
PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Administer Company Cars

November 2010

Copyright © 1988, 2010, Oracle and/or its affiliates. All rights reserved.

Trademark Notice

Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.

License Restrictions Warranty/Consequential Damages Disclaimer

This software and related documentation are provided under a license agreement containing restrictions on use and disclosure and are protected by intellectual property laws. Except as expressly permitted in your license agreement or allowed by law, you may not use, copy, reproduce, translate, broadcast, modify, license, transmit, distribute, exhibit, perform, publish or display any part, in any form, or by any means. Reverse engineering, disassembly, or decompilation of this software, unless required by law for interoperability, is prohibited.

Warranty Disclaimer

The information contained herein is subject to change without notice and is not warranted to be error-free. If you find any errors, please report them to us in writing.

Restricted Rights Notice

If this software or related documentation is delivered to the U.S. Government or anyone licensing it on behalf of the U.S. Government, the following notice is applicable:

U.S. GOVERNMENT RIGHTS

Programs, software, databases, and related documentation and technical data delivered to U.S. Government customers are "commercial computer software" or "commercial technical data" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, the use, duplication, disclosure, modification, and adaptation shall be subject to the restrictions and license terms set forth in the applicable Government contract, and, to the extent applicable by the terms of the Government contract, the additional rights set forth in FAR 52.227-19, Commercial Computer Software License (December 2007). Oracle USA, Inc., 500 Oracle Parkway, Redwood City, CA 94065.

Hazardous Applications Notice

This software is developed for general use in a variety of information management applications. It is not developed or intended for use in any inherently dangerous applications, including applications which may create a risk of personal injury. If you use this software in dangerous applications, then you shall be responsible to take all appropriate fail-safe, backup, redundancy and other measures to ensure the safe use of this software. Oracle Corporation and its affiliates disclaim any liability for any damages caused by use of this software in dangerous applications.

Third Party Content, Products, and Services Disclaimer

This software and documentation may provide access to or information on content, products and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third party content, products and services. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third party content, products or services.

Contents

Preface

PeopleSoft Enterprise Human Resources Administer Company Cars Preface	v
PeopleSoft Applications	v
PeopleSoft Enterprise HRMS Application Fundamentals	v
PeopleBooks and the PeopleSoft Online Library	v

Chapter 1

Getting Started with Administer Company Cars	1
Administer Company Cars Overview	1
Administer Company Cars Business Processes	2
Administer Company Cars Integrations	2
Administer Company Cars Implementation	3

Chapter 2

Setting Up Administer Company Cars	5
Setting Up the Company Car Benefit Plan	5
Pages Used to Set Up the Company Car Benefit Plan	5
Creating and Naming the Company Car Benefit Plan	6
Entering Company Car Benefit Information	7
Adding the Company Car Benefit Plan to Benefit Programs	8
Setting Up Company Car Fleet Information	8
Common Element Used in This Section	8
Pages Used to Set Up Company Car Fleet Information	9
Tracking Company Cars	9
Entering Location Information	11
Entering a Car Profile	11
Recording Allocation Information and Tracking Car Pooling Information	13
Recording Maintenance History	14

Chapter 3

Administering Company Cars for a Workforce 17

Allocating Company Cars 17

 Pages Used to Allocate Company Cars 17

 Enrolling Employees in Company Car Plans 18

 Allocating Company Cars 19

(GBR) Tracking Company Cars and Vehicle Incidents 21

 Understanding Tracking Functionality 21

 Pages Used to Track Company Cars and Vehicle Incidents 21

 Calculating P11D Information Benefit Amounts 22

 Verifying P11D Information Calculation Results Online 22

Running Company Car Reports 24

 Pages Used to Run Company Car Reports 24

Chapter 4

(GBR) Defining Tax Percentages and Engine Types 27

Understanding Emissions Taxes 27

Defining Tax Percentages and Engine Types 27

 Pages Used to Tax Percentages and Engine Types 28

 Defining Tax Percentages 28

 Defining Engine Types 28

Index 31

PeopleSoft Enterprise Human Resources Administer Company Cars Preface

This preface discusses:

- PeopleSoft applications.
- PeopleSoft Enterprise HRMS Application Fundamentals.

PeopleSoft Applications

This PeopleBook refers to the following PeopleSoft application: PeopleSoft Enterprise Human Resources Administer Company Cars.

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*. Each PeopleSoft line of applications has its own version of this documentation.

Note. One or more pages in Administer Company Cars operate in deferred processing mode. Deferred processing is described in the preface in the *PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook*.

