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# PeopleSoft Enterprise Global Payroll for China 9.1 PeopleBook

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**November 2010**

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# PeopleSoft Enterprise Global Payroll for China Preface

This preface discusses:

- PeopleSoft products.
- PeopleSoft Enterprise HRMS (human resources management system) Application Fundamentals.
- PeopleSoft Global Payroll documentation.

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## PeopleSoft Products

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

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## PeopleSoft Enterprise HRMS Application Fundamentals

Additional, essential information describing the setup and design of your system appears in a companion volume of documentation called *PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook*.

### **See Also**

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

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## Global Payroll Documentation

This section discusses:

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

## Global Payroll Application Design

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

Global Payroll is composed of two complementary parts:

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

## Global Payroll Documentation Structure

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

### ***Core Documentation***

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

### ***Country Extension Documentation***

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

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

## Documentation Road Map

The core and the country extension documentation complement each other; you should, therefore, 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 defining in the country extension. To understand the setup, you should first read the banking chapter in the core documentation and then the banking chapter in the country extension documentation.

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

### ***Documentation Audiences***

We've identified the following audiences for the documentation:

- Technical

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

See *PeopleSoft Enterprise Global Payroll 9.1 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 product.

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

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## PeopleBooks and the PeopleSoft Online Library

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

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

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

## Chapter 1

# Getting Started with PeopleSoft Global Payroll for China

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

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

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## Global Payroll for China Overview

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

### **See Also**

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

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## Global Payroll for China Business Processes

Global Payroll for China provides these business processes:

- Earnings calculations.
- General deductions.
- Tax calculations.
- Absence management.
- Payslip processing.
- Public Housing Funding and Social Insurance processing.
- Banking transactions.
- Termination processing.

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

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## Global Payroll for China Integrations

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

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

We discuss integration considerations in the 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. "*

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## Global Payroll for China Implementation

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 9.1 Application Fundamentals Preface"*

*Enterprise PeopleTools PeopleBook: PeopleSoft Component Interfaces*

## Chapter 2

# Understanding Global Payroll for China

This chapter discusses:

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

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## PeopleSoft Global Payroll for China

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

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## Global Payroll for China Business Processes

Global Payroll for China supports these business processes:

- Earnings.

Global Payroll for China enables you to define and process different earning types. Global Payroll for China also delivers common earning types, including those for monthly salary, overtime pay, variable bonus, 13<sup>th</sup> month pay, housing allowance, spouse allowance, commission payment, and retroactive earnings.

See [Chapter 4, "Setting Up Earnings," page 25](#).

- General deductions.

Global Payroll for China enables you to define and process many common general deductions, including taxation, social insurance payments, and public housing fund.

See [Chapter 5, "Setting Up Deductions," page 41](#).

- Benefit deduction calculations.

Global Payroll for China is designed to integrate with PeopleSoft Enterprise Human Resources, enabling the system to calculate benefit deductions.

See *PeopleSoft Enterprise Payroll Interface 9.1 PeopleBook, "Setting Up Deduction Data."*

- Absences.

Global Payroll for China delivers rules that enable you to track paid and unpaid vacation.

See Chapter 7, "Setting Up Absence Elements," page 77.

- Income taxes.

Global Payroll for China enables you to calculate and process normal tax, annual bonus tax, and severance tax for payees, including specific tax calculations for the Beijing, Shanghai, Shenzhen, and Tianjin tax areas.

See Chapter 6, "Setting Up Tax Processing," page 61.

- Payslips.

Global Payroll for China enables you to create payslips based on your organization's needs. With payslip templates, you can specify the amount of detail to include on the payslip, such as delivery options, exclusions, accumulators, payslip sections, payroll elements (earnings and deductions), and absence elements.

See Chapter 8, "Setting Up Payslips," page 83.

- Termination processing.

With Global Payroll for China, you can calculate final pay for terminated employees. You can define which earnings and deductions to process in the final payment. You can also define any special processing that should occur for each earning or deduction, such as severance payment, pay in lieu of short notice, and annual leave balance.

See Chapter 12, "Processing Terminations," page 119.

- Banking and payment processing.

With Global Payroll for China, you can set up banking and payment processing information for payees and define source bank information. The system uses the payment ID number defined in the banking process to assign a payment ID to any type of payment. The payment process also determines the appropriate payment number to assign to each payment. You can also define and manage prenotification information, create direct deposits, run the banking process, and create banking reports.

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**Note.** With Global Payroll for China, you can generate an EFT (electronic funds transfer) file in the format used by the China Construction Bank, Shanghai branch.

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See Chapter 10, "Setting Up and Running Banking Processes," page 107.

- Year-end processing.

With Global Payroll for China, you can process and generate the Annual Base Report for Public Housing Funding and Social Insurance (PHF/SI). Select Global Payroll & Absence Mgmt, Social Security/Insurance, PHF/SI Report.

See [Chapter 14, "Reporting Public Housing Fund and Social Insurance Data," Generating PHF/SI Reports, page 143.](#)

- Self-service for payslips.

If you purchased ePay, payees can view their payslips online.

See *PeopleSoft Enterprise ePay 9.1 PeopleBook, "Managing Pay Information for PeopleSoft Enterprise Global Payroll," Viewing Payslips Online.*

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## Delivered Elements for China

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

This section discusses:

- Delivered element creation.
- Element ownership and maintenance.

## Delivered Element Creation

All of the elements that are delivered as part of Global Payroll for China were created using the core application.

The core application:

- Consists of a payroll rules engine.

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

- Provides a payroll processing framework.

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

## Element Ownership and Maintenance

This section describes the PeopleSoft Global Payroll approach to element ownership and what this means for the maintenance of payroll rules.

### ***Element Ownership in PeopleSoft Global Payroll***

Five types of element ownership exist in PeopleSoft Global Payroll:

- PS Delivered/Maintained** Elements that are delivered and maintained on an ongoing basis by PeopleSoft.
- PS Delivered/Not Maintained** Elements delivered by PeopleSoft that must be maintained by the customer.  
This type of element ownership consists primarily of either customary (nonstatutory) rules or statutory elements that customers might want to define according to a different interpretation of the rules. Although PeopleSoft occasionally updates elements that are defined as PS Delivered/Not Maintained, you are not required to apply these updates.
- Customer Maintained** Elements that are created and maintained by the customer. PeopleSoft does not deliver rules defined as Customer Maintained.
- PS Delivered/Customer Modified** Elements that are originally PS Delivered/Maintained over which the customer decides to take control (this change is irreversible).
- PS Delivered/Maintained/Secure** Delivered elements that the customer can never modify or control.

### ***Element Ownership in Global Payroll for China***

Of the five ownership types described here, two are used to define China elements:

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

This table lists the ownership types associated with the delivered elements for China:

<b><i>Element Type</i></b>	<b><i>Ownership</i></b>	<b><i>Exceptions</i></b>
Earning	PS Delivered/Not Maintained.	None.
Deduction	PS Delivered/Not Maintained.	Income taxes.

<b><i>Element Type</i></b>	<b><i>Ownership</i></b>	<b><i>Exceptions</i></b>
Variable	PS Delivered/Not Maintained.	Variables that are used in tax calculations and in component interfaces (mainly in pay group parameters).
Bracket	PS Delivered/Not Maintained.	Tax rates and tax bracket ranges.
Accumulator	PS Delivered/Not Maintained.	Certain taxes and earned income credits.
Element Group	PS Delivered/Not Maintained.	Delivered as sample data.
Process List	PS Delivered/Not Maintained.	Delivered as sample data.
Section	PS Delivered/Not Maintained.	Taxes.
Formula	PS Delivered/Not Maintained (varies by functional area).	Income taxes.
Array	PS Delivered/Maintained.	None.
Writable Array	PS Delivered/Maintained.	None.
Historical Rule	PS Delivered/Not Maintained.	Delivered as sample data.
Generation Control	PS Delivered/Not Maintained.	Delivered as sample data.
Count	PS Delivered/Not Maintained.	Income taxes.
Duration	PS Delivered/Not Maintained.	Income taxes.
Date	PS Delivered/Not Maintained.	Income taxes.

<i>Element Type</i>	<i>Ownership</i>	<i>Exceptions</i>
Proration	PS Delivered/Not Maintained.	Income taxes.
Rounding rule	PS Delivered/Not Maintained.	Income taxes.

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## Element Naming Conventions for China

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

This section discusses:

- Naming conventions.
- Functional area codes.
- Element classification.

### Naming Conventions

This section discusses the naming conventions for:

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

This section also discusses common abbreviations used in the names of China elements.

#### **Primary Elements**

Primary elements such as earnings, deductions, absence takes, and absence entitlements do not contain functional area codes or element type codes in their names. Primary elements have names that identify their functions and element types without the use of additional codes. For example, the name of the deduction element HOUSE\_EE identifies this element as a housing deduction (HOUSE) and more specifically as an employee (EE) deduction.

#### **Supporting Elements**

For supporting elements such as variables, formulas, dates, and durations, PeopleSoft Global Payroll for China uses this naming convention: CN VR CONT AREA.

- CN: Represents China.

- VR: Identifies the type of supporting element.
- CONT AREA: Identifies what the element is used for.

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

A handful of exceptions exist for accumulators, which are displayed on the Accumulator Results page. In these cases the accumulators were given more readable names, such as CHN GROSS and CHN NET.

---

See [Chapter 2, "Understanding Global Payroll for China," Functional Area Codes, page 9.](#)

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

Global Payroll automatically names the components in the calculation rule of an earning, deduction, or absence element by appending suffixes to the element's name.

For example, suppose that you define an earning named EARN1 with this calculation rule:

EARN1 = Rate × Unit

The system automatically creates two additional elements for the components in the calculation rule by appending the suffixes `_RATE` and `_UNIT` to the name of the earning:

- Rate component: EARN1\_RATE.
- Unit component: EARN1\_UNIT.

Global Payroll also generates suffixes to identify:

- Autogenerated accumulators for earnings and deductions.
- Deduction arrears components.
- Deduction arrears accumulators.
- Absence entitlement accumulators.

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**Note.** To view all of the suffixes defined for the China, use the Element Suffixes (GP\_SUFFIX) component in Global Payroll.

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

## **Functional Area Codes**

Many elements include a three-letter functional area code in their names. This code identifies the functional area supported by an element.

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

<b>Functional Area</b>	<b>Description</b>
ANN	Annual Leave
ALW	Allowances
CMN	Areas common to multiple functional areas
DED	Other Deductions
ERN	Other Earnings
LVE	Other Leave Types
MAT	Maternity Leave
OVT	Overtime
SAL	Basic Pay
SBD	Statutory Benefits
SCK	Sick Leave
SFT	Shift Penalties
TAX	Taxation
TER	Terminations

## Element Classification

Categories are a way to further name and classify elements after you define them at the country level. You can use categories to classify elements based on your organization's needs.

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**Note.** You can view all of the categories defined for Global Payroll for China on the Category Types page.

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

This table lists the categories delivered with Global Payroll for China:

<b>Category Code</b>	<b>Description</b>
ALW	Allowances
COM	Commission Elements
CONT	PHF/SI Statutory Contributions
LVE	Leave/Absence Elements
OTH	Other Earnings/Deductions
PSLP	Payslip
REG	Regular Earnings
RTO	Retro Elements
TAX	Taxation Elements
TER	Termination Elements

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## Archiving Data for Global Payroll for China

PeopleSoft Enterprise Global Payroll for China generates a large amount of result data. To keep the amount of saved data manageable, archiving it periodically can be helpful. 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 China delivers a predefined archive object (GPCN\_RSLT\_ARCHIVE) and archive template (GPCNRSLT). The delivered archive template uses queries that select data by calendar group ID (CAL\_RUN\_ID field).

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

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

### **Additional Archiving Considerations**

The following Global Payroll for China result data is not included in the GPCN\_RSLT\_ARCHIVE archive object because it is not associated with a calendar group ID:

<b>Result Data Type</b>	<b>Data Location</b>
PHF-SI Results	PS_GPCN_PHFSI_RPTG table
Tax Results	PS_GPCN_TAX_RPTG table

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

**See Also**

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

---

## Viewing Delivered Elements for China

PeopleSoft delivers a query that you can run to view the names of all delivered elements designed for China payroll.

**See Also**

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Viewing Delivered Elements and System Data"*

## Chapter 3

# Defining Country Data

This chapter discusses:

- Core functionality in PeopleSoft Global Payroll for China.
- Human Resources setup considerations.
- Organizational and processing frameworks.
- Users, roles, and permission lists.
- How to view delivered elements.
- How to modify variable details.

---

## Understanding Core Functionality in Global Payroll for China

This section discusses:

- Payment keys
- Retroactivity
- Segmentation
- Rounding rules
- Triggers

---

**Note.** Suffixes that are used in Global Payroll for China are discussed in this PeopleBook.

---

### **See Also**

[Chapter 2, "Understanding Global Payroll for China," Functional Area Codes, page 9](#)

## Payment Keys

Payment keys are used with forwarding retroactivity to keep deltas separate in the current pay period. When a payment key exists for recalculated periods and deltas are forwarded to the current period, the system runs a separate gross-to-net calculation for that payment key, thereby creating an additional GP\_PYE\_SEG\_STAT record.

Global Payroll for China uses *Company* as a payment key.

### **See Also**

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

## **Retroactivity**

The system generates a retroactive trigger every time you enter a change for the following data:

- Pay rate changes.
- Absences.
- Positive input.
- Earning and deduction assignments.
- Schedule assignments.
- Employee actions such as hire, termination, or transfer.
- Standard hours changes.
- Company changes.
- Department changes.
- Pay system changes.
- Pay group changes.
- Eligibility group changes.
- Holiday changes.
- Grade changes.

### ***Retro Method and Override Sets***

For Global Payroll for China, the default retroactive method is *forwarding* and two delivered override sets determine how elements are forwarded when a retroactive trigger is generated:

- Retro Override Set 1: Referred to as the *retro when earned* override set. Using this override set, the system forwards retro earnings to the current month and calculates deductions such as tax and PHF/SI contributions based on the combined total of current earnings and retro earnings.
- Retro Override Set 2: Referred to as the *retro when paid* override set. Using this override set, the system creates deltas for each earning, deduction, and segment accumulator recalculated in a prior period, and forwards the deltas to the current period.

The formula CN FM RETRO determines which override set to use for a payee. It first checks for a supporting element override (SOVR) for the CN VR RETRO variable. If no SOVR exists for CN VR RETRO, CN FM RETRO uses the default override set for the payee's contribution area according to the value listed in the CN BR RETRO DFLT bracket. If a SOVR exists for CN VR RETRO, CN FM RETRO uses the overridden value to determine which override set to use.

### **See Also**

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

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

## **Segmentation**

You can segment components of pay based on events such as changes to compensation, employee status, or a job during a pay period. For example, you can set up the system to trigger segmentation of earnings results on the payslip when a change occurs to an employee's job data in PeopleSoft Enterprise Human Resources.

PeopleSoft Global Payroll provides two types of segmentation:

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

Period segmentation occurs when more than one gross-to-net calculation is required. Element segmentation occurs when employee data changes in midperiod, requiring the affected elements to be calculated on either side of the date of change.

In Global Payroll for China, period segmentation occurs as a result of:

- Company changes.
- Pay group changes.
- Pay system changes.
- Employee actions, such as hires, terminations, transfers, and additional jobs.

Element segmentation occurs as a result of:

- Pay rate changes.
- Standard hours changes.
- Department changes.

### **See Also**

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

## Rounding Rules

In Global Payroll, you can apply rounding to any component of an earning or deduction, the resolved amount of an earning or deduction, or within a formula. Rounding is applied to each of the components first before the resolved amount is rounded. Rounding is applied after the system applies proration rules.

Global Payroll for China delivers these rounding rules:

<b>Data to Be Rounded</b>	<b>Rule</b>
Compensation	For internal calculations, use six decimal places, but always resolve to two decimal places.
Hourly Rates	Hourly rates should always be stored with six decimal places.
Taxes	For internal calculations, use six decimal places, but always resolve to two decimal places.
Public Housing Fund Deductions	Calculate and resolve to an integer.
All Other Deductions	Calculate and resolve to two decimal places.
Net Pay	Calculate and resolve to two decimal places.

### See Also

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Calculation Elements," Defining Rounding Rule Elements*

## Triggers

Triggers are used to detect online changes to data that should result in some type of system action.

Global Payroll provides three types of triggers:

- Iterative

Tells the system to process (or reprocess) an employee in the current period. In Global Payroll for China, an iterative trigger must be defined for each table containing retroactive or segmentation triggers.

- Segmentation

Tells the system to segment a period or element. PeopleSoft Global Payroll delivers a full segmentation and an element segmentation event with Global Payroll for China.

- Retro

Tells the system to perform retroactive processing. PeopleSoft delivers the forwarding processing retroactive event with Global Payroll for China.

**See Also**

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

*PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Manage Base Benefits, "Setting Up Base Benefits Core Tables"*

---

## Understanding Human Resources Setup Considerations

To successfully set up Global Payroll for China, you need to enter data in Human Resources tables. This data includes:

- Company Information

In Global Payroll for China, the employer is defined at the company level. Set up company information on the Company table in Human Resources.

You also need to enter payroll-specific company information on the Pay Entity page in Global Payroll if your pay entity is the same as your company.

See *PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook, "Setting Up Organization Foundation Tables," Entering Company Information.*

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

See [Chapter 6, "Setting Up Tax Processing," page 61.](#)

- Source Bank Accounts Information

On the Source Bank Account page, you need to define additional information regarding prenotes for the source bank.

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

- Person Checklist Information

To ensure that a payee is set up properly, PeopleSoft Human Resources provides a person checklist. To see what setup is needed for payees in Global Payroll for China, navigate to Workforce Administration, Personal Information, Organizational Relationships, Person Checklist and enter *K6GPAY* in the Checklist field. A checklist for Global Payroll for China payees appears. The Person Checklist page provides links to key Global Payroll for China setup pages.

---

**Note.** In Global Payroll for China, the employee tax setup is minimal. The only time that an override is needed for the employee type is when an employee isn't a local (for example, when the person is an expatriate or when the person has been granted a disability status). The employee type has a direct impact on tax calculations.

---

See *PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Administer Workforce, "Setting Up the Administer Workforce Business Process," Creating Checklists.*

See [Chapter 6, "Setting Up Tax Processing," page 61.](#)

- Personal File Information

To update personal information without changing job information, use the Modify a Person component (PERSONAL\_DATA), which contains the same pages that you use to add personal data records with the exception of the Organizational Relationship page.

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

- Ethnic Group, Religion, Hukou Data, Working Life Data, and Working and Living Permit Data

You can set up different ethnic groups and religions on the Ethnic Groups and Religions pages in PeopleSoft Workforce Administration. Enter the appropriate information in the Ethnic Group and Religion fields on the Regional page within the PERSONAL\_DATA component.

You can also use the Regional page to enter the Hukou type, Hukou location, working life start date, and working and living permit data for a payee.

See *PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Administer Workforce, "Adding a Person in PeopleSoft Human Resources."*

See *PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Administer Workforce, "Setting Up the Administer Workforce Business Process."*

- Citizenship Status

You can enter or update dependent citizenship and passport data on the Depdnt Identification Details - Depdnt Citizenship/Passport page in Workforce Administration within the CITIZEN\_PP\_DEP component.

See *PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Administer Workforce, "Entering Additional Data in Human Resources Records."*

- Disability Status

You can enter or update a person's disability status on the Disability page in Workforce Administration within the DISABILITY component.

See *PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Administer Workforce, "Entering Additional Data in Human Resources Records."*

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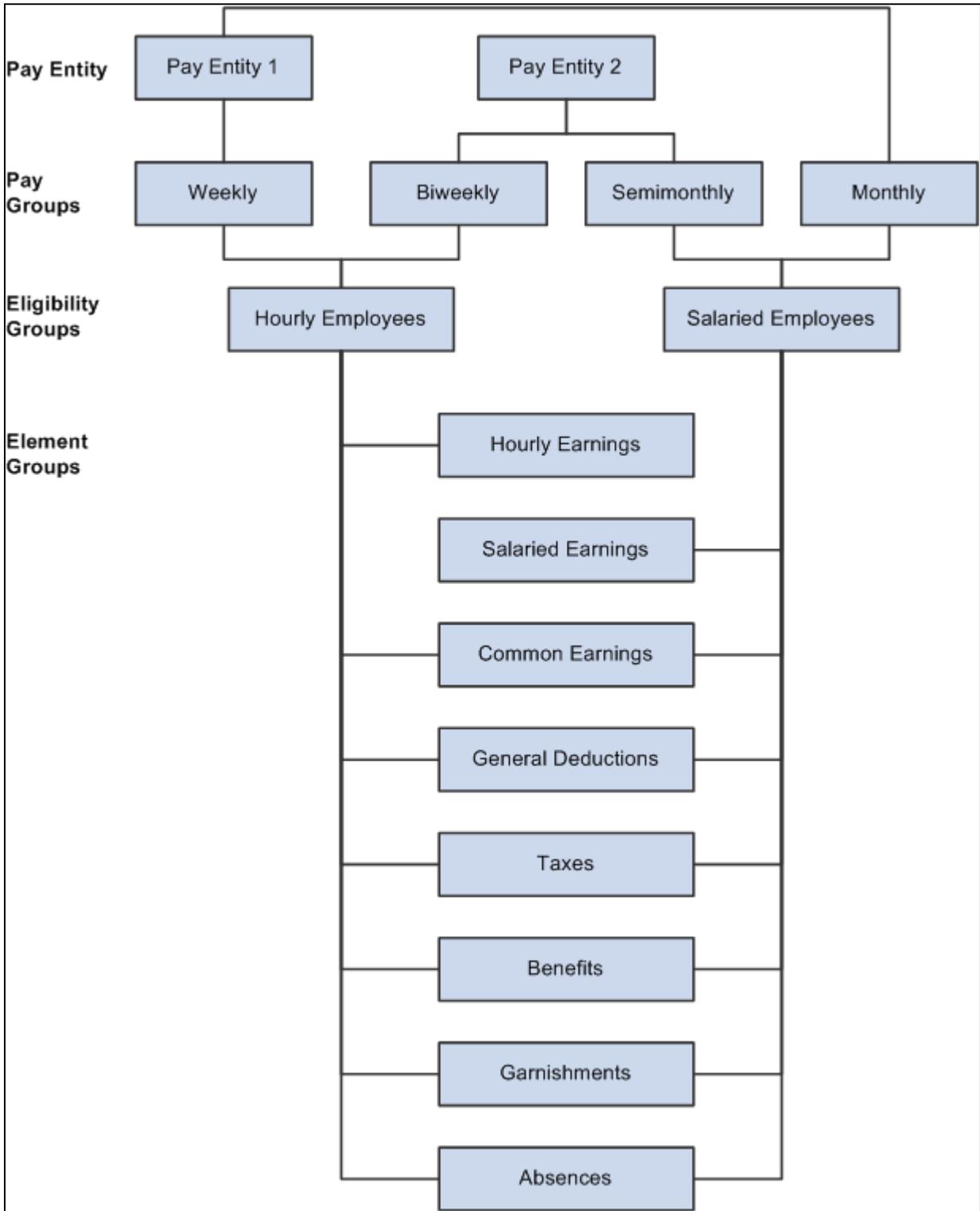
## Understanding Organizational and Processing Frameworks

This section discusses:

- Organizational framework for Global Payroll.
- Processing framework for Global Payroll for China.

### Organizational Framework for Global Payroll

This diagram depicts a generic organizational framework for Global Payroll:



Organizational framework for Global Payroll

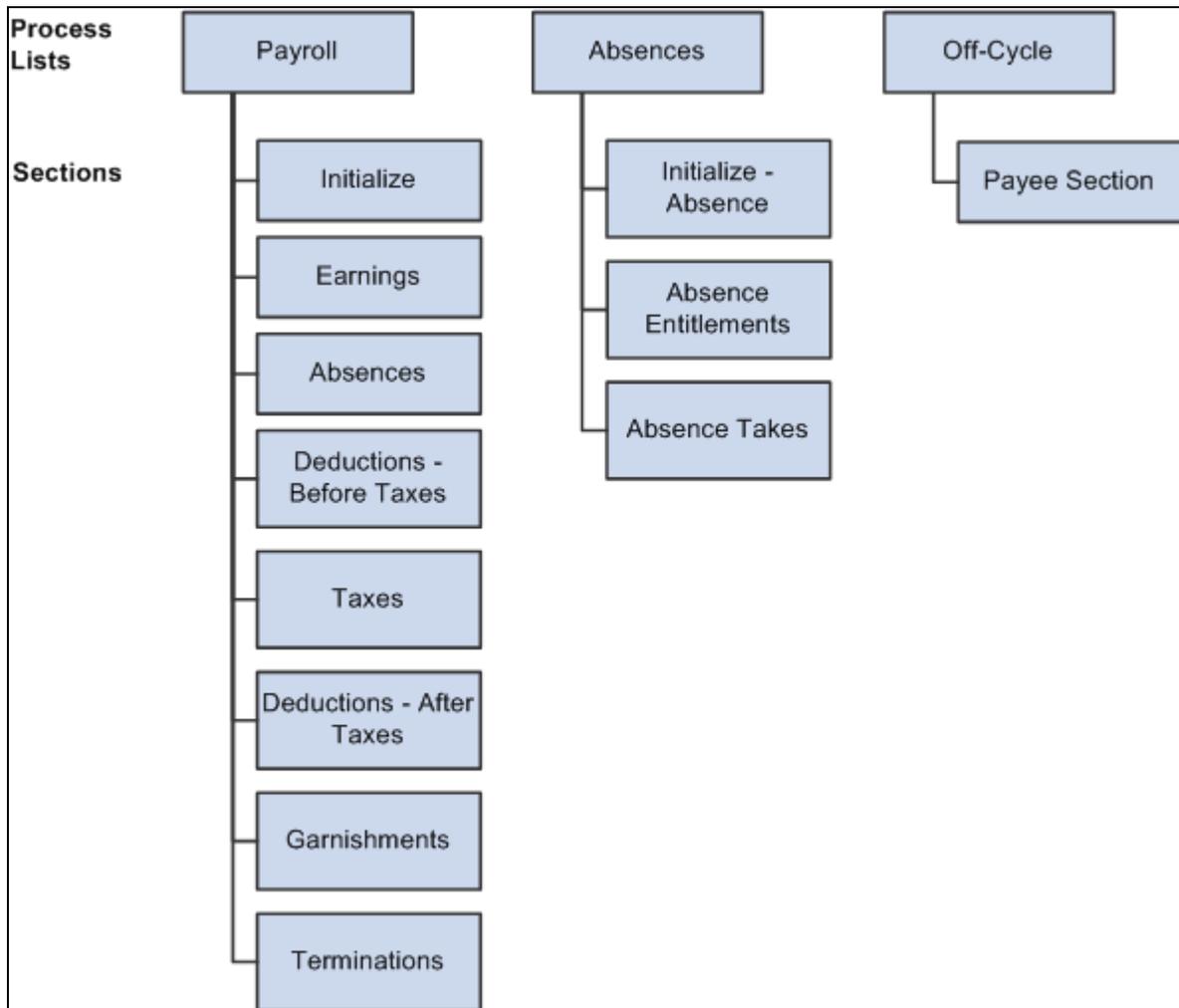
---

**Note.** K6CMONTHLY is the only eligibility group that PeopleSoft is delivering with Global Payroll for China.

---

## Processing Framework for Global Payroll for China

This diagram depicts a generic processing framework for Global Payroll:



Processing framework for Global Payroll

---

## Understanding Users, Roles, and Permission Lists

This section discusses:

- Users in Global Payroll for China.
- Roles in Global Payroll for China.
- Permission lists in Global Payroll for China.

