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PeopleSoft Enterprise Global Payroll for New Zealand 9.0 PeopleBook

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PeopleSoft Enterprise Global Payroll for New Zealand 9.0 PeopleBook
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Contents

About This PeopleBook Preface

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

This preface discusses:

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

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

PeopleSoft Enterprise Application Prerequisites

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

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

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

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

Application Fundamentals

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

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

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

Documentation Updates and Printed Documentation

This section discusses how to:

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

Obtaining Documentation Updates

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

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

See Also

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

Downloading and Ordering Printed Documentation

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

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

Downloading PDF Files

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

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

Ordering Printed, Bound Volumes

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

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

Additional Resources

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

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

Typographical Conventions and Visual Cues

This section discusses:

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

Typographical Conventions

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

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, business function names, event names, system function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
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 (|).

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

Visual Cues

PeopleBooks contain the following visual cues.

Notes

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

Note. Example of a note.

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

Important! Example of an important note.

Warnings

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

Warning! Example of a warning.

Cross-References

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

Country, Region, and Industry Identifiers

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

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

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

Country Identifiers

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

Region Identifiers

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

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

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

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

Currency Codes

Monetary amounts are identified by the ISO currency code.

Comments and Suggestions

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

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

Common Elements Used in PeopleBooks

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

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

PeopleSoft Enterprise Global Payroll for New Zealand Preface

This preface discusses:

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

PeopleSoft Products

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

PeopleSoft Enterprise HRMS Application Fundamentals

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

See Also

PeopleSoft Enterprise HRMS 9.0 Application Fundamentals PeopleBook, "PeopleSoft Enterprise HRMS Application Fundamentals Preface"

PeopleBook Structure

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

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

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

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

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

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

Global Payroll Documentation

This section discusses:

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

Global Payroll Application Design

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

Global Payroll is composed of two complementary parts:

- A core payroll application that includes:

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

Global Payroll Documentation Structure

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

Core Documentation

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

Country Extension Documentation

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

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

Documentation Roadmap

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

What to Read When

You can approach the documentation in the following way:

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

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

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

Documentation Audiences

We've identified the following audiences for the documentation:

- Technical

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

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

- Functional

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

- Managerial

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

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

CHAPTER 1

Getting Started with Global Payroll for New Zealand

This chapter discusses:

- Global Payroll for New Zealand overview.
- Global Payroll for New Zealand business processes.
- Global Payroll for New Zealand integrations.
- Global Payroll for New Zealand implementation.

Global Payroll for New Zealand Overview

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

See Also

Chapter 2, "Understanding Global Payroll for New Zealand," page 3

Global Payroll for New Zealand Business Processes

Global Payroll for New Zealand provides these business processes:

Note. If you elect to use the delivered rules for Global Payroll for New Zealand, use only the employment instance in Human Resources.

- Taxation
- Net-to-Gross Payments
- Banking and Recipient Processing
- Printing and Viewing Payslips
- Payroll Data Reporting

- General Ledger Interface
- Absences and terminations
- Inland Revenue Department Reporting

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

Global Payroll for New Zealand Integrations

Global Payroll for New Zealand 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 New Zealand Implementation

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

Other Sources of Information

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

See Also

PeopleSoft Enterprise HRMS 9.0 Application Fundamentals PeopleBook, "PeopleSoft Enterprise HRMS Application Fundamentals Preface"

Enterprise PeopleTools PeopleBook: PeopleSoft Setup Manager

CHAPTER 2

Understanding Global Payroll for New Zealand

This chapter discusses:

- Global Payroll for New Zealand.
- Business processes supported by Global Payroll for New Zealand.
- Delivered elements for New Zealand.
- The naming convention of delivered elements.
- Archiving data for Global Payroll for New Zealand.
- Viewing delivered elements.

Global Payroll for New Zealand

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

Global Payroll for New Zealand Business Processes

Global Payroll for New Zealand supports the following business processes:

- Taxation.

  Global Payroll for New Zealand comes with all the elements required to calculate a payee's tax correctly. Whatever the scenario—multiple payments within a calendar period, annualized tax, mid-period hires, or terminations—the system correctly calculates the tax.

- Net-to-gross Payments.

  Gross ups are required when you want to pay a payee a specific net amount. Starting from the net amount the system works out what gross amount to process so that after all tax deductions have been made the required net amount remains.

- Banking and Recipient Processing.

  The banking process of Global Payroll brings together payroll data, pay entity source bank data, payee or recipient bank data. The EFT file creation process extracts data compiled by the banking process according to the type of EFT file that you are creating, merges it with data provided by the New Zealand country extension, and creates the file for transmission.

- Off-Cycle Payments

Using the Off Cycle on Demand component, you can set up and process payments outside of the normal payroll schedule. Off-cycle transactions are usually made to correct prior payments, enter manual payments, or to make advance payments that can't wait until the next scheduled payroll run.

Important! Advance payments do not replace New Zealand Pay in Advance functionality used for absences.

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

- Payslips.

  The design of the payslip feature enables you to create and control payslips that display the data that you want, where you want it and in the format that you want. You can override templates at lower levels, so you do not have to create multiple templates to cover every payslip scenario that you may have.

- General Ledger Interface.

  Building on the Global Payroll general ledger interface, the New Zealand country extension enables you to link journal types to GL groupings so you can report by journal type, calculate accrued salary and leave liability, report leave liability and run the GLI processes.

- Absences and Terminations.

  Global Payroll for New Zealand delivers predefined rules for processing absence payments, such as annual leave, sick leave, unpaid leave, special leave, long service leave and ACC leave. Rules are also delivered to calculate absence entitlements on termination, including rules for the payment of unused annual leave and the proration of pay for public holidays that occur within fourteen days after an employee is terminated

- IRD Reporting

  The functionality within this Global Payroll country extension enables you to meet the New Zealand Inland Revenue Department's (IRD) requirement to produce the IR 345/6 Employer deductions Remittance certificate twice a month and the IR 348 Employer Monthly Schedule (EMS).

See Also

Chapter 8, "Managing Tax Calculations," page 49

Chapter 9, "Understanding Net-to-Gross Payment Calculation," page 57

Chapter 10, "Running Banking and Recipient Processes," page 63

Chapter 11, "Printing and Viewing Payslips," page 75

Chapter 12, "Using the General Ledger Interface," page 77

Chapter 13, "Defining Absence and Termination Rules," page 87

Chapter 14, "Managing Inland Revenue Department (IRD) Reporting," page 113

Understanding Delivered Elements for New Zealand

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

Creating Delivered Elements

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

The core application has the following characteristics:

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

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

Country extensions have the following characteristics:

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

Element Ownership and Maintenance

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

Element Ownership in Global Payroll

There are 5 categories of element ownership:

PS Delivered/Maintained	Elements delivered and maintained on an ongoing basis by PeopleSoft.
PS Delivered/Not Maintained	Elements delivered by PeopleSoft that 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.
Customer Maintained	Elements created and maintained by your organization. PeopleSoft does not deliver rules defined as *Customer Maintained.*
PS Delivered/Customer Modified	Elements that were originally PS Delivered/Maintained 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.

Element Ownership in Global Payroll for New Zealand

Of the five ownership categories listed in the previous section, only PS Delivered/Maintained and PS Delivered/Not Maintained are used to define elements for New Zealand. Although Global Payroll for New Zealand delivers some elements as PS Delivered/Maintained, the large majority of elements are designated PS Delivered/Not Maintained. This enables you to modify, update, and reconfigure the delivered elements to meet needs that are specific to your organization.

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

In the following table of elements supplied with Global Payroll for New Zealand, the ownership of all elements is PS Delivered/Not Maintained with exceptions shown in the Exceptions column.

Note. These element types have no exceptions so are not shown in the table: Absence Entitlement, Absence Take, Count, Duration, Element Group, Earning, Process, Rate Code, Rounding Rule, Section.

Element Type	Exceptions
Accumulators	• Child Support: Advanced, Not Taken, PTD • Tax (PTD): NZL Gross, PAYE, SSCWT, Student Loan, Withholding, Extra Emol Lump Sum, Extra Emolument, Taxable Gross. • Tax (MTD): Extra Emol Lump Sum, Taxable Gross. • Tax (Seg): Extra Emol Lump Sum, Taxable Gross
Array	• Job Junior Details (sliced) • Employee Tax Details • Withholding Tax Details
Bracket	• PAYE Tax Rates • Weekly Factor for PAYE Rates • Freq Factor for Student Loan • Extra Emolument Tax Rates • SSCWT Rate calculation

Element Type	Exceptions
Deduction	• Child Support • Extra Emolument Tax • PAYE Tax • Spec Super Cont Withhold Tax (SSCWT) • Student Loan Repayments • Withholding Tax
Date	Calculate Specified Period (TAX DT CLC SPC PRD)
Formula	• Error Retrieving EE Tax Data • TAX FM (in PIN_NM): All TAX formulas (12)
Generation Control	• Calculate Tax for PAYE & XE • Calculate Tax for Student Loan • Calculate Tax for Withholding
Manage Historical Data Rule	Determine payee's 4 weeks pay (TAX HR 4 WEEKS PAY)
Variable	• Balance Group ID, Message Set No for NZL – Batch. • TAX VR (in PIN_NM): All TAX variables (77)
Writable Array	Write IRD Payroll Results (TAX WA IRD RESULTS)

See Also

PeopleSoft Enterprise Global Payroll 9.0 PeopleBook

Naming Elements

To understand how delivered payroll elements function in the system, you need to understand their names. The naming convention for PeopleSoft-delivered elements enables you to determine how an element is used, the element type, and even the functional area it serves. Depending on whether the element is a primary element, a component of a primary element, or a supporting element, one of the following naming conventions applies.

Supporting Elements

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

• FFF (or FF): Functional Area Code (see Functional Area Codes for more information).

- TT: Type of Supporting Element (see List Element Type Codes [PIN_TYPE] for more information).
- NAME (or NAME NAME): An indication of what the element does or is for. (The number of NAME components may vary).

For example, in the garnishment variable DED VR UN ERN ANN, the DED stands for deductions, VR stands for variable, UN stands for union, ERN stands for earning and ANN stands for annual. The element's 30 character (maximum) description (DESCR), Union Annual Earnings Amount in the example, provides a fuller description of what the element does or is for.

Primary Elements

Primary elements, such as earnings, deductions, absence take, and absence entitlement elements often do not contain functional area codes or element type codes in their names. This is because primary elements have names, based on familiar New Zealand terms, that identify their function and element type without the use of additional codes. For example, the name of the earning element ACC MAKEUP clearly identifies this element as an earning, and more specifically, as the familiar Accident Compensation Makeup Payment.

Additional Clues to the Use of Elements

Many New Zealand elements contain abbreviations that provide additional information about their purpose (beyond what the functional area codes and element type codes provide). For example, consider the duration element LVE FM AVG RTE. The functional area code LVE indicates that this element is used for leave rules and the element type code FM identifies it as a formula element. The abbreviation AVG RTE indicates that the formula is used to calculate the average rate. As you become more familiar with the payroll rules created for New Zealand, these abbreviations will help you to further identify and understand the role played by each element.

The following table lists the most common abbreviations used in the names of New Zealand elements.

Abbreviation	English
ADV or AD	Advance
AMT	Amount
ANN or AL	Annual Leave
BAL	Balance
CHECK	Check
CLC	Calculate
DTL	Detail
DYS	Days
EE	Employee
ENT	Entitlement
EPR	End (last) Period
ER	Employer
FCAT	Forecast
FCT	Factor
FIN	Final (last)

Abbreviation	English
GOV	Government
GRP	Group
HR or HRLY or HRS	Hours or Hourly
INCL	Inclusion or Included or Including
INI	Initialize or Initial
LN	Length or Loan (Student Loan)
LSL	Long Service Leave
LST	Last
LUMP	Lump Sum
MAT	Maternity
MTH	Month
ORG or ORIG	Original
OVRD	Override
PD or PRD	Period (or Product for PRD)
PRO	Pro Rata
PRT	Partial
PUB	Public as in Public Holiday
R/A or ROLLAVG	Rolling (average)
RCN or RECON	Reconciliation
RT or RTS	Rate or Rates
SCH	Schedule or Scheduled
SCL	Scale (for example TXSCL for Tax Scale)
SOC	Segment Only Check
SPR	Start (first) Period
SPS	Service Period Start
SS	SSCWT
TKE	(Absence) Take
XE	Extra Emolument (also EXTRA EMLMNT)

Component Names (Suffixes)

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

For example, let's say you define the earning element named EARN1 with the following calculation rule:

EARN1 = Rate x Unit

The system automatically creates two additional elements for the components in the calculation rule: a rate element called EARN1_RATE and a unit element called EARN1_UNIT. In Global Payroll for New Zealand, all suffixes fall into one of the following types:

- Separator.
- Earnings and Deductions and Absence Entitlement component suffixes.
- Earnings and Deductions and Absence Entitlement accumulator suffixes.
- Deduction arrears component suffixes.
- Deduction arrears accumulator suffixes.
- Recipient Suffixes.

Note. To view the suffixes used for New Zealand, navigate toSet Up HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Element Suffixes.

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

Functional Area Codes

The following table contains the functional area codes used in the names of New Zealand elements.

Functional Area Code	Description
ANN	Annual Leave
CMN	New Zealand. Used for elements common to multiple features.
DED	Deduction
ERN	Earning
GLI	General Ledger Interface
GUP	Gross Up (Net to Gross)
LIAB	Liability
LSL	Long Service Leave
LVE	Leave
PSL	Payslip

Functional Area Code	Description
RTO	Retro
SCK	Sick Leave
SUP	Superannuation
TAX	Tax
TER	Termination

Element Type Codes (PIN_TYPE)

Many element types, particularly supporting elements, are identified by the type code in their name. For example, the FM in LVE FM MAT LEAVE identifies the element as a formula.

You can see all the element types in the search page when you navigate to Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Element Types. Because not all element types are delivered for New Zealand, not all of these codes appear in the names of New Zealand elements.

Archiving Data for Global Payroll for New Zealand

PeopleSoft Enterprise Global Payroll for New Zealand delivers an archiving tool called the Data Archive Manager with a predefined archive object (GPNZ_RSLT_ARCHIVE) and an archive template (GPNZRSLT) that you can use to archive your payroll results data. The delivered archive template uses queries to select and store data by calendar group ID (CAL_RUN_ID field).

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

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

Additional Archiving Considerations

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

Result Data Type	Data Location
Pay Leave in Advance	GPNZ_ABSADV_CAL
	GPNZ_ABSRET_CAL
	GPNZ_ABSADV_SEG
	GP_ABSEVT_SGPNZ
IRD Report Results	GPNZ_IRD_HEADER

Result Data Type	Data Location
	GPNZ_IRD_EMPDET
	GPNZ_IRD_EEXCEP
Recipient Report Results	GPNZ_RCPPAY_DTL
	GPNZ_RCPPAY_HDR
	GPNZ_RCPPAY_FTR

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.

See Also

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

Viewing Delivered Elements

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

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

See Also

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

CHAPTER 3

Setting Up Global Payroll for New Zealand

This chapter discusses how to:

- Process retrospective payments.
- Enter additional pay group information.
- Enter additional calendar information.
- Enter additional information for other features.

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

Processing Retrospective Payments

The default Retro Method and the On Conflict Retro Method for New Zealand are both forwarding. The Global Payroll core application retro processing meets all the requirements for processing retrospective payments in New Zealand.

Entering Pay Group Information for New Zealand

To enter pay group information specific to New Zealand, such as the standard payslip template and the run type for leave paid in advance, use the Pay Groups NZL (GPNZ_PYGRP_DTL) component.

This section discusses how to specify a regular run type for leave paid in advance.

Page Used to Enter Additional Pay Group Information

Page Name	Object Name	Navigation	Usage
Pay Group Addl Info	GPNZ_PYGRP_EXT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups NZL, Pay Group Addl Info	Specify the payslip template for the pay group and enter a regular run type for leave paid in advance.

Specifying a Regular Run Type for Leave Paid in Advance

Access the Pay Group Addl Info page.

Pay Group Addl Info page

Within the general structure of Global Payroll calendars, periods and calendar groups, the system has to determine which calendar group an advance should be paid in.

In determining which calendar group to put an advance in, we need to look at the calendars it contains to see when they are being paid. However, a calendar group can contain a number of calendars, each potentially with different periods and payment dates.

To choose the calendar group, in which the advance will be paid, we look at only those for a particular run type, which is your organization's "regular" run type

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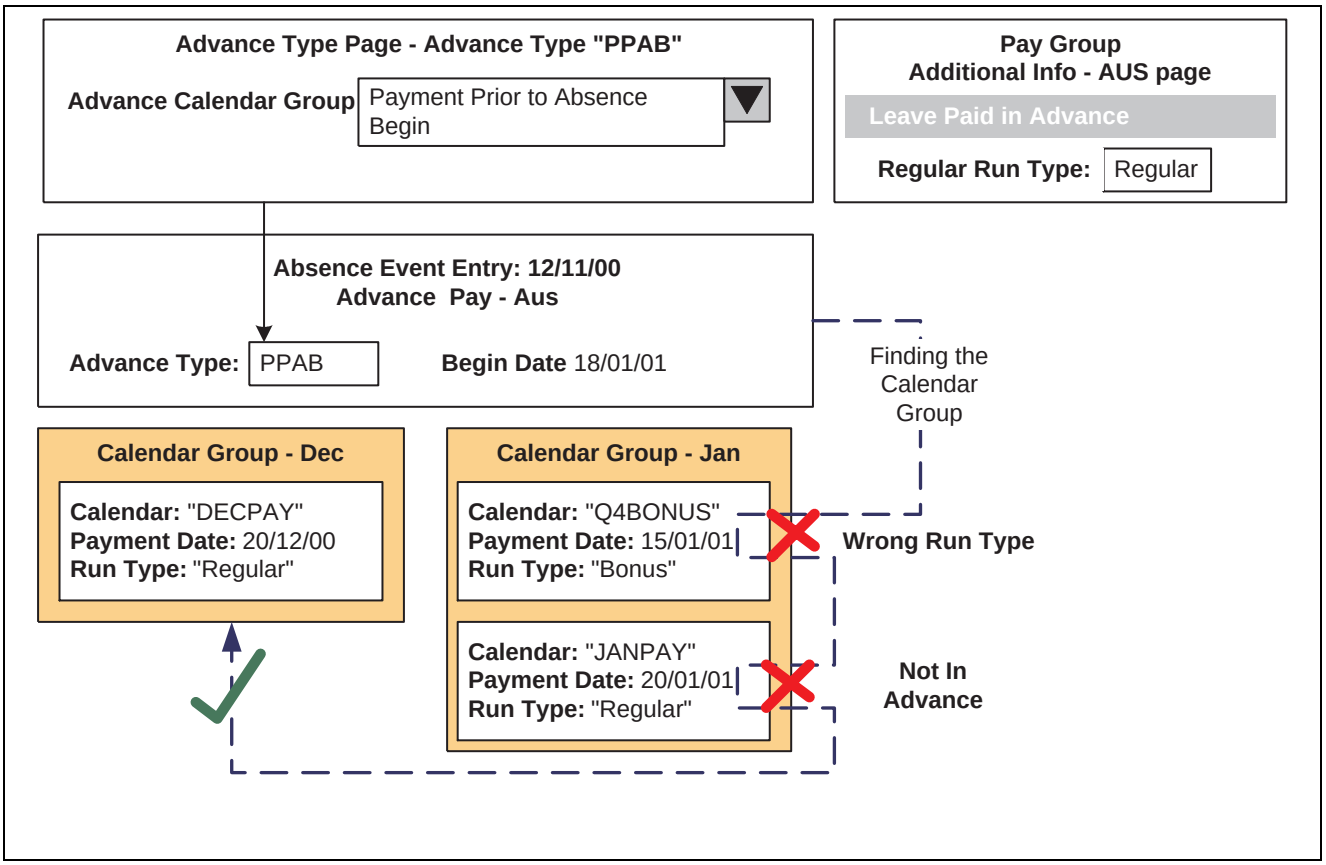
Note. In the following diagram, the Advance Calendar Group for the advance type PPAB is Payment Prior to Absence Begin, meaning payment date prior to, not payment *period* prior to, which is another option, "Period Prior to Absence."



Finding the calendar group in which to pay the leave advance payment

Entering Calendar Information for New Zealand

To enter calendar information specific to New Zealand, such as which calendars within a calendar group can be advanced, use the Calendar Groups NZL (GPNZ_CAL_RUN) component.

This section lists the page used to specify which calendars within a calendar group can be advanced.

Page Used to Specify Which Calendars Within a Calendar Group Can Be Advanced

Page Name	Object Name	Navigation	Usage
Calendar Group - Addl Info	GPNZ_CAL_RUN_DTL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Calendars, Calendar Groups NZL, Calendar Group - Addl Info	Mark calendars within the calendar group that can be advanced. The page displays the pay entities, pay groups, and calendars that you entered on the Calendar Group ID page (add to them if required). To enable the system to advance a calendar, select the Include in Advance check box.

See Also

Chapter 13, "Defining Absence and Termination Rules," page 87

Entering Additional Information for Other Features

There are four other pages designed specifically for setup required for Global Payroll New Zealand. These pages are listed below and are documented in full in the sections shown in the *Where Documented* column:

Page	Where Documented
Source Bank Overrides	Setting up Banking and Recipient Processing
Deduction Recipients NZL	Running Banking and Recipient Processes
IRD Details	Managing Inland Revenue Department Reporting
Journal Type (GL Grouping Journal Type)	Using the General Ledger Interface

Defining Triggers and Segmentation Events

These tables list the triggers and segmentation events for New Zealand.

Triggers

The following table lists triggers for New Zealand:

Record (Table) Name	Type	Trigger Event ID
ADDRESSES	Iterative	NA
COMPENSATION	Iterative	NA
COMPENSATION	Retro	COMPENSATI
CONTRACT_DATA	Iterative	NA
EMPLOYMENT	Iterative	NA
GPNZ_ABSADV_CAL	Iterative	NA
GPNZ_ABSADV_SEG	Segmentation	NZ_ABSADV
GPNZ_EE_IRD_DET	Iterative	NA
GPNZ_GARN_DTLS	Iterative	NA
GP_ABSEVT_SGPNZ	Iterative	NA
GP_ABS_EVENT	Iterative	NA
GP_ABS_EVENT	Retro	GPABSEVENT
GP_ABS_OVRD	Iterative	NA
GP_ABS_OVRD	Retro	GPABSOVRD
GP_OFFCYCL_A_VW	Iterative	NA
GP_OFFCYCL_C_VW	Iterative	NA
GP_OFFCYCL_M_VW	Iterative	NA
GP_OFFCYCL_U_VW	Iterative	NA
GP_PI_MNL_DATA	Iterative	NA

Record (Table) Name	Type	Trigger Event ID
GP_PI_MNL_DATA	Retro	GPPIMNLDAT
GP_PI_MNL_SOVR	Iterative	NA
GP_PI_MNL_SOVR	Retro	GPPIMNLSOV
GP_PYE_OVRD	Iterative	NA
GP_PYE_OVRD	Retro	GPPYEOVRD
GP_PYE_OVR_SOVR	Iterative	NA
GP_PYE_OVR_SOVR	Retro	GPPYEOVRSO
GP_PYE_SECT_DTL	Iterative	NA
GP_PYE_SECT_DTL	Retro	GPPYESECTD
GP_RTO_TRGR_VW	Iterative	NA
GP_SEG_TRGR_VW	Iterative	NA
JOB	Iterative	NA
JOB	Retro	JOB
JOB	Segmentation	NA
JOB_JR	Iterative	NA
PERSON	Iterative	NA
PERS_DATA_EFFDT	Iterative	NA
PER_ORG_INST	Iterative	NA
SCH_ASSIGN	Iterative	NA

Record (Table) Name	Type	Trigger Event ID
SCH_ASSIGN	Retro	SCHASSIGN
SCH_MNG_SCH_TBL	Iterative	NA
TL_PAYABLE_TIME	Iterative	NA
WKF_CNT_TYPE	Iterative	NA

Segmentation Events

The following is a list of segmentation events for New Zealand:

Name	Description	Segment Type
COMPRATE	Comp Rate segmentation event	Element
JOB	JOB Segmentation	Period
KZ_ABSADV	Pay Absence in Advance	Period

Identifying Proration Rules and Rounding Rules

We have added a number of proration rules and rounding rules to those supplied for *All* countries to meet New Zealand's payroll processing requirements.

Identifying Proration Rules

The New Zealand extension includes six proration rules in addition to the rules supplied for *All* countries. The following table shows the key information about them:

Name	Description	Numerator	Denominator
CMN PO ANNL WRKDYS	Percent of Annual - Workdays	Count CMN CT WORK DAYS	Formula CMN FM PRD WRKDAYS
CMN PO WORK DAYS	Workdays in Period	Count CMN CT WORK DAYS	Count CMN CT WORK DAYS
ERN PO WORK DAYS	Scheduled Work Days in Period	Count CMN CT WORK DAYS	Variable CMN VR NUM VAL 1

Name	Description	Numerator	Denominator
ERN PO PUB HOL HRS	Public Holiday Hours in Period	Count ERN CT PUB HOL HRS	Variable CMN VR NUM VAL 1
ERN PO ACTUAL DAYS	Actual Work Days in Period	Variable ERN VR PRD DAYS	Formula ERN FM TOT DAYS

Identifying Rounding Rules

We have added 4 rounding rules to those supplied for ALL countries. The type (rounding or incrementing), rounding size, and rounding method (up if/else down, up, truncate or down) are all indicated on the Rounding Rules - Definition page.

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

CHAPTER 4

Setting Up Banking and Recipient Processing

This chapter provides an overview of banking and recipient processing setup and New Zealand bank accounts, and discusses how to set up banking and recipient processing.

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

See Also

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

Understanding Banking and Recipient Processing Setup

Before you can successfully run your banking and recipient processes, you need to set up additional source bank details and link your source banks to debit types.

Additional setup is also required on an ongoing basis, such as the linking of payees to recipients and the entry of recipient information for reporting and collecting any commission that may be payable.

See Also

Chapter 10, "Running Banking and Recipient Processes," page 63

Understanding Bank Accounts

The following validation occurs when adding bank accounts for New Zealand:

- Bank IDs must be 2 numeric characters and the bank must be on the bank table.
- Branch codes must be 4 numeric characters.

  They are not validated against the bank branch table. If you require validation, modify the PeopleCode BANKACCT_SBR.COUNTRY_CD Field Formula.
- Source bank and recipient account numbers will be validated for the format 9999999 999 where the first 7 digits are the account number and the last 3 digits are the suffix.

  You must enter a space, comma, or semicolon between the account number and the suffix (comma and semicolon become spaces). For shorter account numbers or suffixes, the system adds leading zeros.

- Payee account numbers are validated as for source bank and recipient accounts but can also have a twelve character reference number.

  A space, comma, or semicolon separator becomes a comma.

Note. As an alternative to the reference number, you can uniquely identify a payee by the membership number you add to the Payee Deduction Recipient page. Payee account numbers and their associated reference numbers, or the payee's membership number, are included in the EFT file only if you have selected the Detailed EFT check box on the Ded Recipients/NZL Info page for a particular recipient.

Setting Up Banking and Recipient Processing

To set up banking and recipient processing, use the Pay Entity Source Bank NZL (GPNZ_PYENT_SBNK) component.

This section discusses how to set up source bank overrides for debit types.

The system requires additional bank, bank account, recipient, and payee data to process payments to banks and providers for New Zealand. That information includes:

- Source bank overrides for certain debit types.
- Data related to fees and commissions that may be payable by providers to pay entities for collecting payee deductions on the provider's behalf.
- Group IDs, assigned by providers, that identify your pay entity for those providers.
- Payee IDs—membership numbers—assigned by providers.

Pages Used to Set Up for Banking and Recipient Processing

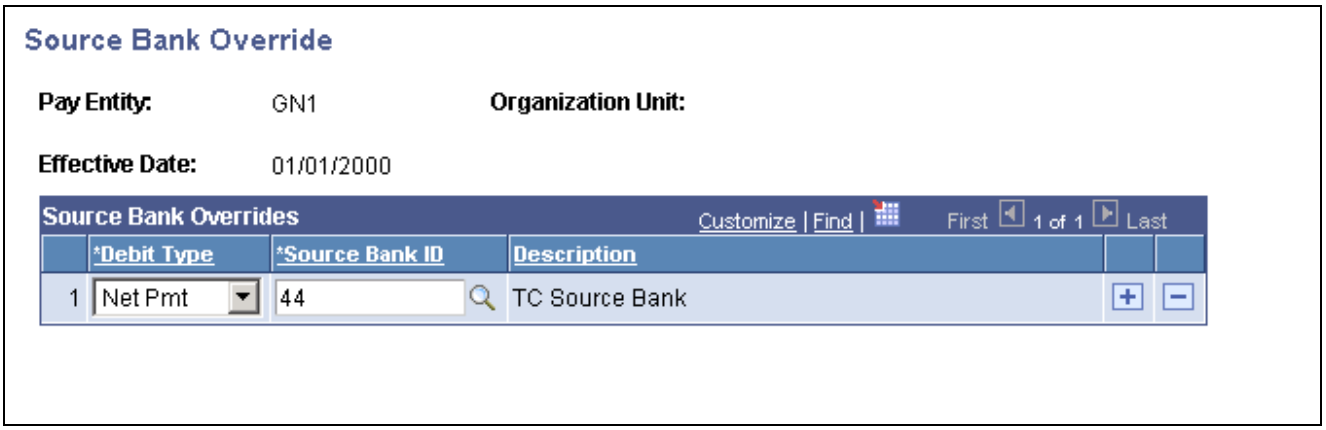
Page Name	Object Name	Navigation	Usage
Pay Entity Source Bank (NZL)	GPNZ_PE_SBANK_OVRD	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entity Source Bank NZL, Pay Entity Source Bank (NZL)	This page provides access to the Source Bank Override page where you enter the source bank the system is to use for a particular debit type for a particular organizational unit (company, department, establishment, pay group).
Source Bank Override	GPNZ_PE_SBANK_SEC	Click the Source Bank Override link on the Pay Entity Source Bank (NZL) page.	Link source banks to debit types for a particular organizational unit.