See Also

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

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 Administer Company Cars

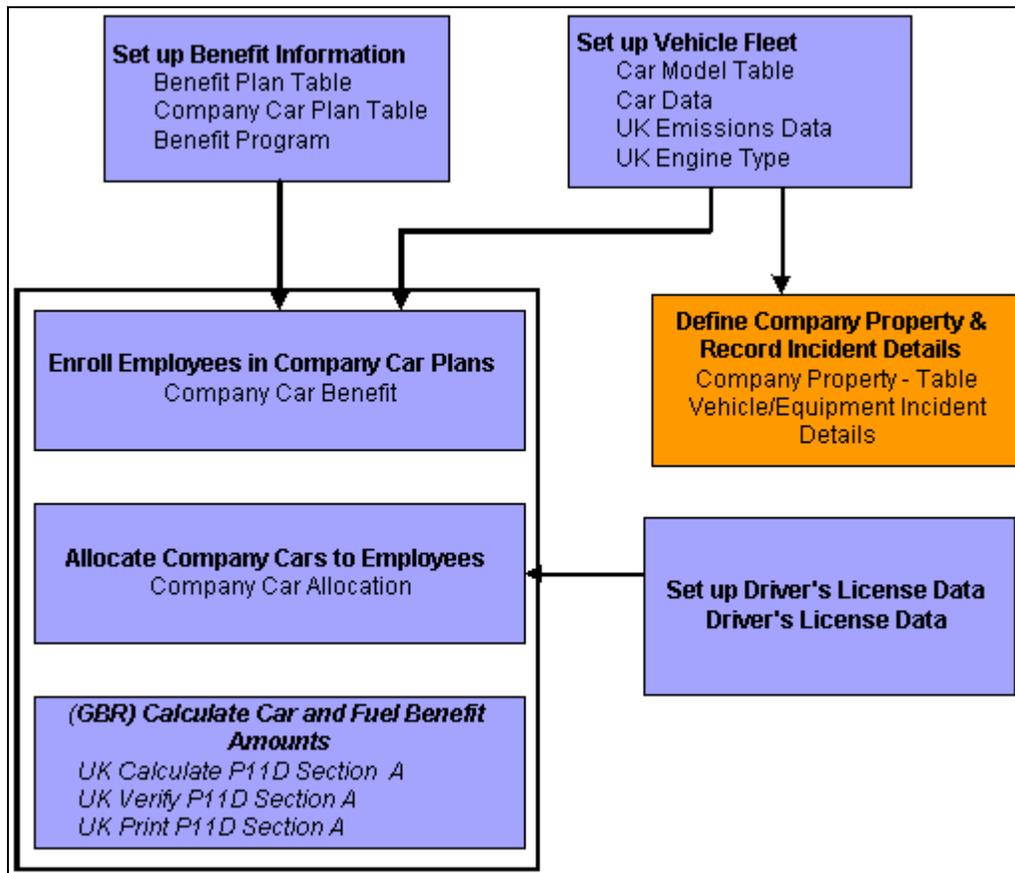
This chapter discusses:

- Administer Company Cars overview.
- Administer Company Cars business processes.
- Administer Company Cars integrations.
- Administer Company Cars implementation.

Administer Company Cars Overview

Administer Company Cars enables you to set up and administer company cars for an organization. Setup tasks include defining company car benefit plans and fleet data. Administration tasks include allocating and tracking company cars and defining tax percentages and engine types.

This diagram illustrates the Administer Company Cars business process, from setting up benefit information and the vehicle fleet to calculating car and fuel benefit amounts:



Administer Company Cars business process showing the necessary steps from setting up benefit information and the vehicle fleet to calculating car and fuel benefit amounts

Administer Company Cars Business Processes

Administer Company Cars provides these business processes:

- Set up company car benefit plans and car fleet data.
- Allocate and track company cars.
- (GBR) Define tax percentages and engine types.

This documentation discusses these business processes in the business process chapters in this PeopleBook.

Administer Company Cars Integrations

Administer Company Cars integrates with these PeopleSoft applications:

- PeopleSoft Enterprise HRMS applications.
- Other PeopleSoft applications.

- Third-party applications.

This documentation discusses integration considerations in the implementation chapters in this PeopleBook.

Supplemental information about third-party application integrations is located on the My Oracle Support website.

See Also

Interactive Services Repository on My Oracle Support.

Administer Company Cars Implementation

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

Other Sources of Information

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

See Also

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

Enterprise PeopleTools PeopleBook: PeopleSoft Setup Manager

Chapter 2

Setting Up Administer Company Cars

This chapter discusses how to:

- Set up the company car benefit plan.
- Set up company car fleet information.

Note. This chapter is required. To implement Administer Company Cars, you must complete the tasks discussed in this chapter.

Setting Up the Company Car Benefit Plan

To set up the company car benefit plan, use the Benefit Plan Table (BENEFIT_PLAN_TABLE) and Company Car Plan Table (CAR_PLAN_TABLE) components.

This section discusses how to:

- Create and name the company car benefit plan.
- Enter company car benefit information.
- Add the company car benefit plan to benefit programs.

Note. PeopleSoft considers a company car a benefit; therefore, some of the standard benefit plan codes and tables define the company car benefit.

Use the Benefit Plan Table to set up all types of benefits, not just company cars.

Pages Used to Set Up the Company Car Benefit Plan

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Benefit Plan Table	BENEFIT_PLAN_TABLE	Set Up HRMS, Product Related, Workforce Administration, Company Cars, Benefit Plan Table, Benefit Plan Table	Create and name company car benefit plans.

Page Name	Definition Name	Navigation	Usage
Company Car Plan Table	CAR_PLAN_TABLE	Set Up HRMS, Product Related, Workforce Administration, Company Cars, Company Car Plan Table, Company Car Plan Table	Enter company car benefit information that is specific to each company car benefit plan.

Creating and Naming the Company Car Benefit Plan

Access the Benefit Plan Table page (Set Up HRMS, Product Related, Workforce Administration, Company Cars, Benefit Plan Table, Benefit Plan Table).

Benefit Plan Table page

Plan Type and Benefit Plan Displays the plan type and benefit plan that you entered. Leave the remaining fields blank.

See Also

PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Manage Base Benefits, "Setting Up Benefit Plans"

Entering Company Car Benefit Information

Access the Company Car Plan Table page (Set Up HRMS, Product Related, Workforce Administration, Company Cars, Company Car Plan Table, Company Car Plan Table).

