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PeopleSoft Enterprise Global Payroll for India 9.1 PeopleBook

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PeopleSoft Enterprise Global Payroll for India Preface

This preface discusses:

- PeopleSoft products.

- PeopleSoft Enterprise Human Resources Management System Application Fundamentals.

- PeopleBook structure.

- PeopleSoft Global Payroll documentation.

PeopleSoft Products

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

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 Application Fundamentals PeopleBook.*

See Also

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

PeopleSoft Global Payroll Documentation

This section:

- Discusses Global Payroll application design.

- Discusses Global Payroll documentation structure.

- Provides a documentation roadmap.

Global Payroll Application Design

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

Global Payroll is composed of two complementary parts:

*   A core payroll application that includes:

    *   A payroll rules engine.

    *   A payroll processing framework.

    *   Processes and setup steps that apply to all countries.

*   Country extensions that include:

    *   Statutory and customary objects (payroll rules, payroll processes, reports, additional country-specific pages, and self-service applications).

    *   Country-specific rules and elements.

Global Payroll Documentation Structure

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

Core Documentation

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

Country Extension Documentation

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

*   Any core feature with local extensions.

*   Country-specific rule setup.

*   PeopleSoft-delivered rules and tables.

*   Country-specific pages.

*   Country-specific reports.

*   PeopleSoft Enterprise Human Resources Management Systems (PeopleSoft Enterprise HRMS) setup, such as bank definitions, that varies by country.

• Implementation information that varies by country.

Documentation Roadmap

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

What to Read When

You can approach the documentation in the following way:

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

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

• If a process is set up only in the core application, read the core documentation.

• If a process is set up only in the country extension, read the country extension documentation.

Documentation Audiences

We've identified the following audiences for the documentation:

• Technical

Technical readers who are interested in the technical design of the product should begin by reading the "Introducing the Core Application Architecture" section of the core documentation, as well as the background 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.

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

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 Global Payroll for India

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

* Global Payroll for India business processes.

* Global Payroll for India integrations.

* Global Payroll for India implementation.

Global Payroll for India Overview

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

With Global Payroll for India, you can capture establishment information. You can process leave travel and medical allowances. The system enables you to record, report, and process taxes deducted per the Indian Income Tax Act and Profession Tax Act. You can process absences due to privilege leave, sick leave, maternity leave, casual leave, and other reasons. With Global Payroll for India, you can enroll employees in Provident Funds, calculate payee and employer Provident Fund contributions, and ensure that monthly contributions are correctly deposited with the proper Provident Fund Authority. You can ensure that all payees are registered per the Employee State Insurance Act, capture the relevant personal information of payees, and deduct appropriate contributions each month. You can issue loans and advances to payees and then deduct repayment from payees on a monthly basis. You can set up and run the banking process and process paychecks. With Global Payroll for India, you can generate payslips. You can generate reports to meet the requirements for year end recording, reporting, and processing.

Global Payroll for India Business Processes

The following is a list of the Global Payroll for India business processes:

* Absences.

* Provident funds.

* Employee state insurance (ESI).

* Allowances.

* Loans and advances.

- Taxes.

- Banking.

- Payslips.

- Reporting.

- Year end processing.

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

Global Payroll for India Integrations

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

- PeopleSoft Enterprise Human Resources.

- PeopleSoft Enterprise Time and Labor.

- PeopleSoft Enterprise General Ledger.

We discuss integration considerations in the *PeopleSoft Enterprise Global Payroll 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 Time and Labor"

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

Global Payroll for India Implementation

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

Other Sources of Information

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

See Also

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

Enterprise PeopleTools PeopleBook: PeopleSoft Setup Manager

Chapter 2

Understanding Global Payroll for India

This chapter discusses:

- Global Payroll for India.

- Global Payroll for India business processes.

- Delivered elements for India.

- Delivered elements naming conventions.

- Archiving data for Global Payroll for India.

Global Payroll for India

Global Payroll for India is a country extension of the core PeopleSoft Enterprise Global Payroll application. It provides you with the payroll rules, elements, and absence processes that you need to run a payroll in India.

Note. If you want to use the delivered rules for this country, we recommend that you use only employment instances in PeopleSoft Enterprise Human Resources.

Global Payroll for India Business Processes

Global Payroll for India supports the following business processes:

- Establishments.

  Establishments are used to identify separate units of a company, based on location. Global Payroll for India provides pages on which you capture establishment information. Pages provided record the head of the establishment, nature of business, whether the establishment is registered under the Factories Act or the Shops and Establishments Act, whether the establishment is covered under the Employee State Insurance (ESI) Act, Workmen's Compensation Act, or both, and ESI, provident fund, professional tax, and income tax registration details.

- Allowances.

  Companies might provide payees certain types of allowances. Global Payroll for India enables you to process leave travel and medical allowances.

  For the leave travel allowance program, you can define the program (including who can be covered for reimbursements), capture the leave travel allowance amount (per payee) for the year, track payee claims details and whether the minimum days of leave have been taken, and track payee balances.

  For the medical allowance program, you can define the program (clearly defining the exemption amount that a payee can claim), track payee claims details (while ensuring that the claims in excess of the exemption limit are added to the taxable earnings of the payee), and track payee balances.

  See Chapter 8, "Processing Allowances," page 57.

- Absences.

  PeopleSoft Global Payroll delivers predefined rules for processing absences due to privilege leave, sick leave, maternity leave, casual leave, and other reasons. We designed these rules according to India's statutory requirements. You can easily modify many of these rules to reflect absence policies (leave policies) that are specific to your organization or to labor agreements that might be in force for the employees.

  We deliver sample values for many absence take and absence entitlement elements.

  PeopleSoft delivers predefined sections and process lists for absence processing. You can use these, modify them, or create your own.

  See Chapter 5, "Understanding Absence Rules," page 41.

- Provident funds.

  The provident fund program exists as a method of retirement savings for India's workforce. With Global Payroll for India you can:

  - Define the type of provident fund chosen by the company (statutory provident fund or recognized provident fund).

  - Ensure that all payees are registered with a provident fund and capture the personal information for the payee and his or her beneficiaries.

  - Define the three programs under the provident fund and the calculation methodology for each.

  - Ensure that the deductions for payee contributions are properly calculated and deducted on a monthly basis.

  - Ensure that the employer contribution is properly calculated.

  - Ensure that the monthly contributions are correctly deposited with the proper provident fund authority.

    See Chapter 6, "Enrolling Payees in Provident Funds," page 45.

- ESI.

  ESI is a social security program designed to provide income protection to workers and their dependents when a payee becomes unable to work or when a payee dies. With Global Payroll for India you can ensure that all of the payees are registered per the ESI Act, capture relevant personal information of payees and their dependents, and ensure that the deductions for contributions from payees are deducted from their pay each month.

  See Chapter 7, "Enrolling Payees in Employee State Insurance," page 51.

- Reports.

  For certain payroll business processes, you need to generate reports to comply with legislative reporting requirements. Such reports are required for processes related to ESI, provident funds, profession tax, income tax, medical allowance, and leave travel allowance. Global Payroll for India provides samples of these for your reporting needs.

  The Payee Reports feature of Global Payroll for India provides you with a flexible reporting solution for payroll information. Setup pages are provided that enable you to change the Global Payroll elements that are used in the delivered sample reports. This feature enables you to change the contents of a report without making a change to the program that prints the report.

  Additionally, Global Payroll provides generic reporting pages to address additional reporting needs. You create a generic report by defining report parameters such as break levels, sorting, and the rows and columns to be printed on the report. After you define the parameters, you can run the report. At the time you run the report, you can define additional parameters on the run control page to further refine the resulting reports.

  See Chapter 14, "Creating Payee Reports," page 123.

  See Appendix B, "Global Payroll for India Reports," page 149.

- Labour Welfare Fund (LWF).

  The Indian Ministry of Labour has introduced the concept of Labour Welfare Fund to extend a measure of social assistance to workers in the unorganized sector. With Global Payroll for India, you can ensure that all payees are registered for LWF deductions.

  The deductions towards LWF are different for each state and are based on the *Active* status of the employee on the last day of the month. Enrolling Payees in LWF: The Specify Tax Details IND page is used to enroll employees under LWF. A new field, Eligible for LWF, is introduced to capture employee registration.

- Loans and advances.

  Many companies in India make loans and advances available to employees. Global Payroll for India enables you to issue loans and advances to payees and then process repayment as deductions over a period of time. With Global Payroll for India you can define the different types of loans that the company provides (such as home loans, car loans, and personal loans), define the repayment schedules that the payee requests based on the type of loan, and ensure that repayment from payees is deducted on a monthly basis and that the monthly repayments are adjusted against the loan balance or the advance balance. The payee has the option of early payment of the loan, commonly known as *foreclosure* in India. Payment and balance information is easily provided to payees.

  See Chapter 9, "Managing Loans and Advances," page 67.

- Taxes.

  Companies must deduct and report on taxes. Global Payroll for India provides functionality to meet legislated tax recording, reporting, and processing requirements for taxes deducted per the Indian Income Tax Act and Profession Tax Act. Refer to the year end processing section later in this chapter for more details on reporting.

  See Chapter 10, "Withholding Taxes," page 73.

- Banking.

  The banking process uses input from Global Payroll setup, payee, and result tables. The process creates the data required for direct deposit into output tables. This includes the Employee, Account number, Net Pay, and other fields. This process must be run after the payroll run. We deliver specifications to a sample financial institution as a guide for you to use for the financial institution.

  A report and a flat file to be sent to the bank are generated from these output tables.

  The preceding process can be run separately for reimbursements such as medical or leave travel allowance. If the earnings for reimbursements are nontaxable, then the gross and net amounts are the same.

  For other types of pay (such as bonuses), you follow the same process as for a regular payroll, which you run separately.

  See Chapter 11, "Working with Banking," page 91.

- Payslips.

  The Global Payroll for India payslip solution provides you with a series of features including payslip definition pages, run control pages, and a Structured Query Report program.

  The data used in the production of the payslips is generated by the pay calculation process and resides in various result tables. Additional data from PeopleSoft Human Resources and Global Payroll are also used. While some customers have their own pay advice designs, we provide a generic payslip that you can modify to meet your needs.

  See Chapter 12, "Working with Payslips," page 95.

- Year end processing.

  One of the tasks that you must undertake in the annual payroll cycle is year end processing. We provide functionality to meet the requirements for year end recording, reporting, and processing. Year end reports are generated in formats for annual reporting required under legislation such as the Factories Act, ESI Act, Provident Fund Act, Profession Tax Act, Minimum Wages Act, and Income Tax Act. You can easily provide year end information to both the regulatory authorities and the payees at the close of the financial year.

  See Chapter 13, "Managing Year End Processing," page 109.

Delivered Elements for India

This section discusses:

- Creation of delivered elements.

- Element ownership and maintenance.

Creation of Delivered Elements

Global Payroll defines each business process for India 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.

All of the elements and rules delivered as part of the country extension were created by means of the core application—the same application that you use both 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 that you need 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 that you need to define your own elements and rules) and the country extensions (which contain country-specific rules and elements defined by PeopleSoft Global Payroll).

The core application has the following characteristics:

- It consists of a payroll rules engine—a flexible tool that enables you to define the rules and elements of the payroll system and perform 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 you to enter and maintain payroll rules through a set of pages and offers a comprehensive set of features that enable you to work in your preferred language or currency.

- It provides a payroll processing framework—a flexible way to define and run payroll and absence processing flows, such as calendars, run types, pay periods, and process lists.

Country extensions have the following characteristics:

- They are built by means of the core application.

- They consist of statutory and customary objects (country-specific payroll rules, elements, payroll processes, reports, pages, and self-service applications).

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

See Also

PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Viewing Delivered Elements"

Element Ownership and Maintenance

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

Element Ownership in Global Payroll

Five categories of element ownership exist in Global Payroll.

PS Delivered/Maintained	Elements that Oracle delivers and maintains on an ongoing.
PS Delivered/Not Maintained	Elements that Oracle delivers that you can modify or reconfigure. This category consists primarily of either customary (nonstatutory) rules or statutory elements that you might want to define according to a different interpretation of the rules. Although Oracle might occasionally update elements that are defined as PS Delivered/Not Maintained, you are not required to apply these updates.
Customer Maintained	Elements that your organization creates and maintains. Oracle does not deliver rules defined as Customer Maintained.
PS Delivered/Customer Modified	Elements that were originally PS Delivered/Maintained elements over which you have decided to take control (this change is irreversible).
PS Delivered/Maintained/ Secure	Delivered elements that you can never modify or control.

Element Ownership in Global Payroll for India

Of the five categories of element ownership, only the following two are used to define Indian elements: PS Delivered/Maintained and PS Delivered/Not Maintained. Although Global Payroll for India delivers some elements as PS Delivered/Maintained, the large majority of elements are designated PS Delivered/Not Maintained. This enables you to modify, update, and reconfigure the delivered elements to meet needs that are specific to your organization.

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

The following table contains an element-by-element description of the Global Payroll for India approach to element ownership and maintenance:

Element Type	Ownership	Exceptions
Earning	PS Delivered/Not Maintained	Tax-related earnings are PS Delivered/Maintained.

Element Type	Ownership	Exceptions
Deduction	PS Delivered/Not Maintained	Tax-related deductions are PS Delivered/Maintained.
Variable	PS Delivered/Not Maintained	Tax-related variables are PS Delivered/Maintained.
Bracket	PS Delivered/Not Maintained	Tax-related brackets are PS Delivered/Maintained.
Accumulator	PS Delivered/Not Maintained	Tax-related accumulators are PS Delivered/Maintained.
Element Group	PS Delivered/Not Maintained	Tax-related element groups are PS Delivered/Maintained.
Process List	PS Delivered/Not Maintained	Tax-related process lists are PS Delivered/Maintained.
Section	PS Delivered/Not Maintained	Tax-related sections are PS Delivered/Maintained.
Formula	PS Delivered/Not Maintained	Tax-related formulas are PS Delivered/Maintained.
Array	PS Delivered/Not Maintained	Tax-related arrays are PS Delivered/Maintained.
Writable Array	PS Delivered/Not Maintained	Tax-related writable arrays are PS Delivered/Maintained.
Generation Control	PS Delivered/Not Maintained	Tax-related generation controls are PS Delivered/Maintained.

See Also

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

Delivered Elements Naming Conventions

This section discusses:

- Element names.

- Functional area codes.

• Element type codes (PIN_TYPE).

Element Names

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

Supporting Elements

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

The following list further describes this naming convention:

• FF or FFF: Functional area code.

  See Chapter 2, "Understanding Global Payroll for India," Functional Area Codes, page 16.

• TT: Type of supporting element.

  See Chapter 2, "Understanding Global Payroll for India," Element Type Codes (PIN_TYPE), page 17.

• NAME: The name provides a further means of identifying the element.

For example, in the provident fund array PF AR ENROLLMENT, PF represents the functional area, AR represents the element type, and ENROLLMENT provides a further means of identifying the element.

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

Primary Elements

Primary elements, such as earnings, deductions, absence take, and absence entitlement elements generally do not contain functional area codes or element type codes in their names. This is because primary elements have names based on Indian terms that identify the function and element type without the use of additional codes. For example, the name of the earning element BASE SALARY clearly identifies this element as an earning, and more specifically, as a base salary element.

Other Elements

Although no fixed naming convention exists for accumulators, sections, and element groups, Global Payroll for India commonly uses the following naming conventions: FF TT NAME and FFF TT NAME.

The following list further describes this naming convention:

• FF or FFF: Functional area code.

  See Chapter 2, "Understanding Global Payroll for India," Functional Area Codes, page 16.

- TT: Type of supporting element.

  See Chapter 2, "Understanding Global Payroll for India," Element Type Codes (PIN_TYPE), page 17.

- NAME: The name provides a further means of identifying the element.

For example, a section in a process list for India might be named LA AC LOAN PAY, where LA is a functional area code, AC represents the element type, and LOAN PAY provides a means of uniquely identifying the element.

Additional Clues to the Use of Indian Elements

Many Indian elements contain abbreviations that provide clues (beyond those provided by the functional area codes or element type codes) to their use in the system. For example, consider the following variable element: LT VR CLAIM AMTNTAX is the nontaxable claim amount for leave travel allowance. As you become more familiar with the payroll rules that are created for India, these abbreviations help you to further identify and understand the role played by each element.

The following table lists the most common abbreviations that are used in the names of Indian elements:

Abbreviations Used in Global Payroll for India	English
ER	Earning
MIN	Minimum
MAX	Maximum
TX	Taxable
NTX	Nontaxable
PCT	Percent or Percentage
PRD	Period

Component Names (Suffixes)

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

For example, assume that you define the earning element named EARN1 with the following 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.

The system creates suffixes to name the components of the element (_RATE and _UNIT). In Global Payroll all suffixes fall into one of the following types:

• Separator.

• Earning/deduction component suffixes.

• Earning/deduction accumulator suffixes.

• Deduction arrear component suffixes.

• Absence entitlement component suffixes.

• Absence entitlement accumulator suffixes.

Note. To view all the suffixes that are defined for a country, use the Element Suffixes page in the core Global Payroll application.

Separator

Global Payroll for India delivers a separator defined as: _ (underscore).

