

JD Edwards EnterpriseOne Applications

Australia / New Zealand Payroll Implementation Guide

Release 9.1

E15126-19

September 2018

E15126-19

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Preface

Welcome to the JD Edwards EnterpriseOne Applications Australia/New Zealand Payroll Implementation Guide.

Audience

This guide is intended for implementers and end users of the JD Edwards EnterpriseOne Australia/New Zealand Payroll system.

JD Edwards EnterpriseOne Products

This Implementation Guide refers to these JD Edwards EnterpriseOne products:

- JD Edwards EnterpriseOne Australia/New Zealand Payroll
- JD Edwards EnterpriseOne Payroll
- JD Edwards EnterpriseOne Time and Labor
- JD Edwards EnterpriseOne HCM Foundation

JD Edwards EnterpriseOne Application Fundamentals

Additional, essential information describing the setup and design of the system appears in a companion volume of documentation called *JD Edwards EnterpriseOne Human Capital Management Application Fundamentals 9.0 Implementation Guide*. Additionally, you can find information about basic payroll setup and functionality in the *JD Edwards EnterpriseOne Payroll 9.0 Implementation Guide*.

Customers must conform to the supported platforms for the release as detailed in the JD Edwards EnterpriseOne minimum technical requirements. In addition, JD Edwards EnterpriseOne may integrate, interface, or work in conjunction with other Oracle products. Refer to the cross-reference material in the Program Documentation at <http://oracle.com/contracts/index.html> for Program prerequisites and version cross-reference documents to assure compatibility of various Oracle products.

See Also:

- "Preface" in the *JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide*.
- "Preface" in the *JD Edwards EnterpriseOne Applications Payroll Implementation Guide*.

Documentation Accessibility

For information about Oracle's commitment to accessibility, visit the Oracle Accessibility Program website at <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc>.

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Related Documents

You can access related documents from the JD Edwards EnterpriseOne Release Documentation Overview pages on My Oracle Support. Access the main documentation overview page by searching for the document ID, which is 1308615.1, or by using this link:

<https://support.oracle.com/CSP/main/article?cmd=show&type=NOT&id=1308615.1>

To navigate to this page from the My Oracle Support home page, click the Knowledge tab, and then click the Tools and Training menu, JD Edwards EnterpriseOne, Welcome Center, Release Information Overview.

Conventions

The following text conventions are used in this document:

Convention	Meaning
Bold	Indicates field values.
<i>Italics</i>	Indicates emphasis and JD Edwards EnterpriseOne or other book-length publication titles.
Monospace	Indicates a JD Edwards EnterpriseOne program, other code example, or URL.

Introduction to JD Edwards EnterpriseOne Australia/New Zealand Payroll

This chapter contains the following topics:

- [Section 1.1, "JD Edwards EnterpriseOne Australia/New Zealand Payroll Overview"](#)
- [Section 1.2, "JD Edwards EnterpriseOne Australia/New Zealand Payroll Implementation"](#)

1.1 JD Edwards EnterpriseOne Australia/New Zealand Payroll Overview

With JD Edwards EnterpriseOne Australia/New Zealand Payroll, you can design the JD Edwards EnterpriseOne Payroll system to meet the organization's specific requirements. You can define and establish earnings, deductions, taxes, and processes that fit each organization's unique business needs. The JD Edwards EnterpriseOne Payroll system enables you to calculate gross-to-net or net-to-gross pay, leave accruals, and government-regulated tax information.

1.2 JD Edwards EnterpriseOne Australia/New Zealand Payroll Implementation

This section provides an overview of the steps that are required to implement JD Edwards EnterpriseOne Australia/New Zealand Payroll.

In the planning phase of the implementation, take advantage of all JD Edwards EnterpriseOne sources of information, including the installation guides and troubleshooting information.

When determining which electronic software updates (ESUs) to install for JD Edwards EnterpriseOne Tax Processing, use the EnterpriseOne and World Change Assistant. EnterpriseOne and World Change Assistant, a Java-based tool, reduces the time required to search and download ESUs by 75 percent or more and enables you to install multiple ESUs at one time.

See *JD Edwards EnterpriseOne Tools Software Updates Guide*.

1.2.1 Global Implementation Steps

This table lists the suggested global implementation steps for JD Edwards EnterpriseOne Australia/New Zealand Payroll:

1.2.2 Implementation Steps for the JD Edwards EnterpriseOne Australia/New Zealand Payroll System

This table lists the implementation steps for the JD Edwards EnterpriseOne Australia/New Zealand Payroll system.

Step	Reference
Set up automatic deposit information and coinage analysis.	See Chapter 2, "Setting Up Payment Information" .
Set up organizational tax information.	See Chapter 5, "Setting Up Tax Information" .
Set up employee leave for New Zealand.	See Section 14.2, "Setting Up Employee Leave Information for New Zealand" .
Set up employee leave for Australia.	See Section 3, "(AUS) Processing Employee Leave in Australia" .

Setting Up Payment Information

This chapter contains the following topics:

- [Section 2.1, "Understanding Payments Information"](#)
- [Section 2.2, "\(AUS\) Entering Automatic Deposit Information for Australia"](#)
- [Section 2.3, "\(NZL\) Entering Employee Automatic Deposit Information for New Zealand"](#)
- [Section 2.4, "Setting Up Coinage Analysis"](#)

2.1 Understanding Payments Information

Before you print payment advices and create automatic deposit files for the first time, you must identify which payment programs and versions you want to use. JD Edwards EnterpriseOne includes these Australian- and New Zealand-specific payment programs:

- Create Auto Deposit File (Australia/New Zealand) (R75A0004).
- Create Bank File for Australia (R75A0005).
- Generic Payment Advice for Australia & New Zealand (R75A0013).
- Copy Payroll Payments to Bank File (Australia/New Zealand) (P75A0006).

You enter the program IDs and version names that the system uses to create payment information on the Payment Setup form. However, you cannot print payment advices or create automatic deposit files from this form. You can create payment information during a payroll cycle using the Pay Cycle Workbench only.

If you pay employees using cash payments, you must also set up coinage analysis information.

See Also:

- "Setting Up Payment Types" in the *JD Edwards EnterpriseOne Applications Payroll Implementation Guide*.
- "Setting Up Debit Account Information for Automatic Deposits" in the *JD Edwards EnterpriseOne Applications Payroll Implementation Guide*.

2.2 (AUS) Entering Automatic Deposit Information for Australia

This section provides an overview of automatic deposits for Australia, and discusses how to enter trading bank information.

2.2.1 Understanding Automatic Deposits for Australia

Before you can create automatic deposit information, you must enter information about the bank accounts and programs that you want the system to use when creating automatic deposit files. You must complete these tasks before you create automatic deposit files for employees in Australia:

- Enter information in UDC 06/BC for each trading bank that the organization uses.
- Attach version XJDE0005 of the Copy Payroll Payments To Bank File program to the menu option that you use to access this program.
- Set up the Create Bank File for Australia program to run locally.
- Set the processing options for the Copy Payroll Payments to Bank File and Create Bank File for Australia programs to include the appropriate information.

When you enter information in UDC 06/BC, you must create a separate entry for each trading bank that you use when paying out employee automatic deposit payments. The six-digit code that you create should represent the bank's Bank/State/Branch number, and should be entered as xxx-xxx. For example, you might create code 123-456 to represent one trading bank. Contact the trading banks directly to identify their individual Bank/State/Branch codes.

We recommend that you attach version XJDE0005, or a copy of that version, to the menu option that you use to access the Copy Payroll Payments to Bank File program. The purpose of this version is to ensure that the payment information in the bank file is formatted using the Australian Banking Association standard. Contact the system administrator for assistance with attaching a program version to a menu option.

Note: When you set up the processing options for the version of the Copy Payroll Payments to Bank File program that you attach to the menu, you must use .aba as the file extension when you enter the target file name in the processing options. If you do not use this file extension, the bank might not accept the automatic deposit file.

You must set up the Create Bank File for Australia program to run locally. If this program runs on the server, the user will not have access to the file that the system creates. Contact the system administrator for assistance with setting up a program version to run locally.

See Also:

- *JD Edwards EnterpriseOne Tools Configurable Network Computing Implementation Guide.*
- *JD Edwards EnterpriseOne Tools Foundation Guide.*

2.2.2 Forms Used to Set Up Automatic Deposit Information for Australia

Form Name	FormID	Navigation	Usage
Work With User-Defined Codes	W0004AA	System Administration Tools (GH9011), User-Defined Codes	Access the User-Defined Codes form.

Form Name	FormID	Navigation	Usage
User-Defined Codes	W0004AI	On the Work With User-Defined Codes form, access UDC 06/BC, and then click Add.	Enter trading bank information.

2.2.3 Entering Trading Bank Information

To enter trading bank information:

1. Access the User-Defined Codes form and enter the bank's Bank/State/Branch code, using the xxx-xxx format, in the Codes field in a blank row.
2. On the same row, enter the name of the bank in the Description 1 field.
3. On the same row, enter the bank's address in the Description 2 field.
4. Complete steps 1 through 3 for each trading bank, and then click OK.
5. On the Work With User-Defined Codes form, click Find to review the new entries in the table.
6. Click Close to exit.

2.3 (NZL) Entering Employee Automatic Deposit Information for New Zealand

This section provides an overview of automatic deposit information for New Zealand, and discusses how to set up reference data for employee DBAs.

2.3.1 Understanding Automatic Deposit Information for New Zealand

In New Zealand, employees have the option of depositing earnings into several different types of accounts. For example, employees can have their earnings deposited into a checking or savings account, into a credit union account, or they can pay their credit card account directly through automatic deposit.

Depending on the type of account into which an employee wants to deposit earnings, and the requirements of the organization with which the account is held, you might need to enter reference information in addition to the employee's automatic deposit instructions. You enter this additional information into the system using DBAs, automatic deposit instructions, bank transit codes, and DBA instructions.

The JD Edwards EnterpriseOne Payroll system supports three methods of automatically depositing earnings.

2.3.1.1 Method One

Method one is the standard banking scenario, whereby employees deposit earnings into standard bank accounts. The organizations with which these accounts are held do not require any reference information other than the information that is set up in the employee's automatic deposit instructions. Therefore, after you enter the employee's automatic deposit instructions, no additional setup is required to create the employee's automatic payments.

2.3.1.2 Method Two

Method two requires that more information be reported to the holder of the account to correctly process the automatic deposit. For example, an employee might want to

deposit earnings into a credit union account, or pay a credit card balance directly through an automatic deposit. These organizations typically require that a reference number be attached to the transaction to ensure that it is posted to the correct account.

In instances in which payments are made to organizations that require only one reference number, you can use method two to create automatic deposit transactions. For each organization to which you want to deposit earnings, you must enter a bank transit code in UDC 06/BC. The code that you enter in this table should include the account number of the organization in the Description 2 column of the UDC table.

For example, if several employees want to make automatic deposit payments into accounts that are associated with Smith's Mortgage Company, New Zealand Mortgage, and United Visa, you could set up these codes in UDC 06/BC:

Code	Description	Description 2
(The value that you enter in the Bank Trnst No. field on the Automatic Bank Deposit Instruction form for the employee)	(The name of the organization)	(The full account number for the organization. This account number is the same for all of the employees who deposit funds into accounts associated with this organization.)
MG1	Smith's Mortgage Company	12345678901234567
MG2	New Zealand Mortgage	45612378909876541
VS1	United Visa	74185296374185296

After you set up the Bank Transit Codes in UDC 06/BC, you can then enter employee automatic deposit instructions for employees who want to deposit earnings into accounts that are held by these organizations.

You enter the employee's reference number that is associated with that banking organization in the Bank Account Number field on the Employee Auto Deposit Instructions form. You then enter the bank transit code that is associated with the organization in the Bank Trst No. field.

The example illustrates how you might set up automatic deposit instructions for an employee whose automatic deposit preferences require method two.

Employee A wants to deposit earnings into these accounts:

- 300 NZD into the employee's account that is held with United Visa.
- 900 NZD into the employee's account that is held with New Zealand Mortgage.
- The remainder of earnings should be deposited into the employee's standard checking account.

To accommodate these deposits, you might set up these automatic deposit instructions for employee A:

Bank Account	Bank Transit Number	Method Code	Transaction Code	Amount or Percent
7854774	VS1	\$	22	300.00
87632522	MG2	\$	22	900.00
522632115	060287	R	22	Blank

In this example, the system uses the employee-specific account reference numbers that you entered in the Bank Account fields, along with the organization's account number, which you entered in the Second Description column of UDC 06/BC, to create automatic deposit instructions that include the reference information that is required by each organization to which funds are being deposited.

2.3.1.3 Method Three

You use method three if employees want to deposit earnings into accounts that are held by organizations that require multiple reference numbers to process transactions. To enter these additional reference numbers, you must set up a DBA, add that DBA to the employee's DBA instructions, and then attach the reference numbers to the employee's DBA instructions. You must also add the DBA to UDC 06/BC, and to the employee's automatic deposit instructions.

Using DBA reference data (which you access from the employee's DBA instructions), you can attach as many as three reference numbers to each DBA instruction. These reference data fields can be used to enter name, code, and reference numbers for the employee's account.

This example illustrates the steps that you must take to process payments for an employee who requires a method-three automatic deposit:

Employee B must deposit 200 NZD into a District Court account each pay period. The court requires that three reference numbers are attached to the deposit transaction for it to be processed correctly. To accommodate this scenario:

- Set up deduction 1516 for the District Court.
This is a zero-amount deduction that has no effect on the employee's earnings.
- Add DBA 1516 to UDC 06/BC, leaving the Description 2 column blank.
- Add DBA 1516 to the employee's DBA instructions.
- Attach reference numbers to the employee's District Court DBA instruction.
- Add the District Court record to the employee's automatic deposit instructions, entering the full bank account number of the organization that the employee is depositing in, in the Bank Account field.

This table illustrates how you might set up the automatic deposit instructions for this employee:

Bank Account	Bank Transit Number	Method Code	Transaction Code	Amount or Percent
11222999999999	1516	\$	22	200.00
86225411	060287	R	22	Blank

The number of DBAs that you set up depends upon the organization's preferences, and the number of method-three deposits that the employees need to make. If no employees within the organization require more than one deposit to an organization that requires multiple references, you can set up only one DBA.

To determine the minimum number of DBAs that you must set up, you must determine the maximum number of deposits that any employee must make to an organization that requires multiple reference numbers. For example, if one employee in the organization must make five separate deposits to different organizations, and all of those organizations require multiple reference numbers, you must create five separate deductions. This is necessary so that the employee has five different DBA

instructions, each with a unique DBA, to which the account-specific reference numbers are attached.

2.3.1.4 Reference Data for Employee DBAs

In Australia and New Zealand, employers can associate employees' non-cash benefits and deductions with third-party reference numbers.

For example, you might want to enter an employee's superannuation number, as provided by the third-party administrator of the superannuation scheme, for a particular DBA. This number can be printed on the Superannuation Contribution by Employee for Australia report (R75A0007). By printing the DBA reference data on these reports, you can use them to report information to third-party administrators.

You might also need to enter reference data for employees whose automatic deposit instructions require additional information. These reference numbers are attached to the employees' DBA instructions, and are included in the files that are sent to the banking organization when automatic deposits are created.

See Also:

- *JD Edwards EnterpriseOne Tools 8.98 Foundation Guide.*
- "Setting Up Deductions, Benefits, and Accruals" in the *JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide.*
- "Entering Employee Instructions" in the *JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide.*
- [Setting Up Reference Data for Employee DBAs.](#)

2.3.2 Forms Used to Set Up Automatic Deposit Information for New Zealand

Form Name	FormID	Navigation	Usage
Work With Employee DBA Instructions	W050181A	Employee Management (G05BE1), Employee DBA Instructions	Select an employee.
Employee DBA Instructions	W050181C	On the Work With Employee DBA Instructions form, select the employee for whom you want to enter information, and then click Select.	Select an employee DBA.
Employee DBA Instructions (Ref Data)	W050181C	On Employee DBA Instructions, select the DBA to which you want to add reference data, and then select DBA Instructions from the Row menu.	Enter reference data for employee DBAs.

2.3.3 Setting Up Reference Data for Employee DBAs

Access the Employee DBA Instructions (Ref Data) form.

DBA Reference Data #1

Enter a code that stores reference data associated with an employer's use of a particular PDBA. For example, this field might be used to store a reference number for a deduction that is payable to a third-party. Typically, this number is supplied by the

third-party organization that holds the account to which the employee wants to automatically deposit funds.

You can also use this field to enter reference data that is used for automatic deposit processing.

2.4 Setting Up Coinage Analysis

This section provides an overview of coinage analysis, and discusses how to:

- Set up coinage allocation parameters.
- Run the Coinage Analysis report.
- Set processing options for the Coinage Analysis report.

2.4.1 Understanding Coinage Analysis

In Australia and New Zealand, some organizations pay their employees in cash. To ensure that each employee receives the correct number of coins and notes for their amount of earnings, you must set up coinage analysis parameters. After you process the cash payments through a payroll cycle, you can then generate the Coinage Analysis Report (R75A0003) to review the number of coins and notes received by each employee with a cash payment.

2.4.1.1 Coinage Allocation Parameters

You set up coinage allocation parameters to specify the minimum number of coins and notes to be issued for a cash payment. Coinage allocation parameters must be set up for each payment range. For example, if an employee makes between 50 AUD and 100 AUD, you might specify that they must receive a minimum of five ten-dollar (AUD) notes. Contact the local taxing authority for information about current coinage allocations for specified payment ranges.

2.4.1.2 Coinage Analysis Report

When you use cash payments to compensate employees, you must be sure that you pay them with the appropriate monetary denominations. After you process pre-payroll, you can generate the Coinage Analysis Report. This report produces a coinage requirements analysis for each employee to ensure that the minimum number of coins and notes are issued for each payment range. This report includes each employee in the pay cycle whose payment type is a cash payment.

Note: You can access this report from the Australia/New Zealand Reports menu to update processing options and create new versions of the report; however, you cannot run the report from this menu. You must run this report during an active pay cycle using the reporting options on the Pay Cycle Workbench. Typically, this report is run during the payments step of the pay cycle. You can optionally set the report to run during any step other than pre-payroll or final update, however, you cannot process this report before you create payments.

2.4.2 Forms Used to Set Up Coinage Allocation Parameters

Form Name	FormID	Navigation	Usage
Work With Coinage Allocation Parameters	W75A0007B	Australia/New Payroll Setup (G07BUSP41), Maintain Coinage Allocation Parameters	Access the Coinage Allocation Parameters form.
Coinage Allocation Parameters	W75A0007A	On the Work With Coinage Allocation Parameters form, click Add.	Set up coinage allocation parameters.

2.4.3 Setting Up Coinage Allocation Parameters

Access the Coinage Allocation Parameters form.

Effective Thru Date

Enter the date when the course is no longer offered.

Begin Payment Range

Enter the lowest amount of earnings used to associate an employee with a particular earnings range. The employee must receive at least this amount of earnings to be included in this earnings range.

End Payment Range

Enter the highest amount of earnings used to associate an employee with a particular earnings range. If the employee receives more earnings than this amount, he or she is included in the next larger earnings range.

Min Num 1 Dollar

Enter the minimum number of one dollar notes that an employee in the specified earnings range can receive.

2.4.4 Running the Coinage Analysis Report

Select Australia/New Zealand Reports (G07BUSP17), Coinage Analysis report.

2.4.5 Setting Processing Options for the Coinage Analysis Report (R75A0003)

Processing options enable you to specify the default processing for programs and reports.

2.4.5.1 Print Options

Although processing options are set up during JD Edwards EnterpriseOne implementation, you can change processing options each time you run a program.

1. Print Employee Name.

Specify whether the system prints the employee name on the report. Values are:

0: Do not print.

1: Print.

2. Cash Payment Method.

Specify how remainder cash is created. Values are:

A: Auto deposit

C: Cash

(AUS) Processing Employee Leave in Australia

This chapter contains the following topics:

- [Section 3.1, "Setting Up Rostered Days Off"](#)
- [Section 3.2, "Setting Up Time Off In Lieu"](#)
- [Section 3.3, "Setting Up Leave Loading"](#)
- [Section 3.4, "Managing Long Service Leave"](#)
- [Section 3.5, "Setting Up Holiday Calendars for Australia \(Release 9.1 Update\)"](#)

3.1 Setting Up Rostered Days Off

This section provides an overview of Rostered Days Off (RDO), lists a prerequisite, and discusses how to:

- Set up RDO pay types.
- Set up the RDO accrual.
- Set up the negative RDO accrual.

3.1.1 Understanding RDO

In some Australian companies, employee agreements for hourly workers include Rostered Day Off (RDO) leave. Each pay period, a percentage of the hours that an employee works is banked, or stored to be used as leave at a later date. The employee does not receive payment for these banked hours at the time they are worked. Instead, the employee receives a paid day off, or Rostered Day Off, after a full workday worth of leave time has been accumulated.

Typically, five percent of an employee's hours are banked for RDO purposes. For example, if an employee works a 40-hour workweek, they would accrue two hours of RDO leave and receive pay for 38 hours of work. This enables an employee who regularly works 40 hours each week to receive a paid day off, using RDO leave, every four weeks.

The system calculates RDO time using an accrual PDBA. Typically, the accrual calculates a specified percentage of the employee's hours worked. The system then converts that amount to a negative amount, which is used to create a timecard. That timecard is not included in autopay calculations; therefore, the employee does not receive payment for the number of hours that are included in the RDO calculation. This example illustrates a typical RDO calculation for a single pay period:

- The employee works 40 hours of regular time.

- The RDO accrual is calculated as 5 percent of the 40-hour week, or 2 hours.
- The accrual amount is converted to a negative amount, or -2 hours.
- A timecard is created for that amount, using the pay type associated with the RDO accrual code in UDC 75/RD.

This timecard, for -2 hours, is not included in autopay.

- The employee is paid for 38 hours of regular time (40 hours of regular time less 2 hours of RDO time).
- The employee banks 2 hours of RDO time using the RDO accrual.

After four pay periods, the employee, having accrued 2 hours of RDO leave time during each pay period, will have banked enough RDO time to take one day of paid RDO leave.

Note: RDO leave time is taxed at the time it is taken, not at the time it is accrued. Also, to calculate superannuation correctly, the negative portion of RDO must be taken into account. Therefore you should set up a negative DBA that is based on the negative pay type that is generated through the RDO calculation. This DBA should be set up so that it does not have any effect on the general ledger.

3.1.1.1 RDO Pay Types

To calculate RDO information correctly, you must set up at least two RDO pay types. One pay type, the RDO Accrual pay type, is used to deduct from the employee's pay the amount that the system calculates for the RDO accrual. The other pay type, the RDO Taken pay type, is used to reduce accumulated RDO leave time when an employee takes RDO leave.

See "Setting Up Pay Types" in the *JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide*.

3.1.1.2 The RDO Accrual

To process RDO leave time, you must set up an accrual PDBA to calculate the amount of RDO time to bank. During each pay period, employees accrue RDO hours using this PDBA. You associate the RDO Taken pay type with this PDBA to reduce the number of available RDO hours when an employee takes RDO leave.

See "Setting Up Deductions, Benefits, and Accruals" in the *JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide*.

Before you can set up the RDO accrual, you must:

Verify that UDC 06/SV includes code R for RDO accruals. If it does not, add R to the UDC table.

Note: Code R does not appear on employee self-service Paid Time Off inquiry P053020. If you are using self-service time entry, code O in UDC 06/SV is recommended rather than code R.

3.1.1.3 Setting Up the RDO UDC Table

To process RDO leave time, you must set up pay types and accrual PDBAs. After you set up this information, you must enter in UDC 75/RD the PDBA codes for any accruals that you define, as well as the accrual pay type associated with each accrual.

You must enter every RDO accrual PDBA code in this UDC table. For each PDBA code in the table, you must enter the associated accrual pay type in the Second Description field. This field indicates which pay type is used to create a negative timecard when the system calculates an RDO accrual.

For example, if you set up PDBA code 6900 as an RDO accrual, you would enter this in UDC 75/RD. If you want pay type 690 to be used as the RDO Accrual pay type, you would enter 690 in the Second Description field. After this information is set up, whenever the system calculates PDBA code 6900 for an employee, it automatically creates a negative timecard, for the amount of the accrual, using pay type 690.

3.1.1.4 Including Negative RDO Amounts in Superannuation Calculations

If you offer RDO benefits to employees, you must include the negative RDO calculation when calculating superannuation for the employees. Because employees are not paid for the time that is banked for RDO purposes when the time is banked, these earnings should not be included in superannuation calculations. To account for this, you must create a negative RDO DBA and include this DBA in the basis of calculation for any of the DBAs that are used to calculate superannuation.

When you set up the negative RDO DBA, use these guidelines:

- The RDO accrual and the negative RDO DBA must be set up with DBA codes that are lower than all of the other DBAs that must include RDO calculations in their basis of calculation.
- The RDO accrual and the negative RDO DBA should be consecutive DBA codes, with the RDO accrual having the lower of the two codes.

For example, you might assign DBA code 1690 to the RDO accrual and 1691 to the negative RDO DBA.

- The RDO accrual DBA must be used as the basis of calculation for the negative RDO DBA.
- You must add the negative RDO DBA to the basis of calculation for any DBAs that are used to calculate superannuation.

Before you create a negative accrual for negative RDO amounts, you must first set up the RDO accrual DBA.

See Also:

- "Setting Up Additional Information for DBAs" in the *JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide*.

3.1.2 Prerequisite

Set up the RDO taken pay type.

3.1.3 Forms Used to Set Up RDO

Form Name	FormID	Navigation	Usage
Work With PDBAs	W059116A	Pay/Deduction/Benefit Setup (G05BD4), PDBA Setup	Access PDBA Revision forms.
Pay Type Revisions	W059116B	Work With PDBAs	Set up the RDO pay type

Form Name	FormID	Navigation	Usage
Basic DBA Information	W059116E	On the Work With PDBAs form, click Accrual and then click Add.	Set up the RDO Accrual.

3.1.4 Setting Up RDO Pay Types

Access the Pay Type Revisions form.

Auto Pay Methods

Enter **Y** for the RDO Taken pay type.

Enter **N** for the RDO Accrual pay type.

Enter a code that determines how the system treats this pay type when computing automatically generated pay (typically for salaried employees). It also identifies supplemental pay. Values are:

Y: The amounts with this pay type are part of the employee's base pay, for example, regular, holiday, sick, and vacation pay.

N: The amounts with this pay type are in addition to the employee's base pay, for example, overtime pay and time off without pay.

S: The hours with this pay type are subtracted from the employee's base pay at standard rate and added back at the entered pay rate.

B: The amounts with this pay type are in addition to the employee's base pay and are treated as supplemental pay for taxation purposes, for example, bonuses, commissions, and payoffs. Canadian bonuses, irregular commissions, and lump sums use auto pay method B.

C: The hours or amounts entered using this pay type override all auto pay instructions.

3.1.5 Setting Up the RDO Accrual

Access the Basic DBA Information form.

To set up the RDO Accrual:

1. Enter **G** in the Source of Calculation field.
2. Enter **2** in the Method of Calculation field.
3. Enter **N** in the Print Method field.
4. From the Form menu, select Rollover Setup and enter the PDBA code of the RDO Taken pay type in the Related PDBA field.
5. Enter **R** in the Benefit/Accrual Type field.
6. Complete the steps for setting up a basic DBA.
7. To set up a calculation table for the accrual, chose Calculation Tables from the Form menu.
8. On the Calculation Table form, enter **D** in the Table Type field.
9. Enter **SH** in the Table Method field.
10. Enter **0.0** in the Lower Limit field.
11. Enter **999999** in the Upper Limit field.

12. Enter the percentage of hours to accrue for RDO in the Amt/Rate field.
For example, to calculate five percent of an employee's hours for RDO leave, enter .05 in this field.
13. Complete the remaining steps for creating a calculation table and then click OK to return to the Basic DBA Information form.
14. On the Basic DBA Information form, enter the table code that you created in the Table Code field.
15. Click OK.
 - **Table Type**
Enter a code that defines the purpose of the table. Values are:
D: Uses the table to calculate DBAs.
R: Uses the table to determine limits for rolling over sick and vacation accruals.
 - **Table Method**
Enter a code that specifies the method in which the DBA is calculated.
 - **Lower Limit**
Enter the lower or minimum amount to be compared.
 - **Upper Limit**
Enter the upper or maximum amount to be compared.
 - **Amt./Rate (amount/rate)**
Enter the amount or rate to be used in the calculation of a DBA. The system uses this field when the method of calculation specifies a 1, 2, 3, 4, 5, or 6, and therefore a specific basis table is being retrieved for the ultimate calculation of the transaction.
 - **Benefit/Accrual Type**
Enter a user-defined code (06/SV) that specifies whether the benefit or accrual type is sick, vacation, holiday, leave, or other.
 - **Table Code**
Enter the table used if the calculation requires table values.

3.1.6 Setting Up the Negative RDO Accrual

Access the Basic DBA Information form.

To set up the negative RDO accrual:

1. Enter **N** in the Print Method field.
2. Enter **G** in the Source of Calculation field.
3. Enter **W** in the Method of Calculation field.
4. Enter a value of **1.00-** (negative) in the Amount Rate 1 field.
5. Enter **Y** in fields 1 through 5 in the Pay Period of the Month section, and then click OK.
6. On the General Accounting/Arrearage Information form, enter **M** in the Effect on GL field and click OK.

7. On the Basis of Calculation field, enter the DBA code of the RDO Accrual in the From PDBA and Thru PDBA fields and then click OK.
8. On the Tax Instructions - Australia and New Zealand form, click OK.
9. On the Basic DBA Information form, click Cancel.
10. On the Work With PDBAs form, click Find.
11. Select the DBA that you just set up in the detail area and click Select.
12. On the Basic DBA Information form, select Rollover Setup from the Form menu.
13. On the Rollover Setup Window form, enter the PDBA code of the pay type that you use to track RDO time taken in the Related PDBA field.
14. Complete the steps for setting up rollover information.
15. On the Rollover Setup Window form, click OK to return to Basic DBA Information.
16. On the Basic DBA Information form, click OK to save the changes, and then click Cancel.

■ **Accrual**

Enter a code that specifies the type of payroll entry. Values are:

P: Time Cards (earnings)

D: Deductions withheld

B: Benefit (both cash and non-cash)

A: Time accrual, such as sick and vacation time

Note: You cannot change these values.

When you enter an asterisk (*) in this field, the system displays all four types of PDBAs.

■ **DBA Code**

Enter a code that defines the type of pay, deduction, benefit, or accrual.

Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.

■ **Paystub Text**

Enter the text that you want the system to print on the employee's paystub. If you are using the Time and Labor system, the system does not create payments. However, this field is required to complete the form. Generally, you enter a description of the PDBA.

■ **Amount Rate 1**

Enter a value that specifies a percentage, a monetary amount, or an hourly rate, depending on where it is used. Values are:

1: For a deduction, benefit, or accrual, the meaning of this value depends on the method of calculation. The method determines whether the deduction is a flat monetary amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the detail area, set up a flat monetary DBA

amount, or override the amount with a one-time override for a timecard.

2: For a pay type, amounts entered in this field override the hourly rate.

- **Pay Period of the Month**

Enter a code designating the pay period in which the system calculates the DBA/auto deposit. Values are:

Y: Take the DBA/auto deposit during the current period.

N: Do not take the DBA/auto deposit during the current period.

*: Take the DBA/auto deposit only during the first pay period of each month that the employee works based on the ending date of this month's pay period.

Blank: Continue to look for a code at the lower level. The system searches for DBA/auto deposit rules first at the employee level, then at the group level, and finally at the DBA master level. If the field is blank at all levels, the system does not calculate the DBA/auto deposit in that period.

M: Applies only to benefits based on gross hours or amounts. An M in the fifth field only tells the system to calculate the benefit during the special timecard post. An M implies a Yes for a weekly withholding frequency.

3.2 Setting Up Time Off In Lieu

This section provides an overview of Time Off In Lieu (TOIL) and discusses how to:

- Set up TOIL pay types.
- Set up the TOIL accrual.

3.2.1 Understanding Time Off In Lieu (TOIL)

In some Australian organizations, employees are allowed to bank their overtime hours rather than receive payment for those hours. For every hour of overtime that an employee banks, an equivalent number of leave hours is made available to the employee. This type of leave is known as TOIL. The employee can then take TOIL leave at a time that is mutually acceptable to the employer and the employee. For example, assume that an employee had used all of his annual leave time, but needed to take additional time off from work, he could work overtime to create TOIL leave.

To calculate TOIL leave, you must:

- Verify that UDC 06/SV includes code T for TOIL accruals.
If you are using self-service time entry, code T is not available on this form. To enable employees to enter TOIL time using self-service, use code L.
- Set up a pay type that you use to enter TOIL hours worked.
- Set up a pay type for TOIL leave hours taken.
- Set up a TOIL accrual that is based on the TOIL hours worked pay type.

When employees work overtime hours that they want to bank for TOIL leave, rather than entering overtime information on their timecard, they would use the TOIL pay type for hours worked, and enter the time as a negative number. For example, if an employee worked four hours of overtime during the pay period, and wanted to bank the hours for TOIL leave, he would enter -4 hours for the TOIL pay type.

The system automatically calculates the TOIL accrual based on the TOIL hours worked pay type. This accrual is set up as a negative amount, and because the pay type was

also entered as a negative number, the system calculates a positive number of TOIL leave time. Finally, when the employee wants to take the leave time, you can enter a timecard using the TOIL leave hours taken pay type, which you associate with the TOIL accrual, so that the number of leave hours available is reduced by the number of hours taken.

See Also:

- "Setting Up Deductions, Benefits, and Accruals" in the *JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide*.

3.2.2 Prerequisite

Create a rollover calculation table to attach to the TOIL accrual.

See "Creating Rollover Calculation Tables for DBAs" in the *JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide*.

3.2.3 Forms Used to Set Up TOIL

Form Name	FormID	Navigation	Usage
Work With PDBAs	W059116A	Pay/Deduction/Benefit Setup (G05BD4), PDBA Setup	Access PDBA Revision forms.
Pay Type Revisions	W059116B	Work With PDBAs	Set up the TOIL pay type.
Basic DBA Information	W059116E	On the Work With PDBAs form, click Accrual and then click Add.	Set up the TOIL Accrual.

3.2.4 Setting Up TOIL Pay Types

Access the Pay Type Revisions form.

To set up TOIL pay types:

1. Enter **N** in the Auto Pay Method field for the TOIL hours worked pay type, and then complete the remaining steps to set up a pay type.
2. Enter **N** in the Auto Pay Method field for the TOIL hours taken pay type, and then complete the remaining steps to set up a pay type.

3.2.5 Setting Up the TOIL Accrual

Access the Basic DBA Information form.

To set up the TOIL accrual:

1. Enter **G** in the Source of Calculation field.
2. Enter **W** in the Method of Calculation field.
3. Enter **N** in the Print Method field.
4. Enter **-1** (negative one) in the Amount Rate 1 field.
5. Complete any of the remaining fields on the form, and then click OK.

6. On the General Accounting/Arrearage Information form, complete the Effect on GL field and then click OK.
7. On the Basis of Calculation form, enter the PDBA code of the TOIL hours worked pay type in the From PDBA and Thru PDBA fields, and then click OK.
8. On the Tax Instructions - Australia and New Zealand form, enter 1 in the appropriate Tax Calc Input # field.
9. If necessary, complete the Aust. Tax Reporting field and then click OK.
10. On the Basic DBA Information form, click Cancel.
11. On the Work With PDBAs form, click Find.
12. Select the PDBA that you just created in the detail area, and then select Rollover Setup from the Row menu.
13. On the Rollover Setup Window form, enter the PDBA code of the TOIL hours taken pay type in the Related PDBA field.
14. In the Rollover Table field, enter the number of the calculation table that you created.
15. Enter T in the Benefit/Accrual Type field, and then click OK.
16. On the Work With PDBAs form, click Close.

- **Accrual**

Enter a code that specifies the type of payroll entry. Values are:

P: Time cards (earnings).

D: Deductions withheld.

B: Benefit (both cash and noncash).

A: Time accrual, such as sick and vacation time.

Note: You cannot change these values.

When you enter an asterisk (*) in this field, the system displays all four types of PDBAs.

- **Amount Rate 1**

Enter a value that specifies a percentage, a monetary amount, or an hourly rate, depending on where it is used. Values are:

1: For a deduction, benefit, or accrual, the meaning of this value depends on the method of calculation. The method determines whether the deduction is a flat monetary amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the detail area, set up a flat monetary DBA amount, or override the amount with a one-time override for a timecard.

2: For a pay type, amounts entered in this field override the hourly rate.

- **Aust. Tax Reporting**

Enter a code that is used to group similar DBAs in Box 12 of the W-2. For example, to group all 401(k) deductions on a W-2, enter D for all 401(k) DBAs. You must also enter all the deductions into the Special Handling Table you

have set up for Box 12. When W-2s are created, all the DBAs that have D for this code are totaled and appear as one item in Box 12 with D to the left of the item, and the Deferred Compensation box is marked with an X.

These codes are IRS-defined (A-T) and supplied in user-defined code table (07/S2).

- **Benefit/Accrual Type**

Enter a user-defined code (06/SV) that specifies whether the benefit or accrual type is sick, vacation, holiday, leave, or other.

3.3 Setting Up Leave Loading

This section provides an overview of Leave Loading (LL), and discusses how to set up the leave loading benefit.

3.3.1 Understanding Leave Loading

Many companies pay employees LL payments in addition to the leave time that the employees are paid when they take leave. The intention of LL payments is to make up for the amount of earnings that the employee potentially could have earned in overtime or bonuses if the leave had not been taken.

Typically, LL payments are paid at 17.5 percent of the amount of leave pay that an employee receives. For example, if an employee receives 1000 AUD in leave pay, an LL payment of 175 AUD would be added to the employee's earnings during the period in which the leave is paid.

Throughout the tax year, employees who are eligible to receive LL payments pay an additional amount of tax. Therefore, a portion of the LL earnings that an employee receives is not taxed at the time it is received. The current tax-free threshold for LL payments is 320 AUD. After an employee receives 320 AUD in LL payments, all additional LL payments are taxed according to current tax regulations.

For example, if the first vacation that an employee takes during the tax year results in a LL payment of 200 AUD, the entire payment is tax-free. If the employee takes another vacation, which also results in a LL payment of 200 AUD, only 120 AUD of that payment is tax-free. The remaining 80 AUD is considered taxable earnings.

To correctly calculate LL payments, you must create a Leave Loading benefit, which is based on the pay types that the organization uses for annual leave. In addition, you must set up the LL tax rule for each tax scale that the organization uses. Each of the tax rules must include the tax-free threshold, which is currently 320 AUD. Finally, you must enter the leave loading percentage (typically 17.5 percent) in the processing options for the Australian Employee Termination Entry program (P75A0008).

Note: Do not set up the leave loading payments using pay types. To ensure that the system calculates the tax-free threshold, you must set up leave loading payments using benefits.

See Also:

- "Setting Up Deductions, Benefits, and Accruals" in the *JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide*.
- [Section 5.2, "Setting Up Organizational Tax Information"](#).
- [Section 12.2, "Creating Termination Payments"](#).

3.3.2 Forms Used to Set Up Leave Loading

Form Name	FormID	Navigation	Usage
Work With PDBAs	W059116A	Pay/Deduction/Benefit Setup (G05BD4), PDBA Setup	Access PDBA Revision forms.
Basic DBA Information	W059116E	On the Work With PDBAs form, click Accrual and then click Add.	Set up the leave loading benefit.

3.3.3 Setting Up the Leave Loading Benefit

Access the Basic DBA Information form.

To set up the leave loading benefit:

1. Enter **G** in the Source of Calculation field.
2. Enter **%** in the Method of Calculation field.
3. Enter **2** in the Effect on Gross/Net Pay field.
4. Enter the percentage of leave pay that you want the system to use to create leave loading payments in the Amount Rate 1 field.

If you want leave loading payments to be 17.5 percent of employees' regular earnings, type **17.5** in this field.

5. Enter **Y** in fields 1 through 5 in the Pay Period of the Month section, and then click OK.
6. On the General Accounting/Arrearage Information form, click OK to advance to the next form.
7. On the Basis of Calculation form, enter the PDBA codes for all annual leave pay types in the From PDBA and Thru PDBA fields, and then click OK.

Depending on the number of leave pay types, and the PDBA codes that are used for those pay types, you might need to enter multiple lines in the detail area of the Basis of Calculation form. For example, if pay type 100 is the only leave pay type the organization uses, you would enter **100** in both the From PDBA and the Thru PDBA fields. If the organization uses pay types 100, 101, and 102 to track leave time, you can enter a range of pay types by entering **100** in the From PDBA field and entering **102** in the Thru PDBA field.

If the organization uses multiple leave pay types that do not use consecutive numbers, you must create a separate line in the table for each pay type and enter that pay type both in the From PDBA and Thru PDBA fields. For example, if the organization uses pay types 100 and 200 to track leave time, you must enter one line with **100** as the From PDBA and the Thru PDBA. You must then enter a second line with **200** as the From PDBA and the Thru PDBA.

8. On the Tax Instructions - Australia and New Zealand form, enter **1** in the Tax Calc Input #7 field and then click OK.
9. On the Basic DBA Information form, click OK, and then Cancel to exit.

- **Benefit**

Enter a code that specifies the type of payroll entry. Values are:

P: Time cards (earnings).

D: Deductions withheld.

B: Benefit (both cash and noncash).

A: Time accrual, such as sick and vacation time.

Note: You cannot change these values.

When you enter an asterisk (*) in this field, the system displays all four types of PDBAs.

- **DBA Code**

Enter a code that defines the type of pay, deduction, benefit, or accrual.

Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999.

- **Paystub Text**

Enter the text that you want the system to print on the employee's paystub. If you are using the Time and Labor system, the system does not create payments. However, this field is required to complete the form. Generally, you enter a description of the PDBA.

- **Effect on Gross/Net Pay**

Enter a code that specifies the effect a benefit has on gross and net income. Values are:

1: A noncash benefit that is nontaxable. The benefit, which is a journal entry only, has no effect on gross or net income.

2: A cash benefit that is taxable. The system adds the benefit to gross and net income.

3: A noncash benefit that is taxable. The system adds the benefit to the taxable gross income, but there is no effect on net income other than the tax that is withheld.

4: A cash benefit that is nontaxable. There is no effect on gross income, and the system adds the benefit to net income as an adjustment to net pay. In addition, the system adds this type of benefit to gross wages on the payroll register so that gross –deductions = net.

- **Amount Rate 1**

Enter a value that specifies a percentage, a monetary amount, or an hourly rate, depending on where it is used. Values are:

1: For a deduction, benefit, or accrual, the meaning of this value depends on the method of calculation. The method determines whether the deduction is a flat monetary amount, a percentage, or a multiplication rate. Table method

DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the detail area, set up a flat monetary DBA amount, or override the amount with a one-time override for a timecard.

2: For a pay type, amounts entered in this field override the hourly rate.

- **Pay Period of the Month:**

Enter a code designating the pay period in which the system calculates the DBA/auto deposit. Values are:

Y: Take the DBA/auto deposit during the current period.

N: Do not take the DBA/auto deposit during the current period.

* : Take the DBA/auto deposit only during the first pay period of each month that the employee works based on the ending date of this month's pay period.

Blank: Continue to look for a code at the lower level. The system searches for DBA/auto deposit rules first at the employee level, then at the group level, and finally at the DBA master level. If the field is blank at all levels, the system does not calculate the DBA/auto deposit in that period.

M: Applies only to benefits based on gross hours or amounts. An M in the fifth field only tells the system to calculate the benefit during the special timecard post. An M implies a Yes for a weekly withholding frequency.

- **Tax Calc Input #7**

Enter up to 15 tax types for which the respective payroll tax is *not* to be computed for a pay, deduction, or benefit code.

If you enter an asterisk (*) in the first element of this list, it signifies that no taxes are to be computed.

3.4 Managing Long Service Leave

This section provides an overview of Long Service Leave (LSL) and discusses how to:

- Enter long service leave records.
- Revise long service leave records.

3.4.1 Understanding Long Service Leave

In Australia, many companies provide employees with leave time after the employee completes a long period of service to the company. Typically, employees begin accruing this leave when they begin employment, but the leave is not available until the employee completes between seven and fifteen years of service. When the employee meets the initial time-of-service requirement, the accrued leave time rolls over, and becomes available to the employee. In addition to the initial rollover that occurs between seven and fifteen years of service, additional rollovers typically occur after the employee completes each additional five years of service.

The system can track the LSL accrual, including gaps of service that might occur due to events such as maternity leave or a sabbatical. After the specified date, employees are entitled to this leave time regardless of whether they stay with the organization. You can use the program (P75A670) to adjust specific dates.

To ensure that accrued LSL hours become available at the correct time, you must enter LSL records for each employee in the organization. You use the Long Service Leave

Management program (P75A670) to enter, update, and review employee LSL data. When you enter LSL records, the system creates records in these tables:

- Long Service Leave Dates (F75A670).
- Long Service Leave Audit (F75A671).

In addition to entering LSL records, you must also:

1. Set up accruals to calculate long service leave time.
2. Set up rollover tables to specify when long service leave becomes available.

After you enter LSL records and set up accruals, you must process rollover information. To ensure that each employee's rollover occurs at the correct time, you should process rollover information during each payroll cycle. When an employee reaches a rollover date during the payroll cycle, the system generates the Leave Balance Rollover report (R073910) during final update. You can review this report to verify that the rollover information is accurate.

3.4.1.1 Long Service Leave Dates

Typically, you base an employee's length of service from the date on which their employment began. However, there are regulations regarding LSL that can cause the date from which an employee's service requirement is met to change. For example, in some states, maternity leave does not count towards an employee's time of service for LSL calculation purposes. Therefore, if an employee takes maternity leave, the time associated with that leave does not count towards the service requirement for LSL.

When you enter an LSL record for an employee, the system automatically populates the LSL Start Date field with the employee's start date from the Employee Master Information table (F060116). However, if the employee takes leave time that does not count towards the LSL service requirement, you can change the date in this field to reflect the leave time taken.

Note: To use the date in the LSL Start Date field as the basis for LSL rollovers, you must enter **LSLD** in the Rollover Date Code field on the Advanced DBA Information form for each LSL accrual.

This example illustrates a situation when the LSL Start Date and the employee's start date are not the same:

1. The company issues 13 weeks of LSL leave to each employee who completes 10 years of service.
2. The employee began working with the company on January 1, 1995.

When you enter the LSL record for this employee, populate the LSL Start Date field with **01/01/1995**.

3. The employee took six months of maternity leave in 2001.

To remove this leave time from the employee's LSL service time, you change the date in the LSL Start Date field to **01/07/1995**.

You can also track the LSL pro-rate date for each employee. The LSL pro-rate date is the date on or after which the organization must pay the employee for LSL if the employee leaves the organization. For example, an organization might make long service leave available to employees after 10 years, but pay out a prorated portion of accrued leave time if an employee leaves the organization after seven years.

Note: Typically, if you change the date in the LSL Start Date field, you should also change the date in the LSL Pro_Rate Date field.

3.4.1.2 Setting Up LSL Accruals

You use Pay Deductions Benefits and Accruals (PDBAs) to calculate and rollover LSL entitlements. Special setup is necessary to ensure that long service leave rolls over to an available accrual at the correct time. To accommodate this special rollover, you must set up all LSL accruals using the benefit/accrual type **A**. In order to use the LSL Date Code field from the P75A670, you must also enter **LSLD** in the Rollover Date Code field for each LSL accrual. In addition, you must set up a rollover table using table method **VR**. This rollover table includes the time specifications for each rollover period within the organization.

This table illustrates an example of an organization's rollover table. This organization initially rolls over LSL after 15 years and makes an additional rollover after each additional five years of service:

Lower Limit (Months of service)	Upper Limit (Months of service)	Amt./Rate (Number of hours to roll over)
180	180	999999999.00
240	240	999999999.00
300	300	999999999.00
360	360	999999999.00
420	420	999999999.00
480	480	999999999.00
540	540	999999999.00
600	600	999999999.00
660	660	999999999.00

In this example, the upper and lower limits represent months of service. When you set up a rollover table using the VR method, the lower and upper limits represent months of service from the employee's original start date.

Using this example, an initial rollover would occur for an employee during the first pay period in which the employee has accumulated 180 months of service. Because the number of hours to rollover is set to 999999999.00, all of the LSL that the employee has accrued would roll over, and become available to the employee. No additional rollovers occur for the employee until the first pay period in which the employee has accumulated 240 months of service.

Note: We recommend that you set up rollover tables for LSL to accommodate employees who work the maximum length of time with the organization. For example, you might assume that 55 years is the maximum amount of time that an employee will work for the organization. The rollover table should include the months of service range that represents 55 years of service (660 months).

Additionally, you might want to use ranges of three months for the lower and upper limits of each range. Using a three-month range for each rollover period ensures that the rollover occurs regardless of the date on which the employee began employment, or the dates of the payroll cycles. If you do not use a range of months, the rollover of LSL might not occur for some employees.

3.4.1.3 Revising LSL Records

When an employee takes leave that does not count towards the LSL service requirement, if an employee moves from one state to another, or if data was incorrectly entered for an employee, you might need to update the employee's LSL record. You can use the LSL Service Time Adjustments section of the Long Service Leave Management program (P75A670) to adjust dates and recalculate the accrued time. The system stores changes in the F75A670 table. Each time you change an LSL record, you must specify the reason for the change. LSL change reason codes are stored in UDC (75/LS), and can include:

- C: LSL Record Created.

The system automatically creates an audit record using this change reason when you enter a new LSL record. Do not change this value, as it is hard-coded.

- D: LSL Record Deleted.

The system automatically creates an audit record using this change reason when you delete an LSL record. Do not change this value, as it is hard-coded.

- M: Maternity Leave.

- S: State Change.

You can also specify a comment about the change. Each time you update the employee's LSL data, the system creates a record in the Long Service Leave Audit table (F75A671). The system displays these records in the detail area of the Long Service Leave Management form.

Note: If you delete an employee's LSL data, the system deletes the record in the F75A670, but does not delete any of the audit records in the F75A671. Additionally, the system creates a new record in the F75A671 to provide an audit trail regarding when and why the record was deleted.

See Also:

- "Working with Rollovers, Processing Rollovers" in the *JD Edwards EnterpriseOne Applications Payroll Implementation Guide*.
- "Setting Up Deductions, Benefits, and Accruals" in the *JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide*.
- "Setting Up Additional Information for DBAs" in the *JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide*.

3.4.2 Forms Used to Manage Long Service Leave

Form Name	FormID	Navigation	Usage
Work With Long Service Leave Management	W75A670C	Periodic Processing (G07BUSP2), Long Service Leave Management.	Select existing LSL records, access forms to add new LSL records, or delete LSL records.
Long Service Leave Management	W75A670B	On the Work With Long Service Leave form, click Add, or select a record and then click Select.	Enter new LSL records or revise existing LSL records.
Long Service Leave Change Reason	W75A670D	On the Long Service Leave Management form, make a change to the data and then click OK. On the Work With Long Service Leave Management form, select a record and then select Delete from the Row menu.	Enter change reasons for long service leave records.

3.4.3 Entering Long Service Leave Records

Access the Long Service Leave Management form.

Figure 3–1 Long Service Leave Management form

Long Service Leave Management

OK (Ctrl+Alt+O)

Form

Tools

232321

HCM EE 232321

LSL Accrual Code

2490

LSL ACCRUAL

LSL Available Code

2491

LSL AVAIL

LSL Rollover Date

05/14/16

Current Long Service Leave Data

LSL Start Date

05/15/06

Accrued Hours

LSL Prorate Date

05/15/06

Accrued Gross

LSL Service Time Adjustments

Adjustment Begin Date

Total Adjustment Days

Adjustment End Date

☐ Adjust LSL Start Date

☐ Adjust LSL Prorate Date

Long Service Leave Audit History Browse

Records 1 - 2

Customize Grid

Address Number	PDBA Code	Change Reason	LSL Date	LSL Prorate Date	LSL Accrued Gross	LSL Accrued Hours	LSL Change Comments
232321	2490	LSL Record Created	05/15/06	05/15/06	.00	.00	

LSL Accrual Code

Enter the PDBA code that calculates the amount of long service leave time that an employee accrues. The value in the Rollover Date Code field on this PDBA should be set to **LSLD** to ensure that the employee's long service leave time rolls over at the correct time. When you set up LSL accruals, you must associate this PDBA with the PDBA code that you enter in the LSL Available Code field.

LSL Available Code

Enter the PDBA code that stores the long service leave time that becomes available when an employee reaches their length-of-service requirement. When you set up LSL accruals, you must associate this PDBA with the PDBA code that you enter in the LSL Accrual Code field.

LSL Rollover Date

Review the date in this field to determine when the employee's accrued long service leave time becomes available. The system calculates this date based on the value in the LSL Start Date field and the data in the rollover table that is associated with the PDBA code in the LSL Accrual Code field.

LSL Start Date

Enter the based-on date that the system uses to calculate an employee's length of service for long service leave eligibility. When you create a record for an employee, you should enter the date that the employee's time of service for LSL begins. You can change this date to reflect changes in an employee's total service time.