Setting Up Source Bank Overrides for Debit Types

Access the Pay Entity Source Bank (NZL) page.

The read-only detail displayed on this page comes from your setup on the core Global Payroll Source Bank Link page of the Pay Entity component.

Click the Source Bank Override link to access the Source Bank Override page (GPNZ_PE_SBANK_SEC).



Source Bank Override page

Debit Type Enter a debit type of *Net Pmt* or *Recipient.*

Source Bank ID Enter the ID of the source bank that you want to use to pay the debit type.

CHAPTER 5

Setting Up Payslips

This chapter provides an overview of payslip setup for New Zealand and discusses how to:

- Create payslip templates and payslip messages.
- Attach payslip templates to pay groups.

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

See Also

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

Understanding Payslip Setup

The design of the payslip feature enables you to create and control payslips so that they display the data that you want and in the format that you want. You can override templates at lower levels, so you do not have to create multiple templates to cover every payslip scenario that you may have.

Creating Payslip Templates and Payslip Messages

To set up payslip templates, use the Templates NZL (GPNZ_PSLP_SETUP) and Messages NZL (GPNZ_PSLP_MSG) components.

When creating payslip templates you can:

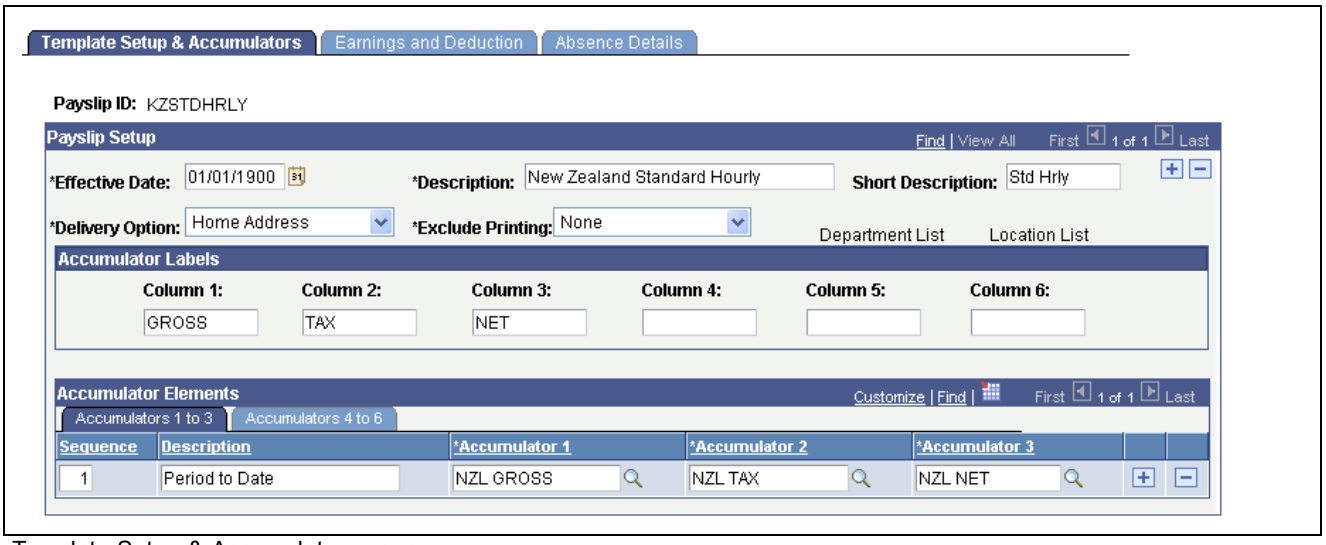
- Set your accumulator column labels.
- Select the accumulators to go under the column labels.
- Create unlimited rows of accumulators for each column and set the sequence that they are to appear in.
- Create unlimited sections for earnings and deductions.
- Use standard or custom element descriptions.
- Set delivery options.
- Exclude departments or locations from printing at setup level but override those exclusions at run time.

Pages Used to Create Payslip Templates

Page Name	Object Name	Navigation	Usage
Template Setup & Accumulators	GPNZ_PSLP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates NZL, Template Setup & Accumulators	Set up delivery and print exclusion options, column headings (labels) and column contents (rows of accumulators)
Earnings and Deduction	GPNZ_PSLP1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates NZL, Earnings and Deduction	Create sections of earnings and deductions, select from three description options and set the element components that are to display on the payslip.
Absence Details	GPNZ_PSLP2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates NZL, Absence Details	Similar to the Earnings and Deduction page. You enter a sequence number and an element name, and select one of three descriptions. The system extracts the balance of each entitlement or pro rata absence element that you enter in this page to show on the payslip.
Payslip Messages	GPNZ_PSLP_EXT	• Global Payroll & Absence Mgmt, Payslips, Add Payslip Messages NZL, Payslip Messages • Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Messages NZL, Payslip Messages	Create messages to appear on payslips. You can control which payslips show the message.
Payee Payslip Overrides	GPNZ_PSLP_PYE	Global Payroll & Absence Mgmt, Payee Data, Payslips, Payslip Delivery Option NZL, Payee Payslip Overrides	Specify how an employee's payslip is to be delivered.

Setting Up Templates and Accumulators

Access the Template Setup & Accumulators page.



Template Setup & Accumulators page

Payslip ID You can attach a single template by its ID to multiple pay groups. You can attach only one template to a pay group at any one time.

Delivery Option Select an address to receive printed payslips. It can be an internal address of *Department* or *Location*, or an external address of *Home Address* or *Mail Address* as recorded on the payee's Personal Data record.

You can override the selection made here on the Payee Payslip Overrides page that is effective-dated; therefore, you can override the delivery option for a period of time if necessary.

Exclude Printing Select either *Department* or *Location* to exclude departments or locations from the payslip print run. The corresponding link becomes active, so you can select from the department or location lists.

You can override the exclusion on the Print Payslips page before you run the print program.

Note that if you choose to enter a particular pay entity as your print option on the Print Payslips page and you have excluded a location that falls under that pay entity, it will not be printed.

Column 1 to Column 6 Enter the labels that you want to appear across the page on the printed payslip as the column headings for your accumulators. These column labels appear in the payslip region under the region heading Pay Summary.

Accumulators 1 to 3

Sequence Enter a sequence number to set the order in which the accumulators appear. They display in ascending order with the lowest number first.

Description Enter the description of each accumulator row.

Accumulator 1 to Accumulator 3 Select the accumulators that you want display for the corresponding column.

For example, suppose you enter a description of sequence 1 and 2 as Current and YTD. If you also want to display quarter to date accumulated amounts, create a new row, give the new row the description QTD, then select the accumulators which correlate to the columns headings.

Accumulators 4 to 6

Accumulator 4 to 6 Set up accumulators 4 to 6. There are no Sequence or Description fields because the same sequence number and description applies to all 6 accumulators in the row.

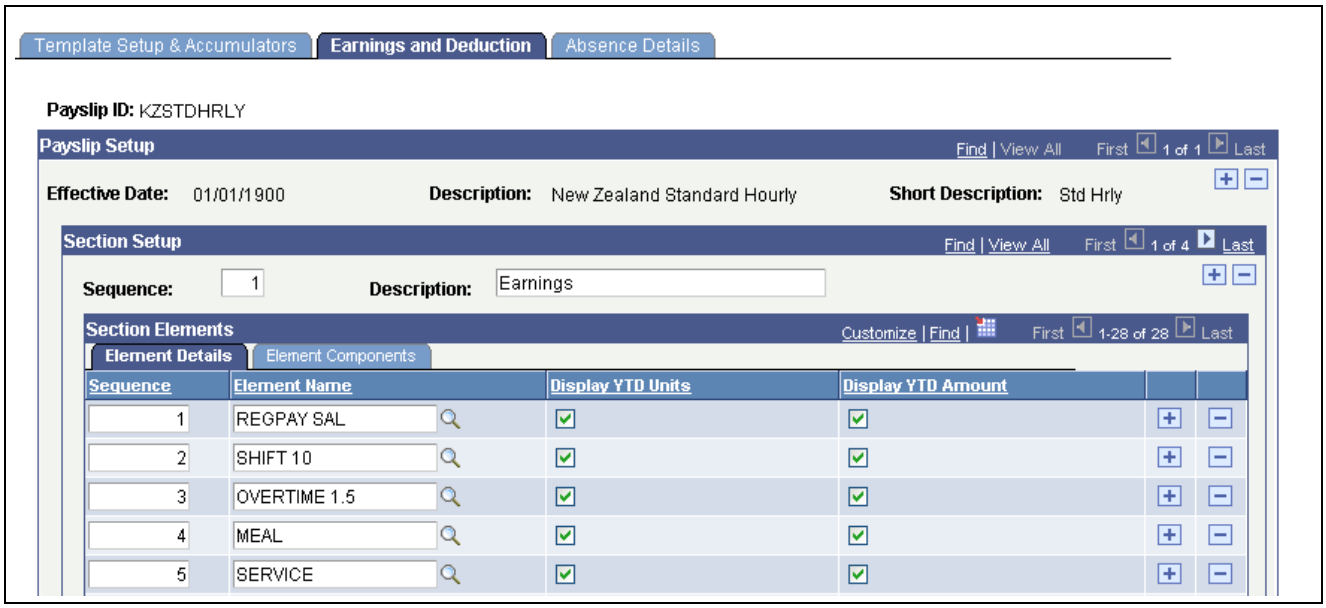
The following diagram shows how column numbers, sequences, and accumulator numbers work together on the printed payslip.

	Column 1 Label	Column 2 Label	Column 3 Label	Continued
Seq 1 Description	Accum 1, Seq 1	Accum 2, Seq 1	Accum 3, Seq 1	
Seq 2 Description	Accum 1, Seq 2	Accum 2, Seq 2	Accum 3, Seq 2	
Seq 3 Description	Accum 1, Seq 3	Accum 2, Seq 3	Accum 3, Seq 3	
Continued				

Columns and rows in the payslip Pay Summary region

Setting Up Payslip Earnings and Deductions

Access the Earnings and Deduction page.



Earnings and Deduction page

Section Setup

Description Descriptions appear as sections or subheadings in the payslip region under the heading Earnings and Deductions. Typical descriptions are *Earnings, Taxation, After Tax Deductions,* and *Super.*

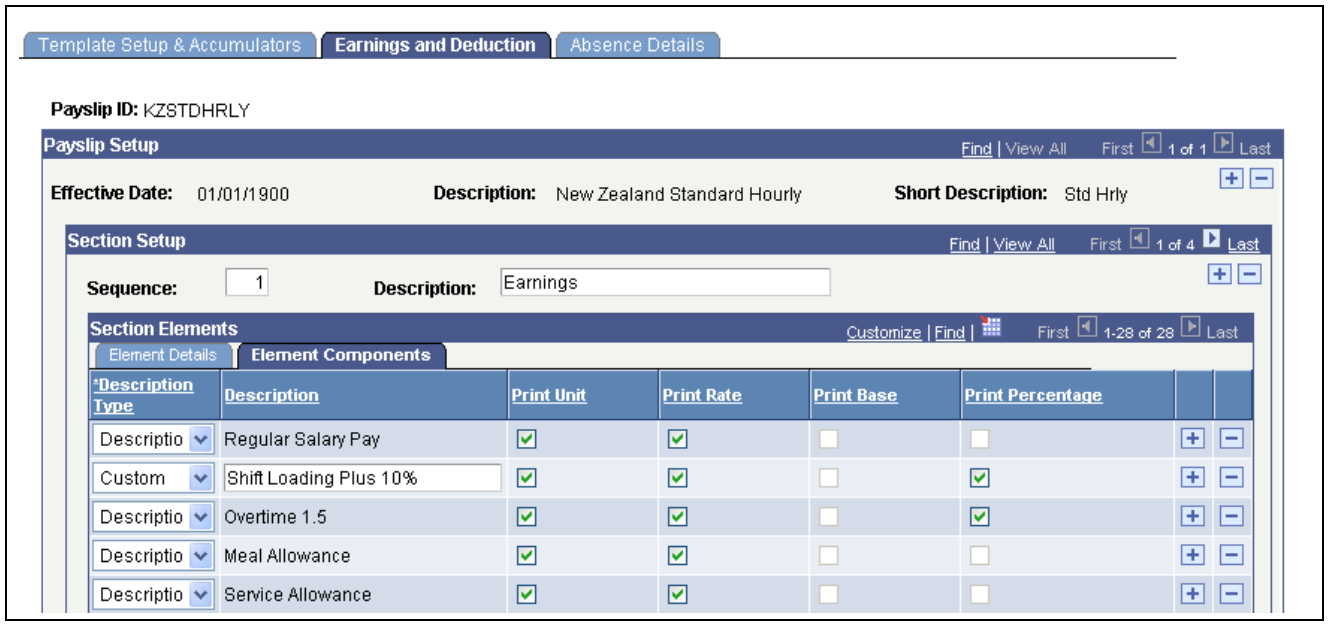
Section Elements: Element Details Tab

Display YTD Units (display year-to-date unites) and **Display YTD Amount** (display year-to-date amount)

Select these check boxes if you want the YTD units and amounts for each element to appear in the Payment Details region under the heading Year to Date Values.

Section Elements: Element Components Tab

Access the Earnings and Deduction - Element Components tab.



Earnings and Deduction — Element Component tab

Description Type

Select one of three descriptions to appear for each earnings or deduction row in the Payment Details region of the payslip. Select from the following:

Custom: A text box appears for you to enter a description.

Description: The element's description as entered on the element's name page in its component.

Element Name: The element's name from the name page in its component. It also appears on the Elements Details tab.

Print Unit - Percentage

Select the components of the element's calculation rule that you want to show for each earning or deduction in your sections.

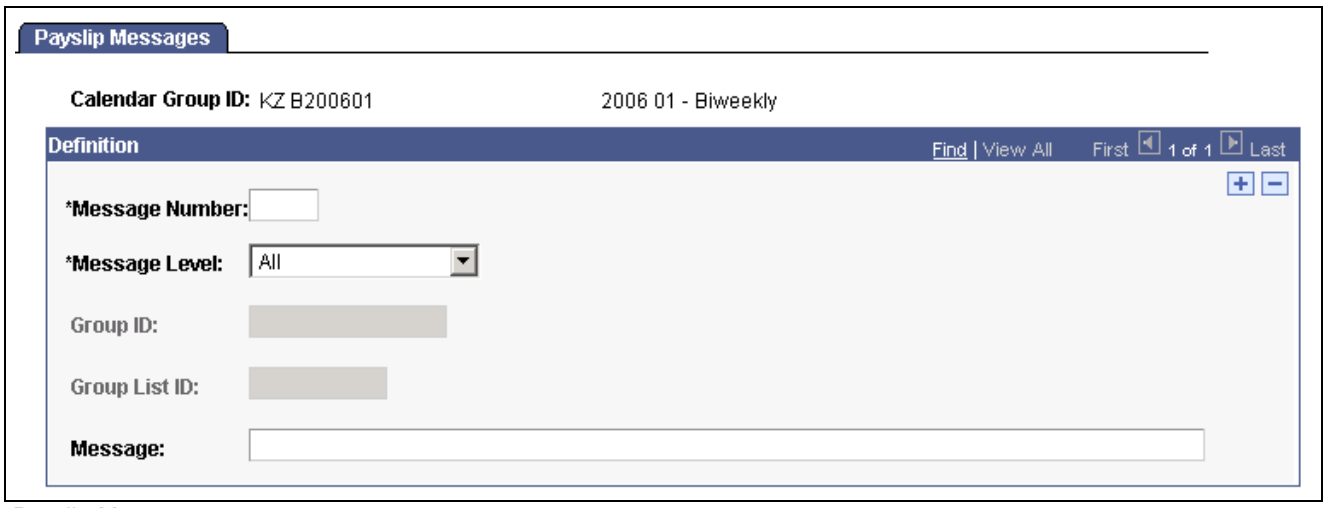
You can only select the components in the element's calculation rule. For example, for an earning with calculation rule Unit x Rate, only the unit and rate check boxes are available for entry.

Note that Amount will always appear so it isn't an option here.

Note. The Absence Details page combines some of the fields from the Earnings and Deduction tab: Sequence, Element Name, and Description Type.

Creating Payslip Messages

Access the Payslip Messages page



Payslip Messages page

Message Number This is the message ID the system will use to get the right message for the right payees. Arrays, formulas, and variables combine to get the right message.

The main array (PSL AR PSLP MSG) loads all of the payslip messages that apply to the current run. Its processing formula (PSL FM PSLP MSG) then checks each message to see if it applies to the current payee. If it does apply, the message is written out to the GPNZ_PSLP_RSLT table, using the Writable Array (PSL WA PSLP MSG).

To determine whether the message is applicable to the current payee, the system uses either array CMN AR GRP BLD ID (if the eligibility is by group build), or array CMN AR GRP LIST ID (if its by group list) to see if the payee is included in the specified group or list.

Message Level Select from the following:

All: All payees identified in the calendar group.

Group Build: All payees included in a group built using the Group Build - Group Definition feature (Set Up HRMS, Common Definitions, Group Build). If you select this option, enter a group in the field.

Group List: All payees in a list built using Global Payroll's Group List feature. If you select this, enter a group in the Group List ID field.

Message Enter the text of the message to appear on selected payslips.

Attaching Payslip Templates to Pay Groups

Attach a payslip template to a pay group on the Pay Groups /NZL Addl Info page (Set Up HRMS, Product Related, Global Payroll, Framework, Organizational, Pay Groups NZL).

Note. The default delivery option for all payslips is the internal or external address that you selected when you defined your payslip template. You can set an effective-dated override of that default at the payee level to redirect the payslips to a different delivery option.

See Also

Chapter 11, "Printing and Viewing Payslips," page 75

CHAPTER 6

Defining Earnings

This chapter provides an overview of earnings for New Zealand and discusses how to calculate:

- Regular hourly and regular salary pay.
- Shift and overtime earnings.
- Service allowance.
- Meal, stress and phone allowances.
- District and on call allowances.
- Bonus, bonus net, and bonus gross up.
- Advance payments and automatic payback deduction.
- Public holiday and casual leave pay.
- Earnings associated with absences.

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

See Also

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

Understanding Earnings

We have created a number of earnings to demonstrate the flexibility of the Global Payroll rules to meet common processing requirements such as the automatic creation of a payback deduction for a pay advance.

Note. The User Key 2 on the Earnings Accumulators page and Deduction Accumulators page for all earnings and deductions is CMN VR BALGRP ID (Balance Group ID). Use balance group numbers (IDs) to maintain separate employee balances. You set an employee's balance group number on the Job Data, Payroll page—JOB_DATA2. The balance group number will need to be manually incremented if you are required to record separate balances within a financial year.

Delivered Earning Elements

The following table lists the delivered earnings for New Zealand. In this table, the first column combines the earning name and description. A (gc) in the row indicates that the earning has a generation control. A (po) indicates a post processing formula and (pr) indicates a pre processing formula. The other four columns indicate the earning calculation rule of Unit × Rate, Unit × Rate × Percent, and Amount. If a component of an earning's calculation rule is a system element, this is indicated with the abbreviation (sy). The processing of some of these earnings is discussed in further detail in this chapter.

Note. Note that two earnings CASUAL LVE and AC1 MAKEUP have a calculation rule of Base × % and the base is shown in the Unit column.

Name and Description	Unit (or Base)	Rate	%	Amount
REGPAY HRLY Regular Hourly Pay	Payee Level	HOURLY RT (sy)		
REGPAY SAL Regular Salary Pay (gc) (pr)	ERN FM RED REGHRS	HOURLY RT (sy)		
SHIFT 10 Shift Loading 10 % (gc)	Payee Level	HOURLY RT (sy)	10	
OVERTIME 1.5 Overtime 1.5	Payee Level	HOURLY RT (sy)	150	
SERVICE Service Allowance	Accum– REGULAR HOURS	ERN BR SERVICE RTS		
MEAL Meal Allowance	Payee Level	ERN BR MEAL RTS		
STRESS Stress Allowance	Accum – REGULAR HOURS	Payee Level	100	
PHONE Phone Allowance (gc)				75
DISTRICT District Allowance				ERN FM DISTRICT
ONCALL Oncall Allowance (gc) (po)	Payee Level	ERN FM ONCLL HR RT		

Name and Description	Unit (or Base)	Rate	%	Amount
BONUS Bonus Payment				Payee Level
BONUS NET Bonus Net Amount				Payee Level
BONUS GRS UP Bonus Gross Up Amount				CMN VR NUM VAL 0
RETIRE/REDUN Retirement /Redundancy Payment				Payee Level
PUB HOL Public Holiday (gc)	ERN FM PUBHOL UNIT	HOURLY RT (sy)		
CASUAL LVE Casual Leave	Base (not *Unit*) Accum— LVE AC GTE 6PCT		6	
ANNUAL LVE Annual Leave	Payee Level	HOURLY RT (sy)		
SICK LVE Sick Leave	Payee Level	HOURLY RT (sy)		
OTHER LVE Other Leave	Payee Level	HOURLY RT (sy)		
LWOP Leave Without Pay	Payee Level	CMN VR NUM VAL 0		
ACC LVE Accident Compensation 1 (po)	Payee Level	Payee Level		
ACC MAKEUP Accident Comp Makeup Payment	Payee Level	HOURLY RT(sy)		
ANNRCN Annual Leave Reconciliation	1	Payee Level		

Name and Description	Unit (or Base)	Rate	%	Amount
LIAB ANN HRS Annual Leave Liability Hours (gc)	Accum - ANN LVE HRS_BAL	LVE FM ORD RATE		
LIAB ANN DYS Annual Leave Liability Days (gc)	LVL FM ANN LVE DYS	LVL FM ORD DAY RT		
LIAB TER HRS Terminated Annual Leave Hours (gc)				Earn – LIAB ANN HRS
LIAB TER DYS Terminated Annual Leave Days (gc)				Earn – LIAB ANN DYS
SAL ACCRUAL Salary Accrual (gc)	Base (not*Unit*) Accum – NZL GROSS		GLI VR ACCRUAL PCT	
MAT Maternity Leave	Payee Level	Payee Level		
TER ANN LVE Annual Leav Pay –Termination				TER FM ANN LVE PAY
TER PUB HOL Public Holiday Paid at Term				TER VR HOL PAY
RETRO Retrospective Payments				Payee Level
LONG SERV LVE Long Service Leave	Payee Level	HOURLY RT (sy)		
TER LSL Termination Pay for LSL	TER FM LSL TERM	LVE FM ORD RATE		
LIAB TER LSL Terminated LSL Liab Days (gc)				Earn – LIAB LSL DYS
RTO PUB HOL Public Holiday – Retro	Payee Level	Payee Level		

Name and Description	Unit (or Base)	Rate	%	Amount
RTO ANN LVE Annual Leave – Retro	Payee Level	Payee Level		
RTO SCK LVE Sick Leave –	Payee Level	Payee Level		
RTO OTH LVE Other Leave – Retro	Payee Level	Payee Level		
RTO LWOP Leave Without Pay – Retro	Payee Level	Payee Level		
RTO ACC LVE ACC Leave – Retro	Payee Level	Payee Level		
RTO LSL Long Service Leave – Retro	Payee Level	Payee Level		
LIAB LSL DYS Long Srv Lve Liability Days	Formula — Numeric LVL FM LSL DYS	Formula LVL FM ORD DAY RT	Bracket LVL BR LIAB ATT	
TRANS ADV Transport Advance	Base EARNINGS REGPAY SAL		Payee Level	

Calculating Regular Hourly Pay

Use REGPAY HRLY in any case where the hours to be paid for a payee are not standard and vary from pay calendar to pay calendar. These hours are typically entered manually. The earning element's calculation rule is unit x rate where the unit is set at the payee level and the rate is the system element HOURLY RT.

Calculating Regular Salaried Pay

Use REGPAY SAL where the hours to be paid are standard for each pay calendar.

This element demonstrates the use of a preprocess formula (ERN FM REGSTD UNIT) that retrieves the units for the period and determines the work days (proration) in the period. The formula then has a value of regular units with which to begin the earning element resolution. This earning element's calculation rule is unit x rate. The number of units to be paid is derived from a formula. The formula calculates the payee's regular hours (based on an annualized and deannualized JOB standard hours value) reduced by any hours taken as either approved absence or public holiday hours which are set to reduce from regular hours. The rate is the system element HOURLY RT.

Calculating Shift Loading

Use SHIFT 10 to compensate payees for working outside of or across what your organization considers normal business hours. The element's calculation rule is unit x rate x percent. You enter or generate the units at payee level, the rate is HOURLY RT, and the percentage is set as 10.

Calculating Overtime

The calculation rule of the OVERTIME 1.5 earning is unit x rate x percent. You enter or generate the units at payee level, the rate is HOURLY RT, and the percentage is set at 150 representing time and a half.

Calculating the Service Allowance

SERVICE is a "per hour" allowance paid based on the number of years service of the payee. The calculation rule is unit x rate where the unit is accumulator REGULAR HOURS. The rate comes from the bracket ERN BR SERVICE RTS, which assigns a value based on the employees years of service (duration CMN DR YRS OF SVC). This earning is placed after REGULAR pay because its resolution depends on regular pay having already been calculated.

Calculating the Meal Allowance

The MEAL allowance calculation rule is unit x rate where you enter or generate the units at the payee level and the rate comes from the bracket ERN BR RTS that assigns a value based on the payee's union code (system element UNION CD).

Calculating the Stress Allowance

The STRESS allowance calculation rule is unit x rate x percent. The unit is accumulator REGULAR HOURS. You assign the rate at the payee level and the percent is 100. This earning is placed after REGULAR pay because its resolution depends on regular pay having already been calculated.

Paying the Phone Allowance

The PHONE allowance calculation rule is amount and the amount is set as 75. This element's generation control, ERN GC PHONE, uses formula ERN FM PHONE to ensure that the allowance is paid only in the last pay period of the month (so is particularly applicable to nonmonthly calendar frequencies) and in the first segment of the last period.

Calculating the District Allowance

This allowance uses the Location code on the payee's job record. The earning's calculation rule is amount where the amount is the formula ERN FM DISTRICT that calls bracket ERN BR DISTRCT RTS that stores the weekly rate for various locations. The formula also prorates the amount by the standard hours of the payee.

The allowance is not paid for any days in the pay period where the payee is on leave without pay. For example, if a payee was scheduled to work Monday to Friday but took leave without pay on the Friday, their DISTRICT allowance would be 4/5 of the normal weekly entitlement. This allowance is resolved after any leave earnings.

Calculating the On Call Allowance

The ONCALL allowance calculation rule is unit x rate. You enter the units at the payee level. The rate is formula ERN FM ONCLL HR RT that validates the employee's hourly rate against the maximum and minimum rates allowed for the earning. You set two supporting element override variables, ERN VR ON MIN HRRT and ERN VR ON MAX HRRT, for the minimum and maximum rates respectively. When resolving the earning the system checks the payee's hourly rate from his HR job record.

- If the payee's hourly rate is less than the minimum amount, the system pays the minimum rate.
- If the payee's hourly rate is more than the minimum but less than the maximum rate the system pays the hourly rate.
- If the payee's hourly rate is more than the maximum the system pays the maximum.

The following table shows the three scenarios based on a minimum of 50 and a maximum of 70

Hourly Rate on Job	ONCALL Hourly Rate Paid
1– 49.99 (that is < 50)	50 (minimum)
50 – 70	50 – 70 (Job Rate)
70.01 (that is > 70)	70 (maximum)

The earning also has a post process formula ERN FM ONCALL ADD that determines if payment of the allowance in full plus any additional flat amount (supporting element override ERN VR ADDL AMT) would take the earning over an annual limit (supporting element override ERN VR ON YTDLIMIT). If it would take it over the limit, the formula calculates by how much and subtracts that value from the current value. This ensures the earning is paid up to the limit.

The earning also has a generation control, ERN GC ONCALL, that checks that the limit hasn't already been reached.

You can set other limits for other frequencies by using a formula that compares the total paid with the frequency limits for the earning.

Paying Bonuses and Grossing Up

You can pay a bonus amount and have it taxed normally by adding an amount to the BONUS earning at the payee level. If you want to pay a specific net amount you can enter that amount as the earning BONUS NET and have the system "gross up" that amount After taxing the grossed up amount the payee will receive the intended net amount. Grossing up is described in full in the chapter entitled Net-To-Gross Processing.

See Also

Chapter 9, "Understanding Net-to-Gross Payment Calculation," page 57

Making Advance Payments and Creating Payback Deductions

Some earnings are loans or advances; therefore, when they are paid, the system must automatically create a deduction that is processed over subsequent pay runs, recovering the loan or advance.

See Also

Chapter 7, "Defining Deductions," Creating Earnings Advance and Recovery, page 47

Making Payments for Public Holidays

PUB HOL is an earning element that is entered or generated when there is a gazetted public holiday in the calendar period. The element needs to be included in an accumulator that reduces the amount of regular pay that is paid. The PUB HOL earning calculation rule is unit x rate where the unit is derived by a formula and the rate is the payees HOURLY RT system element.

When a holiday occurs in a pay period, the system populates the system element, HOLIDAY HRS, with the hours that you entered for that holiday on the Holiday Schedule.

Because a payee might not have been scheduled to work the holiday schedule hours, you can direct the system to pay different hours from those on the holiday schedule. When, during normal payroll processing, the system comes to resolving earning PUB HOL, for Public Holidays, it sets about determining the number of hours to pay each employee.

In PUB HOL's calculation rule:

Unit = formula ERN FM PUBHOL UNIT

Rate = System Element HOURLY RATE

The ERN FM PUBHOL UNIT formula uses proration element ERN PO PUB HOL HRS for which the numerator is ERN CT PUB HOL HRS and the denominator is 1.

The count formula for ERN CT PUB HOL HRS is ERN FM PUB HOL HRS. This formula checks each day in the period for a HOLIDAY HOURS value and if it finds one, finds out if you have set variable ERN VR SCHED TYPE to HOL, WRK, or ALT. The default for the variable is ALT but its single override level is Pay Group.