Company Car Plan Table

Plan Type: 5A Company Car

Benefit Plan: HGCAR

Data Find | View All First 1 of 1 Last

*Effective Date:

Qualifying Period: Months

Allowance Amount:

Price Range

	Minimum:	Maximum:
Purchase:	<input type="text" value="\$7,000.000"/>	<input type="text" value="\$55,000.000"/>
Lease:	<input type="text" value="\$500.000"/>	<input type="text" value="\$1,000.000"/>
Contract Hire:	<input type="text" value="\$500.000"/>	<input type="text" value="\$1,000.000"/>

Company Car Plan Table page

Qualifying Period Enter the waiting or qualifying period for participating in this plan, if applicable. Select a unit by which to measure time and enter the number of those units.

Allowance Amount If you offer an allowance amount instead of a car, enter the amount and the currency code for that amount. The currency code appears by default from the base currency code defined in the Installation table. If you change the currency code here, the new code applies to the other currency-related fields on this page.

Price Range

Use the fields in this group box to define the price range of a car. For example, a worker enrolled in the HGCAR benefit plan might have a car with a minimum list price of 7,000 and a maximum price of 55,000.

Purchase List the minimum and maximum amount of purchase. Specify the currency of these amounts by entering a currency code next to Allowance Amount. This code controls all amount fields on this page.

Lease and Contract Hire List minimum and maximum amount of lease or contract hire. Specify the currency of these amounts by entering a currency code to the right of the Allowance Amount field. This code controls all amount fields on this page.

Adding the Company Car Benefit Plan to Benefit Programs

To enable workers to use the car benefit plan, assign the plan to benefit programs and then assign benefit programs to workers.

To add the company car benefit plan to one of the organization's benefit and deduction programs, use the Benefit/Deduction Program Table pages. Select Set Up HRMS, Product Related, Workforce Administration, Company Cars, Ben/Ded Program Tbl. Use these same pages to define Benefit/Deduction Programs in the Benefit Program table.

See Also

PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Manage Base Benefits, "Building Base Benefit Programs," Building Benefit Programs

Setting Up Company Car Fleet Information

To set up company car fleet information, use the Car Model Table (CAR_MODEL_TABLE), Car Management Location (CAR_MG_LOC_TBL) , and Car Data (CAR_DATA) components.

This section lists common elements and discusses how to:

- Track company cars.
- Enter location information.
- Enter a car profile.
- Record allocation information and track car pooling information.
- Record maintenance history.

Setting up car fleet information involves entering information about the cars, car models, car pool information, and vehicle maintenance. This information enables you to administer the allocation and tracking of company cars.

Common Element Used in This Section

Car ID

Displays an identification code for a specific vehicle.

Note. To prevent numbering errors, always assign a number or let the system assign one automatically.

Pages Used to Set Up Company Car Fleet Information

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Car Model Table	CAR_MODEL_DATA	Set Up HRMS, Product Related, Workforce Administration, Company Cars, Car Model Table, Car Model Table	Track company cars.
Car Management Location	CAR_MG_LOC_TBL	Set Up HRMS, Product Related, Workforce Administration, Company Cars, Car Management Location, Car Management Location	Enter location information detailing where car maintenance, leasing, and management occurs.
Car Data	CAR_DATA1	Set Up HRMS, Product Related, Workforce Administration, Company Cars, Car Data, Car Data	Enter details such as a profile of the car and accessories information.
Allocation	CAR_DATA2	Set Up HRMS, Product Related, Workforce Administration, Company Cars, Car Pool & Maint, Allocation	View allocation information, track car pool information, and enter comments about the car.
Maintenance	CAR_MAINT	Set Up HRMS, Product Related, Workforce Administration, Company Cars, Car Pool & Maint, Maintenance	Record a company car's car pool and maintenance history.

Tracking Company Cars

Access the Car Model Table page (Set Up HRMS, Product Related, Workforce Administration, Company Cars, Car Model Table, Car Model Table).

Car Model Table

Manufacturer: BMW
Model: 323i SE
Engine Type: PET

Data Find | View All First 1 of 1 Last

*Effective Date:

*Status:

*Engine Capacity:

High Insurance Risk

C02 Emissions:

Costs

List Cost:

Lease Cost:

Contract Hire Cost:

Description:

Car Model Table page

- Model** Displays the manufacturer and model of the car.
- Engine Type** Displays the engine type.
- Engine Capacity** Enter the engine capacity for the model.
- High Insurance Risk** Select this check box if this is a high-insurance car.
- CO2 Emissions g/km** (carbon dioxide emissions in grams per kilometer) In the U.K., vehicle tax is based on carbon dioxide emissions per kilometer emissions provided by the manufacturer in accordance with government guidelines.
- List Cost** Enter the list cost. This is a required field that the system uses for tax purposes when performing P11D calculations. The currency code field next to the List Cost field applies to all amount fields on the page.
- Lease Cost** For lease costs, select *Daily*, *Weekly*, *Monthly*, or *Yearly*.
- Contract Hire Cost** For contract hire costs, enter the amount in the field.

Entering Location Information

Access the Car Management Location page (Set Up HRMS, Product Related, Workforce Administration, Company Cars, Car Management Location, Car Management Location).

Car Management Location

Location: ABC Motor Group

Location Type:

Country:  United Kingdom

Address: 55 Turnpike Road
Shipham
Somerset BS251TX

Telephone:

Description:

Car Management Location page

Location Type

Values include:

Garage: Select for a car maintenance facility.

Internal Management Center: Select for a location within the company that manages a car.