## Users in Global Payroll for China

Global Payroll for China delivers these user IDs:

<i>User</i>	<i>Add/Modify</i>
HCRCHN	Add
PS	Modify

## Roles in Global Payroll for China

Global Payroll for China delivers the GP Administrator role for China (GP Administrator CHN).

## Permission Lists in Global Payroll for China

Permission lists enable you to access system pages and processes. Several kinds of permissions are used in PeopleSoft HRMS (human resources management system), including:

- Primary permissions
- Component permissions
- Data permissions
- Standard permissions

Global Payroll for China delivers these permission lists:

<i>Permission List</i>	<i>Type of Permission</i>	<i>Add/Modify</i>	<i>Description</i>
HCPPALL	Primary	Modify	Primary List: All Countries
HCPPCHN	Primary	Modify	Primary List: China
HCCPGPCHN	Component	Add	Component Permission List: GPCHN
HCDPCHN	Data	Modify	Data Permission CHN

---

## Viewing Delivered Elements

This section discusses:

- Delivered sections.

- Delivered process lists.

## Delivered Sections

This table lists the delivered sections for Global Payroll for China:

<b>Section</b>	<b>Description</b>
CN SE INIT	Initialization Section
CN SE EARNINGS	Regular Pay Earnings Section
CN SE 13TH MTH PAY	13 <sup>th</sup> Month Pay Section
CN SE TERMINATION	Termination Section
CN SE CONTRIBUTION	Contribution
CN SE TAX	Tax Section
CN SE FINALISE	Finalize

## Delivered Process Lists

This table lists the delivered process lists for Global Payroll for China:

<b>Process List</b>	<b>Description</b>
CN PR PAYROLL	Standard payroll process
CN PR ABSENCE	Standard absence process

---

**Note.** PeopleSoft delivers a query that you can run to view the names of all delivered elements that are designated for China payroll.

---

### **See Also**

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Viewing Delivered Elements and System Data."*

---

## Modifying Variable Details

This section discusses how to edit variable values.

## Page Used to Modify Variable Details

Page Name	Definition Name	Navigation	Usage
Variable Detail CHN	GPCN_VARIABLE_DTL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variable Detail CHN, Variable Detail CHN	Edit character values and descriptions for Global Payroll for China variables.

## Editing Variable Values

Access the Variable Detail CHN page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variable Detail CHN).

**Variable Detail CHN**

**Variable Name:** CN VR CONT TYPE      Contribution Type

**Field Format:** Character

**Variable Detail** Find | View All First 1 of 1 Last

**Effective Date:** 01/01/2006

**Detail Value and Description** Customize | Find | View All First 1-5 of 9 Last

	*Character Value	Description		
1	INJURY	Work-related Injury insurance	+	-
2	LARGE AMOUNT MED	Large Amount Medical Insurance	+	-
3	MATERNITY	Maternity Insurance	+	-
4	MEDICAL	Basic Medical Insurance	+	-
5	PENSION	Basic Pension Insurance	+	-

Variable Detail CHN page

Use this page to add, delete, or edit character values and descriptions for Global Payroll for China variables.

**Note.** Specific delivered variables are discussed in more detail in the PeopleSoft Global Payroll for China PeopleBook chapters to which they apply.

See [Chapter 4, "Setting Up Earnings," Delivered Supporting Elements, page 34](#); [Chapter 6, "Setting Up Tax Processing," Payee Overrides for Tax Calculation, page 73](#); [Chapter 12, "Processing Terminations," Defining Severance Payment Variables, page 128](#) and [Chapter 12, "Processing Terminations," Defining Termination Variables, page 133](#).

## Chapter 4

# Setting Up Earnings

This chapter provides an overview of earnings and discusses how to:

- Modify delivered earnings elements.
- Create new earnings.

---

## Understanding Earnings

This section discusses:

- Delivered earnings.
- Delivered supporting elements.
- Process lists and sections.
- How to view delivered elements.

## Delivered Earnings

PeopleSoft Global Payroll for China delivers a number of earnings that demonstrate the flexibility of PeopleSoft Global Payroll rules to meet common processing requirements such as the calculation of wages and overtime.

In this table, the first column combines the name and description of the delivered earnings. The other columns indicate the calculation rule components, such as unit, rate, percent, and amount, and the generation control for each earning. NA represents calculation rule components that are not applicable.

<i>Name/Descr.</i>	<i>Unit</i>	<i>Rate</i>	<i>Percent</i>	<i>Amount</i>	<i>Generation Control</i>	<i>Pre-Process and Post-Process Formula</i>
MONTH SALARY Monthly Salary	NA	NA	NA	CN RC BASE SALARY (Rate Code - Amount)	CN GC ACTIVE	Post - CN FM REDUCE SALRY

<b>Name/Descr.</b>	<b>Unit</b>	<b>Rate</b>	<b>Percent</b>	<b>Amount</b>	<b>Generation Control</b>	<b>Pre-Process and Post-Process Formula</b>
13THMNTH PAY 13 <sup>th</sup> Month Pay	NA	NA	NA	CN FM RSLV 13MTH (Formula - Monetary & Decimal)	CN GC 13TH MTH	NA
VAR BONUS Variable Bonus	NA	NA	NA	Payee Level	NA	NA
SPOUSE ALLOW Spouse Allowance	NA	NA	NA	CN BR SPOUSE ALW (Bracket - Numeric)	CN GC SPOUSE CHK	NA
HOUSE ALLOW House Allowance	NA	NA	NA	CN BR HOUSE ALW (Bracket - Numeric)	CN GC ACTIVE	NA
COMMISSION Commission Payments	NA	NA	NA	Payee Level	CN GC ACTIVE	NA
TERM PAY Termination Pay	NA	NA	NA	CN FM TERM PAY (Formula - Monetary & Decimal)	NA	NA
OVERTIME PAY Weekday Overtime Pay	Payee Level	HOURLY RT (System Element - Numeric)	150%	NA	NA	NA
OVERTIME 2.0 Weekend Overtime Pay	Payee Level	HOURLY RT (System Element - Numeric)	200%	NA	NA	NA
OVERTIME 3.0 Public Holiday Overtime Pay	Payee Level	HOURLY RT (System Element - Numeric)	300%	NA	NA	NA

<b>Name/Descr.</b>	<b>Unit</b>	<b>Rate</b>	<b>Percent</b>	<b>Amount</b>	<b>Generation Control</b>	<b>Pre-Process and Post-Process Formula</b>
SEVERANCE Severance Pay	NA	NA	NA	CN FM SEV AVG PAY (Formula - Monetary & Decimal)	NA	NA
RTO 13BASE Retro for 13mth base sal accum	NA	NA	NA	Payee Level	CN GC ACTIVE	NA
RTO TOT DAYS Retro 13mth pay - tot wrk days	NA	NA	NA	Payee Level	CN GC ACTIVE	NA
RTO WRK DAYS Retro prd - no of work days	NA	NA	NA	Payee Level	CN GC ACTIVE	NA
RTO EARNINGS Retro Earnings	NA	NA	NA	Payee Level	NA	NA
RTO VAC PD Retro Vacation Paid	Payee Level	Payee Level	NA	NA	NA	NA
RTO VAC UNP Retro Vacation Unpaid	Payee Level	Payee Level	NA	NA	NA	NA

---

**Note.** These elements are defined as PS Delivered/Not Maintained. This means that you can use them as delivered, modify them, or replace them with new elements.

---

**Note.** Global Payroll for China also delivers absence-related earnings. These are discussed in a separate chapter in this PeopleBook.

---

See [Chapter 7, "Setting Up Absence Elements," page 77.](#)

### **Monthly Salary**

Global Payroll for China delivers the MONTH SALARY earning as an example of how to calculate monthly salary for your payees.

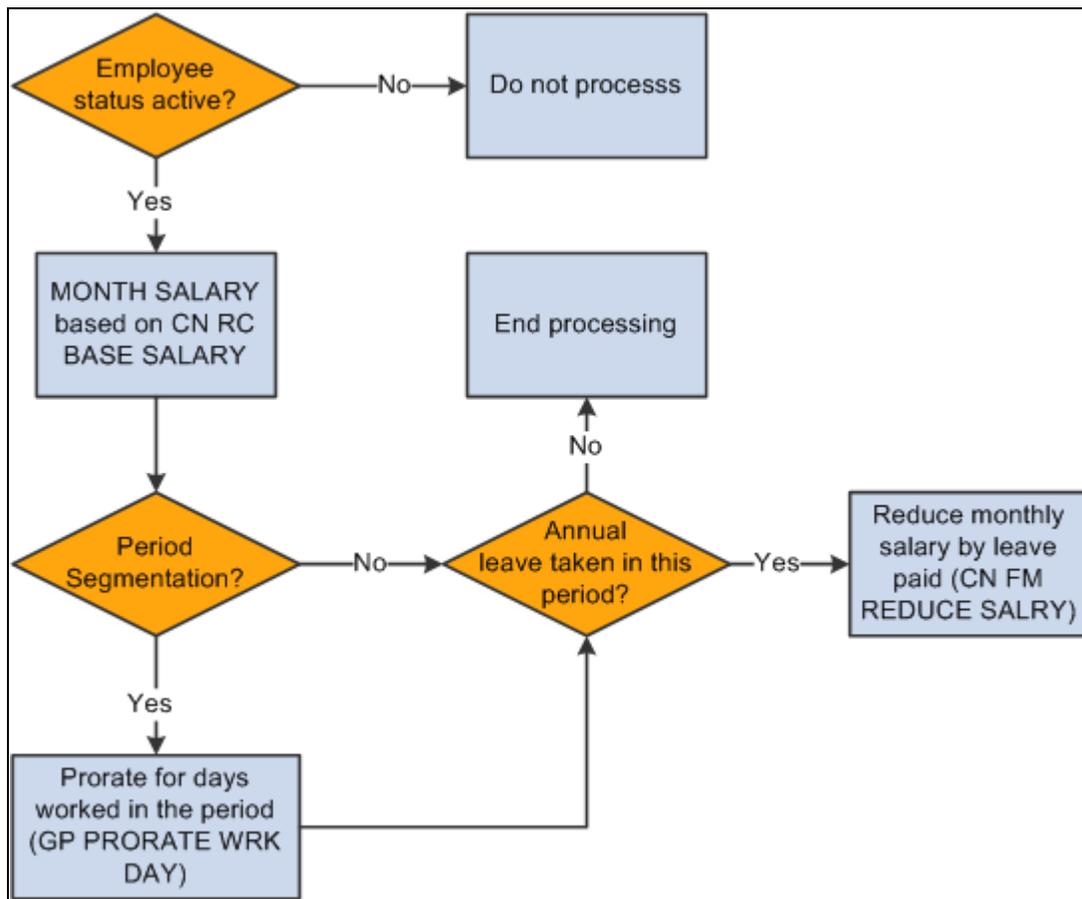
- The CN GC ACTIVE generation control ensures that only payees with a Job status of *Active* receive the MONTH SALARY earning.
- The system determines the amount of MONTH SALARY based on the CN RC BASE SALARY rate code.
- The post processing formula CN FM REDUCE SALRY reduces MONTH SALARY by any leave taken during the period.
- The proration rule GP PRORATE WRK DAY prorates MONTH SALARY based on the number of days worked in the calendar period.

---

**Note.** Proration and rounding rules are set at the pay group level.

---

This diagram illustrates the process flow for the MONTH SALARY earning:



Process flow for MONTH SALARY earning

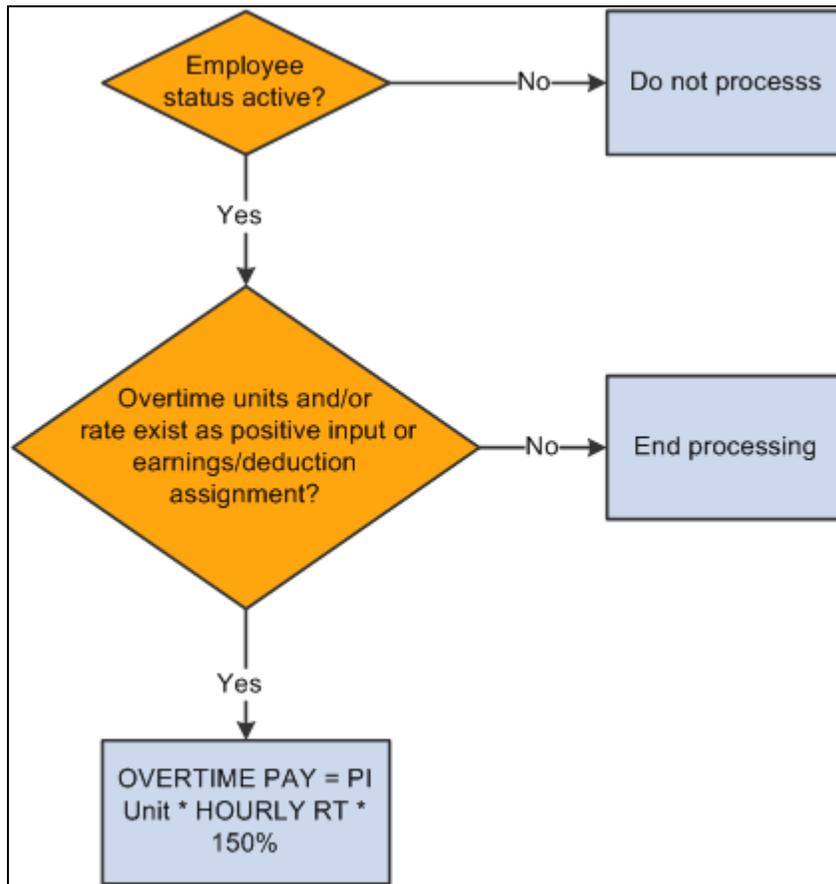
### **Overtime Pay**

Global Payroll for China delivers the OVERTIME PAY earning as an example of how to calculate overtime pay for your payees.

- The system calculates OVERTIME PAY using positive input units \* HOURLY RT \* 150%.

- No proration is required because the assumption is that OVERTIME PAY will be entered through positive input.

This diagram illustrates the process flow for the OVERTIME PAY earning:



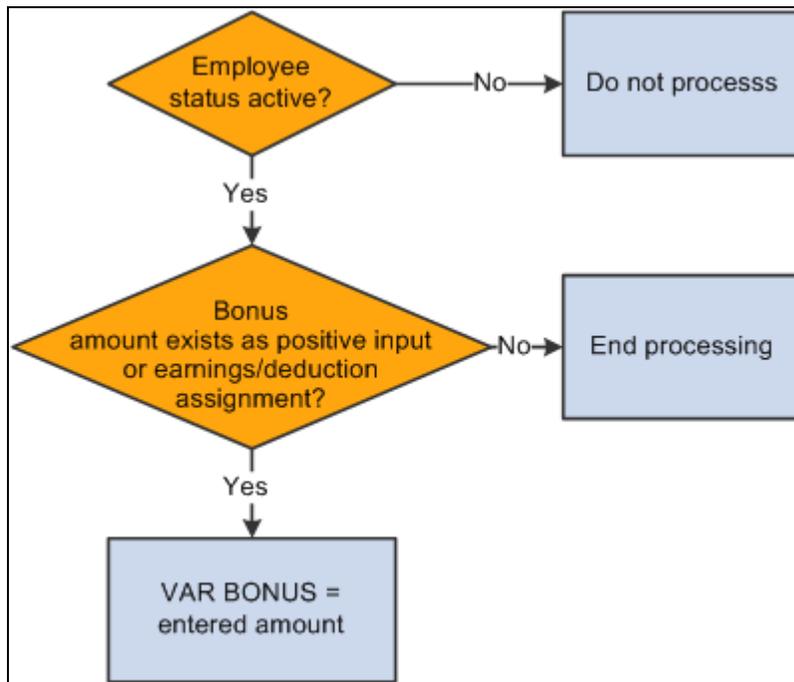
Process flow for OVERTIME PAY earning

### **Variable Bonus**

Global Payroll for China delivers the VAR BONUS earning as an example of how to enter variable bonus pay for your payees.

- VAR BONUS is a fixed amount earning entered through positive input.
- No proration is associated with VAR BONUS.

This diagram illustrates the process flow for the VAR BONUS earning:



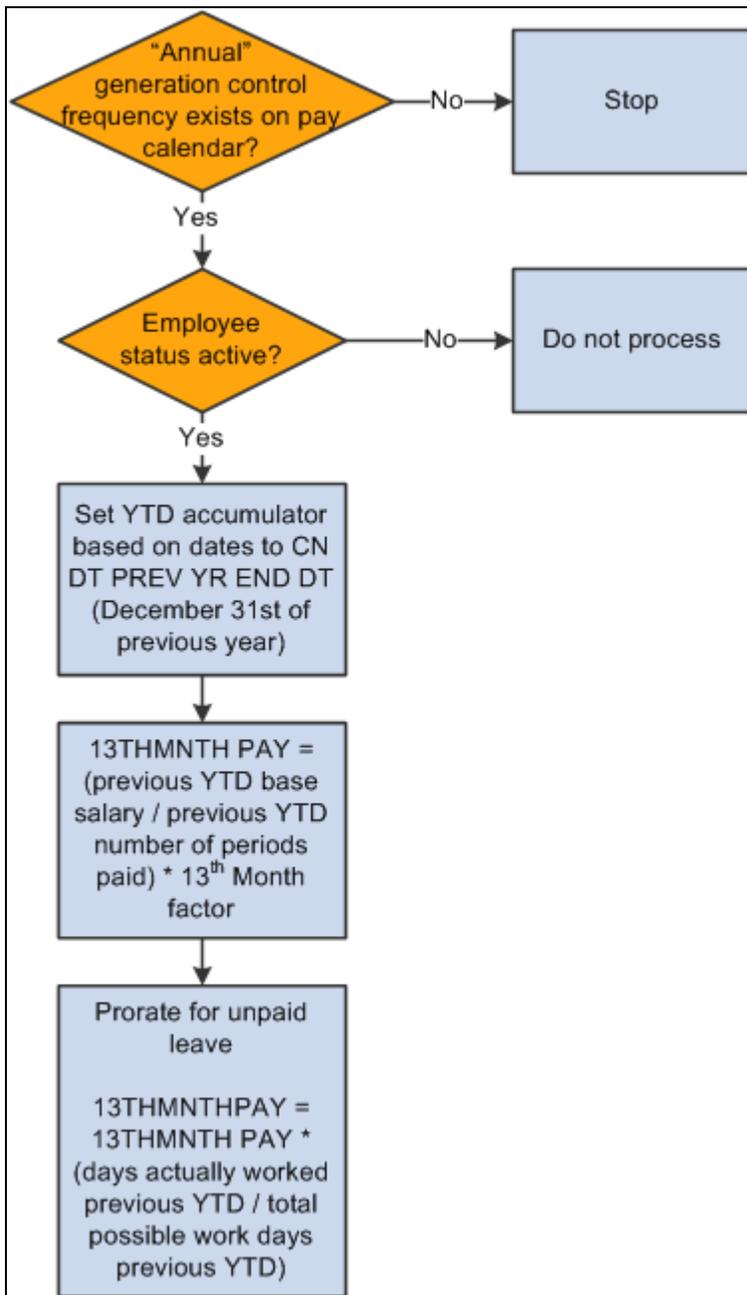
Process flow for VAR BONUS earning

### **13th Month Pay**

Global Payroll for China delivers the 13THMNTH PAY earning as an example of how to provide 13<sup>th</sup> Month Pay for your payees.

- The system pays 13THMNTH PAY annually based on the previous 12 months' earnings.
- The system calculates 13THMNTH PAY using a payee's base monthly salary only (annual salary/12, prorated for days worked during the month), not the actual MONTH SALARY earning. It also does not include any allowances or deductions in the calculation of 13THMNTH PAY.
- For payees hired between the 1<sup>st</sup> and 15<sup>th</sup> of a month in the calculation year, 100% of their base monthly salary for the hire month and subsequent months contributes to 13THMNTH PAY. For payees hired after the 15<sup>th</sup> of a month, 50% of the base monthly salary for the hire month and 100% of the base monthly salary for subsequent months contribute to 13THMNTH PAY.
- The system prorates 13THMNTH PAY for unpaid vacation leave taken during the year, that is, leave days exceeding the annual leave entitlement.

This diagram illustrates the process flow for the 13THMNTH PAY earning:



Process flow for 13THMNTH PAY earning

### **House Allowance**

Global Payroll for China delivers the HOUSE ALLOW earning as an example of how to calculate a house allowance for your payees.

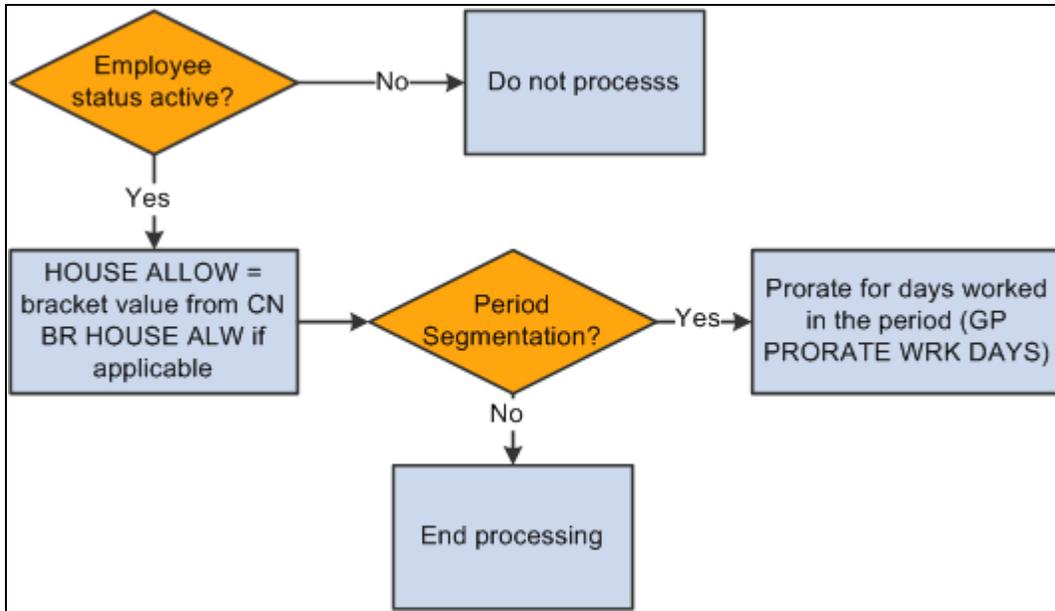
- The system calculates the HOUSE ALLOW earning based on the CN BR HOUSE ALW bracket, which associates house allowances with annual rates of pay.
- The system prorates HOUSE ALLOW for calendar periods using GP PRORATE WRK DAY.

---

**Note.** Proration and rounding rules are set at the pay group level.

---

This diagram illustrates the process flow for the HOUSE ALLOW earning:



Process flow for HOUSE ALLOW earning

### **Spouse Allowance**

Global Payroll for China delivers the SPOUSE ALLOW earning as an example of how to calculate a spouse allowance for your payees.

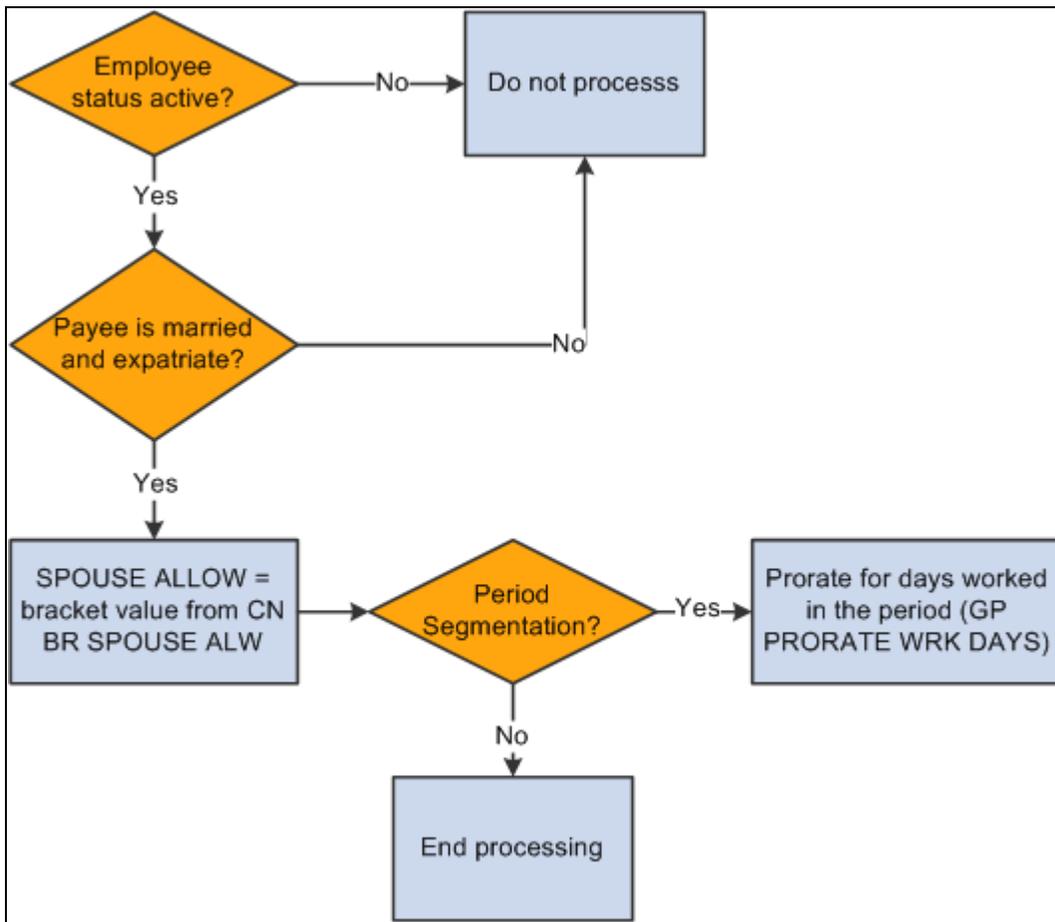
- The generation control CN GC SPOUSE CHK determines whether payees are eligible for the SPOUSE ALLOW earning based on their marital status and employee type. Only married expatriate payees receive the SPOUSE ALLOW earning.
- The system calculates the SPOUSE ALLOW earning based on the CN BR SPOUSE ALW bracket, which associates spouse allowances with employee type and annual rate of pay.
- The system prorates SPOUSE ALLOW for calendar periods using GP PRORATE WRK DAY.

