
PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Administer Festive Advance

November 2010

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PeopleSoft Enterprise Human Resources Administer Festive Advance Preface

This preface discusses:

- PeopleSoft products.
- PeopleSoft Enterprise HRMS Application Fundamentals.

PeopleSoft Products

This PeopleBook refers to the following PeopleSoft product: PeopleSoft Enterprise Human Resources Administer Festive Advance.

PeopleSoft Enterprise HRMS Application Fundamentals

Additional, essential information describing the setup and design of your system appears in a companion volume of documentation called *PeopleSoft Enterprise HRMS Application Fundamentals PeopleBook*. Each PeopleSoft product line has its own version of this documentation.

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 Festive Advance

This chapter provides an overview of PeopleSoft Enterprise Human Resources Administer Festive Advance and discusses:

- Administer Festive Advance business processes.
- Administer Festive Advance integrations.
- Administer Festive Advance implementation.

Administer Festive Advance Overview

The Administer Festive Advance business process in PeopleSoft Human Resources is fully integrated with the PeopleSoft payroll process. You can set up some base information, such as calculation rules and a pay program, for use later in the process. You can then associate employees with the base information and the normal payroll processes calculate and track the amounts.

A preliminary calculation of festive advance payment amounts is performed for all employees who are eligible for the festive advance and you can review, modify, or delete the information if necessary.

Administer Festive Advance Business Processes

PeopleSoft Human Resources Administer Festive Advance supports the following business processes:

- Calculate festive advance amounts for individual employees.

After you have set up the calculation rules, pay programs, employee information, and eligibility, you can calculate the festive advances. You can then view the results of the calculation, using options in the Festive Advance MYS/SGP menu. This process uses the rules, programs, and holidays to calculate the amount of festive advance to pay employees.

- Review and modify calculated festive advance amounts.

Running the Festive Advance calculation process calculates the festive advance amount for individual employees. After you have run the process using the Calculate Festive Advance page, you can then view and modify the results of the calculation using the View/Update Pymnts by FA Type page and the View/Update Pymnts by Emplid page. You can manually add new employees and modify festive advance amounts if necessary.

See Also

[Chapter 4, "Managing Festive Advances," Calculating Festive Advances, page 13](#)

[Chapter 4, "Managing Festive Advances," Viewing and Modifying Festive Advances, page 15](#)

Administer Festive Advance Integrations

PeopleSoft Human Resources Administer Festive Advance integrates with these PeopleSoft applications:

- All PeopleSoft Human Capital Management (HCM) applications.
- Other PeopleSoft applications that are set up to subscribe to the published messages.
- Third-party applications.

The implementation chapters of this PeopleBook cover integration considerations.

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

Administer Festive Advance Implementation

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

Other Sources of Information

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

See Also

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

Enterprise PeopleTools PeopleBook: PeopleSoft Setup Manager

Chapter 2

Understanding PeopleSoft Human Resources Administer Festive Advance

This chapter provides overviews of:

- Designing a festive advance program.
- Setting up support tables and festive advances.

Designing a Festive Advance Program

The Administer Festive Advance business process in PeopleSoft Human Resources offers festive advance functionality for Malaysia and Singapore.

The core of the Administer Festive Advance business process includes eight main phases of operation:

- Set up your religions and ethnic groups, including employee defaults.
- Set up the rules by which the festive advance amounts are calculated.
- Group your festive advance payment rules to create the programs you'll use to pay festive advances to your employees.
- Link your festive advance pay programs to specific job codes.
- Override any default festive advance setup for specific employees.
- Identify eligible employees and calculate the festive advance based on setup, rules, and type of festive holiday.
- Review and confirm festive advance calculations.
- Post festive advances to PeopleSoft Enterprise Global Payroll.

Setting Up Support Tables and Festive Advances

When implementing the Administer Festive Advance business process, you set up the following tables. These tables are the building blocks for your festive advances:

Table	Definition
Religions	Set up the religions that you associate with specific ethnic groups and festive holiday types.
Ethnic Group	Set up the ethnic groups that you associate with specific religions and festive holiday types.
Personal Data - Eligibility/Identity	Set up the employee's default religion and ethnic group.
Calculation Rule	Before you allocate festive advances to your employees, set up the rules by which you'll determine the amount of the festive advance to be paid.
Job Code Table - Job Code Profile	Link your festive advance pay programs to specific job codes.
Job Data - Employment Information	Change employee festive advance defaults.
Pay Program	After you set up the support tables (including the calculation rules by which you'll determine the amount of the festive advance payment), use these rules to set up one or more pay programs with the Pay Program page. Use these pay programs to pay festive advances to your employees.

