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# PeopleSoft Enterprise Global Payroll for Thailand 9.1 PeopleBook

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# PeopleSoft Enterprise Global Payroll for Thailand Preface

This preface discusses:

- PeopleSoft products.
- PeopleSoft Enterprise HRMS Application Fundamentals.
- PeopleBook structure.
- Global Payroll documentation.

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## PeopleSoft Products

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

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## PeopleSoft Enterprise HRMS Application Fundamentals

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

### **See Also**

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

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## Global Payroll Documentation

This section discusses:

- Global Payroll application design.
- Global Payroll documentation structure.
- Documentation roadmap.

## Global Payroll Application Design

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

Global Payroll is composed of two complementary parts:

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

## Global Payroll Documentation Structure

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

### ***Core Documentation***

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

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

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

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

- Implementation information that varies by country.

## Documentation Roadmap

The core and the country extension documentation complement each other; it is therefore important to read both sets of documentation.

### ***What to Read When***

You can approach the documentation in the following way:

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

For example, banking is a feature that you first define in the core application and then often continue defining in the country extension. To understand the setup, you should first read the banking chapter in the core documentation and then the banking chapter in the country extension documentation.

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

### ***Documentation Audiences***

We've identified the following audiences for the documentation:

- Technical

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

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

- Functional

Functional readers who are interested in defining rules should begin by reading the country-specific functionality described in the country extension documentation. Functional readers can continue to learn about how to use the tools in the core application by reading the sections on defining payroll elements, such as earnings and deductions, in the core documentation.

- Managerial

Managerial readers should begin by reading the introductory sections of both the core documentation and the country extension documentation to get a high-level overview of the Global Payroll product.

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

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## PeopleBooks and the PeopleSoft Online Library

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

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

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

## Chapter 1

# Getting Started with Global Payroll for Thailand

This chapter discusses:

- Global Payroll for Thailand Overview.
- Global Payroll for Thailand Business Processes.
- Global Payroll for Thailand Integrations.
- Global Payroll for Thailand Implementation.

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## Global Payroll for Thailand Overview

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

Global Payroll for Thailand delivers earnings for basic salary, as well as overtime, car allowances, termination earnings, bonus and some template earning elements for non-taxable incomes. Global Payroll for Thailand also delivers many common deduction elements, such as those for social security contribution, provident fund contribution, leave without pay, and personal income tax. With Global Payroll for Thailand, you can capture, generate, and maintain payroll related data for companies and employees. The Global Payroll for Thailand payroll process supports three tax calculation methods for regular and irregular income: withholding, gross up all cycle, and gross up one cycle. Global Payroll for Thailand also supports tax allowance calculation and declaration through employee self-service.

Global Payroll for Thailand delivers the following features:

- Statutory payroll rules for Thailand, such as process list, sections, element group, and elements.
- Setup pages for maintaining payee level and company level social security and provident fund data.
- Setup pages to extend payee and company information in order to meet reporting requirements.
- Statutory tax and social security related reports for Thailand.
- Statutory tax and social security related data media files for Thailand.
- Payslip setup pages, payslip templates, and a payslip generating process for Thailand.
- Security access type for pay group security requirements.

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## Global Payroll for Thailand Business Processes

The following business processes are included in Global Payroll for Thailand:

- Setting up and maintaining Provident Funds.
- Setting up and maintaining Social Security funds.
- Setting up and maintaining tax allowances.
- Setting up and processing payslips.
- Tax calculation for regular and irregular income.
- Termination processing.
- Off cycle processing.
- Normal cycle processing.
- Retro processing.
- Tax log for payroll processing.
- Tax log for termination processing.
- Legal reporting for Thailand.
- Pay group security.

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## Global Payroll for Thailand Integrations

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

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

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## Global Payroll for Thailand Implementation

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

### ***Other Sources of Information***

In the planning phase of your implementation, take advantage of all PeopleSoft sources of information, including the installation guides, table-loading sequences, data models, and business process maps. A complete list of these resources appears in the preface in the *PeopleSoft Enterprise HRMS Application Fundamentals PeopleBook*, with information about where to find the most current version of each.

### **See Also**

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

*Enterprise PeopleTools PeopleBook: PeopleSoft Setup Manager*





## Chapter 2

# Understanding Global Payroll for Thailand

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

- Global Payroll for Thailand.
- Global Payroll for Thailand business processes.
- Delivered elements for Global Payroll for Thailand.
- Element naming conventions for Thailand.
- Viewing delivered elements for Thailand.

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## Global Payroll for Thailand

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

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## Global Payroll for Thailand Business Processes

PeopleSoft Enterprise Global Payroll for Thailand supports these business processes:

- Tax Allowance Declaration.

Global Payroll for Thailand provides pages to set up and maintain the following tax allowances for tax calculation:

- Provident Fund Allowance.
  - Expense Allowance.
  - Personal Allowance.
  - Spouse Allowance.
  - Child Allowance.
  - Child Education Allowance.
  - Parent Allowance.
  - Personal Life Insurance Allowance.
  - Spouse Life Insurance Allowance.
  - Provident Fund.
  - Mutual Fund.
  - Long Term Equity Fund.
  - Social Security Fund.
  - Mortgage Interest Allowance.
  - Education Donation Allowance.
  - Donation.
  - Sport Donation.
  - Parent Health Insurance.
  - Tax Exemption for Employees over 65 Years Old.
- Processing Tax Calculation.

Global Payroll for Thailand provides payroll rules and elements to support the following tax calculation functionality:

- Calculation for income under both section 40(1) and section 40(2).
- Tax calculation and payroll run for the period types of monthly, semi-monthly, and weekly.
- Tax calculation using the Accumulative Calculation Method (ACM) and the Calculate in Advance Method (CAM).
- Withholding, gross up all cycle, and gross up one cycle tax calculation methods are supported for the payroll period types of monthly, semi-monthly, and weekly.
- Segmentation and retroactive processing for tax calculation.

- Terminations.

PeopleSoft Enterprise Global Payroll for Thailand supports withholding, gross up all, and gross up one tax methods for terminations.

- Termination Income Processing.

PeopleSoft Enterprise Global Payroll for Thailand processes the following termination incomes:

- Government Pension.
  - Provident Fund/Government Pension Fund.
  - Severance Pay.
  - One Time Payment.
- Terminated Payees Processing.

PeopleSoft Enterprise Global Payroll for Thailand provides features to process the following types of terminated payees:

- Terminated payees with a length of service (LOS) equal to or greater than five years.
  - Terminated payees with a LOS less than five years.
- Payslips Processing.

The payslip feature of PeopleSoft Enterprise Global Payroll for Thailand enables you to create and control payslips through payslip setup pages so that they display the data that you want. You can override parts of payslip templates at lower levels, so you do not have to create multiple templates to cover every payslip scenario.

PeopleSoft Enterprise Global Payroll for Thailand enables users to view payslips online using the ePay Self-Service Payslip feature provided by PeopleSoft Global Payroll.

- Payroll Reporting.

In addition to the reports delivered with Global Payroll, Global Payroll for Thailand comes with a set of legal reports and data media files to support business requirements.

Reports included in Global Payroll for Thailand are:

- Income Tax Form 1.
- Income Tax Form 1A.
- Income Tax Form 1A Special.
- A Certificate of Tax Deduction under Section 50 Bis of Revenue Code Form.
- Personal Income Tax Form 91.
- Attachment of Personal Income Tax Form 91 in case of Termination.
- Allowances Declaration Form (Lor Yor 01).
- Parent Allowance Certificate (Lor Yor 03).
- Social Security Form 1-10.
- Social Security Form 1-10/1.
- Social Security Form 1-03/1.
- Social Security Form 6-09.
- Workmen Compensation Report.
- NPD 90 report.
- Privilege Form.
- Tax Log report.
- Termination Tax Log report.

The Data Media Files included in Global Payroll for Thailand are: ITF1, ITF 1A, and SSO 1-10.

- Tax Log Processing.

The Tax Log is used to give the user a review for detailed tax calculation steps when it is necessary. A Tax Log records the main process for tax calculation so that the user can easily track the tax calculation.

- Off-Cycle Processing.

PeopleSoft Enterprise Global Payroll for Thailand provides an off-cycle payroll run and off-cycle tax calculation process for unscheduled payments that do not fall within the normal payroll run.

For example, a bonus is paid on the 15th of this month while the normal payroll run is made at the end of each month.

- Retroactive Processing.

Retroactivity is the process of going back in time and recalculating prior calendars due to changes that were made after the original calculation was run. Global Payroll provides two methods of processing retroactivity: Corrective and Forwarding retro. Global Payroll for Thailand only supports Forwarding retro.

- Segmentation Processing.

In Global Payroll for Thailand, the following events trigger period segmentation:

- Hire.
- Rehire.
- Termination.
- Terminated with Pay.

The compensation changes trigger element segmentation for basic salary.

- Pay Group Security.

By using PeopleSoft HCM core row level security, Global Payroll for Thailand delivers a security access type, GPTH Pay Group Security. End users can use the delivered security access type to define data security. All reports and pages also follow the PeopleSoft HCM core row level security standard, so any security access type can be used to limit the data printed in the reports, or displayed on pages.

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## Delivered Elements for Thailand

Global Payroll defines each business process for Thailand in terms of delivered elements and rules. Some of these elements and rules are specifically designed to meet legislative requirements. Others support common or customary payroll practices.

This section discusses:

- Delivered element creation.
- Element ownership and maintenance.

## Delivered Element Creation

All of the elements and rules delivered as part of the country extension were created using the core application, The same application used to create additional elements or rules and configure existing elements delivered as part of the Global Payroll system. Because the tools needed to redefine or create new payroll elements are fully documented in the core application PeopleBook, the information is not discussed here. Rather, this document briefly reviews the relationship between the core application, which contains the tools you need to define your own elements and rules, and the country extensions, which contain country-specific rules and elements defined by PeopleSoft.

The core application:

- Consists of a payroll rules engine.

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

- Provides a payroll processing framework.

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

Country extensions have the following characteristics:

- They are built using the core application.
- They consist of statutory and customary objects, such as country-specific payroll rules, elements, payroll processes, reports, pages, and self-service applications.

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

### **See Also**

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

## **Element Ownership and Maintenance**

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

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

There are five categories of element ownership:

<p><b>PS Delivered/Maintained</b> (PeopleSoft-delivered and maintained)</p>	<p>Elements delivered and maintained on an ongoing basis by PeopleSoft.</p>
<p><b>PS Delivered/Not Maintained</b> (PeopleSoft-delivered but not maintained)</p>	<p>Elements delivered by PeopleSoft that must be maintained by the customer. This category consists primarily of either customary, non-statutory rules, or statutory elements that customers may want to define according to a different interpretation of the rules. Although PeopleSoft may occasionally update elements defined as <i>PS Delivered/Not Maintained</i>, you are not required to apply these updates.</p>

- Customer Maintained** Elements created and maintained by your organization. PeopleSoft does not deliver rules defined as Customer Maintained.
  
- PS Delivered/Customer Modified** (PeopleSoft-delivered and customer-maintained) Elements that were originally PS Delivered/Maintained elements over which the customer has decided to take control. This change is irreversible.
  
- PS Delivered/Maintained/Secure** Delivered elements that the customer can never modify or control.

***Element Ownership in Global Payroll for Thailand***

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

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

The following table lists the elements supplied with Global Payroll for Thailand that are PS Delivered/Not Maintained:

<b><i>Element Name</i></b>	<b><i>Exceptions</i></b>
SAL NET NM	Net pay accumulator, you need to add all newly created earning elements into this accumulator.
SAL RIR NM	Add taxable earning elements into this accumulator.
SAL RIR TAL NM	Add taxable earning elements into this accumulator.
SAL REG NM	If your earning belongs to regular income, add to this accumulator.
SAL REG TAL NM	If your earning belongs to regular income, add to this accumulator.
SAL IR NM	If your earning belongs to irregular income, add to this accumulator.
SAL IR TAL NM	If your earning belongs to irregular income, add to this accumulator.
SI BASE NM	If your earning is social security fund contribution base, add it to this accumulator.
SI BASE PRO NM	If your earning element will be used to project social security fund contribution in the remaining periods, add it to this accumulator.

<b>Element Name</b>	<b>Exceptions</b>
PF BASE NM	If your earning is provident fund contribution base, add it to this accumulator.
PF BASE PRO NM	If your earning element will be used to project provident fund contribution in the remaining periods, add it to this accumulator.
SAL REG PRO NM	If your earning element will be used to project regular income in the remaining periods, add it to this accumulator.
SAL ABS NM	If your elements are absence earnings or deductions, add them to this accumulator.
TAX AC ALLOW NM	If your elements are tax allowance deductions, add them to this accumulator.

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**Note.** All of the accumulators in the previous table use an NM suffix. This means that those accumulators are not maintained by the PeopleSoft application. The PeopleSoft application delivers these accumulators for customers to add to their newly created elements. You should use only these NM accumulators whenever you create new earning elements. If you attempt to directly add elements into PS Delivered/Maintained accumulators, there may be a conflict between your modification and any new patches that are released.

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**See Also**

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Getting Started with Global Payroll"*

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## Element Naming Conventions for Thailand

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

This section discusses:

- Naming conventions.
- Functional area codes.
- Element type codes (PIN\_TYPE).

### Naming Conventions

This section discusses the naming conventions for:

- Primary elements.
- Supporting elements.



- Component names (suffixes).
- Element abbreviations.

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

### ***Primary Elements***

Primary elements, such as earnings and deductions, often contain functional area codes or element type codes in their names.

For example, the name of the earning element BON EARN clearly identifies this element as an earning, and more specifically, as a bonus earning.

### ***Supporting Elements***

For supporting elements, such as variables, formulas, dates, and durations, PeopleSoft uses this naming convention: FFF (or FF) TT NAME.

- FFF (or FF): represents the functional area code.
- TT: Type of supporting element.
- NAME (or NAME NAME): Indicates what the element does or is used for.

The number of NAME components may vary.

For example, in the variable PF VR EE RATE:

- PF stands for Provident Fund.
- VR stands for variable.
- EE RATE stands for employee contribution rate.

The element's description (DESCR) of thirty characters or less provides a fuller explanation of what the element does or is for.

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

In Global Payroll for Thailand, suffixes are used to name the components of earnings and deduction elements.

When you create an earning or deduction element in Global Payroll, you define the components that make up the element, such as base, rate, unit, and percentage. The system automatically generates the components and accumulators for the element based on the calculation rule or accumulator periods. The system also names the components and accumulators by appending a suffix to the element's name.

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

EARN1 = Rate \* Unit

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

- Rate component: `EARN1_RATE`.
- Unit component: `EARN1_UNIT`.

In Global Payroll for Thailand, all suffixes fall into one of the following types:

- Separator.
- Earnings and deductions component suffixes.
- Earnings and deductions accumulator suffixes.
- Deduction arrears component suffixes.
- Deduction arrears accumulator suffixes.
- Recipient suffixes.

---

**Note.** To view the suffixes used for Thailand, use the Element Suffixes component in Global Payroll.

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

### ***Element Abbreviations***

Many Global Payroll for Thailand elements contain abbreviations that provide clues to their use in the system beyond those provided by the functional area codes or element type codes.

For example, consider the following date element:

TER DT LOS FROM.

- The functional area code `TER` indicates that this element is used for termination elements.
- The element type code `DT` identifies it as a date element.
- The abbreviations `LOS` and `FROM` provide additional clues about the element. The date is the beginning date (`FROM`) of the length of service (`LOS`).

As you become more familiar with the payroll rules created for Thailand, these abbreviations will help you to further identify and understand the role played by each element.

This table lists the most common abbreviations in the names of Global Payroll for Thailand elements:

<b><i>Abbreviation</i></b>	<b><i>Description</i></b>
ABS	Absence
AC	Accumulator
ACT	Actual

<b>Abbreviation</b>	<b>Description</b>
ALLOW	Allowance
AMT	Amount
ANNI	Anniversary
AVG	Average
BAL	Balance
BAS	Basic
BLD	Build
BON	Bonus
CAL	Calculation
CH	Child
COMP	Compensation
CONTRI	Contribution
CUR	Current
DED	Deductions
DELT	Delta
DN	Donation
EDU	Education
EE / EMP	Employee

<b><i>Abbreviation</i></b>	<b><i>Description</i></b>
ENT	Entitlement
ER	Employer
ERN	Earnings
EXP	Expense
FLT	Float
GA	Gross Up All Cycle
GO	Gross Up One Cycle
GPTH	Global Payroll for Thailand
GRP	Group
GUPA	Gross Up All Cycle
GUPO	Gross Up One Cycle
INC	Income
IND	Indicator
INFOR	Information
INS	Insurance
IR	Irregular
ITF	Income Tax Form
LTEF	Long Term Equity Fund

<b><i>Abbreviation</i></b>	<b><i>Description</i></b>
LMT	Limit
LOS	Length of service
LWOP	Leave without pay
MAX	Maximum
MF	Mutual Fund
MI	Mortgage Interest
MIN	Minimum
MOTH	Mother
MSG	Message
MTD	Month to date
MTH	Month
NM	Not Maintained
NO	Number
OVR	Over
OVT	Overtime
PAR	Parent
PER	Personal
PF	Provident Fund

<b><i>Abbreviation</i></b>	<b><i>Description</i></b>
PIT	Personal Income Tax
PLSP	Payslip
PRO	Projection
PTD	Period To Date
REG	Regular
RP	Report
RTO	Retroactive
SAL	Salary
SEG	Segmentation
SI	Security Insurance
SP	Spouse
SS	Social Security
TAL	Total
TER	Termination
TMS	Times
WH	Withholding
YTD	Year to date

## Functional Area Codes

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

This table lists the functional area codes used in the names of Global Payroll for Thailand elements:

<i>Functional Area Code</i>	<i>Description</i>
ABS	Absence, leave
ALL	Allowance
CM	Areas common to multiple functional areas
BON	Bonus
DED	Deductions
ERN	Earnings
PF	Provident Fund
SAL	Salary
SI	Social Security Fund
OVT	Overtime
PSLP	Payslips
RTO	Retroactive processing
TAX	Taxation
TER	Terminations

## Element Type Codes

Many element types, particularly supporting elements, are identified by the type code in their name.

For example, in the element SI FM CAL BAS, the type code FM identifies the element as a formula.

This table lists the element type codes used in the names of Global Payroll for Thailand elements:

<i>Element Type Code</i>	<i>Description</i>
AR	Array
BR	Bracket
DR	Duration
DT	Date
FM	Formula
HR	Historical Rule
VR	Variable
WA	Writable Array

You can see all the element types in the search page when you use the Element Types component. Because not all element types are delivered , not all of these codes appear in the names of Global Payroll for Thailand elements.

**See Also**

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

## Viewing Delivered Elements for Thailand

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

**See Also**

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



## Chapter 3

# Setting Up System Data

This chapter provides an overview of Global Payroll for Thailand system data and core functionality and discusses how to:

- Define company tax ID and branch information.
- Declare tax allowances.
- Define a company social security fund.
- Set up the payee's social security contribution rate.
- Define a provident fund manager.
- Set up the provident fund contribution rate.
- Set up pay group security.
- Set up payroll administrator results.

---

## Understanding Global Payroll for Thailand System Data

This section discusses:

- National ID types.
- The Thailand address format.

## Understanding National ID Types

Global Payroll for Thailand provides three national ID types for Thailand users:

<b><i>National ID Type</i></b>	<b><i>Description</i></b>	<b><i>Short Description</i></b>	<b><i>National ID Format</i></b>
TAX ID	Tax Identification Number	Tax ID	99999999999999
PID	Personal Identification Number	ID	9999999999
SSO ID	Social Security Number	SSO ID	9999999999

## Understanding the Thailand Address Format

Global Payroll for Thailand provides one address format for Thailand users.

Global Payroll for Thailand uses the address type Global Payroll TH. When defining address information, you must select Global Payroll TH as your address type so that the payroll reports can display the address. The following table describes the content of the Address Format page for Thailand (Set Up HRMS, Install, Country Table, Address Format):

<i>Field Name</i>	<i>Edit Label Override</i>	<i>Include in Display?</i>	<i>Include in Print?</i>	<i>Line Number</i>	<i>Position Number</i>
COUNTRY	<i>COUNTRY</i>				
ADDRESS1	<i>ADDRESS1</i>	Y	Y	1	1
ADDRESS2	<i>House No</i>	Y	Y	2	1
ADDRESS3	<i>Tok/Soi,Road</i>	Y	Y	3	1
ADDRESS4	<i>Mool</i>	Y	Y	4	1
CITY	<i>District</i>	Y	Y	5	1
STATE	<i>Province</i>	Y	Y	5	2
POSTAL	<i>Post Code</i>	Y	Y	6	1
COUNTY	<i>Tambol</i>	Y	Y	7	1

---

## Understanding Core Functionality in Global Payroll for Thailand

This section discusses:

- Triggers.
- Segmentation events.
- Processing retroactive payments.

## Triggers

The following table shows a list of triggers for Thailand:

<b>Record (Table) Name</b>	<b>Type</b>	<b>Trigger Event ID</b>
JOB	Retro	JOB
JOB	Segmentation	JOB and COMPRATE
GP_OFFCYCL_A_VW	Iterative	N/A
GP_OFFCYCL_C_VW	Iterative	N/A
GP_OFFCYCL_M_VW	Iterative	N/A
GP_OFFCYCL_U_VW	Iterative	N/A

View these trigger definitions using the Trigger Definition page.