Component Suffixes

The following table lists the component suffixes delivered for India:

Component	Suffix
Base	BASE
Percentage	PCT
Rate	RATE
Unit	UNIT

Accumulator Suffixes

The following table lists the accumulator suffixes delivered for India:

Accumulator	Suffix - Calendar Period: Amount	Suffix - Calendar Period: Unit	Suffix - Fiscal Period: Amount	Suffix - Calendar Period: Unit
Calendar Period to Date	CPTDA	CPTDU	FPTDA	FPTDU
Month to Date	CMTDA	CMTDU	FMTDA	FMTDU
Quarter to Date	CQTDA	CQTDU	FQTDA	FQTDU
Year to Date	CYTDA	CYTDU	FYTDA	FYTDU

Deduction Arrears Component Suffixes

The following table lists the deduction arrears component suffixes delivered for India:

Deduction Arrears Component	Suffix
Payback	PBCK
Amount not Taken	ANTKN
Add to Arrears	ATARR
Arrears accumulator	ARR

Absence Entitlements Suffixes

The following table lists the absence entitlement suffixes delivered for India:

Absence Entitlement	Component/Accumulator	Suffix
Separator	not applicable	_ (underscore)
Component	Unit Paid	UNTPD
Component	Unit Adjustment	UNADJ
Accumulator	Balance	BAL

Absence Entitlement	Component/Accumulator	Suffix
Accumulator	Adjustment	ADJ
Accumulator	Entitlement	ENT
Accumulator	Take	TKE

See Also

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

Functional Area Codes

The following table contains the functional area codes used in the names of Indian elements:

Functional Area	Description
IT	Income Tax
PF	Provident Fund
ALW	Allowance
REM	Reimbursement
BASE	Basic Pay
ER	Other Earnings
DED	Deductions
ARR	Arrears
PT	Profession Tax
LT	Leave Travel Allowance

Functional Area	Description
ESI	Employee State Insurance
MA	Medical
WC	Workmen Compensation
TDS	Tax Deduction Source
OT	Overtime
LN	Loans
ADV	Advances
LWF	Labour Welfare Fund

Element Type Codes (PIN_TYPE)

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

Element Type	Description
AE	Absence Entitlement
AT	Absence Take
AC	Accumulator
AR	Array
AA	Auto Assigned
BR	Bracket
CT	Count

Element Type	Description
DT	Date
DD	Deduction
DR	Duration
ER	Earning
EG	Element Group
EM	Error Message
FC	Fictitious Calculation
FM	Formula
GC	Generation Control
HR	Historical Rule
PR	Process
PO	Proration Rule
RC	Rate Code
RR	Rounding Rule
SE	Section
SY	System Element
VR	Variable

Archiving Data for Global Payroll for India

PeopleSoft Enterprise Global Payroll for India generates a large amount of result data. This data often needs to be maintained for audit or regulatory purposes. To keep the amount of stored 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, PeopleSoft Global Payroll for India delivers a predefined archive object (GPIN_RSLT_ARCHIVE) and an archive template (GPINRSLT). The delivered archive template uses queries that select data by calendar group ID (CAL_RUN_ID field). The calendar group ID can be used to archive single or multiple calendar group data.

The archiving function captures data from the calculation, banking, general ledger, and other post processing tables. The following table lists the result tables that are archived for Global Payroll for India:

Result Record Type	Record Archived
Calculation (Writable Array)	GPIN_LTA_TOT_WA
Calculation (Writable Array)	GPIN_LTA_WA
Calculation (Writable Array)	GPIN_MDA_TOT_WA
Calculation (Writable Array)	GPIN_MDA_WA
Calculation (Writable Array)	GPIN_PSLP_RSLT
Banking	None
General Ledger	None
Other Post Processing	• Payslip Related: GPIN_PSLP_MSGPY. This table stores result payslip message information by cal_run_id. • Payee Reports GPIN_PR_TMP and GPIN_PR_TMP3.

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

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

Chapter 3

Understanding Country Data

This chapter discusses:

- Installation setup for Global Payroll for India.

- Element personal identification number (PIN) ranges.

- Delivered sample data.

- Retroactive processing methods.

- Categories.

- Dependent relationships.

- Permission lists, roles, and users.

- Delivered queries.

- Delivered earnings, sections, and process list elements.

Installation Setup for Global Payroll for India

To install Global Payroll for India, you must select the IND - India check box on the Global Payroll Country Extensions page. The Products page is discussed in the *PeopleSoft Enterprise HRMS Application Fundamentals PeopleBook.*

See Also

PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook, "Setting Up and Installing PeopleSoft HRMS"

Element PIN Ranges

Each country extension that is developed for Global Payroll is assigned a PIN range to which elements can be assigned. The PIN range for Global Payroll for India is 170000–179999. This means that all elements that are defined for Global Payroll for India are assigned a PIN number between 170000 and 179999.

See Also

PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining General Element Information," Understanding Elements

Delivered Sample Data

The PeopleSoft system comes with sample data to enable easy navigation in the system during the implementation analysis. Sample data can also serve as the starting point for the design of your own implementation of Global Payroll for India. The following data values provide basic information that enables you to more easily view the delivered sample data.

Most of the delivered sample data for Global Payroll for India begins with the letters KP. Some of the delivered sample data begins with the numeric value of 1929.

The following table describes the delivered sample data:

Sample Data Type	Delivered Value
Regulatory Region	IND
Business Unit	IND01 and KP01
SetID	IND and KPIND (IND is the setID for the regulatory region and KPIND is the setID for other data.)
Company	KP1 and KP2
Global Payroll Pay Group	KP1PG1, KP1PG2, KP2PG1, and KP2PG2
Establishment	KPEST1 through KPEST7

Delivered values *KPEST1* is for the state of Karnataka, *KPEST2* for Delhi, *KPEST3* for the state of Andhra Pradesh, *KPEST4* for the state of Tamil Nadu, *KPEST5* for the state of Maharashtra, *KPEST6* for the state of West Bengal, and *KPEST7* for the state of Madhya Pradesh.

Retroactive Processing Methods

The default retroactive processing methods for Global Payroll for India are:

| **Default Retro Method (default retroactive method)** | Forwarding. |
| **On Conflict Retro Method (on conflict retroactive method)** | Forwarding. |

Note. If you use corrective as the retroactive processing method, you must ensure that all periods prior to the start of the current tax year are forwarded to the current year. For example, if during May a payee was paid a backdated increase for the period January to April, you can use corrective retro for the period in the current tax year (April), but you should use forwarding retro for the period in the prior tax year (January to March). Also, some elements that have monthly limits, such as the provident fund element, have accumulators that are defined with corrective retro. This ensures that the calculations are always based on an updated accumulator.

See Also

PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Retroactive Processing," Understanding Retroactive Methods

Categories

Categories are one way to classify elements and they assist in the manageability of elements by relating the element more directly to specific functionality. Global Payroll for India delivers the following categories:

Category	*Description*
BNS	Bonus
ESI	Employee State Insurance
LTA	Leave Travel Allowance
MED	Medical Allowance
PERQ	Perquisites
PF	Provident Fund
PT	Profession Tax

Category	Description
TDS	Tax Deducted at Source − General
TDSA	Tax Deducted at Source − Previous Employment Declarations
TDSB	Tax Deducted at Source − Exemption Declarations
TDSC	Tax Deducted at Source − Other Income Declarations
TDSD	Tax Deducted at Source − Chapter VIA DD Declarations
TDSE	Tax Deducted at Source − Rebates 88 Declarations

See Also

PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining General Element Information," Understanding Categorization of Elements

Dependent Relationships

You must define Mother and Father as eligible dependents on the Personal Relationships - Personal Profile page. If you don't do this, a warning message appears, stating that Mother and Father are not considered legal dependents when you create a dependent on the Dependent Information component.

See Also

PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Administer Workforce, "Entering Additional Data in Human Resources Records," Tracking Dependent and Beneficiary Data

PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Manage Base Benefits, "Entering Dependent and Beneficiary Information," Entering Dependent and Beneficiary Information

Permission Lists, Roles, and Users

The delivered permission lists for Global Payroll for India are:

• HCCPGPIND (component permission list).

• HCPPIND (primary permission list).

• HCDPIND (data permission list).

The delivered roles for Global Payroll for India are:

• GP Administrator IND.

• HR Administrator IND.

• Health & Safety Admin. IND.

The predefined user name for India options in the PeopleSoft system is HCRIND.

Delivered Queries

With Global Payroll for India, some predefined queries are delivered to assist you in viewing pertinent data. Use PSQUERY to run these queries. PSQUERY, a part of PeopleTools functionality, enables you to run queries against data in PeopleSoft databases.

The following table lists predefined queries and data results for each:

Query	Data Results
GPIN ESI NOT REGISTERED	Payees not registered for employee state insurance (ESI).
GPIN LTA MISMATCH	Leave travel allowance that has been paid but is not identified as reimbursed in the database.
GPIN LTA NOT PAID	Leave travel allowance claims that have not been paid.
GPIN LTA WAIVE	Payees who have waived leave travel allowance.
GPIN MDA MISMATCH	Medical allowance that has been paid but is not identified as reimbursed in the database.
GPIN MDA NOT PAID	Medical allowance claims that have not been paid.
GPIN MDA WAIVED	Payees who have waived medical allowance.
GPIN PAYEE REPORT SETUP	Payee report setup data.
GPIN PF NOT REGISTERED	Payees who are not registered in provident fund.

Query	Data Results
GPIN TDS DISABLED	Payees who are disabled.
GPIN TDS SETUP	Tax deducted at source setup data.
GPIN TDS SR CITIZEN	Senior citizen payees.
GIN YE FORM12BA	Form 12BA perquisites.
GIN YE FORM 3A	Payees with Form 3A data.
GPIN _ PF_NO_BENEF	Provident fund enrollees without beneficiaries.
GPIN_ESI_NO_BENEF	ESI enrollees without beneficiaries.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Query

Delivered Earnings, Sections, and Process List Elements

This section discusses:

• Delivered earnings.

• Delivered sections.

• Delivered process lists.

Delivered Earnings

Global Payroll for India delivers predefined earning elements. Many of these delivered earnings are documented elsewhere in this book. However, some earnings are not documented elsewhere in this book and are, therefore, defined here.

Global Payroll for India delivers the following predefined earning elements:

Earning	Description
BASE SALARY	Basic Salary

Earning	*Description*
BASE HOURLY	Basic Hourly
DEAR ALLOW	Dearness Allowance
HRA	House Rent Allowance
RENT	Rent Reimbursement
LUNCH ALLOW	Lunch Allowance
CONVEY ALLOW	Conveyance Allowance
SPEC ALLOW	Special Allowance
SHIFT PCT	Shift Allowance Percentage
SHIFT AMT	Shift Allowance Fixed Amount
SHIFT HRLY	Shift Allowance Hourly
OVERTIME 1.5	Overtime (time and a half)
OVERTIME 2.0	Overtime (double time)
BONUS	Bonus

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

See Also

PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Viewing Delivered Elements"

Delivered Sections

Global Payroll for India delivers 11 sections. Use the core application pages to view the element groups and elements that make up each section. Examining the delivered sections clearly illustrates the elements that are processed within each section during each pay run and in what order they are processed. This information is especially useful when you create earning or deduction elements because you will know into what section you should insert the newly created elements for appropriate processing during a payroll run. For example, if you created a new earning element that would not be considered a part of basic earnings, you would include that element in the ER SE OTHER (Other Earnings) section.

Global Payroll for India delivers the following sections:

Section	Description
ER SE BASE	Basic Earning. Contains basic earnings such as base salary and base hourly.
PF SE ALL	Provident Fund. Contains elements necessary to process provident fund deductions.
ESI SE ALL	Employee State Insurance. Contains elements necessary to process ESI deductions.
PT SE ALL	Profession Tax. Contains elements necessary to process the profession tax deduction.
AB SE ALL	Absences. Contains absence take and absence entitlement elements necessary to process absences.
LTA SE ALL	Leave Travel Allowance. Contains elements necessary to process leave travel allowance earnings.
MA SE ALL	Medical Allowance. Contains elements necessary to process medical allowance earnings.
ER SE OTHER	Other Earnings. Contains earning elements necessary to process earnings not considered a part of basic earnings.
ER SE BONUS	Bonus. Contains earning elements for bonus earnings necessary to process nonbasic earnings.
LA SE LN ADV	Loans and Advances. Contains loan and advance deduction elements necessary to process loans and advances.

Section	Description
TDS SE ALL	Income Tax. Contains elements necessary to process income tax.
PSLP SE MSG	Payslip Messages. Contains elements necessary to produce payslip messages.
IND SE INIT	Initialization. Contains common initialization elements.
IN WORK DAYS	Work Days. Contains elements used to calculate work days.
LWF SE ALL	LWF (Labour Welfare Fund). Contains elements used for calculation of LWF.

See Also

PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Processing Elements," Understanding Sections

Delivered Process Lists

Global Payroll for India delivers four process lists. Use the core application pages to view the sections, element groups, and elements that make up each process list. Examining the delivered process lists clearly illustrates the elements that are processed during each pay run and in what order they are processed.

Global Payroll for India delivers the following process lists:

Process List	Calculation Type
IN PL ABS	Absence
IN PL PAY	Payroll
IN PL BONUS	Bonus
IN PL PAYBON	Payroll and Bonus

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

See Also

PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Viewing Delivered Elements"

Chapter 4

Setting Up Establishments

This chapter provides an overview of establishments and discusses how to set up establishment information.

Understanding Establishments

This section lists common elements and discusses establishments and how to view delivered elements.

Common Elements Used in this Chapter

Establishment ID   This is the ID the system uses to identify the establishment.

Registration Date   Enter the pertinent registration date of the establishment.

Registration Number   Enter the pertinent registration number.

Registration Renewal Date   Establishment registrations are valid for a certain period of time. Enter the pertinent date on which the registration must be renewed.

Establishments

Establishments are used to identify separate units of a company, based on location. Each establishment must be registered under either the Factories Act or the Shops and Establishments Act. The other statutory acts applicable to the establishment are the Employee State Insurance (ESI) Act or the Workmen's Compensation Act, Provident Fund Act, Profession Tax Act, and Income Tax Act.

Note. An establishment is identified by a single establishment ID, but an establishment can be registered under multiple acts, such as the ESI Act, Provident Fund Act, Profession Tax Act, and Income Tax Act. Each act under which the establishment is registered requires a unique, separate registration number. Therefore, a company can have one or more establishments associated with it, but an establishment can be associated only with a single company.

Viewing Delivered Elements

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

See Also

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

Setting Up Establishment Information

To set up establishment information, use the Establishment Data IND (GPIN_ESTAB_DATA) component.

This section discusses how to:

- Enter establishment registration information.

- Enter ESI registration information.

- Enter provident fund registration information.

- Enter professional tax registration information.

- Enter income tax registration information.

- Enter LWF (labour welfare fund) registration information.

Pages Used to Set Up Establishment Information

Page Name	Definition Name	Navigation	Usage
Establishment Registration	GPIN_ESTAB	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Establishment Data IND, Establishment Registration	Enter basic establishment identification information as well as Factories Act or Shops and Establishments Act registration information. **Note.** You add a new establishment by using the Establishment component in PeopleSoft Human Resources.
ESI Registration (employee state insurance registration)	GPIN_ESTAB_ESI	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Establishment Data IND, ESI Registration	Enter ESI registration information.
Provident Fund Registration	GPIN_ESTAB_PF	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Establishment Data IND, Provident Fund Registration	Enter provident fund registration information.
Professional Tax Registration	GPIN_ESTAB_PT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Establishment Data IND, Professional Tax Registration	Enter professional tax registration information.
Income Tax Registration	GPIN_ESTAB_IT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Establishment Data IND, Income Tax Registration	Enter income tax registration information.
LWF Registration (labour welfare fund registration)	GPIN_ESTAB_LWF	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Establishment Data IND, LWF Registration	Enter LWF registration information.

Entering Establishment Registration Information

Access the Establishment Registration page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Establishment Data IND, Establishment Registration).

Establishment Registration page

Head of Establishment	Select the employee who is considered the head of the establishment.
Job Title	The job title appears after you select an employee in the Head of Establishment field.
Nature of Business	Enter the nature of the business of the establishment.

Registration Details

Type	Select whether the establishment is registered under the Factories Act or the Shops and Establishments Act.
Registration Number	Enter the establishment's registration number.

Registration Date	Enter the date on which the establishment was registered.
Registration Renewal Date	Enter the date on which the establishment's registration must be renewed.

Note. If a registration number is at the company level, and is applicable to multiple establishments, you must enter the registration number information for each establishment.

See Also

PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook, "Setting Up Organization Foundation Tables," Defining Establishments

Entering ESI Registration Information

Access the ESI Registration page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Establishment Data IND, ESI Registration).

ESI Registration page

Registration Type	Select if the registration is related to ESI, Workmen's Compensation Act, or both.

Entering Provident Fund Registration Information

Access the Provident Fund Registration page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Establishment Data IND, Provident Fund Registration).

Provident Fund Registration page

Type of Provident Fund	Select *Recognised Provident Fund* or *Statutory Provident Fund* as the provident fund type.

Entering Professional Tax Registration Information

Access the Professional Tax Registration page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Establishment Data IND, Professional Tax Registration).

Professional Tax Registration page

PTO Circle Number (profession tax officer circle number)	Enter the PTO circle number.

Entering Income Tax Registration Information

Access the Income Tax Registration page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Establishment Data IND, Income Tax Registration).

Income Tax Registration page

PAN Details

Permanent Account Nbr   Enter the company's permanent account number.
(permanent account
number)

TAN Details

Tax Deduction Acc Nbr (tax deduction account number)   Enter the company's tax deduction account number.

Other Details

TDS Circle (tax deduction at source circle)   Enter the circle number applicable to the establishment.

Income Tax Ward   Enter the company's income tax ward.

Range   Enter the range details, if applicable.

Employer Classification Code   Enter the employer classification code.

Entering LWF Registration Information

Access the LWF Registration page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Establishment Data IND, LWF Registration).

LWF Registration page

Labour welfare Fund details

Effective Date	Enter the date from which the registration becomes applicable to the entity.
Registration number	Enter the LWF registration number of the entity.
Registration date	Enter the LWF registration date of the entity.
Registration Renewal date	Enter the renewal date of the LWF registration for the entity.
LWF Department Number	Enter the LWF department number of the entity.

Chapter 5

Understanding Absence Rules

This chapter discusses:

• Absence elements.

• Absence setup tasks.

Absence Elements

This section discusses:

• Absence rules.

• Delivered absence elements.

• Process lists and sections.

• Viewing delivered elements.

See Also

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

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

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

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

Absence Rules

PeopleSoft Global Payroll delivers predefined rules for processing absences due to vacation, illness, maternity, and other reasons. Oracle designed these rules according to India's statutory requirements. You can easily modify many of these rules to reflect absence policies that are specific to your organization or to labor agreements that might be in force for the payees.

This section supplements the absence documentation provided in the *PeopleSoft Enterprise Global Payroll PeopleBook,* which we recommend that you read before reading this chapter on India-specific absence processing.

If you want more information about the specific rules composition for any of the elements listed in this section, use the Global Payroll core pages to get this information. For example, if you want to see the calculation logic of an absence entitlement element, use the Calculation page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Entitlements, Calculation).

Note. You can see the relationship between elements by using the View Element Relationships utility (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, View Element Relationships).