Chapter 3

Setting Up Festive Advances

This chapter provides an overview of festive advances and discusses how to:

- Set up religions, ethnic groups, and holiday types.
- Set up calculation rules.
- Set up pay programs.
- Change default holiday options.

Understanding Festive Advances

Companies in Singapore and Malaysia commonly make salary payments in advance to employees in recognition of specific festive holidays. This payment ensures that employees have sufficient money to pay for the larger-than-usual expenses often incurred during certain festival periods. This money is not a bonus or additional salary; it is a form of interest-free loan advanced by the employer that is recouped by deductions made in subsequent payrolls.

The recognized festive holidays are:

- Lunar New Year (Chinese New Year).
- Hari Raya.
- Deepavali.
- Christmas.

By default, all eligible employees receive a festive advance. If some employees choose not to accept a festive advance, you can set that choice for them. Similarly, you can grant a festive advance that is outside the employee's religious or ethnic group.

Festive advance functionality is fully integrated with the PeopleSoft Payroll process. You can set up some base information, such as calculation rules and a pay program, for use later in the process. You can then associate employees with the base information to have the normal payroll processes calculate and track the amounts.

A preliminary calculation of festive advance payment amounts is performed for all employees who are eligible for the festive advance and you can review, modify, or delete the information if necessary.

Setting Up Religions, Ethnic Groups, and Holiday Types

To set up religions, ethnic groups, and holiday types, use the Religions MYS/SGP (RELIGION_TBL_FA), Ethnic (ETHNIC_GROUP_GBL), and Modify a Person (PERSONAL_DATA) components.

This section lists the pages used to set up religions, ethnic groups, and holiday types.

See Also

[Chapter 2, "Understanding PeopleSoft Human Resources Administer Festive Advance," Setting Up Support Tables and Festive Advances, page 3](#)

[Chapter 4, "Managing Festive Advances," Viewing and Modifying Festive Advances, page 15](#)

Pages Used to Set Up Religions, Ethnic Groups, and Holiday Types

Page Name	Definition Name	Navigation	Usage
Religions MYS/SGP	RELIGION_TBL_FA	Set Up HRMS, Product Related, Workforce Administration, Religions MYS/SGP, Religions MYS/SGP	Set up religions and then select a corresponding festive advance holiday type.
Ethnic Groups	ETHNIC_GROUP_GBL	Set Up HRMS, Product Related, Workforce Administration, Ethnic Groups, Ethnic Groups	Set up ethnic groups. <i>See PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Administer Workforce, "Setting Up the Administer Workforce Business Process," Defining Additional Employment Setup Data.</i>
Regional	PERSONAL_DATA3	Workforce Administration, Personal Information, Biographical, Modify a Person, Regional	Set up the employee's default religion and ethnic group. <i>See PeopleSoft Enterprise Human Resources 9.1 PeopleBook: Administer Workforce, "Adding a Person in PeopleSoft Human Resources," Adding a Person.</i>

Setting Up Calculation Rules

To set up festive advance calculation rules, use the Calculation Rule (FA_CALC_RULE) component.

Before you allocate festive advances to employees, set up the rules by which you'll determine the amount of the festive advance paid. Then use these rules to set up one or more pay programs using the Pay Program page.

This section discusses how to define festive advance calculation rules.

Page Used to Set Up Calculation Rules

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Calculation Rule	FA_CALC_RULE	Set Up HRMS, Product Related, Compensation, Festive Advance MYS/SGP, Calculation Rule, Calculation Rule	Define rules for calculating the amount of the festive advance payment, and associate the calculation rules with pay programs, where they are also associated with holiday types, earnings and deductions elements, and the probationary period, if you set one.

Defining Festive Advance Calculation Rules

Access the Calculation Rule page (Set Up HRMS, Product Related, Compensation, Festive Advance MYS/SGP, Calculation Rule, Calculation Rule).

Calculation Rule

Calculation Rule: FA2

FA Calculation Rule Find | View All First 1 of 1 Last

*Effective Date:

*Effective Status:

*Description:

Short Description:

FA Calculation Type:

Calculation Percent:

Flat Amount:

Calculation Rule page

FA Calculation Rule

You can have as many calculation rules as you need, depending on corporate policies. You might have a different rule for each of the festivals, or you might have different rules for shop floor staff and senior executives. Alternatively, you might have just one rule for all employees for all occasions.

