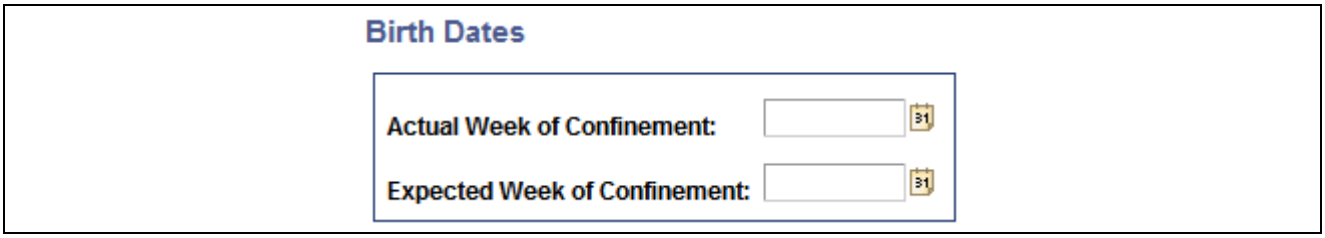
Occupational Average Earnings Enter the amount that you want to apply as the occupational average earnings.

Note. Because you may require your occupational average earnings to be different from your statutory average earnings, Global Payroll for the U.K. provides you with two fields. You may use them for OSP schemes where the amount of pay depends on past earnings. For example, a shift worker is usually paid a combination of basic pay and overtime. If that employee is off sick, you can use the Occupational Average Earnings field to enter the employee's overtime payments. This ensures that SSP compensates for both the employee's basic pay and the overtime that he or she would normally have worked.

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Recording EWC Data

Access the Birth Dates page.



Birth Dates page

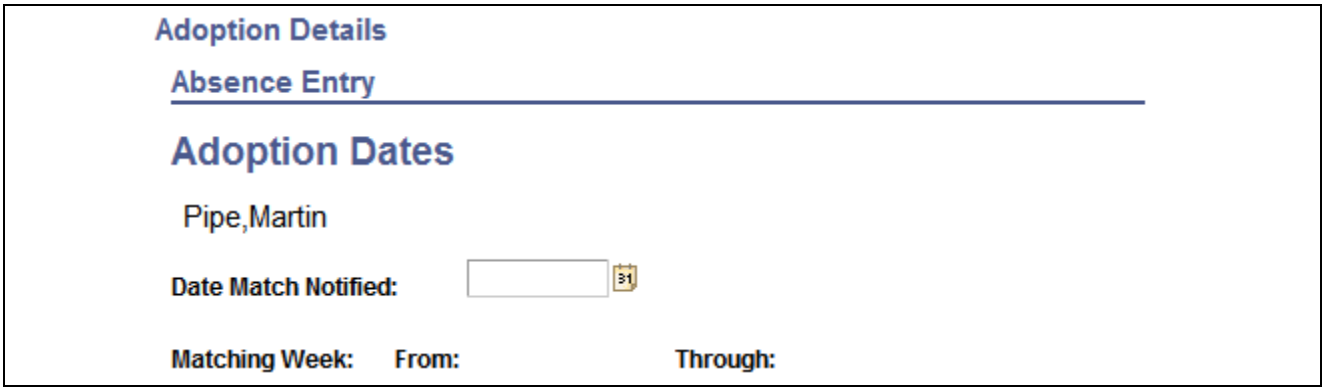
Actual Week of Confinement Enter the date of the Sunday in the week when the baby was born. For example, if the baby was born on Tuesday September 5 2000, the actual week of confinement is Sunday September 3, 2000.

Expected Week of Confinement Enter the date of the Sunday in the week before the baby is due. This date is required for SMP and SPP (birth).

Note. For SMP, this date must match the one calculated by Monitor Absence in Human Resources .

Entering Adoption Dates

Access the Adoption Dates page.



Adoption Details page

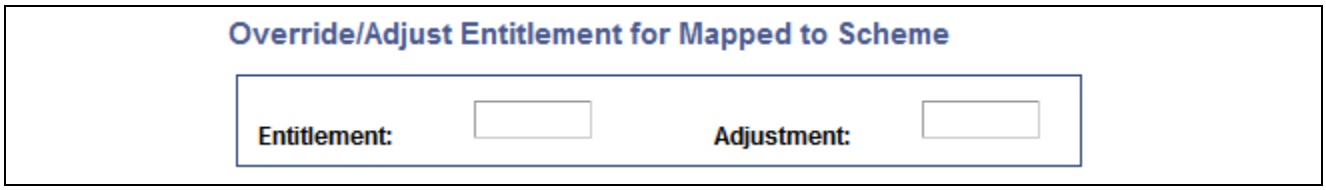
Date Match Notified Enter the matching date. This is the date that the employee received notification from the adoption agency that he or she has been matched with a child. This date is required for SAP and SPP (adoption).

Matching Week The system automatically completes this field when you complete the Date Match Notified field.

Overriding Entitlement for Schemes Mapped in Core Application

Access the Override/Adjust Entitlement for Mapped to Scheme page.

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Override/Adjust Entitlement for Mapped to Scheme page

Note. The fields on this page are identical to those on the Override/Adjust Entitlement page.

See Also

Chapter 14, "Processing Statutory Absences," Changing Entitlements for Absence Schemes, page 159

Entering Additional Information About SSP and SMP

This section discusses:

- Processing SMP and stillbirths.
- Additional SSP and SMP entitlement conditions.

Processing SMP and Stillbirths

This table describes how you process stillbirths using Global Payroll for the U.K.:

Entitlement Condition	Resolution	Comments
Baby is stillborn *after* the start of the 16th week prior to the EWC.	SMP must be paid as normal.	It is a statutory requirement that the employee be paid SMP, as for a live birth. You do not have to record details of the stillbirth in Global Payroll for the U.K. because SMP is paid as normal.
Baby is stillborn *before* the 25th week of pregnancy; that is, baby is stillborn earlier than the 16th week prior to the EWC.	The employee is not eligible for Statutory Maternity Pay. Clear the Eligible for Maternity Pay Based on Employment Conditions option on the U.K. Maternity Leave page in Human Resources.	If the employee is absent from work, you may want to record this as an SSP absence on the Absence Data page (do not select Pregnancy Related Illness on the Additional Information page). You may also want to make a relevant comment on the Comments page.

Note. This is a manual procedure; there is no check box to record stillbirths. This decision was based on the fact that stillbirths are an emotive issue and occur relatively infrequently.

See Also

PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Monitor Absence, "(GBR) Tracking Maternity and Parental Leave"

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Additional SSP and SMP Entitlement Conditions

This table explains how the system handles different SSP and SMP entitlement conditions:

Entitlement Condition	Resolution	Comments
Absence is entered after an employee's termination date. (SSP)	The system displays a warning on the Absence Data page.	The employee is not paid SSP.
Absence start date is more than 11 weeks before the EWC. (SMP)	The system displays a warning on the Absence Data page.	The employee is paid SMP as the system assumes that the birth is premature.
An employee is sick on the hire date. (SSP)	The system displays a warning on the Absence Data page.	If you enter an absence, Global Payroll for the U.K. assumes that the employee has done some work for the employer and SSP must be paid.
An employee works part of a day during an absence. (SSP)	None.	SSP is not paid for any part day that an employee has worked.
Average weekly income is less than the LEL. (SSP and SMP)	Global Payroll for the U.K. calculates the employee's average earnings and override is included on the page.	If average earnings are below the LEL, SSP and SMP are not paid.
Birth occurs before the date that the employer was notified, or no notification has been given. (SMP)	Global Payroll for the U.K. does not pay SMP unless you enter a date in the Form MATB1 Received field on the U.K. Maternity Leave page in Human Resources.	The employee must notify the employer of the actual date of the birth and the expected date of the birth.
Employee is in continuous employment for 26 weeks prior to and including the Qualifying Week. (SMP)	Select the Eligible for Maternity based on Employment Conditions check box on the U.K. Maternity Leave page in Human Resources.	If the employee has not been in continuous employment for the qualifying period, leave the check box unselected. SMP is paid only for an employee if you select this check box.
Employee is over 65 or under 16 at start of PIW. (SSP)	The system displays a warning on the Absence Data page in the core application.	The employee is not paid SSP.

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Entitlement Condition	Resolution	Comments
No MATB1 form. (SMP)	Global Payroll for the U.K. does not pay SMP unless you enter a date in the Form MATB1 Received field on the U.K. Maternity Leave page in Human Resources.	Enter a date in the Form MATB1 Received field on the U.K. Maternity Leave page in Human Resources.
No notification of absence 28 days after the birth. (SMP)	The system displays a warning on the U.K. Maternity Leave page if you do not enter a date in the Form MATB1 Received field on the U.K. Maternity Leave page.	Enter a date in the Form MATB1 Received field on the U.K. Maternity Leave page.
PIW spans over three years. (SSP)	None.	Global Payroll for the U.K. does not pay SSP on the date when the PIW reaches the three-year mark.
Pregancy related illness within four weeks prior to the EWC. (SMP)	The system displays a warning message if you enter an SSP absence within four weeks of the EWC.	Global Payroll for the U.K. does not pay SSP if the absence is pregnancy related and within four weeks of the EWC.

Viewing Employee Absence Data

This section discusses how to:

- View absence exceptions, absence dates, and payment details.
- View absence details.

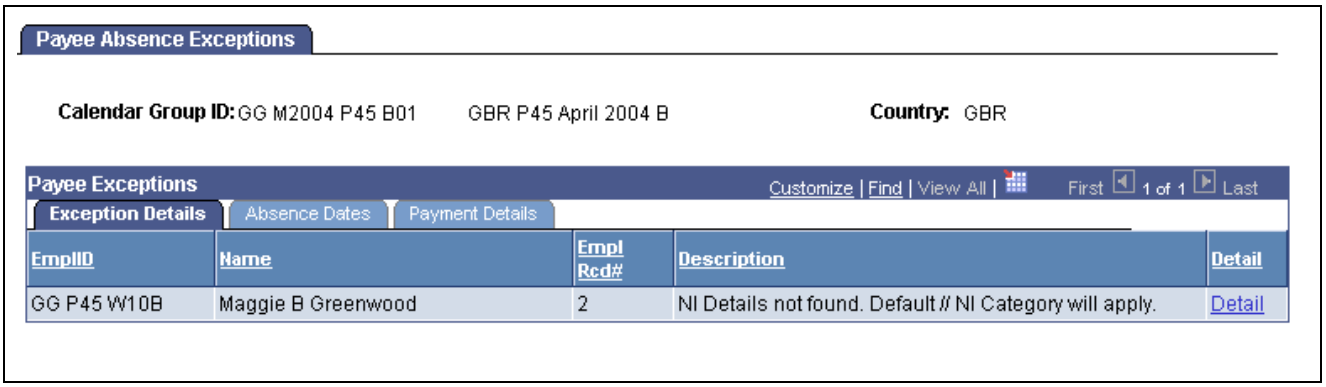
Pages Used to View Absence Details

Page Name	Object Name	Navigation	Usage
Payee Absence Exceptions	GPGB_ABS_EXCEP	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Review Absence Exceptions GBR, Payee Absence Exceptions	View absence exceptions, absence dates, and payment details for your payees.
Absence Data	GPGB_ABS_EXCEP_SP	Click the Detail link on the Payee Absence Exceptions page.	View additional details about a payee's absence.

Viewing Absence Exceptions, Absence Dates, and Payment Details

Access the Payee Absence Exceptions page.

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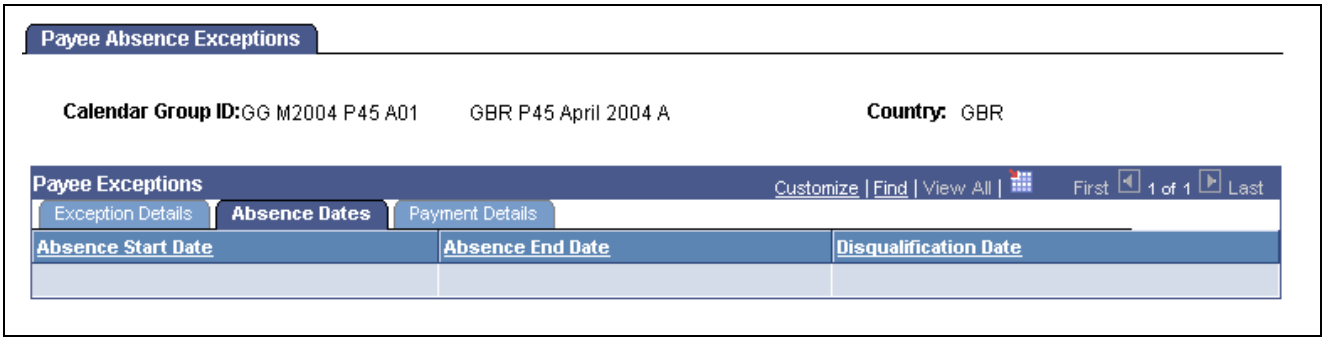
Payee Absence Exceptions page: Exceptions Details tab

Exception Details Tab

The Exception Details tab displays the EmplID, Name, EmplRcd#, and an absence Description for each absent payee in the calendar group identified in the Calendar Group ID field. If you want to view additional details of a payee's absence, click the Detail link, which takes you to the Absence Data page.

Absence Dates Tab

Access the Absence Dates tab.

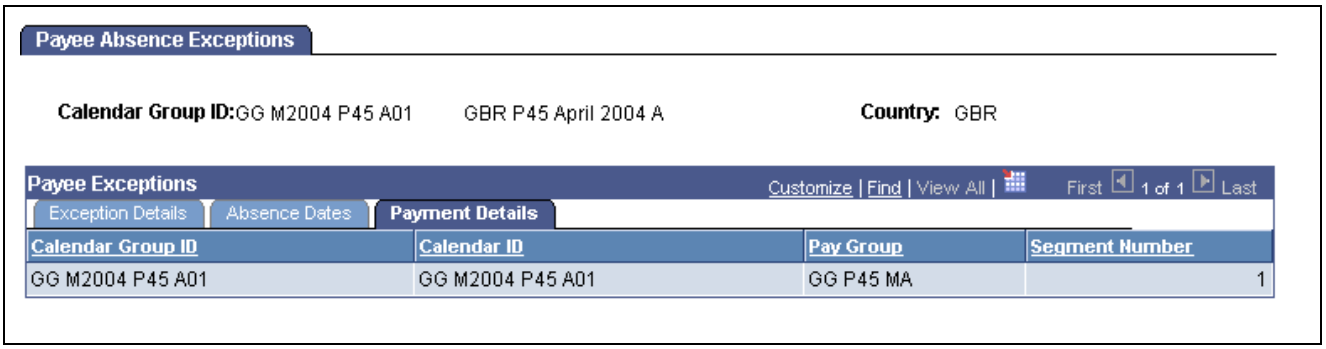


Payee Absence Exceptions page: Absence Dates tab

The Absence Dates tab displays the Absence Start Date, Absence End Date, and the Disqualification Date for each payee absence.

Payment Details Tab

Access the Payment Details tab.



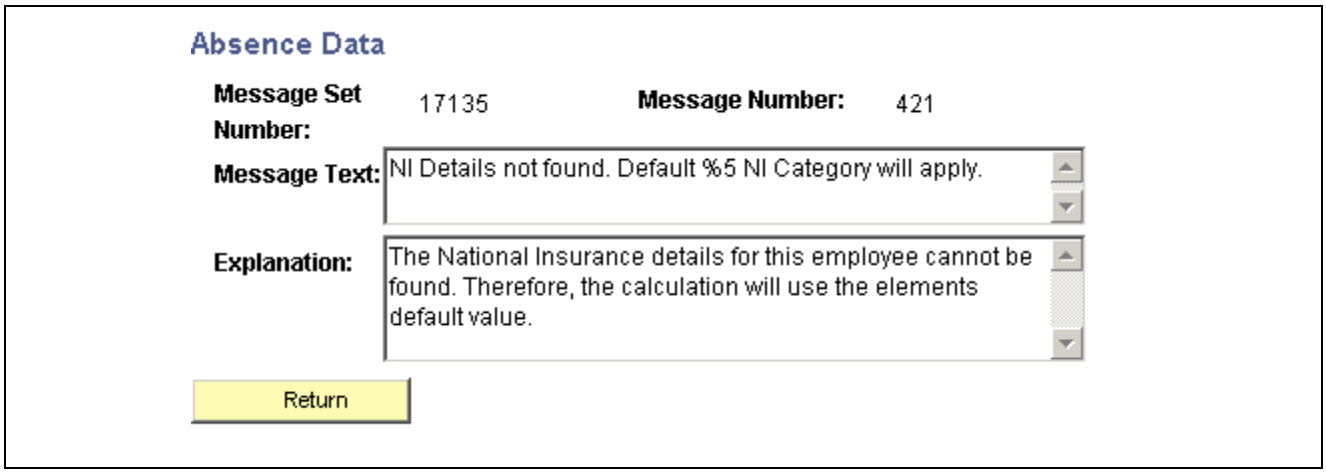
Payee Absence Exceptions page: Payment Details tab

The Payment Details tab displays the Calendar Group ID, Calendar ID, Pay Group, and Segment Number for each absence payment.

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Viewing Absence Details

Access the Absence Data page.



Absence Data page

Message Set Number This is the message set containing the messages (text) displayed in the Message Text and Explanation fields.

Message Number This is the message number corresponding to the content in the Description and Explanation fields.

Message Text Displays the description of the absence, as defined in the message catalog.

Explanation Displays an explanation of the absence, as defined in the message catalog.

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CHAPTER 15

Entering Employee Overtime

This chapter provides an overview of delivered elements and discusses how to enter overtime payments.

Understanding Delivered Elements

This section discusses:

- Delivered overtime earning.
- Viewing delivered elements.

Delivered Overtime Earning

The earning OVT ER OVTM is delivered for overtime payment. This earning calculates the overtime payment that is to be made to the employee.

Viewing Delivered Elements

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

Global Payroll for the U.K. provides a template for calculating and recording any overtime that employees work. This overtime can be salary based (where the system calculates an hourly rate for each employee) or calculated as a factor multiplied by the number of hours multiplied by an overtime rate.

This section discusses how to enter overtime data.

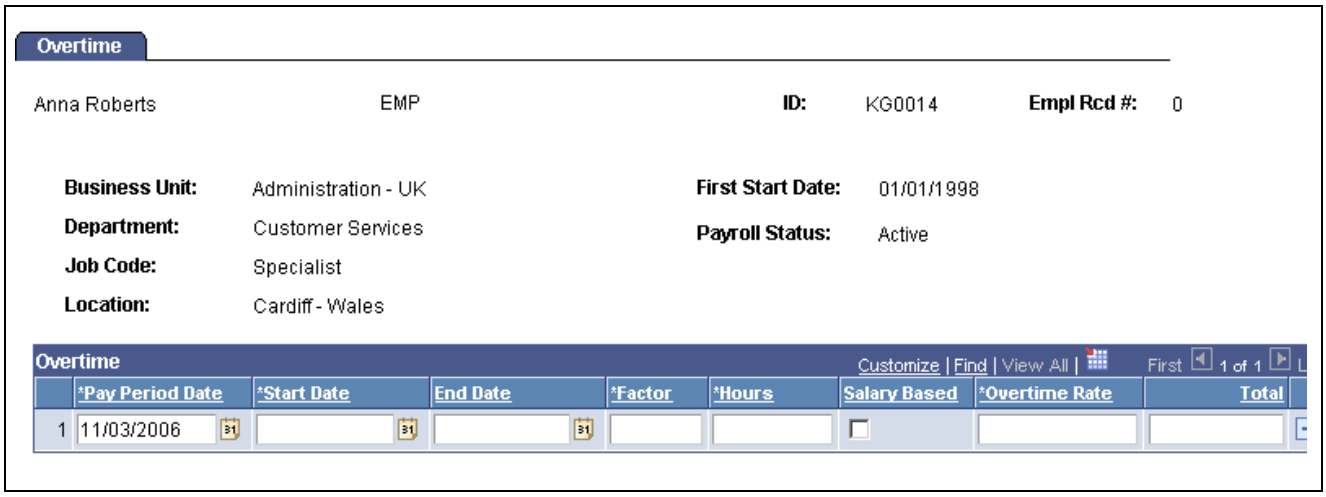
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Page Used to Enter Overtime Data

Page Name	Object Name	Navigation	Usage
Overtime	GPGB_EE_OVERTIME	Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Overtime GBR, Overtime	Enter overtime data for an employee.

Entering Overtime Data

Access the Overtime page.



Overtime page

Note. Overtime data is created at the job level. Therefore, if an employee has one or more employment contracts, he or she can be paid overtime rates for each one.

Pay Period Date

Enter the date when the overtime is to be paid. This date must be within the start and end date of the pay period.

The value for this field defaults to the current date, which you can override.

Start Date

(Required). Enter a start date of the period when the employee commenced the overtime.

If you select the Salary Based check box, the system checks the hourly rate that applied at that time, even if the rate has since changed.

End Date

(Optional) Enter the last day of the period of overtime that the employee worked. The data that you enter here is used for informational purposes.

Note. The start and end dates provide you with information about when the overtime was worked.

Factor

Enter the factor by which overtime is calculated.

Hours

Enter the number of hours of overtime that an employee has worked during the period that you specified in the Start Date and End Date fields.

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Salary Based Each employee has an hourly rate that is calculated by the system. Select the Salary Based check box if you want to calculate the overtime at this hourly rate.

Overtime Rate Enter the rate at which overtime is paid. If you select Salary Based, the system automatically enters the overtime rate and makes the field unavailable for entry.

Note. If you make subsequent changes to the hourly rate on the Job Data − Compensation page, the overtime rate that you enter here prevails unless you return to the Overtime page and update the Overtime Rate field.

Total The system automatically calculates the total gross amount of overtime that an employee is paid. This data is for information only because the actual amount due to the employee is calculated during the payroll process.

See Also

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

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CHAPTER 16

Calculating Net-to-Gross Payments for the U.K.

This chapter discusses how to:

- Set up net-to-gross calculations for earnings.
- Enter net-to-gross payments.

Setting Up Net-to-Gross Calculations for Earnings

Some earnings, such as bonuses, are paid as net amounts, so you must calculate the corresponding gross amounts. For example, if you want to pay your employee a one-time bonus of 100 GBP, you can use Global Payroll for the U.K. to calculate the gross payment, which ensures that the employee receives 100 GBP after taxes and National Insurance contributions have been deducted.

Note. If you want to make net-to-gross payments that are subject to tax only or to National Insurance only, you must build your own net-to-gross process.

Set up net-to-gross payments for the U.K. in the core application using elements that are specific to Global Payroll for the U.K.. There are no specific pages in Global Payroll for the U.K. for setting up net-to-gross payments.

To set up net-to-gross calculations for an earning:

1. Define the earning that stores the net payment to be grossed-up on the Earnings Name page in the core application.

   Global Payroll for the U.K. is delivered with earning GU ER TAXNI, which you can use for payments that are liable for both tax and National Insurance contributions. If you want the net amount that you enter to be liable for either tax only or National Insurance only, you must create your own earning. This earning is a member of the GU AC GRSUP SEG accumulator, which is a member of the accumulator GU AC TAXABLE PTD.

2. Define the earning that stores the grossed-up result of the net-to-gross process on the Earnings Name page in the core application.

   Global Payroll for the U.K. delivers earning GU ER RESULT, which stores the grossed-up result in the core application. This earning is a member of the accumulator GBR AC ALLPAY.

   Note. If you have created a net-to-gross earning that is subject to either tax only or National Insurance contributions only, you must create an additional earning that stores the corresponding grossed-up result.

   ---

3. Add both earnings to the earnings element group on the Element Groups − Members page in the core application.

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Note. Global Payroll for the U.K. provides you with element group GBR EG ALLPAY, which contains both of these earnings. If you create your own earnings in Steps 1 and 2, you must add them to an element group.

4. Set up the necessary formulas to calculate the grossed-up amount on the Formula Name Page in the core application.

   PeopleSoft delivers the following formulas that calculate the grossed-up amount:

   - GU FM 2

     This formula determines the net amount to be grossed-up and provides the process with a first resolution for the gross amount.

   - GU FM 3

     This formula is responsible for the iterative processing that calculates the actual gross amount.

   - GU FM 4

     This formula populates the element GU VR RESULT, which displays the results of the net-to-gross process.

5. Set up a net-to-gross section, where all earnings are processed, on the Definition page in the core application.

   Global Payroll for the U.K. delivers the section GBR SE NTG, which includes the net-to-gross earnings, the grossed-up earnings, and the formulas that the system processes.

   Section GBR SE NTG references both the net payment earnings and the grossed-up result earnings, as well as the GU FM 2, GU FM 3, and GU FM 4 formulas.

   GBR SE NTG is defined as a subprocess, with a maximum number of 15 iterations. If you are defining your own net-to-gross process, you can amend the number of iterations accordingly.

   Warning! Do not change the delivered formulas and/or sections. Doing so may impact statutory calculations. If you create your own net-to-gross process, discuss this with your PeopleSoft consultant.

6. Add the net-to-gross section to the process list component on the Definition page in the core application.

   Global Payroll for the U.K. is delivered with section GBR SE NTG in the GBR PR PAYROLL process list. The position of the section in the process list is important. You must place the process list prior to the tax and National Insurance processing so that the grossed-up amount is derived before tax and National Insurance are calculated.

See Also

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

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

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

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

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Entering Net-to-Gross Payments

Set up the various components for resolving net-to-gross processing on the core pages. On the Positive Input page, enter the amount to be gross-up in the Amount field. In the Currency Code field, enter *GBP* as the currency.

Note. Use the pages in the core application to enter net-to-gross payments. There are no U.K.-specific pages in PeopleSoft Enterprise Global Payroll.

Global Payroll for the U.K. delivers element GU ER TAXNI, which is subject to both tax and National Insurance contributions. This element was defined so that the amount can be entered as Positive Input in the core application.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Working with Positive Input"

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CHAPTER 17

Running the Banking Processes

Use Global Payroll for the U.K. to facilitate your organisation's banking process. The banking feature in Global Payroll is optional.

This chapter lists prerequisites and discusses how to:

- Set up deduction recipients.
- Run the U.K. banking processes.
- Run banking reports.

See Also

PeopleSoft Enterprise HRMS 9.0 Application Fundamentals PeopleBook, "Setting Up Banks and Bank Branches," (GBR) Bank and Building Society Setup in the UK

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Banking Instructions"

Prerequisites

Before you define deduction recipients or run banking, you need to:

- Set up bank account information.
- Set up funding (source banks) for pay entities.
- Define payee bank account information.
- Define payee net pay elections.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Banking Instructions"

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

PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Workforce, "Entering Additional Data in Human Resources Records," Entering Bank Account Information

Setting Up Deduction Recipients

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

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- Define deduction recipients for tax, NI, and student loans.
- Define deduction recipients for court orders.
- Define deduction recipients for loans.
- Define deduction recipients for share schemes.

Understanding Deduction Recipient Setup

To set up deduction recipients:

1. Define the recipient's bank account information.
2. Define recipient ID

   Use the Define Deduction Recipients component to set up the recipient ID and payment information. Link the recipient ID to the recipient's bank account .
3. Assign recipients to deductions or payees.

   Deduction recipients are attached to deductions (on the Recipient page of the Deduction component) if the same recipient is used for all payees. If a deduction recipient varies by payee, assign the deduction and deduction recipient to payees using the Add Deduction Recipients page.

The pages used to define deduction recipients are discussed in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Banking Instructions"

Pages Used to Define and Assign Deduction Recipients

Page Name	Object Name	Navigation	Usage
Define Deduction Recipients	RECIPIENT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Deduction Recipients, Define Deduction Recipients	Define the recipient ID, address, and payment method. If the payment method is *Bank Transfer* or *Wire Transfer,* select the recipient's bank account. Set up bank accounts using the Banks component.
Recipient	GP_RCP_DED	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Recipient	Assign a general deduction recipient to a deduction.
Add Deduction Recipients	GP_RCP_PYE	Global Payroll & Absence Mgmt, Payee Data, Net Pay / Recipient Elections, Add Deduction Recipients, Add Deduction Recipients	Assign an individual deduction recipient to a payee.

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See Also

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

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Earning and Deduction Elements," Selecting a General Recipient for a Deduction

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Banking Instructions," Defining Recipients

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Banking Instructions," Assigning Recipients to Deductions and Payees

Defining Deduction Recipients for Tax, NI, and Student Loans

For statutory deductions for PAYE tax, NI, and student loans, the deduction recipient is a *General* recipient because the deductions are paid to the same recipient for all employees. Attach the recipient to the deduction using the Recipient page in the Deduction component (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Recipient).

This table lists the deduction recipient IDs that you must set up for statutory deductions:

Recipient ID	Deduction	Description
PAYE	TAX DD PAYE	Deduction recipient for PAYE tax
STL	SL DD AMOUNT	Deduction recipient for student loans
NI	NI DD EES NI DD ERS	Deduction recipient for NI.
NI_RE	NI DD EESRBT NI DD ERSRBT	Deduction recipient for NI rebates.

Important! You must use the recipient IDs listed above. The U.K. banking process will not work correctly if you set up different recipient IDs for tax, NI, and student loans.

Defining Deduction Recipients for Court Orders

The recipients for court orders are either general or individual, depending on the court order type. For example, council tax payments are paid to the appropriate council and this varies by payee, but child support payments are paid to the same recipient.

Assign general recipients to the court order deduction using the Recipient page in the Deduction component. For court orders that vary by payee, define the deduction recipient and assign it at the payee level as follows:

1. Define the deduction recipients for the payee's court order on the Define Deduction Recipients page.

   Select *Individual* in the Recipient Category, select the deduction recipient's bank account.

2. Assign the deduction and the deduction recipient to the payee on the Add Deduction Recipients page (Global Payroll & Absence Mgmt, Payee Data, Net Pay/Recipient Elections, Add Deduction Recipients)

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Select the court order deduction in the Element Name field and select the deduction recipient in the Recipient ID field.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Banking Instructions," Defining Recipients

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Banking Instructions," Assigning Recipients to Deductions and Payees

Defining Deduction Recipients for Loans

Loan processing uses one deduction, LOA DD LOAN, that is resolved once for each loan ID. If you want to set up a different deduction recipient for each loan type, you need to use a formula to identify the deduction recipient based on loan type and attach this formula to the deduction LOA DD LOAN.

PeopleSoft delivers the formula LOA FM DED RECIPNT for this purpose. Modify the delivered formula for your loan types and deduction recipients.