If you don't have alternative work schedules, you do not have to override the default at the pay group level because, in the absence of an alternative work schedule, the system uses the payee's scheduled hours. If you do have alternative work schedules but don't want to use them, override the ALT default with character values WRK or HALF at pay group level.

For HOL, the formula returns the holiday hours from the holiday schedule.

For WRK, the formula returns half the employee's scheduled hours if the Holiday Type on the holiday schedule is Half or all of the employee's scheduled hours if the Holiday Type is Standard.

For ALT it is the same except the formula returns the hours for the payee's alternate work schedule. If there is no alternate schedule, it returns either half or whole schedule hours.

Note. You can designate any defined schedule as the alternate schedule on the pay group table. And at employee level, you can assign a schedule as an alternate and it can be the pay group alternate schedule or any other of your defined schedules. Whatever the value of your variable ERN VR SCHED TYPE, the count formula returns the hours to be passed by the count to the numerator of the proration rule and the proration rule passes the count value to the formula ERN FM PUBHOL UNIT which is the unit for PUBHOL's calculation rule Unit x Rate.

Paying Casuals for Leave

Use the CASUAL LVE earning element to pay casual payees in lieu of their receiving an annual leave accrual. The element is 6% of the payee's gross taxable earnings (GTE) per calendar period. The element's calculation rule is base x percent where the base is accumulator LVE AC GTE 6PCT and the percent is 6. This earning is placed after REGULAR pay because its resolution depends on regular pay having already been calculated.

Using Absence Earnings

There are a number of earnings that various absence takes use to pay for the leave in question. They include annual leave (ANNUAL LVE), sick leave (SICK LVE) other leaves (OTHER LVE) and leave without pay (LWOP); the earnings for ARCI payments, ACC LVE and ACC MAKEUP; and the earning for annual leave reconciliation, ANNRCN.

See Also

Chapter 13, "Defining Absence and Termination Rules," page 87

Using Earnings for GLI Reporting

There are six earnings that are not paid but are used for general ledger interface reporting of annual leave liability and their reversal of liabilities on termination. They are LIAB ANN (HRS and DYS) and LIAB LSL DYS, and, LIAB TER (HRS and DYS) and LIAB TER LSL. There is also one earning, also not paid, for reporting accrued salary where the pay period end is earlier than the financial period. It is SAL ACCRUAL. You decide what percentage to accrue using GLI VR ACCRUAL PCT.

See Also

Chapter 12, "Using the General Ledger Interface," page 77

Using Earnings for Paying Retro on Leave Pay

There are seven retro earnings for paying retrospective adjustments on earnings that normally reduce regular pay. They are RTO ACC LVE, RTO ANN LVE, RTO LSL, RTO LWOP, RTO OTH LVE, RTO PUB HOL, RTO SCK LVE.

We have supplied these earnings to avoid affecting the calculation of regular pay in the current pay period. The hours on these earnings do not contribute to the reduce regular hours accumulator ERN AC REDUCE HRS. The amounts however, add to the total gross and extra emolument accumulators NZL GROSS and EXTRA EMOL GROSS

For example, an employee applied for 2 days of sick leave (16 hrs) in June 2001 but then in August 2001, changed this to be 3 days annual leave (24 hrs). When the August payroll runs, it calculates retrospectively from June 2001 and forwards the results to August 2001. The following happens.

Back in June 2001, the original calculations were:

16 hrs for SCK LVE
157.33 hrs for REGPAY SAL

After the retro calculation, the values are:
0 hrs for SCK LVE (-16 will be forwarded to RTO SCK LVE)
+ 24 hrs for ANN LVE (+24 will be forwarded to RTO ANN LVE
+149.33 hrs for REGPAY SAL (-8 will be forwarded to REGPAY SAL).

In August 2001, the values are:
173.33 hrs for REGPAY SAL (with an adjustment of - hrs)
+24 hrs for RTO ANN LVE
-16 hrs for RTO SCK LVE

CHAPTER 7

Defining Deductions

This chapter provides an overview of deductions for New Zealand and discusses how to calculate deductions for:

- Social Club.
- Membership fees.
- Writs.
- Union fees.
- Child Support
- Court orders.
- Advance Payback.
- Loan repayment.
- Superannuation Government Fund – employee and employer contributions.
- Superannuation National Provident fund – employee and employer contributions.
- Superannuation Gross Up Fund – employer contribution.

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

See Also

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

Understanding Deductions

We have created a number of deductions to demonstrate the flexibility of the Global Payroll rules to meet common processing requirements such as the preservation of minimum net pay.

Note. The User Key 2 on the Earnings Accumulators page and Deduction Accumulators page for all earnings and deductions is CMN VR BALGRP ID (Balance Group ID). Use balance group numbers (IDs) to maintain separate employee balances. You set an employee's balance group number on the Job Data, Payroll page—JOB_DATA2. The balance group number will need to be manually incremented if you are required to record separate balances within a financial year.

Delivered Deduction Elements

The following table list the delivered deductions for New Zealand. In this table, the first column combines the deduction name and description. A (gc) in the row indicates that the deduction has a generation control. A (po) indicates a post processing formula, (pr) indicates a pre processing formula. The other four columns indicate the deduction calculation rule of Unit × Rate, Unit × Rate × Percent, Amount. In the table sy = system element.

Note. The tax deductions are included in the table but discussed in greater detail in the taxation chapter.

See Chapter 8, "Managing Tax Calculations," page 49.

Name and Description	Unit (or Base)	Rate	%	Amount
PAYE TAX PAYE Tax (gc)				TAX FM PAYE TAX
EXTRA EMLMNT Extra Emolument Tax (gc)				TAX FM XE TAX
WITHHOLDING Withholding Tax (gc)				TAX FM WITHOLD TAX
CHILD SUPPRT Child Support (po)				Payee Level
STUDENT LOAN Student Loan Repayments (gc)				TAX FM SL TAX
SSCWT Spec Super Contr Withhold Tax				TAX VR SSCWT AMNT
SOCIAL CLUB Social Club (gc)				8.00
MEMBSHP FEES Membership Fees (gc)				DED FM MEMBERSHIP
UNION Union Fees (gc)				DED FM UNION
WRIT Writ	Base (Accum - DISPOSABLE EARNING)		Payee Level	

Name and Description	Unit (or Base)	Rate	%	Amount
COURT ORDER Court Order (gc)	Base (Accum - DISPOSABLE EARNING)		Payee Level	
TRANS REC Transport Loan Recovery (gc) (po)	Base (Accum - TRANS ADV AMT)		Variable Numeric LN VR REC AMT	
LOAN REPAY Loan Repayment (gc)				Accum - LOAN BALANCE
SUP GOV EE Super Government Fund – EmpEE	Base (Accum - NZL GROSS)		Payee Level	
SUP GOV ER Super Government Fund – EmpER (po)	Base (Accum - NZL GROSS)		DED FM SUP GOV ER	
SUP NPF EE National Provident Fund – EmpEE	Base (Accum - SUPERABLE SALARY)		6	
SUP NPF ER National Provident Fund – EmpER (gc)(po)	Base (Accum - SUPERABLE SALARY)		6	
SUP GRSUP ER Super Gross Up Fund – EmpER (po)				Payee Level
XE GRS UP Extra Emolument for Gross Up				TAX FM XE TAX

Making Social Club Deductions

The social club deduction reduces the employee's after-tax income by a nominated amount. The amount is paid monthly. The system annualizes and deannualizes the amount to resolve it correctly for the various pay calendars.

A generation control, DED GC SOCIAL CLUB, has formula DED FM SOC BIGGER that ensures that the system applies the deduction only in the larger of the segments within the period. A second GC formula checks that the payee is active.

Deducting Membership Fees

The earning in a fortnightly period determines the amount of the membership fee deduction which may be percentage or a flat amount. The calculation rule amount is the formula DED FM MEMBERSHIP that determines if the accumulator that houses the earning that the fees are based upon, MEMB EARNINGS, is less than the value of the deduction's system element override DED VR MEM MAX AMT for a fortnight. If the amount is below the DED VR MEM MAX AM, the system multiplies the accumulator value by 1 percent . If not less than DED VR MEM MAX AMT, the amount is the value of the DED VR MEM MAX AMT variable. The formula also converts frequencies other than fortnightly to a fortnightly amount

Deducting Union Fees

The calculation rule amount for the Union deduction is the formula DED FM UNION. The formula passes the value of the accumulator UNION EARNINGS to the variable DED VR UN ERN FN and the bracket DED BR UNION RATES determines the amount of the deduction based on the variable value. Frequencies other than fortnightly are converted to a fortnightly amount.

Generation control DED GC UNION LAST uses DED FM UNION LAST to ensure that the deduction is taken only in the last segment of the period.

Calculating the Writ and the Court Order Deductions

The calculation rule for both these deductions is base x percent where the base in the DISPOSABLE EARNINGS accumulator (NZL GROSS – NZL TAX) and the percentage is set at the payee level.

The court order deduction has generation control DED GC COURT ORDER. It uses DED FM PROC STATUS to check the value of DED FM VR PROC STATUS to ensure that the system only takes the deduction if the status of the court order is *Approved*. You enter the status on the Payee Garnishments (GPNZ_GARN_DTLS) page and the array GPNZ_PROC_STATUS passes the status value to the variable.

Pages Used to Administer Garnishments

Page Name	Object Name	Navigation	Usage
Payee Garnishments	GPNZ_GARN_DTLS	Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Orders, Assign Garnishments NZL, Payee Garnishments	Assign garnishments to an employee.
Protected Net Pay	GPNZ_PROTECT_NET	Global Payroll & Absence Mgmt, Payee Data, Garnishments/Court Order, Specify Protected Net Pay NZL, Protected Net Pay	Specify amount of employee's net pay to protect from garnishment.

Creating Earnings Advance and Recovery

Some earnings are loans or advances; therefore, when they are paid, the system must automatically create a deduction that is processed over subsequent pay runs, recovering the loan or advance.

The PeopleSoft system provides the following elements, accumulators, formula, and generation control to demonstrate this:

Name	Type	Usage
TRANS ADV	Earnings element.	Adds advance amount to paycheck when advance occurs.
TRANS ADV AMT	Accumulator.	Stores amount of advance.
TRANS BAL AMT	Accumulator.	Stores reducing balance.
TRANS REC	Deduction element.	Deducts portion of advance from paycheck in subsequent pay runs.
ADV FM GC CHECK	Advance recovery check formula.	Adjusts the deduction if taking it all would cause the goal amount to be exceeded.
ADV GC REC IND	Advance recovery generation control.	Controls execution of advance recovery check formula.

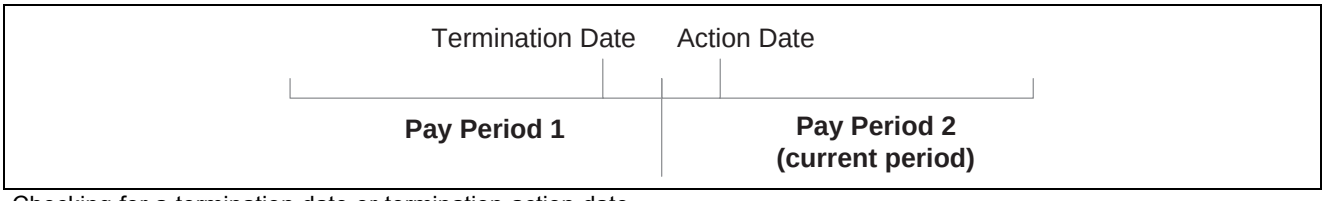
Deducting the Loan Repayment

The LOAN REPAY deduction deducts any outstanding loan amounts on termination of the payee. It is an amount calculation. The amount is the value of the LOAN BALANCE accumulator. Any balance becomes the amount of the deduction.

The deduction's generation control, CMN GC TERM STAT, has formula CMN FM TERM STAT, that determines whether to resolve the payment of various earnings and deductions.

The formula checks for either a termination date in the pay period or a termination action date in the period. It checks for both to accommodate the situation where you may have not entered the termination until the pay period after the period in which the termination occurred. If the check was only on the termination date, the deduction would not be processed because that date would be outside the current pay period begin and end dates.

The following diagram shows this.



Checking for a termination date or termination action date.

Deducting Government Superannuation Contributions

There are two superannuation deductions, one for the payee's contribution, the other for the employer's contribution. The payee's contribution deduction, SUP GOV EE, has a calculation rule of base x percent where the base is the payee's NZL GROSS accumulator amount and the percent is set at payee level.

The employer's contribution deduction, SUP GOV ER, has a calculation rule of base x percent. The base is the payee's NZL GROSS accumulator value and the percent is formula DED FM SUP GOV ER. The formula checks the payee's contribution percent and matches that contribution up to a maximum set on the deduction's system element override DED VR SUPGOV MAX.

A flat amount post-process formula, TAX FM SS FLAT RATE, on the employer's deduction calculates the Specified Superannuation Contribution Withholding Tax (SSCWT).

See Also

Chapter 8, "Managing Tax Calculations," Superannuation and SSCWT, page 50

Deducting National Provident Fund Contributions

There are two NPF deductions and the payee's and employer's deductions are calculated exactly the same way. The calculation rule is base x percent where the base is the SUPERABLE SALARY accumulator, and the percentage is the legislated value.

A flat amount post-process formula, TAX FM SS FLAT RATE, on the employer's deduction calculates the Specified Superannuation Contribution Withholding Tax (SSCWT).

See Also

Chapter 8, "Managing Tax Calculations," Superannuation and SSCWT, page 50

Using the SSCWT Gross Up Tax Calculation

We have provided the SUP GRSUP ER deduction to demonstrate the correct use of the SSCWT gross up tax calculation. The calculation rule is an amount where the amount, set at payee level, is initially entered as a grossed up amount. The deduction's post-process formula, TAX FM SS GRS UP, calculates the SSCWT. It also adjusts the grossed up amount to the value that's correct for the net amount.

Note. The system uses the other gross up deduction, XE GRS UP, in the Net-to-Gross functionality. The deduction's calculation rule is formula TAX FM XE TAX, which calculates the employee's extra emolument tax amount.

See Also

Chapter 9, "Understanding Net-to-Gross Payment Calculation," page 57

CHAPTER 8

Managing Tax Calculations

This chapter provides an overview of taxation for New Zealand and discusses:

- Entering Nature of Payment information.
- Entering payee-supplied tax information.
- Running the Invalid IRD (Inland Revenue Department) Number report.

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

See Also

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

Understanding Taxation Calculation

This section discusses:

- Tax accumulators.
- Pay as you Earn (PAYE) tax and extra emolument tax.
- Withholding tax.
- Student loans.
- SSCWT.
- Child support deductions.
- Superannuation and SSCWT.
- The tax calculation process.

Tax Accumulators

Calculation of correct tax related deductions is based on three accumulators:

- Taxable Gross: All regular earnings are taxed as PAYE.
- Extra Emolument: Bonus, back pay, and other irregular payments.
- Retire\Redund: For payments that are made on retirement or redundancy.

The system calculates PAYE tax by using the Taxable Gross accumulator; tax on extra emoluments by using the extra emolument and retire\redund accumulators; and withholding tax, student loan repayments and child support payments on all three accumulators. You need to ensure that all taxable earnings and pretax deductions add to the appropriate accumulator.

Like payee tax details, the accumulators are keyed by employee ID, pay entity, and balance group.

PAYE Tax and Extra Emolument Tax

PAYE tax is calculated by the formula TAX FM PAYE TAX, and extra emolument tax by formula TAX FM XE TAX. The formulas are the amounts that are in the calculation rule for the deductions PAYE TAX and EXTRA EMLMNT. The deductions both have generation control TAX GC PAYE & XE that uses formula TAX FM DET TAX TYP to return a value that determines whether to calculate tax for PAYE and extra emolument tax or withholding tax.

Withholding Tax

Withholding tax is calculated by the formula TAX FM WITHOLD TAX. The formula is the amount that is in the calculation rule for the deduction WITHHOLDING. The deduction has generation control TAX GC WT that uses formula TAX FM DET TAX TYP to return a value that determines whether to calculate tax for PAYE and extra emolument tax or withholding tax

There is a page in which you can view the various withholding tax percentages, including the No Declaration (ND) tax percentages, for the various nature of payment codes. You can change the status of the individual nature of payment codes.

Student Loan

Tax on student loans is calculated by the formula TAX FM SL TAX. The formula is the amount that is in the calculation rule for the deduction STUDENT LOAN. The deduction has generation control TAX GC SL that uses formula TAX FM DET SL TAX to return a value that determines whether to calculate tax student loan tax.

SSCWT

The SUP GRSUP ER deduction demonstrates the correct use of the SSCWT gross-up tax calculation. The calculation rule is an amount where the amount, set at payee level, is initially entered as a grossed-up amount. The deduction's postprocess formula, TAX FM SS GRS UP, calculates the SSCWT. It also adjusts the grossed-up amount to the value that's correct for the net amount.

Child Support Deductions

No tax calculations are associated with child support deductions; you enter the dates and amounts by using the standard Payee Deduction Assignment page.

The child support deduction's calculation rule is an amount that is set at payee level. The post process formula TAX FM CS PROTECT ensures that the deduction does not reduce the employee's pay below the protected net as determined by the IRD.

The formula uses the value, set by the IRD, that you enter for the variable TAX VR CS PRT NET.

Superannuation and SSCWT

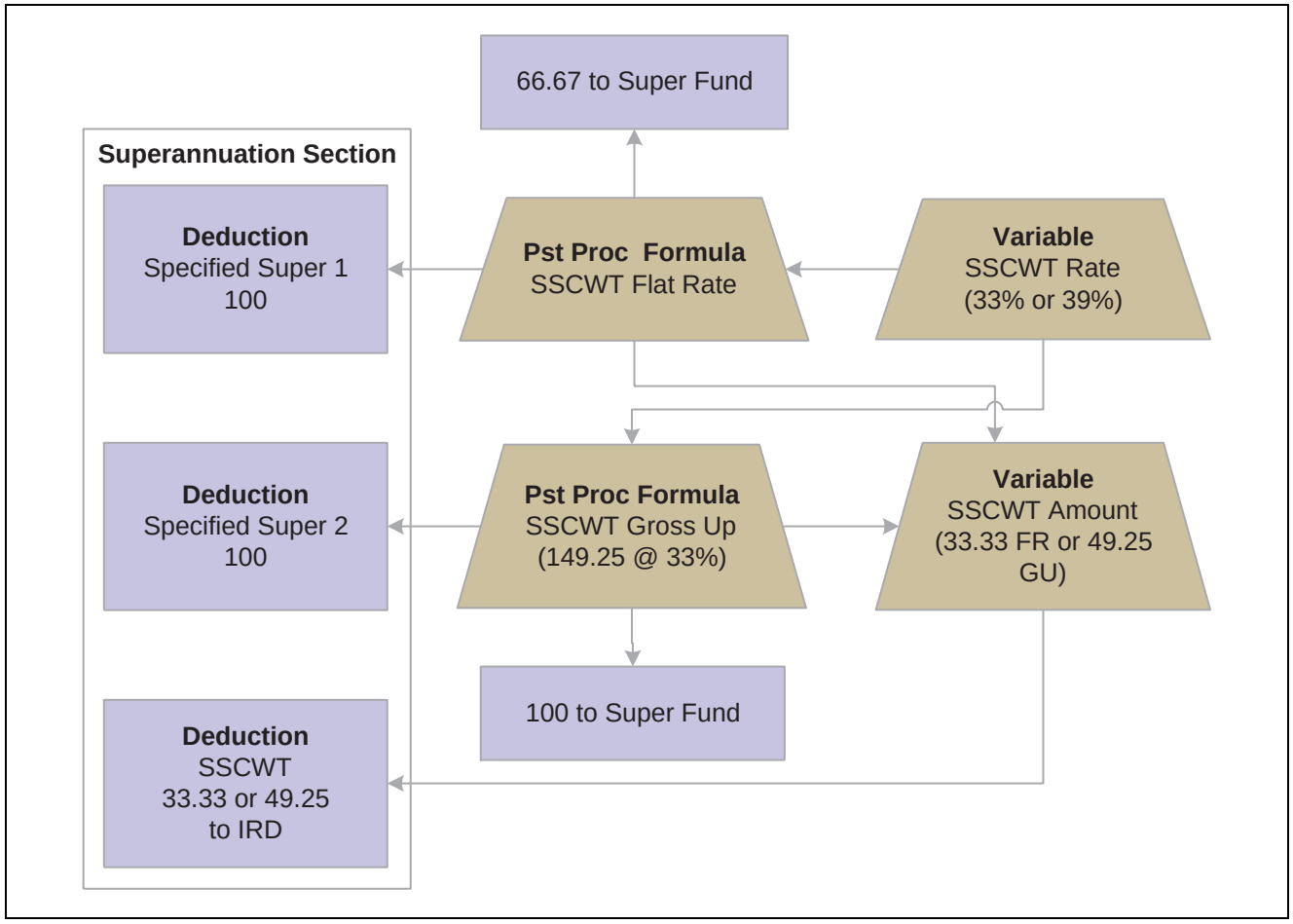
Superannuation deductions can have the SSCWT amount calculated by the flat rate method or the gross up method. For either method the rate can be the normal amount rate or the alternative rate.

For an employer contribution of 100 at the normal rate (33 percent in the example):

- The flat rate calculation results in 66.67 to super fund, 33.33 to IRD.
- The gross-up calculation results in 100 to super fund, 49.25 to IRD (grossed-up amount = 149.25).

The employee can elect to have either calculation method use the higher rate.

The following diagram shows an overview of the process. The example shows 33 percent and 39 percent as the Variable SSCWT rate but the example amounts are based on 33 percent .



Two methods of calculating SSCWT

Entering Nature of Payment Information

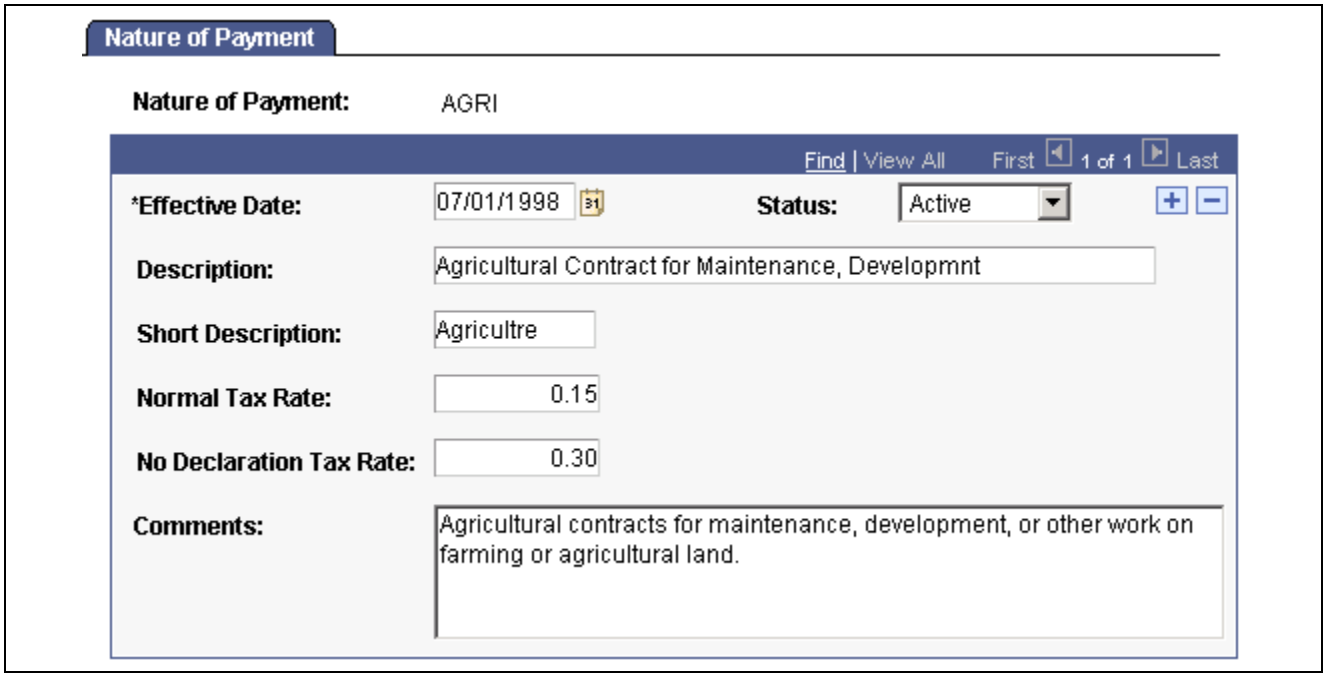
To enter Nature of Payment information, use the Nature of Payment NZL (GPNZ_WT_RATE) component.

Page Used to Enter Nature of Payments Information

Page Name	Object Name	Navigation	Usage
Nature of Payment	GPNZ_WT_RATE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Nature of Payment NZL, Nature of Payment	Enter tax withholding rates for different job classifications performed by contractors.

Entering Nature of Payments Information

Access the Nature of Payments page.



Nature of Payment page

Normal Tax Rate Enter the withholding tax percentage for contractor work that qualifies for normal tax rates.

No Declaration Tax Rate Enter the withholding tax percentage for contractor work that qualifies for the No Declaration tax rate.

Note. The system uses these tax percentages when the payee's tax code is either WT, WT ND, or STC and the Nature of Payment field is populated on the Maintain Tax Data NZL page.

Entering Payee Supplied Tax Information

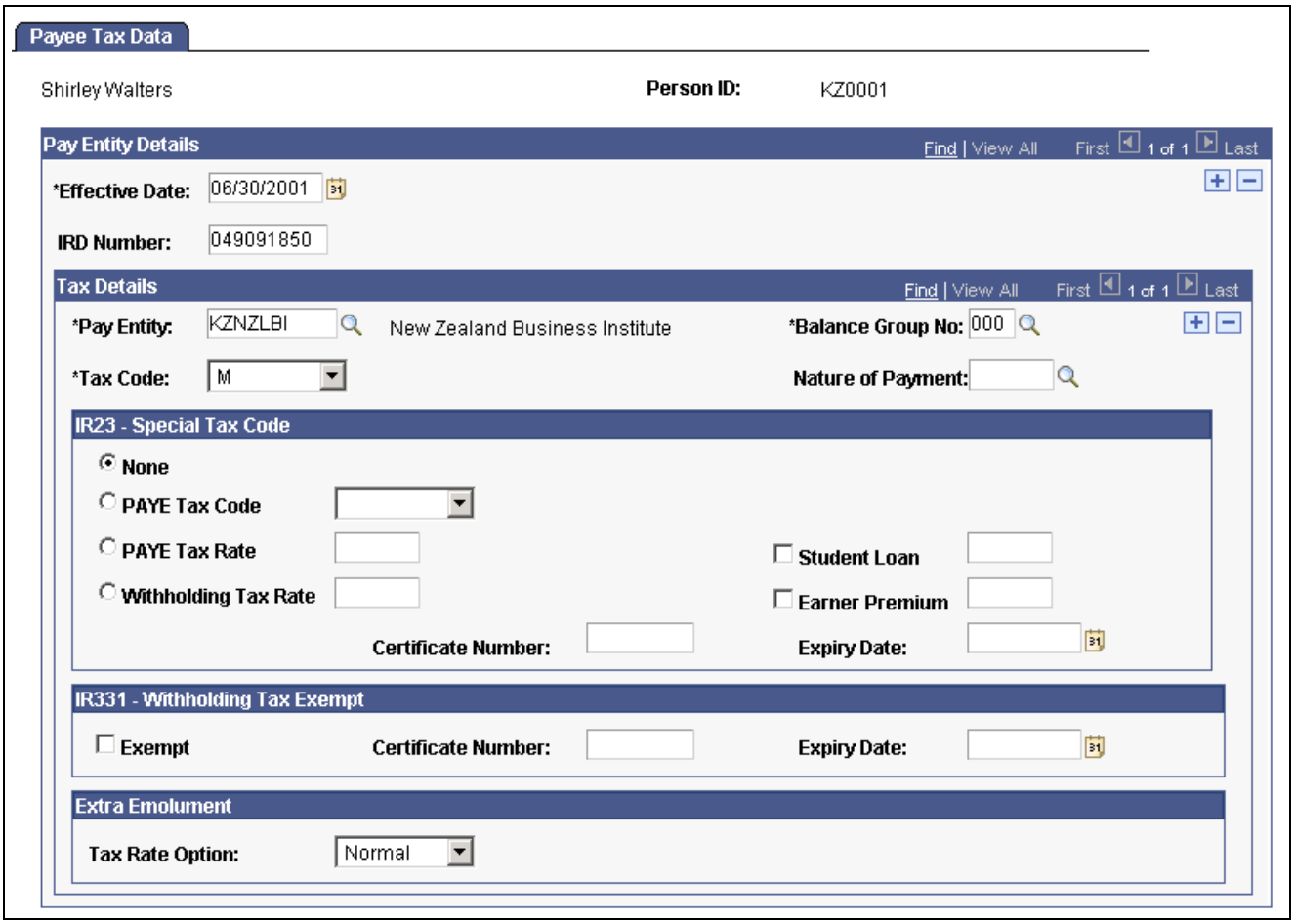
This section discusses how to enter payee tax details.

Page Used to Enter Payee Supplied Tax Information

Page Name	Object Name	Navigation	Usage
Payee Tax Data	GPNZ_EE_TAX_DETAIL	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Data NZL, Payee Tax Data	Enter tax information as supplied by the payee.

Entering Payee Tax Details

Access the Payee Tax Data page.



Payee Tax Data page

Payee tax details are keyed by pay entity and balance group number, allowing payees with concurrent jobs to have different tax details for each job. This page, on which you enter payee tax information, is designed to be similar to the IRD forms — IR 330, 23 and 331 — that the payee supplies.

IRD Number The system validates the entry. If the payee does not provide a valid IRD number, you need to set the Tax Code field to *ND* (no declaration) for employees, and to *WT ND* (withholding tax, no declaration) for contractors. The system does not enforce this tax code selection but does provide a warning message.