For example, if an employee takes six months of maternity leave, you can enter a date in this field that is six months later than the employee's initial start date with the organization.

LSL Pro-Rate Date

Enter the date on which an employee's long service leave time is eligible for payout. Typically, if an employee leaves an organization after this date, but before meeting the

initial service requirement for long service leave, the organization must pay to the employee a prorated portion of the accrued long service leave.

Typically, if you change the date in the LSL Start Date field, you should also change the date in this field.

Adjustment Begin Date

Enter a beginning date for a date range that does not accumulate time of service for the employee.

Adjustment End Date

Enter an ending date for a date range that does not accumulate time of service for the employee.

Total Adjustment Days

Enter the total number of days that do not accumulate time of service for the employee.

Adjust LSL Start Date

Select this option to change the employee's LSL start date by the total adjustment days.

Adjust LSL Prorate Date

Select this option to change the employee's LSL pro-rate date by the total adjustment days.

3.4.4 Revising Long Service Leave Records

Access Long Service Leave Change Reason form.

Figure 3–2 Long Service Leave Change Reason form

The screenshot shows a software window titled "Long Service Leave Change Reason". At the top, there is a toolbar with icons for saving, deleting, and accessing tools. Below the toolbar, there is a "Change Reason" label followed by a text box containing the letter "D". Underneath this is a "Comments:" label followed by a large text area that contains the text "Updating LSL leave". At the bottom of the window, there are two buttons: "OK" and "Cancel".

Change Reason

Enter a code that specifies the reason why the record is changing. If you are adding a new record, the system automatically populates this field with **C**. If you are deleting an existing record, the system automatically populates this field with **D**. These two values are hard-coded, and we recommend that you do not change them. Change reason codes include:

- **C:** LSL Record Created.
- **D:** LSL Record Deleted.
- **M:** Maternity Leave.

- **S:** State Change.

You can add additional codes to this table as necessary.

Comment

Enter detailed information about why the LSL record is changing. For example, if you enter **M** in the Change Reason field, you might enter **Employee went on maternity leave for six months.** in this field. We recommend that you always enter a comment when changing LSL records to provide a detailed audit trail of long service leave changes.

3.5 Setting Up Holiday Calendars for Australia (Release 9.1 Update)

This section provides an overview of holiday calendars for Australia and discusses how to set up holiday calendars.

3.5.1 Understanding Holiday Calendars for Australia

You can create holiday calendars for Australia using the Foundation Calendar feature, which is part of the Address Book system. Using Foundation Calendar, you can manage work, holiday, and vacation schedules for employees. You can also create calendars to record work schedules for a company, business unit, state or province, union or location.

In addition to the standard setup required for the calendar feature to function, you must complete some additional setup to make the holiday calendars for Australia function. First, you must validate that UDC table (06/SC) includes all of the values for the Australian states and provinces. Verify the processing options for the State/Province Identifier UDC field is set to 1 in the Calendar Maintenance program (P01311). Next, you must verify that the employee tax information is set up with the correct State/Province code. Additionally, you must enter the state/province code in the Identifier field on the Calendar form. Then, you must validate that the calendars that are set up for individual employees include the correct state/province code for the employee. You enter this code in the Identifier field on the Calendar form.

After validating that your UDC and employee calendar data is correct, you then set up holiday calendars for Australia. When you create these calendars, you enter a state/province code for the calendar. You then add the holidays to the calendar as activities. After the calendar and holiday activities are created, all of the activities for the holiday calendar are automatically added to the calendars of the employees who have the same state/province code as the associated calendar.

For example, if an employee has state/province code VIC (Victoria) in the Identifier field on the Calendar form, they would get all of the activities associated with the holiday calendar that are created with the state/province code VIC added to their personal calendar.

See Also:

- 5.4.6 (AUS) Setting Up Employee Tax Information for Australia.
- "Using Foundation Calendar" in the *JD Edwards EnterpriseOne Applications Address Book Implementation Guide*.
- "5.4.8 Creating an Activity" in the *JD Edwards EnterpriseOne Applications Address Book Implementation Guide*.

3.5.2 Prerequisites

- Verify that the employee tax information is set up for State/Province for Australia.
See 5.4.6 (AUS) Setting Up Employee Tax Information for Australia.
- Verify that employee information is set up for State/Province for Australia.
See 5.3.4 "Adding Calendars" in the *JD Edwards EnterpriseOne Applications Address Book Implementation Guide*
- Verify the processing options for the State/Province Identifier UDC is set to 1 in the Calendar Maintenance program (P01311).
See Setting Processing Options for Calendar Maintenance (P01311) in the *JD Edwards EnterpriseOne Applications Address Book Implementation Guide*.

3.5.3 Forms Used to Setup Holiday Calendars for Australia

Form Name	FormID	Navigation	Usage
Search for Calendar	W01311A	Foundation Calendar (G01A), Calendar Maintenance (P01311)	Review or add a calendar.
Calendar	W01311D	Click Add on the Search for Calendar form.	Add a calendar or review and revise an existing one.
Work with Employee Schedules	W75A670D	Daily Processing (G05BESDP), Manage Employee Schedules.	Display schedules for review.

3.5.4 Setting Up Holiday Calendars for Australia

To set up holiday calendars:

1. Access the Search for Calendar form.
2. Click on the Add button to add a calendar.
3. Add a calendar with the value, **Holidays** in the Calendar Type field.
4. Select **State/Province** from the Identifier ID Type drop-down menu.
5. Enter a valid code for the state in the Identifier field. For example, enter VIC for the state Victoria.
6. Complete the steps to set up a calendar.
See "Adding Calendars" in the *JD Edwards EnterpriseOne Address Book Implementation Guide*.
7. Save the form.
8. Locate the calendar you created in the Search for Calendar form.
9. Click on the calendar.
10. Select a date in the Calendar Maintenance form.
11. Click on Add Activity button to add an activity.
12. Complete the steps for adding an activity
See "Creating an Activity" in the *JD Edwards EnterpriseOne Address Book Implementation Guide*.
13. Close the Calendar Maintenance form.

14. Access the Work with Employee Schedules form.
15. Click Find button.
16. Select an employee.
17. Verify that the calendar displays the activity associated for a state.

(AUS) Processing State Payroll Taxes for Australia

This chapter contains the following topics:

- [Section 4.1, "Understanding Australian State Payroll Taxes"](#)
- [Section 4.2, "Prerequisite"](#)
- [Section 4.3, "\(AUS\) Setting Up State Payroll Tax Information for Australia"](#)
- [Section 4.4, "Processing State Payroll Tax Information for Australia"](#)

4.1 Understanding Australian State Payroll Taxes

The Australian Tax Office (ATO) has created legislation that requires employers to remit payroll taxes in the states and territories of Australia. This payroll tax is a general revenue tax that is assessed on employees' assessable earnings that are paid or payable by an employer. The tax is a self-assessed tax, and requires that employers calculate their own tax liability and pay the calculated amount to the Office of State Revenue of their respective states and territories. When calculating tax liability, each employer must take into consideration:

- Total wages paid in Australia.
- Wages paid in individual Australian states.
- Applicable rates and tax-free thresholds.

The requirements for tax calculations are based on state law. Therefore, the requirements for calculating tax liability differ between each state and territory. Australia has eight states and territories to which the state payroll tax laws apply:

- Australian Capital Territory (ACT)
- New South Wales (NSW)
- Northern Territory (NT)
- Queensland (QLD)
- South Australia (SA)
- Tasmania (TAS)
- Victoria (VIC)
- Western Australia (WA)

To calculate state payroll taxes for Australia, you must first set up state tax information, which includes defining wage eligibility and tax calculation rules and

defining which pay types, deductions, and benefits are eligible for state taxation. After you set up the state tax information, you enter timecards for employees. When you enter timecards, you specify the state in which the employee worked. After you enter timecards, you process the employees through payroll cycles. The payroll cycle generates autopay timecards for autopay employees. These timecards also contain the state in which the employee worked.

When you process the payroll cycle, the system calculates and stores employee wage information, including the state in which the employee worked. After you have finished processing payrolls for a given period, you then calculate state tax liability to determine how much your organization must pay to each state or territory. You can also run reports to review state tax information.

You use the Australia State Payroll Tax Workbench program (P75A0400) to access all of the programs that enable you to set up tax calculation rules and process state tax information.

4.2 Prerequisite

Before you can process state tax information, run the R89065016A (Convert F065016) table conversion program to add the Where Paid field (AUSPTWP) to the F065016 table.

See *JD Edwards EnterpriseOne Tools Table Conversion Guide*.

4.3 (AUS) Setting Up State Payroll Tax Information for Australia

This section provides an overview of state payroll tax setup for Australia and discusses how to:

- Set up pay types, deductions, and benefits for state tax eligibility.
- Define state payroll tax thresholds and rates.
- Set up proration formulas.
- Define company groups.

4.3.1 Understanding State Payroll Tax Setup for Australia

To determine your organization's state tax liability in each Australian state and territory, you must first set up your system to calculate state tax liability correctly. You use the Australia State Payroll Tax Workbench program (P75A0400) to access programs to complete the setup for each state. Setup tasks include:

- Defining which pay types, deductions, and benefits are eligible to be included in state tax liability calculations.
- Defining the tax-free thresholds, tax rates, and effective dates for each state.
- Specifying which proration formula to use when you are calculating tax liability for each state.
- Setting up company groups for multicompny organizations, and specifying the designated group employer (DGE), if necessary.

4.3.1.1 Pay Type, Deduction, and Benefit Eligibility

After you set up pay types, deductions, and benefits, you can use P75A0400 to access the AU State Payroll Tax Eligible PDBs program (P75A0404), which you use to specify which records are eligible for taxation in each state. Because each state has different

taxation rules and regulations, pay type, deduction, and benefit eligibility can differ between states. Contact your local taxing authority for information about which types of earnings, deductions, and benefits are eligible for state taxes.

Note: At the time of publication, accruals were not considered eligible for taxation. Therefore, you do not need to set up tax eligibility information for accruals.

4.3.1.2 Thresholds and Rates

Each state has its own tax-free thresholds and tax rates. You use P75A0400 to access the AU State Payroll Tax Thresholds and Rates program (P75A0401), which you use to define the rates, thresholds, and effective dates for each state. For example, if New South Wales taxed employers 2.5 percent of all wages paid in the state above the annual tax-free threshold of 3,000,000 AUD, you would enter a record with this information:

Field	Value
State	New South Wales
Tax Rate	2.5000
Annual Threshold	3,000,000.00

Rate and threshold amounts differ by state. You should contact your local taxing authority for each state in which your organization does business to verify state tax rates and thresholds.

Note: At the time of publication, Queensland is the only state or territory in Australia that defines both a monthly and an annual threshold maximum value. To enter maximum amounts for Queensland, you must select the Display Queensland Maximum Threshold Amounts option on the Work With State Payroll Tax Thresholds and Rates form.

4.3.1.3 Threshold Proration Formulas

State payroll taxes are based on the amount of earnings that are paid in the state during a given period of time. Tax liability is calculated for each state using the wages that are paid during the period and specific calculation formulas that have been defined for each state.

Because each state calculates payroll tax differently, proration formulas have been defined so that the calculation of taxes for partial periods is accurate. You must specify which proration formula each state uses. Proration codes are stored in UDC 75A/PF. At the time of publication, these proration codes are the only valid codes, and should be assigned to each state as listed here:

State/Territory	Proration Code
Australian Capital Territory	ACT
New South Wales	NSW
Northern Territory	NT

State/Territory	Proration Code
Queensland	QLD
South Australia	SA
Tasmania	TAS
Victoria	VIC
Western Australia	WA

4.3.1.4 Company Groups

Many organizations include more than one company. To comply with Australian tax regulations, many states require employers to group all companies that are associated with a single organization together, and to specify a DGE. The DGE is the principal payer within a given company group. Many states offer greater tax benefits to organizations that use a DGE.

Note: Not all states require the use of company groups and DGEs. However, some states require that organizations, even those that do not include multiple companies, use company groups and DGEs. Contact your local taxing authority to determine whether you need to define company groups and DGEs for your organizations.

4.3.2 Forms Used to Set Up State Payroll Tax Information for Australia

Form Name	FormID	Navigation	Usage
Work With PDBAs	W059116A	From the Pay/Deductions/Benefits Setup menu (G05BD4), select PDBA Setup.	Search for PDBAs.
Pay Type Revisions	W059116B	On Work With PDBAs, search for and select a pay type, and then click Select.	Access the form to set up state tax eligibility for PDBAs. Note: This task describes how to set state tax eligibility for a pay type. However, you can also set up state tax eligibility for benefits and deductions by selecting a benefit or a deduction on the Work With PDBAs form. Selecting a benefit or deduction accesses the Basic DBA Information form.
Edit Australia State Payroll Tax Pay Type, Deduction and Benefit Eligibility	W75A0404B	On Pay Type Revisions or Basic DBA Information, click the Edit this PDBA's eligibility for state tax link.	Set up a single pay type, deduction, or benefit for state tax eligibility.
Calculate Australia State Payroll Tax	W75A0400A	From the Australia/New Zealand Reports menu (G07BUSP17), select Calculate State Payroll Tax.	Access forms to set up state payroll tax information.

Form Name	FormID	Navigation	Usage
Edit Australia State Payroll Tax Pay Type, Deduction and Benefit Eligibility	W75A0404A	On Calculate Australia State Payroll Tax, select Eligible PDBAs in the Go To field, and click Go.	Set up multiple pay types, deductions, or benefits for state tax eligibility.
Work With State Payroll Tax Thresholds and Rates	W75A0401A	On Calculate Australia State Payroll Tax, select Thresholds and Rates in the Go To field, and click Go.	Define state payroll tax thresholds and rates.
State Payroll Tax Proration Formulas	W75A0402A	On Calculate Australia State Payroll Tax, select Proration Formulas in the Go To field, and click Go.	Set up proration formulas.
Work With State Payroll Tax Company Groups	W75A0403A	On Calculate Australia State Payroll Tax, select Company Groups in the Go To field, and click Go.	Access forms to set up company groups.
Edit Company Group	W75A0403B	On Work With State Payroll Tax Company Groups, click the Add New Group button.	Set up company groups.

4.3.3 Setting Up Pay Types, Deductions, and Benefits for State Tax Eligibility

Access the Edit Australia State Payroll Tax Pay Type, Deduction and Benefit Eligibility form.

Note: Two Edit Australia State Payroll Tax Pay Type, Deduction and Benefit Eligibility forms are available, W75A0404A and W75A0404B. You access W75A0404A from the Calculate Australia State Payroll Tax form. You can use this form to enter tax eligibility information for multiple PDBAs at once. You access W75A0404B from the Pay Type or PDBA Revisions forms. You use this form to set up tax eligibility information for the selected PDBA. Both forms enable you to select the states in which selected PDBAs are eligible for payroll taxation. This task includes examples of both forms.

Figure 4–1 Edit Australia State Payroll Tax Pay Type, Deduction and Benefit Eligibility form (W75A0404A)

Edit Australia State Payroll Tax Pay Type, Deduction and Benefit Eligibility

Save Changes Save and Close Close

PDBA Code *

State -- Select One --

Find

Records 1 - 2 Customize Grid

	PDBA Code *	PDBA Description	State Where Eligible *
<input type="checkbox"/>	1	Regular	Australian Capital Territory
<input type="checkbox"/>			-- Select One --

Delete

PDBA Code (W75A0404A only)

Enter the code for the pay type, benefit, or deduction for which you want to set up state payroll tax eligibility.

State Where Eligible

Select the state or territory in which the selected PDBA is eligible for state payroll tax.

4.3.4 Defining State Payroll Tax Thresholds and Rates

Access the Work With State Payroll Tax Thresholds and Rates form.

Figure 4–2 Work With State Payroll Tax Thresholds and Rates form

Work with State Payroll Tax Thresholds and Rates

Save Changes Save and Close Close

State -- Select One -- ☐ Display Queensland Maximum Threshold Amounts

Effective Start Date *

Effective End Date *

Find

Records 1 - 2 Customize Grid

	State *	Effective Start Date *	Effective End Date *	Tax Rate *	Monthly Threshold *	Annual Threshold *
<input type="checkbox"/>	Queensland	07/01/10	07/01/11	2.6500	400,000.00	4,000,000.00
<input type="checkbox"/>	-- Select One --					

Delete

State

Select the state or territory for which you want to enter rates and threshold amounts.

Effective Start Date and Effective End Date

Enter the date range for which the rates and thresholds are active.

Tax Rate

Specify the payroll taxation rate for the selected state. For example, if the tax rate is 2.6 percent, enter **2.6**.

Monthly Threshold

Enter the amount of paid wages that a company must accumulate during a month before state payroll tax liability for the selected state is incurred.

Annual Threshold

Enter the amount of paid wages that a company must accumulate during a year before state payroll tax liability for the selected state is incurred.

Monthly Threshold Maximum

Enter the maximum amount of monthly wages on which state tax liability is incurred. This field is applicable only for Queensland, and appears on the form only when the Display Queensland Maximum Threshold Amounts option is selected. Additionally, the field is enabled only when you are entering information for Queensland.

Annual Threshold Maximum

Enter the maximum amount of annual wages on which state tax liability is incurred. This field is applicable only for Queensland, and appears on the form only when the Display Queensland Maximum Threshold Amounts option is selected. Additionally, the field is enabled only when you are entering information for Queensland.

4.3.5 Setting Up Proration Formulas

Access the State Payroll Tax Proration Formulas form.

Figure 4–3 *State Payroll Tax Proration Formulas form.*

State Payroll Tax Proration Formulas

Save Changes Save and Close Close

State -- Select One --

Find

Records 1 - 4 Customize Grid

State *	Proration Formula *
Australian Capital Territory	ACT
New South Wales	NSW
Northern Territory	NT
-- Select One --	

Delete

Proration Formula

Specify the predefined code for the tax proration formula that is associated with the selected state or territory. Proration codes are stored in user-defined code (UDC) table 75A/PF, and should not be changed.

4.3.6 Defining Company Groups

Access the Edit Company Groups form. Name your group and add all companies to the detail area of the form.

Figure 4–4 Edit Company Group form.

Edit Company Group

Save Changes Save and Close Close

Company Group ID * 100

Company Group Description * All Australian Companies

Find

Records 1 - 2 Customize Grid

Company	Designated Group Employer
00610 Australian Payroll Company	<input type="checkbox"/>
	<input type="checkbox"/>

Delete

Designated Group Employer

Select this option for the principal tax paying company within the group. Some states and territories require organizations to use a DGE. Contact your local taxing authority to determine whether you need to specify a DGE.

4.4 Processing State Payroll Tax Information for Australia

This section provides an overview of state payroll tax processing and discusses how to:

- Manually enter state payroll tax history.
- Calculating state payroll tax liability.
- Run the AU State Payroll Tax report (R75A0401).

4.4.1 Understanding State Payroll Tax Processing

After you set up state payroll tax information for Australia, you can enter timecards for employees who work in Australia and then process those timecards through the payroll cycle. After all autopay and manually entered timecards have been processed through the payroll cycle, you use the Australia State Payroll Tax Workbench program (P75A0400) to calculate the state tax liability for your organizations. You can review state tax information online, and you can produce reports that include state payroll tax details.

4.4.1.1 Entering and Tracking Wages by State

When you enter timecards for employees, you must specify the state or territory in which the employee worked. The system uses this information to determine the amount of wages that each organization has paid within a given Australian state or territory. These time entry programs now include the State Where Worked field, which enables you to enter and track this information:

- P051121 (Speed Time Entry)
- P051122 (Time Entry Time Sheet Groups)
- P051131 (Time Entry)
- P051127 (Employee Daily Time Entry)
This field appears only if you set up self-service time entry to display the field.
- P051128 (Employee Summary Time Entry)
This field appears only if you set up self-service time entry to display the field.
- P070701 (Interim Entry)
- P05116Z1 (Payroll Batch File Review)
- P05116Z2

Additionally, the Automatic Deposit Instructions program now includes the State Where Paid field. You use this field to specify the state in which the employee is being paid. The system uses this information to help determine an organization's state tax liability.

After you enter timecards, you process those timecards through a payroll cycle. During the final update step of the payroll cycle, the system creates history records that record all of the employee's wage and tax information for the payroll cycle. The system stores Australian state wage information in the AU State Payroll Taxable Wages History table (F75A0406).

Occasionally, you must enter additional wage information for employees. Additional wages might include payments that an employee receives from a third party, or other wages that were not calculated through the payroll cycle. You use the AU State Payroll Tax Taxable Wages History program (P75A0405) to enter this additional employee wage information. Records that you enter are stored in the F75A0406.

You also use P75A0405 to review employee state wage and tax history. When you review employee wages, the system allows you to update records that you entered manually. However, the system does not allow you to update or delete any records that were created during the payroll cycle.

The system notes the difference between the manually entered records and those created by the payroll cycle by their history type value. The uneditable records that are created during the payroll cycle have a history type of 1 (Actuals). Manually entered records have a history type other than 1. You can set up user-defined history type codes in UDC table 75A/HT.

You access P75A0405 from the Australia State Payroll Tax Workbench program (P75A0400).

4.4.1.2 Calculating State Tax Liability

After you have generated Australian state wage history, you can calculate the tax liability for an organization or company group. You use the Australia State Payroll Tax Workbench program (P75A0400) to calculate the tax amounts. When you access the Australian State Payroll Tax Workbench, you must enter this information to calculate tax liability:

- The version of the Calculate AU State Payroll Tax program (R75A0400) to use.
- Whether to calculate tax liability on actual or estimated wages.
- Whether to calculate tax liability on a monthly or annual basis.

- The year, and if applicable, the month for which to calculate tax liability.
- If applicable, the number of days in the reporting period during which the company has been active.

After you specify the necessary information, you click the Calculate AU State Payroll Tax button on the Calculate Australia State Payroll Tax form. The system runs R75A0400, which uses the state wage history in the F75A0406 table, along with the rates, thresholds, company groups, and proration formulas that you set up to calculate the tax liability for the specified time period.

Note: You use data selection on R75A0400 to specify the companies for which you want to process state tax information.

After R75A0400 calculates the tax amounts, the information is stored in the AU State Payroll Tax Liability History table (F75A0407). You can review tax history using the AU State Payroll Tax Liability History program (P75A0406), which you can access directly from the Australian State Payroll Tax Workbench.

You can also run the AU State Payroll Tax report (R75A0401), which you can use to print and review state tax liability history. R75A0401 uses data from the F07900 table to determine which month is the start of the calendar year. Therefore, before you run this report, you should verify that you have set up the fiscal date patterns for your organization using the Non-Calendar Tax Fiscal Date Patterns program (P07900). If you do not set up the fiscal date patterns for your organization, the system uses January 1 as the beginning of the fiscal year.

See [Section 5.2.6, "\(AUS\) Setting Up Tax Information for PDBAs"](#).

Note: To ensure that the AU State Payroll Tax Report displays the correct amounts, you must create two versions of R75A0401. Create one version to display only the monthly amounts. When creating this version, set the data selection so that the State Payroll Tax Period (AUSPTTP) is not equal to **A**. Create a second version to display only the annual amounts. When creating this version, set the data selection so that the State Payroll Tax Period (AUSPTTP) is equal to **A**.

If you calculate state tax liability on both a monthly and an annual basis, and you do not set the data selection for R75A0401 correctly, the amounts on your report might be overstated.

4.4.1.3 Estimated or Actual Wages

When you calculate state tax liability, you can choose to calculate the amount based on actual wages for the given time period or on estimated wages, which are calculated using the wages that were accumulated for the same time period of the previous tax year. If you select actual wages, the system uses the actual wage amounts, which are stored in F75A0406, for the selected time period.

When you select estimated wages, the system uses the wages from the same time period of the previous tax year along with the thresholds, rates, and proration formulas for the current year to determine the tax liability.

Note: To use the estimated method of calculation, the company or company group must have been operational during the entire time period of the previous tax year. Additionally, the system includes state wage history records that are manually entered into the system (those with a history type other than 1), such as third-party payments, in the state payroll tax calculation regardless of whether you choose to base the calculation on actual or estimated wages.

4.4.1.4 Companies Active for Less Than a Full Period

If a company is not active for the full reporting period, you can specify the number of days that the company was active during the specified reporting period. The system uses this information to calculate tax information correctly. If you are processing tax information for a company group, and you specify a number days during processing, the system uses that information to calculate taxes for all companies in that group. Therefore, companies with different periods of activity during a reporting period must be processed separately.

For example, Company 100, Company 200, and Company 300 belong to a company group, but Company 300 has only been active for a portion of the reporting period. To accurately calculate taxes for this group of companies, you would process Company 100 and Company 200 together. You would then process Company 300 separately, specifying the number of days that the company was active during the reporting period. When all three companies are active for the entire reporting period, you can then process them together.

4.4.2 Forms Used to Process State Payroll Tax Information for Australia

Form Name	FormID	Navigation	Usage
Calculate Australia State Payroll Tax	W75A0400A	From the Australia/New Zealand Reports menu (G07BUSP17), select Calculate State Payroll Tax.	Calculate state payroll tax liability and access additional forms.
Work With Australia State Payroll Taxable Wages History	W75A0405A	On Calculate Australia State Payroll Tax, select Taxable Wages History in the Go To field, and click Go.	Review taxable state wage history.
Manually Enter State Payroll Tax History	W75A0405B	On Work With Australia State Payroll Taxable Wages History, click the Manually Enter History button.	Manually enter state payroll tax history.

4.4.3 Manually Entering State Payroll Tax History

Access the Manually Enter State Payroll Tax History form.

Figure 4–5 *Manually Enter State Payroll Tax History form*

Manually Enter State Payroll History Tax

Save Changes Save and Close Close

Company * 00610 PDDB Code * 218

Employee ID 6001 Tax Period Year * 2011

State -- Select One -- History Type -- Select One --

Monthly Wages

July Taxable Wages

August Taxable Wages

September Taxable Wages

October Taxable Wages

November Taxable Wages

December Taxable Wages

January Taxable Wages

February Taxable Wages

March Taxable Wages

April Taxable Wages

May Taxable Wages

June Taxable Wages

Quarterly and Yearly Wages

July to Sep Quarter Taxable Wages

Oct to Dec Quarter Taxable Wages

Jan to March Quarter Taxable Wages

April to June Quarter Taxable Wages

Year Taxable Wages

4.4.4 Calculating State Payroll Tax Liability

Access the Calculate Australia State Payroll Tax form.

Figure 4–6 *Calculate Australia State Payroll Tax form*

Calculate Australia State Payroll Tax

Close Go To Eligible PDDBs

Calculation Parameters

Version

Basis of Calculation. Actual

Period

☒ Monthly

☐ Annually

Year Selection

Tax Year

Month Selection

Tax Month

Additional Parameters

☐ Company active less than the full period?

Calculate AU State Payroll Tax

Basis of Calculation

Specify whether to base state tax calculations on actual wages for the given time period or whether to base calculations on wages that were accumulated during the same time period of the previous tax year. You cannot select estimated wages if the

organization was not operational for the entire period during the previous year. Values are stored in UDC table 75A/BC and include:

- Actuals
- Estimates

Company active less than the full period?

Select this option if the company or all companies in the company group have not been active for the entire period.

Number of days in the period the company has been active

Enter the number of days that the company was active during the specified period. This field appears only when the Company active less than the full period? option is selected.

4.4.5 Running the AU State Payroll Tax Report (R75A0401)

Select Australia/New Zealand Reports (G07BUSP17), Australia State Payroll Tax Report.

Setting Up Tax Information

This chapter contains the following topics:

- [Section 5.1, "Understanding Tax Setup"](#)
- [Section 5.2, "Setting Up Organizational Tax Information"](#)
- [Section 5.3, "Reviewing Tax Reports"](#)
- [Section 5.4, "Setting Up Employee Tax Information"](#)
- [Section 5.5, "\(NZL\) Setting Up Scheduling Payments \(Release 9.1 Update\)"](#)

5.1 Understanding Tax Setup

Before you can process employees through a payroll cycle, you must set up information so that the taxes that are associated with earnings are calculated and withheld correctly. Contact customer support to request the latest copy of the Standard Australia and New Zealand Tax parameters.

5.1.1 Prerequisites

Before you complete the tasks in this section:

- Verify that tax area information and corporate tax IDs for Federal A tax are set up.

Additionally, you must set up state tax areas J and W for each Australian state in which you do business and set up corporate tax ID information for each state tax.

See "Setting Up Tax Information" in the *JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide*.

Note: You should use tax areas 80 through 89 for setting up Australian state tax areas.

- Set up company options.

See "Setting Up System Options, Setting Up Company Options" in the *JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide*.

5.2 Setting Up Organizational Tax Information

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

- Set up tax fiscal date patterns.
- Set up tax calculation parameters.
- Set up tax calculation rules.
- Set up tax information for PDBAs.
- (AUS) Set up tax calculation options for Australia.
- (NZL) Set up tax calculation options for New Zealand.
- Set up cash rounding for cash payments.

5.2.1 Understanding Organizational Tax Information

Before you can process employees through a payroll cycle, you must define the rules, information, and processes that the system uses to calculate tax amounts for each organization.

Note: Australian organizations are also required to set up state tax information. Instructions for setting up and processing state tax information are discussed in a later chapter.

See [Chapter 4, "\(AUS\) Processing State Payroll Taxes for Australia"](#).

5.2.1.1 Tax Fiscal Date Patterns

For each payroll company that has a date pattern that is based on a noncalendar year, you must set up noncalendar fiscal periods. These fiscal date patterns must be set up for each tax year. After you set up fiscal date patterns for one year, you can use the Copy function to create fiscal date patterns for subsequent years. Setup of noncalendar fiscal date patterns ensures that the system posts history summary records to the correct month, which ensures the accuracy of history inquiries and reports.

5.2.1.2 Tax Calculation Parameters

You set up tax calculation parameters to define the rates that are associated with each tax scale that the system uses for calculating employee payroll taxes. You set up tax calculation parameters using the Australian Tax Parameters program (P75A0001). Because the limits, rates, and adjustment amounts differ for each tax scale, you must set up tax calculation parameters for each tax scale.

Tax rates, limits, and adjustment amounts might change periodically. To accommodate changes in these amounts, tax calculation parameters are date-specific. If the rates, limits, or adjustment amounts change, you can enter a stop date for the outdated tax calculation parameters and set up new parameters, entering the date that the tax change becomes effective. For example, if you know that tax rates are going to change on a specified date, you can set up tax calculation parameters in advance, and use start and stop dates to ensure that employee payroll taxes are calculated using the rates, limits, and adjustment amounts that are current at the time the employee is paid. To obtain current tax calculation information, contact the local taxing authority.

To ensure that the system calculates employee payroll taxes correctly, you must assign a tax scale to each employee. This table shows simplified examples of tax parameters and demonstrates how tax rates might be calculated for a New Zealand employee with a tax scale of M:

Limit Number	Limit Amount	Rate Number	Rate Amount	Adjustment Number	Adjustment Amount
Limit 1	9500.00	Rate 1	.1500	Adjustment 1	0.00
Limit 2	38000.00	Rate 2	.2100	Adjustment 2	570.00
Limit 3	99999999.00	Rate 3	.3300	Adjustment 3	5130.00
Limit 4	0.00	Rate 4	0.00	Adjustment 4	0.00
Limit 5	0.00	Rate 5	0.00	Adjustment 5	0.00
Limit 6	0.00	Rate 6	0.00	Adjustment 6	0.00
Limit 7	0.00	Rate 7	0.00	Adjustment 7	0.00
Limit 8	0.00	Rate 8	0.00	Adjustment 8	0.00

- If the employee earns more than 9,500.00 but less than 38,000.00, the entire amount is taxed at a rate of 21 percent.
Then the adjustment value of 570.00 is deducted from the calculated tax amount.
- If an employee earns more than 38,000.00, the entire amount is taxed at the rate of 33 percent.
Then the adjustment amount of 5,130.00 is deducted from the calculated tax amount.
- In addition, earner premium tax would be calculated on all applicable pay.
In most cases, regular pay is always subject to earner premium tax.

Note: For purposes of the example, actual earner premium tax calculations were not included. However, earner premium tax would be calculated on all pay types that are not set up to be excluded from the earner premium tax calculation. For more information about tax calculations and tax regulations, contact the local taxing authority.

5.2.1.3 Tax Calculation Rules

You set up tax calculation rules to define the information that the system uses when calculating employee taxes. Tax calculation rules are used to define various taxation components that make up the total tax calculation scheme for a specified employee tax scale. You can set up tax calculation rules for different types of earnings, including regular pay, leave pay, or termination payments. These rules enable the system to correctly identify the different types of earnings in each tax scale, and to calculate taxes accordingly.

The system uses input and output numbers to calculate and store tax information. You must assign input numbers to all pay types, taxable benefits, and pretax deductions that employees receive. When calculating taxes, the system uses the input numbers that are assigned to the PDBAs, along with the employee's country and tax scale, to determine which tax rule to use to calculate the tax on a particular type of earnings.

Calculated tax amounts are stored in the Tax Detail File table (F07353) by output number, tax area, and tax type. After all tax calculations for an employee are complete, the system totals each record in the table to determine the total tax amount for the employee.

Note: For any tax rules with the same country and tax scale, output numbers must be unique. The use of the same output number can cause existing tax records in the Tax Detail table (F07353) to be overwritten and can cause tax calculations to be incorrect. For example, each tax rule that you set up for New Zealand for tax scale M should use a different output number.

You can assign an override rate to a tax rule or you can set up the tax rule to calculate the tax amount by retrieving the rate from the tax parameters. When you assign an override rate, the taxes that are associated with all earnings that use the tax rule are calculated using the override rate. To use the rates that are set up in the tax parameters, you must enter the tax parameter code in the Rate Code field.

Important: To ensure that the system correctly calculates tax amounts, you must create a tax rule of TX for every tax scale that you set up. If the organization pays employees Annual Leave Loading payments, you must create a tax rule of LL for every tax scale. You enter the tax-free threshold for Annual Leave Loading in the LL tax rules. Additionally, if you distribute lump sum payments during employee terminations, you must set up tax rules LA, LB, LC, LD, and LE.

For specific instructions about the values that you must enter when setting up tax rules, contact the account representative. Because tax calculations periodically change, the account representative can provide you with the most current information for setting up tax rules.

You should also be aware of special requirements for calculating pretax deductions and excludable pay types and benefits.

See "Setting Up Tax Information" in the *JD Edwards EnterpriseOne Applications Payroll Implementation Guide*.

Before you can set up tax calculation rules, you must verify that all of the tax scale codes that you need to accurately calculate tax amounts are entered in user-defined code (UDC) table 75/SC. Contact customer support for information about which codes to use.

See [Section 11.3, "UDCs for Australia and New Zealand"](#).

Set up tax rates, limits, and adjustment amounts for each tax scale.

See [Setting Up Tax Calculation Parameters](#).

5.2.1.4 Tax Information for PDBAs

For the system to identify different types of earnings, and to accurately calculate taxes on those earnings, you must add tax information to PDBAs. Specifically, you must assign each type of earnings an input number and a tax reporting code.

The system uses the input number to identify the type of earnings that the PDBA represents. The tax reporting code identifies the tax rule that the system uses to calculate the tax amount that is associated with the PDBA. The tax reporting code is also used for tax reporting. Specific types of earnings must be reported in specified places on the Payment Summary forms. To identify which types of earnings should

appear in each section of the Payment Summary form, you must add tax-reporting codes to all PDBAs that the organization reports to the governing organization.

Note: When processing information about payment summaries, the system does not include any PDBAs that do not include a Payment Summary reporting code. Valid tax reporting codes are stored in UDC 06/S2.

The system uses the input numbers and tax reporting codes that are associated with the PDBAs, tax rules, and tax area information to accurately calculate tax amounts. For example, each PDBA that you use to distribute regular earnings should be set up with an input number 1 and a tax reporting code of TX. In addition, you must ensure that tax area information and corporate tax IDs have been set up for Federal A. This table provides several examples of how you might set up the system for specific types of earnings:

Type of Earnings or Payments (PDBAs)	Mark the Input number for all PDBAs associated with the type of earnings	Set up a tax reporting code and a tax rule for the tax reporting code	Set up tax area information and corporate tax IDs for these tax types
PAYG regular earnings.	1	TX	Federal A.
Lump Sum A payments.	2	LSA	LA (for each Australian state in which the organization does business).
Lump Sum B payments.	3	LSB	LB (for each Australian state in which the organization does business).
Lump Sum C payments for employees who are older than 55.	4	LSO	LC (for each Australian state in which the organization does business).
Lump Sum E payments.	5	LSE	LE (for each Australian state in which the organization does business).
Pretax deductions, or excludable earnings.	6	GRN	No additional tax type setup is required.
Leave loading payments.	7	LL	No additional tax type setup is required.
Lump Sum C payments for employees who are 55 and younger.	8	LSC	LC (for each Australian state in which the organization does business).

Note: Because tax regulations periodically change, contact the local account representative for specific values and setup information that is necessary to ensure that the tax rules are set up correctly.

5.2.1.5 Excludable Earnings and Pretax Deductions

The Tax History table (F06136) stores a summary of the tax calculations that are required to produce Payment Summary forms at the end of the tax year. Payment summaries must include an employee's taxable salary. In Australia and New Zealand, taxable salary is calculated in this way:

$$(\text{Taxable Salary}) = (\text{Gross Earnings}) - (\text{Excludable Earnings})$$

To ensure that the system reports the correct taxable salary on Payment Summary forms, all pretax deductions and excludable earnings (which can be benefits or pay types) must be set up correctly. To specify that a pay type or benefit is excludable, or that a deduction is a pretax deduction, you must set up the PDBA to use input number 6.

When you set up PDBAs, you should set up all excludable benefits, regardless of whether they are taxable, as taxable cash benefits. You can then use Tax Calc Input number 1 to determine whether the benefit is taxable. This table provides several examples of how you might set up tax information for PDBAs:

PDBA Type	Set Input 1	Set Input 6	Notifiable
ETP Nontaxed (pay type)	No	Yes	No
ETP Deceased (pay type)	No	Yes	No
Termination Lump Sum D (pay type)	No	Yes	No
Superannuation Sacrifice (deduction)	Yes	Yes	No
Union Deduction (deduction)	No	No	Yes
Pretax Car Deduction (deduction)	Yes	Yes	Yes
Meal Monies (benefit)	No	Yes	No
Bonus (benefit)	Yes	No	No
Nontaxable Car Allowance (benefit)	No	Yes	Yes
Tool Allowance (benefit)	Yes	Yes	Yes
Uniform Allowance (benefit)	Yes	Yes	Yes

Note: All termination lump sum PDBAs except Lump Sum D are subtracted from taxable salary when the Payment Summary is printed. Therefore, you do not need to set up PDBAs for these payments as excludable.

Before you can set up tax information for a PDBA, you must set up any PDBAs that the organization uses to create employee DBAs.

See "Setting Up Deductions, Benefits, and Accruals" in the *JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide*.

5.2.1.6 Tax Calculation Options for Australia

The Australian Tax Office (ATO) provides the Formulae for form, which contains several variable values that are used to calculate payroll taxes. Using the information on this form, you set up tax calculation options for Australia, which ensures that the system uses accurate data to calculate payroll taxes for employees.

Note: To ensure that the system calculates tax amounts correctly, you must update the tax calculation options whenever the ATO issues a new Formulae for Calculating Income Tax Installments form.

5.2.1.7 Tax Calculation Options for New Zealand

Inland Revenue provides employers in New Zealand with information that explains how to calculate tax information. You enter this information in the tax calculation options to ensure that the system correctly calculates payroll taxes for New Zealand employees.

Note: Inland Revenue periodically changes tax calculation amounts. To ensure accurate tax calculations, you should update the tax calculation options to reflect the most current Inland Revenue tax amounts.

5.2.1.8 Cash Rounding for Cash Payments

For employees who receive cash payments, you can use cash rounding to pay the employees in specified monetary increments. In the tax calculation options, you specify the cash rounding increment and identify the DBAs that are used to administer cash rounding. These examples illustrate the effects of the cash rounding process on employee cash payments.

Without cash rounding, an employee's payment might look like this:

- Gross: 1000
- Tax: 300.95

Therefore, the gross to net calculation is:

$$699.05 \text{ net} = 1000 \text{ gross} - 300.95 \text{ tax}$$

Using cash rounding with a cash-rounding increment of 1.00, which forces the employee's net amount to the next whole amount, the same payment might look like this:

- Gross: 1000

- Tax: 300.95
- Cash rounding benefit: .95

Therefore, the gross to net calculation is:

700 net = 1000.95 gross – 300.95 tax

The system added a cash benefit (using the DBA that you specify in the tax calculation options) of .95 so that the net payment is increased to the next whole amount.

During the next payroll cycle, the employee would have a deduction (using the cash rounding deduction that you enter in the tax calculation options) for .95. After all of the deductions, including the cash rounding deduction and taxes, are satisfied, the system determines whether an additional benefit is needed to make this payment a whole amount. The employee's next payment might look like this:

- Gross: 1000
- Cash rounding deduction: .95 (created during the previous payroll cycle)
- Tax: 300.95
- Total deductions (300.95 + .95): 301.90
- Cash rounding benefit: .90

Therefore, the gross to net calculation is:

699 net = 1000.90 gross – 301.90 total deductions

If you set the cash rounding increment to 5.00, the system would add a cash rounding benefit that would increase the net amount to the next increment of 5.00. If you are using a cash rounding increment of 5.00, the calculations for the previous example might look like this:

- Gross: 1000
- Cash rounding deduction: .95
- Tax: 300.95
- Total deductions 300.95 + .95 = 301.90
- Cash rounding benefit: 1.90

Therefore, the gross to net calculation is:

700 net = 1001.90 gross – 301.90 total deductions

Note: You do not need to use cash rounding for employees who receive payments through automatic deposit. Cash rounding is used only for employees who receive cash payments.

5.2.1.9 Earner Premium Taxes

Earner premium tax that is calculated for each pay type, and for each employee, is stored in the New Zealand Tax History Tag Table (F75Z0010). Earner premium tax history is added to the table during the final update step of payroll processing. You can access the history records using the NZ Tax Detail row exit from the Tax History (P070920) program located on menu G07BUSP14.

When an employee has met the annual tax limit for earner premium, a 1 is added to the F75Z0010 EPLMF field. The system uses the *EP* tax scale information to determine the wage limit, tax rate and annual tax limit when performing calculations.

Note: To create earner premium tax history records for payrolls that were processed before the creation of the F75Z0010 table, a user with payroll authority must run the Create EP Tax History Records program (R75Z0010). After the records are created, you can verify, using the Tax Rules (P75A0004) program, that for Rule Type *EP*, Input Used 1, that the Level Calc field is set to A. Subsequent payroll runs will properly calculate the Earner Premium tax and verify that the Earner Premium annual tax limit has not been exceeded.

See Also:

- [Setting Up Employee Tax Information.](#)
- "Setting Up Deductions, Benefits, and Accruals" in the *JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide*.

5.2.2 Forms Used to Set Up Organizational Tax Information

Form Name	FormID	Navigation	Usage
Work With Company Options	W05001CH	HRM Setup (G05B4), Company Options	Access company options.
Company Options	W05001CA	On the Work With Company Options form, select a company and click Select.	Select a company.
Work With Non Calendar Tax Fiscal Date Patterns	W07900A	To add a new date pattern, on the Company Options form, select Non Calendar Tax from the Form menu. To copy an existing date pattern, select the existing pattern that you want to copy, and then click Copy.	Access the form to set up a new fiscal date pattern, or select an existing fiscal date pattern to copy.
Non Calendar Tax Fiscal Patterns Revisions	W07900B	On the Work With Non Calendar Tax Fiscal Date Patterns form, to add a new fiscal date pattern, click Add.	Set up tax fiscal date patterns.
Work With Aus/NZ Tax Parameters	W75A0001A	Australia/New Payroll Setup (G07BUSP41), Tax Calculation Parameters	Access the tax calculation parameters forms.
Australian/New Zealand Tax Parameter Revisions	W75A0001B	On the Work With Aus/NZ Tax Parameters form, click Add.	Set up tax calculation parameters.
Work With Tax Rules	W75A0004A	Australia/New Payroll Setup (G07BUSP41), Tax Calculation Rules	Access the tax rules forms.
Tax Rule Revisions	W75A0004B	On the Work With Tax Rules form, click Add.	Set up tax calculation rules.

Form Name	FormID	Navigation	Usage
Work With PDBAs	W059116A	Pay/Deductions/Benefits Setup (G05BD4), PDBA Setup	Select a PDBA to which you want to add tax information.
Tax Instructions - Australia and New Zealand	W75ATAXB	On the Work With PDBAs form, select a record in the detail area and then select Tax Exemptions from the Row menu.	Set up tax information for PDBAs.
Work With Tax Options	W75A0002B	Australia/New Payroll Setup (G07BUSP41), Tax Calculation Options	Access the Australian Tax Options form.
Australian Tax Options	W75A0002A	On the Work With Tax Options form, click Add. The user's country code must be set to Australia to access the Australian Tax Options form.	Set up tax calculation options for Australia.
New Zealand Tax Options	W75A0002C	On the Work With Tax Options form, click Add. The user's country code must be set to New Zealand to access the New Zealand Tax Options form.	Set up tax calculation options for New Zealand.

5.2.3 Setting Up Tax Fiscal Date Patterns

Access the Non Calendar Tax Fiscal Patterns Revisions form.

Begin Year

Enter the first day of the fiscal year. A fiscal year spanning 1998–1999 and beginning September 1 would be entered as 090198 (US date format).

End Of Per 01 (end of period 01)

Enter the month end date in 12-period (monthly) accounting. Enter the period end date in 13-period, 52-period, or 4-4-5 period accounting.

5.2.4 Setting Up Tax Calculation Parameters

Access the Australian/New Zealand Tax Parameter Revisions form.

Figure 5–1 Australian/New Zealand Tax Parameter Revisions form

Australian/New Zealand Tax Parameter Revisions			
<div> </div>			
Effective From Date *	01/01/12	Effective Thru Date *	12/31/13
Country Code *	AU	Australia	
Tax scale *	1	No tax threshold claimed	
* Z in Tax Scale denotes tax brackets 9 - 16			
Limit Amounts	Tax Rates	Adjustment Amounts	
Limit 1/9	Rate 1/9	Adjustment 1/9	
Limit 2/10	Rate 2/10	Adjustment 2/10	
Limit 3/11	Rate 3/11	Adjustment 3/11	
Limit 4/12	Rate 4/12	Adjustment 4/12	
Limit 5/13	Rate 5/13	Adjustment 5/13	
Limit 6/14	Rate 6/14	Adjustment 6/14	
Limit 7/15	Rate 7/15	Adjustment 7/15	
Limit 8/16	Rate 8/16	Adjustment 8/16	

Limit 1/9

Enter a monetary limit that defines how the employee's taxes are calculated. All of the pay that an employee receives that is at or below the Limit 1/9 amount is taxed using the rate in the Rate 1/9 field. This amount is defined by the governmental taxing authority.

Note: If a value of Z is in the Tax scale field, this field denotes the value for limit 9. For example, if tax scale B has 12 limits, you enter tax parameters for limits 1 through 8 for tax scale B, and enter limits for tax parameters 9 through 12 for tax scale ZB.

Rate 1/9

Enter the rate that is used to calculate taxes for all monetary amounts that are at or below the amount in the Limit 1 field. This amount is defined by the governmental taxing authority.

Note: If a value of Z is in the Tax scale field, this field denotes the value for rate 9. For example, if tax scale B has 12 rates, you enter tax parameters for rates 1 through 8 for tax scale B, and enter rates for tax parameters 9 through 12 for tax scale ZB.

Adjustment 1/9

Enter the amount that is subtracted from the tax that is calculated for level 1 for this tax scale. The adjustment is made only if the employee's pay reaches the Limit 1 amount. This amount is defined by the governmental taxing authority.

For example, if the Limit 1 amount is 500.00, the rate 1 is 10 percent, and the adjustment 1 amount is 10.00, no adjustment is taken if the employee's pay is less than 500.00. If the employee receives 500.00 or more, the adjustment is taken. For an employee that makes exactly 500.00, the tax calculation is: $(500 \times .10) = 40$.

Note: If a value of Z is in the Tax scale field, this field denotes the value for adjustment 9. For example, if tax scale B has 12 adjustments, you enter tax parameters for adjustment 1 through 8 for tax scale B, and enter adjustments for tax parameters 9 through 12 for tax scale ZB.

5.2.5 Setting Up Tax Calculation Rules

Access the Tax Rule Revisions form.

Figure 5–2 Tax Rule Revisions form

Tax Rule Revisions

Country Code * AU Effective From Date * 01/01/12 Thru * 12/31/12

Tax scale * 1 Rule Type * AT Additional Tax

Input Number * 2 Address Number

Effect on Gross Pay Sign Of Result Threshold Value Type

Re-calc Input Number Override Rate Incorporate YTD

Gross Wage Input # Rounding Increment Level of Calculation

Output Number Rate Code Insert/Update Records

Tax Area (Work) Tax Type

Rule Type

Enter the rule type for this payroll tax rule.

Input Used

Enter the input number that this rule is to use for its calculation. This option is used in rule-based payroll taxes for Australia and New Zealand.

Sign Result

Enter the sign of the result for this rule calculation. This field is used in rule-based payroll taxes for Australia and New Zealand.

Gross Wage Number

Enter the input number for the gross wage figure to be used by this rule. This number is used when a rule specifies that another rule has to be recalculated.

Level Calc (level calculation)

Enter the level of calculation to be used for the current payroll tax rule.

Output No. (output number)

Enter the output number that the calculation result for the current tax rule will be written to. This value is used in the payroll tax rules for Australia and New Zealand.

Work Tax Area

Enter a code that identifies a geographical location and the tax authorities for an employee work site, including employee and employer statutory requirements. In the Vertex payroll tax calculation software, the tax area code is synonymous with

GeoCode. To determine the valid codes for the location, refer to the documentation for the tax calculation software that you are using.

T T(tax type)

Enter a code that specifies the type of payroll tax that is being processed. This is a UDC (07/TX). To set up state minimum wage amounts, you must enter MW in this field. To do so, you must first add MW to UDC 07/TX. However, you should not change the codes and definitions that are provided with the software.

Rate Code

Enter the rate code to be used when calculating this rule. This is usually the same as the tax scale code unless a secondary scale or a specific field test is to be applied.

Override Rate

Enter the rate at which the rule is calculated and overrides all other rates for this rule. This field is used in the payroll tax rules for Australia and New Zealand.

If you enter a value in the Override Rate field, all earnings that are associated with this tax rule are taxed at this rate. To use the rates that are associated with a set of tax parameters, you must enter the Tax Parameter Code in the Rate Code field.

Ins\Upd Recs

Select this option if a record is to be written to the Tax Detail File table (F07353) for this rule, instead of being used as a work amount. This option is used in rule-based payroll taxes for Australia and New Zealand.

Threshold Value

Enter a quantity that the system compares against accumulated sales volume to determine whether a rebate should be awarded. You can define thresholds as quantities, weights, or sales amounts. Use the Level Break Type field in the adjustment definition to define the type of threshold.

Threshold Type

Enter a code that indicates that the threshold is in either number of units or amount. Depending on the type that you indicate, the threshold field is titled either Threshold Units or Threshold Amount.

G E(gross pay type)

Enter a code that indicates whether the pay type is added to, subtracted from, or does not affect the employee's gross pay. Values are:

+ : Pay type will be added to the employee's gross pay.

- : Pay type will be subtracted from the employee's gross pay.

Blank: Pay type will not affect the employee's gross pay.

A pay type should not have a negative effect on gross pay. If you set up a pay type to have a negative effect on gross or net pay, gross-to-net errors appear on the Payroll Register. We recommend that you set up a deduction instead of a pay type that would have a negative effect on gross pay.

When you set up a pay type with no effect on gross pay and a positive effect on net pay, do not create a separate check. A separate check will cause a gross-to-net error.

Incorp YTD (incorporate year-to-date)

Select this option if the rule should include the year-to-date figure in the threshold calculation. This option is used in rule-based payroll taxes for Australia and New Zealand.

Re-calc Input (recalculate input)

Enter the input number to be recalculated as a result of calculating the current rule.
This field is used in the payroll tax rules for Australia and New Zealand.

5.2.6 (AUS) Setting Up Tax Information for PDBAs

Access the Tax Instructions - Australia or Tax Instructions - New Zealand form.

Figure 5–3 Tax Instructions - Australia Form

Domestic Employment		Foreign Employment	
PAYG Tax - Input 1	1 Assigned to Tax Input	PAYG Tax - Input 10	Default
Lump Sum A - Input 2	Default	Lump Sum A - Input 11	Default
Lump Sum B - Input 3	Default	Lump Sum E - Input 12	Default
Lump Sum C > 55 - Input 4	Default	Pre-Tax - Input 13	Default
Lump Sum E - Input 5	Default	JPDA Employment	
Pre-Tax - Input 6	Default	PAYG Tax - Input 14	Default
Leave Loading - Input 7	Default	Lump Sum A - Input 15	Default
Lump Sum C < 55 - Input 8	Default	Lump Sum E - Input 16	Default
State Payroll - Input 9	Default	Pre-Tax - Input 17	Default
Australian Tax			
Australia Tax Reporting	Default Code		

Note: (Release 9.1 Update) The Tax Instructions forms have changed. In the 9.1 release of the software, both the Australia and New Zealand input fields were contained on a single form. With the addition of the foreign employment fields associated with the software update for foreign employment, two new forms were created; Tax Instructions - Australia and Tax Instructions - New Zealand; to enter country-specific tax information for each PDBA. The form that you access from the PDBA setup is dependent upon the country code in the signed-on user's profile.