---

**Note.** Proration and rounding rules are set at the pay group level.

---

This diagram illustrates the process flow for the SPOUSE ALLOW earning:



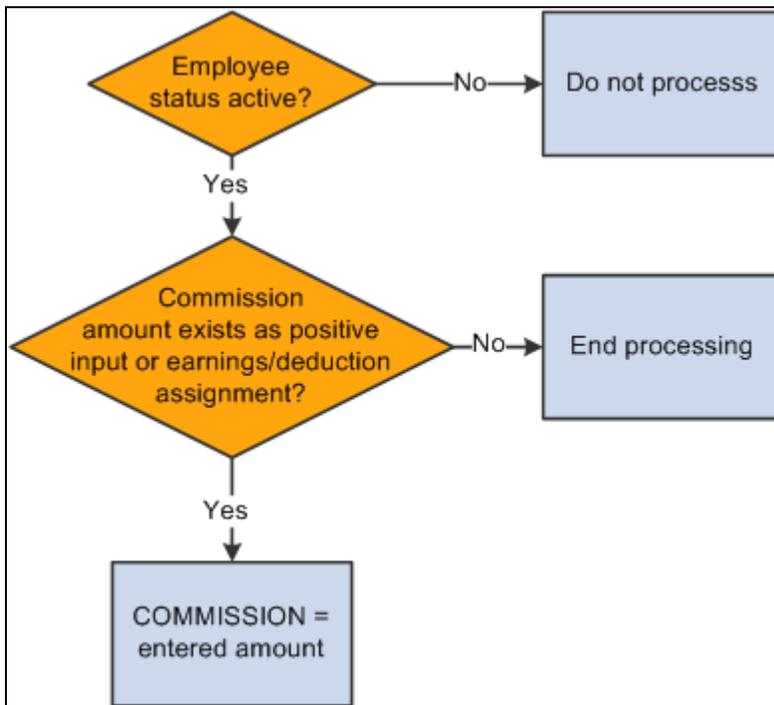
Process flow for SPOUSE ALLOW earning

### **Commission**

Global Payroll for China delivers the COMMISSION earning as an example of how to enter commission pay for your payees.

- COMMISSION is a fixed amount earning entered through positive input.
- No proration is associated with COMMISSION.

This diagram illustrates the process flow for the COMMISSION earning:



Process flow for COMMISSION earning

### ***Retro Earnings***

Global Payroll for China delivers six retro earnings:

- RTO 13BASE
- RTO TOT DAYS
- RTO WRK DAYS
- RTO EARNINGS
- RTO VAC PD
- RTO VAC UNP

The system uses these earnings to forward actual earnings information from a retro period to the current period when it encounters retro during a payroll run.

## **Delivered Supporting Elements**

This table lists the key supporting elements used to define the delivered earnings:

<b>Element Type</b>	<b>Element Name</b>	<b>Used By</b>	<b>Function</b>
Variable	CN VR EE TYPE	SPOUSE ALLOW	Indicates the employee type: LOC (local), DIS (disabled), or EXP (expatriate). LOC is the default value, but can be modified based on Citizenship status or Disability status, or through the use of a supporting element override.
	CN VR 13MTH FCTR	13THMNTH PAY	The number of months' pay to be paid as a 13th Month Pay bonus. The default is 1, but you can override it at the pay entity, pay group, or payee level.
	CN VR GOVT WRK DAYS	13THMNTH PAY	The government-regulated number of work days per month. The system uses this in 13th Month Pay calculations when determining the applicable proration factor for unpaid leave days in the previous year. The default value is 20.92, but you can override it at the pay group or payee level.
Formula	CN FM REDUCE SALRY	MONTH SALARY	Reduces monthly salary earnings by any paid or unpaid earnings for a calendar period.
	CN FM RSLV 13MTH	13THMNTH PAY	Calculates 13th Month Pay for the previous YTD.
	CN FM ACUM PCT	13THMNTH PAY	Determines the percentage (50 or 100) of the base monthly salary that should contribute to the 13th Month Base segment accumulator, including any proration of the amount due to segmentation.

<b>Element Type</b>	<b>Element Name</b>	<b>Used By</b>	<b>Function</b>
Bracket	CN BR HOUSE ALW	HOUSE ALLOW	Stores the earnings amount lower limit and the house allowance amount for that limit. If a payee's annual earnings amount is between two amounts in the bracket, the system selects the lower amount.
	CN BR SPOUSE ALW	SPOUSE ALLOW	Stores the employee type, earnings amount lower limit, and spouse allowance amount or that limit. If a payee's annual earnings amount is between two amounts in the bracket, the system selects the lower amount.
Generation Control	CN GC ACTIVE	MONTH SALARY HOUSE ALLOW COMMISSION RTO 13BASE RTO TOT DAYS RTO WRK DAYS	Determines whether the payee has a Job status of active at the time of processing.
	CN GC SPOUSE CHK	SPOUSE ALLOW	Determines payee eligibility for the SPOUSE ALLOW earning based on marital status and employee type (CN VR EE TYPE). For a payee to be eligible for the SPOUSE ALLOW earning, marital status must equal Married and employee type must equal EXP (expatriate).  Also determines whether the payee has a Job status of active at the time of processing.
	CN GC 13TH MTH	13THMNTH PAY	Initiates 13th Month pay processing by checking for a generation control frequency of ANNUAL on the pay calendar associated with the pay run.  Also determines whether the payee has a Job status of active at the time of processing.

## Process Lists and Sections

TERM PAY and SEVERANCE are members of the CN SE TERMINATION section. The rest of the delivered earnings are members of the CN SE EARNINGS section.

The CN SE EARNINGS and CN SE TERMINATION sections are included in the CN PR PAYROLL process list.

## Viewing Delivered Elements

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

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

---

## Modifying Delivered Earnings Elements

Global Payroll for China delivers earnings-related elements based on practices that are common to many businesses in China. Although most of the delivered elements are created according to common industry standards or based on statutory requirements, a company's specific business practices may require modifications to them. This section provides examples of common modifications to earnings elements.

### Modifying 13THMNTH PAY Earnings

Currently the system uses base monthly salary as the basis for calculating the 13THMNTH PAY earning. To use net pay as the basis instead of base monthly salary, modify the members of the segment accumulator CN AC 13BASE SEG by removing the rate code CN RC BASE SALARY and replacing it with CHN NET.

### Modifying TAXABLE SP PAYMENT

13THMNTH PAY is the delivered contributing earning for the TAXABLE SP PAYMENT accumulator. You can replace 13THMNTH PAY with a different contributing earning that you want to be taxed as an annual bonus.

---

**Note.** If you use the delivered 13THMNTH PAY earning for 13th month pay, and if you leave this earning in the TAXABLE SP PAYMENT accumulator, then 13th month pay is taxed as an annual bonus.

If 13th month pay is to be taxed as salary rather than as an annual bonus, you must modify the delivered setup so that you have a 13th month pay earning that is part of the TAXABLE NORMAL SAL accumulator and not part of the TAXABLE SP PAYMENT accumulator. Specifically, if you continue to use the delivered 13THMNTH PAY earning for 13th month pay, you must modify the accumulator definitions. Alternatively, you can use a different earning; the delivered VAR BONUS earning is suitable for this purpose, or you can create a new earning.

---

## Creating New Earnings

This section discusses:

- The accumulator structure of earnings.
- How to configure earnings/deduction assignments and override components.

## Understanding the Accumulator Structure of Earnings

If you create new earnings, make sure that they conform to the accumulator structure of the delivered earnings. This is to ensure that the new elements are processed correctly and are included in the appropriate gross-to-net calculations.

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

### **Accumulator Structure of Earnings**

This table describes the accumulator structure of earnings:

<b>Accumulator Name</b>	<b>Description</b>	<b>Contributing Earnings</b>
CHN GROSS	Gross pay for China	VACATION PD (not China-specific) MONTH SALARY 13THMNTH PAY VAR BONUS SPOUSE ALLOW HOUSE ALLOW COMMISSION TERM PAY OVERTIME PAY SEVERANCE RTO EARNINGS RTO VAC PD

<b>Accumulator Name</b>	<b>Description</b>	<b>Contributing Earnings</b>
TAXABLE NORMAL SAL	Total taxable normal salary	VACATION PD (not China-specific) MONTH SALARY VAR BONUS SPOUSE ALLOW HOUSE ALLOW COMMISSION TERM PAY OVERTIME PAY
TAXABLE SP PAYMENT	Taxable special payment	13THMNTH PAY
TAXABLE SEVERANCE	Taxable severance pay	SEVERANCE
CN AC ROLLAVG SAL	Rolling average monthly salary for severance	VACATION PD (not China-specific) MONTH SALARY 13THMNTH PAY VAR BONUS SPOUSE ALLOW HOUSE ALLOW COMMISSION OVERTIME PAY RTO EARNINGS RTO VAC PD
CN AC 13BASE YTD	13th Month salary base YTD	RTO 13BASE
CN AC TOT DAYS YTD	13th Month total work days YTD	RTO TOT DAYS
CN AC DAYS WKD YTD	13th Month days worked YTD	RTO WRK DAYS

## Understanding How to Configure Earnings/Deduction Assignments and Override Components

If you create earnings that use variables or other supporting elements in their calculations, you can modify or replace the standard supporting element override components to facilitate entering the values of these variables and other elements at either the payee or calendar ID override levels.

---

**Note.** You can modify the standard supporting element override components by adding or changing field labels, prompt tables, and other page elements to better suit the elements that you want to override.

---

**See Also**

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Configuring Element Overrides"*

## Chapter 5

# Setting Up Deductions

This chapter provides an overview of deductions and discusses how to create new deductions.

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## Understanding Deductions

This section discusses:

- Delivered deductions.
- Delivered supporting elements.
- Process lists and sections.
- Viewing delivered elements.

## Delivered Deductions

PeopleSoft Global Payroll for China delivers a number of deductions that demonstrate the flexibility of Global Payroll rules to meet common processing requirements.

In this table, the first column combines the name and description of the delivered deductions. The other columns indicate the calculation rule components, such as base, percent and amount, the generation control, and the pre-process and post-process formulas for each deduction. NA indicates that a calculation rule component is not applicable.

<i>Name/Descr.</i>	<i>Base</i>	<i>Percent</i>	<i>Amount</i>	<i>Generation Control</i>	<i>Pre-Process and Post-Process Formula</i>
HOUSE_EE Public Housing Fund for EE	CN VR CONT EE BASE (Variable - Numeric)	CN VR CONT EE PCT (Variable - Numeric)	NA	CN GC CONT	Pre - CN FM CONT  Post - CN FM ROUNDING
HOUSE_ER Public Housing Fund for ER	CN VR CONT ER BASE (Variable - Numeric)	CN VR CONT ER PCT (Variable - Numeric)	NA	CN GC CONT ER	Post - CN FM ROUNDING ER

<b>Name/Descr.</b>	<b>Base</b>	<b>Percent</b>	<b>Amount</b>	<b>Generation Control</b>	<b>Pre-Process and Post-Process Formula</b>
PENSION_EE Pension for Employee	CN VR CONT EE BASE (Variable - Numeric)	CN VR CONT EE PCT (Variable - Numeric)	NA	CN GC CONT	Pre - CN FM CONT Post - CN FM ROUNDING
PENSION_ER Pension for Employer	CN VR CONT ER BASE (Variable - Numeric)	CN VR CONT ER PCT (Variable - Numeric)	NA	CN GC CONT ER	Post - CN FM ROUNDING ER
MEDICAL_EE Medical for Employee	CN VR CONT EE BASE (Variable - Numeric)	CN VR CONT EE PCT (Variable - Numeric)	NA	CN GC CONT	Pre - CN FM CONT Post - CN FM ROUNDING
MEDICAL_ER Medical for Employer	CN VR CONT ER BASE (Variable - Numeric)	CN VR CONT ER PCT (Variable - Numeric)	NA	CN GC CONT ER	Post - CN FM ROUNDING ER
IND_INJ_EE Industry Injury Employee	CN VR CONT EE BASE (Variable - Numeric)	CN VR CONT EE PCT (Variable - Numeric)	NA	CN GC CONT	Pre - CN FM CONT Post - CN FM ROUNDING
IND_INJ_ER Industry Injury Employer	CN VR CONT ER BASE (Variable - Numeric)	CN VR CONT ER PCT (Variable - Numeric)	NA	CN GC CONT ER	Post - CN FM ROUNDING ER
UNEMPL_EE Unemployment for Employee	CN VR CONT EE BASE (Variable - Numeric)	CN VR CONT EE PCT (Variable - Numeric)	NA	CN GC CONT	Pre - CN FM CONT Post - CN FM ROUNDING
UNEMPL_ER Unemployment for Employer	CN VR CONT ER BASE (Variable - Numeric)	CN VR CONT ER PCT (Variable - Numeric)	NA	CN GC CONT ER	Post - CN FM ROUNDING ER

<b>Name/Descr.</b>	<b>Base</b>	<b>Percent</b>	<b>Amount</b>	<b>Generation Control</b>	<b>Pre-Process and Post-Process Formula</b>
NORM TAX Normal Income Tax Deduction	NA	NA	CN FM CALC NORM TX (Formula - Monetary & Decimal)	NA	NA
DONATION Donation	NA	NA	Payee Level	NA	NA
TERM DED Pynt in Lieu of Notice by EE	NA	NA	CN FM TERM DED (Formula - Monetary & Decimal)	NA	NA
ANN BON TAX Annual Bonus Tax	NA	NA	CN FM CALC SP TAX (Formula - Monetary & Decimal)	NA	NA
SEVERANCE TX Severance Tax	NA	NA	CN FM CALC SEV TAX (Formula - Monetary & Decimal)	NA	NA
RTO DONATION Retro Donation	NA	NA	Payee Level	NA	NA
HOUSE VOL_EE Voluntary PHF for EE	CN VR CONT EE BASE (Variable - Numeric)	CN VR CONT EE PCT (Variable - Numeric)	NA	CN GC CONT	Pre - CN FM CONT Post - CN FM ROUNDING
HOUSE VOL_ER Voluntary PHF for ER	CN VR CONT ER BASE (Variable - Numeric)	CN VR CONT ER PCT (Variable - Numeric)	NA	CN GC CONT ER	Post - CN FM ROUNDING ER
RTO NORM TAX Retro Normal Tax	NA	NA	Payee Level	NA	NA
MATERNITY_EE Maternity Insurance for EE	CN VR CONT EE BASE (Variable - Numeric)	CN VR CONT EE PCT (Variable - Numeric)	NA	CN GC CONT	Pre - CN FM CONT Post - CN FM ROUNDING

<b>Name/Descr.</b>	<b>Base</b>	<b>Percent</b>	<b>Amount</b>	<b>Generation Control</b>	<b>Pre-Process and Post-Process Formula</b>
MATERNITY_ER Maternity Insurance for ER	CN VR CONT ER BASE (Variable - Numeric)	CN VR CONT ER PCT (Variable - Numeric)	NA	CN GC CONT ER	Post - CN FM ROUNDING ER
SUP MED_EE Supplementary Medical for EE	CN VR CONT EE BASE (Variable - Numeric)	CN VR CONT EE PCT (Variable - Numeric)	NA	CN GC CONT	Pre - CN FM CONT Post - CN FM ROUNDING
SUP MED_ER Supplementary Medical for ER	CN VR CONT ER BASE (Variable - Numeric)	CN VR CONT ER PCT (Variable - Numeric)	NA	CN GC CONT ER	Post - CN FM ROUNDING ER
RTO HOUSE_EE Retro Public Housing Fund ER	NA	NA	Payee Level	NA	NA
RTO HOUSE_ER Retro Public Housing Fund EE	NA	NA	Payee Level	NA	NA
RTO PENSN_EE Retro Pension for Employee	NA	NA	Payee Level	NA	NA
RTO PENSN_ER Retro Pension for Employer	NA	NA	Payee Level	NA	NA
RTO MED_EE Retro Medical for Employee	NA	NA	Payee Level	NA	NA
RTO MED_ER Retro Medical for Employer	NA	NA	Payee Level	NA	NA
RTO INJRY_EE Retro Industry Injury Employee	NA	NA	Payee Level	NA	NA

<b>Name/Descr.</b>	<b>Base</b>	<b>Percent</b>	<b>Amount</b>	<b>Generation Control</b>	<b>Pre-Process and Post-Process Formula</b>
RTO INJRY_ER Retro Industry Injury Employer	NA	NA	Payee Level	NA	NA
RTO UNEMP_EE Retro Unemployment for EE	NA	NA	Payee Level	NA	NA
RTO UNEMP_ER Retro Unemployment for ER	NA	NA	Payee Level	NA	NA
RTO HS_VL_EE Retro Voluntary PHF for EE	NA	NA	Payee Level	NA	NA
RTO HS_VL_ER Retro Voluntary PHF for ER	NA	NA	Payee Level	NA	NA
RTO MATER_EE Retro Maternity Insurance EE	NA	NA	Payee Level	NA	NA
RTO MATER_ER Retro Maternity Insurance ER	NA	NA	Payee Level	NA	NA
RTO SUPMD_EE Retro Supplementary Medical EE	NA	NA	Payee Level	NA	NA
RTO SUPMD_ER Retro Supplementary Medical ER	NA	NA	Payee Level	NA	NA
PHFSI PRB PHFSI Accrued During Probation	NA	NA	CURR DRIVER VAL (System Element - Numeric)	NA	NA
INTERN TAX Intern Income Tax Deduction	NA	NA	CN FM CALC INTN TX (Formula - Monetary & Decimal)	NA	NA

<b>Name/Descr.</b>	<b>Base</b>	<b>Percent</b>	<b>Amount</b>	<b>Generation Control</b>	<b>Pre-Process and Post-Process Formula</b>
RTO INTN TAX Retro Intern Tax	NA	NA	Payee Level	NA	NA
LAMI_EE Large Amount Medical for EE	CN VR CONT EE BASE (Variable - Numeric)	CN VR CONT EE PCT (Variable - Numeric)	NA	CN GC CONT	Pre - CN FM CONT Post - CN FM ROUNDING
LAMI_ER Large Amount Medical for ER	CN VR CONT ER BASE (Variable - Numeric)	CN VR CONT ER PCT (Variable - Numeric)	NA	CN GC CONT ER	Post - CN FM ROUNDING ER
RTO LAMI_EE Retro Large Amount Med EE	NA	NA	Payee Level	NA	NA
RTO LAMI_ER Retro Large Amount Med ER	NA	NA	Payee Level	NA	NA

### **Public Housing Fund and Social Insurance Deductions**

Global Payroll for China delivers 18 deductions associated with the Public Housing Fund and social insurance (PHF/SI):

- HOUSE\_EE
- HOUSE\_ER
- PENSION\_EE
- PENSION\_ER
- MEDICAL\_EE
- MEDICAL\_ER
- IND\_INJ\_EE
- IND\_INJ\_ER
- UNEMPL\_EE
- UNEMPL\_ER
- HOUSE VOL\_EE

- HOUSE VOL\_ER
- MATERNITY\_EE
- MATERNITY\_ER
- SUP MED\_EE
- SUP MED\_ER
- LAMI\_EE
- LAMI\_ER

PHF/SI deduction calculation, registration, and assignment are discussed in the "Setting Up Public Housing Fund and Social Insurance Contributions" chapter.

See [Chapter 9, "Setting Up Public Housing Fund and Social Insurance Contributions," page 97.](#)

### ***Tax Deductions***

Global Payroll for China delivers five deductions associated with tax processing:

- NORM TAX
- DONATION
- ANN BON TAX
- SEVERANCE TX
- INTERN TAX

Tax deduction calculation, registration, and supporting element overrides are discussed in the "Setting Up Tax Processing" chapter.

See [Chapter 6, "Setting Up Tax Processing," page 61.](#)

### ***Termination Deduction***

Global Payroll for China delivers the TERM DED termination deduction. This deduction:

- Uses the formula CN FM TERM DED to determine the amount.
- Subtracts from the GROSS accumulator.
- Allows payee override.

See [Chapter 12, "Processing Terminations," page 119.](#)

### ***Retro Deductions***

Global Payroll for China delivers 18 retro earnings:

- RTO DONATION

- RTO NORM TAX
- RTO INTN TAX
- RTO HOUSE\_EE
- RTO HOUSE\_ER
- RTO PENSN\_EE
- RTO PENSN\_ER
- RTO MED\_EE
- RTO MED\_ER
- RTO INJRY\_EE
- RTO INJRY\_ER
- RTO UNEMP\_EE
- RTO UNEMP\_ER
- RTO HS\_VL\_EE
- RTO HS\_VL\_ER
- RTO MATER\_EE
- RTO MATER\_ER
- RTO SUPMD\_EE
- RTO SUPMD\_ER
- RTO LAMI\_EE
- RTO LAMI\_ER

The system uses these deductions to forward actual deduction information from a retro period to the current period when it encounters retro during a payroll run.

## Delivered Supporting Elements

This table lists the key supporting elements used to define the delivered deductions:

<b>Element Type</b>	<b>Element Name</b>	<b>Used By</b>	<b>Function</b>
Accumulators	CN AC PHFSI PROBN	HOUSE_EE HOUSE_ER PENSION_EE PENSION_ER MEDICAL_EE MEDICAL_ER IND_INJ_EE IND_INJ_ER UNEMPL_EE UNEMPL_ER HOUSE VOL_EE HOUSE VOL_ER MATERNITY_EE MATERNITY_ER SUP MED_EE SUP MED_ER LAMI_EE LAMI_ER	Accrues PHF/SI contributions during a payee's probation. It is updated by the CN FM ROUNDING formula.
Brackets	CN BR PHF-SI CALC	HOUSE_EE HOUSE_ER PENSION_EE PENSION_ER MEDICAL_EE MEDICAL_ER IND_INJ_EE IND_INJ_ER UNEMPL_EE UNEMPL_ER HOUSE VOL_EE HOUSE VOL_ER MATERNITY_EE MATERNITY_ER SUP MED_EE SUP MED_ER LAMI_EE LAMI_ER	Stores the contribution calculation type. Also stores upper and lower limit formulas and override variables for the employee and employer contribution base if an upper or lower limit is required; the switch month; employee and employer fixed-amount contribution base amount overrides; and the rounding rule for each contribution.

<b>Element Type</b>	<b>Element Name</b>	<b>Used By</b>	<b>Function</b>
	CN BR AVE ANN SAL	HOUSE_EE HOUSE_ER PENSION_EE PENSION_ER MEDICAL_EE MEDICAL_ER IND_INJ_EE IND_INJ_ER UNEMPL_EE UNEMPL_ER HOUSE VOL_EE HOUSE VOL_ER MATERNITY_EE MATERNITY_ER SUP MED_EE SUP MED_ER LAMI_EE LAMI_ER	Stores the city average annual salary and city minimum monthly salary amounts as declared by city governments.
	CN BR CONT PCT	HOUSE_EE HOUSE_ER PENSION_EE PENSION_ER MEDICAL_EE MEDICAL_ER IND_INJ_EE IND_INJ_ER UNEMPL_EE UNEMPL_ER HOUSE VOL_EE HOUSE VOL_ER MATERNITY_EE MATERNITY_ER SUP MED_EE SUP MED_ER LAMI_EE LAMI_ER	Stores the employee and employer percents by contribution type.

<b>Element Type</b>	<b>Element Name</b>	<b>Used By</b>	<b>Function</b>
	CN BR CONT AREA	HOUSE_EE HOUSE_ER PENSION_EE PENSION_ER MEDICAL_EE MEDICAL_ER IND_INJ_EE IND_INJ_ER UNEMPL_EE UNEMPL_ER HOUSE VOL_EE HOUSE VOL_ER MATERNITY_EE MATERNITY_ER SUP MED_EE SUP MED_ER LAMI_EE LAMI_ER	Stores the contribution areas.
	CN BR CONT LIMIT	HOUSE_EE HOUSE_ER PENSION_EE PENSION_ER MEDICAL_EE MEDICAL_ER IND_INJ_EE IND_INJ_ER UNEMPL_EE UNEMPL_ER HOUSE VOL_EE HOUSE VOL_ER MATERNITY_EE MATERNITY_ER SUP MED_EE SUP MED_ER LAMI_EE LAMI_ER	Returns an upper and lower limit for PHF/SI contributions for employees, employers, or the sum of employees and employers, for any province.

<b>Element Type</b>	<b>Element Name</b>	<b>Used By</b>	<b>Function</b>
	CN BR CONT RETRO	RTO DONATION RTO NORM TAX RTO HOUSE_EE RTO HOUSE_ER RTO PENSN_EE RTO PENSN_ER RTO MED_EE RTO MED_ER RTO INJRY_EE RTO INJRY_ER RTO UNEMP_EE RTO UNEMP_ER RTO HS_VL_EE RTO HS_VL_ER RTO MATER_EE RTO MATER_ER RTO SUPMD_EE RTO SUPMD_ER RTO LAMI_EE RTO LAMI_ER	Stores the name of the retro element corresponding to each employee and employer contribution. It is resolved by the CN FM ROUNDING ER formula.
	CN BR TX EXEMPTION	NORM TAX ANN BON TAX SEVERANCE TX	Uses the CN VR EE TYPE variable value to return the tax exemption that the system deducts from a payee's taxable income.
	CN BR TX INTN EXEM	INTERN TAX	Uses CN VR EE TYPE and TAXABLE INTERN MTD values to return the tax exemption for interns.
	CN BR TAX RATE	NORM TAX ANN BON TAX SEVERANCE TX	Used by CN FM CALC TAX to obtain the tax rate and quick calculation deduction to determine the amount to withhold from the payee's normal salary for one pay period in the current financial year.

<b>Element Type</b>	<b>Element Name</b>	<b>Used By</b>	<b>Function</b>
	CN BR TAX RT INTN	INTERN TAX	Used by CN FM CALC INTN TX to obtain the tax rate and quick calculation deduction to determine the amount to withhold on an intern's salary.
	CN BR TX REDUCTION	NORM TAX ANN BON TAX SEVERANCE TX INTERN TAX	Stores the reduction rate by tax area. The reduction rate is a percentage or an amount that the system loads at the beginning of the CN SE TAX section.
Generation Control	CN GC CONT	HOUSE_EE PENSION_EE MEDICAL_EE IND_INJ_EE UNEMPL_EE HOUSE VOL_EE MATERNITY_EE SUP MED_EE LAMI_EE	Determines whether payees are eligible for PHF/SI contributions.
	CN GC CONT ER	HOUSE_ER PENSION_ER MEDICAL_ER IND_INJ_ER UNEMPL_ER HOUSE VOL_ER MATERNITY_ER SUP MED_ER LAMI_ER	Determines whether employers are eligible for PHF/SI contributions.
Formula	CN FM CONT	HOUSE_EE PENSION_EE MEDICAL_EE IND_INJ_EE UNEMPL_EE HOUSE VOL_EE MATERNITY_EE SUP MED_EE LAMI_EE	Pre-process formula determines the employee contribution base (CN VR CONT EE BASE) and employee contribution percentage (CN VR CONT EE PCT) to calculate the amounts for PHF/SI deductions.

<b>Element Type</b>	<b>Element Name</b>	<b>Used By</b>	<b>Function</b>
	CN FM ROUNDING	HOUSE_EE HOUSE_ER PENSION_EE PENSION_ER MEDICAL_EE MEDICAL_ER IND_INJ_EE IND_INJ_ER UNEMPL_EE UNEMPL_ER HOUSE VOL_EE HOUSE VOL_ER MATERNITY_EE MATERNITY_ER SUP MED_EE SUP MED_ER LAMI_EE LAMI_ER	Post-process formula applies the rounding rule to PHF/SI deductions.
	CN FM CONT LIMIT	HOUSE_EE HOUSE_ER PENSION_EE PENSION_ER MEDICAL_EE MEDICAL_ER IND_INJ_EE IND_INJ_ER UNEMPL_EE UNEMPL_ER HOUSE VOL_EE HOUSE VOL_ER MATERNITY_EE MATERNITY_ER SUP MED_EE SUP MED_ER LAMI_EE LAMI_ER	Calls the CN BR CONT LIMIT bracket, which can return a contribution limit. If a contribution exceeds or falls below the limit for a payee, the system generates a payee warning message.