### See Also

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

## Segmentation Events

The following table shows a list of segmentation events for Thailand:

<b>Name</b>	<b>Description</b>	<b>Segment Type</b>
COMPRATE	Compensation Rate Segmentation	Element
JOB	Period Segmentation for HIR/TER	Period

View these segmentation events on the Segmentation Events Definition page.

### See Also

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

## Processing Retroactive Payments

This section discusses the default retroactive method of forwarding and the ability to change it to the corrective method.

Review the triggers delivered by PeopleSoft and decide if you need to define additional triggers for your organization. Global Payroll for Thailand delivers a retroactive trigger for processing payments as explained in this table:

<i>Type</i>	<i>Retro Process Definition</i>	<i>Trigger Definition</i>	<i>Purpose</i>
Retro Forwarding	Retro Process	JOB Field name: COMPRATE	This trigger is used for payees whose compensation rate is changed several times within a single pay period.

The default retroactive method and the on-conflict retroactive method for Thailand are both forwarding. Global Payroll core application retroactive processing meets all requirements for processing retroactive payments in Thailand.

The following is a retroactive process definition for Thailand:

<i>Definition ID</i>	<i>Description</i>	<i>Retro Method</i>
TH RETRO	THA Retro Process Definition	Forwarding

The following is a retroactive process override for Thailand:

<i>Definition ID</i>	<i>Formula Element</i>	<i>Element Overrides</i>
TH RETRO	GP RETRO OVERRIDE	Earning SAL BAS EARN to SAL RTO DELT Earning 402 ER REG to 402 ER RETRO

The following is a retroactive event definition for Thailand:

<i>Trigger Event ID</i>	<i>Definition ID</i>	<i>Description</i>
JOB	TH RETRO	THA Retro Event Definition

**Note.** If you correct the values in some trigger fields, such as compensation rate, you should cancel segmentation triggers on the Review Triggers Page in order to change the trigger status from *Active* to *Canceled* before recalculating.

**See Also**

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

**Understanding Provident Fund Default Value Rules**

You should define the provident fund data for a company before you set up any provident fund information for payees. The company provident fund information includes the company name, provident fund manager, pay group, and contribution rate bracket with length of service. The system determines the default payee values based on the payee's pay group, company, and length of service.

---

**Note.** If the number of working days left is more than 183 days, the system rounds the length of service calculation up to the next year.

---

**Defining Company Tax ID and Branch Information**

To set up company tax ID and branch details, use the Company Tax ID/Branch THA (GPTH\_TAX\_ID\_BRN) component.

This section discusses how to enter the company tax ID and branch information.

**Page Used to Identify a Company's Tax ID and Branch**

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Company Tax ID/Branch THA	GPTH_TAX_ID_BRN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Company Tax ID/Branch THA, Company Tax ID/Branch THA	Enter and maintain company tax ID and branch information.

**Entering Company Tax ID and Branch Information**

Access the Company Tax ID/Branch page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Company Tax ID/Branch THA, Company Tax ID/Branch THA).

### Company Tax ID/Branch THA

Company: KTB Thailand Business Institute

Company Tax ID/Branch
Find | View All First 1 of 1 Last

\*Effective Date:        \*Status:

Tax ID:       Tax Branch:

Company Tax ID/Branch THA page

**Tax ID**                      Enter the employer's tax ID.

**Tax Branch**              Enter the employer's tax branch.

## Declaring Tax Allowances

To set up tax allowance details, use the Tax Allowance Declaration THA (GPTH\_TAX\_ALLOW) component.

This section discusses how to enter payee tax allowance information.

### Page Used to Identify Tax Allowance

Page Name	Definition Name	Navigation	Usage
Tax Allowance Declaration THA	GPTH_TAX_ALLOW	Global Payroll & Absence Mgmt, Payee Data, Taxes, Tax Allowance Declaration THA, Tax Allowance Declaration THA	Declare tax allowances.

### Entering Payee Tax Allowance Information

Access the Tax Allowance Declaration THA page (Global Payroll & Absence Mgmt, Payee Data, Taxes, Tax Allowance Declaration THA, Tax Allowance Declaration THA).

### Tax Allowance Declaration THA

William Lee

EMP

ID: KT0001

#### Tax Allowance Declaration

Find | View All | First 1 of 1 Last

\*Effective Date: 01/01/2006

\*Status: Active

**Spouse Allowance**

If Spouse Has No Income

Life Insurance Premium Amount:

**Child Allowance**

Half Declare with Spouse

Number of Child for Allowance:       Number of Child for Education:

**Parents Allowance**

Declare for Payee's Father      Payee Father Name: Lee,Terry

Declare for Payee's Mother      Payee Father ID Number: 1234567899101

Declare for Spouse's Father      Payee Mother Name

Declare for Spouse's Mother      Payee Mother ID Number

**Parents Health Insurance**

Declare for Payee's Father      Spouse Father Name

Declare for Payee's Mother      Spouse Father ID Number

Declare for Spouse's Father      Spouse Mother Name

Declare for Spouse's Mother      Spouse Mother ID Number

Parents Health Insurance Amount:

**Tax Exempt of Employee Over 65**

Amount under Section 40(1):

Amount under Section 40(2):

Amount for Termination:

Overage Exempt Total Amount: 150000.00

**Mutual Fund**

Mutual Fund Name:       Mutual Fund Amount:

**Long Term Equity Fund**

Long Term Equity Fund Name:       Long Term Equity Fund Amount:

**Other Allowances**

Payee Life Insurance Premium:       Charitable Donation Amount:

Home Mortgage Interest Amount:       Education Donation Amount:

Sport Donation Amount:

**Sequence**

Sequence:       Last Updated: 11/06/08 5:13:04.000000PM      Last Updated By: PPLSOFT

## Tax Allowance Declaration THA page

**Effective Date and Status** All tax allowance declaration information is effective dated. You can create a new record or update the existing record. Global Payroll for Thailand selects the most recent active tax allowance declaration record prior to the payroll period end date.

**Spouse Allowance**

If a payee's spouse has no income, the payee can declare an allowance for the spouse and his or her insurance. The spouse allowance amount is fixed at 30,000 THB.

**If Spouse Has No Income** This check box indicates whether to declare a spouse allowance since the payee's spouse does not have income.

**Spouse Life Insurance Premium Amount** Enter the amount of the life insurance premium paid by the payee.

**Child Allowance**

Specify whether the current payee wants to declare only one-half of the child allowance, and enter the actual number of children and the actual number of children in school. Global Payroll for Thailand compares and adjusts this number with the number in the law of Revenue Department.

**Half Declare with Spouse** Select this check box if the payee wants to declare only one-half of the child allowance. This would occur when the payee's spouse has income and declares the other half of the child allowance.

**Number of Child for Allowance** Enter the number of children for the child allowance.

**Number of Child for Education** Enter the number of children studying in an educational institution in Thailand.

**Parents Allowance**

Before you can declare a parents allowance, you must enter the parents' information in the Dependent Information component (Workforce Administration, Personal Information, Personal Relationships, Dependent Information).

---

**Note.** When you define the dependent information, you must select *Beneficiary* as the Dependent Beneficiary Type so that the tax allowance page can query related data.

---

**Declare for Payee's Father** Select to declare the parents allowance for the payee's father. You must enter the father's name and ID number in the Dependent Information component before the system enables you to select this check box.



<b>Declare for Payee's Mother</b>	Select to declare the parents allowance for the payee's mother. You must enter the mother's name and ID number in the Dependent Information component before the system enables you to select this check box.
<b>Declare for Spouse's Father</b>	Select to declare the parents allowance for the father of the payee's spouse. You must enter the father's name and ID number in the Dependent Information component before the system enables you to select this check box.
<b>Declare for Spouse's Mother</b>	Select to declare the parents allowance for the mother of the payee's spouse. You must enter the mother's name and ID number in the Dependent Information component before the system enables you to select this check box.
<b>Parents HI Amount</b>	Enter the annual amount of the parents' health insurance.
<b>Declare for Payee's Father</b>	Select to declare the cost of the parents' health insurance for the payee's father. You must enter the father's name and ID number in the Dependent Information component before the system enables you to select this check box.
<b>Declare for Payee's Mother</b>	Select to declare the cost of the parents' health insurance for the payee's mother. You must enter the mother's name and ID number in the Dependent Information component before the system enables you to select this check box.
<b>Declare for Spouse's Father</b>	Select to declare the cost of the parents' health insurance for the spouse's father. You must enter the father's name and ID number in the Dependent Information component before the system enables you to select this check box.
<b>Declare for Spouse's Mother</b>	Select to declare the cost of the parents' health insurance for the spouse's mother. You must enter the mother's name and ID number in the Dependent Information component before the system enables you to select this check box.

### ***Tax Exempt of Employee Over 65***

Enter the payee's assessable Section 40(1), Section 40(2), and termination income. The system calculates the value of the Overage Exempt Total Amount field based on the assessable income entries in this region of the Tax Allowance Declaration page. The total amount of the three types of tax exemptions for an employee over the age of 65 should not exceed the amount specified in the TAX VR OVERAGE EMT variable.

<b>Amount under Section 40(1)</b>	Enter the payee's assessable Section 40(1) income.
<b>Amount under Section 40(2)</b>	Enter the payee's assessable Section 40(2) income.
<b>Amount for Termination</b>	Enter the payee's assessable termination income.

**Mutual Fund**

- Mutual Fund Name** Enter the mutual fund name.  
You can add multiple fund names by separating each name with a comma.
- Mutual Fund Amount** Enter the amount of the mutual fund.  
If the user holds multiple mutual funds, input the total amount of the funds.

**Long Term Equity Fund**

- Long Term Equity Fund Name** Enter the name of the long term equity fund.  
You can add multiple fund names by separating each name with a comma.
- Long Term Equity Fund Amount** Enter the long term equity fund amount.  
If the user holds multiple mutual funds, input the total amount of the funds.

**Other Allowances**

- Payee Life Insurance Premium** Enter the annual premium amount for the payee's life insurance.
- Charitable Donation** Enter the total amount of charitable donations.
- Home Mortgage Interest** Enter the home mortgage interest amount.
- Education Donation** Enter the education donation amount.
- Sport Donation Amount** Enter the sport donation amount.

**Sequence**

- Sequence** Enter the sequence number to use for tax reports. If this field is left blank, the system uses the employee number as the sequence number for tax reports.  
You can maintain this field manually, or create a program to automatically enter data into this field in the database.
- Last Updated and Last Updated By** Displays information about the last update made to the Tax Allowance page.

**See Also**

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

## Defining a Company Social Security Fund

To set up a company social security fund, use the Company Social Security Setup THA (GPTH\_SI\_COMPANY) and Social Security Branch Loc THA (GPTH\_SI\_BRN\_LOC) components.

This section discusses how to:

- Set up the company social security fund.
- Enter social security branch information.

## Pages Used to Define a Company Social Security Fund

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Company Social Sec Setup THA	GPTH_SI_COMPANY	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Company Social Sec Setup THA, Company Social Sec Setup THA	Define the company and branch social security account and contribution rates.
Social Security Branch Loc THA (social security branch location THA)	GPTH_SI_BRN_LOC	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Social Security Branch Loc THA, Social Security Branch Loc THA	Define social security branch and location mapping.

## Setting Up the Company Social Security Fund

Access the Company Social Sec Setup THA page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Company Social Sec Setup THA, Company Social Sec Setup THA).

### Company Social Sec Setup THA

Company: KTB Thailand Business Institute

Company Social Security Find | View All First 1 of 1 Last

\*Effective Date: 01/01/2006 \*Status: Active

Company Social Security Acct: 1234567890 \*Business Type Code: BC12345678

Business Type: BT 001

Employer Contribution Rate: 5.00 Employee Contribution Rate: 5.00

Branches						
	*Branch Number	*Branch Name	*SSO Area/Province	Edit Address	Phone	
1	000000	HEAD OFFICE	AP HEAD OFFICE	<a href="#">Edit Address</a>	<a href="#">Phone</a>	+ -
2	111111	R&D CENTER	AP R&D CENTER	<a href="#">Edit Address</a>	<a href="#">Phone</a>	+ -
3	222222	SALES CENTER	AP SALES CENTER	<a href="#">Edit Address</a>	<a href="#">Phone</a>	+ -
4	726252	XXX CENTER	XXX CENTER	<a href="#">Edit Address</a>	<a href="#">Phone</a>	+ -

Company Social Sec Setup THA page

- Company Social Security Account** Enter the company social security account. Use the format: 9999999999.
- Business Type Code** Enter the business type code for the company
- Business Type** Enter the business type for the company
- Employer Contribution Rate** Enter the employer's contribution percentage.
- Employee Contribution Rate** Enter the employee's contribution percentage.
- Branch Number** Enter the social security branch number. Use the format: 999999.
- Branch Name** Enter the social security branch name.
- SSO Area/Province** Enter the social security area or province.
- Address** Click this link to enter the branch address on the Address History and Edit Address page.
- Phone** Click this link to enter the branch phone number on the Phone Number page.

## Entering Social Security Branch Information

Access the Social Security Branch Loc THA page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Social Security Branch Loc THA, Social Security Branch Loc THA).

### Social Security Branch Loc THA

**Company:** KTB Thailand Business Institute

**Branch Number:** 111111 R&D CENTER

**Branch Location Mapping** Find | View All | First 1 of 1 Last

**Effective Date:** 01/01/2006 + -

**Location Assignments** Customize | Find | View All | First 1-2 of 2 Last

	*Set ID	*Location Code	Description		
1	SHARE	KUNC00	North Carolina Operations	+	-
2	THA01	KTH001	Thailand Head Office	+	-

Social Security Branch Loc THA page

**SetID** Enter the social security location setID.

**Location Code** Enter the branch location code.

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## Setting Up the Payee's Social Security Contribution Rate

This section discusses how to set up the payee social security contribution rate.

To set up the payee's social security contribution rate, use the Maintain SSO Data THA (Maintain Social Security Office Data Thailand) (GPTH\_SI\_PAYEE) component.

You should define your company social security data before you set up any payee social security information. The company social security information includes the company name, employer contribution rate, employee contribution rate, branch name, branch location code, and so on. The system determines the default payee values based on the payee's location and company. If you do not set up the social security information for a payee, the system uses the information from the company data as default values.

## Page Used to Set Up the Payee Social Security Contribution Rate

Page Name	Definition Name	Navigation	Usage
Maintain SSO Data THA	GPTH_SI_PAYEE	Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain SSO Data THA, Maintain SSO Data THA	Maintain payee social security data.

## Entering Payee Social Security Contribution Information

Access the Maintain SSO Data page (Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Maintain SSO Data THA, Maintain SSO Data THA).

**Maintain SSO Data THA**

William Lee EMP ID: KT0001

Payee Social Security Data Find | View All First 1 of 1 Last

\*Effective Date: 01/01/2006 \*Status: Active

\*Branch Number: 000000 HEAD OFFICE

**Contribution Rate**

Employer Contribution Rate: 5.00

Employee Contribution Rate: 5.00

Maintain SSO Data THA page

- Branch Number** Enter the branch number for the current payee.
- Employer Contribution Rate** Enter the employer's contribution percentage to override the default value.
- Employee Contribution Rate** Enter the employee's contribution percentage to override the default value.

## Defining a Provident Fund Manager

To set up a provident fund manager, use the Provident Fund Mgr THA (Provident Fund Manager Thailand) (GPTH\_PF\_MGR) component.

This section discusses how to enter a provident fund manager.

## Page Used to Identify a Provident Fund Manager

Page Name	Definition Name	Navigation	Usage
Provident Fund Mgr THA	GPTH_PF_MGR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Provident Fund Mgr THA, Provident Fund Mgr THA	Define a provident fund manager.

## Entering a Provident Fund Manager

Access the Provident Fund Mgr THA page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Provident Fund Mgr THA, Provident Fund Mgr THA).

The screenshot shows the 'Provident Fund Mgr THA' page. At the top, it displays 'KTPF'. Below that is a header bar for 'Provident Fund Manager' with navigation options: 'Find | View All | First | 1 of 1 | Last'. The main form contains the following fields:

- \*Effective Date:** 02/07/2008 (with a calendar icon)
- \*Status:** Active (with a dropdown arrow)
- Description:** Provident Fund Manager for Thailand

Provident Fund Mgr THA page

**Description** Enter a description for the provident fund manager.

## Setting Up the Provident Fund Contribution Rate

To set up a provident fund contribution rate, use the Company Provident Fund THA (GPTH\_PF\_COMP) and Payee Provident Fund Setup THA (GPTH\_PF\_PAYEE) components.

This section discusses how to:

- Enter company level provident fund data.
- Enter payee level provident fund data.

## Pages Used to Set Up the Provident Fund Contribution Rate

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Company Provident Fund THA	GPTH_PF_COMP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Company Provident Fund Data THA, Company Provident Fund THA	Define company level provident fund data.
Payee Provident Fund Setup THA	GPTH_PF_PAYEE	Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Payee Provident Fund Setup THA, Payee Provident Fund Setup THA	Define payee level provident fund data.

## Entering Company Level Provident Fund Data

Access the Company Provident Fund THA page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Company Provident Fund Data THA, Company Provident Fund THA).



## Company Provident Fund THA

Company: **KTB** Thailand Business Institute

Company Provident Fund Find | View All First 1 of 1 Last

\*Effective Date:  \*Status:  + -

\*Start Date of LOS:

Set Company Rate Range

Provident Fund Rate From:

Provident Fund Rate To:

Provident Fund Contribution Rate Find | View All First 1 of 25 Last

\*Provident Fund Manager:  \*Pay Group:  + -

Provident Fund <span style="float: right;">Customize   Find   View All First 1 of 1 Last</span>						
	Length of service from	*Length of service to	Employer Rate	Employee Rate		
1	<input type="text" value="0"/>	<input type="text" value="99"/>	<input type="text" value="5.00"/>	<input type="text" value="5.00"/>	+	-

Company Provident Fund THA page

- Start Date of LOS** (start date of length of service) Enter the starting date for the length of service calculation. Select the appropriate start date for your company, valid selections are: *Completion of Probation* and *Hire Date*
- Set Company Rate Range** Select this check box to specify the rate range for your company in the Provident Fund Rate From and Provident Fund Rate To fields.
- Provident Fund Rate From and Provident Fund Rate To** Enter the provident fund employer contribution rates. The employer rate should fall between the values in these two fields. These fields are only available if the Set Company Rate Range check box is selected.
- Provident Fund Manager** Enter the name of the provident fund manager.
- Pay Group** Select a pay group for this company.
- Length of service from and Length of service to** Enter the starting and ending period, in years, for each rate specified in the Employer Rate and Employee Rate fields.  
The system uses the values in these fields to determine the correct provident fund contribution rate.

**Employer Rate** Enter the employer contribution percentage for each length of service range.

**Employee Rate** Enter the employee contribution percentage for each length of service range.

## Entering Payee Level Provident Fund Data

Access the Payee Provident Fund Setup THA page (Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Payee Provident Fund Setup THA, Payee Provident Fund Setup THA).

**Payee Provident Fund Setup THA**

William Lee EMP ID: KT0001

Payee Provident Fund Setup Find | View All First 1 of 1 Last

\*Effective Date: 01/01/2006 \*Status: Active

Provident Fund		Employer Rate	Employee Rate
*Provident Fund Manager	*Membership Number		
1 KTPF	KTPF1	5.00	5.00

Total Contribution Rates

Employer: 5.00 Employee: 5.00

Update Totals

Payee Provident Fund Setup THA page

**Provident Fund Manager** Select the provident fund manager for this payee.

**Membership Number** Enter the membership number for the provident fund manger.

**Employer Rate** Displays the employer contribution percentage when you enter the name of the provident fund manger

**Employee Rate** Enter an employee contribution percentage if you want to change this value from the default established on the Company Provident Fund THA page.

**Total** System automatically calculates the total values of employer and employee contribution rates for all provident fund managers.

---

## Setting Up Pay Group Security

PeopleSoft delivers a security access type for the Global Payroll for Thailand pay group, which enables you to grant users access privileges to data in the People With Jobs security set. This means that you can grant data permission security by pay group. Then, you can assign this permission list to a role and assign the role to a user profile. The following aspects are protected by HCM core row level security:

<b>Payee job data</b>	A payroll administrator can only update payee job data in pay groups added to the administrator's user profile.
<b>Social security and provident fund related payee data</b>	A payroll administrator can only update payee social security and provident fund information for those that are within the pay groups in the administrator's user profile.
<b>Payroll run</b>	A payroll administrator can only process payroll for payees in pay groups added to the administrator's user profile.
<b>Reports and data media files</b>	System generated reports and data media files only include payee data for pay groups that are in the current user profile. In order to generate reports at a company level, all pay groups in the company need to be granted to the user creating the reports.
<b>Payslip</b>	A payroll administrator can only view payee pay slips for pay groups in the administrator's user profile.