Domestic Employment

Enter up to 15 tax types for which the respective payroll tax is *not* to be computed for a pay, deduction, or benefit code.

Enter 1 in the PAYG Tax - Input 1 and in the Pre-Tax - Input 6 fields to specify that no taxes are to be computed.

Enter 1 in a field if you want the amounts that are associated with the PDBA to be included in the calculation of that tax input number.

Foreign Employment

Use the fields in this section to specify that the PDBA is used to pay employees for wages associated with a foreign employment assignment.

Enter 1 in the PAYG Tax - Input 10 and in the Pre-Tax - Input 13 fields to specify that no taxes are to be computed.

JPDA Employment

Use the fields in this section to specify that the PDBA is used to pay employees for wages associated with a JPDA employment assignment.

Enter 1 in the PAYG Tax - Input 14 and in the Pre-Tax - Input 17 fields to specify that no taxes are to be computed.

Aust. Tax Reporting (Australian tax reporting)

Enter a code that is used to group similar DBAs for tax reporting purposes.

These codes are predefined by governmental agencies and are stored in UDC (06/S2).

5.2.7 (NZL) Setting Up Tax Information for PDBAs

Access the Tax Instructions - New Zealand form.

Figure 5–4 Tax Instructions - New Zealand Form

PDBA Code	Regular
1	Regular

Tax Inputs	Assigned to Tax Input	Default
Standard Tax - Input 1	<input checked="" type="checkbox"/>	Assigned to Tax Input
Earner Premium from Standard - Input 2	<input type="checkbox"/>	Default
Student Loan from Standard - Input 3	<input type="checkbox"/>	Default
Extra Emol non Retirement or Redundancy - Input 4	<input type="checkbox"/>	Default
Earner Premium from Extra Emolument - Input 5	<input type="checkbox"/>	Default
SL from Extra Emol with Earner Premium - Input 6	<input type="checkbox"/>	Default
Extra Emol Retirement or Redundancy - Input 7	<input type="checkbox"/>	Default
SL from Extra Emol without Earner Premium - Input 8	<input type="checkbox"/>	Default
Rebate - Input 9	<input type="checkbox"/>	Default
A.G.E. Hours	<input type="checkbox"/>	Default

Enter a 1 in any of the fields on this form to specify that the PDBA is associated with that tax input.

Note: (Release 9.1 Update) The Tax Instructions forms have changed. In the 9.1 release of the software, both the Australia and New Zealand input fields were contained on a single form. With the addition of the foreign employment fields associated with the software update for foreign employment, two new forms were created; Tax Instructions - Australia and Tax Instructions - New Zealand; to enter country-specific tax information for each PDBA. The form that you access from the PDBA setup is dependent upon the country code in the signed-on user's profile.

5.2.8 (AUS) Setting Up Tax Calculation Options for Australia

Access the Australian Tax Options form.

Additional Child Amount

Enter the amount that is claimed for each dependant child. This amount is used in the calculation of the weekly family threshold, which is used for Australian tax calculations.

Weekly Earnings Threshold

Enter the amount of the weekly earnings threshold, which is specified by the Australian Tax Authority. This field is used in the calculation of the Weekly Levy Adjustment (WLA).

Weekly Earnings Shade-in Threshold

Enter the amount of the weekly earnings shade-in threshold, which is specified by the Australian Tax Authority. This value is used during the calculation of a WLA.

Medicare Family Threshold

Enter the amount of the Medicare levy family threshold that is specified by the Australian Tax Authority. This value is used in the calculation of the Medicare levy adjustment.

SOP Multiplier (shading out point multiplier)

Enter the shading out point multiplier, as specified by the Australian Tax Authority.

SOP Divisor (shading out point divisor)

Enter the shading out point divisor, as specified by the Australian Tax Authority.

WLA Factor

Enter the weekly levy adjustment factor, which is specified by the Australian Tax Authority. This value is used in the calculation of the WLA.

Medicare Levy

Enter the rate at which Medicare is to be levied as a percentage of total taxable income. This rate is specified by the Australian Tax Authority. This value is used in the calculation of the Medicare levy adjustment.

Force Cents

Enter the cents value that the gross pay amount should be rounded to for the calculation of Australian payroll taxes. For example, if the weekly pay amount is 254.75 and the force cents is set to 99, the pay on which tax is calculated is 254.99.

Weekly Rebate Percentage

Enter the percentage of the rebate that is claimed by the employee by which the tax installment is to be reduced at a weekly level. This value is used in the calculation of taxes for Australia.

Supplementary Tax Rate

Enter the tax rate for extra emolument payments, such as bonuses.

Cash Benefit Code

Enter the deduction, benefit, or accrual (DBA) that is used to manage the current period cash rounding amount.

Cash Rounding Unit

Enter the lowest multiple that is used to pay payroll amounts in cash. For example, if you enter 10.00 as the rounding unit, the pay amount will be adjusted up to the next 10.00. In this example, a pay of 254.75 would be adjusted to 260.00. The adjustment of 5.25 would be deducted during the next pay period.

Cash Deduction Code

Enter the DBA that the system uses to manage the recovery of the previous period cash rounding amount.

5.2.9 (NZL) Setting Up Tax Calculation Options for New Zealand

Access the New Zealand Tax Options form.

Cash Benefit Code

Enter the DBA to used to manage the current period cash rounding amount.

Cash Deduction Code

Enter the DBA to used to manage the recovery of the previous period cash rounding amount.

Cash Rounding Unit

Enter the lowest multiple that is used to pay payroll amounts in cash. For example, if you enter 10.00 as the rounding unit, the pay amount will be adjusted up to the next 10.00. In this example, a pay of 254.75 would be adjusted to 260.00. The adjustment of 5.25 would be deducted during the next pay period.

Hours Level

Enter the number of hours that are to be applied for the employee hours flag test.

Income level 01

Enter the amount for the employee level 1 income test. This value is used in conjunction with the Income In Excess Flag 01 (INCFLG1).

Income level 02 and Income level 03

Reserved for future use.

5.2.10 Setting Up Cash Rounding for Cash Payments

To set up cash rounding for cash payments:

1. Set up a cash benefit for cash rounding.
2. Set up a deduction for cash rounding.
3. Enter cash rounding increments and DBA codes in the tax calculation options for each tax option for which you want to use cash rounding.

5.3 Reviewing Tax Reports

This section provides an overview of tax reports and discusses how to:

- Run the Tax Scale Listing report.
- Set processing options for Tax Scale Listing (R75A0012).
- Run the Tax Rules Listing report.
- Set processing options for Tax Rules Listing (R75A0014).
- Run the AU Payroll History Audit Report (R75A7703).
- Set processing options for the AU Payroll History Audit Report (R75A7703).

5.3.1 Understanding Tax Reports

You can process tax reports to verify that you have set up tax rules and scales correctly.

5.3.1.1 Tax Scale Listing Report

The Tax Scale Listing report (R75A0012) provides detailed information about each tax scale that is set up for a specified company. This report lists the limits, tax rates, and adjustment amounts for each tax scale. The report displays tax scale information for the country that corresponds to the localization country code that is set up in the user profile. To display tax scale information for a country other than the one that corresponds to the localization country code, enter that country code in the processing options.

The report also uses the system date to determine which tax scales to print. To print tax scales that are effective as of a date other than the system date, enter the date in the processing options.

5.3.1.2 Tax Rule Listing Report

The Tax Rules Listing report (R75A0014) provides detailed information about each tax rule that is set up for a specified company. This report lists all of the detailed information that is used to calculate the appropriate taxes for each tax scale, including:

- Effective dates
- Rule types
- Input numbers
- Override rates
- Rounding increments
- Output numbers
- Rule types
- Tax areas
- Tax types

The report displays tax rule information for the country that corresponds to the localization country code. To review tax rule information for a country other than the one that corresponds to the localization country code, enter the country code in the processing options.

The report also uses the system date to determine which tax rules to print. To print tax rules that are effective as of a date other than the system date, enter the date in the processing options.

5.3.1.3 AU Payroll History Audit Report

You use the AU Payroll History Audit Report (R75A7703) to verify that the payroll tax history that has been generated by the payroll cycle is valid and that it does not contain any errors. This report can be run for a specific calendar year and month, or you can run the report without specifying a date to verify all existing payroll history. You can verify payroll tax history, payroll payment history or both types of history when you run the report. You can also choose to run the report for a specific company.

When you verify tax history, the report compares data in from summary tax history tables to the corresponding detail tax history tables and determines if there are any discrepancies in the data. The report compares data in these tax tables:

- Data in the F06136 is compared to data in the F06166.
- Data in the F06145 is compared to data in the F0719.
- Data in the F06146 is compared to data in the F0618 and F0719.

When you verify payment history, the report compares data in from summary payment history tables to the corresponding detail payment history tables and determines if there are any discrepancies in the data. The report compares data in these payment tables:

- Data in the F06156 is compared to data in the F06166.
- Data in the F06156 is compared to data in the F0618.
- Data in the F06156 is compared to data in the F0719.

Note: Oracle recommends that you run this report frequently to verify that all payroll history data is accurate and valid. Oracle also strongly suggests that you run this report and correct all errors before submitting any payroll or tax data to government reporting agencies.

This table lists the error codes that the audit report produces:

Error Code	Error Description
0000	No errors detected.
0010	Gross in F06156 not equal to Detail in PDDBA Files F0618/F0719.
0011	Hours in F06156 not equal to Detail in Pay Type File F0618.
0012	Pieces in F06156 not equal to Detail in Pay Type File F0618.
0020	Taxes in F06156 not equal to Taxes in Tax Ledger File F06166.
0030	Deductions in F06156 not equal to Detail in DBA File F0719.
0040	Benefits in F06156 not equal to Detail in DBA File F0719.
0050	Cal. Month Gross F06145 not equal to Detail in DBA File F0719.
0051	Cal. Month Hours F06145 not equal to Detail in DBA File F0719.
0060	PR Month Gross in F06146 not equal to Detail in PDDBA F0618/F0719.
0061	PR Month Hours in F06146 not equal to Detail in PDDBA F0618/F0719.
0062	PR Month Pieces in F06146 not equal to Detail in Pay Type File F0618.
0070	Monthly Gross in F06136 not equal to Detail in Tax Ledger F06166.
0071	Monthly Excludable F06136 not equal to Detail in Tax Ledger F06166.
0072	Monthly Excess in F06136 not equal to Detail in Tax Ledger F06166.
0073	Monthly Tax in F06136 not equal to Detail in Tax Ledger F06166.
0100	No corresponding AU record found in F06136.

5.3.2 Running the Tax Scale Listing Report

Select Australia/New Zealand Reports (G07BUSP17), Tax Scale Listing.

5.3.3 Setting Processing Options for Tax Scale Listing Report (R75A0012)

Processing options enable you to specify the default processing for programs and reports.

5.3.3.1 Report

1. Country

Specify the country.

The default value is **User profile**.

2. As of Date

Specify the end date that the system uses to retrieve information.

The default value is the current date.

5.3.4 Running the Tax Rules Listing Report

Select Australia/New Zealand Reports (G07BUSP17), Tax Rules Listing.

5.3.5 Setting Processing Options for Tax Rules Listing Report (R75A0014)

Processing options enable you to specify the default processing for programs and reports.

5.3.5.1 Report

These processing options enable you to override the default country and the default as of date for which the system generates tax rules information.

1. Country

Specify the country for which to run the tax scale listing. You select a code from the Country Codes UDC (00/CN). If you leave this processing option blank, the system uses the country code from the user profile.

2. As of Date

Specify the as of date. You can enter the date using a slash (/) or a hyphen (-) as a separator, or without using any separator. If you leave this processing option blank, the system uses the current date.

5.3.6 Running the AU Payroll History Audit Report (R75A7703)

Access batch versions by typing BV in the fast path, and then click Go. Run the R75A7703 report from the Available Versions form.

5.3.7 Setting Processing Options for the AU Payroll History Audit Report (R75A7703)

You use processing options to specify how the system processes data.

5.3.7.1 Process Tab

1. Enter Year for Audit Report.

Enter the four-digit calendar year for which you want to verify payroll history. For example, to verify history for 2008, enter **2008** in this field.

2. Enter Month for Audit Report

Enter the two-digit month for which you want to verify payroll history. For example, to verify history for May, enter **05**.

3. Perform Basic History Audit.

Specify whether you want to verify payroll tax history. If you choose to verify payroll tax history the report compares the data in these tables:

- Data in the F06136 is compared to data in the F06166.
- Data in the F06145 is compared to data in the F0719.

- Data in the F06146 is compared to data in the F0618 and F0719.

Values are:

0 or blank: No, do not verify this data.

1: Yes, verify this data.

4. Perform Paycheque History Audit.

Specify whether you want to verify payroll paycheque history. If you choose to verify payroll paycheque history the report compares the data in these tables:

- Data in the F06156 is compared to data in the F06166.
- Data in the F06156 is compared to data in the F0618.
- Data in the F06156 is compared to data in the F0719.

Values are:

0 or blank: No, do not verify this data.

1: Yes, verify this data.

5. Company

Specify the company for which you want to verify payroll history. If you leave this option blank, the system verifies payroll history for all companies.

5.4 Setting Up Employee Tax Information

This section provides overviews of employee tax information for Australia, employee tax information for New Zealand and employee national and fiscal data, lists a prerequisite, and discusses how to:

- (AUS) Set up employee tax information for Australia.
- (NZL) Set up employee tax information for New Zealand.
- (NZL) Enter student loan certificate numbers.
- Set up employee national and fiscal data for Australia and New Zealand.

5.4.1 (AUS) Understanding Employee Tax Information for Australia

To ensure that the system calculates employee payroll taxes correctly, you must set up information about each employee.

After you enter general employee information into the system, you must also enter employee payroll tax information. Payroll tax information enables the system to calculate earnings and tax information to ensure accurate tax reporting. Contact the Australian Taxation Office (ATO) for more information about setting up employee tax information.

Note: The system uses an algorithm to verify that the tax file number that you enter is valid. The system also notifies you if you enter a duplicate tax file number. In addition, you can enter one of these tax file numbers to report special circumstances to the ATO. For additional information about the purpose of these special tax file numbers, contact the ATO.

111 111 111

222 222 222

333 333 333

444 444 444

555 555 555

666 666 666

777 777 777

888 888 888

999 999 999

5.4.2 (NZL) Understanding Employee Tax Information for New Zealand

After you enter general employee information into the system, you must also enter employee payroll tax information. You use the New Zealand Tax Overrides program (P75Z0002) to enter tax information for New Zealand employees. Entering payroll tax information enables the system to calculate earnings and tax information to ensure accurate tax reporting to the Inland Revenue Department.

Because you must track tax information for each employee, each time you enter tax override information for an employee, you must create a new record. The records use effective dating to ensure that the Australia New Zealand Tax Calculation Engine (N75A0001) uses the most current information to calculate employee payroll tax amounts. Therefore, if you must change employee tax information, you must create a new record. You cannot update an existing record. When you create a new record, you can specify the beginning effective date of that record. The system automatically ends the active record one day prior to this date, making the new record effective.

5.4.2.1 Special Tax Rate Codes

On occasion, employees might receive a special tax certificate from Inland Revenue that specifies a special tax rate that the employee must pay for a given tax year. To enter this special rate, you must create a new tax override record. On the new record, enter STC (special tax certificate) in the Tax Scale field. The system then displays the Special Tax Rate field, where you can enter the rate specified on the Inland Revenue tax certificate.

When you enter the record, you must specify the date on which the record becomes effective. The system uses this date to deactivate the current tax record, and active the new record you enter.

5.4.2.2 Student Loan Repayments

Inland Revenue requires that, when applicable, employers withhold student loan repayments from employee earnings. Standard tax calculation programs calculate the repayment amount using the standard repayment rate that is defined by Inland

Revenue. This standard student loan repayment rate is used for all employees that have one of these tax scales, and also have a student loan:

- M
- S
- SH
- SD
- MD
- ST
- STC

When an employee has a student loan with Inland Revenue, the employee receives a student loan certificate. You must track the employee's certificate number. You can use a text media object to attach the certificate number to the employee.

In addition to calculating student loan repayments at the standard rate, the Inland Revenue Service Income Tax Act of 2004 requires that employers support the ability to withhold amounts in addition to the standard student repayment rate, or to calculate the repayment amount at a different rate. This enables employees to repay their student loan in a more rapid fashion, or to appeal to Inland Revenue for a lower rate.

When setting up additional repayment contributions, you can use one of these methods:

- Specify a nonstandard percentage rate to calculate for the year.

For example, an employee might choose to withhold an additional 5% of earnings for student loan repayment. Assuming that the standard percentage rate is 10%, you enter 15 in the Percent field on the New Zealand Employee Tax ID Number form. You can also use this method to enter a percentage that is below the standard rate if Inland Revenue accepts the employee's appeal for a lower rate.

- Calculate an additional flat amount over the standard repayment rate.

For example, an employee might choose to repay 50 NZD in addition to the standard repayment amount. The system calculates the standard repayment amount and then adds to that amount the additional flat amount. The total amount is then deducted from the employee's pay for the student loan repayment. Therefore, if the standard rate is 10%, the employee would pay 10% of their earnings, plus 50 NZD toward their student loan.

- Specify a flat amount to be withheld for the entire year.

The employee can specify a flat amount to be withheld for the year. The amount is prorated over the number of pay periods in that year and deducted as a flat amount. For example, if the employee will repay 3600 NZD over the course of the year, and there are 24 pay periods in the year, the employee repays 150 NZD per pay period.

When you enter student loan repayment overrides using any of these methods, you must specify the beginning and ending date of the override. For example, if Inland Revenue grants an employee a lower student loan repayment rate, that rate is typically effective for only one tax year. The employee must then reapply for a lower rate. Using effective dating, you can set up the override record to stop calculating at the end of the tax year. The system then calculates the student loan repayment amount at the standard rate.

Note: In a situation where the employee does not have enough earnings to deduct the full amount of the student loan repayment, the system will deduct as much as it can, including any additional amounts that are specified, until the employee's net pay is zero. The system does not put into arrears any student loan repayment amounts that cannot be collected due to insufficient earnings.

Note: Before you use the student loan override functionality, you must verify that these fields exist in the F75Z0002 table:

NZSLPO

NZSLFAO

NZSLARR

NZSLEFD

NZSLETD

If these fields do not exist, you must run the table conversion program R75Z0005A to add these fields to the table.

5.4.3 Understanding National and Fiscal Data

After you enter employee tax information, you can review and revise national and fiscal data for the employee. Employee national and fiscal data includes the employee's residential and work tax areas, which the system supplies using the values that you enter when you set up the employee's tax information. In addition, you can enter the employee's Workers' Compensation code and National Occupation Classification (NOC) code, and you can specify whether the employee has any disabilities.

5.4.4 Prerequisite

Enter employee information into the system.

See "Setting Up Employee Information" in the *JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide*.

5.4.5 Forms Used to Set Up Employee Tax Information

Form Name	FormID	Navigation	Usage
Work With Employee Information	W0801A	Employee Management (G05BE1), Employee Information	Select an employee.
Australian Employee Tax Declaration	W75A0005A	On the Work With Employee Information form, select an employee, and then select Tax Overrides from the Row menu.	Set up employee tax information for Australia.

Form Name	FormID	Navigation	Usage
Work With New Zealand Employee Tax Overrides	W75Z0002B	On the Work With Employee Information form, select an employee, and then select Tax Overrides from the Row menu.	Select an employee
New Zealand Employee Tax ID Number	W75Z0002C	On the Work With New Zealand Employee Tax Overrides form, click Add.	Set up employee tax information for New Zealand.
National and Fiscal Data - Australia and New Zealand	W75A0801A	On the Work With Employee Information form, select the employee and select Nat'l/Fiscal Dat (national/fiscal data) from the Row menu.	Set up national and fiscal data for an employee.

5.4.6 (AUS) Setting Up Employee Tax Information for Australia

Access the Australian Employee Tax Declaration form.

To derive the employee's derived tax scale, select Derive Code from the Form menu. To override the tax scale that the system derives, complete the Tax Scale field. When you have entered all information, select Finish from the Form menu.

I authorize TFN to Super Fund Trustee

Select this option if the employee allows his or her tax file number to be given to the Superannuation provider.

I am an Australian Resident for Tax purposes

Select this option if the employee is a resident of the country to which the tax rules and declaration apply.

I have lodged a TFN application

Select this option if an employee does not yet have a tax file number, but has applied for one. This field is used in Australian tax calculations.

I am a Pensioner

Select this option if the employee is a pensioner.

I am under 16 years of age

Select this option if you are completing the Australian Tax Declaration for an employee who is younger than 16 years of age.

I have a 417 or 462 Visa (Release 9.1 Update)

Select this option if the employee has a 417 or 462 Visa.

Note: Effective from 1st January 2017, the Federal Government has set a new income tax rate of 15% for working holidaymakers who are in Australia on a 417 or 462 Visa.

If the employee is on a 417 or 462 visa in the financial year 2016, the system prints two payment summary reports. The first payment summary report includes details for the period 1st July 2016 to 31st December 2016. The second payment summary report includes details for the period 1st January 2017 to 30th June 2017.

(Release 9.1 Update) TFN Declaration Date

Enter a declaration date for the employee. The system stores this date in the Employee HR History table (F08042). If the field is blank, the system leaves the TFN Declaration Date field blank in the STP record.

Note: Whenever you purge the history records from the F08042 table, you must ensure to exclude the TFN Declaration Date records from getting purged.

Basis of Employment

Indicates full time, part time, or casual employment.

Total of all rebates being claimed. FTA, 221D etc.

Enter the amount of rebate that is claimed by the employee.

Enter the extra tax you wish to pay per period

Enter the amount of extra tax that the employee wants to pay during a pay period.

Enter the State you work in

Enter the employee's work state for tax reporting purposes. This code indicates the state in which the employee normally works. The system uses this code to compute state income tax withholding. You can override this code during time entry, if necessary.

The value that you enter in this field is automatically entered in the Tax Area (Work) field on the National and Fiscal Data form when you click OK.

Derived Tax Scale

Enter the tax scale that has been calculated by the system. The system calculates a tax scale based on the values that are entered on the Employee Overrides form.

5.4.7 (NZL) Setting Up Employee Tax Information for New Zealand

Access the New Zealand Employee Tax ID Number form.

Figure 5–5 New Zealand Employee Tax ID Number

New Zealand Employee Tax ID Number

Cancel (Ctrl+Alt+L) 41051 Test, KrisNZ41051

Effective From Date *

Tax File Number 68521645

Tax scale M

Extra Emolument Payments

30% override selected

Student Loan Options

☒ Student Loan?

Student Loan Overrides

☒ Percent 0 Effective From Date

☐ Fixed Amount .00 Effective Thru Date

☐ Annual Rate .00

Address Number

Enter a number that identifies an entry in the Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location.

Tax File Number

Enter the employee's tax file number.

Tax Scale

Specify the tax scale to which the employee belongs. This code is supplied by the employee or by Inland Revenue. This code determines how the system calculates payroll taxes for the employee. If the employee has a Special Tax Certificate from Inland Revenue that specifies a specific tax rate, enter STC in this field.

Special Tax Rate

Enter the rate that is specified on the employee's Special Tax Certificate that is supplied by Inland Revenue. The system displays this field only if you enter STC in the Tax Scale field.

Student Loan

Specify whether the employee has student loans.

5.4.7.1 Student Loan Overrides

The system displays these fields only when you enter SL in the Student Loan field.

Percent

Enter the total percent of earnings that the system uses to calculate the student loan repayment amount. Enter the percentage as a whole number. For example, if Inland Revenue has allowed the employee to pay a lower rate of 5% for the tax year, enter 5 in this field. If the employee wants to pay 3% more than the standard percentage, add 3% to the standard percentage and enter the total in this field. Therefore, if the standard percentage was 10%, you would enter 13 in this field.

Fixed Amount

Enter a flat dollar amount that the employee pays towards their student loan each pay period, in addition to the standard calculation. For example, if the employee wants to pay 50 NZD each pay period in addition to the standard repayment amount, enter 50 in this field.

Annual Rate

Enter the total flat dollar amount that the employee will pay towards their student loan for the year. The system prorates this amount over the number of pay periods in the year, which is determined by the employee's pay frequency. The amount you enter in this field is the total amount that the employee will repay for the year. The system does not calculate the standard repayment amount in addition to this amount.

Effective From Date

Specify the date from which the student loan override is effective.

Effective Thru Date

Specify the date through which the student loan override is effective. The record becomes inactive after this date, and the system calculates the student loan repayment amount at the standard rate unless a new override record is entered.

5.4.8 (NZL) Entering Student Loan Certificate Numbers

Access the Work With Employee Information form. Search for and select the employee for which you want to enter a certificate number, then select Attachments from the Row menu. On the Media Object Viewer form, click Text and then enter the certificate number in the text box. Click Save to complete the task.

Figure 5–6 Media Object Viewer form

5.4.9 Setting Up Employee National and Fiscal Data for Australia and New Zealand

Access the National and Fiscal Data - Australia and New Zealand form.

Figure 5–7 National and Fiscal Data - Australia and New Zealand form

Worker's Comp (worker's compensation)

Enter a UDC (00/W) that represents a workers' compensation insurance code. This code should correspond to the classifications on the periodic workers' compensation insurance reports.

NOC Code

Enter a code that identifies the NOC for a job or employee. The Canadian government defines NOC codes.

Disability

Enter a code indicating whether this employee has a mental or physical disability. Valid codes are:

Y: Yes, this employee has a mental or physical disability.

N: No, this employee does not have a mental or physical disability.

U: Unknown.

5.5 (NZL) Setting Up Scheduling Payments (Release 9.1 Update)

This section discusses an overview of Scheduling Payments for New Zealand and discusses:

- Forms used to manage Scheduling Payments.
- Set up pay types for Scheduling Payments.
- Set up tax rules for Scheduling Payments.
- Process Scheduling Payments.

5.5.1 Understanding Scheduling Payments

Due to recent changes in the withholding tax deductions, employers are now required to track and report regular pay along with the scheduling payments. The employer monthly scheduled IRD file creates two records. One record represents the regular payment with the PAYE and the second record represents the gross scheduling payment, earnings not liable, equal to the scheduling payment plus the tax along with the tax code WT. This is applicable to all tax scales.

The gross amount of scheduling payment and tax deducted is identified separately from normal gross pay and PAYE deducted. If you have an employee who receives both salary or wages and scheduling payments, you can identify the amount of scheduling payment and the normal salary and PAYE when you create the employer monthly schedule.

For example, if an employee gets a normal salary under the tax code M as well as scheduling payments, you have two lines for the employee on the employer monthly schedule. One line shows the salary and PAYE with the tax code as M and the second line shows the gross scheduling payment, earnings not liable for earner levy should be equal to gross scheduling payment, and tax with a tax code of WT.

Before processing the scheduling payment, you set up the tax information for the scheduling payment. Tax information setup includes:

- Adding tax input numbers 4, 5, 7, 8, 9 to calculate scheduling payment using the Tax Calculation Rules program (P75A0004).
- Adding tax rules WT (Withholding tax) and WD (Non-Declaration tax) to the existing tax scales M, ML, ND and so on.
- You must set up the tax area records for FEDERAL WT and WD. You use the Tax Area Information program (P069012) to enter these records.

After entering scheduling payment information, you can process the employee through standard payroll processing. When you run the Write NZ IR File and Report program (R75Z0006) to report wages and taxes to the IRD, this report prints new record for scheduling payments, based on the Payment File table (F07350) and Tax Detail File table (F07353), and writes tax ledger in the New Zealand Tax Ledger Detail table (F75Z0002).

5.5.2 Forms Used to Manage Scheduling Payments

Form Name	Form ID	Navigation	Usage
Tax Rules Revisions	W75A0004B	Australia/New Zealand Payroll Setup menu (G07BUSP41), Tax Calculation Rules, Tax Rules Revisions	Add tax rules.
Pay Type Revisions	W059116B	Pay/Deduction/Benefit Setup (G05BD4), PDBA Setup, Work with PDBAs.	Set up pay type.
Tax Exemption	W05TAXA	On the Work With PDBAs form, select a record, and then select Tax Exemptions from the Row menu.	Set up tax information for PDBAs.

5.5.3 Setting Up Pay Types for Scheduling Payments

Access the Pay Type Revisions form.

Figure 5–8 Pay Type Revisions

PDBA Setup - Pay Type Revisions

Form Tools

Pay Type * 50 Paystub Text Agricuilt 15%

Print Method Y French CDN. Paystub Text 8293916

Pay Type Category

Calculation

Pay Source H Pay Type Multiplier 1.00

Shift Differential Method 1 Shift Differential

Auto Pay Methods Y Amount or Rate

Effect on Gross Pay + Effect on Net Pay +

Effect on GL N Flex Spending Account Type

Enable Leave Tracking Anniversary Proration Rule

History Retrieval Flag 1 -- Select One --

You create pay types for each rate of scheduling payment. The pay types which the employees use, defines the rate of pay.

For example, if you set up pay type 50 with input 4, this leads to a 15% tax rate; pay type 51 with input 5 might lead to a 20% tax rate.

Figure 5–9 Tax Exemptions

PDDBA Setup - Tax Exemptions		
PDDBA Code	50	Agriculture 15% 8293916
Tax Type 01	<input type="checkbox"/>	Default
Tax Type 02	<input type="checkbox"/>	Default
Tax Type 03	<input type="checkbox"/>	Default
Tax Type 04	<input type="checkbox"/>	Default
Tax Type 05	<input type="checkbox"/>	Default
Tax Type 06	<input type="checkbox"/>	Default
Tax Type 07	1	Assigned to Tax Input
Tax Type 08	<input type="checkbox"/>	Default
Tax Type 09	<input type="checkbox"/>	Default
Tax Type 10	<input type="checkbox"/>	Default
Tax Type 11	<input type="checkbox"/>	Default
Tax Type 12	<input type="checkbox"/>	Default
Tax Type 13	<input type="checkbox"/>	Default
Tax Type 14	<input type="checkbox"/>	Default
Tax Type 15	<input type="checkbox"/>	Default

You use tax input numbers 4, 5, 7, 8, 9 on the Tax Exemptions form to calculate schedular payment.

5.5.4 Setting Up Tax Rules for Scharlar Payments

Access the Tax Rule Revisions form.

Figure 5–10 Tax Rule Revisions

Tax Calculation Rules - Tax Rule Revisions			
Country Code *	NZ	Effective From Date *	04/01/12 Thru * 03/13/13
Tax scale *	M	Rule Type *	WT Withholding Tax
Input Number *	4		
Effect on Gross Pay	<input type="checkbox"/>	Threshold Value	0 Type <input type="checkbox"/>
Sign Of Result	+	Override Rate	.20000 <input type="checkbox"/> Incorporate YTD
Re-calc Input Number	0	Rounding Increment	.01
Gross Wage Input #	0	Level of Calculation	P
Output Number	20	Rate Code	WT <input checked="" type="checkbox"/> Insert/Update Records
Tax Area (Work)	FEDERAL	Tax Type	#W

You set up schedular taxes in the Tax Rule Maintenance Aus/ NZ program (P75A0004) using the tax inputs 4,5,7,8,9. Each input is associated with a different override rate. You set up the override rate in the tax rules. Currently, there are five override rates for the declaration tax scale and five tax rates for the non-declaration when paying a schedular payment. The rate that employees pay depends on their tax scale and the input numbers associated with each pay types. Additionally, there is a tax scale for contract employees. These tax scales are WT and WD (non-declaration).

For example, you add WT and WD records for tax scales M, ML, and ND.

Note: When entering these records, you must use a unique output number for each rule type.

5.5.5 Processing Scheduling Payments

After you have set up pay types and tax information, have entered scheduling payments for the employees, and have processed the payment through payroll, you can generate government reports based on the payroll history that the system created.

You use the New Zealand IR file and Report program (R75Z0006), to report scheduling payment information to the New Zealand government. The report includes both regular payments and scheduling payments. The following illustration shows an example of this report.

Figure 5-11

R75Z0006
ID Forms Version Number:

Oracle - J.D. Edwards
Write New Zealand IR File and report

Employee IRD #	Employee Name	Tax Code	Start Date	Finish Date	Gross Earnings	Earnings Not Liable	Lump Sum	PAYE Deductions	Child Support Deductions	Student Loan Deductions	(
381362914	BUG 13813629	M			10,000.00			3,398.07			
		Scheduling Gross								50,000.00	
		Scheduling Tax								15,000.00	
381362922	BUG 13813629	ML			10,000.00			3,102.69			
		Scheduling Gross								50,000.00	
		Scheduling Tax								15,000.00	

For additional information and details about the New Zealand IR File and Report, see [Section 13.2, "\(NZL\) Generating the New Zealand IR File and Report"](#).

(AUS) Setting Up Foreign Employment Information (Release 9.1 Update)

This chapter includes these topics:

- [Section 6.1, "Understanding Foreign Employment"](#)
- [Section 6.2, "Entering Foreign Employment Date Records"](#)

6.1 Understanding Foreign Employment

Employees who are Australian residents for tax purposes, and work in another country, are considered foreign workers, and all monies earned while on foreign assignment are considered foreign income.

According to ATO tax regulations, some of these foreign assignments are tax-exempt, while others are taxable foreign income, and must be reported as such. There are two types of taxable foreign assignments:

- Standard foreign assignments (foreign employment type F).
- Joint Petroleum Development Area (JPDA) assignments (foreign employment type J).

The Australian Tax Office (ATO) requires that all companies in Australia report detailed information about employee earnings on an annual basis by submitting foreign employment payment summaries.

To accurately create foreign employment payment summaries, you can use either of these two methods:

- Set up foreign employment date records, enter foreign employment tax information, create foreign pay types and DBAs, and process foreign work through the payroll cycle. The payment summary process then uses the payroll history that is created to generate foreign employment payment summaries.

Note:

Complete instructions for using this method are included in this chapter. This method is available in the software as an update to Release 9.1, and is not available in the base 9.1 release.

- Set up foreign employment date records, and manually enter data into foreign employment payment summaries.

Note:

This method is available in Release 9.1 base software, and is documented in [Chapter 10, "\(AUS\) Processing Payment Summaries"](#)

Note:

Some foreign income is still classified as exempt, and is still reported as foreign income on the Individual Non Business Payment Summary.

To create foreign employment payroll history, you must complete these tasks:

- Install the software update and perform all post-installation instructions. (Release 9.1 software update only)
- Set up tax rules for inputs 10 through 17.
- Set up foreign employment PDBAs.
- Enter foreign employment date records.
- Process the employee through payroll using foreign employment pay types.

See Also: For additional information about the specific tax regulations, and to determine whether the foreign assignments your employees work on are taxable or exempt, contact the ATO directly. In addition, you can refer to these ATO's publications:

- *State of Principle for Foreign Employment Payments.*
- *Specifications for Self-printing PAYG Withholding Payment Summaries - version 5.1.*
- *How to complete PAYG payment summary - foreign employment (NAT 73298).*

6.1.1 Foreign Employment Tax Rule Information

In order for the system to correctly process tax information for foreign assignments, you must set up tax rules for these inputs:

- Input 10: PAYG Tax
- Input 11: Lump Sum A
- Input 12: Lump Sum E
- Input 13: Pre-Tax
- Input 14: PAYG Tax (JPDA)
- Input 15: Lump Sum A (JPDA)
- Input 16: Lump Sum E (JPDA)
- Input 17: Pre-Tax (JPDA)

See Also:

[Chapter 5, "Setting Up Tax Information"](#)

6.1.2 Foreign Employment PDBA Setup

In order to track foreign employment wages and earnings, you must enter foreign employment tax information on the PDBAs you use to designate foreign employment wages. You must pay employees using these PDBAs in order to generate foreign employment payroll history.

You specify foreign employment information on the Tax Instructions - Australia form, as shown here:

Figure 6–1 Tax Instructions - Australia Form

Domestic Employment		Foreign Employment	
PAYG Tax - Input 1	<input checked="" type="checkbox"/> Assigned to Tax Input	PAYG Tax - Input 10	<input type="checkbox"/> Default
Lump Sum A - Input 2	<input type="checkbox"/> Default	Lump Sum A - Input 11	<input type="checkbox"/> Default
Lump Sum B - Input 3	<input type="checkbox"/> Default	Lump Sum E - Input 12	<input type="checkbox"/> Default
Lump Sum C > 55 - Input 4	<input type="checkbox"/> Default	Pre-Tax - Input 13	<input type="checkbox"/> Default
Lump Sum E - Input 5	<input type="checkbox"/> Default	JPDA Employment	
Pre-Tax - Input 6	<input checked="" type="checkbox"/> Assigned to Tax Input	PAYG Tax - Input 14	<input type="checkbox"/> Default
Leave Loading - Input 7	<input type="checkbox"/> Default	Lump Sum A - Input 15	<input type="checkbox"/> Default
Lump Sum C < 55 - Input 8	<input type="checkbox"/> Default	Lump Sum E - Input 16	<input type="checkbox"/> Default
State Payroll - Input 9	<input type="checkbox"/> Default	Pre-Tax - Input 17	<input type="checkbox"/> Default

Australian Tax	
Australia Tax Reporting	<input checked="" type="checkbox"/> A2 Meal Allowance

When entering tax information for foreign PDBAs, you typically enter a 1 in only one field in the tax input sections of this form. However, you can enter a 1 in multiple fields to mark the pay type as tax-exempt. In the example above, the pay type is set up as a standard domestic PDBA that is tax exempt.

In addition to specifying a tax input, you must also enter a value in the Australia Tax Reporting field. Use these values as a guideline when setting up foreign PDBAs:

- Input 10 - FX
- Input 11 - FA
- Input 12 - FE
- Input 13 - FM
- Input 14 - JX
- Input 15 - JA
- Input 16 - JE
- Input 17 - JM

To specify that a pay type is tax exempt, you enter 1 in multiple fields, as follows:

- To specify the pay type is tax exempt, non-foreign pay type, enter 1 in these fields:
 - PAYG Tax - Input 1
 - Pre-Tax - Input 6
- To specify that a pay type is foreign employment tax exempt, enter a 1 in these fields:

- PAYG Tax - Input 10
- Pre-Tax - Input 13

Additionally, enter FX in the Australia Tax Reporting field.

- To specify that a pay type is JPDA tax exempt, enter a 1 in these fields:
 - PAYG Tax - Input 14
 - Pre-Tax - Input 17

Additionally, enter JX in the Australia Tax Reporting field.

See:

[Section 5.2.6, "\(AUS\) Setting Up Tax Information for PDBAs"](#)

6.1.3 Foreign Employment Date Records

To correctly track and report foreign work assignments, the JD Edwards EnterpriseOne Payroll system for Australia enables users to enter foreign employment date records. You use the Foreign Employment Dates program (P75A0150) to enter and maintain this information. These records:

- Track the dates during which employees work in foreign assignments that are considered taxable.
- Track the type of taxable foreign assignment the employee works. You can specify that the employment is standard foreign employment or JPDA foreign employment.

When you enter foreign employment date records, you specify the following information for each record:

- Employee number
- Foreign employment type

Foreign employment types are F (standard foreign employment), and J (JPDA foreign employment).
- Start date
- End date

You cannot enter overlapping date ranges for the same employee and foreign employment type. However, an employee can have an overlapping date range if they have two different foreign employment types. Also, date ranges cannot cross financial years.

For example, employee 6002 might work in multiple job sites during a specified time period. One of those jobs might be a JPDA job site, and the other a standard foreign employment site.

This table illustrates the data you might enter to track these foreign employment assignments:

Employee Number	Foreign Employment Type	Start Date	End Date
6002	F	01/01/11	03/03/11
6002	J	01/01/11	03/03/11

After you enter records, you can update only the End Date field on the record. All other fields on the record are disabled. If you entered incorrect data initially, you must delete the record and then reenter it. However, be aware that if you have already created payment summaries or the EMPDUPE file for these records, the system will not allow you to delete the record.

Note: You can manually enter individual foreign employment date records using the P75A0150, or you can use standard EnterpriseOne import functionality to import records from a spreadsheet into the F75A0150 table.

For instructions and additional information about the import process, see "Using the JD Edwards EnterpriseOne Web Application User Interface" in the *JD Edwards EnterpriseOne Tools Foundation Guide*.

Note: If the foreign assignment in which your employees work are exempt, you do not need to enter foreign employment information as described in this section.

6.1.4 Generating and Reporting Foreign Employment Information

After you set up tax information, PDBAs, and enter foreign employment date records, you can then run your employees who work in foreign assignments through the payroll process, using foreign PDBAs to pay them. The final update step of the payroll process creates payroll history for these foreign assignments. This history is used to create foreign and JPDA payment summaries.

See Also:

- Understanding JD Edwards EnterpriseOne Payroll
 - [Chapter 10, "\(AUS\) Processing Payment Summaries"](#)
-

6.2 Entering Foreign Employment Date Records

This section lists the forms used to enter foreign employment date records, and includes instructions about how to create these records.

6.2.1 Forms Used to Enter Foreign Employment Date Records

Form Name	FormID	Navigation	Usage
Work With Foreign Employment Dates	W75A0150A	From the Australian Annual PAYG Tax Reporting menu (G07BUSP19), select Foreign Employment Dates.	Use this form to search for and select existing records, and to access forms to add new records.
Maintain Foreign Employment Dates	W75A0150B	From the Work With Foreign Employment Dates form, click Add, or select a record and click Select.	Enter new records, or update existing records.

6.2.2 Entering Foreign Employment Date Records

Access the Work With Foreign Employment Dates form, and then click Add. On the Maintain Foreign Employment Dates form, complete these fields and then click OK:

Employee Number

Enter the address book number of the employee who worked a foreign assignment.

Foreign Employment Type

Specify the type of foreign employment that the employee worked. Valid values are stored in UDC table 75/FE, and include:

F: Standard foreign employment.

J: JPDA foreign employment.

Once you create this record, you can not edit this field.

Foreign Employment Start Date

Enter the date on which the employee started employment for this specific assignment. Once you create this record, you can not edit this field.

Foreign Employment End Date

Enter the date on which the employee's foreign employment assignment ended. You can leave this field blank if the end date is unknown. Be aware that the date range for the record cannot cross multiple financial years. If the assignment crosses financial years, you must enter multiple records. This field is editable after you create the record.

Financial Year

The system automatically populates this field based on the start and end dates of the record, and your fiscal date patterns. This field is not editable.

(NZL) Student Loan Tracking and Reporting (Release 9.1 Update)

This document discusses these topics:

- [Section 7.1, "Understanding New Zealand Student Loan Reporting Changes"](#)
- [Section 7.2, "Forms Used to Manage Student Loan Information"](#)
- [Section 7.3, "Setting Up Student Loan Tax Rules"](#)
- [Section 7.4, "Setting Up Student Loan Tax Limit Records"](#)
- [Section 7.5, "Setting Up Student Loan Tax Area Records"](#)
- [Section 7.6, "Entering Student Loan Information for Employees"](#)
- [Section 7.7, "Reporting Student Loan Information"](#)

7.1 Understanding New Zealand Student Loan Reporting Changes

Due to recent changes to the New Zealand tax reporting code, employers are now required to track and report separately any commissioner deductions or additional employee contributions made for a student loan.

In order to correctly track and report this information, you must first install the software update that contains the changes, and then run the R8975Z005B table conversion program. Special instructions for running this program are included with the software update.

After running the table conversion, you must then set up tax information for the commissioner deductions and the voluntary additional contributions associated with the student loan. Tax information setup includes:

- Adding tax rules SC (commissioner deductions) and SB (voluntary additional contributions) for any New Zealand tax scale that currently includes tax rule SL (student loan). You enter these tax rules up using the Tax Calculation Rules program (P75A0004).
- You must also create tax scale records for tax scale SLB (voluntary additional amounts) and tax scale SLC (commissioner deductions). You use the Tax Calculation Parameters program (P75A0001) to enter these records.
- You must then set up tax area records for FEDERAL SB and FEDERAL SC. You use the Tax Area Information program (P069012) to enter these records.

After you set up the student loan tax information, you can then enter information for your employees on the New Zealand Employee Tax ID Number form (P75Z0002). The software has been updated to enable you to track overrides, commissioner deductions,

and additional voluntary contributions, and to specify whether to include the threshold when calculating the student loan amount. You can also specify effective dates for these deductions and contributions.

When entering student loan tax override information for employees, you should also be aware of the following:

- Student loan overrides can be used only to lower the calculation. Overrides can no longer be used to increase the amount to a higher than standard amount. To increase the employee contribution, you must now use an additional voluntary amount.
- Student loan override calculates first and overrides the standard rate in the F75A0001 table.
- Student loan penalty calculates second and is independent from the standard or override amount.
- Student loan voluntary amount is an additional discretionary amount chosen by the employee. This amount calculates third and is independent from standard, override, and penalty amounts.
- The date in the Effective From Date field determines which record is active. However, each item on the effective record can have a different effective date, as entered by the user. Once the effective record is determined, the system then uses the specified effective dates for override, penalty, and voluntary calculations.
- When calculating student loan amounts on a primary job (tax scales that begin with M), the system automatically selects the "Include Threshold In Override" option, and uses the threshold set up in the student loan tax parameters when calculating the amount. You can manually deselect this option. Alternatively, when calculating student loan information on a secondary job (tax scales that begin with S), the system does not select this option, and does not use the threshold when calculating student loan amounts. However, you can manually select the option if you want to include the threshold in the calculation.
- When calculating student loan amounts on a primary or secondary job, the system uses pay types associated with inputs 1, 2, and 3 as the basis of calculation.
- All fields are disabled in edit mode. Once a record has been committed to the database, you cannot edit it. To update student loan override information, you must enter a new record with a different effective date. Once this date is reached, the new record becomes active.

After entering employee-specific student loan information, you can process the employee through standard payroll processing. The system calculates and stores student loan tax data in tax history tables during the final update stage of payroll processing. When you run the Write NZ IR File and Report program (R75Z0006), these additional student loan details are now reported separately on both the report and the flat file that you send to the government for tax reporting purposes.

7.2 Forms Used to Manage Student Loan Information

Form Name	Form ID	Navigation	Usage
Work With Tax Rules	W75A0004A	From the Australia/New Zealand Payroll Setup menu (G07BUSP41), select Tax Calculation Rules.	Determine which tax scales include tax rule SL. Access forms to add tax rules SC and SB.
Work With Aus/NZ Tax Parameters	W75A0001A	From the Australia/New Zealand Payroll Setup menu (G07BUSP41), select Tax Calculation Parameters.	Set up limit information for tax scale SLB.
Work With Tax Area Information	W069012C	From the Taxes and Insurance Setup menu (B07BPTI4), select Tax Area Information.	Access forms to add tax area information for Federal SB and Federal SC.
Work With Employee Information	W0801A	From the Employee Management menu (G05BE1), select	Search for and select employees.
Work With New Zealand Employee Tax Overrides	W75Z0002B	From the Work With Employee Information for, select an employee, and then select Tax Overrides from the Row menu.	Access forms to enter student loan information for employees.

7.3 Setting Up Student Loan Tax Rules

Access the Work With Tax Rules form, and search for all New Zealand tax scales that include tax rule SL. You must add records for tax rules SC and SB to each of these tax scales. For example, using the following screen as a guide, you would need to add SC and SB records for tax scales M, ND, S, and SH.

Figure 7-1 Work With Tax Rules Form

Tax Calculation Rules - Work With Tax Rules

Select

Find

Add

Copy

Delete

Close

Form

Tools

Effective From Date

Thru

Country Code

NZ

New Zealand

Tax scale

Records 1 - 10

>

<

	Country Code	Effective From Date	Effective Thru Date	Tax Scale	Address Number	Input Used	Rule Type	G E	Sign Result
<input checked="" type="radio"/>	NZ	04/01/98	03/31/00	M		1	SL		+
<input type="radio"/>	NZ	04/01/98	03/31/05	M		3	SL		+
<input type="radio"/>	NZ	04/01/98	03/31/05	ND		1	SL		+
<input type="radio"/>	NZ	04/01/98	03/31/05	ND		2	SL		+
<input type="radio"/>	NZ	04/01/98	03/31/05	ND		3	SL		+
<input type="radio"/>	NZ	04/01/98	03/31/05	S		1	SL		+
<input type="radio"/>	NZ	04/01/98	03/31/05	S		2	SL		+
<input type="radio"/>	NZ	04/01/98	03/31/05	S		3	SL		+
<input type="radio"/>	NZ	04/01/98	03/31/05	SH		1	SL		+
<input type="radio"/>	NZ	04/01/98	03/31/05	SH		2	SL		+

After you determine which records to add, click the Add button and enter records for tax rules SB and SC.

Note: When entering these records, you must use a unique output number per each rule type. To determine which output numbers are already being used, search on the rule type (for example, SC or SB).

For detailed instructions about entering tax rules, see [Chapter 5, "Setting Up Tax Information."](#)

7.4 Setting Up Student Loan Tax Limit Records

Access the Work With Aus/NZ Tax Parameters form, and click Add.

On the Australian/New Zealand Tax Parameter Revisions form, enter a record for tax scale SLB and tax scale SLC. Use the following illustration as an example. Be sure to enter 9999999.99 in the Limit 1/9 field for both tax scale records to specify that there is no earnings limit on this tax scale.

Figure 7–2 Australia/New Zealand Tax Parameter Revisions form.

Tax Calculation Parameters - Australian/New Zealand Tax Parameter Revisions i ?

OK Cancel Tools

Effective From Date * 01/01/12 Effective Thru Date * 12/31/13

Country Code * NZ New Zealand

Tax scale * SLB Student Loan Borrowers Ded

* Z in Tax Scale denotes tax brackets 9 - 16

Limit Amounts	Tax Rates	Adjustment Amounts
Limit 1/9 9999999.99	Rate 1/9	Adjustment 1/9
Limit 2/10	Rate 2/10	Adjustment 2/10
Limit 3/11	Rate 3/11	Adjustment 3/11
Limit 4/12	Rate 4/12	Adjustment 4/12
Limit 5/13	Rate 5/13	Adjustment 5/13
Limit 6/14	Rate 6/14	Adjustment 6/14
Limit 7/15	Rate 7/15	Adjustment 7/15
Limit 8/16	Rate 8/16	Adjustment 8/16

For detailed instructions about entering tax parameter information, see [Chapter 5, "Setting Up Tax Information."](#)

7.5 Setting Up Student Loan Tax Area Records

Access the Work With Tax Area Information form, and click Add.

Using the following illustration as your guide, enter a record for Federal SC:

Figure 7–3 Tax Area Revisions Form

Tax Area Information - Tax Area Revisions i

OK Cancel Form Tools

Tax Area FEDERAL Description 1 Student Loan Commissioner's Dedu

Tax Type SC Description 2

Required

Statutory Code

Co/Emp Paid E

Method of Printing Y

Optional

A/P Voucher (Y,N) N

Provider/Trustee

Occ Tax W/H Freq

Arrearage Rules

Taxes Priority

Tax Adjustment Limitation .00

Save the record, and enter an additional record for Federal SB, using the following illustration as your guide:

Figure 7-4 Tax Area Revisions Form

Tax Area Information - Tax Area Revisions i

OK Cancel Form Tools

Tax Area Description 1

Tax Type Description 2

Required

Statutory Code

Co/Empl Paid

Method of Printing

Optional

A/P Voucher (Y,N)

Provider/Trustee

Occ Tax W/H Freq

Arrearage Rules

Taxes Priority

Tax Adjustment Limitation

For additional information about setting up tax area information, see [Setting Up Tax Information](#).

7.6 Entering Student Loan Information for Employees

Access the Work With New Zealand Employee Tax Overrides form, and click Add.

Complete the fields in the header of the form to specify when this tax override record becomes effective.

Select the Student Loan? option to enable the fields in the Student Loan Options section of the form, and then complete the following steps:

Figure 7-5 New Zealand Employee Tax ID Number

New Zealand Employee Tax ID Number

Cancel Tools

Address Number: 685923 *Becker, NZSL*

Effective From Date: 04/03/2012

Tax File Number: 78458780

Tax scale: M

Extra Emolument Payments

No override selected

Student Loan Options

☒ Student Loan?