Delivered Absence Elements

Oracle delivers the following related absence entitlements and takes:

Absence Entitlement	*Absence Take*
AB PRIV LV Privilege Leave	PRIV LV Privilege Leave
AB CASUAL LV Casual Leave	CASUAL LV Casual Leave
AB SICK LV Sick Leave	SICK LV Sick Leave
AB MTRNTY LV Maternity Leave	MATERNITY LV Maternity Leave

Process Lists and Sections

The AB PRIV LV, AB CASUAL LV, AB SICK LV, AB MTRNTY LV, PRIV LV, CASUAL LV, SICK LV, and MATERNITY LV absence elements are members of the AB SE ALL process section.

The AB SE ALL section is included in the IN PL ABS process list.

Viewing Delivered Elements

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

See Also

PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Viewing Delivered Elements"

Absence Setup Tasks

Before you can enter and process absences for India, you must complete various setup tasks. To prepare Global Payroll for India for absence processing:

1. Define work schedules and assign a schedule to each payee.

2. Define holiday schedules.

3. Modify the delivered absence take and absence entitlement elements, and create new absence elements, as needed.

   A list of the absence take and absence entitlement elements that we deliver with Global Payroll for India appears in this chapter. We deliver sample values for many of these elements. Most likely, you'll want to replace at least some of these values with data that is specific to your organization.

   The entitlements for a company are listed through a delivered Global Payroll bracket (AB BR ENTITLE). For each defined company, you need to enter data for the privilege leave (AB VR PL ADULT and AB VR PL CHILD), sick leave (AB VR SL), and casual leave (AB VR CL) categories. The entitlements that you enter are in days per year.

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

4. Assign absence elements to payees and process lists.

   As with all primary elements, you must assign absence entitlement and take elements to payees and include the elements in the process lists that you use when you run the absence processes. (This step is not necessary for per-absence entitlement elements.)

   ThePeopleSoft system delivers predefined sections and process lists for absence processing. Use these, modify them, or create your own.

Chapter 6

Enrolling Payees in Provident Funds

This chapter provides overviews of provident funds, provident fund reports, and provident fund deductions and discusses how to enroll payees in a provident fund program.

Understanding Provident Funds

Payees who are employed by a company must join a recognized provident fund. The employers category determines which provident fund the employees should join. For instance, all government employees will be covered under Government Provident Fund (GPF). Private sector employees are generally covered under the recognized provident fund. Organizations have a choice to be covered under the Regional Provident Fund Commissioner (RPFC) or have their own setup, formed under a trust, which will report to the RPFC periodically. Generally large employers have their own trusts, and the onus of managing the contributions rests on the employer itself, guided by a board of trustees. Note that the PeopleSoft software does not provide for the compliances of a trust; it provides only for employers covered under the RPFC.

Provident funds work by deducting a fixed percentage from the salary of the employee. The employer also matches the contribution, which is remitted to the account of the employee maintained by the RPFC. Contributions from the employee and the employer are remitted every month by a certain date. Upon an employee's retirement, death, or permanent disability, the accumulated contribution along with interest is paid to the employee or his or her legal heirs.

Note. Employees' provident fund contributions are paid fully into the PF account, while the employer's contribution is split into Contribution towards Pension (PF ER PEN) and Contribution towards Provident Fund (PF ER).

With Global Payroll for India you can:

• Define the type of provident fund chosen by the company (statutory provident fund or recognized provident fund).

• Ensure that all payees are registered with a provident fund and capture the personal information for the payee and their beneficiaries.

• Define the three programs under the provident fund and the calculation methodology for each (Employees Provident Fund Scheme, Employees Pension Scheme, and Employees Deposit-Linked Insurance Scheme).

• Ensure that the deductions for payee contributions are properly calculated and deducted on a monthly basis.

• Ensure that the employer contribution is properly calculated.

• Ensure that the monthly contributions are correctly deposited with the proper provident fund authority.

Note. The PeopleSoft system delivers several queries that enable you to retrieve provident fund information.

See Also

Understanding Provident Fund Reports

As part of the provident fund process, you need to generate and submit certain reports such as:

• A remittance statement report that includes details on provident fund contributions that were deducted for the contribution period.

• A new provident fund registration report that identifies new payees who must be registered with a provident fund.

• A terminated employees report that identifies payees who have terminated employment.

See Also

Understanding Provident Fund Deductions

This section discusses:

• Delivered provident fund deductions.

• Viewing delivered elements.

Delivered Provident Fund Deductions

Global Payroll for India delivers the following elements to process provident funds:

Deduction	Description
PF	Use to calculate the employee's provident fund contribution.
PF VOL	Use to calculate the employee's voluntary provident fund contribution.
PF ER	Use to calculate the employer's provident fund contribution.
PF ER PEN	Use to calculate the applicable percentage of the Employer contribution.

Deduction	Description
PF ER ADMIN	Use to calculate the employer's provident fund administration charge.
PF ER EDLI	Use to calculate the employer's EDLIS contribution.
PF ER EDLIA	Use to calculate the employer's EDLIS administration charge.

See Also

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

Viewing Delivered Elements

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

See Also

PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Viewing Delivered Elements"

Enrolling Payees in a Provident Fund Program

This section provides an overview of provident fund program enrollment and discusses how to enroll payees in a provident fund program.

Understanding Provident Fund Program Enrollment

To enroll a payee in a provident fund program:

1. Make sure the provident fund registration information for the establishment is entered on the Provident Fund Registration page.

   See

2. Enroll the payee by using the PF Enrollment (provident fund enrollment) page.

   See

Page Used to Enroll Payees in a Provident Fund Program

Page Name	Definition Name	Navigation	Usage
Define PF Enrollment IND (define provident fund enrollment IND)	GPIN_PF_ENROLL	Global Payroll & Absence Mgmt, Payee Data, Pension Information, Define PF Enrollment IND, Define PF Enrollment IND	Enroll a payee in a provident fund program.

Enrolling Payees in a Provident Fund Program

Access the Define PF Enrollment IND page (Global Payroll & Absence Mgmt, Payee Data, Pension Information, Define PF Enrollment IND, Define PF Enrollment IND).

Define PF Enrollment IND page

Provident Fund Details

Effective Date	The effective date must be on or after the payee hire or rehire date. If the effective date is before the hire date for the payee, the system issues an error message.
Payee Registration Number	Enter the payee's provident fund registration number. This number will generally be available a month after the employee is hired.

Registered   Select if you have a provident fund registration number for the payee.

Voluntary Contributions

Percent   If the payee elects to contribute an additional percentage beyond that legally mandated, enter the percentage.

Amount   If the payee elects to contribute an additional amount beyond that legally mandated, enter the amount.

Note. The voluntary contribution for the payee can be either a percentage or an amount. You cannot enter both.

Beneficiaries

Dependent/Beneficiary ID   Select the dependent or beneficiary to whom the benefit should flow. Any number of payees can be entered, but the total of the Percent of Benefit must equal 100%.

Percent of Benefit   Enter the percentage of funds to be distributed to the dependent beneficiary should the payee die. The percentages that you enter must total 100.

Note. To terminate a payee from a provident fund program, add a row and change the status to *Inactive*.

Note. Additional Provident Fund reports, which are required to be submitted to the statutory bodies, are provided for year end processing.

See <u>Chapter 13, "Managing Year End Processing," Defining Form 3A Reports, page 112.</u>

Chapter 7

Enrolling Payees in Employee State Insurance

This chapter provides overviews of employee state insurance (ESI), ESI reports, and delivered ESI deductions and discusses how to enroll payees in an ESI program.

Understanding ESI

ESI is a Social Security plan that is designed to provide subsidized or free medical assistance to employees and their dependents during the course of their employment, or if an employee becomes unable to work due to specific circumstances. With Global Payroll for India, you can register payees under an ESI program and process the appropriate deductions during the normal payroll cycle.

With Global Payroll for India you can:

• Ensure that all of the payees are registered per the ESI Act and capture beneficiary information.

• Ensure that the deductions for contributions from payees are deducted from their pay each month.

Note. Enrolling payees in ESI is a manual process. The human resources department should ensure that the appropriate payees are enrolled in the ESI program.

Note. The PeopleSoft system delivers several queries that enable you to retrieve ESI information.

See Also

Understanding ESI Reports

As part of the ESI process, you need to generate and submit certain reports, such as:

• A remittance statement report that includes details on mandatory ESI contributions that were deducted for the contribution period by both the employer and the employee.

• A new ESI registration report that identifies new payees who need to be issued identification numbers so that they can take advantage of the ESI benefits.

- A terminated employee report that identifies payees who have terminated employment and who are not eligible for ESI contributions due to the Act.

- A new report that gives details of each employee, including the insurance details and contribution made on a monthly basis.

See Also

Chapter 14, "Creating Payee Reports," page 123

Understanding Delivered ESI Deductions

This section discusses:

- Delivered ESI deductions.

- Process lists and sections.

- Viewing delivered elements.

See Also

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

Delivered ESI Deductions

PeopleSoft delivers the following deductions to process ESI:

Name/Description	Unit	Rate	Base	%	Amount
ESI Employee State Insurance (gc)	NA	NA	ESI GROSS WAGES	ESI VR PYE PCT	NA
ESI ER Employee State Insurance Employer Contribution (gc)	NA	NA	ESI GROSS WAGES	ESI VR ER PCT	NA

In this table, the first column combines the name and description of the delivered deductions. A (gc) in the row indicates that the deduction has an associated generation control element. A (po) indicates a post-processing formula, and (pr) indicates a preprocessing formula. The other four columns indicate the deductions calculation rule (Amount, Base × %, and so on).

These deductions may need to be modified to meet particular business requirements:

- ESI

  The ESI deduction has a calculation rule of base multiplied by percentage and is used to calculate the employee's contribution to ESI; the base is the accumulator ESI GROSS WAGES and the percentage is determined by the numeric variable ESI VR PYE PCT. The generation control element ESI GC ENROLL determines when the system processes this deduction. The deduction is made during the contribution period. If any employee crosses the limit (od Rs.7,500/-) during the contribution period, he continues to pay for the whole period.

- ESI ER

  The ESI ER deduction has a calculation rule of base multiplied by percentage and is used to calculate the employer's contribution to ESI; the base is the accumulator ESI GROSS WAGES and the percentage is determined by the numeric variable ESI VR ER PCT. The generation control element ESI GC ENROLL determines when the system processes this deduction.

Process Lists and Sections

The ESI and ESI ER deductions are members of the ESI SE ALL process section.

The ESI SE ALL section is included in the IN PL PAY and IN PL PAY BON process lists.

Viewing Delivered Elements

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

See Also

PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Viewing Delivered Elements"

Enrolling Payees in an ESI Program

This section provides an overview of ESI program enrollment and discusses how to enroll payees in an ESI program.

Understanding ESI Program Enrollment

To enroll a payee in an ESI program:

1. Make sure that the ESI registration information is entered on the ESI Registration page.

   See Chapter 4, "Setting Up Establishments," Entering ESI Registration Information, page 35.

2. Enroll the payee by using the Define ESI Data IND(employee state insurance enrollment) page.

    See Chapter 7, "Enrolling Payees in Employee State Insurance," Enrolling Payees in an ESI Program, page 54.

Page Used to Enroll Payees in an ESI Program

Page Name	Definition Name	Navigation	Usage
Define ESI Data IND (define employee state insurance data IND)	GPIN_ESI_ENROLL	Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Define ESI Data IND, Define ESI Data IND	Enroll a payee in an ESI program.

Enrolling Payees in an ESI Program

Access the Define ESI Data IND page (Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Define ESI Data IND, Define ESI Data IND).

Define ESI Data IND page

Effective Date   The ESI effective date must be on or after the payee hire or rehire date. If the ESI effective date is before the hire date for the payee, the system issues an error message.

Registration Number   Enter the payee's ESI registration number when it is assigned by the authorities.

Name of   Enter the name of the medical facility providing the payee's ESI medical care.
Hospital/Dispensary

Registered   This field is automatically populated when you run the NEW ESI
                                 ENROLLMENT report. When this field is selected, it indicates that an
                                 application for ESI registration has been submitted for the payee.

                                 See

Beneficiaries

Dependent/Beneficiary   Select the ID for the appropriate dependent or beneficiary. When you select an
ID   ID, the name and relationship appear.

Note. To terminate a payee from ESI, add a row and change the status to *Inactive.*

Chapter 8

Processing Allowances

This chapter provides overviews of allowances and allowance earnings and discusses how to:

* Process leave travel allowances.

* Process medical allowances.

Understanding Allowances

Certain types of allowances are exempted from taxes, such as Leave Travel Allowance, Medical Allowance, Hill Area Council Allowance, and Border Area allowances. However, the most common are Leave Travel Allowances and Medical Allowances. Global Payroll for India enables you to set up leave allowances and medical allowances with the payee's option of special claims processing or claim reimbursement.

These allowances are paid based on a defined frequency: monthly, quarterly, half yearly, or annually. This is a company policy and no statutory obligations exist as to the periodicity of the payment. Rules governing the taxation of these allowances are guided by the Finance Act. Employees can be paid these allowances by producing bills (medical/travel bills) and have the allowance exempted from tax. If the employee does not want to use this facility, then the allowance is paid off as a monthly allowance, with the full amount being taxable.

Companies might provide payees certain types of allowances. Global Payroll for India enables you to set up leave travel allowances and medical allowances with the payee's option of special claims processing or waiving of the claim reimbursement and receiving a flat taxable amount for the fiscal period.

Note. Global Payroll for India also delivers earning elements for other allowances including dearness allowance, house rent allowance, lunch allowance, conveyance allowance, shift allowance, and special allowance.

Global Payroll for India delivers the following allowances:

Leave Travel Allowance   If the company provides leave travel allowance, you can pay a payee this allowance amount as part of his or her salary. If a payee is provided a leave travel allowance, he or she can waive having claims reimbursed or opt for nontaxable reimbursement of valid claims up to the Income Tax Act published limit each fiscal year. The payee submits the appropriate travel claim information, along with any required supporting documentation for the travel, and the claim is then processed during the normal payroll processing cycle. Leave travel allowance can be paid out monthly, quarterly, semiannually, or annually.

Medical Allowance   If the company provides medical allowance, you can pay a payee this allowance amount as part of his or her salary. If a payee is provided a medical allowance, he or she can waive having claims reimbursed or opt for nontaxable reimbursement of valid claims up to the Income Tax Act published limit each fiscal year. The payee submits the appropriate medical claim information, along with any required supporting documentation for the medical claim, and the claim is then processed during the normal payroll processing cycle. Medical allowance can be paid out monthly, quarterly, semiannually, or annually.

With Global Payroll for India, you can:

- Define the leave travel allowance program, including who can be covered for reimbursements.

- Capture the leave travel allowance amount, per payee, for the fiscal year.

- Track claim details for payees' leave travel allowance and whether the minimum days of leave have been taken.

- Track the balance of leave travel allowance that is available for each payee.

- Define the medical allowance program, clearly defining the exemption amount that a payee can claim.

- Track medical allowance claim details of payees while ensuring that the claims in excess of the exemption limit are added to the taxable earnings of the payee.

- Track the medical allowance balance amount that is available to each payee.

Note. The PeopleSoft system delivers several queries that enable you to retrieve allowance information.

See Also

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

Understanding Allowance Earnings

This section discusses:

- Delivered allowance earnings.

- Viewing delivered elements.

Delivered Allowance Earnings

Global Payroll for India delivers the following earnings to process allowances:

Earning	*Description*
LTA NON TAX	Use to calculate the nontaxable earning portion of the employee's leave travel allowance.
LTA TAX	Use to calculate the taxable earning portion of the employee's leave travel allowance.
LTA PAYOUT (Leave Travel Allowance Payout)	Use to calculate the employee's leave travel allowance payout.
LTA WAIVE (Leave Travel Allowance Waive)	Use to calculate the employee's waived leave travel allowance.
MA NON TAX	Use to calculate the nontaxable earning portion of the employee's medical allowance.
MA TAX	Use to calculate the taxable earning portion of the employee's medical allowance.
MA PAYOUT	Use to calculate the employee's medical allowance payout.
MA WAIVE	Use to calculate the employee's waived medical allowance.

See Also

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

Viewing Delivered Elements

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

See Also

PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Viewing Delivered Elements"

Processing Leave Travel Allowances

This section provides an overview of leave travel allowances and discusses how to:

* Enroll payees for leave travel allowance.

* Enter leave travel allowance claims.

Understanding Leave Travel Allowances

To process leave travel allowance for a payee:

1. Define the payout frequency of leave travel allowance reimbursement as a variable.

   You can define how often the company reimburses leave travel allowance. You can decide to reimburse payee claims monthly, quarterly, semiannually, or annually. To define the reimbursement frequency, you define a variable at the pay entity level with an override option at the pay group and payee levels.

   The variable that you define for payout frequency is LT VR PAY CLAIMS. The delivered default is 0 (False) and you can change this at any level, if desired. The other option is 1 (True). If it is 1 (True), then the claims are processed in the payroll. If it is 0 (False), then the claims are not processed.

2. Enroll the payee for leave travel allowance.

   See Chapter 8, "Processing Allowances," Enrolling Payees for Leave Travel Allowance, page 60.

3. If applicable, enter claim information for leave travel allowance .

   See Chapter 8, "Processing Allowances," Entering Leave Travel Allowance Claims, page 61.

Pages Used to Process Leave Travel Allowances

Page Name	Definition Name	Navigation	Usage
Define LTA Enrollment IND (define leave travel allowance enrollment)	GPIN_LTA_ENROLL	Global Payroll & Absence Mgmt, Payee Data, Define LTA Enrollment IND, Define LTA Enrollment IND	Enroll a payee for leave travel allowance.
Define LTA Claims IND (define leave travel allowance claims)	GPIN_LTA_CLAIMS	Global Payroll & Absence Mgmt, Payee Data, Define LTA Claims IND, Define LTA Claims IND	Enter details for a payee's leave travel allowance claim.

Enrolling Payees for Leave Travel Allowance

Access the Define LTA Enrollment IND page (Global Payroll & Absence Mgmt, Payee Data, Define LTA Enrollment IND, Define LTA Enrollment IND).

Define LTA Enrollment IND page

Enrollment Information

Coverage Election	Select Elect if the payee wants to submit claims for leave travel allowance during the year. Select Waive if the payee wants to waive the ability to submit claims for leave travel allowance during the year. If you select Waive, the allowance is still paid, but is fully taxable to the extent of the limit amount
Allowance Amount	Enter the allowance amount that the payee is entitled to for the year.

Dependent Information

Dependent/Beneficiary ID	Select the identification number for the payee's dependents who are eligible for reimbursement of claims. The corresponding name and relationship appears.