Lease Company: Select for a company from which you lease cars for use in the program.

Entering a Car Profile

Access the Car Data page (Set Up HRMS, Product Related, Workforce Administration, Company Cars, Car Data, Car Data).

Car Data

Car ID: 0000010

Find | View All | First 1 of 1 Last

Car Profile

Car Details

*Effective Date: 06/11/2009

Registration Nbr: T451 RBI

*Make: Ford

Registration Date: 06/01/2010

Provision Method: Purchase

Management Location:

Country: GBR United Kingdom

County: BERKS Berkshire

*Status: Active

VIN: 1997745 AX 8821

Model: Mondeo 1.8 GLX

Color: Silver

Cost: 26,600.00 Currency Code: EUR

United Kingdom

Tax Renewal Date:

Age of Car: 10

Classic Car

Find | First 1 of 1 Last

Accessories

*Description	Cost	Currency	Installed	Removed
Kenwood Stereo	350.00	EUR	06/01/2009	

Car Data page

Registration No. Enter the vehicle's registration number and VIN.
 (registration number) and
VIN (vehicle identification number)

Make and Model Provide information in these required fields. Define values for make in the Translate table, and define values for model in the Car Model table.

Registration Date and Color Enter the car's registration date and select a color.

Provision Method and Cost Select a provision method using the purchase, lease, and contract hire costs that you defined in the Car Model table. The system displays the car's cost in the appropriate currency based on the provision method that you select. You can override these amounts.

Management Location Select a management location for this vehicle. This field is optional. Car management locations are stored on the Car Management Locations page.

(GBR) United Kingdom

Tax Renewal Date Enter a date. The date that you enter is for informational purposes only.

Age of Car Displays the car's age calculated from the registration date that you entered on the Car Data page.

Classic Car Select for cars that are 15 years or older.

Accessories

For each accessory, complete the fields in this group box.

Recording Allocation Information and Tracking Car Pooling Information

Access the Allocation page (Set Up HRMS, Product Related, Workforce Administration, Company Cars, Car Pool & Maint, Allocation).

Allocation Maintenance

Car ID: 0000010 Registration Nbr: T451 RBI VIN: 1997745 AX 8821

Currently Allocated to: KG0002 Dewi Hopkins

Car Pool				Customize	Find	View All	First	1 of 1	Last
	Start Date	End Date	Empl ID	Name					
1	<input type="text"/>	<input type="text"/>	<input type="text"/>						

Allocation page

Registration No. and VIN Displays the registration number and VIN that you entered on the Car Data page.

Currently Allocated To Displays the ID and name of an individual if the car is assigned to a worker on the Company Car Allocation table.

Car Pool

Enter the start date and the end date of the car pool, and then enter the EmplID of the person who is responsible for the company car.

Recording Maintenance History

Access the Maintenance page (Set Up HRMS, Product Related, Workforce Administration, Company Cars, Car Pool & Maint, Maintenance).

The screenshot displays the 'Maintenance' page for a specific car. At the top, there are tabs for 'Allocation' and 'Maintenance'. Below the tabs, the car's identification numbers are listed: Car ID: 0000010, Registration Nbr: T451 RBI, and VIN: 1997745 AX 8821. The main section is titled 'Car Details' and contains several input fields: '*Maintenance Date' (04/11/2000), 'Location' (Cradock Garage), 'Action Code' (Full Service), 'Present Distance' (30,000), and 'Distance Scale' (Miles). There is also a 'Comments' text area. Below this is a 'Next Service' section with 'Distance' (40,000) and 'Date' (01/08/2001). A section for 'Mexico' is also visible, with a sub-section 'Car Details Mexico' containing '*Effective Date' (06/11/2009) and 'Inspection Type'.

Maintenance page

Maintenance Date Enter the date when the car was serviced.

Location Select a location from the list of locations that you defined on the Car Management Location table. *Garage* is the only location type that appears here.

Action Code Select a value from the available options.

Present Distance Enter the car's odometer reading as of the service date. Select *Miles* or *Kms* (kilometers).

Next Service If you selected *Full Service* as the action code, enter the distance and date for the car's next service. To enter additional car maintenance and service events, insert a new data row and enter a new maintenance date, if appropriate.

(MEX) Mexico

Because of high pollution levels in Mexico, there are legal requirements for car inspections.

Inspection Type

Values include:

Multiple Stop Day (2), New Cars (00), No Stop Day (0), and One Stop Day (1).

For example, if a car has an inspection type of *One Stop*, the car must not be used one day of the week.

Stop Day

Depending on the result of the inspection, you may need to specify a stop day when the car cannot be in use.

Values include:

Monday, Tuesday, Wednesday, Thursday, and Friday.

Chapter 3

Administering Company Cars for a Workforce

This chapter discusses how to:

- Allocate company cars.
- (GBR) Track company cars and vehicle incidents.
- Run company car reports.

Allocating Company Cars

To allocate company cars, use the Select Type of Benefits (CAR_PLAN) and Assign Type of Car/Dates (CAR_ALLOCATION) components.

This section discusses how to:

- Enroll employees in company car plans.
- Allocate company cars.