Student Loan Overrides

☐ No Override

☒ Percent: 2

☒ Include Threshold in Override

Effective From Date: 04/03/2012

Effective Thru Date: 03/31/2013

Student Loan Commissioners Deduction (SLCIR)

☒ No SLCIR

☐ SLCIR Percent: 0

Effective From Date:

Effective Thru Date:

Student Loan Voluntary Deduction (SLBOR)

☒ No SLBOR

☐ SLBOR Percent: 0

☐ SLBOR Amount: .00

Effective From Date:

Effective Thru Date:

1. To lower the student loan calculation, select the Percent option in the Student Loan Overrides section of the form, and then specify the percentage.
2. Enter the dates during which the student loan override is effective. The Effective From Date value must be greater than or equal to the effective date in the header of the form.
3. To include the threshold when calculating the override amount, select the Include Threshold In Override option. This option is automatically selected for all tax scales beginning with M (primary job), and deselected for tax scales beginning with S (secondary job). You can manually select or deselect this option if you want to change the default setting.
4. To specify a commissioner's deduction, select the SLCIR Percent option in the Student Loan Commissioner's Deduction (SLCIR) section of the form, and then specify the related percentage. Note that for deductions entered here for a primary job (tax scales beginning with M), the system always uses the threshold to calculate the deduction amount. When entering deductions for a secondary job (tax scales beginning with S), the system never uses the threshold.
5. Enter the dates during which the deduction is effective. The Effective From Date value must be greater than or equal to the effective date in the header of the form.
6. To specify an additional voluntary deduction, select one of these options in the Student Loan Voluntary Deduction (SLBOR) section of the form, and then specify the related percent or amount:
 - SLBOR Percent
 - SLBOR Amount
7. Enter the dates during which the additional voluntary deduction is effective. The Effective From Date value must be greater than or equal to the effective date in the header of the form.
8. Click OK to save your changes.

7.7 Reporting Student Loan Information

After you have set up tax information, entered student loan information for your employees, and processed those employees through payroll, you can then generate government reports based on the payroll history that the system created.

You use the New Zealand IR File and Report program (R75Z0006), which you can access from the Australia/New Zealand Reports menu (G07BUSP17), to report tax and student loan information to the New Zealand government. The report and file have been updated to include both commissioner deductions and additional voluntary deductions. The following illustration shows an example of this report:

Figure 7–6 New Zealand IR File Report

R75Z0006

Worldwide Company
Write New Zealand IR File and report

Employee IRD #	Employee Name	Tax Code	Start Date	Finish Date	Gross Earnings	Earnings Not Liable	Lump Sum	PAYE Deductions	Child Support Deductions	Student Loan Deductions
123456785	Becker NZ	M SL			7,916.67			2,359.99		632.60
		SLCIR								11.00
		SLBOR								42.75
124985609	Becker NZ SL Penalty	M SL			3,554.33			745.40		196.40
		SLCIR								106.62
254652318	Becker NZ SL Additional	M SL			8,229.33			2,481.90		663.90
		SLBOR								125.00
878965213	Becker NZ No SL	M			5,360.00			1,362.86		

For additional information and details about the New Zealand IR File and Report, see [Chapter 13, "\(NZL\) Generating the New Zealand IR File and Report"](#)

Processing Payments

This chapter contains the following topics:

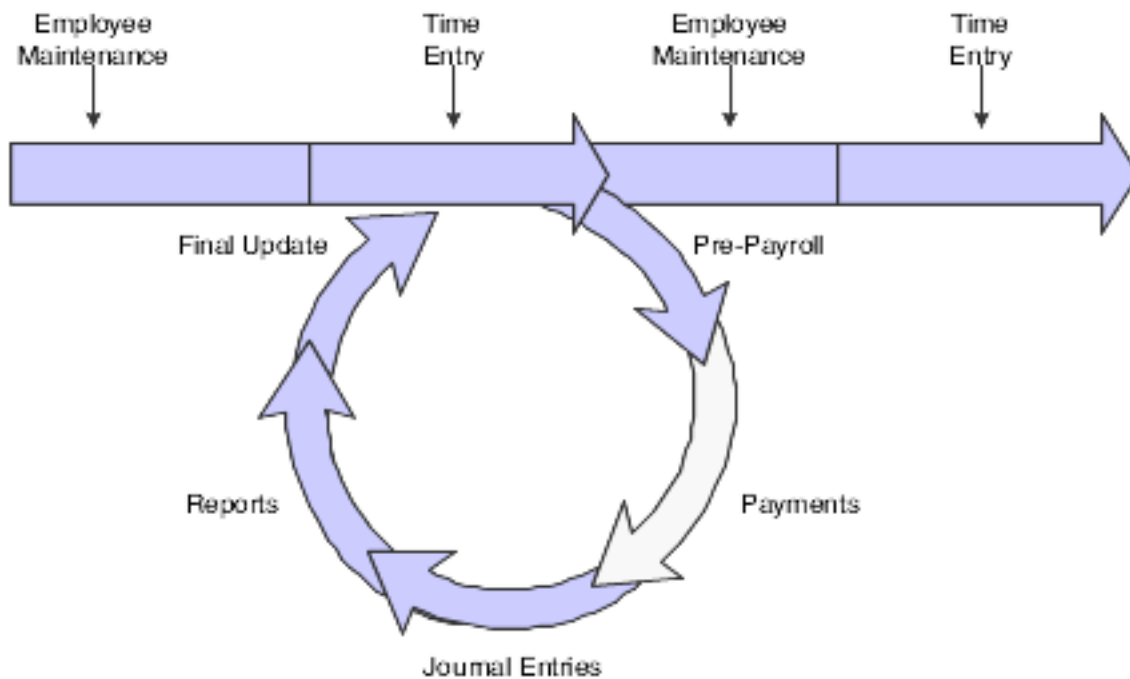
- [Section 8.1, "Understanding Payments"](#)
- [Section 8.2, "Creating Payments"](#)
- [Section 8.3, "Paying an Employee for a Partial Pay Period"](#)
- [Section 8.4, "\(AUS\) Creating Bonus, Back Pay, and Cash Out Payments"](#)

8.1 Understanding Payments

After you process pre-payroll, you can process payments. Using the Payroll Workbench, you can create payment advice slips for employees who receive cash payments and for employees whose payments are automatically deposited into a banking institution. You can also create tapes, which the banking institution uses to process automatic deposit payments.

After the pre-payroll step has been completed, the next three steps of the payroll cycle can be completed in any order preferred.

This process flow illustrates the location of the payments step in the payroll cycle:

Figure 8–1 Payroll cycle: payments

Note: When you create interim payments for employees in Australia and New Zealand, the gross-up functions that appear on the form are not available. Gross-up interim payments are available only for employees in the United States and Canada.

8.1.1 Prerequisites

Before you complete the tasks in this section:

- Verify that the system time-out value is set to allow enough time for all payments to print before the workstation times out.

Contact the system administrator for assistance with this task.

- Set up any reports that you want to generate during the payments step of the payroll cycle.

See "Setting Up Pay Cycle Reports" in the *JD Edwards EnterpriseOne Applications Payroll Implementation Guide*.

- Set up debit account information for each bank account from which payroll payments are drawn.

See "Setting Up Debit Account Information for Automatic Deposits" in the *JD Edwards EnterpriseOne Applications Payroll Implementation Guide*.

- Set up all of the payment types that the organization uses.

See [Setting Up Payment Information](#).

- Enter any necessary superannuation payment information.

See [Chapter 15, "\(AUS\) Managing Superannuation Information"](#).

- Verify that automatic deposit information has been set up correctly before you process automatic deposit files.
See [\(NZL\) Entering Employee Automatic Deposit Information for New Zealand](#).
- Process pre-payroll.

8.2 Creating Payments

This section provides an overview of payment creation and discusses how to:

- Create advice slips.
- Set processing options for Generic Payment Advice for Australia and New Zealand (R75A0013).
- Create the automatic deposit file.
- Copy automatic deposit information to a bank tape.
- Set processing options for Copy Payroll Direct Credit Pymts to Bank (P75A0006).

8.2.1 Understanding Payment Creation

After you process pre-payroll, you can create payments for the employees who are included in the payroll cycle. You can create payment advices, automatic deposits, or cash payments.

8.2.1.1 Advice Slips

After you successfully complete pre-payroll processing, you can print advice slips for the employees who are included in the payroll cycle. Advice slips are created for employees who receive cash payments, as well as for those who use automatic deposits.

Note: You create advice slips during the payroll cycle. You can create them at any time after you successfully complete pre-payroll, and before you process the final update step of the cycle.

Additionally, you must define, in the processing options of the R75A0013 program, which method the organization uses to create superannuation payments. If you do not set the appropriate processing option correctly, the system cannot locate superannuation data, and therefore cannot accurately display superannuation data on the payment advice.

8.2.1.2 The Automatic Deposit File

After you successfully complete pre-payroll processing, you can create the automatic deposit file for employees who are included in the payroll cycle. This file contains all of the necessary information that the banking institution needs to process automatic deposit payments.

8.2.1.3 Automatic Deposit Information and Bank Tapes

After you create the automatic deposit file, you can transfer the payment information to files on a tape that is formatted for the bank to read. Before you can copy payment information to a bank tape, you must specify the records that you want to process. You can include payment information from several payroll IDs in one bank tape.

JD Edwards EnterpriseOne software supports formatting for these Australian and New Zealand banks:

- National Bank of New Zealand
- Westpac Bank
- Australia & New Zealand Banking Group
- Bank of New Zealand
- Generic Australian Bank

Note: Each time that you access this program, you must specify the version of the copy program that you want to use. To do so, right-click the menu name and select Prompt for Version. The system includes a specific version for each bank format. Alternatively, you can enter the program and version on the Select Payments for Copy to Bank form for each record that you copy.

You should also review the processing options for this program each time that you copy information to the bank tape because the system uses the values in the processing options to ensure that the tape is created using the correct format and data.

8.2.2 Forms Used to Create Payments

Form Name	FormID	Navigation	Usage
Work With Pay Cycle Workbench	W07210A	Payroll Workbench (G07BUSP11), Pay Cycle Workbench	Select a payroll ID.
Print Payments	W75A0016A	On the Work With Pay Cycle Workbench form, select a payroll ID for which pre-payroll has already been processed, and then select Payments, Print Payments from the Row menu.	Create advice slips. Create the Automatic Deposit file.
Select Payments for Copy to Bank	W75A0006E	Australia/New Zealand Inquiries (G07BUSP16), Copy Payroll Direct Credit Pymts to Bank	Select records to copy to the bank tape.

8.2.3 Creating Advice Slips

Access the Print Payments form.

The standard advice slip is designed to print on A4 paper. The advice slip includes leave balance information that is derived using the Fiscal and Anniversary Year History table (F06147).

Payment Advice

Select to print advice slips for cash payments and automatic deposits.

Beginning Advice Number

Enter the beginning or next available number of the forms on which employees' payment advice is printed. The system does not check for duplicate advice numbers

because you might be using multiple bank accounts. You must track advice numbers manually.

Payment Advice Message

Enter a text message here that will print on employees' payment advice slips.

8.2.4 Setting Processing Options for Generic Payment Advice for Australia and New Zealand (R75A0013)

Processing options enable you to specify the default processing for programs and reports.

8.2.4.1 Print Options

These processing options enable you to specify the information that the system includes on the payment advice.

1. Print employee mailing address information

Specify whether to print the employee mailing address on the payment advice. Values are:

Y: Print.

N: Do not print.

2. Enter benefit type 'V' to print available vacation balance

Specify whether to print the available vacation balance on the payment advice. Values are:

V: Print.

Blank: Do not print.

3. Enter '1' to include accruals to the vacation balance

Specify whether to include accruals to available balance on the payment advice. Values are:

1: Include.

Blank: Do not include.

4. Enter benefit type 'R' to print available RDO balance (rostered days off)

Specify whether to print the available RDO balance on the payment advice. Values are:

R: Print.

Blank: Do not print.

5. Enter '1' to include accruals to the RDO balance

Specify whether to include accruals to available RDO balance on the payment advice. Values are:

1: Include.

Blank: Do not include.

6. Enter benefit type 'L' to print available long service leave (LSL) balance (long service leave)

Specify whether to print the available LSL balance on the payment advice. Values are:

L: Print.

Blank: Do not print.

7. Enter '1' to include accruals to the long service leave (LSL) balance

Specify whether to include accruals to the available LSL balance on the payment advice. Values are:

1: Include.

Blank: Do not include.

8. Enter benefit type 'S' to print available sick leave balance

Specify whether to print the available sick balance on the payment advice. Values are:

S: Print.

Blank: Do not print.

9. Enter '1' to include accruals to the sick balance.

Specify whether to include accruals to available sick balance on the payment advice. Values are:

1: Include.

Blank: Do not include.

10. Enter benefit type 'H' to print available holiday balance

Specify whether to print the available holiday balance on the payment advice. Values are:

H: Print.

Blank: Do not print.

11. Enter '1' to include accruals to the holiday balance

Specify whether to include accruals to the available holiday balance on the payment advice. Values are:

1: Include.

Blank: Do not include.

12. Enter benefit type 'O' to print other available balances

Specify whether to print other balances on the payment advice. Values are:

0: Print.

Blank: Do not print.

13. Enter '1' to include accruals to other balances

Specify whether to include accruals to the available other balances on the payment advice. Values are:

1: Include.

Blank: Do not include.

8.2.4.2 Selection

1. History Source File

Specify the table from which to retrieve benefit balances, accrual balances, or both. Values are:

1: Use the Fiscal and Anniversary Year History table.

0 or **Blank:** Use the Employee Transaction History Summary table (F06146) or the Calendar Month DBA Summary History File table (F06145).

2. Superannuation Details Source File

Specify the table from which the system retrieves superannuation data. The system prints this data on the payment advice to notify the employee of the employer-paid and employee-paid contributions that are made to each superannuation fund. The table that you specify depends on the method that you use to create superannuation payments. If you set up fund allocation information and automatically create superannuation payments during the payroll cycle, enter 0 (zero) in this processing option to retrieve data from the F0709 table. If you manually enter superannuation payments, enter 1 in this processing option to retrieve data from the F75A0301 table.

8.2.5 Creating the Automatic Deposit File

Access the Print Payments form.

Select the Auto Deposit File option. This option is disabled if no employees in the payroll cycle have automatic deposit instructions.

8.2.6 Copying Automatic Deposit Information to a Bank Tape

To copy automatic deposit information to a bank tape:

1. Access the Select Payments for Copy to Bank form, and click Find.
2. Select the records for which you want to copy payment information, and choose Select for Copy from the Row menu.

When you select a record to copy, the system enters **Y** in the Select for Copy field. The system processes all records that have **Y** in the Select for Copy field. To deselect a record, select the record and then choose Select for Copy from the Row menu.

3. Click OK.
4. From the Australia/New Zealand Inquiries menu, select Copy Payroll Direct Credit Payments to Bank again, and then select Save to Bank File from the Form menu.

The system displays a warning message if you select records that have already been processed.

5. If you want to recopy the records, click Yes.

Processed records contain values in these fields:

- Total Amount Processed
- Program ID for Copy
- User ID
- Workstation
- Date Copied

6. Review the information on the Parameters - Copy to Bank form, make any corrections that are necessary, and then click OK.

Note: The values that appear on this form are supplied based on the values that you enter in the processing options. If you want to change any of the values in these fields for this processing run only, you can manually change the value in the field. However, the next time that you run this process, the fields will be populated using the values in the processing options, and the changes will be lost. If you want to change these values so that the new value appears the next time that you run this process, you must change the value in the processing options.

- **Program ID for Copy**

Review this field to determine whether the payments were previously copied to a bank tape. During the copy process, the system populates this field with the program ID that was used to copy the payments to the tape. If you try and recopy payments that have already been copied, the system displays a warning.

- **Date Copied**

Review this field to determine whether the payments have been copied to a bank tape. During the copy process, the system populates this field with the system date. If you try and recopy payments that have already been copied, the system displays a warning.

- **Payment Date**

Enter the date on which the funds are to be deposited into employees' bank accounts.

- **Company Short Name**

Review this field to verify that the correct company name appears on the bank tape. The system populates this field with the value that is specified in the processing options of the Copy Payroll Direct Credit Pymts to Bank program (P75A0006). If you change the value in this field, the new value is used during this processing run only. To permanently change the company short name, you must update the value in the processing options.

- **Company Registration #(company registration number)**

Review this field to verify that the correct registration number appears on the bank tape. The system populates this field with the value that is specified in the processing options of the Copy Payroll Direct Credit Pymts to Bank program (P75A0006). If you change the value in this field, the new value is used during this processing run only. To permanently change the company registration number, you must update the value in the processing options. Typically, company registration numbers are supplied by the banking institution.

- **Payment Description**

Enter a user-defined description of the payments. For example, enter **June Payroll** to specify that the payments on the tape are associated with payroll processing for June. The system populates this field with the value that is specified in the processing options of the Copy Payroll Direct Credit Pymts to Bank program (P75A0006). If you change the value in this field, the new value is used during this processing run only. To permanently change the payment description, you must update the value in the processing options.

- **Write Company Debit Record?**

Select this option if you want to create a debit record on the bank tape. The system populates this field with the value that is specified in the processing options of the Copy Payroll Direct Credit Pymts to Bank program (P75A0006). If you change the value in this field, the new value is used during this processing run only. To permanently change the debit record option, you must update the value in the processing options.

- **Application Name for Copy**

Review this field to verify that the correct copy program is used to create the bank tape. The system populates this field with the value that is specified in the processing options of the Copy Payroll Direct Credit Pymts to Bank program (P75A0006). If you change the value in this field, the new value is used during this processing run only. To permanently change the copy application, you must update the value in the processing options.

- **Target File Name**

Review this field to verify that the name of the target file is correct. The system populates this field with the value that is specified in the processing options of the Copy Payroll Direct Credit Pymts to Bank program (P75A0006). If you change the value in this field, the new value is used during this processing run only. To permanently change the target file name, you must update the value in the processing options. Contact the system administrator for information about creating the target file.

- **Code,Reference, and Particulars**

Enter user-defined information.

8.2.7 Setting Processing Options for Copy Payroll Direct Credit Pymts to Bank (P75A0006)

Processing options enable you to specify the default processing for programs and reports.

8.2.7.1 Company Details

1. Company Short Name (20 chars)

Specify a short name for the company.

2. Bank Account to be Debited

Specify the bank account to be debited.

3. Payment Description

Specify a payment description.

4. Company Registration

Specify a company registration number.

5. Write Company Debit Record

Specify whether the system writes a company debit record.

8.2.7.2 File Copy/Report

6. Application name for Copy

Specify an application name for copy.

7. Version ID for Copy

Specify a version ID for copy.

8. Target File Name (60 chars)

Specify a target file name. This field is limited to 60 characters.

9. Report Type (Summary/Detail)

Specify whether the system displays a summary or detail type report.

8.2.7.3 Constants

10. Code

Specify the constants code.

11. Particulars

Specify the constants particulars.

12. Reference

Specify the constants reference.

8.3 Paying an Employee for a Partial Pay Period

This section provides an overview of partial pay-period payments and discusses how to pay an employee for a partial pay period.

8.3.1 Understanding Partial Pay-Period Payments

An employee's first or last employment period with the organization will likely not be a full pay period. For example, an employee might have commenced work in the middle of a pay period or have been terminated two days after a pay period had started. You must pay the employee for the portion of the pay period that was worked and tax the employee's earnings accordingly.

When you enter regular timecards and process them through a payroll cycle, the system calculates the amount of pay that the employee receives during that payroll cycle, and then calculates the amount of tax to be withheld from the employee's earnings. Therefore, if you were to enter timecards for a partial pay period, but process them through a regular payroll cycle, the system would treat the amount of pay as if it were earnings for a full pay period. Without taking into account the fact that the employee did not work a full pay period, the system would under-withhold taxes from the employee's earnings.

To ensure that employees who work partial pay periods are taxed correctly, you must create interim payments to process earnings for partial pay periods. On the Interim Entry form, you can enter a value in the Tax Factor field that represents the amount of time that the employee worked during the pay period. The values for this field are stored in user-defined code (UDC) table 75/TO.

For example, if an employee works 3 of the 12 days in the pay period, you can enter a code in the Tax Factor field that represents .25. The system uses this value to correctly annualize the employee's earnings and to correctly calculate the amount of payroll tax to be withheld.

Similarly, you can enter a value in the DBA Factor (deduction, benefit, and accrual factor) field on the Interim Entry form. The value in this field is used to prorate the DBA calculations for the portion of the pay period during which the employee works. For example, if an employee works three of the twelve days in the pay period, you can

enter a code in the DBA Factor field that represents .25. The system uses this value to calculate DBA amounts at 25 percent of what they would normally be. The values for this field are also stored in UDC table 07/DO.

Note: Values that you enter in the Tax Factor field or the DBA Factor field represent the portion of the pay period for which you are paying the employee, not the actual numeric value. The system uses the value that is stored in the second description column of the UDC table to calculate the tax or DBA amounts for the interim payment.

For example, you might set up code A in UDC table 75/TO, name this code Half, and enter .50 in the second description column for that code. When you want to pay an employee for half of a pay period, you enter **A**, not **.50**, in the Tax Factor field. The system uses .50 to prorate the employee's taxes for the period.

See Also:

- [Section 11.3, "UDCs for Australia and New Zealand"](#).
- "Working with Interim Payments" in the *JD Edwards EnterpriseOne Applications Payroll Implementation Guide*.

8.3.2 Paying an Employee for a Partial Pay Period

To pay an employee for a partial pay period:

1. Select an interim payroll ID on Work With Interims Workbench (G07BUSP11), and then select Add Interim from the Row menu.
2. Complete the Tax Factor and DBA Factor fields with the value that corresponds to the amount of time that the interim payment covers.
3. Complete the steps for entering an interim payment.

8.4 (AUS) Creating Bonus, Back Pay, and Cash Out Payments

This section provides an overview of bonus, back pay, and cash out payments, lists a prerequisite, and discusses how to:

- Set up pay types for bonus, back pay, and cash out payments.
- Enter bonus, back pay, and cash out timecards.
- Enter a standalone DBA override for back pay.
- Enter interim payments for bonus, back pay, and cash out payments.
- Review bonus, back pay, and cash out information during the payroll cycle.
- Review bonus, back pay, and cash out payment history.

8.4.1 Understanding Bonus, Back Pay, and Cash Out Payments

The Australian Tax Office (ATO) mandates the way that taxes are calculated on employee earnings. In addition to the taxation of standard earnings, the ATO has specific guidelines on the taxation of special payments, which include:

- Bonus payments.

Bonus payments are payments that employees receive in addition to the earnings that they receive for the time that they have worked. For example, an employer might choose to give employees a 500 AUD annual bonus if the company has a profitable year.

- Back pay payments, or payments made in arrears.

Back payments are payments that employees receive at a date that is later than when the payment was originally due to them. For example, employee A was supposed to receive a pay increase in January, but the increase was not entered into the system until March. Employee A would then receive a back pay payment to compensate him for the pay increase from the time that it was effective (January) through the time when the increase was entered (March).

- Cash out payments of employee leave.

When an employee receives monetary compensation for accrued leave time instead of taking the time off from work, that is considered a cash out payment of leave.

Each of these types of payments is subject to specific tax calculations, as defined by the ATO. To calculate these tax amounts correctly, the system takes into account this information:

- Type of payment.

The system uses the pay source from the pay type, or the Back Pay Flag designation on the timecard to determine whether the payment is a bonus, back pay, or cash out payment. Each type of payment is taxed differently.

- Employee earnings history.

The system uses payment history to determine how much the employee earned during the time period that is specified on the bonus, back pay, or cash out timecard.

- Employee tax history.

The system uses tax history to determine how much the employee has already paid in taxes during the time period that is specified on the bonus, back pay, or cash out timecard.

- Timing of the payment.

Though the timing of the payment can affect all three types of payments, the ATO defines three different time periods that are specific to the calculation of back payments. The earnings that are associated with each period are taxed using a different tax calculation method. These methods are used when you are calculating back pay payments:

- Method A: The work date is during the current fiscal year.
- Method B: The work date is in the previous fiscal year.
- Method C: The work date is more than 12 months before the payment date.

Therefore, if an employee receives a back payment for earnings that should have been received, in total, during the previous fiscal year, the system calculates that payment using tax method B. If the payment includes earnings that fall into more than one of these categories, the system prorates the payment amounts and calculates each portion using the correct tax method.

Note: For specific information about the rates and calculations associated with tax methods A, B, and C, contact your local ATO office, or review these ATO publications, which you can access online at www.ato.gov.au:

NAT 3348-9.2004 - Lump Sum Payments in Arrears

NAT 7905-9.2004 - Bonuses and Similar Payments

PAYG Calculation Sheet - Holiday and Long Service Leave Payments for Continuing Employment

8.4.1.1 Pay Types

When you create a payment for an employee, you must specify the pay type to use for that payment. You can set up pay types for bonus, back pay, or cash out payments. You use the Pay Source field on the Pay Type Revisions form to specify the type of payment to associate with the pay type. These pay sources are available to create bonus, back pay, and cash out pay types:

- 4: AU Back Pay
- 5: AU Cash Out of Untaken Leave
- 6: AU Bonus

When the system calculates employee payments during the payroll cycle, the system uses the pay source value to determine how to calculate the tax for any time or amount entered with that pay type. Additionally, the system automatically creates separate payments for timecards that include pay types with these pay sources.

Note: If your organization already has pay types set up for bonus, back pay, and leave cash out, you can modify the Pay Source field on the existing pay types or you can create new pay types. Whichever method you choose, you must ensure that the pay source is correct for the system to calculate the taxes correctly.

See "Setting Up Pay Types" in the *JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide*.

8.4.1.2 Time Entry

To enter bonus or cash out payments, you must use a bonus or cash out pay type. However, two methods are available to enter back pay timecards:

- Enter the timecard using a pay type that has pay source 4 (AU Back Pay).
- Use any standard pay type and select the Back Pay Flag option on the time entry form.

When you use the Back Pay Flag option, you do not need to enter a back pay pay type on the timecard. However, when you enter a back pay pay type on a timecard, the system automatically selects and disables the Back Pay Flag option.

When you enter timecards for back pay payments, you must also specify the from and through date of the payment. The system uses these dates to determine the employee's earnings and tax history for the time period, and to determine which tax method to use when calculating tax for the payment.

Note: You cannot mark a timecard as a back pay payment if the pay type that is associated with that timecard is a cash out (pay source 5) or bonus (pay source 6) pay type.

Additionally, when you enter a bonus payment that covers only one pay period, do not use a pay type with pay source 6 (AU Bonus). Pay types with this pay source should be used only when the bonus covers multiple periods.

8.4.1.3 One-Time Overrides for Back Pay Payments

When you enter a bonus, back pay, or cash out timecard, all of the DBA records that are associated with that timecard automatically include the bonus, back pay, or cash out timecard information.

However, you might find that you need to enter a back pay DBA override for an employee. For example, if an employee should have received a car allowance benefit during the previous fiscal year, but did not, you can either attach a one-time override to an existing timecard, or you can enter a standalone one-time override for the car allowance benefit. When you attach a one-time override to an existing back pay timecard, the system automatically marks the override as a back pay override, and also enters the from and through dates. If you enter a standalone override, you manually specify the from and through dates associated with the benefit and you must also mark the override record as a back payment using the Back Pay Flag. Marking the override as a back payment ensures that the earnings are taxed correctly.

See "Entering DBA Overrides" in the *JD Edwards EnterpriseOne Applications Time and Labor Implementation Guide*.

8.4.1.4 Entering Interim Payments for Bonus, Back Pay, and Cash Out Payments

In addition to standard time entry, you can create bonus, back pay, and cash out payments using the Interim Payment Workbench (P07210I). When you enter an interim payment, you can specify on the Payment Overrides tab of the Interim Entry form whether the payment is a bonus, back pay, or cash out payment.

When you enter bonus, back pay, or cash out payments using the Interim Payment Workbench, you can override the employee's standard normal wages for the override period. When you enter an override amount, the system does not calculate the employee's actual earnings and taxes paid during the time period. Instead, the system uses this amount as the amount earned during the time period, and calculates the amount of taxes that should have been withheld on this override amount. The system uses these amounts instead of the actual earnings and actual taxes paid when determining the tax amount for the interim payment.

Note: When you enter a back payment that includes timecards with dates in the current fiscal year, the system ignores the value that you enter in the Override Period Normal Wages field when calculating the tax liability on any amounts in the current fiscal year. The system does use the override value to calculate the tax for all other amounts that are associated with the payment. The system displays a warning message when this occurs.

Additionally, when you enter a standard interim payment, you can search for an employee's existing timecards and attach them to the interim payment. However, when you enter a bonus, back pay, or cash out interim payment, you can view and attach to the interim only those timecards that *match* the interim payment type. For example, if you are entering a back pay interim payment, when you search for existing timecards, the system displays and will allow you to attach to the interim only those timecards that have a back pay pay type, or that have the Back Pay Flag selected. Similarly, when you enter a cash out interim payment, you can attach only those timecards that include a cash out pay type.

8.4.1.5 Reviewing Bonus, Back Pay, and Cash Out Information

After you create bonus, back pay, or cash out timecards or interim payments, you process them in a payroll cycle. When these records are processed through pre-payroll, the system stores the tax information in the AU Bonus and Back Pay Tax Work File table (F75A0500). You can review this information from the Pay Cycle Workbench before you print your payments and finalize your payroll cycle.

Additionally, you can run the AU Bonus and Back Pay Register (R75A0500) when you print your payroll reports. This report includes detailed tax and earnings information for all bonus, back pay, and cash out payments that are included in the payroll cycle. This report can be run only during payroll cycle processing, and cannot be accessed from a menu.

See "Reviewing Payroll Cycle Reports" in the *JD Edwards EnterpriseOne Applications Payroll Implementation Guide*.

When you run final update of the payroll cycle, the system clears the records from the F75A0500 table and writes permanent history records in the AU Bonus and Back Pay Tax History table (F75A0501). You can review tax history using the AU Bonus and Back Pay Tax Detail History program (P75A0501).

See Also:

- The tasks in this section are used to provide examples and additional details that are needed to set up pay types, enter timecards, enter DBA overrides, and enter interim payments for bonus, back pay, and cash out payments. Additional, detailed instructions for each task can be found in the documentation listed here.
- "Setting Up Pay Types" in the *JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide*.
- "Working with Interim Payments" in the *JD Edwards EnterpriseOne Applications Payroll Implementation Guide*.
- "Entering Timecards for Employees" in the *JD Edwards EnterpriseOne Applications Time and Labor Implementation Guide*.
- "Entering DBA Overrides" in the *JD Edwards EnterpriseOne Applications Time and Labor Implementation Guide*.

8.4.2 Prerequisite

Before you can create bonus, back pay, or cash out pay types, or calculate taxes for such payments correctly, you must first run these table conversion programs to ensure that the tables in your system include the required fields:

- R8906116I
- R890618K
- R8907350B
- R8906156A
- R890709G
- R890719A

See *JD Edwards EnterpriseOne Tools Table Conversion Guide*.

8.4.3 Forms Used to Create Bonus, Back Pay and Cash Out Payments

Form Name	FormID	Navigation	Usage
Work With PDBAs	W059116A	From the Pay/Deductions/Benefits Setup menu (G05BD4), select PDBA Setup.	Access forms to set up pay types.
Pay Type Revisions	W059116B	On Work With PDBAs, select the Pay Type option and click Add.	Set up pay types for bonus, back pay, and cash out payments.
Work With Time Entry By Individual	W051121A	From the Time Entry menu (G05BT1), select By Individual.	Access forms to enter bonus, back pay, or cash out timecards.
Speed Time Entry Revisions	W051121C	On Work With Time Entry By Individual, click Add.	Enter bonus, back pay, or cash out timecards.

Form Name	FormID	Navigation	Usage
Work With One-Time Overrides	W07OTO1B	From the Pay Cycle Workbench menu (G07BUSP11), select One-time Overrides.	Access forms to enter DBA overrides for back payments.
Speed One-time Overrides	W07OTO1D	On Work With One-Time Overrides, click Add.	Enter standalone DBA overrides for back payments.
Work With Pay Cycle Workbench	W07210A	From the Payroll Workbench menu (G07BUSP11), select Pay Cycle Workbench.	Select a payroll ID associated with the payments that you want to review.
Work With Employee Payment Review	W07350A	On Work With Pay Cycle Workbench, select a payroll ID and then select Payment Review from the Row menu.	Review bonus, back pay, and cash out payments.
Work With AU Bonus and Back Pay Tax Details	W75A0501A	From the Australia/New Zealand Setup menu (G07BUSP41), select Australia Bonus and Back Pay History	Review bonus, back pay, and cash out payment history.

8.4.4 Setting Up Pay Types for Bonus, Back Pay, and Cash Out Payments

Access the Pay Type Revisions form.

Figure 8–2 Pay Type Revisions form

Pay Source

Enter a code to specify the type of payment. Values are stored in UDC table 06/PB.

To enter a pay type for a back pay payment, enter **4**.

To enter a pay type for a cash out payment, enter **5**.

To enter a pay type for a bonus payment, enter **6**.

When you enter **4,5**, or **6** in this field, the system automatically enters **S** in the Print Method field, causing the system to create separate payments for timecards that are created using these pay types. Additionally, when you enter **6** in this field, the system

automatically enters **B** (addition to base pay/supplemental pay) in the Auto Pay Methods field.

8.4.5 Entering Bonus, Back Pay, and Cash Out Timecards

Access any standard time entry form. For this example, we are using the Speed Time Entry Revisions form.

Figure 8–3 Speed Time Entry Revisions form

Speed Time Entry Revisions

Work with Time Entry by Individual Speed Time Entry Revisions

Form Row Tools

Interim Payroll ID

Date/Batch * * LS Amount / Hours

Public Timecards N

Category Codes Organization Subledger Dates

Cat 01 Cat 03

Cat 02 Cat 04

Speed One-Time Overrides Copy Labor Instructions

Records 1 - 1

	Employee Number	Alpha Name	Pay	Pay Type Description	Hours	Account Number	Cost Code	Work Date	Sub-ledger
<input type="checkbox"/>									
<input type="checkbox"/>									

One-Time Overrides Leave Balances Leave Management

This example illustrates two different ways to enter a back pay timecard. The first record shows a timecard that was entered using a regular pay type. The record is marked as a back pay payment because the Back Pay Flag option is selected. The second record shows another way to enter the same information. This record is entered using a back pay pay type. Because the pay source of pay type 856 is 4 (AU Back Pay), the system automatically selects and disables the Back Pay Flag option.

To enter bonus or cash out timecards, enter a bonus or cash out pay type in the Pay field, and complete the steps to enter a timecard.

Back Pay Flag

Select this option to specify that this is a back pay timecard. If you enter a pay type that has a pay source of 4 (AU Back Pay), the system automatically selects and disables this option.

Timecard From Date and Timecard Through Date

Use these date fields to specify the time period for which the back payment applies.

8.4.6 Entering a Standalone DBA Override for Back Payments

Access the Speed One-time Overrides form.

Figure 8–4 Speed One-time Overrides form

Speed One-time Overrides

Work Date: 01/09/12

Records 1 - 2

	Address Number	Employee Name	DBA Code	DBA Description	DBA Type	Amount	Hours/Basis	Arrearage Amount	Work Date	Timecard From Date	Timecard Thru Date
	6001	Allen, Ray									

8.4.7 Entering Interim Payments for Bonus, Back Pay, and Cash Out Payments

Access the Interim Entry form.

Figure 8–5 Interim Entry form

Interim Entry

Employee No. [] Off Cycle [v]

Interim ID: KRISAU2 Pay Frequency: [] Check Control Number: 1990528

Payment Information

☒ Computer Payment Date: 12/31/06 Advance Amount: []

☐ Manual Payment Number: [] Gross Up Net Pay Amount: []

Public Flag: N

Payment Overrides | **Timecard Selection** | **Employee Tax Information** | **US Exemptions/Credits** | **Canadian Tax Overrides** | **Gross Up**

Tax Factor: [] Home Company / Home Business Unit: []

DBA Factor: [] Pay Cycle Bypass Count: []

G/L Bank Account: [] Benefit Cycle Bypass Count: []

☐ Do not calculate DBAs ☐ Override Auto Deposit Instructions

Regular [v] Override Period Normal Wages: .00

Records 1 - 1

	Pay	Pay Type Description	Payment Type Description	Hours	Account Number	Business Unit Description	Work Date	Batch Number

Australia Payment Type

Use this field to specify that the interim payment is an Australian back payment, cash out, or bonus payment. If you select an option other than **Regular** in this field, the associated amount is subject to taxes according to the ATO Publication #NAT-3348. Available options include:

Back Pay

Bonus

Cash Out

Regular

Override Period Normal Wages

Enter an amount in this field to override the system calculation of standard regular wages for the pay period. This amount is used to calculate taxes for Australian bonus, back pay, and cash out payments.

Note: The value that you enter in this field is not used when the system calculates back pay payments that fall within the current fiscal year. If you enter a value in this field for an interim payment that includes back pay timecards with dates in the current fiscal year, the system displays this warning message:

You entered a back payment that includes dates in the current fiscal year. The system will ignore the Override Period Wages when calculating taxes on the portion of the payment that falls within the current fiscal year. Override Period Wages will be used to calculate the portions of the payment that fall outside of the current fiscal year.

8.4.8 Reviewing Bonus, Back Pay, and Cash Out Information During the Payroll Cycle

Access the Work With Employee Payment Review form.

Note: Before you perform this task, you must process pre-payroll.

Figure 8–6 Work With Employee Payment Review form

Advance	Employee Number	Employee Name	Check Control	Hours	Gross Pay	Net Pay	Total Benefits	Total Deductions	Taxes Withheld	Pay Period End Date	Payment Date	Co	Home Business Un
<input type="checkbox"/>	51296	Walter, Franklin D	855797	80.00	2,115.38	1,340.38		255.00	520.00	07/22/05	07/28/05	00610	
<input type="checkbox"/>				80.00	2,115.38	1,340.38		255.00	520.00				

To review different payment types, select one of these options in the Australia Payment Types section of the form:

- All
- Regular
- Back Pay
- Cash Out
- Bonus

To review detailed information about a specific payment, select the payment and then click Select.

To review tax detail for that payment, on Work With Pay Stub Detail, select Tax Detail from the Form menu.

On Work With Tax Detail, select Bonus/Back Pay from the Form menu.

8.4.9 Reviewing Bonus, Back Pay, and Cash Out Payment History

Access the Work With AU Bonus and Back Pay Tax Details form.

Figure 8–7 *Work With AU Bonus and Back Pay Tax Details form*

Work With AU Bonus and Back Pay Tax Details

✓ 🔍 ✗ 🛠 Tools

Address Number

Check Control Number

Start Effective Date Ending Effective Date

Payment Type

☒ All ☐ Back Pay ☐ Cash Out ☐ Bonus

No records found. [Customize Grid](#)

Address Number	Employee Name	Check Control	Payment Type	Begin Date	Ending Date	Amount New Tax Paid

Search for the payments that you want to review. To narrow your search by payment type, select one of these options:

- All
- Back Pay
- Cash Out
- Bonus

To review detailed information about a payment, select the payment and then click Select.

(NZL) Managing KiwiSaver Contributions

This chapter contains the following topics:

- [Section 9.1, "Understanding the KiwiSaver Retirement Plan"](#)
- [Section 9.2, "Prerequisites"](#)
- [Section 9.3, "Setting Up KiwiSaver Information"](#)
- [Section 9.4, "Reporting KiwiSaver Information"](#)

9.1 Understanding the KiwiSaver Retirement Plan

KiwiSaver is a retirement savings plan for New Zealand residents that is governed by the Inland Revenue Department (IRD). The KiwiSaver plan enables employees to contribute a portion of their payroll earnings to a retirement savings plan. In addition to employee contributions, employers also contribute funds to the plan on the behalf of each participating employee.

IRD requires employers to track and report the amount of earnings that each employee contributes to the KiwiSaver plan and also the amount that the employer contributes on each employee's behalf.

To manage KiwiSaver information, you set up deductions and benefits (DBAs) to calculate the amounts that both employees and employers contribute to the KiwiSaver plan. The system processes these DBAs during the payroll cycle, and stores the calculated amounts of the contributions in the New Zealand Tax Ledger Detail table (F75Z0002). You can then create reports and electronic files that are based on the F75Z0002 table, and submit them to IRD to meet legislative requirements associated with the KiwiSaver plan.

9.2 Prerequisites

Before you can process KiwiSaver information, you must create a deduction to calculate the employee contribution to the plan, and you must create a benefit to calculate the employer contribution to the plan.

See "Setting Up Deductions, Benefits, and Accruals" in the *JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide*.

9.3 Setting Up KiwiSaver Information

This section provides an overview of KiwiSaver setup, and discusses how to specify DBA codes for KiwiSaver contributions.

9.3.1 Understanding KiwiSaver Setup

Before you can process KiwiSaver information, you must prepare your system to calculate, store, and report KiwiSaver data. You use deductions and benefits (DBAs) to calculate the employee and employer contributions that are made to the plan on each employee's behalf. Using UDC table 75/KS, you specify which DBA codes you use to calculate each portion of the contribution.

When you process prepayroll, the system uses the DBAs to calculate the contribution amounts. During the final update step of the payroll cycle, the system uses the values in UDC 75/KS, along with the DBA amounts that were calculated during prepayroll, to determine what values to update in the New Zealand Tax Ledger Detail table (F75Z0002). The employer contribution is stored in field **Z2KCON**, and the employee contribution is stored in field **Z2KDED**.

Important: In an update to the 8.12 release, the F75Z0002 table was modified to store KiwiSaver information. Two fields, **Z2KCON** and **Z2KDED**, were added to this table to store the contribution amounts that are calculated during each payroll cycle. If you are running a release earlier than 9.0, before you can store KiwiSaver information in this table, you must run the Convert F75Z0002 for KiwiSaver table conversion program (R8975Z0002) to add these two new fields to the table. If you process KiwiSaver information through a payroll cycle before you process the table conversion, the system does not store KiwiSaver information F75Z0002.

See Also:

- "Working with the Payroll Cycle" in the *JD Edwards EnterpriseOne Applications Payroll Implementation Guide*.

9.3.2 Forms Used to Specify DBA Codes for KiwiSaver Contributions

Form Name	FormID	Navigation	Usage
Work With User Defined Codes	W0004AA	Enter UDC in the fast path.	Use this form to access UDC table 75/KS.
User Defined Codes	W0004AI	On Work With User Defined Codes, search for UDC 75/KS, and then click Add.	Specify DBA codes for KiwiSaver contributions.

9.3.3 Specifying DBA Codes for KiwiSaver Contributions

Access the User Defined Codes form.

Figure 9–1 User Defined Codes form

The screenshot shows the 'User Defined Codes' form. At the top, there's a title bar and a toolbar with icons for Save, Print, Delete, and Row. Below the toolbar, there are fields for 'Product' (75), 'User Defined Codes' (KS), and 'Code' (*). A table below these fields has columns: 'Codes', 'Description 1 *', 'Description 2', 'Special Handling', and 'Hard Coded'. The table has one row with empty fields.

1. On the first line of the table, enter the DBA code of the deduction that you use to calculate the employee contribution to the KiwiSaver plan in the Code field.
2. Enter a description in the Description 1 field.
3. Enter **EE** in the Description 2 field.

Note: The system uses the value in this field to determine what to update in the Z2KDED field of the F75Z0002 table. If you do not enter **EE** in the Description 2 field, no employee contribution information is written to the F75Z0002 table. You can enter only one employee contribution DBA in this table.

4. On the next line, enter the DBA code of the benefit that you use to calculate the employer contribution to the KiwiSaver plan in the Code field.
5. Enter a description in the Description 1 field.
6. Enter **ER** in the Description 2 field.

Note: The system uses the value in this field to determine what to update in the Z2KCON field of the F75Z0002 table. If you do not enter **ER** in the Description 2 field, no employer contribution information is written to the F75Z0002 table. You can enter only one employer contribution DBA in this table.

7. Click OK to save your changes and then click Close.

9.4 Reporting KiwiSaver Information

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

- Generate the New Zealand IR file and report for KiwiSaver reporting.
- Set processing options for the New Zealand IR File and Report (R75Z0006).

9.4.1 Understanding KiwiSaver Reporting

When you process KiwiSaver DBAs through a payroll cycle, the system stores the employee and employer contribution amounts in the New Zealand Tax Ledger Detail table (F75Z0002). You can use the Write New Zealand IR File and Report program

(R75Z0006) to extract that data into a report and an electronic file, which you can submit to IRD to meet the legislative requirements of the KiwiSaver plan.

Note: Before you process the R75Z0006, you must set the processing options so that the data that is included in the report and the file is formatted correctly for KiwiSaver reporting. Specifically, you must enter a value of **0002** in the IRD version processing option on the Electronic File tab.

9.4.2 Generating the New Zealand IR File and Report for KiwiSaver Reporting

Select Australia/New Zealand Reports (G07BUSP17), New Zealand IR File and Report.

9.4.3 Setting Processing Options for New Zealand IR File and Report (R75Z0006)

Processing options enable you to specify the default processing for programs and reports.

9.4.3.1 Report

1. Enter the Period Start date for this report

Specify the period start date for this report.

2. Enter the Period End date for this report

Specify the period end date for this report.

3. Enter the deduction code used for Child Support Payments

Specify the deduction code used for child support payments.

4. Do you wish to create an electronic file for filing?Y/N

Specify whether you want to create an electronic file for filing. Values are:

Y: Yes

N: No

No is the default value.

9.4.3.2 Electronic File

1. Enter the Name of the Payroll Contact person.

Specify the name of the payroll contact person.

2. Enter the Phone Number of the Payroll Contact person

Specify the phone number of the payroll contact person.

3. Enter the IRD form version number to be used. Default value is 0001

Specify the IRD form version number to be used. For KiwiSaver processing, enter **0002** in this option.

4. Enter the file name for the output file, including extension

Specify the file name for the output file, including the extension.

5. Do you wish to update the date reported field on the records processed Y/N

Specify whether you want to update the date reported field on the records processed. Values are:

Y: Yes

N: No

(AUS) Processing Payment Summaries

This chapter contains the following topics:

- [Section 10.1, "Understanding Payment Summaries"](#)
- [Section 10.2, "\(AUS\) Setting Up Payment Summary Information"](#)
- [Section 10.3, "\(AUS\) Processing Payment Summary Information"](#)
- [Section 10.4, "\(AUS\) Printing Payment Summaries"](#)
- [Section 10.5, "\(AUS\) Generating the Electronic Payment Summary File"](#)

10.1 Understanding Payment Summaries

The Australian Tax Office (ATO) requires that all companies in Australia report detailed information about employee earnings on an annual basis. Currently, companies must submit payment summaries to comply with ATO regulations for earnings reporting.

Payment summaries must be submitted to the ATO electronically. In addition, you must provide employees with paper copies of their payment summaries. When employees submit their personal tax information to the ATO, they must include a copy of the payment summary that is provided by the organization.

In addition to creating payment summaries for regular earnings, you must also create:

- Foreign employment payment summaries.
You create foreign employment payment summaries when your employees who are Australian residents work in taxable foreign assignments. These assignments can be standard foreign assignments (employment type F) or Joint Petroleum Development Area (JPDA) assignments (employment type J). Wages associated with these two types of taxable foreign assignments are taxed differently.
- ETP payment summaries.
You create ETP payment summaries for any employees who have received ETPs at any time during the reporting year. ETP payment summaries provide detailed information about payments that employees receive when they are terminated from the organization.

The system creates standard and ETP payment summaries using detailed earnings and payment information that is stored in employee history tables. These tables are updated during the final update step of the payroll cycle. To create accurate payment summaries, you must extract the correct information from these history tables.

Note (Release 9.1 Update):

In Release 9.1 base, foreign payment summaries must be entered manually, as the JD Edwards EnterpriseOne Payroll system does not calculate tax information for foreign assignments. After the general availability of Release 9.1, a software update was made available, enabling payroll history to be created for foreign assignments. The system then generates foreign payment summaries based on this payroll history.

For information on this software update, and instructions regarding the creation of foreign payroll history, see:

[Chapter 6, "\(AUS\) Setting Up Foreign Employment Information \(Release 9.1 Update\)"](#)

To accurately create and submit payment summaries for the organization, you should verify that this information has been set up correctly:

- Company address.
- Company regional information.
- Employee names.
- Payment summary reporting codes.
- Reporting codes on PDBAs that are included in payment summary reporting.
- Foreign employment date records.

After you verify the information, you complete these steps to create and report payment summary information to the ATO:

- Extract payment summary information.
- Review payment summary data.
- Revise payment summary data, if necessary.
- Add fringe benefit taxable amounts, if necessary.
- Enter foreign employment payment summary records, if necessary.
- Print payment summaries.
- Print ETP payment summaries.
- Create the ATO extract file (EMPDUPE).

10.1.1 ETP Payment Summaries

When an employee is terminated and receives an ETP, the ATO requires that employers report this information to the employee using documents called ETP payment summaries. This information is then reported to the ATO manually or using an electronic file called the EMPDUPE file, which is produced using the R75A0145.

The type of payment summary that is required depends on whether the employer is creating an original ETP payment or is amending an ETP payment that has already been reported to the ATO. You specify whether an ETP is an original or amended payment using the P75A0010 program or the P75A0008 program. Additionally, the type of payment summary that you create is determined by the type of ETP amounts that the employee is receiving.

You can use either of these programs to create original ETP payment summaries:

- Print Original ETP Payment Summary – JS8050 (R75A0175)
Use this program to print in window-facing format.
- Print Original ETP Payment Summary – JS8048 (R75A0180)
Use this program to print in Z-fold format.

You can use either of these programs to create amended ETP payment summaries:

- Print Amended ETP Payment Summary – JS8052 (R75A0185)
Use this program to print in window-facing format.
- Print Amended ETP Payment Summary – JS8049 (R75A0190)
Use this program to print in Z-fold format.

See Also:

- *JD Edwards EnterpriseOne Tools Foundation Guide.*
- [\(AUS\) Setting Up Tax Information for PDBAs.](#)
- [Chapter 12, "\(AUS\) Terminating Employees in Australia".](#)

10.1.2 Employment Termination Payment (ETP) Codes (Release 9.1 Update)

Employment termination payment (ETP) codes are defined by the ATO. The ETP codes are assigned to each termination record in the system. The ETP payment code prints on the ETP payment summary and in the EMPDUPE file.

The ETP codes include life benefit codes R and O, and death benefit codes D, N, and T. If a termination includes more than one type of payment code, a separate ETP Payment Summary is required for each.

10.2 (AUS) Setting Up Payment Summary Information

This section lists a prerequisite, provides an overview of setting up payment summary information, and discusses how to:

- Set up company address information.
- Set up regional information.
- Set up employee name information for payment summaries.
- Enter foreign employment date records.

10.2.1 Prerequisite

Enter employee information into the system.

See "Setting Up Employee Information" in the *JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide*.

10.2.2 Setting Up Payment Summary Information

Before you can process payment summaries, you must verify that the information in the system is set up correctly to ensure that the payment summaries that you create are valid. Invalid payment summaries might not be accepted by the ATO.

You must verify this information before you process payment summary information:

- Payroll history.
- Company address.
- Company regional information.
- Employee names.
- Payment summary reporting codes in user-defined code (UDC) 06/S2.
- Foreign employment date records.

In addition, you must ensure that PDBAs used in payment summary reporting are associated with the appropriate reporting codes and that processing options for all of the payment summary programs are set correctly.

10.2.2.1 Verifying Payroll History

Before you create payment summaries, you should verify your payroll history. You use the AU Payroll History Audit Report (R75A7703) to verify that the payroll tax history that has been generated by the payroll cycle is valid and that it does not contain any errors. This report can be run for a specific calendar year and month, or you can run the report without specifying a date to verify all existing payroll history. You can verify payroll tax history, payroll payment history, or both types of history when you run the report. You can also choose to run the report for a specific company.

When you verify tax history, the report compares data from summary tax history tables to the corresponding detail tax history tables and determines whether any discrepancies are in the data. The report compares data in these tax tables:

- Data in the F06136 is compared to data in the F06166.
- Data in the F06145 is compared to data in the F0719.
- Data in the F06146 is compared to data in the F0618 and F0719.

When you verify payment history, the report compares data from summary payment history tables to the corresponding detail payment history tables and determines whether any discrepancies are in the data. The report compares data in these payment tables:

- Data in the F06156 is compared to data in the F06166.
- Data in the F06156 is compared to data in the F0618.
- Data in the F06156 is compared to data in the F0719.

Note: Oracle recommends that you run this report frequently to verify that all payroll history data is accurate and valid. Oracle also strongly suggests that you run this report and correct all errors before submitting any payroll or tax data to government reporting agencies.

See [Reviewing Tax Reports](#).

10.2.2.2 Company Address and Regional Information

The ATO requires organizations to provide address and regional information for the supplier and the payer companies. In some cases, these are the same companies.

The supplier company is the organization that produces the data and sends it to the ATO. The ATO uses the street address of the supplier company to return magnetic

media, if requested. In addition, the ATO uses the regional information that is associated with the supplier company for all supplier-related correspondence.

The payer company is the organization that pays the employees. It is recorded in the Employee Master Information table (F060116) as the home company for the employee. The ATO uses the address and regional information that is associated with the payer company for any payer-related or payee-related correspondence.

Note: Creating separate company address records for the supplier and the payer company is necessary only if the two companies have different physical addresses. If the companies have the same physical address, you can use the same company address record for both the supplier and the payer company.

See "Setting Up Company Options" in the *JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide*.