Note. To terminate a payee from leave travel allowance, add a row and change the status to *Inactive.*

Entering Leave Travel Allowance Claims

Access the Define LTA Claims IND page (Global Payroll & Absence Mgmt, Payee Data, Define LTA Claims IND, Define LTA Claims IND).

Define LTA Claims IND page

Claim Details

Claim Number	Enter the claim number.
Claim Date	Enter the date on which the payee made the claim.
Claim Amount	Enter the amount of the claim.
Taxable	Select if the claim amount is taxable.
Reimbursed	Selected when payroll is run for the month and the claim is fully reimbursed.

Travel Information

Date From and **Date To**	Enter the date on which the travel began and the date on which it ended.
Origin	Enter the location where the employee's travel originated.
Destination	Enter the employee's travel destination.
Mode of Travel	Enter the mode of travel. This is for information only. Ensuring that the mode of travel adheres to applicable rules is a manual process.
Class of Travel	Enter the class of travel. This is for information only. Ensuring that the class of travel adheres to applicable rules is a manual process.

Note. You can use the delivered GPIN_LTA_REIMBURSED query to verify reimbursed claims.

Processing Medical Allowances

This section provides an overview of medical allowances and discusses how to:

• Enroll payees for medical allowance.

• Enter medical allowance claims.

Understanding Medical Allowances

To process medical allowance for a payee:

1. Define medical allowance variables.

   You must define two variables. One variable defines how often you want to reimburse a payee's medical allowance claims. You can define this variable as monthly, quarterly, semiannually, or annually. A second variable defines the exempt amount, which is the amount specified for medical reimbursement that is exempt from tax.

   The variable that you define for reimbursement frequency is MA VR PAY CLAIMS. The delivered default is 1 (True) and you can change this at any level, if desired. The other option is 0 (False). If it is 1 (True), then the claims are processed in the payroll. If it is 0 (False), then the claims are not processed. The exempt from tax limit variable is MA VR LIMIT NTAX. If the limit changes, you can modify this variable to reflect the new limit.

2. Enroll the payee for medical allowance.

   See Chapter 8, "Processing Allowances," Enrolling Payees for Medical Allowance, page 64.

3. If applicable, enter medical allowance claim information.

   See Chapter 8, "Processing Allowances," Entering Medical Allowance Claims, page 64.

Pages Used to Process Medical Allowances

Page Name	Definition Name	Navigation	Usage
Define MDA Enrollment IND (define medical allowance enrollment)	GPIN_MDA_ENROLL	Global Payroll & Absence Mgmt, Payee Data, Define MDA Enrollment IND, Define MDA Enrollment IND	Enroll a payee for medical allowance.
Define MDA Claims IND (define medical allowance claims)	GPIN_MDA_CLAIMS	Global Payroll & Absence Mgmt, Payee Data, Define MDA Claims IND, Define MDA Claims IND	Enter medical allowance claim information.

Enrolling Payees for Medical Allowance

Access the Define MDA Enrollment IND page (Global Payroll & Absence Mgmt, Payee Data, Define MDA Enrollment IND, Define MDA Enrollment IND).

Define MDA Enrollment IND page

Medical Allowance Enrollment Information

Coverage Election	Select Elect if the payee wants to submit claims for medical allowance during the year. Select Waive if the payee wants to waive the ability to submit claims for medical allowance during the year. If you select Waive, the payee is still eligible for the medical allowance, which is fully taxable.
Allowance Amount	Enter the allowance amount that the payee is entitled to for the year.

Dependent Information

Dependent/Beneficiary ID	Select the identification number for the payee's dependents who are eligible for claim processing. The corresponding name and relationship appear.

Note. To terminate a payee from medical allowance, add a row and change the status to *Inactive.*

Entering Medical Allowance Claims

Access the Define MDA Claims IND page (Global Payroll & Absence Mgmt, Payee Data, Define MDA Claims IND, Define MDA Claims IND).

Define MDA Claims IND page

Claim Number	Enter the claim number.
Claim Date	Enter the date on which the payee made the claim.
Claim Amount	Enter the amount of the claim.
Submitted for Reimbursement	A writable array selects this check box automatically after you select the claim for processing.

Note. You can use the delivered GPIN_MA_CLAIMS_REIMBURSE query to verify reimbursed claims.

Chapter 9

Managing Loans and Advances

This chapter provides overviews of loans and advances and loan and advance deductions and discusses how to enter loan and advance information.

Understanding Loans and Advances

Many companies in India grant payees loans that are then deducted over a specified period of time from the payee's pay, at a specified interest rate or as an interest-free loan. Additionally, some companies advance a payee a specified amount against future pay and the advance is then deducted from his or her pay over a period of time. Global Payroll for India enables you to manage such loans and advances.

Note. Global Payroll for India supports the basic calculation of loan with balances; calculation with compound interest and reducing balances is not supported.

To set up and manage a loan or advance, you:

1. Assign the deduction to the payee.

2. Enter details of the loan or advance by using variables.

3. Manage loan or advance payment deductions as part of the normal payroll processing calculations.

Understanding Loan and Advance Deductions

This section discusses:

• Delivered loan and advance deductions.

• Viewing delivered elements.

Delivered Loan and Advance Deductions

Global Payroll for India delivers the following deductions to process loans and advances:

• LOAN

Use the LOAN deduction to calculate and deduct loan repayment amounts from an employee's pay.

- ADVANCE

  Use the ADVANCE deduction to calculate and deduct advance repayment amounts from an employee's pay.

See Also

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

Viewing Delivered Elements

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

See Also

PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Viewing Delivered Elements"

Entering Loan and Advance Information

This section discusses how to:

- Enter a recurring loan.

- Enter a recurring advance.

- Enter a one-time change to the loan or advance amount.

- Increase the loan or advance balance.

See Also

PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Setting Up Overrides," Assigning and Disabling Earnings and Deductions by Payee

PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Setting Up Overrides," Overriding Supporting Element Values for Payees

Pages Used to Enter Loan and Advance Information

Page Name	Definition Name	Navigation	Usage
Element Assignment by Payee	GP_ED_PYE	Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Element Assignment by Payee, Element Assignment by Payee	Assign specific earning and deduction elements to a payee or disable earning and deduction elements for payees.
Supporting Elements Overrides	GP_PEA_SOVR_SEC	Click the Element Override link on the Element Assignment by Payee page.	Override the value of a variable associated with a particular earning or deduction for a payee (also called a payee/element override). Supporting element overrides are provided to change loan date and reference number.
Supporting Elements	GP_PAYEE_SOVR	Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Supporting Elements, Supporting Elements	Override the value of a bracket, date, duration, formula, or variable element that's associated with a payee.
One Time (Positive Input)	GP_PI_MNL_ENRDED	Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, One Time (Positive Input), One Time (Positive Input)	Enter positive input for a single payee. (You select the pay group, calendar, and emplID to access this page.)

Entering a Recurring Loan

To enter information for a recurring loan:

1. Access the Element Assignment by Payee page (Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Element Assignment by Payee, Element Assignment by Payee) so that you can assign the loan deduction to the payee.

2. Click Add New Assignment.

3. Select the entry type of *Deduction.*

4. Select the element name of *LOAN.*

5. In the Begin Date field, enter the date on which the loan begins.

6. Click OK. This accesses the Element Detail page.

7. Enter *INR* in the Currency Code field.

8. In the Supporting Element Overrides group box, enter the element name of *LA VR LN REF* in the Variable Name field.

9. Enter the loan reference number in the Character Value field.

10. Insert a row.

11. Enter the element name of *LA VR LN DATE* in the Variable Name field and enter the begin date for this loan in the Date Value field.

12. Insert a row.

13. Select the element name of *LA VR LN INSTALL* in the Variable Name field and enter the amount of the loan to be deducted each payroll run in the Numeric Value field.

14. Insert a row.

15. Select the element type of *Variable.*

16. Select the element name of *LA VR LN TOTAL* and enter the total value of the loan in the Numeric Value field.

17. Click OK.

Entering a Recurring Advance

To enter information for a recurring advance:

1. Access the Element Assignment by Payee page (Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Element Assignment by Payee, Element Assignment by Payee) so that you can assign the loan deduction to the payee.

2. Click Add New Assignment.

3. Select the entry type of *Deduction.*

4. Select the element name of *LOAN.*

5. In the Begin Date field, enter the date on which the loan begins.

6. Click OK. This accesses the Element Detail page.

7. Enter *INR* in the Currency field.

8. In the Supporting Element Overrides group box, enter the element name of *LA VR ADV REF* in the Variable Name field.

9. Enter the advance reference number in the Character Value field.

10. Insert a row.

11. Enter the element name of *LA VR ADV TYPE* in the Variable Name field and enter the type of advance in the Character Value field.

12. Insert a row.

13. Enter the element name of *LA VR ADV DATE* in the Variable Name field and enter the begin date for this advance in the Date Value field.

14. Insert a row.

15. Select the element name of *LA VR ADV INSTALL* in the Variable Name field and enter the amount of the advance to be deducted each payroll run in the Numeric Value field.

16. Insert a row.

17. Select the element type of *Variable.*

18. Select the element name of *LA VR ADV TOTAL* and enter the total value of the advance in the Numeric Value field.

19. Click OK.

Entering a One-Time Change to the Loan or Advance Amount

When you must enter a one-time change to the loan or advance amount, use the One Time (Positive Input) page (Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, One Time (Positive Input), One Time (Positive Input)).

Increasing the Loan or Advance Balance

When you need to increase a loan or advance balance, access the Element Assignment by Payee page (Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Element Assignment by Payee, Element Assignment by Payee and click the Element Override) link. This accesses the Supporting Element Overrides page.

For loans, select the variable name *LA VR LOAN ADJ* and enter the monetary value by which you want to increase the loan or advance balance.

Chapter 10

Withholding Taxes

This chapter provides overviews of tax computation process flow and delivered tax elements and discusses how to:

*   Set up and maintain tax information.

*   Enable self service functionality for tax declarations.

*   Report tax information.

Understanding Tax Computation Process Flow

This section discusses:

*   Income tax process flow.

*   Profession tax computation flow.

Note. To examine the specifics of the calculations, use the core PeopleSoft Global Payroll application to examine the tax-related elements and rules.

Income Tax Process Flow

To calculate payee income tax to be withheld, the system:

1. Calculates taxable earnings.

    Taxable earnings are the sum of all earnings that a payee has received for the tax period, including previous employment earnings, basic salary from current employment, house rent allowance, and perquisites.

2. Totals previous and current employer exemptions.

    Previous and current employer exemptions for the payee are totaled. These exemptions can be items such as house rent allowance, conveyance, or leave travel allowance.

3. Calculates gross salary.

    Gross salary is calculated as taxable earnings minus exemptions.

4. Calculates the standard deduction, based on the previously calculated gross salary. Profession tax is taken into consideration during this step.

5. Calculates salary income.

    Salary income is Taxable Earnings – Exemptions = Gross Salary – Standard Deduction = Salary Income.

6. Calculate other income.

    Income from other sources is income derived by the employee from sources such as business income and income from capital gains. The employee may choose to declare this income to the employer. Such income or loss is added or reduced from taxable income while taxes for the year are determined.

7. Calculate gross total income.

    Gross total income is calculated by considering the total of all heads of incomes before allowing any deductions under chapter VIA.

8. Total chapter VIA deductions.

    All chapter VIA deductions (such as medical insurance or self-education) that the payee claims are calculated. Each deduction has a statutory limit defined in variables.

9. Calculate total taxable income (net income).

    Total taxable income (net income) is calculated as gross total income minus chapter VIA deductions. The tax liability of the assessee is determined based on this result. The rates of taxes applicable, and the rebates that are given, are all based on this amount. The applicability of the surcharge also depends on this result.

10. Calculate tax liability.

    The total taxable income (net income) is used to determine the applicable income tax rate. The income tax rates are stored in a bracket.

11. Apply rebates.

    Rebates are reductions from the tax liability of an employee. Rebates are allowed for employees who make certain investments during the current year. They include premium on life insurance and investments made in certain government-supported bonds such as Infrastructure bonds, RBI Bonds, and National Savings Certificates. A certain percentage of the investment is allowed as a rebate. This percentage is usually determined by the annual finance bill proposed every year.

12. Calculate balance tax.

    Net tax payable is calculated as the result of the tax liability minus the rebates.

13. Calculate surcharge.

    Surcharge is an additional levy on the net taxes of an employee. When the net tax payable is determined, the surcharge is calculated. The amount calculated is added to the taxable income and considered for tax deduction. This is the last step in the tax computation process. The amount calculated is prorated and deducted on a monthly basis.

14. Calculate net tax liability.

    The final tax liability is the result of the net tax payable plus the surcharge.

15. Determine monthly tax deduction.

    To determine the month's tax deduction for the payee, the balance tax of the employee is determined after reducing the tax deducted so far from the employee's tax liability for the year, and the balance determined. This is divided by the number of months left in the year and tax for the month determined. This is the amount that will reflect as TDS (tax deducted at source) month on month.

Profession Tax Computation Flow

The frequency with which you must deduct profession tax varies among states. The deduction frequencies for each state (monthly, quarterly, semiannually, or annually) are stored in variables, one variable for each state.

Rates and slabs that are applicable to each state are stored in brackets, one bracket for each state.

Each employee is linked to an establishment and the establishment is linked to a state. The rates that are applicable to each state are stored in a bracket.

Profession tax differs from state to state, and the deduction occurs based on the specified frequency. The amount deducted for profession taxes is considered for the calculation of the standard deduction as discussed in step 4 of the Income Tax process flow.

Note. Make sure that a payee's profession tax establishment is set up using the Establishment component (ESTABLISHMENT_DATA) in PeopleSoft Enterprise Human Resources because this information is vital to the proper calculation of a payee's profession tax deduction. This is the only source where an employee is linked to an establishment and an establishment to the state, therefore determining the correct deduction.

See Also

Appendix A, "Accumulators," page 135

Chapter 4, "Setting Up Establishments," page 31

Understanding Delivered Tax Elements

This section discusses:

* Delivered tax earnings.

* Delivered tax deductions.

Delivered Tax Earnings

While the elements in this section are defined as earnings, they are actually used to store specific information. "Previous" in the following table refers to previous employment, such as "Previous Employment Salary." The elements in this section do not function as typical earning elements.

Global Payroll for India delivers the following elements to process payee taxes:

Earning	*Description*
PREV SAL	Previous salary.
PREV PT	Previous profession tax.
PREV TDS	Previous tax deducted at source.
PREV HRA	Previous house rent allowance.
PREV LIC	Previous life insurance deduction.
PREV SAL HRA	Previous salary for house rent allowance.
PREV MED EXM	Previous medical exemption.
PREV LTA EXM	Previous leave travel allowance exemption.
PREV PF	Previous provident fund.
PREV EDU EXM	Previous child education exemption.
PREV HOS EXM	Previous child hostel exemption.
PREV HRA EXM	Previous house rent allowance exemption.
PREV CON EXM	Previous conveyance exemption.
RTO BASE SAL	Captures the salary changes due to retroactive processing of on the basic salary. This excludes the DA. This retroactive processing value is forwarded from the segment accumulator SEG AC BASE SAL.
RTO HRA EXM	Captures the changes due to retroactive processing on the on monthly HRA exemption (HRA EXMPT). This retroactive processing value is forwarded from the segment accumulator HRA AC EXM SEG.
CHILD EDU ALW	Child education allowance.
CHILD HOSTEL	Child hostel allowance.

Earning	*Description*
CONVEY EXM	Conveyance exemption.
PEN FND 80CC	Pension fund 80CCC.
MED INS 80D	Medical insurance premium 80D.
MED HND 80DD	Medical treatment (handicapped dependents) 80DD.
MED AIL80DDB	Medical treatment (special ailments) 80DDB.
EDU LOAN 80E	Education loan 80E.
DONAT 100PCT	Donations - 100 percent 80G.
DONAT 50PCT	Donations - 50 percent 80G.
RENT 80GG	Rent paid 80GG.
DONAT 80GGA	Donations - scientific research 80GGA.
INT SEC 80L	Interest on securities 80L.
PERM DIS 80U	Permanent physical disability.
LIC PREM	Life insurance corporation premium.
DEFRD ANNTY	Deferred annuity.
PPF	Public provident fund.
PO CUML DEPOSITS	Post office cumulative term deposits.
NSC DEPOSITS	National Savings Certificate deposits.
NSS DEPOSITS	National Savings Scheme deposits.

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Earning	Description
INT NSC	Interest on National Savings Certificate reinvested.
PRIN LOAN RE	Principal loan repayment.
MUTUAL FND	Mutual funds.
NHB SCHEME	National Housing Board scheme.
TX REBAT 88B	Tax rebate Section 88B.
TX REBAT 88C	Tax rebate Section 88C.
TX REBAT 89	Tax rebate Section 89.
INFRA BONDS	Infrastructure bonds.
LIC ANNUITY	Life insurance corporation annuity.
ULIP	Unit-linked insurance plan.
PERQ CAR	Car perquisite.
PERQ HOUSE	House perquisite.
TDS STD DED	Standard deduction.
HRA EXM	House rent allowance exemption.

Delivered Tax Deductions

Global Payroll for India delivers the following tax deductions:

Deduction	Description
TDS	Tax deduction at source.

Deduction	Description
PT	Profession tax.

Note. PeopleSoft Global Payroll delivers a query that you can run to view the names of all delivered elements that are designed for India.

See Also

PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Viewing Delivered Elements"

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

Setting Up and Maintaining Tax Information

This section provides an overview of tax information setup and maintenance and discusses how to:

- Define the setup for tax information.

- Enter payee general tax information.

- Enter house rent allowance tax information.

- Enter payee rebate tax information.

Understanding Tax Information Setup and Maintenance

To enter tax-related data as part of the setup and ongoing data maintenance:

1. Enter the income and profession tax-related information pertaining to the establishment.

   See

2. Define the setup for payee tax declarations and previous employment.

   You define the setup for each page in the Specify Tax Details IND component (GPIN_TDS_GEN).

   See

3. Enter the declarations of a payee's general and house rent allowance tax information.

   See

   See

4. Enter the payee's rebate, previous employment, deduction, exemption, other sources, and perquisites tax information.

   See

Note. Oracle provides tax element updates when amendments are made to the legislated rules governing income tax by the Central Finance Bill. However, for changes in slabs or rates, you must change the existing values to the amended rates or slabs.