Pay Entity You can select only pay entities that you select for the pay group that you specify on the payee's Job Data - Payroll page

Tax Code The translate values for this field are effective-dated because even if codes are no longer active they are needed for history purposes.

The system warns if:

- The IRD number is all zeros and the Tax Code is not *ND* or *WT ND*.
- The IRD number is not all zeros and the Tax Code is*ND* or *WT ND*.

Balance Group No. This field enables you to record different tax details for different, concurrent jobs. Balance group numbers identify the accumulator that the system stores tax balances in. You can select only balance group IDs that you set up on the payee's Job Data - Payroll page.

Nature of Payment The code that you enter here ensures that the system applies the correct withholding tax rate. You only enter a Nature of Payment Code if:

- The Tax Code value is either *WT* or *WT ND*.
- The Tax Code is *STC* (special tax code), or deduction rate, and the tax override type is withholding tax. The tax override type becomes withholding tax when you select the Withholding Tax Rate page control in the Special Tax Code or Deduction Rate (IR23) group box.

IR23 - Special Tax Code

The page controls on the left side of this group box set the value of the unlabeled Tax Override Type field. The system requires an entry in the field that is adjacent to the control that you select. Override types are: none, payee tax code, payee tax rate, withholding tax rate.

The default tax override type is none, and you can only select other override types if the tax code is STC.

PAYE Tax Code The translate values for this field are a subset of the tax codes that you select in the Tax Code field. You don't have to use this field to set an override; you can just change the tax code. In either case, you need a new effective date.

PAYE Tax Rate Enter the applicable PAYE (pay as you earn) tax deduction rate. The rate can be zero.

Withholding Tax Rate Enter the applicable withholding (special) tax deduction rate. The rate can be zero.

Student Loan Select the check box and enter an override rate. It can be zero. These two fields are not affected by the tax code or tax override type. The same applies to the Earner Premium field.

Certificate Number The system does not use the values that are in this field, nor the value that is in the Expiry Date field; they are for information only. You cannot enter a certificate number and expiry date if the tax override type is none.

IR331 - Withholding Tax Exempt

Exempt You can only select this check box if the tax code is withholding or withholding tax, no declaration. And you can only add a certificate number and expiry date if you have selected this check box.

Certificate Number The system does not use the values in this field nor the value in the Expiry Date field: they are for information only.

Note. There is no field to indicate if the payee is an employee or a contractor as this status is indicated by the tax code. You can indicate that a payee is a contractor in the Employee Class field on the payee's Job record.

Extra Emolument

Tax rate options are: normal, use high rate and use top rate.

Running the Invalid IRD Number Report

This section discusses how to run the Invalid IRD Number report.

From the Create Invalid IRD Report NZL page, you run the Invalid IRD Number report by pay entity. It lists, by employee ID, only employees who have either no IRD number in the system or have the system's representation of an invalid number. When there is no number at all, you see just the number separators (--). When you enter an invalid number and *00000000* appears by default in the IRD Number field, you see 00-000-000 on the report. The report includes the employees' names, record numbers, tax code, and whether the employee has a student loan. The report also reports if the company itself doesn't have a valid IRD number

CHAPTER 9

Understanding Net-to-Gross Payment Calculation

This chapter discusses:

- Net-to-gross processing.
- The process sequence.

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

Net-to-Gross Processing

Net-to-gross processing—or "gross ups"— are required when you want to pay a payee a specific net amount. Starting from the net amount the system works out what gross amount to process so that after all tax deductions have been made the required net amount remains.

In the following sections we describe the main features of the net-to-gross functionality then take you step-by-step through the process and an example calculation.

Note. In this chapter we refer to annualized tax (used in gross up calculations) as a "tax deduction."

Net-To-Gross Earnings Elements

This feature has two earnings elements. The first is called BONUS NET and is used to pay the net amount. We have delivered this element because a fixed bonus amount is a typical pay component that must be grossed up.

Enter a bonus amount using positive input. The system calculates the amount by which it needs to gross up the net to have the required net after deducting taxes. It then assigns that amount to a second earning, BONUS GRS UP. The two earnings between them make up the gross pay. The BONUS GRS UP earning amount is equal to the amount of the tax deductions. The BONUS NET earning is assigned to the EARN - OTHER section and the BONUS GRS UP earning is assigned to the EARN - GROSS UP (via formulas) section in the NZL PAYROLL process list. To summarize:

- BONUS NET + BONUS GRS UP = Gross Pay.
- BONUS NET = Net Pay.
- BONUS GRS UP = Tax Deductions.

Determining That a Net-to-Gross Calculation Is Required

When the BONUS NET earning is resolved, it adds to a gross up accumulator. In another section, further down the process list, a conditional formula determines that grossing up is required if the gross up accumulator has a value.

Understanding Actual Net Pay and Target Net Pay

The grossing up process creates an actual net pay amount. This is stored in another accumulator. The system compares the target net pay amount with the balance in that accumulator, and when they are the same, the process of calculating the gross pay is complete.

Calculating the BONUS GRS UP Earning

Once the system has determined that grossing up is required, it starts the calculation by treating the target net as if it were the gross pay. It processes that gross amount, deducting taxes, and gets a new net amount—the actual net. Because of the tax deduction, the actual net doesn't match the target net. Using the difference between actual and target net in a formula, the system calculates a new gross amount, deducts the taxes from it, and arrives at a new actual net which it again compares to the target net. The iterations—or loops—continue, with the actual net getting closer to the target net with each loop, until the actual and target net are the same.

The loop formula is:

((1-net/gross) x difference) + current BONUS GRS UP + difference = new BONUS GRS UP

The Process Sequence

In this section we take you step by step through the process, and then provide you with an example.

Stepping Through the Processing Sequence

The processing sequence involves these steps:

1. User enters the bonus amount by positive input as the earning BONUS NET.
2. BONUS NET earning gets resolved in the EARN - OTHER section and adds to accumulator GRS UP EARNINGS.
3. The EARN - GROSS UP subprocess section in the NZL PAYROLL process list has the conditional formula GUP FM CALC REQD.

   If the formula finds that the GRS UP EARNINGS accumulator is not zero and that there is, therefore, a grossing up to be done on the BONUS NET earning, it invokes the EARN - GROSS UP subprocess section.
4. The formula GUP FM INIT VALUE, the first element in the EARN - GROSS UP section, sets the variable GUP VR TARGET NET to the value of the GRS UP EARNINGS accumulator (the BONUS NET amount). This value remains constant during subsequent processing.
5. The deduction XE GRS UP—the second element in the EARN - GROSS UP section—runs the formula TAX FM XE TAX which calculates the employee's Extra Emolument tax amount.
6. The conditional formula GUP FM COMPARE NET in the EARN - GROSS UP section compares the constant value of GUP VR TARGET NET (set at step 4) with the value of the GRS UP NET

accumulator that has the XE GRS UP deduction subtracting from it and the GRS UP EARNINGS accumulator adding to it.

7. If the formula returns FALSE, meaning that there is no difference between GUP VR TARGET NET and GRS UP NET, the process stops.

   If the formula returns TRUE, the formula GUP FM ALTER GROSS runs and works out a new BONUS GRS UP value. The BONUS GRS UP value is the amount by which the net is increased to get a taxable gross.

8. The XE GRS UP deduction recalculates the employee's Extra Emoluments tax balance for the GRS UP NET accumulator which now contains the original BONUS NET value and the new BONUS GRS UP value.

   The tax deductions are calculated to produce a new actual net.

9. The loop of calculating a new gross then deducting the taxes to get a new balance in the GRS UP NET accumulator and comparing it to the constant GUP VR TARGET NET continues until the actual net is equal to the target net.

10. When the looping stops, formula GUP FM CHECK AMT runs and checks that the GUP FM COMPARE NET formula has resolved to FALSE indicating that the system has calculated the correct gross up figure.

    If it returns TRUE, the payee goes into error and a message is sent to Payee Messages. The system goes through the loop a maximum of fifteen times. If it fails to correctly calculate the gross amount within that limit, you would need to remove the BONUS NET earning amount, calculate the gross manually and pay it as an earning of your choice.

Calculating the BONUS GRS UP Earnings and the Gross Pay

The following example is based on a positive input entry of 500 to the BONUS NET earning. The 500 becomes the value of GUP VR TARGET NET.

For our example tax deductions are a flat amount of 20 percent; therefore, the first time the GUP TAX DEDUCTION section is called, it calculates tax deductions of 100.

The conditional formula, GUP FM COMPARE NET, resolves to true as the target net is 500 and the actual net is 400. The looping process begins:

First Loop

The difference is calculated by subtracting the actual net from the target net.

500 − 400 = 100.00

The gross amount is increased at the first attempt to find the eventual BONUS GRS UP earning amount using the following calculation:

((1 − net/gross) × difference) + current BONUS GRS UP + difference

((1 − 400/500) × 100) + 0 + 100 = 120 (new BONUS GRS UP)

The gross is increased on the first loop by 120 and is now 620.

Tax is deducted from the gross of 620 and the new net is 496.

The target net of 500 is compared to the actual net of 496.

As the amounts are not equal, and the correct gross has not been found, a second loop occurs.

Note. The GRS UP EARNINGS accumulator is "self correcting," which means that the previous value is "reversed out" and the new value added. The accumulator can adjust up or down as needed. This occurs for each loop in the process.

Second Loop

The difference is calculated by subtracting the actual net from the target net.

500 − 496 = 4

The gross amount is increased at the second attempt to find the eventual BONUS GRS UP earning amount using the following calculation:

((1 − net/gross) × difference) + current BONUS GRS UP + difference

((1 − 496/620) × 4) + 120 + 4 = 124.8 (new BONUS GRS UP)

Gross is increased by 124.8 to 624.80.

Tax is deducted from the gross of 624.80 and the new net is 499.84.

The target net of 500 is compared to the actual net of 499.84.

As the amounts are not equal, the correct gross has not been found, so a third loop occurs.

Third Loop

The difference is calculated by subtracting actual net from the target net.

500 − 499.84 = 0.16

The gross amount is increased at the third attempt to find the eventual BONUS GRS UP earning amount using the following calculation:

((1− net/gross) × difference) + current BONUS GRS UP + difference

((1 − 499.84/624.8) × 0.16) + 124.8+0.16 = 124.99 new BONUS GRS UP rounded to 2 decimal places)

Gross is increased by 124.99 to 624.99.

Tax is deducted from the gross of 624.99 and the new net is 499.99.

The target net of 500 is compared to the actual net of 499.99.

As the amounts are not equal, the correct gross has not been found, so a fourth loop occurs.

Fourth Loop

The difference is calculated by subtracting the actual net from the target net.

500 − 499.99 = 0.01

The gross amount is increased at the fourth attempt to find the eventual BONUS GRS UP earning amount using the following calculation:

((1− net/gross) × difference) + eventual BONUS GRS UP + difference

((1− 499.99/624.99) × 0.01) + 124.99 + 0.01 = 125.00 (new BONUS GRS UP rounded to 2 decimal places)

Gross is increased by 125 and is now 625.

Tax is deducted from the gross of 625 and the new net is 500.

The target net of 500 is compared to the actual net of 500.

The compare formula now resolves to false, and the looping process ceases. At this point:

- Gross pay is 625.
- Net pay is 500.
- BONUS GRS UP is 125.
- BONUS NET is 500.

CHAPTER 10

Running Banking and Recipient Processes

This chapter provides an overview of banking and recipient processing and discusses how to:

- Set up additional deduction recipient information.
- Link payees to recipients by membership number.
- Manage electronic fund transfers (EFTs).
- Generate recipient payment report files.
- Report net payment.

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

See Also

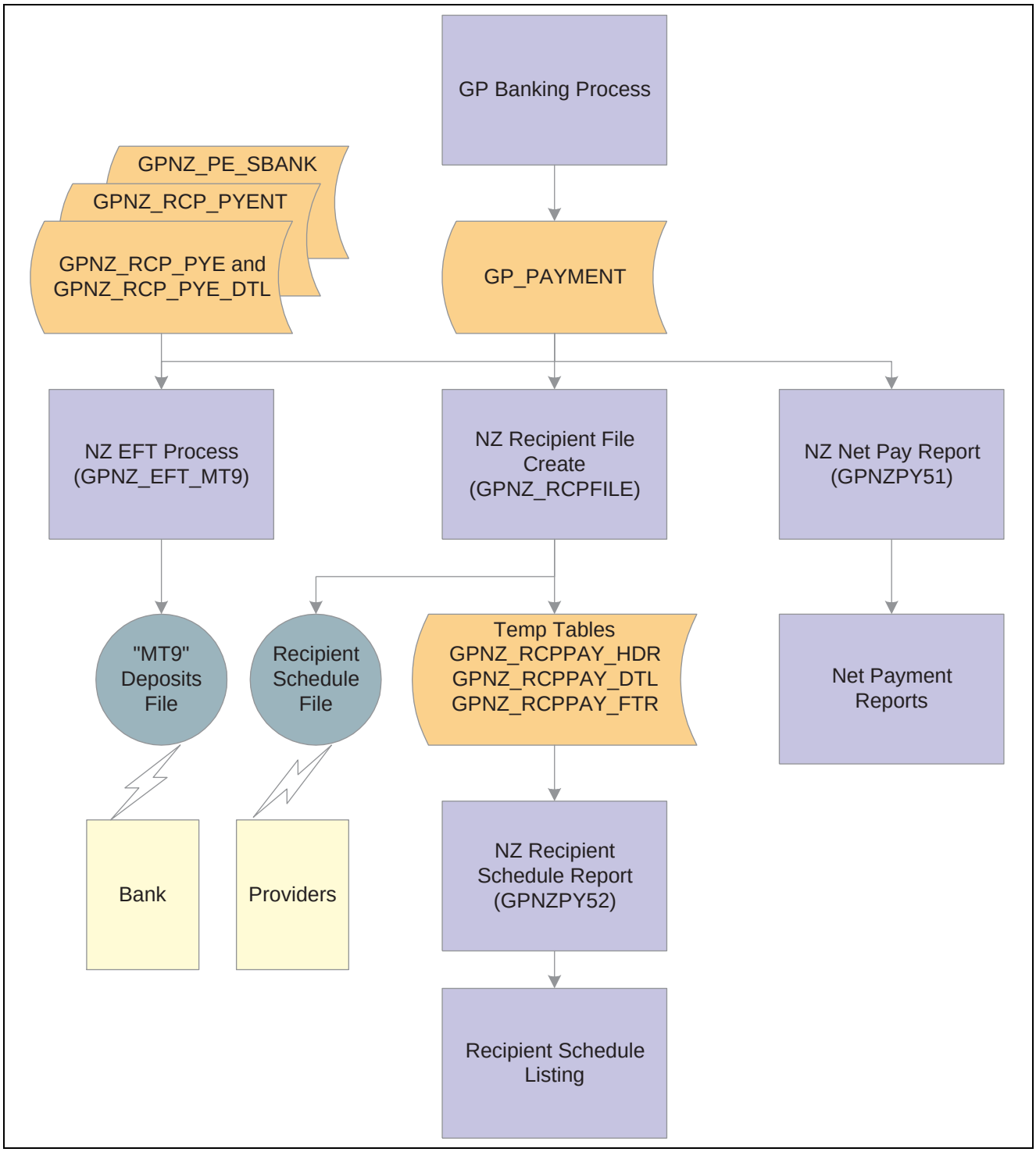
PeopleSoft Enterprise Global Payroll 9.0 PeopleBook, "Viewing Delivered Elements," Understanding How to View Delivered Elements

Understanding Banking and Recipient Processing

The banking process of Global Payroll brings together payroll data, pay entity source bank data, and payee or recipient bank data. The EFT file creation process extracts data compiled by the banking process according to the type of EFT file that you are creating, merges it with data provided by the New Zealand country extension, and creates the file for transmission.

Note. In this chapter a provider and a recipient, unless otherwise mentioned, are the same thing.

The following diagram shows the process flow for banking and recipient processing:



Banking and recipient processing

Setting Up Additional Deduction Recipient Information

To set up additional deduction recipient information, use the Deduction Recipients NZL (GPNZ_RECIPIENT) component.

You set up your deduction recipients on the Deduction Recipient pages that you access through Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking. You add information about those recipients on the additional page for New Zealand recipients that you access though the same banking path.

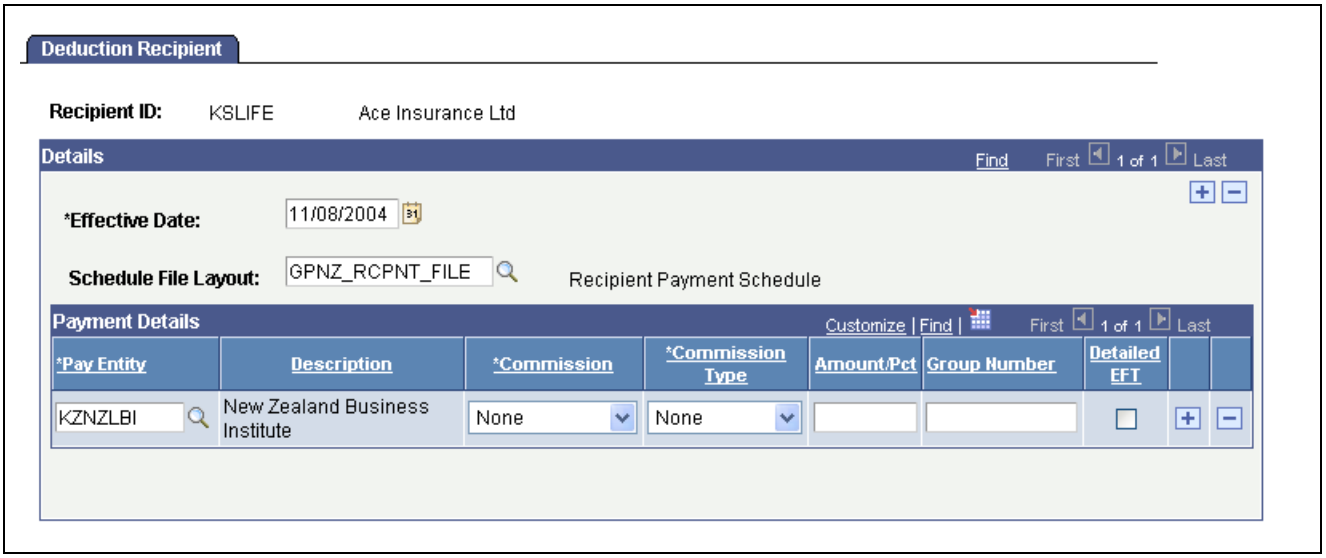
This section discusses how to enter additional deduction recipient data.

Page Used to Enter Additional Deduction Recipient Data

Page Name	Object Name	Navigation	Usage
Deduction Recipient	GPNZ_RECIPIENT_EXT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Deduction Recipients NZL, Deduction Recipient	Link an electronic file format to a provider and enter pay entity and commission payment details and your group ID with the provider.

Entering Additional Deduction Recipient Data

Access the Deduction Recipients NZL page.



Deduction Recipient page

Schedule File Layout Select the appropriate file layout from those you have created in Application Designer for the electronic files you submit to your recipients

Pay Entity Enter the pay entity that is going to receive any commission payable by the recipient. If the commission is to be deducted from the payment due to the recipient, the debit to this pay entities source bank will be reduced by the commission amount.

Commission Select from *Deduct from Paym* (payment) to have the amount deducted from the payment to be made to the recipient, *None,* or *Report Only* to report the amount of commission for later payment from the recipient back to the pay entity.

Note. The system cannot provide a detailed EFT for a recipient if you select *Deduct from Paym,*even though you can still select the Detailed EFT check box on this page.

Commission Type Select from *Flat Amount, None,* or *Percentage* and enter the amount or percentage in the Amount/Pctfield.

Group Number Enter the ID the recipient has allocated to your pay entity, your "customer number" with them.

Detailed EFT Select this check box if the system is to extract from the database and include in the electronic file, payee level payment detail, one payment per payee. If this box is cleared the system will report totals at the payment level only, that is, one payment for all payees.

Note. The system cannot provide a detailed EFT for a recipient if you select *Deduct from Paym*in the Commission field.

Linking Payees to Recipients by Membership Number

You need to link payees, using their membership numbers, to providers using the provider's recipient ID.

This section lists the page used to link payees to recipients.

Page Used to Link Payees to Recipients

Page Name	Object Name	Navigation	Usage
Recipient Membership IDs	GPNZ_RCPPYE_EXT	Global Payroll & Absence Mgmt, Payee Data, Net / Pay Recipient Elections, Add Deduction Recipients NZL, Recipient Membership IDs	Link payee membership numbers to providers using the provider's recipient ID. You have the option to specify if that recipient ID/membership number combination is for all deductions or to designate specific deductions for that combination. You can enter multiple Recipient ID/Membership ID combinations. **Note.** You must use the Deduction Recipient NZL page only if you need to attach membership information to deduction elements.

Managing EFTs

This section discusses how to create the EFT MT9 file.

The system creates the New Zealand standard MT9 deposits file using a process that gives you multiple options that control what the file contains. The process creates a separate MT9 file for each source bank account referenced in the processing. The files are named EFTxx999 where xx is the 2 digit bank ID and 999 is a sequence number. Your options for the content of a file are:

- Net pay only.
- Recipient payments only.
- Net pay and recipient payments.

Note. You must have prepared or finalized your banking process (GP_PMT_PREPARE) before you can create the MT9. Once the MT9 file is created, the system changes PMT_STATUS on GP_PAYMENT from either (P) Prepared or F (Finalized) to T (Transferred).

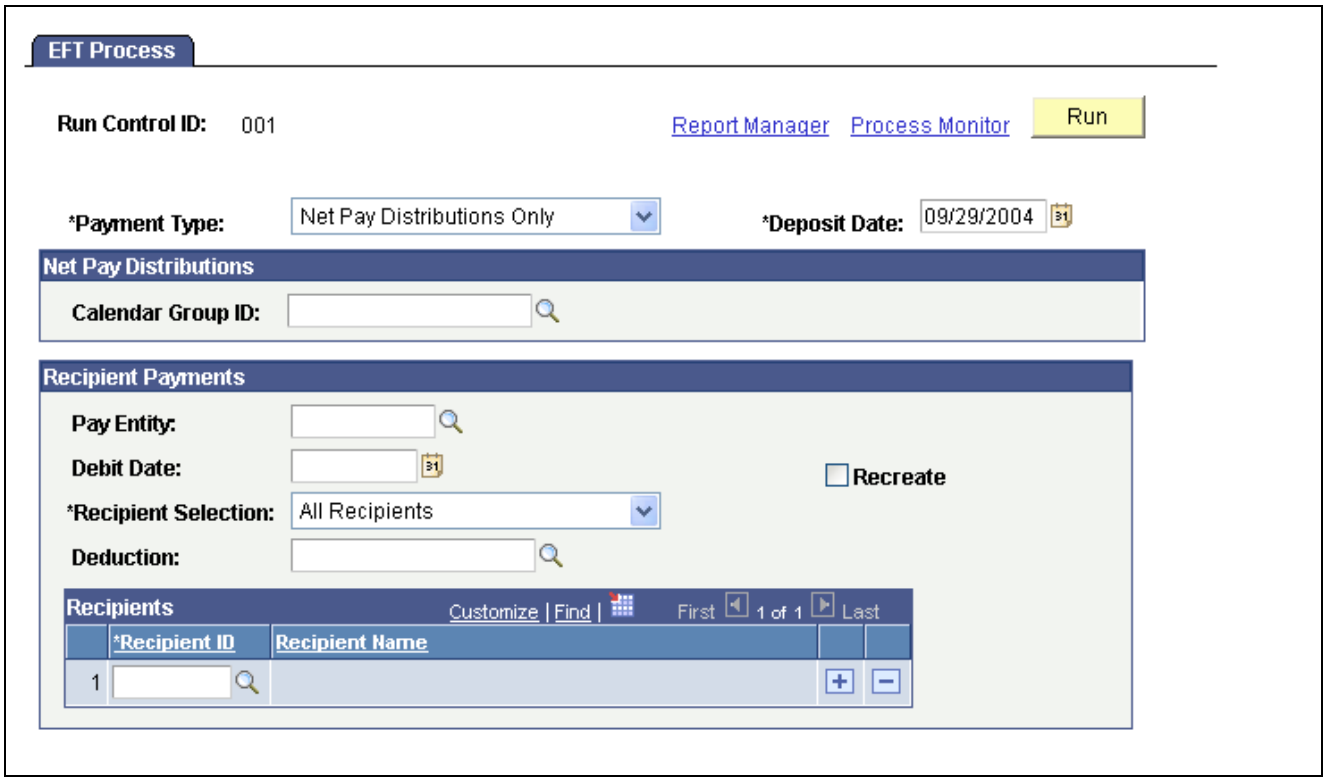
Page Used to Create the EFT MT9 File

Page Name	Object Name	Navigation	Usage
EFT Process	GPNZ_EFT_MT9_RC	Global Payroll & Absence Mgmt, Payment Processing, Create EFT Payment File NZL, EFT Process	Enter the parameters for the electronic file creation

Creating the EFT MT9 File

Access the EFT Process page

An Application Engine program, GPNZ_EFT_MT9, extracts the salary data from the Payroll Results Table and creates the MT9 file for transmission to the bank. You can create files for net pay only, recipient payments only, both net pay and recipient pay, or for specific deductions.



EFT Process page

Payment Type Select from *Net Pay Distributions Only, Net Pay and Recipients* or *Deduction Recipients Only.*

The EFT the system creates contains data only for payments of the type specified.

Deposit Date This is the date of the actual transfer of funds and the date they are deposited with the bank. The date is written to the MT9 header. It is normally the same as the payment date on the pay calendar but you may need to change it if the payment date is not a business date. The date cannot be in the past.

Net Payment Distributions

Calendar Group ID Enter the ID for the calendar group for which you want the system to extract payee net pay data. You can only select calendars for which the banking process is prepared or finalized. You do not need a calendar group ID for the *Recipient Deductions Only* payment type.

Recipient Payments

Pay Entity When you set up deduction recipient data, you specify a pay entity as part of the payment details. It is where you specify commission details and your Group Number. You do not need a pay entity for net pay distributions only.

Debit Date The system extracts recipient payments where the debit date is equal to the recipient's deposit schedule. If the recipient does not have a deposit schedule the system extracts payments using the debit date without reference to a deposit schedule.

Recipient Selection The system includes payments according to these rules (and according to the debit date and its rules):

All Recipients: Payments for *all deductions* for all recipients according to the debit date rules.

Selected Deduction: Payments for all recipients for the (single) selection you make in the Deduction field

Selected Recipients: Payments for all deductions for the recipients you select in the Recipient ID field.

Recreate Select to reprocess the payment records in a subsequent EFT run. The recreate process only includes payments with a status of Transferred; payments with a status of Finalized are not included.

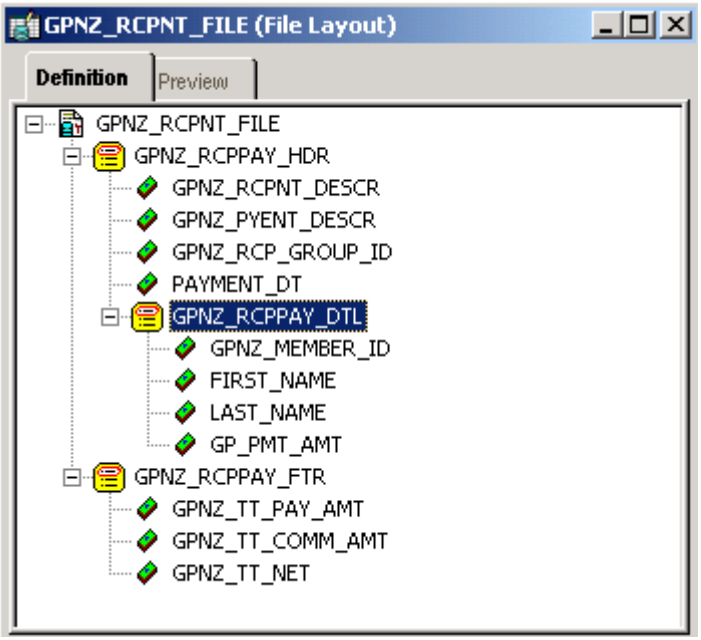
Generating Recipient Payment Report Files

It is common for organizations to transmit a file to a recipient so they can update their records. For example, an organization may pay a recipient weekly and at the end of the month deliver a file with all the payment details. Recipients generally specify the information they want and the report file layout. After you have created the file layout, link it to the recipient in the Deduct'n (Deduction) Recipient page in Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Deduction Recipients NZL.

The process creates a separate flat file for each recipient/group ID/Pay Entity/Pay Date combination. The files are named xxxxxx99.TXT where xxxxxx is the recipient ID and 99 is a sequence number.

We have supplied a sample file layout, GPNZ_RCPNT_FILE. Application Engine program GPNZ_RCPFILE gets the file layout which is stored on the Deduction Recipient page.

Note. The Application Engine program GPNZ_RCPFILE is written to process only the GPNZ_RCPNT_FILE recipient schedule file. You can make minor changes to that file, for example field order, but if you make major file layout changes you will need to create additional Application Engine programs to process them.