10.2.2.3 Employee Name Information

The ATO requires that the employee names on all payment summaries be formatted using the employee's given name, middle name, and surname. To ensure that the employee name information is formatted correctly on payment summaries, you must enter the employees' name on the Who's Who form.

Note: To avoid time-consuming maintenance associated with employee name formatting, you should enter the employee name information in the Who's Who form during the initial employee entry process. Adding this step to the employee entry process can significantly shorten the amount of time needed to verify the setup information during payment summary processing.

10.2.2.4 Foreign Employment Dates

Employees who are Australian residents for tax purposes, and work in another country, are considered foreign workers, and all monies earned while on foreign assignment are considered foreign income.

To correctly track and report taxable foreign employment using the JD Edwards EnterpriseOne system, you must complete these steps:

1. Enter the dates of all taxable foreign employment assignments for the Australian residents who work for your organization.

You use the Foreign Employment Dates program (P75A0150) to enter and maintain this information.

See [Section 6.2, "Entering Foreign Employment Date Records."](#)

2. After you have entered all foreign employment date records, you then run the PAYG Payment Summary Extract File program (R75A0140), which creates standard payment summaries. You must then create foreign employment payment summaries by manually entering the payment summary information, or by importing a spreadsheet directly into the F75A0140 table.

Note (Release 9.1 Update):

Manual creation of foreign payment summaries is required in the base release of 9.1. However, a software update, made available after the general availability of Release 9.1, includes functionality to create payroll history for foreign assignments, and to automatically create foreign payment summaries when processing the PAYG Payment Summary Extract File program.

For additional information about this software update, see [Chapter 6, "\(AUS\) Setting Up Foreign Employment Information \(Release 9.1 Update\)."](#)

3. After you have entered, generated, or imported foreign employment payment summaries, you can then print payment summaries to distribute to your employees.

Four payment summary print programs are available to accommodate foreign employment information:

- R75A0195: Foreign Employment Payment Summary Original Window Facing - NAT72715B
 - R75A0200: Foreign Employment Payment Summary Original Z-Fold - NAT72715A
 - R75A0205: Foreign Employment Payment Summary Amended Window Facing - NAT72714B
 - R75A0215: Foreign Employment Payment Summary Amended Z-Fold - NAT72714A
4. After creating the extract file and, if necessary, adding your foreign employment records to that file, you then create the EMPDUPE file that is sent to the ATO for processing. To create this file, you run the Create ATO Extract File EMPDUPE program (R75A0145), which includes the foreign employment payment summaries from the F75A0140.

10.2.2.5 Payment Summary Reporting Codes

You must set up payment summary Reporting codes in UDC 06/S2 to specify where information should print on the payment summaries. Currently, the ATO allows for nine reportable allowances and deductions, and two reportable gifts (Workplace Giving). These should be numbered A1 to A9 for allowances, U1 to U9 for deductions, G1 for gifts, and F1 to F9 for foreign exempt income. The codes that you use must adhere to these guidelines to ensure that information prints in the correct area of the payment summary form:

- All reportable allowances must begin with the letter *A*.
For example, you might use code A1 to specify a car allowance, and code A2 to specify a meal allowance. To comply with ATO regulations, you can set up a maximum of five codes for reportable allowances.
- All reportable deductions must begin with the letter *U*.
For example, you might use code U1 to specify union fees. To comply with ATO regulations, you can set up a maximum of two codes for reportable deductions.
- All lump sum amounts must begin with the letter *L*.

These codes are hard-coded in the UDC table and should not be changed. For example, codes LA, LB, LC, LD, and LE are used to specify Lump Sum A, Lump Sum B, Lump Sum C, Lump Sum D, and Lump Sum E.

- Foreign taxable income must use one of the codes listed below, depending on whether the foreign assignment is a standard taxable assignment (codes beginning with F) or a Joint Petroleum Development Area (JPDA) assignment (codes beginning with J). These codes are hard-coded and should not be changed:
 - FA: Foreign Lump Sum A
 - FD: Foreign Lump Sum D
 - FX: Foreign Tax
 - FE: Foreign Lump Sum E
 - JA: JPDA Lump Sum A
 - JD: JPDA Lump Sum D
 - JX: JPDA Tax
 - JE: JPDA Lump Sum E
- All foreign exempt income must begin with the letter F.

For example, you might use code F1 to specify exempt foreign income for New Zealand, and code F2 to specify exempt foreign income for Japan. You can set up a maximum of nine codes for reportable exempt foreign income. For clarification on what types of foreign income must be printed on the payment summary, contact your ATO representative.

Note (Release 9.1 Update):

A software update for the 9.1 release now provides users with the ability to enter exempt foreign tax information on individual PDBAs. If you have that software update, use the instructions provided in this chapter to set up foreign exempt pay types:

[Chapter 6, "\(AUS\) Setting Up Foreign Employment Information \(Release 9.1 Update\)."](#)

If you do not have that software update, use the instructions listed in this section.

After you determine whether your organization has foreign exempt income to report, you must complete the following tasks to ensure that the information prints correctly on the payment summary forms:

- Define the new reporting codes in UDC 06/S2.

For example, set up code F1 as New Zealand to report foreign exempt income for employees who work in New Zealand.
- Create a non-taxable pay type for New Zealand exempt income, and enter F1 in the Aust. Tax Reporting field on the Tax Instructions – Australia and New Zealand form.
- Use this pay type when entering timecards for employees who receive foreign exempt income while working in New Zealand.

For example, if an employee works in New Zealand for one month, and that work qualifies as foreign exempt income, use this pay type to enter timecards for the employee during that month. You do not use this pay type to enter timecards for the employee when they are not working in a foreign country.

- Process the timecards through the payroll cycle. The history records that are created during final update contain the F1 code, which ensures that the information will print correctly on the payment summary forms.

10.2.3 Forms Used to Set Up Payment Summary Information

Form Name	FormID	Navigation	Usage
Work With Company Options	W05001CH	HRM Setup (G05B4), Company Options	Select a company.
Company Options	W05001CA	On Work With Company Options, select a record in the detail area, and then click Select.	Enter address information.
Revise Company Constants	W75A9096B	On Company Options, select Regional Info from the Form menu.	Update regional information.
Work With Addresses	W01012B	Daily Processing (G0110), Address Book Revisions	Select an employee.
Who's Who	W0111A	On Work With Addresses, select an employee and then select Who's Who from the Row menu.	Set up employee name information.
Work With Foreign Employment Dates	W75A0150A	From the Australian Annual PAYG Tax Reporting menu (G07BUSP19), select Foreign Employment Dates.	Use this form to search for and select existing records, and to access forms to add new records. See: Section 6.2, "Entering Foreign Employment Date Records."

10.2.4 Setting Up Company Address Information

Access the Company Options form: Address tab.

Repeat this task for all supplier and payer companies for which you are reporting payment summary information to the ATO.

10.2.5 Setting Up Regional Information

Access the Revise Company Constants form.

Branch Number

Enter the current active PAYE group number allocated to the employer by the ATO.

Contact Name

Enter the name of the caller, customer, or other contact.

Contact Telephone Number

Enter the telephone number of the contact person.

Contact Fax Number

Enter a number without the prefix or special characters, such as hyphens or periods, that makes up the telephone number for an entity. You can use any applicable telephone number format for a country. This field is used in conjunction with the Prefix field (AR1), where you enter the first segment of the telephone number, which is called the area code in the United States.

When you search for an address using a phone number, you must enter the number exactly as it is set up in the Address Book system, including any special characters.

Company E-mail Address

Enter the email address for the company.

10.2.6 Setting Up Employee Name Information for Payment Summaries

Access the Who's Who form.

Address Number

Enter a number that identifies an entry in the Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location.

Given Name

Enter the first name of an individual. This field is informational only.

Middle Name

Enter the middle name or initial of an individual. This field is informational only. The name does not appear on any reports.

Surname

Enter the last name of an individual. This field is informational only.

10.2.7 Entering Foreign Employment Date Records

Access the Work With Foreign Employment Dates form.

See:

[Chapter 6, "\(AUS\) Setting Up Foreign Employment Information \(Release 9.1 Update\)"](#)

10.3 (AUS) Processing Payment Summary Information

This section provides an overview of payment summary processing, lists a prerequisite, and discusses how to:

- Run the Create Payment Summary Extract program.
- Set processing options for Create Payment Summary Extract (R75A0140).
- Enter fringe benefit information by employee.
- Import fringe benefit information from a spreadsheet.
- Enter foreign employment payment summaries.
- Set processing options for Payment Summary Extract Review (P75A0140).
- Review and revise payment summary information.

10.3.1 Prerequisite

If you are creating payment summaries for employees who have worked in taxable foreign assignments during the financial year you are processing, you must enter foreign employment date information before processing payment summaries. This task is discussed earlier in this chapter.

10.3.2 Understanding Payment Summary Processing

After you ensure that the system information is set up correctly, you can begin the payment summary process. You must create payment summaries for all employees who receive earnings from the organization during the tax year.

To begin the payment summary process, you must first extract history information for each employee for whom you want to create a payment summary. You extract payment summary information using the Create Payment Summary Extract Review program (R75A0140). This program creates records in the Australian Payment Summary table (F75A0140). The system uses information in this table to create printed payment summaries and the electronic media that you submit to the ATO. You can use this program to create new payment summaries or to create amended payment summaries.

After you extract payment summary information, you can add any necessary fringe benefit tax records to the Australian Payment Summary table. After you have extracted the information from employee history and added fringe benefit records, you can then review the information online to ensure that it is accurate. You use the Payment Summary Extract Review program (P75A0140) to create fringe benefit tax records and to review payment summary information.

If you have employees who have worked in taxable foreign assignments during the year, and you have entered foreign employment date records for those employees, you must also enter foreign employment payment summaries. You can manually enter these records using the P75A0140 program, or you can use the standard EnterpriseOne import functionality to import foreign employment data from a spreadsheet directly into the F75A0140 table.

Note (Release 9.1 Update):

After the general availability of Release 9.1, a software update was made available that enables users to automatically generate foreign employment payment summaries, based on payroll history, when running the P75A0140. If you are using that software update, it is not necessary to manually enter or import records into the F75A0140.

For additional information about this update, see [Chapter 6, "\(AUS\) Setting Up Foreign Employment Information \(Release 9.1 Update\)."](#)

After you have verified that all of the payment summary information is accurate, you can print paper copies of the payment summaries and you can create the file (called EMPDUPE) that you electronically submit to the ATO.

10.3.2.1 Extracting Payment Summary Information

After you have verified that the information in the system is set up correctly, you can begin the process of creating payment summaries. The first step in creating payment summaries is to extract employee history information to be included on the payment

summary forms. You extract this information using the Create Payment Summary Extract program (R75A0140).

The Create Payment Summary Extract program extracts all of the appropriate history records for the employees that you have specified in the data selection of the version that you process. It then creates the Australian Payment Summary table (F75A0140). The system uses this table to create the electronic media that you send to the ATO.

Each time that you process a version of the Create Payment Summary Extract program, the system creates records in the F75A0140. Each of these records includes a system-generated batch number and a print status. When the records are initially created, the print status is blank. The system updates the print status as you progress through the payment summary process.

We recommend that you set up at least three versions of this program:

Version	Description
Version One	<p>Create this version to process year-end payment summary information. The data selection for this version should be set at the <i>company</i> level.</p> <p>This is the most commonly used version, and should be used to process the payment summaries for the tax year.</p>
Version Two	<p>Create this version to process interim payment summary information. The data selection for this version should be set at the <i>employee</i> level.</p> <p>You might use this version if employees are relocating overseas and they want to reconcile all of their tax obligations at the time of their relocation.</p>
Version Three	<p>Create this version to delete existing batches of payment summaries. You use processing options to specify the batch that you want to delete each time that you process this version.</p> <p>You might find that you need to delete a batch of payment summaries if the information in those payment summaries is inaccurate. To correct the information, you must delete the incorrect batch, correct any necessary information, and then recreate the payment summaries. You must delete the batch before creating a new batch to avoid creating duplicate payment summaries.</p>

10.3.2.2 Attaching Fringe Benefit Records to Payment Summaries

After you create records in the Australian Payment Summary table (F75A0140), you can update the records to include any necessary fringe benefit information. Fringe benefit information must be calculated outside of the JD Edwards EnterpriseOne system and manually added to the payment summary information.

You can enter fringe benefit information at the individual employee level, or you can import this information using an Excel spreadsheet. Regardless of how you enter fringe benefit information, you must enter it before you distribute printed payment summaries to the employees and before you submit payment summary information to the ATO.

Note: For information about items that are considered reportable fringe benefits, contact the ATO directly.

Before you can attach fringe benefit information to a payment summary, you must:

- Extract employee payment summary information.
- Set the processing options for the Payment Summary Extract Review program (P75A0140) as follows:
 - Set the reporting code to FB.
 - Set the Line Number to 99.
- Enter a description that signifies that the manually entered records are fringe benefit tax records. The description is informational only.
- If you are using an Excel spreadsheet to import fringe benefit information, create a three-column spreadsheet; set up column A for the employee number, column B for the reportable fringe benefit amount, and column C for foreign employment type.

See JD Edwards EnterpriseOne Tools Foundation Guide.

10.3.2.3 Entering Foreign Employment Payment Summaries

If you have employees who have worked in taxable foreign assignments during the year, you must enter foreign employment date information for those employees. You use the P75A0150 program to enter these dates, and the records are stored in the F75A0150 table. You create these records before running the Payment Summary Extract program (P75A140). After you run this program, you must then enter foreign employment payment summary records for those employees.

You can enter the information individually, or you can import the information from a spreadsheet directly into the F75A0140 table using standard EnterpriseOne import functionality. You can create foreign employment type F (standard) or J (JPDA) payment summaries.

Note: If you are importing data into the F75A0140 to create foreign employment payment summaries, the columns on your spreadsheet must be in the same order as the columns on the Work With Payment Details form (W75A0140F).

10.3.2.4 Reviewing and Revising Payment Summary Information

After you process the Create Payment Summary Extract program (R75A0140), attach any necessary fringe benefit information to employee payment summaries, and create any foreign employment payment summaries, you can review the information. Using the Payment Summary Extract Review program, you can review the payment summary for each individual employee.

You can review payment summaries by their print status, which is automatically updated in the Australian Payment Summary table (F75A0140) as you proceed through the payment summary process. A payment summary can have one of these print statuses:

- Unprinted
- Printed
- Submitted to ATO
- Duplicate

Note: You should search for duplicate payment summaries before you print paper copies or submit information to the ATO. Duplicate payment summaries can occur in these circumstances:

You have issued an interim payment summary for the employee, but you included them in the year-end version of the Create Payment Summary Extract program.

When the system identifies an employee for whom more than one payment summary has been created during the current tax year, the system enters a print status of D to mark the record as a duplicate.

The employee was terminated and issued a payment summary at the time of termination, but was rehired by the organization within the same tax year.

You can also review payment summaries by location. You can review domestic, foreign, JPDA, or all payment summaries.

You can review information for the entire batch of payment summaries, or you can review the detailed information for selected payment summaries. In addition, you can revise the information contained in each payment summary. You cannot, however, revise a payment summary that has already been printed. To revise a payment summary that has already been printed, you must first delete the batch of payment summaries. You delete a batch of payment summaries by running the Create Payment Summary Extract program (R75A0140), specifying the batch number that you want to delete in the processing options. After you delete the batch, you can correct employee information if necessary. You can recreate the batch of payment summaries and then continue the payment summary process from that point.

You can also create amended payment summaries. If, for example, you have already submitted payment summaries to the ATO, and you then determine that their payroll, tax, leave or other employee information was incorrect, you can update the incorrect information, and then process payment summaries again. When you process payment summaries again, you must select the amended indicator in the processing options.

10.3.3 Forms Used to Process Payment Summary Information

Form Name	FormID	Navigation	Usage
Work With Payment Summary Extract	W75A0140A	Australian Annual PAYG Tax Reporting (G07BUSP19), PAYG Payment Summary Extract Review	Select an employee.
Fringe Benefit Details	W75A0140D	On Work With Payment Summary Extract, select a record in the detail area and then select Maintain FBT from the Row menu.	Enter fringe benefit information by employee.
Review Payment Summary Details	W75A0140C	Work With Payment Summary Extract, select the record in the detail area that you want to review, and then select Review Details from the Row menu.	Review and revise payment summaries.

10.3.4 Running the Create Payment Summary Extract Program (R75A0140)

From the Australian Annual PAYG Tax Reporting menu (G07BUSP19), select PAYG Payment Summary Extract.

10.3.5 Setting Processing Options for Create Payment Summary Extract (R75A0140)

Processing options enable you to specify the default processing for programs and reports.

10.3.5.1 Processing

1. Country Code

Specify the country code for which you are processing payment summaries. The default value is **AU**.

2. Year to be Processed

Specify the year to process, using CCYY format. For example, to process payment summaries for 2009, enter **2009**.

3. Original or Amended Indicator

Select the type of payment summaries you are processing. If you are processing a payment summary that has not yet been reported to the ATO, select **Original**. If you are processing a payment summary that has already been reported to the ATO, select **Amended**. Values are:

Blank or **1**: Original

2: Amended

4. Lump Sum E Reporting Threshold (Release 9.1 Update)

Specify the amount which is used to determine whether Lump Sum E is reported in Gross Payments (less than the threshold amount) or in Lump Sum E (greater than or equal to the threshold amount).

10.3.5.2 Delete Options

1. Batch Number to delete

Specify a batch number that you want to delete. Blank is the default.

2. Employee Number to delete

Specify the employee number to delete. This option works in conjunction with the Batch Number To Delete option. If you specify both a batch number and an employee number to delete, only the employee in the specified batch is deleted from the F75A0140 table. If you do not enter an employee number and you enter a batch number to delete, the entire batch is deleted from the F75A0140 table. If batch number is omitted and you enter an employee number, no records are deleted from the F75A0140 table.

10.3.6 Entering Fringe Benefit Information by Employee

Access the Fringe Benefit Details form.

Payroll Year

Enter a two-digit number that specifies the applicable year. If you leave this field blank, the program uses the system date.

Home Company

Enter the number of the company where the employee records generally reside.

Batch Number

Enter a number that identifies a group of transactions that the system processes and balances as a unit. When you enter a batch, you can either assign a batch number or let the system assign it using the Next Numbers program.

Foreign Employment Type

If you are entering amounts for a foreign employment payment summary enter J for JPDA payment summaries, or F for standard foreign employment payment summaries.

Line Number

Specify the line number for the record you are entering.

Reportable Non-Exempt Amount (Release 9.1 Update)

Enter the reportable fringe benefit non-exempt amount.

Reportable Exempt Amount (Release 9.1 Update)

Enter the reportable fringe benefit exempt amount.

Payroll-month totals are stored in the Employee Transaction History Summary table (F06146). Calendar-month totals are stored in the Calendar Month DBA Summary History table (F06145).

Note: If an employee has both exempt and non-exempt FBT payments, the system prints two payment summary reports.

One payment summary report records all payment summary amounts including the non-exempt amount. The other payment summary report records the exempt FBT amount only.

10.3.7 Importing Fringe Benefit Information from a Spreadsheet

Access the Fringe Benefit Detail form.

To import fringe benefit information from a spreadsheet:

1. Press the Tab key to access the first row of the detail area.
2. Right-click and select Import from the menu.
3. Select the application that you used to create the spreadsheet.
4. Locate the spreadsheet that you created and double-click it.
5. Enter the data range that coincides with the data that you entered in the spreadsheet, and then click OK.

The data range should be (A1:Cx) where x is the number of the last row in the spreadsheet. For example, if you entered 450 lines in the spreadsheet, the data range would be (A1:C450).

The system populates the detail area of the Fringe Benefit Details form, and then edits the data that you import from the spreadsheet to ensure against duplicate records and to ensure that you are not importing information for an employee who is not included in the batch.

6. On Fringe Benefit Details, click OK to save the imported information.

7. On Work With Payment Summary Extract, click Close to exit.

10.3.8 Entering and Updating Foreign Employment Payment Summaries

To enter a new foreign employment payment summary record, access the Work With Payment Summary Extract form, and then click Add.

To update an existing foreign employment payment summary, access the Work With Payment Summary Extract form, select the record that you want to update, and then select Maintain F and J from the Row menu.

On the Maintain Payment Summary Details form, enter the necessary foreign employment data, including the required fields listed below, and then click OK.

Figure 10–1 Maintain Payment Summary Details form

Line Number	Total Gross	Tax Reporting Code	Tax Amount	LHM Description	C/H	Original or Amended Indicator	Original or Amended Desc	Process To ATO	Process To ATO Desc	Foreign Empl Start Date
1.000	22.22	FX	66.66			1	Original	1	Processed	
2.000	11.11	FA	1.11			1	Original	1	Processed	
3.000	22.22	PD	2.22			1	Original	1	Processed	
4.000	33.33	PE	3.33			1	Original	1	Processed	
5.000	20.99	A1	1.11			1	Original	1	Processed	
6.000	20.99	A2	1.11			1	Original	1	Processed	
7.000	30.99	A3	1.11			1	Original	1	Processed	
8.000	40.99	A4	1.11			1	Original	1	Processed	
9.000	50.99	A5	1.11			1	Original	1	Processed	
10.000	10.13	G1	2.99			1	Original	1	Processed	

Tax Reporting Code (Required)

Enter a valid tax reporting code for each record. The tax reporting code specifies what the amount is classified as for tax purposes. You must enter a value in this field.

These new tax reporting codes have been added to the system to support foreign employment processing:

- FA: Foreign Lump Sum A
- FD: Foreign Lump Sum D
- FX: Foreign Tax
- FE: Foreign Lump Sum E
- JA: JPDA Lump Sum A
- JD: JPDA Lump Sum D
- JX: JPDA Foreign Tax
- JE: JPDA Lump Sum E

Foreign Employment Start and End Date (Required)

Specify a date range associated with the foreign employment amounts. These dates are validated against the dates entered in the P75A0150 program. The dates that you enter here must match, or be within the date range entered in the P75A0150.

Original or Amended Indicator (Required)

Specify whether this record is original or amended. The record is considered original if it has not yet been sent to the ATO for processing.

Process to ATO (Required)

Specify whether this record has been processed by the ATO.

Visa Year Half (Release 9.1 Update)

Specify which half of the year applies to a 417 or 462 Visa. Valid values are:

- 1 - First half year (from 1st July 2016 to 31st December 2016)
- 2 - Second half year (from 1st January 2017 to 30th June 2017)

Note: The system prints two payment summary reports. The first payment summary report includes details for the period 1st July 2016 to 31st December 2016. The second payment summary report includes details for the period 1st January 2017 to 30th June 2017.

10.3.9 Setting Processing Options for Payment Summary Extract Review (P75A0140)

Processing options enable you to specify the default processing for programs and reports.

10.3.9.1 Defaults**1. Enter the two character reporting code associated with fringe benefit records.**

Specify the two-character reporting code for fringe benefit records.

2. Enter the line number associated with domestic fringe benefit records.

Specify the line number for domestic fringe benefit records.

3. Enter the line number associated with foreign fringe benefit records.

Specify the line number for foreign fringe benefit records.

4. Enter the line number associated with JPDA fringe benefit records.

Specify the line number for JPDA fringe benefit records.

5. Enter the description associated with manually added fringe benefit records.

Specify the description that is associated with manually added fringe benefit records.

6. Print Payment Summary Version

Specify the print payment summary version.

10.3.10 Reviewing and Revising Payment Summary Information

Access the Review Payment Summary Details form.

If the Prt Flg field contains a **Y**, the payment summary has already been printed and cannot be revised.

Line Number

Enter a number that identifies multiple occurrences, such as line numbers on a purchase order or other document. Generally, the system assigns this number. In some cases, you can override it.

Reporting Code

Enter a value that is used to scrub Specification Data fields that are 2-character alpha fields.

Gross Amount

Enter the gross amount of the transaction. The specific meaning, depending on the type of transaction, is:

A Pay types: The total amount of earnings related to the type of pay.

B DBAs: The total amount of the deduction, benefit, or accrual.

C Payroll Taxes: The total amount of gross wages, before exclusions and paid-in-excess amounts.

This amount represents the total for the first month of either the payroll year or the calendar year, depending on the review form that you are using.

Payroll-month totals are stored in the Employee Transaction History Summary table (F06146). Calendar-month totals are stored in the Calendar Month DBA Summary History table (F06145).

Tax Amount

Enter the monthly amount of tax calculated.

U/M Description (unit of measure description)

Enter the terminology that best describes the two-character abbreviated unit of measure. For example, *Each* for EA, *Dozen* for DZ and so forth.

C/ M

Enter a code that designates the source of a deduction, benefit, or accrual. Codes are:

C: Computer-generated during the prepayroll process.

CD: Computer-generated during the daily post.

M: Manually entered on a time entry screen.

P: An arrearred pretax deduction.

During a rerun of a pre-payroll, only those deductions that are computer-generated will be recalculated.

Caution: A computer-generated entry will have its code changed to M if it is called up on a time-entry screen and then a change (C) action code is used. Therefore, delete any deduction or benefit entries that you would want recomputed in the next pre-payroll rerun. If a deduction, benefit, or accrual is removed from the source table (that is, the Union Benefits Master or Employee Instructions), the calculated entry will not automatically be removed from the employee on the pre-payroll rerun.

Prt Flg

Indicates whether the documents for this trip have been printed.

10.4 (AUS) Printing Payment Summaries

This section provides an overview of the print process, lists a prerequisite, and discusses how to:

- Print selected payment summaries.
- Set processing options for the Print PAYG and foreign employment payment summary programs.
- Create original PAYG payment summaries.
- Create amended PAYG payment summaries.
- Set processing options for the Print ETP payment summaries programs.

- Create original ETP payment summaries.
- Create amended ETP payment summaries.

10.4.1 Understanding the Print Process

After you have reviewed the PAYG payment summaries and ascertained their accuracy, you can use one of the print payment summary programs to print paper copies to distribute to the employees. You can print an entire batch of payment summaries, or you can specify a date range to print. You can use either of these programs to print original payment summaries that are not ETP payment summaries or foreign employment payment summaries:

- **Print Original PAYG Summary – 72710B (R75A0155)**
Use this program to print original payment summaries using window-facing format.
- **Print Original PAYG Summary – 72710A (R75A0160)**
Use this program to print original payment summaries using Z-fold format.

You can use either of these programs to print amended payment summaries that are not ETP payment summaries or foreign employment payment summaries:

- **Print Amended PAYG Summary – 72711B (R75A0165)**
Use this program to print amended payment summaries using window-facing format.
- **Print Amended PAYG Summary – 72711A (R75A0170)**
Use this program to print amended payment summaries using Z-fold format.

To print foreign employment payment summaries, use one of these programs:

- **R75A0195: Foreign Employment Payment Summary Original Window Facing - NAT72715B**
- **R75A0200: Foreign Employment Payment Summary Amended Window Facing - NAT72714B**
- **R75A0205: Foreign Employment Payment Summary Original Z-Fold - NAT72715A**
- **R75A0215: Foreign Employment Payment Summary Amended Z-Fold - NAT72714A**

Note: (Release 9.1 Update) When printing PAYG summary and foreign employment payment summary reports, if the employee is on a 417 or 462 visa in the financial year 2016, the system prints two payment summary reports.

The first payment summary report includes details for the period 1st July 2016 to 31st December 2016. The second payment summary report includes details for the period 1st January 2017 to 30th June 2017.

Note: (Release 9.1 Update) If an employee has both exempt and non-exempt FBT payments, the system prints two payment summary reports.

One payment summary report records all payment summary amounts including the non-exempt amount. The other payment summary report records the exempt FBT amount only.

After you print a payment summary, the system updates the print status to 1, which specifies that the payment summary has been printed. Subsequent reprinting does not update the print status.

You cannot revise a payment summary after it has been printed. If you find errors on payment summaries after you have printed them, you must:

- Delete the batch of payment summaries.
- Correct any information that is necessary to create accurate payment summaries.
- Re-create payment summaries and complete all steps of the payment summary process.

Note: If you don't need to print a large batch of payment summaries, you can print selected payment summaries using the Payment Summary Extract Review program (P75A0140).

10.4.1.1 Printing ETP Payment Summaries

When you terminate employees and create Employee Termination Payments (ETPs), you must create ETP payment summaries. The type of payment summary that is required depends on whether the employer is creating an original ETP payment or is amending an ETP payment that has already been reported to the ATO. You specify whether an ETP is an original or amended payment using the P75A0010 program or the P75A0008 program. Additionally, the type of payment summary that you create is determined by the type of ETP amounts that the employee is receiving.

You can use either of these programs to create original ETP payment summaries:

- Print Original ETP Payment Summary – JS8050 (R75A0175)
Use this program to print in window-facing format.
- Print Original ETP Payment Summary – JS8048 (R75A0180)
Use this program to print in Z-fold format.

You can use either of these programs to create amended ETP payment summaries:

- Print Amended ETP Payment Summary – JS8052 (R75A0185)
Use this program to print in window-facing format.
- Print Amended ETP Payment Summary – JS8049 (R75A0190)
Use this program to print in Z-fold format.

10.4.2 Prerequisite

Review the information on the ETP Calculations Worksheet to ensure that the payment summary is accurate.

See [Section 12.3, "Printing the ETP Calculations Worksheet"](#).

10.4.3 Printing Selected Payment Summaries

Access the Work With Payment Summary Extract form.

To print selected payment summaries:

1. Select the record in the detail area that you want to print, and then select Print Individual from the Row menu.
2. On Print Confirmation, click OK.
3. On Work With Payment Summaries, click Close.

10.4.4 Setting Processing Options for the Print PAYG and Foreign Employment Payment Summary Programs

The processing options that are discussed in this task are for all of these payment summary programs:

- Print Original PAYG Summary – 72710B (R75A0155)
- Print Original PAYG Summary – 72710A (R75A0160)
- Print Amended PAYG Summary – 72711B (R75A0165)
- Print Amended PAYG Summary – 72711A (R75A0170)
- Foreign Employment Payment Summary Original Window Facing - NAT72715B (R75A0195)
- Foreign Employment Payment Summary Amended Window Facing - NAT72714B (R75A0200)
- Foreign Employment Payment Summary Original Z-Fold - NAT72715A (R75A0205)
- Foreign Employment Payment Summary Amended Z-Fold - NAT72714A (R75A0215)

These processing options specify default information that is used when you are printing PAYG and foreign employment payment summaries.

1. Report Start Date

Use this processing option to specify the start date of the report. The report produces payment summaries for terminations that occur on or after the date that you enter in this field. Use this processing option in conjunction with the Report End Date option to specify a date range.

2. Report End Date

Use this processing option to specify the ending date of the report. The report produces payment summaries for terminations that occur on or before the date that you enter in this field. Use this processing option in conjunction with the Report Start Date option to specify a date range.

3. Enter the name of the authorized person who signs the Group Certificates

Use this processing option to specify the name of the person that signs the payment summary certificates. Enter the person's actual name in First Name Last Name format. Do not enter the address book number.

4. Foreign Employment Type

Note: This processing option is available only in the foreign employment payment summary programs.

Use this processing option to specify which gross payment type of foreign employment payment summaries to print. Values include:

F: Standard Foreign Employment Payment Summary

J: JPDA Foreign Employment Payment Summary

FBT Threshold Amount (Release 9.1 Update)

Specify the FBT Threshold amount to compare against the combined FBT amount (The reportable exempt amount and reportable non-exempt amount).

If the combined amount is greater than the FBT Threshold amount, then the FBT amount is displayed on the Payment Summary form.

If the combined amount is less than the FBT Threshold amount, then the FBT amount is not displayed on the Payment Summary form.

10.4.5 Creating Original PAYG and Foreign Employment Payment Summaries

From the Australian Annual PAYG Tax Reporting menu (G07BUSP19), select one of these programs to create original payment summaries:

- Print Original PAYG Summary – 72710B
Use this program to print original payment summaries using window-facing format.
- Print Original PAYG Summary – 72710A
Use this program to print original payment summaries using Z-fold format.
- Foreign Employment Payment Summary Original Window Facing - NAT72715B
Use this program to print original foreign employment payment summaries using window-facing format.
- Foreign Employment Payment Summary Original Z-Fold - NAT72715A
Use this program to print original foreign employment payment summaries using Z-fold format.

10.4.6 Creating Amended PAYG Payment Summaries

From the Australian Annual PAYG Tax Reporting menu (G07BUSP19), use one of these programs to create amended payment summaries:

- Print Amended PAYG Summary – 72711B
Use this program to print amended payment summaries using window-facing format.
- Print Amended PAYG Summary – 72711A
Use this program to print amended payment summaries using Z-fold format.
- Foreign Employment Payment Summary Amended Window Facing - NAT72714B

Use this program to print amended foreign employment payment summaries using window-facing format.

- Foreign Employment Payment Summary Amended Z-Fold - NAT72714A

Use this program to print amended foreign employment payment summaries using Z-fold format.

10.4.7 Setting Processing Options for the Print ETP Payment Summaries Programs

The processing options that are discussed in this section are for all of these ETP payment summary programs:

- Print Original ETP Payment Summary – JS8050 (R75A0175)
- Print Original ETP Payment Summary – JS8048 (R75A0180)
- Print Amended ETP Payment Summary – JS8052 (R75A0185)
- Print Amended ETP Payment Summary – JS8049 (R75A0190)

10.4.7.1 Defaults

These processing options specify default information that is used when you are printing ETP payment summaries.

1. Report Start Date

Use this processing option to specify the start date of the report. The report produces payment summaries for terminations that occur on or after the date that you enter in this field. Use this processing option in conjunction with the Report End Date option to specify a date range.

2. Report End Date

Use this processing option to specify the ending date of the report. The report produces payment summaries for terminations that occur on or before the date that you enter in this field. Use this processing option in conjunction with the Report Start Date option to specify a date range.

3. Name of Signatory

Use this processing option to specify the name of the person who signs the payment summary certificates. Enter the person's actual name in First Name Last Name format. Do not enter the address book number.

4. Print Transitional ETP

Use this processing option to specify whether to create transitional or nontransitional ETP payment summaries. Values are:

Y: Create transitional ETP payment summaries.

N or Blank: Create nontransitional ETP payment summaries.

10.4.8 Creating Original ETP Payment Summaries

From the Australian Annual PAYG Tax Reporting menu (G07BUSP19), select one of these programs to create original ETP payment summaries:

- Print Original ETP Payment Summary – JS8050

Use this program to print original payment summaries using window-facing format.

- Print Original ETP Payment Summary – JS8048

Use this program to print original payment summaries using Z-fold format.

10.4.9 Creating Amended ETP Payment Summaries

From the Australian Annual PAYG Tax Reporting menu (G07BUSP19), use one of these programs to create amended ETP payment summaries:

- Print ETP Payment Summary – JS8052 (R75A0185)

Use this program to print amended payment summaries using window-facing format.

- Print ETP Payment Summary – JS8049 (R75A0190)

Use this program to print amended payment summaries using Z-fold format.

10.5 (AUS) Generating the Electronic Payment Summary File

This section provides an overview of the Electronic Payment Summary File and discusses how to:

- Generate the electronic payment summary file.
- Set processing options for Create ATO Extract File EMPDUPE (R75A0145).

10.5.1 Understanding the Electronic Payment Summary File

After you have created payment summaries and reviewed them for accuracy, you can generate the electronic file that you use to report payment summary information to the ATO. You use the Create ATO Extract File EMPDUPE program (R75A0145) to generate this file.

You can run this program in test mode to verify that the information contained in the file is correct. After you verify this information, you can run the program in production mode to generate the actual file that you will send to the ATO.

Note: If you are placing more than one file on the electronic media that you are submitting to the ATO, you must name each file sequentially, according to ATO regulations. For example, if you place three files on one tape, you should name those files EMPDUPE.A01, EMPDUPE.A02, and EMPDUPE.A03. You specify the name of the output file in the processing options.

Additionally, if you want to save the output files to the local PC, you must map this job to run locally on the machine.

You must specify the type of software that you are using to produce the EMPDUPE file. Each time that the software is upgraded, this system identification changes. Contact the system administrator for assistance with correctly identifying the software type and release.

Do not include commas or full stops when you enter the address information in the processing options. Use of these characters will cause the ATO to reject the electronic submission.

See *JD Edwards EnterpriseOne Tools Configurable Network Computing Implementation Guide*.

After you create the EMPDUPE files that you want to submit to the ATO, contact the system administrator for assistance with copying these files to the appropriate electronic media.

Note: If you create your EMPDUPE file in a Linux, Unix, or AIX environment, the ATO's Electronic Commerce Interface (ECI) will not accept the file. Currently, the ATO accepts files created on Windows and Mac environments. If you created your file using a Linux, Unix, or AIX environment, you must open the EMPDUPE file, and delete the last position of each record, which is a space, before submitting your file to the ATO.

10.5.2 Generating the Electronic Payment Summary File

Select Australian Annual PAYG Tax Reporting (G07BUSP19), Create ATO Extract File EMPDUPE.

10.5.3 Setting Processing Options for Create ATO Extract File EMPDUPE (R75A0145)

Processing options enable you to specify the default processing for programs and reports.

10.5.3.1 Defaults

1. Enter the type of run (T=test, P=Production)

Specify the type of report that you want to run. Values are:

T: Test

P: Production

2. Enter report start date

Specify the first date for the report.

3. Enter report end date

Specify the last date that is included in the report.

4. Enter the ATO report specification version number

Specify the ATO version number as mentioned in the ATO document.

Note: (Release 9.1 Update) For the financial year 2016, enter *FEMPA012.0*

5. Enter the company to use as the supplier of the group certificates

Specify the company code of the organizational entity that supplies group certificates.

6. Enter the file reference for this file. This is your reference not the ATO's

Specify the file reference that you use for your own reference.

7. Enter the Software product type (JD Edwards EnterpriseOne).

Specify the product type for your software.

8. Has the output been tested via the ATO's Electronic Commerce Interface (ECI)?

Specify whether the output has been tested using the Electronic Commerce Interface of the ATO.

9. Update Process Indicator

Specify whether to update the ATO indicator for these records.

When you run the R75A0145 program, if this option is set to 0, the electronic file is created in test mode and the two flags (F75A0140.PTAO and F75A0010.DNPI) are not updated, indicating that the records have not yet been submitted to the Australian Tax Office.

If this option is set to **1**, the two flags are set to 1, indicating that the records have been submitted to the Australian Tax Office. When you run the R75A0145 program again, the system does not retrieve the records if the flag equals 1.

If this option is set to **2**, the two flags are set to 0. This is used to reset the flags that have been marked as processed records to be marked as unprocessed records. Values are:

0: Do not update the ATO Indicator

1: Update the ATO Indicator.

2: Reset the ATO Indicator.

10. Enter Output filename with Full Path definition.

Specify a name, including the full directory path, for the output file.

10.5.3.2 Postal Address

If the supplier postal address is different from the address specified in the address book record, enter the details here

Postal Address Line 1

Specify the first line of the address.

Postal Address Line 2

Specify a subsequent line of the address.

Suburb, town or city

Specify the city portion of the address.

State

Specify the state portion of the address.

Post Code

Specify the postal code portion of the address.

Country

Specify the country portion of the address.

10.5.3.3 ETP defaults

Enter the first comparison date. (Usually 1st July 1983)

Specify the first comparison date.

Enter the second comparison date. (Usually 30th June 1983)

Specify the second comparison date.

Understanding Payroll Processing for Australia and New Zealand

This chapter contains the following topics:

- [Section 11.1, "Australia/New Zealand Payroll"](#)
- [Section 11.2, "Features of Australia and New Zealand Payroll Processing"](#)
- [Section 11.3, "UDCs for Australia and New Zealand"](#)

11.1 Australia/New Zealand Payroll

The payroll process is the same for all supported countries, and includes:

1. Processing pre-payroll.
2. Printing payments.
3. Adding journal entries.
4. Running payroll reports.
5. Running the final update.

To process employees in Australia and New Zealand through a payroll cycle, you must complete all of these steps. You should have a thorough understanding of the basic JD Edwards EnterpriseOne Payroll system before you set up or process payroll information for employees in Australia and New Zealand. This documentation discusses only the steps, features, and processes that are specific to processing payroll for employees in Australia and New Zealand, and is intended to be used in conjunction with the *JD Edwards EnterpriseOne 9.0 Payroll Implementation Guide*.

11.2 Features of Australia and New Zealand Payroll Processing

To correctly update payroll records for employees in Australia and New Zealand, you must process those employees through a complete payroll cycle. Though the steps of the payroll cycle are the same for all supported countries, you can use additional steps, features, and procedures to process country-specific information for employees in Australia and New Zealand. This table describes these processes:

Country-Specific Process	Description
Processing Payments	<p>The system supplies country-specific payment programs, which create payment information that meets the requirements of organizations in Australia and New Zealand.</p> <p>The system also provides programs that enable you to record reference data and trading bank information, which is used specifically in New Zealand payment processing.</p> <p>Additionally, if the organization pays employees in cash, you can set up coinage analysis information.</p>
Tax Information	<p>The system provides several programs for you to set up tax information so that all earnings are calculated according to the rules of the government taxing authorities under which the employees work.</p> <p>The system also provides reports to review tax setup.</p>
Employee Leave	<p>The system provides programs and reports that enable you to meet the leave requirements of the organization. You can:</p> <ul style="list-style-type: none"> ■ Meet the requirements of the New Zealand Holiday Act. ■ Process Time Off In Lieu (TOIL). ■ Process Rostered Days Off (RDO) Leave. ■ Process Long Service Leave (LSL) Rollovers. ■ Use Leave Loading.
Superannuation Contributions	<p>The system provides two methods for managing superannuation contributions. You can enter superannuation funds into the system, assign allocation percentages to each fund for each eligible employee, and automatically create superannuation payments during payroll processing.</p> <p>Alternatively, you can calculate superannuation contribution amounts during the payroll cycle and enter payments manually at the time the organization makes payment to the fund administrator.</p> <p>Whichever method you select, the system enables you to track and report superannuation data to comply with superannuation legislation, which is regulated by the Australian Tax Office (ATO).</p>
Termination	<p>The system provides programs that facilitate the complex tax calculations that are involved with employee terminations in Australia.</p>
Governmental Tax Reporting	<p>The system enables you to generate reports and files that are necessary to report year-end tax information to the Australian and New Zealand governments.</p>

11.3 UDCs for Australia and New Zealand

To process payroll in Australia or New Zealand, you must set up the country-specific UDCs in addition to the UDCs for JD Edwards EnterpriseOne Payroll and for JD Edwards EnterpriseOne Human Capital Management Foundation.

11.3.1 Fund Allocation DBAs (07/FD)

To automatically create superannuation payments during the payroll process, you must define the deductions, benefits, and accruals (DBAs) that calculate superannuation benefits and deductions in this UDC table. You first set up the DBAs, then assign the DBAs to employees using benefits enrollment or manual entry. You then set up employee fund allocation information. The system calculates the DBAs during payroll processing. If any of the DBAs that calculate for an employee are located in this UDC table, the system searches for fund allocation information for the employee, and prorates the amount that is calculated for the DBA across all of the funds in which the employee is currently enrolled.

11.3.2 Fund Type (07/FA)

Use fund type codes to specify whether a superannuation fund is an employee deduction or an employer benefit. The system uses this code to ensure that employees are enrolled in only one superannuation benefit fund at a time.

11.3.3 Australia Payee AU Business Number (75A/PA) (Release 9.1 Update)

Use payee Australia Business Number (ABN) codes to specify the value to be populated on the payee record when you run the Superannuation XML Extract report (R75A0350). The UDC table links the address book number of the fund to the ABN of the payee. You need to enter the address book number of the provider or trustee in the Codes field and the ABN in the Description 01 field of the UDC table.

Note: The address book numbers vary by customer and therefore the JD Edwards EnterpriseOne system does not provide any codes in the UDC table.

11.3.4 Australia Payment Method Code (75A/PM) (Release 9.1 Update)

Use payment method codes to specify the method for payment as defined by the Australia Tax Office (ATO) SuperStream contribution taxonomy.

11.3.5 KiwiSaver DBA Codes (75/KS)

You use this table to identify which DBA codes your organization uses to calculate the employee and employer contributions to the KiwiSaver retirement plan.

11.3.6 Level of Calculation (75/LC)

You use level of calculation codes to define how you want the system to calculate tax amounts. The level of calculation determines whether you want level breaks (which determine the tax rates for specified income levels), limits, and adjustment amounts to apply to weekly, monthly, or annual earnings.

The Description 2 field is used as a divisor to determine the number of periods in a year. The number in the Special Handling field is used to convert annual salary to the pay-period salary.

11.3.7 Leave Type (75/LT)

You use leave type codes to identify pay codes that are considered leave pay types for the calculation of average gross earnings. If you enter a timecard using a pay type that is stored in UDC 75/LT, the system automatically updates the information on the

Average Gross Earnings Revisions form.

11.3.8 Payee Type (75/PT)

You use payee type codes to specify the type of person or entity that is receiving an eligible termination payment (ETP) when an employee in an Australian organization is terminated due to death. The system uses these codes to determine the tax rate that is applied to the ETP. The tax rate partially depends upon the entity that is receiving the payment. For example, the ETP is taxed at one rate if payment is made to a dependent and at another rate if a payment is made to non-dependent.

11.3.9 Rate Code (75/RC)

You use rate codes to identify earnings in different tax categories. Examples of rate codes include **M** for earnings that are received in a main job and **S** for earnings that are received in a secondary job.

The Description 2 field contains the name of a data item. The Special Handling field contains a value that might be entered in the data item that is entered in the Description 02 field. When the system calculates tax information for an employee, if this data item contains the value that is stored in the Special Handling field, the tax is to be calculated for the employee.

For example, you might want to set up a rate code that the system calculates only for employees whose work state is New South Wales. You might enter a rate code of **82** (for New South Wales) in UDC 75/RC. In the Description 02 field, you would enter **WSKE** (the data item for work state), and in the Special Handling field, you would enter **NSW**. In this example, the system would calculate the taxes that are associated with this rate code only for employees who have **NSW** in the Enter the State You Work In field on the Australian Tax Overrides form.

11.3.10 Rule Type (75/RT)

You use rule type codes to determine how to calculate payroll taxes for specified earnings. The way that the system calculates taxes for a particular payment, deduction, benefit, or accrual (PDBA) depends on the rule type code that is associated with that PDBA code. Examples of rule type codes include **LL** for leave loading and **LSL** for long service leave payments.

11.3.11 Tax Scales (75/SC)

You use tax scale codes to identify the tax category in which an employee belongs. The appropriate tax scale is automatically derived if accurate tax information is entered into the JD Edwards EnterpriseOne Payroll system, or you can override the derived tax scale.

11.3.12 Type of Leave (75/TL)

You use type of leave codes to identify the leave category in which a PDBA belongs. Examples of type of leave codes are **ANN** for annual leave, and **LSL** for long service leave. This UDC table is reserved for future use.

11.3.13 Tax Factor (75/TO)

You use tax factor codes when you want to pay an employee for more or less than a full pay period by using an interim payment. For example, if an employee begins

working midway through a monthly pay period, you can set up a tax factor that is equal to .50. When you enter this tax factor on the interim payment that you create to pay the employee for the portion of the pay period in which that employee worked, the system automatically calculates the employee's taxes using the tax factor. This enables the system to annualize the employee's salary and tax the amount of the payment accordingly.

You can also set up tax factors to use when calculating interim payments that cover more than one pay period. For example, if you want to pay an employee for one and one-half pay periods, you could set up a tax factor that is equal to 1.5. When you enter this tax factor on an interim payment, the system annualizes the employee's salary and taxes the earnings accordingly.

You can use codes A through Z to define tax factor codes. The number that you enter in the Special Handling field is the numeric value that represents the portion of the pay period that the employee works. For example, if you want to create a tax factor to represent half of a pay period, you enter .5 in the Special Handling field for the specified code. This table illustrates how you might set up the .50 and 1.5 tax factor codes in UDC 75/TO:

Code	Description 01	Special Handling	Hard-Coded
A	Tax Factor .50	.5	N
B	Tax Factor 1.5	1.5	N

11.3.14 Termination Type (75/T1)

You use termination type codes to identify the reason for an employee termination. These codes are used to calculate eligible termination pay (ETP) for employee terminations in Australia. Because the Australian Tax Office has different tax regulations for each type of termination, the ETP calculations differ for each termination type. The system uses the value in the Special Handling column of the UDC to determine the tax calculation method that should be used. This table illustrates the special handling code that should be used for each type of termination:

Termination Type	Special Handling Code
Normal Resignation or Retirement	1
Redundancy	2
Post 94 Disability	3
Death	4

11.3.15 Preservation Age (75/PA) (Release 9.1 Update)

You use preservation age code to identify an age of the employee based upon the Preservation Age table provided by the ATO. Preservation age is compared to the actual employee age. If the employee age is under the preservation age, you use a higher tax rate to calculate the Employee Termination Payment (ETP). If the employee age is over preservation age, you use a lower tax rate to calculate the ETP.

11.3.16 ETP Print Code (75/PC) (Release 9.1 Update)

This code is printed on the ETP Payment Summary report. You use this code to indicate how the Taxable component, Tax Free component and Total Tax Withheld component relate to the type of employee payment being paid. ETP code R is related

to early retirement scheme, genuine redundancy, invalidity, and so on. ETP code O is related to golden handshake, gratuity, payment in lieu of notice, and so on. You can also use ETP codes related to death (D, N and T).

11.3.17 ETP High Tax Rate (75/ET) (Release 9.1 Update)

You use this code to store the high tax rate that is used to calculate the tax above the applicable cap. The ATO taxes amounts above the applicable cap (either ETP Cap or Whole of Income Cap) at a high tax rate (currently 46.5%).

(AUS) Terminating Employees in Australia

This chapter contains the following topics:

- [Section 12.1, "Understanding Employee Termination in Australia"](#)
- [Section 12.2, "Creating Termination Payments"](#)
- [Section 12.3, "Printing the ETP Calculations Worksheet"](#)
- [Section 12.4, "Revising Termination Payment Information"](#)
- [Section 12.5, "Creating Timecards for Termination Payments"](#)

12.1 Understanding Employee Termination in Australia

When employees are terminated from an Australian organization, they might receive a payment related to their termination. Depending on the circumstances of the termination, that employee might be eligible to receive an Employee Termination Payment (ETP). To determine whether an employee is eligible for an ETP and to determine the amount of that payment, several pieces of information and several complex calculations are required.

You can enter ETPs using either of these programs:

- Employee Termination Entry (P75A0008)
- Employee Termination Payments (P75A0010)

When you enter a termination payment using the P75A0008 program, the system automatically calculates all of the amounts that are associated with the payment. When you enter a termination payment using the P75A0010, you manually calculate and enter all of the amounts for the ETP.

The Australian Tax Office (ATO) mandates tax calculations that are used to create ETPs. These tax calculations can differ depending on these factors:

- The reason for the termination.
- The employee's length of service to the organization.
- The payment method that is used for the ETP.
- The types of earnings and payments that are included in the ETP.

The Australian Employee Termination Entry program simplifies the termination process by:

- Automatically retrieving employee leave balances, including annual, sick, long service, and Rostered Day Off (RDO) leave, and if necessary, including those amounts in the ETP calculation.

- Enabling you to enter Golden Handshake amounts when you create termination scenarios.
- Automatically calculating the number of pre-1983 and post-1983 service days.
- Automatically calculating the Post 94 Invalidity amount that is associated with the ETP.
- Enabling you to enter payee details in the event of the employee's death.
- Automatically calculating all tax amounts by using employee history information, tax setup information, and the information that you enter during the termination process.
- Enabling you to override many of the values that are associated with the payment.
- Enabling you to enter the amount of the payment that the employee wants in cash and the amount that the employee wants to roll into an approved fund.
- (Release 9.1 Update) Automatically retrieve foreign leave balances, including annual, sick, long service, and RDO leave, and if necessary, including those amounts in the ETP calculation.

Note:

These amounts are included only if users enter PDBA and tax information for foreign employment, and use those PDBAs to create foreign employment payroll history for employees. See [Chapter 6, "\(AUS\) Setting Up Foreign Employment Information \(Release 9.1 Update\)"](#) for additional information about creating payroll history for foreign employment.

Along with entering actual termination information, you can also use the Australian Employee Termination Entry program to create model termination scenarios. You can enter model termination information for a given employee, calculate the amounts that are associated with the model termination, and create a worksheet for each scenario. You can then allow employees to review the information on these worksheets.

12.1.1 Determining Whether the Termination Requires an ETP

The ATO mandates that some termination payments be made in the form of Eligible Termination Payments (ETP). For a termination to require an ETP, you must be able to answer yes to *either* of these questions:

- Is the termination a Bona Fide Redundancy, as defined by the ATO?
- Are any of the types of pay that are included in the employee's termination payment considered ETP-eligible, as defined by the ATO?

If the answer to either of these questions is yes, you must complete the ETP process for the employee termination. The ETP process includes these steps:

- Entering ETP information.
- Creating ETP worksheets for employee review.
- Soliciting payment instructions from the employee, if necessary.
- Creating ETP timecards.
- Creating ETPs during the payroll cycle.