PeopleSoft delivers this security access type for Thailand:

<b>Type</b>	<b>Description</b>	<b>Security Set</b>	<b>Transaction Table</b>	<b>Security Key 1</b>	<b>Prompt Rec for Sec Key 1</b>
999	GPTH Pay Group Security	PPLJOB	JOB	GP_PAYGROUP	GP_PYGRP

### See Also

*PeopleSoft Enterprise HRMS 9.1 Application Fundamentals PeopleBook*, "Setting Up and Administering HRMS Security," Implementing Data Permission Security

---

## Setting Up Payroll Administrator Results

The Administrator Results pages (Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Administrator Results) are configurable inquiry pages that enable administrators to view payroll information after a payroll has been calculated.

The information displayed on these pages is controlled by a list set that you set up on the Define Administrator Results page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, System Settings, Define Administrator Results). The list set defines the records that appear on the Administrator Results pages and is linked to a role.

You can add a list set for Thailand that is associated with the GP Administrator THA role. Define list sets that are configured for your organization's roles.

**See Also**

*PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Viewing and Finalizing Payroll Results"*

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

## Chapter 4

# Setting Up Payslips

This document provides an overview of payslips, and discusses how to:

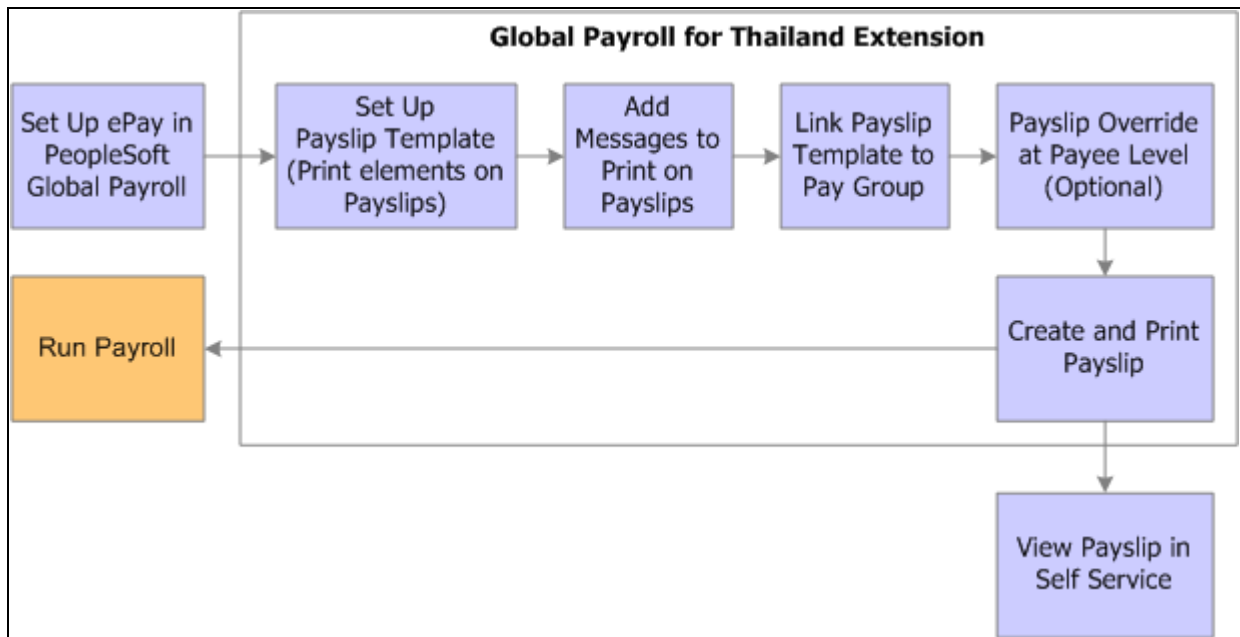
- Create payslip templates.
- Attach payslip templates to pay groups.
- Identify the FTP URL used for storing PDF files.
- Create payslip messages.
- Describe the processes in payslip jobs.
- View payslip online.

---

## Understanding Payslips

The payslip feature of Global Payroll for Thailand enables you to create and control payslips so that they display the appropriate data in the format that you want. You can override templates at lower levels, so you do not have to create multiple templates to cover every payslip scenario that you may have.

The following diagram describes the process for creating and viewing payslips:



Payslip Creation and View Process

---

## Viewing Delivered Elements

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

### See Also

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

---

## Creating Payslip Templates

To create payslip templates, use the Templates THA (GPTH\_PSLP\_SETUP) component.

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

- Set up payslip templates and accumulators.
- Set up payslip earnings and deductions.
- Set up payslip absence details.

## Understanding Payslip Templates

When designing payslips, you can:

- Set the accumulator column labels.
- Select the accumulators to appear under the column labels.
- Create unlimited numbers of rows of accumulators and set the sequence in which they appear.
- Create unlimited sections for earnings and deductions.
- Select the absence types that appear.
- Use standard or customized element descriptions.
- Set delivery options.
- Exclude departments or locations from printing at the setup level, but override those exclusions at run time.

## Pages Used to Create Payslip Templates

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Accumulators	GPTH_PSLP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates THA, Accumulators	Set up delivery and print exclusion options, column headings (labels), and column contents (rows of accumulators).
Earnings and Deductions	GPTH_PSLP1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates THA, Earnings and Deductions	Create sections of earnings and deductions, select from three description options, and set the element components (from the calculation rule) that the payslip displays.
Absence Details	GPTH_PSLP2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates THA, Absence Details	Add absence entitlements and absence pro rata elements. The payslip displays the current balance of the entitlement or pro rata.

## Setting Up Payslip Templates and Accumulators

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

Accumulators page

**Note.** Select the tabs in the Accumulator Elements scroll area to access additional views of this page. Fields that are common to all views are documented first.

**Payslip ID** Select an ID to attach a single template to multiple pay groups. Only one template can be attached to a pay group at any one time.

***Payslip Template Definition***

**Delivery Option** Determines where the hardcopy payslips are sent. Select from a list of internal type addresses, such as department or location, or external addresses, such as home address or mail address, which are recorded in the payee's personal data record.

Use the Payee Payslip Overrides page to override the delivery destination of the printed payslip from the default delivery option that you select here. The Payee Payslip Overrides page is effective-dated to enable you to override the delivery option for a period of time.



**Exclude Printing**

Select *Location* or *Department* to exclude the printing of specific departments or locations on your payslips. The corresponding links then become available and enable you to select the specific departments or locations that you don't want to display on the payslips during the print process. You can select multiple locations or departments.

If you want to print a location or department that you previously excluded, you can override this on the Create/Print Payslips THA page before you run the print process.

---

**Note.** If you enter a pay entity as the reprint option on the Create/Print Payslips THA page and you exclude a location that is part of that pay entity, it is not printed.

---

**Accumulator Labels**

Enter the column heading labels for the accumulators that appear across the page on the printed payslip.

**Accumulator 1 to 3 tab**

Access the Accumulators 1 to 3 tab.

**Sequence**

Enter a sequence number to set the order in which the accumulators appear. They appear in ascending order.

**Description**

Enter a description of each accumulator row.

**Accumulator 1, Accumulator 2, and Accumulator 3**

Select the accumulators to display for the corresponding column. Accumulator 1 values appear under the column 1 label, accumulator 2 values appear under the column 2 label, and so on.

For example, you might have already have entered a description of sequence 1 and 2 as current and year to date. If you also want to display quarter-to-date accumulated amounts, you must create a new row, give the new row the description value of QTD, and select the accumulators that correspond to the column headings (labels).

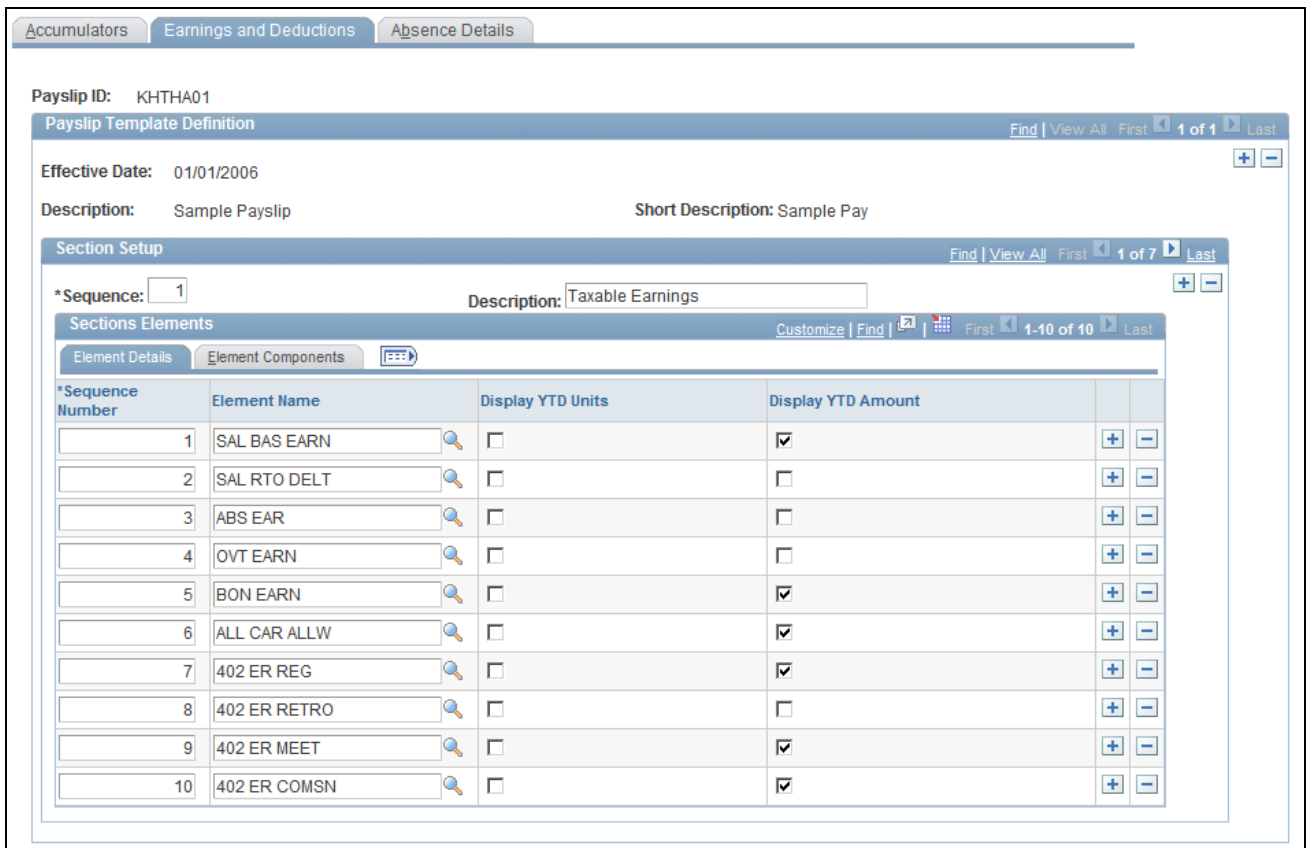
**Accumulators 4 to 6 Tab**

Access the Accumulators 4 to 6 tab.

Set up accumulators 4 to 6 on this tab. This is the same as the Accumulators 1 to 3 tab, except that it does not have sequence or description fields because the same sequence number and description apply to all six accumulators in the row.

**Setting Up Payslip Earnings and Deductions**

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



Earnings and Deductions page

**Description**

You can create and name an unlimited number of sections. Create each section by entering a sequence number for it and a name, such as earnings.

You can determine the sequence for the individual earnings and deductions elements that appear under these sections.

**Element Details Tab**

**Display YTD Units**

(display year-to-date units)

**Display YTD Amount**

(display year-to-date amount)

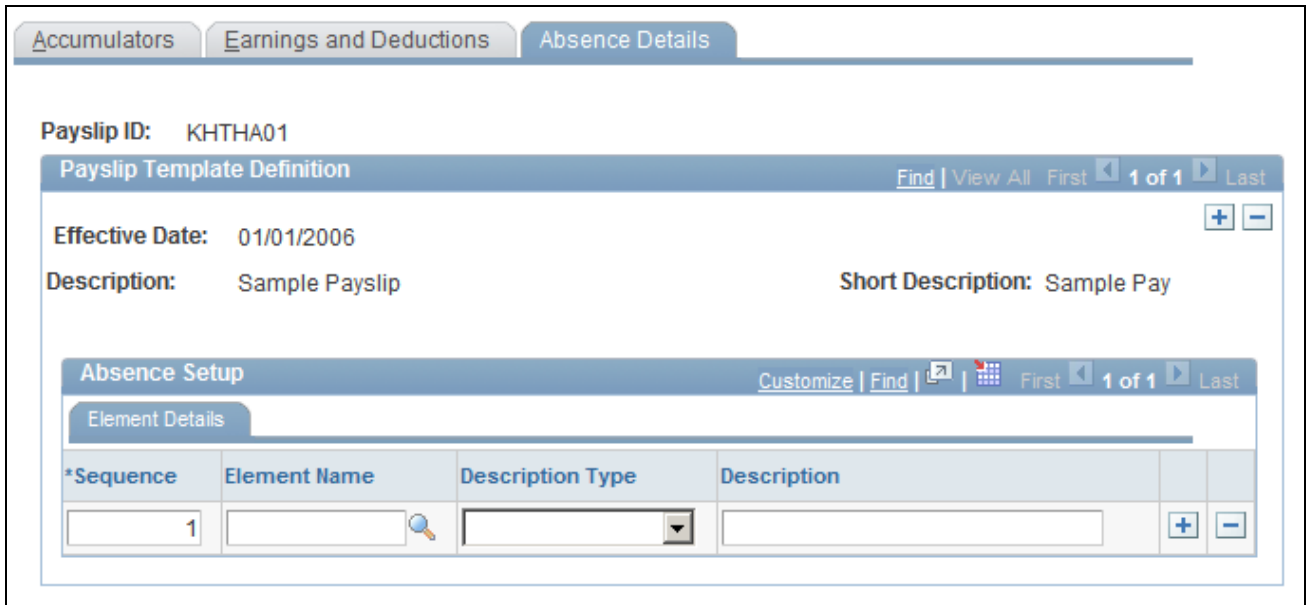
Select these check boxes to have the year-to-date units and amounts for each element appear in the payment details region under the Year to Date Values heading.

### ***Element Components Tab***

<b>Description Type and Description</b>	<p>You can create a custom description for each element.</p> <p>Select the following values for each element:</p> <ul style="list-style-type: none"> <li>• Custom. <p>A field becomes available that enables you to change the default name of the element. For example, Basic Salary 1.</p> </li> <li>• Description. <p>The default element description appears. For example, Basic Salary.</p> </li> <li>• Element Name. <p>The default system element name appears.</p> </li> </ul>
<b>Print Base, Print Percentage, Print Rate, and Print Unit</b>	<p>These check boxes represent the components of the calculation rule for the element. Select the components to show for each earnings or deduction on the component. You can select only the components that are in the calculation rule for the element.</p> <p>For example, for earnings with the calculation rule unit * rate, only the unit and rate check boxes are available for entry.</p> <p>If the component is not in the calculation, the check box is deselected and not available for selection.</p> <hr/> <p><b>Note.</b> The amount always appears, so it is not an option here.</p> <hr/>

## **Setting Up Payslip Absence Details**

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



Absence Details page

Select the absence elements to display in the absence section of the payslip and the sequence in which these elements appear.

Use this page the same way that you use the Earnings and Deduction page. Enter a sequence number and an element name, and select one of three description types.

## Attaching Payslip Templates to Pay Groups

To attach payslip templates to pay groups, use the Link to Pay Group THA (GPTH\_PYGRP\_PSLP) component.

This section discusses how to attach payslip IDs to pay groups.

### Page Used to Attach Payslip Templates to Pay Groups

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Link to Pay Group THA	GPTH_PYGRP_PSLP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Link to Pay Group THA, Link to Pay Group THA	Attach the payslip template to pay groups.

### Attaching Payslip IDs to Pay Groups

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



### URL Maintenance

**URL Identifier:** GP\_SS\_PSLP\_FTP

**\*Description:**

**\*URL:**

**Comments:**

URL Maintenance page

Using the URL Maintenance page, define the URL Identifier for the server that will store the individual PDF files. The URL Identifier that is used for payslips is GP\_SS\_PSLP\_FTP by default; however, if you are creating your own URL identifier, you must update the Self Service Payslip Options page with the new URL identifier.

**See Also**

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

## Creating Payslip Messages

To create payslip messages, use the Messages THA (GPTH\_PSLP\_MSG) component.

This section discusses how to create payslip messages.

### Page Used to Create Payslip Messages

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Payslip Messages	GPTH_PSLP_MSG	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Messages THA, Payslip Messages	Create payslip messages and control who receives the messages.

## Creating Payslip Messages

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

You can configure text messages that appear on payslips and select the recipient level to which the message is distributed. You can select the following recipient levels:

- All employees who are identified in the calendar group.
- All payees who are associated with a group build ID.
- Employees who are in a specific employee list.

**Message Number** Enter the message ID that the system uses to receive the correct message for the correct payees. Arrays and formulas combine to retrieve the correct message. You can enter multiple numbers for multiple messages.

**Message Level and Group ID** Select the recipient of the message. Choose from the following:

- *All*

All payees that are identified in the calendar group.

- *Group*

All payees that are included in a group that is built by using the Group Build Definition feature in Human Resources (called VC Group Build in Variable Compensation). If you select this value, the Payee Message link becomes unavailable for selection and you can select a group ID.

The PSLP AR GRP BLD ID array extracts all employees that exist for the group build ID that might also exist for the calendar group ID. This array uses the processing formula PSLP FM EMP CHECK. The array extracts all employees from the Group Build results table (GB\_GRP\_RES\_TBL).

- *Group List*

All payees that are in a list that is built by using the Global Payroll Group List feature. If you select this value, the Payee Message link becomes available for selection.

**Message** Enter the text of the message that is to appear on selected payslips.

---

**Note.** The PSLP AR MSG array extracts the payslip message level and message. It uses the processing formula PSLP FM MSG, which retrieves the correct message for the correct calendar group ID. This array extracts all fields from the payslip message record (GPTH\_PSLP\_MSG) and writes the message to the writable array result table (GPTH\_PSLP\_RSLT). The writable array stores data from certain system elements, such as the pay period to and from dates and payslip messages.

---

## Describing the Processes in Payslip Jobs

The Payslip page launches a Job (GPKKPYSL) containing two processes in sequence:

- The Structured Query Report (SQR) GTHPY01 prints the payslip report and provides self service related information for ePay if ePay is licensed.
- The GP\_EPAY Application Engine process uses the payslip report and self-service related information provided by the prior processes in this job to create self-service payslips for each payee. If ePay is not licensed, this process will report that ePay has not been licensed and will complete with success.

---

**Note.** Before you can browse payslips in self-service, you must run the payslip process to generate a payslip file.

---

## Page Used to Create and Print a Payslip

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Create/Print Payslips THA	GPTH_RUNCTL_PSLP	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips THA, Create/Print Payslips THA	Generates the payslip.  <b>Note.</b> You must first define the calendar group ID to generate the payslip. All groups selected in the Group ID field are automatically recreated during the payroll run.

## Printing Payslips

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



## Create/Print Payslips THA

Run Control ID: 001 [Report Manager](#) [Process Monitor](#)

### Payslip Generation Details

Calendar Group ID:

[Pay Entity List](#)

[Pay Group List](#)

[Department List](#)

[Location List](#)

[Payee List](#)

### Sort Key 1

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

Create/Print Payslips THA page

- |   |  |
|---|--|
| <b>Calendar Group ID</b>                      | Select the calendar group that you want to process.  |
| <b>Pay Entity List</b>                        | Click to select one or more pay entities for processing. The system displays the Pay Entity List page.   |
| <b>Pay Group List</b>                         | Click to select one or more pay groups for processing. The system displays the Pay Group List page.  |
| <b>Department List</b>                        | Click to select one or more departments for processing. The system displays the Department List page.  |
| <b>Location List</b>                          | Click to select one or more locations for processing. The system displays the Location List page.  |
| <b>Payee List</b>                             | Click to select one or more payees for processing. The system displays the Payee List page.  |
| <b>Sort Key 1, Sort Key 2, and Sort Key 3</b> | You can set up to three sort keys from the following options: <i>Department, Employee Name, Location, Not Applicable, Pay Entity, or Pay Group</i> . If you select <i>Not Applicable</i> , the program prints payslips by employee ID. |

---

## View Payslips Online

In order to view payslips in self-service, you should associate the Employee ID and User ID.

## Pages Used to View Payslips Online

Page Name	Definition Name	Navigation	Usage
View Payslips	GP_SS_EE_PSLP	Self Service, Payroll and Compensation, View Payslips, View Payslips	The employee selects the paycheck date to display the payslip as a PDF file. The employee can also instruct payroll whether to print a hard copy of the payslip.
User Profiles - General	USER_GENERAL	PeopleTools, Security, User Profiles, User Profiles, General	Create a user ID that the User Profiles Management process uses as a clone (model) when creating user profiles.

## Creating a User Profile

Access the User Profiles - General page (PeopleTools, Security, User Profiles, User Profiles, General).