Sample recipient file layout

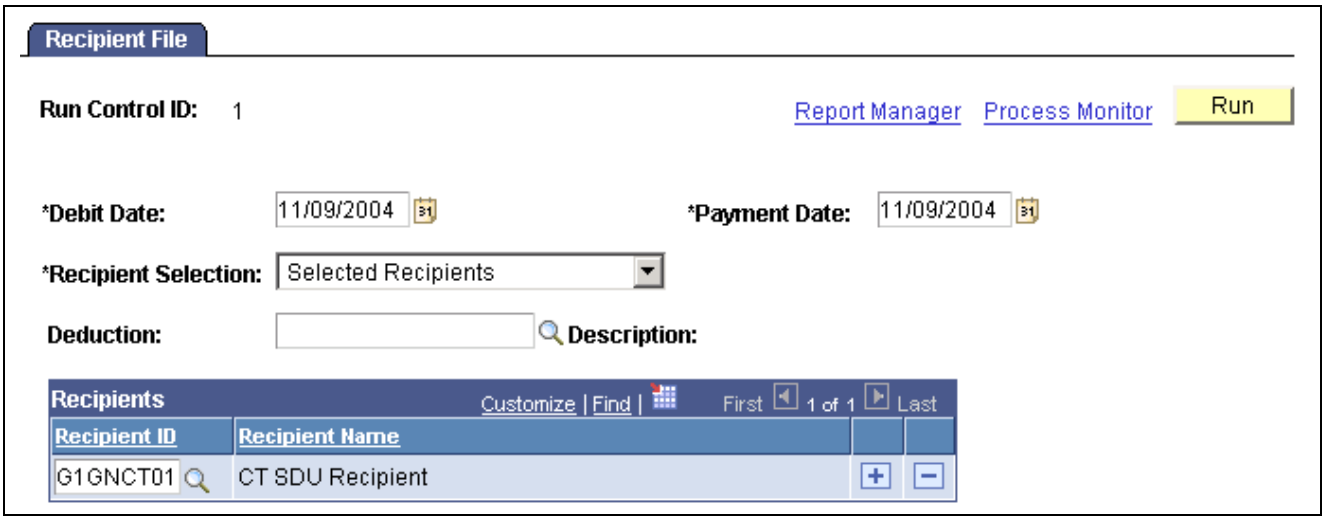
Note. This electronic file depends on the prior running of Application Engine program GPNZ_EFT_MT9 for recipients.

Page Used to Create Recipient Payment Electronic Files and Reports

Page Name	Object Name	Navigation	Usage
Recipient File	GPNZ_RUNCTL_RCP_FL	Global Payroll & Absence Mgmt, Payment Processing, Create Recipient File NZL, Recipient File	Enter the parameters for generating recipient payment files.

Creating the Recipient Payment Electronic File

Access the Recipient File page.



Recipient File page

Debit Date The system extracts recipient payments where the debit date is equal to the recipient's deposit schedule. If the recipient does not have a deposit schedule the system exacts payments using the debit date without reference to a deposit schedule.

Payment Date This is the date, passed to the file header, that the bank passed the payment to the recipient. It is written to the output report file.

Recipient Selection Select from *All Recipients, Selected Deduction,* or *Selected Recipients.* You select only one deduction but multiple recipients for the second and third options.

Note. The recipient file report GPNZPY52 is an SQR version of the data extracted for the electronic recipient file. When you select to run the Create Recipient Schedule File Application Engine process in the PeopleSoft Process Scheduler Request page, you automatically get the SQR. You can then reprint the SQR later without rerunning the AE by selecting the check box and leaving the AE check box blank.

Reporting Net Payment

The Net Payment Report GPNZPY51 is a listing of all the net payments generated by the core Global Payroll banking process. You enter the calendar group ID you want to report on and specify if you want payee level detail or just a summary.

Report ID: GPNZPY51

PeopleSoft
Net Payments Report - Detailed

Page No.1
Run Time 10/05/2004
Run Time: 15:31:48

Calendar Group ID: KZ04F25DEC December F25 Payroll 2004
Debit Date: 10/05/2004
Pay Entity: KZNZLBI New Zealand Business Institute

EmplID	Empl Rcd#	Name	Amount	Payment Method
KZ0012	0	Black, Shirley	1,690.89	Bank Transfer
KZ0013	0	Filo, Tia Tia	906.07	Bank Transfer
KZ0014	0	Umaga, Tania	1,856.77	Bank Transfer
KZ0014	1	Umaga, Tania	740.01	Bank Transfer
KZ0015	0	Randel, Roger	2,219.71	Bank Transfer
KZ0016	0	Preston, Joan	1,532.20	Bank Transfer
KZ0017	0	Smith, Rebecca	347.85	Bank Transfer
KZ0017	1	Smith, Rebecca	839.98	Bank Transfer
KZ0020	0	Banks, James	1,513.32	Check

Total Amount: 111,646.80

Number of Pays: 9

End of Report

Net Payment Detail report

Report ID: GPNZPY51

PeopleSoft
Net Payments Report - Summary

Page No.1
Run Time 10/05/2004
Run Time: 15:34:19

Calendar Group ID:	KZ04F25DEC	December F25 Payroll 2004
Debit Date:	10/05/2004	
Pay Entity:	KZNZLBI	New Zealand Business Institute

Total Amount: 111646.80

Number of Pays: 9

End of Report

Net Payment Summary report

CHAPTER 11

Printing and Viewing Payslips

This chapter discusses how to:

- Print payslips.
- Override delivery options.
- Understand processes in payslip job.
- View payslips online.

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

Printing Payslips

You print payslips by running the GPNZPYSL SQR (Global Payroll and Absence Mgmt, Payslips, Create/Print Payslips NZL).

The template that you defined controls the layout of the printed payslip.

You print payslips by calendar group ID. You can restrict the payslips printed from the pay run associated with the calendar group ID.

You can print payslips for:

- An entire calendar group ID.
- Individual payees for the selected calendar group ID.
- Groups of payees in the selected calendar group ID by pay entity, pay group, department, or location.

  The run control page has links to the options.

You can set up to three sort keys from the following options: Department, Employee Name, Location, Not Applicable, Pay Entity or Pay Group. If you select Not Applicable, the program prints the payslips by employee ID.

Overriding Payslip Delivery Options

The default delivery option for all payslips is the internal or external address that you selected when you defined your payslip template. You can set an effective-dated override of that delivery option at the payee level (Global Payroll & Absence Mgmt, Payee Data, Payslips, Payslip Delivery Option NZL).

Understanding Processes in Payslip Job

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

1. The Structured Query Report (SQR) GPNZPY01 prints the payslip report and provides self-service related information for ePay if ePay is licensed.
2. The GP_EPAY Application Engine process uses the payslip report and self-service related information provided by the prior processes in this job to create self-service payslips for each payee. If ePay is not licensed, this process will report that ePay has not been licensed and will complete with success.

See Also

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

Viewing Payslips Online

If you license PeopleSoft Enterprise ePay, employees can view an online self-service version of the payslip. To aid in resolving questions raised by employees about their payslips, the payroll administrator can view employees' self service payslips in an online view that replicates the employees' view. What you see online is based upon the layout defined in your payslip template, just as what you see on the printed payslip is based on the payslip template.

See Also

Chapter 5, "Setting Up Payslips," page 25

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

CHAPTER 12

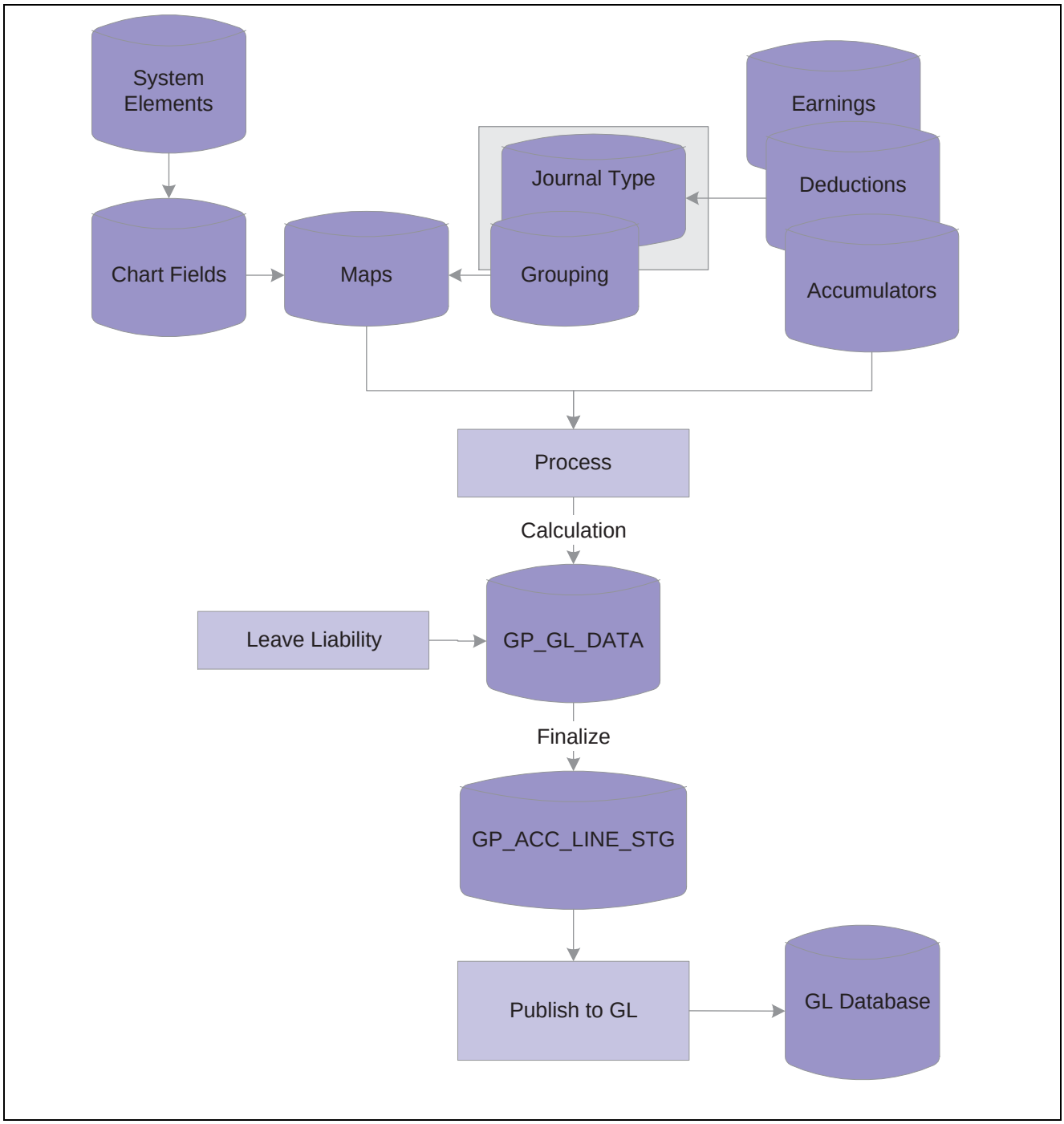
Using the General Ledger Interface

This chapter provides an overview of processing payroll data to the core general ledger interface (GLI) and discusses how to:

- Link journal types to GL groupings.
- Calculate accrued salary.
- Calculate leave liability.
- Report leave liability.
- Run the GLI process.
- Remap Chart Fields after initial calculations.

Processing Payroll Data to GLI

The following diagram represents the processing of payroll data for the GLI. The two shaded boxes with borders show up the added local functionality. The selected check boxes represent the options on the processing page. Note that the Leave Entitlement option updates data in the GP_GL_DATA table for inclusion in the output to the GLI.



New Zealand GLI processing

Linking Journal Types to GL Groupings

To link journal types to GL groupings, use the Journal Type NZL (GPNZ_GL_GROUP) component.

You report payroll data to the general ledger by journal type by linking a journal type to a general ledger grouping.

A grouping comprises entry types of earnings, deductions, or segment accumulators. There are five delivered journal types: Accrual, Salary, Employee Entitlements, Statistical, and Terminated Ee's (employee's) Entitlement.

Accrual and Entitlement are processed the same way as are Salary and Statistical. So you can choose to use only three of the supplied journal types.

Note. The Leave Entitlements Application Engine selects data for inclusion into the GPNZ_LEAVE_LIAB record (from GP_GL_DATA) by the flags for journal types Employee Entitlement and Terminated EE's Entitlement. Therefore, any organization needing to resolve leave entitlement calculations within the Leave Entitlement phase of the GL Interface process needs to select a journal type for each GL grouping code associated with GL Liability earnings codes.

The following table shows an example setup. Columns 1 and 2 are from the core General Ledger Grouping page GP_GL_GROUP Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Element Groupings, Integration, Element Groupings, column 3 is from the Journal Type NZL page GPNZ_JOURNAL_TYPE Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Integration, Journal Type NZL.

Grouping Code	Element Name	Journal Type
ACCRUAL–EXP	SAL ACCRUAL (Earning)	Accrual
ACCRUAL–LIAB	SAL ACCRUAL (Earning)	Accrual
EARNINGS	NZL GROSS (Segment Accumulator)	Salary
ENT – AL EXP	LIAB ANN HRS/DYS (Earning)	Employee Entitlements
ENT – AL LIAB	LIAB ANN HRS/DYS (Earning)	Employee Entitlements
ENT – LSL EXP	LIAB LSL DYS (Earning)	Employee Entitlements
ENT – LSL LIAB	LIAB LSL DYS (Earning).	Employee Entitlements
NET PAY	NZL NET (Segment Accumulator)	Salary
TERM–AL EXP	LIAB TER HRS/DYS Earning)	Terminated Ee's Entitlement
TERM – AL LIAB	LIAB TER HRS/DYS (Earning)	Terminated Ee's Entitlement
TERM – LSL EXP	LIAB TER LSL (Earning)	Terminated Ee's Entitlement
TERM – LSL LIAB	LIAB TER LSL (Earning)	Terminated Ee's Entitlement

Page Used to Link Journal Types to GL Groupings

Page Name	Object Name	Navigation	Usage
Journal Type	GPNZ_JOURNAL_TYPE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Integration, Journal Type NZL, Journal Type	Attach a journal type to each GL grouping. Select from Accrual, Employee Entitlement, Salary, Statistical, Terminated EE's (employee's) Entitlement.

Calculating Accrued Salary

If the end date of the last pay period in a month is before the end of the accounting period, you can send a percentage of total salary as the accrued costing for the "gap" between the two dates.

The value sent to GL is reversed by the financials system the following month and replaced by actual costings.

See Also

Chapter 6, "Defining Earnings," Using Earnings for GLI Reporting, page 42

Calculating Leave Liability

The amount of leave an employee is owed needs to be costed as a liability in the general ledger. For leave liability reporting, we have set up earnings that store the monetary value of each employee's leave entitlement. The earnings are not paid as earnings because they do not contribute to NZL GROSS. This is made clearer by having them in a section of their own after the other earnings sections.

Because the GLI flat file only requires the difference between the liability for the last pay period and the current pay period, this is what the Application Engine (AE) leave liability process calculates and passes to GP_GL_DATA.

If an employee has terminated, the stored value of his processed liability has to be reversed out from the GL, since it is no longer a liability.

Reversing Leave Liability on Termination

Termination liability earnings LIAB TER HRS and LIAB TER DYS each have a calculation rule of Amount, where the amount is the corresponding liability earnings:

Earnings	Amount = Earnings (Calc Rule)
LIAB TER HRS	LIAB ANN HRS
LIAB TER DYS	LIAB ANN DYS

Each earning has a generation control, TER GC TERM attached and the generation control's condition is HR Status or Terminated. If an employee is terminated, their leave balance liability earning value becomes the termination liability earning for reversal.

See Also

Chapter 6, "Defining Earnings," Using Earnings for GLI Reporting, page 42

Reporting Leave Liability

The data that the report process extracts for leave liability reporting can be transferred to the general ledger through the GLI.

The reports and the interface depend upon data that is created the same way as any other data that's used for reports, the GLI—by the use of Global Payroll rules

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Note. In this section, unless otherwise stated, "reported" means printed on a report and available for transfer to GLI.

Liability (and absence history) are calculated and reported to assist in the administration of employee absences and leave. They are used for costing purposes and to identify trends in absence.

Note. Absence history and its associated report are not part of the GLI functionality.

See Appendix A, "Global Payroll for New Zealand Reports," Global Payroll for New Zealand Reports: A to Z, page 121.

Liability is reported for annual leave accrued in hours, annual leave accrued in days, and long service leave accrued in weeks and months. The values are calculated as earnings: LIAB ANN HRS and LIAB ANN DYS. These earnings do not contribute to accumulator NZL GROSS.

When you run the liability report, the parameters include the element category. Earnings LIAB ANN DYS and LIAB ANN HRS are category ANN. The category value is assigned as a variable entered as a supporting element override for each earning.

The rest of this section describes how the system calculates:

- Annual leave liability for hourly accrual.
- Annual leave liability for the Holiday Act daily accrual.
- The annual leave hours for reversal on termination.
- The annual leave days for reversal on termination.
- The salary accrual where pay end dates are not the same as financial period end dates.

Note. The term "pro rata" refers to accrued leave that the payee may or may not be entitled to take. Pro rata becomes entitlement on an anniversary, usually or the payee's hire date. Entitlement refers to leave that the payee is entitled to take and that may have once been pro rata leave. We make this distinction in this documentation because both entitlement and pro rata (as we have just defined them) are called "entitlement" in the system.

Calculating Annual Leave Liability for Hourly Accrual

The calculation rule for LIAB ANN HRS is Unit x Rate where:

Unit = Accumulator ANN LVE HRS_BAL

Rate = Formula LVE ORD FM RATE

The rate formula delivered returns the system element HOURLY RT.

The earning has generation control GLI GC LIAB which comprises formulas CMN FM MTH END and TER FM TERM CHECK. It first checks that it is the last segment of the last pay for the month and that the employee is active, and then checks if the employee is terminating in this pay run.

Calculating Annual Leave for Holiday Act Accrual in Days

The calculation rule for LIAB ANN HRS is Unit x Rate where:

Unit = Formula LVL FM ANN LVE DYS

Rate = Formula LVL FM ORD DAY RT

The unit formula sums all the Holiday Act entitlement. The rate formula calculates the daily rate that is equivalent to the Ordinary Hourly Rate. This earning also has the generation control GLI GC LIAB.

Calculating Annual Leave Liability for Reversal on Termination

The calculation rule for LIAB TER HRS is Amount where:

Amount = LIAB ANN HRS

This earning has the generation control CMN GC TERM STAT.

The calculation rule for LIAB TER DAYS is Amount where:

Amount = LIAB ANN HRS

Both these earnings have the generation control CMN GC TERM STAT so that they can be reversed out if the payee is terminated in the pay period.

Calculating Salary Accrual Earnings

The calculation rule for SAL ACCRUAL is Amount x Percentage where:

Amount = Accumulator NZL GROSS

Percentage = Variable GLI VR ACCRUAL PCT

The percentage variable holds the percentage you want to accrue. You add the variable as a calendar supporting element override on the last calendar for the month so the variable's override levels should be set to pay calendar. The value of the variable varies according to the gap between the end of the pay period and the end of the financial period.

This earnings has the generation control GLI GC ACCRUAL

Reversing Leave Liability When the Cost Centre Changes

The leave entitlements Application Engine program checks to see if there is a change of ChartField for each employee—where Chart Fields represent cost centres such as department and pay group. When the program detects a change, it reverses the liability from the centre storing the processed liability and sends the full amount of the new (unprocessed) liability (not the difference) to the new cost centre.

Running the GLI Processes

The Calculate phase of GLI processing populates the GP_GL_DATA table. The Leave Entitlement process uses the Application Engine program GPNZ_LV_LIAB to compare previous entitlement liability to current entitlement liability and load the difference into GP_GL_DATA. After you have updated the GP_GL_DATA table, you can complete the standard core GLI process by running Finalize.

You can also run an Application Engine process (GPNZL_GL_MAP) that updates ChartFields in GP_GL_DATA. The program selects and updates the necessary GP_GL_DATA records with specified ChartField overrides. When you run the GL interface finalize process, the data is summarized using your chosen (remapped) ChartFields for correct account mapping.

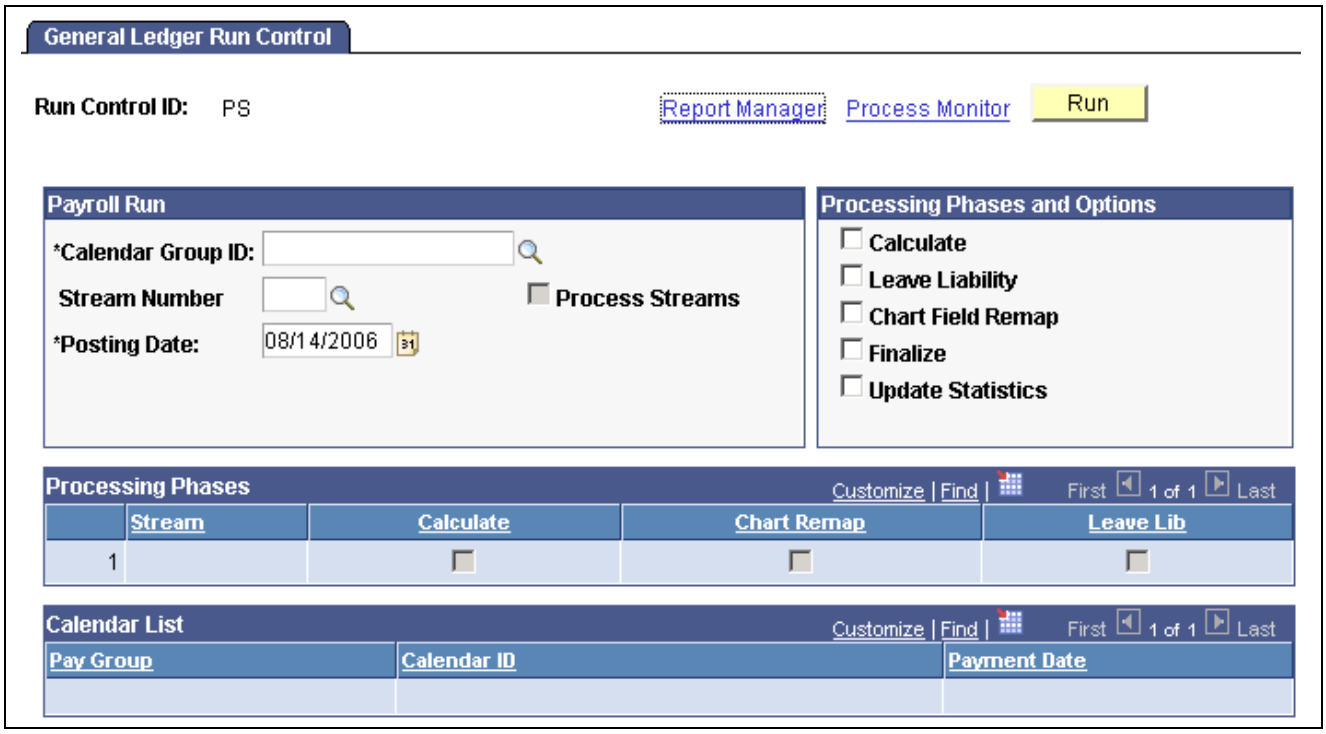
Note. You need to have already finalized your payroll to get up-to-date entitlement balances—upon which the liability calculation is based—for annual leave.

Pages Used to Manage the GLI Processes

Page Name	Object Name	Navigation	Usage
General Ledger Run Control	GPNZ_GL_PREPARE	Global Payroll & Absence Mgmt, Time and Labor / GL Costs, Send Costs to GL NZL, General Ledger Run Control	Initiate the processes for calculation of GL data, leave liability, and finalization of the GLI and statistical data updating.
Ledger Transaction	GPNZ_GL_INQUIRY	Global Payroll & Absence Mgmt, Time and Labor / GL Costs, Review GL Costing Info NZL, Ledger Transaction	Review ledger transaction data for an employee.

Running the General Ledger Process

Access the General Ledger Run Control page.



General Ledger Run Control page

Note. The differences between this page and the page you access through Compensate Employees, Manage Payroll Process, Process (GP_GL_PREPARE) is the additional processing phase option of Leave Liability and Chart Field Remap.

Processing Phases and Options

Chart Field Remap Select this check box to enable the ChartField remap application program when running the General Ledger process. This run control page enables you to run an Application Engine process (GPNZL_GL_MAP) that updates ChartFields in GP_GL_DATA. The program selects and updates the necessary GP_GL_DATA records with specified ChartField overrides. When you run the GL interface finalize process, the data is summarized using your chosen (remapped) ChartFields for correct account mapping.

Running the Chart Fields Remapping Process

The Chart Field remapping process achieves the following:

- Uses specified ChartField overrides and updates the GP_GL_DATA records.
- Enables the GL interface finalize process to correctly summarize transactions using your chosen combination of ChartFields, grouping codes, and account values.

You run the new Application Engine program as part of the standard General Ledger Interface process in the following sequence:

1. Ensure GL Calculate phase is complete.
2. Execute new Application Engine process to perform department remapping.

   You run the remap before the leave entitlement process. If you alter the remap you must always rerun the calculate process. You can't rerun the remap process until you have run the calculation process.

3. Ensure GL Leave Entitlement phase is complete.
4. Execute GL Finalise process.

Note. This process runs as a separate process and is not integrated into existing Application Engines. In this way, it does not impact the existing General Ledger Interface.

Remapping Chart Fields After Initial Calculation

To set up ChartField remapping, use the GL Chartfield Remapping NZL (GPNZ_GL_MAP) component.

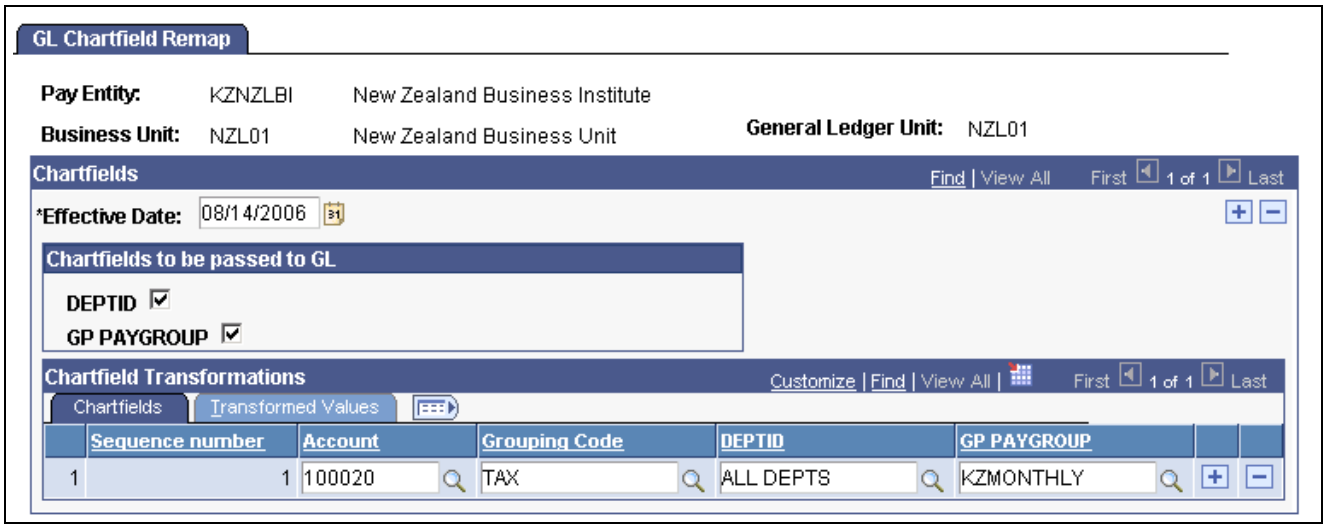
Global Payroll for New Zealand enables you to define ChartField remapping data used during the General Ledger (GL) interface process and post payroll costs to differing levels of ChartFields based on GL grouping codes or accounts. You can use the GL Chartfield Remap page to set up GL ChartField parameters that enable you to remap default ChartFields after you run the initial calculate process. For example, you may have a requirement that a higher level of ChartFields is attached to each of your account codes. Instead of using multiple departments for each account code, you may require one global ChartField level, which covers all departments.

Page Used to Remap Chart Fields After Initial Calculation

Page Name	Object Name	Navigation	Usage
GL Chartfield Remap	GPNZ_GL_MAP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Integration, GL Chartfield Remapping NZL, GL Chartfield Remap	Set up GL ChartField parameters that enable you to remap ChartFields after you run the initial calculate process. You can configure and maintain GL remapping data. Enables you to set up different levels of ChartFields based on GL groupings codes or accounts.

Remapping Chart Fields

Access the GL Chartfield Remap page.



GL Chartfield Remap page

Chartfields

ChartFields represent attributes of a payee, such as department, company, or employee ID. When you send a payee's earnings, deductions, or accumulator amounts to PeopleSoft Enterprise General Ledger, you can also transmit the values associated with your specific combination of ChartFields for the payee.

Chartfields to be passed to GL A field appears for each ChartField that you have set up on the Mapping page in Global Payroll. Use the specific ChartFields check boxes to choose not to send your specific ChartFields to the General Ledger. During mapping, ChartFields can be used to cost to different account codes. You can then choose not to send the ChartFields to the General Ledger and only send the values to the accounts. When integrating Global Payroll with General Ledger, you can remap Chart Field values to a business unit's GL account numbers. To enter the new, remapped ChartField value, use the Transformed Values tab.

Chartfield Transformations

The default ChartField values display in the fields on the Chartfields tab. To remap the default settings, select the new values on the Transformed Values tab.

Chartfields / Transformed Values

Account This is the General Ledger account number to which your ChartFields and grouping codes will map.

Grouping Code Select the code to map to the General Ledger account. This is the grouping code for the elements that are included in the General Ledger transfer. A grouping comprises entry types of earnings, deductions, or segment accumulators. Elements must be in groups before they can be processed by General Ledger. Instead of entering earnings individually, you bundle them into one accumulator and create a grouping code for that accumulator.

CHAPTER 13

Defining Absence and Termination Rules

This chapter provides an overview of absence and termination rules for New Zealand and discusses:

- Delivered absence elements.
- Working with fundamental New Zealand leave elements.
- Accruing and taking annual leave.
- Accruing and taking sick leave.
- Managing eligibility and forecasting.
- Managing other leave.
- Calculating Accident Compensation Commission (ACC) leave.
- Paying leave in advance.
- Managing termination payments.

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

See Also

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

Understanding Absence and Termination Rules

Global Payroll for New Zealand delivers predefined rules for processing absence payments, such as annual leave, sick leave, unpaid leave, long service leave, and ACC leave. Rules are also delivered to calculate absence entitlements on termination, including the payment of public holidays that occur soon after an employee is terminated.

