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# PeopleSoft Enterprise Global Payroll for Italy 9.1 PeopleBook

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**November 2010**

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# Oracle's PeopleSoft Enterprise Global Payroll for Italy Preface

This preface discusses:

- PeopleSoft products.
- PeopleSoft Enterprise Human Resources Management System (HRMS) Application Fundamentals.
- Global Payroll documentation.

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## PeopleSoft Products

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

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## 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 9.1 Application Fundamentals PeopleBook*.

### **See Also**

*PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook*, "PeopleSoft Enterprise HRMS Application Fundamentals Preface"

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## Global Payroll Documentation

This section discusses:

- Global Payroll application design.
- Global Payroll documentation structure.
- Documentation road map.

## 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 extension documentation covers local functionality, including:

- 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 Road Map

The core and the country extension documentation complement each other, therefore, you should read both sets of documentation.

### ***What to Read When***

You can approach the documentation in the following way:

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

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

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

### ***Documentation Audiences***

We've identified the following audiences for the documentation:

- Technical

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

See *PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Introducing the Core Application Architecture."

- Functional

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

- Managerial

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

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

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## PeopleBooks and the PeopleSoft Online Library

A companion PeopleBook called *PeopleBooks and the PeopleSoft Online Library* contains general information, including:

- Understanding the PeopleSoft online library and related documentation.
- How to send PeopleSoft documentation comments and suggestions to Oracle.
- How to access hosted PeopleBooks, downloadable HTML PeopleBooks, and downloadable PDF PeopleBooks as well as documentation updates.
- Understanding PeopleBook structure.
- Typographical conventions and visual cues used in PeopleBooks.
- ISO country codes and currency codes.
- PeopleBooks that are common across multiple applications.
- Common elements used in PeopleBooks.
- Navigating the PeopleBooks interface and searching the PeopleSoft online library.
- Displaying and printing screen shots and graphics in PeopleBooks.
- How to manage the locally installed PeopleSoft online library, including web site folders.
- Understanding documentation integration and how to integrate customized documentation into the library.
- Application abbreviations found in application fields.

You can find *PeopleBooks and the PeopleSoft Online Library* in the online PeopleBooks Library for your PeopleTools release.

## Chapter 1

# Getting Started with PeopleSoft Enterprise Global Payroll for Italy

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

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

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## PeopleSoft Enterprise Global Payroll for Italy Overview

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

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## Global Payroll for Italy Business Processes

PeopleSoft Enterprise Global Payroll for Italy provides these business processes:

- Absence
- Payslips
- Loans
- Social security
- DM10 reporting
- Tax
- IRPEF F24 control report
- 730
- Year-end reporting

- TFR termination payments
- Banking
- Payroll reporting

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

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## Global Payroll for Italy Integrations

PeopleSoft Enterprise Global Payroll for Italy integrates with these PeopleSoft Enterprise products through the core Global Payroll application:

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

Integration considerations are discussed in the core Global Payroll PeopleBook.

### **See Also**

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Working with Payee Data"*

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Integrating with PeopleSoft Enterprise General Ledger"*

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Integrating with PeopleSoft Enterprise Time and Labor"*

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## Global Payroll for Italy Implementation

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

### **Other Sources of Information**

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

**See Also**

*PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook*, "PeopleSoft Enterprise HRMS Application Fundamentals Preface"

*Enterprise PeopleTools PeopleBook: PeopleSoft Setup Manager*

*Enterprise PeopleTools PeopleBook: PeopleSoft Component Interfaces*



## Chapter 2

# Understanding Global Payroll for Italy

This chapter discusses:

- Global Payroll for Italy.
- Global Payroll for Italy business processes.
- Delivered elements.
- Element creation.
- Element names.
- Data archiving for Global Payroll for Italy.
- Query for viewing delivered elements.

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## Global Payroll for Italy

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

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## Global Payroll for Italy Business Processes

Global Payroll for Italy supports these business processes:

- Absence.

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

- Payslips.

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

- Loans.

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

- Social Security.

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

- DM 10 reporting.

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

- Tax.

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

- IRPEF F24 control report.

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

- 730.

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

- Year-end reporting.

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

- CUD reports.

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

- 770 year-end report

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

- INAIL report

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

- TFR Termination payments

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

- Banking

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

- Payroll reporting

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

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## Delivered Elements

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

This section discusses:

- Delivered element creation.
- Element ownership and maintenance.

## Delivered Element Creation

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

The core application has the following characteristics:

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

Country extensions have the following characteristics:

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

## Element Ownership and Maintenance

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

### *Categories of Element Ownership in Global Payroll*

Global Payroll has the following five categories of element ownership:

<b>PS Delivered/Maintained</b>	Elements delivered and maintained on an ongoing basis by PeopleSoft.
<b>PS Delivered/Not Maintained</b>	Elements delivered by PeopleSoft that the customer must maintain. This category consists primarily of either customary (nonstatutory) rules or statutory elements that customers may want to define according to a different interpretation of the rules. Although PeopleSoft may occasionally update elements defined as PS Delivered/Not Maintained, you are not required to apply these updates.
<b>Customer Maintained</b>	Elements created and maintained by the organization. PeopleSoft does not deliver rules defined as Customer Maintained.
<b>PS Delivered/Customer Modified</b>	Elements that were originally PS Delivered/Maintained elements over which the customer has decided to take control (this change is irreversible).
<b>PS Delivered/Maintained/Secure</b>	Delivered elements that the customer can never modify or control.

### *Approach to Element Ownership in Global Payroll*

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

<i>Functional Area</i>	<i>Ownership</i>	<i>Class</i>
Absence	PS Delivered/Not Maintained	Customary
Payslips	PS Delivered/Not Maintained	Customary
Loans	PS Delivered/Not Maintained	Customary
Social Security	PS Delivered/Maintained	Statutory
DM10	PS Delivered/Maintained	Statutory

<b>Functional Area</b>	<b>Ownership</b>	<b>Class</b>
S503	PS Delivered/Maintained	Statutory
Taxation	PS Delivered/Maintained	Statutory
F24	PS Delivered/Maintained	Statutory
730	PS Delivered/Maintained	Statutory
CUD	PS Delivered/Maintained	Statutory
TFR	PS Delivered/Maintained	Statutory
Gross Salary	PS Delivered/Not Maintained	Customary
Assignees	PS Delivered/Maintained	Statutory
Contractors	PS Delivered/Maintained	Statutory
Pay enhancements	PS Delivered/Not Maintained	Customary

### **See Also**

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Defining General Element Information," Defining Element Names

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## **Element Creation**

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

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

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

**See Also**

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*

---

## Element Names

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

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

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

- Functional area codes for Italy.
- Element type codes (PIN\_TYPE).
- Suffixes for Italy.

### **Primary and Supporting Elements**

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

### **Component Names (Suffixes)**

When you create an earning or deduction element in Global Payroll, you must define the components, such as base, rate, unit, and percentage, that make up the element. 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 name of the element.

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

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

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

- Deduction arrears component suffixes.

### See Also

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Defining General Element Information," Defining Suffixes

## Functional Area Codes

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

<b>Functional Area Code</b>	<b>Description</b>
730	Fiscal assistance
770	770 report elements
ABS	Absences
CCC	Contractors
CNL	Related to Labor Agreement
CUD	CUD report
DTR	Tax deductions
F24	F24 control report
FER	Vacations, PTO
FPC	Complementary pension funds
GEN	Common to more than 1 functional area
INA	INAIL
IND	Recurring indemnities

<b>Functional Area Code</b>	<b>Description</b>
INPS	INPS social security
IRP	Taxation
MAG	Additional monthly payments
MAT	Maternity
ONE	Deductible and deductible expenses <i>Oneri</i>
POL	Complementary health insurances
PRE	Loans
RTR	Gross earnings
SCA	Seniority increases
SNG	Blood donation
STR	Overtime and majorations
TFR	TFR
TRA	Transfer indemnities

## Element Type Codes (PIN\_TYPE)

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

<b>Element Type Code</b>	<b>Description</b>
AE	Absence Entitlement
AT	Absence Take

<b><i>Element Type Code</i></b>	<b><i>Description</i></b>
AC	Accumulator
AR	Array
AA	Auto Assigned
BR	Bracket
CT	Count
DT	Date
DD	Deduction
DR	Duration
ER	Earnings
EG	Element Group
EM	Error Message
FC	Fictitious Calculation
FM	Formula
GC	Generation Control
HR	Historical Rule
PP	Previous Period Rule
PR	Process
PO	Proration Rule

<i>Element Type Code</i>	<i>Description</i>
RC	Rate Code
RR	Rounding Rule
SE	Section
SY	System Element
VR	Variable

## Suffixes

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

### See Also

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Defining General Element Information," Defining Suffixes

## Data Archiving for Global Payroll for Italy

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

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

### See Also

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Archiving Data"

*Enterprise PeopleTools PeopleBook: Data Management*

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## Query for Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Italy. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*.

### **See Also**

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Viewing Delivered Elements," Understanding How to View Delivered Elements



## Chapter 3

# Defining Country Data

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

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

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## Understanding PeopleSoft Enterprise Global Payroll Core Functionality in Italy

This section discusses:

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

## Integration with PeopleSoft Enterprise Human Resources

Global Payroll for Italy is designed to use company data and employee personal and job data entered in the PeopleSoft Enterprise Human Resources. PeopleSoft provides the necessary arrays and SQR reports to collect the human resources data needed for payroll processing.

**See Also**

*PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Administer Workforce*, "Updating Person and Job Information"

**Proration of Earning and Deduction Assignments**

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

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

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

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

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

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

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

**See Also**

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Setting Up Triggers," Segmentation Triggers with Earning and Deduction Assignments

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Setting Up Triggers," Setting Up Segmentation Triggers for The Begin and End-Dated Earning and Deduction Assignment Record (GP\_PYE\_OVRD)

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Introducing the Core Application Architecture," Defining Installation Settings

**Segmentation**

This section discusses:

- Period segmentation
- Element segmentation

### **Period Segmentation**

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

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

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

### **Element Segmentation**

Global Payroll for Italy delivers a segmentation trigger for the earning and deduction assignment record GP\_PYE\_OVRD. This trigger enables you to assign an earning or deduction to a payee on the Element Assignment by Payee (GP\_ED\_PYE) or Payee Assignment by Element (GP\_ED\_ELEM) components. It also enables you to segment (and prorate) the element when the assignment *begin* date comes after the pay period begin date, the assignment *end* date comes before the period end date, or both.

#### **See Also**

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Defining Segmentation"

## **Retroactivity**

Global Payroll for Italy uses forward retroactivity as its standard.

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

#### **See Also**

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Defining Retroactive Processing"

## **Pay Entity Definition**

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

#### **See Also**

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Defining the Organizational Structure," Defining Pay Entities

## Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Italy. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*.

### See Also

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Viewing Delivered Elements," Understanding How to View Delivered Elements

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## Defining Family Data

You use family data specifically to manage Italian payroll; it is complementary to Human Resource data. This section discusses how to:

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

## Pages Used to Define Family Data

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Name	GPIT_DEPEND_BENEF1	Global Payroll & Absence Mgmt, Payee Data, Define Family Data ITA, Name	Enter information about family members. Enter one Familiar ID for each relative.
Personal Profile	GPIT_DEPEND_BENEF2	Global Payroll & Absence Mgmt, Payee Data, Define Family Data ITA, Personal Profile	Enter additional information about family members and indicate if they are ANF (family allowance) dependents and whether they are tax dependents.
Review Family Data ITA	GPIT_DEP_BENEF_SUM	Global Payroll & Absence Mgmt, Payee Data, Review Family Data ITA, Review Family Data ITA	View a summary of an employee's family information.

## Entering Family Member Names

Access the Name page (Global Payroll & Absence Mgmt, Payee Data, Define Family Data ITA, Name).

Name		Personal Profile	
<u>Michelangelo Buonarroti</u>		Person ID:	KIG001
Familiar ID		Find   View All   First 1 of 2   Last	
Familiar ID	<input type="text" value="01"/>	+ -	
Familiar Name		Find   View All   First 1 of 1   Last	
*Effective Date:	<input type="text" value="01/01/2001"/>	Status:	<input type="text" value="Active"/> ▼
*Relationship to Employee:	<input type="text" value="Spouse"/> ▼		
Name			
First Name:	<input type="text" value="Anna"/>		
Last Name:	<input type="text" value="Bellotti"/>		
Bellotti, Anna			

Name page

Enter the relative's name and relationship to the employee on this page.

## Entering Family Member Information

Access the Personal Profile page (Global Payroll & Absence Mgmt, Payee Data, Define Family Data ITA, Personal Profile).

**Name** Personal Profile

**Michelangelo Buonarroti** Person ID: KIG001

**Familiar ID** 01

**Familiar information**

Relationship to Employee: Spouse

Familiar Name: Bellotti, Anna

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

Birth Location:

Gender: Female Marital Status: Married Disabled

**ANF Data**

Flag ANF Dependant

ANF End Date: 06/30/2008

ANF Family Income: EUR

**TAX Data**

Flag Tax Dependant

Tax Dependant %: 35

**National ID**

Country	*National ID Type	Description	National ID	Primary ID
ITA	CF	Fiscal Code		<input type="checkbox"/>

Personal Profile page

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

## Accessing Previous Employment Data

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

### Page Used to Access Previous Employment Data

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

## Defining Prior Employment Data

Access the Define Prior Employer Data ITA page (Global Payroll & Absence Mgmt, Payee Data, Taxes, Define Prior Employer Data ITA, Define Prior Employer Data ITA).