FA Calculation Type, Calculation Percent, and Flat Amount The FA Calculation Type field controls the display of the Calculation Percent and Flat Amount fields and defines what type of calculation to use to calculate the festive advance payment. Select:

AMT – Flat amount: Enter the amount in the Flat Amount field. This amount is used in the calculation of the festive advance. The Calculation Percent field is unavailable for entry.

BTH – Flat Amount + Percentage of Monthly Compensation: Enter the calculation percent and the flat amount.

PCT – Percentage of Monthly Compensation: Enter the percentage in the Calculation Percent field. The value stored here represents the percentage used in the calculation of the festive advance. The Flat Amount field is unavailable for entry.

Note. The percentage amount that you enter can be greater than 100 percent. The system issues a warning message, but you can still save the amount.

See Also

[Chapter 3, "Setting Up Festive Advances," Setting Up Pay Programs, page 9](#)

Setting Up Pay Programs

To set up festive advance pay programs, use the Pay Program (FA_PAY_PROGRAM) and Job Code Table (JOB_CODE_TBL) components.

After you set up the calculation rules by which you'll determine the amount of the festive advance payment, use these rules to set up one or more pay programs. Use these pay programs to pay festive advances to employees.

This section discusses how to create festive advance pay programs.

Pages Used to Set Up Pay Programs

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Pay Program	FA_PAY_PROGRAM	Set Up HRMS, Product Related, Compensation, Festive Advance MYS/SGP, Pay Program, Pay Program	Create pay programs to use to pay festive advance for employees.
Job Code Profile	JOB_CODE_TBL1_GBL	Set Up HRMS, Foundation Tables, Job Attributes, Job Code Table, Job Code Profile	Set up one or more festive advance pay programs to cover each holiday type. Associate a default pay program with a specific job code. <i>See PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook, "Setting Up Jobs."</i>

Creating Festive Advance Pay Programs

Access the Pay Program page (Set Up HRMS, Product Related, Compensation, Festive Advance MYS/SGP, Pay Program, Pay Program).

Pay Program page

Holiday Types

FA Holiday Type (festive advance holiday type) Select the type of festive advance holiday: *C New Year* (Chinese New Year), *Christmas*, *Deepavali*, or *Hari Raya*.

If you select *N/A*, the warning message *FA Type can not be none in the FA Pay Program* appears.

Note. If you want to set up a pay program that includes more than one festive holiday type, insert a new row for each additional holiday type and its details.

Earnings and Deduction Select the earnings or deduction element that applies to this festive advance. If you have PeopleSoft Global Payroll installed, these fields hold the earnings and deductions elements that the system uses to pay and recover the festive advance.

Calculation Rule Select the rule that applies to this festive advance.

Probation Period Select from the following period types: *Days* or *Months*.

See Also

Chapter 3, "Setting Up Festive Advances," Setting Up Pay Programs, page 9

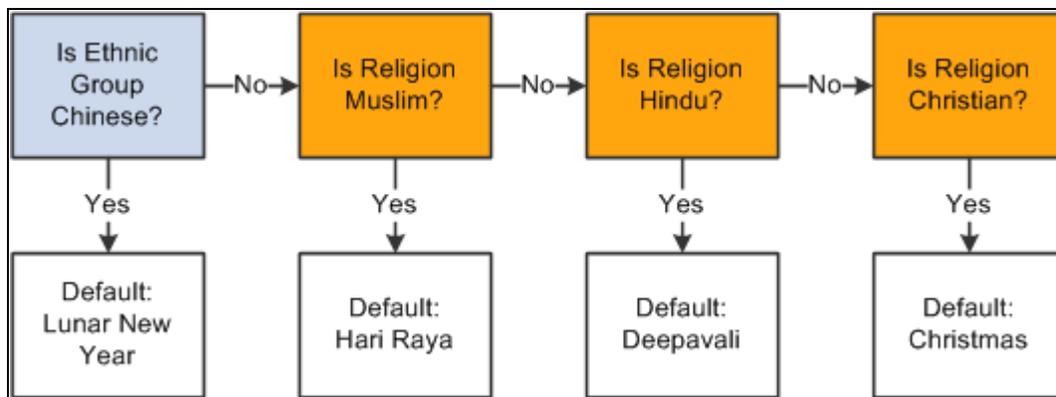
Changing Default Holiday Options

After you set up calculation rules and pay programs and associate job codes with pay programs, eligible employees among the workforce are automatically granted festive advances. Assigning the festive advance type to the employee occurs automatically during the hire process once you have assigned the ethnic group, religion, and job code. However, before you accept these defaults, you may still have some additional issues that you must resolve, such as changes in employee festive advance choices. If the obvious choice is not right, you can easily change the defaults using the Job Data - Employment Information page (EMPLOYMENT_DTA1) under Workforce Administration, Job Information, Job Data.