LOA FM DED RECIPNT identifies the loan type based on the value of the variable LN VR LOAN TYPE, which is a user field for the driver accumulator LOA AC LOAN DRV. Here is the formula as delivered by PeopleSoft:

```
If LN VR LOAN TYPE = 'ENTER LOAN TYPE 1' Then
    'ENTER RECIPIENT ID'   >>  LOA FM DED RECIPNT
    Exit
Endif
If LN VR LOAN TYPE = 'ENTER LOAN TYPE 2' Then
    'ENTER RECIPIENT ID'   >>  LOA FM DED RECIPNT
    Exit
Endif
If LN VR LOAN TYPE = 'ENTER LOAN TYPE 3' Then
    'ENTER RECIPIENT ID'   >>  LOA FM DED RECIPNT
    Exit
Endif
```

To modify this formula, for each loan type:

1. Replace the text ENTER LOAN TYPE1 with your loan type.
2. Replace the text ENTER RECIPIENT ID with the recipient ID.

For example, suppose that these are the loan types and deduction recipients:

Loan Type	Deduction Recipient
MORT	MORTREC
CAR	CARREC

The formula would look like this:

```
If LN VR LOAN TYPE = 'MORT' Then
    'MORTREC'   >>  LOA FM DED RECIPNT
    Exit
Endif
```