Pages Used to Set Up and Maintain Tax Information

Page Name	Definition Name	Navigation	Usage
Tax Setup	GPIN_TDS_SETUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Income Tax Details IND, Tax Setup	Define the element setup for payee tax declarations and previous employment data.
General Information	GPIN_TDS_GEN	Global Payroll & Absence Mgmt, Payee Data, Taxes, Specify Tax Details IND, General Information	Enter the declaration of the payee's general tax information.
House Rent Allowance	GPIN_TDS_HRA	Global Payroll & Absence Mgmt, Payee Data, Taxes, Specify Tax Details IND, House Rent Allowance	Enter the declaration of the payee's house rent allowance tax information.
Rebates	GPIN_TDS_REBATE	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Declarations IND, Rebates	Enter the payee's rebate tax information.
Prev Employment (previous employment)	GPIN_TDS_PREV	Global Payroll & Absence Mgmt, Payee data, Taxes, Maintain Tax Declarations IND, Prev Employment	Enter the payee's previous employment tax information.
Deduction	GPIN_TDS_DEDN	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Declarations IND, Deduction	Enter the payee's deduction tax information.
Exemption	GPIN_TDS_EXEM	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Declarations IND, Exemption	Enter the payee's exemption tax information.
Other Sources	GPIN_TDS_OTH	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Declarations IND, Other Sources	Enter the payee's other source tax information.
Perquisites	GPIN_TDS_PERQ	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Declarations IND, Perquisites	Enter the payee's perquisites tax information.

Defining the Setup for Tax Information

Access the Income Tax Details IND page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Income Tax Details IND, Tax Setup).

Tax Setup page

You define the setup per data entry page. For example, the elements that you define for the Rebates page (GPIN_TDS_REBATE) are the elements from which you can select when entering payee tax information on the Rebates page.

Sequence Number	Enter a sequence number to indicate the sequence of elements for the page.
Entry Type	Select the element's entry type.
Element Name	Select the element name. Only those elements with the entry type that you select in the Entry Type column appear as choices. The corresponding description appears when you select the element name.

See Also

Chapter 10, "Withholding Taxes," Entering Payee Rebate Tax Information, page 84

Entering Payee General Tax Information

Access the General Information page (Global Payroll & Absence Mgmt, Payee Data, Taxes, Specify Tax Details IND, General Information).

General Information page

Number of Children	Enter the number of children for the payee.
Disabled	Select if the payee is disabled.
	In some states (for example, Lakshadweep and Madhya Pradesh), profession tax exemption applies to payees who are disabled. To apply exemption to the profession tax calculation, select this check box and the PT Exemption check box. The GC FM looks for employees with disabilities and calculates exemption if the particular state has the rule of exemption.
Disabled Dependent	Select if the payee has a disabled dependent.
Senior Citizen	Select if the payee is a senior citizen.
	In some states, profession tax exemption applies to payees who are senior citizens. To apply exemption to the profession tax calculation, select this check box and the PT Exemption check box. The GC FM looks for senior citizen employees and calculates exemption if the particular state has the rule of exemption.
Severely Disabled Dependent	Select if the payee has a severely disabled dependent.

Severe Disability	Select if the payee has a severe disability.
	In some states, profession tax exemption applies to payees who are severely disabled. To apply exemption to the profession tax calculation, select this check box and the PT Exemption check box. The GC FM looks for employees with severe disabilities and calculates exemption if the particular state has the rule of exemption.
Emp with Substantial Interest (employee with substantial interest)	Select for employees who are shareholders of the company.

Profession Tax

Establishment ID	Select the establishment ID that is related to the profession tax for the payee.
Eligible for LWF (Eligible for Labour Welfare Fund)	Select to indicate that the payee is eligible for LWF deductions.
	This deduction can occur monthly, semiannually or annually depending on policies of each individual state. The deduction amount also varies from one state to another.

Income Tax

Classification Code	Select the proper classification code for the payee.
Resident Status	Select *Non-Resident* or *Resident.*

See Also

Entering House Rent Allowance Tax Information

Access the House Rent Allowance page (Global Payroll & Absence Mgmt, Payee Data, Taxes, Specify Tax Details IND, House Rent Allowance).

House Rent Allowance page

The HRA (House Rent Allowance) calculation accommodates monthly HRA exemption.

Accommodation Type	Select what type of accommodation the employee currently uses: *House Rent, Company Lease,* or neither *(None).* Select *None* if the payee is not eligible for HRA/CLA or if the payee resides in his own house.

House Rent Allowance

Rent Paid	Enter the amount of rent that is paid by the employee using the code INR.
Location	Select whether the payee resides in a metropolitan area, such as Bombay, Calcutta, Chennai, or Delhi, or a nonmetropolitan area.

Company Lease Accommodation

Furnished	Select the company lease accommodation type: *Furnished,Un-Furnished,* or *Not Applicable.*
	This is used for calculation of perquisites. This column is to be updated only if the Accommodation type is *Company Lease.* The type decides the extent of taxation of perquisite.

Entering Payee Rebate Tax Information

Access the Rebates page (Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Declarations IND, Rebates).

Rebates page

Element Name	This column displays all of the elements that are defined for this page on the Income Tax Details IND page.
Amount	Enter an amount that is to be accumulated. The defined rules determine whether the amount is to be added to or subtracted from the payee's gross income.
Begin Date and **End Date**	The End Date field is desirable because the employee may change his or her tax plans year on year. The begin date is the later of the financial year begin date or date of joining. The end date is the earlier of the close date of the financial year or termination date.

Note. All of the remaining pages in this component function identically to this Rebates page. Therefore, the fields on the remaining pages in this component are not documented.

See Also

Reporting Tax Information

This section discusses how to:

- Create Income Tax (IT) computation sheets.

- Report profession taxes.

- Report allowance taxable amounts.

Pages Used to Report Tax Information

Page Name	Definition Name	Navigation	Usage
Income	GPIN_ITCS_INCOM	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Define IT Sheet Template IND, Income	Define the earning elements listed in the main income tax statement for the IT Computation Sheet.
Calculation	GPIN_ITCS_CALC	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Define IT Sheet Template IND, Calculation	Define the income tax calculation components and elements displayed in the IT Computation Sheet.
Exemptions	GPIN_ITCS_EXM	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Define IT Sheet Template IND, Exemptions	Define the exemption elements listed in the main income tax statement for the IT Computation Sheet.
Perquisites	GPIN_ITCS_PRQ	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Define IT Sheet Template IND, Perquisites	Define the taxable perquisites earned listed in the main income tax statement for the IT Computation Sheet.
Deductions Chap VIA (deductions chapter VIA)	GPIN_ITCS_DED	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Define IT Sheet Template IND, Deductions Chap VIA	Define the deductions displayed in the main income tax statement for the IT Computation Sheet.
Prev Employment Details (previous employment details)	GPIN_ITCS_PREV	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Define IT Sheet Template IND, Prev Employment Details	Define the previous employment income and deductions displayed in the main income tax statement for the IT Computation Sheet.
Create IT Comp Sheet IND (create income tax computation sheet IND)	GPIN_RC_ITCS	Global Payroll & Absence Mgmt, Taxes, Create IT Comp Sheet IND, Create IT Comp Sheet IND	Create income tax computation sheets for employee self-service review.

Page Name	Definition Name	Navigation	Usage
Profession Tax Report IND	GPIN_PR_RC	Global Payroll & Absence Mgmt, Taxes, Profession Tax Report IND, Profession Tax Report IND	Calculate and reports on profession taxes.
Allowance Taxable Amounts IND	GPIN_RC_GPINTX01	Global Payroll & Absence Mgmt, Taxes, Allowance Taxable Amounts IND, Allowance Taxable Amounts IND	Calculate and reports on allowance taxable amounts.

Creating IT Computation Sheets

Access the Create IT Comp Sheet IND page (Global Payroll & Absence Mgmt, Taxes, Create IT Comp Sheet IND, Create IT Comp Sheet IND).

This run control page creates individual IT computation sheets. Employees can review their IT computation reports through the View Payslips self-service page.

Reporting Profession Taxes

Access the Profession Tax Report IND page (Global Payroll & Absence Mgmt, Taxes, Profession Tax Report IND, Profession Tax Report IND).

Profession Tax Report IND page

Period ID   Select the period ID. The begin date and end date appear as soon as you select the period ID. A period ID is created for each reporting period, such as monthly or annual. If the reporting is monthly, create a period ID for every month for reporting purposes.

Payee Sort Option	Select a sort order for the report. Options are:

- *Employee ID, Employee Rcd Nbr:* Employee ID, employee record number.

- *Name, Employee Rcd Nbr:* Name, employee record number.

This field disappears after you select a period ID.

Establishment ID	Select the establishment ID.
Bracket Name	Select the bracket name.

PT calculation is based on a particular rate for a pay range or slab, which differs from state to state. This information is captured in a bracket, which you need to be select here.

Payee List

You can list the payees to be included in the profession tax report by specifying their employee IDs.

Group

Alternatively, you can specify a group for this process and the group can be set up to contain individuals in the system who may belong to different job codes, departments, or even company lines. You create groups using the Group Build feature.

See *PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook*, "Setting Up and Working with Group Definitions," Understanding Group Build.

Reporting Allowance Taxable Amounts

Access the Allowance Taxable Amounts IND page (Global Payroll & Absence Mgmt, Taxes, Allowance Taxable Amounts IND, Allowance Taxable Amounts IND).

Allowance Taxable Amounts IND page

Period ID   Select the period ID. The begin date and end date appear as soon as you select the period ID.

Begin Date and End Date   Displays the beginning and ending dates of the tax period for which you want to report.

Taxable Amount   Select whether the allowance is for leave travel allowance or medical.

Chapter 11

Working with Banking

This chapter provides overviews of the banking process for India and banking setup and discusses how to generate electronic funds transfer (EFT) files and reports.

Understanding the Banking Process for India

The following list briefly summarizes the direct deposit banking procedure that you use for net payments to payees in India:

1. Set up bank accounts and schedule disbursements.

2. Run payroll.

3. Run the Global Payroll Banking Process Application Engine process (GP_PMT_PREP).

4. Run the Banking for India Structured Query Report (SQR) process (GPINBK01), which automatically generates the EFT file and SQR.

Subsequent sections provide more details about these steps.

Understanding Banking Setup

To set up banking, you must use core PeopleSoft Global Payroll pages. The setup involves:

• Setting up basic bank information using the Bank Table page.

• Setting up bank branch information using the Branch Table page.

• Setting up source bank account information using the Source Bank Accounts page.

• Linking the source bank ID to a pay entity using the Source Bank Link page.

• Entering bank account information for payees using the Bank Account Information page.

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

Generating EFT Files and Reports

This section provides an overview of EFT file and report generation and discusses how to prepare the EFT flat file.

Understanding EFT File and Report Generation

The EFT process prepares the EFT flat file that you transmit to the appropriate bank and launches the SQR program that prints the banking report.

Note. The EFT flat file and SQR banking report are delivered with a configuration to satisfy the banking needs for customers using the Industrial Credit and Investment Corporation of India (ICICI) financial institution. If the company uses a financial institution other than ICICI, you must modify the delivered process to meet the company's needs. You can use the delivered ICICI configuration as a guide when developing the EFT and reporting process.

Process Flow

This diagram illustrates the payroll EFT and report generation process flow for India:
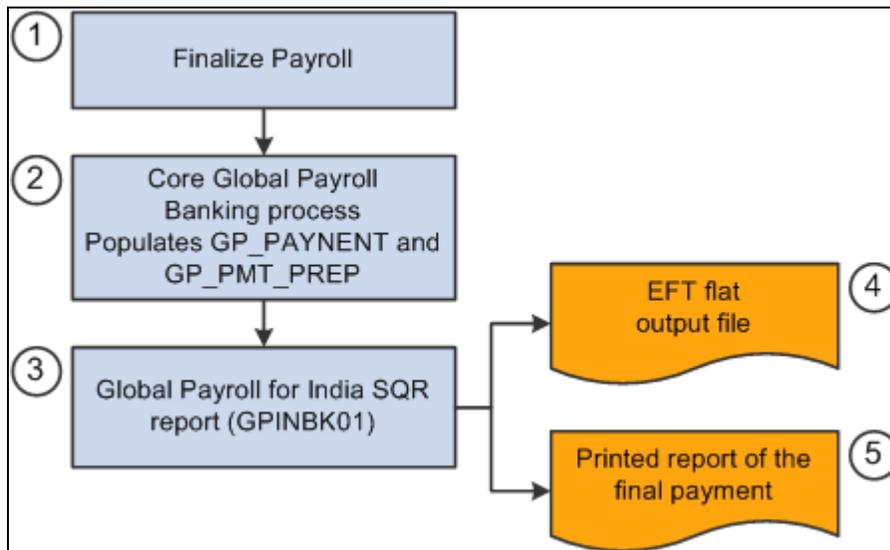
Payroll EFT and report process flow for India

Process Explanation

The following steps correspond to the numbers in the preceding diagram:

1. Process and finalize payroll in the Global Payroll core application.

2. Run the Global Payroll Banking Process.

    This process populates the GP_PAYMENT output record.

    Note. Select the Finalize check box on the Payment Preparation page when you run the Global Payroll Banking Process. If you do not, no data will be available for the next step.

    ---

3. Run the Banking for India process.

    This process selects all rows in GP_PAYMENT that have a status of finalized for the specified calendar group ID, run type name, and source bank ID.

    The process populates the following records, which form the header, transaction, and trailer of both the EFT file and the printed report:

    *   GPIN_BANK_RNCTL: This record stores the run control information such as calendar run ID, operator ID, and run control ID.

    *   GP_PAYMENT: This record stores information about the payment details for each payee.

    *   PYE_BANKACCT: This record contains payee bank account information for use with direct deposit, and so on.

    *   PERSON_NAME: This record stores details about the name of each payee.

    *   SRC_BANK: This record contains information about the source bank.

    *   BANK_EC_TBL: Main bank table containing bank name and address.

    *   BANK_BRANCH_TBL: Bank branch ID and address information.

    *   GP_NET_DIST: Net distribution top (EMPLID, EMPL_RCD) level.

    *   GP_NET_DIST_DTL: Net distribution effective date and account level.

You can run this process as many times as you want. The Banking for India process consolidates the data from the records into one EFT file that you send to the source bank. The naming convention is SRC_BANK_ID.DAT. The SQR program prints the banking report in the standard character set using data from the same records as the EFT file. The number of records is equal to the number of source banks.

See Also

PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Banking Instructions," Understanding Banking

Page Used to Generate EFT Files and Reports

Page Name	Definition Name	Navigation	Usage
Run Payment Prep Process IND	GPIN_PAYMENT	Global Payroll & Absence Mgmt, Payment Processing, Run Payment Prep Process IND, Run Payment Prep Process IND	Prepare the EFT flat file.

Preparing the EFT Flat File

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

Run Payment Prep Process IND

Calendar Group ID	Select the calendar group ID that is associated with the pay run for which you want to process banking.

Click the Run button to run the GPINBK01 process request. PeopleSoft Process Scheduler runs the Banking for India process at user-defined intervals.

See Also

PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Banking Instructions," Running the Banking Process

Chapter 12

Working with Payslips

This chapter provides overviews of payslips for India and discusses how to:

* Create payslip templates and payslip messages.

* Attach payslip templates to pay groups.

* Override payslip delivery options.

* Create and print payslips.

Understanding Payslips for India

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

Regulations require that days worked be printed on payslips to ensure compliance with the Factories Act and Employee State Insurance (ESI). An additional tab for defining this information is available when you create payslip templates.

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

See Also

PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Viewing Delivered Elements"

Creating Payslip Templates and Payslip Messages

To create payslip templates and payslip messages, use the Templates IND (GPIN_PSLP_SETUP) and Messages IND (GPIN_PSLP_MSG) components.

This section provides an overview of payslip templates and discusses how to:

* Set up templates and accumulators.

* Set up payslip earnings and deductions.

* Set up absence details for payslips.

- Set element components for working days and days worked.

- Create payslip messages.

Understanding Payslip Templates

When creating payslip templates, you can:

- Set the accumulator column labels.

- Select the accumulators to go under the column labels.

- Create unlimited rows of accumulators for each column and set the printing sequence.

- Create unlimited sections for earnings and deductions.

- Use standard or custom element descriptions.

- Set delivery options.

- Exclude departments or locations from printing at the setup level but override those exclusions at run time.

Pages Used to Create Payslip Templates and Messages

Page Name	Definition Name	Navigation	Usage
Payslip Setup	GPIN_PSLP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates IND, Payslip Setup	Set up delivery and print exclusion options, column headings (labels), and column contents (rows of accumulators).
Earnings and Deduction	GPIN_PSLP1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates IND, Earnings and Deduction	Create sections of earnings and deductions, select from three description options, and set the element components that the payslip is to display.
Absence Details	GPIN_PSLP2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates IND, Absence Details	Select the absence elements that the system uses to extract an absence balance to display on the payslip.
Workng Days Setup	GPIN_WORKDAYS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates IND, Workng Days Setup	Set the element components for the number of scheduled working days and the number of actual days worked that the payslip displays.

Page Name	Definition Name	Navigation	Usage
Messages IND	GPIN_PSLP_EXT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Messages IND, Messages IND	Create messages to appear on payslips. You can control which payslips show the message.

Setting Up Templates and Accumulators

Access the Payslip Setup page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates IND, Payslip Setup).

Payslip Setup page

Payslip ID   You can attach a single template, by its ID, to multiple pay groups. You can attach multiple templates to a pay group. Each template is used in conjunction with a particular run type.

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

You can override the exclusion on the Process Payslip page before you run the print program.

Note. If you choose to enter a particular pay entity as the print option on the Process Payslip page and you have excluded a location that falls under that pay entity, it is not printed.

Delivery Option	Select an address type to receive printed payslips. You can select *Department* or *Location* to mail the payslip to an internal address, or you can select *Home Address* or *Mail Address* to send it to an external address as recorded on the payee's personal data record.
	You can override the selection made here on the Payslip Payee Override page, which is effective-dated; therefore, you can override the delivery option for a period of time if necessary.
	See Chapter 12, "Working with Payslips," Overriding Payslip Delivery Options, page 105.
Column 1 to **Column 6**	Enter the labels that you want to appear across the page on the printed payslip as the column headings for the accumulators. These column labels appear in the payslip region under the region heading Pay Summary.