PeopleSoft designed these rules in accordance with the New Zealand Holiday Act. The system can manage the calculation of rolling averages for leave payments. You can easily modify many of these rules to reflect absence and termination policies that are specific to your organization or to labor agreements with your employees.

We have provided eight absence entitlement elements and eight absence take elements to demonstrate how Global Payroll can process typical leave requirements in New Zealand.

Common Elements Used in This Chapter

ARCI	The Accident Rehabilitation and Compensation Insurance Act (ARCI) of 1992 is the current accident compensation legislation in New Zealand. It replaces the Accident Compensation Act and is administered by the Accident Rehabilitation and Compensation Insurance Corporation.
ACC	The Accident Compensation Commission (ACC) was the administrative body which administered the Accident Compensation Act. The act was New Zealand's first no-fault accident compensation scheme and was established in 1974. It has since been replaced with the Accident Rehabilitation and Compensation Insurance Corporation
ACC Leave	Leave due to a work related accident paid according to the ARCI Act.
Anniversary Date for Entitlement	The date on which an employee becomes entitled to their annual leave for the year. This is usually the anniversary of the employee's original hire date, and the date therefore is likely to vary from one employee to the next.
Average Weekly Earnings	These earnings are determined by calculating gross earnings over the 12 months prior to the end of the last payroll period, and dividing the figure by 52.
Gap	A pay period preceding an absence that is paid after the start of the absence.
Gross Total Earnings	All salary, wages, overtime pay, allowances, commission, and any previous holiday pay owed to an employee for previous years, excluding ACC.
Holidays Act	Sometimes referred to as "the Act"; sets minimum entitlements of annual leave, sick leave, bereavement leave, and public holidays for employees.
Holiday Pay	Payment for annual leave which is governed by the Holidays Act.
Ordinary Rate	The basic hourly rate of pay.
Ordinary Weekly Pay	Ordinary weekly pay represents everything an employee is normally paid weekly, including, regular overtime, allowances, board and lodgings, and regular productivity payments.

Delivered Absence Primary Elements

Primary absence elements are absence entitlements—entitlement or pro rata—and absence takes. In the following tables, we cross-reference entitlements to takes and takes to entitlements in the description column. After the following tables, we describe each element in the context of leave calculations.

This section discusses:

- Delivered absence entitlements.
- Delivered absence takes.

Delivered Absence Entitlements

Absence entitlement elements define how much paid time off your organization gives payees for various kinds of absences. They also specify the entitlement period, the calculation frequency, and any automatic adjustments to make to entitlement balances.

The following table lists the absence entitlement elements for New Zealand:

Name	Description/Used By Take
Annual Leave	
ANN LVE HRS	Annual Leave - Hours per Year / ANN LVE H
ANN ENT DAYS	Annual Leave Entitlement-Days / ANN LVE
ANN PRO DAYS	Annual Leave Pro rata–Days / ANN LVE
Other Leave	
SICK DAYS	Sick Leave Entitlement / SICK, ACC MKP
GENERIC HRS	Generic Entitlement-Hours / LWOP TKE, JURY SERVICE
ACC Leave	
GENERIC DAYS	Generic Entitlement - Days / ACC
Long Service Leave	
LSL PRO DYS	Long Service Leave Pro rata
LSL ENT DYS	Long Service Leave -Entitlement / LSL

Delivered Absence Takes

Absence take elements define your rules for allowing paid time off. They define which kinds of absences are valid and the requirements that must be met before entitlement can be used.

The following table lists the absence take elements for New Zealand:

Name	Description / Used By Entitlement
Annual Leave	
ANN LVE H	Annual Leave Take Hours / ANN LVE HRS
ANN LVE	Annual Leave Take - Days / ANN ENT DAYS, ANN PRO DAYS
Other Leave	
SICK	Sick Leave Take / SICK DAYS
LWOP TKE	Leave Without Pay Take / GENERIC HRS
JURY SERVICE	Jury Service / GENERIC HRS
ACC Leave	
ACC	ACC Take / GENERIC DAYS
ACC MKP	ACC Leave Makeup Take / SICK DAYS
Long Service Leave	
LSL	Long Service Leave/ LSL ENT DYS

See Also

Chapter 6, “Defining Earnings,” Using Absence Earnings, page 41

Working with Fundamental Leave Elements

This section discusses:

- Defining the ordinary rate.
- Defining the entitlement anniversary date.
- Managing the rolling averages calculation.

Defining the Ordinary Rate

As a requirement of the Holidays Act, annual leave is required to be paid at the rolling average rate, based on the last 12 months prior to the absence start date, or the ordinary rate, whichever is the greater.

The ordinary rate is defined in formula LVE FM ORD RATE, in which the ordinary hourly rate, HOURLY RT, is used to calculate earnings. For customary data delivery it is set up to equal the compensation rate from the Job Compensation table. The ordinary rate is defined as a subset of compensation rate codes, defined on the Job Data - Compensation page and you can alter it by adding other compensation rate codes to define the required composition of the ordinary rate.

Defining the Entitlement Anniversary Date

Leave is accrued during the year and at a specified entitlement anniversary, the accrued leave becomes entitlement. An entitlement anniversary date is required so that the system knows when to consider an accrual (pro rata) as entitlement. This anniversary date is usually the employee's hire date. For example, if an employee was hired, effective April 23, then every April 23 during employment, the employee would receive at least three weeks of annual leave entitlement. Other entitlement anniversary dates commonly used are the employee's service date or company anniversary date.

The entitlement anniversary date is set up as a default at the pay group level as a supporting element override (variable LVE VR OVR ENT DAY and LVE VR OVR ENT MTH). The date formula LVE FM ACCR ST DT (leave accrual start date) checks if the pay group default or employee override entitlement date exists. If not, it uses the employee's hire date. It determines the leave accrual start date (HIRE DATE or REHIRE DT — whichever is greater).

The date formula LVE FM ENT ANN DT (leave year end date) determines the current leave year end date and is executed in the ABS INITIALIZE section of the absence process list.

A service date variable (LVE VR ANN SRV DT) has been defined for *annual leave* only, and is used in the anniversary date calculation. The default value for the service date variable is the employees hire or rehire date, which is populated by formula (LVE FM ANNSRV DT), when the ABS INITIALIZE section is executed. If an employee has had a break in service, and now has a new anniversary date, then the service date variable (LVE VR ANN SRV DT) can be overridden at payee level. This variable is used to populate date LVE DT ENT ANN DT, which is used by formula LVE FM ENT ANN, to move prorata annual leave into entitlement.

Managing the Rolling Averages Calculation

Rolling averages are a special type of pay rate, where an average of prior earnings is used to determine the pay rate for leave. There are two rolling average calculations, one for annual leave and another for ACC leave.

Annual Leave

The rolling average calculation will use the accumulator values of the rolling average amount and hours from the current calendar along with a historical rule that will pick up the values of these accumulators from 12 months ago (or the period specified) to formulate the average rate.

If an employee is a new hire or new rehire, formula (LVE FM ENT ANN DT), accumulates the number of pay periods in accumulator (LVE AC NUM OF DAYS), which will be used in this calculation instead of 12 months.

The rolling average rate calculation is performed by formula LVE FM AVG RT. This formula calls formula LVE FM ANN ROLAVG, which sets the starting date from where the rolling average calculation will begin and the number of periods the average rate is to be calculated over.

This date will be used with historical rule LVE HR ANN ROLAVG. This rule calculates from the current period working backwards in time to find the period begin date of the ending calendar period.

The historical rule reads from accumulators LVE AC ROLLAVG AMT and LVE AC ROLLAVG HRS, and the formula LVE FM ANN ROLAVG subtracts this historical information from the values currently stored in the accumulators. The average rate is calculated by subtracting the end amount from the start amount, and dividing by the hours worked.

ACC Leave

ACC leave pay calculates the rolling averages for the last 12 months using formula (LVE FM ROLL AVG). This formula retrieves values held in life-to-date accumulators LVE AC ROLLAVG AMT and LVE AC ROLLAVG HRS for the start and end of the rolling average calculation period. The accumulators are attached to two historical rules (LVE HR R/A START and LVE HR R/A END) which determine the beginning and end balances of the hours and amount accumulators for the specified time interval.

The first rule, LVE HR R/A END, retrieves accumulator balances at the end of the specified pay period. The second rule, LVE HR R/A START, gets the balances of the same accumulators specified number of months/days interval earlier.

The average rate is calculated using differences in accumulator balances. The formula uses the supplied number of periods and frequency to calculate the average hourly rate from the previous pay period, going back the number of periods.

Formula LVE FM ROLL AVG, also provides for the partial periods within the calculation. Where the entitlement anniversary date falls within the first or last period of calculation it prorates hours and amounts from those periods and includes only the portion within the leave year.

Accruing and Taking Annual Leave

In this section we will look at the annual leave entitlements and their respective take elements. New Zealand annual leave contains rules for two customary data absence types:

1. Hours Per Year - Entitlement Only.
2. Days Per Year - Pro rata and Entitlement.

The customary data entitlement elements use formulas that enable the system to determine the accrual hours/days per employee per year. The customary data take elements utilize different day formulas to return hours and days where required.

Hours Per Year - Entitlement Only

This is absence entitlement ANN LVE HRS. It has to determine the accrual rate per frequency and is based on a standard annual accrual of 114 hours and 38 standard weekly work hours (38 x 3 weeks leave per year = 114).

The absence element's entitlement value on the Calculation page is formula LVE FM ENTHPY. This formula pro rates the annual hours accrual for each employee because their standard hours (on JOB) may not be your organization's standard weekly work hours set in variable LVE VR ENT STD HRS on the Supporting Elements Override page of the absence entitlement. The standard annual entitlement — 114 — is set in variable LVE VR ENTHRS.

The LVE FM ENTHPY formula resolves as follows:

LVE FM ENTHPY = LVE FM WK STD HRS (Standard weekly hours for employee) / LVE VR ENT STD HRS (Entitlement standard weekly hours) × LVE VR ENTHRS (Annual entitlement)

35 ÷ 38 × 114 = 105

Note. The rounding rules take care of the fractions. Standard weekly hours for the employee are calculated by formula LVE FM WK STD HRS, which annualizes and deannualizes the employee's standard hours because the work period (on JOB) may not be weekly and the pro ration of the annual accrual is based on weekly hours.

The annualized accrual is deannualized by the absence calendar frequency when the calendar is run. The deannualized accrual adds to the absence entitlement's _ENT and _BAL accumulators.

Accumulators are stored by EMPL ID/EMPL_RCD. When a new accumulator instance is automatically created (for a new year to date period), the previous value of the _BAL accumulator is rounded and rolled over into the new year to date accumulator instance. The other accumulators are reset to zero.

The related absence take, ANN LVE H, decrements the absence units from the _BAL accumulator and stores them in the _TKE accumulator.

The units (hours) to decrement are resolved by the take's hours-based day formula, LVE FM HRS ABS PH which determines the number of hours to be subtracted from the leave entitlement, through the following process:

1. Checks to see if the day is a public holiday (public holidays are bypassed).

   If the day is a public holiday, the formula does not resolve because there are no entitlement hours used or annual leave paid for that day.
2. Checks for scheduled (SCHED HRS) and partial hours (PARTIAL HOURS) and returns partial hours if there are any.
3. If there are no partial hours, the formula checks for a value in the User Defined 1 field on the Absence Event Input Detail page.

   If there is a value (any value) it halves the scheduled hours.
4. If the day isn't a public holiday, and there are no partial hours and no halving, and there are scheduled hours, the formula returns the scheduled hours.
5. The units returned become the paid units (DAY COUNT PD) and unpaid units (DAY COUNT UNP) depending on available absence entitlement.

   These units are mapped to the appropriate earnings elements, ANN and LWOP respectively, which the system processes as positive input when the payroll calendar is run.

Note. Any value in the User Defined 1 field will halve the hours taken. You can use this to take twice as long a leave period at half hours per day, which is effectively half pay per day.

The day formula includes a check to see if you have overridden a forecasted leave duration (in hours) in the User Defined 3 field on the take's Calculation page. If you have, that duration represents the whole leave period so the system stops using the day count formula to determine the leave duration in hours.

Days Per Year - Pro Rata and Entitlement

The delivered customary annual leave rules for entitlement and take are responsible for determining the correct annual leave accrual, and rules for payment.

There are two delivered entitlement rules: ANN PRO DAYS and ANN ENT DAYS. The prorata entitlement (ANN PRO DAYS) determines the accrual rate (15 days), and the accrual frequency (Annual). The prorata value of 15, is deannualized according to the calendar frequency for each employee (for example, 52–weekly). The entitlement (ANN ENT DAYS) is responsible for storing the accrual once it has been rolled over from prorata on the anniversary date, using formula, LVE FM ENT ANN.

Formula LVE FM ENT ANN looks for an entitlement anniversary date in the period. Once it verifies that the anniversary date falls in the current period, the prorata value stored in ANN PRO DAYS will be moved to ANN ENT DAYS. The formula will then calculate which portion of the current accrual is entitlement and which portion is prorata. (In the case where the anniversary falls midway through the pay period, and the accrual needs to be split between prorata and entitlement). This portion is calculated by looking at the number of days from the period begin date to the employees anniversary date. The formula will then subtract any prorata value for the current month from entitlement and place it into prorata.

Note. When an employee works less than 5 days per week and therefore accrues less than 15 days per year, you can enter an employee level override on the Entitlement/Take Assignment page to change the entitlement unit value, from 15 to 12 for example for an employee working a 4 day week.

There is one delivered absence take; ANN LVE. This absence take is linked to both the ANN PRO DAYS and ANN ENT DAYS entitlement elements. When the absence process is run, the system will retrieve the absence event, and reference the absence take to start the resolution of the day formula.

The units (days) to decrement is resolved by day formula LVE FM DYS ABS PH, which:

1. Checks to see if the day is a public holiday. If it is, in does nothing further because there will be no entitlement hours used or annual leave paid for that day.
2. Checks for scheduled and partial hours, and if there are partial hours, the system returns the fraction of the day the hour represents and then rounds them. Partial Hours / Scheduled Hours = Fraction of day absent 2hrs / 8hrs =.25

   The formula includes variable LVE VR DYS ABSENT, which holds the cumulative value of the results of the day formula as it resolves for each day in the leave period. It starts as *0,* so in our example, its value after the resolution for Day 1 would be 0 + 0.25 = 0.25.
3. If there are no partial hours, it checks for a decimal value in the User Defined 1 field on the Absence Event Input Detail page. If there is a value—*any* value—it adds 0.5 to LVE VR DYS ABSENT. Assuming this is the case, in our example Day 1 + Day 2 = 0.75.
4. If it isn't public holiday, there are no partial hours or halving, but there are scheduled hours, then the formula adds 1 to LVE VR DYS ABSENT.

Note. The day formula LVE FM DYS UNP determines the part paid days (if applicable) for the take. If the absence date is the same as the partially paid leave date (LVE VR PRT PD DT) and the part paid days for a take (LVE VR PD PRT DYS) are greater than 0, variable LVE VR PD PRT DYS is subtracted from the result of formula LVE FM DYS ABS PH.

The units returned become the paid units (DAY COUNT PD) and unpaid units (DAY COUNT UNP) depending on available absence entitlement days and pro rata days.

This absence take generates the positive input for earnings ANN LVE and LWOP. The units for these earnings are formulas LVE FM DY DCP HRS and LVE FM DY DCUP HRS respectively. The formulas multiply the DAY COUNT PD and DAY COUNT UNP by the scheduled hours, so the system can pay the leave in hours.

Note. Any value in the decimal field will halve the hours taken. You can use this to take twice as long a leave period at half hours per day which is effectively half pay per day.

Anything but a partial day returns either 0.5 or 1, because a day can only be a partial hours fraction or a half day or a full day.

Accruing and Taking Sick Leave

The delivered customary sick leave absence entitlement, SICK DAYS, grants 5 days in the first year, then 5 days in subsequent years, up to a maximum of 20 days:

1. The entitlement's formula, LVE FM SICK DAYS, grants the initial accrual by checking that the _ENT balance is zero, and if it is zero, retrieves a value of 5 from bracket LVE BR SCK DYS.

   The bracket uses duration LVE DR YRS OF SVC and it returns 5 (days) if there are no years of service (this is the employee's first year and the duration cannot return decimals of a year). A zero duration returns a bracket value 5.

   The LVE BR SCK DYS bracket (which contains the maximum yearly accrual days — 5 and 5) grants the values initially and then based on every new instance of the SICK accumulator. The bracket returns the correct value of accrual days based on an employee's years of service. It returns 5 in the first year, then 5 in the second and subsequent year and can be adjusted as needed.

2. When the absence calendar is run, the bracket value 5 is accrued to the Year To Date_ENT and _BAL accumulators.

   The accumulators are updated to Calendar Period End Date, are stored by EMPL ID/EMPL RCD and begin on the hire date. When the new instance of the accumulator is generated, so too is the accrual grant.

3. The absence take, SICK, looks to the absence entitlement balance to decrement absence units (days).

   There is an eligibility criteria (LVE DT WAIT 3/12) defined on the take (on the Period page of the take component) which does not allow any payment of sick leave in the first 3 months of hire or rehire. Date element LVE DT WAIT 3/12 calculates the 3 month period. It adds 3 months to the hire or rehire date and that is the date upon which the employee is eligible for the accrual.

4. The units (days) to decrement is resolved by the take's day formula, LVE FM DYS ABS PH.

   This formula checks to see if there are any partial or scheduled hours for the employee for each day of the absence. Where this is true, then each day is assigned the value of either .5 or 1. The formula rounds partial hours less than half the scheduled hours to .5 and partial hours greater than half the scheduled hours to 1. The total number of days which have partial or scheduled hours decrements the Absence Entitlement described above. You may or may not want to allow negative balances to be paid.

5. The units returned become the paid units (DAY COUNT PD) and unpaid units (DAY COUNT UNP) depending on available absence entitlement days.

6. The positive input for this absence take are earnings SICK LVE and LWOP.

   The units for these earnings are formulas LVE FM DY DCP HRS and LVE FM DY DCUP HRS respectively. The formulas multiply the DAY COUNT PD and DAY COUNT UNP by the scheduled hours so the system can pay the leave in hours.

Managing Other Leave

Other leave encompasses many leave types in New Zealand such as jury service.

Managing Per Absence Leave

There are generally no accruals associated with these leave types and they are usually taken on a “per day” basis and as such are similar in the way they are paid. For example, jury service may be for 1 week in which case, 1 week jury service leave (usually the equivalent of regular pay) will be paid. Study leave allowable per year may be equal to 5 days. The absence event entry detail reflects the number of days that are payable from begin to end. The absence event entry controls the number of days paid for these types of leave.

One generic accrual rule (including one entitlement, GENERIC HRS, and two takes, LWOP TKE and JURY SERVICE) covers the following other leave types:

- Leave without pay (LWOP).
- Jury service.

This section explains the sample rules we have developed to process these other leaves. The other leave types in this section are all similar in terms of how they function. The principal difference is the earning code by which they are paid. Leave without pay is mapped to LWOP, and jury service to OTHER LVE.

PARTIAL HOURS or SCHED HRS determine the value of the hours to pay for the leave entry. The absence event entry governs how much leave is granted and paid for these leave types. The leave entitlements for these leave types are granted on a daily basis. Where the partial or scheduled hours for the day are greater than 0, then the leave entitlement for the day will be equal to the value of the partial or scheduled hours for that day. Each day of the absence event entry is checked against partial or scheduled hours to determine whether or not a leave entitlement is to be granted for the day. Where the entitlement is granted, then the entitlement is also paid.

Where an absence event entry is entered into the system requiring it to be paid (or unpaid) one of LWOP, or Other Leave (for example, jury service) earnings, the following leave entitlement and take processes come into play:

1. The absence take process checks the conditional resolution formula, LVE FM ENT HRS on the absence entitlement.

   This formula checks the partial or scheduled hours for the employee for the day. Where the partial or scheduled hours are greater than zero, the formula resolves and the entitlement is granted for that day. The entitlement is set up to grant PARTIAL HOURS/SCHED HRS for each day.

   In effect, the partial or scheduled hours for the day are then granted as entitlement for the leave type for that day. As this entitlement is being granted on a daily basis, the Always Recalculate check box should be selected on the Absence Entitlement.

2. The day formula, LVE FM HRS ABS PH on the absence take determines the number of hours to be paid.

   This value is derived from the system element DAY COUNT PD which returns the number of SCHED HRS for the day. The absence take will not require a DAY COUNT UNP element defined in the generate positive input member list as there will never be a value for DAY COUNT UNP (as the entitlement granted is always based on SCHED HRS which equals DAY COUNT PD). The maternity leave take has a qualifying rule set on it to only allow eligibility where there is more than 1 year of service and the absence period is less than or equal to 1 year.

3. The hours are then paid to their respective earnings codes, (LWOP, OTHER LVE) and positive input is generated to this effect.

   Where LWOP is paid, then the effect will be zero dollars paid. However, the value of the regular pay is reduced by the number of hours that were granted and paid as LWOP. This reduce from regular feature is managed via the EARN-LEAVE section. The other leave types that are paid also have the effect of reducing the regular earning. In this instance the net effect of the pay will be the same (assuming the same hourly rate is used to pay the leave as is used to pay regular earnings). However, it will consist of regular and other leave earnings codes.

Calculating Long Service Leave

In this section we will look at the long service leave entitlements—LSL PRO DYS and LSL ENT DYS—and the LSL absence take. These enable the calculation of long service leave by determining the correct leave grant of accrual. LSL PRO DYS stores the pro rata values of the leave and LSL ENT DYS stores the number of days of employee entitlement. Two long service leave earnings are delivered—LONG SRV LVE to capture payments for the long service leave and TER LSL for long service leave payments upon termination.

Absence entitlement LSL PRO DYS retrieves the pro rata values of the leave using formula LVE FM LSL ENT which:

1. Accesses bracket LVE BR LSL ENT DYS to return the correct value of entitlement, number of years for accrual, and anniversary to start accruing.

   Following is the structure of the LVE BR LSL ENT DYS bracket:

LVE DR LSL FR SRV Number of Service Years Since SERVICE DT until CURR PRD END DT (Key)	LVE BR LSL ENT Number of Grant Days For Row	LVE VR LSL ACCR YR Over How Many Years the Grant Is Accrued	LVE VR LSL ANN YR Anniversary When the Accrual Starts
0	20	20	0
20	25	10	20
30	25	10	30
40	25	10	40

2. The LVE VR LSL ANN YR variable, used in the LVE BR LSL ENT DYS bracket, stores the value representing which anniversary to start accruing the long service leave.

   The LVE VR LSL ACCR YR variable stores the value representing the number of years over which the long service leave is granted.

3. The date LVE DT LSL ANN calculates the date of the anniversary for starting the long service leave accrual, as `SERVICE DT + LVE VR LSL ANN YR years`.

Note. Accumulators related to both entitlements are defined as custom period with the date specified as LVE DT LSL ANN. This date has been defined as SERVICE DT plus the number of years retrieved from the bracket in the variable LVE VR LSL ANN YR. This means that when the current number of service years triggers progressing to the next row in the bracket, the number of years added to the service date changes, and the new instance of the accumulator is generated.

Formula LVE FM LSL PRT PRD calculates pro rata entitlement if the anniversary date falls in the current period. It is subtracted form LSL PRO DYS and added to LSL ENT DYS.

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4. The rows in the LVE BR LSL ENT DYS bracket are processed as follows:

a. For service years less than 20, 20 days are accrued over 20 years, with the accrual starting on the service date.

b. For service years >= 20 and < 30, 25 days are accrued over 10 years, with the accrual starting on the 20th anniversary of the service date.

c. For service years >= 30 and < 40, 25 days are accrued over 10 years, with the accrual starting on the 30th anniversary of the service date.

d. For service years >= 40, 25 days are accrued over 10 years, with the accrual starting on the 40th anniversary of the service date.

5. On the anniversary date specified in the bracket, the current balance for the LSL PRO DYS, (stored in the LSL PRO DYS_BAL accumulator) is moved to entitlement LSL ENT DYS.

   Long Service Leave can only be taken as paid leave at this point.

   Accumulator LSL PRO DYS_BAL is auto generated (when selected) using information from the Period Settings page. Formula LVE FM LSL MVE PRO moves the pro rata to entitlement. The formula returns the value of the previous occurrence of the pro rata accumulator to be moved to the entitlement. Formula LVE FM LSL PRT PRD calculates the pro rata entitlement if the anniversary date falls in the current period. It is subtracted from LSL PRO DYS and added to LSL ENT DYS.

6. Accrual of the long service leave is controlled by the remaining two outputs from the bracket — LVE BR LSL ENT DYS returns the number of days to be granted in the currently processed accrual period (depending on the number of years in service) number of years it takes to accrue the grant.

   Those two values calculate annual entitlement as number of days granted over number of accrual years.

7. Formula LVE FM ENT returns the number of days to be accrued on the annual basis.

   Value of grant retrieved from the bracket LVE BR LSL ENT DYS is divided by LVE VR LSL ACCR YR. It also retrieves the value of the previous value of the accumulator LSL PRO DYS_BAL.

The absence take LSL related to the absence entitlement LSL ENT DYS looks to the absence entitlement balance to decrement absence units (days). That ensures that only entitled LSL is paid. The absence take for the LSL ENT DYS entitlement uses day formula LVE FM DAYS ABS PH that counts the number of units due to be worked on the absence day to determine by how much to reduce the entitlement balance.

Calculating ACC Leave

In this section we will look at the ACC takes — ACC and ACC MKP. ACC leave is defined as per absence and uses the entitlement of GENERIC DAYS. Two ACC earnings are delivered—ACC LVE to capture payments for the ACC leave and ACC MAKEUP for make up payments. The earning element, ACC LVE is generated as a result of an absence from work when an employee has an accident and uses a Unit x Rate calculation. The number of units and the rate to be paid is generated at the payee level. These values are populated from the ACC absence take via the Generate Positive Input Member List. This earning is used to pay the absence take ACC.

In this section, we discuss:

- Calculating ACC leave based on the leave period.
- Accumulating the correct amount for the gross total earnings.

Calculating ACC Leave Based on the Leave Period

Global Payroll for New Zealand calculates three different periods of ACC leave using one formula—LVE FM ACC RATE—which calculates the correct pay rate depending on the number of days taken for the ACC leave with the same original begin date.

To determine the correct number of days taken, this formula uses duration LVE DR ACC DAYS, to calculate the number of ACC leave days for the previous takes (with the same original begin date). Based on the value returned from this duration, and number of days processed in the current take, the total number of days taken is determined.

Three different ACC calculation formulas are then called (based on the day of leave being processed) to calculate the correct pay rate for each of the leave periods:

Period	Calculation	Absence Take	Formula (Pay Rate)
First Period Days 1 – 5	80% of the ordinary rate.	ACC	LVE FM ORD RATE
Second Period Days 6 – 25	80% of the average rate for 4 weeks prior to the accident. (beginning of ACC leave)	ACC	LVE FM AC2 RATE
Third Period Days 25 –	80% of the average rate for the 52 weeks prior to the accident. (beginning of ACC leave)	ACC	LVE FM AC3 RATE

Calculating the First ACC Leave Period

Employers are required to pay an employee 80 percent of wages for the first week (days 1 to 5) the employee has off work as a result of a work-related accident. Employers are generally responsible for paying compensation for incapacity resulting from a work injury up until the close of the sixth business day after the day of the work accident.

For days 1 to 5, formula LVE FM ACC RATE calls formula LVE FM ORD RATE to determine the pay rate.

Note. The ordinary rate is defined in formula LVE FM ORD RATE, in which the ordinary hourly rate, HOURLY RT, is moved to calculate earnings. For customary data delivery it is set up to equal the compensation rate from the Job Compensation table. The ordinary rate is defined as a subset of compensation rate codes, defined on the Job Data - Compensation page and you can alter it by adding other compensation rate codes to define the required composition of the ordinary rate.

If variable LVE VR ACC DYS TKN (which stores the number of ACC days taken for the same original begin date) is less than or equal to 5, LVE FM ORD RATE (the ordinary rate) is moved to formula LVE FM ACC RATE.

Calculating the Second ACC Leave Period

For the first four weeks after the first week, (days 6 to 25) employers are required to pay the employee the weekly compensation of 80 percent of the average earnings of the employee in the four weeks prior to the accident.

For days 6 to 25, formula LVE FM ACC RATE calls formula LVE FM AC2 RATE to determine the pay rate.

Formula LVE FM AC2 RATE calculates the pay rate for the second period of ACC leave, based on average rate for the four weeks or one month before the original begin date of the ACC leave.

If variable LVE VR ACC DYS TKN (which stores the number of ACC days taken for the same original begin date) is greater than 5 and less than or equal to 25, LVE FM AC2 RATE is moved to formula LVE FM ACC RATE.

The pay calculation calls formula LVE FM ROLL AVG (which retrieves amounts for the beginning and the end of requested average calculation, using historical rules LVE HR R/A START and LVE HR R/A END), and uses the average rate for the last four weeks before the start of the ACC leave (based on the original begin date of the take). It is calculated for the pay periods before the one including the original begin date. Formula LVE FM ACC R/A DTS determines the start and end dates for rolling average calculation.

Calculating the Third ACC Leave Period

Where incapacity extends beyond the second period, weekly compensation is 80 percent of the average earnings over the 52 weeks prior to the accident.

For days 25 and over, formula LVE FM ACC RATE calls formula LVE FM AC3 RATE to determine the pay rate.

Formula LVE FM AC3 RATE returns the pay rate to be used for leave pay calculation for the currently processed ACC leave day—for the fifth week onwards of the leave. The pay calculation uses the average rate for the last 12 months (52 weeks) before the start of the ACC leave (based on the original begin date). It is calculated for the pay periods before the one including the original begin date.

If variable LVE VR ACC DYS TKN (which stores the number of ACC days taken for the same original begin date) is greater than 26, LVE FM AC3 RATE is moved to formula LVE FM ACC RATE.

The pay calculation calls formula LVE FM ROLL AVG, which retrieves amounts for the beginning and the end of requested average calculation. Formula LVE GET R/A DTS sets up all the elements necessary to determine the starting and ending point for the rolling average calculation, using historical rules LVE HR R/A START and LVE HR R/A END.