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```
If LN VR LOAN TYPE = 'CAR' Then
    'CARREC'   >>  LOA FM DED RECIPNT
    Exit
Endif
```

To set up deduction recipients for loans:

1. Define deduction recipients for each loan type on the Define Deduction Recipients page.

   Define the deduction recipient for each loan type as a *General* recipient and select the bank account into which loan deductions for that loan type are transferred.
2. Modify the formula LOA FM DED RECIPNT to include your loan types and recipients.
3. Check that the formula LOA FM DED RECIPNT is attached to the loan deduction LOA DD LOAN.

   On the Recipient page of the Deduction component, check that the Recipient Type field is set to *Recipient* and *LOA FM DED RECIPNT* appears in the Recipient field.

When you view the payroll results, using the Results by Calendar Group component, the loan type is displayed in the User Field 2 column on the Earnings and Deductions page.

Defining Deduction Recipients for Share Schemes

When you define share save and share buy schemes, you specify the deduction elements used for each scheme. This enables you to use one deduction per scheme ID or the same deduction for multiple schemes. Using one or multiple deductions has implications for setting up the deduction recipients for those schemes.

To illustrate how this affects payment processing, suppose that your share schemes are associated with deductions as listed in this table:

Scheme ID	Deduction
SS001	SS DD SVE 01
SS002	SS DD SVE 02
SS003	SS DD SVE 00
SS004	SS DD SVE 00

If you enrol an employee in all these schemes, the system automatically assigns deductions to the payee as follows:

Deduction	Instance
SS DD SVE 01	
SS DD SVE 02	
SS DD SVE 00	1
SS DD SVE 00	2

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For schemes SS001 and SS002, the deduction is unique to the scheme, which means that you can define one recipient for that deduction. However, schemes SS003 and SS004 use the same deduction. If you want different recipients for SS003 and SS004 you can't define one recipient for the deduction; the recipients must be defined at the payee level.

If you define a different deduction for each scheme ID, set up deduction recipients as follows:

1. Define each deduction recipient as a *General* recipient.
2. Attach the deduction recipient to the deduction on the Recipient page in the Deduction component.

However, if you have one deduction linked to multiple scheme IDs and you have different recipients for each scheme ID, the deduction recipients must be defined at the payee level:

1. Define each deduction recipient as an *Individual* recipient.
2. Assign the deduction recipients to employees enroled in the schemes on the Add Deduction Recipients page (Global Payroll & Absence Mgmt, Payee Data, Net Pay/Recipient Elections, Add Deduction Recipients).

   If an employee is enroled in multiple schemes with the same deduction, use the Recipient Tag field to distinguish instances of the same deduction. For example, if an employee is enroled in two share schemes that have the same deduction, on the Add Deduction Recipients page you add that deduction twice, select the respective recipients in the Recipient ID field, and enter unique values in the Recipient Tag field.
3. If an employee is enroled in multiple schemes with the same deduction, update the Element Assignment by Payee page to assign the recipient tag to the relevant deduction instance.

You can view payee assignments on the Element Assignment By Payee page (Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Element Assignment By Payee).

After running the GP UK Banking process, the results show multiple payments for the share scheme deduction. The View Deductions page of the Review Payments by Cal Group component shows the deduction, the recipient tag, and the recipient ID.

Example: Defining Deduction Recipients for Share Schemes at Payee Level

In this example, there are two share save schemes. This table lists the scheme IDs, the deduction for each scheme, and the corresponding deduction recipients:

Scheme ID	Deduction	Recipient ID
SS00 (Share save 2000)	SS DD SVE AA	RCP2000
SS01 (Share save 2001)	SS DD SVE AA	RCP2001

If an employee is enroled in both the SS00 and SS01 scheme, you add the following rows on the Add Deduction Recipients page:

Deduction	Recipient Tag	Recipient ID
SS DD SVE AA	10	RCP2000
SS DD SVE AA	20	RCP2001

On the Element Assignment by Payee page, you add the recipient tag as follows:

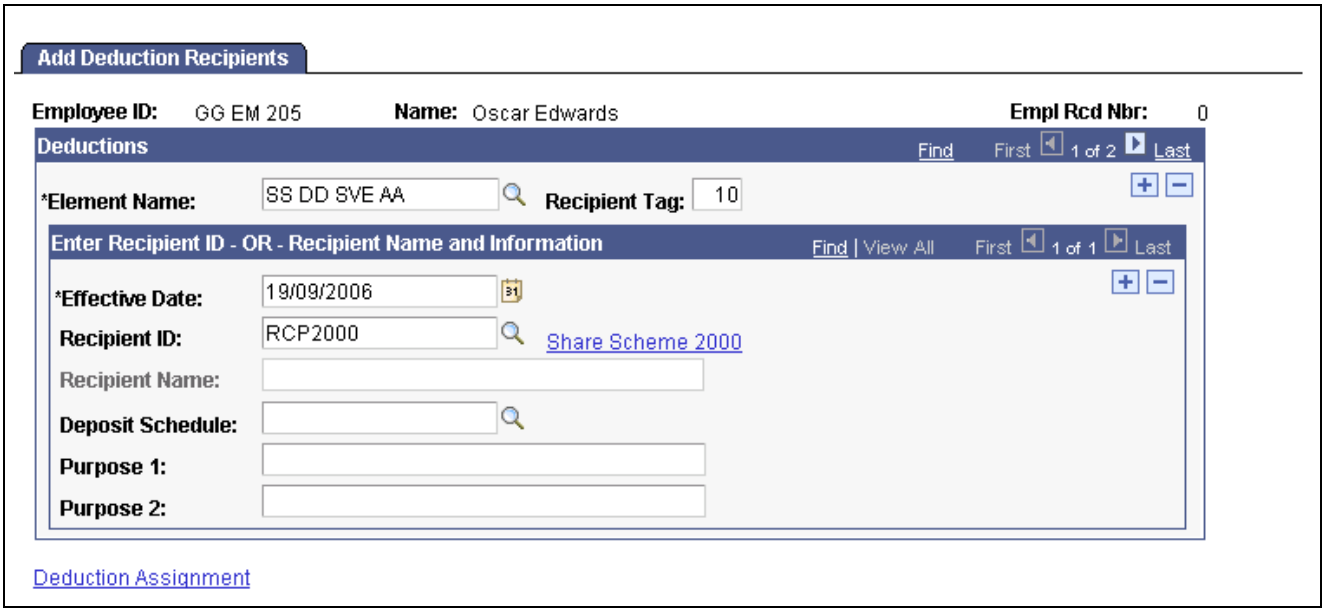
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Deduction	Instance	Recipient Tag
SS DD SVE AA	1	10
SS DD SVE AA	2	20

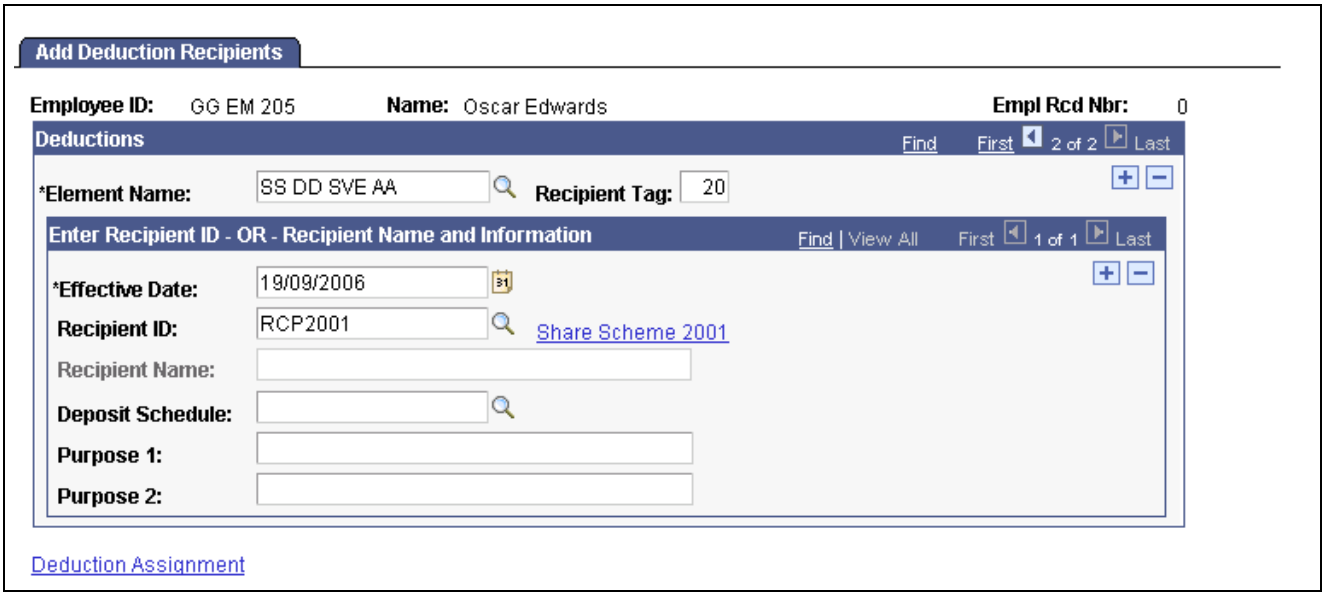
Note. When you enrol an employee in a share scheme, the system automatically creates the element assignments and instance values.

When you run the banking processes, instance 1 of deduction SS DD SVE is associated with the recipient tag 10, which means that the deduction is paid to recipient RCP2000. Similarly, instance 2 is associated with recipient tag 20 and hence recipient RCP2001.

Here is an example showing a payee with two recipients for the deduction SS DD SVE AA:



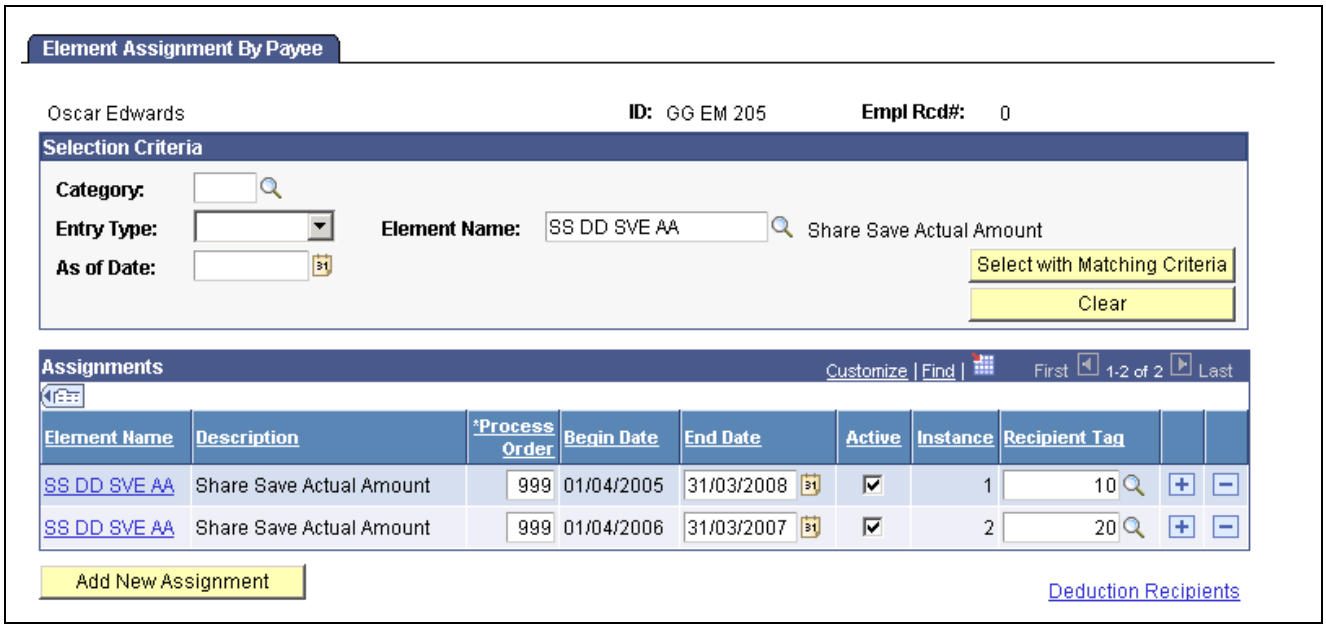
Add Deduction Recipients page (1 of 2)



Add Deduction Recipients page (2 of 2)

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Here is an example showing how the recipient tag is assigned to each instance of the deduction SS DD SVE AA:



Element Assignment by Payee page

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Banking Instructions," Assigning Recipients to Deductions and Payees

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Banking Instructions," Reviewing Banking Results by Calendar Group

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

Running the U.K. Banking Processes

This section provides an overview of the U.K. banking processes and discusses how to create a file for BACS transmission.

Understanding the U.K. Banking Processes

When you have finalised a pay run, run the Global Payroll core banking process. This banking process has two steps: calculate and finalise. Run the calculate step any number of times, but the finalise step only once. You can use the Review Payment by Calendar Group page to view net pay and deduction recipient banking transactions before you run the U.K. banking process.

When you have run the core banking process, run these processes provided in Global Payroll for the U.K.:

1. Banking process GBR.

   This process populates a U.K.-specific table, GPGB_PAYMENT, that contains basic calendar run information and the transaction and bank data necessary to create a file for BACS-processing software. View the results of this process using the Review Payments by Cal Group component (Global Payroll & Absence Mgmt, Payment Processing, Review Payments by Cal Group).

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2. Create BACS File process.

   This process transfers the data from GPGB_PAYMENT, for a given calendar run ID, into a fixed-length file on disk suitable for BACS transmission.

   Note. The process does not write negative values to the BACS file. It reports any negative values in the process log file.

Prerequisites

Before you can run the U.K. banking process, you must run the core Global Payroll Application Engine process (GP_PMT_PREP).

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Banking Instructions"

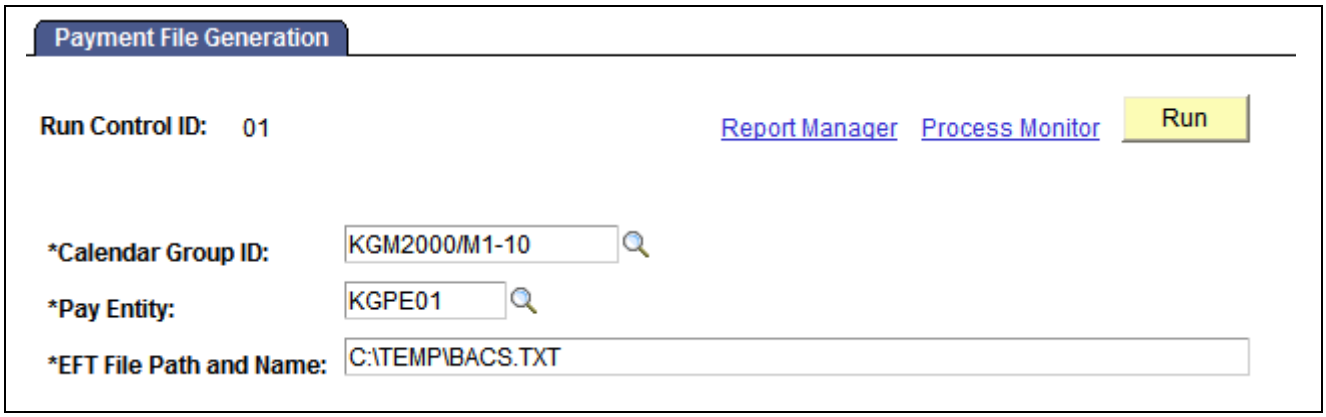
Pages Used to Run the U.K. Banking Processes

Page Name	Object Name	Navigation	Usage
Payment Preparation	GPGB_PAYMENT	Global Payroll & Absence Mgmt, Payment Processing, Run Payment Prep Process GBR, Payment Preparation	Run the GP UK Banking Application Engine process (GPGB_PAYMENT) that populates the GPGB_PAYMENT table. Run this process after running the core banking process.
Payment File Generation	GPGB_BANK_EFT	Global Payroll & Absence Mgmt, Payment Processing, Create BACS File GBR, Payment File Generation	Run the Create the EFT File SQR process (GPGBEFT). This process creates a fixed-length ASCII file that can be used as input to BACS processing software. The system displays as valid values only those calendar run IDs that have had the banking finalise step run.

Creating a File for BACS Transmission

Access the Payment File Generation page.

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Payment File Generation page

EFT File Path and Name (electronic file transfer file path and name) Enter the path and file name for location of the EFT file that you want to create.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Banking Instructions"

Running Banking Reports

This section lists the page used to run the banking reports.

Page Used to Run the Banking Reports

Page Name	Object Name	Navigation	Usage
Net Payment / BACS Audit	GPGB_RC_BACS_REP	Global Payroll & Absence Mgmt, Payment Processing, Net Payment / BACS Audit GBR, Net Payment/ BACS Audit	Use this page to generate these reports: • BACS Net Payment List report (GPGBEFTP). This report lists BACS transactions, including the bank, employee ID, bank account information, and amounts transferred. • Net Payment Summary report (GPGBEFTS). A summary of employees' net pay. It includes the bank account information and net pay amount.

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CHAPTER 18

Generating and Viewing Payslips

This chapter lists prerequisites and discusses how to:

- Define messages on employees' payslips
- Generate payslips.
- View payslips.

Prerequisites

Before you can define messages for payslips, you must:

1. Define the elements that appear on the payslips.
2. Assign payslips to pay groups.

See Also

Chapter 5, "Setting Up Payslips," page 47

Defining Messages on Payslips

To set up payslip messages, use the Payslip Message by Pay Group GBR component (GPGB_PSLIP_PGRP_M). This section discusses how to:

- Define messages for employees in specific pay groups.
- Define messages for specific employees.

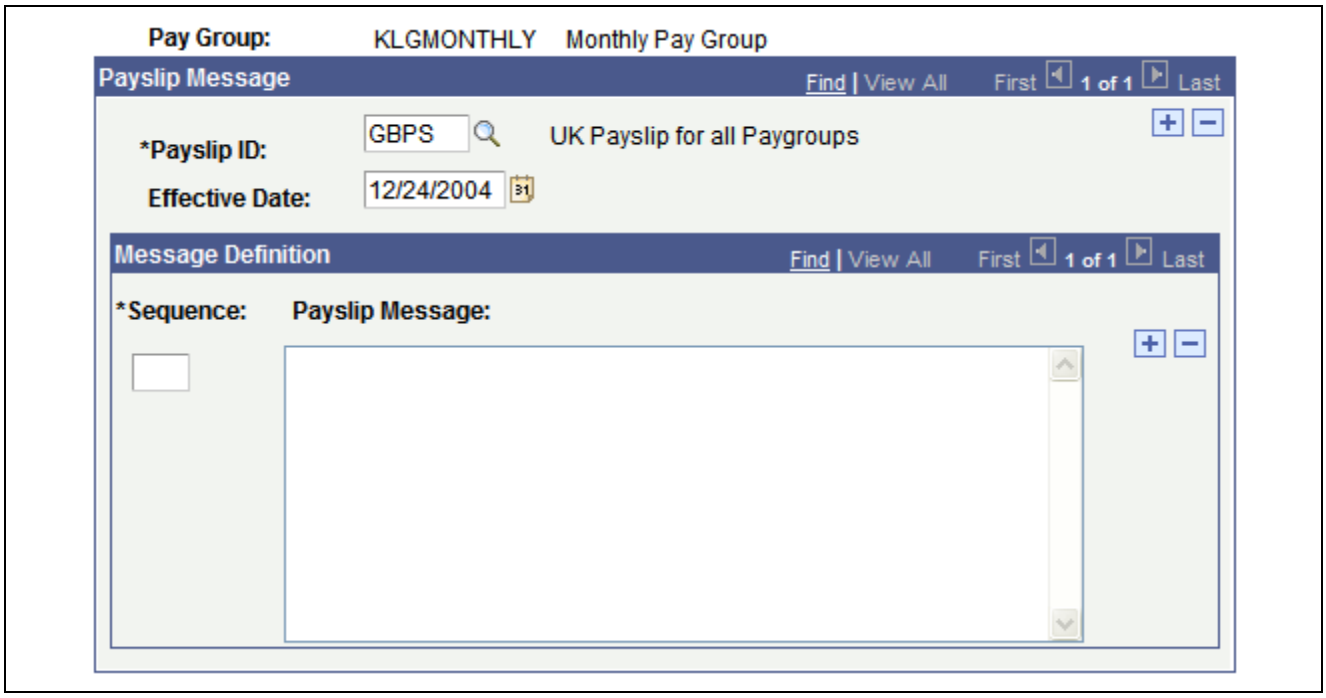
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Pages Used to Include Messages on Payslips

Page Name	Object Name	Navigation	Usage
Payslip Message by Pay Group	GPGB_MESS_GRP	• Global Payroll & Absence Mgmt, Payslips, Add Payslip Messages GBR, Payslip Message by Pay Group • Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Messages by Pay Group GBR, Payslip Message by Pay Group	Define messages on the payslips for all employees who belong to a specific pay group.
Payslip Messages by Employee	GPGB_MESS_EE	Global Payroll & Absence Mgmt, Payee Data, Payslips, Create Message GBR, Payslip Messages by Employee	Define messages on the payslip for a specific employee.

Defining Messages for Employees in Specific Pay Groups

Access the Payslip Message by Pay Group page.



Payslip Message by Pay Group page

Note. The Effective Date field displays all the messages for an employee or a pay group where the effective date is within the segment.

Payslip ID Select the payslip. You must have defined a payslip first.

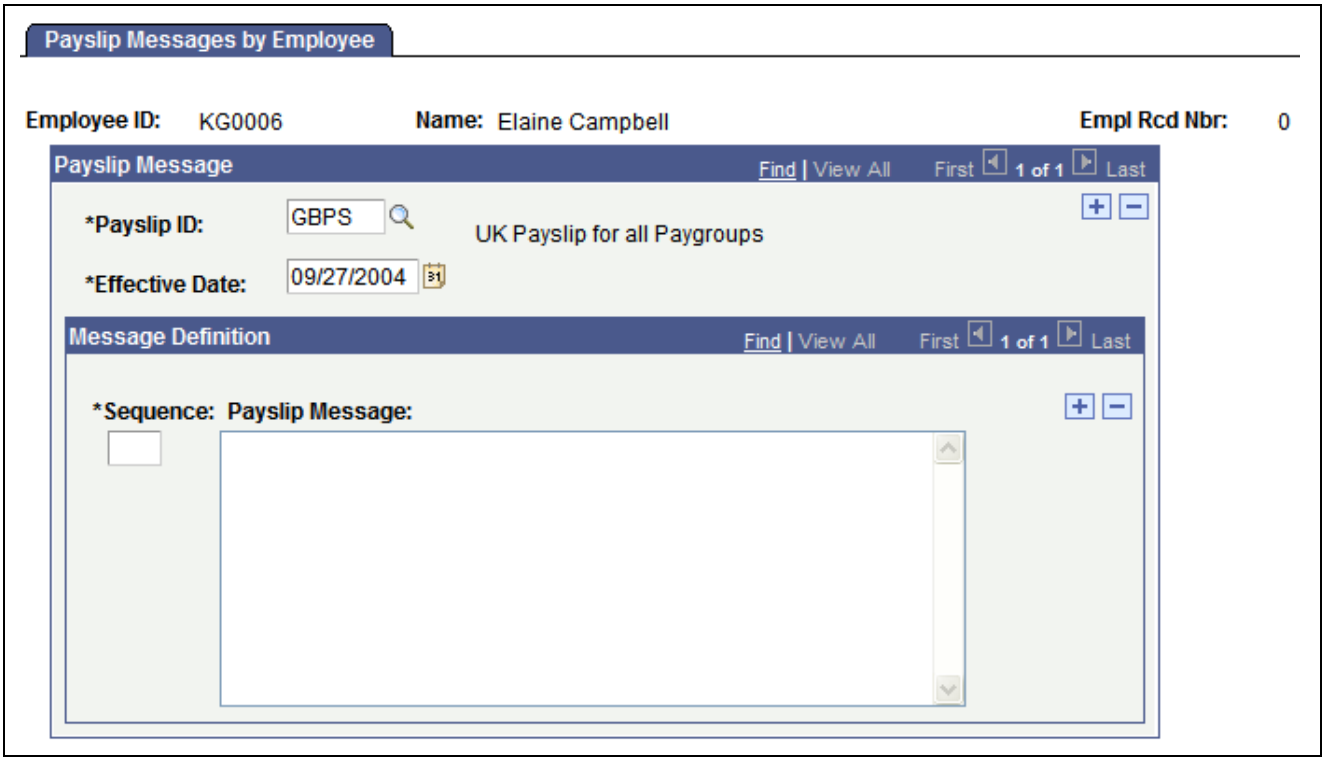
Sequence Enter the order in which you want to display your messages.

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Payslip Message Enter the message that you want to display on the payslip. The message will be sent to all employees who belong to the pay group that you specified.

Defining Messages for Specific Employees

Access the Payslip Messages by Employee page.



Payslip Messages by Employee page

Note. The Effective Date field displays all the messages for an employee or a pay group where the effective date is within the segment.

Payslip ID Select the payslip that you require.

Sequence Enter the sequence in which you want to display your messages.

Payslip Message Enter the message that you want to display on the payslip. The message will be sent only to the employee that you specify.

Generating Payslips

This section discusses how to generate payslips.

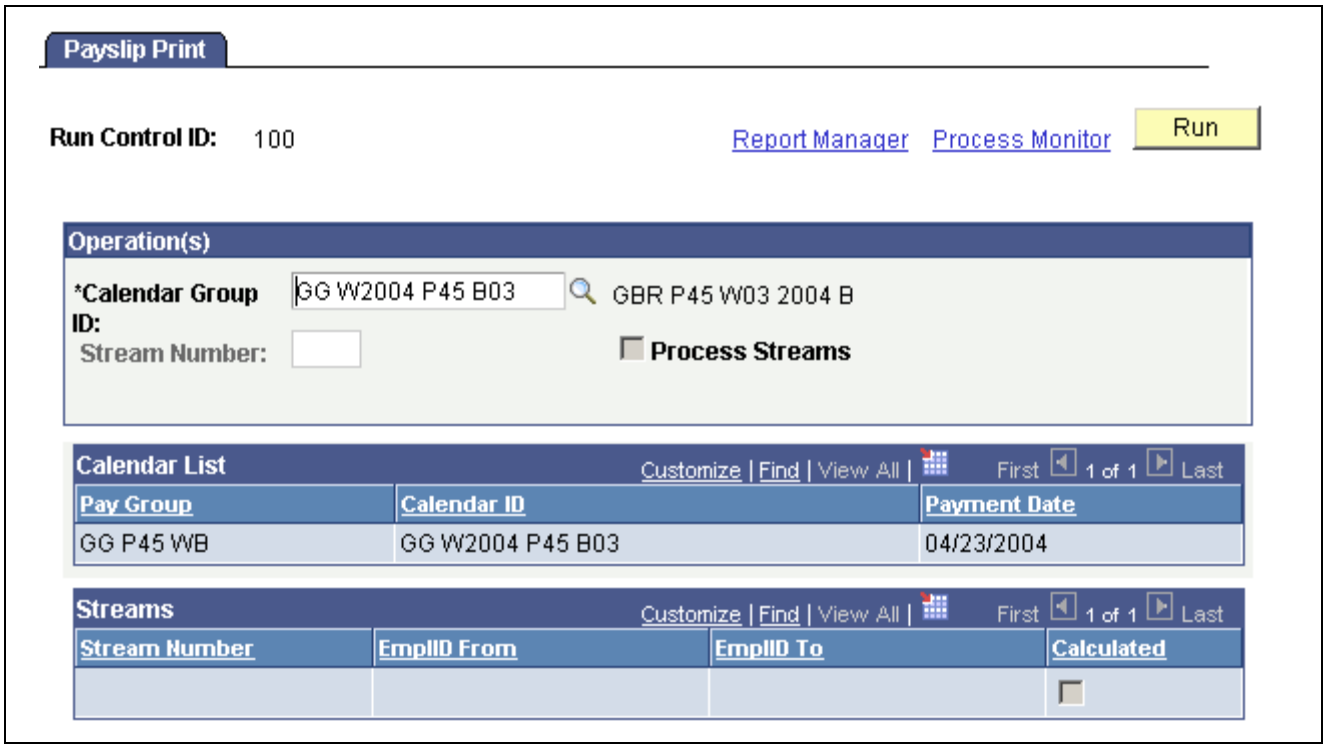
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Page Used to Generate Payslips

Page Name	Object Name	Navigation	Usage
Payslip Print	GPGB_PSLIP	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips GBR, Payslip Print	Run the Printed Payslip Job PSJob process (GPGBPYSP). This job runs the Payslip Preparation process (GPGB_PSLIP_X), followed by the Printed Payslip SQR report (GPGBPSLP), and the Create Self Service Payslip process (GP_EPAY). You must set up payslips on the payslip definition pages before running the payslip processes.

Generating Payslips

Access the Payslip Print page.



Payslip Print page

Operations

Calendar Group ID Select the calendar group for which you want to load payslip result data.

Stream Number/Process Streams Select the stream for which you want to load payslip result data. Stream and Process Stream fields are as defined on the Streams and Payroll/Absence

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Run Control pages. If you have defined them for processing, then you can use them to select results.

Calendar List

Pay Group Displays the pay group for which you are loading payslip result data.

Calendar ID Displays the calendar ID for which you are loading payslip result data.

Payment Date Displays the payment date for which you are loading payslip result data.

Off Cycle Groups

Pay Group Displays the pay group for which you are loading payslip result data

Period ID Displays the period ID for which you are loading payslip result data

Off Cycle Group Displays the off cycle group for which you are loading payslip result data

Streams

Stream Number Select the streams you are using to load data into the payslip printing tables.

Calculated Indicates which streams have been calculated.

Payslip Processes

The Payslip Print page launches a Job (GPGBPYSP) containing three processes in sequence:

1. The GPGB_PSLIP_X Application Engine process populates a payslip result table which can be used as a basis for internal or external payslip printing.
2. The Structured Query Report (SQR) GPGBPSLP 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 GPGBPYSP 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

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Processing Payroll," Creating Process Streams

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

Viewing Payslips

This section provides an overview of payslip options and discusses how to view payslips.

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Understanding Payslip Options

PeopleSoft delivers three pages for viewing payslips:

- The payroll administrator's Pay Advice page.

  This page enables payroll administrators to view employees' payslips.

- The employee's self-service Pay Advice page.

  This page enables employees to view their own payslip in a self-service transaction afterpayslips have been finalised.

- The payroll administrator's Review Self Service Payslips page.

  This page aids in resolving questions raised by employees about their payslips. The payroll administrator can view employees' self service payslips in an online view that replicates the employees' view.

Note. The employee payslip is delivered as part of ePay and is documented in the *PeopleSoft Enterprise ePay 9.0 PeopleBook.*

In addition to the payslip page delivered with Global Payroll for the U.K., the Global Payroll core application includes Administrator Results pages that you can configure to display payroll results.

See Also

PeopleSoft Enterprise ePay 9.0 PeopleBook, "Managing Pay Information for Global Payroll," (GBR) Viewing Payslips Online

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Viewing and Finalizing Payroll Results," Defining Administrator Payroll Results

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Viewing and Finalizing Payroll Results," Viewing Administrator Payroll Results

PeopleSoft Enterprise ePay 9.0 PeopleBook, "Managing Pay Information for Global Payroll," Viewing Payslips Online

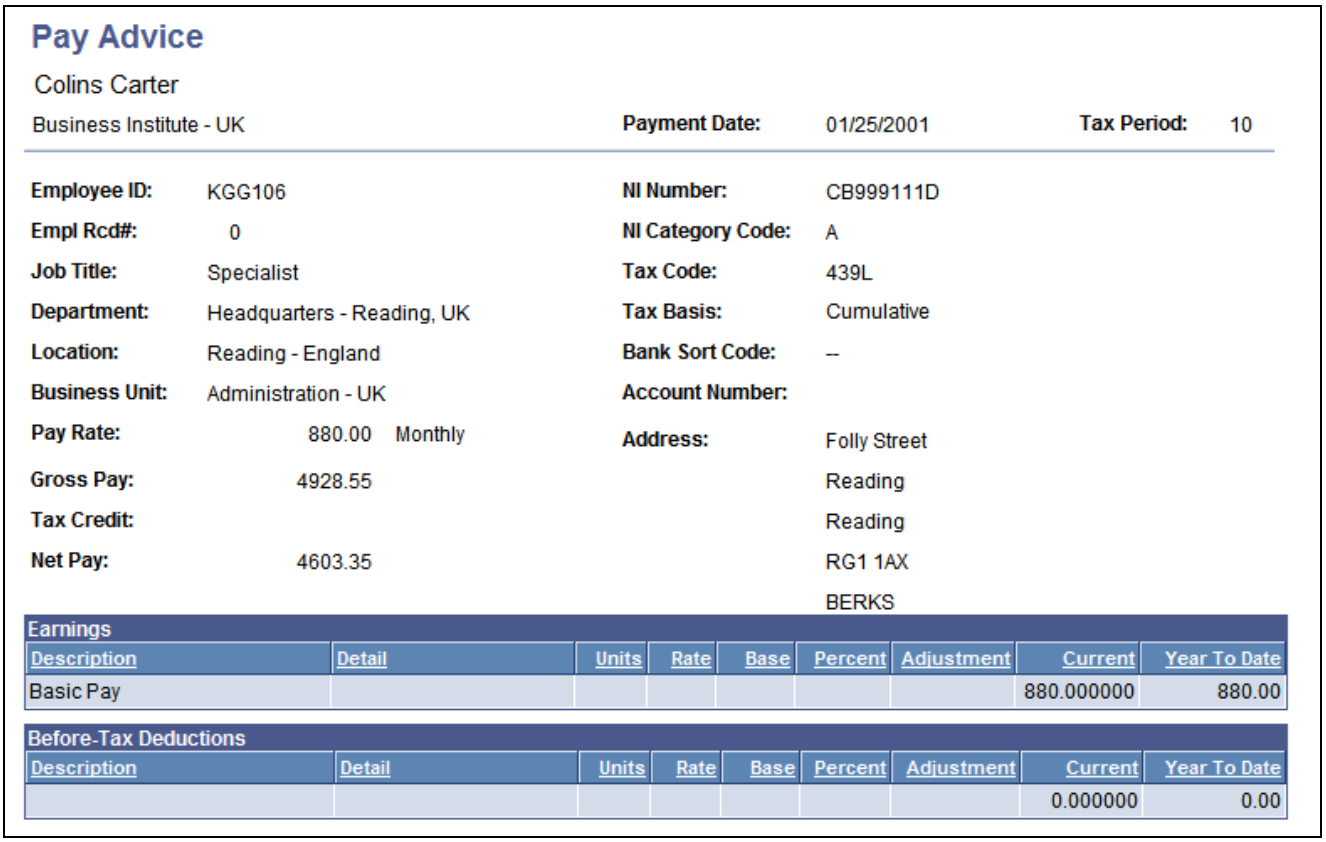
Page Used to View Payslips

Page Name	Object Name	Navigation	Usage
Pay Advice	GPGB_PSLIP_PU	Global Payroll & Absence Mgmt, Payslips, Rvw Admin Payslip/Results GBR, Pay Advice	Payroll administrators use this page to view employees' payslips.

Viewing Payslips — Payroll Administrator

Access the Pay Advice page.

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Pay Advice

Colins Carter

Business Institute - UK | **Payment Date:** 01/25/2001 | **Tax Period:** 10

Employee ID:	KGG106	**NI Number:**	CB999111D
Empl Rcd#:	0	**NI Category Code:**	A
Job Title:	Specialist	**Tax Code:**	439L
Department:	Headquarters - Reading, UK	**Tax Basis:**	Cumulative
Location:	Reading - England	**Bank Sort Code:**	--
Business Unit:	Administration - UK	**Account Number:**	
Pay Rate:	880.00 Monthly	**Address:**	Folly Street
Gross Pay:	4928.55		Reading
Tax Credit:			Reading
Net Pay:	4603.35		RG1 1AX
			BERKS

Earnings

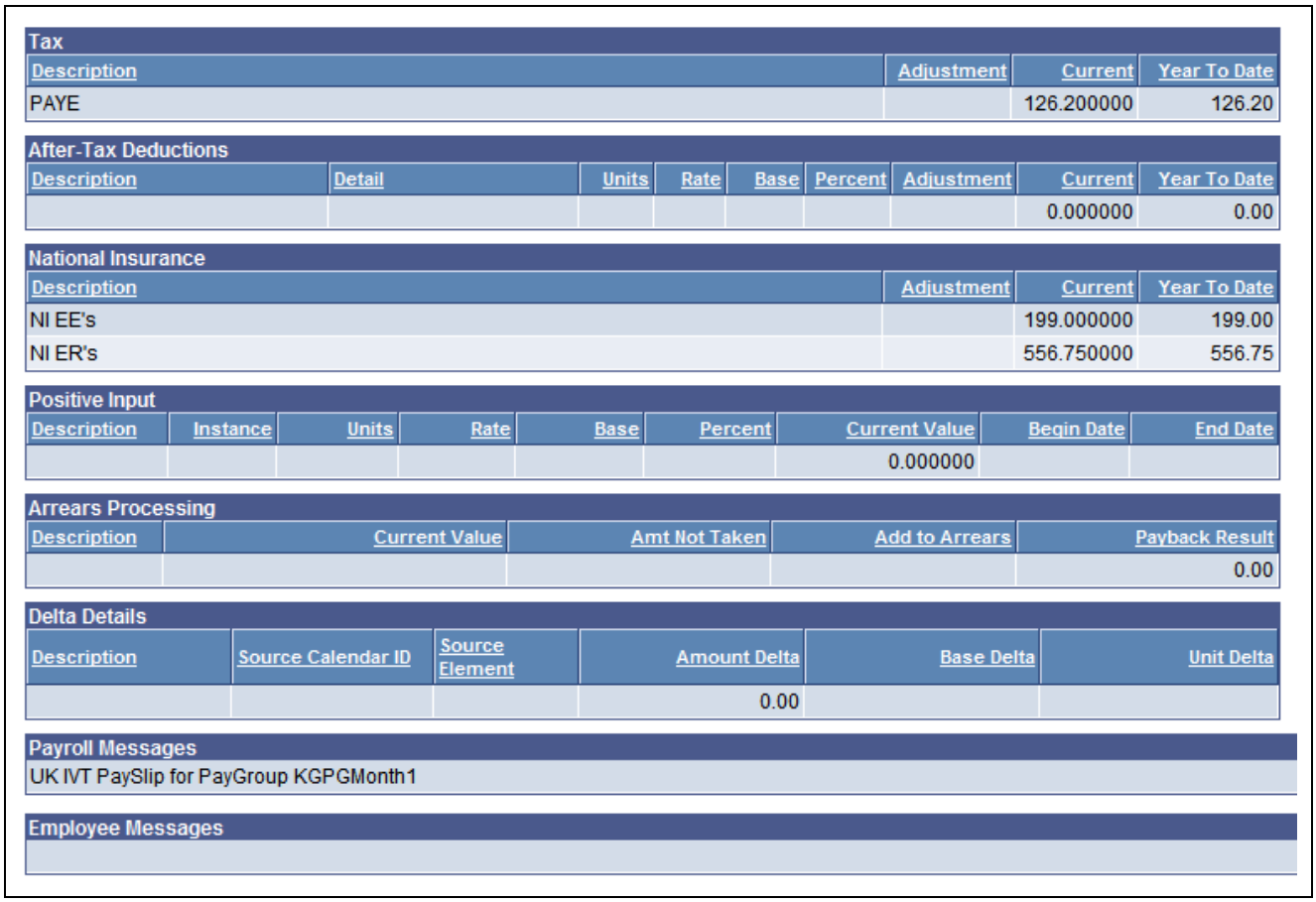
Description	Detail	Units	Rate	Base	Percent	Adjustment	Current	Year To Date
Basic Pay							880.000000	880.00

Before-Tax Deductions

Description	Detail	Units	Rate	Base	Percent	Adjustment	Current	Year To Date
							0.000000	0.00

Pay Advice page (1 of 2)

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Tax

Description	Adjustment	Current	Year To Date
PAYE		126.200000	126.20

After-Tax Deductions

Description	Detail	Units	Rate	Base	Percent	Adjustment	Current	Year To Date
							0.000000	0.00

National Insurance

Description	Adjustment	Current	Year To Date
NI EE's		199.000000	199.00
NI ER's		556.750000	556.75

Positive Input

Description	Instance	Units	Rate	Base	Percent	Current Value	Begin Date	End Date
						0.000000		

Arrears Processing

Description	Current Value	Amt Not Taken	Add to Arrears	Payback Result
				0.00

Delta Details

Description	Source Calendar ID	Source Element	Amount Delta	Base Delta	Unit Delta
			0.00		

Payroll Messages

UK IVT PaySlip for PayGroup KGPGMonth1

Employee Messages

Pay Advice page (2 of 2)

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CHAPTER 19

Running Payroll Reports

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

- Run statutory reports.
- Run non-statutory reports.
- Set up and run report profiles.

Note. This chapter does not describe all the statutory and non-statutory reports delivered with Global Payroll for the U.K. Refer to other chapters in this PeopleBook for information about banking reports, payslips, and the P45 report.

See Also

Chapter 17, "Running the Banking Processes," page 175

Chapter 18, "Generating and Viewing Payslips," page 185

Chapter 8, "Managing Starters, Leavers, and Transfers," Generating P45 Reports, page 80

Common Elements Used in This Chapter

Tax Year Begins In (Required) Enter the tax year that you want to process.

Parameters Select one of these values:

Calendar Run ID: To run the report for a specific calendar run ID. When you select this parameter, the Calendar Group ID and Department field are available for entry.

Pay Entity: To run the report for a specific pay entity. When you select this parameter, the Pay Entity and EmplID field are available for entry.

Pay Group: To run the report for a specific pay group. Select the pay group in the Pay Group field.

All Periods Select if you want the report to include results for the tax year that you specify.

If you select All Periods but do not specify a frequency ID, the system displays all results for that tax year.

Frequency Select the frequency ID that you require:

A (annual)

B (biweekly)

F (fourweekly)

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M (monthly)

Q (quarterly)

W (weekly)

Note. If you select All Periods and also select the frequency ID that you require, the system displays the results for that frequency. For example, if you select All Periods and enter the Frequency ID *M,* the system displays all monthly payroll results for that tax year.

Tax Period

Enter the tax period whose results the report should display. For example, if you enter a frequency ID of *Q* and enter the value *4* in the Tax Period field, the report displays the payroll results of the fourth quarter of the tax year that you specify.

This field is available for entry only if you enter a frequency ID and move out of the field.

Running Statutory Reports

This section discusses how to:

- Run the P11, P14, P60, P32, and P35 reports.
- Run the P46(car) report.

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Pages Used to Run Statutory Reports

Page Name	Object Name	Navigation	Usage
Varies by report	GPGB_GPSQR_PNL	You can access this page through multiple navigation paths. This lists shows some of the possible paths. • Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, P11-Part 1 GBR • Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, P14/P60 GBR • Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, P32 GBR • Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, P35 GBR	Use this page to run these reports: • P11 - Part 1 (GPGBP11A), Part 2 (GPGBP11B), and Part 3 (GPGBP11C) reports. These list the National Insurance contributions section, PAYE income tax and tax credits section of the P11 form, and the tax credits section of the P11 deductions working sheet. • P14/P60 report (GPGBP14). The P14 summarises at the end of the year each employee for whom any tax and National Insurance contributions were payable. The P60 is the Employee's Certificate of Pay that provides income tax and national insurance information. • P32 report (GPGBP32). Employer's payment record that lists required details each time that an employer makes a payment. • P35 report (GPGBP35). Lists at the end of the year all PAYE tax and National Insurance contributions, as well as the employer's annual return.

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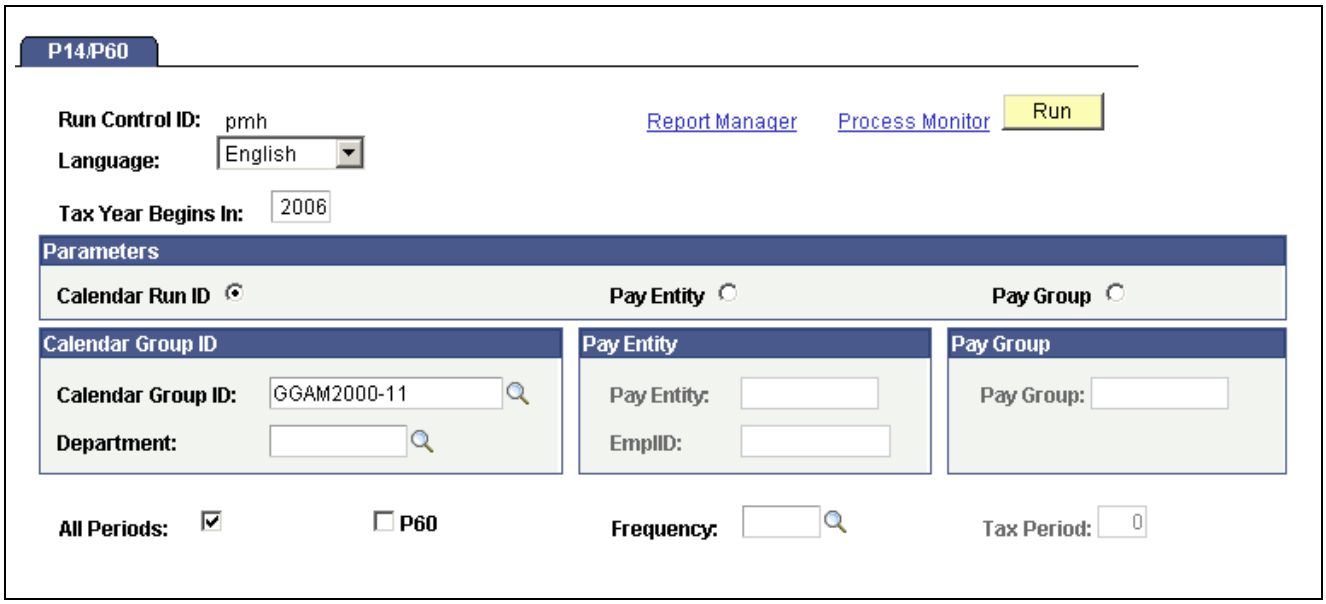
Page Name	Object Name	Navigation	Usage
P46(Car)	GPGB_RC_P46C	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, P46(Car) GBR, P46(Car)	Run the P46(Car) report (GPGBP46C). This report is submitted to HM Revenue and Customs (HMRC) every quarter for employees with a company car. The report extracts information from both PeopleSoft Enterprise Human Resources and Global Payroll for the U.K. tables: • Company car data in Administer Company Cars. • Employee and director information from the Global Payroll for the U.K. tax table. • Employer information from the Pay Entity Details table.

See Also

PeopleSoft Enterprise Human Resources 9.0 PeopleBook: Administer Company Cars, "Administering Company Cars for a Workforce," (GBR) Tracking Company Cars and Vehicle Incidents

Running the P11, P14, P60, P32, and P35 Reports

Access the P14/P60 page.



P14/P60 page

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Note. This page is used to run the P11, P14, P60, P32, or P35 reports. The page name varies depending on the report option you selected.

P60 Select this check box to run the P60 report.

Running the P46(Car) Report

Access the P46(Car) page.



P46(Car) page

Pay Entity Select the pay entity for which you want to run the report. The system generates a report for each employee in the pay entity who has a company car or has withdrawn from the company car scheme during the quarter.

Note. Make sure that you complete the Pay Entity Details page for the pay entity. The P46(Car) report uses the employer information from the Pay Entity Details page.

Quarter Start/End Date Enter the start and end date for the quarter.

Running Non-Statutory Reports

This section discusses how to:

- Run the Validation Exception reports.
- Run the Element Summary reports.
- Run the End Of Year Pre Validation Report.
- Run the High/Low Earners report.

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Pages Used to Run the Non-Statutory Reports

Page Name	Object Name	Navigation	Usage
Validations GBR	GPGB_RNCTL_VE	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Validation Exception GBR, Validations GBR	Run these reports: • Validation Exception (payroll) (GPGBPVE). Lists results of data validation checks for general employees. • Validation Exception (starters and leavers) (GPGBSVE). Lists results of data validation checks for starters and leavers. These reports can be run before or after a payroll processing, depending on the information you want to validate. Full validation is only possible when payroll has been processed.
Element Summary	GPGB_RNCTL_ES	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Element Summary Report GBR	Run these reports that summarise total earnings and deductions for a group of payees: • Element Summary (period) (GPGBEPTD). • Element Summary (year to date) (GPGBEYTD). The elements are grouped by user-defined list sets.

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Page Name	Object Name	Navigation	Usage
EOYR Pre Validation	GPGB_RNCTL_EOY	Global Payroll & Absence Mgmt, Year-End Processing, EOYR Pre Validation GBR, EOYR Pre Validation	Run the EOY Pre Validation report (GPGBEOY) to identify data that does not meet the requirements of the HM Revenue and Customs validation standards. The report checks payee and pay entity data against the HMRC standards and lists those payees and pay entities that have missing or incorrect data. This includes payees with invalid NINO prefixes, and payees and pay entities with ECON or SCON numbers in the wrong format. There is also an option to check for invalid characters in the payee or pay entity name and address fields. Use this report to identify invalid data before you submit end of year returns. However, you can also run this report at any time during the year to check for invalid data.
High/Low Earners	GPGB_GPSQR_PNL3	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, High/Low Earners GBR, High/Low Earners	Run the High/Low Earners report (GPGBHLE). This report evaluates earnings based on an element that you select. For example, you can use this report to display all employees who earned more than 2,000 GBP as basic pay for a specific period, or to display those employees who received a tax refund during a specific period.
Gross to Net Reports	GPGB_GPSQR_PNL	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Gross to Net GBR, Gross to Net Reports	Run the Gross to Net report (GPGBGTNA). Use this report to reconcile your payroll. Run at any time during the tax year.

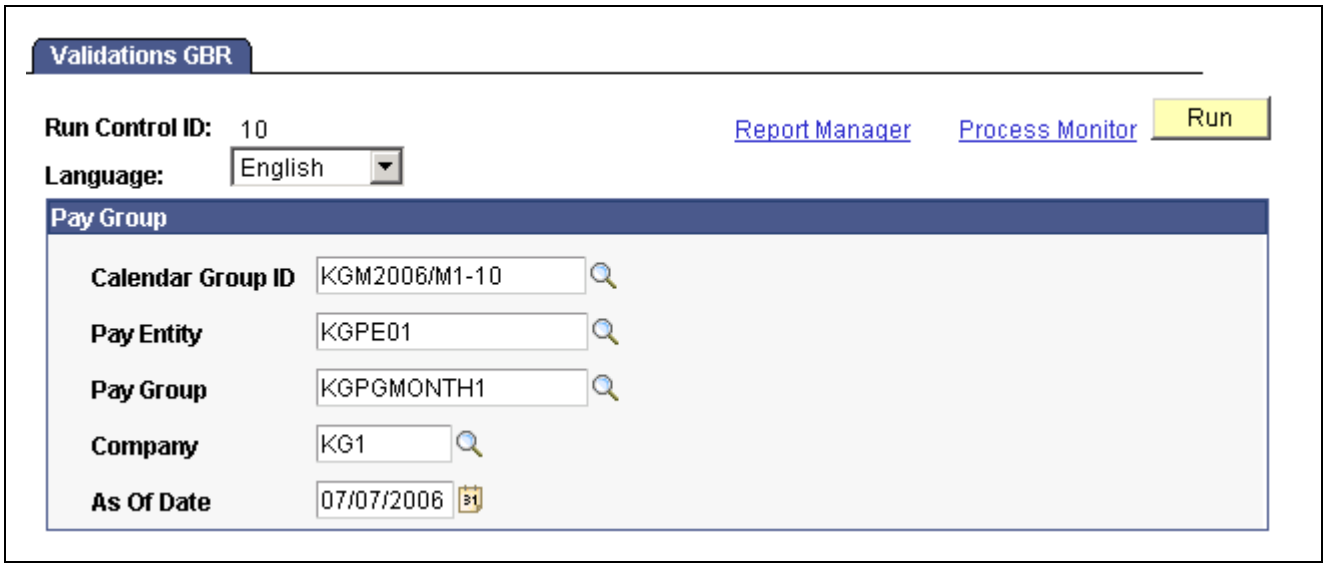
See Also

Chapter 19, "Running Payroll Reports," Setting Up and Running Report Profiles, page 202

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Running the Validation Exception Reports

Access the Validations GBR page.

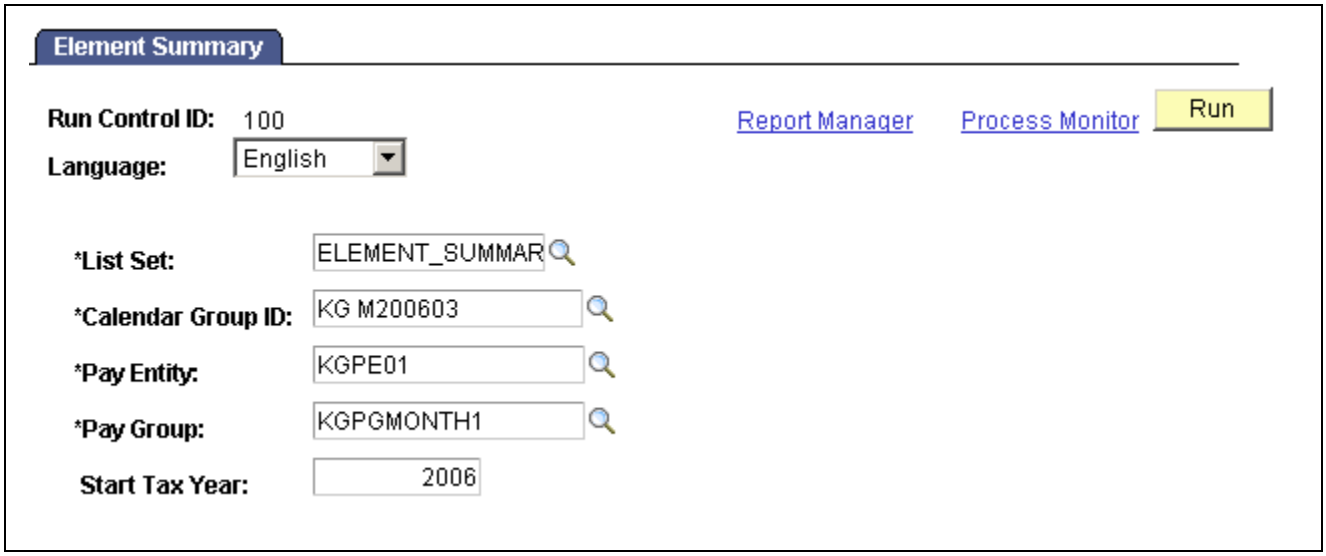


Validations GBR page

Calendar Group ID, Pay Entity, Pay Group, Company Use these fields to define the group of employees to include in the report.

Running the Element Summary Reports

Access the Element Summary page.



Element Summary page

List Set Select the list set you want to use for the report. To define list sets, use the Define List Set page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Define List Set). PeopleSoft delivers two list sets for the U.K., ELEMENT_SUMMARY and ELEMENT_LIST.

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Modify the delivered list sets to include the elements that you want included in the report.

From the Process Scheduler Request page, you can select the period report or the year to date report.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Managing Applications and List Sets," Setting Up List Sets

Running the End Of Year Pre Validation Report

Access the EOYR Pre Validation page.



EOYR Pre Validation page

Tax Year Enter the year in which the tax year starts.

When the report runs, it checks payee data for those payees who are in the selected pay entity and who will be included in the end of year return for the tax year you specify.

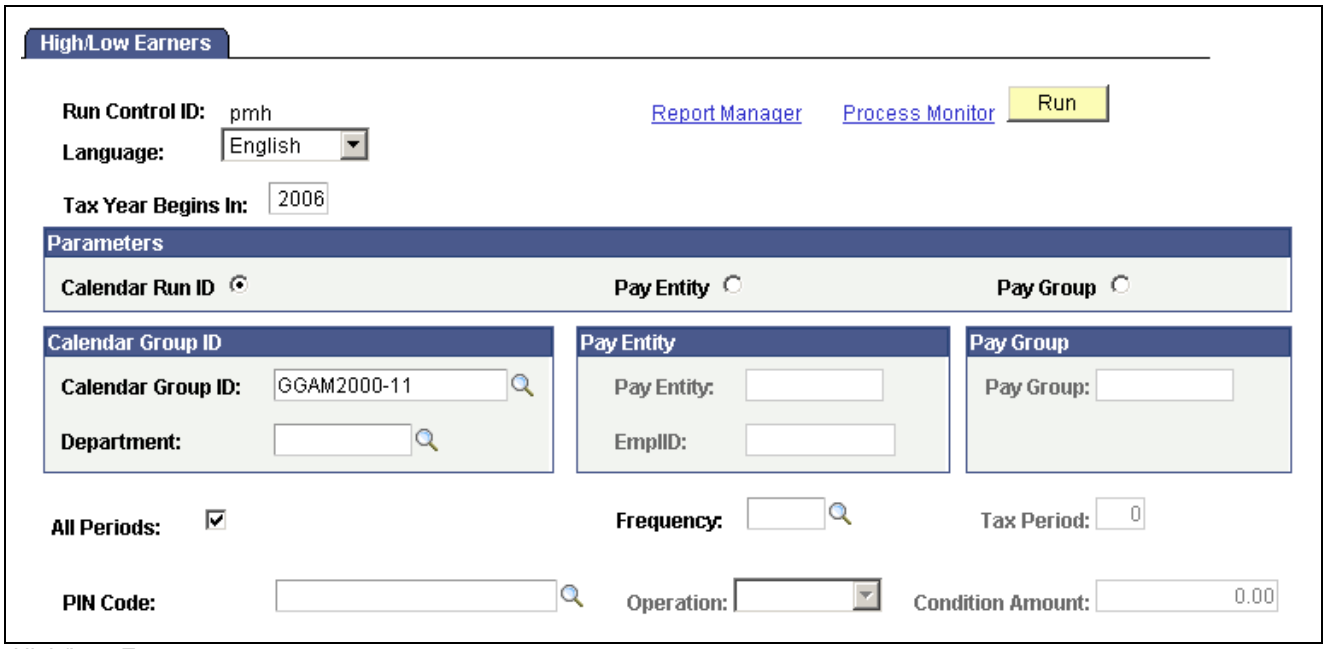
Character Set Select this check box if you want the report to check for invalid characters, including the payee and pay entity name and address fields. If this check box is selected, the report lists the data fields that contain invalid characters.

If you don't select the check box, the report does not check for invalid characters.

Running the High/Low Earners Report

Access the High/Low Earners page.

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High/Low Earners page

PIN Code (pay item name code)	Select the element that you want to evaluate against the statement.
Operation	Select the operator that you want to use in the calculation: <, <=, =, >, or >=.
Condition Amount	Enter the amount against which you want to evaluate the element.

Setting Up and Running Report Profiles

This section provides an overview of report profiles and discusses how to create report profiles.

Understanding Report Profiles

The Profile Report is provided as a mechanism for creating simple listing reports of selected elements. For example, you can use profile reporting to create a payment or deduction listings.

Before you can run the Profile report, you must first set up a report profile that lists the elements to include in the report. Use the Report Profile GBR component (GPGB_PROFILE_PNLG) to define report profiles.

Global Payroll core provides generic reporting that enables you to define your own reports of basic payroll results.

See Also

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

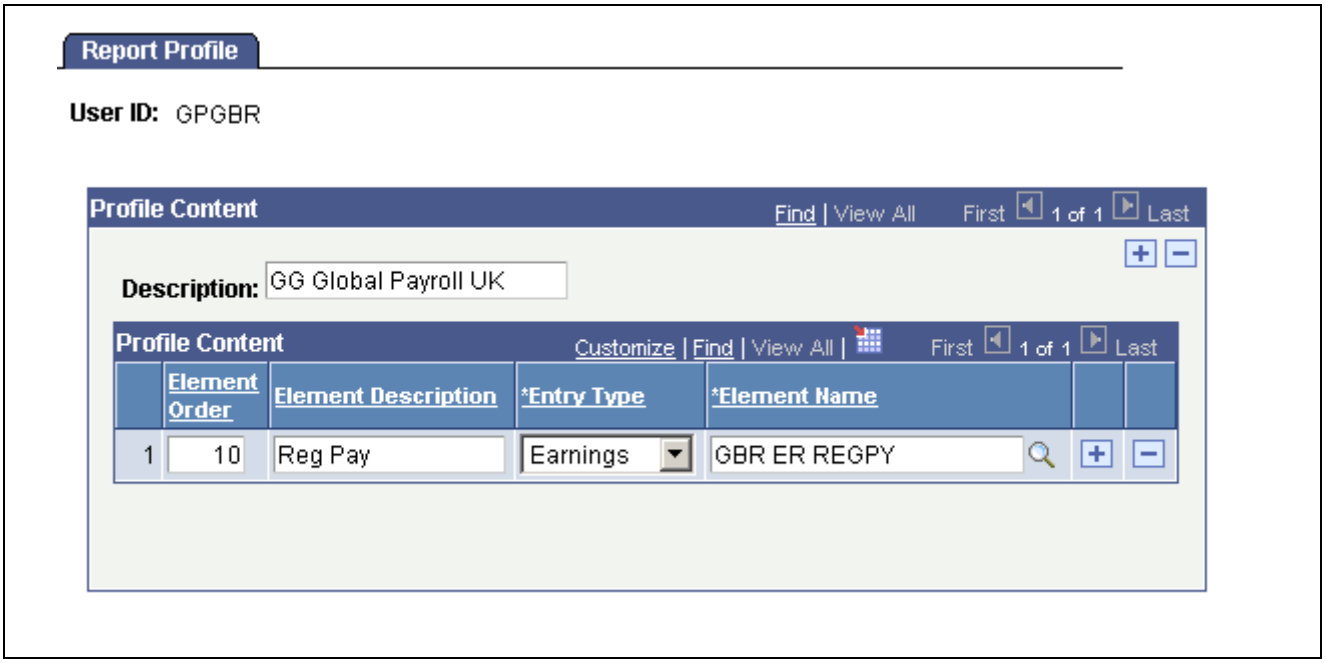
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Page Used to Set Up and Run Report Profiles

Page Name	Object Name	Navigation	Usage
Report Profile	GPGB_PROFILE_PNL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Report Profile GBR, Report Profile	Create a profile for a user. This profile is then used in the Profile Report, which displays exactly the information that you specified.
Profile Report	GPGB_GPSQR_PNL2	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Profile Report GBR, Profile Report	Run the Profile report (GPGBRPRF). This report displays exactly the information that you require based on report profiles that you create. **Note.** You must set up Report Profiles before you can run this report.

Creating Report Profiles

Access the Report Profile page.



Report Profile page

Element Order Enter the order in which you want the elements to appear in the Profile Report.

Entry Type Select the type of element that you want to display on the Profile Report.

Element Name Select the element that you want to appear on the Profile Report. The elements that are available are those belonging to the entry type that you select.

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CHAPTER 20

Managing EDI Submissions

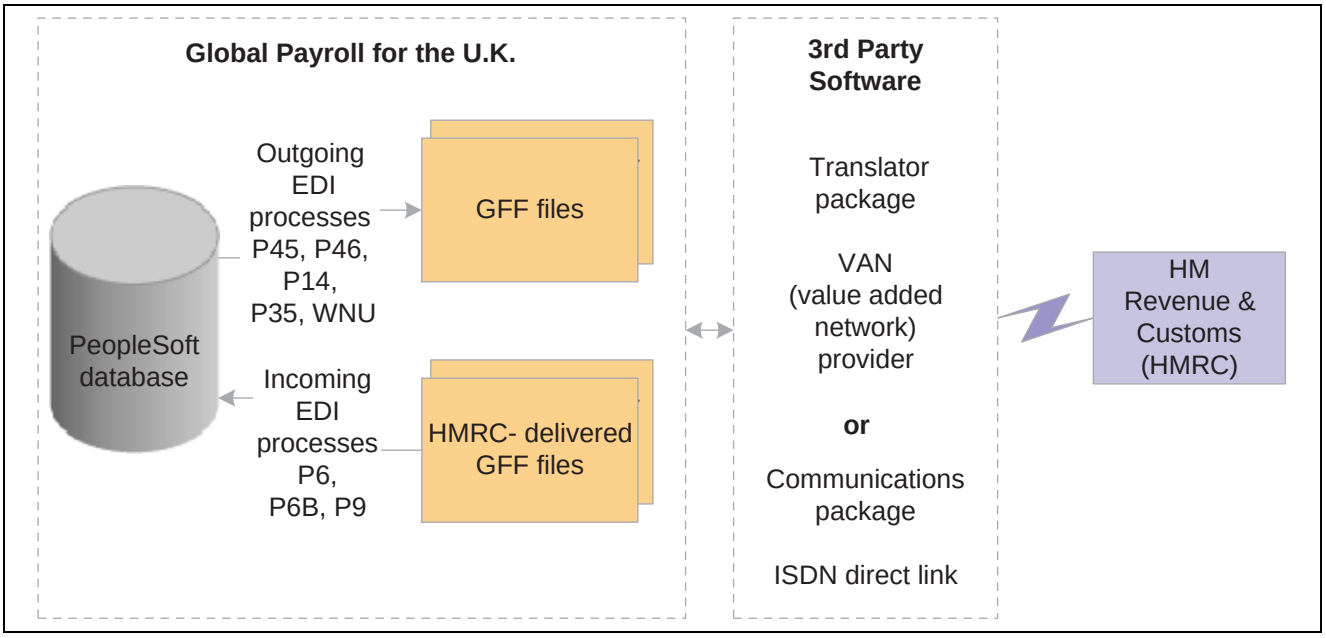
This chapter provides an overview of EDI processes, lists prerequisites, and discusses how to:

- Set up the EDI processes.
- Run the EDI processes.
- Review the results.
- Resolve errors and warnings.
- Modify the employee selection process.

Understanding the EDI Processes

Global Payroll for the U.K. EDI functionality provides you with the ability to undertake electronic transactions of statutory data with HM Revenue and Customs (HMRC). The EDI functionality consists of application engine processes that either generate or load flat files that are exchanged, via third-party software or providers, with HMRC. These flat files of statutory data typically are a replacement for existing statutory reports and forms.

This diagram illustrates the EDI processes:



Global Payroll for the U.K. EDI processes

There are two types of EDI transactions:

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- Outgoing transactions

  In this type of transaction, the application engine process creates a flat file containing information from your PeopleSoft database that you then submit to HMRC via third-party software or provider. The outgoing transactions are: P46, P45 Part 1 (leaver), P45 Part 3 (starter), P14, P35, and works number update (WNU).

- Incoming transactions

  In this type of transaction, the application engine updates employee data in your PeopleSoft database using information from a flat file that you obtain from HMRC via third-party software or provider. The incoming transactions are: P6 and P9.

All the flat files, whether for outgoing or incoming transactions, are in HMRC-defined Generic Flat File (GFF) format. Global Payroll for the U.K. does not support any other file format. There are four types of GFF format on which Global Payroll for the U.K. continuous EDI transactions are based:

- Movements and Deductions (MOVDED).
- Work Number Update (WNU).
- P14 (P14nn, where nn is the tax year. P1405 is the format for the tax year 2004/2005).
- P35 (P35nn, where n is the tax year).

Each transaction has a file layout based on the GFF format type. For outgoing transactions, an application engine process extracts data from the system and then uses the file layout associated with the transaction to create the flat file. For more detailed information about these GFF format types and file layouts, consult the EDI EBN range of documents provided by HMRC.

Note. Consult your EDI provider or HMRC for information about how to submit files generated by outgoing transactions to HMRC.

Prerequisites

Before you can run the EDI processes, you need to define the EDI Sender ID for your pay entities on the Pay Entity Details page.

You must also complete the P35 Checklist and Declaration group box on the Pay Entity Details page if you are submitting either a:

- P35.
- P14 and you have NIC holidays during the tax year.

If you are creating end of year returns, you may want to run the EOY Pre Validation report to validate your payee and pay entity data before running the EDI transaction. The report checks that payee and pay entity data conform to the HMRC validation standards and lists any payees and pay entity data that does not meet the standards. This enables you to identify invalid data that should be corrected before submitting the end or year return.

See Also

Chapter 3, “Setting Up Country Data,” Defining Pay Entity Details, page 10

Chapter 19, “Running Payroll Reports,” Running the End Of Year Pre Validation Report, page 201

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Setting Up the EDI Processes

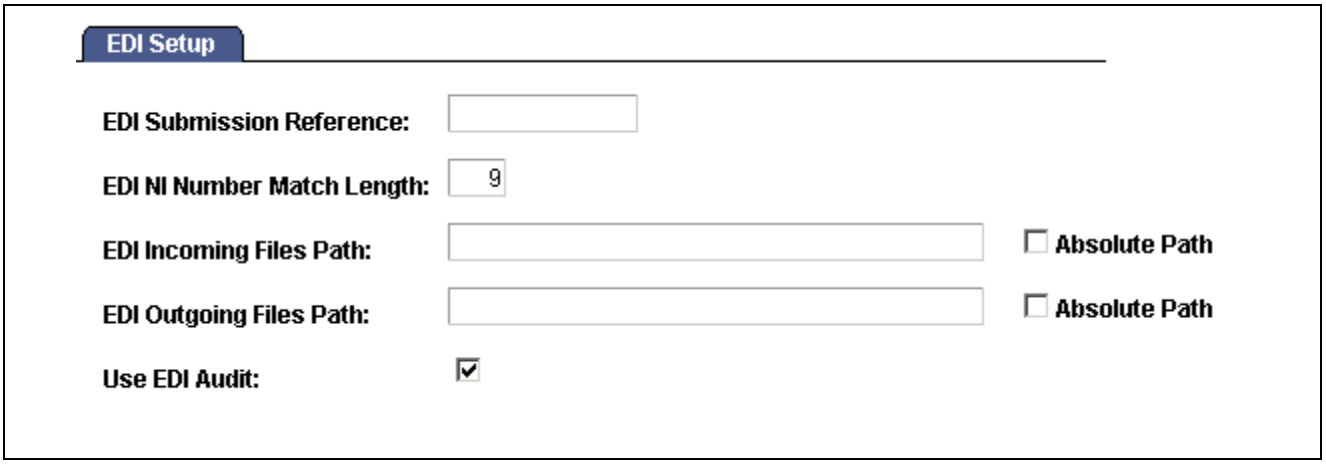
To set up EDI, use the EDI Configuration GBR component (GPGB_EDI_SETUP). This section discusses how to define your EDI setup.

Pages Used to Set Up the EDI Processes

Page Name	Object Name	Navigation	Usage
EDI Setup	GPGB_EDI_SETUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, EDI Configuration GBR, EDI Setup	Define your EDI setup.

Defining Your EDI Setup

Access the EDI Setup page.



EDI Setup page

EDI Submission Reference Enter an applicable numeric value. This is the unique reference sent in outgoing EDI transactions. Complete this field the first time you send outgoing EDI transactions only. After this initialisation, the system automatically increments the EDI transaction reference number.

EDI NI Number Match Length Enter the number of characters of the NI number that should be used to match employee information in the HMRC delivered file to those in the system. This is applicable for the P6/P9 process only and is required since historically some HMRC delivered data has contained arbitrary suffixes.

EDI Incoming Files Path and **Absolute Path** If you want to place incoming files in a location other than the default files subdirectory (%PS_HOME%\appserv\prcs\<Process Scheduler Name>), enter the file path. If the location is a subfolder in the default subdirectory, enter only the folder name; otherwise, enter the entire file path and select the Absolute Path check box.

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Note. The location of all files generated or loaded by the EDI processes is determined by the configuration of the process scheduler. The default location is the files subdirectory on %PS_HOME%\appserv\prcs\<Process Scheduler Name>. If you change the configuration of the process scheduler, this may change the location of the EDI files.

EDI Outgoing Files Path and **Absolute Path** — If you want to place outgoing files in a location other than the default files subdirectory (%PS_HOME%\appserv\prcs\<Process Scheduler Name>), enter the file path. If the location is a subfolder in the default subdirectory, enter only the folder name; otherwise, enter the entire file path and select the Absolute Path check box.

Use EDI Audit — Select this check box to store details of final run actions processed by employee and submission. Select this check box if you want to:

- Use the two EDI inquiry pages, EDI Audit by Submission and EDI Audit by Employee, to review EDI processing.
- Be able to re-submit certain EDI transactions.

Running the EDI Processes

This section discusses how to process EDI transactions.

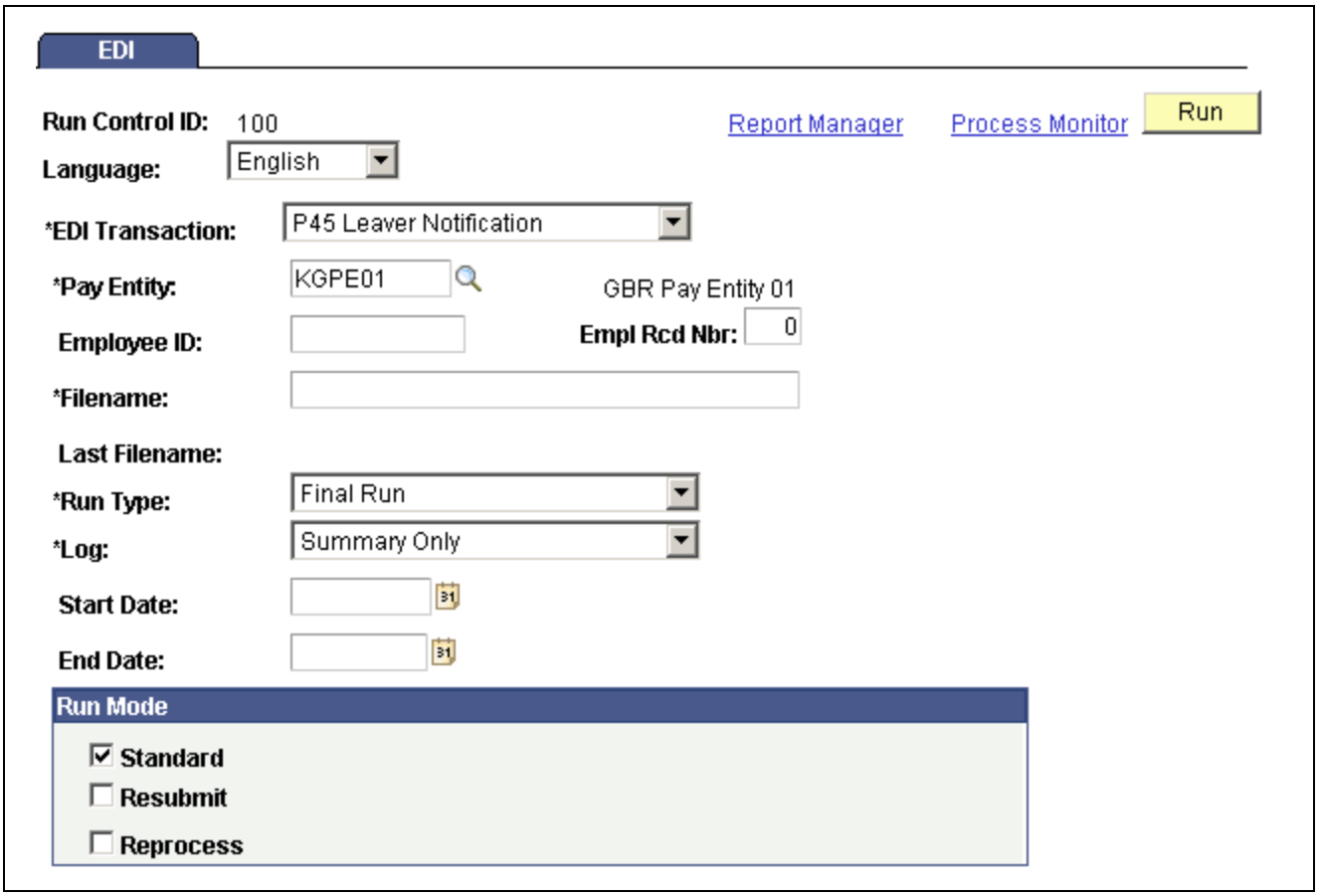
Page Used to Run the EDI Processes

Page Name	Object Name	Navigation	Usage
EDI	GPGB_RNCTL_EDI	Global Payroll & Absence Mgmt, Taxes, Process EDI GBR	Process EDI transactions.
Previous EDI Transactions	GPGB_EDI_RNCTL_SEC	Select the P45 Leaver Notification transaction on the EDI page and select the Resubmit check box. Click the Resubmission Details link.	Enter the EDI submission number for a previous P45 Leaver Notification transaction when you want to regenerate the transaction.

Processing EDI Transactions

Access the EDI page.

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EDI page

EDI Transaction Select the type of EDI transaction to process. See the transaction descriptions in this section.

Note. The fields that appear on this page depend on the type of EDI transaction you select.

Pay Entity Select the pay entity for which to run the EDI transaction.

Employee ID and **Empl Rcd Nbr** Select a specific employee ID and Empl Rcd Nbr to restrict the transaction to that employee's details. This field is only available for P45, P46, and P14 transactions.

Filename For incoming transactions, enter the filename of the file to load.

For outgoing transactions, enter the name of the file to be created. If you enter an asterisk (*) as part of the file name, the system automatically generates a unique filename by replacing the asterisk with an incrementing number. For example, if you enter EDIWNU*.TXT as the file name, the process names the first WNU file generated EDIWNU1.TXT, the second EDIWNU2.TXT, and so on.

Last Filename Displays the last filename created or loaded.

Run Type Select the mode to run the process in:

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Trial Run: Use this mode to review flat file information and identify any problems updating the database or creating flat files to send to HMRC. For outgoing transactions, running the process in this mode creates a flat file with the test flag set. For incoming transactions, running the process in this mode identifies the updates that would occur, without updating the database.

Final Run: Use this mode to update the database or create flat files to send to HMRC. For outgoing transactions, final runs create flat files without the test flag and update the EDI audit tables (if you chose to generate EDI audit tables during setup). A unique transaction number is also allocated. For incoming transactions, final runs update the database and update the EDI audit tables (if you chose to generate EDI audit tables during setup).

Log Select the level of information recorded about a transaction in the process log file. The options are: *Summary Only, Detail - All, Detail – Warnings and Errors,* and *Detail – Errors Only.*

Note. If you select the Use EDI Audit check box on the EDI Setup page, the audit tables contain all information regardless of the log type you select here.

Unique/Test ID This field is available for P14, and P35 transactions only.

For a P14 transaction, enter the unique ID required by HMRC. This identifier is chosen by the sender and is quoted when HMRC sends the P14 acknowledgement. The unique ID replaces the permit number previously issued for each PAYE scheme. For trial submissions (Run Type set to *Trial*), the system automatically prefixes the unique ID with*TEST*.

For a P35 transaction, enter a test ID that is required for trial submissions. Leave this field blank for a final run.

Tax Year Begins In Enter the year in which the tax year begins. This field is available for P14 and P35 transactions only.

Num of P14 submissions sent Enter the number of P14 transactions submitted for the PAYE scheme for the tax year. This field is required for P35 transactions only.

For example, if you submitted one P14 transaction for 40,000 employees, enter 1 in this field.

Start Date and **End Date** Enter a start and end date for the EDI processing. The use and impact of these fields depends on the EDI transaction. See the individual transaction descriptions below for more information.

Return Type

This group box appears if you select P14 or P35 in the EDI Transaction field.

Original Return Select if you are submitting the P14 or P35 transaction for the first time.

Amended Return Select if you are resubmitting a P14 or P35 transaction.

Run Mode

This group box appears if you select the *P45 Leaver Information* in the EDI Transaction field. This field further defines the employees selected.

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Standard Select if you are submitting employees whose P45 details have not yet been submitted via an EDI P45 leaver transaction (the EDI Submission Reference field on the Maintain Tax Data page is blank).

Resubmit Select to regenerate an EDI submission based on the employees that have been previously selected in a submission. The Resubmission Details link appears when you select this check box. A previous submission number is required.

Note. The employee population is the same but the detailed information reported in the submission may differ if any adjustments have been made to setup and/or result data in the interval between submissions.

Reprocess Select to reselect all employees within the date range – regardless of the value in the EDI Submission Reference field on the Maintain Tax Data page.

Resubmission Details Click this link to enter the EDI submission number when you are re-submitting P45 Leaver Information transactions.

P14

The P14 is an outgoing transaction that provides HMRC with your P14 End of Year Summary. It does not update any statutory information. It is an EDI-specific version of the paper P14 report and magnetic media (electronic P14) process.

If you have NIC holidays during the tax year, provide that information on the Pay Entity Details page in the P35 Checklist and Declaration group box for the relevant tax year.

If you specify an Original Return, the system uses the calculated results and adjusted accumulator values (if any) for the last processed calendar for each employee. If you specify an Amended Return, the system uses the adjusted accumulator values only. Accumulator adjustments are made using the core Adjust Accumulator Balance page.

For more information about P14 EDI returns refer to HMRC documentation on the EBU (Electronic Business Unit) web site.

Note. You may want to run the EOY Pre Validation report to validate your payee and pay entity data before running the P14 transaction. The report checks that payee and pay entity data conform to the HMRC validation standards and lists any payees and pay entity data that does not meet the standards. This enables you to identify invalid data that should be corrected before submitting a P14 to HMRC.

P35

The P35 is an outgoing transaction that provides HMRC with the P35 Employer's Annual Return. It does not update any statutory detail information. This is an EDI-specific version of the paper P35 report.

You must complete the P35 Checklist and Declaration group box on the Pay Entity Details page for the relevant tax year before you submit this transaction. This ensures that the correct summary values are included in the P35 submission.

If specifying an Original return then calculated results and adjusted accumulator values (if any) for the last processed calendar will be used for each employee. Specifying an Amended return will cause only adjusted accumulator values to be used.

For more information about P35 EDI returns, refer to HMRC documentation on the EBU (Electronic Business Unit) web site.

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Note. You may want to run the EOY Pre Validation report to validate your payee and pay entity data before running the P35 transaction. The report checks that payee and pay entity data conform to the HMRC validation standards and lists any payees and pay entity data that does not meet the standards. This enables you to identify invalid data that should be corrected before submitting a P35 to HMRC.

Works Number Update (WNU)

The WNU is an outgoing transaction that provides HMRC with a list of employee names, Employee ID numbers, and NI numbers. It does not update any statutory detail information.

The key fields for this EDI transaction are Pay Entity, Start Date, and End Date. The EDI process selects employees who are members of the pay entity (by checking the maximum job effective-dated row that is before or on the end date for a pay group that is part of the pay entity) who are not terminated/transferred or who have a termination/transfer date on or after the start date.

P46

P46 (Notification of new starter) is an outgoing transaction that provides HMRC with new starter P46 information for those new starters who do not have a P45. The transaction adds a note to existing tax information on the Tax Notes page.

The key fields for this EDI transaction are Pay Entity, Employee ID, Start Date, and End Date. The EDI process selects employees who are members of the pay entity (by checking the maximum job effective-dated row that is on or before the end date for a pay group that is part of the pay entity) who have a P46 statutory detail notification on the Maintain Tax Data page whose date is on or after the start date and on or before the end date.

P45 Part 3 (Starter)

P45 Part 3 (starter) is an outgoing transaction that provides HMRC with new starter P45 information for those new starters who have a P45. The transaction adds a note to existing tax information on the Tax Notes page.

The key fields for this EDI transaction are Pay Entity, Employee ID, Start Date, and End Date. The EDI process selects employees who are members of the pay entity (by checking the maximum job effective-dated row that is on or before the end date for a pay group that is part of the pay entity) who have a P45 statutory detail notification whose date is on or after the start date and on or before the end date.

P45 Part 1 (Leaver)

P45 Part 1 (leaver) is an outgoing transaction that provides HMRC with a set of P45 leaver notifications.

The key fields for this EDI transaction are Pay Entity, Employee ID, Start Date, End Date, and Run Mode. This EDI transaction is only transmitted for employees who have been issued with a finalised paper P45. When you run a final P45 paper report, the process updates the employee's P45 Leaver Information fields on the Maintain Tax Data page with the Calendar Group (that was used to print the P45s) and a P45 leave date.

The EDI process searches the P45 leaver information for employees in the Pay Entity (or a specific employee) where there is a P45 calendar group and the P45 leave date is between the Start Date and End Date.

When the P45(1) EDI process is run in final mode it updates employees' P45 leaver information on the Maintain Tax Data page with the EDI Submission Number.

P6, P6B, and P9

P6, P6B, and P9 are incoming transactions that apply employee tax code changes supplied by HMRC. The transaction inserts or updates rows of tax data on the Maintain Tax Data page.

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The key field for these EDI transactions is Pay Entity. The EDI process reads the employee information from the file sent by HMRC. The transaction inserts data into the tax data on the Maintain Tax Data page, if possible.

Before loading information from the file, the EDI process performs the following validations:

1. Is the input file flagged as a test file?

   If yes, then the run type mode (if specified as Final) is ignored and no updates are made.

2. Does the transaction type specified on the EDI page match that provided in the input file?

   P6 and P9 transactions are interchangeable and processing will continue as long as the transaction type specified on the EDI page is *P6, P6B,* or *P9*

3. Does the pay entity specified on the EDI page match the pay entity provided in the input file?

4. Does the tax office reference of the pay entity on the EDI page match the tax office provided in the input file?

5. Can the process match the employee in the P6 file with an employee in the system based on works ID (emplid, empl_rcd), national ID (NI number), and surname?

   If the process can match two out of three, then it updates the employee's information. NI matching is controlled by the EDI NI Number Match Length field on the EDI Setup page; for example, an NI match length of 8 AA999999A format ignores the last character of NI numbers.

6. Does the employee have future dated tax row?

   If so, the process does not update the employee's information, but the log contains all details that would have been applied to enable you to make manual adjustments if required.

7. Does the employee have a matching dated tax row?

   If so, the process creates a new effective sequence tax row for the employee.

8. Does the employee have multiple jobs?

   If so, then certain validation/defaulting occurs and the log contains the details.

Reviewing the Results

This section discusses how to:

- Review the message log.
- Review EDI results by submission.
- Review EDI results by employee.
- Review notes added to tax data.

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Pages Used to Review the Results

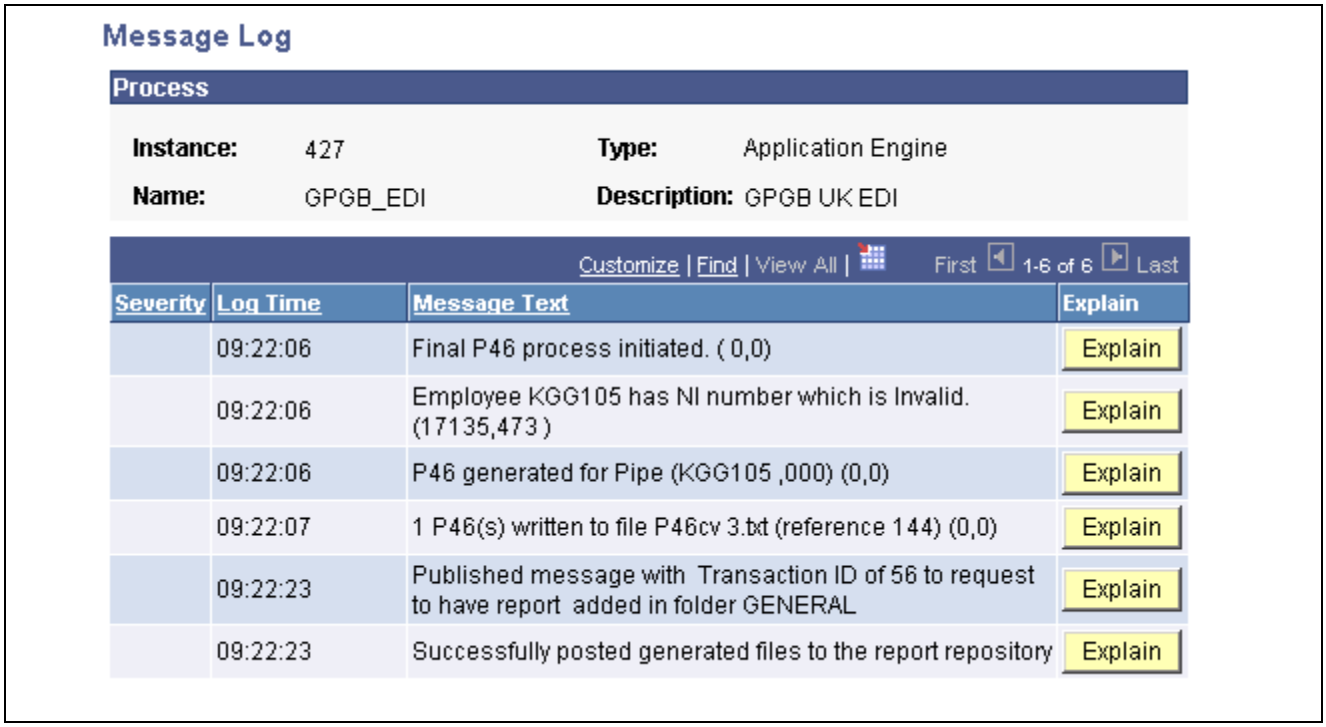
Page Name	Object Name	Navigation	Usage
EDI Audit by Submission	GPGB_EDI_AUDIT	Global Payroll & Absence Mgmt, Taxes, EDI Audit by Submission GBR	Review EDI results by submission.
EDI Audit by Employee	GPGB_EDI_AUDIT_EE	Global Payroll & Absence Mgmt, Taxes, EDI Audit by Employee GBR	Review EDI results by employee.
Maintain Tax Data	GPGB_EE_TAX	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data GBR, Maintain Tax Data	Review any notes added to the employee's tax data by EDI transactions.

Reviewing the Message Log

After running the EDI process, check the results of the process as follows:

1. From the EDI page, click the Process Monitor link and check that the process has run successfully.
2. To view the message log click the Details link, then click either the View Log/Trace link or the Message Log link.

Here is an example of a message log if you use the Message Log link:



Message Log page

Here is an example of a log if you use the View Log/Trace link and redirect the output to the terminal:

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```
PeopleTools 8.48.01 - Application Engine Server
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PSAESRV started service request at 09.22.06 2006-07-06


Final P46 process initiated. (0,0)

Employee KGG105 has NI number   which is Invalid. (17135,473)

P46 generated for Pipe (KGG105,000) (0,0)

1 P46(s) written to file P46cv3.txt (reference 144) (0,0)
Application Engine program GPGB_EDI ended normally

PSAESRV completed service request at 09.22.07 2006-07-06
```