<b>Element Type</b>	<b>Element Name</b>	<b>Used By</b>	<b>Function</b>
	CN FM CALC TAX	NORM TAX ANN BON TAX SEVERANCE TX	Uses the bracket CN BR TAX RATE to obtain the tax rate and quick calculation deduction to calculate the amount to withhold on the payee's normal salary for one pay period in the current financial year.  Subtracts the tax reduction from the tax amount if a payee is eligible for disability reduction.
	CN FM CALC NORM TX	NORM TAX	Calculates normal tax from normal salary. Calls the CN FM DONATION formula if a donation exists for a payee.
	CN FM DONATION	NORM TAX ANN BON TAX INTERN TAX	If a donation exists for a payee, deducts the tax-exempt portion of the donation from the taxable income to determine NORM TAX or INTERN TAX.  The system calls this formula to determine ANN BON TAX if no normal tax is calculated and normal tax falls below the tax exemption for the period.
	CN FM CALC SP TAX	ANN BON TAX	Calculates annual bonus tax.
	CN FM CALC SEV TAX	SEVERANCE TX	Calculates severance tax.
	CN FM CALC INTN TX	INTERN TAX	Uses the bracket CN BR TAX RT INTN to obtain the tax rate and quick calculation deduction to calculate the amount to withhold from an intern's salary.  Subtracts the tax reduction from the tax amount if a payee is eligible for disability reduction.

<i>Element Type</i>	<i>Element Name</i>	<i>Used By</i>	<i>Function</i>
	CN FM INTN TAX	INTERN TAX	Inserts the intern tax calculation values into the CN WA TAX REPORT writable array for tax reporting purposes.

## Process Lists and Sections

All deductions are members of the CN PR PAYROLL process list.

Within this process list, the deductions are arranged in these sections:

<b>Section</b>	<b>Elements in Section</b>
CN SE CONTRIBUTION	HOUSE_EE HOUSE_ER PENSION_EE PENSION_ER MEDICAL_EE MEDICAL_ER IND_INJ_EE IND_INJ_ER UNEMPL_EE UNEMPL_ER HOUSE VOL_EE HOUSE VOL_ER MATERNITY_EE MATERNITY_ER SUP MED_EE SUP MED_ER LAMI_EE LAMI_ER RTO HOUSE_EE RTO HOUSE_ER RTO PENSN_EE RTO PENSN_ER RTO MED_EE RTO MED_ER RTO INJRY_EE RTO INJRY_ER RTO UNEMP_EE RTO UNEMP_ER RTO HS_VL_EE RTO HS_VL_ER RTO MATER_EE RTO MATER_ER RTO SUPMD_EE RTO SUPMD_ER RTO LAMI_EE RTO LAMI_ER

<b>Section</b>	<b>Elements in Section</b>
CN SE TAX	NORM TAX ANN BON TAX SEVERANCE TX INTERN TAX
CN SE TERMINATION	TERM DED

## Viewing Delivered Elements

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

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

---

## Creating New Deductions

This section discusses:

- The accumulator structure of deductions.
- How to configure deduction assignment and override components.
- User fields.

## Understanding the Accumulator Structure of Deductions

If you create new deductions, make sure that they conform to the accumulator structure of the delivered deductions. This is to ensure that the new elements are processed correctly and are included in the appropriate gross-to-net calculations.

### ***Accumulator Structure of Deductions***

This table describes the accumulator structure of deductions:

<b>Accumulator Name</b>	<b>Description</b>	<b>Contributing Deductions</b>
CHN NET	Net Pay China	ANN BON TAX DONATION HOUSE_EE HOUSE VOL_EE IND_INJ_EE MATERNITY_EE MEDICAL_EE NORM TAX PENSION_EE RTO DONATION RTO HOUSE_EE RTO HS_VL_EE RTO INJRY_EE RTO MATER_EE RTO MED_EE RTO NORM TAX RTO PENSN_EE RTO SUPMD_EE RTO UNEMP_EE SEVERANCE TX SUP MED_EE UNEMPL_EE INTERN TAX RTO INTN TAX LAMI_EE RTO LAMI_EE
TAXABLE NORMAL SAL	Total taxable normal salary	HOUSE_EE HOUSE VOL_EE IND_INJ_EE MATERNITY_EE MEDICAL_EE PENSION_EE SUP MED_EE TERM DED UNEMPL_EE LAMI_EE

<b>Accumulator Name</b>	<b>Description</b>	<b>Contributing Deductions</b>
NORM TAX_MTDA	Normal Income Tax Deduction	NORM TAX
DONATION_MTDA	Donation	DONATION
ANN BON TAX MTD	Annual Bonus Tax MTD	ANN BON TAX
SEVERANCE TAX MTD	Severance tax MTD	SEVERANCE TX
INTERN TAX_MTDA	Intern Tax Monthly Accumulator	INTERN TAX

## Understanding How to Configure Deduction Assignment and Override Components

If you create deductions that use variables or other supporting elements in their calculations, you can modify or replace the standard supporting element override components to facilitate entering the values of these variables and other elements at either the payee or calendar ID override levels.

---

**Note.** You can modify the standard supporting element override components by adding or changing field labels, prompt tables, and other page elements to better suit the elements that you want to override.

---

### See Also

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Configuring Element Overrides"*

## Understanding User Fields

When you create a deduction, you can associate it with as many as six different user fields. You can then assign the deduction to the same payee multiple times in a single segment and track each assignment, as well as any associated arrears, separately by user field set.

### See Also

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Managing Multiple Resolutions of an Earning or Deduction"*

## Chapter 6

# Setting Up Tax Processing

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

- Define tax registration.
- Set up payee overrides for tax calculation.

---

## Understanding Tax Processing

This section discusses:

- Delivered tax elements.
- Tax calculation.

## Delivered Tax Elements

Global Payroll for China delivers five tax deductions:

- NORM TAX
- DONATION
- ANN BON TAX
- SEVERANCE TX
- INTERN TAX

These deductions along with the key supporting elements associated with them are discussed in the "Setting Up Deductions" chapter.

See [Chapter 5, "Setting Up Deductions," page 41.](#)

See [Chapter 5, "Setting Up Deductions," Delivered Supporting Elements, page 48.](#)

## Tax Calculation

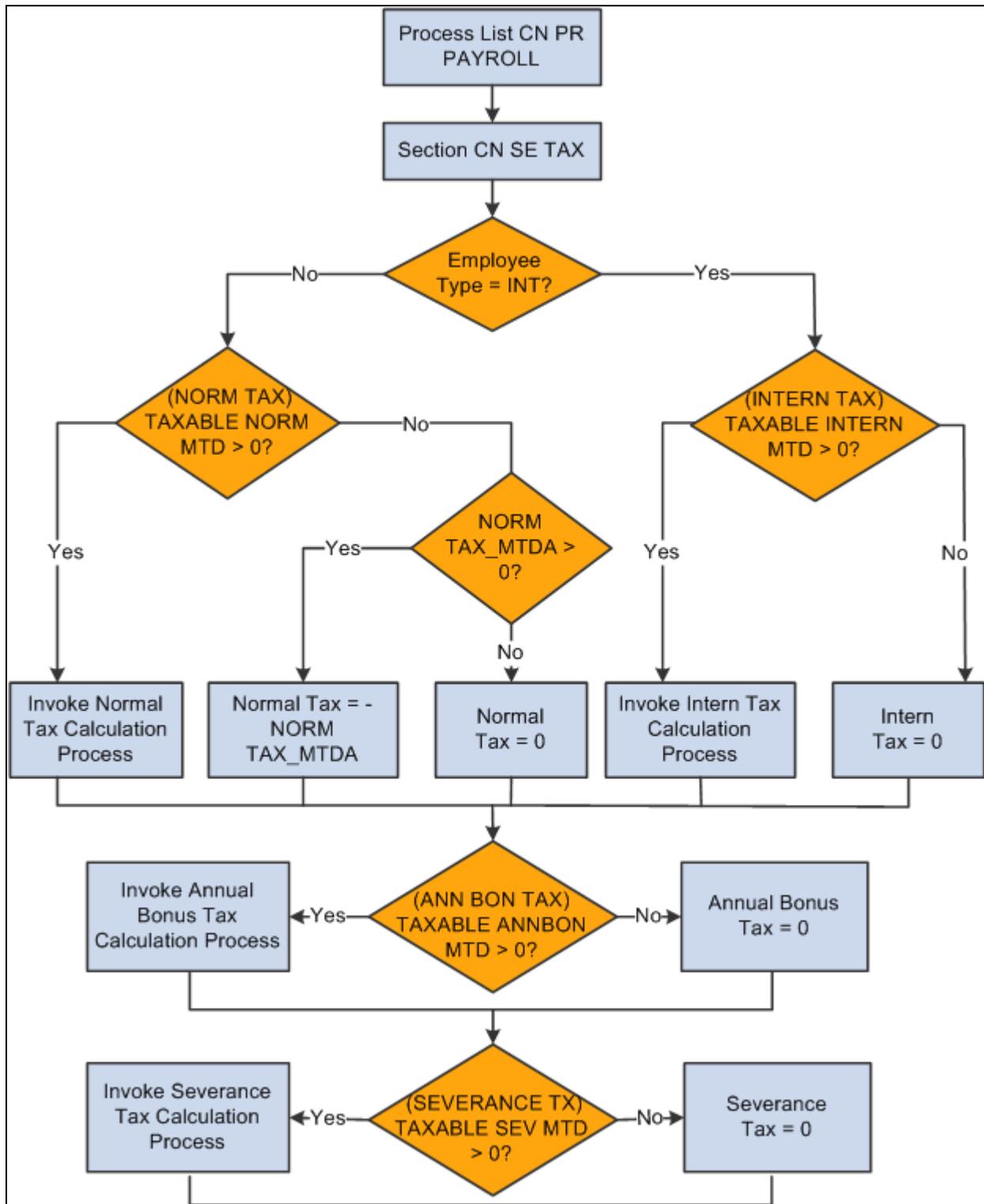
This section discusses:

- Overall tax calculation process.

- Normal tax calculation.
- Annual bonus tax calculation.
- Severance tax calculation.
- Intern tax.

### ***Overall Tax Calculation Process***

This diagram illustrates the flow of the overall tax calculation process:

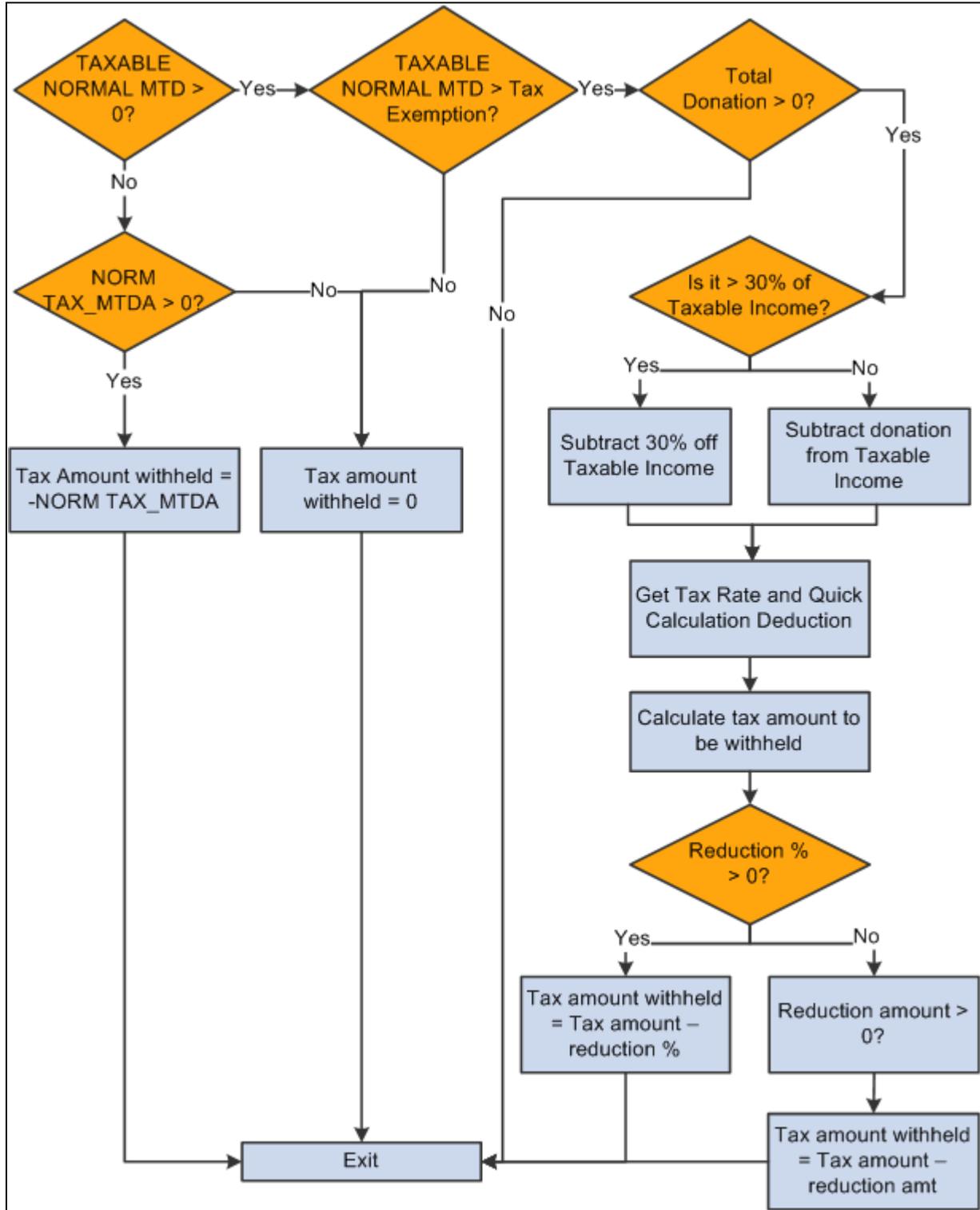


Overall tax calculation process

The tax section CN SE TAX calls each tax deduction sequentially to perform tax calculation: NORM TAX, ANN BON TAX, SEVERANCE TX, and INTERN TAX. It then calls a formula to insert tax values into the tax writable array CN WA TAX REPORT after each calculation.

### Normal Tax Calculation

This diagram illustrates the flow of normal tax calculation:



Normal tax calculation

The NORM TAX deduction invokes the formula CN FM CALC NORM TX, which derives normal tax from calculated normal salary. The formula references bracket CN BR TX EXEMPTION to load tax exemption according to the employee type CN VR EE TYPE. It calls formula CN FM DONATION to deduct the tax-exempt portion of donations from the taxable income if any donations exist. CN FM CALC NORM TX then calls formula CN FM CALC TAX to calculate tax.

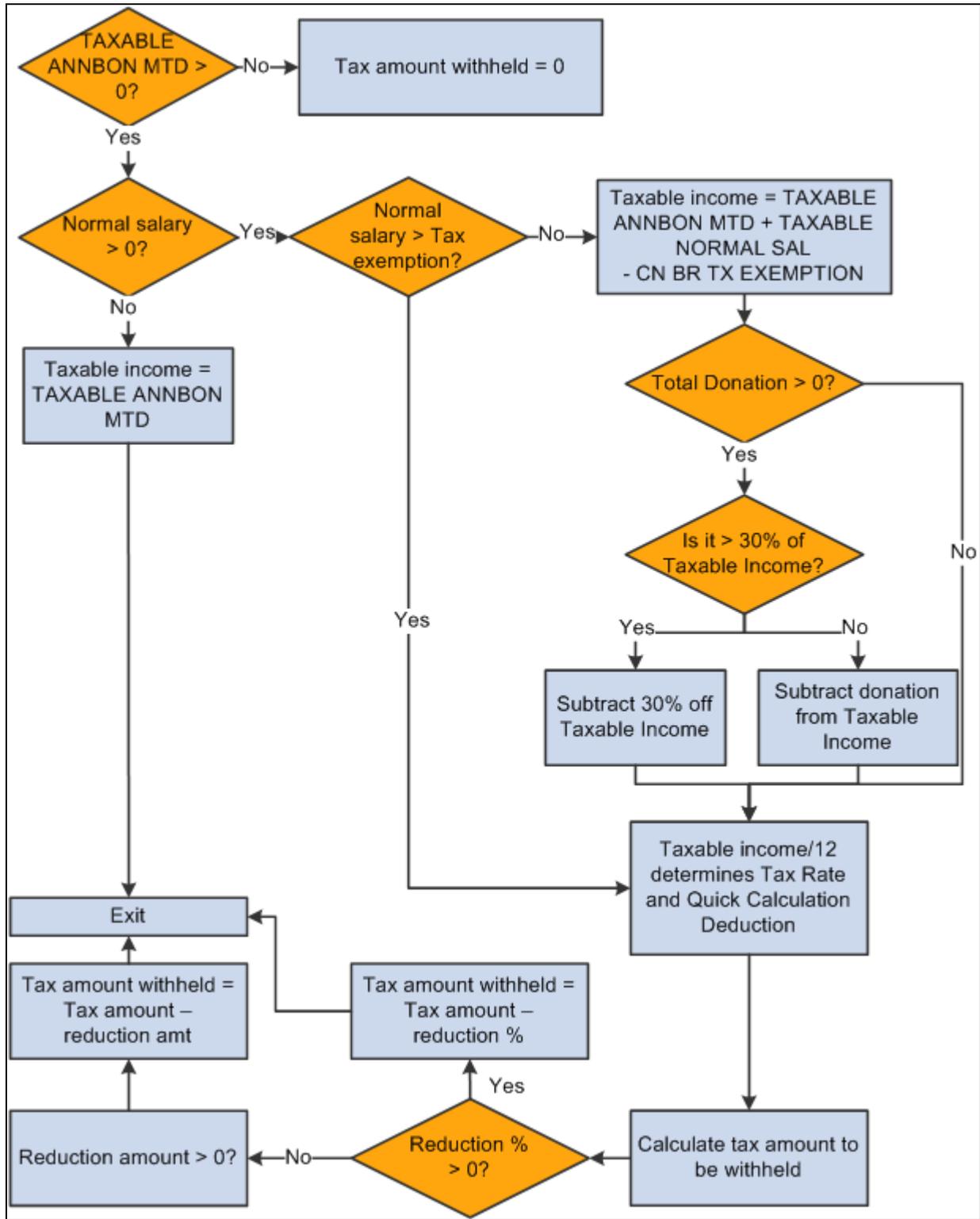
The formula CN FM CALC NORM TX:

1. Deducts tax exemption CN BR TX EXEMPTION from taxable normal salary TAXABLE NORMAL MTD to get taxable income.
2. Calls CN FM DONATION to subtract the tax-exempt portion of donation from step 1 if any donations exist.
  - a. If the total donation is greater than 30% of the taxable income from step 1, the 30% of taxable income becomes the tax-exemption portion and the system deducts it from the amount derived in step 1 to obtain the final taxable income, CN VR TAX INCOME.
  - b. If the total donation is less than 30% of the taxable income from step 1, the entire donation is tax exempted and the system deducts it from the amount derived in step 1 to get the final taxable income, CN VR TAX INCOME.
3. Calls formula CN FM CALC TAX.
  - a. References the tax table CN BR TAX RATE to obtain the tax rate and quick calculation deduction to derive the withholding amount for the payee's normal salary for one pay period in the current financial year.
  - b. Subtracts the reduction from the tax amount if the payee is eligible for disability reduction. If a payee override exists, the assumption is that it overrides an amount; otherwise, the formula uses the percent value retrieved from the CN BR TX EXEMPTION bracket.
 

Therefore, if an override exists, the tax withheld equals the tax amount from step 3a minus the override amount. If the tax withheld is less than zero, the formula sets the tax to zero. If no override exists, the formula subtracts the reduction percent from the tax withheld from step 3a.
4. Deducts any normal tax already paid.
5. If TAXABLE NORMAL MTD is less than tax exemption and normal tax exists from earlier segments in the period, makes NORM TAX\_MTD negative to reverse calculated amount. Otherwise, sets NORM TAX\_MTD to 0.

### ***Annual Bonus Tax Calculation***

This diagram illustrates the flow of annual bonus tax calculation:



Annual bonus tax calculation

The ANN BONUS TAX deduction invokes the formula CN FM CALC SP TAX, which derives the annual bonus tax based on calculated annual bonus. If any unused tax exempted amount exists when the normal salary is lower than the tax exemption, the system subtracts it from taxable income. It calls formula CN FM DONATION to deduct the tax-exempt portion of donations from the taxable income if normal tax was not calculated because normal salary is lower than the tax-exempt amount. CN FM CALC SP TAX then calls formula CN FM CALC TAX to calculate tax.

The formula CN FM CALC SP TAX:

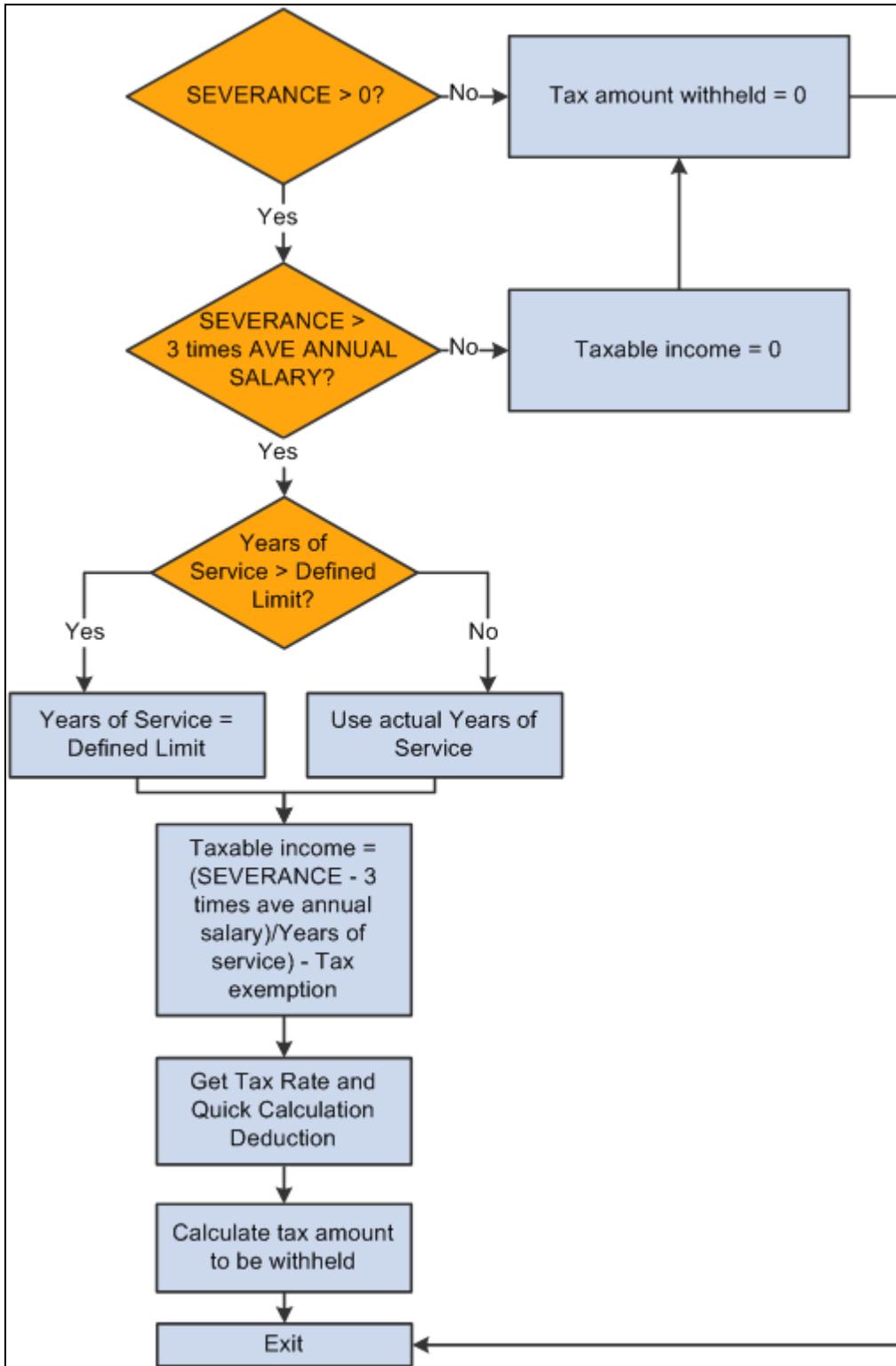
1. Calculates the taxable income by subtracting the unused portion of tax exemption if normal salary exists and no normal tax was calculated. In this case, taxable income = TAXABLE ANNBON MTD + TAXABLE NORMAL SAL – CN BR TX EXEMPTION. This taxable income is divided by 12 to find the tax rate and quick calculation deduction.
2. If normal salary is greater than the tax exemption, then taxable income equals the annual bonus amount. In this case, taxable income = TAXABLE ANNBON MTD. This taxable income is divided by 12 to find the tax rate and quick calculation deduction.
3. Calls formula CN FM CALC TAX.
  - a. References the tax table CN BR TAX RATE to obtain the tax rate and quick calculation deduction to derive the withholding amount for the payee's normal salary for one pay period in the current financial year.
  - b. Subtracts the reduction from the tax amount if the payee is eligible for disability reduction. If a payee override exists, the assumption is that it overrides an amount; otherwise, the formula uses the percent value retrieved from the CN BR TX EXEMPTION bracket.

Therefore, if an override exists, the tax withheld equals the tax amount from Step 3a minus the override amount. If the tax withheld is less than zero, the formula sets the tax to zero. If no override exists, the formula subtracts the reduction percent from the tax withheld from step 3a.

4. Subtracts any annual bonus tax already calculated in the month.

### ***Severance Tax Calculation***

This diagram illustrates the flow of severance tax calculation:



Severance tax calculation

The SEVERANCE TX deduction invokes the formula CN FM CALC SEV TAX, which derives severance tax from the calculated severance payment. CN FM CALC SEV TAX then calls formula CN FM CALC TAX to calculate tax.

The formula CN FM CALC SEV TAX:

1. Calculates taxable income.
  - a. If severance pay is below 3 times the city average annual salary, the system exempts it from tax. In this case, taxable income = 0.
  - b. If severance pay is 3 times higher than last year's city average annual salary, the system calculates tax based on the amount above 3 times the city average annual salary of last year by allocating the amount into the number of months equivalent to total years of service for the current employer. If years of service is more than the defined limit, the formula caps the value at that limit. In this case, taxable income = severance pay – 3 times city average annual salary ÷ years of service.

---

**Note.** PeopleSoft Enterprise Global Payroll for China delivers a years-of-service limit of 12. When determining years of service for a payee, the system rounds up to the nearest integer.