### Define Prior Employer Data ITA

Employee ID: KIG001      Empl Record: 0      Name: Michelangelo Buonarroti

Previous employer Find | View All First 1 of 1 Last

\*Fiscal Code:       Name:       ID: 1 \*Year:  + -

Reason for Changing:         Currency Code: EUR

<h4 style="margin: 0;">IRPEF</h4> <p>Ass Income: <input type="text"/></p> <p>Ass Income no Detr: <input type="text"/></p> <p>Net Tax: <input type="text"/></p> <p>Total Deduction: <input type="text"/></p>	<h4 style="margin: 0;">Detraction Details</h4> <p>Expense: <input type="text"/></p> <p>Work Detr: <input type="text"/></p> <p>Days: <input type="text"/></p> <p>Spouse: <input type="text"/></p> <p>Children/ Other: <input type="text"/></p>	<h4 style="margin: 0;">Additional IRPEF</h4> <p>City Tax: <input type="text"/></p> <p>County Tax: <input type="text"/></p> <p>State Tax: <input type="text"/></p>
<h4 style="margin: 0;">Oneri Deducibility</h4> <p>Insur Ass Inc: <input type="text"/></p> <p>Health Ass Inc: <input type="text"/></p> <p>Deduction Cost: <input type="text"/></p>	<h4 style="margin: 0;">New Deduction Details</h4> <p>Base Ded: <input type="text"/></p> <p>Work Ded: <input type="text"/></p>	<h4 style="margin: 0;">Additional IVS</h4> <p>Ass Income: <input type="text"/></p> <p>Add IVS Contrib: <input type="text"/></p>

Define Prior Employer Data ITA page

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

## Establishing Reasons for Changing Information

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

## Page Used to Establish Reasons for Changing Information

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Employment Change Reasons ITA	GPIT_REA_CHANGE1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Employment Change Reasons ITA, Employment Change Reasons ITA	Create a reason for changing information code.

---

## Setting Up Print Classes and SQR Forms

This section provides overviews of print classes and SQR forms and discusses how to define print criteria.

### Understanding Print Classes

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

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

Using the Print Classes ITA component (GPIT\_BL\_PRINT), you complete these steps to define a print class:

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

**See Also**

[Chapter 8, "Generating Payslips," page 69](#)

[Chapter 18, "Managing Year-End Reports," Producing the CUD Reports, page 152](#)

**Understanding SQR Forms**

Global Payroll for Italy provides the SQR Forms ITA component (GPIT\_SQR\_FORMS), which enables you to define the layout of SQR reports without editing SQR directly. Using this component, you can define the header, body, and footer of an existing SQR report.

**Pages Used to Set Up Print Classes and SQR Forms**

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

**Defining Print Criteria**

Access the Print Class page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Print Classes ITA, Print Class).

Print Class		Print Class View								
Print Class: KIPAYSL										
Elements										
		Entry Type	Element Name	*Status as of Effective Date	Override Indicator	Print Group	Print Sequence	Box Number	Note Code	Description
1			Deduction	IRPDDRATADCO	Active	<input type="checkbox"/>	3	12		
2			Deduction	IRPDDRATADRE	Active	<input type="checkbox"/>	3	14		
3			Deduction	IRPDDRATADPR	Active	<input type="checkbox"/>	3	344		
4			Deduction	IRPDDTOTCONG	Active	<input type="checkbox"/>	3	5		
5			Earnings	RTTRERCONTR0V	Active	<input type="checkbox"/>	1	261		
6			Earnings	RTTRERRINCCNL	Active	<input type="checkbox"/>	1	260		

Print Class page (1 of 2)

Customize   Find   View 100   First 1-6 of 214 Last											
Print Hours	Print Factor	Print Percent	Print Amount	Print Base	Print Sum	Print Total	Static Pin Indicator	Print Flag	Check Box	Conditional Execution Flag	Subjection
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>						

Print Class page (2 of 2)

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

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

**Override Indicator** Select to change the default sign of the element.

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

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

**Box Number** Used only for the CUD report.

**Note Code** Used only for the CUD report.

<b>Print Hours</b>	Select if units should be printed.
<b>Print Factor</b>	Select if the rate should be printed.
<b>Print Percent</b>	Select if the percent should be printed.
<b>Print Amount</b>	Select if the amount should be printed.
<b>Print Base</b>	Select if the base should be printed.
<b>Static Pin Indicator</b>	Used only for the CUD report.
<b>Print Flag</b>	Used only for the CUD report.
<b>Check Box</b>	Select to print an element as a conventional value that does not enter in a net accumulator.  Use this check box for amounts, such as benefits in kind, that appear on the payslip and are taxable, but are not included in net pay.
<b>Conditional Execution Flag</b>	Used only for the CUD report.
<b>Subjection</b>	Select a value for this field to indicate that the element is liable for tax and social security.

## Defining Report Headers

Access the SQR Forms ITA - Header page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, SQR Forms ITA, Header).

Header
Body
Footer

**Process Job Name:**    GPITSF03    Illness Maternity (SQR Form)

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

*Box ID	Description	*Graph Type	Line	Column	Width	Depth	Rule Width	Shading		
1	<input style="width: 90%;" type="text"/>									

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

Definition
Format

*Box ID	Description	*Program ID	*String ID	Line	Column		
1	<input style="width: 90%;" type="text"/>						

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

Definition
Format
Criteria

*Box ID	Description	Record (Table) Name	Field Name	Line	Column		
1	<input style="width: 90%;" type="text"/>						

SQR Forms ITA - Header page

### Graphics

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

- Box ID**                                      Enter an identifier for the SQR form object.
- Graph Type** (graphic type)                      Select the type of graphic you want to include in the box ID: *Box*, *Horiz-Line* (horizontal line), or *Vert-Line* (vertical line).
- Line, Column, Width, Depth, Rule Width, Shading**                      Enter values that define the attributes of the graphical object.

### Strings

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

- Program ID**                                      Select the program defined.
- String ID**                                      Select the string ID from the list of string IDs defined for the program you selected. The text associated with the string ID is used for the column heading in the SQR report.

- Print Format** Select the SQR PRINT format command to use for the string.
- Print Mask** Enter the SQR PRINT command mask to use. The SQR PRINT command is described in the *Enterprise PeopleTools PeopleBook: SQR Language Reference for PeopleSoft*.
- Line, Column, Line Length, Max Lines, Font, Font Size** Enter values that define the format and position of the column headings.

See *Enterprise PeopleTools PeopleBook: SQR Language Reference for PeopleSoft*

### **Fields**

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

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

### **See Also**

*Enterprise PeopleTools PeopleBook: System and Server Administration*

## **Defining Report Body**

Access the SQR Forms ITA - Body page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, SQR Forms ITA, Body).

Header Body Footer

Process Job Name: GPITSF03 Illness Maternity (SQR Form)

Page Find | View All First 1 of 1 Last

\*Page Nbr: 1 Description: Illness Maternity Report

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

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

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

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

Definition Format

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

Fields Customize | Find First 1-61 of 61 Last

Definition Format Criteria

*Box ID	Description	Record (Table) Name	Field Name	Line	Column
1	005	Month	GPIT_S503_RPT	MONTH_NAME	11 150
2	007	Year	GPIT_S503_RPT	CALENDAR_YEAR	11 164
3	010	Employee	GPIT_S503_RPT	NAME	21 14
4	015	Location	GPIT_S503_RPT	LOCATION_CITY	21 118
5	020	City	GPIT_S503_RPT	CITY	29 14

SQR Forms ITA - Body page

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

**See Also**

*Enterprise PeopleTools PeopleBook: SQR Language Reference for PeopleSoft*

*Enterprise PeopleTools PeopleBook: System and Server Administration*

## Defining the Report Footer

Access the SQR Forms ITA - Footer page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, SQR Forms ITA, Footer).

Header										Body										Footer																
Process Job Name: GPITSF03 Illness Maternity (SQR Form)																																				
Graphics										Customize   Find   View All   [?]   [grid]   First 1 of 1 Last																										
*Box ID	Description	*Graph Type	Line	Column	Width	Depth	Rule Width	Shading																												
1																																				
Strings										Customize   Find   View All   [?]   [grid]   First 1 of 1 Last																										
Definition										Format																										
*Box ID	Description	*Program ID	*String ID	Line	Column																															
1																																				
Fields										Customize   Find   View All   [?]   [grid]   First 1 of 1 Last																										
Definition										Format										Criteria																
*Box ID	Description	Record (Table) Name	Field Name	Line	Column																															
1																																				

### SQR Forms ITA - Footer page

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

#### See Also

*Enterprise PeopleTools PeopleBook: SQR Language Reference for PeopleSoft*

*Enterprise PeopleTools PeopleBook: System and Server Administration*

## Running Pay Element Reports

This section lists common elements and discusses how to:

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

## Common Elements Used in This Section

**Pay Entity, Pay Group, Company, Establishment** Use these fields to define the employee population included in the report.

**Print Class** Select the print class that defines the elements you want to include in the report. See [Chapter 3, "Defining Country Data," Setting Up Print Classes and SQR Forms, page 24.](#)

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

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

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

## Pages Used to Run Pay Element Reports

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Pay Element Summary ITA	GPIT_RS01_RUNCTL	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Pay Element Summary ITA, Pay Element Summary ITA	Run the Pay Element Summary report (GPITRS01) to summarize the total values of earnings and deductions for a given period. Run the report for one or more companies or establishments. The earning and deductions included in the report are defined by a print class, or you can run the report for all earnings and deductions.

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

## Running the Pay Element Summary Report

Access the Pay Element Summary ITA page (Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Pay Element Summary ITA, Pay Element Summary ITA).

Pay Element Summary ITA page

**From Date, Thru Date** Enter the start and end date for the report. Typically, you run this report for a month period.

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

**Running the Report**

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

**Pay Element Summary Appl. Eng.** (pay element summary application engine) Select to run the application engine process (GPIT\_RS01\_AE ) that prepares the data from the payroll results.

**Pay Element Summary SQR Report** Select to run the SQR process (GPITRS01) that creates the report using the data prepared by the application engine process.

**Application Engine and SQR** Select to run the PSJOB (GPITRS\_1) that runs both the application engine and SQR process.

**Running the Pay Element History Report**

Access the Pay Element History ITA page (Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Pay Element History ITA, Pay Element History ITA).

### Pay Element History ITA

Run Control ID: 01 Report Manager Process Monitor

Language:

**Selection Criteria**

\*From Date:  \*Thru Date:

Pay Entity:  Pay Entity 1

Pay Group:  Pay Group 6

Employee Details

\*Print Class:

Company		Establishment	
Company	Description	Estab ID	Description
1		1	

Employee	
EmplID	Name
1	

**Break Criteria**

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

Pay Element History ITA page

**From Date, Thru Date** Enter the start and end dates of the reporting period. The report includes all results for which the segment end date is between the dates that you enter. The reporting period should not exceed a year and should not cross years.

**Employee Details** Select if you want the report to print earning and deduction information for each payee. If you deselect this check box, the report includes totals for payees by break criteria, but it does not list information for individual payees.

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

### Running the Report

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

**Pay Element History App. Eng.**(pay element history application engine) Select to run the application engine process (GPIT\_RS02\_AE) that prepares the data from the payroll results.

**Pay Element History SQR Report** Select to run the SQR process (GPITRS02) that creates the report using data prepared by the application engine process.

**Application Engine and SQR** Select to run the PSJOB (GPITRS\_2) that runs both the application engine and the SQR process.

## Running the Payroll Register Report

Access the Payroll Results Register ITA page (Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Results Register ITA, Payroll Results Register ITA).

Payroll Results Register ITA page

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

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

### Sort Criteria

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

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

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

## Viewing Payroll Results

The core Global Payroll application provides components for viewing payroll results by element type. These components are discussed in the *PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*. In addition, Global Payroll for Italy delivers a component for viewing payroll results by functional area. This section lists the pages used to view payroll results.

### See Also

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Viewing and Finalizing Payroll Results"

## Pages Used to View Payroll Results

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
INPS/FPS Results	GPIT_RSLT_INPSFPC	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Payroll Results ITA, INPS/FPS Results	Displays social security and pension fund information for the pay period and year-to-date.
Detractions Results	GPIT_RSLT_TAXDTR	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Payroll Results ITA, Detractions Results	Displays the deductions from gross tax that reduce employees' taxable income. These deductions include dependents and deductible expenses.
Tax Results	GPIT_RSLT_TAX	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Payroll Results ITA, Tax Results	Displays IRPEF and separate taxation data results.
Additional Tax Results	GPIT_RSLT_TAX_ELEM	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Payroll Results ITA, Additional Tax Results	Displays city and county tax information.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
TFR Fund Results	GPIT_RSLT_TFRFUND	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Payroll Results ITA, TFR Fund Results	Displays details of the <i>Trattamento di Fine Rapporto</i> (TFR) fund accrued by the employee.
TFR Tax Rate and Deductions	GPIT_RSLT_TFR_RATE	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Payroll Results ITA, TFR Tax Rate and Deductions	Displays TFR payments made to the employee, the rate at which the payment was taxed, and the balance of the TFR fund and the TFR reductions.
TFR Tax Results	GPIT_RSLT_TFRTAX	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Payroll Results ITA, TFR Tax Results	Displays TFR taxation data for TFR funds accrued before the year 2000 and those accrued from the year 2000 forward.
Other Indemnities Tax	GPIT_RSLT_OTHIND	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Payroll Results ITA, Other Indemnities Tax	Displays details of the taxation of other indemnities ( <i>Incentivo all'esodo</i> , Notification payments, and <i>Integrazione transattiva</i> ).
TFR Reevaluation	GPIT_RSLT_RIVAL	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Payroll Results ITA, TFR Reevaluation	Displays the results of the reevaluation calculation of an employee's previous years' accrued TFR fund.

**See Also**

[Chapter 12, "Setting Up Social Security," page 89](#)

[Chapter 14, "Managing Taxation," page 117](#)

[Chapter 9, "Managing TFR Termination Payments," page 75](#)

## Chapter 4

# Understanding Pay Enhancement Elements

This chapter discusses:

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

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

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### See Also

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Defining Earning and Deduction Elements"

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Understanding Absence Management"

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Entering and Processing Absences"

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## Sample Accruals

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

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

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

- IT GEN ACCANT
- IT GEN ACCANT 13A

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## Contributions on CTO

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

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

---

## Advanced Contributions on PTO

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

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

- IT FER IMP CTR ANT
- IT FER ANT CONTR

---

## Daily Allowances

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

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

<i>Earning</i>	<i>Description</i>
TRAERDIA1IT	Transfer in Italy 1/3.
TRAERDIA2IT	Transfer in Italy 2/3.

<b>Earning</b>	<b>Description</b>
TRAERDIA3IT	Transfer in Italy 3/3.
TRAERDIA1ES	Transfer abroad 1/3.
TRAERDIA2ES	Transfer abroad 2/3.
TRAERDIA3ES	Transfer abroad 3/3.
TRAERQUOIMP	The amount of the daily allowance that is liable for tax and social security contributions. This earning contributes to the tax and social security income accumulators.

See *PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Defining Processing Elements."

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## Transfer Indemnities

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

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

---

## 14th Month Payments

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

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

---

## Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Italy. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*.