Example EDI View Log/Trace

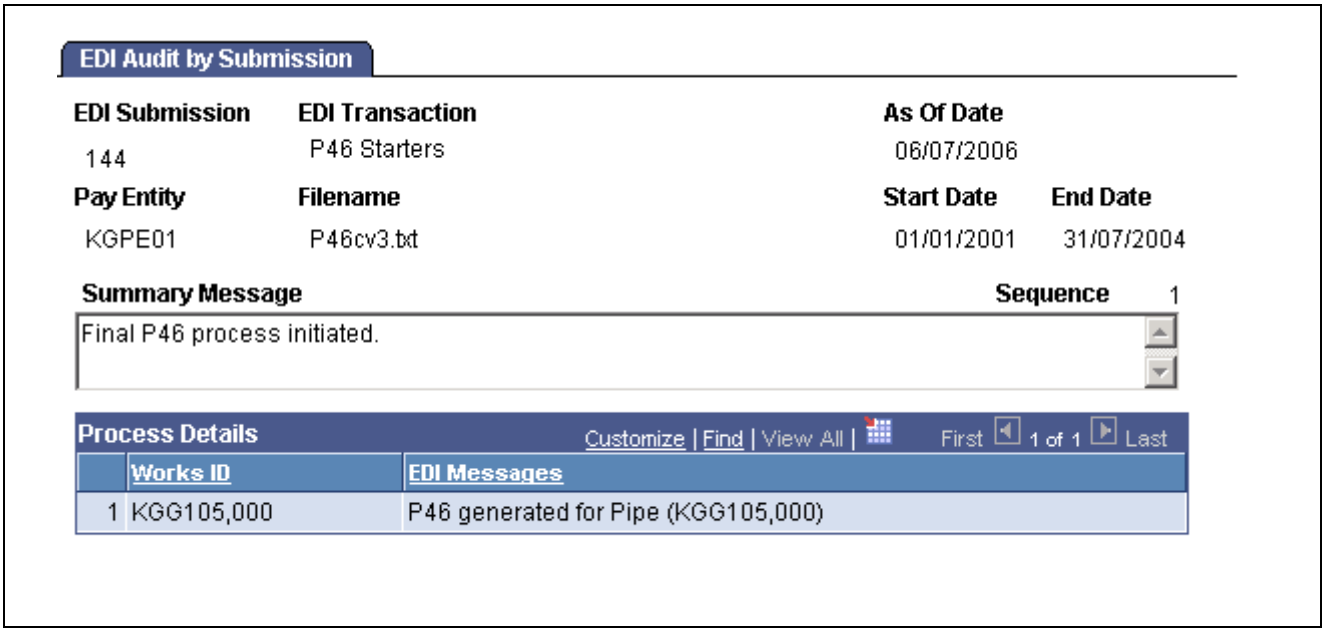
If there are any warnings or errors, see “Resolving Errors and Warnings” for more information about the problem and how to fix it.

See Also

Chapter 20, “Managing EDI Submissions,” Resolving Errors and Warnings, page 216

Reviewing EDI Results by Submission

Access the EDI Audit by Submission page.



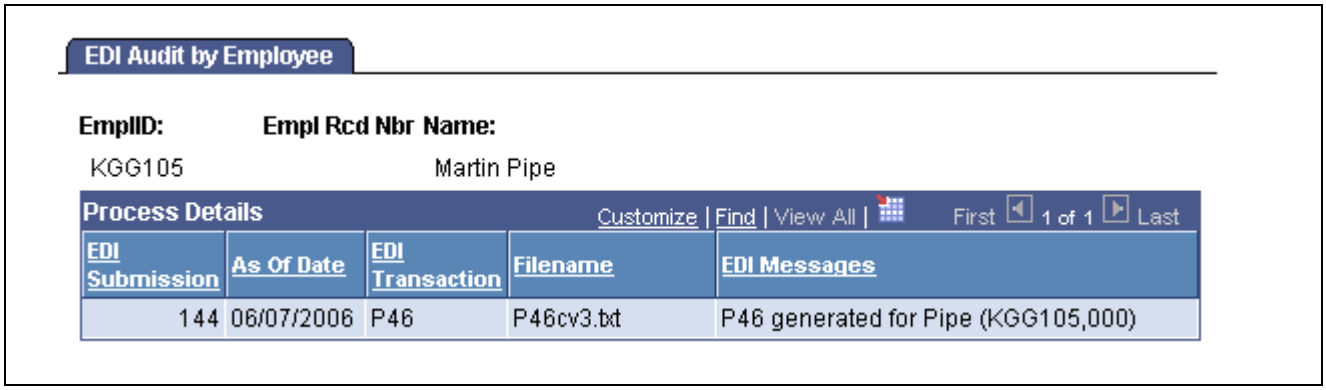
EDI Audit by Submission page

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Note. To use this enquiry page you must have selected the Use EDI Audit check box on the EDI Setup page for there to be data.