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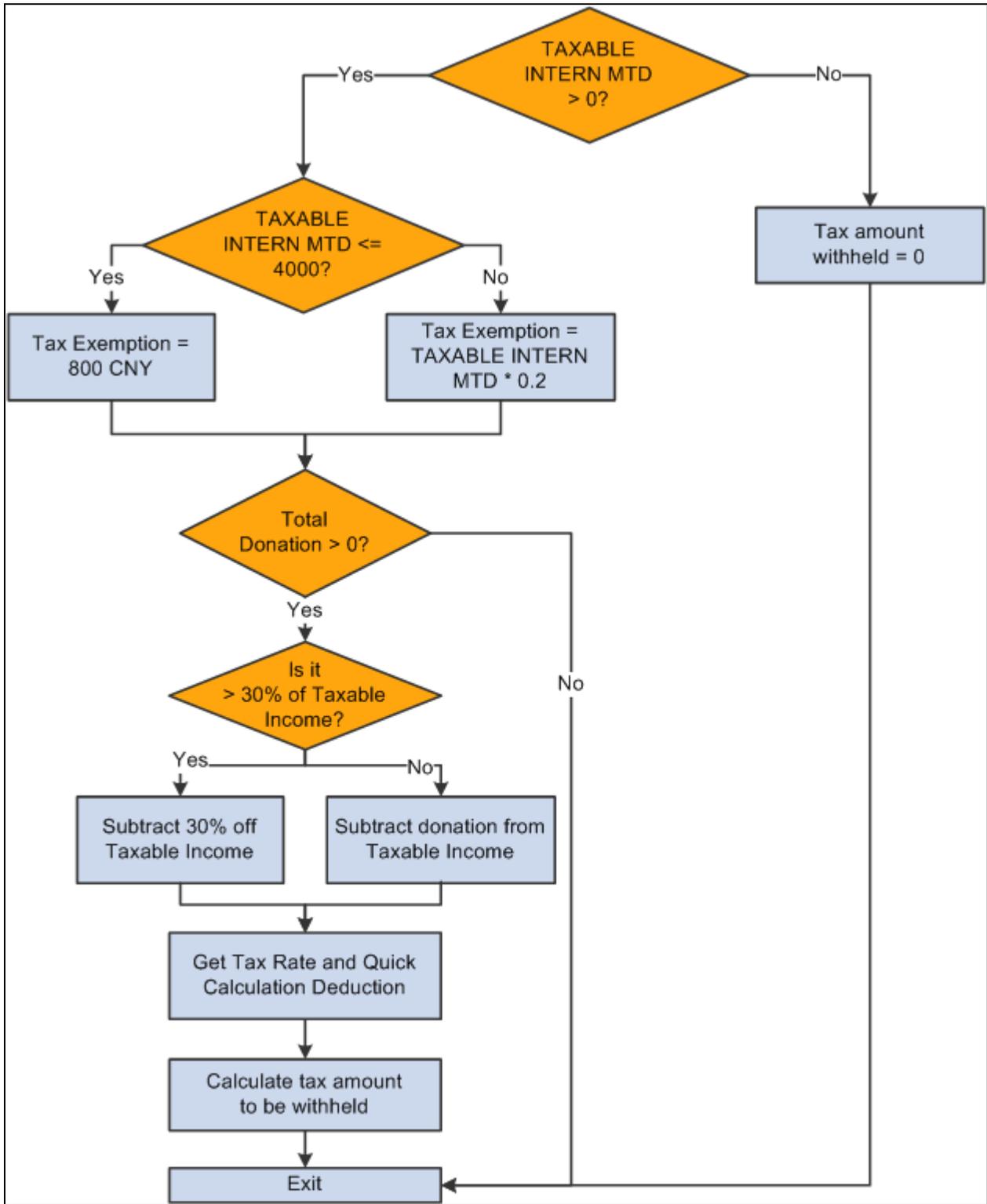
2. Calls formula CN FM CALC TAX.
  - a. References the tax table CN BR TAX RATE to obtain the tax rate and quick calculation deduction to derive the withholding amount for the payee's normal salary for one pay period in the current financial year.
  - b. Subtracts the reduction from the tax amount if the payee is eligible for disability reduction. If a payee override exists, the assumption is that it overrides an amount; otherwise, the formula uses the percent value retrieved from the CN BR TX EXEMPTION bracket.

Therefore, if an override exists, the tax withheld equals the tax amount from step 2a minus the override amount. If the tax withheld is less than zero, the formula sets the tax to zero. If no override exists, the formula subtracts the reduction percent from the tax withheld from step 2a.

3. Multiplies calculated tax by the years of service to calculate the final amount of tax withheld.
4. Subtracts any severance tax already calculated in the month.

### ***Intern Tax***

This diagram illustrates the flow of intern tax calculation:



Intern tax calculation

The INTERN TAX deduction invokes formula CN FM CALC INTN TX, which calculates normal salary to derive intern tax. It then calls CN FM INTN TAX, which inserts the intern tax calculation values into the CN WA TAX REPORT writable array for tax reporting purposes.

The formula CN FM CALC INTN TX:

1. Calculates taxable income (CN VR TAX INCOME).
  - a. If TAXABLE INTERN MTD is less than or equal to 4,000 CNY, then CN VR TAX INCOME = TAXABLE NORMAL MTD – CN VR EXMPT AMT.
  - b. If TAXABLE INTERN MTD is greater than 4,000 CNY, then CN VR TAX INCOME = TAXABLE NORMAL MTD – (TAXABLE NORMAL MTD \* CN VR EXMPT PCT).
2. Calls CN FM DONATION to subtract the tax-exempt portion of donation from step 1 if any donations exist.
  - a. If the total donation is greater than 30% of the taxable income from step 1, the 30% of taxable income becomes the tax-exemption portion and the system deducts it from the amount derived in step 1 to obtain the final taxable income, CN VR TAX INCOME.
  - b. If the total donation is less than 30% of the taxable income from step 1, the entire donation is tax exempted and the system deducts it from the amount derived in step 1 to get the final taxable income, CN VR TAX INCOME.
3. References the tax table CN BR TAX RT INTN to obtain the tax rate and quick calculation deduction to derive the withholding amount for the payee's intern salary for one pay period in the current financial year.
4. Calls the formula CN FM TX REDUCTION if the employee is disabled.
5. Deducts any intern tax already paid.

---

## Defining Tax Registration

This section discusses how to define tax registration for pay entities.

### Page Used to Define Tax Registration for Pay Entities

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Tax Registration CHN	GPCN_TAX_REG	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Tax Registration CHN	Define tax registration information for pay entities.

### Defining Tax Registration for Pay Entities

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

## Tax Registration CHN

Pay Entity: K6CHNBI China Business Institute

Tax Registration		Find   View 1	First	1 of 4	Last
*Tax Area:	BEIJING				
Registration Details					
		Find   View All	First	1 of 2	Last
*Effective Date:	06/02/2009				
Registration Number:	11010876420170X				
Registration Authority:	BEIJING NATIONAL REVENUE BUREAU OF HAIDIAN DISTRI				
Registration Renewal Date:	07/18/2007				
*Tax Area:	SHANGHAI				
Registration Details					
		Find   View All	First	1 of 1	Last
*Effective Date:	01/01/2006				
Registration Number:	31010476599481X				
Registration Authority:	SHANGHAI NATIONAL REVENUE BUREAU OF XUJIAHUI DISTR				
Registration Renewal Date:	07/18/2007				
*Tax Area:	SHENZHEN				
Registration Details					
		Find   View All	First	1 of 1	Last
*Effective Date:	01/01/2006				
Registration Number:	123456				
Registration Authority:	SHENZHEN NATIONAL REVENUE BUREAU				
Registration Renewal Date:	07/18/2007				
*Tax Area:	TIANJIN				
Registration Details					
		Find   View All	First	1 of 1	Last
*Effective Date:	01/01/2006				
Registration Number:	234567				
Registration Authority:	TIANJIN NATIONAL REVENUE BUREAU				
Registration Renewal Date:	07/18/2007				

Tax Registration CHN page

You must define tax registration details for each tax area within a pay entity.

---

## Setting Up Payee Overrides for Tax Calculation

This section provides an overview of payee overrides for tax calculation and discusses how to add them.

### Payee Overrides for Tax Calculation

Global Payroll for China delivers two tax-related variables that you can modify for payees using supporting element overrides:

- CN VR EE TYPE (Employee Type)
- CN VR TAX AREA (Tax Area)

#### ***Employee Type***

The employee type, as defined by the CN VR EE TYPE variable, is used by the CN BR TX EXEMPTION and CN BR TX INTN EXEM brackets to determine a payee's tax exemption. Four values exist for the CN VR EE TYPE variable:

- *LOC* indicates that the payee is local. This is the default value of the variable.
- *EXP* indicates that the payee is an expatriate.
- *DIS* indicates that the payee is disabled or has special needs and has been granted tax reduction by the government.
- *INT* indicates that the payee is an intern.

You can change the value of the CN VR EE TYPE variable for a payee by creating a supporting element override (SOVR). In the absence of a SOVR, the system determines the value of CN VR EE TYPE based on the payee's Citizenship Status on the Citizenship/Passport page, Empl Class (employee class) on the Job Information page, and Disability Status on the Disability page.

<b><i>Citizenship, Disability, and SOVR Combination</i></b>	<b><i>Resulting CN VR EE TYPE Value</i></b>
Citizenship Status: Citizen Empl Class: Null Disability Status: No SOVR exists: No	LOC

<b>Citizenship, Disability, and SOVR Combination</b>	<b>Resulting CN VR EE TYPE Value</b>
Citizen Status: Expatriate Empl Class: Null Disability Status: No SOVR exists: No	EXP
Citizen Status: Not Indicated or Others Empl Class: Null Disability Status: No SOVR exists: No	LOC
Citizen Status: Citizen, Expatriate, Not Indicated, or Others Empl Class: CHN Intern Disability Status: No SOVR exists: No	INT
Citizen Status: Citizen, Expatriate, Not Indicated, or Others Empl Class: CHN Intern or Null Disability Class: Yes SOVR exists: No	DIS
Citizen Status: Citizen, Expatriate, Not Indicated, or Others Empl Class: CHN Intern or Null Disability Status: Yes or No SOVR exists: Yes	SOVR value

### **Tax Area**

The tax area, as defined by variable CN VR TAX AREA, is associated with Location and Contribution Area in the CN BR CONT AREA bracket. This assumes that a payee based in a specific location also makes social contributions to this location and pays tax to this location's tax office. If the default tax area listed in the CN BR CONT AREA bracket does not apply to a payee, however, you can override the value of the CN VR TAX AREA variable by creating a supporting element override.

## Page Used to Set Up a Payee Override for Tax Calculation

Page Name	Definition Name	Navigation	Usage
Supporting Elements	GP_PAYEE_SOVR	Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Supporting Elements, Supporting Elements	Override the value of a tax-related variable for a payee.

## Adding a Payee Override for Tax Calculation

Access the Supporting Elements page (Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Supporting Elements, Supporting Elements).

### Supporting Elements

Employee ID: K6001      Empl Record: 0      Name: Bai Lichen

Payee Supporting Element Override List Customize | Find | View All | First 1 of 1 Last

Elements/Dates    Values

Element Type	Element Name	Description	*Begin Date	End Date	
Variable	CN VR EE TYPE	Employee type	01/01/2006		+ -

Example of CN VR EE TYPE variable override

### Supporting Elements

Employee ID: K6001      Empl Record: 0      Name: Bai Lichen

Payee Supporting Element Override List Customize | Find | View All | First 1 of 1 Last

Elements/Dates    Values

Element Type	Element Name	Description	*Begin Date	End Date	
Variable	CN VR EE TYPE	Employee type	01/01/2006		+ -

Example of CN VR EE TYPE variable override

**Supporting Elements**

Employee ID: K6009      Empl Record: 0      Name: Yu Bo

Payee Supporting Element Override List Customize | Find | View All | First 1 of 1 Last

Elements/Dates    Values

Element Type	Character Value
Variable	SHANGHAI

Example of CN VR TAX AREA variable override

**See Also**

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

*PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Administer Workforce, "Managing Citizenship and Visa or Permit Information," Tracking Employee Passport and Citizenship Information*

*PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Administer Workforce, "Tracking Disabilities," Entering Disability Information*

## Chapter 7

# Setting Up Absence Elements

This chapter provides an overview of absence elements and discusses how to modify and create absence elements.

### **See Also**

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

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

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

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## Understanding Absence Elements

This section discusses:

- Absence rules for Global Payroll for China.
- Delivered absence entitlements and takes.
- Delivered element group and group members.
- Delivered absence earnings.
- Process lists and sections.
- Viewing delivered elements.

## Absence Rules for Global Payroll for China

This section defines the customary absence rules for leaves and terminations that are used with Global Payroll for China. These rules can vary. The list is a simplification of the rules:

- The accrual year most commonly used is the 1<sup>st</sup> of January to the 31<sup>st</sup> of December, but you can also use a fiscal year (for example, the 1<sup>st</sup> of April to the 31<sup>st</sup> March, or the 1<sup>st</sup> of July to the 30<sup>th</sup> of June).
- Leave entitlement is based on employee status (for example, probation or confirmed), service period, and salary grade.
- The system allows adjustments to accrued leave (for example, due to forfeiture).

**Note.** Global Payroll for China uses standard leave types delivered by PeopleSoft. They are not specific to China. Global Payroll for China also uses standard PeopleSoft-delivered absence elements to demonstrate how you can set up leave for China. We have not created any absence elements that are China-specific.

The system allows the tracking of these leave types:

<b>Leave Type</b>	<b>Description or Rule</b>
Annual	<p>This entitlement is usually paid in days. Two types exist:</p> <ul style="list-style-type: none"> <li>• Accrued (the employee accrues his or her entitlement over time).</li> <li>• Grant (the company gives the employee a specific number of days at the end of the year or the beginning of the year).</li> </ul> <p>You can bring the balance from a previous year forward to the current year. You can also create leave entitlements that are prorated for the year.</p> <p>Leave is usually paid upon termination. The company can buy back leave or the employee can forfeit the leave.</p>
Unpaid	No specific rule.

## Delivered Absence Entitlements and Takes

PeopleSoft delivers the VAC ENT (vacation entitlement) entitlement and VAC TAKE (vacation take) for absences. You can use these elements as delivered, modify them, or create new elements.

### Vacation

For the delivered VACATION entitlement, the calculation depends on the service seniority of the payee. This means the years of service from the hire date to the period end date. The entitlement is granted through a bracket and it represents the number of days per year:

<b>Years of Service</b>	<b>Days Per Month</b>	<b>Days Per Year</b>
1 to 4	1.67	20
5 to 9	1.83	22
10 +	2.08	25

**Note.** When a payee has a midmonth hire date and that payee's years of service warrants a change in entitlement, the system uses the new monthly entitlement for the pay period in which the required years of service was achieved. For example, a payee hired on October 12, 2002 would receive 1.83 days for the October 2007 payroll run because the payee achieved five years of service in the middle of the pay period.

**Note.** If the entitlement is 20 days per year and payroll is calculated on a monthly basis, the formula is  $20 \div 12 = 1.67$  days. At the end of the year the sum is equal to 20.04 ( $1.67 * 12 = 20.04$ ). This means that a rounding rule issue exists.

To resolve the rounding rule issue, the calculation is accomplished using a bracket with 12 rows, where each row represents a period:

<i>Period</i>	<i>Entitlement</i>	<i>Balance at the End of Each Period</i>
1	1.67	1.67
2	1.67	3.34
3	1.66	5
4	1.67	6.67
5	1.67	8.34
6	1.66	10
7	1.67	11.67
8	1.67	13.34
9	1.66	15
10	1.67	16.67
11	1.67	18.34
12	1.66	20
Total	20	

Because the entitlement is based on service seniority, the primary key is service seniority. A second key is used for the period number, which is based on the service date. The system also takes these items into consideration:

- The entitlement is prorated based on calendar days.
- Accumulators are generated for entitlement, balance, adjustment, and take (accumulator period is yearly based on hire day divided by hire month).
- At the end of the year the balance is forwarded to the next year.
- The payee is eligible to take vacation only a year after the payee is entitled.

When the balance is equal to zero, the system then uses the vacation entitlement. The system also uses a day formula to check whether the leave day is a working day (schedule hours) or a public holiday. It allows partial leave days and converts the partial hours that are entered to a fraction of a day (for example, 4 hours = .5 day).

Paid leave is associated with the VACATION PD earning code. Unpaid leave is associated with the VACATION UNP earning code. The rate associated with the vacation earnings is a formula that calculates the daily rate based on the system element MONTHLY RT  $\div$  20.92 days per month. In the Global Payroll Rule, the vacation earning amount is a member of an accumulator that is then used to reduce the salary earning amount. For China, the same principal applies, except that the vacation earnings (VACATION PD) reduces the salary.

## Delivered Element Group and Group Members

To invoke the vacation (VAC) entitlements, PeopleSoft delivers the CN EG LEAVE leave entitlement and take for Global Payroll for China. This element includes these element group members:

<i>Element Type</i>	<i>Element Name</i>	<i>Description</i>	<i>Eligibility Assignment</i>
Absence Entitlement	VAC ENT	Vacation # of days	By Eligibility Group
Absence Take	VAC	Vacation Leave	By Eligibility Group

## Delivered Absence Earnings

PeopleSoft delivers earnings elements for absences and vacations. You can use these elements as delivered, modify them, or create new elements.

This table summarizes the absence earnings for Global Payroll for China:

<i>Name</i>	<i>Unit or Amount Type</i>	<i>Rate</i>	<i>Accumulators</i>
VACATION PD (paid vacation)	Payee-level	GP FM DAY RATE (system element)	CHN GROSS TAXABLE NORMAL SAL CN AC ROLLAVG SAL
VACATION UNP (unpaid vacation)	Payee-level	GP FM DAY RATE (system element)	NA

**Note.** NA indicates a value of not applicable.

All of the delivered absence-related earnings have a calculation rule of  $Unit \times Rate$ . All absence earnings subtract from the SALARY earnings to maintain the same pay rate for salaried payees. They do not, however, subtract from the REGULAR earnings because earnings for hourly payees are based on the actual number of hours they worked during the period. For example, if a payee was absent for 8 hours during a 40-hour work week, the entered work hours would be 32.

The system processes the delivered earnings elements each time you run a payroll. You can change the processing schedule as needed.

### See Also

[Chapter 4, "Setting Up Earnings," Understanding Earnings, page 25](#)

## Process Lists and Sections

Global Payroll for China delivers the CN SE LEAVE absence-related process section. The CN SE LEAVE section is a member of the CN PR ABSENCE process list and contains the following elements:

- VAC DT SVC EXT (date)
- VAC DT ELIGIBTY (date)
- VAC ENT (absence entitlement)
- VAC (absence take)

## Viewing Delivered Elements

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

See *PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Viewing Delivered Elements and System Data," *Viewing the Delivered Elements*.

---

## Modifying and Creating Absence Elements

Global Payroll for China delivers absence elements based on practices that are common to many businesses in China. Your specific business practices, however, may require you to modify the delivered elements or create your own. This section provides some examples of common absence rules modifications and additions. Many other ways are available, of course, in which you might want to set up absence elements. These examples illustrate the kinds of changes that are possible and how you implement them.

### ***Modifying Vacation Accrual***

The system determines how much vacation a specific payee should accrue each pay period based on job status and years of service. This information is stored in the ABS BR ENTITLE bracket. By changing the return values for this bracket, you can modify how much vacation the system assigns to payees.

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

### ***Adding New Types of Absences***

A business may provide payees with types of absences that are not delivered with Global Payroll for China, such as maternity leave or personal leave. To implement new absences, you must create a variety of new elements, including entitlements, supporting elements, takes, and earnings.

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



## Chapter 8

# Setting Up Payslips

This chapter provides an overview of payslips, lists prerequisites, and discusses how to:

- Create payslip templates and link them to pay groups.
- Define payslip messages.
- Define payee payslip delivery options.

---

## Understanding Payslips

Payslips are documents that summarize a payee's payroll data. It can be a check or a deposit advice. Typically, a payslip includes the following information:

- Gross pay
- Net pay
- Earnings
- Deductions
- Taxes
- Leave balance

After you've defined payslips, you can generate and reprint payslips.

### **See Also**

*PeopleSoft Enterprise Global Payroll China 9.1, "Generating Payslips"*

## Prerequisites

Payslips are derived from list sets. List sets composed of element groups, which are composed of individual elements. For example, the Administrator Results list set might contain, among others, the element group Earnings and Deductions. The element group Earnings and Deductions is composed of elements such as overtime earnings, medical benefits deduction, pension fund deduction, and so forth. List sets are constructed for specific applications. Before you define payslips, you must define list sets for the payslip application.

In addition, before you define payslips, you should define the populations or groups to which you will assign payslip messages and templates. You can do this in two ways:

- Create Global Payroll group lists.

You create group lists in Global Payroll based on manually entering payees or creating custom SQL to populate a list with payees.

- Create Human Resources group IDs.

You create group IDs in Human Resources based on flexible criteria to populate a list with payees.

### See Also

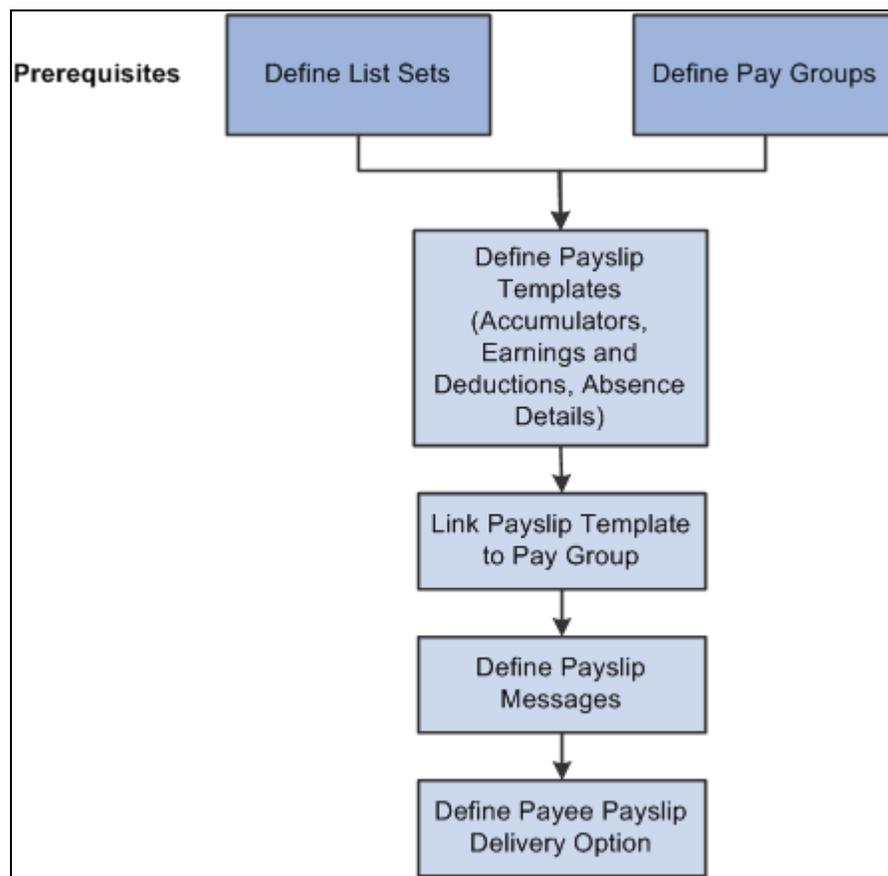
*PeopleSoft Enterprise Global Payroll 9.1, "Managing Applications and List Sets"*

*PeopleSoft Enterprise Global Payroll 9.1, "Processing Payroll," Creating Group Lists, Creating a Group List*

*PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook, "Working with Groups"*

## Payslip Setup Process

This diagram illustrates the payslip setup process:



Payslip setup process

After completing the prerequisites:

1. Create and configure the payslip template for PeopleSoft Global Payroll for China on the Templates Setup & Accumulators, Earnings and Deduction, and Absence Details pages.

The template determines the layout and content of the self-service and printed payslip. It is configured to include accumulators, earnings, deductions, leave balances, and other items such as payslip delivery method, and the print order of a payslip run and the specific groups for which the payslip is to be produced.

2. Define the message or messages that will appear on the payslip for the designated calendar group on the Add Payslip Message CHN page.

3. Associate a payslip template with a particular pay group on the Payslip Template Details page.

Payslips for payees in a pay group are produced using the template that is assigned here. A payslip template can be associated with multiple pay groups. A pay group can be associated only with one payslip template; however, a template can be attached to multiple pay groups.

4. Override the payslip delivery destination option for a specific payee from the Payslip Delivery Options CHN page. (Optional)

Payslip delivery options entered here for a payee override the delivery option specified on the payslip template.

---

## Creating Payslip Templates

To define payslip templates, use the Define Payslip Templates (GPCN\_PSLP\_SETUP) component.

This section discusses how to define payslip templates and associate them with one or more pay groups.

When creating payslip templates, you can:

- Set the accumulator column labels.
- Select the accumulators to appear under the column labels.
- Create unlimited rows of accumulators for each column and specify the sequence in which they appear.
- 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 and override the exclusions at run time.

## Pages Used to Create Payslip Templates

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Template Setup Accumulators	GPCN_PSLP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates CHN, Template Setup Accumulators	Assign an effective date to the current payslip template, accumulators, and accumulator labels to appear on a payslip, and specify delivery options and departments or locations to be excluded from payslip generation.
Earnings and Deductions	GPCN_PSLP1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates CHN, Earnings and Deductions	Create sections containing earnings or deduction elements that will appear on the printed and self-service payslip.
Absence Details	GPCN_PSLP2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates CHN, Absence Details	Specify the absence elements that will appear on the printed payslip.
Payslip Template Details	GPCN_PYGRP_PSLP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Payslip Template Details CHN, Payslip Template Details	Associate a payslip template with one or more pay groups.

## Defining Payslip Templates

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

Template Setup Accumulators

Earnings and Deduction

Absence Details

Payslip ID: CHN PSLP

Payslip Setup

\*Effective Date: 01/01/1990 \*Description: China Payslip Short Description: China Pays

Delivery Option: Mail Address Exclude Printing: Department

Accumulator Labels

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
GROSS	NORM TAX	SP TAX	SEV TAX	NET	

Accumulator Elements

Sequence	Description	*Accumulator 1	*Accumulator 2	*Accumulator 3
10	Current Period	CHN GROSS	NORM TAX_SEG	TAXABLE SP PAYMEN

### Template Setup Accumulators page

**Effective Date** Enter a date when the payslip template takes effect.

**Delivery Option** Select a default delivery address for the payslip in case the payee does not have a delivery option defined at the employee level on the Payslip Delivery Options CHN page. Values are *Mailing Address, Home Address, Department Address, and Location Address*.

**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 departments or locations. You can override the exclusion on the Create/Print Payslips CHN page before you run the print program.

---

**Note.** If you enter a particular pay entity for the print option on the Create/Print Payslips CHN page and you have excluded a location within the pay entity, the payslips are not printed.

---

### Accumulator Labels

**Column 1 to Column 6** Enter the labels that appear on the printed payslips as the column headings for the accumulators. These column headings appear in the payslip region under the heading Pay Summary.

### Accumulator Elements: Accumulators 1 to 3 Tab

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

**Description** Enter a description of each accumulator row.

**Accumulator 1 to  
Accumulator 3**

Select the accumulators that appear in the corresponding column. For example, suppose that you enter *Current* and *YTD* (year-to-date) as the descriptions for accumulators 1 and 2. To also display quarter-to-date accumulated amounts, create a new row, enter the description *QTD*, (quarter-to-date) and then select the accumulators that correlate to the column headings.

**Accumulator Elements: Accumulators 4 to 6 Tab****Accumulator 4 to  
Accumulator 6**

Set up accumulators 4 through 6. No Sequence and Description fields exist because the same sequence number and description apply to all six accumulators in the row.