- Creating ETP payment summaries and submitting them to the ATO.
- Completing Reasonable Benefit Limit (RBL) forms for all ETPs over a specified amount, and submitting them to the ATO.
- Storing appropriate records regarding ETPs to comply with ATO regulations.

If the termination does not require an ETP, but you are still distributing a termination payment to the employee, you can use the same process to produce regular termination payments. However, with regard to record keeping and reporting, regular termination payments are not regulated by the ATO.

Important: Oracle recommends that you use the Australian Employee Termination Entry program (P75A0008) to enter employee terminations that require ETPs. When you use this program to process terminations, the system creates the history records that are necessary to generate ETP payment summaries, which must be submitted to the ATO. If you manually create an ETP, you must manually calculate all tax information, as well as manually create an ETP Payment Summary.

If the termination does not require an ETP, you can enter the payment manually or use the Australian Employee Termination Entry program, because the tax calculations for a regular termination payment are far less complex than for an ETP. However, if you do enter the payment manually, you must calculate the tax amounts, employee leave balances, and payment amounts manually. Also, to ensure that employee history is updated correctly, you must use the appropriate payment, deduction, benefit, or accrual (PDBA) codes when entering manual termination payments.

12.1.2 Is the termination a Bona Fide Redundancy?

All terminations that are considered Bona Fide Redundancies, also called as Genuine Redundancies, require ETPs. The ATO considers a termination to be a Bona Fide Redundancy if one of these criteria is met:

- The employee will no longer be employed by the organization in any capacity.
- The holding of an office is terminated.

If the termination does not meet either of these criteria, the termination is not considered a Bona Fide Redundancy and might not require an ETP. However, if the types of pay that are included in the termination payment are ETP-eligible, you must complete the ETP process.

If you are uncertain about whether the termination is considered a Bona Fide Redundancy, contact the local ATO office for additional information.

12.1.3 Are the types of pay that are included in the employee's termination payment considered eligible ETP items?

If you have determined that the termination is a Bona Fide Redundancy, then you must complete the ETP process. However, if the termination is not considered a Bona Fide Redundancy, you might also need to complete the ETP process, depending on the type of pay that is included in the termination payment.

The ATO considers only certain types of pay eligible for ETP. If any portion of the employee's pay is considered eligible for ETP, regardless of whether the termination is

a Bona Fide Redundancy, you must complete the ETP termination process. Types of pay that are typically considered eligible for ETP include, but are not limited to:

- Unused RDO leave time.
- Payments that are given to the employee in lieu of notice of termination.
- Redundancy or bona fide payments.
- Unused sick leave time.
- Compensation for wrongful dismissal.
- Golden Handshake.

Employee termination payments might also include pay for items that are not considered eligible for ETP. If all of the payments that are included in the employee's termination payment fall under this category, you need not complete the ETP process. Types of pay that typically are not considered eligible for ETP include, but are not limited to:

- Unused annual leave time.
- Unused leave loading amounts.
- Unused long service leave time.
- Salary or wages that are owed to the employee for work already completed.

Note: The types of pay that are listed in the previous example are for illustrative purposes only and should not be used as a definitive list of eligible and ineligible ETP items. Contact the ATO for the most current information regarding ETPs to ensure that you calculate termination payments correctly.

12.1.4 Withholding Calculations (Release 9.1 Update)

The logic that determines tax withholding depends on the category of ETP as defined by the ATO.

Withholding calculations for some types of life benefit ETPs are subject only to the ETP cap. These payments are called **Excluded** because they are excluded from the Whole of Income cap. These Excluded payments are printed on the payment summary with ETP print code of **R**.

The **Non-Excluded** types of ETPs require calculation of both the ETP cap and the Whole of Income cap. For these types, the smaller of the two results is used in the final withholding calculation. These Non-Excluded payments are printed on the payment summary with ETP print code of **O**.

12.1.5 Employee Payment Instructions

Depending on the amount of the ETP, you might need to solicit payment instructions from the employee whom you are terminating. Payment instructions are used to notify the organization about how the employee wants to receive payment.

If the payment is less than the amount that is specified by the ATO, the organization is not required to solicit payment instructions from the employee. However, the organization can solicit this information and provide employees with an opportunity to decide how they want to receive their payment.

If the payment is over the amount that is specified by the ATO, you must solicit payment instructions from the employee, and you must also provide the employee with an explanation of the components of the ETP calculation. You can use the ETP Calculation Worksheet program (R75A0100) to create an ETP worksheet that the employee can use to review the details of the ETP.

When the employee gives you payment instructions, you might need to update the termination information that you initially entered into the system. Each time that you change an employee's termination information, you can create an updated ETP worksheet for the employee to review.

12.1.6 ATO Filing and Record Keeping Regulations

When you distribute ETPs to employees, you are required to submit information regarding those payments to the ATO. In addition, the ATO also requires that you store detailed records of termination payments.

If you distribute ETPs to employees, you must submit ETP payment summaries to the ATO along with the annual Pay As You Go (PAYG) tax filing information. If the cash portion of an ETP exceeds a certain amount, as specified by the ATO, you must also submit a Reasonable Benefit Limits (RBL) form. RBL forms should be filed monthly with the ATO.

In addition to submitting information to the ATO, the organization is also required to keep detailed records regarding termination payments.

Important: All of the information regarding ATO regulations for ETP filing and record keeping is believed to be current at the time of publication. However, due to periodic changes in tax regulations, you should contact the ATO for the most current regulatory information for ETP processing. Noncompliance with current tax regulations can result in fines to the organization.

See Also:

- [Section 10.4, "\(AUS\) Printing Payment Summaries"](#).

12.2 Creating Termination Payments

This section provides an overview of termination payment creation, lists prerequisites, and discusses how to:

- Enter termination payment information.
- Set processing options for Australian Employee Termination Entry (P75A0008).
- Set processing options for Australian Employee Payments program (P750010).

12.2.1 Understanding Termination Payment Creation

When employees are terminated from an Australian organization, they might receive a termination payment. Depending upon the circumstances of the termination, certain employees might be eligible to receive ETPs. You can create ETP and termination payments using either of these programs:

- Employee Termination Entry (P75A0008)
- Employee Termination Payments (P75A0010)

When you enter a termination payment using the P75A0008 program, the system automatically calculates all of the amounts that are associated with the payment. When you enter a termination payment using the P75A0010 program, you manually calculate and enter all of the amounts for the ETP.

Using the P75A0008 program, you can process payments for redundancies, early retirement schemes, death, and invalidity scenarios. You can also create ETP worksheets for employees to review, and you can automatically generate timecards that the system uses to create actual termination payments. Alternatively, you can automatically create an interim payment for the termination. You must set the processing options of the P75A0008 program to specify that you want to create interims and you must specify a payroll ID for the interim header record. You can also use a selection from the Form menu during the termination entry process to review the selected employee's leave balances, such as their sick, vacation, and holiday leave.

When you enter termination information, you specify these items, which are used to determine the amount of the payment:

- The reason for the termination.
- Whether you will pay the employee for sick leave that has not been taken.
- Whether you will pay the employee for long service leave that has not been taken.
- The amount of any Golden Handshake payments that will be offered to the employee.
- The amount of any payments that will be made in lieu of notice.
- The amount of any Bona Fide payments that will be made for years of service to the organization.
- Payee information, in the event of an employee's death.

After you enter all relevant termination information on the Employee Termination Pay form, you can use features of the Australian Employee Termination Entry program to automate these termination procedures:

- Calculate the leave entitlements, tax amounts, and total payable amount.
- Print a review worksheet, which includes all termination payment details, for the employee.
- Create timecards that are used to create actual termination payments.

The Australian Employee Termination Entry program also enables you to create model termination scenarios. Because the tax calculations that are mandated by the ATO differ by termination reason, payment method, length of service, and types of payments that are included in the termination, model termination scenarios can help illustrate the differences in payment amounts for each scenario.

After you enter termination information into the system, whether it is factual or model information, you can create an ETP worksheet, which the employee can review. The employee can use this information to determine the termination related payments to be made to them.

You can create multiple termination scenarios for an employee; however, each termination scenario must have a unique termination date.

For example, you can create a termination scenario for an employee who uses the termination date of May and a termination reason of redundancy. You can create another scenario for the same employee using the same termination date, but the termination reason must be different. Similarly, you can create multiple scenarios using the same termination reason, but with different termination dates.

If you want to review termination payment information for multiple scenarios, all of which use the same termination date and termination reason, you must enter the information for a scenario, print the ETP worksheet for that scenario, and then change the information to reflect a different scenario. You can print the ETP worksheet each time that you change the termination scenario, and then compare the ETP worksheets to determine the differences between the scenarios.

12.2.1.1 Entering a Termination

To create a termination payment, you must first enter termination payment information. You can use either of these programs to enter termination payments:

- Employee Termination Entry (P75A0008)
- Employee Termination Payments (P75A0010)

Note: Oracle recommends using the P75A0008 program to enter termination payments, this program automates the complex calculations that are required to accurately create a termination payment. Oracle recommends using the P75A0010 program to update existing termination payments that were originally entered using the P75A0008 program, or to manually enter termination payments that do not require complicated calculations.

When you enter a termination payment, the system uses the information from the processing options, the termination payment information, tax information that you have set up in the system, and the employee's payment history to calculate leave entitlements, tax amounts, and the final amount of the payment.

12.2.1.2 Processing Option Settings for Employee Termination Entry Program (P75A0008)

The processing option settings for the Australian Employee Termination Entry program (P75A0008) are critical to ensure that employee termination pay is calculated according to ATO regulations. Specifically, you must carefully set up these processing options to ensure that the system correctly calculates termination pay.

Note (Release 9.1 Update): Several processing options were added to the P75A0008 after the general availability of Release 9.1 to accommodate the automatic calculation of foreign employment payroll history when creating termination payments. These options are available only to users who have installed the update, and are used only when payroll history for foreign employment exists.

For more information about the foreign employment software update, see [Chapter 6, "\(AUS\) Setting Up Foreign Employment Information \(Release 9.1 Update\)"](#)

Tab Name	Processing Option Number	Special Considerations
Defaults	1	Enter Y for this option if you want the system to automatically create an interim payment for the termination. If you enter Y for this option, you must also specify a payroll ID in option 10, and specify that you want to create an interim header record in option 11.
Defaults	7	Enter the PDDBA code that you created to pay out any tax-free components, such as Lump Sum D. The PDDBA that you enter here is used to calculate tax-free amounts for termination payments. If you do not enter the correct PDDBA for this processing option, tax-free amounts are not considered when the system calculates termination payments; therefore, the payments might be inaccurate.
Defaults	8	Enter the statutory retirement age, as specified by the ATO. Because tax information periodically changes, you should contact the ATO to verify that this information is current.
Defaults	9	Enter the version of the Time Entry MBF processing Options program (P050002A) that you want to use when creating timecards for termination payments. This program controls many of the processes that the system uses to create and calculate timecard information. You should verify that the processing options that are associated with the version that you enter in this field are set correctly.
Defaults	10	Enter the interim payroll ID that you want the system to use when creating the timecards that are associated with terminations. You must enter an interim payroll ID to process the timecards through the Work With Interims Workbench. Because termination payments typically do not coincide with regularly scheduled payroll cycle processing, you might find that processing termination payments through the Work With Interims Workbench is easier and more convenient. If you enter a value for this processing option, you must also complete processing option 11 on this tab.
Defaults	11	If you enter an interim payroll ID in processing option 10, you must set this processing option to enable the creation of an interim payment record.
Defaults	12	Enter the maximum value of leave entitlement, as specified by the ATO, that can be taxed using a flat tax rate. Because tax information periodically changes, you should contact the ATO to verify that this information is current. If you enter a value in this processing option, you must also enter the associated tax rate in processing option 13 on this tab.
Defaults	13	Enter the flat rate of tax, as specified by the ATO, that the system uses to calculate tax amounts when leave entitlements are less than the maximum amount for flat rate tax, which is also specified by the ATO. For example, to enter a tax rate of 31.5 percent in this field. Because tax information can change periodically, you should contact the ATO to verify that this information is current.

Tab Name	Processing Option Number	Special Considerations
Balance PDDBA's	3	Enter the PDDBA that the organization uses to track long service leave that was accrued prior to August 1978. This amount is known as the Band 1 amount. Because tax regulations changed in August of 1978, all long service leave that was accrued prior to that date requires a separate tax calculation to comply with ATO regulations.
Balance PDDBA's	4	Enter the PDDBA that the organization uses to track long service leave that was accrued between August 1978 and August 1993. This amount is known as the Band 2 amount. Due to changes in ATO tax regulations, a separate calculation is necessary to accurately calculate tax amounts for long service leave that was accrued during this period.
Balance PDDBA's	5	Enter the PDDBA code that you use to track the employee's total long service leave balance. This PDDBA should include Band 1 and Band 2 amounts, along with any long service leave that was accrued since that time, which is considered Band 3.
Tax Area Tax Type	5	Enter the tax type that is used to tax amounts that are associated with approved early retirement, redundancy, or invalidity scenarios. Because tax information periodically changes, you should contact the ATO to verify that this information is current.
Tax Area Tax Type	6	Enter the tax type that is used to tax amounts that are associated with Band 3, or the Post 1993 component.
Tax Area Tax Type	7	Enter the tax type that is used to calculate the tax amounts for lump sum amounts. Currently, the tax rate for these amounts is 31.5 percent. Because tax information periodically changes, you should contact the ATO to verify that this information is current.
Tax Area Tax Type	8	Enter the tax type that is used to calculate the tax amount that is associated with normal resignations. This rate should reflect the current standard marginal rate. Because tax information periodically changes, you should contact the ATO to verify that this information is current.

Additional versions will be required for P75A0008 to cater to the different parts of the organization, for example, those that receive Leave Loading as part of the termination and those that don't.

12.2.2 Prerequisites

Before you complete the tasks in this section:

- Verify that the tax rules for termination processing have been set up correctly.
See these additional topics:
See [Section 5.2.8, "\(AUS\) Setting Up Tax Calculation Options for Australia"](#).
- Verify that the user profile is set up as an Australian employee using the DMY date format. If the user profile is not set up correctly, you might receive *Division by Zero* errors during payment entry.
See *JD Edwards EnterpriseOne Tools Foundation Guide*.

- Set all values in the processing options for the Australian Employee Termination Entry program (P75A0008).

See [Setting Processing Options for Australian Employee Termination Entry \(P75A0008\) \(Release 9.1 Update\)](#).

- Verify that these user-defined codes (UDCs) are set up correctly:
 - Termination Type (75/T1)
 - Payee Type (75/PT)

See [Section 11.3, "UDCs for Australia and New Zealand"](#).

- Verify that all PDBAs have been set up with the correct tax information.

See [Section 5.2.6, "\(AUS\) Setting Up Tax Information for PDBAs"](#).

- Enter a termination date for the employee.

See [\(AUS\) Terminating Employees in Australia](#).

12.2.3 Forms Used to Create Termination Payments

Form Name	FormID	Navigation	Usage
Work With Termination s	W75A0008A	Australia/New Zealand Inquiries (G07BUSP16), Employee Termination Entry	Access the termination payment forms.
Employee Termination Pay	W75A0008B	On Work With Terminations, click Add.	Enter termination payment information. Additionally, you can use selections from the Form menu on this form to review employee leave balances and to access interim entry. Interim entry is available only if you have set the processing options to create interim payments during termination entry.
Work With Employee Termination Payments	W75A0010A	Australia/New Zealand Inquiries (G07BUSP16), Employee Termination Payments	Search for and select existing ETPs that you want to update.
Employee Termination Payment Details	W75A0010C	On Work With Employee Termination Payments, click Add.	Enter ETP payments.
Employee Termination Payment Revisions	W75A0010B	On Work With Employee Termination Payments, select a record and then click Select.	Enter or update information for an ETP payment.

12.2.4 Entering Termination Payment Information

Access the Employee Termination Pay form.

To enter termination payment information:

1. Complete the basic information about the termination payment.

(Release 9.1 Update) Select a value from UDC table 75A/IS in the Include in STP field to specify whether to include the employee in Single Touch Payroll (STP), and flag the appropriate values based on the value in ETP code.

2. Click the Retrieve Balances button.

3. (Release 9.1 Update) Select the ETP Calculation tab and enter the value in the Payments in lieu, Golden handshake amount, Unused RDO balance and unused sick leave and other fields.

4. Select the Leave Entitlements tab and review the information.

The system uses the information that you entered in the processing options, along with employee history, to populate the fields on this tab.

5. (Release 9.1 Update) Select the Leave Entitlements - Foreign tab and review the information.

The system uses the information that you entered in the foreign-related processing options, along with any available foreign employment payroll history, to populate the fields on this tab.

6. To enable the fields in the Balance, Gross \$, and Tax \$ columns for entry, select the Enable Hours option in the header of the Employee Termination Pay form and make any necessary changes to the values on this tab.

When you enter values in the Balance column of the Leave Entitlements tabs, the system calculates values in the associated field in the Gross \$ column. You can override these calculated values if you select the Enable Hours option.

7. Review each tab on the Employee Termination Pay form to ensure that you have entered all necessary termination details, and then click the Calculate Tax button.

The system uses the information in the processing options, tax setup, and employee history, and the values that you have entered on the Employee Termination Pay form to calculate all of the tax information for the termination payment.

8. Select the Summary tab to review summarized information about the payment calculations.

9. Select the ETP Calculation tab to review detailed information about the payment calculations.

After you verify that all the details are correct, the timecards containing all of the termination details need to be created.

10. Click the Create Timecards button.

This creates the timecards using the pay types as defined in the processing options.

11. Click OK to save the record.

- **Term Type**

Enter the type of termination. This code is used to determine how the termination payment should be taxed, because different termination types have different taxation rules.

- **Term Date**

Enter the date that the employee was terminated, if applicable.

The date that you enter in this field is used to calculate the employee's age at the time of termination, the number of years of service to the organization, and the number of pre-July and post-July 1983 days that the employee has worked.

- **Payment Date**

The date that you enter in this field is used to create the timecards that the system uses to generate the actual termination payment.

- **Pay Sick Leave balance In Termination**

To include any unused sick leave that the employee has accrued, select this option.

- **Pay Contingent LSL Balance In Termination**

Select to include any unused long service leave that the employee has accrued.

- **Notice Period**

Specify the number of weeks of payments in lieu of notice that you want to include in the payment.

- **Gross/ Week**

Enter a value that indicates the standard, gross weekly pay that the employee receives.

The system automatically calculates this amount using employee pay history. You can override this amount by entering a value in this field.

- **Gross Severance**

Click the **Calculator** button next to the **Gross Severance** field, complete the calculation, and then click **OK** to calculate the amount of pay in lieu of notice that you want to include in the payment.

The system populates this field when you click **OK** on the Calculator form.

- **Comp Years Of Service**

Enter the number of years that an employee has worked for the organization.

The system calculates the value in this field using the employee's start date and the date that you enter in the **Term Date** field.

- **Amount Paid Severance**

Complete this field with the amount of pay for service length that you want to include in the payment.

- **Golden Handshake Amt**

Enter the amount of any golden handshake payment that you want to include in the termination payment.

- **Payee Type**

Enter a code that indicates the type of payee to which the payment is made.

This field must be completed only if the termination is a death benefit payment. In cases in which an employee's termination payment is given to another employee, you must identify the type of payee. This information is used to determine the tax amount of the payment.

- **Tax File Number**

Enter the employee's number.

- **Professional Title**

Enter the professional title of a Who's Who person.

- **Given Name**

Enter the first name of an individual. This field is informational only.

- **Middle Name**

Enter the middle name or initial of an individual. This field is informational only. The name does not appear on any reports.

- **Surname**

Enter the last name of an individual. This field is informational only.

- **Birth Date**

Enter the employee's date of birth.

- **Address Line 1**

Enter the first line of a mailing address for an employee, customer, or supplier in the Address Book system.

- **City**

Enter a name that indicates the city that is associated with the address.

- **State**

Enter a UDC (00/S) that specifies the state or province. This code is usually a postal service abbreviation.

- **Post Code**

Enter the United States ZIP code or the postal code that specifies where a letter is routed. Attach this code to the address for delivery in other countries.

12.2.5 Setting Processing Options for Australian Employee Termination Entry (P75A0008) (Release 9.1 Update)

Processing options enable you to specify the default processing for programs and reports.

12.2.5.1 Defaults

1. Create Payment on Interim

Specify whether the system creates a payment on interim. If you enter **Y** for this option, you must also enter values for options 10 and 11 on this tab. Values are:

Y: Create payment on an interim payroll.

N: Do not create payment on an interim payroll.

2. Standard Hours Per Day

Specify the value to determine the employee standard hours per day from Employee Master. Values are:

0 or Blank: Do not use standard hours per day from Employee Master.

1: Use standard hours per day from Employee Master.

3. Standard Hours Per Day Override

Specify the number of hours for a standard work day. You use this hour to calculate the value of leave entitlements. A value entered in this field is used regardless of the value specified in the standard hours per day processing options.

4. Lump Sum Tax Free Threshold for Bona-Fide Redundancy Payments

Specify the tax free threshold amount applicable to bona-fide redundancy payments, as defined by the ATO. The system adds this to the amount from processing option number 5, and payment over that amount is considered an ETP.

5. Tax Free Amount Per Year of Service

Specify the amount that is tax free for each year of service, as defined by the ATO. It is multiplied by the years of service prior to being added to the tax free threshold.

6. Low Rate Threshold Amount

Specify the ETP Cap as defined by the ATO.

7. Pay Type for Bona Fide Redundancy Payments (Tax Free)

Specify the pay type that is used when timecards are created for redundancy payments.

8. Whole of Income Threshold Amount

Specify the whole of income cap as defined by the ATO. This cap is reduced by the taxable component of the excluded ETP.

9. Time Entry MBF Version

Specify which version of the Time Entry Master Business Function (P050002A) you want to use to process timecards. If you leave this processing option blank, the system uses the default version ZJDE 0001.

10. Payroll ID to Use When Creating an Interim Header Record for Redundancy Processing

Specify the payroll ID to use when creating an interim header record for redundancy processing.

11. Interim Header Record for Redundancy Processing

Specify the value to indicate whether the Interim payment is made using a new or existing Interim Header Record. Values are:

1: Create an interim.

0: Do not create an interim.

12. Maximum Value of Leave Entitlements to be Taxed at Flat Rate (for example \$300)

Specify the maximum value of leave entitlements to be taxed at flat rate (for example, 300 AUD). The balances of Long Service Leave post 18th August 1993 (Band 3), Annual Leave and Leave Loading are accumulated. If the result is less than this processing option value, the tax is calculated at a flat rate based on the entry in the Flat Rate of Tax Where Leave Entitlements are Less Than the Maximum Value for Flat Rate Tax option.

13. Flat Rate of Tax Where Leave Entitlements are Less Than the Maximum Value for Flat Rate Tax

Enter the value for flat tax percentage. The value of leave entitlements up to the amount in the previous processing option will be taxed at this rate.

12.2.5.2 Balance PDBA's

1. Annual Leave DBA Holding the Employee Balance

Enter the PDBA number containing leave hours and balances to be paid.

2. Sick Leave DBA Holding the Employee Balance

Specify the sick leave DBA that holds the employee balance.

3. DBA Holding the Long Service Leave Balance Accrued During Band 1

Enter the PDBA number containing pre 16th August 1978 (Band 1) hours and balances to be paid.

4. DBA Holding the Long Service Leave Balance Accrued During Band 2

Enter the PDBA number containing 16th August 1978 to 18th August 1993 (Band 2) hours and balances to be paid.

5. DBA Holding the Long Service Leave Balance Accrued During Band 3

Enter the PDBA number containing post 18th August 1993 (Band 3) hours and balances to be paid.

6. Reserved for Future Use

This processing option is reserved for future use.

7. RDO DBA Holding the Employee Balance

Enter the PDBA number containing Roster Days Off hours and balances to be paid.

8. Leave Loading Percentage (nn.nnnn)

Enter the Leave Loading percent that you use to calculate the Leave Loading amount to be paid. Leave Loading hours are multiplied by this percent to calculate the amount to be paid.

9. Include Accrued Leave in Leave Loading Calculation

Enter a value to indicate whether you would like to include Accrued Leave in the Employee Termination Payment. Values are:

1: Do not include

0: Include

12.2.5.3 Foreign Balance PDBA's (Release 9.1 Update)

1. Foreign Unused Long Service Leave DBA Holding the Employee Balance

Enter the DBA that holds the balance for Foreign Long Service Leave.

2. Foreign Assessable Unused Annual Leave DBA Holding the Employee Balance

Enter the DBA that holds the balance for Foreign Assessable Unused Annual Leave.

3. Foreign Exempt Long Service Leave DBA Holding the Employee Balance

Enter the DBA that holds the balance for Foreign Exempt Long Service Leave.

4. Foreign Exempt Unused Annual Leave DBA Holding the Employee Balance

Enter the DBA that holds the balance for Foreign Exempt Unused Annual Leave.

5. Foreign Assessable Leave Loading Percentage (nn.nnnn)

Enter the Foreign Assessable Leave Loading Percentage using the nn.nnnn format. For example, enter 28.0000 in this option.

6. Foreign Exempt Leave Loading Percentage (nn.nnnn)

Enter the Foreign Exempt Leave Loading Percentage using nn.nnnn format. For example, enter 32.0000 in this option.

12.2.5.4 Tax Types

1. Tax Type for Normal Tax

Specify the type of payroll tax being processed. This is a user defined code (06/TX). You use this option to obtain the Unused Annual Leave Tax from the Tax Detail File.

2. Tax Type for ETP Tax

Specify the type of payroll tax being processed. This is a user defined code (06/TX). You use this option to obtain the Employee Termination Payment (ETP) Tax from the Tax Detail File.

3. Tax Type for Band 1 Tax

Specify the type of payroll tax being processed. This is a user defined code (06/TX). You use this option to obtain the Pre 16th August 1978 (Band 1) Tax from the Tax Detail File.

4. Tax Type for Band 2 Tax

Specify the type of payroll tax being processed. This is a user defined code (06/TX). You use this option to obtain the 16th August 1978 to 18th August 1993 (Band 2) Tax from the Tax Detail File.

5. Tax Type for Band 3 Redundancy, Approved Early Retirement or Invalidity

Specify the type of payroll tax being processed. This is a user defined code (06/TX). Use this option to process the Redundancy and Invalidity terminations. You use this option to obtain the Post 18th August 1993 (Band 3) Tax from the Tax Detail File.

6. Tax Type for Band 3 Tax - All Other Cases

Specify the type of payroll tax being processed. This is a user defined code (06/TX). Use this option to process the terminations such as voluntary resignation or retirement. You use this option to obtain the Post 18th August 1993 (Band 3 - Other) Tax from the Tax Detail File.

7. Tax Type for Lump Sum

Specify the type of payroll tax being processed. This is a user defined code (06/TX). Use this option for Bona-fide Redundancy terminations. You use this option to obtain the Lump Sum Tax from the Tax Detail File.

8. Tax Type for Resignation

Specify the type of payroll tax being processed. This is a user defined code (06/TX). Use this option for Redundancy terminations. You use this option to obtain the resignation tax from the Tax Detail File.

9. Tax Type for Foreign LSL Redundancy, Approved Early Retirement, or Invalidity (Release 9.1 Update)

Enter the tax type for foreign LSL redundancy, approved early retirement, or invalidity.

10. Tax Type for Foreign LSL Tax and All Other Cases (Release 9.1 Update)

Enter the tax type for foreign LSL for all other cases than those listed in option 9.

12.2.5.5 Normal

1. Pay Type to Use to Pay Out the Unused Annual Leave Balance

Specify the pay type, deduction, benefit or accrual (PDBA). Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. You use this processing option for resignation terminations. A timecard is created with this pay type to pay out the employee Annual Leave balance.

2. Pay Type to Use to Pay Out the Unused Annual Leave Loading Balance

Specify the pay type, deduction, benefit or accrual (PDBA). Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. You use this processing option for resignation terminations. A timecard is created with this pay type to pay out the employee Annual Leave Loading balance.

3. Pay Type to Use to Pay Out the Unused Long Service Leave from Band 1

Specify the pay type, deduction, benefit or accrual (PDBA). Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. You use this processing option for resignation terminations. A timecard is created with this pay type to pay out the employee Long Service Leave pre 16th August 1978 (Band 1) amount.

4. Pay Type to Use to Pay Out the Unused Long Service Leave from Band 2

Specify the pay type, deduction, benefit or accrual (PDBA). Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. You use this processing option for resignation terminations. A timecard is created with this pay type to pay out the employee Long Service Leave from 16th August 1978 to 18th August 1993 (Band 2) amount.

5. Pay Type to Use to Pay Out the Unused Long Service Leave from Band 3

Specify the pay type, deduction, benefit or accrual (PDBA). Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. You use this processing option for resignation terminations. A timecard is created with this pay type to pay out the employee Long Service Leave post 18th August 1993 (Band 3) amount.

6. Reserved for Future Use

This processing options is reserved for future use.

7. Pay Type to Use to Pay Out the Resignation ETP Amount (Employee is Under Preservation Age)

Specify the pay type, deduction, benefit or accrual (PDBA). Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. You use this processing option for resignation terminations. A timecard is created with this pay type to pay out the Resignation ETP amount when the employee is under Preservation Age.

8. Pay Type to Use to Pay Out the Resignation ETP Amount (Employee is Preservation Age or Over)

Specify the pay type, deduction, benefit or accrual (PDBA). Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. You use this processing option for resignation terminations. A timecard is created with this pay type to pay out the Resignation ETP amount when the employee is over Preservation Age and the Assessable amount is below the threshold amount.

12.2.5.6 Redundancy

1. Pay Type to Use to Pay Out the Unused Annual Leave Balance

Specify the pay type, deduction, benefit or accrual (PDBA). Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. You use this processing option for redundancy terminations. A timecard is created with this pay type to pay out the employee Annual Leave balance.

2. Pay Type to Use to Pay Out the Unused Annual Leave Loading Balance

Specify the pay type, deduction, benefit or accrual (PDBA). Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. You use this processing option for redundancy terminations. A timecard is created with this pay type to pay out the employee Annual Leave Loading balance.

3. Pay Type to Use to Pay Out the Unused Long Service Leave from Band 1

Specify the pay type, deduction, benefit or accrual (PDBA). Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. You use this processing option for redundancy terminations. A timecard is created with this pay type to pay out the employee Long Service Leave pre 16th August 1978 (Band 1) amount.

4. Pay Type to Use to Pay Out the Unused Long Service Leave from Band 2

Specify the pay type, deduction, benefit or accrual (PDBA). Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. You use this processing option for redundancy terminations. A timecard is created with this pay type to pay out the employee Long Service Leave from 16th August 1978 to 18th August 1993 (Band 2) amount.

5. Pay Type to Use to Pay Out the Unused Long Service Leave from Band 3

Specify the pay type to use when paying out the assessable ETP when the employee is over normal retirement age.

6. Reserved for Future Use

This processing option is reserved for future use.

7. Pay Type to Use to Pay Out the Redundancy ETP Amount (Employee is Under Preservation Age)

Specify the pay type, deduction, benefit or accrual (PDBA). Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. You use this processing option for redundancy terminations. A timecard is created with this pay type to pay out the Redundancy ETP amount when the employee is under preservation age.

8. Pay Type to Use to Pay Out the Redundancy ETP (Employee is Preservation Age or Over)

Specify the pay type, deduction, benefit or accrual (PDBA). Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. You use this processing option for redundancy terminations. A timecard is created with this pay type to pay out the Redundancy ETP amount when the employee is over preservation age.

12.2.5.7 Disability

1. Pay Type to Use to Pay Out the Unused Annual Leave Balance

Specify the pay type, deduction, benefit or accrual (PDBA). Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. You use this

processing option for disability terminations. A timecard is created with this pay type to pay out the employee Annual Leave balance.

2. Pay Type to Use to Pay Out the Unused Annual Leave Loading Balance

Specify the pay type, deduction, benefit or accrual (PDBA). Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. You use this processing option for disability terminations. A timecard is created with this pay type to pay out the employee Annual Leave Loading balance.

3. Pay Type to Use to Pay Out the Unused Long Service Leave from Band 1

Specify the pay type, deduction, benefit or accrual (PDBA). Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. You use this processing option for disability terminations. A timecard is created with this pay type to pay out the employee Long Service Leave pre 16th August 1978 (Band 1) amount.

4. Pay Type to Use to Pay Out the Unused Long Service Leave from Band 2

Specify the pay type to use when paying out assessable ETP.

5. Pay Type to Use to Pay Out the Unused Long Service Leave from Band 3

Specify the pay type, deduction, benefit or accrual (PDBA). Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. You use this processing option for disability terminations. A timecard is created with this pay type to pay out the employee Long Service Leave post 18th August 1993 (Band 3) amount.

6. Reserved for Future Use

This processing option is reserved for future use.

7. Pay Type to Use to Pay Out the Invalidity ETP Amount (Employee is Under Preservation Age)

Specify the pay type, deduction, benefit or accrual (PDBA). Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. You use this processing option for disability terminations. A timecard will be created with this pay type to pay out the Invalidity ETP amount.

8. Pay Type to Use to Pay Out the Invalidity ETP Amount (Employee is Preservation Age or Over)

Specify the pay type, deduction, benefit or accrual (PDBA). Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. You use this processing option for disability terminations. A timecard is created with this pay type to pay out the Invalidity ETP amount when the employee is over preservation age.

9. Pay Type to Use to Pay Out the Post June 94 Invalidity Component (Non Taxed)

Specify the pay type, deduction, benefit or accrual (PDBA). Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. You use this processing option for disability terminations. The length of service after June 30, 1994 is tax free. A timecard is created with this pay type to pay out this non-taxed ETP component.

12.2.5.8 Death

1. Pay Type to Use to Pay Out the Unused Annual Leave Balance

Specify the pay type, deduction, benefit or accrual (PDBA). Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. You use this processing option for terminations due to death. A timecard is created with this pay type to pay out the employee Annual Leave balance.

2. Pay Type to Use to Pay Out the Unused Annual Leave Loading Balance

Specify the pay type, deduction, benefit or accrual (PDBA). Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. You use this processing option for terminations due to death. A timecard is created with this pay type to pay out the employee Annual Leave Loading balance.

3. Pay Type to Use to Pay Out the Unused Long Service Leave from Band 1

Specify the pay type, deduction, benefit or accrual (PDBA). Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. You use this processing option for terminations due to death. A timecard is created with this pay type to pay out the employee Long Service Leave pre 16th August 1978 (Band 1) amount.

4. Pay Type to Use to Pay Out the Unused Long Service Leave from Band 2

Specify the pay type, deduction, benefit or accrual (PDBA). Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. You use this processing option for terminations due to death. A timecard is created with this pay type to pay out the employee Long Service Leave from 16th August 1978 to 18th August 1993 (Band 2) amount.

5. Pay Type to Use to Pay Out the Unused Long Service Leave from Band 3

Specify the pay type, deduction, benefit or accrual (PDBA). Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. You use this processing option for terminations due to death. A timecard is created with this pay type to pay out the employee Long Service Leave post 18th August 1993 (Band 3) amount.

6. Reserved for Future Use

This processing option is reserved for future use.

7. Pay Type to Use to Pay out the Assessable ETP Where Paid to a Dependent/Trustee

Specify the pay type, deduction, benefit or accrual (PDBA). Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. You use this processing option for terminations due to death. A timecard is created with this pay type to pay out the Assessable ETP amount when paid to a dependent or trustee.

8. Pay Type to Use to Pay Out Assessable ETP Where Paid to a Non-Dependents/Trustee

Specify the pay type, deduction, benefit or accrual (PDBA). Pay types are numbered from 1 to 999. Deductions and benefits are numbered from 1000 to 9999. You use this processing option for terminations due to death. A timecard is created with this pay type to pay out the Assessable ETP amount when not paid to a dependent or trustee.

12.2.5.9 Normal - Foreign (Release 9.1 Update)

1. Pay Type to be Used to Pay Out the Foreign Unused Annual Leave Balance

Specify the pay type to use to pay out the unused foreign annual leave balance for a normal termination.

2. Pay Type to be Used to Pay Out the Foreign Unused Annual Leave Loading

Specify the pay type to use to pay out the unused foreign annual leave loading for a normal termination.

3. Pay Type to be Used to Pay Out the Foreign Unused LSL

Specify the pay type to use when paying out foreign unused long service leave (LSL) from Band 3 for a normal termination.

4. Pay Type to be Used to Pay Out the Foreign Exempt Annual Leave Balance

Specify the pay type to use when paying out the foreign exempt annual leave balance for a normal termination.

5. Pay Type to be Used to Pay Out the Foreign Exempt Annual Leave Loading

Specify the pay type to use when paying out foreign exempt annual leave loading for a normal termination.

6. Pay Type to Use When Paying Out Foreign Exempt LSL

Specify the pay type to use when paying out foreign exempt LSL for a normal termination.

12.2.5.10 Redundancy - Foreign (Release 9.1 Update)**1. Pay Type to be Used to Pay Out the Foreign Unused Annual Leave Balance**

Specify the pay type to use to pay out the unused foreign annual leave balance for a redundancy termination.

2. Pay Type to be Used to Pay Out the Foreign Unused Annual Leave Loading

Specify the pay type to use to pay out the unused foreign annual leave loading for a redundancy termination.

3. Pay Type to be Used to Pay Out the Foreign Unused LSL

Specify the pay type to use when paying out foreign unused long service leave (LSL) from Band 3 for a redundancy termination.

4. Pay Type to be Used to Pay Out the Foreign Exempt Annual Leave Balance

Specify the pay type to use when paying out the foreign exempt annual leave balance for a redundancy termination.

5. Pay Type to be Used to Pay Out the Foreign Exempt Annual Leave Loading

Specify the pay type to use when paying out foreign exempt annual leave loading for a redundancy termination.

6. Pay Type to be Used to Pay Out the Foreign Exempt LSL

Specify the pay type to use when paying out foreign exempt LSL for a redundancy termination.

12.2.5.11 Disability - Foreign (Release 9.1 Update)**1. Pay Type to be Used to Pay Out the Foreign Unused Annual Leave Balance**

Specify the pay type to use to pay out the unused foreign annual leave balance for a disability termination.

2. Pay Type to be Used to Pay Out the Foreign Unused Annual Leave Loading

Specify the pay type to use to pay out the unused foreign annual leave loading for a disability termination.

3. Pay Type to be Used to Pay Out the Foreign Unused LSL

Specify the pay type to use when paying out foreign unused long service leave (LSL) from Band 3 for a disability termination.

4. Pay Type to be Used to Pay Out the Foreign Exempt Annual Leave Balance

Specify the pay type to use when paying out the foreign exempt annual leave balance for a disability termination.

5. Pay Type to be Used to Pay Out the Foreign Exempt Annual Leave Loading

Specify the pay type to use when paying out foreign exempt annual leave loading for a disability termination.

6. Pay Type to be Used to Pay Out the Foreign Exempt LSL

Specify the pay type to use when paying out foreign exempt LSL for a disability termination.

12.2.5.12 Death - Foreign (Release 9.1 Update)

1. Pay Type to be Used to Pay Out the Foreign Unused Annual Leave Balance

Specify the pay type to use to pay out the unused foreign annual leave balance for a death termination.

2. Pay Type to be Used to Pay Out the Foreign Unused Annual Leave Loading

Specify the pay type to use to pay out the unused foreign annual leave loading for a death termination.

3. Pay Type to be Used to Pay Out the Foreign Unused LSL

Specify the pay type to use when paying out foreign unused long service leave (LSL) from Band 3 for a death termination

4. Pay Type to be Used to Pay Out the Foreign Exempt Annual Leave Balance

Specify the pay type to use when paying out the foreign exempt annual leave balance for a death termination.

5. Pay Type to be Used to Pay Out the Foreign Exempt Annual Leave Loading

Specify the pay type to use when paying out foreign exempt annual leave loading for a death termination.

6. Pay Type to be Used to Pay Out the Foreign Exempt LSL

Specify the pay type to use when paying out foreign exempt LSL for a death termination.

12.2.6 Setting Processing Options for Employee Termination Payment Program (P75A0010)

Processing options enable you to specify the default processing for programs and reports.

12.2.6.1 Defaults

Processing options enable you to specify the default processing for programs and reports

1. Display Tax File Number

Specify a value to control displaying of the employee tax file number within the application. Values are:

Blank: Do not display tax file number

1: Display tax file number

12.3 Printing the ETP Calculations Worksheet

This section provides an overview of the ETP Calculations Worksheet and discusses how to:

- Print the ETP Calculations Worksheet.
- Set processing options for ETP Calculations Worksheet (R75A0100).

12.3.1 Understanding the ETP Calculations Worksheet

After you enter termination payment information, you can print the ETP Calculations Worksheet. This worksheet includes all of the details that are associated with the termination. Employees can use this worksheet to determine the termination related payments to be made to them.

12.3.2 Form Used to Print the ETP Calculations Worksheet

Form Name	FormID	Navigation	Usage
Work With Terminations	W75A0008A	Australia/New Zealand Inquiries (G07BUSP16), Employee Termination Entry. Select Print Worksheet from the Row menu.	Select an employee.

12.3.3 Printing the ETP Calculations Worksheet

Access the Report Output Destination form.

12.3.4 Setting Processing Options for ETP Calculations Worksheet (R75A0100)

Processing options enable you to specify the default processing for programs and reports.

12.3.4.1 Defaults

1. Enter the Lump Sum Tax Free Threshold for Bona-fide Redundancy Payments
Specify the lump-sum, tax-free threshold for bona fide redundancy payments.

2. Enter the Tax Free Amount per year of Service
Specify the tax-free amount per year of service.

12.4 Revising Termination Payment Information

This section provides an overview of termination revisions and discusses how to revise termination payment information.

12.4.1 Understanding Termination Revisions

After you enter termination payment information and allow employees to review the ETP Calculations Worksheet associated with their termination, you might need to revise the termination information.

For example, after reviewing the details of the termination, an employee might decide to take only a portion of the payment in cash and roll the remaining amount of the

payment into an approved fund. If the payment instructions that the employee selects differ from those that were entered with the initial termination payment information, you must revise that information before you create the actual payment, because changes to payment instructions can affect the tax calculations for the payment.

You can revise termination payment information as many times as necessary to ensure that the payment is correct.

12.4.2 Form Used to Revise Termination Payment Information

Form Name	FormID	Navigation	Usage
Employee Termination Pay	W75A0008A	Australia/New Zealand Inquiries (G07BUSP16), Employee Termination Entry	Revise termination payment information.

12.4.3 Revising Termination Payment Information

Access the Employee Termination Pay form.

Make any necessary revisions to the termination information, and then select Calculate Tax from the Form menu. Continue this process until the payment is revised correctly, and then click OK to save the record.

12.5 Creating Timecards for Termination Payments

This section provides an overview of timecard creation and discusses how to create timecards for termination payments.

12.5.1 Understanding Timecard Creation

After you have finalized the details of an employee's termination, you can create timecards that the system uses to generate the actual payment. You can use the Australian Employee Termination Entry program to automatically generate timecards for the termination payment. You do so to ensure that:

- The timecards use the correct pay types.
- The system accurately calculates taxes on termination payments such as lump sum amounts.

After you generate these timecards, you can review and revise them until they include all of the information that is necessary to create the payment.

Note: Oracle strongly recommends that you generate timecards for termination payments using the Australian Employee Termination Entry program. Using this program ensures that all of the elements of a termination payment are correctly taxed. Manually entering timecards for termination payments can result in inaccurate tax calculations.

After you create the timecards for the termination payment, you can process them through a payroll cycle to create the actual payment for the employee.

See Also:

- "Entering Timecards for Employees" in the *JD Edwards EnterpriseOne Applications Time and Labor Implementation Guide*.
- "Working with the Payroll Cycle" in the *JD Edwards EnterpriseOne Applications Payroll Implementation Guide*.

12.5.2 Forms Used to Create Timecards for Termination Payments

Form Name	FormID	Navigation	Usage
Work With Terminations	W75A0008A	Australia/New Zealand Inquiries (G07BUSP16), Employee Termination Entry	Access forms to enter and review termination payments.
Employee Termination Pay	W75A0008B	Select a record on the Work With Terminations form and click Select.	Create timecards for termination payments. Also use this form to: <ul style="list-style-type: none"> ■ Review or update existing termination payments. ■ Create termination timecards.
Work With Time Entry by Individual	W051121A	On the Employee Termination Pay form, select Time Entry from the Form menu.	Review timecards for a termination payment.

12.5.3 Creating Timecards for Termination Payments

Access the Employee Termination Pay form.

Select Create Timecard from the Form menu. The system generates the timecards and returns to the Work With Terminations form. You might accidentally or deliberately delete termination records. If these are deleted, unpaid timecards will also be deleted.

(NZL) Generating the New Zealand IR File and Report

This chapter contains the following topics:

- [Section 13.1, "Understanding Tax Reporting for New Zealand"](#)
- [Section 13.2, "\(NZL\) Generating the New Zealand IR File and Report"](#)

13.1 Understanding Tax Reporting for New Zealand

New Zealand employers are required to submit monthly tax returns to the New Zealand Inland Revenue Department. Some employers are also required to file this information on a semimonthly basis. All employers are expected to file this information electronically. To accommodate these reporting needs, you can run the New Zealand IR File and Report program (R75Z0006). This program creates a flat file in the format that is required by the Inland Revenue Department, along with a report, which lists all of the information that is contained in the file. The flat file and the report are created based on data that is stored in the New Zealand Ledger Detail table (F75Z0002).

13.2 (NZL) Generating the New Zealand IR File and Report

This section discusses how to:

- Generate the New Zealand IR file and report.
- Set processing options for the New Zealand IR File and Report program.
- Generate the Labour Department Statistics Report for New Zealand.
- Set processing options for the Labour Department Statistics Report for New Zealand.

13.2.1 Generating the New Zealand IR File and Report

Select Australia/New Zealand Reports (G07BUSP17), New Zealand IR File and Report.

13.2.2 Setting Processing Options for New Zealand IR File and Report (R75Z0006)

Processing options enable you to specify the default processing for programs and reports.

13.2.2.1 Report

1. Enter the Period Start date for this report

Specify the period start date for this report.

2. Enter the Period End date for this report

Specify the period end date for this report.

3. Enter the deduction code used for Child Support Payments

Specify the deduction code used for child support payments.

4. Do you wish to create an electronic file for filing?Y/N

Specify whether you want to create an electronic file for filing. Values are:

Y: Yes

N: No

No is the default value.

13.2.2.2 Electronic File

1. Enter the Name of the Payroll Contact person.

Specify the name of the payroll contact person.

2. Enter the Phone Number of the Payroll Contact person

Specify the phone number of the payroll contact person.

3. Enter the IRD form version number to be used. Default value is 0001

Specify the IRD form version number to be used. The default value is 0001.

4. Enter the file name for the output file, including extension

Specify the file name for the output file, including the extension.

5. Do you wish to update the date reported field on the records processed Y/N

Specify whether you want to update the date reported field on the records processed.

Values are:

Y: Yes

N: No

13.2.3 Generating the Labour Department Statistics Report for New Zealand

Select Australia/New Zealand Reports (G07BUSP17), Labour Department Statistics Report.

Employers in New Zealand might be required to report statistical information to the New Zealand Labour Department on a quarterly basis. To fulfill this requirement, you can print the Labour Department Statistics Report (R75Z0007). This report groups selected employees by employment status and sex and lists the number and value of regular and overtime hours worked.

13.2.4 Setting Processing Options for Labour Department Statistics Report (R75Z0007)

Processing options enable you to specify the default processing for programs and reports.

13.2.4.1 Date**1. Enter the Date of End of Quarter:**

Specify the As Of date. If you leave this processing option blank, the system uses the current date.

The default value is today's date.

13.2.4.2 Full/Part Time**1. Use Employment Status Field (Y/N)**

Specify whether the system uses the Employment Status field or the Employee Master Category Code to determine if an employee works full time or part time. Values are:

Y (default): Use the Employment Status field.

N: Use the Employee Master Category Code.

Note: If the Employment Status field is completed with **LE 1**, the employee is full time. If the Employment Status field is completed with **GT 1**, the employee is part time. If the Employee Master Category Code is blank, the employee is full time, otherwise the employee is part time.

2. If using Employee Master Category Code then enter the 3 digit CC Number.

Specify the category code for the Employee Master. You complete this processing option if you completed the Use Employment Status Code processing option with **N**.

Note: If the Employment Status field is completed with **LE 1**, the employee is full time. If the Employment Status field is completed with **GT 1**, the employee is part time. If the Employee Master Category Code is blank, the employee is full time, otherwise the employee is part time.

Values can range from **001** through **020**.

13.2.4.3 Ordinary Time/Overtime**1. Use Pay Type Category Field (Y/N)**

Specify whether the system uses the Pay Type Category field (PTCT) or UDCs to identify ordinary time and overtime. If you enter **Y** for this processing option, complete the processing options on the Pay Type Category tab. If you enter **N** for this option, complete the processing options on the UDC Tables tab. Values are:

Y (default): Use the Pay Type Category field (PTCT) on the PDDBA Master.

N: Use UDC tables.

13.2.4.4 Pay Type Category**1. Ordinary Time Pay Type Category**

Specify a value from the Pay Categories/DBA Print Group UDC (06/PC). If you leave this processing option blank, the system uses **R** (Regular).

2. Overtime Pay Type Category

Specify the code that the system uses for overtime pay. You select a value from the Pay Categories/DBA Print Group UDC (06/PC). If you leave this processing option blank, the system uses **V** (Overtime).

Note: The system uses this processing option only if you entered **Y** in the Use Pay Type Category Field processing option.

13.2.4.5 UDC Tables

1. If you have specified the use of UDC Tables to identify Ordinary Time

Specify the product code of the UDC that contains the code for identifying overtime pay. For example, if the UDC is set up in the 07 (JD Edwards EnterpriseOne Payroll) system, enter **07**.

Note: The system uses this processing option only if you entered **N** in the Use Pay Type Category Field processing option.

2. If you have specified the use of UDC Tables to identify Overtime:

Specify the user-defined code that identifies overtime pay. The system uses this processing option only if you entered **N** in the Use Pay Type Category Field processing option.

(NZL) Processing Employee Leave in New Zealand

This chapter contains the following topics:

- [Section 14.1, "Understanding Managing Holiday and Employee Leave Pay in New Zealand"](#)
- [Section 14.2, "Setting Up Employee Leave Information for New Zealand"](#)
- [Section 14.3, "Defining Leave Rates and Methods"](#)
- [Section 14.4, "Processing Employee Leave for New Zealand"](#)

14.1 Understanding Managing Holiday and Employee Leave Pay in New Zealand

The JD Edwards EnterpriseOne New Zealand Payroll system enables you to manage annual holiday leave, public holiday leave, sick leave, and bereavement leave. In addition to providing minimum leave entitlements to employees, employers must calculate the pay rates that are associated with leave time according to the regulations of the New Zealand Holiday Act (NZHA). The methods that an employer can use are specified in the legislation.

Employers can also enter into employment agreements with employees. These agreements include the pay rates that the employee will receive for leave time. You can set up special rates to calculate leave pay rates for employees with employment agreements.

Under certain circumstances, employers may regularly pay annual holiday leave pay with the employee's earnings.

Depending upon the specific terms of an employment agreement, the type of leave taken, or the method the organization uses, these components are used to calculate pay rates for employee leave:

Leave Component	Definition
Average Weekly Earnings	Average weekly earnings is 1/52 of an employee's accumulated gross earnings for the past 12 months. Average weekly earnings is used to calculate pay for Annual Holidays.

Leave Component	Definition
Ordinary Weekly Pay	Ordinary weekly pay is the amount of pay the employee receives for an ordinary working week, according to the terms of an employment agreement. Ordinary weekly pay is used to calculate pay for annual holidays.
Relevant Daily Pay	Relevant daily pay is the amount of pay the employee would have received had the employee worked on the specified day. Relevant daily pay is used to calculate pay for other holidays, sick and bereavement leaves.
Special Rates	Special rates are predetermined pay rates for specified leave types, as defined by an employment agreement.
Average Daily Pay	Average daily pay is a daily average of the employee's gross earnings over the past 52 weeks. That is, the employee's gross earnings divided by the number of whole or part days the employee either worked or was on paid leave or on holiday during that period. Average daily pay is used to calculate pay for other holidays, sick and bereavement leaves.

Note: We recommend that you contact the local government authority for the latest information about calculating employee leave pay in accordance with current regulations. Employers who do not pay employee leave according to current regulations might be subject to fines.

14.2 Setting Up Employee Leave Information for New Zealand

This section provides an overview of leave setup, lists a prerequisite, and discusses how to:

- Include a pay type in gross earnings.
- Associate leave type codes with leave pay types.

14.2.1 Understanding Leave Setup

Before you process employee leave time in New Zealand, you must set up information to ensure that the leave payments meet the requirements of the NZHA.

14.2.1.1 Types of Employee Leave

The New Zealand Holiday Act specifies two different calculations for employee leave. One calculation method is used to calculate annual holiday leave rates. The other method is used to calculate sick, holiday, and bereavement leave.