Reviewing EDI Results by Employee

Access the EDI Audit by Employee page.

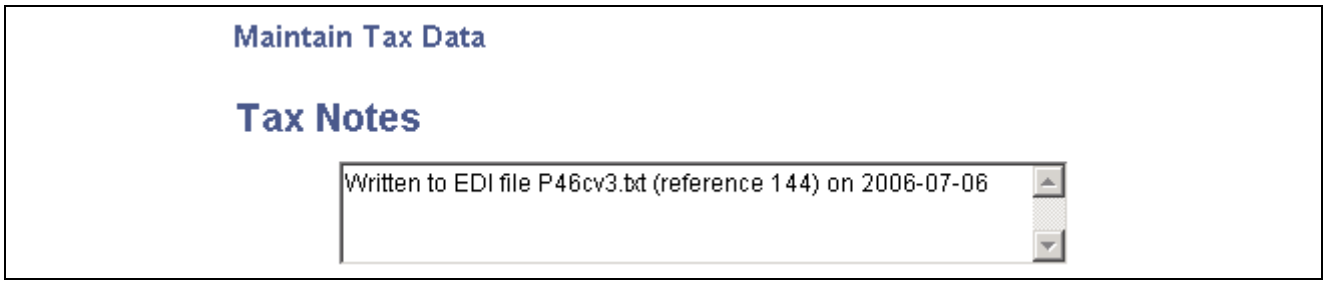


EDI Audit by Employee page

You must have selected the Use EDI Audit check box on the EDI Setup page to use this inquiry page.

Reviewing Notes Added to Tax Data

Access the Tax Notes page.



Maintain Tax Data — Tax Notes page

You can view notes from P45 Part 3 (starters) and P46 transactions on the Tax Notes page. You can also view updated or inserted rows from P6 or P9 transactions.

Resolving Errors and Warnings

This section discusses:

- Warning messages
- Error messages

Note. In the following tables, %1 is a parameter that will be replaced by the name of the input/output file you specified on the run control page.

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Warning Messages

This table describes the warning messages that the EDI processes generate:

Message	Reason
P6/P9 Warning : no empl rcd provided in works id for employee %1 - defaulting to 0.	A WorksID (employee ID) has been provided but does not include the employment record number. The majority of employees have an employment record number of 0 (employees with multiple jobs are the exception). Consequently, if an employment record number is not specified as part of the WorksID an employment record number of 0 is assumed and this warning is generated.
P6/P9 Warning : employee %1 has multiple jobs - will only update empl rcd 0.	The employment record number is defaulted to 0 (because the WorksID does not provide the employment record number or the employee is matched on NI number only) and the employee has multiple jobs. Only the job with an employment record number of 0 will be updated.
Warning: EDI file %1 already exists - processing continues.	A file already exists and is about to be overwritten. For outgoing (P45, P46 and WNU) transactions only. **Note.** Using an asterisk in the filename will prevent this problem.
P6/P9 Warning: The EDI file is flagged as a test file - no updates will be made.	The incoming P6 or P9 file has a test indicator in the header record. When the process encounters a test indicator, then the file is treated as a trial run regardless of processing type (trial or final run) so that no updates will be made to employee data.
P6/P9 Warning: Over-riding run type to Trial Run instead of Final Run.	The incoming P6 or P9 file has a test indicator in the header record and the processing type is final run. The processing type on the run control page (final run) is overridden so that no updates will be made to employee data.
Warning: Run control transaction type of %1 does not match file transaction of %2.	The transaction type on the EDI run control page doesn't match the transaction type specified in the BGM1 record of the incoming file. For incoming (P6 and P9) transactions only.
Warning: Transaction types are compatible - processing continues.	This message occurs with the previous message. Because P6, P6B, and P9 transactions all use the same structure if a user has specified the incorrect transaction type, then the incorrect transaction type is 'ignored' and processing continues.

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Message	Reason
P6/P9 Warning: Unhandled ATT2 record encountered (%1) - processing continues.	An ATT2 record is encountered for which there is no logic to process. The ATT2 record should be reviewed to determine what the data is and if it is applicable. If it is, additional program logic will be required. **Note.** You should log a case with the Global Support if this error occurs.
P6/P9 Warning: could not read total updates count (CNT1) record in EDI file.	The totals record (CNT1) either cannot be read or cannot be located. There is either a file structure issue or logic issue. The EDI process does not understand the structure of the file being processed. You should log a case with the Global Support if this error occurs.
P6/P9 Warning : employee %1 (%2) surname does not match %3 - processing continues.	The P6/P9 process managed to match the payee on other details
No P14/P35 Declaration for Pay Entity (%1) for Tax Year (%2) - Totals may be Incorrect.	The P35 Checklist and Declaration group box on the Pay Entity Details page has not been completed.

See Also

Chapter 3, “Setting Up Country Data,” Defining Pay Entity Details, page 10

Error Messages

This table describes the error messages that the EDI processes generate:

Message	Reason
Error: Problem opening EDI file %1 - processing cancelled.	The file specified on the run control page cannot be opened for reading/writing. Check your file security. **Note.** This error may be caused by the process scheduler not having correct permissions to access the file. Process scheduler permissions against (any) path information in the setup should be checked.
Error: Cannot find EDI file %1 - processing cancelled.	The file specified on the EDI run control page doesn’t exist (applies to incoming transactions only - P6 and P9).
Error: EDI transaction type (%1) is not a %2 - processing cancelled.	The transaction type indicator in the BGM1 record (incoming file) doesn’t match the transaction type specified on the EDI run control page. **Note.** If the transaction type is equivalent (the file structure is the same), then processing continues with a warning.
Error: File PAYE ref (%1) mismatch with pay entity PAYE ref (%2) - processing cancelled.	The PAYE reference in the ATT1 record doesn’t match the PAYE reference for the pay entity specified on the EDI run control page.

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Message	Reason
Error: File tax office ref (%1) mismatch with pay entity tax office ref (%2) - processing cancelled.	The Tax office reference in the ATT1 record doesn't match the Tax office reference for the pay entity specified on the EDI run control page.
Error: Problem loading %1 structure definition - processing cancelled.	The message segment structure cannot be loaded from the database. The process does not understand the structure of the file being processed. This message will be generated if the process that reads file structure data from the PeopleSoft database (as opposed to the external files) doesn't work correctly. You should log a case with the Global Support if this error occurs. **Note.** For error messages where there is a problem with the file structure, you should check the file structure of the incoming file. This may not be a PeopleSoft problem if HMRC or 3rd party provider have sent an incorrect file.
Error: No structure definition available for %1 - processing cancelled.	The message segment structure cannot be loaded from the database. The process does not understand the structure of the file being processed. You should log a case with the Global Support if this error occurs.
P6/P9 Error : could not find employee %1 with NI number %2.	The process could not find an employee in the system with the corresponding NI number. This type of matching occurs only if a WorksID (employee ID) is not provided in the transaction file.
P6/P9 Error : could not find employee %1 (%2) employment information - no update possible.	Because the employment record number may be defaulted to 0 (see previous message), an additional check is done to ensure there is at least one employment record for this employee. If no employment records are found, then this message is generated.
P6/P9 Error : employee %1 (%2) has future dated rows - no update possible.	The employee already has future-dated tax data rows. The update could potentially invalidate the future-dated, so the employee's data is not updated.
P6/P9 Error: LIN record count (%1) does not match internal count (%2) - processing cancelled.	There is a sequence issue while reading an incoming transaction. LIN records are counts of employee information in the file. If the LIN count and the internal count are not synchronised then there is either a logic or file structure issue that could result in data integrity issues, so processing is cancelled. **Note.** As this is an external file structure/sequence issue — resolution of this error would require a call to the Global Support.

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Message	Reason
P6/P9 Error: Unexpected NAD2B record encountered - processing cancelled. P6/P9 Error: Unexpected ATT2 record encountered (%1) - processing cancelled. P6/P9 Error: Unknown MOA1 record value encountered (%1) - processing cancelled. P6/P9 Error: Unexpected TAX1 record encountered (%1) - processing cancelled. P6/P9 Error: Unexpected MOA1 record encountered (%1) - processing cancelled. P6/P9 Error: Unexpected DTM2 record encountered (%1) - processing cancelled. P6/P9 Error: Unexpected ALC1 record encountered (%1) - processing cancelled. P6/P9 Error: Unexpected ATT3 record encountered (%1) - processing cancelled	A record is encountered when not anticipated. There is either a file structure issue or logic issue. The process does not understand the structure of the file being processed. You should log a case with the Global Support if this error occurs.
P6/P9 Error : employee %1 (%2) tax code error of: %3 - no update possible.	The submitted tax code has failed our internal verification (the details will be included in the message). The user should check to see what tax code had been sent and either ask HMRC to re-send or manually add/update the information from the details in the log.
P6/P9 Error : employee %1 (%2) details are %3.	The log will show what P6/P9 details were sent so that the user can verify and check with HMRC or manually add.
P6/P9 Error : found more than 1 employee with NI number %1.	The EDI process found more than one employee with the NI number supplied in the incoming file.
P6/P9 Error : employee %1 (%2) NI numbers do not match %3 - no update possible.	The NI number in the incoming file doesn't match that stored in the employee's biographical details (National ID field).
P6/P9 Error : employee %1 (%2) surname does not match %3 - no update possible.	The surname in the incoming file does not match that stored in the employee's personal details. The log will show what P6/P9 details were sent so that the user can verify and check with HMRC or manually add.

Modifying the Employee Selection Process

This section discusses how employees are selected during EDI processing of outgoing transactions and how you could modify this selection for your organisation.

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Note. Modifying the selection process involves changes to PeopleTools Application Engine programs. Such changes must be made by technical users with a good understanding of PeopleTools and PeopleCode.

The EDI outgoing transactions (P45, P46, P14, P35, and WNU) are application engine programs. These programs call other application engine programs that determine the employees selected for processing. By modifying these application engine programs you can change the employee population that is selected during EDI processing.

To illustrate how employee selection works, consider the Works Number Update (WNU) transaction. When you run the WNU process, the GPGB_EDI application engine program, which is the controlling program, calls the GPGB_EDIWNU application engine program. The GPGB_EDIWNU program:

1. Runs the GPGB_EDIWNU.WNU.EEs step that uses SQL to select the list of employees who match the run control parameters.
2. For each employee identified in the list, a call is made to GPGB_EDIWNU.WNUConf. This program:
    a. Calls GPGB_EDI_EXT.Confirm PeopleCode.

       The PeopleCode returns a value of Y or N to indicate whether the employee should be processed. This is the PeopleCode that you need to modify if you want to override the employee selection process.

    b. If GPGB_EDI_EXT.Confirm returns a value of Y, GPGB_EDIWNU.WNUConf calls GPGB_EDIWNU.WNUEEs to write the employee information to the flat file.

Note. The GPGB_EDI_EXT.Confirm.Status PeopleCode includes comments that provide more information about the changes required.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Application Engine

Enterprise PeopleTools PeopleBook: PeopleCode Developer's Guide

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CHAPTER 21

Managing Other Submissions to HM Revenue and Customs

This chapter provides an overview of the end of year processes, lists prerequisites, and discusses how to:

- Generate end of year returns.
- Report pay/pension numbers.

Note. This chapter describes processes that are no longer maintained. As of the tax year 2004/05, HM Revenue and Customs (HMRC) requires all medium and large employers to submit end of year returns using EDI or the internet. Employers who submit magnetic media submissions will be liable to fines imposed by HMRC. EDI submissions are described in the chapter Managing EDI Submissions.

See Also

Chapter 20, "Managing EDI Submissions," page 205

Understanding the End of Year Processes

This section discusses:

- End of year processes.
- Tax code updates.
- Directory used by the end of year processes.

End of Year Processes

This table lists the processes that Global Payroll for the U.K. delivers for handling end of year submissions to HM Revenue and Customs (HMRC) and subsequent updates to your PeopleSoft database:

Process Name	Process ID	Usage
GP UK End of Year Returns Application Engine process	GPGB_EOYR	Produces an electronic version of the P14 and P35 reports for magnetic media submission.

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Process Name	Process ID	Usage
Pay/Pension Numbers Application Engine process	GPGB_PPIN	Generates an employee listing that is submitted to HMRC for tax code processing purposes.
Code Number Changes Application Engine process	GPGB_CNC	Updates employees' tax codes based on data received from HMRC.

Note. As of the tax year 2004/05, HMRC requires all medium and large employers to submit end of year returns using EDI or the internet. Employers who submit magnetic media submissions will be liable to fines imposed by HMRC. Global Payroll for the U.K. provides the processes but these are no longer maintained.

See Also

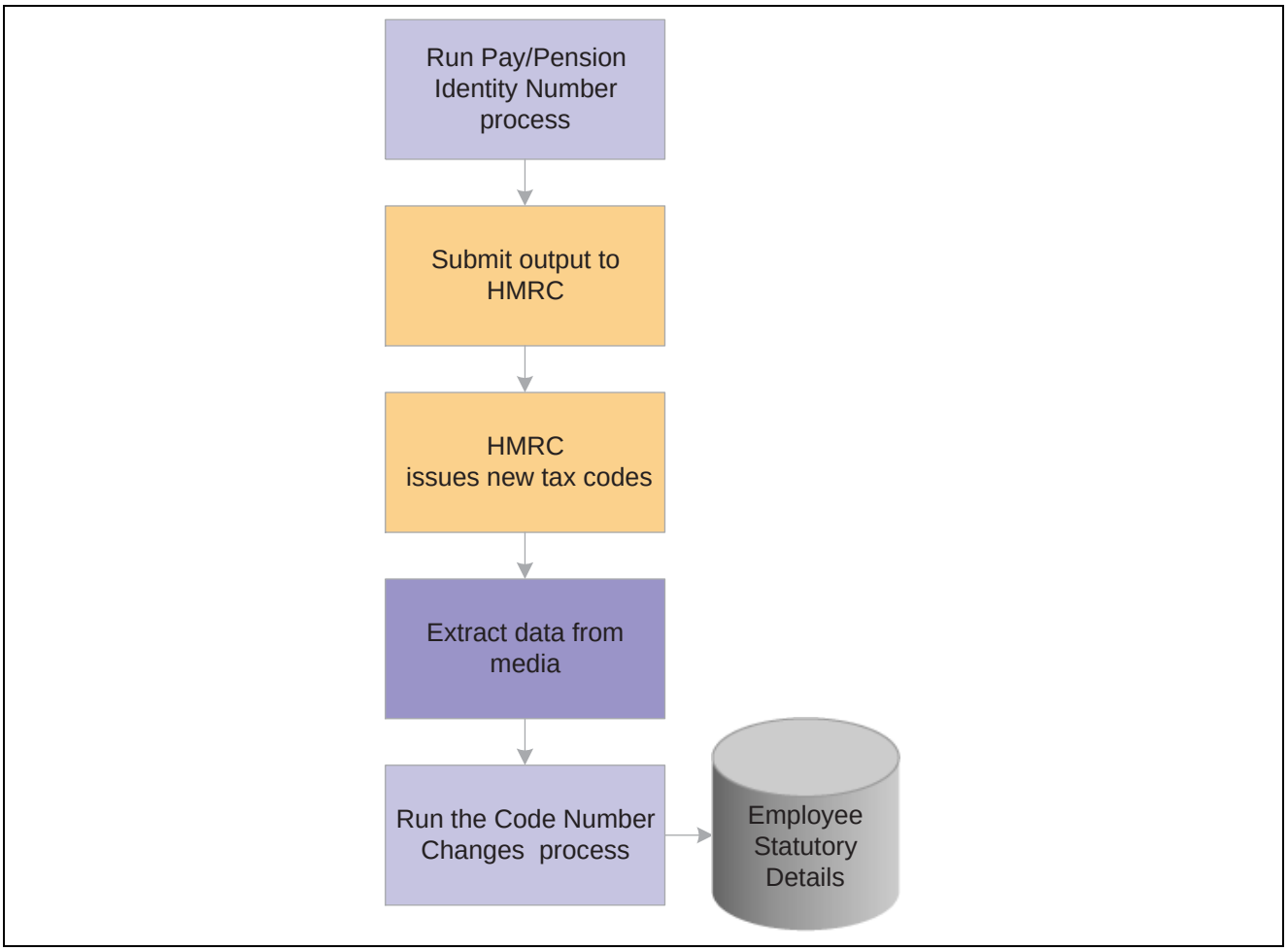
Chapter 20, "Managing EDI Submissions," page 205

Tax Code Updates

At the end of every tax year, HMRC calculates employees' tax codes for the next tax year. The Pay/Pension Numbers and Code Number Changes processes enable you to submit information to HMRC and receive updated tax codes electronically.

This diagram outlines the process:

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Process for updating tax codes

The Code Number Changes process is discussed in an earlier chapter.

See Also

Chapter 7, “Preparing for the Start of the Tax Year,” Loading Tax Code Changes from HMRC, page 68

Directory Used by the End of Year Processes

All the processes use the following PeopleTools directory on the machine where your Process Scheduler runs: %PS_SERVDIR%\files

This directory is used as follows:

- The files generated by the GP UK End of Year Returns and Pay/Pension Numbers processes are stored in this directory.
- The Code Number Changes process searches this directory for the data file you received from HMRC. The process also creates a log file and error file in the same directory.

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Prerequisites

Before you run the end of year processes, ensure you:

- Define HMRC reference information for each pay entity.

  The end of year processes require information such as the tax district and PAYE reference number. Enter this information on the Pay Entity Details page.

- Set up your employer contracted out numbers (ECONs).

  Enter this information on the ECON Setup Table page.

- Understand the HMRC's technical requirements and submission procedures.

See Also

Chapter 3, "Setting Up Country Data," Defining Pay Entity Details, page 10

Chapter 3, "Setting Up Country Data," Defining ECONs and SCONs, page 9

HM Revenue and Customs Technical Guide "Submitting Year End Returns on Magnetic Media" – Reference CA51/52

HM Revenue and Customs Submission Instructions and Technical Specifications "Updating of Pay/Pension Identity Numbers" – Reference MT3

HM Revenue and Customs Submission Instructions and Technical Specifications "Code Number Changes on Magnetic Media" – Reference MT1

Generating End of Year Returns

This section provides an overview of end of year returns, lists prerequisites, and discusses how to:

- Run the End of Year Returns process.
- Submit the end of year returns.

Understanding End of Year Returns

At the end of every tax year, employers submit certain information to HMRC about their employees, including details of National Insurance Contributions, pay, and income tax.

This information is submitted in hard copy, using P14 and P35 schedules, or electronically. Global Payroll for the U.K. supports two options for generating year end returns:

- P14 and P35 reports.
- GP UK End of Year Returns process.

  This process generates an output file that you copy to magnetic media (flexible diskette, open reel tape, or data cartridge) and submit to the HMRC.

Note. The GP UK End of Year Returns process produces an output file that conforms to the HMRC formatting requirements.

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See Also

Chapter 19, “Running Payroll Reports,” page 193

Prerequisites

Before you run the GP UK End of Year Returns process, you must:

- Finalise your payroll data for the tax year.

  Do not create the year end returns until you have run and finalised the last payroll for the tax year.
- Obtain a magnetic media permit number from HMRC for each pay entity.

  Permit numbers are detailed in the HMRC guidelines.

Warning! You should understand the HMRC’s technical requirements and process for year end submission before you run PeopleSoft’s year end return process, or submit the output to HMRC.

See Also

HM Revenue and Customs Technical Guide “Submitting Year End Returns on Magnetic Media” – Reference CA51/52

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, “Processing Payroll”

Chapter 3, “Setting Up Country Data,” Defining Pay Entity Details, page 10

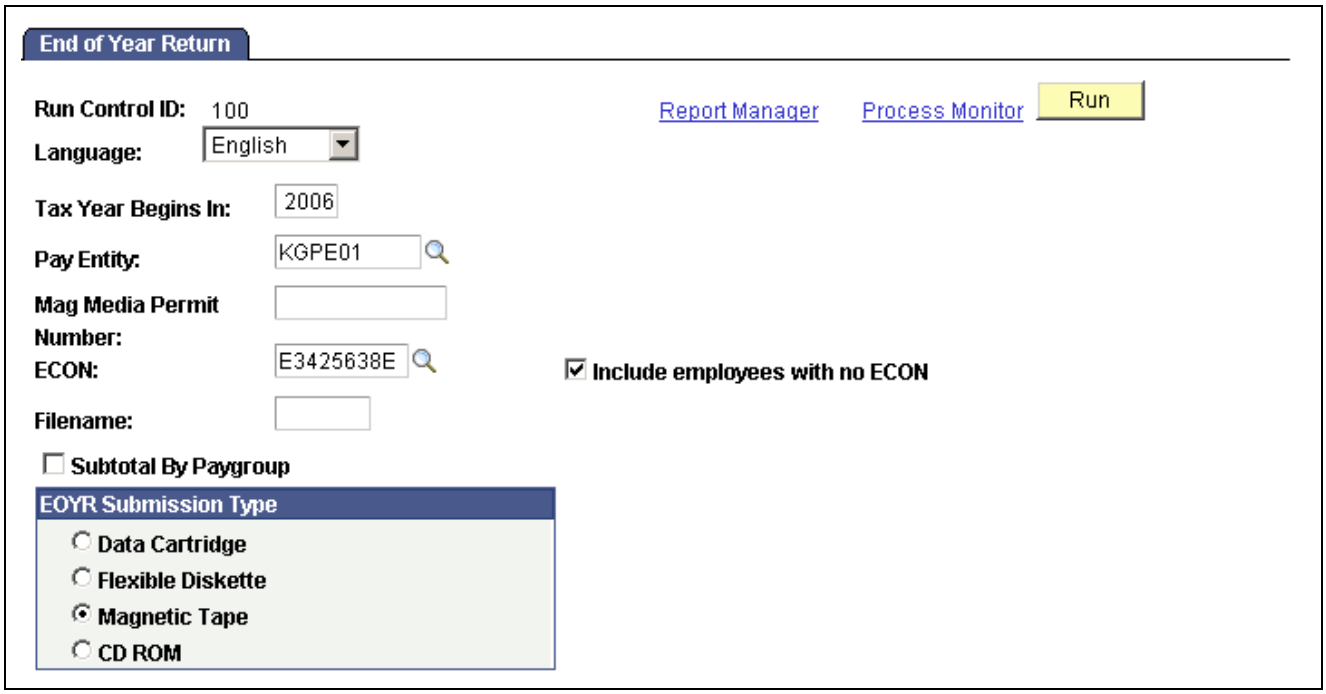
Page Used to Run the End of Year Returns Process

Page Name	Object Name	Navigation	Usage
End of Year Return	GPGB_RNCTL_EOYR	Global Payroll & Absence Mgmt, Year-End Processing, End of Year Return GBR, End of Year Return	Run the GP UK End of Year Returns process.

Running the End of Year Returns Process

Access the End of Year Return page.

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End of Year Return page

Tax Year Begins In Enter the year for the start of the tax year.

Pay Entity Select the pay entity for which you want to create the year end return.

Note. Pay entity tax details must exist for the pay entity before you can run the process. Use the Pay Entity Details page to define this information.

Mag Media Permit Number (magnetic media permit number) Enter the permit number for the tax year you're processing. HMRC issues employers with a new permit number for each tax year.

ECON (employer contracted out number) and **Include employees with no ECON** Select an ECON. The process selects employees in the pay entity with the ECON that you specify here.

Select the Include employees with no ECON check box if you want the process to include any employees in the pay entity who do not have an ECON identified at employee level.

Filename Enter the name of the output file. Refer to the HMRC guidelines for filenaming conventions.

Subtotal By Paygroup Select this check box if you want the output file to include a subtotal record for each pay group.

EOYR Submission Type Select the media you're using to submit the end of year return.

See Also

HM Revenue and Customs Technical Guide "Submitting Year End Returns on Magnetic Media" – Reference CA51/52

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Submitting the End of Year Returns

Once you have successfully run the GP UK End of Year Returns process, you need to:

1. Prepare your magnetic media.

   The HMRC guidelines specify the types of media accepted and the format of information for each media type.

2. Copy the file generated by the GP UK End of Year Returns process to the prepared media.

   The process creates an output file in the %PS_SERVDIR%\files directory on the machine where your Process Scheduler runs.

Note. As of the tax year 2004/05, HMRC requires all medium and large employers to submit end of year returns using EDI or the internet. Employers who submit magnetic media submissions will be liable to fines imposed by HMRC.

See Also

HM Revenue and Customs Technical Guide "Submitting Year End Returns on Magnetic Media" – Reference CA51/52

Reporting Pay/Pension Numbers

This section provides an overview of the Pay/Pension Numbers process and discusses how to:

- Run the Pay/Pension Numbers process.
- Submit the pay/pension identity numbers data.

Understanding the Pay/Pension Numbers Process

As part of the process for updating employees' tax codes, HMRC requires employers to submit a list of their employees, including the following information:

- Employee name
- Employee NI number
- Employee ID

This allows HMRC to update their systems with an up-to-date list of employees in preparation for the tax coding notification for the next tax year.

The Pay/Pension Numbers process creates a file containing this information, formatted to the HMRC requirements.

See Also

HM Revenue and Customs Submission Instructions and Technical Specifications "Updating of Pay/Pension Identity Numbers" – Reference MT3

Chapter 21, "Managing Other Submissions to HM Revenue and Customs," Tax Code Updates, page 224

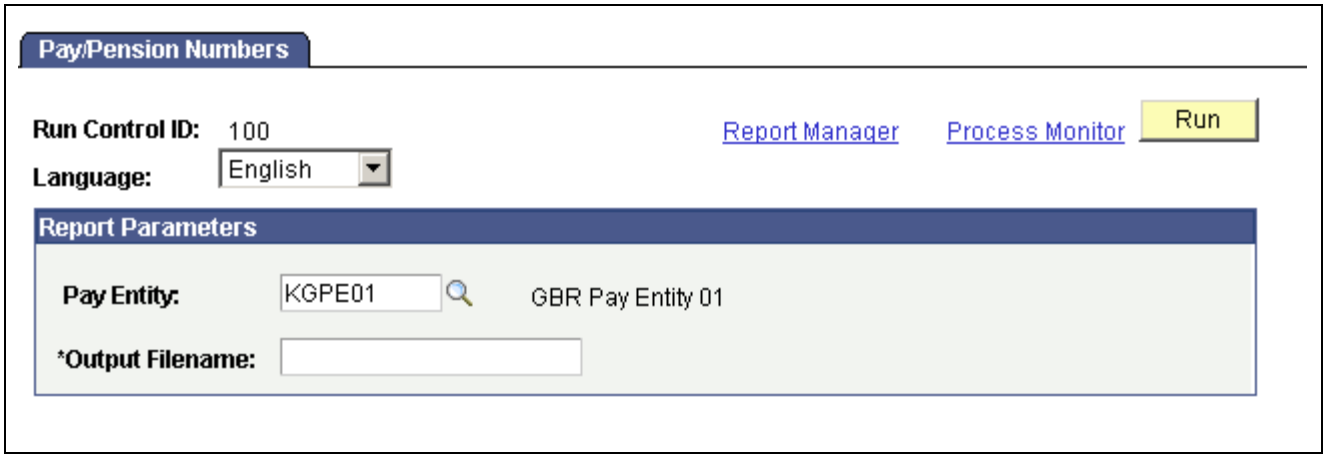
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Page Used to Run the Pay/Pension Numbers Process

Page Name	Object Name	Navigation	Usage
Pay/Pension Numbers	GPGB_PPIN_FL	Global Payroll & Absence Mgmt, Social Security/Insurance, MT3 — Pay/Pension Numbers GBR, Pay/Pension Numbers	Run the Pay/Pension Numbers process.

Running the Pay/Pension Numbers Process

Access the Pay/Pension Numbers page.



Pay/Pension Numbers page

Pay Entity Select the pay entity you want to process.

Note. You must set up the tax district and HMRC reference numbers associated with this pay entity before you run this process. Use the Pay Entity Details page to define these tax details.

Output Filename Enter the name for the output file. Refer to the HMRC guidelines for filenaming conventions.

See Also

Chapter 3, "Setting Up Country Data," Defining Pay Entity Details, page 10

HM Revenue and Customs Submission Instructions and Technical Specifications "Updating of Pay/Pension Identity Numbers" – Reference MT3

Submitting the Pay/Pension Identity Numbers Data

Once you have successfully run the Pay/Pension Numbers process, you need to:

1. Prepare your magnetic media.

   The HMRC guidelines specify the types of media accepted and the format of information for each media type.

2. Copy the file generated by the Pay/Pension Identity Numbers process to the prepared media.

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The process creates an output file in the %PS_SERVDIR%\files directory on the machine where your Process Scheduler runs.

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CHAPTER 22

Extracting P11D Information

This chapter provides overviews of P11D data extraction, P11D extraction setup, and modifying the P11D data extract tool, and discusses how to:

- Set up P11D extraction.
- Run the extract processes.
- Load P11D extracts into third-party P11D solutions.

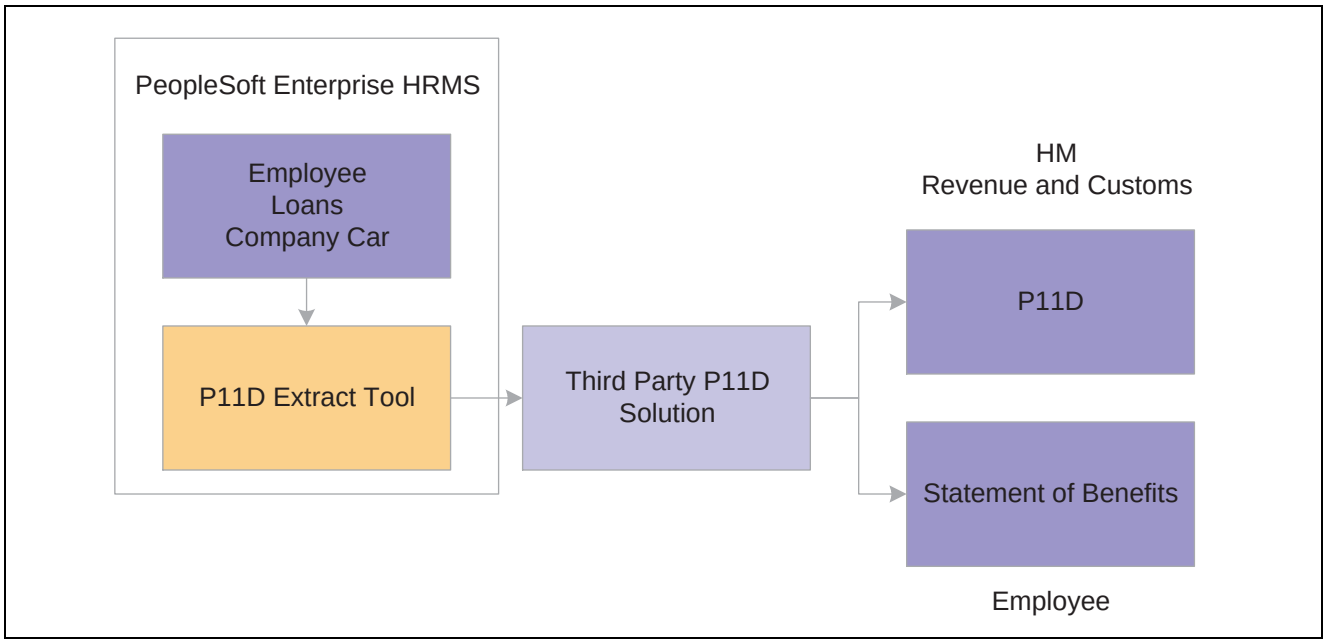
Understanding P11D Data Extraction

The P11D is a statutory report, created annually, to report employee expenses and benefits to HM Revenue and Customs (HMRC) for employees whose earnings exceed the limit set by the government. Employers are also required to provide a Statement of Benefits to their employees covered by the legislation. The information required for the P11D is diverse and includes benefits such as employee loans, company cars, and medical insurance. Typically this information is stored in different systems, including HR, payroll, and financial systems.