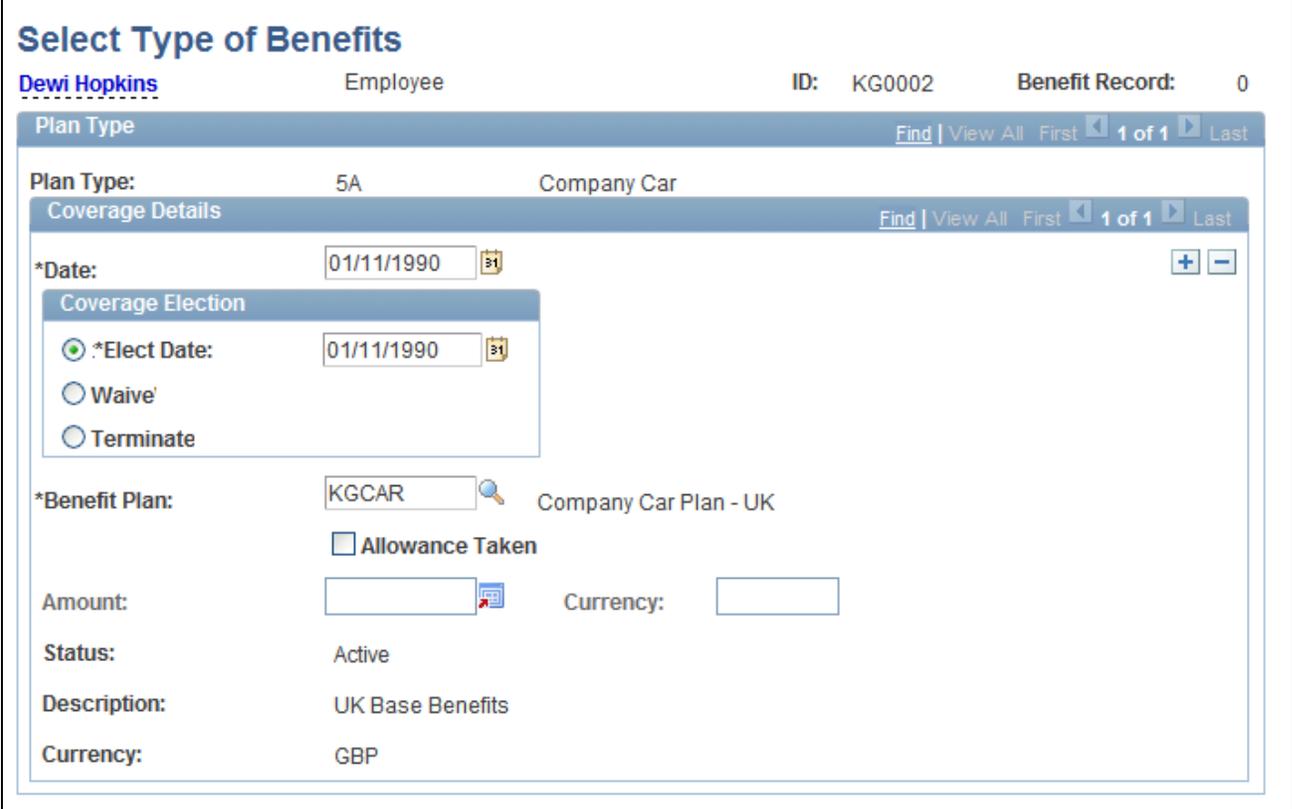
Before allocating cars to employees, enroll them in the benefit plan.

Pages Used to Allocate Company Cars

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Select Type of Benefits	CAR_PLAN	Benefits, Provide Company Cars, Select Type of Benefits, Select Type of Benefits	Enroll workers in the car benefit plan.
Assign Type of Car/Dates	CAR_ALLOCATION	Benefits, Provide Company Cars, Assign Type of Car/Dates, Assign Type of Car/Dates	Allocate company cars to workers.

Enrolling Employees in Company Car Plans

Access the Select Type of Benefits page (Benefits, Provide Company Cars, Select Type of Benefits, Select Type of Benefits).



Select Type of Benefits

Dewi Hopkins Employee ID: KG0002 Benefit Record: 0

Plan Type: 5A Company Car

Coverage Details: 01/11/1990

*Date: 01/11/1990

Coverage Election:

- *Elect Date: 01/11/1990
- Waive
- Terminate

*Benefit Plan: KGCAR Company Car Plan - UK

Allowance Taken

Amount: Currency:

Status: Active

Description: UK Base Benefits

Currency: GBP

Select Type of Benefits page

Plan Type	Displays the default value of <i>Company Car</i> .
Coverage Begin Date	Enter the start date for the worker's coverage under this plan.
Coverage Election	Indicate whether the worker chooses to Elect, Waive, or Terminate their coverage.
Elect Date	Enter the date on which the worker elected this coverage.
Benefit Plan	Enter a benefit plan from the plans that you set up in the Benefit Plan Table page. Only benefit plans that are in this worker's benefit program are available here.
Allowance Taken	Select if this worker chooses an allowance instead of a car.
Amount	Displays the allowance amount from the Company Car Plan page. You can override the amount, the currency, or both. Workers who choose the allowance can't have company cars allocated in the Assign Type of Car/Dates page.

See Also

[Chapter 2, "Setting Up Administer Company Cars," Setting Up the Company Car Benefit Plan, page 5](#)

Allocating Company Cars

Access the Assign Type of Car/Dates page (Benefits, Provide Company Cars, Assign Type of Car/Dates, Assign Type of Car/Dates).