### **See Also**

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Viewing Delivered Elements," Understanding How to View Delivered Elements

## Chapter 5

# Setting Up Contractors

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

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## Understanding Contractors

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

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

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

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

## Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Italy. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*.

### **See Also**

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Viewing Delivered Elements," Understanding How to View Delivered Elements

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## Setting Up Contractor Data

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

This section discusses how to:

- Set up payroll information.
- Set up calendars.
- Set up process lists.
- Set up rate codes.
- Enter pension fund information.

## Pages Used to Set Up Contractor Data

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

## Setting Up Payroll Information

Access the Payroll page.

When setting up contractors, you must enter *KI COCOCO* in the Eligibility Group field.

### See Also

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Working with Payee Data"

## Setting Up Calendars

Access the Calendar - Definition page.

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

### **See Also**

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Using Calendars"*

## Setting Up Process Lists

Access the Process List - Definition page.

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

### **See Also**

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Processing Elements"*

## Setting Up Rate Codes

Access the Compensation page.

These rate codes are delivered for contractors as sample data:

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

Select the frequency conversion option for both.

### **See Also**

*PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Administer Workforce, "Increasing the Workforce," Entering Compensation Information*

## Entering Pension Fund Information

Access the Maintain Social Ins Data ITA page.

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

**See Also**

Chapter 12, "Setting Up Social Security," Setting Up Employee Social Insurance Data, page 97

## Chapter 6

# Setting Up Assignees

This chapter discusses how to set up assignments.

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## Setting Up Assignments

This section discusses how to:

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

## Pages Used to Set Up Assignments

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

## Defining Payee Assignment Data

Access the Define Assignee Data ITA page (Global Payroll & Absence Mgmt, Payee Data, Taxes, Define Assignee Data ITA, Define Assignee Data ITA).

### Define Assignee Data ITA

Employee ID: KI0001      Empl Record: 0      Name: Clara Brusati

**Assignee Data** Find | View All | First 1 of 1 Last

\*Effective Date: 06/08/2009 Status: Active

Assignee in/out End Date: 01/01/2010 \*Country: GBR UK

\*Type of Assignee: Assignee out

\*Contributive Status: Assignee out in EEC country

Taxation Status: Fiscally Convent

Details			
Customize   Find   View All   First 1 of 1 Last			
	*Year	Paid Taxes	Income Earned Abroad
1	2005	4000	20000

Define Assignee Data ITA page

- Country**                      Select the country from which the Assignee In comes or in which the Assignee Out works.
  
- Type of Assignee**            Select either *Assignee in* or *Assignee out*.
  
- Contributive Status**        Enter the contribution status based on the Type of Assignee and the Country. Options are *Assignee in from EEC Country*, *Assignee in non conventionate*, *Assignee in partial convent*, *Assignee out conventionate*, *Assignee out in EEC country*, *Assignee out non conventionate*, and *Assignee out partial convent*.

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

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

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**Taxation Status**

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

---

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

---

**Details**

Use the information in this group box for 770 reporting.

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

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

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

See [Chapter 18, "Managing Year-End Reports," Producing the 770 Report, page 158.](#)

**Setting Up Tax Exemption Status**

Access the Specify Tax Reduction ITA page (Global Payroll & Absence Mgmt, Payee Data, Taxes, Specify Tax Reduction ITA, Specify Tax Reduction ITA).

### Specify Tax Reduction ITA

Employee ID: KIG003      Empl Record: 0      Name: Giacomo Leopardi

**Tax Reductions** Find | View All First 1 of 1 Last

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

Salary of Reference:       Other Income:  EUR

Dependant: Dependant spouse

Exempt taxation assignee out       Disable for Veneto

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

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

Specify Tax Reduction ITA page

Select the Exempt taxation assignee out check box.

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

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

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## Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Italy. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*.

### See Also

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Viewing Delivered Elements," Understanding How to View Delivered Elements

## Chapter 7

# Setting Up Absences

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

### **See Also**

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Understanding Absence Management"

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Defining Absence Elements"

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Entering and Processing Absences"

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## Understanding Absences

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

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

### **See Also**

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Entering and Processing Absences," Entering Updating, and Voiding Absence Events

## Vacations

The system uses the following terms:

- Due units (days or hours).

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

- Accrued units.

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

- Used units.

The actual units used by the employee.

- Use period.

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

- Accrual period.

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

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

## Festivities

The system accounts for civil and religious festivities.

## Reduction of Working Hours

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

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

## Licenses

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

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

## Maternity Leave

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

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

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

Thus, the employer must pay:

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

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

### **Mandatory Maternity Leave**

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

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

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

### **Optional Maternity Leave**

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

Additional monthly payments are not accrued during optional maternity periods.

### **Calculating Maternity Leave**

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

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

<b>Period</b>	<b>Amount Paid by INPS</b>
Mandatory Period	80% RMG-INPS
Optional Period	30% RMG-INPS

This table lists the days considered for allowance payment:

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

The reference salary contains the following elements:

- Earnings paid at the end of each pay period, such as base salary and overtime.

- Earning paid on a regular basis, such as additional monthly payments and allowances for unused vacation days.

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

### **Daily Break**

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

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

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

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

### **Child Illness License**

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

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

### **Employer Integration**

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

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

## Work Accidents and Professional Illness

A work accident is one that:

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

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

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

This section discusses how to calculate the INAIL average salary.

### ***Calculating the INAIL Average Salary***

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

- Hourly compensated employees.

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

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

- Monthly compensated employees.

The INAIL allowance is the sum of the following elements:

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

---

**Note.** Festivities are not included in the INAIL allowance.

---

### ***Employer Supplement***

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

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

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

### ***Contribution and Tax Treatment***

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

### ***Festivities During Absences***

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

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

## Illness

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

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

---

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

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## Disability Licenses

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

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

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

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

## Marriage Leave

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

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

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

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

## CIG Absences

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

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## Understanding Absence Rules

This section discusses:

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

## Delivered Maternity Leave Elements

This table lists the delivered earnings for maternity leave:

<b>Name/Description</b>	<b>Unit</b>	<b>Rate</b>	<b>Base</b>	<b>%</b>	<b>Amount</b>
MATEROBLIG Mandatory maternity	Payee level	GEN VR UNO	N/A	100	N/A
MATERFACOLT Optional maternity	Payee level	GEN VR UNO	N/A	100	N/A
MATERALLBASE Nurse allowance	Payee level	RTR FM RETRHH	N/A	N/A	N/A
MATERALLMAGG Nurse allowance by additional month	Payee level	MAT FM RATORAMAG	N/A	N/A	N/A

<b>Name/Description</b>	<b>Unit</b>	<b>Rate</b>	<b>Base</b>	<b>%</b>	<b>Amount</b>
INPERINTGAZ+ Positive company integration	Payee level	GEN VR UNO	N/A	N/A	N/A
INPERINTGAZ- Negative company integration	Payee level	GEN VR UNO	N/A	N/A	N/A

This table lists the delivered deductions for maternity leave:

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

## Delivered General Absence Deductions

This table lists delivered general absence deductions:

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

## Delivered License and Vacation Earnings

This table lists delivered earnings for licenses and vacations:

<b>Name/Description</b>	<b>Unit</b>	<b>Rate</b>	<b>Base</b>	<b>%</b>	<b>Amount</b>
FEREROREFER Hours of paid vacation	Payee level	RTR FM COMPFER	N/A	N/A	N/A

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

## Delivered INAIL Earnings

This table lists delivered INAIL absence earnings:

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

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

This table lists the delivered INAIL absence deduction:

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

## Delivered Illness Absence Elements

This table lists the delivered illness absence takes and entitlement:

<b>Absence Take</b>	<b>Absence Entitlement</b>
MAL AT MALATTIA Illness	MALAEMALAT1P Illness Entitlement first period
MAL AT PERIODO2 Second illness period	None

## Delivered Marriage Leave Absence Elements

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

<b><i>Absence Take</i></b>	<b><i>Absence Entitlement</i></b>
PER AT MATRIMONIO Marriage leave	PERAEMATRIM Marriage leave entitlement

## Delivered Disability Leave Absence Elements

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

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

## Delivered CIG Absence Elements

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

<b><i>Absence Take</i></b>	<b><i>Absence Entitlement</i></b>
CIG AT MALTEMPO Bad weather CIG	CIGAEENT
CIG AT ORDIN Ordinary CIG	CIGAEENT
CIG AT STRAORD extra ordinary CIG	CIGAEENT

## Delivered Supporting Elements

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

**See Also**

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Defining Data Retrieval Elements," Defining Bracket Elements

## Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Italy. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*.

**See Also**

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Viewing Delivered Elements," Understanding How to View Delivered Elements

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## Reporting Absence Data

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

## Understanding Absence Data Reporting

These reports include absence data:

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

**See Also**

[Chapter 8, "Generating Payslips," page 69](#)

[Chapter 13, "Preparing the DM10 Form," page 107](#)

[Appendix A, "Global Payroll for Italy Reports," page 163](#)

## Pages Used to Review Absence Data and Run the S503 Report

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

## Running the S503 Report

Access the S503 Report ITA page (Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, S503 Report ITA, S503 Report ITA).

### S503 Report ITA

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

Language:

**Selection Criteria**

\*From Date:  \*To Date:

Pay Entity:

Pay Group:

Currency Code:

Company:  Establishment ID:

Set ID:  Labor Agreement:  Department:

Employee Category:  Location Code:

**Employee** [Customize](#) | [Find](#) | [View All](#) | [Print](#) | [First](#) | [1 of 1](#) | [Last](#)

	*EmplID	Name		
1	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

**Sort Criteria**

Criteria 1:  Criteria 2:  Criteria 3:

#### S503 Report ITA page

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

#### Selecting the Report Format

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

**Illness Maternity (App Eng + Crw)** (Application Engine and Crystal) Runs the application engine process that calculates the data, and the Crystal report that prints the data to a PDF file.

**Illness Maternity (App Eng + SQR)** (Application Engine and Structured Query Report) Runs the application engine process that calculates the data and the SQR that prepares the data for a separate template.

**Illness Maternity Report** Runs the Crystal report that prints the data to a PDF file.

**Illness Maternity (SQR Form)** Runs the SQR report that prints the data to a PDF file.

**SQR Forms Landscape Test Grid** Runs the SQR that prepares the template for the report printout.

**S503 Report** Runs the application engine that calculates the data.



## Chapter 8

# Generating Payslips

This chapter discusses how to:

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

---

## Setting Up Payslips

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

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

### **See Also**

[Chapter 3, "Defining Country Data," Setting Up Print Classes and SQR Forms, page 24](#)

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## Setting Up Payslip Messages

Use the Add Payslip Messages ITA component (GPIT\_AL\_01\_MSG) to set up payslip messages.

This section provides an overview of payslip messages and discusses how to create payslip messages.

## Understanding Payslip Messages

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

The steps for creating a payslip message are:

1. Access the Add Payslip Messages ITA page.

2. Select the pay period for which you want to create the message.
3. Choose who will receive the message, a group or an individual.
4. Enter a message to be printed on the payslip.

## Page Used to Set Up Payslip Messages

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

## Creating Payslip Messages

Access the Add Payslip Messages ITA page (Global Payroll & Absence Mgmt, Payslips, Add Payslip Messages ITA, Add Payslip Messages ITA).

### Add Payslip Messages ITA

Current Pay End Date: 09/01/2009

Payslip Messages
Find | View All | First 1 of 1 Last

Pay Entity: + -

Pay Group:

Business Unit:  Italian Business Unit

Location Code:

Department:  Marketing

EmplID:

\*Description:  - [?]

Add Payslip Messages ITA page

**Current Pay End Date** Select the pay period end date for which you want the message to appear on the payslip.

**Pay Entity, Pay Group, Business Unit, Location Code, Department** Select or enter values for these fields to include only those payees belonging to a certain pay entity, pay group, location, set ID, or department.

**EmplID** (employee ID) Enter a value to create a message to an individual payee.

**Description** Enter the message that you want to appear on the payslip.

## Running the Payslip Report

After you set up a print class and your payslip messages, you can run the payslip report.

This section discusses how to create a payslip report.

## Pages Used to Run the Payslip Report

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

## Creating a Payslip Report

Access the Create/Print Payslips ITA - Report Options page (Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips ITA, Report Options).

Create/Print Payslips ITA - Report Options page

- Print Class**                      Print class KIPAYSL, which contains elements related to country extensions for a normal monthly run, is delivered with the application. You use this print class for normal monthly runs, but you can add customer-specific elements to it. You can also create other print classes for additional monthly runs.
  
- Currency Code**                      Enter a value that overrides the payroll currency used on the payee's compensation record.
  
- Retro and Current Period**                      Select this option to display the results for both a retroactive calculation and the current period calculation.
- Current Period Only**                      Select this option to display the processing results for the current period only.
- Retro Periods Only**                      Select this option to display the results for the retroactive calculation only.
  
- Department, Location, Category, Establishment ID**                      Select the population for which the report is to be run.
  
- EmplID (employee ID)**                      Select the employees for whom the report is to be run.
  
- Sort Criteria**                      Select the sort criteria you require. Organize the payslip report by category, department ID, employee ID, pay group, location, name, and pay entity.

## ***Payslip Processes***

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

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

## ***See Also***

[Appendix A, "Global Payroll for Italy Reports," page 163](#)

*PeopleSoft Enterprise ePay 9.1 PeopleBook*, "Managing Pay Information for Global Payroll," Setting Up View Payslip



## Chapter 9

# Managing TFR Termination Payments

This chapter discusses how to:

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

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## Processing Terminations

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

To calculate termination pay, the system:

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

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

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

---

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

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**See Also**

*PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Administer Workforce, "Managing Country-Specific Workforce Data," (ITA) Recording End of Employment Information for Italian Workers*

## Overriding Termination Elements

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

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

**See Also**

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Setting Up Overrides"*

## Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Italy. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*.

**See Also**

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Viewing Delivered Elements," Understanding How to View Delivered Elements

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## Entering Termination Earnings Using Positive Input

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

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

## Page Used to Enter Positive Input

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
One Time (Positive Input)	GP_PL_MNL_ERNDED	Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, One Time (Positive Input), One Time (Positive Input)	Enter additional payments related to termination payments.