Global Payroll for the U.K. provides a P11D data extract tool that enables you to extract the P11D information that is stored in the standard PeopleSoft Enterprise HRMS tables. It creates extract files in a CSV format that can be processed by a third-party P11D solution.

This diagram shows how the P11D data extract tool fits into the P11D production process:

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Overview of the P11D Production Process

The P11D data extract tool retrieves data from Global Payroll for the U.K. and PeopleSoft Enterprise Human Resources:

- Employee details

  Employee information such as name, employee ID, and employee record number are retrieved from Human Resources tables.

- Company car data

  This is extracted from the company car tables in Human Resources Manage Company Cars business process.

- Loan data

  Employee loans are administered and processed in payroll. The P11D data extract takes the loans information from the loans tables in Global Payroll for the U.K.

- Employer information

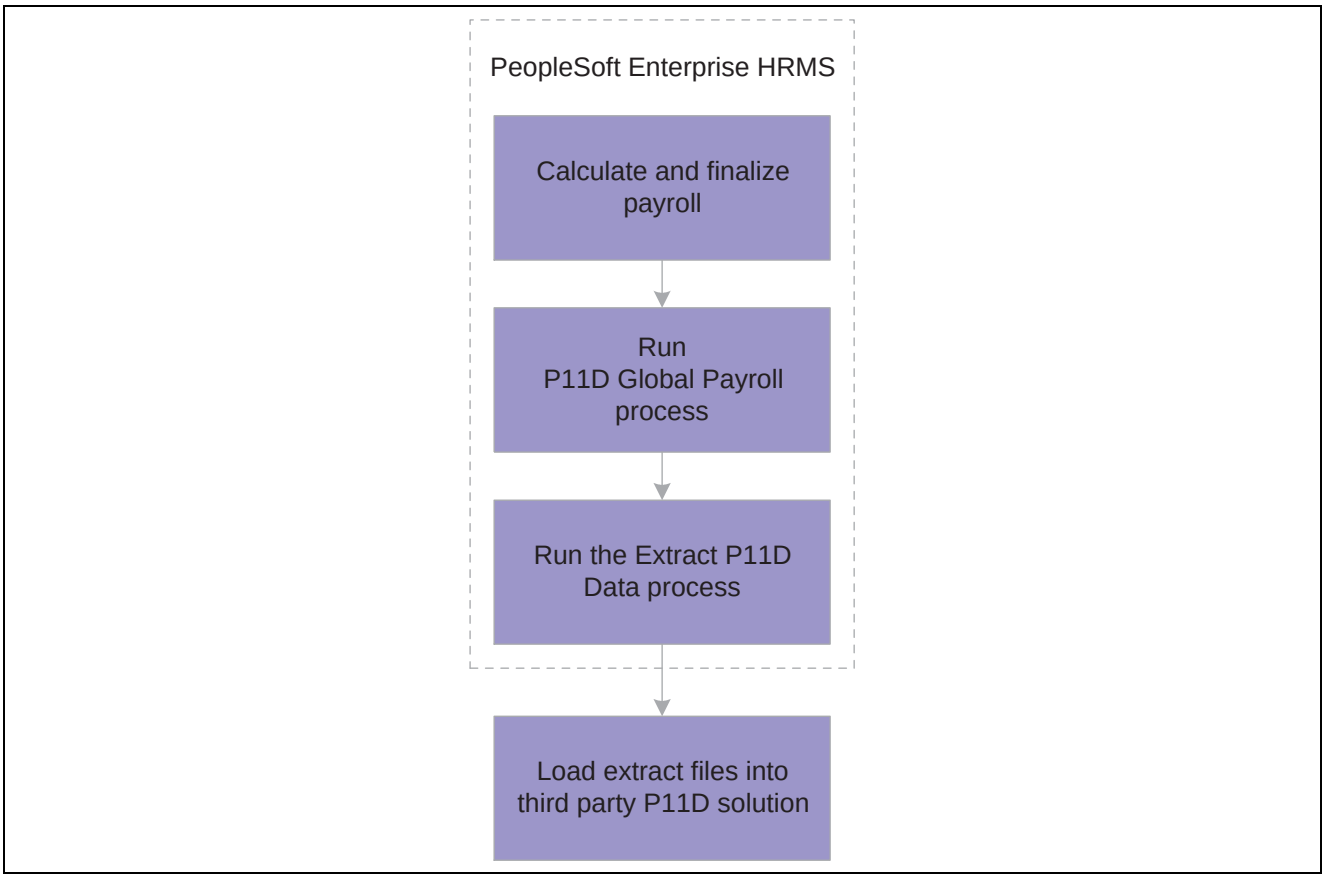
  Employer information is extracted from the pay entity tables.

Important! PeopleSoft Enterprise HRMS does not store all the information required to produce a P11D. Therefore, you cannot generate a complete P11D report using the P11D data extract tool as delivered. However, you can modify the delivered solution to include additional information in the extract files. This is discussed in more detail later in this chapter.

See Chapter 22, "Extracting P11D Information," Modifying the P11D Data Extract Tool, page 240.

This flowchart shows the steps in the P11D data extract process:

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Flowchart of the P11D Data Extract process

Before you can run the P11D processes, the payroll for the entire tax year must be calculated and finalised. You cannot run the P11D process if payees are open in any calendars. Therefore, you must plan carefully when you run the process between payroll runs.

The first step in the P11D data extract process is to run the P11D Global Payroll process. This process:

- Is run in the same way as payroll.

  Use the normal Calculate Absence and Payroll run control page to initiate P11D processing. However, the process requires a specific calendar and processing structure. This is explained in the setup section.

  See Chapter 22, "Extracting P11D Information," Understanding P11D Extraction Setup, page 237.

- Retrieves employee, company car, and loan data using arrays.

  See Chapter 22, "Extracting P11D Information," Delivered Supporting Elements, page 239.

- Populates a set of P11D results tables.

  The process populates the result tables GPGB_P11DRSLT_L, GPGB_P11DRSLT_M, and GPGB_P11DRSLT_S. These generic result tables hold data from different source tables. The process assigns an extract type to each row of data that specifies the type of information. The Extract types page identifies the extract types that are delivered.

  See Chapter 22, "Extracting P11D Information," Delivered Supporting Elements, page 239.

- Retrieves data for all employees who have company car or loans data for the tax year.

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Note. If some of your employees do not required P11Ds because their salaries are below the statutory minimum, then you can identify these employees using your P11D solution. This is done after the extraction is completed and the data has been loaded into the third-party P11D solution.

Use the message log to view the results of the process. You can also use the normal payroll results pages to view a list of employees who were processed.

When you have successfully run the payroll process, run the Extract P11D Data Application Engine process (GPGB_P11D). This process:

- Extracts P11D information from various PeopleSoft tables.

  The process extracts data from the P11D result tables, previously populated by the P11D global payroll process, and other HRMS tables.

- Generates a series of CSV files using the extracted data.

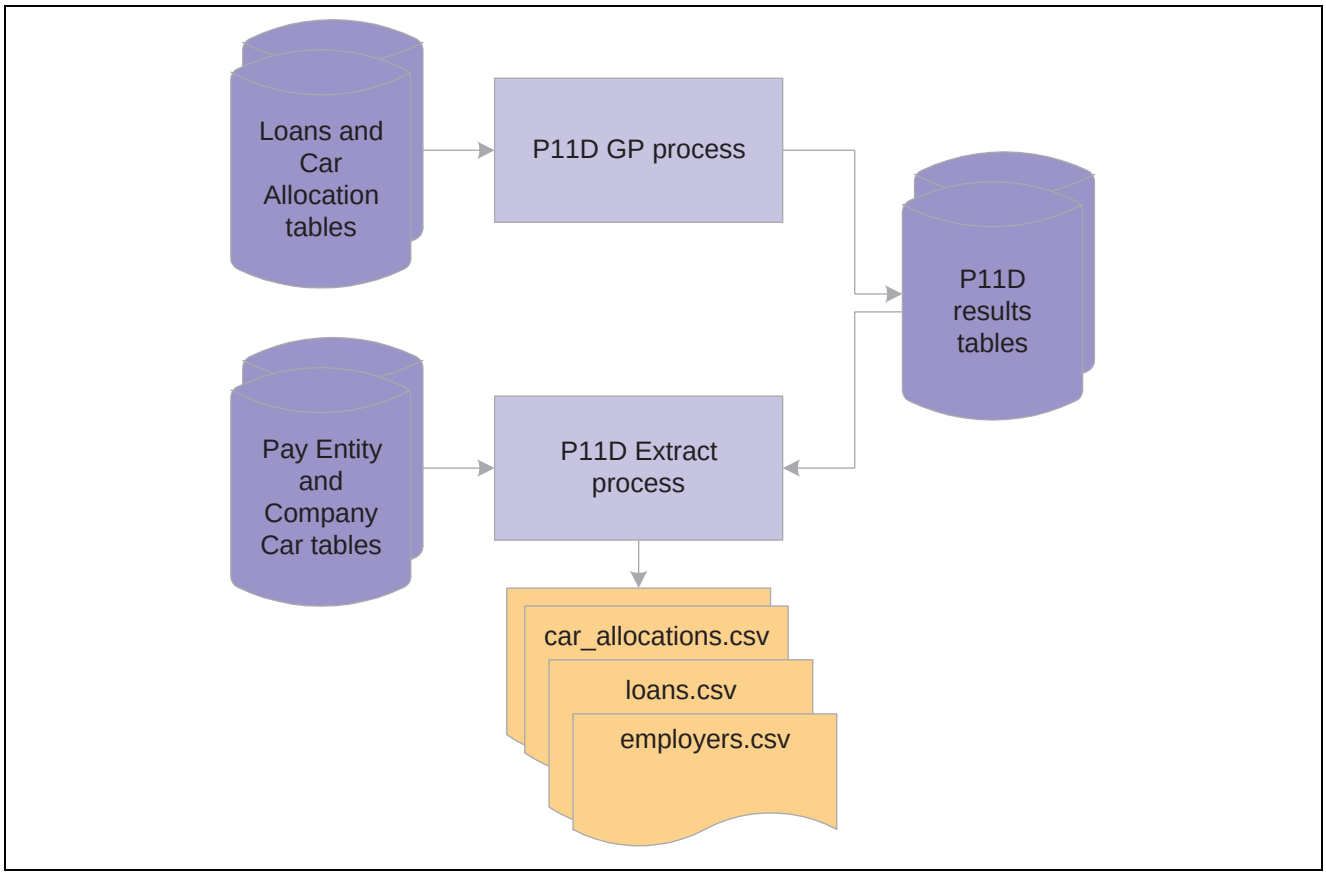
  The resulting CSV files are stored in the report repository.

The Extract P11D Data process uses the extract definition, which you define for your P11D solution, to determine the data extracted and the format of the CSV file.

Set up extract definitions using the Define P11D Solution GBR (GPGB_P11D_SOLUTION) component.

See Chapter 22, "Extracting P11D Information," Understanding P11D Extraction Setup, page 237.

This diagram summarises the two processes that comprise the P11D data extract tool:



Summary of P11D Data Extract Processes

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Note. The diagram shows an example of the extract files only. The CSV files produced differ according to the third-party P11D solution you are using.

Global Payroll for the U.K. delivers an extract definition that works with the KPMG P11D Solutions 2004 application, but this is provided as an example only. You can create extract definitions and modify the delivered elements for your own P11D solution.

See Also

Chapter 22, "Extracting P11D Information," Delivered Supporting Elements, page 239

Chapter 22, "Extracting P11D Information," Loading P11D Data Extracts into Third-Party P11D Solutions, page 247

Understanding P11D Extraction Setup

This section discusses:

- Setting up extract types and extract definitions.
- Setting up the P11D processing structure.
- Delivered supporting elements.
- Viewing delivered elements.

Setting Up Extract Types and Extraction Definitions

There are two setup components for the Extract P11D Data process:

- Define P11D Extract Types GBR component (GPGB_P11D_E_TYP).

  The extract type is a key field for the P11D result tables (GPGB_P11RSLT_L, GPGB_P11RSLT_M, and GPGB_P11RSLT_S). These tables store data retrieved from more than one source table. The extract type identifies the type of information stored in a row of data. For example, the GPGB_P11DRSLT_L table stores results relating to both Employee Details and Company Car allocations and the extract type is used to distinguish between these two sets of data. The extract type enables the Extract P11D Data process to select the relevant rows from the result tables. Do not change the delivered extract types unless you need to modify the global payroll process to retrieve additional data.

  See Chapter 22, "Extracting P11D Information," Modifying the P11D Data Extract Tool, page 240.

- Define P11D Solution GBR component (GPGB_P11D_SOLUTION).

  The P11D Solution page is where you set up the extract definition for your P11D solution. The extract definition defines:

  - The tables from which data is extracted.
  - The extract type, if applicable.

    If data is extracted from the P11D results table, then an extract type is required to define the rows extracted.

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- How to map the extracted data into the CSV file.

  Each third-party P11D solution has specific format requirements for loading data. Use the P11D Solution page to define the name of the CSV files and the format of data in the CSV files. Refer to the documentation for your third-party P11D solution for details of the formatting requirements.

See Also

Chapter 22, "Extracting P11D Information," Defining P11D Mapping, page 242

Setting Up the P11D Processing Structure

Before you run the P11D global payroll process, set up a processing structure to process results for the tax year for your pay groups. Here are the elements required and a description of the delivered elements:

- Period for the tax year.

  Global Payroll for the U.K. delivers a set of periods that correspond to tax years:

  - GBRTAX0304 (U.K. tax year April 6, 2003 to April 5, 2004).
  - GBRTAX0405 (U.K. tax year April 6, 2004 to April 5, 2005).
  - GBRTAX0506 (U.K. tax year April 6, 2005 to April 5, 2006).
  - GBRTAX0607 (U.K. tax year April 6, 2006 to April 5, 2007).
  - GBRTAX0708 (U.K. tax year April 6, 2007 to April 5, 2008).
  - GBRTAX0809 (U.K. tax year April 6, 2008 to April 5, 2009).
  - GBRTAX0910 (U.K. tax year April 6, 2009 to April 5, 2010).

  These periods are provided as sample data only. You can use the delivered periods or create your own. However, each period must be defined for the whole tax year.

- A P11D Run Type

  A P11D run type is delivered specifically for P11D data extract processing that is linked to the GBR PR P11D process list.

- Calendars

  Define a P11D calendar for your pay groups that is linked to a tax year period and the P11D run type.

- Calendar groups

  Note. The calendar group for P11D processing is defined with the Off Cycle check box clear. The P11D process is not an off-cycle process.

- Sections

  A P11D section is delivered for each type of extract:

  - P11D SE EE DETS extracts employee details.
  - P11D SE LOANS extracts loan information.
  - P11D SE LOAN BAL extracts loan balance.
  - P11D SE CAR ALLOC extracts company car data.

- Process List

  The delivered process list GBR PR P11D includes all the P11D sections listed above.

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PeopleSoft delivers elements for P11D processing as sample data. You can use the delivered structure, or create your own.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Processing Elements"

Delivered Supporting Elements

This table lists the arrays that PeopleSoft delivers to retrieve information for the P11D:

Array	Description
GBR AR EMPLOYEE	Retrieves employee information from the table PERSONAL_DT_FST
GBR AR NAME	Retrieves employee first and last name from the view NAMES_VW.
GBR AR PAY ENTITY	Retrieves employer name and tax reference from the pay entity table GPGB_PYENT
P11D AR CAR ALLOC	Retrieves car allocations from the company car table CAR_ALLOC
P11D AR CAR DATA	Retrieves car data from the table CAR_DATA
P11D AR LOAN BAL	Retrieves loan balance from the writable array GPGB_LOAN_WA, which stores loan processing results.
P11D AR LOAN HD A	Retrieves loan data from the table GPGB_EE_LOAN_HD
P11D AR LOAN HD B	Retrieves loan data from the table GPGB_EE_LOAN_HD
P11D AR LOAN IN	Retrieves loan interest amount from table GPGB_EE_LOAN_IN.
P11D AR CAR PAY	Retrieves information about car payments.
P11D AR UNAV	Retrieves car information related to the periods when a car is not available.
P11D AR LOAN DT	Retrieves employee loan details.

This table lists the writable arrays that are delivered to populate the P11D results tables:

Writable Array	Description
P11D WR RESULT L	Populates the results table GPGB_P11DRSLT_L
P11D WR RESULT M	Populates the results table GPGB_P11DRSLT_M
P11D WR RESULT S	Populates the results table GPGB_P11DRSLT_S

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Viewing Delivered Elements

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

See Also

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

Modifying the P11D Data Extract Tool

The P11D Data Extract tool is designed to be adapted to different third-party P11D solutions, and to enable organisations to modify the data extracted.

Each third-party P11D solution is different and therefore the steps for adapting the P11D data extract tool vary for each solution. Here are some guidelines describing the key tasks:

1. Review the documentation for your third-party P11D solution to determine data requirements and the file format required for importing data.
2. Map your Peoplesoft data to the third-party data structure.

   Find out if the data items are in the same format in both systems or require manipulation. You need to determine which PeopleSoft tables store the data required by your third-party P11D solution.
3. Determine if any of the delivered sections can be reused.

   For example the section P11D SE EE DETS may already select all the data elements you need relating to employee details.
4. If an existing section is close to your requirements, copy the section and supporting elements then modify the new section, rather than modifying the delivered section.
5. Create any new sections and supporting elements, if required.

   Review the design of the delivered sections and the supporting elements. Use these as a basis for creating new sections and supporting elements.
6. Create a new process list and include the sections previously identified or created.
7. Determine whether you can use one of the existing result tables.

   Review the definition of tables, GPGB_P11DRSLT_L, GPGB_P11DRSLT_M, and GPGB_P11DRSLT_S. Use the smallest table with enough fields to match your data requirements. For example, if the smallest table, GPGB_P11DRSLT_S, has enough fields then use that rather than GPGB_P11DRSLT_L or GPGB_P11DRSLT_M, which have more fields. If your data does not easily map to one of the existing result tables you may need to create a new table and a writable array to populate it.
8. Decide if new views are required.

   For example, you need views if the data for an item in the third-party P11D solution exists across various tables in HRMS, or if only a subset of data is required based on some criteria.
9. Use the Define P11D Solution page to specify the mappings.

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10. If complex data manipulation is required, then you may need to create some PeopleCode by adding methods to the Application Class GPGB_P11D:Extract.

During the development process, you can make use of a debug field. PeopleCode in the application engine sets the value of a debug field GPGB_P11D_AET.P11D_DEBUG. The field is set to “N” when delivered. If you modify the PeopleCode to set the debug field to “Y” then the log file generated by the Extract P11D Data process includes additional information which may help when developing modifications.

Typically the data required by your third-party P11D solution comes from a number of different sources. The data that resides in HRMS can be extracted using the P11D data extract tool. The data from other systems can be loaded into your third-party P11D solution directly. Alternatively you could make use of the various PeopleSoft integration tools to load the data into PeopleSoft Enterprise HRMS first and then channel it through the P11D data extract tool.

Setting Up P11D Extraction

This section discusses how to:

- Set up extract types.
- Define P11D mapping.
- View mapping.

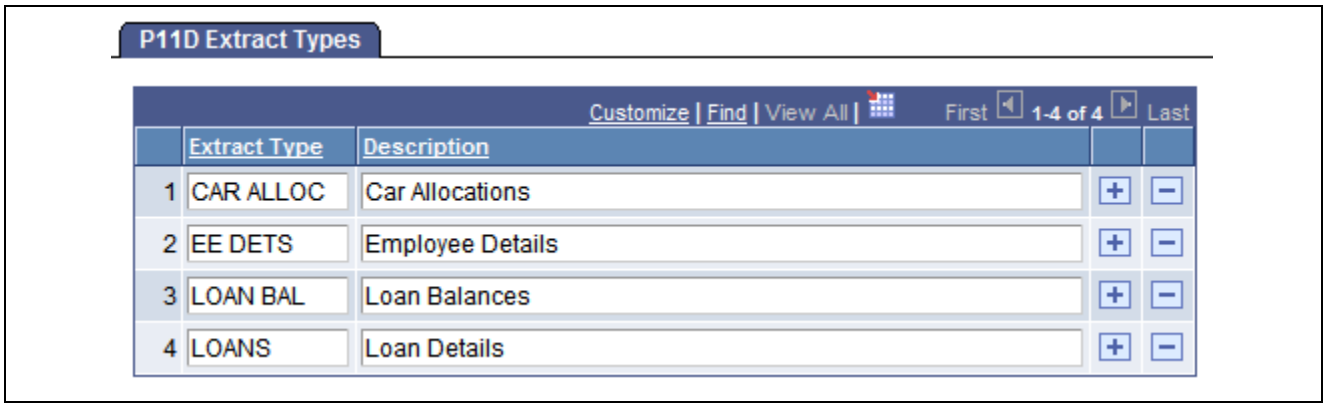
Pages Used to Set Up P11D Extraction

Page Name	Object Name	Navigation	Usage
P11D Extract Types	GPGB_P11D_E_TYP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Define P11D Extract Types GBR, P11D Extract Types	Define extract types.
P11D Solution	GPGB_P11D_SOLUTION	Set Up HRMS, Product, Related, Global Payroll & Absence Mgmt, Framework, Processing, Define P11D Solution GBR, P11D Solution	Define the extract definition for your third-party P11D solution.
View Mapping	GPGB_P11D_SOL_VIEW	Set Up HRMS, Product, Related, Global Payroll & Absence Mgmt, Framework, Processing, Define P11D Solution GBR, View Mapping	View the mapping defined on the P11D Solution page.

Setting Up Extract Types

Access the P11D Extract Types page.

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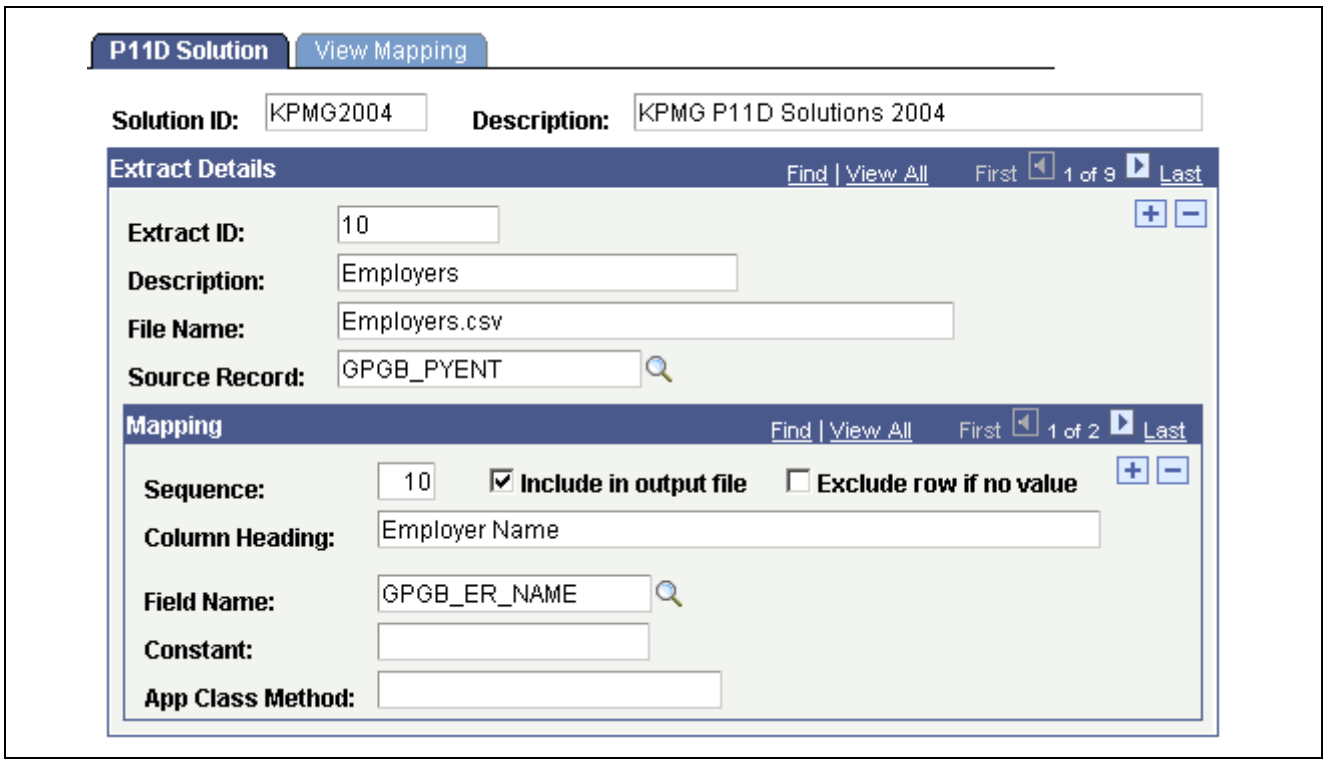


P11D Extract Types page

Extract Type Enter the extract type.

Defining P11D Mapping

Access the P11D Solution page.



P11D Solution page

Solution ID Enter the identifier for your P11D solutions software.

Extract ID Enter a number for the extract.

File Name Enter the name of the CSV file that is created by the Application Engine process.

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Warning! The file name must not include spaces. If your third-party solution requires a file name that includes spaces, rename the file after running the Extract P11D Data process.

Source Record Select the record from which data is extracted.

Extract Type Select the extract type. This field is only available if the source record is GPGB_P11DRSLT_L, GPGB_P11DRSLT_M, or GPGB_P11DRSLT_S. It defines the information that is extracted from these generic results tables (the extract type is a key field for these tables).

Mapping

This group box defines how the information in the source record maps to the output file.

Sequence Enter a sequence number that defines the ordering of the columns in the csv file.

Include in output file Select this check box if the data is written directly to the output file. Clear the check box if a value is selected but it is not included in the output file. The value can then be used by another mapping, which usually calls an App Class Method to manipulate the data in some way.

For an example of how this works review the delivered KPMG solution, extract 11 (PAYE Reference Numbers). The mapping with sequence 10 selects the field GPGB_ER_TAXNUM and the mapping with sequence 11 selects the field GPGB_ER_PAYE_REF. Both of these are not included in the output file, but are used by the method defined on mapping 12 to create the tax office reference.

Exclude row if no value Select this check box to prevent the whole row of data being written to the CSV file if the value of this field is null.

Column Heading Enter the name of the column heading in the CSV file. The column heading is determined by the requirements of your third-party P11D solution.

Field Name Select the field in the source record that stores the value you want to write to the CSV file. If you complete this field, you can't complete the Constant field or the App Class Method field.

Constant Enter the value written to the CSV file in the column specified by Column Heading. If you complete this field, you can't complete the Field Name field or the App Class Method field.

App Class Method (application class method) Enter the name of the application class method. Use this field if you want to call a PeopleCode program to return the value that is written to the CSV file. The method you enter here must be defined in the application class GPGB_P11D: Extract. This application class is in the application package GPGB_P11D.

If you complete this field, you can't complete the Field Name field or the Constant field.

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Note. The system does not validate the name of the method you enter in this field. You must ensure that the method is entered correctly. Otherwise, the application engine process returns the status "*No Success*" if it is unable to find the method specified.

Viewing Mapping

Access the View Mapping page.



View Mapping page

This page summarises the mapping that you defined on the P11D Solution page. The left hand column shows the heading that appears in the CSV file created. The right hand column shows where the data comes from (a record and field name, a constant, or an App Class Method).

Running the P11D Extract Processes

This section discusses how to run the P11D extract process.

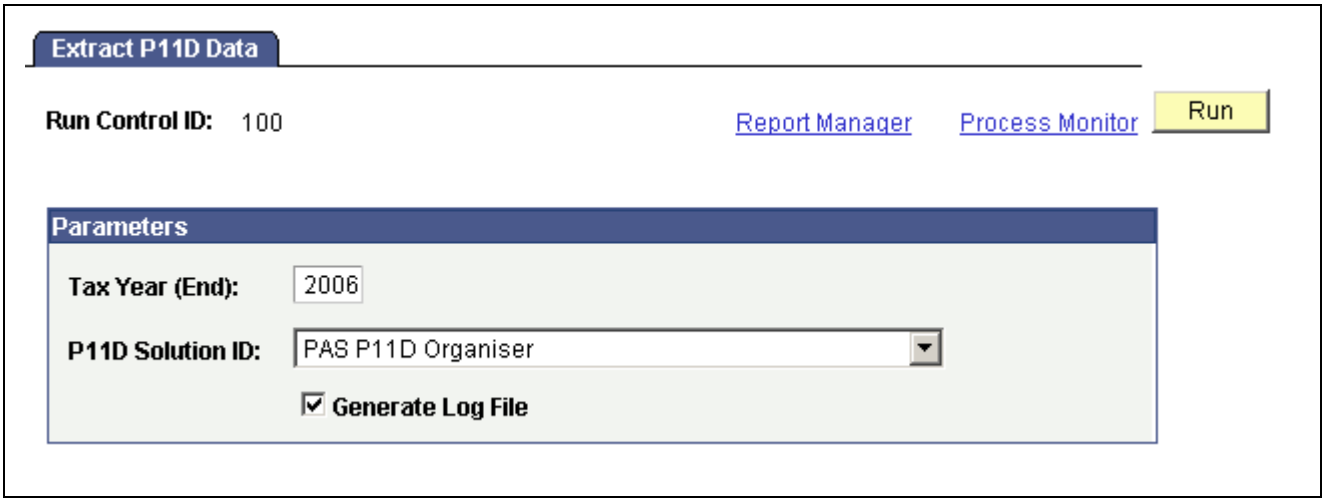
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Pages Used to Run P11D Extract

Page Name	Object Name	Navigation	Usage
Calculate Absence and Payroll	GP_RUNCTL	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Calculate Absence and Payroll, Calculate Absence and Payroll	Run the P11D global payroll process to populate the P11D results tables. Remember that you must run this process when the payroll for the tax year is finalised and the payees are not linked to any open calendars. **Note.** The P11D global payroll process must be finalised before normal payroll processing can resume. However, you should check that the Extract P11D Data process runs correctly before finalising the payroll process. See Chapter 22, "Extracting P11D Information," Understanding P11D Data Extraction, page 233.
Extract P11D Data	GPGB_P11D_RC	Global Payroll & Absence Mgmt, Year-End Processing, Extract P11D Data GBR, Extract P11D Data	Run the Extract P11D Data process to create the CSV files.

Running the P11D Extract Process

Access the Extract P11D Data page.



Extract P11D Data page

Tax Year (End) Enter the tax year for which to run the P11D data extract process. This is the year the tax years ends.

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P11D Solution ID Select the third-party P11D solution you want to use for the extraction. This defines the information that is extracted from HRMS tables and the output created. The Solution IDs are defined on the P11D Solution page.

Generate Log File Select this check box to generate a log file.