Assign Type of Car/Dates

Dewi Hopkins EMP ID: KG0002 Empl Record: 0

Data Find | View All First 1 of 1 Last

Benefit Plan: KGCAR Company Car Plan - UK

Effective Date: 01/11/1990

Allocation Find | View All First 1 of 1 Last

*Car Identification: + -

Start Date: 31 Car Type:

End Date: 31

United Kingdom

Capital Contribution: 31 Fuel Provided Fuel Cost Reimbursed

P46 Submitted

Payments Towards Private Use Find First 1 of 1 Last

Payment Date	Amount	Currency	Frequency Type
<input type="text"/> 31	<input type="text"/> 31	<input type="text"/> 31	<input type="radio"/> Annual <input type="radio"/> Quarterly <input checked="" type="radio"/> Monthly <input type="radio"/> Weekly

Unavailability Find First 1 of 1 Last

Start Date	End Date	Reason
<input type="text"/> 31	<input type="text"/> 31	<input type="text"/>

Annualized Business Mileage Find First 1 of 1 Last

Tax Year End	Mileage	Type
<input type="text" value="Year Ending 5th of April 1999"/>	<input type="text" value="18000+"/>	<input type="text" value="Actual"/>

Assign Type of Car/Dates page

Car Identification

Enter the code of the car that you want to allocate to the worker. Define values for this field in the Car Data table. Only cars that aren't already allocated or assigned to carpools as of the effective date are available.

Start Date

Enter the start date of the allocation.

Car Type Select from these values:
Primary Car, Replacement Car, Secondary Car, or Other.
 The car type is used in the P46 (Car) report that is provided with Global Payroll for the U.K.

End Date Enter a date when the worker is scheduled to (or does) return the car.

(GBR) United Kingdom

This information is required for the P46 (Car) report that is provided in PeopleSoft Enterprise Global Payroll for the U.K.

Capital Contribution Enter the amount and the currency code if the worker makes any capital contributions toward the car.

Fuel Provided Select if you supply fuel to the worker for private use.

Fuel Cost Reimbursed Select if the worker reimburses the total cost.

P46 Submitted Select if you've submitted the P46 (Car) report to the Inland Revenue. If you have Global Payroll for the U.K., you can generate this report automatically.

Payments Towards Private Use

Complete this group box if the worker makes any payments for private use of the car.

Payment Date and Amount Enter the date on which the worker started making payments and enter the amount of each payment.

Frequency Type Select the frequency of the worker's payments.

Unavailability

Indicate any period when the car is unavailable.

Annualized Business Mileage

Track the distance that the car is driven on business. Only mileage ranges are required for tax purposes.

Tax Year End and Mileage To identify the mileage for a particular tax year, select the Tax Year End value and the range of business mileage

Type Values are:
Actual: Select at the end of the tax year when a more accurate value is available.
Expected: Select to enter an estimate for the current tax year.

(GBR) Tracking Company Cars and Vehicle Incidents

This section provides an overview of tracking functionality and discusses how to:

- Calculate P11D Information benefit amounts.
- Verify P11D Information calculation results online.

Note. To track company cars and vehicle incidents, use the Calculate P11D Information (CALC_P11D_SEC_A) and Verify P11D Information (VIEW_P11D_SEC_A) components.

Understanding Tracking Functionality

To use the PeopleSoft Enterprise Human Resources Monitor Health and Safety application to track vehicle incidents related to company cars, you must define each car as an item of company property. Do this on the Company Property Table Setup page. Once you define a car as company property, use the Incident Data and Vehicle/Equipment Detail pages to record details of any incidents involving the employee and the car, or use the Monitor Health and Safety menus.

You can allocate a company car, without transfer of property, to a director or worker earning more than the statutory threshold. This car is then also available to the worker or director for private use.

There are various tax implications when you allocate a company car to a worker. Companies pay tax in the form of Class 1A National Insurance Contributions (NICs). Workers pay income tax based on their tax codes, which is adjusted to take into account the taxable benefit of the car. In both cases, the taxable benefit is based on the list price, business mileage, age, and periods of unavailability of the car. To find out more about legal requirements, contact the Inland Revenue.

See Also

PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Monitor Health and Safety, "Creating and Tracking Incidents," Entering Health and Safety Incident Details

[Chapter 2, "Setting Up Administer Company Cars," Setting Up the Company Car Benefit Plan, page 5](#)

Pages Used to Track Company Cars and Vehicle Incidents

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Calculate P11D Information	RUNCTL_COMPCAR001	Benefits, Provide Company Cars, Calculate P11D Information, Calculate P11D Information	To calculate the P11D Information amounts, run the CAR001 process. You can run the report for one worker at a time or for all eligible workers.

Page Name	Definition Name	Navigation	Usage
Verify P11D Information	P11D_SEC_A_UK	Benefits, Provide Company Cars, Verify P11D Information, Verify P11D Information	Verify P11D Information calculation results online.
Process Notes	P11D_NOTES_UK	Benefits, Provide Company Cars, Verify P11D Information, Process Notes	View benefit calculation details.

Calculating P11D Information Benefit Amounts

Access the Calculate P11D Information page (Benefits, Provide Company Cars, Calculate P11D Information, Calculate P11D Information).

Calculate P11D Information page

- Run Control ID** Displays the run control ID that you entered.
- Tax Year End** Define values on the Translate table
- Empl ID** (employee identification) Leave this field blank to run the report for all eligible workers, or enter an ID to run the report for only one worker.
- Employment Record Number** Leave this field blank to run the report for all worker records, or enter an employment record number to run the report for only one worker record.
- Run** Click this button to calculate P11D Information.

Verifying P11D Information Calculation Results Online

Access the Verify P11D Information page (Benefits, Provide Company Cars, Verify P11D Information, Verify P11D Information).