## Defining Earnings and Deductions Element Sections

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

Template Setup **Accumulators** Earnings and Deduction Absence Details

Payslip ID: CHN PSLP

Payslip Setup Find | View All First 1 of 1 Last

Effective Date: 01/01/1990 Description: China Payslip Short Description: China Pays + -

Section Setup Find | View All First 1 of 4 Last

Sequence: 10 Description: Earnings + -

Section Elements Customize | Find | [Grid Icon] First 1-12 of 12 Last

Element Details **Element Components** [Add Icon]

Sequence	Element Name	Display YTD Units	Display YTD Amount		
1	MONTH SALARY	<input type="checkbox"/>	<input type="checkbox"/>	+ -	
2	VACATION PD	<input type="checkbox"/>	<input type="checkbox"/>	+ -	
3	OVERTIME PAY	<input type="checkbox"/>	<input type="checkbox"/>	+ -	
4	OVERTIME 2.0	<input type="checkbox"/>	<input type="checkbox"/>	+ -	
5	OVERTIME 3.0	<input type="checkbox"/>	<input type="checkbox"/>	+ -	
6	HOUSE ALLOW	<input type="checkbox"/>	<input type="checkbox"/>	+ -	
7	SPOUSE ALLOW	<input type="checkbox"/>	<input type="checkbox"/>	+ -	
8	VAR BONUS	<input type="checkbox"/>	<input type="checkbox"/>	+ -	
9	COMMISSION	<input type="checkbox"/>	<input type="checkbox"/>	+ -	
10	TERM PAY	<input type="checkbox"/>	<input type="checkbox"/>	+ -	
11	SEVERANCE	<input type="checkbox"/>	<input type="checkbox"/>	+ -	
12	13THMNTH PAY	<input type="checkbox"/>	<input type="checkbox"/>	+ -	

Earnings and Deductions page

### Section Setup

**Description** Descriptions appear as section headings under the Payment Details heading on the payslip.

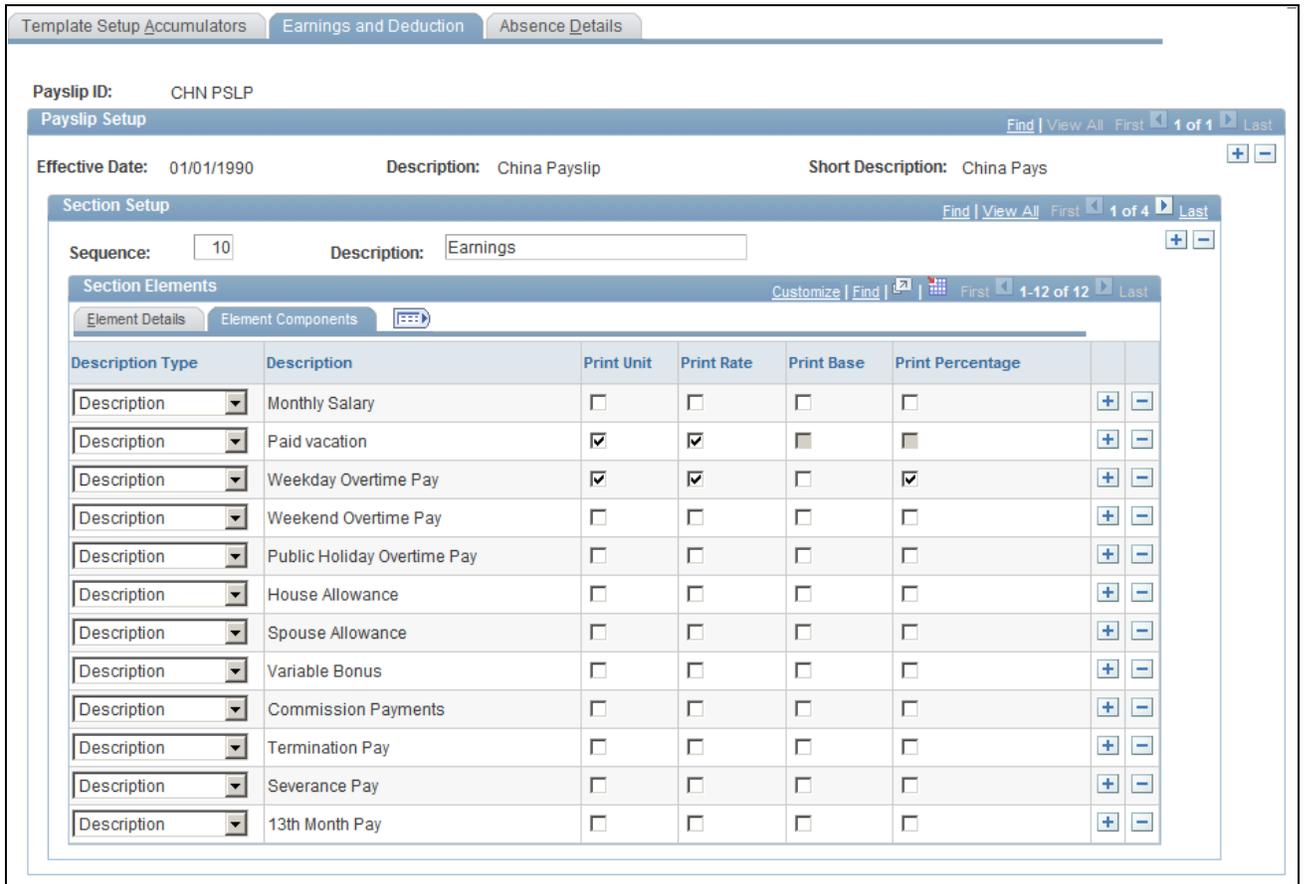
### Section Elements: Element Details Tab

**Element Name** Enter the name of the formula element. Only formula elements that have been defined with a category of *Payslip* (PSLP) are available.

**Display YTD Units and Display YTD Amount** Select these check boxes to have the year-to-date units and amounts for each element appear in the Payment Details region of the payslip under the heading Year to Date Values.

### Section Elements: Element Components Tab

Select the Element Components tab.



Earnings and Deductions page: Element Components tab

**Description Type**

Select the type of description to appear for each earnings 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 appears as entered on the element's name page in its component.
- *Element Name:* The element's name appears from its name page in its component. It also appears on the Elements Details tab.
- *Recipient Name:* Select to display the name of the deduction recipient if you have configured a recipient for the deduction.

**Print Unit, Rate, Base, and Percentage**

Select the components of the element's calculation rule that you want to display for each earning or deduction in the sections. You can select only the components in the element's calculation rule. For example, for an earnings with calculation rule Unit × Rate, only the Unit and Rate check boxes are available for entry.

---

**Note.** Amounts are always displayed.

---

## Specifying Absence Elements

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

Template Setup **Accumulators** Earnings and Deduction **Absence Details**

Payslip ID: CHN PSLP

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

Effective Date: 01/01/1990 Description: China Payslip Short Description: China Pays + -

Section Setup Find

\*Description: Leave Balances

Absence Setup Customize | Find | View All | First 1 of 1 Last

Element Details

*Sequence	Element Name	Description Type	Description
1	VAC ENT	Description	Vacation # of days

Absence Details page

Enter a sequence number and element name, and select the description type. The system extracts the balance of each entitlement or pro rata absence element and includes it on the payslip.

## Linking a Payslip Template to a Pay Group

Access the Payslip Template Details page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Payslip Template Details CHN, Payslip Template Details).

**Payslip Template Details**

Pay Group: K6CHNMONTH China Monthly Paygroup

Effective Date: 01/01/2006

Payslip Generation Details

Payslip ID: CHN PSLP China Payslip

Payslip Template Details page

### Payslip ID

After you have selected the specific pay group, select the payslip template to use for creating payslips for payees in the pay group.

## Defining Payslip Messages

To define payslip messages, use the Define Payslip Messages (GPCN\_PSLP\_MSG) component.

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

## Understanding Payslip Messages

Payslip messages are text messages placed on the payslip for a payee or a set of payees. The Add Payslip Message CHN page enables the user to specify:

- Who gets the message.
- What message text is used.
- When the message is available.

## Page Used to Define Payslip Messages

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Add Payslip Messages CHN	GPCN_PSLP_EXT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Add Payslip Messages CHN	Define messages and assign them to a population of payees.

## Defining Payslip Messages

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

### Add Payslip Messages CHN

Calendar Group ID: G1\_GRP\_NOV08\_B1C      November Bi-Weekly 2008

Definition Find | View All First 1 of 1 Last

\*Message Number:

\*Message Level:

Group ID:

Group List ID:

Message:

Add Payslip Messages CHN page

- Message Level**      Select the population for whom the message will appear on their payslips. Values are:
- *All*: All payees identified in the calendar group.
  - *Group Build*: All payees included in a group built using the Group Build – Group Definition feature, which you access by selecting Set Up HRMS, Common Definitions, Group Build. If you select this option, enter a group in the Group ID field.
  - *Group List*: All payees in a list built using the Group List feature. If you select this option, enter a group in the Group List ID field.
- Group Build**      If the message level is *Group Build*, select the group of payees for whom you want this message to appear on their payslips.
- Group List**      If the message level is *Group List*, select the list of payees for whom you want the message to appear on their payslips.
- Message**      Enter the message text to appear on the selected payslips. The field length is 254 characters. The message text can be translated on a related language table.

---

## Defining Payee Payslip Delivery Options

This section discusses how to define payslip payee options.

## Page Used to Define Payee Payslip Delivery Options

Page Name	Definition Name	Navigation	Usage
Payslip Delivery Option CHN	GPCN_PSLP_PYE	Global Payroll & Absence Mgmt, Payee Data, Payslips, Payslip Delivery Option CHN, Payslip Delivery Option CHN	Indicate payslip delivery options for an individual payee.

## Defining Payslip Delivery Options

Access the Payslip Delivery Option CHN page (Global Payroll & Absence Mgmt, Payee Data, Payslips, Payslip Delivery Option CHN, Payslip Delivery Option CHN).

**Payslip Delivery Option CHN**

Bai Lichen EMP ID: K6001 Empl Record: 0

Override Delivery Details Find | View 1 First 1-2 of 2 Last

\*Effective Date: 06/02/2009 31 + -

Delivery Option: Home Address

---

\*Effective Date: 02/14/2007 31 + -

Delivery Option: Location

Payslip Delivery Option CHN page

The default delivery option for all payslips is the method specified in the Delivery Option field on the Template Setup Accumulators page when you defined the payslip template. You can use this page to set an effective-dated override of that delivery option at the payee level.

**Effective Date** Enter a date when the delivery option takes effect.

**Delivery Option**

Select a payslip delivery option for the payee. Options are:

- *Home Address:* The payee's home address as specified in PeopleSoft Human Resources.
- *Department:* The address of the payee's current department on the Job record.
- *Location:* The address of the payee's current location on the Job record.
- *Mail Address:* The payee's mail address as specified in Human Resources.

If you leave this field blank, then no special delivery address is indicated. (Instead, the payee will be assigned the default delivery address as defined on the Template Setup Accumulators page for the template that is assigned to the payee when the payslip job is run.)

---

**Note.** The Delivery Address Option field is blank by default.

---



## Chapter 9

# Setting Up Public Housing Fund and Social Insurance Contributions

This chapter provides an overview of Public Housing Fund and Social Insurance (PHF/SI) contributions and discusses how to:

- Define Public Housing Fund and Social Insurance registration.
- Assign and disable Public Housing Fund and Social Insurance deductions.

---

## Understanding Public Housing Fund and Social Insurance Contributions

The Public Housing Fund and Social Insurance (PHF/SI) are statutory deductions to which both employees and employers contribute, although not all of them are mandatory in each area. They are:

- Public Housing Fund
- Voluntary Public Housing Fund
- Basic pension insurance
- Basic medical insurance
- Statutory supplementary medical insurance
- Unemployment insurance
- Work-related injury insurance
- Maternity insurance
- Large amount medical insurance

PeopleSoft Global Payroll for China enables you to define PHF/SI registration details, assign and disable PHF/SI deductions for payees, and generate PHF/SI reports.

### ***Delivered PHF/SI Deductions***

Global Payroll for China delivers 18 PHF/SI deductions:

- HOUSE\_EE

- HOUSE\_ER
- PENSION\_EE
- PENSION\_ER
- MEDICAL\_EE
- MEDICAL\_ER
- IND\_INJ\_EE
- IND\_INJ\_ER
- UNEMPL\_EE
- UNEMPL\_ER
- HOUSE VOL\_EE
- HOUSE VOL\_ER
- MATERNITY\_EE
- MATERNITY\_ER
- SUP MED\_EE
- SUP MED\_ER
- LAMI\_EE
- LAMI\_ER

These deductions, along with the key supporting elements associated with them, are discussed in the "Setting Up Deductions" chapter.

See [Chapter 5, "Setting Up Deductions," Delivered Deductions, page 41.](#)

See [Chapter 5, "Setting Up Deductions," Delivered Supporting Elements, page 48.](#)

### ***PHF/SI Calculation***

To calculate PHF/SI deductions:

1. For PHF/SI employee deductions, the CN GC CONT generation control element uses the CN FM EE CONT ELIG formula to determine payee eligibility.

For PHF/SI employer deductions, the CN GC CONT ER generation control element uses the CN FM ER CONT ELIG formula to determine payee eligibility.

2. The CN FM CONT preprocess formula determines the employee contribution base (CN VR CONT EE BASE), employee contribution percentage (CN VR CONT EE PCT), employer contribution base (CN VR CONT ER BASE), and employer contribution percentage (CN VR CONT ER PCT). For PHF/SI employee deductions, the system multiplies the employee contribution base by the employee contribution percentage to determine the amount. For PHF/SI employer deductions, the system multiplies the employer contribution base by the employer contribution percentage to determine the amount

CN FM CONT also uses the CN BR PHF-SI CALC bracket to determine the calculation basis, the switch month, the upper and lower limits of the calculation base, and the rounding rule to be applied.

The calculation basis values in the CN BR PHF-SI CALC bracket are:

<b>Bracket Value</b>	<b>Calculation Basis</b>
1	Average of previous year-to-date gross salary or current month gross salary if the previous year-to-date average is not available.
2	Previous month's gross salary.
3	Current month's gross salary.
4	Fixed amount.
5	City average salary of previous year.
6	60% of city monthly salary.
7	City minimum monthly salary.
0	Overridden base amount entered at the payee level.  <b>Note.</b> If the calculation base is 0 and no base amount is entered at the payee level, the default value for the calculation basis is the current month's gross salary.

The switch month is the month in which the system recalculates the base amount. A payee must have a full year of payroll results to be eligible for this recalculation.

If the CN BR PHF-SI CALC bracket specifies an upper or lower limit for a deduction and the base amount is outside those limits, the system resets the base amount to the appropriate upper or lower limit.

The rounding rule values in the CN BR PHF-SI CALC bracket are:

<b>Bracket Value</b>	<b>Rounding Rule</b>
0	GP ROUND UP 2DEC
1	CN ROUND UP 1 DEC
2	GP ROUND DOWN 0DEC
3	GP ROUND NEAR 0DEC

3. For PHF/SI employee deductions, the post process formula CN FM ROUNDING applies the rounding rule. For payees on probation, that is, with a probation date specified in their employment data in PeopleSoft HRMS, the CN FM ROUNDING formula also checks whether the payee is on probation in the current period. If the payee is on probation and the Use Probation Processing check box is selected for the contribution, the system adds the current deduction amount to the probation accumulator CN AC PHFSI PROBN and sets the deduction amount to zero. If the payee's probation expires in the current period and the Use Probation Processing check box is selected for the contribution, the system adds the amount in the CN AC PHFSI PROBN accumulator to the current deduction amount.

For PHF/SI employer deductions, the post process formula CN FM ROUNDING ER applies the rounding rule. The CN FM ROUNDING ER formula also calls the CN FM ROUNDING formula to perform probation processing for employer contributions. In addition, CN FM ROUNDING ER saves any retro adjustment amounts calculated in the period, as defined for each PHF/SI contribution in the CN BR CONT RETRO bracket, in the CN WA CONTRIBUTIONS writable array for PHF/SI reporting purposes.

### See Also

[Chapter 14, "Reporting Public Housing Fund and Social Insurance Data," page 141](#)

---

## Defining Public Housing Fund and Social Insurance Registration

This section discusses how to define PHF/SI registration for pay entities.

### Page Used to Define PHF/SI Registration for Pay Entities

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
PHF/SI Registration CHN	GPCN_PHFSI_REGT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, PHF/SI Registration CHN, PHF/SI Registration CHN	Define PHF/SI registration information for pay entities.

### Defining PHF/SI Registration for Pay Entities

Access the PHF/SI Registration CHN page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, PHF/SI Registration CHN, PHF/SI Registration CHN).

PHF/SI Registration CHN	
Pay Entity:	K6CHNBI China Business Institute
PHF/SI Registration <span style="float:right">Find   View 1 First 1-30 of 30 Last</span>	
*Contribution Type:	INJURY <span style="float:right">+ -</span>
*Contribution Area:	BEIJING <span style="float:right">+ -</span>
Registration Details <span style="float:right">Find   View All First 1 of 1 Last</span>	
*Effective Date:	07/19/2005 <span style="float:right">+ -</span>
Registration Number:	110108034304
Registration Authority:	BEIJING SOCIAL INSURANCE FUND MANAGEMENT CENTER
Registration Renewal Date:	07/19/2006 <span style="float:right">+ -</span>
*Contribution Type:	INJURY <span style="float:right">+ -</span>
*Contribution Area:	SHANGHAI <span style="float:right">+ -</span>
Registration Details <span style="float:right">Find   View All First 1 of 1 Last</span>	
*Effective Date:	07/18/2005 <span style="float:right">+ -</span>
Registration Number:	156539
Registration Authority:	SHANGHAI SOCIAL INSURANCE MANGEMENT CENTER
Registration Renewal Date:	07/18/2006 <span style="float:right">+ -</span>

PHF/SI Registration CHN page

In Global Payroll for China, you enter PHF/SI registration information at the pay entity level. You must enter registration details for each combination of contribution type and contribution area. For example, you define registration information for work-related injury insurance contributions in Beijing separately from the registration information for the same type of contribution in Shanghai.

## Assigning and Disabling Public Housing Fund and Social Insurance Deductions

This section discusses how to:

- Assign and disable PHF/SI deductions for payees.
- Enter element details for PHF/SI deductions.

---

**Note.** The Specify Contribution CHN (GPCN\_PHFSI\_SET1) page is informational only. The contributions that you select on this page have no effect on payroll calculations.

---

## Pages Used to Assign Public Housing Fund and Social Insurance Deductions

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
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 PHF/SI deductions to a payee.
Element Detail	GP_ED_PYE_DTL_SEC	Click the element name link on the Element Assignment By Payee page.	Enter element details for assigned PHF/SI deductions.

## Assigning and Disabling PHF/SI Deductions for Payees

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).

### Element Assignment By Payee

**Yu Cheng** ID: K6002 Empl Record: 0

**Selection Criteria**

Category:

Entry Type:  Element Name:

As of Date:

Select with Matching Criteria

Clear

---

**&Assignments** Customize | Find | First 1-6 of 6 Last

Elements Recipient

Description	Element Name	*Process Order	Begin Date	End Date	Active	Instance		
Public Housing Fund for EE	<a href="#">HOUSE_EE</a>	<input type="text" value="999"/>	01/01/2006	<input type="text"/>	<input checked="" type="checkbox"/>	1		
Pension for Employee	<a href="#">PENSION_EE</a>	<input type="text" value="999"/>	01/01/2006	<input type="text"/>	<input checked="" type="checkbox"/>	1		
Medical for Employee	<a href="#">MEDICAL_EE</a>	<input type="text" value="999"/>	01/01/2006	<input type="text"/>	<input checked="" type="checkbox"/>	1		
Industry Injury Employee	<a href="#">IND_INJ_EE</a>	<input type="text" value="999"/>	01/01/2006	<input type="text"/>	<input checked="" type="checkbox"/>	1		
Unemployment for Employee	<a href="#">UNEMPL_EE</a>	<input type="text" value="999"/>	01/01/2006	<input type="text"/>	<input checked="" type="checkbox"/>	1		
Voluntary PHF for EE	<a href="#">HOUSE_VOL_EE</a>	<input type="text" value="999"/>	01/01/2007	<input type="text"/>	<input checked="" type="checkbox"/>	1		

Add New Assignment

[Deduction Recipients](#)

Element Assignment By Payee page

### Assigning New PHF/SI Deductions

To assign a PHF/SI deduction new enrollment or transfer in for a payee:

1. Enter the new assignment
2. Enter a begin date for the assignment.
3. Specify the process order.
4. Enter an Account Status value of *TRANSFER IN* and the appropriate Account Status Change value on the Element Detail page.

---

**Note.** The account statuses of *TRANSFER IN* and *OPEN* are functionally the same. Either status allows the resolution of a PHF/SI contribution during payroll processing.

---

5. Verify that the Active check box is selected.

### Transferring Out Existing PHF/SI Deductions

To transfer out an existing PHF/SI deduction assignment:

1. Enter an end date for the existing PHF/SI deduction assignment. The end date must be the payee's job termination date minus one day, or the date minus one day at which contributions should cease if the payee's job is not terminated.
2. Add a new row for the same PHF/SI deduction with a new start date. The start date of this deduction assignment must be the payee's job termination date or the date that the deduction is to be transferred out if the payee's job is not terminated.
3. For the new deduction, enter an Account Status value of *TRANSFER OUT*, and enter the appropriate Account Status Change value. You should enter the same account number and any other applicable field values that were defined for the prior deduction assignment.

---

**Note.** If you want to resolve the PHF/SI contribution deduction during the transfer out period, select the Deduct on Term/Xfr check box on the Element Detail page.

---

### ***Closing Existing PHF/SI Deductions***

To close an existing PHF/SI deduction assignment:

1. Enter an end date for the existing PHF/SI deduction assignment. The end date must be the payee's job termination date minus one day.
2. Add a new row for the same PHF/SI deduction with a new start date. The start date of this deduction assignment must be the payee's job termination date.
3. For the new deduction, enter an Account Status value of *CLOSED*, and enter the appropriate Account Status Change value. You should enter the same account number and any other applicable field values that were defined for the prior deduction assignment.

---

**Note.** If you want to resolve the PHF/SI contribution deduction during the termination period, select the Deduct on Term/Xfr check box on the Element Detail page.

---

### ***PHF/SI Deduction Assignment and Hukou Type***

The system will not calculate an assigned PHF/SI deduction if the payee to which you assigned it does not have a specified Hukou type. You can specify a payee's Hukou type using the Hukou Type field on the Regional page, or by creating a supporting element override (SOVR) for the CN VR HUKOU variable.

### ***Supplemental Medical Insurance for Tianjin***

Currently, no established rules exist for supplementary medical insurance for the Tianjin contribution area. Therefore, while PeopleSoft Global Payroll for China delivers data rows for the combination of the TIANJIN contribution area and SUP MEDICAL contribution type within the CN BR PHF-SI CALC, CN BR CONT PCT, and CN BR CONT MONTH brackets, the values for all the fields are null. If you want to assign the SUP MED\_EE deduction to a payee in the Tianjin contribution area, you must enter values in the fields of the TIANJIN/SUP MEDICAL rows of the CN BR PHF-SI CALC, CN BR CONT PCT, and CN BR CONT MONTH brackets. Otherwise, the system will not calculate the assigned SUP MED\_EE deduction during a payroll run.

**See Also**

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

*PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Administer Workforce, "Adding a Person in PeopleSoft Human Resources"*

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

**Entering Element Details for PHF/SI Deductions**

Access the Element Detail page (click the element name link on the Element Assignment By Payee page).

### Element Assignment By Payee

---

#### Element Detail

Employee ID: K6002      Empl Record: 0      Name: **Yu Cheng**

Element Name: HOUSE\_EE      Public Housing Fund for EE      Instance: 1

Assignment Process Detail

Assignment Is Active      Currency Code:

\*Process Order:       Recipient Tag:

\*Begin Date:       End Date:       Previous End Date:

Allow Batch Update of End Date      Updated in Payroll Run

▶ Calculation Information

▼ Public Housing Fund

Contribution Area:

Contribution Base Calc Method:

Account Number:

Overridden PHF base:

Account Status:

Account Status Change:

Use Probation Processing

Deduct in Term/Xfr period

Element Detail page - Element Assignment By Payee

**Contribution Area**      Enter a value to override the contribution area associated with the deduction.

**Contribution Base Calc Method** (contribution base calculation method)      Enter a value to override the contribution base calculation method.

<b>Account Number</b>	Enter an account number for the contribution.
<b>Overridden base</b>	Enter a value to override the contribution base.
<b>Account Status</b>	Enter an account status. Values are: <ul style="list-style-type: none"> <li>• <i>CLOSED</i>: The system resolves deductions with this status as long as the Deduct in Term/Xfr period check box is selected.</li> <li>• <i>OPEN</i>: The system resolves deductions with this status if the start date of the deduction assignment is in or prior to the current period and the current segment is the last segment in the current period.</li> <li>• <i>SUSPEND</i>: The system does not resolve deductions with this status.</li> <li>• <i>TRANSFER IN</i>: The system resolves deductions with this status if the start date of the deduction assignment is in or prior to the current period and the current segment is the last segment in the current period.</li> <li>• <i>TRANSFER OUT</i>: The system resolves deductions with this status as long as the Deduct in Term/Xfr period check box is selected.</li> </ul>
<b>Deduct in Term/Xfr period</b>	Select to resolve deductions with an Account Status value of <i>CLOSED</i> or <i>TRANSFER OUT</i> . This enables you to resolve PHF/SI contribution deductions during a termination or transfer out period.
<b>Use Probation Processing</b>	Select this check box for a PHF/SI deduction to accrue the deduction amount to the CN AC PHFSI PROBN accumulator and set the deduction amount to zero during a payee's probation period.  When the probation period expires, the system adds the amount in the CN AC PHFSI PROBN accumulator to the current period deduction amount and does not accrue further amounts to the accumulator. The system stores the accumulator for a maximum of 12 months after the employee's last hire date.
<hr/> <b>Note.</b> You can also specify this override at the pay group or pay entity level. <hr/>	

## Chapter 10

# Setting Up and Running Banking Processes

This chapter provides an overview of banking and discusses:

- How to define electronic funds transfer (EFT) formats.
- The Global Payroll for China banking process.
- How to generate the EFT Payment file.

---

## Understanding Banking

Before you run banking recipient processes, you need to define and set up:

- Source (company) bank (China Construction Bank, Shanghai branch (CCBS)).
- Source bank table data.
- Payees' banks (beneficiary bank).
- Payee's bank account table.
- Net distribution table specifying the distribution details for each payee.

This section discusses:

- Banking in China.
- Banking setup.
- Banking preparation process.

## Banking in China

In China, salary payments are made by direct deposit, in cash, or by check. In cases in which direct deposit is selected, the company chooses any commercial bank as the payment bank. Global Payroll for China takes advantage of Global Payroll core application functionalities to process direct deposits.

## Banking Setup

In Global Payroll, banking setup starts in the core application and continues in Global Payroll for China. Oracle strongly recommends that before reading this chapter, you read about the banking feature in the Global Payroll core documentation.