Accumulators 1 to 3

Sequence	Enter a sequence number to set the order in which the accumulators appear. They appear in ascending order with the lowest number first.
Description	Enter a description of each accumulator row.
Accumulator 1, Accumulator 2, and **Accumulator 3**	Select the accumulators that you want displayed for the corresponding column.
	For example, suppose you enter a description for sequences 1 and 2 as *Current* and *YTD.* If you also want to display quarter-to-date accumulated amounts, create a new row, give the new row the description *QTD,* and then select the accumulators that correlate to the column headings.

Accumulators 4 to 6

|	
Accumulator 4, Accumulator 5, and **Accumulator 6**	Select the accumulators that you want displayed for the corresponding column. No Sequence or Description fields exist because the same sequence number and description applies to all six accumulators in the row.

Printed Payslip Example

This diagram shows how column numbers, sequences, and accumulator numbers work together on the printed payslip:

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

Columns and rows on the payslip in the Pay Summary region

Setting Up Payslip Earnings and Deductions

Access the Earnings and Deduction page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates IND, Earnings and Deduction).
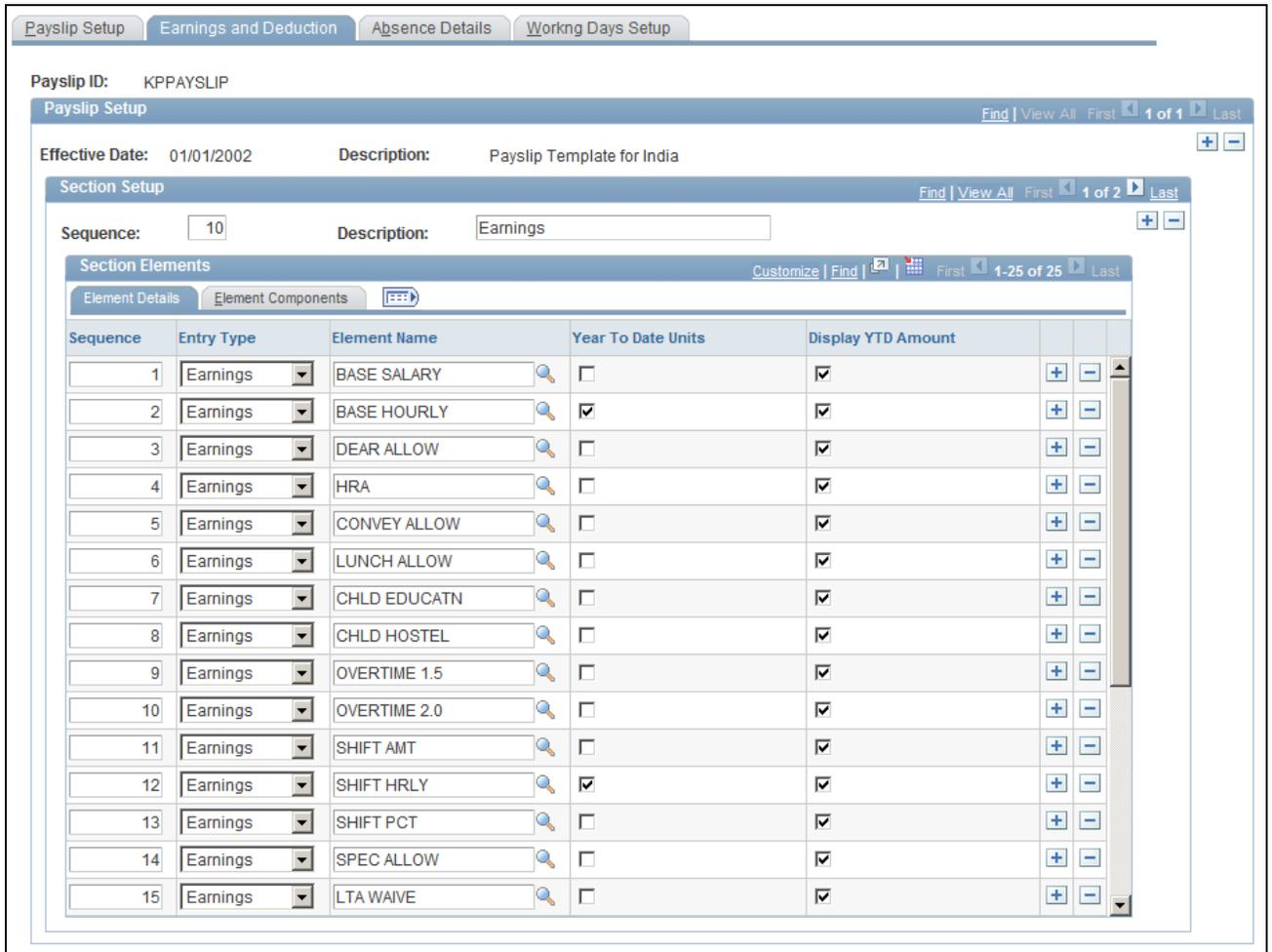
Earnings and Deduction page

Section Setup

Description   Descriptions appear as section headings in the payslip region under the heading
                                   Payment Details.

Element Details

Year To Date Units and   Select these check boxes if you want the year-to-date units and amounts for each
Display YTD Amount   element to appear in the Payment Details region under the heading Year to Date
(Display Year to Date   Values.
Amount)

Element Components

Description Type	Select one of three descriptions to appear for each earning or deduction row in the Payment Details region of the payslip. Values are:

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

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

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

Print Unit, Print Rate, Print Base, and **Print Percentage**	Select the components of the element's calculation rule that you want to show for each earning or deduction in the sections.

You can select only the components in the element's calculation rule. For example, for an earning with a calculation rule of Unit Rate, only the Print Unit and Print Rate check boxes are available for selection.

Note. Amount always appears; therefore, it is not an option here.

Setting Up Absence Details for Payslips

Absence Details page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates IND, Absence Details).

Absence Details page

Description Type	Select one of three descriptions to appear for each row in the Absence Details region of the payslip. Values are:

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

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

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

Setting Element Components for Working Days and Days Worked

Access the Workng Days Setup page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates IND, Workng Days Setup).

Workng Days Setup page

Entry Type	Define a row with an entry type of *Count* and a row with an entry type of *Formula.*
Day Type	For the row with an entry type of *Count,* define a day type of *Working Days.* For the row with an entry type of *Formula,* define a day type of *Days Worked.*
Element Name	For the row with a day type of *Working Days,* select the *GP WORK DAY COUNT* element. For the row with a day type of *Days Worked,* select the *LOP FM DAYS* element.

Creating Payslip Messages

Access the Messages IND page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Messages IND, Messages IND).

Messages IND

Calendar Group ID: KP M200804   2008 04 - Monthly

Definition   Find | View All First 1 of 1 Last

*Message Number: [   ]

*Message Level: [All ▼]

Group ID: [   ]

Group List ID: [   ]

Message: [   ]

Messages IND page

Message Number	This is the message ID that the system uses to get the right message for the right payees. Arrays, formulas, and variables combine to get the right message.
Message Level	Select from the following values:
	All: All payees identified in the calendar group.
	Group Build: All payees included in a group that you build by using the Group Build feature in PeopleSoft Human Resources. You can also access the group build pages through the Set Up HRMS, Common Definitions, Group Build navigation. If you select this option, enter a group in the Group ID field.
	Group List: All payees in a list that you build by using the Global Payroll Group List feature. If you select this value, enter a group in the Group List ID field.
Message	Enter the text of the message to appear on selected payslips.

See Also

PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Processing Payroll," Creating Group Lists

PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook, "Setting Up and Working with Group Definitions"

Attaching Payslip Templates to Pay Groups

To attach payslip templates to pay groups, use the Link to Pay Group IND (GPIN_PYGRP_PSLP) component.

This section provides an overview of payslip template attachments and discusses how to attach payslip templates to pay groups.

Understanding Payslip Template Attachments

Attach a payslip template to a pay group by using the Link to Pay Group IND page. A pay group can have multiple payslip templates attached at any one time and a single template can be attached to multiple pay groups. Each payslip template is used in conjunction with a particular run type.

Page Used to Attach Payslip Templates to Pay Groups

Page Name	Definition Name	Navigation	Usage
Link to Pay Group IND	GPIN_PYGRP_EXT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Link to Pay Group IND, Link to Pay Group IND	Use to attach a payslip template to a pay group.

Attaching Payslip Templates to Pay Groups

Access the Link to Pay Group IND page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Link to Pay Group IND, Link to Pay Group IND).

Link to Pay Group IND page

Regular Run Type	Select the run type. Define run types on the Run Types page.
Pay Frequency	Select the pay frequency. Define pay frequencies on the Frequency Table page.
Payslip ID	Select the payslip ID for the payslip templates that you want to link to the pay group. Define payslip IDs on the Template Setup & Accumulators page.

PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Using Calendars," Defining Run Types

PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Calculation Elements," Defining Generation Control Frequency

Overriding Payslip Delivery Options

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

Page Used to Override Payslip Delivery Options

Page Name	*Definition Name*	*Navigation*	*Usage*
Payslip Delivery Option IND	GPIN_PSLP_PYE	Global Payroll & Absence Mgmt, Payee Data, Payslips, Payslip Delivery Option IND, Payslip Delivery Option IND	Select an effective-dated delivery option for an individual payee that is different from the default on the payslip template.

Creating and Printing Payslips

You print payslips by calendar group ID. You can restrict the payslips printed from the pay run that is associated with the calendar group ID. The template that you defined controls the layout of the printed payslip.

This section discusses how to create and print payslips.

Page Used to Create and Print Payslips

Page Name	*Definition Name*	*Navigation*	*Usage*
Create/Print Payslips IND	GPIN_PSLP_RC	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips IND, Create/Print Payslips IND	Lists payee details of period earnings, taxes, and other deductions, and of leave balances and payment distributions.

Creating and Printing Payslips

Access the Create/Print Payslips IND page (Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips IND, Create/Print Payslips IND).

Create/Print Payslips IND page

Payslip Generation Details

Calendar Group ID	Select the calendar group ID for which you want to print payslips. If you do not use one of the links to further refine the payslip print selection, payslips print for the entire set of employees who are represented by the calendar group ID.

You can further refine the payslip print selection by clicking one of the links. Each link accesses a page on which you can select one or more pay entities, pay groups, departments, locations, or payees to include in the payslip print run. If you do use one of the links to further refine the payslip print selection, payslips print only for those pay entities, pay groups, departments, locations, or payees that are selected.

Sort Key 1

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

Description of Processes in Payslip Job

The Payslip page launches a job (GPINPYSL) containing two processes in sequence:

1. The Structured Query Report (SQR) GPINPS01 prints the payslip report and provides self-service related information for ePay if ePay is licensed.

2. The GP_EPAY Application Engine process uses the payslip report and self-service related information provided by the prior processes in this job to create self-service payslips for each payee. If ePay is not licensed, this process reports that ePay has not been licensed and finishes successfully.

See Also

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

Chapter 13

Managing Year End Processing

This chapter provides an overview of year end processing and discusses how to:

- Define year end reports.

- Generate year end reports.

Understanding Year End Processing

Certain legislation requires the annual processing and reporting of relevant payroll data. Global Payroll for India enables you to define the year end report parameters and generate the following reporting forms:

- Form 3A.

- Form 5.

- Form 6.

- Form 7.

- Form 12BA.

- Form 16.

- Form 24.

- Form 24Q e-filing.

Year end processing with Global Payroll for India requires that you:

1. Define the data values of the reporting form.

2. Run the report.

Note. Form 24 and Form 16 are year end reports that are produced by a unique combination of PAN (permanent account number) and TAN (tax deduction account number) numbers. For a single pay entity, several combinations of PAN/TAN might exist, each being generated separately.

Understanding Form 24Q e-Filing Requirements

Per the provisions of the Income Tax Act, 1961, specific entities making payments to deductees for salaries and certain services are required to deduct or collect taxes on these payments at the source (TDS – Tax Deducted at Source / TCS – Tax Collected at Source). The taxes can be deposited at any designated branch of an authorized bank.

In an effort to automate the collection and processing of TDS/TCS tax returns and to provide guidance about who must file electronically, the Income Tax Department has issued notifications Electronic Filing of Returns of Tax Deducted at Source Scheme, 2003 and Electronic Filing of Returns of Tax Collected at Source Scheme, 2005. According to these provisions:

• Beginning June 1, 2003, corporate deductors must file TDS forms electronically, and beginning fiscal year 2004–2005, TCS forms must be filed electronically.

• Starting fiscal year 2004–2005 and thereafter, government deductors must file all their returns electronically (e-TDS/e-TCS).

• Deductors, other than corporate or government, can file either electronic or physical returns.

The National Securities Depository Ltd. (NSDL) is authorized to act as intermediary and receive the e-TDS/e-TCS returns on behalf of the Income Tax Department through TIN-Facilitation Centers established by the NSDL or directly uploaded to the NSDL through their website.

Form 24Q Tax Data Files

The following table lists the tax data files generated by Global Payroll for India for Form 24Q and electronic delivery to the NSDL:

File Name	Description
Annexure1.csv	Line item breakdown of the TDS detail, by employee. Includes only column numbers 313 to 326.
Annexure2.csv	Continuation of the breakdown of the TDS detail, by employee. Includes column numbers 327 to 352.
Annexure3.csv	Continuation of the breakdown of the TDS detail, by employee. Includes column numbers 353 to 368.
Form24Q.txt	ASCII text file of the tax data for Form 24Q.
GPINQT01_<process_instance>.PDF	Generated tax form 24Q in PDF format. The system populates the form field entries from information provided in the tax form setup, and from Global Payroll employee tables. Print the form for signature.
GPINQT01_<process_instance>.out	This file is blank if the process runs successfully. It has content only when an error occurred in the process or it is expected to read a message.
SQR_GPINQT01_<process_instance>.log	System log of the tax report generation process. Not required for submission.

Defining Year End Reports

This section discusses how to:

*   Define Form 3A reports.

*   Define Form 5 reports.

*   Define Form 6 reports.

*   Define Form 12BA reports.

*   Define Form 24 and Form 16 reports.

*   Define Form 24Q reports and tax files.

Pages Used to Define Year End Reports

Page Name	Definition Name	Navigation	Usage
Define Form 3A Data IND	GPIN_YE_F3A	Global Payroll & Absence Mgmt, Year-End Processing, Define Form 3A Data IND, Define Form 3A Data IND	Define the report for the annual statement of individual payees detailing provident fund contributions and other information during the currency period.
Define Form 5 Data IND	GPIN_YE_F5	Global Payroll & Absence Mgmt, Year-End Processing, Define Form 5 Data IND, Define Form 5 Data IND	Define the report containing details of contributions and remittances to the profession tax authorities for the financial year.
Define ESI Form 5 Data	GPIN_YE_F6	Global Payroll & Absence Mgmt, Year-End Processing, Define ESI Form 5 Data, Define ESI Form 5 Data	Define the report for consolidated detailing of contributions and other information for the currency period to the employee state insurance authorities.
Define Form 12BA Data IND	GPIN_YE_F12BA	Global Payroll & Absence Mgmt, Year-End Processing, Define Form 12BA Data IND, Define Form 12BA Data IND	Define the report submitted to the statutory authorities containing details of perquisites that are provided by the employer to the employees and their valuation and tax status.

Page Name	Definition Name	Navigation	Usage
Form 24 and Form 16	GPIN_YE_F24_F16	Global Payroll & Absence Mgmt, Year-End Processing, Define Form 24 and 16 Data IND, Form 24 and Form 16	Define the report for: - The annual return for income tax that is submitted regarding salaries paid to all the payees during the preceding financial year. - The annual statement that contains details of the remuneration paid and tax deducted and remitted during the previous year by an employer.
Acknowledgement Details	GPIN_F16_ACK_DTLS	Global Payroll & Absence Mgmt, Year-End Processing, Define Form 24 and 16 Data IND, Acknowledgement Details	View acknowledgement details for Form 24 and Form 16.
Define Form 24Q Data IND	GPIN_QT_F24Q_DTL	Global Payroll & Absence Mgmt, Authority Correspondence, Define Form 24Q Data IND, Define Form 24Q Data IND	Define tax receipt data for Form 24Q quarterly return and statement.

Defining Form 3A Reports

Access the Define Form 3A Data IND page (Global Payroll & Absence Mgmt, Year-End Processing, Define Form 3A Data IND, Define Form 3A Data IND).

Define Form 3A Data IND page

Claim Date   Enter the date of the availing advance.

Amount	Enter the amount of the advance amount taken.
Days	Enter the number of days of noncontribution service.

Defining Form 5 Reports

Access the Define Form 5 Data IND page (Global Payroll & Absence Mgmt, Year-End Processing, Define Form 5 Data IND, Define Form 5 Data IND).

Define Form 5 Data IND page

Total Tax Payable for the Year	Enter the total tax payable for the year.
Tax Paid	Enter the tax paid for the year.
Balance Tax Payable	Enter the tax balance that still needs to be paid for the year.
Tax Paid Under Challan	Enter tax paid under challan.
Challan Date	Enter the challan date.
Month	Select the month for which taxes are deducted and remitted.

Tax Deducted	Enter the amount of tax deducted.
Tax Paid	Enter the tax paid for the specific month.
Balance Tax	Enter the tax balance.
Check No (check number)	Enter the number of the check used to pay the tax.
Check Date	Enter the date of the check used to pay the tax.

Defining Form 6 Reports

Access the Define ESI Form 5 Data page (Global Payroll & Absence Mgmt, Year-End Processing, Define ESI Form 5 Data, Define ESI Form 5 Data).

Define ESI Form 5 Data page

Challan Date	Enter the date on which the challan was submitted.
Amount	Enter the amount paid.

Defining Form 12BA Reports

Access the Define Form 12BA Data IND page (Global Payroll & Absence Mgmt, Year-End Processing, Define Form 12BA Data IND, Define Form 12BA Data IND).

Define Form 12BA Data IND page

Period ID	Enter the period ID for the period on which you want to report.
Amount Paid by the Employee	Enter the amount to be paid by the employee.
Taxable Amount	Displays the amount of the perquisite that is taxable.

Defining Form 24 and Form 16 Reports

Access the Form 24 and Form 16 page (Global Payroll & Absence Mgmt, Year-End Processing, Define Form 24 and 16 Data IND, Form 24 and Form 16).