**See Also**

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Working with Positive Input"

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## Running Termination Reports

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

**See Also**

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Setting Up and Running Generic Reports"*

Chapter 3, "Defining Country Data," Setting Up Print Classes and SQR Forms, page 24

## Chapter 10

# Managing Off-Cycle Payments

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

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

### **See Also**

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Configuring Off Cycle Transactions"*

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Managing Off Cycle Processing"*

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## Understanding Off-Cycle Processing

This section discusses:

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

## The Off-Cycle Process

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

## Types of Off-Cycle Transactions

The four types of off-cycle transactions are:

- Manual payments

Manual payments enable you to enter payments that you have calculated and paid outside of the payroll system. Examples include paying a new hire with a manual check, because their pay details were not entered in time for the normal pay run.

- Corrections

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

- Additional payments

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

- Advances

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

## Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Italy. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*.

### See Also

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Viewing Delivered Elements," Understanding How to View Delivered Elements

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## Recording Manual Payments for Italy

When entering manual payments for payees, all calculations should be manually calculated outside the system and then entered. Consider these points when entering manual payments on the Manual Payment Detail page:

- Period begin and end dates.

The default *Period Begin Date* and *Period End Date* are based on the *Target Period ID*. You should not change these dates because the delivered Italian rules are designed to calculate using whole periods, and they may not automatically segment if a partial period is entered.

- Payment date.

The payment date selected directly affects how elements are accumulated. For example, if you have an accumulator that accrues based on the period end date, then the payment date may not update the accumulator balances at the right time.

- Run type.

The run type is provided by default from the *Period (Calendar) Paid* value, and you should use the default run type. To ensure that the payee's manual payment is processed by the system, the *Allow Duplicates* check box must be selected on the run type; otherwise, the payee may not be processed again if the system detects that they were already processed in the period.

- Element selection.

If you select *All* in the Element Selection group box to allow resolution of all elements on the process list, then you should perform an analysis to understand the effect of this selection on your supporting elements.

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

---

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

---

---

## Entering Corrections for Italy

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

Consider these points when you enter corrections:

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

---

## Making Additional Payments for Italy

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

Consider these points when you enter additional payments:

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

---

## Advancing Payrolls for Italy

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

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

---

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

---

## Chapter 11

# Setting Up Loans and Garnishments

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

---

## Understanding Loan Deductions

This section discusses:

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

## Delivered Loan Deductions

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

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

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

## Delivered Supporting Elements

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

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

<b>Element Type</b>	<b>Element Name</b>	<b>Used By</b>
Variable	PRE VR PREST1	PREDDPREST1 loan deduction.
Variable	PRE VR PREST2	PREDDPREST2 loan deduction

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

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

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

## Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Italy. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*.

### See Also

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Viewing Delivered Elements," Understanding How to View Delivered Elements

## Understanding Garnishment Deductions

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

<b>Deduction</b>	<b>Description</b>
PREDDCESSQUI	Garnishment deduction.

**See Also**

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Setting Up Overrides"*

---

## Managing Loan Data

Set up loan beneficiaries using the Beneficiary Data ITA component (GPIT\_PRE\_BENEF). This section discusses how to:

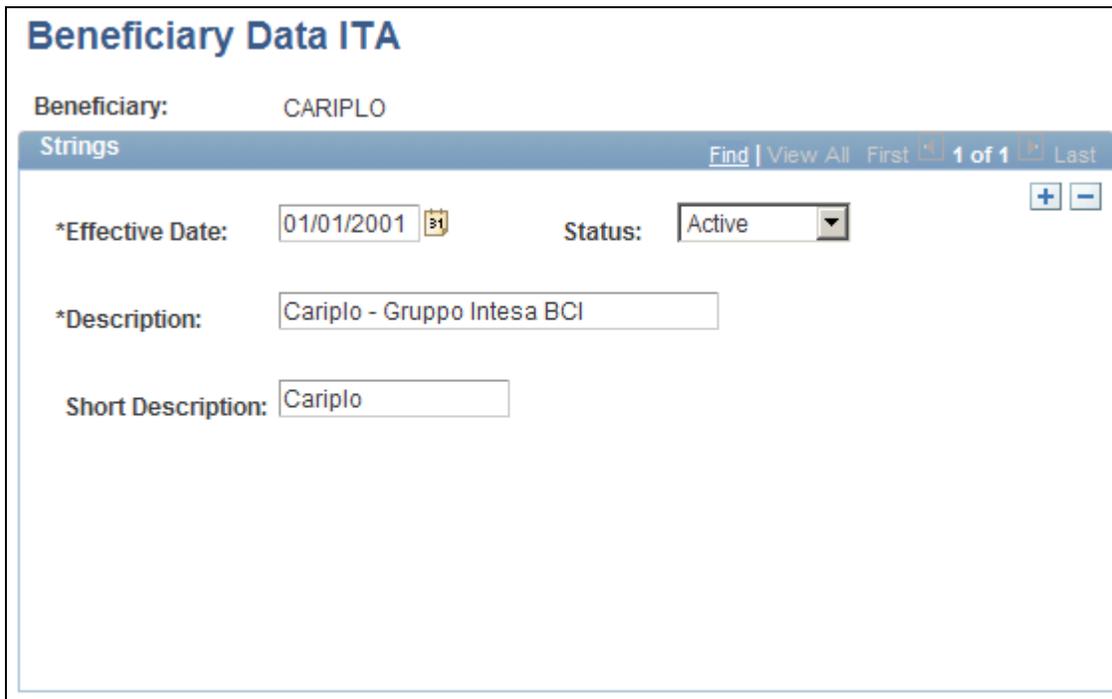
- Enter beneficiary data.
- Enter loan data.

## Pages Used to Manage Loan Data

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

## Entering Beneficiary Data

Access the Beneficiary Data ITA page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Loans, Beneficiary Data ITA, Beneficiary Data ITA).



**Beneficiary Data ITA**

Beneficiary: CARIPLO

Strings Find | View All First 1 of 1 Last

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

\*Description: Cariplo - Gruppo Intesa BCI

Short Description: Cariplo

Beneficiary Data ITA page

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

## Entering Loan Data

Access the Loans Data ITA page (Global Payroll & Absence Mgmt, Payee Data, Loans, Loans Data ITA, Loans Data ITA).

## Loans Data ITA

Employee ID: KIG005      Empl Record: 0      Name: **Dante Alighieri**

Loans Data Find | View All First **1 of 1** Last

\*Effective Date:        \*End Date:

\*Loan code:

Beneficiary:   INA Ist. Nazionale Assicuraz.

\*Loan Amount:       \*Installment Amount:       \*Currency:

\*Element Name:         Active Recovery on Termination

Yearly Installments Nbr:

Loans Data ITA page

- Effective Date**      Enter the loan start date. The system starts processing the loan deduction from this date.
- End Date**      Enter the loan period end date. The system stops processing the loan deduction on this date, or earlier if the loan is repaid.  
If you want to suspend repayment of the loan, update the end date field to stop loan processing.
- Loan Code**      This is the code the system uses to reference the payee's loan information. The loan code is the user key of the accumulator PRE AC IMPREC, which tracks the loan amount recovered.
- Beneficiary**      Select the loan beneficiary. This field prompts from the Beneficiary Data ITA page.
- Loan Amount**      Enter the total loan amount.
- Installment Amount**      Enter the amount to be deducted for each installment. If, at the last installment, the remaining total is less than this amount, the system deducts only the remaining balance.

---

**Note.** If changes are made to the loan repayment, such as suspending loan processing, always update this page and not the deduction elements. If you update the deductions directly, the loan recovery balance will be incorrect.

---

<b>Element Name</b>	Select the variable that contains the amount to deduct for the specific payee and loan code. This variable must be connected to the deduction for the loan. You can select only those variables that have PRESTITO in custom Field 1. The delivered variables are PRE VR PREST 1 and PRE VR PREST2.
<b>Active Recovery on Termination</b>	Select to deduct the outstanding loan payment from the payee's final payments if the payee terminates employment before the loan is fully paid.
<b>Yearly Installment Number</b>	Enter the number of payment installments made per year. For example, if you enter <i>13</i> , the amount deducted in December is double the normal amount, and if you enter <i>14</i> , the December and June deductions are double the normal amount.

### ***Suspending Loan Processing***

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

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

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

## Chapter 12

# Setting Up Social Security

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

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

---

## Understanding the Social Security Process

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

This section discusses:

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

## Assessable Income Calculations

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

## Contribution Calculations

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

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

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

## Reduction Calculations

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

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

The types of reductions are:

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

## Adjustment Processing

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

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

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

- *Decontribuzione*.

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

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

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

## Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Italy. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*.

### See Also

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Viewing Delivered Elements," Understanding How to View Delivered Elements

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## Setting Up Social Security

To set up social security use these components: INPS Categories ITA (GPIT\_INPS\_CAT), the INPS Contribution Codes ITA (GPIT\_INPS\_CDCTR), INPS Profiles ITA (GPIT\_INPS\_PROF), INPS Sgravi ITA (GPIT\_INPS\_SGRAVI), Providers Data ITA (GPIT\_PROV), and Additional Company Info ITA (GPIT\_COMP\_ADDTL).

This section discusses how to:

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

## Pages Used to Set Up Social Security

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Maintain ANF Data ITA	GPIT_ANF_EE	Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain ANF Data ITA, Maintain ANF Data ITA	Enter employee data necessary for the family allowance calculation.
INPS Categories ITA	GPIT_INPS_CAT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, INPS Categories ITA, INPS Categories ITA	Maintain the INPS Category table.
INPS Contribution Codes ITA	GPIT_INPS_CDCTR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, INPS Contribution Codes ITA, INPS Contribution Codes ITA	Maintain the INPS Contribution Code table.
INPS Profiles ITA	GPIT_INPS_PROF	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, INPS Profiles ITA, INPS Profiles ITA	Maintain the INPS Profile table.
INPS Sgravi ITA	GPIT_INPS_SGRAVI	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, INPS Sgravi ITA, INPS Sgravi ITA	Maintain the INPS Sgravi table.
Providers Data ITA	GPIT_PROV	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Providers Data ITA, Providers Data ITA	Define providers for the 770 report.
Additional Company Info ITA (additional company information)	GPIT_COMP_ADDTL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Additional Company Info ITA, Additional Company Info ITA	Set up company data for 770 reporting.

Page Name	Definition Name	Navigation	Usage
Maintain Social Ins Data ITA (maintain social insurance data)	GPIT_CTR_EE	Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Social Ins Data ITA, Maintain Social Ins Data ITA	Set up an employee's INPS and Sgravi data.

## Setting Up ANF Data

Access the Maintain ANF Data ITA page (Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain ANF Data ITA, Maintain ANF Data ITA).

### Maintain ANF Data ITA

Employee ID: KIG012      Empl Record: 0      Name: Enrico Fermi

**ANF Data** Find | View All First 1 of 1 Last

\*Effective Date:        Status:

INPS Table Element:        Inps Table: 11

**Family Data**

Family Income:         Family Condition Code:

Members Family Unit:       Disabled Children of Age:       Children Under Age:

Other Relatives:        Other Disabled Relatives       Disabled Parent

Maintain ANF Data ITA page

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

**Family Income**      Enter the family income and select the currency.

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

## Setting Up Provider Data

Access the Providers Data ITA page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Providers Data ITA, Providers Data ITA).

### Providers Data ITA

Provider Code: K101

**Details** Find | View All First 1 of 1 Last

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

Description: Business Institute

\*Provider Type: Company sending File directly

\*Provider Tax Code: ABC123DEF456 Sender Person Tax Code:

Software Provider Tax Code: XYZ098UVX765

INPS Site: 4902 MILANO NORD

**Addresses** Find | View All First 1 of 1 Last

\*Address Type: Address

Country: ITA Italy

Address: Via Rossi 4  
20121 MILANO (MI)

Providers Data ITA page

- Provider Type** Select the type of provider. The provider is the organization that submits reports to the government. Providers are required for the 770 report and the Electronic CUD (e-mens) report.
- If the company itself sends the report, select *Company sending file directly*. Otherwise, select the external organization that is responsible for the submission. The options are: *Government Administration, Others, Partner Banks, or Post Administration*.
- Provider Tax Code** Enter the tax code assigned to the provider. Tax codes are assigned by the government.
- Software Provider Tax Code** Enter the tax code assigned to the software provider.
- INPS Site** Select the INPS site to which the provider submits reports. Define the INPS sites on the INPS Site page.

## Setting Up Additional Company Information

Access the Additional Company Info ITA page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Additional Company Info ITA, Additional Company Info ITA).

### Additional Company Info ITA

**Company:** K11 Business Institute - Italy

**Details** Find | View All First 1 of 1 Last

\*Effective Date:   \*Status:

Provider Code:   Business Institute

**770 Data**

Activity Code:

770 Status:

Juridical Nature:

Situation:

**Contractors Section**

ZIP Code:

ISTAT Code:

Additional Company Info ITA page (1 of 2)

**Legal Representative**

**EmplID:**  

**Tax Code:**

**Last Name:**

**First Name:**

**Gender:**  ▼

**Date of Birth:**  

**Birth Place:**

**Birth State:**  

**Country:**  

**Address:**

**Phone:**

Additional Company Info ITA page (2 of 2)

### **Details**

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

### **770 Data**

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

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

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

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

### ***Contractors Section***

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

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

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

### ***Legal Representative***

Enter details about the person who is responsible for the 770 report on this page. This person may be an employee or someone from an external organization.

## **Setting Up Employee Social Insurance Data**

Access the Maintain Social Ins Data ITA page (Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain Social Ins Data ITA, Maintain Social Ins Data ITA).

### Maintain Social Ins Data ITA

Employee ID: KIG009      Empl Record: 0      Name: Caterina Da Siena

Contribution Regime Find | View All | First 1 of 1 Last

\*Effective Date: 01/04/2002 Status: Active

\*Contribution Regime: INPS

**INPS Data**

INPS Category: 2 Impiegato      INPS Cntb Prof: 0000 Norm Contr

Contribution Code:       End Date:

New Enrolled

**Contractors Data**

Contractor Contribution Type:

Contract Type:       Activity Type:

**INPDAI Data**

INPDAI Regime:       INPDAI Matricola:

Enrollment Date:

**Sgravi Data** Customize | Find | View All | First 1 of 1 Last

Sgravio Code	Description	Begin Date	End Date
1	<input type="text"/>	<input type="text"/>	<input type="text"/>

Maintain Social Ins Data ITA page

- Contribution Regime**      Select the national social security entity in which the employee is enrolled, such as INPS.
  