The screenshot displays the 'User Profiles - General' configuration page. At the top, there are tabs for 'General', 'ID', 'Roles', 'Workflow', 'Audit', 'Links', and 'User ID Queries'. The 'General' tab is active. The page contains the following fields and options:

- User ID:** SCC\_MODEL
- Description:** [PS] CC - User Profiles Proces
- Account Locked Out?
- Logon Information:**
  - Symbolic ID:** SYSADM (dropdown)
  - Password:** [Masked]
  - Confirm Password:** [Masked]
  - Password Expired?
  - User ID Alias:** [Text field]
- General Attributes:**
  - Language Code:** English (dropdown)
  - Currency Code:** [Dropdown]
  - Default Mobile Page:** [Text field]
  - Enable Expert Entry
- Permission Lists:**
  - Navigator Homepage:** [Text field]
  - Process Profile:** [Text field]
  - Primary:** [Text field]
  - Row Security:** [Text field]

User Profiles - General page

Add a new value to create a user ID or used the delivered example called SCC\_MODEL.

**Note.** The Account Locked Out functionality is not cloned for the user profiles created in batch. When the user profiles are created, they are ready for the self-service users to access the site.

The system clones these fields to create the user profiles: Symbolic ID, Language Code, Navigator Homepage, Process Profile, Primary, and Row Security.

It is strongly recommended that you always select a symbolic ID, regardless of the role for which you are running the process. For example, if you are running the process using the role Prospects and you believe the role does not need a symbolic ID, consider that when prospects become applicants or students, they do need a symbolic ID. There is no background process to create one.

Enter a password and confirm it. These fields are required on this page, but the system does not clone the password when you create the new user IDs.

**See Also**

*Enterprise PeopleTools PeopleBook: Security Administration, "Administering User Profiles"*



## Chapter 5

# Defining Earnings and Deductions

This chapter provides an overview of earnings and deductions in Thailand, and discusses:

- Regular earnings.
- Irregular earnings and deductions.
- Social security contributions.
- Provident fund contributions.
- Order of the court deductions.
- Other non-taxable earnings.
- Other taxable deductions.
- Other non-taxable deductions.
- Extending earnings and deductions.

---

## Understanding Earnings and Deductions in Thailand

Global Payroll for Thailand supports several different types of earnings and deductions in order to meet common processing requirements.

### **See Also**

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

## Viewing Delivered Elements

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

*See PeopleSoft Enterprise Global Payroll 9.1 PeopleBook, "Viewing Delivered Elements."*

## Regular Earnings

Regular income is the amount paid to the employee during a sequence period. The assessable income, used for tax calculations, is estimated by projecting the regular income for the entire year.

Global Payroll for Thailand enables you to choose between the Calculation in Advance Method (CAM) for tax calculation and the Accumulative Calculation Method (ACM).

The system calculates the projected annual income when you use the CAM tax calculation by:

- Multiplying the monthly rate by 12.
- Multiplying the semi-monthly rate by 24.
- Multiplying the weekly rate by 52.

The system calculates the projected annual income when you use the ACM tax calculation by adding the year-to-date regular earnings income to the projected regular earnings income for the remaining calculation periods.

PeopleSoft Global Payroll for Thailand supports the following categories of assessable income, according to Section 40 of the Revenue Code in Thailand:

- Income under section 40(1).

This is income derived from personal services rendered to employers, or employment income.

- Income under section 40(2).

This is income derived by virtue of a post, office of employment, or service rendered. For example, fees, commissions, discounts, meeting allowances, gratuities, bonuses, and so on.

Global Payroll for Thailand delivers the following regular earnings elements:

- Basic Salary (SAL BAS EARN).
- Section 40(2) regular income (402 ER REG).

If you need to create new earnings elements for income under section 40(1), use the SAL BAS EARN earnings element as a template. If you need to create new earnings elements for income under section 40(2), then use the 402 ER REG earnings element as a template for your new elements.

## Basic Salary

The basic salary earnings element, SAL BAS EARN, is a flat amount earnings element that is only paid at the earnings level. Basic salary is paid regularly for permanent employees, in the first period for new hires, and in the last period for terminated employees.

The calculation rule is an amount rate code supporting the KTBS01 element - the payee's monthly compensation rate.

SAL BAS EARN supports proration based on calendar day by proration element GP PRORATE CAL DAY whenever there is a partial period or when a pay rate change occurs during the pay period.

SAL BAS EARN supports forwarding retroactive processing, the delta amount is forwarded to another earnings element, SAL RTO DELTA; this earnings is treated as irregular income. The tax calculation method of the irregular income is the same as the tax calculation method for SAL BAS EARN in the period being processed retroactively.

## Section 40(2) Regular Income

Section 40(2) regular income (402 ER REG) is an earnings element that is calculated in the same way as basic salary, or income under section 40(1). Only the tax category, such as 40(1) or 40(2), is reported in a different category.

If there is section 40(1) and section 40(2) income in the same period, the tax calculation is calculated sequentially, with section 40(1) income calculated first, and section 40(2) income calculated second.

The tax calculation sequence is:

1. Regular 40(1) income.
2. Regular 40(2) income.
3. Irregular 40(1) income.
4. Irregular 40(2) income.

Any step in this sequence can be skipped, if there is no income in that category for the current period.

Income under section 40(2) can have the following tax calculation methods:

- Withholding tax.
- Gross up one.
- Gross up all.

---

**Note.** During a single payroll period, both section 40(1) and section 40(2) regular income can be processed by a specific tax calculation method. However, you can use a different tax calculation method for subsequent payroll periods. For example, assume your payroll is processed every month, and in January all regular incomes are processed using the withholding tax calculation method. Then, in February, you can change the tax calculation for all regular incomes to the gross up all tax calculation method. You can handle this by overriding the TAX VR CAL METHOD variable on the Earnings - Supporting Elements Override page.

---

---

## Irregular Earnings and Deductions

Irregular income is the payment of overtime, bonuses, or special payments in any period.

Global Payroll for Thailand delivers the following irregular earnings elements:

- Leave without Pay.
- Overtime.
- Bonus.

- Car Allowance.
- Meeting Allowance.
- Commission.

If you want to create additional irregular earnings elements, use the delivered elements as templates.

## Leave without Pay

Global Payroll for Thailand provides two segment accumulators, SAL ABS PTD and SAL ABS NM, the ABS EAR earnings element, and the ABS DED deduction element for leave without pay.

The earnings element adds to the accumulator, while the deduction element subtracts from the accumulator. Implementers can add other earnings and deduction elements for leave without pay into the SAL ABS NM accumulator. All earnings and deduction elements for leave without pay should belong to one dedicated section of these accumulators, ABS INTEGRATE. In the beginning of this section, the SAL FM SET METHOD formula is called to set the correct tax calculation method.

ABS EAR and ABS DED act as integration elements to get absence input data from PeopleSoft Absence Management. The following template elements are delivered with Global Payroll for Thailand:

- Absence Entitlement Element (SCK ENT).
- Absence Take Type (SCK).
- Absence Take Element (SCK TAKE).
- Supporting Elements (SCK BR ENT, SCK FM ENT, SCK FM DAYCNT).
- Section (KTSE INIT, KTSE ABS TAKE).
- Process List (THABSENCE).
- Run Type (KTABSENCE).

## Overtime

Overtime is considered as irregular income in payroll calculations, according to labor laws in Thailand. Overtime is defined as an earnings and calculated at an hourly rate in payroll.

To describe the overtime rates in Global Payroll for Thailand, assume that Employee A works a normal schedule of 9:00 a.m. to 5:00 p.m. Monday through Friday and does not work on Saturday or Sunday. Employee B normally works from 9:00 a.m. to 5:00 p.m. Wednesday through Sunday and does not work on Monday or Tuesday. Both employees receive an hourly wage of 100 THB (baht) per hour.

The overtime rates in Global Payroll for Thailand are:



- 1.5 times the hourly rate.

If an employee works outside of his or her normal work schedule, the employer pays an overtime hourly rate that is at least 1.5 times the employee's normal hourly rate, based on the actual hours worked.

Using the employees described above, if either employee works from 7:00 p.m. to 9:00 p.m. on a Wednesday, the employee receives at least 1.5 times the normal hourly rate, or 150 THB per hour for the two hours worked.

- 2.0 times the hourly rate.

If an employee is not normally scheduled to work on weekends, and works during standard working hours on a weekend, he or she will receive an overtime rate at least two times the employee's regular daily wage, for each weekend day he or she works, based on the actual hours worked.

Using the example employees, if Employee A works on a Sunday from 9:00 a.m. to 11:00 a.m., he or she would receive at least 2.0 times the regular hourly wage, or 200 THB per hour. Employee B normally works on weekends and would receive his or her normal pay rate of 100 THB per hour.

- 3.0 times the hourly rate.

If the employee works on a day during the weekend outside of the standard working hours, the employer pays an overtime rate of three times the hourly rate, based on the actual hours worked.

In this case, if Employee A works from 7:00 p.m. to 9:00 p.m. on a Sunday, the employee will receive at least 3.0 times the normal hourly rate, or 300 THB per hour.

Global Payroll for Thailand delivers the OVT EARN earnings element for overtime. This earnings element has two user keys: TAX VR CAL METHOD and OVT VR CAL RATE.

The Calculation Rule is: Unit \* Rate \* Percentage

Unit represents the hours of overtime. The rate element, HOURLY RT, represents the overtime hourly rate. The percentage element, OVT VR CAL RATE, represents the hourly rate multiplier that employer pays to a payee for overtime, e.g. if an employer pays 2.0 times the hourly rate to a payee, then OVT VR CAL RATE is 200.

The OVT EARN earnings element gets its value through positive input or elements assignment.

The Tax Calculation Method and Overtime Salary Rate are entered in the Tax Setup for Overtime Element region on the Calendar ID Override Details page.

## Bonus

Global Payroll for Thailand provides the BON EARN earnings element to calculate bonus as an irregular income under section 40(1) in Thailand.

Global Payroll for Thailand supports two process modes for bonuses: normal cycle and off cycle. Two user keys, TAX VR CAL METHOD and NON VR SS FLAG, indicate the tax calculation method and whether the bonus is contributed to social security, provident fund, or both.

The value of the bonus, the tax calculation method, and the contribution to social security and provident fund flag are all entered through positive input or the Elements Assignment page.

## Car Allowance

Global Payroll for Thailand provides the ALL CAR ALLW earnings element to calculate car allowance as an irregular income under section 40(1) in Thailand.

Global Payroll for Thailand supports the three tax calculation methods for car allowances. The TAX VR CAL METHOD indicates the tax calculation method for car allowances.

The value and tax calculation method for a car allowance are entered through positive input or the Elements Assignment page.

## Meeting Allowance

Global Payroll for Thailand provides the 402 ER MEET earnings element for meeting allowances as irregular income under section 40(2) in Thailand.

Global Payroll for Thailand supports the three tax calculation methods for meeting allowances. The TAX VR CAL METHOD indicates the tax calculation method for meeting allowances.

The value and tax calculation method for a meeting allowances are entered through positive input or the Elements Assignment page.

## Commission

Global Payroll for Thailand provides the 402 ER COMSN earnings element for commissions as irregular income under section 40(2) in Thailand.

Global Payroll for Thailand supports the three tax calculation methods for commissions. The TAX VR CAL METHOD indicates the tax calculation method for commissions.

The value and tax calculation method for commissions are entered through positive input or the Elements Assignment page.

---

## Social Security Contributions

The Social Security employee contribution deduction, SI EE CONTRI, and the employer contribution deduction, SI ER CONTRI, are calculated by multiplying the social security base amount, SI FM CAL BAS, with the corresponding contribution rates, SI VR EE RATE and SI VR ER RATE. The Social Security base amount comes from the SI BASE PTD period to date accumulator. Contribution rates are stored in a database record, and the array elements, SI AR INFOR and SI AR DT RATE, retrieve these rates from the database.

Global Payroll for Thailand enables you to process Social Security contributions in monthly, semi-monthly, or weekly payroll runs. The system calculates the Social Security contribution for weekly payroll runs using the calculation: MTD Social Security contribution amount + current week's Social Security contribution amount + projection of the Social Security contribution amount for the remaining weeks of the month.

Global Payroll for Thailand supports Social Security contribution amounts between 1,650 THB per month and 15,000 THB per month. If the actual contribution amount is more than the stated maximum contribution, then the system uses 15,000 THB as the Social Security contribution amount. If the actual contribution is less than 1,650 THB, the system uses 1,650 THB as the Social Security contribution amount.

---

## Provident Fund Contributions

PeopleSoft Enterprise Global Payroll for Thailand delivers the PF BAS PTD accumulator to store provident fund contributions. Both the provident fund employee contribution (PF EE CONTRI) and employer contribution (PF ER CONTRI) are calculated by multiplying the provident fund base by the corresponding contribution rates (PF VR EE RATE and PF VR ER RATE) stored in the database. The provident fund base is calculated by the formula PF FM BAS.

Contribution rates are retrieved from the database by the PF AR INFOR array element.

---

## Order of the Court Deductions

PeopleSoft Enterprise Global Payroll for Thailand provides the GEN NONTAX CD deduction element for an order of the court deduction. The value of GEN NONTAX CD is entered by positive input or elements assignment. This is a non-taxable, or after tax deduction, so it is subtracted directly from net income.

---

## Other Non-Taxable Earnings

PeopleSoft Enterprise Global Payroll for Thailand provides the GEN NONTAX ER element for non-taxable earnings. The value of GEN NONTAX ER is entered by positive input or elements assignment.

This is a template element for non-taxable earnings. Implementers can add more non-taxable earnings elements following this template. Since these earnings are non-taxable, they are added directly to net income.

---

## Other Taxable Deductions

PeopleSoft Enterprise Global Payroll for Thailand provides the GEN TAXABL D deduction element for miscellaneous taxable deductions. The value of GEN TAXABL D is entered by positive input or elements assignment.

This is a template for all other taxable deduction elements. Implementers can add more taxable deduction elements using this template. Since these deductions are taxable, you need to specify whether it should be deducted from withholding, gross up all, or gross up one irregular income.

## Other Non-Taxable Deductions

PeopleSoft Enterprise Global Payroll for Thailand provides the GEN NONTAX DD deduction element for non-taxable deductions. The value of GEN NONTAX DD is entered by positive input or elements assignment.

This is a template element for non-taxable deductions. You can add more non-taxable deduction elements using this template. Since this type of deduction is non-taxable, it is deducted directly from net income.

## Extending Earnings and Deductions

This section discusses how to:

- Create taxable earnings for tax calculation.
- Create non-taxable earnings for tax calculation.
- Create taxable deductions for tax calculation.
- Create non-taxable deductions for tax calculation.
- Add retro functionality for new earnings elements.

## Pages Used to Extend Earnings and Deductions

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Earnings Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Earnings Name	Name the element and define its basic parameters.
Earnings - User Fields for Element <element name>	GP_PIN_USR_FLD_SEC	Click the User Fields link on the Earnings Name page.	Define user fields to create unique instances of an element.
Earnings - Calculation	GP_ERN_DED_CALC	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Calculation	Define calculation rules for an earnings element.
Earnings - Rounding/Proration	GP_ERN_DED_RND	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Rounding/Proration	Specify rounding and proration options for the components of an earnings element.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Earnings - Accumulators	GP_ERN_DED_AC_ADDL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Accumulators	Indicate the accumulators (already defined in the system) to which the earnings element contributes.
Earnings - Supporting Element Overrides	GP_ELM_DFN_SOVR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Supporting Element Overrides	Override the value of certain supporting elements that are used by the definition of the earnings element or override the supporting elements when they are not part of the earnings. This page is also used to override deductions.
Deduction Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Deduction Name	Name the element and define its basic parameters.
Deductions - User Fields	GP_PIN_USR_FLD_SEC	Click the User Fields link on the Deduction Name page.	Define user fields to create unique instances of an element.
Deductions - Calculation	GP_ERN_DED_CALC	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Calculation	Define calculation rules for a deduction element.
Deductions - Rounding/Proration	GP_ERN_DED_RND	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Rounding/Proration	Specify rounding and proration options for a deduction element.
Deductions - Accumulators	GP_ERN_DED_AC_ADDL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Accumulators	Indicate the accumulators (already defined in the system) to which the deduction element contributes.
Deductions - Supporting Element Overrides	GP_ELM_DFN_SOVR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Supporting Element Overrides	Override the value of certain supporting elements that are used by the definition of the deduction element or override the supporting elements when they are not part of the deduction definition.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Retro Process Overrides	GP_RTO_OVR_DEFN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Triggers, Retro Process Overrides, Retro Process Overrides	Specify the elements that are to be forwarded when the standard retro method is forwarding. Define overrides to the standard corrective retro method. Override the Retro Recalculation Option defined on the earnings and deduction definition pages.
Element Group Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Element Groups, Element Group Name	Name the element group and define its basic parameters.
Element Group Members	GP_ELEMENT_GROUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Element Groups, Element Group Members	Insert elements into element groups.
Section Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Sections, Section Name	Name a section and define its basic parameters.
Definition	GP_SECTION	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Sections, Definition	Select elements that constitute a section.
Payee Sections	GP_PYE_SECTION	Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Payee Sections, Payee Sections	Create a payee section for a process list.

## Creating Taxable Earnings for Tax Calculation

Follow these steps to create taxable earnings:

1. Define the earnings name.

Specify the earnings name, security level, and overrides.

2. Define the user fields.

Specify the user fields for this earnings element.

3. Define the calculation rule.

Specify the components that make up the calculation rule for the earnings.

4. Define the rounding/proration rule.

Specify the rounding and proration rules for earnings elements.

5. Define accumulators.

Select the accumulators to which this earnings element contributes.

6. Create supporting element overrides.

Create supporting element overrides at the element definition level.

### ***Defining an Earnings Name***

Access the Earnings Name page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Earnings Name).

Give your earnings element an appropriate name and description based on the naming conventions of your company.

Carefully define the override levels.

Do not select the Always Recalculate check box. Selecting this check box causes repeated recalculations of the earnings, making the calculated result inaccurate.

Give your earnings element an appropriate category.

### ***Defining the User Field***

Access the Earnings - User Fields for Element <element name> page (click the User Fields link on the Earnings Name page).

For all taxable earnings elements, you must add the variable TAX VR CAL METHOD in the User Field field.

**Earnings**

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**User Fields for Element SAL BAS EARN (Basic Salary)**

A Driver Accumulator has not been defined.

Driver Accumulator:

User Fields	
User Field 1: <input type="text" value="Variable"/>	Element 1: <input type="text" value="TAX VR CAL METHOD"/>
User Field 2: <input type="text" value="Variable"/>	Element 2: <input type="text" value="INC VR SECTION"/>
User Field 3: <input type="text"/>	Element 3: <input type="text"/>
User Field 4: <input type="text"/>	Element 4: <input type="text"/>
User Field 5: <input type="text"/>	Element 5: <input type="text"/>
User Field 6: <input type="text"/>	Element 6: <input type="text"/>

\*Retro Delta User Field Level:

Earnings - User Fields for Element <element name> page

**Defining Calculation Rules**

Access the Earnings - Calculation page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Calculation).

Choose a calculation rule, then define each calculation component. The values for the Calculation Rule field are:

- *Amount.*
- *Base \* Percent.*
- *Unit \* Rate.*
- *Unit \* Rate \* Percent.*

**Defining Rounding/Proration Rules**

Global Payroll for Thailand does not deliver any rounding rules, use the core Global Payroll rounding rule to define rounding rules for your earnings element.

**Defining Accumulators**

Based on your requirements, you should consider adding your earnings element into the following accumulators:



<b>Accumulators</b>	<b>Sign</b>	<b>Usage</b>
SAL GROSS NM	Add	Gross pay accumulator. Add all newly created earnings elements into this accumulator.
SAL NET NM	Add	Net pay accumulator. Add all newly created earnings elements into this accumulator.
SAL RIR NM	Add	Add taxable earnings elements into this accumulator.
SAL RIR TAL NM	Add	Add taxable earnings elements into this accumulator.
SAL REG NM	Add	For regular income earnings, add to this accumulator.
SAL REG TAL NM	Add	For regular income earnings, add to this accumulator.
SAL IR NM	Add	For irregular income earnings, add to this accumulator.
SAL IR TAL NM	Add	For irregular income earnings, add to this accumulator.
SI BASE NM	Add	For a social security fund contribution base earnings, add to this accumulator.
SI BASE PRO NM	Add	For earnings elements that project social security fund contributions in the remaining periods, add to this accumulator.
PF BASE NM	Add	For provident fund contribution base earnings, add to this accumulator.
PF BASE PRO NM	Add	For earnings elements that project provident fund contribution for the remaining periods, add to this accumulator.
SAL REG PRO NM	Add	For earnings elements that project regular income in the remaining periods, add to this accumulator.

All of the above accumulators have a suffix "NM," which means that PeopleSoft will not maintain those accumulators. PeopleSoft delivers these accumulators for customers to add their newly created elements. Please only use these "NM" accumulators, when you create new earnings elements. If you directly add elements into "PS Delivered/Maintained" accumulators, there may be a conflict between your modification and any new patches from PeopleSoft.

### **Supporting Element Overrides**

Access the Earnings - Supporting Element Overrides page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Supporting Element Overrides).

Global Payroll for Thailand uses the TAX VR CAL METHOD variable to determine the tax calculation method for individual taxable earnings elements, if your new element is only used under one tax calculation method, you can assign this tax method at the element definition level using the Supporting Element Overrides page.