These steps summarize the banking setup in Global Payroll for China:

1. Define bank information, such as bank name and ID.

Though some countries have their own validation rule for branch ID, China does not have a standard for bank branch code at the country level. Thus, Global Payroll for China uses the core PeopleSoft Enterprise Global Payroll banks and branches feature without any enhancement.

---

**Note.** In Global Payroll, bank information must be defined for all banks, including those that are to be used as source banks and those that are used by payees.

---

2. Define source bank account information.
3. Define a deposit schedule.
4. Define a payee's bank account information and net pay distribution details.

China does not have its own account-numbering standard and validation rule for bank account numbers at the country level. Thus, Global Payroll for China uses the core PeopleSoft Enterprise Global Payroll source bank accounts feature without any enhancement. In China, companies generally allow their employees to have only one bank account for salary payments and, therefore, only one net distribution per payee.

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**Note.** Even if only one net pay distribution exists per payee, you have to define the distribution for each payee.

---

Accepted Chinese payment methods are:

- Cash
- Direct Deposit (bank transfer)
- Check

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**Note.** Bank information setup and general source bank setup are discussed in the application fundamentals PeopleBook for Human Resources Management (HRMS). All other aspects of banking setup, such as deposit schedules and payee bank account information, are discussed in the Global Payroll core documentation.

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### See Also

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

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

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Banking Instructions," Defining Deposit Schedules*

## Banking Preparation Process

After you've set up banking and assigned recipients to deductions, you can run the Global Payroll for China banking preparation process.

The Global Payroll for China banking preparation process includes:

- The core banking preparation process.
- China-specific payment processes.
- Combine payments process.
- Payment ID and number assignment process.

### See Also

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

---

## Defining Electronic Funds Transfer Formats

This section discusses the Electronic Funds Transfer (EFT) format used by Global Payroll for China to transfer funds between banks electronically.

### Page Used to Define the EFT Format

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Electronic Transfer Formats	EFT_NAME	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Electronic Transfer Format, Electronic Transfer Format	Define the EFT file that complies with the file format used by China Construction Bank, Shanghai branch to transfer funds to other banks.

### Defining the EFT Format

Access the Electronic Transfer Formats page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Banking, Electronic Transfer Format, Electronic Transfer Format).

### Electronic Transfer Formats

Country Code:    CHN    China

Electronic Transfer File Formats			Customize   Find   View All   First 1 of 1 Last
*EFT Format Name	Status	Description	
CCBS	Active ▼	China Construction Bank, Shanghai branch	+ -

\* Required Field

Electronic Transfer Format page

Because Chinese banks don't have a standardized banking format, Global Payroll for China delivers only one banking format used by China Construction Bank, Shanghai branch as an example. You need to create a File Layout and update Create Payment EFT File Application Engine program (GPCN\_EFT) appropriately so that they will meet your bank's requirements.

**Electronic File Format**

The EFT file format defined by China Construction Bank, Shanghai branch is made up of a header section and a body section. The EFT file is created as an ASCII file with the fixed name *gpcn\_bank.txt*.

This table illustrates the four rows of the header section of the banking file.

Row	Description	Data Source	Example
1	Company Name	Account name on Source Bank page. If the length is less than 31, the rest is filled with "=" . The data has to be alphanumeric.	ABCD (China) COMPANY LIMITED====
2	Total Lines	Total number of lines in the body section of the banking file in six digits plus "=" repeated 25 times.	000004=====
3	Total Payment Amount	Total amount of the payment in the body section of the banking file in 12 digits, plus "=" repeated 19 times.	000000014373=====
4	Separator Line	Fixed value.	=====***** *****

The following table illustrates the body section of the banking file. The body section comprises three items.

Item	Description	Data Source	Digit	Example
1	Account Number	Account ID on Payee Net Distribution page.	19	1218419980110047698

<b>Item</b>	<b>Description</b>	<b>Data Source</b>	<b>Digit</b>	<b>Example</b>
2	Payment Amount	Sum of Net Result Values stored in the Global Payroll Core result table by each payee.	9	000006545 (meaning 65.45 CNY)
3	Transaction Type Code	Fixed value.	10	0000000003

The following is an example of the EFT file:

```

ABCD (China) COMPANY LIMITED===
000004=====
000000014373=====
=====*****
12184199801100476980000065450000000003
12184199801100512780000000080000000003
121841998011007662200000009350000000003
12184199801100874700000068850000000003
    
```

---

## The Global Payroll for China Banking Process

These steps summarize the Global Payroll for China banking process:

1. Calculate absence and payroll.
  - Run and finalize the Global Payroll core Calculate Absence and Payroll process using the Payroll/Absence Run Control page.
2. Run the payment preparation process.
  - Run and finalize the Global Payroll core Run Payment Prep Process.
3. Run the Global Payroll for China Banking process using the Create Payment EFT page.

**See Also**

- PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Processing Payroll"*
- PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Viewing and Finalizing Payroll Results"*
- PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Entering and Processing Absences"*
- PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Banking Instructions," Reviewing Banking Results by Calendar Group*

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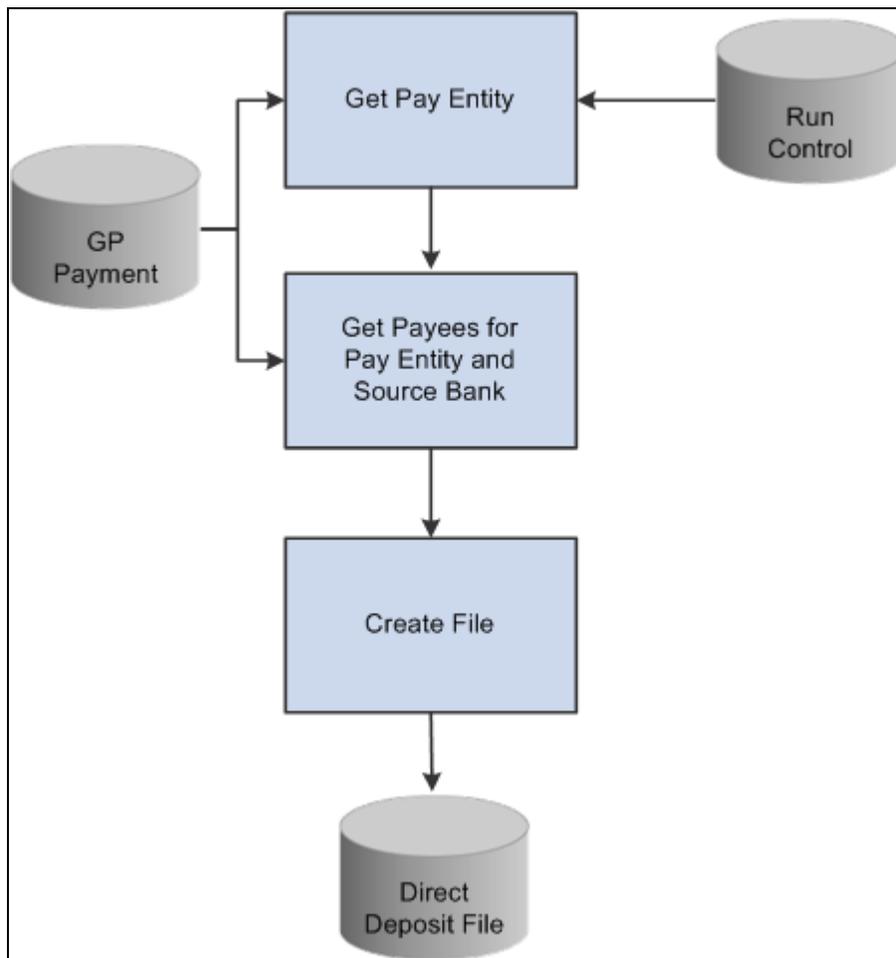
## Generating the EFT Payment File

This section provides an overview of the Payment EFT File Creation process and discusses how to create the Payment EFT File.

### Understanding the Payment EFT File Creation Process

You use the Create Payment EFT page to define the parameters for the EFT file and to run the Create Payment EFT File process.

This diagram shows the Create Payment EFT File process:



Create Payment EFT File process

## Page Used to Generate the EFT Payment File

Page Name	Definition Name	Navigation	Usage
Create Payment EFT (create payment electronic funds transfer)	GPCN_EFT_RC	Global Payroll & Absence Mgmt, Payment Processing, Create EFT Payment File CHN	Create the EFT file for direct deposits.

## Creating the Payment EFT File

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

### Create EFT Payment File CHN

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

**EFT Parameters**

\*Calendar Group ID:  February 2006 Monthly

\*Source Bank ID:  Salary Clearing Account

\*Debit Date:

Create Payment EFT page

**Calendar Group ID** Select the calendar group ID to be used with this Payment EFT file. Only those calendars that are ready for banking are available for selection.

**Source Bank ID** Select a source bank ID.

**Debit Date** Net Pay Distribution data for each payee as of this date is used when the Payment EFT file is created.

### See Also

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



## Chapter 11

# Generating Payslips

This chapter provides an overview of payslip generation and discusses:

- How to create and print payslips.
- Processes in the Payslip job.
- How to view payslips online.

---

## Understanding Payslip Generation

The payslip template controls the layout of the printed payslips. You print payslips by calendar group ID. You can run payslips for particular pay entities, pay groups, departments, locations, or payees.

You can print payslips for:

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

Only one grouping can be specified for a pay run.

The default delivery option, if no option is specified on the payslip template or at the payee level, is the employee's home address.

### **See Also**

[Chapter 8, "Setting Up Payslips," Defining Payee Payslip Delivery Options, page 93](#)

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## Creating and Printing Payslips

This section discusses how to generate payslips.

### **Prerequisites**

Before generating a batch of payslips, you must:

- Define the payslip template to be used.
- Link the payslip template to the appropriate pay groups.
- Define any messages to be printed on the payslip.
- Create delivery option overrides to accommodate the needs of individual payees if necessary.

### See Also

*PeopleSoft Enterprise Global Payroll China, 9.1, "Setting Up Payslips"*

## Pages Used to Create and Print Payslips

Page Name	Definition Name	Navigation	Usage
Create/Print Payslips CHN	GPCN_RUNCTL_PSLP	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips CHN	Generate and view payslips for all employees or for a specified segment of the employee population.
Pay Entity List	GPCN_PSLP_PE_RC	Click the Pay Entity List link on the Create/Print Payslips CHN page.	Enter one or more pay entities to be processed in the current payslip run.
Pay Group List	GPCN_PSLP_PG_RC	Click the Pay Group List link on the Create/Print Payslips CHN page.	Enter one or more pay groups to be processed in the current payslip run.
Department List	GPCN_PSLP_DPT_RC	Click the Department List link on the Create/Print Payslips CHN page.	Enter one or more departments to be processed in the current payslip run.
Location List	GPCN_PSLP_LOC_RC	Click the Location List link on the Create/Print Payslips CHN page.	Enter one or more locations to be processed in the current payslip run.
Payee List	GPCN_RUNCTL_SEC	Click the Payee List link on the Create/Print Payslips CHN page.	Enter one or more payees to be processed in the current payslip run.

## Generating Payslips

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

## Create/Print Payslips CHN

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

Language:

**Payslip Generation Details**

\*Calendar Group ID:  January 2006 Monthly

Stream Number:

[Pay Entity List](#)

[Pay Group List](#)

[Department List](#)

[Location List](#)

[Payee List](#)

**Internal Sort Order**

\*Sort Key 1:  \*Sort Key 2:  \*Sort Key 3:

Create/Print Payslips CHN page

**Language**

Select the language in which the payslips will be printed.

---

**Note.** Pay groups should be assembled by the languages that their members speak so as to meet the printing and employees' viewing requirements.

---

**Calendar Group ID**

Select a calendar group ID for which to produce payslips. The prompt table for Calendar Group ID return all calendar groups that have been finalized.

**Stream Number**

If the payees belonging to the selected calendar group have been split into streams, payslips can be run for a particular stream.

**Pay Entity List, Pay Group List, Department List, Location List, and Payee List**

Click to access secondary pages that enable you to add one or more pay groups, departments, and so forth to be processed in the current payslip run.

For the Pay Entity and Pay Group options, you select only pay entities or pay groups, respectively.

For the Department and Location options, you select setIDs and then departments or location codes, respectively.

For the Payee List option, you select only employee IDs.

### ***Internal Sort Order***

#### **Sort Keys**

You can sort the payslips that are produced from the run by using up to three sort keys. If you select *Not Applicable*, the program prints the payslips by employee name.

---

**Note.** If you select employee name as a sort option, the payslips are sorted by the payees' Han Yu Pin Yin name.

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## **Processes in Payslip Job**

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

1. The GPCNPY01 Structured Query Report (SQR) prints the payslip report.
2. If you have licensed PeopleSoft Enterprise ePay, then the GP\_EPAY Application Engine process uses the payslip report and self-service related information provided by the prior processes in the job GPCNPYSL to create both printed and self-service payslips for each payee.

---

## **Viewing Payslips Online**

If you have licensed PeopleSoft Enterprise ePay, then after the payslip generation process is complete and ePay processing has been successful, an employee can view and print his or her payslips online by selecting Self Service, Payroll and Compensation, View Payslips. Both the online view and the printed payslip are based on the layout defined in the payslip template.

## Chapter 12

# Processing Terminations

This chapter provides an overview of terminations and discusses how to:

- Set up severance payments calculation.
- Set up termination payments calculation.

---

## Understanding Terminations

When an employee is terminated by an employer, his pay out comprises a severance payment and a termination payment. Termination payments may also include pay in lieu of short notice and a payout to compensate for the employee's annual leave balance.

## Severance Payment

If an employer terminates an employee, then he has to pay the employee severance. If, however, the employee resigns, then no such payment is required. The monthly salary calculation would be company-specific. Some companies might use a base salary for calculation, while certain state-owned enterprises might include all the components of a salary while calculating the monthly salary. Severance pay is negotiable between the employer and employee. This payment can be calculated as:

- A fixed monthly salary as decided by the employer or negotiated with the employee.
- An actual average of the employee's salary, the average being calculated over a period of 12 months.

Tax calculation on severance pay is subject to the same taxation rules regardless of how it is calculated.

According to China Labor law, if an employer terminates an employee, then he has to pay the employee severance payment. This amount is taxable, but a specific tax calculation applies. If the employee resigns, however, then no severance payment is required.

The amount of severance pay depends on the years of service (YOS). Generally, for every year of service, one month's salary is paid. For the purpose of salary, the average salary of the last 12 months is used. Thus, the severance pay is calculated as:

$$\text{Severance Pay} = \text{Average monthly salary from last 12 months} \times \text{YOS}$$

The YOS has a ceiling. For example, it can be a maximum of 12 years. Years of service are rounded up to the nearest integer.

This severance pay is further taxed per the taxation requirements, depending on the tax area. To determine severance pay tax amount, you initially determine the taxable income amount to obtain the tax rate and quick deduction amount to use.

Severance taxable income = (Severance Pay Amount – Severance Pay Exempted Amount (based on tax area)) ÷ Years Of Service

Using the Severance Taxable Income, you can determine the tax rate based on the employee's tax area. You can then calculate the actual amount of tax due on the severance payment in the following way:

Initial Severance Tax Amount = (Severance Taxable Income – Tax Exempt Amount) × Tax Rate – Quick Deduction Amount

Severance Tax Amount = Initial Severance Tax Amount × YOS

Severance Tax Amount is rounded off to jiao.

## Termination Payment

Termination payments are composed of:

- Any breach of notice as established in the contractual agreement by either side (employee or employer). The party would pay the other in lieu of short notice period.
- The compensation of accrued annual leave balance. Employers must pay out the leave balance.

Termination payments:

- Are taxed along with the last month's salary of the employee. Not all companies have contractual agreements for the notice period.
- Use one of two methods to determine the salary for the purpose of calculation:
  - A fixed monthly salary as decided or negotiated by the employer with employee.
  - The previous month's actual salary paid by the employer.

### ***Leave Compensation for Annual Leave Balance***

When an employee is terminated, if an outstanding annual leave is accrued to his account, the company may compensate the leave. This amount is taxable along with normal earnings.

The amount paid in lieu of the balance annual leave is calculated in the following way:

Annual Leave Payment = Daily Rate X Balance Annual Leaves × 300%

The calculation of daily rate is based on the type of the employee.

If the employee is a daily-rate employee, the same rate is used. If the employee works on a monthly rate, the daily rate is calculated as:

Daily rate = Monthly Salary ÷ Average working days in a month

The average working days in a month is regulated by the Ministry of Labor and Social Security (MOLSS) of China.

### ***Pay In Lieu of Short Notice Period***

If a breach of notice period occurs as detailed in the contractual agreement by either side, the party breaching the contract must pay the other in lieu of the short notice period. This amount is taxable along with normal earnings. Calculation of the notice period is:

Payment for Short Notice = Daily Rate × Days short of notice period

The Daily rate is calculated as:

Daily-Rate = Monthly Salary ÷ Average working days in a month

Payment in lieu of notice by the employer is a pretax earning for the employee. Payment in lieu of notice by the employee is a pretax deduction for the employee. As such, it would need to be taxed with the last month's salary.

---

## **Setting Up Severance Payments Calculation**

This section lists the pages used to set up your Global Payroll China system to calculate severance payments and discusses how to:

- Define start and end dates used by historical rules.
- Define severance payment variables.
- Define severance payment formulas.

You can follow the setup process using the demo data provided by PeopleSoft Global Payroll along with the references to relevant topics in *PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, which provide greater background detail.

### **Pages Used to Set Up Severance Payments Calculation**

<b><i>Page Name</i></b>	<b><i>Definition Name</i></b>	<b><i>Navigation</i></b>	<b><i>Usage</i></b>
Earnings Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings	Name the earnings element (for example, the demo data uses SEVERANCE) and define its basic parameters.  <i>See PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Earning and Deduction Elements," Defining Earning Elements.</i>

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Earnings - Calculation	GP_ERN_DED_CALC	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Calculation	Define calculation rules for the earnings element. Set the Calculation Rule value to <i>Amount</i> , the Amount Type value to <i>Formula - Monetary and Decimal</i> , and the Amount Element value to <i>CN FM SEV AVG PAY</i> .  See <i>PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Earning and Deduction Elements," Defining Earning Elements</i> .
Earnings - Rounding/Proration	GP_ERN_DED_RND	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Rounding/Proration	Specify rounding and proration options for the components of the earnings element by selecting <i>Use Pay Group Rounding</i> in the Rounding Option - Resolved Amount field.  See <i>PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Earning and Deduction Elements," Defining Earning Elements</i> .
Earnings - Auto Generated Accumulators	GP_AUTOGEN_ACUM	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Auto Generated Accumulators	Define characteristics of automatically generated accumulators for the earnings element.  See <i>PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Earning and Deduction Elements."</i>
Process Lists - Definition	GP_SECTION	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Process Lists, Definition  On the search page, in the Element Name field, enter <i>CN PR PAYROLL</i> .	Change Process List CN PR PAYROLL and add Termination section CN SE TERMINATION, with a conditional formula CN FM TERM CHECK. This formula checks whether the employee was terminated within the current segment being processed.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Section - Section Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Sections, Section Name  On the search page, in the Element Name field, enter <i>CN SE TERMINATION</i> .	Use this page to set up the CN PR PAYROLL process list.  <i>See PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Processing Elements," Setting Up Sections.</i>
Section - Definition	GP_SECTION	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Sections, Definition	For the CN PR PAYROLL process list, use this page to add the earnings element as an earnings element type.  <i>See PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Processing Elements," Setting Up Sections.</i>
Element Group Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Element Groups, Element Group Name	Define the CN EG TERMINATION element group.  <i>See PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Organization Structure," Defining Element Groups.</i>
Element Group Members	GP_ELEMENT_GROUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Element Groups, Element Group Members	Insert the earnings element into the CN EG TERMINATION element group.  <i>See PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Organization Structure," Defining Element Groups.</i>
Eligibility Group	GP_ELIG_GROUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Eligibility Groups, Eligibility Groups	Insert the CN EG TERMINATION element group into the K6MONTHLY eligibility group.  <i>See PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Organization Structure," Defining Eligibility Groups.</i>

Page Name	Definition Name	Navigation	Usage
Array Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Arrays, Array Name	<p>Define the Array CN AR EE JOB. This array picks up the termination job row (last row in the current segment), determining whether the action reason entered indicates that severance pay is to be calculated.</p> <p><i>See PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Data Retrieval Elements," Defining Array Elements.</i></p>
Field Map and Keys	GP_ARRAY_KEYS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Arrays, Field Map and Keys	<ul style="list-style-type: none"> <li>• Select the database table for the FROM clause of the SQL statement.</li> <li>• Define the keys and retrieval criteria for the array and the WHERE clause of the SQL statement that the system uses when retrieving data for the array.</li> <li>• Define the fields to be returned and the elements to be filled by the array. This provides the data for the SELECT clause of the SQL statement and determines the elements to resolve from this array call. You also use this page to define the sort order for retrieving rows from a database.</li> </ul> <p><i>See PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Data Retrieval Elements," Defining Array Elements.</i></p>

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Accumulator Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Accumulator Name	Define a custom accumulator CN AC ROLLAVG SAL (no expiry, continues forever). Based on HIRE DATE, this accumulator holds all the earnings that make up the average monthly salary. <i>See PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Setting Up Accumulators," Defining Accumulators.</i>
Level	GP_ACCUMULATOR_1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Level	Specify keys for the CN AC ROLLAVG SAL accumulator and indicate the timing of the accumulator's resolution. <i>See PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Setting Up Accumulators," Defining Accumulators.</i>
Period	GP_ACCUMULATOR_2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Period	Define the period for the accumulator CN AC ROLLAVG SAL. <i>See PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Setting Up Accumulators," Defining Accumulators.</i>
Members	GP_ACCUMULATOR_3	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators, Members	Define the list of elements that contribute to the accumulator CN AC ROLLAVG SAL. <i>See PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Setting Up Accumulators," Defining Accumulators.</i>

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Historical Calculation Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Historical Rules, Historical Calculation Name	<p>Define historical rules CN HR ROLAVG STRT and CN HR ROLAVG END.</p> <p>These historical rules read the accumulator CN AC ROLAVG SAL, starting from the previous pay period and going back a number of periods. This number can be 12 months (default value), or the number of months since the hire date, if the employee was employed fewer than 12 months). A value can also be entered as a payee supporting element override in cases in which 12 months of pay history is not available.</p> <p>See <i>PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Data Retrieval Elements," Defining Historical Rule Elements.</i></p>
Processing Period	GP_HIST_RULE1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Processing Period	<p>Define the details of the processing period for the historical rules CN HR ROLAVG STRT and CN HR ROLAVG END.</p> <p>Depending on what you select as the rule type, some fields may not be available for entry.</p> <p>See <i>PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Data Retrieval Elements," Defining Historical Rule Elements.</i></p>
Parameters and Mapping	GP_HIST_RULE2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Historical Rules, Parameters and Mapping	<p>Define the formula for the historical rules CN HR ROLAVG STRT and CN HR ROLAVG END.</p> <p>See <i>PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Data Retrieval Elements," Defining Historical Rule Elements.</i></p>

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Date Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Dates, Date Name	Define the start and end dates used by the historical rules.  <i>See PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Data Retrieval Elements," Defining Historical Rule Elements.</i>
Variable Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variables, Variable Name	Define severance payment variables.  <i>See PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Calculation Elements," Defining Variable Elements.</i>
Definition	GP_VARIABLE	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variables, Definition	Define the value of a variable according to the format specified on the Variable Name page.  <i>See PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Calculation Elements," Defining Variable Elements.</i>
Formula Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Formulas, Formula Name	Define severance payment formulas.  <i>See PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Calculation Elements," Defining Formula Elements.</i>

## Defining Start and End Dates Used by Historical Rules

Start date = previous period:

- CN DT ROLLAVG STRT is set from the period end date minus one month.
- CN DT ROLAVG ST-1 is set from the begin end date minus one month.

End date = 12 months prior, or less if employee is a new hire or if a payee override is entered (CN VR NBR PERIODS).

1. CN DT ROLLAVG END is set from the CN DT ROLLAVG STRT minus the variable CN VR NBR PERIODS that contains the number of months.

2. CN DT ROLLAVG END -1 is set from the CN DT ROLLAVG ST-1 minus the variable CN VR NBR PERIODS that contains the number of months.

## Defining Severance Payment Variables

Define the following variables:

<i>Variable</i>	<i>Description</i>
CN VR ROLLAVG START CN VR ROLLAVG END	Values retrieved from the historical rule.
CN VR NBR PERIODS	The number of months that the historical rule will interrogate (the default is 12 months). If the employee is not a new hire, but 12 months pay results do not exist, then as part of the payroll process, this field will be set using payee overrides.
CN VR AVG SEV PAY	Holds the average severance pay. The default value is 999999.99 (rolling average calculation). This can be overwritten at payee, pay group, or pay entity to a value of 0.00 to indicate that the calculation is to be based on monthly base pay. It can be set to a specific value at payee level to indicate that the calculation is to use this value and not the base pay rolling average.
CN VR ACTION REAS	Holds the action reason from the termination job row. The array populates this variable.
CN VR TERM ACTION	This is set to the default of RED, for staff reduction. This is the action reason that will invoke severance pay. This can be overwritten at the Pay Entity/Group level.

## Defining Severance Payment Formulas

Define the following formulas:

<i>Formula</i>	<i>Description</i>
CM FM TERM CHECK	Ensures that the termination date is within the current segment being processed. This formula checks the employee's status: Q=Retired with Pay, R=Retired, T=Terminated, U=Terminated with Pay.

Formula	Description
CN FM SEV AVG PAY	<p>This formula is invoked from the earning code SEVERANCE.</p> <ul style="list-style-type: none"> <li>Calculates average pay for Severance.</li> <li>Sets the variable CN VR AVG SEV PAY with specific payee value entered or base pay (MONTHLY RT) or Rolling Average (CN FM SEV AVG HIST is invoked if this is the case)</li> <li>Severance Pay = CN VR AVG SEV PAY X Years of Service (YOS).</li> </ul> <p>YOS is rounded up to full years (no decimal). YOS is based on LAST HIRE DATE.</p>
CN FM SEV AVG HIST	<p>Severance Pay Historical Rule</p> <ul style="list-style-type: none"> <li>This invokes the historical rules CN HR ROLAVG STRT and CN HR ROLAVG END. The historical rule interrogates the accumulator CN AC ROLLAVG SAL and returns two accumulator values—starting pay and ending pay.</li> <li>Sets the number of months variable (CN VR NBR PERIODS) based on whether the number of months was overridden at the payee level or whether the employee is a new hire. In neither, then the default variable is 12 months.</li> <li>Calculates the average pay variable (CN VR AVG SEV PAY) based on starting pay minus the ending pay divided by the number of periods.</li> </ul> <p><math>(CN VR ROLAVG START - CN VR ROLAVG END) \div CN VR NBR PERIODS</math></p> <p><b>Note.</b> If the value of this calculation is zero, then the monthly salary is used.</p>

## Setting Up Termination Payments Calculation

This section provides an overview of the termination payment calculation setup and discusses how to:

- Define termination variables.
- Define termination formulas.

You can follow the setup process using the demo data provided by PeopleSoft Global Payroll along with the references to relevant topics in *PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, which provide greater background detail.