This section discusses how to confirm the correct festive advance details.

Confirming the Correct Festive Advance Details

Usually, selecting the right festive advance is a simple process of selecting the festive holiday that fits the employee's religion and ethnic group. To do this, the system sets a default festive advance from the employee's religion and ethnic group. The following diagram illustrates the process of determining the default holiday:



Process flow for determining an employee's default festive holiday based on the employee's ethnic group and religion

Although most employees are happy with the default festive advance chosen by the system from their religions or ethnic groups, the default is not necessarily the right choice. For example, nothing prevents a Christian from choosing the Chinese New Year holiday.

Some employees might choose to not have a festive advance at all. In this situation, you can select the *N/A* option on the Job Data - Employment Information page by navigating to Workforce Administration, Job Information, Job Data.

Employees with Multiple Jobs

The system enables one festive advance for each job, so if an employee has two jobs, the system enables that employee to have a festive advance for each job. This enables an employee with two part-time jobs to receive the same benefit as an employee with one full-time job.

Note. You are not required to store effective-dated history of an employee's ethnicity, religion, or festive holiday. However, employees must receive only one festive advance in a calendar year. If any data that affects festive advances changes, the system notifies you that you should review the festive advance details. The festive advance is per employee and not per job, and as such, PeopleCode is activated to ensure that all the employee's concurrent jobs have the same festive advance data.

See Also

Chapter 4, "Managing Festive Advances," Viewing and Modifying Festive Advance Pay Details, page 16

Chapter 2, "Understanding PeopleSoft Human Resources Administer Festive Advance," Setting Up Support Tables and Festive Advances, page 3

Chapter 3, "Setting Up Festive Advances," Defining Festive Advance Calculation Rules, page 7

Chapter 3, "Setting Up Festive Advances," Setting Up Pay Programs, page 9

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

PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook, "Setting Up Jobs"

Chapter 4

Managing Festive Advances

This chapter provides an overview of the festive advance process and discusses how to:

- Calculate festive advances.
- View and modify festive advances.

Understanding the Festive Advance Process

The Administer Festive Advance business process is fully integrated with the PeopleSoft payroll process. After you set up some base information—such as calculation rules and a pay program—and associate employees with the base information, the normal payroll processes calculate and track the amounts.

A preliminary calculation of festive advance payment amounts is performed for all employees eligible for the festive advance and you can review, modify, or delete the information if necessary.

After calculating and reviewing the appropriate festive advance amounts for employees in PeopleSoft Human Resources, PeopleSoft Enterprise Global Payroll enables you to:

- Distribute the amount to employees.
- Recover the advance in subsequent payrolls.

Calculating Festive Advances

This section lists prerequisites and discusses how to run the Festive Advance Calculation (PSPFARUN) process.

Prerequisites

Before running the Festive Advance Calculation process, set up the calculation rules, pay programs, employee information, and eligibility requirements.

Page Used to Calculate Festive Advances

Page Name	Definition Name	Navigation	Usage
Calculate Festive Advance	FA_CALC_RC	Compensation, Festive Advance MYS/SGP, Calculate Festive Advance, Calculate Festive Advance	Run the Festive Advance calculation process, which calculates the festive advance amounts.

Running the Festive Advance Calculation Process

Access the Calculate Festive Advance page (Compensation, Festive Advance MYS/SGP, Calculate Festive Advance, Calculate Festive Advance).

Calculate Festive Advance page

Process Request Parameters

Pay Group

Select a pay group for the report.

As Of Date

Enter the date for which the festive advance is to be paid. This date is usually the first day of the festive holiday. You can use a more generic date if you select more than one festive holiday. The eligibility process uses this date. If an employee has not served the probation time by the as of date, the employee is not paid a festive advance.

Calendar Year

Enter the year for which the festive advance is being calculated.

Note. You can run the process at any stage for any festive advance. For example, you could run the Christmas festive advance calculation now for 2010.