Verify P11D Information		Process Notes																	
ID:	KG0002	Empl Record:	0																
P11D Section A (UK) Find View All First 1 of 1 Last																			
Tax Year End:	1999																		
Make and Model:	Ford Mondeo 1.8 GLX	Car ID:	0000010																
Registration Date:	03/01/1999																		
Car available from:	01/11/1990	To:																	
CO2 Emissions g/km:	000	Tax Percentage:	00																
Business Mileage:	<input type="checkbox"/> 2,499 or less	<input type="checkbox"/> 2,500 - 17,999	<input checked="" type="checkbox"/> 18,000 or more																
Payment received - private use:	0.00	<table border="1"> <thead> <tr> <th colspan="2">Fuel</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Fuel provided for private use</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Full cost of fuel reimbursed</td> <td></td> </tr> <tr> <td>Engine Type:</td> <td>Petrol</td> </tr> <tr> <td>Engine Size:</td> <td><input type="checkbox"/> 1400cc or less</td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/> 1401cc - 2000cc</td> </tr> <tr> <td></td> <td><input type="checkbox"/> over 2000cc</td> </tr> <tr> <td>Fuel Benefit Charge:</td> <td><input type="text" value="0.00"/></td> </tr> </tbody> </table>		Fuel		<input type="checkbox"/> Fuel provided for private use		<input type="checkbox"/> Full cost of fuel reimbursed		Engine Type:	Petrol	Engine Size:	<input type="checkbox"/> 1400cc or less		<input checked="" type="checkbox"/> 1401cc - 2000cc		<input type="checkbox"/> over 2000cc	Fuel Benefit Charge:	<input type="text" value="0.00"/>
Fuel																			
<input type="checkbox"/> Fuel provided for private use																			
<input type="checkbox"/> Full cost of fuel reimbursed																			
Engine Type:	Petrol																		
Engine Size:	<input type="checkbox"/> 1400cc or less																		
	<input checked="" type="checkbox"/> 1401cc - 2000cc																		
	<input type="checkbox"/> over 2000cc																		
Fuel Benefit Charge:	<input type="text" value="0.00"/>																		
List Price:	17,000.00																		
Accessories-before car avail:	0.00																		
Total = car + accessories:	17,000.00																		
Accessories-after car avail:	0.00																		
Capital Contribution:	0.00																		
Car Benefit Charge:	<input type="text" value="1,983.33"/>																		

Verify P11D Information page

Each data row relates to a car for the worker per tax year. If a worker had two cars during the tax year, there are two data rows for that worker. If a worker had the same car for two tax years, there are also two rows of data. Use the scroll arrows to move between rows.

If you find errors in the display-only fields on the page, update the core data and rerun CAR001.

Tax Year End, Car available from and Payment received - private use	Display values that you defined on the Assign Type of Car/Dates page.
Make and Model and Registration Date	Display values that you defined on the Car Data page.
CO2 Emissions g/km (carbon dioxide emissions in grams per kilometer) and Tax Percentage	Displays value that you defined on the Emissions Data UK page.
Business Mileage	Select from: <i>2,499 or less</i> , <i>2,500 – 17,999</i> , or <i>18,000 or more</i> .
List Price	Displays the value that you defined on the Car Model page.
Accessories-before car avail., Total = car + accessories, and Accessories-after car avail.	Displays values that you defined on the Car Data page.

- Capital Contribution** Display values that you defined on the Assign Type of Car/Dates page.
- Car Benefit Charge** Adjust benefit charge amounts that require complex manual calculations.

Fuel

Fuel provided for private use and Full cost of fuel reimbursed Display values that you defined on the Assign Type of Car/Dates page.

Engine Type and Engine Size Displays values that you defined on the Car Model page.
Values are: *1400cc or less*, *1401cc – 2000cc*, and *over 2000cc*

Fuel Benefit Charge Adjust benefit charge amounts that require complex manual calculations.

See Also

PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Monitor Health and Safety, "Creating and Tracking Incidents," Entering Incident Data for Vehicles and Equipment

Running Company Car Reports

This section discusses how to run company car reports.

Pages Used to Run Company Car Reports

Page Name	Definition Name	Navigation	Usage
Car List	PRCSRUNCNTL	Benefits, Provide Company Cars, Create List of Cars, Car List	Run the Car List report (CAR003) that produces a list of cars in the company's fleet and list basic information.

Page Name	Definition Name	Navigation	Usage
Print P11D Information	RUNCTL_COMPCAR001	Benefits, Provide Company Cars, Print P11D Information, Print P11D Information	<p>Run the Print P11D Information report (CAR002) to print the results from the CAR001 process in a format similar to the UK government form P11D. You can run the report for a selected employee or all eligible employees in a given tax year.</p> <p>Before using this page, you must have run the CAR001 report process.</p>

Chapter 4

(GBR) Defining Tax Percentages and Engine Types

This chapter provides an overview of emissions taxes and discusses how to define tax percentages and engine types.

Understanding Emissions Taxes

In the United Kingdom, the government bases the automobile tax charge on a percentage of the car price graduated according to the level of the car's carbon dioxide (CO₂) emissions. See the CO₂ Emissions Tax Table on the Inland Revenue site for appropriate charges.

Use the emissions data table to add new rates or adjust the values of rates that are already defined in the system.

The system also contains predetermined data for engine types and the associated discounts. Use the Define Engine Type table to add new engine types and discounts or adjust the values already defined in the system.

These discounts apply only to cars that were first registered on January 1, 1998 or later.