- INPS Category**      Select the INPS category.
  
- INPS Contr Prof (INPS contribution profile)**      Use to manage the employee's rules eligibility.
  
- Contribution Code**      Select the contribution code. This on the INPS contribution profile that you entered.
  
- New Enrolled**      Select to track the employee's enrollment in statutory insurance before and after 1993.
  
- Contractor Contribution Type**      Select the pension status only for contractors. Select one of these options:  
*No other Pension Fund:* Select if the contractor is not enrolled in any pension plan.  
*Other Pension Fund:* Select if the contractor is already enrolled in another pension plan.  
*Retired payee:* Select if the contractor is retired.
  
- Contract Type**      Select the contract type for contractors only.

<b>Activity Type</b>	Select a value that describes the type of work carried out by the contractor.
<b>INPDAI Regime</b>	Select either <i>CM</i> , <i>CP</i> , or <i>RP</i> , depending on the payee's enrollment date.
<b>INPDAI Matricula</b>	Enter the payee's INPDAI enrollment code.
<b>Sgravio Code</b>	Tracks the employee's eligibility for contributive reductions. Multiple entries are allowed.

---

## Setting Up CIG Approvals

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

### Understanding CIG Processing

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

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

Global Payroll for Italy delivers the following for CIG processing:

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

See [Chapter 7, "Setting Up Absences," page 51](#).

2. Record CIG approvals using the Setup CIG Approvals ITA component (GPIT\_CIG\_PREG).

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

### Page Used to Set Up CIG Approvals

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

## Setting Up CIG Approvals

Access the Setup CIG Approvals ITA page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Setup CIG Approvals ITA, Setup CIG Approvals ITA).

Setup CIG Approvals ITA page

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

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

---

## Setting Up Pension Funds

To manage pension funds, you must establish the fund codes and enter the contribution amounts for each employee. To set up pension funds, use the Complementary Fund Codes ITA (GPIT\_FPC\_COD), Complementary Fund Regimes ITA (GPIT\_FPC\_REG), and Complementary Fund Types ITA (GPIT\_FPC\_TYP) components. This section lists the pages used to set up pension funds.

### Pages Used to Set Up Pension Funds

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Complementary Fund Codes ITA	GPIT_FPC_COD	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Pensions, Complementary Fund Codes ITA, Complementary Fund Codes ITA	Set up fund codes.

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

## Reporting Social Contribution Data

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

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

## Understanding Social Security Reporting

Social security contributions are included in these reports:

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

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

**See Also**

[Chapter 13, "Preparing the DM10 Form," page 107](#)

[Chapter 7, "Setting Up Absences," Reporting Absence Data, page 65](#)

[Chapter 18, "Managing Year-End Reports," page 149](#)

[Appendix A, "Global Payroll for Italy Reports," page 163](#)

**Pages Used to Set Up and Run the Contribution Report**

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

**Setting Up the Contribution Report**

Access the Contribution Report Setup page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Contribution Report Setup ITA, Contribution Report Setup).

## Contribution Report Setup

Section Find | View All | First 1 of 4 Last

Section ID:

Sequence Number:

Description:

\*Section Type:

General Element
Employee Element

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

### Contribution Report Setup page

The report definition delivered with Global Payroll for Italy includes the elements that we deliver. You can update the definition with custom elements for your organization.

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

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

**Section Type** Select one of these values:

*General:* The section contains either employee contributions or employer contributions.

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

**General Element**

Access the General Element tab.

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

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

**Employee Element**

Access the Employee Element tab.

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

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

**Running the Contribution Report**

Access the Contribution Report ITA page (Global Payroll & Absence Mgmt, Social Security/Insurance, Contribution Report ITA, Contribution Report ITA).

### Contribution Report ITA

Run Control ID: 01 Report Manager Process Monitor

Language:

---

**Selection Criteria**

Month:  Year:

Pay Entity:  Pay Entity 1

Company				Employee			
Customize   Find   View All   First 1 of 1				Customize   Find   View All   First 1 of 1			
*Company	Descr			*EmplID	Name		
1 KI1	Business Institute - Italy	+	-	1		+	-

Establishment				Pay Group			
Customize   Find   View All   First 1 of 1				Customize   Find   View All   First 1 of 1			
Establishment ID	Descr			*Pay Group	Descr		
1		+	-	1 KI PAGA 1	Pay Group 1	+	-

---

**Break List**

Criteria 1:	<input type="text" value="INPS Category"/>	Criteria 4:	<input type="text"/>
Criteria 2:	<input type="text"/>	Criteria 5:	<input type="text"/>
Criteria 3:	<input type="text"/>	Criteria 6:	<input type="text"/>

Contribution Report ITA page

**Selection Criteria**

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

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

**Break List**

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

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

If you have the following organization:

<b>Company</b>	<b>Establishments</b>
KI0001	KI1E001, KI1E002

<b>Company</b>	<b>Establishments</b>
KI0002	KI2E001, KI2E002

The report is organized as follows:

Establishment KI1E001 data

Total for KI1E001

Establishment KI1E002 data

Total for KI1E002

Total for Company KI0001

Establishment KI2E001 data

Total for KI2E001

Establishment KI2E002 data

Total for KI2E002

Total for Company KI0002

Totals for report (company KI0001 and KI0002)

**Criteria**

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

## Chapter 13

# Preparing the DM10 Form

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

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

---

## Understanding the DM10 Report

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

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

---

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

---

### **See Also**

[Chapter 12, "Setting Up Social Security," page 89](#)

---

## Setting Up the DM10 Report

This section provides an overview of DM10 setup, lists common elements used in this section, and discusses how to:

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

## Understanding DM10 Setup

Global Payroll for Italy delivers setup data for the DM10 report. Use the DM10 Group ITA (GPIT\_DM10\_GROUP) and DM10 Code ITA (GPIT\_DM10\_CODE) components to review the DM10 report configuration and to update it, if necessary:

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

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

2. Position the element groups on the DM10 report using the DM10 Setcode 1 page.
3. Set eligibility conditions for reporting payroll elements using the DM10 Setcode 2 page.

Every entry on the DM10 Setcode 1 page represents a single potential row of the B, C, or D squares of the DM10 form. The report will not show the corresponding line automatically; however, if certain conditions are fulfilled, the line will appear.

## Common Elements Used in This Section

**Element Type** Select the type of element included in the report:

*ER0*: Add an earning.

*DD0*: Add a deduction.

**Component Element** Select one of these values to include in the report from these values: *Amount*, *Base*, *Rate*, or *Unit*.

## Pages Used to Set Up the DM10 Report

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Setup General	GPIT_DM10_SETGRP1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, DM10 Groups ITA, Setup General	Set the description and effective date of a DM10 Group Code.
Setup Square B	GPIT_DM10_SETGRP2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, DM10 Groups ITA, Setup Square B	Assign the Global Payroll result table elements to the DM10 Group Code.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Setup Square C/D	GPIT_DM10_SETGRP3	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, DM10 Groups ITA, Setup Square C/D	Assign the Global Payroll result table elements to the DM10 Group Code columns related to square C/D.
DM10 Setcode 1	GPIT_DM10_SETCODE1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, DM10 Codes ITA, DM10 Setcode 1	Position element groups on the DM10 report columns.
DM10 Setcode 2	GPIT_DM10_SETCODE2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, DM10 Codes ITA, DM10 Setcode 2	Establish the conditions a payee must fulfill for the DM10 code to be included in the report.

## Setting Up DM10 Group Codes

Access the DM10 Groups ITA - Setup General page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, DM10 Groups ITA, Setup General).

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

DM10 Group Code: 0001

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

Effective Date: 01/01/2001

Description: MAIN INPS CONTRIBUTIONS

Comments:

DM10 Groups ITA - Setup General page

Enter the Group Code and its definition.

## Setting Up Square B

Access the DM10 Groups ITA - Setup Square B page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, DM10 Groups ITA, Setup Square B).

Setup General   Setup **S**quare B   Setup Square C/D

DM10 Group Code: 0001

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

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

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

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

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

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

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

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

DM10 Groups ITA - Setup Square B page

**Square B - Payees**      Used for statistical codes (such as FE00) to list the element that identifies if the payee satisfies the statistical condition.

**Square B - Days**      Select the elements (earnings or deductions) from the payroll results table that are used in the Days column for the DM10 codes related to that group.

**Square B - Salary**      Select the elements from the results table used in the Salary column for the DM10 codes related to that group. You can establish a period of validity for each element.

## Setting Up Square C and D

Access the DM10 Groups ITA - Setup Square C/D page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, DM10 Groups ITA, Setup Square C/D).

Setup General Setup Square B Setup Square C/D

DM10 Group Code: 0001

Definition Find | View All First 1 of 1 Last

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

Square C - Debit Customize | Find | View All First 1 of 14 Last

*Sequence Number	Element Type	Element Name	*Component Element		
1	10	ER0	INPSERCUFAZ	Amount	+ -

Square D - Claims Customize | Find | View All First 1 of 1 Last

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

### DM10 Groups ITA - Setup Square C/D page

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

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

## Setting Up DM10 Report Columns

Access the DM10 Setcode 1 page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, DM10 Codes ITA, DM10 Setcode 1).

DM10 Setcode 1 page

- Position** Enter the position within the selected square where the row should be written. If a position is entered, the DM10 Code and DM10 Code Description fields can remain blank. Both are preprinted. If this field is blank, the first free row in the square is used, and the system prints the DM10 code and DM10 code description specified on this page.
  
- Square Name** Select the square name from the values *A*, *B/C*, or *D*, depending on the location of the line.
  
- Count Payee** Identifies, for this DM10 code, if the payee column must be filled if at least one of the related column amounts is not zero.
  
- DM10 Code** Enter the DM10 code that corresponds to the line you are establishing. Use one row for each line. Complete this field only if the Position field is blank.
  
- DM10 Code Description** Enter the content of the Description column of the DM10. Complete this field only if the Position field is blank.
  
- Group Code** Select a value. Only those group codes defined in the DM10 Group component are available.

## Establishing DM10 Conditions

Access the DM10 Setcode 2 page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, DM10 Codes ITA, DM10 Setcode 2).

DM10 Setcode 1		DM10 Setcode 2	
DM10 Row ID: 10			
Definition <span style="float: right;">Find   View All First 1 of 1 Last</span>			
Effective Date: 01/01/2001		Status: Active	
Description: OPERAI FULL TIME			
Eligibility conditions	From	To	
INPS Category:	<input type="text" value="1"/>	<input type="text" value="1"/>	
Percentage Part time:	<input type="text"/>	<input type="text"/>	
Contributive Code:	<input type="text" value="00"/>	<input type="text" value="00"/>	
Reduced Employee Pay:	<input type="text" value="N"/>	<input type="text" value="N"/>	
Type of Assignment:	<input type="text" value="0"/>	<input type="text" value="0"/>	

DM10 Setcode 2 page

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

---

## Running the DM10 Report

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

---

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

---

### See Also

[Appendix A, "Global Payroll for Italy Reports," Global Payroll for Italy Reports: A to Z, page 163](#)

## Page Used to Run the DM10 Report

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

## Running the DM10 Report

Access the DM10 Report ITA page (Global Payroll & Absence Mgmt, Social Security/Insurance, DM10 Report ITA, DM10 Report ITA).

### DM10 Report ITA

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

Language:

**Report Request Parameter(s)**

From Date:  End Date:  As Of Date:

Pay Entity:  Pay Entity 1

Pay Group:

Set ID:

Department:

Company:

Location Code:

Establishment ID:  Declaration Type:

DM10 Report ITA page

**From Date, End Date** Enter the date range for the report. The system selects results for which the segment end date falls between the from and end dates entered.

**As Of Date** Enter the date that will determine the effective dated row of the DM10 Group and DM10 Codes setup pages.

**Pay Entity, Pay Group, SetID, Department, Company, Location Code, Establishment ID** Complete these fields to define the population for which you want to run the report.

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

### ***DM10 Processes***

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

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

---

**Note.** You must run the Common DM10 process (GPIT\_DM10AE) to create the results table before you run the Electronic DM10 report process.

---

**Common DM10 Process** Select this option to run the Application Engine (GPIT\_DM10AE ) process that prepares the common table used to produce both the print and electronic report.

**Electronic DM10 Report** Select this option to run the Application Engine (GPIT\_DM10AE1) process to create an electronic version of the DM10 report.

---

**Note.** You must run the Common DM10 process (GPIT\_DM10AE) to create the results table before you run the Electronic DM10 report process.

---

**Common + Paper DM10 Report** Select this option to run the PSjob that runs:

- The application engine (GPIT\_DM10AE) process to create the common table.
- The SQR that produces the printed report.

**Common + Electronic DM10 Report** Select this option to run the PSjob that runs:

- The application engine (GPIT\_DM10AE) process to create the common table.
- The application engine (GPIT\_DM10AE1) process that produces the electronic report.



## Chapter 14

# Managing Taxation

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

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

---

## Understanding Italian Income Tax Withholding

This section discusses:

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

### Additional Monthly Payments

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

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

### Tax Reductions

The net tax is determined by subtracting certain deductions from the gross tax. These deductions include:

- Subordinate employment, which is dependent on whether an employee has a regular or temporary contract.
- Family dependents: spouse, children, and other relatives.
- Deductible costs.

- Income not liable for tax.

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

## Additional IRPEF Taxes

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

- Additional county tax.

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

- Additional city tax.

This tax percentage varies by city.

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

## Job End Adjustments

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

The system calculates the adjustment values by doing the following:

- Computing monthly values for taxes and tax reductions for the month in which the adjustment occurs.
- Computing yearly values for taxes and tax reductions as of the termination date.
- Retrieving the amount already withheld from the employee during the year, including the current month.

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

## Separate Taxation

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

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

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

---

## Understanding Delivered Rules for Income Tax Withholding

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

### **Monthly Income Tax Estimates and Deductions**

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

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

### **Year-End and End-of-Employment Adjustments**

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

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

## Viewing Delivered Elements

This PeopleSoft application delivers a query that you can run to view the names of all delivered elements designed for Italy. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*.

### **See Also**

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Viewing Delivered Elements," Understanding How to View Delivered Elements

---

## Setting Up Income Tax Data

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

- Maintain *Scaglioni* values.

- Set up additional income tax defaults.
- Set up city tax details.
- Set up state tax details.
- Set up county tax details.
- Set up income tax dependant data.