Festive Type

**Chinese NewYear,
Christmas, Deepavali,
and Hari Raya**

Select the festive advance holiday type for which you want to calculate festive advances. You can calculate more than one—or all of them—to produce information for budgeting purposes.

See Also

[Chapter 2, "Understanding PeopleSoft Human Resources Administer Festive Advance," Setting Up Support Tables and Festive Advances, page 3](#)

[Chapter 3, "Setting Up Festive Advances," Setting Up Calculation Rules, page 7](#)

[Chapter 3, "Setting Up Festive Advances," Setting Up Pay Programs, page 9](#)

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PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook, "Setting Up Jobs"

PeopleSoft Enterprise Global Payroll for Singapore 9.1 PeopleBook, "Posting Festive Advances to Global Payroll"

Viewing and Modifying Festive Advances

This section discusses how to view and modify festive advances.

Running the Festive Advance calculation process calculates the festive advance amount for individual employees. After you have run the process using the Calculate Festive Advance page, you can then view and modify the results of the calculation using the View/Update Pymnts by FA Type and the View/Update Pymnts by Emplid components. You can manually add new employees and modify festive advance amounts if necessary.

Note. After you have reviewed the festive advance payment amounts in PeopleSoft Human Resources, you can post the festive advances to PeopleSoft Global Payroll using the Post/Unpost Festive Adv SGP page in the Global Payroll application—Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Post/Unpost Festive Advncs SGP. The GPSG_FA_POST AE (festive advance) posting process enables you to copy the festive advances from the FA Payments table into the Global Payroll Positive Input (PI) tables. You can then nominate the calendar to which the payments are to be posted. Once the payments are posted to PI, the status of the festive advance payments are updated to prevent reposting. An unpost option included in the festive advance posting process also enables you to delete the posted advances from the Positive Input tables, provided the pay has not already been finalized.

Pages Used to View and Modify Festive Advances

Page Name	Definition Name	Navigation	Usage
View/Update Pymnts by FA Type (view/update payments by festive advance type)	FA_PAY_DETAILS	Compensation, Festive Advance MYS/SGP, View/Update Pymnts by FA Type, View/Update Pymnts by FA Type	Approve, cancel and, if necessary, modify the festive advance payment amount at an employee level. Note. Data appears based on pay group, calendar year, and festive advance holiday type.
View/Update Pymnts by Emplid (view/update payments by Empl ID)	FA_PAY_DTLS_EMPL	Compensation, Festive Advance MYS/SGP, View/Update Pymnts by Emplid, View/Update Pymnts by Emplid	View and modify the calculated festive advance details at an employee level. Note. Data appears based on pay group, employee ID, and employee record number.

Viewing and Modifying Festive Advance Pay Details

Access the View/Update Pymnts by FA Type page (Compensation, Festive Advance MYS/SGP, View/Update Pymnts by FA Type, View/Update Pymnts by FA Type).

View/Update Pymnts by FA Type

Pay Group: G1BNK01 Banking Interfaces Test Paygro Year: 2005 FA Type: N/A

Payments								Customize Find First 1 of 1 Last
*EmplID	Empl Record	Name	*Element	Description	Amount	*Status		
<input type="text"/>	<input type="text" value="0"/>		<input type="text"/>		<input type="text"/>	Not Approv	+ -	

View/Update Pymnts by FA Type

Note. The View/Update Pymnts by FA Type page and the View/Update Pymnts by EmplID page show the same information, but they sort the information by a different key.

Payments

Running the Festive Advance calculation process calculates the festive advance amount for individual employees, enabling you to verify and, if necessary, modify the festive advance payments for specific employees. You can also manually add a new employee if necessary.

Element	Displays the element that will pay the festive advance. You defined this element on the Pay Program page.
Amount	The amount calculated by the Festive Advance calculation process.
Status	The payment status of the festive advance: <i>Approved</i> , <i>Not Apprvd</i> , (not approved) or <i>Posted</i> . When you select <i>Posted</i> , the other fields are unavailable. If you change the status of any employee to <i>Not Apprvd</i> , the festive advance is not paid to the employee.

See Also

Chapter 2, "Understanding PeopleSoft Human Resources Administer Festive Advance," Setting Up Support Tables and Festive Advances, page 3

Chapter 2, "Understanding PeopleSoft Human Resources Administer Festive Advance," page 3

Chapter 3, "Setting Up Festive Advances," Setting Up Calculation Rules, page 7

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