Reviewing Log File

Here is an example of a log file generated by the P11D Data Extract process:

```
Parameters
   P11D Solution: KPMG
   UK Tax Year End: 2005
   Debug: N

Extract ID: 10
   Record: GPGB_PYENT
   Extract Type: n/a
   File Name: Employers.csv
   Rows Selected: 5

Extract ID: 11
   Record: GPGB_PYENT
   Extract Type: n/a
   File Name: PAYE_References.csv
   Rows Selected: 5

Extract ID: 12
   Record: GPGB_PYENT
   Extract Type: n/a
   File Name: PAYE_Allocations.csv
   Rows Selected: 5

Extract ID: 20
   Record: GPGB_P11DRSLT_L
   Extract Type: EE DETS
   File Name: Employees.csv
   Rows Selected: 3

Extract ID: 30
   Record: GPGB_CAR_VW
   Extract Type: n/a
   File Name: Car_Details.csv
   Rows Selected: 5

Extract ID: 31
   Record: GPGB_CAR_EXT_VW
   Extract Type: n/a
   File Name: Car_Extras.csv
   Rows Selected: 2
```


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```
Extract ID: 32
   Record: GPGB_P11DRSLT_L
   Extract Type: CAR ALLOC
   File Name: Car_Allocations.csv
   Rows Selected: 2

Extract ID: 40
   Record: GPGB_P11DRSLT_M
   Extract Type: LOANS
   File Name: Loans.csv
   Rows Selected: 2

Extract ID: 41
   Record: GPGB_P11DRSLT_S
   Extract Type: LOAN BAL
   File Name: Loan_Balances.csv
   Rows Selected: 3