*Element Type		*Element Name	Character Value		
Variable		TAX VR CAL METHOD	WH	+	-

Earnings - Supporting Elements Override page

There are three possible values for the TAX VR CAL METHOD variable:

- *WH*  
Global Payroll for Thailand uses the withholding tax calculation method for this earnings element.
- *GA*  
Global Payroll for Thailand uses the gross up all cycle tax calculation method for this earnings element.
- *GO*  
Global Payroll for Thailand uses the gross up one cycle tax calculation method for this earnings element.

## Creating Non-Taxable Earnings for Tax Calculation

To create non-taxable earnings, use the same steps that you used to create taxable earnings, with the following exceptions:

- Do not add the TAX VR CAL METHOD variable to the User Field field on the Earnings - User Fields for Element <element name> page.
- Do not add any non-taxable earnings into these taxable income accumulators:
  - SAL RIR NM
  - SAL RIR TAL NM
  - SAL REG NM
  - SAL REG TAL NM
  - SAL IR NM
  - SAL IR TAL NM

When you create non-taxable earnings elements, you can use the GEN NONTAX E element delivered by Global Payroll for Thailand as a template.

Earnings Name		Calculation	Rounding/Proration	Auto Generated Accumulators	Accumulators	Supporting Element Overrides
*Name:	GEN NONTAX E			Element Type:	Earnings	
*Description:	Other Non-taxable Incomes			*Field Format:	Monetary	
*Definition As Of Date:	Calendar Period End Date			Element Nbr:	200050	<input type="checkbox"/> Always Recalculate
<b>Element Use</b>				<b>Override Levels</b>		
*Owner:	PS Delivered / Maintained			<input type="checkbox"/> Pay Entity	<input type="checkbox"/> Via Elements	
*Class:	Statutory			<input type="checkbox"/> Pay Group	<input type="checkbox"/> Element Definition	
*Used By:	Specific Country			<input checked="" type="checkbox"/> Payee	<input checked="" type="checkbox"/> Positive Input	
Country:	THA	Thailand		<input type="checkbox"/> Calendar		
Industry/Region:				<b>Results</b>		
Category:	NTE	Non-Taxable Earnings		<input checked="" type="checkbox"/> Store		
<b>Resolution Parameters</b>				<b>Version Information</b>		
Driver Accumulator:				Last Updated:	02/01/08 3:35:46.000000PM	
<a href="#">User Fields</a>				Last Updated By:	PPLSOFT	
				User Version:		
				Version:	P_9.00.00.000	

GEN NONTAX E Earnings on the Earnings Name page

## Creating Taxable Deductions for Tax Calculation

Follow these steps to create taxable deductions:

1. Define the deduction name.

Specify the earnings deduction, security level, and overrides.

2. Define user fields.

Specify the user fields for this deduction element.

3. Define the calculation rule.

Specify the components that make up the calculation rule for the deduction.

4. Define any rounding or proration rules.

Specify the rounding and proration rules for deduction elements.

5. Define accumulators.

Select the accumulators from which this element deducts.

6. Create supporting element overrides.

Create supporting element overrides at the element definition level.

## 7. Define arrears.

Define the method to store deductions when the system is not able to take from a current pay run because of insufficient net pay.

### **Defining a Deduction Name**

Access the Deduction Name page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Deduction Name).

Give your deduction element an appropriate name and description, based on the naming conventions of your company.

Carefully define the override levels.

Do not select the Always Recalculate check box. Selecting this check box causes repeated recalculations of the deduction, making the calculated result inaccurate.

Give your deduction element an appropriate category.

### **Defining the User Field**

Access the Deductions - User Fields for Element <element name> page (click the User Fields link on the Deductions Name page).

For all taxable deduction elements, you must add the variable TAX VR CAL METHOD in the User Field field.

### **Defining Calculation Rules**

Access the Deductions - Calculation page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Calculation).

Choose a calculation rule, then define each calculation component. The values for the Calculation Rule field are:

- *Amount.*
- *Base \* Percent.*
- *Unit \* Rate.*
- *Unit \* Rate \* Percent.*

### **Defining Rounding/Proration Rules**

Global Payroll for Thailand does not deliver any rounding rules, use the core Global Payroll rounding rule to define rounding rules for your deduction element.

### **Defining Accumulators**

Based on your requirements, you should consider adding your deduction element into the following accumulators:

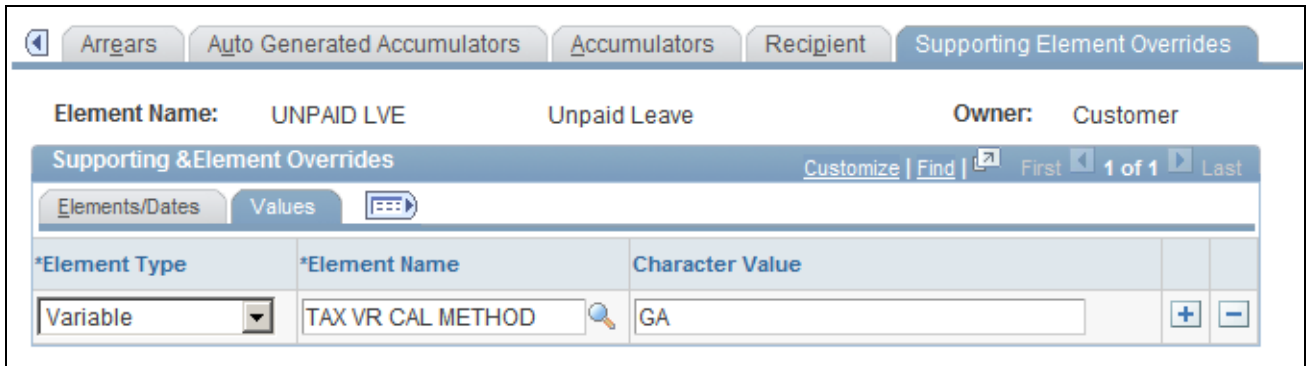
<b>Accumulators</b>	<b>Sign</b>	<b>Usage</b>
SAL NET NM	Subtract	Net pay accumulator. Add all new deduction elements into this accumulator.
SAL RIR NM	Subtract	Add taxable deduction elements into this accumulator.
SAL RIR TAL NM	Subtract	Add taxable deduction elements into this accumulator.
SAL REG NM	Subtract	For deductions that are subtracted from regular income, add to this accumulator.
SAL REG TAL NM	Subtract	For deductions that are subtracted from regular income, add to this accumulator.
SAL IR NM	Subtract	For deductions that are subtracted from irregular income, add to this accumulator.
SAL IR TAL NM	Subtract	For deductions that are subtracted from irregular income, add to this accumulator.
SI BASE NM	Subtract	For deductions that reduce the social security fund contribution base, add it to this accumulator.
SI BASE PRO NM	Subtract	For deductions that reduce the social security fund contribution base when projecting the remaining periods, add to this accumulator.
PF BASE NM	Subtract	For deductions that reduce the provident fund contribution base, add to this accumulator.
PF BASE PRO NM	Subtract	For deductions that reduce the provident fund contribution base for the remaining periods, add to this accumulator.
SAL REG PRO NM	Subtract	For deduction elements that are counted when projecting regular income in the remaining periods, add to this accumulator.

All of the above accumulators have a suffix "NM," which means that PeopleSoft will not maintain those accumulators. PeopleSoft delivers these accumulators for customers to add their newly created elements. Please only use these "NM" accumulators, when you create new earnings elements. If you directly add elements into "PS Delivered/Maintained" accumulators, there may be a conflict between your modification and any new patches from PeopleSoft.

### **Supporting Element Overrides**

Access the Deductions - Supporting Element Overrides page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Deductions, Supporting Element Overrides).

Global Payroll for Thailand uses the TAX VR CAL METHOD variable to determine which type of taxable income the current taxable deduction element is subtracted from withholding, gross up all cycle, or gross up one cycle. If your new element is only used under one tax calculation method, you can assign this tax method at the element definition level using the Supporting Element Overrides page.



TAX VR CAL METHOD Element on the Supporting Element Overrides page

There are three possible values for the TAX VR CAL METHOD variable:

- *WH*  
Global Payroll for Thailand uses the withholding tax calculation method for this earnings element.
- *GA*  
Global Payroll for Thailand uses the gross up all cycle tax calculation method for this earnings element.
- *GO*  
Global Payroll for Thailand uses the gross up one cycle tax calculation method for this earnings element.

**Limitations**

Since taxable deductions are subtracted from irregular taxable earnings using the same tax calculation method, whenever you add a taxable deduction to a given employee using Positive Input, you need make sure that there is enough irregular taxable income to allow the deduction.

**Creating Non-Taxable Deductions for Tax Calculation**

To create non-taxable deductions, use the same steps that you used to create taxable deductions, with the following exceptions:

- Do not add the TAX VR CAL METHOD variable to the User Field field on the Deductions - User Fields for Element <element name> page.

- Do not add any non-taxable deductions into these taxable deduction accumulators:
  - SAL RIR NM.
  - SAL RIR TAL NM.
  - SAL REG NM.
  - SAL REG TAL NM.
  - SAL IR NM.
  - SAL IR TAL NM.

Deduction Name	Calculation	Rounding/Proration	Arrears	Auto Generated Accumulators	Accumulators	Recipient
*Name:	GEN NOTAX DD		Element Type:	Deduction		
*Description:	Other Non-taxable deduction		*Field Format:	Monetary		
*Definition As Of Date:	Calendar Period End Date		Element Nbr:	200112 <input type="checkbox"/> Always Recalculate		
<b>Element Use</b>			<b>Override Levels</b>			
*Owner:	PS Delivered / Maintained		<input type="checkbox"/> Pay Entity	<input type="checkbox"/> Via Elements		
*Class:	Statutory		<input type="checkbox"/> Pay Group	<input type="checkbox"/> Element Definition		
*Used By:	Specific Country		<input checked="" type="checkbox"/> Payee	<input checked="" type="checkbox"/> Positive Input		
Country:	THA Thailand		<input type="checkbox"/> Calendar			
Industry/Region:			<b>Results</b>			
Category:	NTD Non-taxable Deductions		<input checked="" type="checkbox"/> Store			
<b>Resolution Parameters</b>			<input checked="" type="radio"/> Always			
Driver Accumulator:			<input type="radio"/> If Element Is Non-Zero			
<a href="#">User Fields</a>			<input type="radio"/> If Element Or Comp Is Non-Zero			
<b>Version Information</b>						
			Last Updated:	02/01/08 3:35:46.000000PM		
			Last Updated By:	PPLSOFT		
			User Version:			
			Version:	P_9.00.00.000		
<a href="#">Custom Fields</a> <a href="#">Comments</a>						

GEN NOTAX DD deduction on the Deduction Name page

## Adding Retro Functionality for New Earnings Elements

Global Payroll for Thailand uses a forwarding method for retroactive processing. The forwarding method calculates the differences between the original and recalculated pay runs. The differences between the new and old calculations are carried forward to the current calendar period as an adjustment to elements specified by the user and can be a positive or negative amount. The amount carried forward is considered irregular income for tax calculations. The system uses the same tax calculation method for the forwarded amount and retro processed regular income.

Global Payroll for Thailand delivers retro process functionality for two earnings elements:

- The SAL BAS EARN earnings element for basic salary income under section 40(1) in Thailand.

- The 402 ER RETRO earnings element for the retroactive delta of the regular income earnings element 402 ER REG.

If you want to add the retro process feature to an earnings, you need to perform some additional set up. For example, after a new rate code is added, you need to add the associated earnings elements for the new rate code.

If you want to add retro functionality for new earnings elements, you need to perform the following steps:

- Add retro processing earnings elements.
- Set up retro process overrides.
- Add earnings elements to the EG-Common element group.
- Add earnings elements to the TAXABLE EARNINGS section.

### Adding Retro Processing Earnings Elements

In order to support retro processing, you need add a new earnings element to store the retro amount. Set up the new earnings element using the SAL RTO DELT element as an example.

### Set Up Retro Process Overrides

Select the elements to be forwarded on the Retro Process Overrides page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Triggers, Retro Process Overrides, Retro Process Overrides).

*Entry Type	*Element Name	Forward To Different Element	*Forward to Entry Type	*Forward To Element
Earnings	SAL BAS EARN	<input checked="" type="checkbox"/>	Earnings	SAL RTO DELT
Earnings	402 ER REG	<input checked="" type="checkbox"/>	Earnings	402 ER RETRO

Retro Process Overrides page

Global Payroll does not assume that every element in a process list should be forwarded, even when the retro method is forwarding.



### ***Adding Earnings Elements to the EG-Common Element Group***

Add all retro processing forward to earnings elements to the EG-Common element group using the Element Group Members page.

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**Note.** The EG-Common element group is marked as *PS Delivered/Customer Modified*, which means that customers can add members to this element group. When applying a new patch for Global Payroll for Thailand, the element group will not be overwritten.

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### ***Adding Earnings Elements to the TAXABLE EARNINGS Section***

Add new earnings elements to the TAXABLE EARNINGS section using the Section Name page.

To add new earnings elements to the section, select the Customer Control Indicator check box on the Section Name page. Then, on the Section-Definition page, add the earnings elements to the Section Element List region of the TAXABLE EARNINGS element section under the SAL RTO DELT element.



## Chapter 6

# Setting Up and Managing Tax Processes

This chapter provides an overview of the Global Payroll for Thailand tax processes and discusses how to:

- Maintain tax rate tables.
- Set up irregular income tax calculations.
- Process overpaid taxes.
- Track tax calculation issues.
- Extend tax calculations.

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## Understanding Global Payroll for Thailand Tax Calculation

Global Payroll for Thailand provides payroll rules and elements to support the following tax calculation features:

- Weekly, semi-monthly, and monthly payroll period types for tax calculations and payroll runs.
- The Withholding, Gross Up All Cycles (GUPA) and Gross Up One Cycle (GUPO) tax allocation methods are supported for each of the payroll period types.

Only one tax calculation method within a single payroll period can apply to a payee's regular earnings. However the tax allocation method for a payee's regular earnings can change for different payroll periods at the beginning of a pay period. The tax allocation method cannot be changed in the middle of a period.

A payee can have multiple tax allocation methods applied to irregular earnings within a single payroll period.

The tax allocation method can be assigned to irregular earning, such as bonus, overtime, or car allowance, through positive input or element assignment.

- Termination tax. The Withholding tax allocation method is used for payees with a length of service of five or more years. For payees with a length of service less than five years, the termination earnings are treated as irregular earnings for tax calculations. For more details, please refer to the chapter on managing termination processing.

See [Chapter 7, "Managing Termination," page 105](#).

- The following tax allowances and deductions are supported for regular and irregular earnings:
  - Provident Fund Allowance.
  - Expense Allowance.
  - Personal Allowance.
  - Spouse Allowance.
  - Child Allowance.
  - Child Education Allowance.
  - Parent Allowance.
  - Personal Life Insurance Allowance.
  - Spouse Life Insurance Allowance.
  - Provident Fund.
  - Mutual Fund.
  - Long Term Equity Fund.
  - Social Security Fund.
  - Mortgage Interest Allowance.
  - Education Donation Allowance.
  - Donation.
  - Sport Donation.
  - Parent Health Insurance.
  - Non-taxable deductions.
- Generate a tax log report to track the tax calculation process.
- Tax reporting to the Thailand Revenue Department.
- Normal cycle and off cycle processing.

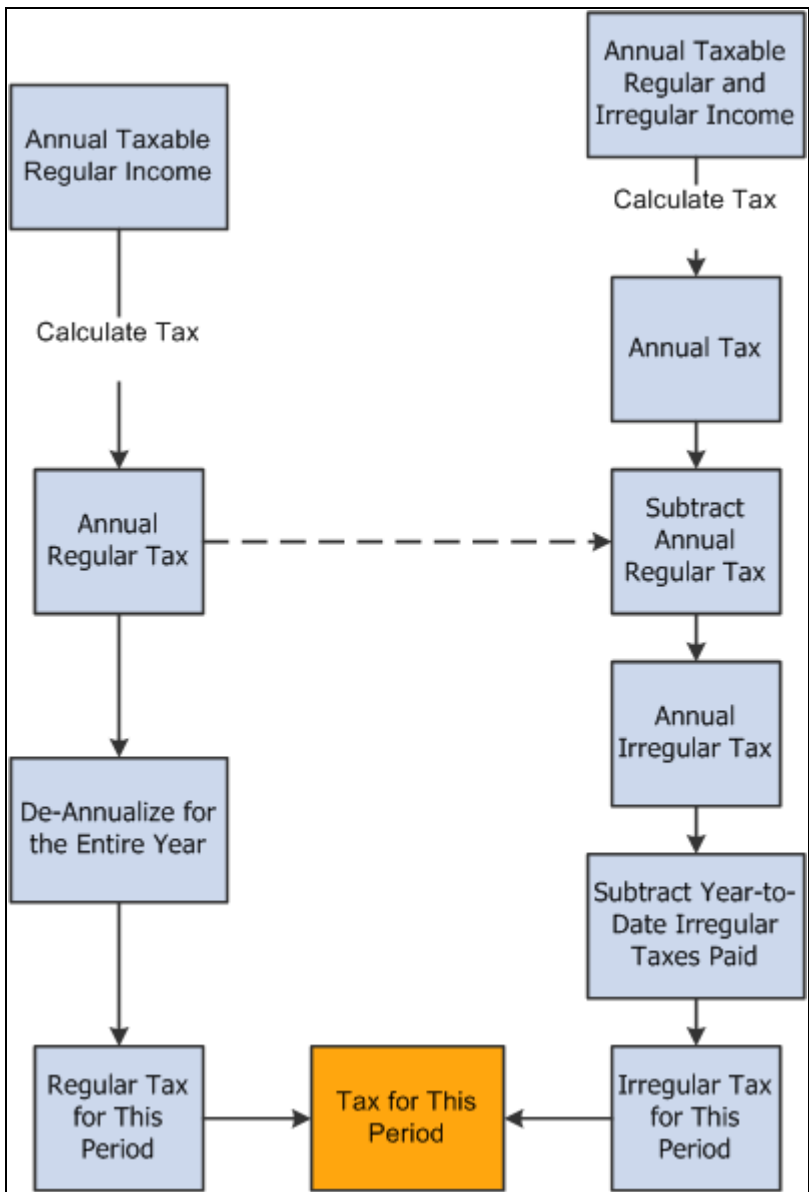
- Other supported tax functionality.
  - Mid-period hires or terminations.
  - Retroactive amount tax processing. The retroactive earnings amount, is considered irregular earnings, and the tax allocation method of the retroactive amount is the same as the basic retroactive salary element in the retroactive period. The retroactive amount can be a negative value. If the total of the retroactive amount and other irregular earnings with the same tax allocation method is a negative value, then the taxes for that allocation method are not processed.
  - Negative tax payment processing.
  - Mid-year changes to deduction allowance information is allowed. The new information will be captured during the payroll run for the next payroll period.
  - Element segmentation tax calculation of basic salary.

## Understanding Tax Calculation Methods

When calculating personal income tax for declaration to the Revenue Department, there are two tax calculation methods to choose from: the Calculation In Advance Method (CAM) and the Accumulative Calculation Method (ACM).

CAM is the method that the Revenue Department recommends employees use. Most companies use ACM to calculate taxes, but governmental organizations still use CAM to calculate the taxes for their officers.

Global Payroll for Thailand enables organizations to choose either calculation method. Both ACM and CAM follow the same high level processing flow as shown in the following graphic:



Tax calculation process

The difference between the two tax calculation methods is in the detailed processing steps, such as annualizing regular taxable incomes, and de-annualizing the total calculated tax.

**Tax Calculation Variables**

Global Payroll for Thailand uses the following variables to control the tax calculation method:

- TAX VR CAL CAT specifies the tax calculation category, either ACM or CAM.

- **TAX VR CAL NUMBER** specifies the number of calculation periods the system uses to calculate income taxes when you are using CAM.

Using CAM is not accurate when calculating the tax payment for each pay period, and the payment amount must be adjusted at the end of the year. When you choose CAM for tax calculation, you must specify the number of periods that the system uses CAM to calculate income taxes. The system then uses ACM to calculate income taxes for the remainder of the year.

You can override the default values for these variables at the pay entity, pay group, and payee levels.

## Understanding Tax Calculation Types

PeopleSoft Enterprise Global Payroll for Thailand supports the following three tax calculation types:

- **Withholding Tax Income (WH).**

The employer, or entity that pays the income, withholds tax at the source and identifies the condition of payment in the ITF1 and ITF1 A reports as *Deduct at Source*.