Calculating ACC Makeup Payments

ACC MAKEUP is an earning element which serves as a make up pay to compensate employees who have only been paid 80 percent. If selected to be paid by the employer, this earning element is used to increase an employee's payment to 100 percent (an additional 20 percent) of their usual pay. This earning element uses a Unit x Rate calculation. The rate is determined by formula LVE FM ORD RATE.

The makeup payment is defined as a separate take — ACC MKP — which reduces sick leave by 0.2 days (using day formula LVE FM DAYS MKP PH, that counts the number of units due to be worked on the absence day to determine by how much to reduce the entitlement balance) and is paid at the ordinary rate (using formula LVE FM ORD RATE). Formula LVE FM DAYS ABS PH counts the number of units due to be worked on the absence day to determine the amount by which to reduce the entitlement balance.

Formula LVE FM ACC MKP checks if the makeup payment should be processed. If you select makeup in the Event Config 1 (enter MKP) when entering an absence event, the makeup take is generated for every day of the leave. The take passes hours as the units and is generated as a result of an absence from work when an employee has an accident.

Note. The ACC payments are not added to LVE AC ROLLAVG AMT and LVE AC ROLLAVG HRS accumulators. During rolling average calculation only partial payments for weeks of ACC leave are included in the calculation.

Paying Leave In Advance

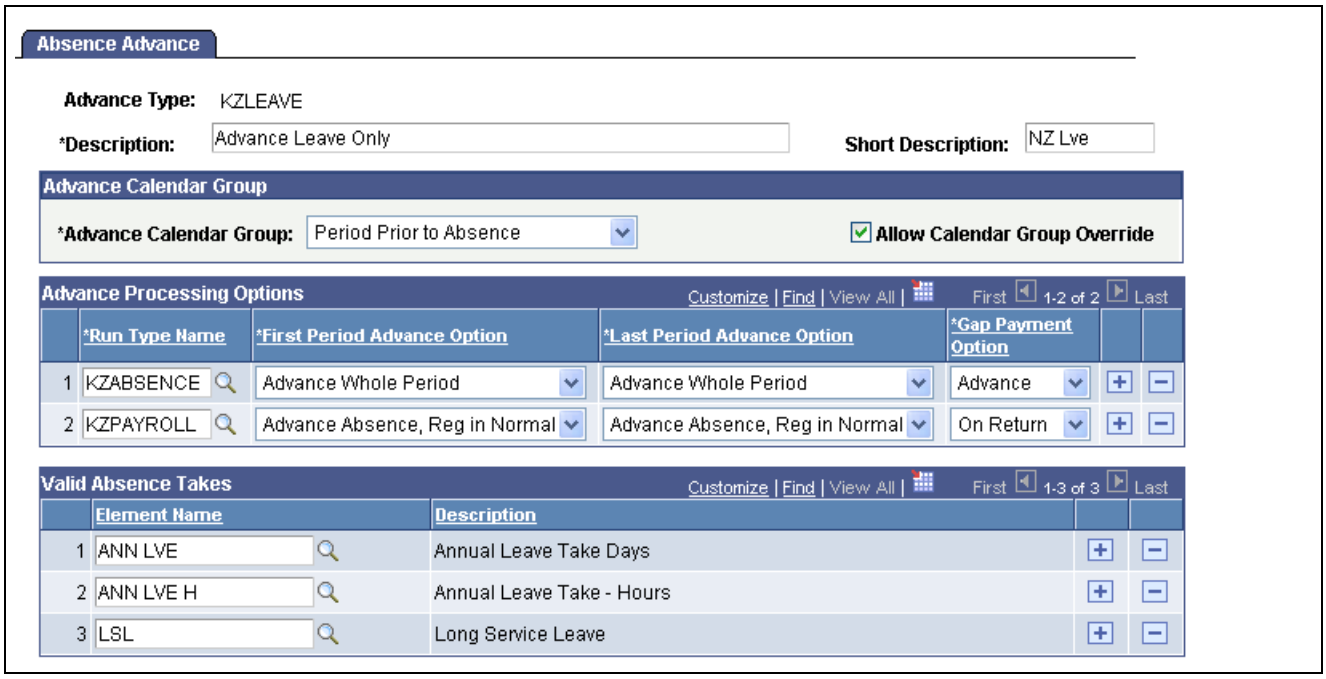
To pay leave in advance, use the Advance Types NZL (GPNZ_ADV_TYPES) component. Periods of leave, and as required, regular pay can be paid in a period (calendar) earlier than the period (calendar) in which they would normally be paid.

Pages Used to Pay Leave in Advance

Page Name	Object Name	Navigation	Usage
Absence Advance	GPNZ_ADV_TYPES	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Advance Types NZL, Absence Advance	Define the first and last period advance processing options and link absence takes to the advance type.
Pay In Advance NZL	GPNZ_ABS_EVENT_ADV	Global Payroll & Absence Mgmt, Payee Data, Maintain Absences, Absence Event NZL, Pay In Advance NZL	Enter an advance type and view the details of advance payments

Defining Absence Advance Types

Access the Absence Advance page.



Absence Advance page

These are the key points about advance types:

- You define which periods should be advanced for an absence.
- You specify which absence takes the advance type can be used with.
- A single advance type can be used with multiple absence takes.
- Multiple advance types can use the same absence takes.
- When you specify the absence take on an absence event entry, you can only select advance types that the take has been associated with.

Advance Calendar Group

Advance Calendar Group

Use the options here to determine the calendar group in which to pay the advance. Select from:

Payment After Absence Begin: The advance is paid in the calendar group that contains the first payment date after the absence begins.

Payment Prior to Absence Begin: The advance is paid in the calendar group that contains the last payment date prior to the absence begin date.

Period Absence Begins: The advance is paid in the calendar group that contains the period in which the absence begins.

Period Prior to Absence: The advance is paid in the calendar group that contains the period immediately prior to the one in which absence begin date falls.

Allow Calendar Group Override

Select this check box if you want to be able to override the calendar group that the system selected. The system calculates the calendar group using the options above, but you can override it on the Pay In Advance NZL page.

Advance Processing Options

Run Type Name

Select a run type.

You need to set up the advance processing options for each run type because absence run types generally need to be treated differently from payroll runs. For the system to calculate absences correctly, they must be run in the correct sequence. The system does not calculate absences correctly if the previous period's entitlements have not already been accrued. For this reason, for absence run types, the system sets the default value of the First Period and Last Period fields to *Advance Whole Period*, and the default value of the Gap field to *Advance*, regardless of the options set for the payroll run types.

Warning! It is important to advance the whole period for absence calendars to ensure that the accruals/entitlement calculations are correct and accumulators are updated in chronological order. If an absence begins and/or ends in mid-period and the absence is advanced with the First Period and Last Period (see below) set to *Advance Absence, Reg in Normal* or *Advance Absence, Reg on Return* , the system calculates accruals/entitlement only for the absence days in that period and updates leave accumulators only for those days. This could result in the employee having insufficient leave balance to cover the absence. In addition, this setup could cause the regular days accruals/entitlement to be calculated in the normal calendar or the return calendar, instead of the calendar where the advance payment occurs. And if an anniversary occurs during the partial period or gap being advanced, the leave accumulator results could be incorrect.

Note. An exception exists if an absence entitlement accrual is based on actual hours worked. This situation reverses the normal "absence then payroll" run sequence to "payroll then absence." In this situation you need to define a separate process list with the "hours per hour" entitlement in a section in that process list. You then need to create a separate run type for this process list and that run type needs to have the same First Period and Last Period options as the payroll run type.

First Period and **Last Period Advance Option**

These options determine what should happen for the period in which the absence begins. Select from the following valid values:

- *Advance Absence, Reg in Normal (Regular in Normal):* Only the part of the period while on absences is advanced. The rest of the period is paid in its normal calendar group.
- *Advance Absence, Reg on Return (Regular on Return)*: Only the part of the period while on absences is advanced. The rest of the period is paid after the absence.

  Note. This is not an option for last period.

- *Advance Whole Period:* The entire period is paid in advance.
- *No Advance:* The period is not being advanced at all. It is paid at the normal time.

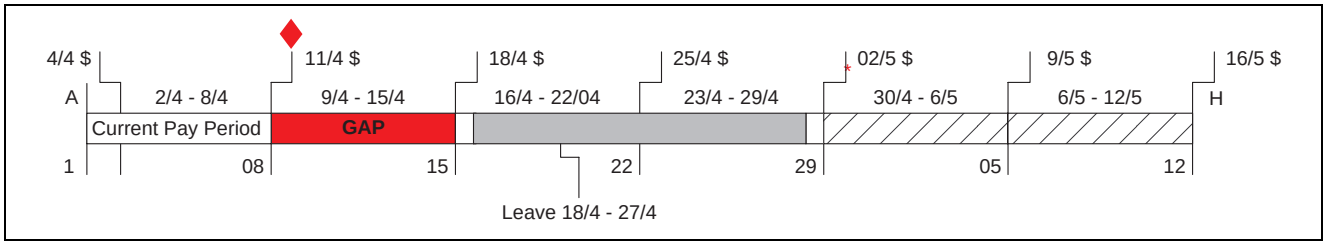
Gap Payment Option A gap is a pay period that is prior to the absence, but where the payment date falls during the absence. Select from the following valid values:

- *Advance:* The gap is paid in advance.
- *Normal:* The gap is paid at the normal time.
- *On Return:* The gap is included in the first payment made after the payee returns from the absence.

Valid Absence Takes

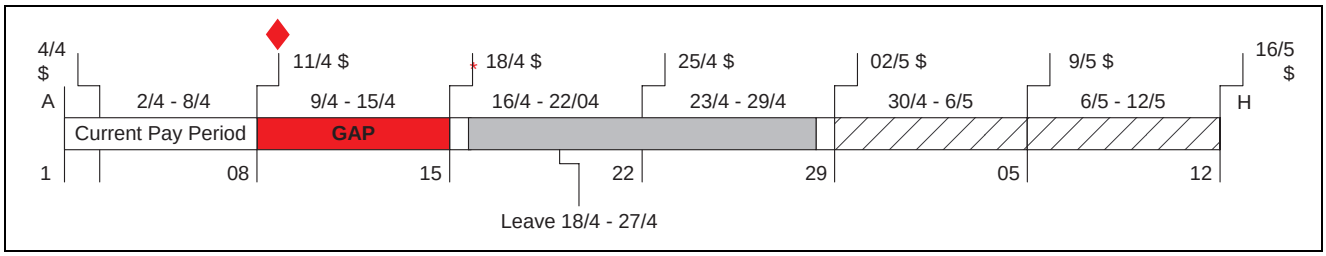
Element Name Enter the absence take with which this advance type can be used.

The following two diagrams show the On Return and Normal Cycle gap options in effect. For both scenarios, the First Period and Last Period options are both *Advance Whole Period.* The diamond marks the advanced leave payment date and the asterisk marks the gap pay date.



Gap on return

Payment Schedule	
16/4 - 17/4 Regular	Pay Period Ending 08/4 (so paid 11/4)
18/4 - 27/4 Leave	Pay Period Ending 08/4 (so paid 11/4)
28/4 - 29/4 Regular	Pay Period Ending 08/4 (so paid 11/4)
09/4 - 15/4 Gap	Pay Period Ending 15/04 (so paid 02/5)

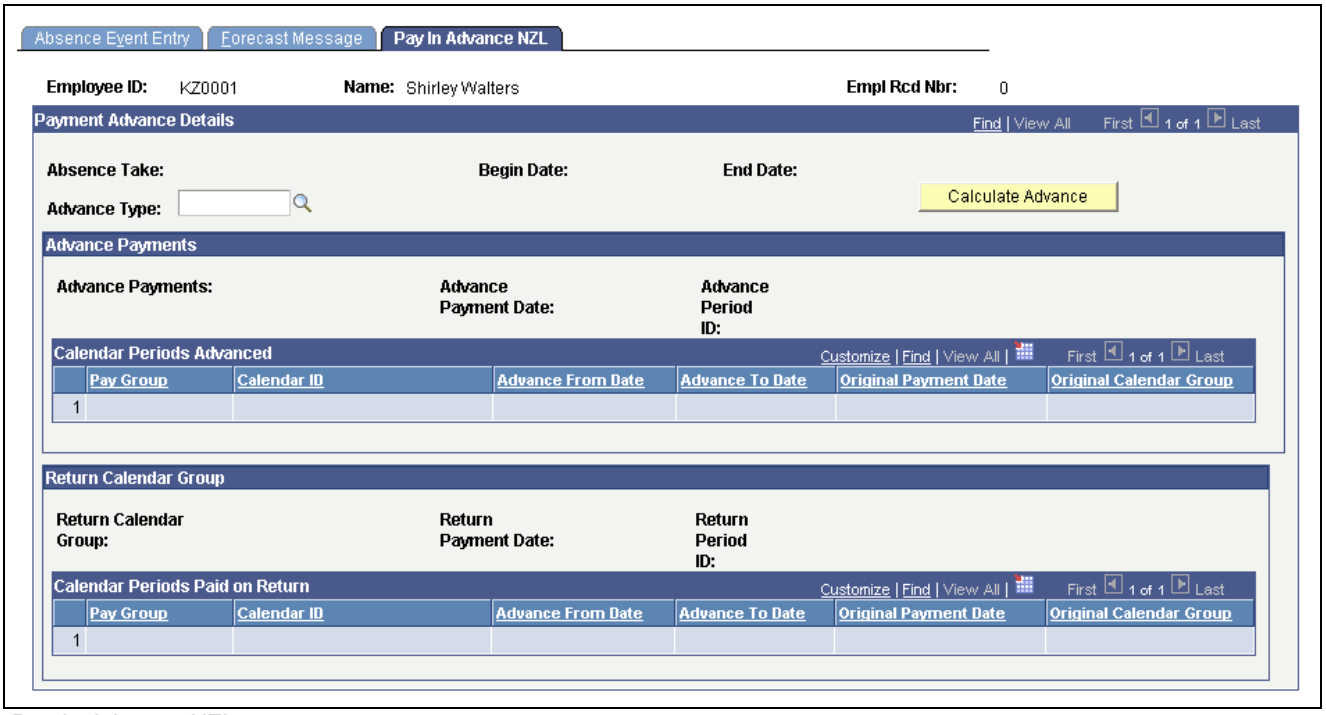


Gap in normal cycle

Payment Schedule	
16/4 - 17/4 Regular	Pay Period Ending 08/4 (so paid 11/4)
18/4 - 27/4 Leave	Pay Period Ending 08/4 (so paid 11/4)
28/4 - 29/4 Regular	Pay Period Ending 08/4 (so paid 11/4)
09/4 - 15/4 Gap	Pay Period Ending 29/04 (so paid 18/4)

Setting Payment Advance Details

Access the Pay In Advance NZL page.



Pay In Advance NZL page

This page displays details of how and when the advance will be paid according to the Advance Type you enter.

Enter the *advance type*that you want this absence event to use. When you click the Calculate Advance button, the system displays information about how and when the advance payment is made based on the advance type's rules.

The system displays the information in two group boxes, Advance Payments and Return Calendar Group.

Advance Payments

Advance Payments (advance calendar group) — This is the calendar group the system has determined the advance payment will be made.

Advance Payment Date — This is the payment date of the regular pay calendar in the calendar group.

Advance Period ID These are the from and to dates of the regular pay calendar in the calendar group.

Calendar Periods Advanced

Pay Group This is the pay group in the calendar the pay would be paid in if not advanced.

Calendar ID This is the calendar the pay would be paid in if not advanced.

Advance From Date From date of the period being advanced.

Advance To Date To date of the period being advanced.

Original Payment Date This is the payment date for the calendar the pay would be paid in if not advanced.

Original Calendar Group This is the calendar group the pay would be paid in if not advanced.

Return Calendar Group

Return Calendar Group This is the calendar group the system has determined any pay not advanced will be paid in. The *return calendar group* is always the first one with a payment date after the absence end date.

Note. None of the return fields are populated if the advance type setup either advanced all pay from the period the leave is in, or advanced some of the pay and paid the balance in its normal period.

Return Payment Date This is the payment date of the regular pay calendar in the calendar group.

Return Period ID These are the from and to dates of the regular pay calendar in the calendar group.

Calendar Periods Paid on Return

Pay Group This is the pay group in the calendar the pay would have been paid in if not paid on return.

Calendar ID This is the calendar the pay would have been paid in if not paid on return.

Advance From Date and **To Date** These are the from and to dates of the period being paid on return.

Original Payment Date This is the payment date for the calendar the pay would have been paid in if not paid on return.

Original Calendar Group This is the calendar group the pay would have been paid in if not paid on return.

Note. If you selected the Allow Calendar Group Overrides check box when you defined the *advance type*, you can override the advance or return calendar group the system selected for this advance. You cannot, however, change any calendars or calendar data for a system-selected or overridden calendar group.

For leave paid in advance to work correctly, you must specify a regular run type in the Leave Paid in Advance group box on the Pay Groups Addl Info-Pay Groups NZL page.

You must select the Include in Advance check box on the Calendar Group NZL page for all calendars that can be advanced.

Managing Termination Payments

PeopleSoft delivers a set of predefined rules for processing absences due to termination. PeopleSoft designed these rules in accordance with New Zealand statutory requirements. When an employee's services are terminated, regardless of the reason, the employer is obliged to make certain payments to the employee depending on the circumstances.

This section discusses how to:

- Calculate gross total earnings (GTE).
- Pay for outstanding leave—with the pay rate dependent on the length of service and leave entitlement.
- Pay for any public holiday occurring within a set period of time after termination.
- Pay for unused long service leave.
- Define offset days for termination triggers.

Calculating GTE

An accumulator has been delivered to calculate Gross Total Earnings for the pro rata portion of termination payments, LVE AC GTE 6PCT.

It is designed for calculation of the annual leave pay using the 6 percent rule and earnings related to ACC leave are added to it at the ordinary rate rather than rate paid. ACC leave has the amount paid replaced with ordinary pay for this period when adding to the gross taxable earnings accumulator for 6 percent calculation. For earning ACC LVE, addition to the accumulator is performed at the percentage calculated in the formula LVE FM ACC GTE ACM as a ratio of ordinary rate over the calculated 80 percent ACC pay rate. This formula is used on the Earnings Accumulator page.

Processing Annual Leave Payments on Termination

The Holiday Act provides two ways to calculate payment for annual leave on termination. These are when:

1. Employment ends within 12 months of service (pro rata leave has accrued only).
2. Employment ends after 12 months of service (entitlement and prorata leave has accrued).

When an employee is terminated in the first 12 months of service, they are entitled to a payment for annual leave of 6 percent of gross earnings during the employment.

When an employee terminates after 12 months service, the first amount to be calculated is the greater of the ordinary weekly pay or average weekly earnings for the annual leave that the employee is entitled to. The 12 months prior to the end of employment are used to establish average weekly earnings. The second amount to be added is for the period since the employee last became entitled to leave and is calculated at 6 percent of gross earnings since the entitlement arose.

The following is the process flow for the calculation of annual leave payments on termination:

1. When the payroll is run, Process List NZL PAYROLL calls Section TERMINATION, which will only resolve if formula CMN FM TERM STAT is true.

   This formula checks to see if an employee has been terminated, and if this is true, the TERMINATION section will start to resolve.

2. Annual leave termination payments are processed as follows: formula TER FM CAL AL PAY, decides if the employee has more than 12 months of service, if this is true, it will invoke formula LVE FM

ANN ROLAVG, which calculates the average rate for the 12 months prior to the termination date and compares it with the ordinary rate, and will pay the entitlement balance at the greater value.

3. If prorata annual leave needs to be paid, formula TER FM CAL AL PAY will invoke formula TER FM LEAVE PRORT.

   This formula calculates the pro rata leave payment amount as 6 percent of GTE (Gross Taxable Earning) for the current leave year. Since 6 percent represents 3 weeks of leave, any leave taken in advance will decrease it. Formula TER FM LVE PRORT calculates the pro rata leave payment amount as follows:

   - GTE is retrieved from the pay period that contains the entitlement anniversary date until the end date of the last period before the current period and moved to LVE AC GTE 6PCT.
   - Leave pay is calculated on the basis of 6 percent of GTE as follows:

     ```
     LVE AC GTE 6PCT × (ANN PRO DAYS_BAL / ANN PRO DAYS ENT) × 0.06
     ```

4. Lastly, formula TER FM ANN LVE PAY, retrieves the prorata and entitlement values, adds them together and sends them to earnings TER ANN LVE for payment.

Note. In order to process the annual leave upon termination override variable, TER VR HRS/DAY OVR needs to be specified at the pay group level. It should contain the number of hours used to convert daily balance and annual leave to hours.

Calculating Public Holidays After Termination

A public holiday is paid on termination if the holiday has occurred after the termination date but during the period of annual leave entitlement days. The annual leave entitlement days are added to the termination date to project a new date. Any public holidays are paid in full at the ordinary rate.

1. Formula TER FM PUB HOL, is used to decide if public holidays need to be paid on termination.
2. The array TER AR PUB HOL retrieves the holiday schedule (HOLIDAY_DATE).

   This array retrieves holidays where the date is greater than the termination date (TERMINATION DT) and less than or equal to the termination date plus the annual leave entitlement in days. Every row retrieved through the array has formula TER FM PUB HOL attached to it. This formula performs the following processing if the holiday date falls after the original termination date but before the termination date plus the annual leave entitlement (using duration TER DR PUB HOL AFT):

   - The start date for the period is calculated using date TER DT PUB HOL STR.

     The new termination date, including annual leave, is calculated using date TER DT TERM +ANN.
   - The number of working days between the start date calculated in the previous step and the termination date using the work schedule is retrieved by array TER AR WRK SCH.

     Formula TER FM WRK SCH accumulates the number of work days in the specified period and is executed for every row retrieved by the array.
   - The pay for the public holiday is calculated as follows:

     Number Of Hours in Public Holiday × Ordinary Rate × Number of Public Holidays .
   - Holiday pay is accumulated into variable TER VR PUB HOL PAY, attached to the earning TER PUB HOL.
3. Array TER AR PUB HOL is included in the TERMINATION section of the payroll run.

Processing Unused Long Service Leave on Termination

Global Payroll for New Zealand enables you to pay an employee their unused long service leave when they are terminated. The termination process caters for unused long service leave payments as follows:

1. Absence entitlement LSL PRO DYS, using formula LVE FM LSL ENT, determines the pro rata values of the leave.
2. On the anniversary date specified in bracket LVE BR LSL ENT DYS, the current balance for the LSL PRO DYS entitlement (stored in accumulator LSL PRO DYS_BAL is moved to entitlement LSL ENT DYS.
3. Formula TER FM LSL TERM retrieves the balance and converts it to hours.

   The outstanding hours in the LSL ENT DYS_BAL accumulator are paid at the ordinary rate.
4. The unused long service leave is calculated in formula TER FM LSL TER as:

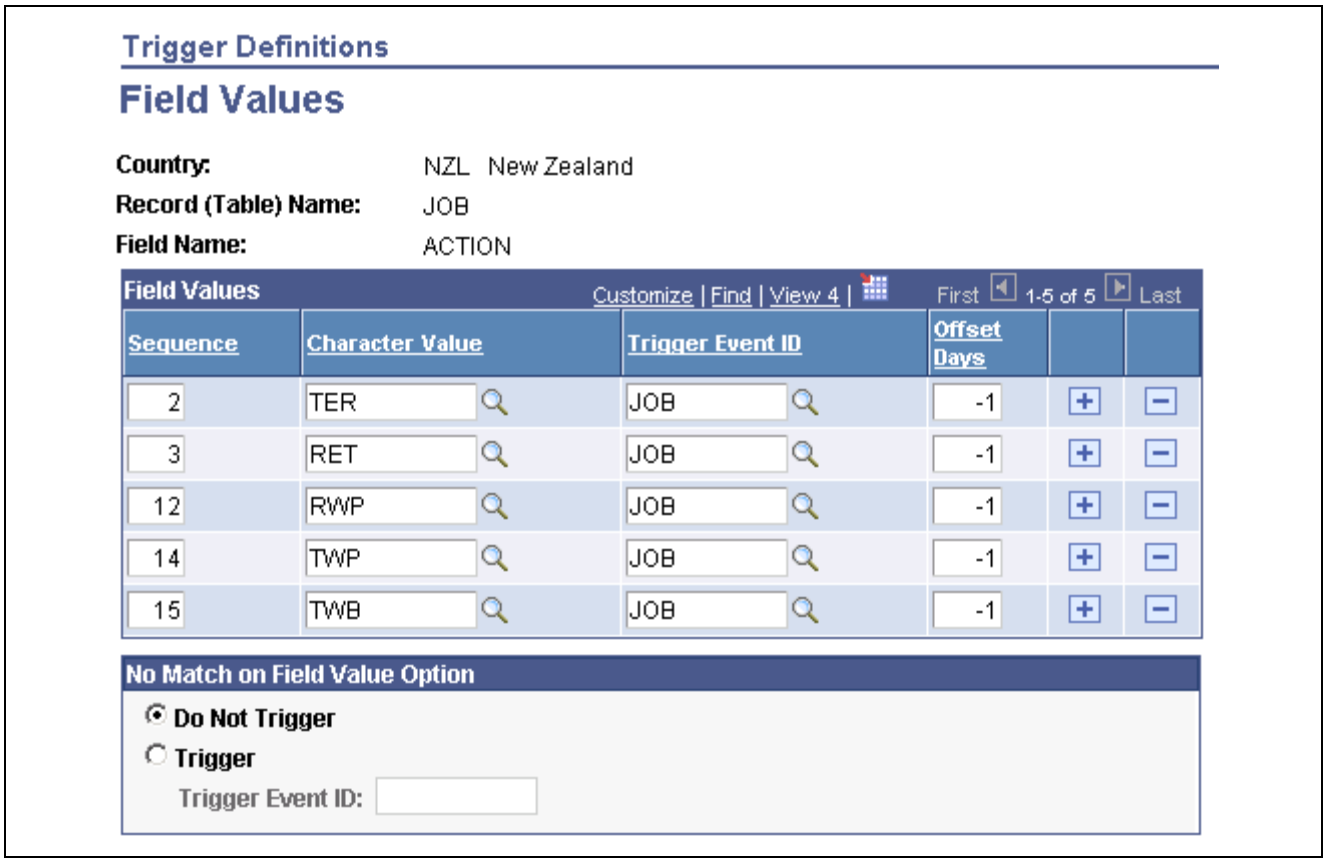
   LSL ENT DYS_BAL (Long Service Leave – Entitlement) × TER VR HRS/DAY OVR (Hours per Day of Leave to Pay)

The variable TER VR HRS/DAY OVR stores number of hours paid for every day of leave entitlement to be paid upon termination.

Defining Offset Days for Termination Triggers

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

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



Trigger Definitions-Field Values page showing New Zealand JOB actions that trigger retroactive termination processing

Note that the offset for the termination actions *TER*, *RET*, *RWP*, *TWP*, and *TWB* is -1.

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

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

Managing Eligibility and Forecasting Leave

Global Payroll for New Zealand delivers rules and functionality that enable you to forecast leave and to calculate the eligibility of an employee to take requested leave.

Managing Leave Eligibility

When you enter an absence event for an employee, the following items display to ensure the employee is eligible for the requested absence:

- Duration of the absence (paid and unpaid).
- Projected leave balances (pro rata and entitlement).

You can also override certain items such as the duration or the maximum negative.

The following table displays the customary elements and the overrides and displays delivered for each absence element:

Absence Take	Override Duration	Override Maximum Negative	Projected Balances	Formula To Display Eligible/Ineligible
ANN LVE H	Yes	Yes	Yes	Yes
ANN LVE	Yes		Yes	Yes
SICK	Yes		Yes	Yes
Other Per Absence Elements			No	No

Managing Leave Forecasting

The following delivered rules and functionality need to be set up to enable you to forecast leave:

- The Forecast Indicator check box needs to be selected on the Absence Entitlement and Absence Take, Name pages.
- On the Absence Take - Forecasting page, the formula, LVE FM FORECAST determines if an absence event is eligible or ineligible as well as counting the number of paid and unpaid units.

  Elements listed are displayed when you click the forecast button.
- The calendar group forecasting template (KZ_TEMPLATE), needs to be updated with all absence calendars.
- On the Absence Take - Negative Balances page, the Allow Negative Balance option will be selected and the limit set using Event Config 2.

  You can enter this value when an absence event is keyed.
- The day formula, LVE FM HRS ABS PH on the Absence Take - Day Formula page enables you to override the duration calculated by the system.

If you enter a value on the Config3 field when entering an absence event, the value entered is used instead of the day count value.

CHAPTER 14

Managing Inland Revenue Department (IRD) Reporting

This chapter provides an overview of Inland Revenue Department (IRD) reporting and discusses how to:

- Set up to create IRD data.
- Create IRD data.
- View and adjust IRD data.
- Create the IR 348 data file.
- Report the full or exception IR 348 data.