Defining Tax Percentages and Engine Types

To define tax percentages and engine types, use the Define Emissions Data (EMISSIONS_DATA) and Define Engine Type (ENGINE_TYPE) components.

This section discusses how to:

- Define tax percentages.
- Define engine types.

Pages Used to Tax Percentages and Engine Types

Page Name	Definition Name	Navigation	Usage
Define Emissions Data	EMISSIONS_DATA_UK	Benefits, Provide Company Cars, Define Emissions Data, Define Emissions Data	Define tax percentages by year and gram per kilometer emissions per regulations.
Define Engine Type	ENGINE_TYPE_UK	Benefits, Provide Company Cars, Define Engine Type, Define Engine Type	Define engine types and determine the associated tax discounts per regulations.

Defining Tax Percentages

Access the Define Emissions Data page (Benefits, Provide Company Cars, Define Emissions Data, Define Emissions Data).

Define Emissions Data page

Tax Percentage Displays the tax percentage that you entered to access the page.

Tax Year End Enter the tax year that defines the taxation rate.

CO2 Emissions g/km Enter the associated carbon dioxide emissions as grams per kilometer.

Defining Engine Types

Access the Define Engine Type page (Benefits, Provide Company Cars, Define Engine Type, Define Engine Type).

Define Engine Type	
*Engine Type:	<input type="text" value="GAS"/>
*Engine Type Long Description:	<input type="text" value="Gas Cars"/>
*Engine Type Short Description:	<input type="text" value="Gas"/>
Base Discount %:	<input type="text" value="1"/>
Supplement %:	<input type="text"/>
Emissions Discount %:	<input type="text" value="1"/>
Emissions Discount gms:	<input type="text" value="20"/>

Define Engine Type page

Engine Type	Displays the engine type that you entered to access the page.
Base Discount % (base discount percentage)	Enter the base discount that is associated with this engine type.
Emissions Discount % (emissions discount percentage)	Enter an additional emissions discount if one is applicable.
Emissions Discount gms (emissions discount grams)	For hybrid-electric vehicles, enter an additional discount. The discount calculates as 1 percent of the price for each full 20g/km by which the CO ₂ emissions figure is below the qualifying level for the minimum charge for the year.

Index

A

- Administer Company Cars
 - business process overview 1
 - implementation 3
 - integrations 2
- allocation information 13
- Allocation page 9, 13
- Allowance Amount field 7
- allowance taken 18
- annualized business mileage 20
- application fundamentals v
- Assign Type of Car/Dates
 - (CAR_ALLOCATION) component 17
- Assign Type of Car/Dates page 17, 19

B

- base discount 29
- BENEFIT_PLAN_TABLE component 5
- Benefit Plan Table (BENEFIT_PLAN_TABLE)
 - component 5
- Benefit Plan Table page 5
- benefit programs, adding company car to 8

C

- Calculate P11D Information (GBR) page 21, 22
- CAR_ALLOCATION component 17
- CAR_DATA component 8
- CAR_MG_LOC_TBL component 8
- CAR_MODEL_TABLE component 8
- CAR_PLAN_TABLE component 5
- CAR_PLAN component 17
- CAR003 24
- car accessories 13
- car benefit 5
- Car Data (CAR_DATA) component 8
- Car Data page 9, 11
- Car ID 8
- car inspections (MEX) 14
- Car List page 24
- Car Management Location
 - (CAR_MG_LOC_TBL) component 8
- Car Management Location page 9, 11
- Car Model Table (CAR_MODEL_TABLE)
 - component 8
- Car Model Table page 9
- cars 1
- classic car 13
- company car benefits
 - adding to benefit programs 8
 - creating and naming 6
 - entering information 7
 - setting up 5
- company car plans, enrolling employees in 17, 19
- Company Car Plan Table (CAR_PLAN_TABLE)

- component 5
- Company Car Plan Table page 6, 7
- company car reports 24
- company cars
 - administering for the workforce 17
 - allocating 13, 17, 19
 - reports 24
 - setting up fleet information 8
 - specifying details
 - See Also* company car benefit
 - tracking 21
- contract hire amounts, minimum and maximum 7

D

- Define Emissions Data page 28
- Define Engine Type page 28

E

- engine types (GBR) 27

F

- fleet information, setting up 8

I

- identification codes for cars 8
- implementation 3

L

- lease amounts, minimum and maximum 7
- local functionality (GBR) 21
- location, car management 11
- location types 11

M

- maintenance history 14
- Maintenance page 9, 14
- Mexico, tracking car inspections 14

N

- next service 14

P

- P11D information requirements (GBR)
 - calculating benefit amounts 22
 - verifying information results online 22
- P46 20
- P46 (Car) (GBR) report 20
- PeopleSoft Enterprise Setup Manager 3
- Print P11D Information (GBR) page 25
- Process Notes page 22
- purchase amounts, minimum and maximum 7

Q

- Qualifying Period field 7

R

- registration number 12
- reports 24

S

- Select Type of Benefits (CAR_PLAN) component 17
- Select Type of Benefits page 17, 18
- Setup Manager 3

T

- tax percentages (GBR) 27
- third-party integrations 3

U

- United Kingdom
 - calculating P11D benefit amounts 22
 - defining engine types 27
 - defining tax percentages 27
 - entering tax renewal date 13
 - tracking annualized business mileage 20
 - tracking functionality 21
 - verifying P11D information results online 22

V

- Vehicle Identification Number (VIN) 11
- vehicle incidents 21
- Verify P11D Information (GBR) page 22
- VIN *See* Vehicle Identification Number (VIN)