You define the types of leave that are available to the employees by entering Benefit/Accrual Type codes in UDC table 75/LT. The system uses the value in the Description 02 column of this UDC table to determine which method to use to calculate employee leave pay. For example, if the organization uses pay type 815 to pay employees for annual leave, pay type 817 to pay employees for sick leave, and 818 to pay employees for holiday leave, you set up this information in UDC table 75/LT:

Code	Description01	Description02
00815	Annual Leave	ANN
00817	Sick	OTH
00818	Public Holiday	OTH

Because the NZHA also requires that employers report different types of leave separately, you must set up leave type codes in UDC table 06/SV. When you set up leave accrual DBAs, you enter the type of employee leave that the accrual is used to calculate.

To ensure that reporting requirements are met, verify that these codes exist in UDC table 06/SV:

Code	Description
V	Vacation Accruals
S	Sick Accruals
H	Holiday Accruals
O	Other Accruals
T	Alternative Holiday
N	Long Service - New Zealand
I	In Lieu Holiday

See *JD Edwards EnterpriseOne Tools 8.98 Foundation Guide*.

14.2.1.2 Leave Accruals

You track the amount of leave entitlement that employees are given using accrual DBAs. You can set up separate DBAs for each type of employee leave that you give to employees. When you set up an accrual to track employee leave time, you specify this information for each accrual:

- The type of leave the accrual tracks.
- The amount of leave time an employee receives.
- Whether the leave time prints on the employee's payment advice.
- The basis of calculation for the accrual.

To ensure that employees receive leave time when they are entitled to it, you need to define entitlement information for each leave accrual. An employee is entitled to minimum leave amounts after he or she completes service requirements that are defined by the NZHA. For example, after an employee completes 12 months of continuous service, he or she is entitled to receive a minimum of three weeks of annual holiday leave.

The method that the organization uses to calculate, accrue, and roll over leave time is dependent upon the leave policies that the organization uses. For example, the organization might choose to set up an accrual DBA to accrue employee leave time starting on the employee's date of hire. When the employee meets the service requirements for the leave type, you can then roll the accrual amount into an available DBA. Alternatively, the organization might choose to set up one accrual to calculate a flat amount of available leave when the employee meets the service requirements.

See "Setting Up Deductions, Benefits, and Accruals" in the *JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide*.

14.2.1.3 Pay Types for New Zealand Leave Processing

The NZHA requires that employers use specific calculations to determine an employee's pay rate for leave time. Many of these calculations are based upon the employee's gross earnings. New Zealand has specific regulations regarding the types of earnings that are included in an employee's gross earnings. Therefore, to ensure that calculations are accurate, you must specify which pay types are included in the employee's gross earnings.

You must set up leave pay types for each type of leave that the organization gives its employees. For example, you might set up pay types for sick leave, annual holiday leave, and bereavement leave. When you set up a leave pay type, you must set the Auto Pay Method field to S. Auto Pay Method S specifies that the system subtracts leave time at the employee's regular rate, but adds it back at a different rate.

For example, if an employee normally is paid for 40 hours per week, and takes 8 hours of leave time, the system would subtract 8 hours of time, at the employee's regular rate, from the 40 hours that would normally be generated by autopay during the payroll cycle. Then, after the leave pay rate calculation is complete, the system adds 8 hours of leave time, at the calculated rate, to the employee's pay.

After you set up these pay types, you must associate them with the appropriate leave type codes in UDC (75/LT). The system uses these codes to determine which calculation to perform to arrive at the correct leave pay rate.

After you set up pay types for employee leave, you must also attach the pay types to the associated leave accruals to ensure that the available leave balance is adjusted when an employee is paid with a leave pay type.

Note: Under certain circumstances, employers can pay employees for annual holiday leave time on an ongoing basis and include the payments with employees' regular pay. Employers can pay employees in this manner if one or more of these are met:

The employee is employed on a fixed-term agreement that is scheduled to last less than 12 months.

The employee works on a basis that is so intermittent or irregular that it is impractical to provide three weeks of annual holiday leave.

The employee agrees in their employment agreement to receive leave pay with regular wages, provided that it is paid as an identifiable component of the employee's earnings and is paid at a rate of no less than six percent of gross earnings.

If the organization chooses to include annual leave with regular pay, you must set up a pay type for annual holiday pay. This pay type must be set up to print as a separate item on the employee's payment advice. Additionally, it is not necessary to associate this pay type with an accrual.

See "Setting Up Additional Information for DBAs" in the *JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide*.

14.2.1.4 Including Pay Types in Gross Earnings

Many of the calculations that are associated with the NZHA, including average weekly earnings and ordinary weekly pay, are calculated using the employee's gross earnings. New Zealand regulations specify that gross earnings are comprised of any payments that an employer is required to make to an employee. To ensure that leave pay rates are calculated correctly, you must specify, on each pay type, whether the earnings associated with that pay type are included in gross earnings.

To include the pay type in the employee's gross earnings, you must set the pay type to calculate for tax input 1. You can also specify whether you want to include the earnings in the employee's Average Gross Earnings (AGE) calculation. You can accumulate both the amount and the hours associated with a pay type or to accumulate only the amount associated with the pay type. The method that you select depends upon the organization's business processes.

Examples of pay types that might be included in gross earnings are:

- Salary and regular wages
- Allowances
- Overtime payments
- Piece work payments
- Commissions
- Leave payments

Examples of pay types that might be excluded from gross earnings are:

- Discretionary payments that the employer is not bound to pay.
- Overtime that is not part of regular pay.
- Payments made by ACC (Workers' Compensation).

14.2.1.5 Associating Leave Type Codes with Leave Pay Types

The New Zealand Holiday Act of 2003 requires that different types of employee leave are calculated using different methods. For example, annual holiday leave must be paid at the greater of the employee's ordinary weekly rate by hour or their average weekly rate by hour. All other types of leave are calculated using relevant daily rates by hour.

To accurately calculate employee leave pay rates, the system must be able to identify the different types of employee leave. To associate a leave type with a pay type, enter the pay type into UDC table 75/LT. The system uses the information in the Description 02 column of the UDC table to determine which type of leave the employee is taking, and performs the appropriate calculation.

14.2.2 Prerequisite

Set up pay types for all employee earnings, including leave pay. Verify that the Auto Pay Method field for all leave pay types is set to S.

See "Setting Up Pay Types" in the *JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide*.

14.2.3 Forms Used to Set Up Leave Pay Types

Form Name	FormID	Navigation	Usage
Work With PDBAs	W059116A	Pay/Deductions/Benefits Setup (G05BD4), select PDBA Setup.	Locate the pay type that you want to include in gross earnings.
Pay Type Revisions	W059116B	On the Work With PDBAs form, select a pay type and click Select.	Access the Tax Instructions form.
Tax Instructions - Australia and New Zealand	P75ATAX	On the Pay Type Revisions form, select Tax Exemptions from the Form menu.	Include a pay type in gross earnings.
Work With User-Defined Codes	W0004AA	Applicant Setup (G08BA4), User-Defined Codes	Access UDC 75/LT and associate pay types with leave types.

14.2.4 Including a Pay Type in Gross Earnings

Access the Tax Instructions - Australia and New Zealand form.

Tax Calc Input #1 (tax calculation input number 1)

Enter up to 15 tax types for which the respective payroll tax is *not* to be computed for a pay, deduction, or benefit code.

If you enter an asterisk (*) in the first element of this list, it signifies that no taxes are to be computed.

Enter a **1** in this field to include the pay type in gross earnings.

A.G.E. Hours?(Average Gross Earnings Hours?)

Enter up to 15 tax types for which the respective payroll tax is *not* to be computed for a pay, deduction, or benefit code.

If you enter an asterisk (*) in the first element of this list, it signifies that no taxes are to be computed.

To accumulate both the amounts and the hours associated with this pay type, enter **\$H** in this field. To accumulate only the amounts, enter **\$0**.

14.2.5 Associating Leave Type Codes with Leave Pay Types

Access the Work With User-Defined Codes form.

Click Add to display a blank line in the detail area of the form.

Figure 14–1 Work With User-Defined Codes form

Work With User Defined Codes

Product Code: 75 ASEAN Localization

User Defined Codes: LT Leave Type

Records 1 - 1

Codes	Description 01	Description 02	Special Handling	Hard Coded
00815	Leave Taken	ANN		N

Product Code

Enter a user-defined code (98/SY) that identifies a system.

Enter **75** in this field.

User-Defined Codes

Enter a code that identifies the table that contains user-defined codes. The table is also referred to as a UDC type.

Enter **LT** in this field

Codes

Enter the PDBA code for a leave pay type in this field.

Description 01

Enter a description of the pay type in this field.

Description 02

Enter a value that specifies the type of leave. To specify that the pay type is used to pay annual holiday leave, enter **ANN** in this field. For all other types of leave, enter **OTH**.

14.3 Defining Leave Rates and Methods

This section provides an overview of rates and methods for calculating leave and discusses how to:

- Entering special rates for employee leave pay.
- Set processing options for the New Zealand Processing Options program.

14.3.1 Understanding Rates and Methods for Calculating Leave

The New Zealand Holiday Act of 2003 enables employers to enter into employment agreements that specify the pay rates that employees receive when they take leave time. You enter special rates using the Maintain New Zealand Special Holiday Rates program (P75Z0008).

You can specify different special rates by union code, job type, job step, or any combination of these items. You can specify special ordinary rates, which are used to calculate annual holiday leave, and you can enter special relevant rates, which are used to calculate all other types of leave. Depending upon the methods that the organization uses to calculate leave pay, you can enter special ordinary rates, special relevant rates, or both.

For example, if the organization does not use special rates to calculate annual holiday leave, it is not necessary to enter special ordinary rates. Similarly, if the organization

does not use special rates to calculate sick, bereavement, or public holiday leave, it is not necessary to enter special relevant rates.

You can also specify beginning and ending dates for each record that you enter. If the employment agreement spans a specified period of time, you enter dates so that the system no longer uses the special rate once the agreement has ended. The system stores this information in the New Zealand Special Rates table (F75Z0008).

For example, the organization might have these employment agreements in place:

- Agreement A states that the special ordinary rate for all employees in union 9000 is 30 NZD per hour.
- Agreement B states that the special ordinary rate for all employees in union 9000 *and* business unit 50 is 33 NZD per hour.
- Agreement C states that the special ordinary rate for all employees in union 9000 *and* business unit 50 *and* job type 8R-3 is 35 NZD per hour.

Using the previous example, you would enter three records in the Maintain New Zealand Special Holiday Rates program. The record that you enter for Agreement A acts as the default record for all employees in union 9000. Therefore, if an employee worked in union 9000 and business unit 40, their special rate would be 30 NZD per hour for annual holiday leave. Similarly, an employee who works in union 9000, business unit 40, and job type 8R-3 would also have a special rate of 30 NZD per hour.

Alternatively, an employee who works in union 9000, business unit 50, and job type A1-1 would have a special rate of 33 NZD per hour. Though this employee meets the requirements of Agreement A (union 9000), he also meets the requirements of Agreement B (union 9000 and business unit 50), which is more specific. The system assigns the rate that is associated with the most specific record in the F75Z0008 that matches the employee's information.

Note: You must set the processing options for the New Zealand Processing Options program (P75Z002A) to use the hierarchy method if you want the system to recognize special rates when calculating leave pay rates.

In addition, to associate employees with special rates, you must populate these fields (as necessary) on the employee's Employee Master Information table (F060116) record:

Union Code

Business Unit

Job Type

Job Step

For example, if you want employees in union 1000 to receive a special rate, you must enter **1000** in the Union Code field for all employees in union 1000.

See "Setting Up Employee Information" in the *JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide*.

14.3.1.1 Leave Pay Calculation Methods

To ensure compliance with the New Zealand Holiday Act of 2003, you must set up the system to calculate employee leave pay rates. Different types of leave pay require different calculations.

According to NZHA regulations, annual holiday leave must be paid at the greater of these rates:

- Ordinary weekly pay rate by hour.
- Average weekly earnings rate by hour.

For sick, bereavement, and public holiday leave, an employee is entitled to be paid either relevant daily pay or average daily pay.

The system uses the Calculate Holiday Leave Pay Rate business function (B75Z0009) to calculate the employee's average weekly earnings rate by hour. To specify how the system calculates ordinary weekly pay and relevant daily pay rates, you must set up the processing options for the New Zealand Processing Options program (P75Z002A). When you set the processing options, you can select either the hierarchy or formula method for each type of pay rate.

If you set up special rates to calculate the relevant daily rates for any employees, you must use the hierarchy method to derive the relevant daily rate. Similarly, if you set up special rates to calculate ordinary weekly rates, you must also use the hierarchy method to derive the ordinary weekly pay rate. If you do not use special rates, you can select either the hierarchy or the formula method. The formula method overrides if there is no special rate.

If you use the formula method, the system uses the Calculate Holiday Leave Pay Rate business function to perform all of the pay rate calculations.

Note: When you set the processing options for the New Zealand Processing Options program, you must use a version that has the same name as the Time Entry MBF Processing Options program (P050002A) that you use to calculate timecards in the system. You enter the version of the Time Entry MBF Processing Options program in the processing options for the Speed Time Entry program (P051121) and the Time Entry Floods program (P051191).

For example, if you use version ZJDE0001 of the Time Entry MBF Processing Options program, and enter that version name in the processing options of the Speed Time Entry and Time Entry Floods programs, you must set up the processing options for the New Zealand Processing Options program using version ZJDE0001. If the version names of the Time Entry MBF Processing Options program and New Zealand Processing Options program do not match, the system will not calculate leave pay correctly.

This table illustrates how the system calculates the pay rate for each type of leave using both the hierarchy and formula methods:

Leave Type and Method	System Calculation Process
Annual Holiday Leave - Hierarchy Method	<p>The system performs these steps to derive the employee's pay rate:</p> <ul style="list-style-type: none"> ■ If the value in the Description 2 field of UDC 75/LT is equal to ANN for the pay type on the employee's timecard, the system uses the special rate that is entered in the hierarchy method. If a rate is not found for the employee, then the system defaults the formula method.
Annual Holiday Leave - Formula Method	<p>The system performs these steps to derive the employee's pay rate:</p> <ul style="list-style-type: none"> ■ If the value in the Description 2 field of UDC 75/LT is equal to ANN for the pay type on the employee's timecard, the system calculates the rate for annual holiday leave. ■ The system calculates the employee's ordinary weekly pay rate by hour using the formula, as defined by B75Z0009. ■ The system calculates the employee's average weekly earnings rate by hour using the formula, as defined by B75Z0009. <p>The system compares the ordinary weekly pay rate by hour and the average weekly pay rate by hour, and assigns the greater of the two values to the employee's leave timecard.</p>
Sick, Bereavement, and Public Holiday Leave - Hierarchy Method	<p>The system performs these steps to derive the employee's pay rate:</p> <ul style="list-style-type: none"> ■ If the value in the Description 2 field of UDC 75/LT is equal to OTH for the pay type on the employee's timecard, the system uses the special rate that is entered in the hierarchy application. If a rate is not found for the employee, then the system defaults the formula method.
Sick, Bereavement, and Public Holiday Leave - Formula Method	<p>The system performs these steps to derive the employee's pay rate:</p> <ul style="list-style-type: none"> ■ If the value in the Description 2 field of UDC 75/LT is equal to OTH for the pay type on the employee's timecard, the system calculates the rate for sick, bereavement or public holiday types of leave. ■ The system calculates the employee's relevant daily pay from an average over the last 52 weeks. If the employee has less than 52 weeks history, the average is based on actual weeks worked.

See Also:

- "Setting Processing Options for the Time Entry Floods Program (P051191)" in the *JD Edwards EnterpriseOne Applications Time and Labor Implementation Guide*.
- "Setting Processing Options for the Speed Time Entry Program (P051121)" in the *JD Edwards EnterpriseOne Applications Time and Labor Implementation Guide*.

14.3.2 Form Used to Set Up Rates and Methods for Leave Pay

Form Name	FormID	Navigation	Usage
Work With New Zealand Special Rates	W75Z0008A	Australia/New Zealand Payroll Setup (G07BUSP41), Maintain Employee Special Holiday Rates.	Access forms to enter special rates.
Revise New Zealand Special Rates	W75Z0008B	On Work With New Zealand Special Rates, click Add.	Enter special rates for employee leave pay.

14.3.3 Entering Special Rates for Employee Leave Pay

Access the Revise New Zealand Special Rates form.

Figure 14–2 Revise New Zealand Special Rates form

Enter a record for each union code, business unit, job type, and job step combination for which you want to use special rates. You can specify special ordinary rates, which are used to calculate annual holiday leave, and you can enter special relevant rates, which are used to calculate all other types of leave. Depending upon the methods that the organization uses to calculate leave pay, you can enter special ordinary rates, special relevant rates, or both.

14.3.4 Setting Processing Options for the New Zealand Processing Options Program (P75Z002A)

Processing options enable you to specify the default processing for programs and reports.

14.3.4.1 New Zealand Processing

Use the processing options on this tab to specify how the system derives pay rates associated with employee leave.

1. Annual Leave Pay Derivation

Specify how the system uses the Hierarchy or Formula method to calculate the New Zealand Holiday Rate for annual leave.

When you select the Hierarchy method and a rate is found, the rate returned from the hierarchy is the Holiday Rate. If no rate is returned from the hierarchy, the system then uses the Formula method. Values are:

0: Use Hierarchy

1: Use Formula

2. Holiday, Sick, Bereavement Pay Derivation

Specify how the system uses the Hierarchy or Formula method to calculate the New Zealand Holiday Rate for other leave.

When you select the Hierarchy method and a rate is found, the rate returned from the hierarchy is the Holiday Rate. If no rate is returned from the hierarchy, the system then uses the Formula Method. Values are:

0: Use Hierarchy

1: Use Formula

3. Employee Master Category Code - Employee Requires ADP

Specify how the system set up the Employee Master Category Code value that stores the flag detailing whether a given employee requires the Average Daily Pay Calculation for public holidays, alternative holidays, sick leave, and bereavement leave. Average Daily Pay is required if RDA cannot be calculated because the employee's varies within pay periods.

Enter a valid category code, such as 15. For each employee, utilize the specified category code 15 to show that a given employee requires the Average Daily Pay calculation. On the Employee Master Category Code specified, enter the default value N, if the employees do not require the Average Daily Pay Calculation, or enter ADP if the employees do require the Average Daily Pay calculation.

14.4 Processing Employee Leave for New Zealand

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

- Review New Zealand holiday and leave data.
- Set processing options for the New Zealand Holiday and Leave Data program.

14.4.1 Understanding Leave Processing

After you set up the system to process employee leave accruals and payments accurately, you can then enter timecards for employees and process them through a payroll cycle.

When employees take leave time, you enter the pay type associated with the type of leave that is taken on a timecard. You can use any of the JD Edwards EnterpriseOne time entry programs to enter employee leave timecards. When you enter a timecard, the system uses this information to determine the employee's pay rate for the leave time:

- The pay type that is included on the timecard.
- The value in UDC 75/LT, associated with the pay type on the timecard.
- The processing options that you set for these programs:
 - New Zealand Processing Options (P75Z002A).
 - Time Entry MBF Processing Options (P050002A).
 - Time Entry Floods (P051191).
 - Speed Time Entry (P051121).
 - The B75Z0009 business function.

After you enter timecards, you process them through a payroll cycle. After you complete the payroll cycle, you can review the employee's leave pay history using the New Zealand Employee Holiday and Leave Data program (P75Z0003).

14.4.1.1 Reviewing New Zealand Holiday and Leave Data

After you process employee timecards through a payroll cycle, you can use the New Zealand Holiday and Leave Data program (P75Z0003) to review leave pay history. In addition to reviewing leave history online, you can use menu options from the Work With New Zealand Holiday and Leave Data form to process these reports:

- Time and Pay History Detail report (R073002)
- Accrual Roster report (R074501)

You can review each type of leave pay for each employee using this program. To ensure that the information is correct, you must enter the leave codes for each type of leave in the processing options.

Note: When you process employee timecards through a payroll cycle, the system uses the employee's current pay, along with payroll history tables to update the AGE Master table (F75Z0003). The system uses the data in the AGE Master table to populate the fields on the Work With New Zealand Holiday and Leave Data Records form. These fields are reset annually on the employee's anniversary date to reflect current-year balances.

Though it is possible to revise leave history data using the New Zealand Holiday and Leave Data program, we recommend that you use this program only to review leave history. When you change information using this program, the system updates the AGE Master table only and does not update the employee's other payroll history information. In addition, no audit trails exist for these changes. If the information that appears on this form is not correct, you should void the payments that are incorrect and create new payments with the corrected information.

See Also:

- "Entering Timecards for Employees" in the *JD Edwards EnterpriseOne Applications Time and Labor Implementation Guide*.
- "Working with the Payroll Cycle" in the *JD Edwards EnterpriseOne Applications Payroll Implementation Guide*.

14.4.2 Forms Used to Review Leave Data

Form Name	FormID	Navigation	Usage
Work With New Zealand Employee Holiday and Leave Data	W75Z0003A	Australia/New Zealand Inquiries (G07BUSP16), Employee Holiday and Leave Data	Access an employee leave record.

Form Name	FormID	Navigation	Usage
Work With New Zealand Holiday and Leave Data Record	W75Z0003C	On the Work With New Zealand Employee Holiday and Leave Data form, select a record and then click Select.	Review employee leave data.

14.4.3 Reviewing New Zealand Holiday and Leave Data

Access the Work With New Zealand Holiday and Leave Data Record form.

Figure 14–3 Work With New Zealand Holiday and Leave Data Record form

The screenshot shows the 'Work With New Zealand Employee Holiday and Leave Data Record' form. At the top, there are two tabs: 'Work With New Zealand Employee Holiday and Leave Data' (selected) and 'Work With New Zealand Employee Holiday and Leave Data Record'. Below the tabs is a toolbar with icons for save, delete, back, forward, and a 'Tools' menu. The main form area contains several input fields: 'Address Number' (30630), 'Date of Original Employment' (01/01/01), 'Date Terminated' (empty), 'YTD Gross Earnings' (2,307.69), 'YTD Hours' (80.00), and 'Date of Last annual Leave Anniversary' (empty). Below these fields is a section titled 'Outstanding Leave Balances (hours)' which contains six input fields arranged in two columns: 'Annual Leave', 'Alternative', 'Sick' on the left, and 'Lieu', 'Long Service', 'Other' on the right.

To process the Time and Pay History report, on the Work With New Zealand Employee Holiday and Leave Data form, select Time and Pay from the Row menu.

To process the Accrual Roster, on the Work With New Zealand Employee Holiday and Leave Data form, select Accrual Roster from the Row menu.

14.4.4 Setting Processing Options for the New Zealand Holiday and Leave Data Program (P75Z0003)

Processing options enable you to specify the default processing for programs and reports.

14.4.4.1 Balance DBAs

These processing options enable you to specify the leave type that is associated with each type of leave that the organization gives to employees.

1. Benefit/Accrual Type for Annual Leave Balance

Specify the leave type that is associated with annual leave accruals. The system groups all accruals with this leave type together to determine the employee's available balance.

2. Benefit/Accrual Type for Alternative Holiday Balance

Specify the leave type that is associated with alternative holiday leave accruals. Alternative holidays are granted to employees who work on a public holiday. The

system groups all accruals with this leave type together to determine the employee's available balance.

3. Benefit/Accrual Type for Sick Leave Balance

Specify the leave type that is associated with sick leave accruals. The system groups all accruals with this leave type together to determine the employee's available balance.

4. Benefit/Accrual Type for Lieu Leave Balance

Specify the leave type that is associated with in-lieu leave accruals. The system groups all accruals with this leave type together to determine the employee's available balance.

5. Benefit/Accrual Type for Long Service Leave Balance

Specify the leave type that is associated with long service leave accruals. The system groups all accruals with this leave type together to determine the employee's available balance.

6. Benefit/Accrual Type for Other Leave Balance

Specify the leave type that is associated with any leave accruals that are not otherwise defined in this set of processing options. The system groups all accruals with this leave type together to determine the employee's available balance.

(AUS) Managing Superannuation Information

This chapter contains the following topics:

- [Section 15.1, "Understanding Superannuation"](#)
- [Section 15.2, "Understanding Superannuation Methods"](#)
- [Section 15.4, "Creating Superannuation Payments During the Payroll Cycle"](#)
- [Section 15.5, "Creating Superannuation Payments Manually"](#)
- [Section 15.6, "\(Release 9.1 Update\) Generating the Report for Superannuation SuperStream Standard"](#)

15.1 Understanding Superannuation

In Australia, employers are required to contribute to superannuation funds on behalf of the eligible employees within their organization. Superannuation funds are retirement funds to which employers and employees can contribute. The contributions in these funds are available to employees after they retire.

Superannuation funds are regulated by the Australian Tax Office (ATO). Currently, employers are required to contribute a specified percentage of an eligible employee's earnings into an approved superannuation fund on behalf of each eligible employee. Employees are eligible for superannuation fund contributions if their monthly earnings are over a specified amount. Employees and employers can make additional contributions to the funds.

Employers are required to contribute to employee superannuation funds on at least a quarterly basis.

Employers that make contributions to an employee's superannuation fund are required to:

- Keep records of all contributions that are made.
- Report details of the contribution to employees at least once per quarter.
- Record when, what, and how information was reported to employees.

The ATO requires employers to report information to employees so that employees are aware of how much superannuation funding has been paid on their behalf, and where that money has been invested. The ATO can assess monetary penalties to employers who do not report this information to employees. The format that you use to report information to employees is not mandated by the ATO; however, you must include:

- The amount of the employer contribution that was made on the employee's behalf.

The ATO requires employers to report all contributions that are paid into the fund, including amounts above the required 9.25 percent.

- The name of the superannuation fund provider, and if possible, the provider's phone number.
- The employee's account or membership number with the superannuation fund provider, if known.

Note: All of the information in this documentation is current at the time of publication. However, because tax laws and regulations change periodically, you should not rely on this documentation as the primary source of information for superannuation regulations that are defined by the ATO. You should contact the ATO directly for information such as contribution and record-keeping requirements, reporting dates and policies, employee eligibility, and penalties.

15.2 Understanding Superannuation Methods

To provide users with an automated method of managing superannuation information, several programs were developed to manage superannuation processing. Using these programs, you can automatically create superannuation payments during the payroll cycle.

We recommend, but do not require, that you use the payroll method discussed in this documentation to manage superannuation data. However, you can use either of these methods to create superannuation payments:

- Payroll method.

Using this method, you set up fund information, enroll employees in funds, and specify fund allocation information. You then process employees through the payroll cycle. The system uses the fund information to generate payments to the superannuation fund administrator automatically by creating vouchers in the JD Edwards EnterpriseOne Accounts Payable system. All required superannuation data is printed on the employee's payment advice. You can also review superannuation history online or by generating a report.

The payroll method is the most current method. This method enables users to easily comply with new legislative requirements and provides a more automated approach to superannuation management.

- Manual method.

You can manually enter individual superannuation payments, or you can upload multiple superannuation payments from a spreadsheet. The data that you enter is printed on the employee payment advice slips. You can then generate reports that include superannuation payment information, which you can use to create payments to the fund administrators.

Note: The manual method of superannuation management has not been updated to comply with recent legislation. Instead, the payroll method was created. The manual method does not enable users to:

Specify the minimum number of days that an employee must be enrolled in a fund before an employer must allow the employee to change or end enrollment in the fund.

Specify which funds are required.

Allocate contributions to multiple funds using a single deduction.

Automatically determine whether gaps or overlaps in fund allocations exist.

If the organization currently uses the manual method, we recommend, but do not require, that you switch to the payroll method. If you continue to process superannuation data using the manual method, be aware that you must manually perform many of the tasks that are automated when you use the payroll method.

15.3 Prerequisite

Before you complete the tasks in this chapter, you must specify, in processing option 2 on the Selection tab for the Generic Payment Advice for Australia and New Zealand program, which method the organization uses to create superannuation payments. Enter 0 if you use the payroll method, and enter 1 if you use the manual method.

See [Setting Processing Options for Generic Payment Advice for Australia and New Zealand \(R75A0013\)](#).

15.4 Creating Superannuation Payments During the Payroll Cycle

This section provides overviews of the payroll method of superannuation management and the SuperStream superannuation standard, superannuation deductions and benefits, fund setup, and fund enrollment, lists prerequisites, and discusses how to:

- Set up superannuation funds.
- Set up superannuation fund groups.
- Enroll employees in superannuation funds.
- Set processing options for the Employee Fund Allocation program (P07855).

15.4.1 Understanding the Payroll Method of Superannuation Management and the SuperStream Superannuation Standard

In 2005, the ATO introduced new legislation regarding superannuation processing. To comply with these requirements, and to provide users with a more automated method for processing superannuation data, these programs and reports were created:

- Fund Master program (P07845).
- Group Fund Setup program (P07850).
- Employee Fund Allocation program (P07855).
- DBA Transaction with Fund Information report (R07845).

- Employee Fund Allocation report (R07855).

These programs enable you to enter funds into the system, specify which funds are required or frequently used, enroll employees in funds, specify fund allocations, and create superannuation payments during the payroll cycle.

(Release 9.1 Update) In addition, starting July 2014, ATO introduced the SuperStream standard as a part of the government's Super Reform package. This standard of superannuation provides customers a consistent and reliable method of transacting linked data and payments for superannuation electronically. The introduction of the programs to work with the SuperStream standard in the JD Edwards EnterpriseOne payroll method of superannuation provides you with an efficient superannuation system that helps you to improve the timeliness of processing of contributions, and to reduce the number of lost accounts and unclaimed monies.

Note: For customers with 20 or more employees, ATO suggests starting SuperStream from July 1 2014, but provides flexibility on your start-up date, provided it is no later than June 30th 2015.

You need to report the superannuation data in eXtensible Business Reporting Language (XBRL) and transmit to the various funds via web services. ATO has defined specifications for reporting contributions via XBRL in the Standard Business Reporting (SBR) project.

With SBR, you can directly submit reports from business accounting or the payroll software. As per SBR, you can have only one fund per XBRL file and transmission. However, there can be hundreds of such funds associated with your business. Due to the complexity in the creation and transmission of the huge amount of messages, you are expected to use a third party clearing house that takes care of the distribution of data and contribution thereof to each individual fund. The clearing houses accept a single report and payment from the employers in the SuperStream Alternate File Format (SAFF) comma separated value (CSV) file as specified by ATO. It then transforms the data to XBRL format and transmits to the respective funds. The JD Edwards EnterpriseOne software enables you to generate the superannuation data in CSV file with .txt extension. You need to change the file extension to .csv. If you are using the JD Edwards EnterpriseOne Accounts Payable system, the system retrieves the payment reference number from the Accounts Payable - Matching Document table (F0413) and displays it in the Payment/Customer Reference Number field on the data file. Otherwise, the system displays the payment reference number based on the Payment Reference Number processing option setting. This unique number helps the fund to reconcile the payment when it reaches their end.

To comply with the new superannuation SuperStream standard requirements, the Fund Master program (P07845), the Employee Fund Allocation program (P07855), and the DBA Transaction with Fund Information report (R07845) were modified, and these programs were created:

- Superannuation DBAs and Funds report (R75A0745).
- Superannuation XML Extract report (R75A0350).

To set up and use the payroll method of superannuation management, you must complete these steps:

- Enter fund administrators into the address book.

When you enter funds into the system, you must enter the fund provider or trustee. For example, if you want to enter a fund that is administered by Australia

Investments, you must first enter Australia Investments into the address book. The system prints the alpha name corresponding to the address book number in the data file in the Payee/Receiver Organisational Name column. You then enter the address book number for Australia Investments when you enter the fund into the system.

See "Entering Address Book Records" in the *JD Edwards EnterpriseOne Applications Address Book Implementation Guide*.

- Activate accounts payable vouchering.

To generate payments to fund administrators automatically during the payroll cycle, you must activate accounts payable vouchering. If you do not use the JD Edwards EnterpriseOne Accounts Payable system, you can manually create payments for the fund administrators using the data on the DBA Transaction with Fund Information report (R07845).

See "Integrating Accounts Payable" in the *JD Edwards EnterpriseOne Applications Payroll Implementation Guide*.

- Create superannuation benefits and deductions and assign them to employees.

You can create as many benefits and deductions as necessary; however, you can associate only one superannuation benefit, but various superannuation deductions with each employee. The system calculates the deductions, benefits, and accruals (DBAs) during payroll and uses the fund allocation information that you enter to determine how much of the calculated DBA amount to contribute to each fund.

- To comply with Australia Taxing Office (ATO) regulations, users must specify whether a deduction or a benefit is a superannuation contribution.

Superannuation information prints on the employees' PAYG payment summary form. To ensure that amounts are printed correctly, you must enter a value of **\$1** in the Aust. Tax Reporting field on the Tax Instructions – Australia and New Zealand form for all superannuation deductions and benefits.

- Enter superannuation DBAs in UDC (07/FD).

You must add to UDC (07/FD) each DBA that calculates superannuation contributions. The system looks for fund allocation data only for DBAs that are set up in this UDC table. If you do not enter the DBA in this table, the DBA still calculates during the payroll cycle, but the system does not prorate the DBA amount to each fund that is set up for the employee.

(Release 9.1 Update) You must also define the special handling code for the DBAs calculating superannuation contributions to define the type of contribution. Valid values are:

UDC Value	Corresponding Column in Data File
Guarantee	Superannuation Guarantee Amount
Personal	Personal Contributions Amount
Award	Award or Productivity Amount
Salary Sac	Salary Sacrificed Amount
Voluntary	Voluntary Amount
Spouse	Spouse Contributions Amount
Child	Child Contributions Amount
Other	Other Third Party Contributions Amount

Note: The values for special handling are not case-sensitive.

- Enter funds into the system.

Using the Fund Master program you enter a record for each fund that is available to the employees.

- Create fund groups.

Using the Group Fund Setup program, you can specify whether a fund is available for a specified group of employees. You can also specify whether the fund is required. You can make funds available to all employees, or to employees with specific home business unit, union, or job type and step combinations. For example, if a union requires that employers make superannuation contributions to a specific fund, you can create a fund group for that union and specify that the particular fund is required. During fund enrollment, the system automatically displays the fund for all employees in the specified union, which simplifies the enrollment process.

- Enroll employees in funds.

(Release 9.1 Update) After you set up DBAs, funds, and fund groups, you can enroll employees in superannuation funds. When you enroll employees in funds, you can specify start and stop dates, allocation percentages, and fund membership numbers. You can also select the SuperStream Registration check box if you want the Membership Registration data to be included in the SAFF data file. You can enroll employees in employer benefit funds and in employee deduction funds. The system uses the fund allocation data that you enter during enrollment to prorate the calculated DBA amount across all funds in which the employee is currently enrolled.

- (Release 9.1 Update) Review superannuation DBAs and funds.

Run the Superannuation DBAs and Funds report (R75A0745) to review the superannuation history for employees. You run this report to review superannuation details after running pre-payroll and before running the final payroll update. The report retrieves data from the F0709 and F07845 tables and displays total of amounts by employee and the grand total of the amounts for the period for which you run the report. The F0709 table holds data until you run the payroll and after you run the payroll, the system moves the data from F0709 to F0719. To review data after payroll, you need to run the DBA Transaction with Fund Information report (R07845).

- Process payroll and create payment advices and vouchers.

After you enroll employees in superannuation funds, you can process them through the payroll cycle. The system calculates the superannuation DBAs that are associated with the employee and prorates the calculated amount across all funds in which the employee is currently enrolled. You then print payment advices using the Generic Payment Advice for Australia and New Zealand program. The system prints all required superannuation data on the payment advice.

If you are using JD Edwards EnterpriseOne Accounts Payable, the system also produces vouchers during the payroll cycle, which automatically generate payments from the Accounts Payable system.

See [Setting Processing Options for Generic Payment Advice for Australia and New Zealand \(R75A0013\)](#).

See "Working with the Payroll Cycle" in the *JD Edwards EnterpriseOne Applications Payroll Implementation Guide*.

15.4.2 Understanding Superannuation Deductions and Benefits

You set up benefits and deductions to calculate the amount that an employer contributes to an employee's superannuation fund automatically and the amount that an employee contributes to their own superannuation funds. Employers in Australia are required to contribute to employee superannuation funds according to legislative requirements. Currently, employers are required to contribute an amount equal to 9.25 percent of employee earnings if the employee earns 450 AUD or more per month. Employees and employers can make additional contributions to the funds.

To comply with Australia Taxing Office (ATO) regulations, users must specify whether a deduction or a benefit is a superannuation contribution. Superannuation information prints on the employees' PAYG payment summary form. To ensure that amounts are printed correctly, you must enter a value of **S1** in the Aust. Tax Reporting field on the Tax Instructions – Australia and New Zealand form for all superannuation deductions and benefits.

15.4.2.1 Employee Deductions

To calculate employee contributions to superannuation funds, you can set up as many deductions as necessary. You can set them up to calculate flat amounts or percentages based on employee earnings. After you set up the deductions, you assign them to employees using either the JD Edwards EnterpriseOne Benefits system or by manually attaching the deduction to the employee using the Employee DBA Instructions. You must also add the DBA code for the deduction to UDC table (07/FD).

You then set up funds and assign employee allocation percentages. When you process payroll for the employee, the system calculates the amount that the employee wants to contribute to superannuation funds using these steps:

1. The system calculates the amount of the deduction that you assigned to the employee.
2. The system verifies that the PDBA code for that deduction exists in UDC 07/FD.
If the code exists in the table, the system continues to the next step. If the code does not exist in the table, the system deducts the amount from the employee's pay but does not allocate the amount across all of the funds in which the employee is currently enrolled.
3. The system retrieves the employee's current fund allocation percentages from the F07855 table.
4. The system allocates the amount of the deduction to each fund according to the allocation percentage associated with each current fund.

For example, if the deduction amount is 100 AUD and the employee is currently enrolled in two funds, each with an allocation percentage of 50, the system allocates 50 AUD to each fund.

Note: Be aware of these issues when setting up employee deductions and fund allocations:

You can assign *only one* superannuation deduction to each employee, but you can assign multiple employee-paid funds to the employee. If you assign multiple deductions to an employee, the system cannot correctly allocate deduction amounts across all funds in which the employee is currently enrolled.

Also, if an employee's allocation percentage totals more than 100, the system prorates the amount of the deduction across all funds in which the employee is currently enrolled. For example, if overlapping date ranges are accidentally entered for employee allocations, an employee might be set up to allocate 50 percent to Fund 10, 50 percent to Fund 20, and 50 percent to Fund 30. In this situation, the system allocates one third of the calculated amount to each fund. The system also produces a payroll error message notifying the payroll administrator that the allocation percentage for the employee is not 100. You must manually correct the issue.

See "Working with the Payroll Cycle" in the *JD Edwards EnterpriseOne Applications Payroll Implementation Guide*.

15.4.2.2 Employer Benefits

According to the ATO, employers are required to contribute an amount equal to 9.25 percent of an employee's earnings if the employee makes 450 AUD per month or more. This table describes how you might set up a benefit to calculate 9.25 percent of an employee's monthly earnings once the employee earns 450 AUD in a single month:

Forms, Fields and Values	Explanation
On the Basic DBA Information form, enter M in the Source of Calculation field.	Source of calculation M is used to calculate benefits and deductions that are based on an employee's month-to-date earnings.
On the Basic DBA Information form, enter 8 in the Method of Calculation field.	The system calculates the benefit amount based on the employee's gross earnings. Earning limits and thresholds are set up in a calculation table.

Forms, Fields and Values	Explanation
<p>On the Calculation Table form, set up a calculation table using these values:</p> <ul style="list-style-type: none"> ■ Table Method: GQ ■ Lower Limit (first grid row): Blank ■ Upper Limit (first grid row): 449.99 ■ Amt./Rate (first grid row): 0 ■ Lower Limit (second grid row): 450.00 ■ Upper Limit (second grid row): 9999999 ■ Amt./Rate (second grid row): 9.0 	<p>Based on the method and source of calculation, the system stores the employee's gross earnings for the month.</p> <p>The system then uses the values in the calculation table to determine the amount of the benefit. In this example, the system does not calculate a benefit amount until the employee earns 450 AUD in the month. When the employee earns 450 AUD or more during the month, the system calculates the benefit on the entire monthly earnings amount.</p> <p>For example, if the employee earns 300 AUD during the first payroll of the month, the system does not calculate an amount for the benefit. If the employee earns an additional 300 AUD during the second payroll of the month, the system calculates the benefit as: $.09 \times 600 \text{ AUD} = 54 \text{ AUD}$</p> <p>If the employee earns an additional 300 AUD during the third payroll of the month, the system calculates the benefit as: $(.09 \times 900 \text{ AUD} = 81 \text{ AUD}) - 54 \text{ AUD} = 27 \text{ AUD}$</p>
<p>On the Tax Instructions – Australia and New Zealand form, enter S1 in the Aust. Tax Reporting field.</p>	<p>To comply with Australia Taxing Office (ATO) regulations, users must specify whether a deduction or a benefit is a superannuation contribution. Superannuation information prints on the employees' PAYG payment summary form. To ensure that amounts are printed correctly, you must enter a value of S1 in the Aust. Tax Reporting field on the Tax Instructions – Australia and New Zealand form for all superannuation deductions and benefits.</p>

You can set up as many employer benefits as necessary. After you set up the benefits, you assign them to employees using either the JD Edwards EnterpriseOne Benefits system or by manually attaching the deduction to the employee using the employee DBA instructions. You must also add the DBA code for the benefits to UDC table (07/FD).

You then set up funds and assign an employer benefit fund to the employee using the Employee Fund Allocation program (P07855). When you process payroll for the employee, the system calculates the amount of the employer contribution to the superannuation funds using these steps:

1. The system calculates the amount of the benefit that you assigned to the employee.
2. The system verifies that the DBA code for that benefit exists in UDC 07/FD.
If the code exists in the table, the system continues to the next step. If the code does not exist in the table, the system deducts the amount from the employee's pay but does not allocate the amount to the fund in which the employee is currently enrolled.
3. The system allocates 100 percent of the benefit to the employer benefit fund in which the employee is currently enrolled.

Note: Be aware of these issues when setting up employer benefits:

You can assign only one employer superannuation benefit to an employee.

The system automatically enters an allocation percentage of 100 for that fund.

See Also:

- "Setting Up Deductions, Benefits, and Accruals" in the *JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide*.

15.4.3 Understanding Fund Setup

After you create benefits and deductions and enter the associated DBA codes in UDC (07/FD), you can set up superannuation fund information, which includes setting up funds and fund groups.

15.4.3.1 Funds

You use the Fund Master program (P07845) to enter funds into the system. You must create a record for each fund in which the employees can enroll. When you create fund records, you specify the fund name, the fund administrator, the USI number, payment method code, and other superannuation details. The fund administrator must exist in the address book before you can create the fund record. When you create fund records, the system assigns a Fund ID to the record. Also, the payment methods should exist in the UDC table 75A/PM. The system stores the fund details in the F07845 table.

(Release 9.1 Update) When you set up funds, you must specify a payment method for the fund. Payment methods are specified in UDC (75A/PM) and include:

- 1: DirectCredit
- 2: BPAY
- 3: DirectDebit

15.4.3.2 Fund Groups

You use the Group Fund Setup program (P07850) to create fund groups. Fund groups enable you to specify the funds in which a group of employees is required to, or likely to enroll. The system uses fund groups to determine which funds to display for each employee during fund enrollment. After you set up fund groups, you can enroll employees in the funds. When you enroll employees, the system prepopulates the Employee Fund Allocation Revisions form with all of the funds in which the employee is required to, or likely to enroll.

For example, if the organization makes superannuation contributions only to fund 25 for all employees in union 1000, you can set up a fund group for fund 25 specifying that the fund is required for all employees in union 1000. When you enroll an employee from union 1000 in superannuation funds, the system prepopulates the Employee Fund Allocation Revisions form with fund 25, and also prepopulates the Allocation Percentage field with **100**. To enroll the employee in the fund, you simply select the fund and click Submit.

Similarly, you can use fund groups to display lists of funds in which groups of employees are likely to enroll. For example, if the majority of employees typically

enroll in funds 1, 2, or 3, or a combination of these three funds, you can set up a fund group for each of these funds and specify that the fund group is for all employees. When you enroll any employee in superannuation funds, the system prepopulates the Employee Fund Allocation Revisions form with funds 1, 2, and 3, but does not populate the Allocation Percentage field. You can then select the funds in which the employee wants to enroll, enter an allocation percentage for each fund, and click Submit to enroll the employee.

When you set up fund groups, you must specify the fund type. Fund types are specified in UDC (07/FA) and include:

- Type 1: Employer Benefit
- Type 2: Employee Deduction

You can set up multiple fund groups for the same fund. For example, if the organization makes employer-paid superannuation contributions only to fund 200, you can set up a fund group for fund 200, specify the fund type as 1, and specify that the fund is required for all employees. You might also allow all employees to make their own contributions to fund 200. Therefore, you can set up another fund group for fund 200, specify the fund type as 2, and specify that the fund is available (not required) for all employees. When you enroll an employee in superannuation funds, the system displays two records for fund 200 on the Employee Fund Allocation Revisions form. The first is for fund type 1, and is required. The second is for fund type 2, and is not required.

Note: An employee can be actively enrolled in only one type 1 fund at a time.

You can set up fund groups for all employees in the organization, or you can set up fund groups for specific employee groups according to:

- Home business unit
- Job type
- Job step
- Union
- Any combination of these.

For example, the organization might make employer-paid contributions only to fund 25 for employees in union 1000, but contribute to fund 200 for all other employees. You can set up these fund groups for this scenario:

- Fund Group A includes this information:
 - Fund type: 1
 - Fund ID: 25
 - Union: 1000
 - Required Fund: Yes
- Fund Group B includes this information:
 - Fund type: 1
 - Fund ID: 200
 - Fund for All Employees: Yes

– Required Fund: Yes

In this example, there are two type 1 funds set up as required for employees who work in union 1000. The system displays both funds for the employee. However, an employee can be actively enrolled in only one type 1 fund at a time. Therefore, you must determine the fund in which to enroll the employee. The system uses this hierarchy to determine which type 1 funds to display during enrollment:

1. The employee's home business unit, union code, job type, and job step match the fund group.

If a matching fund is found, the system displays the fund and continues to the next step to determine whether to display additional funds. However, if a match is found at a lower level for the same fund, the system does not display that fund again. The system displays each fund, at the most detailed level, only once for an employee during enrollment.

2. The employee's home business unit, union code, and job type match the fund group.

If a matching fund is found and the fund is not already being displayed for the employee, the system displays the fund and continues to the next step.

3. The employee's home business unit and union code match the fund group.

If a matching fund is found and the fund is not already being displayed for the employee, the system displays the fund and continues to the next step.

4. The employee's union code matches the fund group.

If a matching fund is found and the fund is not already being displayed for the employee, the system displays the fund and continues to the next step.

5. The employee's home business unit matches the fund group.

If a matching fund is found and the fund is not already being displayed for the employee, the system displays the fund and continues to the next step.

6. The fund group is set for all employees.

If a matching fund is found and the fund is not already being displayed for the employee, the system displays the fund and stops searching. If no fund is found, the system does not display a fund during enrollment.

Note: It is not necessary to create fund groups to enroll employees in funds. You use fund groups to facilitate the fund enrollment process. You can enroll employees in any fund that is set up in the system, regardless of whether the fund is included in a fund group. For example, if you enter fund 100 into the system but do not create a fund group for that fund, you can still enroll employees in the fund. However, you must manually add the fund to the Employee Fund Allocation Revisions form. The system does not prepopulate the form with this fund.

Additionally, you can enroll employees in funds that are included in fund groups that do not include the employee. For example, if you set up a fund group that requires employees in union 1000 to enroll in fund 25 for the employer-paid contribution, the system does not limit enrollment in that fund to employees from union 1000. You can enroll any employee in fund 25 by manually adding the fund to the employee's fund enrollments.

15.4.4 Understanding Fund Enrollment

After you set up fund information, you can enroll employees in those funds using the Employee Fund Allocation program (P07855). When you enroll an employee in a fund, you specify:

- Fund ID
- Fund type
- Membership number
- Override name
- Allocation percentage
- Start date
- Stop date
- (Release 9.1 Update) SuperStream Registration Indicator

If you set up fund groups, the system prepopulates the Employee Fund Allocation Revisions form with the funds in which the employee is required to, or likely to enroll. To enroll an employee in a fund, you double-click the fund record so that a check mark appears next to the record. If the fund is a required type 1 fund, the system automatically checks the record and enters an allocation percentage of 100.

You can then specify any additional information about each enrollment record, such as the employee's membership number, allocation percentage, effective dates, and the SuperStream Registration. After you select the funds in which you want to enroll the employee, select the SuperStream Registration check box for the system to identify whether to include the Member Registration information in the SAFF data file, enter all necessary enrollment information, and click Submit to enroll the employee. The system then performs these tasks:

- Verifies that the employee is enrolling in one type 1 fund.
- Verifies that the employer allocation total equals 100 and that the employee allocation total equals 0 or 100.
- Displays the number of funds in which the employee is enrolling and asks the user whether they want to continue.
- Determines whether future-dated enrollment records exist.

If future-dated records exist, the system warns the user to verify that there are no gaps or overlaps in enrollment dates that would cause the allocation percentage to equal something other than 100.

- Determines whether enrollment records include end dates.

If an end date exists on an enrollment record, the system warns the user to verify that no gaps in enrollment dates exist.

- Determines whether overlapping dates exist for the same fund.

The system produces an error if this condition exists.

- (Release 9.1 Update) Determines if the Member Registration details must be included in the SAFF data file from the SuperStream Registration Indicator column in the Employee Fund Allocation table (F07855).

Note: (Release 9.1 Update) If the employee has not received the Membership Number, enter the default value **11111111** in the Member Client ID field in the Employee Fund Allocation Revisions program (P07855). The CSV file prints Member Client ID as a blank field.

Note: Though the system warns users to verify gaps and overlaps in enrollment dates, it is possible that gaps or overlaps might exist. Gaps and overlaps can cause the employee's allocation percentage to be more or less than 100. When this occurs, the system issues a warning during prepayroll notifying users that an employee has a superannuation allocation percentage that does not equal 100. You can fix the error and reprocess prepayroll, or you can continue processing the payroll cycle with the incorrect allocation. If you continue processing without correcting the error, the system prorates the amount of the superannuation deduction according to the allocation percentages for all funds in which the employee is actively enrolled during that payroll cycle.

For example, if an end date is entered incorrectly, an employee might be set up to contribute 50 percent to fund 1, 50 percent to fund 2, and 50 percent to fund 3. In this scenario, the system produces an error during prepayroll. If you continue processing the payroll cycle without fixing the allocations, the system allocates one-third of the superannuation deduction amount to each of the three funds.

Additionally, you can change an employee's enrollments only when the employee is not locked to a payroll. Therefore, to correct the error, you must first reset the payroll ID or reset the employee, which unlocks the employee.

15.4.4.1 Ending or Changing Enrollments

The ATO requires employers to allow employees to change their superannuation enrollments once every 12 months. However, employers can allow employees to make changes more frequently. Using the processing options for the Employee Fund Allocation program, you can specify the amount of time that an employee must wait before ending or changing an enrollment record. For example, if the organization allows employees to change enrollment information once every 12 months, you can enter 365 (days) in the processing option.

The system uses the start date on the enrollment record to determine if the required number of days has passed before allowing a change. If you try to change an enrollment record before the minimum number of days has passed, the system issues an error. You can also specify, in the processing options, whether users can override the minimum number of days requirement. If you enable this option, the system allows the change without displaying a warning or an error.

To end enrollment in a fund, we recommend that you enter an end date on the enrollment record. You can delete an enrollment record only if all of these criteria are met:

- No history exists for the enrollment record in the F0719 table.
- The enrollment record is not required.

- The required number of days has passed since the enrollment start date, or the processing options are set to allow overrides.

Note: Enrollment records can only be deleted when they are not entered as required fund. Additionally, they cannot be deleted when DBA Transaction Detail History (F0719) records exist for the employee and fund.

Typically you delete an enrollment record only if it was entered accidentally. In all other cases, we recommend that you enter an end date to end enrollment in a fund. Entering an end date enables you to review complete historical information about an employee's superannuation enrollment.

15.4.4.2 Accessing Enrollment Data

The Employee Fund Allocation program enables you to access enrollment records in add or view mode. If you access employee enrollment information in view mode, you cannot change any data. You must be in add mode to enter new, or change existing data. When you search for, and select a record using the Work With Allocations form, the system displays employee enrollment in view mode. Use one of these methods to access data in add mode:

- On the Work With Employee Fund Allocation form, complete the Employee Number field and then click Add.
- On the Work With Employee Fund Allocation form, complete the Employee Number field, click Find, and then highlight a record in the grid.
Then, select View in Add Mode from the Row menu.
- On the Employee Fund Allocation Revisions form, select Reload in Add Mode from the Form menu.

This option is available only if you are in view mode.

While in add mode, you can change or enter data only for rows that display a check mark. To change or add data to a row that does not display a check mark, double-click the row.

15.4.4.3 Reviewing Enrollment History

After you enroll employees in superannuation funds, you process them through the payroll cycle to generate superannuation payments and historical data. Employees can review superannuation contribution information on their payment advices, which you create using the Generic Payment Advice for Australia and New Zealand program (R75A0013).