## Understanding Income Tax Data Setup

Before processing income tax withholding, you must:

1. Set up current *Scaglioni* values for tax brackets using the Scaglioni ITA component (GPIT\_SCAGL\_TABLE).
2. Set up additional IRPEF default information using the Local IRPEF Defaults ITA component (GPIT\_ADDDFLT\_TABLE).
3. Set up current municipal, regional, and provincial IRPEF tax percentages using the City IRPEF Details ITA component (GPIT\_ADDCOM\_TABLE) and the State IRPEF Details ITA component (GPIT\_ADDPRO\_TABLE).
4. Set up income tax dependent data.

## Pages Used to Set Up Income Tax Withholding

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Scaglioni ITA	GPIT_SCAGL_TBL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Scaglioni ITA, Scaglioni ITA	Enter <i>Scaglioni</i> rates, when necessary. This PeopleSoft application delivers the elements that populate the income tax brackets; however, you must maintain them.
Local IRPEF Defaults ITA	GPIT_ADD_DFLT_TBL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Local IRPEF Defaults ITA, Local IRPEF Defaults ITA	Enter system defaults for additional IRPEF tax payments. You must enter additional income tax information into the system.
City IRPEF Details ITA	GPIT_ADDCOM_TBL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, City IRPEF Details ITA, City IRPEF Details ITA	Enter local tax percentages.

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
State IRPEF Details ITA	GPIT_ADDPROV_TBL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, State IRPEF Details ITA, State IRPEF Details ITA	Enter state tax percentages.
County IRPEF Details ITA	GPIT_ADDREG_TBL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, County IRPEF Details ITA, County IRPEF Details ITA	<b>Note.</b> This page is not used to track the county tax percentages. Instead, we deliver a bracket, IRP BR ADDREGVAR, for calculating the percentages for county tax.
Bracket Data	GP_BRACKET_DATA	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Bracket Data, Bracket Data	Review and update the county tax percentages stored in the IRP BR ADDREGVAR bracket.
Specify Tax Reduction ITA	GPIT_TDETR_FAMDEP	Global Payroll & Absence Mgmt, Payee Data, Taxes, Specify Tax Reduction ITA, Specify Tax Reduction ITA	Enter spouse or dependant type and age, and percentage of dependency.

## Maintaining Scaglioni Values

Access the Scaglioni ITA page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Scaglioni ITA, Scaglioni ITA).

### Scaglioni ITA

Scaglioni Table: IRPF

\*Description:

---

Scaglioni Find | View All | First 1 of 1 Last

Effective Date:

Status:

Scaglioni values Customize | Find | View All | | First 1-3 of 4 Last

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

Scaglioni ITA page

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

## Setting Up Additional Income Tax Defaults

Access the Local IRPEF Defaults ITA page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Local IRPEF Defaults ITA, Local IRPEF Defaults ITA).

### Local IRPEF Defaults ITA

Type of IRPEF Additional:      COM

Percentage Find | View All First 1 of 1 Last

Effective Date:

Status as of Effective Date:  ▼

Number of Installments:

Common Fixed Percentage:

Addl IRPEF Paid at Adjustment       Fixed % Reduce Others IRPEF %

Local IRPEF Defaults ITA page

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

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

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

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

## Setting Up City Tax Details

Access the City IRPEF Details ITA page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, City IRPEF Details ITA, City IRPEF Details ITA).

**City IRPEF Details ITA**

Province: FI  
City: SAN GODENZO

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

City IRPEF Details ITA page

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

## Setting Up State Tax Details

Access the State IRPEF Tax Details page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, State IRPEF Details ITA, State IRPEF Details ITA).

**State IRPEF Details ITA**

State: FI Firenze

State IRPEF Additional		Find   View All	First	1 of 1	Last
*Effective Date:	09/06/2009				
*Status as of Effective Date:	Active				
Local Variable Percentage:					

State IRPEF Details ITA page

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

## Setting Up County Tax Details

Access the Bracket Data page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Bracket Data, Bracket Data).

### Bracket Data

Element Name: Bracket Data

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

Variable county tax						Customize	Find	First	1-29 of 29	Last
Search Key County Code	Search Key Income for local taxes	Return Column Variable county tax	Return Currency	Return Column County Tax on previous range	Return Column Local PCT Count Additional Tax					
ABR	0.000000	0.00	EUR	0.000000	0.000000	+	-			
BAS	0.000000	0.00	EUR	0.000000	0.000000	+	-			
CAL	0.000000	0.00	EUR	0.000000	0.500000	+	-			
CAM	0.000000	0.00	EUR	0.000000	0.000000	+	-			
EMR	0.000000	0.00	EUR	0.000000	0.000000	+	-			
FVG	0.000000	0.00	EUR	0.000000	0.000000	+	-			
LAZ	0.000000	0.00	EUR	0.000000	0.000000	+	-			
LIG	0.000000	0.00	EUR	0.000000	0.000000	+	-			
LOM	0.000000	0.00	EUR	0.000000	0.300000	+	-			
LOM	0.000000	15493.71	EUR	46.481130	0.400000	+	-			

Bracket Data page

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

## Setting Up Income Tax Dependant Data

Access the Specify Tax Reduction ITA page (Global Payroll & Absence Mgmt, Payee Data, Taxes, Specify Tax Reduction ITA, Specify Tax Reduction ITA).

### Specify Tax Reduction ITA

Employee ID: KIG003      Empl Record: 0      Name: Giacomo Leopardi

**Tax Reductions** Find | View All First 1 of 1 Last

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

Salary of Reference:       Other Income:  EUR

Dependant:

Exempt taxation assignee out       Disable for Veneto

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

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

Specify Tax Reduction ITA page

**Salary of Reference**      Enter the salary to use in the calculation of ranges of tax deductions. If blank, the system uses an estimate based on the payee's earnings as follows:

$$\text{Year to day (YTD) income} / \text{YTD tax days} * 365$$

**Other Income**      Enter additional income to use in the calculation of dependent deduction ranges. Select the currency for the additional income.

**Dependant**      Select either:  
*Dependant spouse* or *Dependant child in place of* if the dependent is a child in place of a spouse.

**Exempt taxation assignee out**      Select if the payee is not entitled to tax reductions because the payee is an assignee out tax exempt.

---

**Note.** You must select this check box in addition to selecting a tax exempt status on the Define Assignee Data ITA page.

---

**Disable for Veneto**      Select this check box if at least one dependant is disabled.

### **Child/Other Dependents**

<b>Type of familiar dependent</b>	<p>Select from the following values:</p> <p><i>Children</i> (all dependant children except disabled children and children in place of spouse)</p> <p><i>Child less than 3 years</i> (included in number of children)</p> <p><i>Child after the first</i> (additional children after first, included in number of children)</p> <p><i>Other dependents.</i></p> <p><i>Disabled children</i> (not included in number of children)</p>
<b>Dependent Number</b>	Enter the number of dependants charged at this percentage.
<b>Percentage of Charge</b>	Enter the percentage of the tax reduction that is received by the payee. When a child has two working parents, the parents can decide how the tax reduction for the child is divided between them. Use this field to define the percentage of the reduction is received by the payee.

---

## **Reporting Income Tax Data**

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

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

### **See Also**

[Chapter 16, "Preparing the IRPEF F24 Control Report," page 135](#)

[Chapter 18, "Managing Year-End Reports," page 149](#)



## Chapter 15

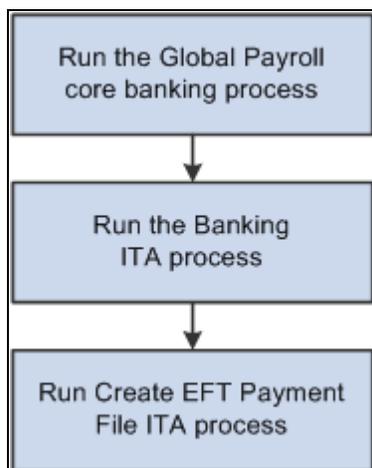
# Running the Banking Processes

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

---

## Understanding the Banking Processes for Italy

The banking processes are run after finalizing payroll to process payments. This diagram shows the banking processes for Italy from the running of the Global Payroll process to the creation of the electronic funds transfer (EFT) payment file:



The payroll-to-EFT banking processes for Italy

After finalizing payroll, you run these banking processes:

1. The Global Payroll Banking Application Engine process (GP\_PMT\_PREP).

This process populates a table, GP\_PAYMENT, that contains payment information. It has two steps: calculate and finalize. Run the calculate step any number of times, but run the finalize step only once.

2. The Banking ITA Application Engine process (GPIT\_PAYMENT).

This process populates a table, GPIT\_PAYMENT, that includes additional Italy-specific information.

3. The Create EFT Payment File ITA Application Engine process (GPIT\_EFT).

This process creates an EFT file for each source bank.

## Prerequisites

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

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

URL maintenance is explained in the PeopleTools PeopleBooks.

See *PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Defining Banking Instructions."

See *PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook*, "Setting Up Banks and Bank Branches."

See *Enterprise PeopleTools PeopleBook: System and Server Administration*

## Running Banking Processes for Italy

This section discusses how to:

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

## Pages Used to Run the Banking Processes

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

## Running the Italian Banking Process

Access the Run Banking Process ITA page (Global Payroll & Absence Mgmt, Payment Processing, Run Banking Process ITA, Run Banking Process ITA).



**Run Banking Process ITA**

Run Control ID: KI\_BANK [Report Manager](#) [Process Monitor](#)

\*Calendar Group ID:   2006 01 - Monthly

Run Banking Process ITA page

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

## Creating the EFT Payment File

Access the Create EFT Payment File ITA page (Global Payroll & Absence Mgmt, Payment Processing, Create EFT Payment File ITA, Create EFT Payment File ITA).

## Create EFT Payment File ITA

Run Control ID: KI\_BANK [Report Manager](#) [Process Monitor](#)

**Electronic File Transfer**

Calendar Group ID:

Pay Entity:

\*Payment Description:

Fixed Description Info:

File ID:

Required Process Date:  31

Value Date:  31

\*Payee ID Type:

Create EFT Payment File ITA page

- Payment Description** Select one of these values:
- Salary*: To process salary payments.
  - Generic Bank Transfer*: To process general bank transfers.
  - Emolumenti*: To process payee compensation other than regular salaries.
- Fixed Description Info** (fixed description information) Enter a description to include in the EFT file. The description populates record 50 in the EFT file.
- File ID** Enter the file ID, which populates the field *Nome Supporto* in the EFT file.
- Required Process Date** Enter the processing date. This date is usually the date that the EFT file is sent to the bank.
- Value Date** Enter the date when the payments are made to payees.
- Payee ID Type** Select *Employee ID* or *Fiscal Code* to specify that the process populates the *codice cliente beneficiario* field in the EFT file with employee IDs or fiscal codes.





## Chapter 16

# Preparing the IRPEF F24 Control Report

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

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

---

## Understanding the IRPEF F24 Control Report

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

The IRPEF F24 Control report is split into an Application Engine (GPIT\_F24\_AE) process and an SQR (GPITF24C), which may be run individually or together. The Application Engine process calculates the tax codes and populates a temporary table with this information. The SQR uses the temporary table to print the tax data that is required to complete the F24 form. In addition to tax codes that are printed on the F24 report, the report can contain data used to check the construction of the tax codes.

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

- *Sezione erario.*

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

- *Sezione regioni ed enti locali.*

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

---

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

---

This section discusses:

- Delivered supporting elements.

- Viewing delivered elements.

## Delivered Supporting Elements

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

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

## Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Italy. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*.

### See Also

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Viewing Delivered Elements," Understanding How to View Delivered Elements

## Setting Up the IRPEF F24 Control Report

Global Payroll for Italy delivers setup data for the F24 report in these components: F24 Groups ITA (GPIT\_F24\_GROUP), F24 Squares ITA (GPIT\_F24\_QUADRO), and F24 Codes ITA (GPIT\_F24\_CODE).

This section discusses how to:

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

### Pages Used to Set Up the IRPEF F24 Control Report

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

### Setting Up Elements for the F24 Tax Sections

Access the F24 Groups ITA page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, F24 Groups ITA, F24 Groups ITA).

### F24 Groups ITA

**Tax Group:** 1001

**Definition** Find | View All First 1 of 1 Last

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

\*Description: Ordinary Tax

Tax Elements <span style="float: right; font-size: small;">Customize   Find   View All   First 1-4 of 11 Last</span>			
#	Entry Type	Element Name	Sign
1	Seg. Accm	IRP AC NET1001 STD	Add
2	(Invalid Value)	IRP FM TX1001 CON	Add
3	Earnings	IRPERRESTEUR	Subtract
4	Deduction	CCDDIMPCESS	Add

F24 Groups ITA page

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

## Setting Up Sections for the F24 Report

Access the F24 Squares ITA page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, F24 Squares ITA, F24 Squares ITA).

### F24 Squares ITA

**Square:** A

**Definition** Find | View All First 1 of 1 Last

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

Description: Erario Taxes Section

F24 Squares ITA page

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

## Setting Up F24 National and Local Tax Codes

Access the F24 Codes ITA page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, F24 Codes ITA, F24 Codes ITA).

The screenshot shows the 'F24 Codes ITA' page with the following fields and values:

- Tax ID:** 1001
- Definition and Eligibility Conditions:** Find | View All | First | 1 of 1 | Last
- \*Effective Date:** 01/01/2001
- \*Status:** Active
- \*Description:** Ordinary Tax
- \*Square:** A Erario Taxes Section
- \*Position:** 1
- Tax Code:** 1001
- Local Tax:** [Dropdown]
- 730 Local Tax:** [Dropdown]
- Installments:** [Dropdown]
- Year:** Current
- Compensation** Minimum: [Text Box]
- \*Tax Group:** 1001 Ordinary Tax
- Geographical Area From:** 01 To: 01

F24 Codes ITA page

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

<b>Square</b>	Select <i>A</i> , <i>C</i> , or <i>D</i> .
<b>Position</b>	Enter the position number within the section.
<b>Tax Code</b>	The system prints this tax code ( <i>codice tributo</i> ) on the report.
<b>Local Tax</b>	Select <i>County</i> or <i>City</i> if the tax is local.
<b>730 Local Tax</b>	Select <i>Employee</i> or <i>Spouse</i> if the tax code is 730–related and can refer to either the employee or spouse.
<b>Installments</b>	Select <i>City Taxes Table</i> , <i>County Table</i> , or <i>Installment Number</i> . If you select <i>Installment Number</i> , the system prints 0101 in the installment column of the report.
<b>Year</b>	Select <i>Current</i> to report on the current year or <i>Previous</i> to report on the previous year.
<b>Compensation</b>	This field is not used in the IRPEF F24 report.