## Understanding the Termination Payments Calculation Setup

Upon termination, the employee or employer must give notice. If this notice is not sufficient, then the termination payment process considers a Payment in Lieu of Notice. You indicate this by entering the number of days notice in the variable CN VR DAYS NOTICE using the payee supporting element override. The amount calculated can be either an earning or a deduction. If the employee (E) has instigated the termination, then the amount calculated is considered a deduction. The variable CN VR NOTICE FLAG becomes E by default. If, however, the employer (R) has terminated the employee, then the amount is an earning. You indicate this by setting the variable CN VR NOTICE FLAG to R using the payee supporting element override.

As part of the calculation of Payment in Lieu of Notice, any outstanding annual leave balance (VAC\_ENT\_BAL) is also paid.

## Pages Used to Set Up Termination Payments Calculation

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Earnings Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Earnings Name	Name the element (for example, the demo data uses TERM PAY) and define its basic parameters. The earning will be set up as amount, with CN FM TERM PAY set as the amount type. This will add to the accumulators GROSS and TAXABLE NORMAL SAL. It will also enable payee override so that the termination pay can be entered rather than calculated.  <i>See PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Earning and Deduction Elements," Defining Earning Elements.</i>

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Earnings - Calculation	GP_ERN_DED_CALC	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Calculation	Define calculation rules for the earnings element. Set the Calculation Rule value to <i>Amount</i> , the Amount Type value to <i>Formula - Monetary and Decimal</i> , and the Amount Element value to <i>CN FM TERM PAY</i> .  See <i>PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Earning and Deduction Elements," Defining Earning Elements</i> .
Earnings - Rounding/Proration	GP_ERN_DED_RND	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Rounding/Proration	Specify rounding and proration options for the components of the earnings element by selecting <i>Use Pay Group Rounding</i> in the Rounding Option - Resolved Amount field.  See <i>PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Earning and Deduction Elements," Defining Earning Elements</i> .
Earnings - Auto Generated Accumulators	GP_AUTOGEN_ACUM	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Auto Generated Accumulators	Define characteristics of automatically generated accumulators for the earnings element.  See <i>PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Earning and Deduction Elements."</i>
Accumulators	GP_AUTOGEN_ACUM	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Accumulators	Add the earnings accumulator elements <i>CHN GROSS</i> and <i>TAXABLE NORMAL SAL</i> with the accumulator signs of <i>Add</i> .  See <i>PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Earning and Deduction Elements."</i>

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Deduction Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Deduction Name	<p>Name the element (for example, the demo data uses TERM DED) and define its basic parameters. The deduction is set up as an amount, with CN FM TERM DED set as the amount type and subtracts from the accumulator GROSS. Payee override is enabled so that the termination deduction can be entered rather than calculated.</p> <p><i>See PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Earning and Deduction Elements," Defining Deduction Elements.</i></p>
Earnings - Calculation	GP_ERN_DED_CALC	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Calculation	<p>Define calculation rules for the deductions element. Set the Calculation Rule value to <i>Amount</i>, the Amount Type value to <i>Formula - Monetary and Decimal</i>, and the Amount Element value to <i>CN FM TERM DED</i>.</p> <p><i>See PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Earning and Deduction Elements," Defining Deduction Elements.</i></p>
Deductions - Rounding/Proration	GP_ERN_DED_RND	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Rounding/Proration	<p>Specify rounding and proration options for the components of the deductions element by selecting <i>Use Pay Group Rounding</i> in the Rounding Option - Resolved Amount field.</p> <p><i>See PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Earning and Deduction Elements," Defining Deduction Elements.</i></p>

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Deductions - Accumulators	GP_ERN_DED_AC_ADDL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Accumulators	Add the deductions accumulator element <i>CHN GROSS</i> with the accumulator sign of <i>Subtract</i> .
Section Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Sections, Section Name  From the search page, in the Element Name field, enter <i>CN SE TERMINATION</i> .	Add the earning TERM PAY and the deduction TERM DED.  <i>See PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Processing Elements," Setting Up Sections.</i>
Element Group Members	GP_ELEMENT_GROUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Element Groups, Element Group Members	Add the earning and deduction elements to the CN EG TERMINATION element group.  <i>See PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Organization Structure," Defining Element Groups.</i>
Variable Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variables, Variable Name	Define termination variables.  <i>See PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Calculation Elements," Defining Variable Elements.</i>
Formula Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Formulas, Formula Name	Define termination formulas.  <i>See PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Defining Calculation Elements," Defining Formula Elements.</i>
Text Definition	GP_FORMULA2_V2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Formulas, Text Definition	View or modify formula text for CN FM TERM PAY and CN FM LVE TERM formulas.

## Defining Termination Variables

Define the following variables:

<b>Variable</b>	<b>Description</b>
CN VR DAYS NOTICE	Days Short Notice Period. This is entered as a payee override as part of the termination process.
CN VR NOTICE FLAG	EE or ER Notice Flag, default of E. This indicates that the type of payment is employee. If the payment is employer, than this variable is set to R using payee override as part of the termination process.

## Defining Termination Formulas

Define the following formulas:

<b>Formula</b>	<b>Description</b>
CN FM TERM PAY	<p>Invoked from TERM PAY earning, this formula calculates the Payment in Lieu of Notice by Employee (R). It is a pretax earning for the employee. Enter the number of days notice using PI. It calculates the leave balance outstanding, calling CN FM LVE TERM. If the variable CN VR NOTICE FLAG = R (employer instigated termination), then it calculates:</p> $\text{Payment} = \text{Monthly Rate} / \text{Numbers of day in a month} \times \text{number of short days notice}$ <p>It adds the amount calculated for the leave and the amount calculated for the notice period and places the result in CN FM TERM PAY.</p>
CN FM LVE TERM	<p>Called from CN FM TERM PAY, this formula checks whether the employee has a leave balance (VAC_ENT_BAL), then calculates:</p> $\text{Payment} = \text{Monthly Rate} / \text{Numbers of day in a month} \times \text{Leave Balance}$
CN FM TERM DED	<p>Invoked from TERM DED deduction, this formula calculates the Payment in Lieu of Notice by Employee (E). It is a pretax deduction for the employee. You enter the number of days using PI. If CN VR NOTICE FLAG = E (employee instigated termination). Then the system calculates:</p> $\text{Payment} = \text{Monthly Rate} / \text{Numbers of day in a month} \times \text{number of short days notice}$

## Chapter 13

# Reporting Tax Information

This chapter provides an overview of tax reports and discusses how to generate tax reports.

### **See Also**

[Chapter 6, "Setting Up Tax Processing," page 61](#)

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## Tax Reports

PeopleSoft Global Payroll for China delivers two tax reports:

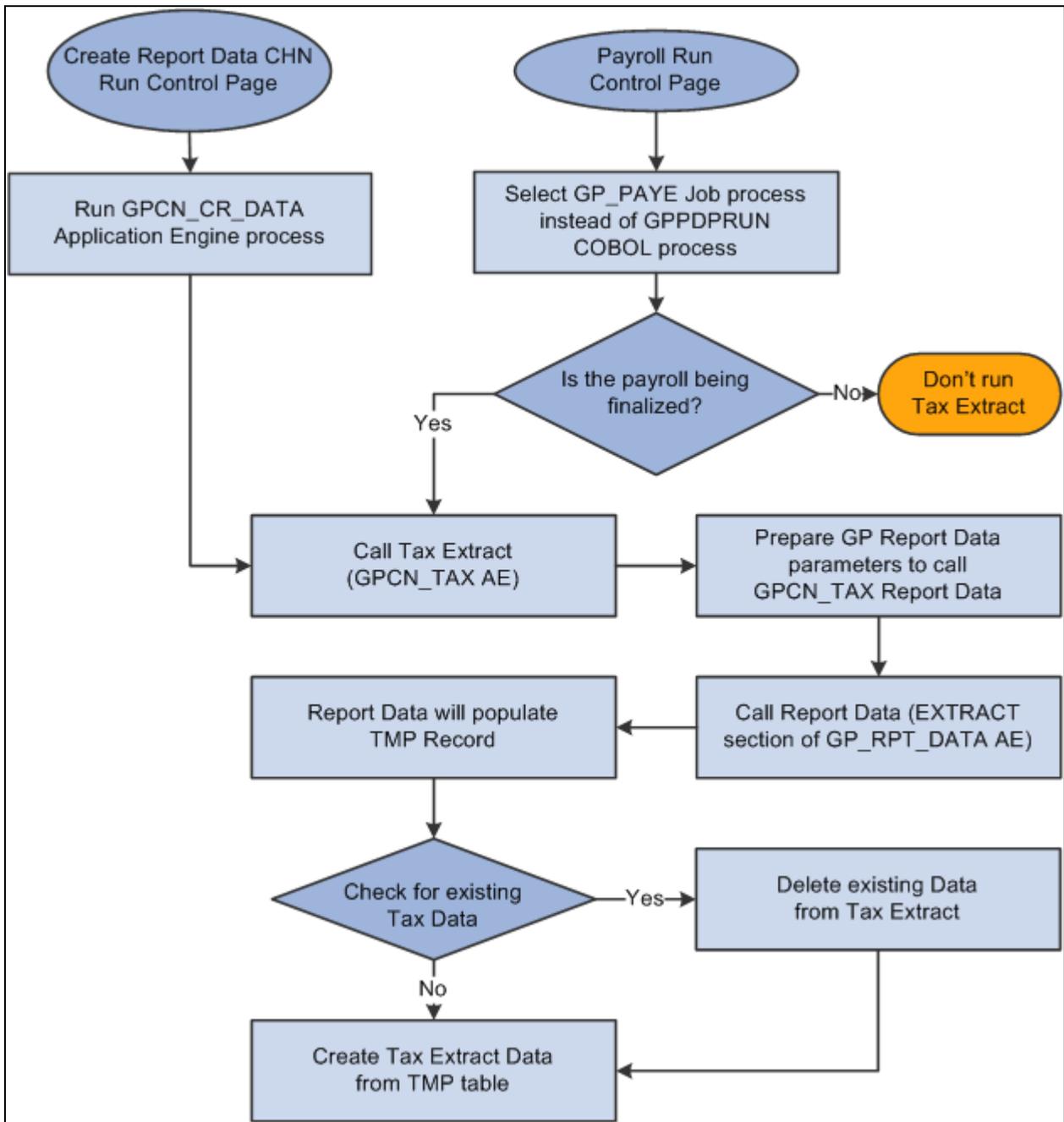
- The Individual Income Tax Withholding Report is a summary monthly report of income, deductions, and taxes for all payees that must be submitted to the tax authorities within seven days after the end of the current month.
- The Tax Withholding Detail Report is a detailed monthly report of income, deductions, and taxes for all payees. It is a supplement to the Individual Income Tax Withholding Report.

The reports are designed in accordance with Article 9 of the Individual Income Tax Law of the People's Republic of China. The State Administration of Taxation (SAT) issues general formats for these tax return reports, but each province or city directly under the central government can design their own format based on the regulations issued by the SAT. PeopleSoft Enterprise Global Payroll for China provides the general formats as issued by the SAT.

The system extracts data for both of these reports using the Report Data feature.

### **Process Flow**

This diagram illustrates the flow of the tax report data extract process:



Tax Report data extract process flow

**See Also**

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Integrating with PeopleSoft Enterprise Performance Management," Reviewing Delivered Setup Data in the Global Payroll Database*

## Generating Tax Reports

This section discusses how to:

- Create tax report data.
- Create tax reports.

## Pages Used to Generate Tax Reports

Page Name	Definition Name	Navigation	Usage
Create Reporting Data CHN	GPCN_CR_RPT_DTA_RC	Global Payroll & Absence Mgmt, Authority Correspondence, Create Reporting Data CHN, Create Reporting Data CHN	Generate report data for finalized payrolls.
Tax Reports CHN	GPCN_TAX_DATA_RC	Global Payroll & Absence Mgmt, Taxes, Tax Reports CHN, Tax Reports CHN	Generate the Individual Income Tax Withholding and Tax Withholding Detail reports.

## Creating Tax Report Data

Access the Create Reporting Data CHN page (Global Payroll & Absence Mgmt, Authority Correspondence, Create Reporting Data CHN, Create Reporting Data CHN).

**Create Reporting Data CHN**

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

Language:

**Calendar Description**

Calendar Group ID:   Description: January 2006 Monthly

Create Reporting Data CHN page

**Calendar Group ID** Select the calendar group for which you want to generate report data. You can select only finalized calendar groups.

The Create Reporting Data CHN (GPCN\_CR\_DATA) Application Engine process calls the GPCN\_TAX Application Engine process, which generates tax report data for the selected calendar group.

The GPCN\_CR\_DATA process simultaneously calls the GPCN\_PHFSI Application Engine process, which generates Public Housing Fund and Social Insurance (PHF/SI) report data for the selected calendar group.

**Note.** Instead of manually running the GPCN\_CR\_DATA process from this page to generate report data, you can select the GP\_PAYE Job process instead of the GPPDPRUN COBOL process when you finalize a calendar group. This is similar to the way that GPCN\_CR\_DATA, GP\_PAYE calls both GPCN\_TAX and GPCN\_PHFSI.

### See Also

[Chapter 14, "Reporting Public Housing Fund and Social Insurance Data," Public Housing Fund and Social Insurance Reports, page 141](#)

## Creating Tax Reports

Access the Tax Reports CHN page (Global Payroll & Absence Mgmt, Taxes, Tax Reports CHN, Tax Reports CHN).

### Tax Reports CHN

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

Language:

Parameters

*Year:	<input type="text" value="2009"/>	Begin Date:	<input type="text" value="01/01/2009"/>
*Month:	<input type="text" value="01 - January"/>	End Date:	<input type="text" value="01/31/2009"/>
*Tax Area:	<input type="text" value="BEIJING"/>		
Pay Entity:	<input type="text" value="K6CHNBI"/>		
*Category of Income:	<input type="text" value="Salary/Wage"/>		
*Employee Type:	<input type="text" value="All"/>		
*Report Type:	<input type="text" value="Both"/>		
Filing Date:	<input type="text" value="02/02/2006"/>		
*Payment Date:	<input type="text" value="01/31/2006"/>		

Internal Sort Order

\*Sort Key 1: 
 \*Sort Key 2: 
 \*Sort Key 3:

Tax Reports CHN page

### Year and Month

Enter the year and month for which you are generating the report.

<b>Tax Area</b>	Enter the tax area for which you are generating the report. Values are: <ul style="list-style-type: none"><li>• <i>Beijing</i></li><li>• <i>Shanghai</i></li><li>• <i>Shenzhen</i></li><li>• <i>Tianjin</i></li></ul>
<b>Pay Entity</b>	Enter the pay entity for which you are generating the report. If you leave this field blank, the process creates a report for all pay entities in the selected tax area.
<b>Category of Income</b>	Select the category of the income for which you are generating the report. Values are: <ul style="list-style-type: none"><li>• <i>Salary/Wage</i></li><li>• <i>Annual Bonus</i></li><li>• <i>Severance</i></li></ul>
<b>Employee Type</b>	Select the type of employee for which you are generating the report. Values are: <ul style="list-style-type: none"><li>• <i>Local Employee Only</i></li><li>• <i>Intern Employee Only</i></li><li>• <i>Expatriate Only</i></li><li>• <i>All</i></li></ul>
<b>Report Type</b>	Select which report to generate. <ul style="list-style-type: none"><li>• <i>Detail</i>: Select to generate the Tax Withholding Detail report.</li><li>• <i>Summary</i>: Select to generate the Individual Income Tax Withholding report.</li><li>• <i>Both</i>: Select to generate both reports.</li></ul>
<b>Filing Date</b>	Enter the date on which you file the report.
<b>Payment Date</b>	Enter the date when the company submits income tax to the local taxation administration. This is a required field for the Individual Income Tax Withholding report and is available only if you select <i>Summary</i> or <i>Both</i> in the Report Type field.
<b>Internal Sort Order</b>	Use the sort keys to sort your generated reports by <i>Employee Name</i> , <i>Employee Number</i> , and <i>Pay Group</i> .  If you select <i>Employee Name</i> , the report is sorted by the payees' Han Yu Pin Yin names.

---

**Note.** If the system calculates tax using the *retro when earned* override set, the taxable amount with retro does not appear on the tax reports. In this case, you must report the retro tax amount directly to the Tax Bureau.

---

**See Also**

Chapter 3, "Defining Country Data," Retroactivity, page 14

## Chapter 14

# Reporting Public Housing Fund and Social Insurance Data

This chapter provides an overview of Public Housing Fund and Social Insurance (PHF/SI) reports and discusses how to generate PHF/SI reports.

### **See Also**

Chapter 9, "Setting Up Public Housing Fund and Social Insurance Contributions," page 97

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## Public Housing Fund and Social Insurance Reports

PeopleSoft Global Payroll for China delivers three PHF/SI reports:

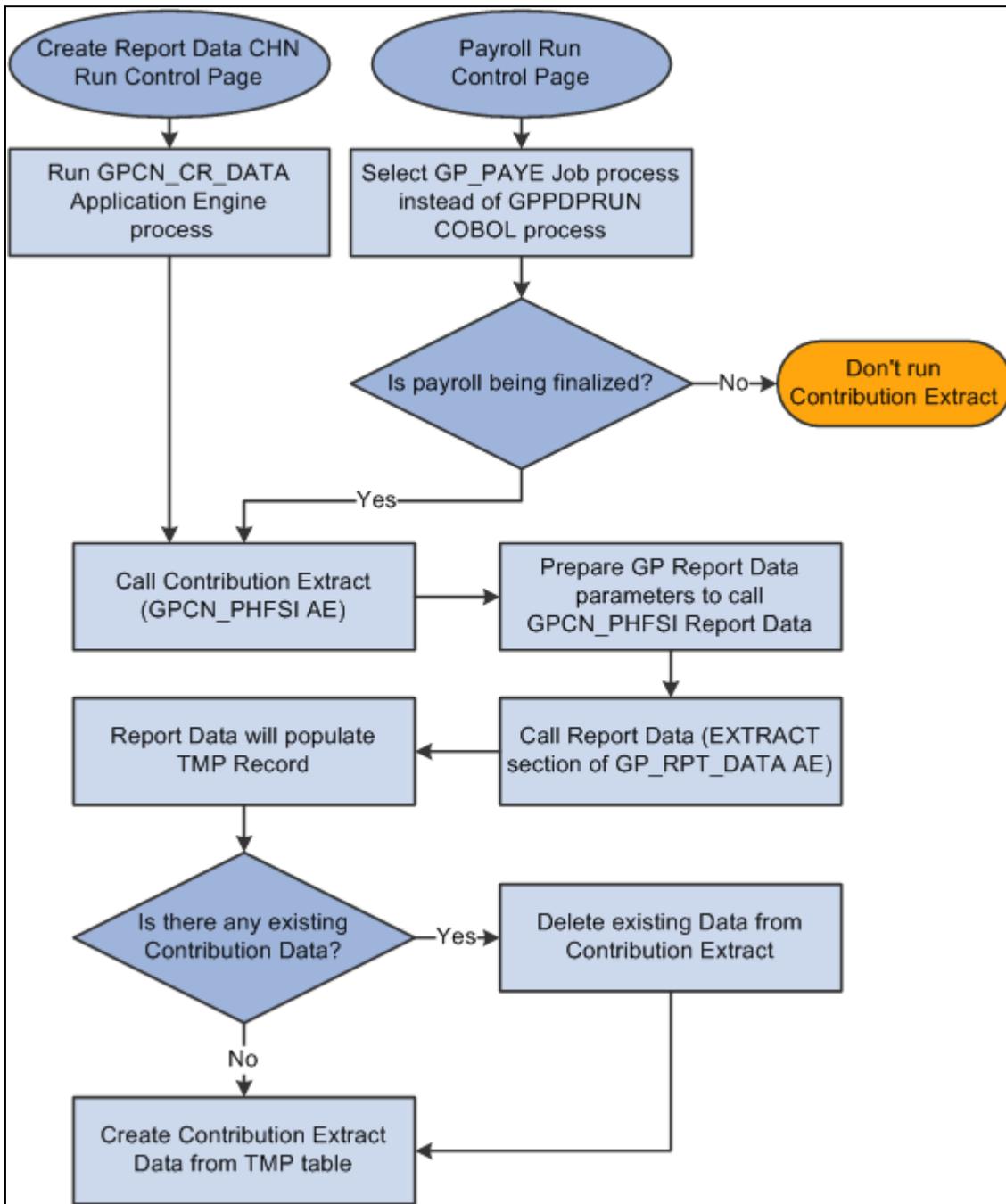
- The Annual Base report declares annual employee and employer contribution bases.
- The Eligibility report lists monthly requisition/loss of PHF/SI eligibility.
- The Monthly Contribution report lists monthly employee and employer contribution amounts.

Because no particular legal format is provided by the local PHF/SI Management centers for PHF/SI reporting nor any provision for data being delivered in a magnetic format, PeopleSoft Global Payroll for China provides general formats for PHF/SI reports for the reporting authorities. Companies can use these reports to help complete the preprinted report formats supplied by the local PHF/SI management centers.

The system extracts data for these reports during payroll finalization using the Report Data feature. It produces the reports in both PDF and CSV file formats.

### **Process Flow**

This diagram illustrates the flow of the PHF/SI report data extract process:



PHF/SI report data extract process flow

**Probation Processing and Eligibility Reporting**

In cases where the Use Probation Processing check box is selected for a PHF/SI deduction, the system still generates the eligibility report based on the begin date of the PHF/SI deduction, not the actual month in which the PHF/SI deduction occurs at the end of the probation period.

**See Also**

Chapter 9, "Setting Up Public Housing Fund and Social Insurance Contributions," Assigning and Disabling Public Housing Fund and Social Insurance Deductions, page 101

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Integrating with PeopleSoft Enterprise Performance Management," Reviewing Delivered Setup Data in the Global Payroll Database*

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## Generating PHF/SI Reports

This section discusses how to:

- Create PHF/SI report data.
- Create PHF/SI reports.

## Pages Used to Generate PHF/SI Reports

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Create Reporting Data CHN	GPCN_CR_RPT_DTA_RC	Global Payroll & Absence Mgmt, Authority Correspondence, Create Reporting Data CHN, Create Reporting Data CHN	Generate report data for finalized payrolls.
PHF/SI Reports CHN	GPCN_PHFSI_DATA_RC	Global Payroll & Absence Mgmt, Social Security / Insurance, PHF/SI Reports CHN, PHF/SI Reports CHN	Generate the Annual Base Report, Monthly Contribution Report, and Eligibility Report.

## Creating PHF/SI Report Data

Access the Create Reporting Data CHN page (Global Payroll & Absence Mgmt, Authority Correspondence, Create Reporting Data CHN). Use this page to run the Create Reporting Data CHN (GPCN\_CR\_DATA) Application Engine process. This process calls the GPCN\_PHFSI Application Engine process, which generates Public Housing Fund and Social Insurance (PHF/SI) report data for the selected calendar group.

The Create Reporting Data CHN (GPCN\_CR\_DATA) Application Engine process simultaneously calls the GPCN\_TAX Application Engine process, which generates tax report data for the selected calendar group.

---

**Note.** Instead of manually running the GPCN\_CR\_DATA process from this page to generate report data, you can select the GP\_PAYE Job process instead of the GPPDPRUN COBOL process when you finalize a calendar group. This is similar to the way that GPCN\_CR\_DATA, GP\_PAYE calls both GPCN\_TAX and GPCN\_PHFSI.

---

**See Also**

[Chapter 13, "Reporting Tax Information," Creating Tax Report Data, page 137](#)

**Creating PHF/SI Reports**

Access the PHF/SI Reports CHN page (Global Payroll & Absence Mgmt, Social Security/Insurance, PHF/SI Reports CHN, PHF/SI Reports CHN).

### PHF/SI Reports CHN

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

Language:  ▼

**Report Parameter**

\*Report Type:  ▼

\*Year:

\*Month:  ▼ Begin Date: 01/01/2006

\*Contribution Area:  🔍 End Date: 01/31/2006

Pay Entity:  🔍

Contribution Type:  🔍

\*Organization Code:

\*Organization Category:  ▼

**Sort Order**

Sort Key 1:  ▼    Sort Key 2:  ▼    Sort Key 3:  ▼

PHF/SI Reports CHN page

**Report Type**                      Select which report to generate. Values are:

- *Annual Base Report*
- *Eligibility Report*
- *Monthly Contribution Report*

**Year and Month**                      Enter the year and month for which you are generating the report.

- Contribution Area** Enter the contribution area for which you are generating the report. Values are:
- *Beijing*
  - *Shanghai*
  - *Shenzhen*
  - *Tianjin*
- If you do not make a selection in the Contribution Type field, the process produces separate reports and CSV files for all available PHF/SI contributions.
- Pay Entity** Enter the pay entity for which you are generating the report. If you leave this field blank, the process produces a report for all pay entities in the reporting period.
- Contribution Type** Select the type of contribution for which you are generating the report. Values are:
- *INJURY*
  - *LARGE AMOUNT MED* (Large Amount Medical Insurance)
  - *MATERNITY*
  - *MEDICAL*
  - *PENSION*
  - *PHF* (Public Housing Fund)
  - *PHF VOL* (Voluntary Public Housing Fund)
  - *SUP MEDICAL* (Supplementary Medical)
  - *UNEMPLOYMENT*
- Organization Code** Enter your organization code.

- Organization Category** Select the organization category for which you are generating the report. This field appears only if you select *Monthly Contribution Report* in the Report Type field. Values are:
- *Juridical Enterprise*
  - *Juridical Institution*
  - *Juridical Association*
  - *Juridical Government Organization*
  - *Non-Juridical Enterprise*
  - *Non-Juridical Institution*
  - *Non-Juridical Association*
  - *Non-Juridical Government Organization*
- Filing Date** Enter the date on which you are filing the report. This field appears only if you select *Eligibility Report* in the Report Type field.
- Sort Order** Use the sort keys to sort your generated reports by *Employee Name*, *Employee Number*, and *PHF/SI Account Number*.

## Appendix A

# Global Payroll for China Reports

This appendix discusses Global Payroll for China reports.

---

**Note.** For samples of these reports, see the PDF files published on CD-ROM with your documentation. For more information about running these reports, refer to the appropriate chapter in this PeopleBook.

---

### See Also

*Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler*

---

## Global Payroll for China Reports: A to Z

This table lists the PeopleSoft Global Payroll for China reports, sorted alphanumerically by report ID. Each report description indicates whether the system generates the report using Structured Query Reports (SQRs), Extensible Markup Language (XML) Publisher, or both. XML Publisher for PeopleSoft Enterprise is a template-based reporting solution that separates the data extraction process from the report layout and allows the reuse of extracted application data into multiple report layouts.

See *Enterprise PeopleTools PeopleBook: XML Publisher for PeopleSoft Enterprise*.

---

**Note.** For more information about running the reports, refer to the corresponding chapter in this PeopleBook. For samples of these reports, see the PDF files published on CD-ROM with your documentation.

---

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GPCNPY01 Payslip Process	Generate payslips (SQR).	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips CHN, Create/Print Payslips CHN	GPCN_RUNCTL_PSLP
GPCNSI01 Print PHF/SI Reports CHN	Generate the Annual Base report, Monthly Contribution report, and Eligibility report (SQR, XML).	Global Payroll & Absence Mgmt, Social Security / Insurance, PHF/SI Reports, PHF/SI Reports	GPCN_PHFSI_DATA_RC

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GPCNTX01 Tax Monthly Report CHN	Generate the Individual Income Tax Withholding Report and Tax Withholding Detail report (SQR, XML).	Global Payroll & Absence Mgmt, Taxes, Tax Reports CHN, Tax Reports CHN	GPCN_TAX_DATA_RC

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