End of processing
```

Loading P11D Data Extracts into Third-Party P11D Solutions

Loading the extract files into your third-party P11D solution varies according to the requirements of the solution. Refer to the documentation for your third-party P11D solution.

Here are some general guidelines:

- Check the file formats accepted by the third-party P11D solution and convert the CSV files if necessary.

  The Global Payroll for the U.K. processes generate CSV files. Some applications, such as KPMG P11D Solutions 2004, accept spreadsheets.

- Check the file naming conventions used by the third-party software and adjust filenames if necessary.

  The filenames of CSV files created by the Extract P11D Data process do not include spaces. This is a restriction of Application Engine processes. If your third-party P11D solution uses a filenaming convention that includes spaces, rename the CSV files.

- Check if data must be loaded in a particular order.

- Identify employees who do not require a P11D.

  The P11D data extract tool extracts data for all employees with benefits data (company cars or loans). If there are employees who are not eligible for a P11D, identify them using your third-party P11D solution.

Loading P11D Data Extracts into KPMG P11D Solutions 2004

To load the P11D data into KPMG's P11D Solutions 2004:

1. Convert the CSV files into Excel spreadsheets.

   Open the CSV file from within Excel and save the file as an Excel spreadsheet. You can load all the CSV files into one workbook (xls) file or create a separate file for each CSV file. If you create one workbook (xls file), each extract file goes on a separate sheet with the appropriate name in the tab.

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2. Edit the worksheet names.

   When you save the CSV files as Excel spreadsheets, the worksheet name defaults to the CSV file name. Replace the underscores (_) with spaces. For example, when you import the file PAYE_References.csv, edit the worksheet name to PAYE References.

3. Load the Excel spreadsheets in the correct order.

   KPMG P11D Solutions 2004 requires data loading in a certain order. The order is defined by the Extract ID field on the P11D Solutions page.

4. Identify employees who do not require a P11D.

   Refer to the KPMG documentation for instructions about selecting employees who don't require a P11D.

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CHAPTER 23

Managing Off-Cycle Payments

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

- Make corrections.
- Make additional payments.
- Enter advances.
- Record manual payments.

See Also

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.
- Delivered off-cycle processing elements.

The Off-Cycle Process

Off-cycle processing refers to processing payments and making corrections to payroll results outside of the normal payroll schedule. Off-cycle transactions are usually made to correct prior payments, to process late notification of a new hire, to make early termination payments that can't wait until the next scheduled payroll, to process unscheduled payments such as bonus or expense runs, or to process advance holiday pay

Types of Off-Cycle Transactions

The four types of off-cycle transactions are:

- Corrections

  Corrections enable you to correct results of any finalised payroll. Examples include reversing an overpayment, processing late notification of a new hire, or correcting pay (for example, following late notification of a termination).

- 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.

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- Advances

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

- Manual payments

  Manual payments enable you to enter payments that you have calculated and paid outside of the payroll system. Manual payments are unlikely to be required in the U.K. An example when a manual payment may be used is to record a payment to a terminated employee that is in cash.

Delivered Off-Cycle Processing Elements

Global Payroll for the U.K. delivers this processing structure for off-cycle processing:

- The GBR PR OFFCYCLE process list.
- The GBRRTOFF run type.
- The GBR EG TAX NI LES limited element set.

  Use this limited element set with manual payments, additional payments, and corrections to limit the elements resolved during the off-cycle process. GBR EG TAX NI LES contains the deductions for tax and NI.

Global Payroll for the U.K. also delivers an off-cycle configuration for the U.K. that provides default settings when you enter an off-cycle request. Refer to the PeopleSoft Enterprise Global Payroll 9.0 PeopleBook for details of Off-Cycle Configuration page.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Configuring Off Cycle Transactions"

Making Corrections

This section discusses:

- Using corrections in the U.K.
- Entering corrections.

Using Corrections in the U.K.

Corrections enable you to correct the results of a finalised payroll before the next scheduled payroll run. Essentially, you use corrections to make changes that would normally be corrected by retroactivity processing in the next payroll.

Here are some examples when you may use corrections in the U.K:

- Late notification of new employees.

  Use corrections to pay employees who were hired in the previous period but were not processed in payroll.

- Pay changes.

  If an employee has a retrospective change in salary or other earnings, you can use corrections to calculate the changes and pay the employee before the next scheduled payroll run.

- Late notification of terminations.

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Use corrections to correct the payroll results of an employee who left employment in the previous period but was incorrectly processed as an active employee.

- Retrospective NI category code changes.

  Use corrections to recalculate National Insurance when an employee's NI category is retrospectively changed.

- Retrospective change of hire date.

  Use corrections to recalculate employees' pay and correct accumulators when an employee's pay has been processed using an incorrect hire, rehire, or transfer date.

Note. Corrections are only processed if retro triggers already exist.

See Also

Chapter 3, "Setting Up Country Data," Reviewing Triggers for the U.K., page 26

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Defining Retroactive Processing"

Entering Corrections

Enter the correction details on the Correction Request Detail page. The two fields in the Method of Correction group box define how the correction works:

Type of Correction Select *Replacement* or *Forced Reversal.* A replacement is used when a calculation in the finalized payroll was incorrect, for example if a payee's overtime was incorrect. A forced reversal is used to correct payments made in error.

Retro Method Select one of these values:

Use Existing Retro Rules: To use the default retroactive method determined by the triggers generated.

Forced Corrective: To use the corrective retroactive method.

This table explains the four types of corrections that you can create and how these are used in the U.K:

Type of Correction	Retro Method	Description
Replacement	*Use Existing Retro Rules*	This is a replacement using the retroactive method determined by the generated triggers. This is the most common type of correction you will make.
Replacement	*Forced Corrective*	A replacement using the corrective retroactive method. No elements are forwarded and any deltas must be managed in another way.

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Type of Correction	Retro Method	Description
Forced Reversal	*Use Existing Retro Rules*	This is a reversal using the retroactive method determined by the triggers, which means that all elements are recalculated and forwarded and the retro process override list is ignored.
Forced Reversal	*Forced Corrective*	A reversal using the corrective retroactive method. The original calculation is reversed and there are no elements forwarded.

Example: Late Hire

Consider the example of an employee who was hired in a finalised period, but the employee was not processed. How you enter a correction for this employee depends on the timing of the correction:

- If the accounting period is closed and the HM Revenue and Customs (HMRC) payment has been completed, select *Replacement* in the Type of Correction field and *Use Existing Retro Rules* in the Retro Method field.

  For this type of correction, the Target Period is the next open period. The retro method processed depends on the retro method linked to the generated trigger.

- If the hire occurred within the most recently processed period, the accounting period is not closed and the HMRC payment has not been made, select *Replacement* in the Type of Correction field and *Forced Corrective* in the Retro Method field.

  Using these settings, the hire is processed within the period in which the hire actually occurred. Therefore, the Target Period is the most recently processed period.

Example: Change in Pay

In the example of a change to pay, there are three possibilities:

- The employee is owed money.

  Select *Replacement* in the Type of Correction field and *Use Existing Retro Rules* in the Retro Method field to use the retro method determined by the generated trigger. Select the next open period as the Target Period.

- The employee was overpaid and he or she will be processed in the next scheduled payroll.

  In this situation, we recommend that you do not use a correction, but let the retro calculation deduct the overpayment in the next regular payroll run. If overpayment is processed using off-cycle processing, the negative pay is forwarded to the next target period. However, because it is an off-cycle process, there is no positive pay from which to deduct the overpayment. The negative pay will then have to be managed, possibly as a deduction from the next regular payroll run.

- The employee was overpaid and he or she will not be processed in the next scheduled payroll.

  In this example, select *Replacement* in the Type of Correction field and either *Use Existing Retro Rules* or *Forced Corrective* in the Retro Method field. However, the result of the correction will be a negative net pay and you will need to determine how to collect the overpayment.

Example: Late Termination

Consider the example of an employee terminated in the previous (finalised) period who was processed as an active employee. You process this as a reversal as follows:

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- If the employee has already been paid (bank transfer is completed), select *Forced Reversal* in the Type of Correction field and *Use Existing Retro Rules* in the Retro Method field.

  The Target Period is the next open period. This correction sets all results for the finalised period to zero and forwards the negative pay to the next open period.

- If the employee has not been paid (bank transfer stopped), select *Forced Reversal* in the Type of Correction field and *Forced Corrective* in the Retro Method field.

  The Target Period is the previous finalised period. In this case, the correction sets all results for the finalised period to zero and there are no elements forwarded.

Making Additional Payments

This section discusses:

- Using additional payments in the U.K.
- Entering additional payments.

Using Additional Payments in the U.K.

Additional payments are one-time payments such as a bonus payment or for reimbursement of expenses. Do not use additional payments for bonus payments that are paid at regular intervals; process regular payments in on-cycle processes.

Entering Additional Payments

Enter information about the additional payment on the Additional Payment Detail page:

- Restrict element resolution to those elements with positive input, or by using a limited element set, depending on the payment type.

  In the Element Selection group box, select *Limited Element Set* or *Elements with Positive Input* to restrict element resolution. If you select *Elements with Positive Input*, the system resolves only those elements for which you enter positive input. This means that tax and national insurance are not calculated. Typically, you would use this option for an expense payment that does not require tax and national insurance calculations.

  If you select *Limited Element Set*, the system resolves the elements included in the limited element set in addition to those entered using positive input. Typically, you would use a limited element set when the payment is subject to tax and national insurance. Global Payroll for the U.K. delivers the limited element set GBR EG TAX NI LES for this purpose.

- Enter supporting element overrides for the variables TAX VR PERIOD and TAX VR BGN YR.

  On the Additional Payment Detail page, click the Supporting Element Overrides link to display the Payee / Calendar Overrides page. Add the variables and assign the appropriate values on this page. The TAX VR PERIOD identifies the tax period and TAX VR BGN YR identifies the tax year in which the payment is made.

Additional payments are discussed in detail in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook.*

See Also

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

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Entering Advances

This section discusses:

- Using advances in the U.K.
- Processing advances.

Using Advances in the U.K.

Advances provide a way to process payments before the next scheduled payroll run. Typically, you would use advances to:

- Pay terminated employees before the normal payroll is run.
- Pay holiday advances.

When you run the next scheduled payroll, employees who receive advances are not identified.

Processing Advances

Enter the advance details on the Advance Request Detail page. Select the next scheduled (on-cycle) calendar group in the Calendar Group field.

We recommend that you process advances for whole pay periods only.

When you later process the next on-cycle calendar, the payroll process does not identify the employees whose pay was advanced.

Advances are discussed in detail in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Managing Off Cycle Processing," Processing Advances

Recording Manual Payments

This section discusses:

- Using manual payments in the U.K.
- Entering manual payments.

Using Manual Payments in the U.K.

Manual payments provide a way to record one-time payments that were calculated and paid outside of the payroll system. You should not use manual payments for regular payments because the payee would be identified for the payment during the normal on-cycle payroll process.

Manual payments are unlikely to be required in the U.K. In general, you should use additional payments to process payments that were paid outside of the payroll system and override the payment method to ensure that the payment is not processed by the banking process.

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Entering Manual Payments

To enter a manual payment:

- Calculate the employee's gross and net pay before you enter the manual payment.

  When you click the Validate button on the Manual Payment Detail page, the system calculates the gross and net pay based on the earnings and deductions entered. If it does not match the values you have entered, the payment can't be processed.

- Use a limited element set to restrict the elements that are resolved.

  In the Element Selection group box select *Limited Element Set* and select the element set in the Limited Element Set field. Global Payroll for the U.K. delivers the GBR EG TAX NI LES for this purpose.

- Enter supporting element overrides for the variables TAX VR PERIOD and TAX VR BGN YR.

  On the Manual Payment Detail page, click the Supporting Element Overrides — Payment Level link to display the Payee / Calendar Overrides page. Add the variables and assign the appropriate values on this page. The TAX VR PERIOD identifies the tax period and TAX VR BGN YR identifies the tax year that apply for the payment.

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Managing Off Cycle Processing," Recording Manual Payments

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APPENDIX A

Processing Tax Credits

This appendix discusses how tax credits were processed before April 1, 2006 for reference. From this date employers are not required to pay tax credits through payroll and therefore you no longer need to enter tax credits or process the earnings described.

This appendix provides an overview of tax credits and discusses how to:

- Enter tax credit information.
- Override tax credit amounts.
- Update your process lists after March 2006.

Understanding Tax Credits

This section discusses:

- Tax credit processing.
- Delivered tax credit earnings.
- Viewing delivered elements.

Tax Credit Processing

From April 2000 until March 31, 2006 employers who operated a PAYE scheme had to pay eligible employees tax credits through the payroll. HM Revenue and Customs (HMRC) informed the employer if an employee was eligible for tax credits, the amount to pay, and when to stop paying tax credits.

Global Payroll for the U.K. enabled you to:

- Calculate the tax credits for the pay period from a daily date and pay them through the payroll.
- Display the tax credit amount to be paid on an employee's payslip.
- Record the total tax credits paid in a tax year.
- Record tax credits on the P14 and P60 reports.

Warning! From April 2006 HMRC is responsible for paying tax credits and employers must not pay tax credits in payroll.

Delivered Tax Credit Earnings

Global Payroll for the U.K. delivers these earnings for tax credits:

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- TC ER TXCRD1

  This is the tax credit payment earning. It was paid per pay period and accumulated over the tax year.

- TC ER OVRD

  This element was used for overriding the normal tax credit amount for one pay period. It was entered using positive input. However, the tax credit was actually paid using the normal earning TC ER TXCRD1 and you do not see the earning TC ER OVRD in the payroll results.

Note. Do not use the tax credit earnings from April 1, 2006.

Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for the United Kingdom. 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 Tax Credit Information

This section discusses how to record employee tax credit information.

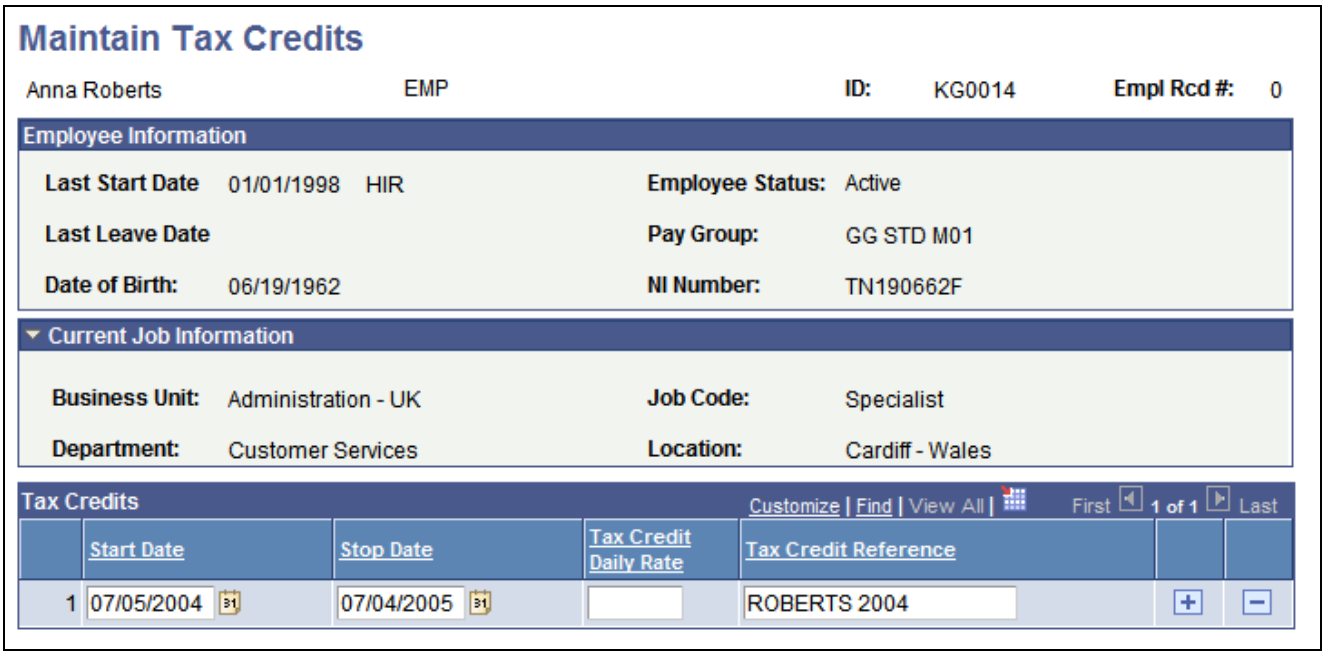
Pages Used to Enter Tax Credit Information

Page Name	Object Name	Navigation	Usage
Maintain Tax Credits	GPGB_EE_TAXCRD	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Credits GBR, Maintain Tax Credits	Record tax credit information for an employee.

Recording Employee Tax Credit Information

Access the Maintain Tax Credits page.

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Maintain Tax Credits page

Tax Credits

Enter the tax credit data that applies to a payee.

Note. Only one tax credit can be running at any time. If an employee has more than one tax credit in a pay period (this is possible if a new tax credit is awarded for an employee with a change of daily rate, for example), make sure that the start dates and end dates do not overlap. In the unlikely event that an employee has more than three tax credits, you can enter more than three in the system, but the system processes and pays only three tax credits in any one pay period.

Start Date Enter the date from which you must start paying tax credit to an employee. HMRC sends you a start notification by post, giving you either 14 (for weekly paid employees) or 42 days' notice (for all other employees).

Note. The start date must not be after March 31, 2006. HMRC is responsible for payment of tax credits after this date. Global Payroll for the U.K. issues a warning message if the start date is April 1, 2006 or later, but it does not prevent you creating a tax credit.

Stop Date Enter the date when your responsibility for paying tax credits to an employee ends. HMRC notifies you of the date when they want payment to end.

Tax Credit Daily Rate Enter the daily amount that applies to each calendar day for which you must pay tax credit. HMRC notifies you of this amount.

Tax Credit Reference Enter any reference that HMRC uses for the employee's tax credits.

Stopping Tax Credit Payments

When you receive notification from HMRC to stop paying tax credits to an employee, you must stop paying tax credit as instructed. Also, if an employee leaves your organisation, you do not have to pay tax credit from the last day of employment. Global Payroll for the U.K. automatically takes this change into consideration and stops paying tax credits accordingly.

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Note. If you want to stop paying tax credit to an employee who is involved in a trade dispute, for example, or because an employee is leaving within three months, you must manually stop the payment in the system. Global Payroll for the U.K. does not calculate this automatically.

You must show the tax credit paid on the employee's payslip, as well as record the total tax credits paid in a tax year for an employee on the P14 and P60 reports.

See Also

Chapter 19, "Running Payroll Reports," page 193

Overriding Tax Credit Amounts

If you need to override the normal tax credit amount defined on the Maintain Tax Credit page, create a positive input entry for the payee. This section discusses how to enter positive input for tax credits.

Page Used to Override Tax Credits

Page Name	Object Name	Navigation	Usage
Positive Input	GP_PI_MNL_ERNDED	Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, One Time (Positive Input), Positive Input	Create the positive input entry for a payee for a selected pay period.

Entering Positive Input for Tax Credits

Access the Positive Input page.

To create a positive input for the selected payee:

1. Complete the fields on the Action tab as follows:

   Entry Type Select *Earnings.*

   Element Name Select the tax credit override earning *TC ER TXCRD1.*

   Action Type Select *Override.*

2. Complete the fields on the Main Components tab as follows:

   Amount Enter the total tax credit amount for the pay period. The positive input entry overrides all tax credits for the payee. Therefore, if the payee has multiple tax credits, the amount entered here must include all tax credits for the pay period.

   Currency Select *GBP.*

Note. Using positive input you can process tax credit overrides for any employee. Therefore, you must ensure that you create positive input entries for the correct employees.

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Note. Use positive input for one-time changes to tax credits only. To process tax credits in each pay period, define them on the Maintain Tax Credits page.

Positive input is discussed in detail in the *PeopleSoft Enterprise Global Payroll 9.0 PeopleBook.*

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Working with Positive Input"

Updating Your Process Lists After March 2006

From April 1, 2006 you should not process tax credits in payroll. To stop Global Payroll for the U.K. processing tax credits, update your payroll process lists as follows:

1. Insert a new row with an effective date of April 1, 2006.
2. Delete the tax credit section GBR SE TAXCRD.

The payroll process list GBR PR PAYROLL that is delivered as sample data has been updated as of April 1, 2006.

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APPENDIX B

Global Payroll for the U.K. Reports

This appendix provides an overview of Global Payroll for the U.K. reports and lists summary table of all reports.

Note. For samples of these reports, see the PDF files published on CD-ROM with your documentation.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler

Global Payroll for the U.K. Reports: A to Z

The following table lists the Global Payroll for U.K. reports, sorted alphanumerically by report ID. If you need more information about a report, refer to the report details in the appropriate chapter of this PeopleBook.

See Chapter 19, "Running Payroll Reports," page 193.

See Chapter 17, "Running the Banking Processes," Running the U.K. Banking Processes, page 182.

Report ID and Report Name	Description	Navigation	Run Control Page
GPGBEFTP BACS Net Payment List	Creates a report of BACS transactions. It lists the bank, employee ID, bank account information, and amounts transferred.	Global Payroll & Absence Mgmt, Payment Processing, Net Payment/BACS Audit GBR	GPGB_RC_BACS_REP
GPGBEFTS Net Payment Summary	Summarises employees' net pay. It includes the bank account information and net pay amount.	Global Payroll & Absence Mgmt, Payment Processing, Net Payment/BACS Audit GBR	GPGB_RC_BACS_REP

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Report ID and Report Name	Description	Navigation	Run Control Page
GPGBEOY End Of Year Pre Validation Report	Lists data that does not meet the requirements of the HM Revenue and Customs (HMRC) validation standards. The report checks payee and pay entity data against the HMRC standards and lists those payees and pay entities that have missing or incorrect data. This includes payees with invalid NINO prefixes, and payees an pay entities with ECON or SCON numbers in the wrong format. There is also an option to check for invalid characters in the payee or pay entity name and address fields. Use this report to identify invalid data before you submit end of year returns. However, you can also run this report at any time during the year to check for invalid data.	Global Payroll & Absence Mgmt, Year End Processing, EOYR Pre Validation GBR, EOYR Pre Validation	GPGB_RNCTL_EOY
GPGBEPTD Element Summary (period)	Summarises total earnings and deductions for a group of payees. The elements are grouped by user-defined list sets.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Element Summary Report GBR	GPGB_RNCTL_ES
GPGBEYTD Element Summary (year to date)	Summarises year-to-date earnings and deductions for a group of payees. The elements are grouped by user-defined list sets.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Element Summary Report GBR	GPGB_RNCTL_ES
GPGBGTNA Gross to Net	Reconciles your payroll. You can run this report at any time during the tax year.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Gross to Net GBR	GPGB_GPSQR_PNL
GPGBHLE High/Low Earners	Evaluates earnings based on an element that you select. For example, you can use this report to display all employees who earned more than 2,000 GBP as basic pay for a specific period, or to display those employees who received a tax refund during a specific period.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, High/Low Earners GBR	GPGB_GPSQR_PNL3
GPGBP11A P11 − Part 1	Lists the National Insurance contributions section of the P11 form.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, P11-Part 1 GBR	GPGB_GPSQR_PNL

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Report ID and Report Name	Description	Navigation	Run Control Page
GPGBP11B P11 − Part 2	Lists the PAYE income tax section of the P11 form.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, P11-Part 2 GBR	GPGB_GPSQR_PNL
GPGBP11C P11 − Part 3	Lists the tax credits section of the P11 deductions working sheet.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, P11-Part 3 GBR	GPGB_GPSQR_PNL
GPGBP14 P14/P60	P14: Summarizes at the end of the year each employee for whom any tax and National Insurance contributions were payable. P60: Employee's Certificate of Pay, detailing income tax and national insurance.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, P14/P60 GBR	GPGB_GPSQR_PNL
GPGBP32 P32	Employer's payment record that lists required details each time an employer makes a payment.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, P32 GBR	GPGB_GPSQR_PNL
GPGBP35 P35	Employer's Annual Return that provides totals of all statutory elements including PAYE tax and National Insurance Contributions at the end of the year.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, P35 GBR	GPGB_GPSQR_PNL
GPGBP45 P45	Issued to an employee who leaves your employment. This report details current tax information as of the date of last payment and includes the employer's tax reference details required by the tax office and employee.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, P45 GBR	GPGB_RUNCTL_P45
GPGBP46C P46(Car)	Submitted to HM Revenue and Customs (HMRC) every quarter for employees with a company car.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, P46(Car) GBR	GPGB_RC_P46C
GPGBPSLP Print Payslip	Use this page to generate a set of result tables which can be used as a basis for internal or external payslip printing.	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips GBR, Payslip Print	GPGB_PSLIP
GPGBPVE Validation Exception (payroll)	Lists results of data validation checks for general employees. The report can be run before or after a payroll processing, depending on the information you want to validate. Full validation is only possible when payroll has been processed.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Validation Exception Report GBR	GPGB_RNCTL_VE

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Report ID and Report Name	Description	Navigation	Run Control Page
GPGBSVE Validation Exception (starters and leavers)	Lists results of data validation checks for starters and leavers. The report can be run before or after a payroll processing, depending on the information you want to validate. Full validation is only possible when payroll has been processed.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Validation Exception Report GBR	GPGB_RNCTL_VE
GPGBRPRF Profile Report	Displays the information that you define in the profile.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Profile Report GBR	GPGB_GPSQR_PNL2

See Also

Chapter 19, “Running Payroll Reports,” page 193

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Glossary of PeopleSoft Enterprise Terms

absence entitlement	This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.
absence take	This element defines the conditions that must be met before a payee is entitled to take paid time off.
academic career	In PeopleSoft Enterprise Campus Solutions, all course work that a student undertakes at an academic institution and that is grouped in a single student record. For example, a university that has an undergraduate school, a graduate school, and various professional schools might define several academic careers—an undergraduate career, a graduate career, and separate careers for each professional school (law school, medical school, dental school, and so on).
academic institution	In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.
academic organization	In PeopleSoft Enterprise Campus Solutions, an entity that is part of the administrative structure within an academic institution. At the lowest level, an academic organization might be an academic department. At the highest level, an academic organization can represent a division.
academic plan	In PeopleSoft Enterprise Campus Solutions, an area of study—such as a major, minor, or specialization—that exists within an academic program or academic career.
academic program	In PeopleSoft Enterprise Campus Solutions, the entity to which a student applies and is admitted and from which the student graduates.
accounting class	In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.
accounting date	The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.
accounting split	The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.
accumulator	You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.
action reason	The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Enterprise Human Resources, PeopleSoft Enterprise Benefits

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	Administration, PeopleSoft Enterprise Stock Administration, and the COBRA Administration feature of the Base Benefits business process.
action template	In PeopleSoft Enterprise Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.
activity	In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities. In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing. In PeopleSoft Enterprise Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks. In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.
address usage	In PeopleSoft Enterprise Campus Solutions, a grouping of address types defining the order in which the address types are used. For example, you might define an address usage code to process addresses in the following order: billing address, dormitory address, home address, and then work address.
adjustment calendar	In PeopleSoft Enterprise Campus Solutions, the adjustment calendar controls how a particular charge is adjusted on a student's account when the student drops classes or withdraws from a term. The charge adjustment is based on how much time has elapsed from a predetermined date, and it is determined as a percentage of the original charge amount.
administrative function	In PeopleSoft Enterprise Campus Solutions, a particular functional area that processes checklists, communication, and comments. The administrative function identifies which variable data is added to a person's checklist or communication record when a specific checklist code, communication category, or comment is assigned to the student. This key data enables you to trace that checklist, communication, or comment back to a specific processing event in a functional area.
admit type	In PeopleSoft Enterprise Campus Solutions, a designation used to distinguish first-year applications from transfer applications.
agreement	In PeopleSoft Enterprise eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.
allocation rule	In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure from the current node to the root node, checking each node for plans that contain allocation rules.
alternate account	A feature in PeopleSoft Enterprise General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.
analysis database	In PeopleSoft Enterprise Campus Solutions, database tables that store large amounts of student information that may not appear in standard report formats. The analysis database tables contain keys for all objects in a report that an application program can use to reference other student-record objects that are not contained in the printed report. For instance, the analysis database contains data on courses that are considered

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	for satisfying a requirement but that are rejected. It also contains information on courses captured by global limits. An analysis database is used in PeopleSoft Enterprise Academic Advisement.
Application Messaging	PeopleSoft Application Messaging enables applications within the PeopleSoft Enterprise product family to communicate synchronously or asynchronously with other PeopleSoft Enterprise and third-party applications. An application message defines the records and fields to be published or subscribed to.
AR specialist	Abbreviation for *receivables specialist.* In PeopleSoft Enterprise Receivables, an individual in who tracks and resolves deductions and disputed items.
arbitration plan	The arbiter when multiple price rules match the transaction. This plan determines the order in which the price rules are applied to the transaction base price.
assessment rule	In PeopleSoft Enterprise Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.
asset class	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.
attribute/value pair	In PeopleSoft Enterprise Directory Interface, relates the data that makes up an entry in the directory information tree.
auction event	In PeopleSoft Strategic Sourcing, a sourcing event where bidders actively compete against one another to achieve the best price or score.
audience	In PeopleSoft Enterprise Campus Solutions, a segment of the database that relates to an initiative, or a membership organization that is based on constituent attributes rather than a dues-paying structure. Examples of audiences include the Class of '65 and Undergraduate Arts & Sciences.
authentication server	A server that is set up to verify users of the system.
base time period	In PeopleSoft Enterprise Business Planning, the lowest level time period in a calendar.
benchmark job	In PeopleSoft Enterprise Workforce Analytics Solution, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.
bid response	In PeopleSoft Strategic Sourcing, the response by a bidder to an event.
billing career	In PeopleSoft Enterprise Campus Solutions, the one career under which other careers are grouped for billing purposes if a student is active simultaneously in multiple careers.
bio bit or bio brief	In PeopleSoft Enterprise Campus Solutions, a report that summarizes information stored in the system about a particular constituent. You can generate standard or specialized reports.
book	In PeopleSoft Enterprise Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.
branch	A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.
budgetary account only	An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called "system-maintained account."

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budget check In commitment control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.

budget control In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document's cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.

budget period The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.

business activity The name of a subset of a detailed business process. This might be a specific transaction, task, or action that you perform in a business process.

business event In PeopleSoft Enterprise Receivables, defines the processing characteristics for the Receivable Update process for a draft activity.

In PeopleSoft Enterprise Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).

business process A standard set of 17 business processes are defined and maintained by the PeopleSoft Enterprise product families and are supported by the Business Process Engineering group. An example of a business process is Order Fulfillment, which is a business process that manages sales orders and contracts, inventory, billing, and so forth.

See also *detailed business process.*

business unit constraints In PeopleSoft Strategic Sourcing, these constraints apply to a selected Strategic Sourcing business unit. Spend is tracked across all of the events within the selected Strategic Sourcing business unit.

business task The name of the specific function depicted in one of the business processes.

business unit A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.

buyer In PeopleSoft Enterprise eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.

buy event In PeopleSoft Strategic Sourcing, for event creators, the purchase of goods or services, most typically associated with a request for quote, proposal, or reverse auction.For bidders, the sale of goods or services.

campus In PeopleSoft Enterprise Campus Solutions, an entity that is usually associated with a distinct physical administrative unit, that belongs to a single academic institution, that uses a unique course catalog, and that produces a common transcript for students within the same academic career.

cash drawer A repository for monies and payments taken locally.

catalog item In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, "Introduction to Microsoft Word." A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.

catalog map In PeopleSoft Enterprise Catalog Management, translates values from the catalog source data to the format of the company's catalog.

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catalog partner In PeopleSoft Enterprise Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.

categorization Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.

category In PeopleSoft Enterprise Campus Solutions, a broad grouping to which specific comments or communications (contexts) are assigned. Category codes are also linked to 3C access groups so that you can assign data-entry or view-only privileges across functions.

channel In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.

ChartField A field that stores a chart of accounts, resources, and so on, depending on the PeopleSoft Enterprise application. ChartField values represent individual account numbers, department codes, and so forth.

ChartField balancing You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.

ChartField combination edit The process of editing journal lines for valid ChartField combinations based on user-defined rules.

ChartKey One or more fields that uniquely identify each row in a table. Some tables contain only one field as the key, while others require a combination.

checkbook In PeopleSoft Enterprise Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.

checklist code In PeopleSoft Enterprise Campus Solutions, a code that represents a list of planned or completed action items that can be assigned to a staff member, volunteer, or unit. Checklists enable you to view all action assignments on one page.

claimback In the wholesale distribution industry, a contract between supplier and distributor, in which monies are paid to the distributor on the sale of specified products or product groups to targeted customers or customer groups.

class In PeopleSoft Enterprise Campus Solutions, a specific offering of a course component within an academic term.

See also *course.*

Class ChartField A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called *sub-classification.*

clearance In PeopleSoft Enterprise Campus Solutions, the period of time during which a constituent in PeopleSoft Enterprise Contributor Relations is approved for involvement in an initiative or an action. Clearances are used to prevent development officers from making multiple requests to a constituent during the same time period.

clone In PeopleCode, to make a unique copy. In contrast, to *copy* may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.

cohort In PeopleSoft Enterprise Campus Solutions, the highest level of the three-level classification structure that you define for enrollment management. You can define a cohort level, link it to other levels, and set enrollment target numbers for it.

See also *population* and *division*.

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collection To make a set of documents available for searching in Verity, you must first create at least one collection. A collection is set of directories and files that allow search application users to use the Verity search engine to quickly find and display source documents that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleTools maintains a set of collections (one per language code) for each search index object.

collection rule In PeopleSoft Enterprise Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.

comm key See *communication key.*

communication key In PeopleSoft Enterprise Campus Solutions, a single code for entering a combination of communication category, communication context, communication method, communication direction, and standard letter code. Communication keys (also called *comm keys* or *speed keys*) can be created for background processes as well as for specific users.

compensation object In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.

compensation structure In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.

component interface A component interface is a set of application programming interfaces (APIs) that you can use to access and modify PeopleSoft Enterprise database information using a program instead of the PeopleSoft client.

condition In PeopleSoft Enterprise Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.

configuration parameter catalog Used to configure an external system with PeopleSoft Enterprise. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.

configuration plan In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.

constituents In PeopleSoft Enterprise Campus Solutions, friends, alumni, organizations, foundations, or other entities affiliated with the institution, and about which the institution maintains information. The constituent types delivered with PeopleSoft Enterprise Contributor Relations Solutions are based on those defined by the Council for the Advancement and Support of Education (CASE).

constraint A business policy or rule that affects how a sourcing event is awarded. There are three types of constraints: business, global, and event.

content reference Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.

context In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running.

In PeopleSoft Enterprise Campus Solutions, a specific instance of a comment or communication. One or more contexts are assigned to a category, which you link to

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	3C access groups so that you can assign data-entry or view-only privileges across functions. 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 *class.*
course share set	In PeopleSoft Enterprise Campus Solutions, a tag that defines a set of requirement groups that can share courses. Course share sets are used in PeopleSoft Enterprise Academic Advisement.
current learning	In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.
data acquisition	In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).
data cube	In PeopleSoft Analytic Calculation Engine, a data cube is a container for one kind of data (such as Sales data) and works with in tandem with one or more dimensions. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and online analytical processing (OLAP) cubes in PeopleSoft Cube Manager.
data elements	Data elements, at their simplest level, define a subset of data and the rules by which to group them. For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.
dataset	A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.

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delivery method

In PeopleSoft Enterprise Learning Management, identifies the primary type of delivery method in which a particular learning activity is offered. Also provides default values for the learning activity, such as cost and language. This is primarily used to help learners search the catalog for the type of delivery from which they learn best. Because PeopleSoft Enterprise Learning Management is a blended learning system, it does not enforce the delivery method.

In PeopleSoft Enterprise Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, and rail). The delivery method is specified when creating shipment schedules.

delivery method type

In PeopleSoft Enterprise Learning Management, identifies how learning activities can be delivered—for example, through online learning, classroom instruction, seminars, books, and so forth—in an organization. The type determines whether the delivery method includes scheduled components.

detailed business process

A subset of the business process. For example, the detailed business process named Determine Cash Position is a subset of the business process called Cash Management.

dimension

In PeopleSoft Analytic Calculation Engine, a dimension contains a list of one kind of data that can span various contexts, and it is a basic component of an analytic model. Within the analytic model, a dimension is attached to one or more data cubes. In PeopleSoft Cube Manager, a dimension is the most basic component of an OLAP cube and specifies the PeopleSoft metadata to be used to create the dimension's rollup structure. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and OLAP cubes in PeopleSoft Cube Manager.

direct receipt

Items shipped from a warehouse or vendor to another warehouse.

direct ship

Items shipped from the vendor or warehouse directly to the customer (formerly referred to as *drop ship*).

directory information tree

In PeopleSoft Enterprise Directory Interface, the representation of a directory's hierarchical structure.

division

In PeopleSoft Enterprise Campus Solutions, the lowest level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a division level, link it to other levels, and set enrollment target numbers for it.

See also *population* and *cohort*.

document sequencing

A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.

dynamic detail tree

A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.

edit table

A table in the database that has its own record definition, such as the Department table. As fields are entered into a PeopleSoft Enterprise application, they can be validated against an edit table to ensure data integrity throughout the system.

effective date

A method of dating information in PeopleSoft Enterprise applications. You can predate information to add historical data to your system, or postdate information in order to enter it before it actually goes into effect. By using effective dates, you don't delete values; you enter a new value with a current effective date.

EIM ledger

Abbreviation for *Enterprise Incentive Management ledger.* In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.

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elimination set In PeopleSoft Enterprise General Ledger, a related group of intercompany accounts that is processed during consolidations.

entry event In PeopleSoft Enterprise General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.

equitization In PeopleSoft Enterprise General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.

equity item limit In PeopleSoft Enterprise Campus Solutions, the amounts of funds set by the institution to be awarded with discretionary or gift funds. The limit could be reduced by amounts equal to such things as expected family contribution (EFC) or parent contribution. Students are packaged by Equity Item Type Groups and Related Equity Item Types. This limit can be used to assure that similar student populations are packaged equally.

event A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete.

In PeopleSoft Enterprise Human Resources, also refers to an incident that affects benefits eligibility.

event constraints In PeopleSoft Strategic Sourcing, these constraints are associated with a specific sourcing event. Spend is tracked within the selected event.

event propagation process In PeopleSoft Enterprise Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects. PeopleSoft Enterprise Enterprise Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.

exception In PeopleSoft Enterprise Receivables, an item that either is a deduction or is in dispute.

exclusive pricing In PeopleSoft Enterprise Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.

fact In PeopleSoft Enterprise applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.

financial aid term In PeopleSoft Enterprise Campus Solutions, a combination of a period of time that the school determines as an instructional accounting period and an academic career. It is created and defined during the setup process. Only terms eligible for financial aid are set up for each financial aid career.

financial sanctions For U.S. based companies and their foreign subsidiaries, a federal regulation from the Office of Foreign Assets Control (OFAC) requires that vendors be validated against a Specially Designated Nationals (SDN) list prior to payment.

For PeopleSoft Payables, eSettlements, Cash Management, and Order to Cash, you can validate your vendors against any financial sanctions list (for example, the SDN list, a European Union list, and so on).

forecast item A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.

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fund In PeopleSoft Enterprise Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.

gap In PeopleSoft Enterprise Campus Solutions, an artificial figure that sets aside an amount of unmet financial aid need that is not funded with Title IV funds. A gap can be used to prevent fully funding any student to conserve funds, or it can be used to preserve unmet financial aid need so that institutional funds can be awarded.

generic process type In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.

gift table In PeopleSoft Enterprise Campus Solutions, a table or so-called *donor pyramid* describing the number and size of gifts that you expect will be needed to successfully complete the campaign in PeopleSoft Enterprise Contributor Relations. The gift table enables you to estimate the number of donors and prospects that you need at each gift level to reach the campaign goal.

GDS Abbreviation for *Global Distribution System.* Broad-based term to describe all computer reservation systems for making travel plans.

GL business unit Abbreviation for *general ledger business unit.* A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books.

See also *business unit.*

GL entry template Abbreviation for *general ledger entry template.* In PeopleSoft Enterprise Campus Solutions, a template that defines how a particular item is sent to the general ledger. An item-type maps to the general ledger, and the GL entry template can involve multiple general ledger accounts. The entry to the general ledger is further controlled by high-level flags that control the summarization and the type of accounting—that is, accrual or cash.

GL Interface process Abbreviation for *General Ledger Interface process.* In PeopleSoft Enterprise Campus Solutions, a process that is used to send transactions from PeopleSoft Enterprise Student Financials to the general ledger. Item types are mapped to specific general ledger accounts, enabling transactions to move to the general ledger when the GL Interface process is run.

global constraints In PeopleSoft Strategic Sourcing, these constraints apply across multiple Strategic Sourcing business units. Spend is tracked across all of the events from the multiple Strategic Sourcing business units.

group In PeopleSoft Enterprise Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs).

In PeopleSoft Enterprise Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Enterprise Time and Labor, for example, employees are placed in groups for time reporting purposes.

ideal response In PeopleSoft Strategic Sourcing, a question that requires the response to match the ideal value for the bid to be considered eligible for award. If the response does not match the ideal value, you can still submit the bid, but it will be disqualified and ineligible for award.

incentive object In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, and user interaction objects.

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incentive rule In PeopleSoft Enterprise Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.

incur In PeopleSoft Enterprise Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.

initiative In PeopleSoft Enterprise Campus Solutions, the basis from which all advancement plans are executed. It is an organized effort targeting a specific constituency, and it can occur over a specified period of time with specific purposes and goals. An initiative can be a campaign, an event, an organized volunteer effort, a membership drive, or any other type of effort defined by the institution. Initiatives can be multipart, and they can be related to other initiatives. This enables you to track individual parts of an initiative, as well as entire initiatives.

inquiry access In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user only to view data.

See also *update access.*

institution In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

integration A relationship between two compatible integration points that enables communication to take place between systems. Integrations enable PeopleSoft Enterprise applications to work seamlessly with other PeopleSoft Enterprise applications or with third-party systems or software.

integration point An interface that a system uses to communicate with another PeopleSoft Enterprise application or an external application.

integration set A logical grouping of integrations that applications use for the same business purpose. For example, the integration set ADVANCED_SHIPPING_ORDER contains all of the integrations that notify a customer that an order has shipped.

item In PeopleSoft Enterprise Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse).

In PeopleSoft Enterprise Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is designated as being used for planning purposes only. It can represent a family or group of inventory items. It can have a planning bill of material (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained.

In PeopleSoft Enterprise Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.

item shuffle In PeopleSoft Enterprise Campus Solutions, a process that enables you to change a payment allocation without having to reverse the payment.

itinerary In PeopleSoft Expenses, a collection of travel reservations. Itineraries can have reservations that are selected and reserved with the travel vendor. These itineraries are not yet paid for and can be referred to as *pending reservations.* Reservations that have been paid for are referred to as *confirmed reservations.*

joint communication In PeopleSoft Enterprise Campus Solutions, one letter that is addressed jointly to two people. For example, a letter might be addressed to both Mr. Sudhir Awat and Ms. Samantha Mortelli. A relationship must be established between the two individuals in the database, and at least one of the individuals must have an ID in the database.

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keyword In PeopleSoft Enterprise Campus Solutions, a term that you link to particular elements within PeopleSoft Enterprise Student Financials, Financial Aid, and Contributor Relations. You can use keywords as search criteria that enable you to locate specific records in a search dialog box.

KPI An abbreviation for *key performance indicator.* A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.

KVI Abbreviation for *Known Value Item.* Term used for products or groups of products where the selling price cannot be reduced or increased.

landlord In PeopleSoft Real Estate Management, an entity that owns real estate and leases the real estate to tenants.

LDIF file Abbreviation for *Lightweight Directory Access Protocol (LDAP) Data Interchange Format file.* Contains discrepancies between PeopleSoft Enterprise data and directory data.

learner group In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.

learning components In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.

learning environment In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.

learning history In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.

lease In PeopleSoft Real Estate Management, a legally binding agreement between a landlord and a tenant, where the tenant rents all or part of a physical property from the landlord.

lease abstract In PeopleSoft Real Estate Management, a summarized version of the complete lease contract with only the important terms. The lease abstract usually fits on one page and does not include legal terminology.

ledger mapping You use ledger mapping to relate expense data from general ledger accounts to resource objects. Multiple ledger line items can be mapped to one or more resource IDs. You can also use ledger mapping to map dollar amounts (referred to as *rates*) to business units. You can map the amounts in two different ways: an actual amount that represents actual costs of the accounting period, or a budgeted amount that can be used to calculate the capacity rates as well as budgeted model results. In PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.

library section In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.

line In PeopleSoft Strategic Sourcing, an individual item or service upon which there can be a bid.

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linked section In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.

linked variable In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.

LMS Abbreviation for *learning management system.* In PeopleSoft Enterprise Campus Solutions, LMS is a PeopleSoft Enterprise Student Records feature that provides a common set of interoperability standards that enable the sharing of instructional content and data between learning and administrative environments.

load In PeopleSoft Enterprise Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Enterprise Inventory that is used to track the weight, the volume, and the destination of a shipment.

local functionality In PeopleSoft Enterprise HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.

location Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a *1*—is the address you use most often and may be different from the main address.

logistical task In PeopleSoft Enterprise Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.

market template In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.

mass change In PeopleSoft Enterprise Campus Solutions, mass change is a SQL generator that can be used to create specialized functionality. Using mass change, you can set up a series of Insert, Update, or Delete SQL statements to perform business functions that are specific to the institution.

See also *3C engine.*

match group In PeopleSoft Enterprise Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.

MCF server Abbreviation for *PeopleSoft MultiChannel Framework server.* Comprises the universal queue server and the MCF log server. Both processes are started when *MCF Servers* is selected in an application server domain configuration.

merchandising activity In PeopleSoft Enterprise Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.

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meta-SQL Meta-SQL constructs expand into platform-specific SQL substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.

metastring Metastrings are special expressions included in SQL string literals. The metastrings, prefixed with a percent (%) symbol, are included directly in the string literals. They expand at run time into an appropriate substring for the current database platform.

multibook In PeopleSoft Enterprise General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).

multicurrency The ability to process transactions in a currency other than the business unit's base currency.

national allowance In PeopleSoft Enterprise Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.

NDP Abbreviation for *Non-Discountable Products.* Term used for products or groups of products where the selling price cannot be decreased.

need In PeopleSoft Enterprise Campus Solutions, the difference between the cost of attendance (COA) and the expected family contribution (EFC). It is the gap between the cost of attending the school and the student's resources. The financial aid package is based on the amount of financial need. The process of determining a student's need is called *need analysis.*

node-oriented tree A tree that is based on a detail structure, but the detail values are not used.

Optimization Engine A PeopleTools component that Strategic Sourcing leverages to evaluate bids and determine an ideal award allocation. The award recommendation is based on maximizing the value while adhering to purchasing and company objectives and constraints.

pagelet Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft Enterprise and non-PeopleSoft Enterprise content.

participant In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.

participant object Each participant object may be related to one or more compensation objects.

See also *compensation object.*

partner A company that supplies products or services that are resold or purchased by the enterprise.

pay cycle In PeopleSoft Enterprise Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.

payment shuffle In PeopleSoft Enterprise Campus Solutions, a process allowing payments that have been previously posted to a student's account to be automatically reapplied when a higher priority payment is posted or the payment allocation definition is changed.

pending item In PeopleSoft Enterprise Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.

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PeopleCode PeopleCode is a proprietary language, executed by the PeopleSoft Enterprise component processor. PeopleCode generates results based on existing data or user actions. By using various tools provided with PeopleTools, external services are available to all PeopleSoft Enterprise applications wherever PeopleCode can be executed.

PeopleCode event See *event.*

PeopleSoft Pure Internet Architecture The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.

performance measurement In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.

period context In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.

person of interest A person about whom the organization maintains information but who is not part of the workforce.

personal portfolio In PeopleSoft Enterprise Campus Solutions, the user-accessible menu item that contains an individual's name, address, telephone number, and other personal information.

phase A level 1 task, meaning that if a task had subtasks, the level 1 task would be considered the phase.

pickup quantity The product quantity that the customer is taking with them from the counter sales environment.

plan In PeopleSoft Enterprise Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.

plan context In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context—if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.

plan template In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.

planned learning In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.

planning instance In PeopleSoft Enterprise Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.

population In PeopleSoft Enterprise Campus Solutions, the middle level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and

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	Admissions for enrollment management. You can define a population level, link it to other levels, and set enrollment target numbers for it. See also *division* and *cohort.*
portal registry	In PeopleSoft Enterprise applications, the portal registry is a tree-like structure in which content references are organized, classified, and registered. It is a central repository that defines both the structure and content of a portal through a hierarchical, tree-like structure of folders useful for organizing and securing content references.
predecessor task	A task that you must complete before you start another task.
price breaks	In PeopleSoft Strategic Sourcing, a price discount or surcharge that a bidder may apply based on the quantity awarded.
price components	In PeopleSoft Strategic Sourcing, the various components, such as material costs, labor costs, shipping costs, and so on that make up the overall bid price.
price list	Enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.
price rule	The conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.
price rule conditions	Conditions that select the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields relate to the transaction.
price rule key	The fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.
primacy number	In PeopleSoft Enterprise Campus Solutions, a number that the system uses to prioritize financial aid applications when students are enrolled in multiple academic careers and academic programs at the same time. The Consolidate Academic Statistics process uses the primacy number indicated for both the career and program at the institutional level to determine a student's primary career and program. The system also uses the number to determine the primary student attribute value that is used when you extract data to report on cohorts. The lowest number takes precedence.
primary name type	In PeopleSoft Enterprise Campus Solutions, the name type that is used to link the name stored at the highest level within the system to the lower-level set of names that an individual provides.
process category	In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.
process group	In PeopleSoft Enterprise Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.
process definition	Process definitions define each run request.
process instance	A unique number that identifies each process request. This value is automatically incremented and assigned to each requested process when the process is submitted to run.
process job	You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.

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process request A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.

process run control A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these with application run controls, which may be defined with the same run control ID, but only contain information specific to a given application process request.

product A PeopleSoft Enterprise or third-party product. PeopleSoft organizes its software products into product families and product lines. Interactive Services Repository contains information about every release of every product that PeopleSoft sells, as well as products from certified third-party companies. These products appear with the product name and release number.

product adds The pricing functionality where buying product A gets product B for free or at a price (formerly referred to as *giveaways*).

product bidding In PeopleSoft Strategic Sourcing, the placing of a bid on behalf of the bidder, up or down to the bidder's specified amount, so that the bidder can be the leading bidder.

product category In PeopleSoft Enterprise Incentive Management, indicates an application in the PeopleSoft Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.

product family A group of products that are related by common functionality. The family names that can be searched using Interactive Service Repository are Oracle's PeopleSoft Enterprise, PeopleSoft EnterpriseOne, PeopleSoft World, and third-party, certified partners.

product line The name of a PeopleSoft Enterprise product line or the company name of a third-party certified partner. Integration Services Repository enables you to search for integration points by product line.

programs In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.

progress log In PeopleSoft Enterprise Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.

project transaction In PeopleSoft Enterprise Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.

promotion In PeopleSoft Enterprise Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.

prospects In PeopleSoft Enterprise Campus Solutions, students who are interested in applying to the institution.

In PeopleSoft Enterprise Contributor Relations, individuals and organizations that are most likely to make substantial financial commitments or other types of commitments to the institution.

proxy bidding In PeopleSoft Strategic Sourcing, the placing of a bid on behalf of the bidder, up or down to the bidder's specified amount, so that the bidder can be the leading bidder.

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publishing In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.

rating components In PeopleSoft Enterprise Campus Solutions, variables used with the Equation Editor to retrieve specified populations.

record group A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.

record input VAT flag Abbreviation for *record input value-added tax flag.* Within PeopleSoft Enterprise Purchasing, Payables, and General Ledger, this flag indicates that you are recording input VAT on the transaction. This flag, in conjunction with the record output VAT flag, is used to determine the accounting entries created for a transaction and to determine how a transaction is reported on the VAT return. For all cases within Purchasing and Payables where VAT information is tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Enterprise Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Enterprise Expenses, where it is assumed that you are always recording only input VAT.

record output VAT flag Abbreviation for *record output value-added tax flag.*

See *record input VAT flag.*

recname The name of a record that is used to determine the associated field to match a value or set of values.

recognition In PeopleSoft Enterprise Campus Solutions, the recognition type indicates whether the PeopleSoft Enterprise Contributor Relations donor is the primary donor of a commitment or shares the credit for a donation. Primary donors receive hard credit that must total 100 percent. Donors that share the credit are given soft credit. Institutions can also define other share recognition-type values such as memo credit or vehicle credit.

reference data In PeopleSoft Enterprise Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, and channels.

reference object In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).

reference transaction In commitment control, a reference transaction is a source transaction that is referenced by a higher-level (and usually later) source transaction, in order to automatically reverse all or part of the referenced transaction's budget-checked amount. This avoids duplicate postings during the sequential entry of the transaction at different commitment levels. For example, the amount of an encumbrance transaction (such as a purchase order) will, when checked and recorded against a budget, cause the system to concurrently reference and relieve all or part of the amount of a corresponding pre-encumbrance transaction, such as a purchase requisition.

regional sourcing In PeopleSoft Enterprise Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.

relationship object In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.

remote data source data Data that is extracted from a separate database and migrated into the local database.

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REN server Abbreviation for *real-time event notification server* in PeopleSoft MultiChannel Framework.

requester In PeopleSoft Enterprise eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.

reservations In PeopleSoft Expenses, travel reservations that have been placed with the travel vendor.

reversal indicator In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.

RFI event In PeopleSoft Strategic Sourcing, a request for information.

RFx event In PeopleSoft Strategic Sourcing, a request for proposal or request for a quote event when bidders submit their overall best bids and during which bidders do not actively compete against one another.

role Describes how people fit into PeopleSoft Workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.

role user A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.

roll up In a tree, to roll up is to total sums based on the information hierarchy.

run control A run control is a type of online page that is used to begin a process, such as the batch processing of a payroll run. Run control pages generally start a program that manipulates data.

run control ID A unique ID to associate each user with his or her own run control table entries.

run-level context In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.

saved bid In PeopleSoft Strategic Sourcing, a bid that has been created but not submitted. Only submitted bids are eligible for award.

score In PeopleSoft Strategic Sourcing, the numerical sum of answers (percentages) to bid factors on an event. Scores appear only to bidders on auction events.

SCP SCBM XML message Abbreviation for *Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message.* Supply Chain Business Modeler uses XML as the format for all data that it imports and exports.

search query You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.

search/match In PeopleSoft Enterprise Campus Solutions and PeopleSoft Enterprise Human Resources Management Solutions, a feature that enables you to search for and identify duplicate records in the database.

seasonal address In PeopleSoft Enterprise Campus Solutions, an address that recurs for the same length of time at the same time of year each year until adjusted or deleted.

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section In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.

security event In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.

sell event In PeopleSoft Strategic Sourcing, for event creators, the sale of goods or services most typically associated with forward auctions. For bidders, the purchase of goods or services.

serial genealogy In PeopleSoft Enterprise Manufacturing, the ability to track the composition of a specific, serial-controlled item.

serial in production In PeopleSoft Enterprise Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.

service impact In PeopleSoft Enterprise Campus Solutions, the resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.

service indicator In PeopleSoft Enterprise Campus Solutions, indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.

session In PeopleSoft Enterprise Campus Solutions, time elements that subdivide a term into multiple time periods during which classes are offered. In PeopleSoft Enterprise Contributor Relations, a session is the means of validating gift, pledge, membership, or adjustment data entry . It controls access to the data entered by a specific user ID. Sessions are balanced, queued, and then posted to the institution's financial system. Sessions must be posted to enter a matching gift or pledge payment, to make an adjustment, or to process giving clubs or acknowledgements.

In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.

session template In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.

setup relationship In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.

share driver expression In PeopleSoft Enterprise Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.

short-term customer A customer not in the system who is entered during sales order entry using a template.

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single signon With single signon, users can, after being authenticated by a PeopleSoft Enterprise application server, access a second PeopleSoft Enterprise application server without entering a user ID or password.

source key process In PeopleSoft Enterprise Campus Solutions, a process that relates a particular transaction to the source of the charge or financial aid. On selected pages, you can drill down into particular charges.

source transaction In commitment control, any transaction generated in a PeopleSoft Enterprise or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.

sourcing objective For constraints, the option to designate whether a business rule is required (mandatory) or is only recommended (target).

speed key See *communication key.*

SpeedChart A user-defined shorthand key that designates several ChartKeys to be used for voucher entry. Percentages can optionally be related to each ChartKey in a SpeedChart definition.

SpeedType A code representing a combination of ChartField values. SpeedTypes simplify the entry of ChartFields commonly used together.

staging A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.

standard letter code In PeopleSoft Enterprise Campus Solutions, a standard letter code used to identify each letter template available for use in mail merge functions. Every letter generated in the system must have a standard letter code identification.

statutory account Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft Enterprise, this is equivalent to the Alternate Account (ALTACCT) ChartField.

step In PeopleSoft Enterprise Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.

storage level In PeopleSoft Enterprise Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.

subcustomer qualifier A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.

Summary ChartField You use summary ChartFields to create summary ledgers that roll up detail amounts based on specific detail values or on selected tree nodes. When detail values are summarized using tree nodes, summary ChartFields must be used in the summary ledger data record to accommodate the maximum length of a node name (20 characters).

summary ledger An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase speed and efficiency of reporting by eliminating the need to summarize detail ledger balances each time a report is requested. Instead, detail balances are summarized in a background process according to user-specified criteria and stored on summary ledgers. The summary ledgers are then accessed directly for reporting.

summary time period In PeopleSoft Enterprise Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.

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summary tree A tree used to roll up accounts for each type of report in summary ledgers. Summary trees enable you to define trees on trees. In a summary tree, the detail values are really nodes on a detail tree or another summary tree (known as the *basis* tree). A summary tree structure specifies the details on which the summary trees are to be built.

syndicate To distribute a production version of the enterprise catalog to partners.

system function In PeopleSoft Enterprise Receivables, an activity that defines how the system generates accounting entries for the general ledger.

system source The system source identifies the source of a transaction row in the database. For example, a transaction that originates in PeopleSoft Enterprise Expenses contains a system source code of BEX (Expenses Batch).

When PeopleSoft Enterprise Project Costing prices the source transaction row for billing, the system creates a new row with a system source code of PRP (Project Costing pricing), which represents the system source of the new row. System source codes can identify sources that are internal or external to the PeopleSoft Enterprise system. For example, processes that import data from Microsoft Project into PeopleSoft Enterprise applications create transaction rows with a source code of MSP (Microsoft Project).

TableSet A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.

TableSet sharing Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.

target currency The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.

task A deliverable item on the detailed sourcing plan.

tax authority In PeopleSoft Enterprise Campus Solutions, a user-defined element that combines a description and percentage of a tax with an account type, an item type, and a service impact.

template A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft Enterprise, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft Enterprise portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.

tenant In PeopleSoft Real Estate Management, an entity that leases real estate from a landlord.

territory In PeopleSoft Enterprise Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.

third party A company or vendor that has extensive PeopleSoft Enterprise product knowledge and whose products and integrations have been certified and are compatible with PeopleSoft Enterprise applications.

tiered pricing Enables different portions of a schedule to be priced differently from one another.

time span A relative period, such as year-to-date or current period, that various PeopleSoft General Ledger functions and reports can use when a rolling time frame, rather than a specific date, is required.

total cost In PeopleSoft Strategic Sourcing, the estimated dollar cost (sum of real price dollars and potential “soft” or non-price dollars) of a particular award approach.

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travel group In PeopleSoft Expenses, the organization's travel rules and polices that are associated with specific business units, departments, or employees. You must define at least one travel group when setting up the PeopleSoft Expenses travel feature. You must define and associate at least one travel group with a travel vendor.

travel partner In PeopleSoft Expenses, the travel vendor with which the organization has a contractual relationship.

3C engine Abbreviation for *Communications, Checklists, and Comments engine.* In PeopleSoft Enterprise Campus Solutions, the 3C engine enables you to automate business processes that involve additions, deletions, and updates to communications, checklists, and comments. You define events and triggers to engage the engine, which runs the mass change and processes the 3C records (for individuals or organizations) immediately and automatically from within business processes.

3C group Abbreviation for *Communications, Checklists, and Comments group.* In PeopleSoft Enterprise Campus Solutions, a method of assigning or restricting access privileges. A 3C group enables you to group specific communication categories, checklist codes, and comment categories. You can then assign the group inquiry-only access or update access, as appropriate.

trace usage In PeopleSoft Enterprise Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.

transaction allocation In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.

transaction state In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and "picked up" by a different section for further processing.

Translate table A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.

tree The graphical hierarchy in PeopleSoft Enterprise systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.

tuition lock In PeopleSoft Enterprise Campus Solutions, a feature in the Tuition Calculation process that enables you to specify a point in a term after which students are charged a minimum (or *locked*) fee amount. Students are charged the locked fee amount even if they later drop classes and take less than the normal load level for that tuition charge.

unclaimed transaction In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.

universal navigation header Every PeopleSoft Enterprise portal includes the universal navigation header, intended to appear at the top of every page as long as the user is signed on to the portal. In addition to providing access to the standard navigation buttons (like Home, Favorites, and signoff) the universal navigation header can also display a welcome message for each user.

update access In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user to edit and update data.

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	See also *inquiry access*.
user interaction object	In PeopleSoft Enterprise Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All PeopleSoft Enterprise Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).
variable	In PeopleSoft Enterprise Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.
VAT exception	Abbreviation for *value-added tax exception.* A temporary or permanent exemption from paying VAT that is granted to an organization. This terms refers to both VAT exoneration and VAT suspension.
VAT exempt	Abbreviation for *value-added tax exempt.* Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.
VAT exoneration	Abbreviation for *value-added tax exoneration.* An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.
VAT suspension	Abbreviation for *value-added tax suspension.* An organization that has been granted a temporary exemption from paying VAT.
warehouse	A PeopleSoft Enterprise data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.
weight or weighting	In PeopleSoft Strategic Sourcing, how important the line or question is to the overall event. Weighting is used to score and analyze bids. For RFx and RFI events, weightings may or may not appear to bidders.
work order	In PeopleSoft Enterprise Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.
worker	A person who is part of the workforce; an employee or a contingent worker.
workset	A group of people and organizations that are linked together as a set. You can use worksets to simultaneously retrieve the data for a group of people and organizations and work with the information on a single page.
worksheet	A way of presenting data through a PeopleSoft Enterprise Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.
worklist	The automated to-do list that PeopleSoft Workflow creates. From the worklist, you can directly access the pages you need to perform the next action, and then return to the worklist for another item.
XML link	The XML Linking language enables you to insert elements into XML documents to create a links between resources.
XML schema	An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.
XPI	Abbreviation for *eXtended Process Integrator.* PeopleSoft XPI is the integration infrastructure that enables both real-time and batch communication with JD Edwards EnterpriseOne applications.

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yield by operation In PeopleSoft Enterprise Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.

zero-rated VAT Abbreviation for *zero-rated value-added tax.* A VAT transaction with a VAT code that has a tax percent of zero. Used to track taxable VAT activity where no actual VAT amount is charged. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

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