- **Gross Up One Cycle (GUPO).**

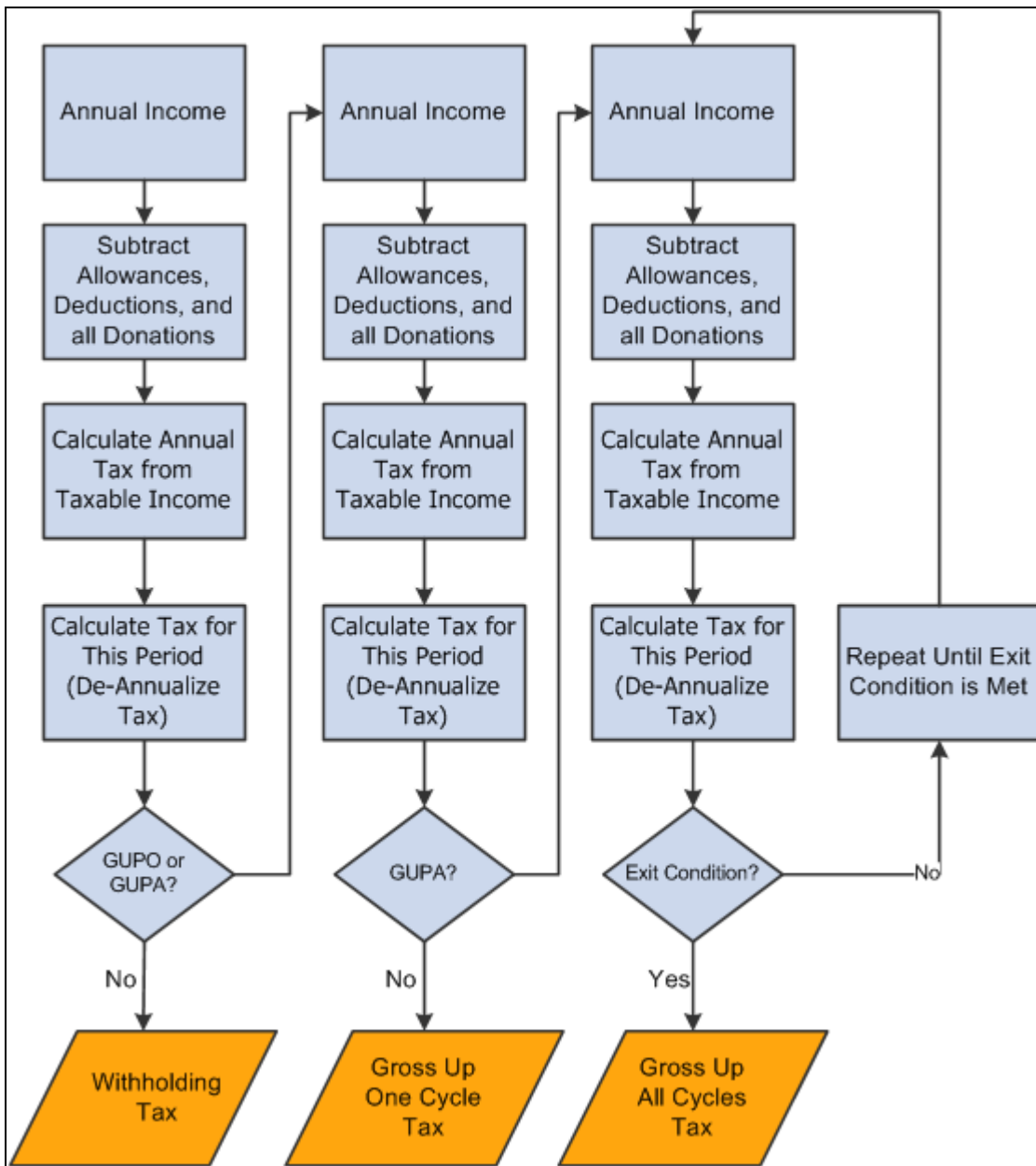
The employer, or entity that pays the income, pays tax for the payee for one cycle of the tax calculation and the payee pays the tax for the remainder of the cycles. The employer, or pay entity, identifies the condition of payment in the ITF1 and ITF1 A reports as *Company Paid Once*.

- **Gross Up All Cycles (GUPA).**

The employer, or entity that pays the income, pays the tax for the payee for all cycles of the tax calculation and the payee will not pay any taxes for that income. The employer, or entity that pays the income, identifies the condition of payment in the ITF1 and ITF1 A reports as *Company Paid All*.

### ***Tax Calculation Types Logic***

The following diagram describes the tax calculation logic of the three tax calculation types:



Tax calculation types logic

For each calculation type, a repeating loop function is used in the tax calculation:

- If the payee's current income uses the Withholding calculation type, the system completes the loop only once.
- If the payee's current income uses the Gross Up One Cycle calculation type, then the system completes the loop twice.
- If the payee's current income uses the Gross Up All Cycles calculation method, then the system continues to cycle through the loop until the difference between the tax amount of the current loop and the tax amount of the previous loop is less than 0.0001.

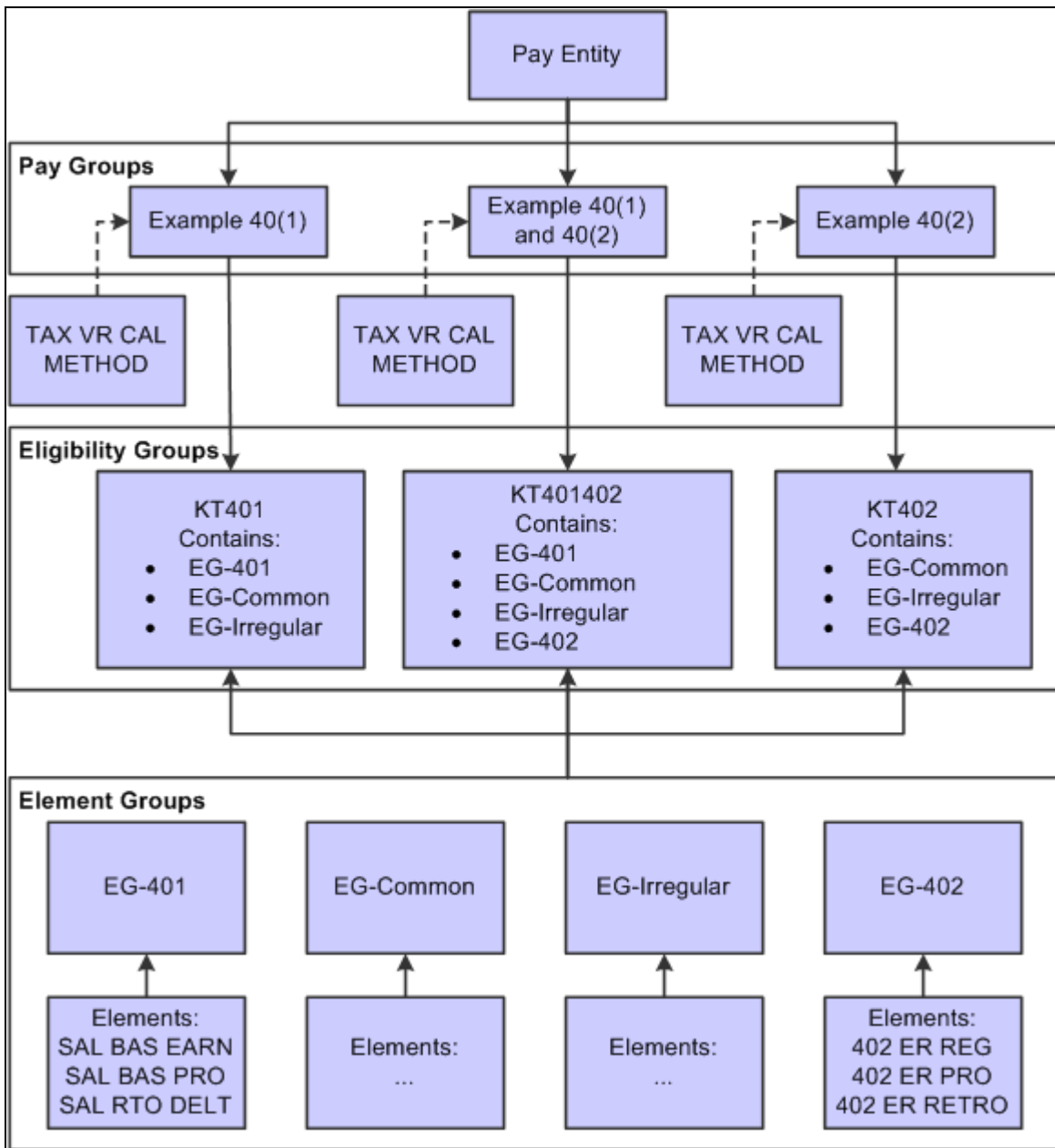
In each tax loop, the system performs the following steps:



1. Calculates the annual total income based on the income for the current period and the year-to-date income.
2. Subtracts each tax allowance and obtains the total taxable income.
3. Looks up the tax rate for the total taxable income in the tax rate table.
4. Calculates the annual tax amount.
5. Calculates the tax for the current period.

### ***Determining Tax Calculation Type***

The following diagram illustrates a typical organizational structure for Global Payroll for Thailand:



Typical organization framework setup for Global Payroll for Thailand

In the previous graphic, a pay entity is the business organization that pays payees.

Pay groups combine payees with the same frequency, same pay periods and same payment dates during a payroll process. You must define at least one pay group for each typical pay frequency used in your organization.

The pay groups described in the previous graphic are not delivered in PeopleSoft Global Payroll for Thailand. The example pay groups illustrate three different income streams:

- Section 40(1) income only in the Example 40(1) pay group.
- A mix of Section 40(1) and Section 40(2) income in the Example 40(1) and 40(2) pay group.
- Section 40(2) income only in the Example 40(2) pay group.

TAX VR CAL METHOD is the element user key that specifies the tax calculation type, Withholding, Gross Up One Cycle, or Gross Up All Cycles.

PeopleSoft Global Payroll for Thailand delivers the following eligibility groups that specify which types of regular income a payee receives:

- KT401 is the eligibility group for Section 40(1) income.
- KT401402 is the eligibility group for a combination of Section 40(1) and Section 40(2) income.
- KT402 is the eligibility group for Section 40(2) income.

Global Payroll for Thailand delivers the following element groups:

- EG-401.

Contains the SAL BAS EARN, SAL BAS PRO, and SAL RTO DELT elements for processing of Section 40(1) income.

- EG-Common.

Contains all common earning and deduction elements, which are eligible to all pay groups. For example, deduction elements for tax allowance, social security contribution and provident fund contribution are eligible to all payees.

- EG-Irregular.

Contains all earning elements for irregular income. This element group is eligible to all pay groups. The 'Eligibility Assignment' of all members of this element group will be set to 'By Payee'. By this means, if you want a payee gets an element processed, you have to assign this element through the payee level Earnings/Deductions Assignment page or enter positive input. This guarantees those elements that are not only eligible to the current payee, but also have been assigned through positive input or element assignment will be resolved. This can greatly improve system performance.

- EG-402.

Contains the 402 ER REG, 402 ER PRO, and 402 ER RETRO elements for processing Section 40(2) income.

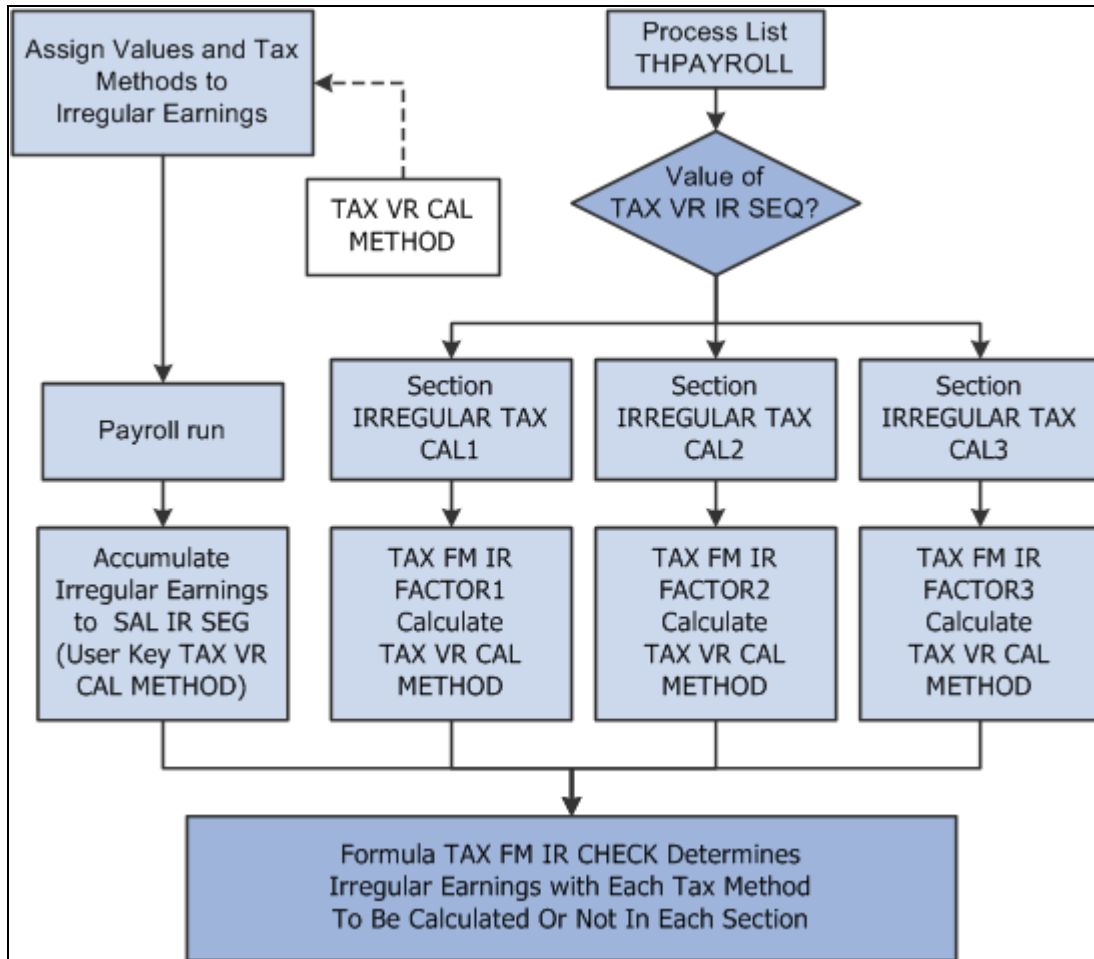
Each of the delivered element groups in Global Payroll for Thailand belongs to the following eligibility groups:

<b>Element Group</b>	<b>Eligibility 1</b>	<b>Eligibility 2</b>	<b>Eligibility 3</b>
EG-401	Eligibility Group-KT401402	Eligibility Group-KT401	
EG-402	Eligibility Group-KT401402		Eligibility Group-KT402
EG-Irregular	Eligibility Group-KT401402	Eligibility Group-KT401	Eligibility Group-KT402
EG-Common	Eligibility Group-KT401402	Eligibility Group-KT401	Eligibility Group-KT402

### Determining Tax Calculation Types for Irregular Income

The tax calculation methods of irregular income are determined through positive input or element assignment while assigning values to irregular incomes.

The following diagram illustrates how to determine the tax calculation types and sequences for irregular income:



Determining the tax calculation types and sequences for irregular income

Although a single type of irregular income can use any of the three tax calculation types, Global Payroll for Thailand delivers one earnings element for each type of irregular income. Use the following steps to identify the tax calculation type for each type of irregular income:

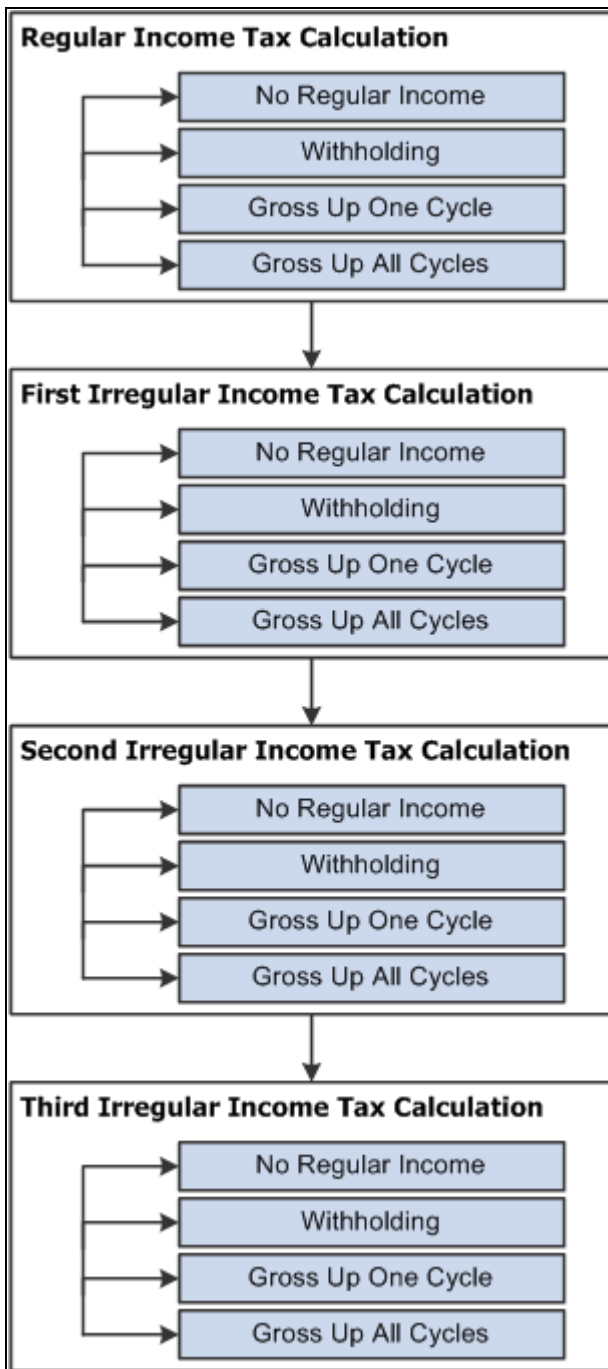
1. Add the TAX VR CAL METHOD variable to each irregular income earning element as a user key.
2. Enter one of the tax calculation types in the TAX VR CAL METHOD variable through positive input or the Earning/Deduction Assignment page.
3. Use the Configuration by Element page or the Configuration by Category page to ensure that the end user assigns a value to the TAX VR CAL METHOD variable.
4. Add the TAX VR CAL METHOD variable as a user key for the related accumulators.

Since a payee can have all of the tax calculation types on irregular income during the same period, the pay group cannot be used to determine which tax calculation method should be used for a given irregular income. All earnings elements for irregular income use the TAX VR CAL METHOD user key to indicate which tax calculation type to use. Payroll administration needs to assign a value to this user key using supporting element overrides when entering irregular income using Positive Input or the Earning/Deduction assignment page.

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

## Understanding the Overall Flow of Tax Calculations

The following graphic describes the overall flow of tax calculations in Global Payroll for Thailand:



Overall Flow of Tax Calculation

The Global Payroll for Thailand process list has four sections for tax calculation:

1. Regular Income Tax Calculation.

This section calculates the personal income tax for regular income. Based on the current payee's type of regular income, this section chooses the tax calculation type to calculate the regular tax.

## 2. First Irregular Income Tax Calculation.

A payee can have three different types of irregular income within one payroll period: withholding, gross up all cycles and gross up one cycle. There are three separate sections to calculate different types of irregular incomes. Based on the configuration, this section can calculate withholding, gross up all cycles, and gross up one cycle irregular income taxes. If the organization specifies that this section calculates withholding tax, but the current payee does not have any withholding irregular income, then this section is skipped.

## 3. Second Irregular Income Tax Calculation.

You can specify the tax calculation type for this section.

## 4. Third Irregular Income Tax Calculation.

You can specify the tax calculation type for this section.

# Year End Processing for Tax Recalculation

Tax calculations for Thailand are not completely accurate until the end of a tax year, since the calculations are based on the projection of annual regular income. So the tax amount must be adjusted at the end of tax year. For example, tax allowance declaration data can change within a tax year, so any tax calculation before the change in declaration data is inaccurate. In addition, changes to the calculation sequence for different types of irregular income result in different tax amounts.

### ***Principles Used in Year-End Tax Recalculation***

From an entire tax year perspective, the regular income tax amount does not need to be recalculated at the end of the year. However, the irregular income tax amount must be recalculated based on the final year to date regular income, including the final year to date original regular income and the year to date tax for regular income. The total irregular tax amount paid is the same as moving the year to date withholding income, the year-to-date original gross up all cycles irregular income, and the year to date original gross up one cycle irregular income to the last period of the year.

All irregular withholding taxes should be paid by the employee. So the year to date withholding irregular income can be used for the year end tax recalculation.

All irregular gross up all cycles taxes should be paid by the employer, and a corresponding amount of gross up all cycles irregular income is added to the employee's income. For example, during the 2007 tax year, the only gross up all cycles irregular income occurs in May. The amount of this income is 50,000 THB, and the calculated tax amount is 10,000 THB. Before the recalculation at the end of the year, the year to date gross up all cycles irregular income is  $50,000 + 10,000 = 60,000$  THB, but the year to date original gross up all cycles irregular income of 50,000 THB should be the amount used for the year end tax recalculation.