You can review superannuation history by producing these reports:

- DBA Transaction with Fund Information report (R07845).
- Employee Fund Allocation report (R07855).

You can also review superannuation history for individual employees by selecting the Enrollment History option from the Form menu on the Employee Fund Allocation Revisions form.

15.4.5 Prerequisites

Before you complete the tasks in this section, you must:

- Enter third-party superannuation fund administrators into the address book.
See "Entering Address Book Records" in the *JD Edwards EnterpriseOne Applications Address Book Implementation Guide*.
- Set up superannuation benefits and deductions and assign them to employees.
- Enter superannuation benefits and deductions in UDC (07/FD).

15.4.6 Forms Used to Create Superannuation Payments Using the Payroll Method

Form Name	FormID	Navigation	Usage
Work With Fund Master	W07845A	Australia Superannuation (G07BUSP160), Fund Master	Access forms to set up new funds, or select existing funds.
Fund Master Revision	W07845B	Click Add on the Work With Fund Master form.	Set up and revise funds.
Work With Fund Groups	W07850A	Australia Superannuation (G07BUSP160), Group Funds	Access forms to setup fund groups, or select existing fund groups for revision.
Group Fund Revisions	W07850B	Click Add on the Work With Fund Groups form.	Set up fund groups.
Work With Employee Fund Allocations	W07855A	Australia Superannuation (G07BUSP160), Employee Fund Allocation	Access forms to enter, review, or revise employee enrollment records.
Employee Fund Allocation Revisions	W07855B	On the Work With Employee Fund Allocations form, select an employee and then click Add.	Enroll employees in superannuation funds.
Fund Allocation Enrollment History	W07855C	On the Work With Employee Fund Allocations form, select a record and then select Enrollment History from the Row menu.	Review superannuation enrollment history.

15.4.7 Setting Up Superannuation Funds

Access the Fund Master Revision form.

Fund ID

Review the system-assigned address book number that identifies the fund.

Fund Name

Enter the descriptive name of the fund. You can use alphanumeric and special characters in this field.

Provider/Trustee

Enter the address book number of the third-party fund administrator. This is the organization to which payments are sent.

(Release 9.1 Update) To set up the Electronic Service Address (ESA) for the fund, you must link the ESA for the fund to the address book number of the trustee. To perform this, fast path to the P01012 program and specify the address book number of the provide or trustee. Select the Who's Who option from the Row menu on the Work with Addresses form. Then, select the Email/Internet option from the Row menu on the

Who's Who form. On the Email/Internet Revisions form, specify the value for ESA from the UDC table 01/CF in the Electronic Address Category field. The system displays this value in the TargetElectronic Service Address for the PAYEE/RECEIVER column of the data file.

Superannuation Product ID No

Enter the identification number for the superannuation fund. This number is provided by the third-party fund administrator.

(Release 9.1 Update) Unique Superannuation Identifier

Enter the Unique Superannuation Identifier (USI) that specifies the end point of the information being sent about a contribution. You use USI to uniquely identify a superannuation fund's products for the purposes of electronic contributions. The system saves the USI number in the F07845 table.

(Release 9.1 Update) Payment Method Code

Enter a value from UDC 75A/PM to specify the method for payment as defined by the ATO SuperStream contribution standard. Valid values are:

- 1: Direct Credit
- 2: BPAY
- 3: Direct Debit

Note: When you specify the payment method code as 2 for BPAY, you must enter values in the Customer Reference Number and BPAY Biller Code fields.

(Release 9.1 Update) Customer Reference Number

Enter the reference number used by the party to whom the money is paid with the purpose of identifying the party making a payment through the electronic payment method BPAY. This is a required field when the value in the Payment Method field is BPAY, otherwise, the system disables this field.

(Release 9.1 Update) BPAY Biller Code

Enter the code used to identify the biller organization for BPAY purposes. This is a required field when the payment method is BPAY, otherwise, the system disables this field.

15.4.8 Setting Up Superannuation Fund Groups

Access the Group Fund Revisions form.

Fund Type

Specify whether the fund group is associated with the employer benefit, or the employee deduction. Values are stored in UDC (07/FA) and include:

- 1: Employer Benefit
- 2: Employee Deduction

Fund ID

Enter the address book number of an existing fund.

Fund Allocation Percentage

Review the default allocation percentage that the system assigns to enrollment records. If the fund group is set up for a type 1 fund, the system enters **100** in this field. If the

fund type is 2, the system enters 0.

Fund Participation Start Date

Enter the date on which the fund group become effective.

Fund Participation End Date

Enter the date on or after which the fund group is no longer valid.

Fund For All Employees

Select this option if you allow all employees to enroll in this fund.

Required Fund

Select this option if the fund is required for the specified group of employees.

Home Business Unit

Complete this field if you want the system to display this fund when you enroll employees from this home business unit in superannuation funds.

Union Code

Complete this field if you want the system to display this fund when you enroll employees from this union code in superannuation funds.

Job Type

Complete this field if you want the system to display this fund when you enroll employees with this job type in superannuation funds.

Job Step

Complete this field if you want the system to display this fund when you enroll employees with this job step in superannuation funds.

15.4.9 Enrolling Employees in Superannuation Funds

Access the Employee Fund Allocation Revisions form.

Note: If you created fund groups, the system displays all of the funds that are set up to display for the selected employee. You can enter enrollment information for each row, or you can enter additional funds in which you want to enroll the employee. Remember, an employee can be actively enrolled in only one type 1 fund at a time. To enter enrollment information for a row, whether it was prepopulated or manually added to the grid, you must double-click the row so that a check mark appears next to the row. When you have entered all enrollment information, click Submit, and then click OK.

Fund Type

Specify whether the enrollment record represents the employer benefit or an employee deduction. An employee can be actively enrolled in only one employer benefit record (type 1) at any time. Values are stored in UDC (07/FD), and include:

- 1: Employer Benefit
- 2: Employee Deduction

Membership Number

Enter the employee's membership number with the third-party fund administrator.

Enter a default value **11111111**, if the employee is yet to receive a Member Client ID.

Name Override

Enter the employee's name as it is known by the third-party fund administrator. The system automatically populates this field with the employee's name as it exists in the employee's Address Book record. You must complete this field only if the employee notifies you that their fund membership is associated with a different name, such as a maiden name.

Allocation Percentage

Enter the percentage of the superannuation contribution that you want to apply towards this fund. For example, if an employee has specified that they want to contribute a total of 100 AUD each pay period to superannuation funds, enter the percentage of that 100 AUD that is applied to each fund. For example, if the employee wants to contribute 50 AUD to two different funds, enter **50** in this field for each fund in which the employee is enrolling.

For employer benefit funds (type 1), the system automatically populates this field with **100**, as employees can enroll in only one of these funds at a time.

Start Date

Enter the date on which the fund enrollment begins. If you enter a future date in this field, the system displays a message telling you to verify that no gaps or overlaps in enrollment dates exist. If you leave this field blank, the system enters today's date.

End Date

Enter the date on which enrollment in this fund ends. Depending on the processing option setup, you might receive a warning or an error if you change or end an enrollment record before the minimum number of days has passed. If you enter a date in this field, the system also displays a message telling you to verify that no gaps or overlaps in enrollment dates exist.

15.4.10 Setting Processing Options for the Employee Fund Allocation Program (P07855)

Processing options enable you to specify the default processing for programs and reports.

15.4.10.1 Processing

Select the Processing tab.

1. Minimum Number of Days

Use this processing option to specify the minimum number of days that must pass between the fund enrollment start date and the date on which you allow changes to the enrollment record. For example, if you allow employees to change enrollment records once every 12 months, as required by the ATO, enter **365** in this processing option. If you allow employees to change superannuation fund enrollment at any time, enter **0** in this field.

2. Minimum Number of Days Rule

Use this processing option to specify whether you allow exceptions to the minimum number of days requirement that you entered in the previous processing option. For example, if you entered 365 in the previous processing option, but you do allow some changes to be made on a more frequent basis, enter **1** in this processing option. If you leave this processing option blank, the system produced a hard error when an enrollment record is changed before the minimum number of days has passed and does not allow you to make the change. If you enter a 1 in this processing option, the system produces a warning but allows you to make the change. Values are:

- Blank: Apply the rule.
- 1: Do not apply the rule.

15.5 Creating Superannuation Payments Manually

This section provides overviews of superannuation recording and superannuation reporting, lists prerequisites, and discusses how to:

- Run the Superannuation Contribution by Employee report.
- Set processing options for the Superannuation Contribution by Employee report.
- Enter superannuation payments individually.
- Create a superannuation spreadsheet.
- Import superannuation payment data from a spreadsheet.
- Modify superannuation payment information.
- Clear the superannuation payment print date.

15.5.1 Understanding Superannuation Recording

This section describes the manual method of creating superannuation payments.

Note: In 2005, superannuation legislation changed. To comply with those changes, and to automate the process of creating superannuation payments, the payroll method of superannuation management was created. We recommend, but do not require, that you use the payroll method to manage superannuation information. If you are currently using the manual method, you can continue to use it indefinitely, or as you implement and test the payroll method. The payroll method is discussed in the previous section of this chapter.

If the organization has employees who are eligible for superannuation contributions, you can use DBAs to calculate those contributions. You can set up DBAs to automatically calculate employer and employee contributions to superannuation funds during the payroll process. You set up one or more deductions to calculate the employee salary sacrifice, and you set up one or more benefits to calculate the employer contribution.

When you process employees through a payroll cycle, the system calculates the superannuation contributions for each employee. You can review these amounts by processing the Superannuation Contribution by Employee report. This report lists the amount of each superannuation DBA for each employee who was processed in the payroll cycle.

You can use the Superannuation Contribution by Employee report to determine the amounts that you must send to the third-party administrators of the funds to which you are contributing. After you send the contributions to the fund administrators, you must record those payments in the system. You must also report information about the payments to employees to comply with ATO regulations.

You can enter superannuation payments individually, using the Superannuation Payments program (P75A0301), or you can create a spreadsheet that you can use to record payment information. You can then import the information from the spreadsheet into the system.

Superannuation payment information is stored in the Superannuation Payment table (F75A0301) regardless of whether it is entered individually or imported from the spreadsheet.

15.5.1.1 The Superannuation Contribution by Employee Report

If the organization or the employees contribute to superannuation funds, you can review superannuation contribution history by generating the Superannuation Contribution by Employee report. The Superannuation Contribution by Employee report enables you to review all of the employee and employer superannuation fund contributions that are made during a specified time period.

By setting the processing options for this report, you can specify which deductions and benefits the organization uses to calculate superannuation contributions. Additionally, you use processing options to specify the time period for which you want to process superannuation information, the earning limit for eligible employees, whether the employees' salaries appear on the report, and the basis for determining employee earnings.

You can use this report to determine what payments to make to the third-party administrators of the funds to which you are contributing. Additionally, you can send this report to the third-party administrators of the superannuation funds to notify them of the amounts that should be contributed to each employee's account.

15.5.1.2 Contributions Entered Individually

After you calculate the amount of the employer- and employee-paid superannuation contributions, you can pay those amounts to the third-party administrators of the superannuation funds to which you want to contribute. When an organization makes payments to a superannuation fund on behalf of an employee, the organization is required to report information about the payment to the employee.

Before you can report superannuation payment information to an employee, you must enter information about the payments into the system. You can use the Superannuation Payments program to enter each superannuation payment individually. You can also use this program to modify existing superannuation payment records regardless of whether they were entered individually or imported from a spreadsheet.

After you enter superannuation payment information, it is stored in the Superannuation Payments table. You can then process the employee through a payroll cycle. When you print the employee's payment advice slip, the system includes all of the records in the Superannuation Payments table that have not already been printed on the payment advice. Printing superannuation information on the employee's payment advice slip satisfies the ATO's reporting requirements.

15.5.1.3 Superannuation Information Imported from a Spreadsheet

After you make payments to the third-party administrators of the superannuation funds to which you are contributing, you must record information about those payments. You can enter payment information for individual payments, or you can import the payment information into the system from a spreadsheet.

Before you can import payment information from a spreadsheet, you must create a spreadsheet that contains all of the necessary information in a format that is compatible with the software. To ensure that the information in the spreadsheet is in an acceptable format, you must first enter a superannuation payment record individually. You then export this record to create the spreadsheet.

After you create the spreadsheet, you can enter information about superannuation payments directly into the spreadsheet. You can then import the data from the spreadsheet into the software.

Note: For the data export and import processes to be successful, you must ensure that the columns in the spreadsheet that you create are ordered the same as the columns in the detail area of the form into which you want to import data. If the columns in the spreadsheet are ordered differently than those in the detail area of the form, you might receive errors or have incorrect data in the Superannuation Payments table. If necessary, you can arrange the columns in the detail area of a form in an order that is easy for you to work with.

Additionally, you must ensure that the data that you enter in the spreadsheet is formatted the same as the data that is stored in the system. For example, the data in the Employee Name field is displayed in the software using the LastName, FirstName format. If you enter employee names into the spreadsheet, and want to import that information into the software, you must enter employee names in the spreadsheet using this format. For example, you would enter employee John Smith as Smith, John.

After you have imported the data into the software, it is stored in the Superannuation Payment table. You can then process the employee through a payroll cycle. When you print the employee's payment advice slip, the system includes all of the records in the Superannuation Payment table that have not already been printed on the payment advice. Printing superannuation information on the employee's advice slip satisfies the ATO's reporting requirements.

Before you can create a spreadsheet, you must add a superannuation payment record. This record should be a valid payment record. If you enter an invalid record that you will use solely for the purposes of creating the spreadsheet, delete the record after you create the spreadsheet.

15.5.1.4 Modifying Superannuation Payment Information

After you enter superannuation payment information into the system, you might need to revise the information. For example, if an employee was paid the incorrect amount, the amount of the superannuation payment might also be incorrect.

Regardless of whether the information was entered individually or imported from an Excel spreadsheet, you can use the Superannuation Payments program to modify payment information.

You can modify payment information before or after it has been printed on an employee's payment advice slip. Payment information records that have already been printed contain a date in the Date Printed field. If you want to modify payment information after it was printed on an employee's payment advice, you must first clear the print date from the record. Doing so enables you to modify the record and to print the new information on the employee's next payment advice slip.

15.5.2 Understanding Superannuation Reporting

After you have recorded superannuation payments, you must report the payment information to employees. You should contact the ATO directly for the most current information regarding reporting dates and requirements.

You report superannuation information to employees by printing the information on the payment advice slips that you create during the payments step of the payroll cycle. To do so, you use the Generic Payment Advice for Australia & New Zealand program (R75A0013). The system prints all payment records that exist in the Superannuation Payment table that do not have a date in the Date Printed field. After the system prints the record on an employee's payment advice slip, the system enters the payment date in the Date Printed field. This prevents the system from reprinting payment information on subsequent payment advice slips. If you must modify or reprint superannuation payment information on an employee's advice slip, you must first clear the print date from the payment record in the Superannuation Payment table. The system prints all records in the Superannuation Payment table that do not have a print date the next time that you process payment advice slips.

Note: You create payment advice slips during the payment step of the payroll cycle. You cannot process the Generic Payment Advice for Australia & New Zealand program outside of the payroll cycle.

15.5.2.1 Clearing the Print Date

When you process payments for employees who are eligible for superannuation contributions, you can print superannuation payment information on the employees' payment advice slips. The system prints all of the records in the Superannuation Payments table that do not have a date in the Date Printed field. After the payment information is printed, the system completes the Date Printed field so that the information is not printed on subsequent payment advice slips.

You might occasionally need to reprint superannuation payment information on an employee's advice slip. Before you can reprint this information, you must remove the print date from the payment record. The system prints only the records in the Superannuation Payment table that do not contain a print date.

For example, if you misplace a batch of payment advice slips, you might need to reprint them. After you remove the date from the Date Printed field, you can then reprocess the payment advice slips.

Note: When you process payments, the system includes all records in the Superannuation Payment table that do not contain a date in the Date Printed field. Therefore, if you want to reprint payment advices, be aware that if you enter additional superannuation payment information between the time that the original payment advice slips were created and the time that you reprint them, the system will include the new payment records as well as the records that you have cleared when it prints superannuation payment information on the payment advice slips.

When you select the payments for which you want to clear the print date, you must specify the original date on which the record was printed. In addition, you can use any combination of this search criteria to specify which payments to include in the clearing process:

- Company
- Business unit
- Employee number

For example, if you want to clear the print date for all payments that were printed on December 30, 2005, you enter that date in the Date Printed field on the Clear Printed Date form. If you want to clear the print date for only one employee whose payment was printed on December 30, 2005, you enter the employee number in the Employee Number field and 30/12/05 in the Date Printed field.

See Also:

- [Processing Payments.](#)

15.5.3 Prerequisites

Before you complete the tasks in this section:

- Set up deductions and benefits to calculate superannuation contributions according to the organization's policies.

See "Setting Up Deductions, Benefits, and Accruals" in the *JD Edwards EnterpriseOne Applications Human Capital Management Fundamentals Implementation Guide*.

- If available, enter employee superannuation fund membership or account numbers into the system.

See [Setting Up Reference Data for Employee DBAs](#).

- Process employees through a payroll cycle.

See "Setting Up Payroll Cycle Information" in the *JD Edwards EnterpriseOne Applications Payroll Implementation Guide*.

15.5.4 Forms Used to Record Superannuation Payments

Form Name	FormID	Navigation	Usage
Work With Superannuation Payments	W75A0301A	Australia/New Zealand Reports (G07BUSP17), Superannuation Payment	Review existing payment records or access the Superannuation Payments Revision form.
Superannuation Payments Revision	W75A0301B	On the Work With Superannuation Payments form, click Add.	Enter superannuation payments individually. Modify existing superannuation payment records.
Superannuation Data Import	W75A0302A	On the Work With Superannuation Payments form, select Import from the Form menu.	Import superannuation data from a spreadsheet.
Clear Printed Date	W75A0301C	On the Work With Superannuation Payments form, select Clear Date from the Form menu.	Clear the print date.

15.5.5 Running the Superannuation Contribution by Employee Report

Select Australia/New Zealand Reports (G07BUSP17), Superannuation Contribution by Employee.

15.5.6 Setting Processing Options for Superannuation Contribution by Employee Report (R75A0007)

Processing options enable you to specify the default processing for programs and reports.

15.5.6.1 Defaults

1. Enter the Start Date for month of this report.

Specify the start date for month of this report.

2. Enter the Employee Earning Limit Value. Employees who earn less than this annual salary will not be included in the report.

Specify the employee earning limit.

Employees who earn less than this annual salary will not be included in the report.

3. Enter a Y to print the salary on the report. If left blank the salary will not be printed.

Specify whether you want to include the salary on the report.

If you leave this processing option blank, the salary is not included.

4. Enter a C if data is to be based on Calendar Earnings, otherwise the default is Payment Date earnings.

Specify whether data is to be based on calendar earnings. Values are:

C: Calendar earnings.

0 or Blank: Payment date earnings.

15.5.6.2 Basic Employer

Enter up to three DBA codes to define the basic employer contributions for this scheme.

1. Basic Employer Contribution DBA Code 1 through 3. Basic Employer Contribution DBA Code 3

Specify basic employer contribution DBA code 1 through DBA code 3.

15.5.6.3 Additional Employer

Enter up to three DBA codes used to define the additional employer contributions for this scheme.

1. Additional Employer Contribution DBA Code 1 through 3. Additional Employer Contribution DBA Code 3

Specify additional employer contribution DBA code 1 through DBA code 3.

15.5.6.4 Basic Employee

Enter up to three DBA codes used to define the basic employee contributions for this scheme.

1. Basic Employee Contribution DBA Code 1 through 3. Basic Employee Contribution

DBA Code 3

Specify basic employee contribution DBA code 1 through DBA code 3.

15.5.6.5 Additional Employee

Enter up to three DBA codes used to define the additional employee contributions for this scheme.

1. Additional Employee Contribution DBA Code1 through 3. Additional Employee Contribution DBA Code3

Specify an additional employee contribution DBA code 1 through DBA code 3.

15.5.7 Entering Superannuation Payments Individually

Access the Superannuation Payments Revision form.

Amount Paid

Enter the amount paid against a specific voucher or invoice.

Date Paid

Enter the date associated with the various types of net pay instructions. This date relates to a payroll check, an interim payment, a bank automatic-deposit advice slip, a payslip (cash), or a claim reimbursement.

Membership Number

Enter the number of the checking account that the payment check was written against.

Check Control

Enter a number used to group all payroll transactions for each payment or individual interim payment. This number is carried into the accounting journal entries and facilitates the update of the actual check number after payment printing is complete. This number is also used for automatically voiding payments. The payment work table contains both the actual check number and the check control number. All associated payment transactions are automatically reversed using the check control number.

This is not the actual check number.

Fund Name

Enter the name of the superannuation fund to which the amount is deposited.

Fund Contact Phone Number

Enter a number without the prefix or special characters, such as hyphens or periods, that makes up the telephone number for an entity. You can use any applicable telephone number format for a country. This field is used in conjunction with the Prefix field (AR1), where you enter the first segment of the telephone number, which is called the area code in the United States.

When you search for an address using a phone number, you must enter the number exactly as it is set up in the Address Book system, including any special characters.

15.5.8 Creating a Superannuation Spreadsheet

To create a superannuation spreadsheet:

1. Access the Work With Superannuation Payments form.
2. Arrange the columns in the detail area to match the order that you want them to appear in the spreadsheet.

You might want to arrange the columns to simplify the data entry process. If the existing order of the columns is acceptable, leave the columns as they are and continue to the next step.

3. Locate the superannuation payment record that you entered individually.
4. Right-click the record, select Export, and then select Microsoft Excel.

The Export Assistant form appears.

5. In the detail area of the Work With Superannuation Payments form, highlight any of the fields of the payment record.

To highlight fields in the detail area, left-click the field that you want to be the first column in the spreadsheet, hold the mouse button down and move the mouse to the right until all of the fields that you want to include in the spreadsheet are highlighted.

See *JD Edwards EnterpriseOne Tools Foundation Guide*.

6. On the Export Assistant form, click the Continue button.

The system automatically creates an Excel spreadsheet.

7. Click Save and close the spreadsheet.
8. On the Work With Superannuation Payments form, click Close to quit the Superannuation Payments program.

15.5.9 Importing Superannuation Payment Data from a Spreadsheet

Access the Superannuation Data Import form.

To import superannuation payment data from a spreadsheet:

1. Verify that the columns in the detail area of the form are ordered the same as the columns in the spreadsheet.
2. Right-click in the detail area of the left-most column, select Import, and then select Microsoft Excel.

3. On the Open form, browse to the Excel spreadsheet that you want to import.

When you have successfully selected the spreadsheet, the name of the file appears in the File Name field.

4. In the Import Options section of the form, complete these fields, and then click Open:

- Specify a range of cells to import (for example A1:B10),

When you specify the range of cells, the columns that are included in the range of cells from the spreadsheet should appear in the same order as the columns on the Superannuation Data Import form. Also, you must know the range of cells that you want to import, and the name of the worksheet from which you want to import data before you attempt the import process. After you enter Superannuation data into the spreadsheet, you should make a note of the range of cells that you want to import, along with the worksheet name, before you close the spreadsheet so that you will have this information readily available to complete the import process.

- Specify a worksheet name to import from.

The Excel spreadsheet opens and displays the range of cells that you have selected for import. Additionally, the data that you selected from the

spreadsheet is automatically populated in the detail area of the Superannuation Data Import form.

5. Close the Excel spreadsheet.
6. On the Superannuation Data Import form, make any changes necessary to ensure that the data is correct, and then click OK.

15.5.10 Modifying Superannuation Payment Information

Access the Superannuation Payments Revision form.

You cannot select records that contain a date in the Date Printed field. If you want to modify a record that has already been printed, you must first clear the print date.

See [Clearing the Superannuation Payment Print Date](#).

15.5.11 Clearing the Superannuation Payment Print Date

Access the Clear Printed Date form.

15.6 (Release 9.1 Update) Generating the Report for Superannuation SuperStream Standard

This section provides an overview of the CSV output for superannuation SuperStream superannuation reporting and discusses how to:

- Run the Superannuation XML Extract report.
- Set processing options for the Superannuation XML Extract report (R75A0350).

15.6.1 Understanding the CSV Output for SuperStream Superannuation Reporting

Run the Superannuation XML Extract report (R75A0350) after you have run the payroll to extract the superannuation data and generate the output to send to funds or the clearing house. You run this report to generate the output in the PDF, or the CSV. You use this report to report the fund and employee payroll data in the format specified by your clearing house. The CSV format is controlled by a Word template in BIP (Business Intelligence Publisher) named Superannuation XML Extract - CSV Template (TP75A0350A). You can download it from the BI Publisher Object Repository program (P95600). You can make modifications to the template to conform to your clearing house format and then upload it using the BI Publisher Object Repository program. To do this, you need to first select the template, click Select, and then click OK in the BI Publisher Object Repository program.

Note: (Release 9.1 Update) Enter a default value **11111111** in the Member Client ID field in the Superannuation XML Extract - CSV Template (TP75A0350A). You set up the Member Client ID when the employee has not yet received the Membership Number. Therefore, the CSV file prints Member Client ID as a blank field.

To print the registration data, you must run at least one payroll process.

See Also: For more information on making template changes, see "Creating an eText Template" in the *Oracle Business Intelligence Publisher User's Guide*.

Then, after changing the extension of the .txt generated by the system to .csv, you send the report in the CSV format to your clearing house for further processing and for conversion to the standard XBRL format. The CSV file supports the exchange of contribution and member registration data between employers and funds.

When you run the Superannuation XML Extract report, the system displays the data on the CSV file by retrieving it based on the processing option settings and from various tables in this way:

Table Number	Table Name	Columns in CSV/PDF
F0010	Company Constants	Message sender details based on processing option setting and payer details
F0111	Address Book - Who's Who	Message sender details and superannuation find member name details
F01151	Electronic Address	Sender's electronic mail
F0115	Address Book - Phone Numbers	Sender's phone numbers and superannuation fund member's phone numbers
F0030	Bank Transit Master	Payer's bank details and payee's bank details
F07845	Fund Master	Payee details (customer reference number and BPAY Biller code)
F08001	Job Information	Occupation Description
F060116	Employee Master Information	Superannuation fund member's Demographic details, Country code, Employment payroll number, Last employment date, Employment Start Date, Annual Salary for Contributions, Effective Start Date, Annual Salary for Insurance Amount, Weekly Hours Worked Number, Fund Registration Date, Employment Status Code
F0116	Address by Date	Superannuation fund member's address details
F01151	Electronic Address	Superannuation fund member's electronic mail ID
F75A0006	Australian Employee Tax Override	Superannuation fund member's tax file number
F07855	Employee Fund Allocation	Superannuation fund member's client ID, Super Contribution start date
F75A0010	Australian Employee Termination	Superannuation fund member's last employment end reason
F0719	DBA Transaction Detail History	Superannuation fund member contribution details related to pay period end date, Superannuation guarantee amounts award or productivity amount, personal contribution amount, Employer contributions salary sacrificed amount, Contribution voluntary amount, Spouse contribution amount, Child contribution amount, and Third party contribution amount. The system assigns DBAs based on the special handling code defined in UDC table 07/FD.

15.6.2 Running the Superannuation XML Extract Report

Select Australia/New Zealand Reports (G07BUSP17), Create SuperStream CSV File

15.6.3 Setting Processing Options for the Superannuation XML Extract Report (R75A0350)

Processing options enable you to specify the default processing for programs and reports.

15.6.3.1 Processing

1. Beginning Effective Date

Use this processing option to specify the effective beginning date to be used to select records from F0719 for processing. The system processes all records from F0719 with date worked (DWK) greater than or equal to this date.

2. Ending Effective Date

Use this processing option to specify the effective ending date to be used to select records from F0719 for processing. The system processes all records from F0719 with date worked (DWK) less than or equal to this date.

3. Published Version File Number

Use this processing option to specify the Published Version File Number. This number must conform with the ATO Published Version File Number.

15.6.3.2 Transport

1. To Super Fund Role (ABN or USI)

Use this processing option to identify the entity undertaking the Super Fund role of the Contributions Transaction Request message process. If the entity can be identified by a USI, a USI must be used as the To PartyID, otherwise, the Australia Business Number (ABN) of the entity must be used.

2. From Employer Role (ABN or USI)

Use this processing option to identify the entity undertaking the employer role of the Contributions Transaction Request message process. Where the entity can be identified by a USI, a USI must be used as the From PartyID, otherwise, the ABN of the entity must be used.

3. SourceEntityID (ABN or USI)

Use this processing option to set the value equal to either the USI or ABN of the message source entity. Where the entity can be identified by a USI, a USI must be used as the From PartyID, otherwise, use the ABN of the entity. It identifies the entity to whom response messages are routed.

4. SourceEntityIDType

Use this processing option to enter the appropriate ATO supplied value as it relates to either USI or ABN. It depends on the value in SourceEntityID processing option.

15.6.3.3 Sender

1. Message Address Book Number

Use this processing option to specify the address book number for your organization. The system uses this value to retrieve details such as name, address and phone number from the relevant tables.

2. Company used to obtain Sender ABN

Use this processing option to specify the company number that is used to retrieve the Australia Business Number (ABN).

15.6.3.4 Payer

1. Bank Address Book Number

Use this processing option to specify the address book number for the bank account. The system uses this field in conjunction with the Bank Account Record Type to retrieve details such as bank account and account number.

2. Company used to obtain Payer ABN

Use this processing option to specify the address book number for the organization that is making the payment. The system uses this value to retrieve the payer organization name.

15.6.3.5 Payee

1. Payment Reference Number

Use this processing option to specify the unique reference number which identifies a payment. Each payment must have a payment reference number that you can include in the CSV file that you send to the fund.

Note: If you are using the JD Edwards Accounts Payable system, you must leave this field blank. When you leave this field blank, the system retrieves the Payment Reference Number for each Payee record from the Matching Document Number (DOCM) column of the Accounts Payable - Matching Document table (F0413). This number is the link to the reference number used on the electronic payment. The system generates this record when the payment is entered against the related Accounts Payable Ledger (F0411) Payee record(s).

When you specify a value in this processing option, the system uses this value to populate the Payment Reference Number on all payee records created in the output file. You enter a payment reference number when the payment method is Credit or Debit. For the BPAY method of payment, use the customer reference number that the fund provides you with.

2. Transaction Date

Use this processing option to enter the date when the payment was made. When you are using the JD Edwards Accounts Payable system, leave this field blank. The system then retrieves this date from the F0413 table. Otherwise, when you enter a value in the Payment Reference Number processing option, you must also enter a transaction date.

(AUS) Managing Single Touch Payroll in Australia (Release 9.1 Update)

This document discusses these topics:

- [Section 16.1, "Understanding Single Touch Payroll"](#)
- [Section 16.2, "Working with STP Information"](#)
- [Section 16.3, "Running the AU STP XML File Generation Report \(R75A730\)"](#)
- [Section 16.4, "Recording the Acceptance Status of STP Records"](#)

16.1 Understanding Single Touch Payroll

The Australian government has started an initiative called Single Touch Payroll (STP) that has changed the way the businesses report employee payments. With STP, businesses now need to report payments such as salaries and wages, pay as you go (PAYG) withholding, and superannuation, electronically to the Australian Taxation Office (ATO) at the same time as making payments to the employees. You will need to essentially report the payments after payroll has been processed. STP is based on pay period and concludes the payroll process.

The JD Edwards EnterpriseOne Australia Payroll system enables you to generate the payroll data XML file as a part of the payroll. This file meets ATO specifications for STP.

The system updates the STP data in the AU STP Employer Data (F75A700), AU STP Employee Data (F75A710), AU STP Employee Additional Data (F75A710A), and AU STP Employee Termination Details (F75A710B) tables.

Note: Verify that you meet the minimum technical requirements (MTRs) to implement Single Touch Payroll. See document 2194039.1 (Australian Single Touch Payroll) on My Oracle Support:

<https://support.oracle.com/epmos/faces/DocumentDisplay?id=2194039.1>

Note: You need to engage with a Sending Service Provider (SSP) to deliver payroll reports to the ATO in the correct technical format or through a permitted technical channel.

16.2 Working with STP Information

Use the AU STP Submissions workbench (P75A700) to enter STP details, as well as to update and delete STP information.

16.2.1 Prerequisites

Before you perform the tasks in this section, you must:

Processing Options

Set up the processing options for the P75A700 program

Verify Setup for PDBA Code S0

Navigate to the Tax Exemptions option on the Row menu of the PDBA Setup program (P059116) and verify setup of the PDBA S0 for Super Liability.

Verify that the Australian Tax Reporting field has the value of S0 in the Tax Instructions program (P75ATAX). Based on the value S0 in the SPW2 column and B in the PDBA Type column of the F069116 table, the system calculates the following in the XML:

XML Description	Calculation Description
Super Liability Amount	Sum of 12 months gross from F06146 where the DBA value in F069116.SPW2=S0 and PDBA Type=B
OTE Amount	Sum of 12 months by hours of work method from F06146 where the DBA value in F069116.SPW2 = S1 and PDBA Type=B
Reportable Employer Super Contribution	Sum of 12 months gross from F06146 where the DBA value in F069116.SPW2=S1 and PDBA Type = D or PDBA Type = B

Note: Refer to the Employer XML and Employee XML sheets in document 2194039.1 (Australian Single Touch Payroll) on My Oracle Support for the list of XML fields and their mapping to the source of data from the JD Edwards EnterpriseOne tables.

<https://support.oracle.com/epmos/faces/DocumentDisplay?id=2194039.1>

16.2.2 Entering STP Information for a Pay Period

Use the AU STP Submissions workbench (P75A700) to run the entire Australia STP.

To set up the details for STP:

1. Select Australia STP Workbench from the Payroll menu (G07BUSP1).
The system displays the Work with STP Submissions form. Use this form to review the STP records.
2. Click Add.
Use the displayed Create STP Submissions form to enter data for STP.
3. Complete the following fields for creating STP data:
 - Year
 - Check Date

4. Review the values that you entered in the processing options for the following optional fields and click OK to create the R75A710 report:

- Home Company
- Lump Sum E Threshold
- Update Event

You can enter a value of Y in this field to update a submitted event. This option enables you to update a submitted event for correction even for a few employees from the event.

Note: The Oracle JD Edwards EnterpriseOne software for Australia allows you to update the latest submission only.

- Include Rejected Employees Only

The system enables this field when you select a value of Y in the Update Event field. If you select this option, the system searches for only the rejected employees and builds their data for the update event.

- Build All Employees

Select a value of Y in this field to build data for all employees paid in the financial year including the terminated employees. If you select the option N in this field, the system builds data for only those employees who are paid in that pay period.

- Final Event Indicator

Select a value of Y in this field if this is the final record for all employees.

- Full File Replacement

If you have submitted a record with wrong data for several employees, and you need to resubmit the whole record to ATO, you must select the option Y in this field. When you use this option to replace full file, the system reassigns the previous submission ID to this record.

- Reporting Company

Enter the company on which you want to group data for STP reporting. You enter a value in this field only when the reporting company is different from the home company in which the payroll is run for the employee.

- Pay Cycle Codes

You use pay cycle codes to retrieve pay period dates from the F069066 table. You must enter the pay cycle code that you use for each pay period. Examples of pay cycles and their pay cycle codes are Weekly (W or WK) and Biweekly (B or BW).

5. Verify the output destination for the report and then click OK on Report Output Destination. The system processes the R75A710 program that generates the STP data for the given date.
6. On Work with STP Submissions, click Find to search for your STP data that the system generated for the specified check date.
7. Select the record for which you want to review the payment details by employee, and then click OK. The system displays the Employee STP Information screen.

8. Review the year to date payment details for the employees included in the specific pay period.

Note: At the onset, the system displays the Record Source for the records as System, but if you make any change to the details on this screen or any of the Form exit screens, the system marks the record as Manual in the Record Source field.

9. Select Import FBT from the Form menu. The system displays the Import FBT, JPDA & Foreign Tax Data screen. Use this form to enter FBT, JPDA, and foreign tax data for employees.

The screen provides Import FBT, Import JPDA, and Import Foreign check boxes to import FBT, JPDA, and foreign data, respectively. You can select a single check box or any combination of check boxes based on the details you need to enter.

Note: On the Import FBT, JPDA & Foreign Tax Data screen, if you modify an address book number record with a blank value for any of the fields in the FBT, JPDA, or Foreign tax area sections, the system overwrites the values for those fields in F75A710 with a blank value. Therefore, you should select the check box only when you need to modify details. When selected, you must provide all values, except the ones that need to be blank.

10. Select Allowances Ded. from the Form menu. The system displays the Allowances & Deductions screen. Use the form to review the allowances and deduction details for the pay period.
11. For a terminated employee, select Termination Details from the Form menu. The system displays the Termination Data screen. Use the form to review the termination details for the employee that you entered while entering the termination data in the Employee Termination Entry (P75A0008) or the Employee Termination Payments (P75A0010) program.

Note: You must enter an appropriate value in the Include in STP column in the P75A0008 or P75A0010 program to enable the system to include the terminated employee details in the STP process.

16.2.3 Reviewing STP Information

To review the STP details:

1. From the Payroll menu (G07BUSP1), select Australia STP Workbench.
The system displays the Work with STP Submissions form. Use this form to review the STP employer records.
2. Select an employer record and select Employee Information from the Row menu to display the employee details for the selected employer.
To delete an employer record and the corresponding employee records, select an employer record and select Delete from the Row menu on the Work with STP Submissions form.

Note: You should ensure that you do not delete any record from the Who's Who table (F0111) with a value of GUID in the Mailing Name column because these records contain data for STP.

16.3 Running the AU STP XML File Generation Report (R75A730)

After processing the STP information for the pay period using the STP workbench, run the AU STP XML File Generation report (R75A730). Generating the XML file is a two-step process in which you first generate the XML, and then you prepare it for submission.

You use the R75A730 report to generate the XML file to report payment data for the pay period to ATO. This report includes employer details, pay period details, employee count for the pay period, and employees' personal and pay details for the pay period. The report retrieves the details from F75A700, F75A710, and F75A710A.

If you have specified the address book number of the intermediary in the processing option for the report, the XML also displays the details of the intermediary.

16.3.1 Prerequisites

Before you perform the tasks in this section, you must:

- Follow these steps to set the shared path for the XML:
 - Access the Work With Report Definition Archive Paths form (P95641) and click Add.
 - On the Report Definition Archive Paths form, enter the following:

Field	Value
Report Definition	RD75A730
Server Name	Enter the name of your enterprise server used to store report output.
User/Role	Enter the name of the user class or group, that can write to the enterprise server.
Path	Enter the path where XML files should be stored.
Object Status	Set the status to Active.

- Set the processing option for the R75A730 report:

Defaults

Address Book Number of the Intermediary

Specify the address book number of the intermediary who will submit the XML to ATO. If you specify a value here, the XML adds the Intermediary section to the XML to display the details of the intermediary.

*Address Book Number of Sending Service Provider

Specify the address book number of the Sending Service Provider (SSP) who will submit your STP XML file on your behalf to the ATO. This is a required field. The system does not generate the XML file if the SSP address is not specified.

- Verify this additional data setup for XML:

Verify the Intermediary Details

Access the Address Book program (P01012) and verify that you have the Address Number corresponding to the Registered Agent Number of the intermediary if it is available. Navigate to the Address Book tab on the Address Book Revision form and verify the Intermediary Contact Name is in the Alpha Name field and the Tax ID field contains the Australia Business Number (ABN) of the intermediary.

Then, select the Who's Who option on the Form menu of the Address Book Revision form. On the Who's Who form, select the record with Line ID 0 and select the Phones option from the Row menu. Verify the phone details are entered for the intermediary on the Phone Numbers form.

To verify the e-mail details of the intermediary, select the record with Line ID 0 on the Who's Who form and select the Email/Internet option from the Row menu. Verify the e-mail details are entered for the intermediary on the Email/Internet Revisions form.

Verify the Branch Number Company Constant

Verify that the branch code for the Home Company exists in the Branch Number field of the Company Constants program (P75A9096). If you do not have a branch code, set the value in Branch Number to 1.

16.3.2 Running the R75A730 Report

To run the AU STP XML File Generation Report (R75A730):

1. In the STP workbench, select an STP record from the Work with STP Submissions form (P75A700), and then select Generate XML from the Row menu.

After generating the XML, the system:

- Generates the XML file in the shared path specified in the P95641 program.
 - Changes the status of the STP record to XML Generated (G) and enables the Prepare XML for Submission option on the Row menu to display the Submit option that you use to prepare the XML in the format prescribed by the ATO.
 - Updates the Sending Service Provider Address No (as set up in the R75A730 processing option) and records the XML Generation Date in the P75A700 form.
2. To prepare the XML, select the record for which the XML has been generated on the Work with STP Submissions form, navigate to the Prep XML Submission option on the Row menu, and then select the Submit option.
 3. Select the check box in the Declaration Form to accept the terms and declare the authenticity of the XML content. The system then enables the Confirm button.
 4. Click Confirm to proceed with preparing the XML for submission.

The system formats the saved XML file as per ATO specifications and changes the status of the STP record to XML Prepared for Submission (P).

Note: If you generate an XML more than once, it saves the XML with an incremental value appended to the end of the name in the shared path location that you defined in P95641. In such a case, the system retrieves the first XML for submission. Therefore, if you need to regenerate an XML, you must first delete the already generated XML from the specified shared path location to ensure the latest one is the only XML in the system.

16.4 Recording the Acceptance Status of STP Records

After receiving the intimation of acceptance or rejection of an STP record from the SSP, you can mark the employer record and its corresponding employee records as accepted or rejected in the system. In the case of partial rejection or acceptance, you can also mark the individual employee records as accepted or rejected.

16.4.1 Recording the Acceptance of STP Records

To mark the STP record as accepted:

1. From the Payroll menu (G07BUSP1), select Australia STP Workbench.
The system displays the Work with STP Submissions form.
2. Select an employer record and select Set Acceptance from the Row menu to mark the employer record and its corresponding employee records as accepted for STP. The system changes the submission status of the record to Accepted.
3. To mark individual employee records as accepted, select an employer record on the Work with STP Submissions form and then select Employee Information from the Row menu.
4. Select an employee record and select Set Accepted from the Row menu to assign a status of A for acceptance to the employee record.

16.4.2 Recording the Rejection of STP Records

To mark the STP record as rejected:

1. From the Payroll menu (G07BUSP1), select Australia STP Workbench.
The system displays the Work with STP Submissions form.
2. Select an employer record and select Set Rejection from the Row menu to mark the employer record and its corresponding employee records as rejected for STP. The system changes the submission status of the record to Rejected.
3. To mark individual employee records as rejected, select an employer record on the Work with STP Submissions form and then select Employee Information from the Row menu.
Select an employee record and select Set Rejected from the Row menu to assign a status of R for rejection to the employee record.

Australia/New Zealand Payroll Reports

This appendix contains the following topics:

- [Section A.1, "Australia/New Zealand Payroll Reports: A to Z"](#)
- [Section A.2, "Australia/New Zealand Payroll: Selected Reports"](#)

A.1 Australia/New Zealand Payroll Reports: A to Z

This table lists the JD Edwards EnterpriseOne Payroll for Australian and New Zealand reports, sorted alphanumerically by report ID.

Report ID and Report Name	Description	Navigation
R07845 DBA Transaction with Fund Information Report	<p>This report lists the fund allocation details that are associated with the superannuation benefit and deduction amounts for each employee.</p> <p>(Release 9.1 Update) In addition to other details, this report displays the total superannuation amounts for an employee and the grand total of amounts for all employees. The report also displays the Unique Superannuation Identifier (USI) number that the system retrieves from the F07845 table.</p>	Reports (G07BUSP165), select DBA Transaction with Fund Information.
R07855 Employee Fund Allocation Report	<p>This report enables you to review superannuation enrollment information for each employee within the organization. The report includes information such as:</p> <ul style="list-style-type: none"> ■ Fund ID and name. ■ Membership number. ■ Allocation percentage. ■ Effective dates. <p>You can set the effective dates in the processing options for this report to include historical information.</p>	Reports (G07BUSP165), select Employee Fund Allocation.

Report ID and Report Name	Description	Navigation
R75A0003 Coinage Analysis Report	This report produces a coinage requirements analysis for each employee to ensure that the minimum number of coins and notes are issued for each payment range. This report includes each employee in the pay cycle whose payment type is a cash payment.	Australia/New Zealand Reports (G07BUSP17), select Coinage Analysis. You can access this report from the Australia/New Zealand Reports menu to update processing options and create new versions of the report; however, you cannot run the report from this menu. You must run this report during an active pay cycle using the reporting options on the Pay Cycle Workbench.
R75A0007 Superannuation Contribution by Employee Report	The Superannuation Contribution by Employee report enables you to review all of the employee and employer superannuation fund contributions that are made during a specified time period.	Australia/New Zealand Reports (G07BUSP17), select Superannuation Contribution by Employee.
R75A0010 Payroll Tax Summary Report	You use the Payroll Tax Summary Report (R75A0010) to review tax history information for specific tax areas in a specified tax year and tax period. This report includes gross wages, excludable wages, taxable gross, tax payable, and an employee count for each tax area.	Australia/New Zealand Reports (G07BUSP17), select Payroll Tax Summary Report.
R75A0012 Tax Scale Listing Report	This report lists each tax scale that you set up, along with the detail information about that tax scale. We recommend that you run this report and review tax scales before processing employees through a payroll cycle.	Australia/New Zealand Reports (G07BUSP17), select Tax Scale Listing.
R75A0014 Tax Rule Listing Report	This report lists the tax rules, by tax scale, for each tax scale that you set up. We recommend that you run this report and review tax scales before processing employees through a payroll cycle.	Australia/New Zealand Reports (G07BUSP17), select Tax Rules Listing.

Report ID and Report Name	Description	Navigation
R75A0136 Repost Tax Ledger to Tax Summary for AU	<p>You use this report to verify that the Payroll Tax History Detail table (F06166) and the Payroll Tax History Summary table (F06136) are in synch. This report totals the amounts that are contained in the tax detail records in the F06166 and updates the F06136 with the totals, overwriting the existing information.</p> <p>Caution: Oracle recommends that you back up the F06136 table before you process this report. Additionally, this report should have a high level of security, as running the report incorrectly can adversely affect tax history data. Work with your system administrator to verify that security for this report is set correctly.</p>	Run this report from batch versions by entering BV in the fast path field.
(Release 9.1 Update) R75A0745 Superannuation DBAs And Funds	You use this report to review the superannuation history for employees. You run this report to review superannuation details after running pre-payroll and before running the final payroll update.	Australia/New Zealand Reports (G07BUSP17), select Superannuation DBAs And Funds

A.2 Australia/New Zealand Payroll: Selected Reports

These reports are listed alphanumerically by report ID in this appendix.

A.2.1 Setting Processing Options for the DBA Transaction With Fund Information Report (R07845)

Processing options enable you to specify the default processing for programs and reports.

A.2.1.1 Processing

Select the Processing tab.

1. Begin Date Range

Use this processing option to specify the beginning date in a range of dates. The system includes all DBA transactions that are associated with superannuation contributions beginning with this date, and going through the date that you enter in processing option 2.

2. End Date Range

Use this processing option to specify the ending date in a range of dates. The system includes all DBA transactions that are associated with superannuation contributions beginning with the date that you enter in processing option 1, and going through the date that you enter in this processing option.

A.2.2 Setting Processing Options for the Employee Fund Allocation Report (R07855)

Processing options enable you to specify the default processing for programs and reports.

A.2.2.1 Processing

Select the Processing tab.

1. Begin Date Range

Use this processing option to specify the beginning date in a range of dates. The system includes all DBA transactions that are associated with superannuation contributions beginning with this date, and going through the date that you enter in processing option 2.

2. End Date Range

Use this processing option to specify the ending date in a range of dates. The system includes all DBA transactions that are associated with superannuation contributions beginning with the date that you enter in processing option 1, and going through the date that you enter in this processing option.

A.2.3 R75A0010 - Payroll Tax Summary Report

After you complete the final update step of the payroll process, the system stores employee tax information in history tables. You use the Payroll Tax Summary Report (R75A0010) to review tax history information for specific tax areas in a specified tax year and tax period. This report includes gross wages, excludable wages, taxable gross, tax payable, and an employee count for each tax area. The system uses the localization country code that is set up in the user profile to identify which tax areas to include in the report. The report includes all tax areas that are associated with the appropriate country and that have records in the Tax History table (F06136) for the specified time period.

A.2.4 Setting Processing Options for Payroll Tax Summary Report (R75A0010)

Processing options enable you to specify the default processing for programs and reports.

A.2.4.1 Defaults

1. Enter the tax year to be processed. The default of blank will use the current tax year.

Specify the tax year to be processed. The default of blank will use the current tax year. Enter a valid tax year.

2. Enter the period number within the tax year for which the report is to be run. The default of blank will use the current period number.

Specify the period number within the tax year for which the report is to be run. The default of blank will use the current period number. Enter a valid period number.

3. Enter the Tax Type for the State Payroll Tax. The default of blank will use 'ST'.

Specify the Tax Type for the State Payroll Tax. The default of blank will use ST. Enter a valid tax type.

A.2.5 Setting Processing Options for the Repost Tax Ledger to Tax Summary for AU Report (R75A0136)

Processing options enable you to specify the default processing for programs and reports.

A.2.5.1 Tax Repost

Use these processing options to specify which records you want to repost from the F06166 to the F06136. If you leave these options blank, the system reposts the entire F06166 to the F06136, overwriting all existing records.

Caution: Oracle recommends that you back up the F06136 table before you process this report.

1. Tax Area to Repost

Use this processing option to specify the tax area that you want to repost to the F06136 table. Only records associated with this tax area will be reposted. If you leave this option blank, the system reposts all tax areas.

2. Tax Type to Repost

Use this processing option to specify the tax type that you want to repost to the F06136 table. Only records associated with this tax type will be reposted. If you leave this option blank, the system reposts all tax types.

3. Tax Year to Repost

Use this processing option to specify the tax year that you want to repost to the F06136 table. Only records associated with this tax year will be reposted. If you leave this option blank, the system reposts all tax years.

4. Month to Repost

Use this processing option to specify the tax month that you want to repost to the F06136 table. Only records associated with this tax month will be reposted. If you leave this option blank, the system reposts all tax months.

5. Employee Number to Repost

Use this processing option to specify the employee that you want to repost to the F06136 table. Only records associated with this employee will be reposted. If you leave this option blank, the system reposts tax records for all employees.

Glossary

Address Number

Enter a number that identifies an entry in the Address Book system, such as employee, applicant, participant, customer, supplier, tenant, or location.

Amount Rate 1

Enter a value that specifies a percentage, a monetary amount, or an hourly rate, depending on where it is used. Values are:

1: For a deduction, benefit, or accrual, the meaning of this value depends on the method of calculation. The method determines whether the deduction is a flat monetary amount, a percentage, or a multiplication rate. Table method DBAs, depending on which table method they use, can either use this amount in the calculation or ignore it. If there are exceptions to the table calculation, you can override the table code in the detail area, set up a flat monetary DBA amount, or override the amount with a one-time override for a timecard.

2: For a pay type, amounts entered in this field override the hourly rate.

Business Unit

Enter the number of the business unit in which the employee generally resides.

Company

Enter a code that identifies a specific organization, fund, or other reporting entity. The company code must already exist in the Company Constants table (F0010) and must identify a reporting entity that has a complete balance sheet. At this level, you can have intercompany transactions.

Note: You can use company 00000 for default values such as dates and automatic accounting instructions. You cannot use company 00000 for transaction entries.

Country Code

Enter a user-defined code (00/CN) that identifies a country. The country code has no effect on currency conversion.

The Address Book system uses the country code for data selection and address formatting.

Effect on GL (effect on general ledger)

Enter a code indicating whether you want journal entries passed from payroll to the general ledger and the method you want to use. Values are:

N: Pass amounts only to the general ledger.

M: Do not pass amounts or hours to the general ledger. This code enables an accrual to be tracked in employee payroll history and the amounts to be omitted from the general ledger.

Print Method

Enter a code that identifies whether the PDBA is to be printed on the paystub or whether it is to be printed on a payment that is separate from other PDBAs.

Values for pay types and payroll taxes include:

Y: Print on paystub (default).

S: Print separate payment (one item per payment).

C: Print separate payment (C types combined).

N: Do not print on paystub.

values for DBAs include:

Y: Print as total deductions (default).

S: Print separate payment (one item per payment).

C: Print separate payment (include detail).

N: Do not print on paystub.

I: Print individual DBA codes.

T: Print by DBA print group.

The separate payment feature is not available for any payroll taxes being withheld from the employee's payment.

Source of Calculation

Enter a user-defined code (07/DB) that specifies the basis of a deduction, benefit, or accrual. When the system calculates the gross amount for disposable net wages, it does not use the basis of calculation. The gross amount includes all earnings that have a positive effect on the gross and net payment. For wage attachments use one of these codes:

1-8: Garnishment, tax levy, wage assignment (child support and maintenance)

R: Loan, interest

0: Fees

Tax Scale

Enter a user-defined code (75/SC) that indicates an employee's taxation category. Tax scales are defined by the governmental taxing authority.

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