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

See Also

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

Understanding IRD Reporting

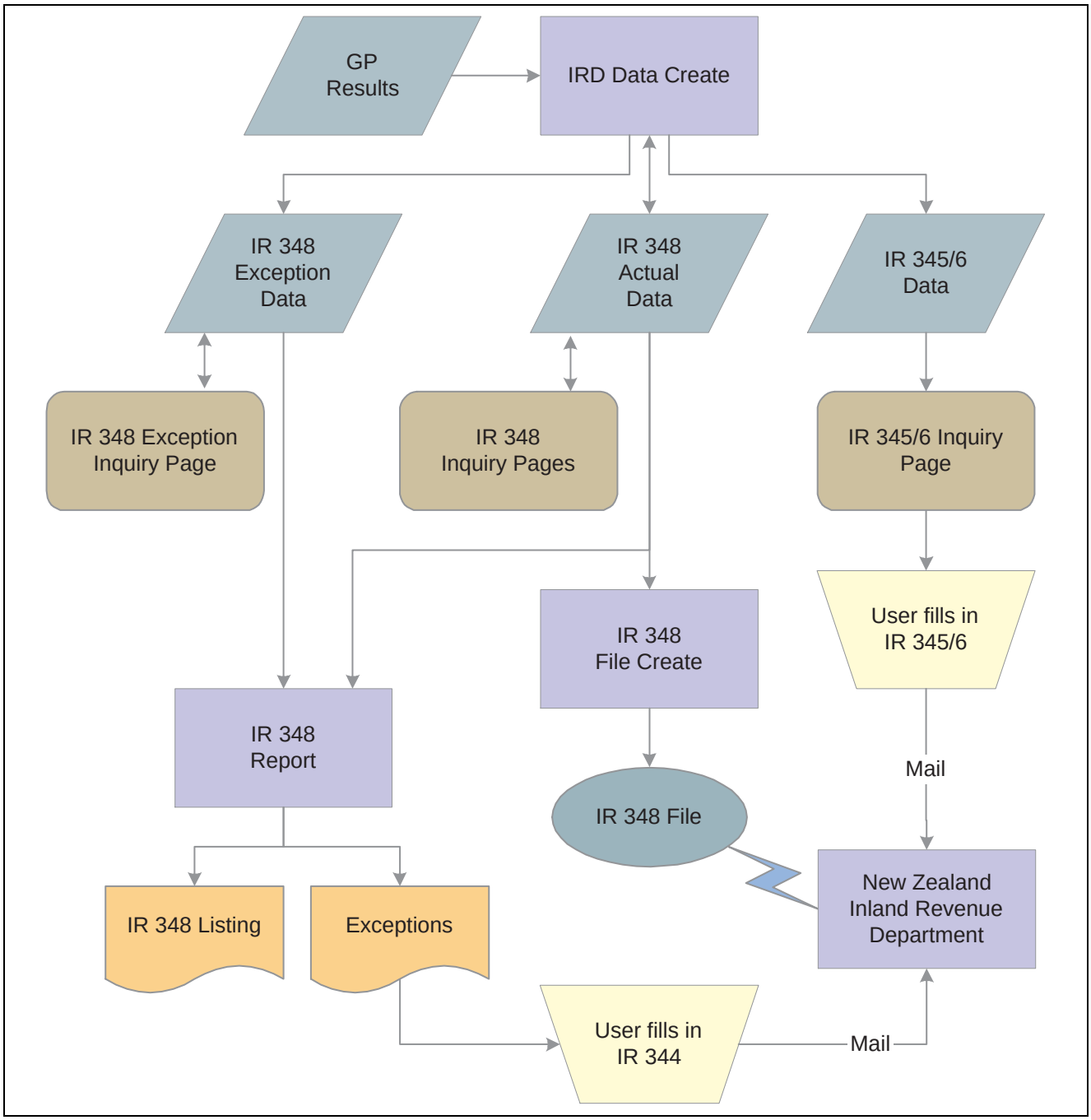
This Global Payroll country extension enables you to meet the New Zealand IRD requirement to produce the IR 345/6 Employer Deductions Remittance certificate twice a month and the IR 348 Employer Monthly Schedule.

For IR 345/6 employer deduction reporting, the system extracts payroll data, which you copy to the IRD's preprinted forms.

IR 348 reporting is a two-step process. The system firsts calculates and stores the required data by employee so that you can review it and print it. When you are satisfied with the data, you can create the electronic file for submission to the IRD.

An exception report shows you if any payments that should have been reported, weren't reported.

The following diagram illustrates the IRD reporting process flow:



IRD reporting

Setting Up to Create IRD Data

To set up to create IRD data, use the Pay Entity IRD Details NZL (GPNZ_IRD_DTL) component.

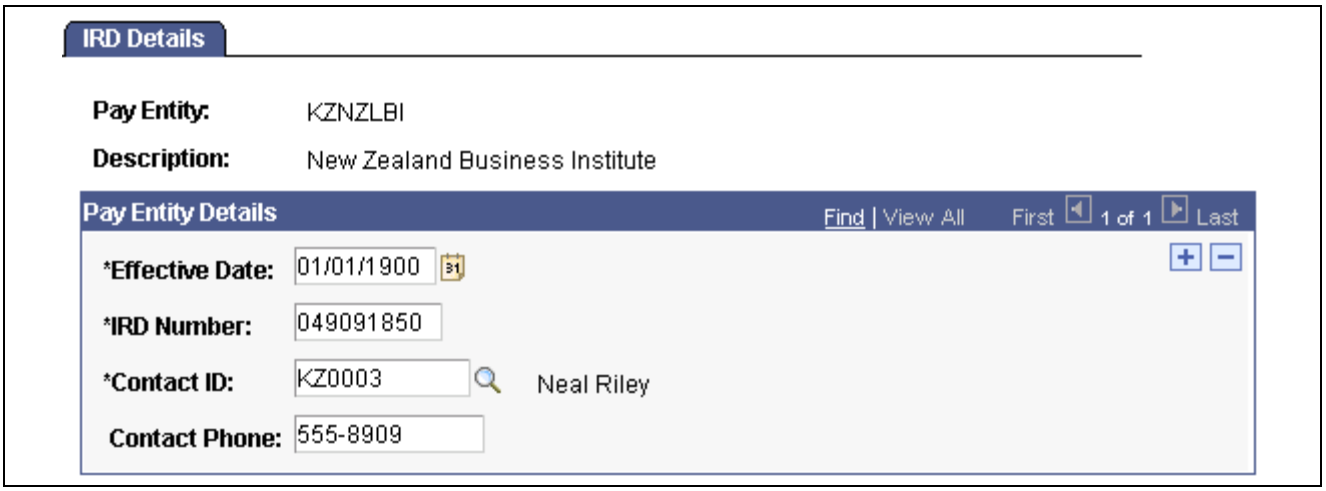
This section discusses how to enter pay entity information for IRD reporting.

Page Used to Set Up IRD Reporting Information

Page Name	Object Name	Navigation	Usage
IRD Details	GPNZ_PYENT_DET	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entity IRD Details NZL, IRD Details	Store information about the pay entity that is needed for reporting to the IRD.

Entering Pay Entity Information for IRD Reporting

Access the IRD Details page.



IRD Details page

IRD Number Enter the number that the IRD allocates for the pay entity. Your entry is validated in the same way as employee IRD numbers are.

Contact ID This is the employee in the organization that the IRD should contact as required.

Creating IRD Data

This section discusses how to run the create IRD data process.

A single application engine process populates all the IRD data tables. The process creates the following data in the IRD Header Data table (GPNZ_IRD_HEADER):

1. The pay entity totals that are required for reporting on the IR 345/6 forms.
2. The detailed, employee amounts required for reporting in the IR 348 file.
3. A table containing exceptions to the IR 384 data.

When you run the program for the first half of the month, the process only creates IR 345/6 summary data.

When you run the program for the second half of the month, the process creates both IR 345/6 and IR 348 data. The process also creates exception rows where there are negative amounts in the data and for employees with a Child Support variation or incomplete IRD details.

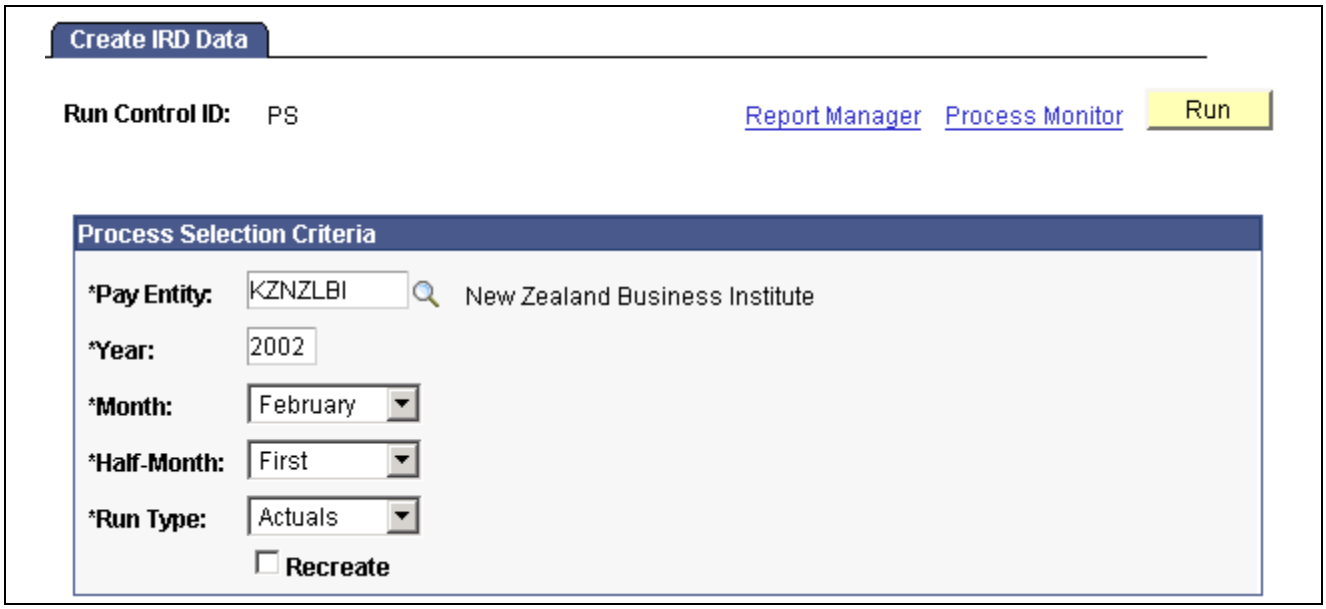
If you run the program for a month that's already been issued (you have already sent the IR 348 file to the IRD) the process creates exception data for employees where their current data differs from that already reported.

Page Used to Create IRD Data

Page Name	Object Name	Navigation	Usage
Create IRD Data	GPNZ_IRD_RC_CR8	Global Payroll & Absence Mgmt, Authority Correspondence, Create IRD Data NZL, Create IRD Data	Set the parameters to control the date output from the AE process.

Running the Create IRD Data Program

Access the Create IRD Data page.



Create IRD Data page

Half-Month Select *First* or *Second.* The selection that you make here interacts with your selections in the Run Type field and the Recreate check box.

Run Type Accept the default *Actual* or select *Exceptions.* You can only select *Exceptions* if the half-month is two. When you select *Exceptions,* the process checks that the status of the IR 348 in the data table for the pay entity, year, and month is IR 348 Issued.

Recreate If you select this check box for an actuals run, the process checks:

- That there is data in the IRD Header Data table for the pay entity, year, and month, and that its status is not IR 348 Issued.
- That, if the half-month is one, the status is first half created.

If you do not select this check box, the process checks:

- That, if the half-month is one, there is no data in the IRD Header Data table for the pay entity, year, and month.
- That, if the half-month is two, there is data in the IRD Header Data table for the pay entity, year, and month combination and that the status is first half created.

Note. The Recreate check box has no effect on an exception run, so you should not select it.

Processing - General

If you select Recreate, the process deletes existing data from the IRD Header and Detail tables for the pay entity, year, and month.

If you selected a run type of *Exception,* the process deletes any existing data from the Temporary IRD Detail table for the pay entity, year, and month.

Processing for the First Half-Month

For the first half-month, the process retrieves the following amounts from the NZ IRD Results table:

- PAYE tax amount: the total of the PAYE Tax, Extra Emolument Tax and Withholding Tax accumulators.
- Child support amount.
- Student loan amount.
- SSCWT amount.

Processing for the Second Half-Month

For the second half-month, the process creates details for each employee that are paid during the whole month as well as the pay entity totals.

If the run type is *Exception,* the process writes the detail to the temporary table for comparison with the actual details at the end of the process.

Note. For employees with concurrent jobs who have different tax codes for each job, the process creates a separate row for each of their tax codes.

Viewing and Adjusting IRD Data

This section discusses how to review and adjust the child support variation.

Four pages enable you to view IRD reporting. In one of them you can change the status of the data. In another you can adjust the Child Support Variation code.

IRD345/6 Deductions and IRD348 Deductions

These two pages are in a single component. On the first page — IRD345/6 Deductions — you can see, for both half-months, the total PAYE deductions & withholding tax, and child support, student loan, and SSCWT deductions.

On the second page — IRD348 Deductions — you can see gross earnings, gross not liable for earner premium, PAYE deductions and withholding tax, and child support and student loan deductions. On this page you can change the status from issued to IRD 348 *Ready* if you need to recreate the data and if you haven't actually submitted the electronic file. If for some reason you have create the electronic file but do not want it to be submitted, you can also set the status to *Not (to be) Issued*.

IR348 Details

On the IR348 Details page (navigation Global Payroll & Absence Mgmt, Authority Correspondence, Review EE IR348 Data NZL, IR348 Details), you can view employee level IR 348 data and adjust the Child Support Variation code if required.

IRD Exceptions Inquiry Page

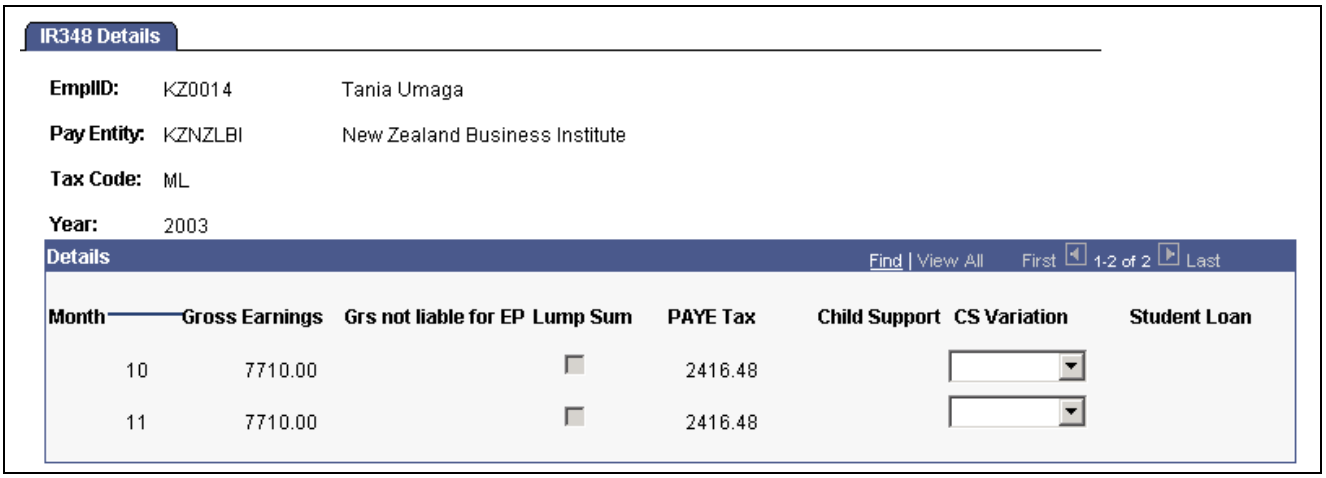
On the IRD Exceptions Inquiry page, you can view current data, which comes from the NZ IRD Exception record and the "as issued" data which is from the NZ IRD Details record. The system displays "as issued" data when there is a valid exception code.

Pages Used to View and Adjust IRD Data

Page Name	Object Name	Navigation	Usage
IRD345/6 Deduction	GPNZ_INQ_IR345_6	Global Payroll & Absence Mgmt, Authority Correspondence, Review IR345/6/8 NZL, IRD345/6 Deduction	View total PAYE deductions & withholding tax, and child support, student loan, and SSCWT deductions.
IRD348 Deductions	GPNZ_INQ_IR348	Global Payroll & Absence Mgmt, Authority Correspondence, Review IR345/6/8 NZL, IRD348 Deductions	View gross earnings, gross not liable for earner premium, PAYE deductions and withholding tax, and child support and student loan deductions.
IR348 Details	GPNZ_INQ_IR_EMPLEE	Global Payroll & Absence Mgmt, Authority Correspondence, Review EE IR348 Data NZL, IR348 Details	View employee level IR 348 data and adjust the Child Support Variation code if required.
IRD Exceptions Inquiry	GPNZ_IRD_EXCEP	Global Payroll & Absence Mgmt, Authority Correspondence, Review IRD Exceptions NZL, IRD Exceptions Inquiry	View current data from the NZ IRD Exception record and "as issued" data from the NZ IRD Details record.

Viewing and Adjusting the Child Support Variation

Access the IR348 Details page.



IR348 Details page

All the data on this page comes from the NZ IRD Details record.

Lump Sum The system selects this check box if there is a value in EXTRA EMLMNT FMTDA (Extra Emolument - WA Reporting) accumulator for the month.

CS Variation (child support variation) You can manually override the variation code if there is a value in the Child Support field. If there is no value in that field, the system displays *0* in the CS Variation field.

- *A:* Advance pay.
- *C:* Ceased employment.
- *D:* Deducted previously.
- *P:* Protected earnings.
- *S:* Short-term absence.
- *O:* Other. This is the default value if there is no value in the Child Support field.

If the normal amount of the Child Support deduction is not the same as the amount in the month-to-date accumulator, the system determines why, using the IRD specified order of priority, and sets the CS variation code according to the conditions:

- If the payee is terminated (that is, has a finish date): code C.
- If there is a value in the CS Advance month-to-date accumulator: code A.
- If there is a value in the CS Not Taken month-to-date accumulator: code P.
- If the C, A or P codes are not appropriate: O.

Creating the IR 348 Data File

The file create process creates an electronic file in CSV format containing the IR 348 data for transmission to the IRD. The navigation is Global Payroll & Absence Mgmt, Authority Correspondence, Create IR348 File NZL. The run parameters are pay entity, year and month. The process initially determines that there is an IRD Header record for the pay entity, year and month and that its status is Awaiting.

Page Used to Create the IR 348 Data File

Page Name	Object Name	Navigation	Usage
Create IR348 File	GPNZ_IRD_RC_348F	Global Payroll & Absence Mgmt, Authority Correspondence, Create IR348 File NZL, Create IR348 File	Creates IR348 data file.

Reporting Full or Exception IR 348 Data

You have the option of printing the IR 348 data held in the tables populated by IRD Data Create AE program. You enter the pay entity and year and month then select a report type of either full or exception. The system lists the data from NZ IRD Detail table and the NZ IRD Exception table respectively.

Page Used to Report Full or Exception IR 348 Data

Page Name	Object Name	Navigation	Usage
IR 348 Report	GPNZ_RC_IR348	Global Payroll & Absence Mgmt, Authority Correspondence, Create IR348 Report NZL, IR 348 Report	Create the IR 348 report.

APPENDIX A

Global Payroll for New Zealand Reports

The table in this appendix lists the Global Payroll for New Zealand reports sorted alphanumerically by report ID. There is additional information about some report run control pages within the chapter for particular features.

Note. For samples of these reports, see the PDF files published on CD-ROM with your documentation.

Global Payroll for New Zealand Reports: A to Z

Reports that can be at detail or summary level add "- A" or "- B" respectively as a suffix to their ID when printed.

Note. An asterisk after the report name in the first column indicates that there is more information in this PeopleBook and a See Also link after the table.

Report ID and Report Name	Description	Navigation	Run Control Page
GPNZAM01 Absence History *	Lists, for each employee, all leave taken, with dates and duration, paid status, and other information. If you don't specify a leave Type, the report lists all types.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Leave History NZL, Absence History	GPNZ_RC_ABS_HIST
GPNZAM02 Leave Liability *	Lists, for each employee, absence entitlement converted to leave liability. It includes the earning codes used to pass liability to GLI. It shows rate and unit type, category, accrual date (pay date) balance units and the balance amount (rate × balance).	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Leave Liability NZL, Leave Liability	GPNZ_RC_LVELIAB
GPNZPY01 Payslip *	Lists payee details of period earnings, taxes and other deductions, leave balances, and payment distributions.	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips NZL, Print Payslips	GPNZ_RUNCTL_PSLP
GPNZPY51 Net Payment Report *	Extracts data from the MT9 Transaction and Header tables, from Personal Data, and from Job. You can have report at summary or detail level.	Global Payroll & Absence Mgmt, Payment Processing, Net Payment Report NZL, Net Payment Report	GPNZ_NET_PAY_RC

Report ID and Report Name	Description	Navigation	Run Control Page
GPNZPY52 Recipient File Report	SQR version of the Recipient File - Electronic which details payment of deductions sent to recipients by MT9 file. You can get the report automatically by running the AE for the electronic file. When you have run the AE and got the report once, you can rerun the report by itself.	Global Payroll & Absence Mgmt, Payment Processing, Create Recipient File NZL, Recipient File	GPNZ_RUNCTL_RCP_FL
GPNZIR01 EMS – IR348	Prints the IR 348 data held in the tables populated by IRD Data Create AE program.	Global Payroll & Absence Mgmt, Authority Correspondence, Create IR348 Report NZL, IR348 Report	GPNZ_RC_IR348
GPNZTX01 Invalid IRD number *	Lists, by Employee ID only employees who have either no IRD number in the system or have the system's representation of an invalid number	Global Payroll & Absence Mgmt, Payee Data, Taxes, Create Invalid IRD Report NZL, Invalid IRD Number Report	GPNZ_RC_IRD_INVLD
GPNZQS01 Quarterly Employment Survey	Generates statistics required by the New Zealand Statistics Organization on a quarterly basis. The report provides statistics on the number of employees, their ordinary time earnings and their overtime earnings for the payroll period(s) and the selection of employees you choose.	Global Payroll & Absence Mgmt, Authority Correspondence, Print QES Report NZL, QES Report	GPNZ_RUNCTL_QES

See Also

Chapter 12, "Using the General Ledger Interface," Reporting Leave Liability, page 81

Chapter 11, "Printing and Viewing Payslips," Printing Payslips, page 75

Chapter 10, "Running Banking and Recipient Processes," Reporting Net Payment, page 71

Chapter 8, "Managing Tax Calculations," Running the Invalid IRD Number Report, page 55

Glossary of PeopleSoft Enterprise Terms

absence entitlement	This element defines rules for granting paid time off for valid absences, such as sick time, vacation, and maternity leave. An absence entitlement element defines the entitlement amount, frequency, and entitlement period.
absence take	This element defines the conditions that must be met before a payee is entitled to take paid time off.
academic career	In PeopleSoft Enterprise Campus Solutions, all course work that a student undertakes at an academic institution and that is grouped in a single student record. For example, a university that has an undergraduate school, a graduate school, and various professional schools might define several academic careers—an undergraduate career, a graduate career, and separate careers for each professional school (law school, medical school, dental school, and so on).
academic institution	In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.
academic organization	In PeopleSoft Enterprise Campus Solutions, an entity that is part of the administrative structure within an academic institution. At the lowest level, an academic organization might be an academic department. At the highest level, an academic organization can represent a division.
academic plan	In PeopleSoft Enterprise Campus Solutions, an area of study—such as a major, minor, or specialization—that exists within an academic program or academic career.
academic program	In PeopleSoft Enterprise Campus Solutions, the entity to which a student applies and is admitted and from which the student graduates.
accounting class	In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.
accounting date	The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date can be the same. The accounting date determines the period in the general ledger to which the transaction is to be posted. You can only select an accounting date that falls within an open period in the ledger to which you are posting. The accounting date for an item is normally the invoice date.
accounting split	The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.
accumulator	You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. For example, an accumulator could consist of all voluntary deductions, or all company deductions, enabling you to accumulate amounts. It allows total flexibility for time periods and values accumulated.
action reason	The reason an employee's job or employment information is updated. The action reason is entered in two parts: a personnel action, such as a promotion, termination, or change from one pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Enterprise Human Resources, PeopleSoft Enterprise Benefits

Administration, PeopleSoft Enterprise Stock Administration, and the COBRA Administration feature of the Base Benefits business process.

action template In PeopleSoft Enterprise Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.

activity In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities.

In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing.

In PeopleSoft Enterprise Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks.

In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.

address usage In PeopleSoft Enterprise Campus Solutions, a grouping of address types defining the order in which the address types are used. For example, you might define an address usage code to process addresses in the following order: billing address, dormitory address, home address, and then work address.

adjustment calendar In PeopleSoft Enterprise Campus Solutions, the adjustment calendar controls how a particular charge is adjusted on a student's account when the student drops classes or withdraws from a term. The charge adjustment is based on how much time has elapsed from a predetermined date, and it is determined as a percentage of the original charge amount.

administrative function In PeopleSoft Enterprise Campus Solutions, a particular functional area that processes checklists, communication, and comments. The administrative function identifies which variable data is added to a person's checklist or communication record when a specific checklist code, communication category, or comment is assigned to the student. This key data enables you to trace that checklist, communication, or comment back to a specific processing event in a functional area.

admit type In PeopleSoft Enterprise Campus Solutions, a designation used to distinguish first-year applications from transfer applications.

agreement In PeopleSoft Enterprise eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.

allocation rule In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure from the current node to the root node, checking each node for plans that contain allocation rules.

alternate account A feature in PeopleSoft Enterprise General Ledger that enables you to create a statutory chart of accounts and enter statutory account transactions at the detail transaction level, as required for recording and reporting by some national governments.

analysis database In PeopleSoft Enterprise Campus Solutions, database tables that store large amounts of student information that may not appear in standard report formats. The analysis database tables contain keys for all objects in a report that an application program can use to reference other student-record objects that are not contained in the printed report. For instance, the analysis database contains data on courses that are considered

	for satisfying a requirement but that are rejected. It also contains information on courses captured by global limits. An analysis database is used in PeopleSoft Enterprise Academic Advisement.
Application Messaging	PeopleSoft Application Messaging enables applications within the PeopleSoft Enterprise product family to communicate synchronously or asynchronously with other PeopleSoft Enterprise and third-party applications. An application message defines the records and fields to be published or subscribed to.
AR specialist	Abbreviation for *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."

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.

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*.

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

	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.

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.

elimination set In PeopleSoft Enterprise General Ledger, a related group of intercompany accounts that is processed during consolidations.

entry event In PeopleSoft Enterprise General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.

equitization In PeopleSoft Enterprise General Ledger, a business process that enables parent companies to calculate the net income of subsidiaries on a monthly basis and adjust that amount to increase the investment amount and equity income amount before performing consolidations.

equity item limit In PeopleSoft Enterprise Campus Solutions, the amounts of funds set by the institution to be awarded with discretionary or gift funds. The limit could be reduced by amounts equal to such things as expected family contribution (EFC) or parent contribution. Students are packaged by Equity Item Type Groups and Related Equity Item Types. This limit can be used to assure that similar student populations are packaged equally.

event A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete.

In PeopleSoft Enterprise Human Resources, also refers to an incident that affects benefits eligibility.

event constraints In PeopleSoft Strategic Sourcing, these constraints are associated with a specific sourcing event. Spend is tracked within the selected event.

event propagation process In PeopleSoft Enterprise Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects. PeopleSoft Enterprise Enterprise Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.

exception In PeopleSoft Enterprise Receivables, an item that either is a deduction or is in dispute.

exclusive pricing In PeopleSoft Enterprise Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.

fact In PeopleSoft Enterprise applications, facts are numeric data values from fields from a source database as well as an analytic application. A fact can be anything you want to measure your business by, for example, revenue, actual, budget data, or sales numbers. A fact is stored on a fact table.

financial aid term In PeopleSoft Enterprise Campus Solutions, a combination of a period of time that the school determines as an instructional accounting period and an academic career. It is created and defined during the setup process. Only terms eligible for financial aid are set up for each financial aid career.

financial sanctions For U.S. based companies and their foreign subsidiaries, a federal regulation from the Office of Foreign Assets Control (OFAC) requires that vendors be validated against a Specially Designated Nationals (SDN) list prior to payment.

For PeopleSoft Payables, eSettlements, Cash Management, and Order to Cash, you can validate your vendors against any financial sanctions list (for example, the SDN list, a European Union list, and so on).

forecast item A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.

fund In PeopleSoft Enterprise Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.

gap In PeopleSoft Enterprise Campus Solutions, an artificial figure that sets aside an amount of unmet financial aid need that is not funded with Title IV funds. A gap can be used to prevent fully funding any student to conserve funds, or it can be used to preserve unmet financial aid need so that institutional funds can be awarded.

generic process type In PeopleSoft Process Scheduler, process types are identified by a generic process type. For example, the generic process type SQR includes all SQR process types, such as SQR process and SQR report.

gift table In PeopleSoft Enterprise Campus Solutions, a table or so-called *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.

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.

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.

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.

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.

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

	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.

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.

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.

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.

section In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.

security event In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.

sell event In PeopleSoft Strategic Sourcing, for event creators, the sale of goods or services most typically associated with forward auctions. For bidders, the purchase of goods or services.

serial genealogy In PeopleSoft Enterprise Manufacturing, the ability to track the composition of a specific, serial-controlled item.

serial in production In PeopleSoft Enterprise Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.

service impact In PeopleSoft Enterprise Campus Solutions, the resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.

service indicator In PeopleSoft Enterprise Campus Solutions, indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.

session In PeopleSoft Enterprise Campus Solutions, time elements that subdivide a term into multiple time periods during which classes are offered. In PeopleSoft Enterprise Contributor Relations, a session is the means of validating gift, pledge, membership, or adjustment data entry . It controls access to the data entered by a specific user ID. Sessions are balanced, queued, and then posted to the institution's financial system. Sessions must be posted to enter a matching gift or pledge payment, to make an adjustment, or to process giving clubs or acknowledgements.

In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.

session template In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.

setup relationship In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.

share driver expression In PeopleSoft Enterprise Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.

short-term customer A customer not in the system who is entered during sales order entry using a template.

single signon With single signon, users can, after being authenticated by a PeopleSoft Enterprise application server, access a second PeopleSoft Enterprise application server without entering a user ID or password.

source key process In PeopleSoft Enterprise Campus Solutions, a process that relates a particular transaction to the source of the charge or financial aid. On selected pages, you can drill down into particular charges.

source transaction In commitment control, any transaction generated in a PeopleSoft Enterprise or third-party application that is integrated with commitment control and which can be checked against commitment control budgets. For example, a pre-encumbrance, encumbrance, expenditure, recognized revenue, or collected revenue transaction.

sourcing objective For constraints, the option to designate whether a business rule is required (mandatory) or is only recommended (target).

speed key See *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.

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.

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.

	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.

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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