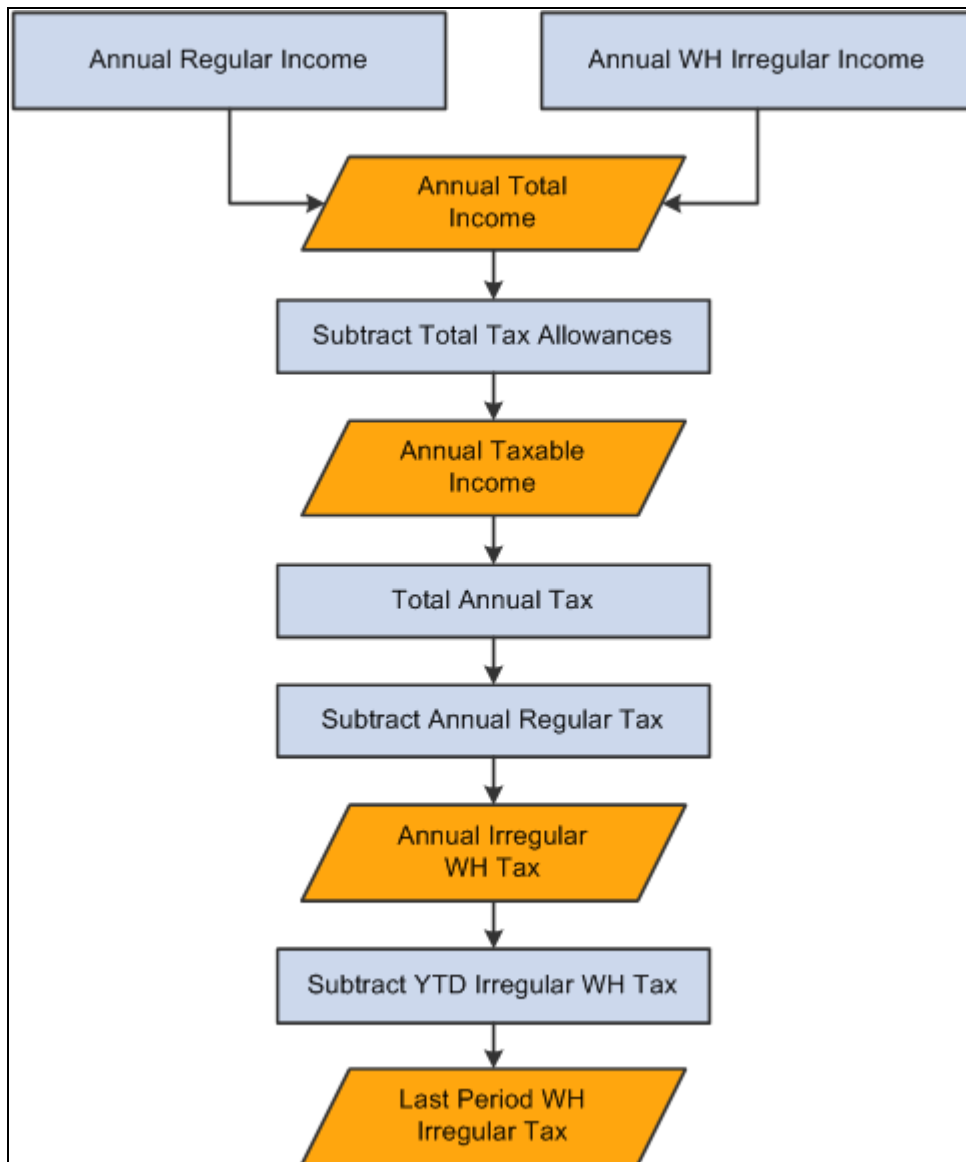
A part of the irregular gross up one cycle tax should be paid by the employer, and a corresponding amount of relative gross up one cycle irregular income is added to the employee's income. For example, during the 2007 tax year, the only gross up one cycle irregular income occurs in June. The amount of this income is 50,000 THB, and the calculated tax amount that employer should pay is 8,000 THB. Before the year end recalculation, the year to date gross up one cycle irregular income is  $50,000 + 8,000 = 58,000$  THB, but the year to date original gross up one cycle irregular income of 50,000 THB should be the amount used for the year end tax recalculation.

**Calculation Logic In the Last Period of One Tax Year**

The irregular tax calculation process in the last period of the tax year differs from the process during other periods of the year. For example, assume that the irregular tax calculation sequence is:

1. Withholding.
2. Gross up all cycles.
3. Gross up one cycle.

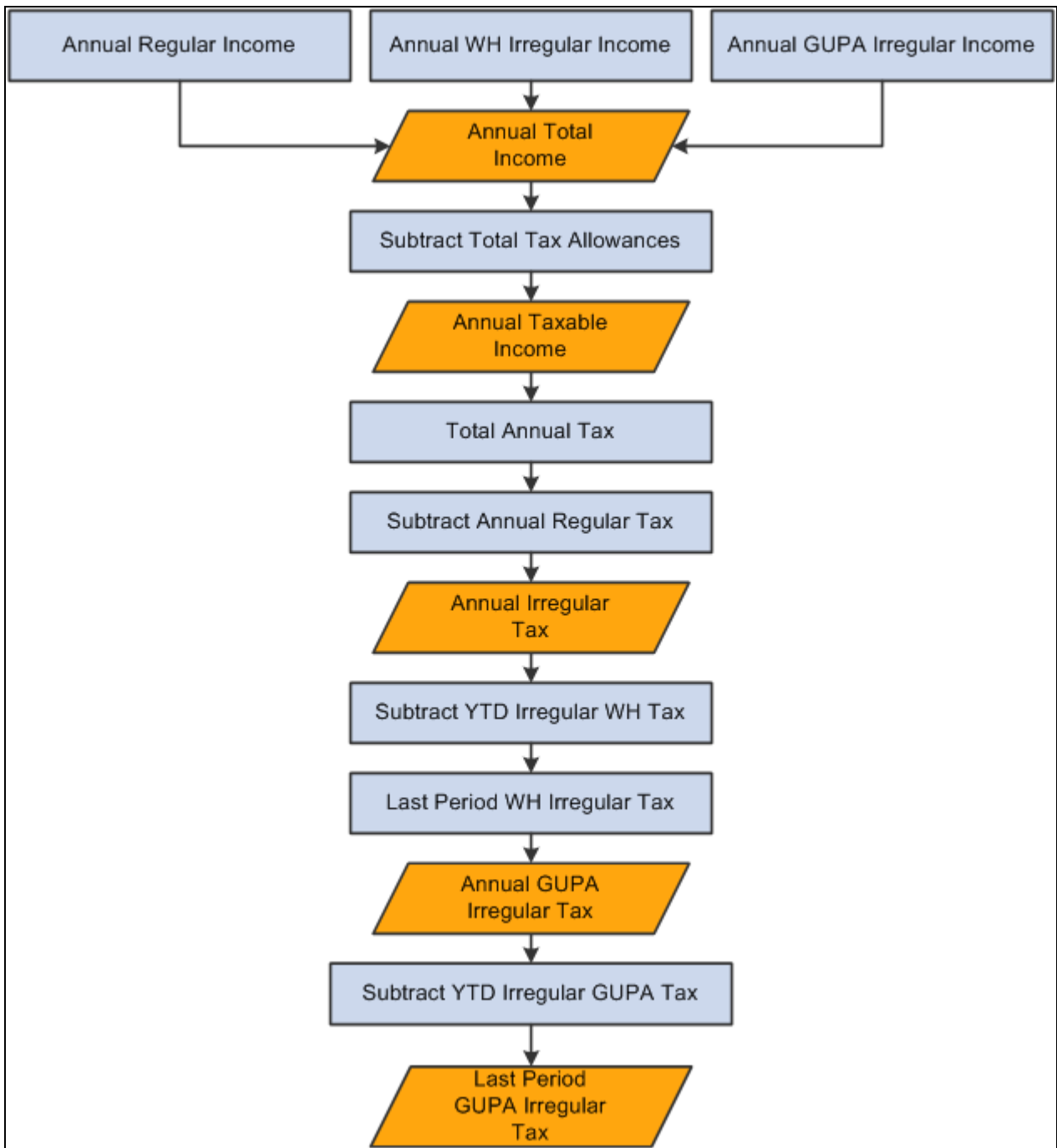
The following diagram shows the process flow for calculating the withholding tax in the last period of the year:



Irregular withholding tax calculation in the last period of the year

Then, the gross up all cycles irregular tax is calculated based on the withholding tax results:





Irregular gross up all cycles tax calculation in the last period of the year

Finally, the gross up one cycle tax is calculated based on the result of the withholding and gross up all cycles tax.

## Tax Processing for Retroactive Processes

PeopleSoft Enterprise Global Payroll for Thailand supports retroactive processing of basic salary.

The amount of retroactive taxes is categorized as irregular earnings, whether the amount is positive or negative. The tax calculation type for the retroactive amount is the same as the retroactive element in the retroactive period.

If the negative retroactive tax amount plus any other irregular earnings with the same tax calculation type is negative, then the amount is not processed.

## Delivered Elements for Tax Calculation

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

See *PeopleSoft Enterprise Global Payroll 9.1 PeopleBook*, "Viewing Delivered Elements."

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## Maintaining Tax Rate Tables

Thailand Personal Income Tax has two progressive tax rate tables: one for normal income and the second for termination income.

The following table lists the taxable income ranges and related tax rates in the Normal Income Tax Rate table:

<b>Taxable Income Range</b>	<b>Tax Rate</b>
0-150,000	0%
150,001-500,000	10%
500,001-1,000,000	20%
1,000,001-4,000,000	30%
4,000,001-999,999,999.99	37%

The following table lists the taxable income ranges and related tax rates in the Termination Income Tax Rate table:

<b>Taxable Income Range</b>	<b>Tax Rate</b>
0-100,000	5%
100,001-500,000	10%
500,001-1,000,000	20%
1,000,001-4,000,000	30%
4,000,001-999,999,999.99	37%

For example, assume that a person's annual taxable income is 520,000 THB. Based on the Normal Income Tax Rate table, the tax calculation would be:

- 150,000 \* 0% for the first 150,000 THB, for a tax amount of 0 THB.
- 350,000 \* 10% for the next 350,000 THB, for a tax amount of 35,000 THB.
- 20,000 \* 20% for the remainder of the annual income, for a tax amount of 4,000 THB.

$$0 + 35,000 + 4,000 = 39,000$$

Add the three tax amounts together to obtain an annual tax amount of 44,000 THB.

Global Payroll for Thailand adds two columns to the tax rate tables so that the system does not need to read the tables row by row in order to calculate the final tax amount.

The following table lists the Normal Income Tax Rate table with the additional information added by Global Payroll for Thailand:

<b>Taxable Income Range</b>	<b>Tax Rate</b>	<b>Flat Amount</b>	<b>Base</b>
0-150,000	0%	0	0
150,001-500,000	10%	0	150,000
500,001-1,000,000	20%	35,000	500,000
1,000,001-4,000,000	30%	135,000	1,000,000
4,000,001-999,999,999.99	37%	1,035,000	4,000,000

The following table lists the Termination Income Tax Rate table with the additional information added by Global Payroll for Thailand:

<b>Taxable Income Range</b>	<b>Tax Rate</b>	<b>Flat Amount</b>	<b>Base</b>
0-100,000	5%	0	0
100,001-500,000	10%	5,000	100,000
500,001-1,000,000	20%	45,000	500,000
1,000,001-4,000,000	30%	145,000	1,000,000
4,000,001-999,999,999.99	37%	1,045,000	4,000,000

The modified tax rate tables enable the equation for tax calculation to look like this:

$$\text{Tax Amount} = (\text{Annual Taxable Income} - \text{Base}) * \text{Rate} + \text{Flat Amount}$$

So, for the previous example with an annual taxable income of 520,000 THB, the tax calculation equation would be:

$$(520,000 - 500,000) * 20\% + 35,000 = 39,000 \text{ THB}$$

### ***Calculating the Flat Amount for Normal Income***

The values entered in the Flat Amount column of the modified Normal Income Tax Rate table are calculated with the following formula:

Multiply the numeric value of the tax income range for the previous row with the tax rate for the previous row and add any flat rate amount from the previous row.

Calculate the individual flat rate amounts in the table as follows:

- The first row is 0 THB. There is no previous row with any data.
- The second row is 0 THB. This is calculated with the equation  $150,000 * 0\% = 0$ . The income range for the first row is 0 to 150,000 THB, which is a range of 150,000 THB. The tax rate for the first row is 0%.
- The third row is 35,000 THB. This is calculated with the equation  $0 + (35,000 * 10\%) = 35,000$ .
  - 0 is the flat amount from the second row.
  - 350,000 represents the range of the second row, from 150,001 to 500,000 THB.
  - 10% is the tax rate from the second row.
- The fourth row is 135,000 THB. This is calculated with the equation  $35,000 + (500,000 * 20\%) = 135,000$ .
  - 35,000 is the flat amount from the third row.
  - 500,000 is the income range for the third row.
  - 20% is the tax rate from the third row.
- The fifth row is 1,035,000 THB. This is calculated with the equation  $135,000 + (3,000,000 * 30\%) = 1,035,000$ .

### ***Calculating the Flat Amount for Termination Income***

The values entered in the Flat Amount column of the modified Termination Income Tax Rate table are calculated in the same manner as the modified Normal Income Tax Rate table. Calculate the individual flat rate amounts in the table as follows:

- The first row is 0 THB. There is no previous row with any data.
- The second row is 5,000 THB. This is calculated with the equation  $100,000 * 5\% = 5,000$ .
- The third row is 45,000 THB. This is calculated with the equation  $5,000 + (40,000 * 10\%) = 45,000$ .
- The fourth row is 145,000 THB. This is calculated with the equation  $445,000 + (500,000 * 20\%) = 145,000$ .
- The fifth row is 1,045,000 THB. This is calculated with the equation  $145,000 + (3,000,000 * 30\%) = 1,045,000$ .

## Tax Rate Brackets

Global Payroll for Thailand delivers two brackets for tax rates:

1. TAX BR PER RATE

This is the bracket for the Normal Income Tax Rate table.

2. TAX BR TER RATE

This is the bracket for the Termination Income Tax Rate table.

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**Important!** Do not modify the structure, or any property of these brackets. You should only maintain the data within the brackets if a tax rate change is introduced by the Thailand Revenue Department.

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## Pages Used to Manage Brackets

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Bracket Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Bracket Name	Name the element and define its basic parameters.
Lookup Rules	GP_BRACKET1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Lookup Rules	Define the lookup rules for a bracket.
Search Keys/Return Columns	GP_BRACKET2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Search Keys/Return Columns	Identify the search keys and the return columns for the bracket.
Brackets - Data	GP_BRACKET3	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Data	Enter lookup values. The search key values and the return column values that you selected in the Brackets - Search Keys / Return Columns page appear here.

## Setting Up Irregular Income Tax Calculations

Global Payroll for Thailand provides several formulas that enable you to determine the calculation order of the three types of irregular income: withholding, gross up one cycle, and gross up all cycles. The formulas are:

### 1. TAX FM IR FACTOR1

This formula enables you to specify which type of irregular income tax is calculated first by assigning different values to the TAX VR CAL METHOD variable. You must use specific abbreviations for each of the different types of irregular income, as follows:

- *WH* is used to indicate the withholding irregular income tax calculation type.
- *GA* is used to indicate gross up all cycles irregular income tax calculation type.
- *GO* is used to indicate gross up one cycle irregular income tax calculation type.

Adding your own if-else clauses into this formula enables multiple groups of employees to use different initial tax calculation types.

### 2. TAX FM IR FACTOR2

This formula enables you to specify which type of irregular income tax calculation type is calculated second.

### 3. TAX FM IR FACTOR3

This formula enables you to specify which type of irregular income tax calculation type is calculated last.

---

**Warning!** Incorrectly configuring these three formulas can cause errors in the calculation of irregular income taxes. For example, if all three formulas contain the code: 'WH' >> TAX VR CAL METHOD, then the withholding irregular tax is calculated three times, while the other types of irregular taxes are not calculated at all.

---

If all employees in your company use the same calculation order, these three formulas can be very simple, each formula just has one line: 'WH'/'GA'/'GO' >> TAX VR CAL METHOD.

If the irregular income tax type calculation order is different for each employee, then these formulas will be very complex.

For example, assume that your organization has several pay groups that require a different order for the three tax calculation types for irregular income. The following table describes the pay groups and the required order of tax calculations for each pay group:

<i>Pay Group</i>	<i>First Tax Calculation Type</i>	<i>Second Tax Calculation Type</i>	<i>Third Tax Calculation Type</i>
Pay Group A or 'PGA'	Gross Up All Cycles	Gross Up One Cycle	Withholding
Pay Group B or 'PGB'	Gross Up One Cycle	Withholding	Gross Up All Cycles

<b>Pay Group</b>	<b>First Tax Calculation Type</b>	<b>Second Tax Calculation Type</b>	<b>Third Tax Calculation Type</b>
Pay Group C or 'PGC'	Withholding	Gross Up All Cycles	Gross Up One Cycle
All Other Pay Groups	Gross Up All Cycles	Withholding	Gross Up One Cycle

So employees in Pay Group A use the gross up all cycles tax calculation type first, while employees in Pay Group B use the gross up one cycle type first, and employees in Pay Group C use the withholding tax calculation type first.

In order to accommodate this combination of tax calculation sequences, modify the three calculation order formulas as shown in the following table:

<b>Contents of TAX FM IR FACTOR1</b>	<b>Contents of TAX FM IR FACTOR2</b>	<b>Contents of TAX FM IR FACTOR3</b>
'GA' >> TAX VR CAL METHOD If GP PAYGROOUP = 'PGB' Then 'GO' >> TAX VR CAL METHOD Exit Endif IF GP PAYGROUP = 'PGC' Then 'WH' >> TAX VR CAL METHOD Exit Endif	'WH' >> TAX VR CAL METHOD If GP PAYGROOUP = 'PGA' Then 'GO' >> TAX VR CAL METHOD Exit Endif IF GP PAYGROUP = 'PGC' Then 'GA' >> TAX VR CAL METHOD Exit Endif	'GO' >> TAX VR CAL METHOD If GP PAYGROOUP = 'PGA' Then 'WH' >> TAX VR CAL METHOD Exit Endif IF GP PAYGROUP = 'PGB' Then 'GA' >> TAX VR CAL METHOD Exit Endif

## Processing Overpaid Taxes

Changes in an employee's basic salary or tax allowances may cause the employee to pay more than the actual tax amount owed to the Revenue Department. The Thailand Revenue Department only returns overpaid tax at the end of the tax year. Global Payroll for Thailand enables you to track any overpaid taxes over the course of the tax year.

You can find the tax amount the employee has actually paid to the Revenue Department in the following accumulators:

- TAX RIR RP SEG/MTD/YTD
- TAX RIR RP TAL SEG/MTD/YTD

You can find the tax amount the employee should pay to the Revenue Department in the following accumulators:

- TAX RIR SEG/PTD/MTD/YTD
- TAX IR SEG/PTD/MTD/YTD
- TAX IR TAL SEG/PTD/MTD/YTD
- TAX REG SEG/PTD/MTD/YTD
- TAX REG TAL SEG/PTD/MTD/YTD

- TAX REG EE SEG/PTD/MTD/YTD
- TAX IR EE SEG/PTD/MTD/YTD
- TAX REG ALL SEG/PTD/MTD/YTD
- TAX IR ALL SEG/PTD/MTD/YTD

From the following deduction elements, you can find the payee's current period actual tax amount to be paid to the Revenue Department. These amounts are subtracted from the payee's net pay:

- TAX WH DED
- TAX GA DED
- TAX GO DED
- TAX DD 402WH
- TAX DD 402GA
- TAX DD 402GO

The following table provides a detailed explanation of the elements mentioned:

<b><i>Element Type</i></b>	<b><i>Element Name(s)</i></b>	<b><i>Description</i></b>
Deduction	TAX WH DED	The total Section 40(1) income withholding tax amount to be paid to the Revenue Department, including regular and irregular Section 40(1) income.
Deduction	TAX DD 402WH	The total Section 40(2) income withholding tax amount to be paid to the Revenue Department, including regular and irregular Section 40(2) income.
Deduction	TAX GA DED	The total Section 40(1) gross up all cycles tax amount to be paid to the Revenue Department, including regular and irregular Section 40(1) income.
Deduction	TAX DD 402GA	The total Section 40(2) gross up all cycles tax amount to be paid to the Revenue Department, including regular and irregular Section 40(2) income.
Deduction	TAX GO DED	The total Section 40(1) gross up one cycle tax amount that will be paid to Revenue Department, include regular and irregular Section 40(1) income.
Deduction	TAX DD 402GO	The total Section 40(2) gross up one cycle tax amount that will be paid to Revenue Department, include regular and irregular Section 40(2) income.
Deduction	TAX RIR RP SEG TAX RIR RP MTD TAX RIR RP YTD	The tax amount actually paid to the Revenue Department. You can retrieve the tax amount for a specified tax type, such as the withholding tax amount or the gross up all cycles tax amount.



<b>Element Type</b>	<b>Element Name(s)</b>	<b>Description</b>
Accumulator	TAX RIR RP TAL SEG TAX RIR RP TAL MTD TAX RIR RP TAL YTD	The total tax amount actually paid to the Revenue Department, including withholding, gross up all cycles, and gross up one cycle taxes.
Accumulator	TAX RIR SEG TAX RIR PTD TAX RIR MTD TAX RIR YTD	The regular and irregular income tax amount for different tax types.
Accumulator	TAX IR SEG TAX IR PTD TAX IR MTD TAX IR YTD	The irregular income tax amount for different tax types.
Accumulator	TAX IR TAL SEG TAX IR TAL PTD TAX IR TAL MTD TAX IR TAL YTD	The total irregular income tax amount, including withholding, gross up all cycles, and gross up one cycle taxes.
Accumulator	TAX REG SEG TAX REG PTD TAX REG MTD TAX REG YTD	The regular income tax amount for different tax types.
Accumulator	TAX REG TAL SEG TAX REG TAL PTD TAX REG TAL MTD TAX REG TAL YTD	The total regular income tax amount, including withholding, gross up all cycles, and gross up one cycle taxes.
Accumulator	TAX REG EE SEG TAX REG EE PTD TAX REG EE MTD TAX REG EE YTD	The Section 40(1) and 40(2) regular income employee tax.
Accumulator	TAX IR EE SEG TAX IR EE PTD TAX IR EE MTD TAX IR EE YTD	The Section 40(1) and 40(2) irregular income employee tax.