Form 24 and Form 16 page

Period ID	Enter the period ID for the period on which you want to report.
Amount Deducted	Enter the remittance amount.
Voucher Number and **Voucher Date**	Enter the remittance voucher number and date.
Bank ID and **Bank Branch ID**	Select the bank ID and bank branch ID for the bank branch from which the monthly remittance was transferred to the central government account. The description appears after you select a bank ID and bank branch.

Defining Form 24Q Reports and Tax Files

Access the Define Form 24Q Data IND page (Global Payroll & Absence Mgmt, Authority Correspondence, Define Form 24Q Data IND, Define Form 24Q Data IND.).

Define Form 24Q Data IND page

SR. No. (sequence number)	Enter a sequence number for each line item in the report.
Month	Enter the month for which the tax deposits were made.
TDS, Surcharge, Education Cess, Interest, and **Others**	Enter the amounts of the various taxes that were collected and deposited for the month.
Provisional Receipt No. (provisional receipt number)	Enter a bank Challen number if the deposit was made into a bank, or a transfer voucher number in the case of government deductors.
Voucher Date	Enter the date that the deposit was made.
Cheque No. (cheque number)	Enter the number of the cheque with which the deposit was made.
BSR Code	Enter the bank branch code of the bank where the deposit was made. This field is required of nongovernment deductors for each challan record.
Book Entry	For government deductors only, select if the deposit was made by book entry.
Section under payment made	Enter the income tax section under which this deposit was made.
Total Nos of Empl for whom tax deposited (total number of employees for whom tax deposited)	Enter the total number of employees for whom this deposit was made.

Generating Year End Reports

This section discusses how to:

*   Generate year end reports.

*   Generate form 7 reports.

*   Generate form 24Q reports.

Pages Used to Generate Year End Reports

Page Name	Definition Name	Navigation	Usage
Create Year End Reports IND	GPIN_PR_RC	Global Payroll & Absence Mgmt, Year-End Processing, Create Year End Reports IND, Create Year End Reports IND	Use to generate forms 3A, 5, 6, 12BA, 16, and 24.
Print ESI Form 7	GPIN_FORM7_RC	Global Payroll & Absence Mgmt, Authority Correspondence, Print ESI Form 7 IND, Print ESI Form 7	Use to generate form 7 half-year report of consolidated employer and employee insurance contributions.
Print Form 24Q IND	GPIN_24Q_RC	Global Payroll & Absence Mgmt, Authority Correspondence, Print Form 24Q IND, Print Form 24Q IND	Use to generate Form 24Q and related tax files for electronic submission.

Generating Year End Reports

Access the Create Year End Reports IND page (Global Payroll & Absence Mgmt, Year-End Processing, Create Year End Reports IND, Create Year End Reports IND).

Create Year End Reports IND page

Report Name	Select the report name. Define report names on the Report Setup page.
Period ID	Select the appropriate period ID. The begin date and end date appear as soon as you select the period ID.
Payee Sort Option	Select a sort order for the report. Options are: • *Employee ID, Employee Rcd Nbr:* Employee ID, employee record number. • *Name, Employee Rcd Nbr:* Name, employee record number. --- **Note.** This field is available only when you select the following reports: Form 16, Form 3A, and Form 6A. ---
Establishment ID	Select an establishment ID only if you are running the Form 5 report.

Generating Form 6 Reports

Access the Print ESI Form 6 page (Global Payroll & Absence Mgmt, Authority Correspondence, Print ESI Form 7 IND, Print ESI Form 6).

Print ESI Form 6 IND

Run Control ID: 1   Report Manager Process Monitor   [Run]

*Establishment ID: GPEST9   🔍

Year: 2005

*Contribution Period: April-September ▼

*Payee Sort Option: Dept., Employee Name ▼

Period Details   Customize | Find | ⬀ | ⊞ First ◀ 1 of 1 ▶ Last

	Month	Date		
1	▼	📅	+	−

Print ESI Form 6 IND page

Year	Enter the fiscal year of the report period.
Contribution Period	Select the six-month period covering the social insurance contributions.
ESI Challan Number	Enter the challan numbers with which the social insurance payments were made.

Generating Form 24Q Reports

Access the Print Form 24Q IND page (Global Payroll & Absence Mgmt, Authority Correspondence, Print Form 24Q IND, Print Form 24Q IND).

Print Form 24Q IND

Run Control ID: 1		Report Manager Process Monitor	**Run**

*Year: 2006   **Creation Date:** 06/23/2009

*Quarter Of Year: Q1 ▼   **Begin Date:** 04/01/2006   **End Date:** 06/30/2006

Payee Sort Option: Name, Employee Rcd Nbr ▼

*Establishment ID: KPEST1

☐ Report Filed For Quarter

☐ Government Organization

Provisional Receipt Nbr: Q10001

Print Form 24Q IND page

Payee Sort Option	Select a method to display employee information. Available options are *Employee ID,Employee Rcd Nbr* (employee record number) and *Name, Employee Rcd Nbr*.
Report Filed for Quarter	Select the Report Filed for Quarter check box if the answer to the question listed in the column 1 (e) of the Form 24Q is *Yes*.
	The question listed in the column 1 (e) is this: Has any statement been filed earlier for this quarter (Yes/No)?
Provisional Receipt Nbr. (provisional receipt number)	Enter the provisional receipt number that is available in Form 24Q, column 1 (f), if the answer to the column 1 (e) question is *Yes*.

Chapter 14

Creating Payee Reports

This chapter provides an overview of payee data reporting and discusses how to:

* Define payee reports.

* Generate payee reports.

Understanding Payee Data Reporting

For certain payroll business processes, you need to generate reports to comply with legislative reporting requirements, verify data, or convey payroll information within your organization. Legislated reports are required for processes such as employee state insurance (ESI), provident fund, medical allowance, leave travel allowance, and year end processing. Global Payroll for India provides setup and run control reporting pages to address your reporting needs.

To create payee reports:

1. Define report fields.

2. Define break levels to control how data is sorted for the report.

3. Define the report format.

4. Map Global Payroll elements to the defined report fields.

5. Launch the report run control.

Global Payroll for India provides delivered functionality for the following payee reports:

* Newly enrolled payees.

* Terminated payees.

* New hires.

* Profession tax.

* ESI remittance.

* Provident fund remittance.

* Leave travel allowance and medical allowance taxable amounts.

See Also

Defining Payee Reports

To define payee reports, use the Payee Report Fields IND (GPIN_PR_FLD_TABLE), Payee Report Break Levels IND (GPIN_PR_BRK_LVLS), Payee Report Setup IND (GPIN_PR_SETUP), and Payee Report Element Map IND (GPIN_PR_EMAP) components.

This section provides an overview of element mapping and discusses how to:

- Define report fields.

- Define report break levels.

- Define the report format.

- Define report element mapping.

Understanding Element Mapping

After you define valid report fields and a report setup (format), you must map Global Payroll elements to the report fields. The mapping of elements enables you to specify multiple elements that make up a report field. For example, if a salary field is to be printed on a report and several elements must be added together in order to print this field on a report, you can select the Global Payroll elements that make up this field.

The Entry Type field prevents an element of the wrong type from being selected, based on the variable type. For example, a report field that has been defined as a field type of character, allows only Global Payroll elements that resolve to character values to be selected.

The following table specifies the types of Global Payroll elements that can be mapped to a report field, based on the field type defined:

Field Type	Types of Elements Allowed
Numeric	Auto Assigned Accumulator Segment Accumulator Bracket − Numeric Deduction Earning Formula − Monetary and Decimal System Element − Numeric Variable − Numeric
Character	Bracket − Character Formula − Character System Element − Character Variable − Character
Date	Calendar Date Bracket − Date Date Formula − Date System Element − Date Variable − Date

Pages Used to Define Payee Reports

Page Name	Definition Name	Navigation	Usage
Payee Report Fields IND	GPIN_PR_FIELDS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Payee Report Fields IND, Payee Report Fields IND	Define the individual payee data items as report fields that will appear in a report.

Page Name	Definition Name	Navigation	Usage
Payee Report Break Levels IND	GPIN_PR_BRK_LVLS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Payee Report Break Levels IND, Payee Report Break Levels IND	Define the break levels for a report. You can select any system element or variable that resolves to a character value. select only elements that are resolved for a payee. Otherwise, the report will not break properly.
Payee Report Setup IND	GPIN_PR_SETUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Payee Report Setup IND, Payee Report Setup IND	Define the report format. Identify the break levels and report fields valid for the report.
Payee Report Element Map IND	GPIN_PR_ELEM_MAP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Payee Report Element Map IND, Payee Report Element Map IND	Map Global Payroll elements to report fields.

Defining Report Fields

Access the Payee Report Fields IND page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Payee Report Fields IND, Payee Report Fields IND).

Payee Report Fields IND page

Field Name	Displays a unique field identifier for a report. Maximum of 15 characters.
Description	Enter the description of the report field that is printed on a report.
Short Description	Enter a brief description of the report field. If left blank, this field displays the first 10 characters of the Description field.
Field Type	Defines the format of the data for the field. Select *Numeric, Character,* or *Date.* After you select a field type for a report field, you cannot alter it.
Comment	Additional information about the field.

Defining Report Break Levels

Access the Payee Report Break Levels IND page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Payee Report Break Levels IND, Payee Report Break Levels IND).

Payee Report Break Levels IND page

Break Level	A number that identifies the break level code.
Date Type CD	Values are *System Data* (for PeopleSoft-delivered break level) and *Customer Data* (for all other break levels).

Element

Entry Type	Select the entry type of the element that you're associating with the break level. Values are *System Element - Character* and *Variable - Character.*
Element Name	Select the system element or variable that you're associating with the break level. For example, if you define pay groups at the break level, select the GP PAYGROUP element.

Note. Any element that you select must be resolved and stored.

Source and Use

If you select a system element, information that is contained on the Source and Use page of GP_PIN appears in this group box.

Defining the Report Format

Access the Payee Report Setup IND page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Payee Report Setup IND, Payee Report Setup IND).

Payee Report Setup IND page

Report ID	Displays the name of the Structured Query Report (SQR) that you are defining.
Description	Enter a description of the SQR.

Report Break Levels

**Break Level 1, Break
Level 2,** and **Break Level
3**   Select the first, second, and third break levels for the report.

Fields

Field Name   Select a report field (defined on the Payee Report Fields page) to be used in the
                                       report. The corresponding description and field type appear when you select a
                                       report field.

Defining Report Element Mapping

Access the Payee Report Element Map IND page (Set Up HRMS, Product Related, Global Payroll &
Absence Mgmt, Reports, Payee Report Element Map IND, Payee Report Element Map IND).

Payee Report Element Map IND page

Report ID   Displays the name of the SQR that you are mapping.

Report Field

Field Name   Displays the report field that has been defined on the Report Setup page.

Field Type   Displays the format of the report field as defined on the Payee Report Fields
                                       page.

Elements

Entry Type	Select the type of element to be mapped to the report field. This changes depending on the field type.
Element Name	Enter the name of the element to be mapped to the report field. The corresponding description appears when you select an element name.
Add/Subtract	Select whether the element adds or subtracts from the total on the report.
Last Processed Value	Select for the tax calculation to consider the last processed value for reporting purposes. This field was introduced for Form 24Q.

Generating Payee Reports

This section provides an overview of the report generation process and discusses how to:

• Run enrollment and termination reports.

• Run ESI remittance statement reports.

• Run provident fund remittance statement reports.

• Run LWF Form A.

• Run Form 7.

Understanding the Report Generation Process

When you run the payee report process, an Application Engine payee report extract process runs first. The extract process retrieves the run control and determines which report to run. The appropriate report setup is also retrieved along with the break levels and element mapping that is associated with the report. So the process runs in this order:

1. The payee report extract process (Application Engine) gathers information about the report.

2. SQR runs the actual report.

See Also

Pages Used to Generate Payee Reports

Page Name	*Definition Name*	*Navigation*	*Usage*
Enroll and Term Reports IND	GPIN_PR_GPINPY01	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Enroll and Term Reports IND, Enroll and Term Reports IND	Generate enrollment and termination reports.
ESI Remittance Statement IND (employee state insurance remittance statement IND)	GPIN_PR_RC	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, ESI Remittance Statement IND, ESI Remittance Statement IND	Generate ESI remittance statement reports.
PF Remittance Statement IND (provident fund remittance statement IND)	GPIN_PR_RC	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, PF Remittance Statement IND, PF Remittance Statement IND	Generate provident fund remittance statement reports.
Print LWF Report (print labour welfare fund report)	GPIN_FORMLWF_RC	Global Payroll & Absence Mgmt, Authority Correspondence, Print LWF Report, Print LWF Report	Run LWF form A.

Running Enrollment and Termination Reports

Access the Enroll and Term Reports IND page (Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Enroll and Term Reports IND, Enroll and Term Reports IND).

Enroll and Term Reports IND page

Period ID	Select the period ID that identifies the pay period to be used for the report. When you enter a value in this field, the associated begin date and end date appear.
Report Type	Select whether to generate a new enrollment or termination report.
Report	Select whether to generate an ESI or provident fund report.

Running ESI Remittance Statement Reports

Access the ESI Remittance Statement IND page (Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, ESI Remittance Statement IND, ESI Remittance Statement IND).

ESI Remittance Statement IND page

Period ID	Select the period ID that identifies the pay period to be used for the report. When you enter a value in this field, the associated begin date and end date appear.

Running Provident Fund Remittance Statement Reports

Access the PF Remittance Statement IND page (Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, PF Remittance Statement IND, PF Remittance Statement IND).

PF Remittance Statement IND page (1 of 2)

PF Remittance Statement IND page (2 of 2)

Period ID	Select the period ID that identifies the pay period to be used for the report. When you enter a value in this field, the associated begin date and end date appear.
Payee Sort Option	Select a sort order for the report. Options are:

- *Employee ID, Employee Rcd Nbr:* Employee ID, employee record number.

- *Name, Employee Rcd Nbr:* Name, employee record number.

Running LWF Form A

Access the Print LWF Report page (Global Payroll & Absence Mgmt, Authority Correspondence, Print LWF Report, Print LWF Report).

Print LWF Report

Run Control ID: 1   Report Manager   Process Monitor   [Run]

*Establishment ID: KPEST1   🔍

Year: 2005

*Contribution period: January-December   ▼

*LWF Local Office: [   ]

Pay Details

Check/DD No   Check/DD Date   Bank Details

[   ]   [   ] 📅   [   ]

Print LWF Report page

This report prints the contribution made by the employer and employee toward LWF.

Running Form 7

See Chapter 13, "Managing Year End Processing," Generating Form 6 Reports, page 119.

Appendix A

Accumulators

This appendix provides an overview of accumulators and discusses accumulators that are delivered by Global Payroll for India.

Understanding Accumulators

Many accumulator elements have been created as integral parts of the Global Payroll for India functionality. Knowing the delivered accumulators and how they are used will enhance your ability to implement Global Payroll for India.

Use the Accumulators page in the core PeopleSoft Global Payroll application to see the members of each accumulator and other accumulator configuration details.

See Also

PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Setting Up Accumulators," Understanding Accumulators

Delivered Accumulators

The accumulators listed in the following table are delivered with Global Payroll for India:

Accumulator	Description	Related Functionality
BASE SALARY YTDA	Base Salary Earning − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
BASE SALARY FYDA	Base Salary Earning − Fiscal Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
BASE HOURLY YTDA	Basic Hourly Earning − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.

Accumulator	Description	Related Functionality
BASE HOURLY YTDU	Basic Hourly Earning − Calendar Year to Date (Units)	You can print the accumulated value on the payslip and other reports.
BASE HOURLY FYDA	Basic Hourly Earning − Fiscal Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
BASE HOURLY FYDU	Basic Hourly Earning − Fiscal Calendar Year to Date (Units)	You can print the accumulated value on the payslip and other reports.
DEAR ALLOW YTDA	Dearness Allowance Earning − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
DEAR ALLOW FYDA	Dearness Allowance Earning − Fiscal Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
ER AC BASIC PAY	Basic Pay Earning (Base + Dearness Allowance)	Stores the basic pay components (base salary/hourly and dearness allowance). This accumulator is used for the calculation of other allowances.
HRA AC EXM FYTDA	Year-to-date accumulator to hold HRA AC EXM SEG + RTO HRA EXM. This is calculated at the end of the calculation.	You can print the accumulated value on the payslip and other reports.
HRA AC EXM SEG	segment accumulator to hold the monthly HRA exemption HRA FM EXMPT.	You can print the accumulated value on the payslip and other reports.
HRA AC SAL FMTDA	MTD accumulator to hold the value of HRA FM SAL SEG (Segment salary for HRA) minus RTO BASE SAL)	You can print the accumulated value on the payslip and other reports.
HRA PTDA	House Rent Allowance − Calendar Period to Date (Amounts)	You can print the accumulated value on the payslip and other reports.

Accumulator	Description	Related Functionality
HRA_FMTDA	MTD accumulator to hold the value of HRA	You can print the accumulated value on the payslip and other reports.
HRA FPDA	House Rent Allowance − Fiscal Calendar Period to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
HRA MTDA	House Rent Allowance − Calendar Month to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
HRA FMDA	House Rent Allowance − Fiscal Calendar Month to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
HRA QTDA	House Rent Allowance − Calendar Quarter to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
HRA FQDA	House Rent Allowance − Fiscal Calendar Quarter to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
HRA YTDA	House Rent Allowance − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
HRA FYDA	House Rent Allowance − Fiscal Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
ER AC BASE PLUS	Basic Pay plus other Allowance	Stores additional earnings that make up basic pay. Delivered basic pay earnings are basic salary, basic hourly, and dearness allowance. This accumulator is customer-maintained.
ESI ARR	Employee State Insurance Arrears	Total of add to arrears less payback amount for employee ESI.
ESI ER ARR	Employee State Insurance Employer Contribution Arrears	Total of add to arrears less payback amount for employer ESI.