<b>Minimum</b>	This field is not used in the IRPEF F24 report.
<b>Tax Group</b>	Select the F24 group that defines the elements related to the tax code. You set up F24 groups on the F24 Groups ITA page.
<b>Geographical Area From, To</b>	Code eligibility depends on the location of the payee's company or establishment. Enter the location ranges or leave these fields blank to automatically include a payee.

## Running the IRPEF F24 Control Report

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

### Page Used to Run the IRPEF F24 Control Report

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

### Generating the IRPEF F24 Control Report

Access the F24 Control Report ITA page (Global Payroll & Absence Mgmt, Taxes, F24 Control Report ITA, F24 Control Report ITA).

### F24 Control Report ITA

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

Language: English

**Selection Criteria**

From Date: 01/06/2009

End Date: 30/06/2009

Pay Entity: KIPE1  Pay Entity

Pay Group: KI PAGA 3  PayGroup3

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

	*Company	Description		
1	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

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

	Estab ID	Description		
1	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

**Sort Criteria**

Y

#### F24 Control Report ITA page

The report prints three pages for each of:

- National taxes
- County taxes
- City taxes

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

#### **Sort Criteria**

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

---

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

---



## Chapter 17

# Managing 730 Calculations

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

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

---

## Understanding 730 Calculations

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

---

## Setting Up 730 Data

You set up CAF data using the CAF Data ITA component (GPIT\_CAF\_DATA). This section discusses how to:

- Enter CAF data.
- Enter normal or corrective 730 data.
- Enter integrative 730 data.
- View delivered elements.

## Pages Used to Set Up 730 Data

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
CAF Data ITA	GPIT_CAF_DATA	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, CAF Data ITA, CAF Data ITA	Enter and view CAF-specific data.

Page Name	Definition Name	Navigation	Usage
Normal or Corrective 730	GPIT_730_DATI	Global Payroll & Absence Mgmt, Payee Data, Taxes, 730 Data ITA, Normal or Corrective 730	Enter payee data for the original and corrective 730 tax assistance forms.
Integrative 730	GPIT_730_INTEGR	Global Payroll & Absence Mgmt, Payee Data, Taxes, 730 Data ITA, Integrative 730	Enter payee data for the integrative 730 tax assistance form.

## Entering CAF Data

Access the CAF Data ITA page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, CAF Data ITA, CAF Data ITA).

The screenshot shows the 'CAF Data ITA' page with the following details:

- CAF Code:** 0001
- CAF Informations:** Find | View All | First | 1 of 1 | Last
- \*Effective Date:** 01/01/2001
- \*Status:** Active
- \*Description:** CAF CGIL PIEMONTE VALLE AOSTA
- \*Fiscal Code:** 06418720014
- \*Number of enrollment:** 00001
- Address:** (empty field)
- Postal Code:** (empty field)
- State:** TO (Torino)
- City:** TORINO
- Country:** ITA

CAF Data ITA page

**Fiscal Code** Enter the CAF identification number.

**Number of enrollment** Enter the CAF identifier.

## Entering Normal or Corrective 730 Data

Access the Normal or Corrective 730 page (Global Payroll & Absence Mgmt, Payee Data, Taxes, 730 Data ITA, Normal or Corrective 730).

Normal or Corrective 730		Integrative 730	
Employee ID:	KIG001	Empl Record:	0
		Name: Michelangelo Buonarroti	
Normal or Corrective 730 Data <span style="float: right;">Find   View All First 1 of 1 Last</span>			
*Effective Date:	01/07/2002	*Status:	Active
CAF Data			
Delivery Date:	01/06/2002	*Form Type:	Original
		*Assistance:	CAF
CAF Code:	0001	CAF CGIL PIEMONTE VALLE AOSTA	
Installments:	<input type="checkbox"/>	Currency Code:	EUR
Irfef Data		County Tax Data	
Reimburse:	100.00	Reimbursement Payee:	30.00
Repay:		Repayment Payee:	
1 Advance:		County Code Payee:	10
2 Advance:		Reimbursement Spouse:	30.00
Separate Taxation Data		City Tax Data	
Advance Payee:		Reimbursement Payee:	30.00
Advance Spouse:		Repayment Payee:	
		County Code Payee:	10
		Reimbursement Spouse:	30.00
		Repayment Spouse:	
		County Code Spouse:	10
		City Code Payee:	10
		Reimbursement Spouse:	30.00
		Repayment Spouse:	
		City Code Spouse:	10
730 Data to 770 form			
Adjustment Type:		Second Advance:	
Corrective 730:		<input type="checkbox"/> Not Payable 770	
Adjustments Not Completed:			

Normal or Corrective 730 page

### CAF Data

- Delivery Date** Enter the date the payee delivered the form to CAF.
- Form Type** Select *Corrective* or *Original* to indicate the form type.
- Assistance** Select *CAF* or *Employer* to indicate the type of fiscal assistance.
- CAF Code** Select a CAF code. The valid codes are defined in the CAF table.

**Installments** Enter a number between 1 and 5 that corresponds to the number of months between July and November. (If the payment date is in the month after the period end date, then the fiscal assistance will be between June and October.) The installment number is used to create an equal number of payments for each monthly installment. This value applies to all the deductions and advances except the second ordinary tax advance, which is deducted in November (or October).

### ***Irpef Data***

**Reimburse** Enter the amount owed to the payee.

**Repay** Enter the amount owed by the payee.

**1 Advance** Enter the amount of the first advance. This deduction is triggered in July (or June if the payment date is in the month after the period end date).

**2 Advance** Enter the amount of the second advance. This deduction is triggered in November (or October if the payment date is in the month after the period end date).

### ***County Tax Data and City Tax Data***

**Reimbursement payee** Enter the amount owed to the payee.

**Repayment payee** Enter the amount owed by the payee.

**Reimbursement spouse** Enter the amount owed to the payee's spouse.

**Repayment spouse** Enter the amount owed by the payee.

### ***Separation Tax Data***

**Advance Payee** This advance is paid on behalf of taxes related to the payee's previous years' earnings.

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

### ***730 Data to 770 Form***

**Adjustment Type** Select the reason for the adjustment.

**Second Advance** Select the reason why the second advance was not completed or was different from the original value.

- Corrective 730** Select the description and reason for the correction.
- Not Payable 770** Select this check box to indicate that the 730 reimbursement process was not completed.
- Adjustments Not Completed** Enter the reason why adjustments were not collected or paid. Values are *Termination, Unpaid Leave, Deceased Payee, Low Compensation, and Reimbursement not Done.*

## Entering Integrative 730 Data

Access the Integrative 730 page (Global Payroll & Absence Mgmt, Payee Data, Taxes, 730 Data ITA, Integrative 730).

The screenshot displays the 'Integrative 730' data entry interface. At the top, there are tabs for 'Normal or Corrective 730' and 'Integrative 730'. Below the tabs, employee details are shown: Employee ID: KIG001, Empl Record: 0, and Name: Michelangelo Buonarroti. The main section is titled 'Integrative 730 Data' and includes a search bar with 'Find | View All | First | 1 of 1 | Last'. The form contains several input fields:
 

- \*Effective Date: 10/06/2009 (with a calendar icon)
- \*Status: Active (dropdown menu)
- Currency Code: EUR (with a search icon)
- Delivery Date: (empty field with a calendar icon)
- \*CAF Code: (empty field with a search icon)
- IRPEF to Reimburse: (empty field)

 Below these are two side-by-side sections:
 

- County Tax Data:** Reimbursement Payee, County Code Payee, Reimbursement Spouse, and County Code Spouse (all empty fields).
- City Tax Data:** Reimbursement Payee, City Code Payee, Reimbursement Spouse, and City Code Spouse (all empty fields).

Integrative 730 page

- Delivery Date** Enter the date on which the integrative data is delivered to CAF.
- IRPEF to Reimburse** Enter the amount of IRPEF to be reimbursed.
- Reimbursement Payee** Enter the amount of county or city tax to be reimbursed.
- Reimbursement Spouse** Enter the amount of county or city tax to be reimbursed.

## Viewing Delivered Elements

This PeopleSoft application delivers a query that you can run to view the names of all delivered elements designed for Italy. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*.

### **See Also**

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Viewing Delivered Elements," Understanding How to View Delivered Elements

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## Reporting 730 Tax Balances

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

### **See Also**

[Chapter 16, "Preparing the IRPEF F24 Control Report," page 135](#)

## Chapter 18

# Managing Year-End Reports

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

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

---

## Understanding the CUD Reports

The CUD reports are regulatory reports that provide tax and social security information. There are two types of CUD report:

- The year-end CUD report.

Italian companies must produce a CUD report every year for their employees. The report contains employees' tax and social security information for the previous year. The data for tax and social security is generated by separate processes and the CUD Report Merge Application Engine process (GPIT\_CUD\_MS) merges data produced by these processes and presents it in a printable format.

- The monthly CUD (e-mens) report.

Companies provide a monthly CUD report to the social security authority (INPS) that contains employees' social security information. The monthly report is an XML file that is sent electronically to the social security authority. You must run the year-end CUD processes to populate the results tables before you run the monthly e-mens report.

This section discusses:

- Fiscal Control reports
- Social Security Control reports
- View delivered elements

## Fiscal Control Report

The CUD Fiscal Part Application Engine process (GPIT\_FCUD) populates the GPIT\_FCUD\_T% tables, which contain all of the tax data needed for the fiscal control report and for the fiscal part of the CUD report.

The report can be split into nine sections, corresponding to the main divisions of the CUD form. These sections are not identified by codes in the form, they are just a grouping of boxes related to similar subjects. The report contains the following data:

<b>Section</b>	<b>Description</b>
One	General company data such as name, fiscal code, and address.
Two	Employee data such as name and fiscal code.
Three	Data related to ordinary taxation and local taxation such as tax incomes and tax deductions.
Four	Data related to detractions, contributions to complementary health and pension funds and tax reimbursements.
Five	Data related to adjustments, such as previous employers' data and year-end adjustments.
Six	Data related to the previous year's taxation, such as assessable amounts and deducted amounts.
Seven	TFR and other indemnities data, such as assessable amounts, taxation percentage, and tax deductions.
Eight	Automatically generated notes.
Nine	Print date and signature.

Data in sections three through eight is entered in print class KICUD and on the notes pages. Data is retrieved from standard payroll results tables.

## Social Security Control Report

Two Application Engine processes, CUD Social Security Part 1 (GPIT\_PCUD1) and CUD Social Security Part 2 (GPIT\_PCUD2), populate the GPIT\_PCUD\_T% tables that contain all of the social security data needed for the social security control report and for the social security part of the CUD report.

Online pages enable you to check data that is used in the contributive portion of the CUD form. Social security uses data contained in this part of the form to compute pension entitlement. A company may have to produce more than one form per year for the same employee, depending on how the employee's contributive human resources (HR) data changes in the year. Thus, the report should show:

- The data slice by slice. HR data must be uniform within a slice.
- The data grouped by uniform HR data.

This form can be divided into three sections, mainly corresponding to slices and groups:

- General contributive data.
- Special payments.
- Protected absences data.

Writable arrays populate five records with the starting data used to produce the report:

- GPIT\_RP\_0001 contains payee and basic company data at the detail slice level.
- GPIT\_RP\_0002 contains payee and company income data at the detail slice level.
- GPIT\_CUD\_WA contains data specific for CUD at the detail slice level.
- GPIT\_PRS\_WKDATA contains absence data for protected absences at the detail weekly level in weeks with absences.
- GPIT\_ABS\_WKDATA contains absence data for protected absences at the detail weekly level in weeks with absences.

The two Application Engine processes combine all of the slice level data and group it at a form level.

## Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for Italy. Instructions for running the query are provided in the *PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*.

### See Also

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Viewing Delivered Elements," Understanding How to View Delivered Elements

---

## Understanding 770 Year-End Reporting

The 770 report summarizes employees' tax and social security contributions for the year. It is submitted to the *Ministero delle Finanze* in September each year for the previous year.

The 770 report includes the following company information and individual employee information:

- Provider information identifies who submitted the report.

Companies may submit the reports themselves or use another organization to handle the submissions. New pages in Global Payroll for Italy enable you to set up provider details and identify the provider for each company.

- Company information identifies the employer.

- For each employee, the report includes:
  - Personal data.
  - Tax details for the year.
  - Income earned and taxes paid while working abroad.

This information is entered on the Assignee Data page, which has been enhanced to include a group box for recording taxes and income earned by employees on assignments outside Italy.

- Social security data (INPS and INAIL).

The Global Payroll for Italy 770 year-end report uses information extracted by the CUD report. Therefore, you must finalize your CUD report before running the 770 report.

---

## Understanding INAIL Reporting

The INAIL Year-End Report (*Autoliquidazione*) is submitted to the Italian National Authority for Insurance and Work Accidents (*Istituto Nazionale per l'Assicurazione degli Incidenti sul Lavoro*) in February each year for the previous year.

The INAIL Year-End report provides information required by the INAIL to calculate employer contributions for injury insurance. The report includes the following information:

- General company information, such as the company tax code, INAIL code, and INAIL site.
- INAIL positions and tariff information.

Each company can have one or more INAIL positions (also known as a PAT—*posizione assicurativa territoriale*). Each INAIL position is associated with tariff codes that determine the contribution rate.

- Income exemptions.

For some employee contracts, part or all of the employee's income is exempt from the contribution calculation.

The information for the report is extracted from PeopleSoft Enterprise Human Resources and Global Payroll for Italy tables. The writable array GPIT\_INAIL\_WA holds most of the information required for the report and is populated by the payroll process.

---

## Producing the CUD Reports

Set up CUD Notes using the CUD Notes ITA component (GPIT\_CUDNOTE). This section lists prerequisites and discusses how to:

- Create CUD notes.
- Run the year-end CUD report.
- Run the electronic CUD monthly (e-mens) report.

## Prerequisites

Before you run the CUD report for the first time, you must define the print class to use for the report. Print classes define the pay elements that are included in the report and the order in which they are printed. Global Payroll for Italy delivers a print class, KICUD, for the CUD report that includes the statutory elements required for the CUD report

For the monthly CUD (e-mens) report, you must also set up the provider information and link providers to companies. Use the Providers Data ITA page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Providers Data ITA, Providers Data ITA) to enter information about the organization that submits the CUD report to the government. On the Additional Company Info ITA page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Additional Company Info ITA, Additional Company Info ITA), you specify the provider for each company.