Accumulator	Description	Related Functionality
ESI GROSS WAGES	Employee State Insurance Gross Wages	Total of base salary, HRA, DA, and so on.
PF GROSS WAGES	Provident Fund Gross Wages	Total of base salary and DA.
PF ARR	Provident Fund Arrears	Total of add to arrears less payback amount for employee PF.
PF ER ARR	Provident Fund Employer Contribution Arrears	Total of add to arrears less payback amount for employer PF.
PF ER PEN ARR	Provident Fund Pension Employer Contribution Arrears	Total of add to arrears less payback amount for employer PF Pension.
PF ER ADMIN ARR	Provident Fund Employer Administration Charge Arrears	Total of add to arrears less payback amount for employer PF Admin Charge.
PF ER EDLI ARR	Provident Fund Employer EDLI Arrears	Total of add to arrears less payback amount for employer PF EDLI.
PF ER EDLIA ARR	Provident Fund Employer EDLI Administration Charge Arrears	Total of add to arrears less payback amount for employer PF EDLI Admin Charge.
PF VOL ARR	Provident Fund Voluntary Contribution Arrears	Total of Add to Arrears less payback amount for PF Voluntary Contribution.
SEG AC BASE SAL	Segment Accumulator to hold the Base Salary and their retro values.	
TDS TAXABLE EARN	Taxable Earnings	Total of previous employment and current earnings.
TDS TOTAL EXEMPT	Total Exemptions	Total of previous employment and current exemptions such as house rent allowance, conveyance allowance, leave travel allowance, medical allowance, and so on.
TDS GROSS SALARY	Gross Salary	Taxable earnings less total exemptions.

Accumulator	Description	Related Functionality
TDS TOTAL DEDUCT	Total Deductions	TDC Total Deduct only accumulates the standard deduction for the employee for the year and the Profession tax paid by the employee. This also includes the Profession tax paid from a previous employer. Standard deductions for a previous employer are not included.
TDS SALARY INCOME	Salary Income	The amount chargeable under the Head of Income Salaries for the purposes of tax.
TDS OTHER INCOME	Other Income	Total of other income such as capital gains, losses, and so on.
TDS CHAPTER VI A	Chapter VIA Deductions	Total of Chapter VIA deductions.
TDS TOT TAX INCOME	Total Taxable Income	Total income used to determine basic tax liability of the employee. Derived by gross total income less total Chapter VIA deductions.
TDS GROSS TOT INC	Gross Total Income	The sum of all sources of income before considering Chapter VIA deductions.
TDS REBATE NONINF	Noninfrastructure Rebates	Total noninfrastructure rebates.
TDS REBATE INFR	Infrastructure Rebates	Total infrastructure rebates.
TDS TOT REBATES 88	Total Rebates 88	Total noninfrastructure rebates, infrastructure rebates, and other rebates.
TDS NET TAX PAYBL	Net Tax Payable	Net tax liability less Rebates 88.
TDS TOT TAX CREDIT	Total Tax Credit	Total of all rebates and other credits.
PERQUISITES	Value of Benefit Given in Kind	Total perquisites for the current period. If additional perquisites are added, this accumulator must be updated.

Accumulator	Description	Related Functionality
TDS HRA RECD	House Rent Allowance Received	The amount of previous employment and current house rent allowance amount received in the fiscal period.
SAL FOR HRA	Salary for House Rent Allowance	The salary for which house rent allowance is determined.
TDS NET TAX LIAB	Net Tax Liability	The calculated tax deducted at source liability for the fiscal year.
TDS TAX PAYABLE	Tax Payable	The net tax liability for tax deducted at source less any previous tax deducted at source deducted.
TDS TAX BALANCE	Balance Tax to Deduct	The calculated balance of tax payable for the year, which is the tax payable less the current month's deductions.
TDS SPOT TAX WAGES	Spot taxed Earnings Segment Accumulator	
TDS ARR	Arrears	Total of add to arrears less payback amount for TD.
PT GROSS WAGES	Profession Tax − Gross Wages	Stores profession-tax gross wages.
AB PRIV LV BAL	Absence − Privilege Leave Balance	Stores privilege leave balance for use in reporting and calculations of leave.
AB PRIV LV ENT	Absence − Privilege Leave Entitlement	Stores privilege leave entitlement for use in reporting and calculations of leave.
AB PRIV LV ADJ	Absence − Privilege Leave Adjustments	Stores privilege leave adjustment for use in reporting and calculations of leave.
AB CASUAL LV BAL	Absence − Casual Leave Balance	Stores casual leave balance for use in reporting and calculations of leave.

Accumulator	*Description*	*Related Functionality*
AB CASUAL LV ENT	Absence − Casual Leave Entitlement	Stores casual leave entitlement for use in reporting and calculations of leave.
AB CASUAL LV ADJ	Absence − Casual Leave Adjustments	Stores casual leave adjustment for use in reporting and calculations of leave.
AB SICK LV BAL	Absence − Sick Leave Balance	Stores sick leave balance for use in reporting and calculations of leave.
AB SICK LV ENT	Absence − Sick Leave Entitlement	Stores sick leave entitlement for use in reporting and calculations of leave.
AB SICK LV ADJ	Absence −Sick Leave Adjustments	Stores sick leave adjustment for use in reporting and calculations of leave.
LOSS OF PAY CYTDA	Loss of Pay − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
LOSS OF PAY CYTDU	Loss of Pay − Calendar Year to Date (Units)	You can print the accumulated value on the payslip and other reports.
LOSS OF PAY FYTDA	Loss of Pay − Fiscal Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
LOSS OF PAY FYTDU	Loss of Pay − Fiscal Calendar Year to Date (Units)	You can print the accumulated value on the payslip and other reports.
LOAN ARR	Generic Loans − Arrears	Total of add to arrears less payback amount for Generic Loans.
ADVANCE ARR	Generic Advances − Arrears	Total of add to arrears less payback amount for Advances.
LA AC LOAN PAY	Generic Loan Payments	Loan pay accumulator.

Accumulator	Description	Related Functionality
LA AC ADV PAY	Generic Advances Payments	Advance pay accumulator.
BASE SALARY YTDF	Base Salary − Fiscal Calendar Year to Date	Calculated base salary for the current fiscal year used in the calculation of tax deducted at source.
MA AC ALLOW AMT	Medical Allowance − Fiscal Calendar Year to Date Amounts Paid	Used in determining the medical allowance claims amount to be reimbursed.
LTA NON TAX YTDA	Leave Travel Allowance − Calendar Year to Date Non-Taxable Earning	You can print the accumulated value on the payslip and other reports.
LTA NON TAX FYDA	Leave Travel Allowance − Fiscal Calendar Year to Date Non-Taxable Earning	You can print the accumulated value on the payslip and other reports.
LTA TAX YTDA	Leave Travel Allowance − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
LTA TAX FYDA	Leave Travel Allowance − Fiscal Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
LTA PAYOUT YTDA	Leave Travel Allowance Payouts − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
LTA PAYOUT FYDA	Leave Travel Allowance Payouts − Fiscal Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
LTA WAIVE YTDA	Leave Travel Allowance Waived Earning − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
LTA WAIVE FYDA	Leave Travel Allowance Waived Earning − Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.

Accumulator	*Description*	*Related Functionality*
MA NON TAX YTDA	Medical Allowance Non-Taxable Earning − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
MA NON TAX FYDA	Medical Allowance Non-Taxable Earning − Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
MA TAX YTDA	Medical Allowance Taxable Earning − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
MA TAX FYDA	Medical Allowance Taxable Earning − Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
MA PAYOUT YTDA	Medical Allowance Payouts − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
MA PAYOUT FYDA	Medical Allowance Payouts − Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
MA WAIVE YTDA	Medical Allowance Waived Earning − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
MA WAIVE FYDA	Medical Allowance Waived Earning − Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
RENT CYTDA	Rent Allowance Earning − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
RENT FYTDA	Rent Allowance Earning − Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
LUNCH ALLOW CYTDA	Lunch Allowance Earning − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.

Accumulator	*Description*	*Related Functionality*
LUNCH ALLOW FYTDA	Lunch Allowance Earning − Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
CONVEY ALLOW CYTDA	Conveyance Allowance Earning − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
CONVEY ALLOW FYTDA	Conveyance Allowance Earning − Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
OVERTIME 1.5 CYTDA	Overtime (Time and a Half) Earning − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
OVERTIME 1.5 CYTDU	Overtime (Time and a Half) Earning − Calendar Year to Date (Units)	You can print the accumulated value on the payslip and other reports.
OVERTIME 1.5 FYTDA	Overtime (Time and a Half) Earning − Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
OVERTIME 1.5 FYTDU	Overtime (Time and a Half) Earning − Fiscal Year to Date (Units)	You can print the accumulated value on the payslip and other reports.
OVERTIME 2.0 CYTDA	Overtime (Double Time) Earning − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
OVERTIME 2.0 CYTDU	Overtime (Double Time) Earning − Calendar Year to Date (Units)	You can print the accumulated value on the payslip and other reports.
OVERTIME 2.0 FYTDA	Overtime (Double Time) Earning − Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
OVERTIME 2.0 FYTDU	Overtime (Double Time) Earning − Fiscal Year to Date (Units)	You can print the accumulated value on the payslip and other reports.

Accumulator	*Description*	*Related Functionality*
BONUS CYTDA	Bonus Earning − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
BONUS FYTDA	Bonus Earning − Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
SPEC ALLOW CYTDA	Special Allowance Earning − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
SPEC ALLOW FYTDA	Special Allowance Earning − Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
SHIFT PCT CYTDA	Shift Allowance Percentage Earning − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
SHIFT PCT CYTDU	Shift Allowance Percentage Earning − Calendar Year to Date (Units)	You can print the accumulated value on the payslip and other reports.
SHIFT PCT FYTDA	Shift Allowance Percentage Earning − Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
SHIFT PCT FYTDU	Shift Allowance Percentage Earning − Fiscal Year to Date (Units)	You can print the accumulated value on the payslip and other reports.
SHIFT AMT CYTDA	Shift Allowance Fixed Amount Earning − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
SHIFT AMT FYTDA	Shift Allowance Fixed Amount Earning − Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
SHIFT HRLY CYTDA	Shift Allowance Hourly Earning − Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.

Accumulator	Description	Related Functionality
SHIFT HRLY CYTDU	Shift Allowance Hourly Earning − Calendar Year to Date (Units)	You can print the accumulated value on the payslip and other reports.
SHIFT HRLY FYTDA	Shift Allowance Hourly Earning − Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
SHIFT HRLY FYTDU	Shift Allowance Hourly Earning − Fiscal Year to Date (Units)	You can print the accumulated value on the payslip and other reports.
ER AC BASE PY CUST	Customer Basic Pay Earning	Stores additional earnings that make up basic pay that have been defined by the customer.
ER AC BONUS PAY	Customer Basic Pay plus Other Earnings	Used to determine earnings upon which bonus pay calculations are based. The customer can add additional earnings into the ER AC BONUS CUST accumulator for use in the calculation.
ER AC BONUS CUST	Customer Bonus Pay	Stores additional earnings that make up bonus pay that have been defined by the customer.
IN AC GROSS	Gross Wages	Sum of all gross wages paid to an employee. Used on payslips and other reports.
IN AC NET	Net Pay for Banking Purposes	Net pay used for transmitting data to the bank.
PT ARR	Profession Tax Arrears	Total of add to arrears less payback amount for profession tax.
TDS REBATE OTH	Total Other Rebates	Total other rebates.
ESI GROSS WAGES FYTD	ESI Gross Wages Fiscal Year to Date	Total of accumulator ESI gross wages.
PF GROSS WAGES FYTD	PF Gross Wages Fiscal Year to Date	Total of accumulator PF gross wages.

Accumulator	Description	Related Functionality
PT GROSS FYTD	PT Gross Wages Fiscal Year to Date	Total of accumulator PT gross wages.
PT GROSS SEMI ANNL	PT Gross Wages for the Semi Annual period	Total of accumulator PT gross wages.
TDS PROJECT WAGES	Projected Wages for the Fiscal Year for TDS	Stores the projected wages for the fiscal year for TDS purposes.
TDS NON PROJ WAGES	One Time Wages (not to be projected)	Stores the wages that should not be projected when calculating TDS. The customer can add additional earnings that are for one-time payments (nonregular payments).

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Global Payroll for India Reports

This appendix provides an overview of Global Payroll for India reports and enables you to view a summary table of all reports.

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Note. For samples of these reports, see the Portable Document Format (PDF) files published on CD-ROM with your documentation.

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See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler

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Global Payroll for India Reports: A to Z

This table lists the Global Payroll for India reports, sorted alphanumerically by report ID.

Report ID and Report Name	Description	Navigation	Run Control Page
GPINIT01_803 Income Tax Computation Statement	Create income tax computation sheets for employee self-service review. See Chapter 10, "Withholding Taxes," Creating IT Computation Sheets, page 87.	Global Payroll & Absence Mgmt, Taxes, Create IT Comp Sheet IND, Create IT Comp Sheet IND	GPIN_RC_ITCS
GPINPT01 PT Remittance Report	Calculates and reports on profession taxes. See Chapter 10, "Withholding Taxes," page 73.	Global Payroll & Absence Mgmt, Taxes, Profession Tax Report IND, Profession Tax Report IND	GPIN_PR_RC
GPINPY01 NEW ESI ENROLLMENT (new employee state insurance enrollment)	Generates a list of employees enrolled in employee state insurance (ESI). See Chapter 14, "Creating Payee Reports," page 123.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Enroll and Term Reports IND, Enroll and Term Reports IND	GPIN_PR_GPINPY01

Report ID and Report Name	Description	Navigation	Run Control Page
GPINPY01 List Of Employees Terminated From ESI (list of employees terminated from employee state insurance)	Generates a list of employees terminated from ESI. See Chapter 14, "Creating Payee Reports," page 123.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Enroll and Term Reports IND, Enroll and Term Reports IND	GPIN_PR_GPINPY01
GPINPY01 NEW PF ENROLLMENT (new provident fund enrollment)	Generates a list of employees enrolled in provident funds. See Chapter 14, "Creating Payee Reports," page 123.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Enroll and Term Reports IND, Enroll and Term Reports IND	GPIN_PR_GPINPY01
GPINPY01 List Of Employees Terminated From PF (list of employees terminated from provident fund)	Generates a list of employees terminated from provident funds. See Chapter 14, "Creating Payee Reports," page 123.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Enroll and Term Reports IND, Enroll and Term Reports IND	GPIN_PR_GPINPY01
GPINRM01 ESI Remittance (employee state insurance remittance)	Generates ESI remittance statement reports. See Chapter 14, "Creating Payee Reports," page 123.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, ESI Remittance Statement IND , ESI Remittance Statement IND	GPIN_PR_RC
GPINRM02 Provident Fund Remittance	Generates provident fund remittance statement reports. See Chapter 14, "Creating Payee Reports," page 123.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, PF Remittance Statement IND, PF Remittance Statement IND	GPIN_PR_RC
GPINTX Allowance Taxable Amount IND (list of taxable medical allowance amount of employees)	Calculates and reports on medical allowance taxable amounts. See Chapter 10, "Withholding Taxes," page 73.	Global Payroll & Absence Mgmt, Taxes, Allowance Taxable Amounts IND, Allowance Taxable Amounts IND	GPIN_PR_GPINTX01
GPINTX List of Taxable LTA Amount of Employees (list of taxable leave travel allowance amount of employees)	Calculates and reports on leave travel allowance taxable amounts. See Chapter 10, "Withholding Taxes," page 73.	Global Payroll & Absence Mgmt, Taxes, Allowance Taxable Amounts IND, Allowance Taxable Amounts IND	GPIN_PR_GPINTX01

Report ID and Report Name	Description	Navigation	Run Control Page
GPINYE1 Form 24 (Income Tax)	Generates details of all payments made to the employees, and the deductions and remittances made by the employer on behalf of the employee for the preceding financial year. See Chapter 13, "Managing Year End Processing," page 109.	Global Payroll & Absence Mgmt, Year-End Processing, Create Year End Reports IND, Create Year End Reports IND	GPIN_PR_RC
GPINQT1 Print Form 24Q IND	Generates details of all payments made to employees, and TDS deductions and remittances made by the employer on behalf of the employee for the preceding quarter. Generates TDS tax data files for electronic submission. See Chapter 13, "Managing Year End Processing," page 109.	Global Payroll & Absence Mgmt, Authority Correspondence, Print Form 24Q IND, Print Form 24Q IND	GPIN_24Q_RC
GPINYE2 Form 16 /Form 16AA (Income Tax)	Generates Form 16 income tax data at the end of the year or upon employee termination. Generates required annual statements of remuneration paid to the employee and the taxes deducted from the employee and remitted to the tax authorities for the preceding financial year. One statement per employee is generated. See Chapter 13, "Managing Year End Processing," page 109.	Global Payroll & Absence Mgmt, Year-End Processing, Create Year End Reports IND, Create Year End Reports IND	GPIN_PR_RC
GPINYE3 Form 12BA Data	Generates Form 12BA for every employee who has been paid taxable perquisites or profits in lieu of salary. Accompanies Form 16, Form 24, or both. See Chapter 13, "Managing Year End Processing," page 109.	Global Payroll & Absence Mgmt, Year-End Processing, Create Year End Reports IND, Create Year End Reports IND	GPIN_PR_RC

Report ID and Report Name	Description	Navigation	Run Control Page
GPINYE4 Form 3A Data	Generates Form 3A to provide details of employee provident fund contributions for the previous year. Accompanies Form 6A. See Chapter 13, "Managing Year End Processing," page 109.	Global Payroll & Absence Mgmt, Year-End Processing, Create Year End Reports IND, Create Year End Reports IND	GPIN_PR_RC
GPINYE5 Form 6A Data	Generates Form 6A to provide details of employee provident fund contributions for the previous year. Accompanies Form 3A. See Chapter 13, "Managing Year End Processing," page 109.	Global Payroll & Absence Mgmt, Year-End Processing, Create Year End Reports IND, Create Year End Reports IND	GPIN_PR_RC
GPINYE06 Form 6 Data	Generates Form 6 biannually to report employer contributions to the Employee State Insurance Corporation. See Chapter 13, "Managing Year End Processing," page 109.	Global Payroll & Absence Mgmt, Year-End Processing, Create Year End Reports IND, Create Year End Reports IND	GPIN_PR_RC
GPINYE7 Form 5	Generates Form 5 to report details of contributions and remittances of professional tax. See Chapter 13, "Managing Year End Processing," page 109.	Global Payroll & Absence Mgmt, Year-End Processing, Create Year End Reports IND, Create Year End Reports IND	GPIN_PR_RC
GPINPY02 ESI Form 6	Generates Form 6 to provide half-year reporting of consolidated employer and employee insurance contributions, by month. See Chapter 13, "Managing Year End Processing," page 109.	Global Payroll & Absence Mgmt, Authority Correspondence, Print ESI Form 6 IND, Print ESI Form 6 IND	GPIN_FORM7_RC
GPINPY03 LWF Form A	Generates LWF registration information.	Global Payroll & Absence Mgmt, Authority Correspondence, Print LWF Report, Print LWF Report	GPIN_FORMLWF_RC

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