### See Also

[Chapter 3, "Defining Country Data," Setting Up Print Classes and SQR Forms, page 24](#)

## Pages Used to Produce the CUD Reports

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
CUD Notes ITA	GPIT_CUDNOTE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, CUD Notes ITA, CUD Notes ITA	Create CUD notes that are included in the report. Typically, notes provide additional tax information.
CUD Report ITA CUD Parameters	GPIT_CUD_RUNCTL	<ul style="list-style-type: none"> <li>Global Payroll &amp; Absence Mgmt, Social Security/Insurance, CUD Report ITA, CUD Report ITA</li> <li>Global Payroll &amp; Absence Mgmt, Social Security/Insurance, Electronic CUD Report ITA, CUD Parameters</li> </ul>	Enter the parameters for the CUD report and run the report. When you access this page from the Electronic CUD Report component, use this page to view the parameters that were used to run the year-end CUD report.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Electronic CUD	GPIT_CUDE_RCTL	Global Payroll & Absence Mgmt, Social Security/Insurance, Electronic CUD Report ITA, Electronic CUD	Run the Electronic CUD Monthly report (GPIT_CUDE_AE). You must run the year-end CUD report before you run the monthly report to populate results tables that are required by the monthly report.  The report generates an XML file that meets the formatting requirements of the social security authority.
CUD Data	GPIT_CUD_PAGE1	Global Payroll & Absence Mgmt, Social Security/Insurance, CUD Data ITA, CUD Data	View data from the CUD Fiscal or Social Security Control reports or from the CUD legal form.
Absence CUD Data ITA	GPIT_CUD_WA	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Absence CUD Data ITA, Absence CUD Data ITA	View an employee's absence data that is used in the social security section of the CUD report. The information displayed is stored in writable arrays that are populated when you run payroll.

## Creating CUD Notes

Access the CUD Notes ITA page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, CUD Notes ITA, CUD Notes ITA).

### CUD Notes ITA

Note Code: 03A

Find | View All | First 1 of 1 Last

\*Effective Date:        Status:

\*Description:

Comments:

First Part:   
 Amount

Second Part:

CUD Notes ITA page

If the Amount option is selected, the CUD note imbeds the payroll result from the print class between the First Part and Second Part fields.

Note codes are linked to elements in the print class for the CUD report.

**See Also**

[Chapter 3, "Defining Country Data," Setting Up Print Classes and SQR Forms, page 24](#)

## Running the Year-End CUD Report

Access the CUD Report ITA page (Global Payroll & Absence Mgmt, Social Security/Insurance, CUD Report ITA, CUD Report ITA).

### CUD Report ITA

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Language:

**Selection Criteria**

\*From Date:   \*Thru Date:

Pay Entity:   \*Population:

Print Class:

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

	*Company	Descr		
1	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

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

	*Empl ID	Name		
1	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

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

	Establishment ID	Descr		
1	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

**Pay Group** Customize | Find | View All |  |  First 1 of 1 Last

	*Pay Group	Descr		
1	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

**Override Options**

Print Date:    Override Data

Signature:

**Signature Composition**

Legal Representative:  Company:

**Sort Criteria**

CUD Report ITA page

Enter the parameters for the population you want to process. The population fields enable you to process the report for payees that have TFR paid in the period included between the report start and end dates. The override options enable you to process the selected population without deleting the content of results tables for nonprocessed payees, to override the Print Date entered on the report, and to print a fixed signature, such as the company name. Use the sort criteria to define a print sort order.

**Note.** When you access this page from the Electronic CUD Report component, the page is display-only. It shows the CUD parameters that were used the last time that you ran the CUD report with the selected run control ID. Use the same run control ID for both the year-end CUD report and the monthly CUD report.

### Selecting the Report Format

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

<b>CUD Report - All Jobs</b>	Runs the CUD Fiscal Part process, the CUD Social Security Part 1 and 2 processes, the CUD Report Merge process, and the Print CUD SQR report (GPITSF01).
<b>CUD Report (F and SS)</b>	Runs the CUD Fiscal Part process and the CUD Social Security processes. Typically, you use this option if you want to run the year-end CUD report as a prerequisite to generating the monthly (e-mens) report.
<b>CUD Report (Merge + SQR Form)</b>	Runs the CUD Report Merge process and an SQR Forms Engine (GPITFEP1) to prepare data for printing on a template form.
<b>CUD Report (Merge + Crystal)</b>	Runs the CUD Report Merge process and a CUD Crystal report (GPIT_CUD) to prepare data and a template form to be printed together as a PDF file.
<b>Cud - Social Security</b>	Runs the CUD Social Security Part 1 and 2 processes.
<b>SQR Forms Portrait Test Grid</b>	Produces a test grid to locate data on the form. Do not use this grid when running the report.
<b>Cud - Fiscal Part</b>	Runs the CUD Fiscal Part process.

---

**Note.** After running the merge process, you can view the CUD results tables on the CUD Data page.

---

## Running the Electronic CUD Monthly (e-mens) Report

Access the Electronic CUD page (Global Payroll & Absence Mgmt, Social Security/Insurance, Electronic CUD Report ITA, Electronic CUD).

Electronic CUD page

---

**Note.** Before you run the Electronic CUD Monthly report, you must run the year-end CUD report to populate the results tables. We recommend that you run the year-end CUD report for the year to date. Use the CUD Parameters page to view the parameters that were last used to run the year-end CUD report with the run control ID. However, you cannot run the year-end CUD report from this component.

---

<b>Provider Code</b>	Select the provider that submits the report to the government. Define providers on the Providers Data ITA page.
<b>Month and Year</b>	Select the month and year for which you want to run the report.
<b>Company</b>	Select one or more companies to include in the report.

---

## Producing the 770 Report

This section lists prerequisites and discusses how to run the 770 report.

### Prerequisites

Before you run the 770 report, you must:

- Run the year-end CUD report.

The 770 report process uses data that is generated by the CUD report. You must use the same run control ID to run both the CUD report and the 770 report.

- Record earnings and taxes paid while working abroad.

Use the Assignee Data page to enter earnings and taxes for employees on assignments.

- Set up 770 providers and link to companies.

Use the Providers Data ITA page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Providers Data ITA, Providers Data ITA) to enter information about the organization that submits the 770 report to the government. On the Additional Company Info ITA page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Additional Company Info ITA, Additional Company Info ITA), you specify the provider for each company and also enter other 770 data.

- Finalize the payroll for the reporting period.

You can run the report at any time, but it is submitted to the government on a yearly basis. Ensure that the payroll (including any off-cycle payroll) for the appropriate period is finalized.

**See Also**

[Chapter 6, "Setting Up Assignees," page 47](#)

[Chapter 12, "Setting Up Social Security," Setting Up Provider Data, page 93](#)

[Chapter 12, "Setting Up Social Security," Setting Up Additional Company Information, page 95](#)

**Page Used to Run the 770 Report**

Page Name	Definition Name	Navigation	Usage
770 Run Control	GPIT_770_RC	Global Payroll & Absence Mgmt, Social Security/Insurance, 770 Report ITA, 770 Run Control	Generate the 770 report.

**Running the 770 Report**

Access the 770 Run Control page (Global Payroll & Absence Mgmt, Social Security/Insurance, 770 Report ITA, 770 Run Control).

770 Run Control CUD Run Control

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Language: English

**Selection Criteria**

\*Provider Code: KI01  Business Institute

Company		Customize	Find	View All	First	1 of 1	Last
*Company	Descr						
1 KI1	Business Institute - Italy						

770 Run Control page

**Run Control ID**

Select the same run control ID that you previously used to generate the CUD report.

- Provider Code**                      Select the provider that submits the report to the government. Define providers on the Providers Data ITA page.
  
- Company**                              Select one or more companies for which you want to run the 770 report.  
 The companies must be linked to the provider that you selected in the Provider Code field. Use the Additional Company Info ITA page to define the provider for each company.

## Producing the INAIL Year-End Report

This section lists prerequisites and discusses how to run the INAIL Year-End report.

### Prerequisites

Before you run the INAIL Year-End report, finalize the payroll for the reporting period. You can run the report at any time, but it is submitted to the government on a yearly basis. Ensure that the payroll (including any off-cycle payroll) for the appropriate period is finalized.

### Page Used to Run the INAIL Report

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
INAIL Year-End Report ITA	GPIT_RC_R_INAIL	Global Payroll & Absence Mgmt, Social Security/Insurance, INAIL Year-End Report ITA, INAIL Year-End Report ITA	Generate the INAIL Year-End report.

### Running the INAIL Year-End Report

Access the INAIL Year-End Report ITA page (Global Payroll & Absence Mgmt, Social Security/Insurance, INAIL Year-End Report ITA, INAIL Year-End Report ITA).

## INAIL Year-End Report ITA

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Language:

**Selection Criteria**

\*From Date:  \*Thru Date:

Pay Entity:  Pay Entity 1

Company		Customize   Find   View All      First  1 of 1  Last
	*Company	Descr
1	<input type="text" value="KI1"/>	Business Institute - Italy

Establishment		Customize   Find   View All      First  1 of 1  Last
	Establishment ID	Descr
1	<input type="text"/>	

Pay Group		Customize   Find   View All      First  1 of 1  Last
	*Pay Group	Descr
1	<input type="text" value="KI PAGA 1"/>	Pay Group 1

INAIL Code		Customize   Find   View All      First  1 of 1  Last
	*INAIL Code	Description
1	<input type="text" value="KIINAIL010"/>	INAIL Code 010 for Company KI1

INAIL Year-End Report ITA page

**From Date, Thru Date** Enter the dates that define the period for the report. The INAIL Year-End report is an annual report that is prepared each February for the previous year. However, you can also run the report for part of a year to check contributions.



## Appendix A

# Global Payroll for Italy Reports

This appendix provides an overview of Global Payroll for Italy reports and a summary table of all reports.

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**Note.** For samples of these reports, see the PDF files published on CD-ROM with your documentation.

---

### See Also

*Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler*

---

## Global Payroll for Italy Reports: A to Z

These tables list the Global Payroll for Italy reports, sorted by functional category and report ID.

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GPIT_770 770 Report	The 770 year-end report summarizes employees' tax and social security contributions for the year. It is submitted to the <i>Ministero delle Finanze</i>	Global Payroll & Absence Mgmt, Social Security/Insurance, 770 Report ITA, 770 Run Control	GPIT_770_RC
GPITAL01 Payslip Report	This report produces monthly payslips. Report can also be run to prepare self service payslips.	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips ITA, Report Options	GPIT_RC_AL01_1
GPITCTR1 Contribution Report	Reports social security contributions. You can use this report to reconcile the monthly DM10 report or to check the contributions for a particular contribution type or payee. Use the Contribution Report Setup page to configure the report.	Global Payroll & Absence Mgmt, Social Security/Insurance, Contribution Report ITA, Contribution Report ITA	GPIT_RC_CTRRP

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GPIT_CUDE_AE Electronic CUD Monthly Report	Monthly (e-mens) report for CUD reporting. The report generates an XML file of the social security data that is contained in the CUD report.	Global Payroll & Absence Mgmt, Social Security/Insurance, Electronic CUD Report ITA, Electronic CUD	GPIT_CUDE_RCTL
GPITCUD CUD Report	Yearly report to control fiscal data to be printed in the actual CUD form.	Global Payroll & Absence Mgmt, Social Security/Insurance, CUD Report ITA, CUD Report ITA	GPIT_CUD_RUNCTL
GPITDM10 DM10 Form	Monthly DM10 form to report social contributions to INPS.	Global Payroll & Absence Mgmt, Social Security/Insurance, DM10 Report ITA, DM10 Report ITA	GPIT_DM10_RUNCTL
GPIT_EFT Create EFT Payment File ITA	This process creates an EFT file for each source bank.	Global Payroll & Absence Mgmt, Payment Processing, Create EFT Payment File ITA, Create EFT Payment File ITA	GPIT_RC_BNK_EFT
GPITF24C IRPEF F24 Control Report	Create and print the IRPEF F24 Control Report.	Global Payroll & Absence Mgmt, Taxes, F24 Control Report ITA, F24 Control Report ITA	GPIT_F24_RUNCTL
GPIT_RINA_AE INAIL Year-End Report	Run once a year, the INAIL year-end report provides information required by the INAIL ( <i>Istituto Nazionale per l'Assicurazione degli Incidenti sul Lavoro</i> ) to calculate employer contributions for injury insurance.	Global Payroll & Absence Mgmt, Social Security/Insurance, INAIL Year-End Report ITA, INAIL Year-End Report ITA	GPIT_RC_R_INAIL
GPITRS01 Pay Element Summary Report	Summarizes the total values of earnings and deductions for a given period. Run the report for one or more companies or establishments. The earning and deductions included in the report are defined by a print class, or you can run the report for all earnings and deductions.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Pay Element Summary ITA, Pay Element Summary ITA	GPIT_RS01_RUNCTL

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GPITRS02 Pay Element History Report	Summarizes the total values of earnings and deductions by month for a given period. Run the report for one or more companies or establishments or selected employees. The earnings and deductions included in the report are defined by a print class.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Pay Element History ITA, Pay Element History ITA	GPIT_RS02_RUNCTL
GPITS503 S503 Report	S503 Payment request for illness and maternity allowances.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, S503 Report ITA, S503 Report ITA	GPIT_S503_RCTL
GPITTFR1 TFR Summary	Report used to print detailed calculation of how TFR (Termination payments) accrual is defined	Global Payroll & Absence Mgmt, Termination Processing, TFR Reports ITA, TFR Reports ITA	GPIT_RC_TFR
GPITTFR2 TFR Payment Report	Report used to print detailed calculations of TFR payments (Termination payments) and how taxation is applied.	Global Payroll & Absence Mgmt, Termination Processing, TFR Reports ITA, TFR Reports ITA	GPIT_RC_TFR
GPITTX01 Generic Report	Report used to print and group used-defined elements. Use the Print Classes ITA component (GPIT_BL_PRINT) to define the elements included in the report.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Payroll Results Register ITA, Payroll Results Register ITA	GPIT_RC_TX02

### **See Also**

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Setting Up and Running Generic Reports"*



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