<b>Element Type</b>	<b>Element Name(s)</b>	<b>Description</b>
Accumulator	TAX IR ALL SEG TAX IR ALL PTD TAX IR ALL MTD TAX IR ALL YTD	The total Section 40(1) and 40(2) irregular income tax
Accumulator	TAX REG ALL SEG TAX REG ALL PTD TAX REG ALL MTD TAX REG ALL YTD	The total Section 40(1) and 40(2) regular income tax amount, including withholding, gross up all cycles, and gross up one cycle taxes.

---

## Tracking Tax Calculation Issues

Global Payroll for Thailand provides tax log reports that you can use to track the detailed process of tax calculations for either the ACM or CAM tax calculation methods. During the payroll process, writable arrays store tax calculation related information so that you can generate tax log reports based on the information.

See [Chapter 9, "Configuring Tax Log Reporting," page 121](#).

---

## Extending Tax Calculations

This section discusses how to extend the tax calculation features of Global Payroll for Thailand.

### Adding New Tax Calculation Allowances

Global Payroll for Thailand supports all of the tax allowances allowed by the Revenue Department available at the time of release. However, you may have to enter any new tax allowances that the Thailand Revenue Department announces after the release date.

Follow these steps to enter new tax calculation allowances:

1. Add new fields on the Tax Allowance Declaration THA page (optional).

Global Payroll for Thailand has two pages for tax allowance declaration: GPTH\_TAX\_ALLOW and GPTH\_SS\_TAX\_ALLOW. This enables you to explicitly declare tax allowances.

2. Modify the TAX AR ALLOWANCE array to retrieve information from the Tax Allowance Declaration Page (optional).

The TAX AR ALLOWANCE array is used to retrieve tax allowance declaration data that is used by variables during the tax allowance calculation. If you create new fields for a tax allowance, you must create the corresponding supporting elements. Then, modify the TAX AR ALLOWANCE array to map any new fields to the new supporting elements.

### 3. Create new tax allowance deduction elements.

Create one deduction element for each new tax allowance, and add this tax allowance element into the TAX ALLOWANCE section.

Specify the calculation logic of your new tax allowance that is based on the legal rule of the tax allowance. You may need use the following supporting elements:

- Supporting elements that represent the declaration data on Tax Allowance Declaration page.
- The total annual income variable, TAX VR TOTAL INC. Some tax allowances have limitations based on annual regular and irregular income.
- The current taxable income amount variable, TAX VR TAXABLE AMT. It is equal to the difference between the TAX VR TOTAL INC variable and the total amount of tax allowances calculated before the current tax allowance.

### 4. Add the current deduction element into the TAX AC ALLOW NM accumulator.

### 5. Update the TAX VR TAXABLE AMT variable. Since this variable stores the current taxable income amount, you need to subtract the current tax allowance amount. You can create a post process formula to do this, such as the TAX FM ALL POST delivered by PeopleSoft.

### 6. Add the new tax allowance into the TAX ALLOWANCE section. Pay close attention to the sequence number, since the Thailand Revenue Department specifies the detailed calculation sequence for each tax allowance. You need to add your new tax allowance to the correct position within the TAX ALLOWANCE section.

### 7. Add the new tax allowance into the EG-COMMON element group.

### 8. Update any related tax reports to include the new tax allowance.



## Chapter 7

# Managing Termination

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

- Set up termination processing.
- Extend termination processing.

---

## Understanding Termination Processing of Global Payroll for Thailand

PeopleSoft Enterprise Global Payroll for Thailand provides different types of termination incomes and processing methods for the following types of terminated payees:

- Terminated payees with a length of service (LOS ) of five years or more.
- Terminated payees with a length of service less than five years.

Termination can be processed by normal cycle or off cycle processing. However, if payees receive termination income after their final regular pay period, the termination can only be processed by off cycle processing.

The termination calculation is processed in the same process list as the normal cycle payroll process.

PeopleSoft Enterprise Global Payroll for Thailand supports two options for annual income projection by setting the variable TAX VR PROJ. A value of *E* for the variable means that the system requires the projection for the remaining periods of this tax year. However, if the value of the variable is *T*, then the projection for the remaining periods is zero.

### ***Managing Termination Taxes***

Global Payroll for Thailand supports the following termination tax types:

- Withholding.
- Gross up one cycle.
- Gross up all cycles.

You can specify the tax type for each termination income through positive input.

Global Payroll for Thailand also enables you to track the termination tax calculation easily using the Termination Tax Log functionality. The termination tax log is similar to the tax log reporting used for normal payroll processing. To enable the termination tax log functionality, you can use the Supporting Elements Overrides page to change the value of the TAX VR LOG FLAG variable to Y.

## Termination for Payees with LOS of Five Years or More

If the LOS of a terminated payee is greater than or equal to five years, PeopleSoft Global Payroll for Thailand provides the following termination incomes for processing:

- Government pension (TER ER GP).
- Provident fund/government pension fund (TER ER PF).
- Severance pay (TER ER SP).
- One time payment (TER ER LC).

Payees can receive termination incomes multiple times within a single tax year.

You can use Positive Input to enter the amount of the termination income.

When the terminated payee's LOS is five years or more, the system supports the following termination tax types:

- Withholding.
- Gross up one cycle.
- Gross up all cycles.

## Termination for Payees with LOS Less Than Five Years

If the LOS of a terminated payee is less than five years, Global Payroll for Thailand processes the termination income as normal irregular income. The total amount of the termination income is entered in TER IR EARN through Positive Input, and the tax calculation method should be specified on the Positive Input page.

Only the ITF reports can be generated for the termination calculation processing in this situation, the system does not support generating the PIT91 Attachment reports.

When the terminated payee's LOS is less than five years, the system supports the following termination tax types:

- Withholding.
- Gross up one cycle.
- Gross up all cycles.

Global Payroll for Thailand provides ITF reports and the PIT91 attachment report for termination.

## Delivered Elements for Termination Calculations

Global Payroll for Thailand delivers the following primary elements for termination processing:

<i>Element Name</i>	<i>Description</i>
TER ER GP	Earning element for government pension.
TER ER PF	Earning element for provident fund/government pension fund.
TER ER SP	Earning element for severance pay.
TER ER LC	Earning element for one time payment.
TER IR EARN	Termination earnings for terminated payees with length of service less than 5 years.

PeopleSoft Enterprise Global Payroll for Thailand delivers the following supporting elements for termination processing:

<i>Element Name</i>	<i>Description</i>
TAXABLE EARNINGS	Section for calculating termination earnings and other taxable earnings.
TER TAX CAL	Section for termination calculation.
TER FM CHECK	Condition check formula for the termination tax calculation section.
TAX BR TER RATE	Bracket for the termination income tax rate.
TER HR AVG SAL	This historical rule retrieves the salary for the last month and the average salary of the last 12 months.

### ***Processing Order of Termination Income***

The order of processing of termination income is determined by the variable TAX VR CAL TER ORD. The default value is:

1. TER ER GP
2. TER ER PF
3. TER ER SP
4. TER ER LC

You can override the default value according to your business needs by accessing the payroll earnings elements Supporting Elements Overrides page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Payroll Elements, Earnings, Supporting Element Overrides).

## View Delivered Elements

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

### See Also

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

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## Setting Up Termination Processing

The logic of handling terminations depends on the LOS. If the LOS is less than 5 years, the termination income and tax calculation is handled as normal irregular income. If the LOS is greater than 5 years, you should specify the tax method for each termination income through positive input, with the following calculations:

- Calculating taxable income.

The total taxable income is composed of:

- Government pension.
- Provident fund or government pension fund (*Kor Bor Kor*).
- Severance pay.
- One time payments.

Total Assessable Income = Government Pension + Provident Fund or Government Pension Fund (*Kor Bor Kor*) + Severance Pay.

- Calculating exempted income.

Total Exempted Income = First part of expenses + Second part of expenses.

- First part of expenses = Termination Yearly Expense \* LOS.

---

**Note.** The TAX VR YEARLY EXP element is used for storing the Termination Yearly Expense value. The valid values are 7000, the default, or 3500.

This value can be overridden.

---

- Second part of expenses = ((Min (One time payments, Min (Salary of last month, Average salary of last 12 months \* (1+10%)) \* LOS) + Total Assessable Income) - First part of expenses) \* 50%



- Calculating the termination tax.

Calculate the termination tax according to the tax rate table on the Brackets - Data page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Data).

Bracket Name		Lookup Rules		Search Keys/Return Columns		Data	
Element Name:		TAX BR TER RATE		Termination Income Tax Bracket		Owner: PS Mnt	
Definition <span style="float: right;">Find   View All   First 1 of 1 Last</span>							
Effective Date: 01/01/2006				Status: Active			
Bracket Search Keys and Return Column Values <span style="float: right;">Customize   Find   View All   First 1-5 of 5 Last</span>							
Search Keys		Return Columns 1-4					
Return Column TAX BR TER RATE	Return Column TAX VR FLT AMT	Return Column TAX VR AMOUNT					
0.050000	0.000000	0.000000				+	-
0.100000	5000.000000	100000.000000				+	-
0.200000	45000.000000	500000.000000				+	-
0.300000	145000.000000	1000000.000000				+	-
0.370000	1045000.000000	4000000.000000				+	-

Termination Tax Rate Table on the Brackets - Data page

## Tax Calculation in a Normal Cycle for the Termination Period

Generally, a payee is terminated some time within the current period. There are two options for calculating the tax in the current period:

- Based on the payee's annual income using normal periods.
- Based on the payee's income for the current period, or the period in which the payee is terminated.

For example, assume a payee is terminated on July 7, 2007. The payee's basic salary is 80,000 THB. So the payee's prorated salary is  $80000 * 6 / 31 = 15483.87$ . In July, when processing the tax, the annual income can be  $480,000 + 15,483.87 + 80,000 * 0$ , or  $480,000 + 15,483.87 + 80,000 * 5$ . The key point is that the projection for the remaining periods could be  $80000 * 0$ , or it can be  $80000 * 5$ .

Global Payroll for Thailand supports either option by enabling you to set the TAX VR PROJ variable. If the value of the variable is *E*, then the projection for the remaining periods is required, if the value of the variable is *T*, then the projection for the remaining periods is zero.

When a payee is terminated within a period, the system only calculates the salary from the beginning date of the period to the termination date. If you want the payee be paid for the entire period, you need to delete the delivered trigger definition.

## Pages Used to Set Up Trigger Definitions

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Trigger Definitions	GP_TRGR_SETUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Triggers, Trigger Definitions, Trigger Definitions	Define iterative, segmentation, and retroactive triggers. To create a retroactive or segmentation trigger, first define the appropriate event ID on the Retro Event Definition page or Segmentation Event Definition page.
Trigger Definitions - Field Values	GP_TRGR_SETUP_SEC	Click the List Field Values link on the Trigger Definitions page.	Indicate which field values initiate actions.

## Setting Up Trigger Definitions

Access the Trigger Definitions page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Triggers, Trigger Definitions, Trigger Definitions).

### Trigger Definitions

Country: Thailand  
 Record (Table) Name: JOB  
 Trigger Type: Segmentation

\*Trigger Event ID:   
 \*Trigger Status: Active  
 \*Trigger Level: Field  
 \*Trigger Effective Date: Effective Date

Type:

List Fields with trigger				
Field Name	Dependent on Field Value	List Field Values	*Trigger Event ID	
ABSENCE_SYSTEM_CD	<input type="checkbox"/>		JOB	+ -
ACTION	<input checked="" type="checkbox"/>	List Field Values		+ -
COMPRATE	<input type="checkbox"/>		COMPRATE	+ -
GP_PAYGROUP	<input type="checkbox"/>		JOB	+ -
PAY_SYSTEM_FLG	<input type="checkbox"/>		JOB	+ -

Trigger Definitions page

### Trigger Definitions

#### Field Values

Country: THA Thailand  
 Record (Table) Name: JOB  
 Field Name: ACTION

*Sequence	*Character Value	*Trigger Event ID	
1	HIR	JOB	+ -
2	TER	JOB	+ -
3	TWP	JOB	+ -

No Match on Field Value Option

Do Not Trigger  
 Trigger  
 Trigger Event ID:

Trigger Definitions - Field Values page

To add period segmentation for termination with pay, you need to define the trigger. The action TERMINATION is added to the THA trigger definitions so that if a payee is terminated within a period, the trigger occurs.

For example: If a payee with a basic salary of 95,000 THB is terminated on April 10, the payee will receive a salary amount calculated as follows:  $9/30 * 95,000 = 28,500$ . The payroll process does not handle the remainder of the period from April 10 through April 30.

If you do not want the trigger to occur, you can delete the definition from the trigger definitions. You may also need to delete any generated triggers on the Review Triggers - Segmentation page (Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Review Triggers).

---

## Extending Termination Processing

This section discusses overriding the length of service and the average salary for a payee.

You may want to override these values because there is no payroll result for the entire previous year in the system. Or, you may want to override the values calculated by the system.

## Overriding the Length of Service and the Average Salary for a Payee

To override the average salary of a payee:

1. On the Create Overrides/Supporting Elements page, override the following two variables:
  - TER VR LOS
  - TER VR LAST OR AVG
2. On the Positive Input page, add the TER ER TRM3 element.

To override the LOS, override the following variables on the Create Overrides/Supporting Elements page:

- TER DT LOS FROM
- TER DT LOS END

### **Example**

Mr. A, a retired employee has the following employment information:

- Hire date: March 1, 1993.
- Retirement date: July 1, 2004.
- Basic salary from June 2003 to December 2003: 48,000 THB.
- Basic salary from January 2004 to June 2004: 50,000 THB.

If your Global Payroll system was not active until January 1, 2004, then there were no completed payroll results for all of 2003. Use the following steps to override the average salary in the system for Mr. A:

1. Manually calculate Mr. A's average salary before calculating the termination tax.

Use the formula: Average salary of last 12 months \* 110%.

In this case, the values in the formula are:  $(48,000 * 6 + 50,000 * 6) / 12 * 1.1 = 5,390$  THB.

2. Create overrides for the TER VR LOS and TER VR LAST OR AVG variable elements.

If the basic salary for the last month is smaller than the average salary of the last 12 months \* 110%, change the value of TER VR LAST OR AVG to *L*

If the basic salary for the last month is larger than the average salary of last 12 months \* 110%, change the value of TER VR LAST OR AVG to *A*.

In this example, the basic salary of Mr. A's last month is smaller than the average salary of the last 12 months \* 110%, so the basic salary for the last month is used for the termination tax calculation. You should change the value of TER VR LAST OR AVG to *L*.

3. Use positive input to enter the value for TER ER TRM3.

Mr. A's basic salary for the last month is smaller than the calculated average salary, so you should enter 50,000 into TER ER TRM3.

If you want to override the LOS for the current payee, override the values for the TER DT LOS FROM and TER DT LOS END date elements.

- TER DT LOS FROM is the hiring date. In this example, March 1, 1993.
- TER DT LOS END is the termination date. In this example, July 1 2004.



## Chapter 8

# Managing Off Cycle Processing

This chapter provides an overview of off cycle processing and discusses:

- Off cycle processing.
- Extending off cycle processing.

---

## Understanding Off Cycle Processing of Global Payroll for Thailand

This section discusses:

- The off cycle process.
- Types of off cycle transactions.
- Viewing delivered elements.

### The Off Cycle Process

Off cycle processing refers to processing payments and making corrections to payroll results outside of the normal payroll schedule. Off cycle transactions are usually made to correct prior payments, enter manual payments, or to make early termination payments that can't wait until the next scheduled payroll.

Off cycle processing can occur many times within one payment period, before normal payroll processing, or after normal payroll processing

PeopleSoft Enterprise Global Payroll for Thailand provides an off cycle payroll run and off cycle tax calculation process used for unscheduled payments that do not fall within the normal payroll run.

#### ***Supported Features for Off Cycle Processing***

The following features are supported for Global Payroll for Thailand:

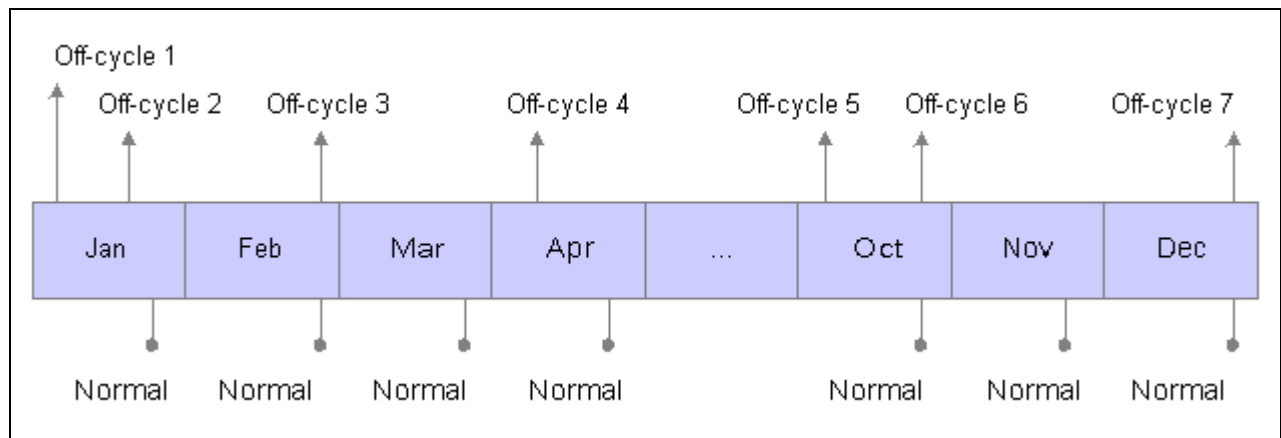
- Irregular income and deductions with the related tax are processed.

Regular incomes, regular deductions, provident fund contribution, and social security contribution are not handled in off cycle processes.

- Off cycle processing for Global Payroll for Thailand uses the same process list as the normal payroll process, so you must indicate which elements are processed in the off cycle process:
  - Any elements in positive input.
  - Any elements in the limited element set entered on the Off Cycle Request page.
- Withholding, gross up all cycle, and gross up one cycle tax calculation methods are supported for off cycle processing.

**Target Period for Off Cycle Processing**

. Off cycle processing can occur many times within a payment period or before or after normal cycle processing. The following diagram illustrates the possible timing points of off cycle processing in PeopleSoft Enterprise Global Payroll for Thailand:



Possible timing points of off cycle processing

If an off cycle request is specified for a non-processed period, the system calculates the taxable amount of off cycle income based on the regular and irregular incomes of the previous period. If the off cycle request is specified for a processed period, the system calculates the taxable amount of off cycle income based on regular and irregular incomes of that period.

**Types of Off Cycle Transactions**

The four types of off cycle transactions are:

1. Manual payments.

Manual payments enable you to enter payments that you have calculated and paid outside of the payroll system. Examples include paying a new hire with a manual check, because their pay details were not entered in time for the normal pay run.

2. Corrections.

Corrections enable you to correct the results of any finalized payroll. Examples include reversing a sick leave payment when workers compensation should have been paid.



### 3. Unscheduled payments.

Unscheduled payments enables you to enter one time payments that fall outside of the normal payroll process. Examples include one time bonuses or expense reimbursements.

### 4. Advances.

Advances enables you to pay payees before their normally scheduled pay run. Examples include salary due on termination.

## Viewing Delivered Elements

When processing off cycle transactions, such as unscheduled payments, you can use positive input and a limited element set to specify which elements to process. You select a limited element set when you enter off cycle processing instructions through the Off Cycle Request components.

PeopleSoft Enterprise Global Payroll for Thailand provides the EG-OFFCYCLE element group as a limited element set to guarantee that only earnings and deductions entered on the Off Cycle Request page and other primary elements for tax allowance and tax deduction that are included in the EG-OFFCYCLE element group are resolved.

There is no separate payroll process list for off cycle processing. It uses the same run type (KTPAYROLL) and process list (THPAYROLL) as normal cycle processing.

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

### **See Also**

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

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## Off Cycle Processing

This section describes how to create off cycle requests.

## Pages Used in Off Cycle Processing

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Off Cycle On Demand	GP_ONDEMAND	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Off Cycle, Off Cycle On Demand, Off Cycle On Demand	<p>Access the pages to:</p> <ul style="list-style-type: none"> <li>• Create or edit an off cycle request.</li> <li>• Create or edit an off cycle calendar group.</li> <li>• Process the off cycle calendar group. You can calculate, cancel, or finalize the run from this page.</li> </ul>
Off Cycle Request	GP_OFFCYCLE_REQ	<ul style="list-style-type: none"> <li>• Click Create Request on the Off Cycle On Demand page.</li> <li>• Global Payroll &amp; Absence Mgmt, Absence and Payroll Processing, Off Cycle, Off Cycle Request, Off Cycle Request</li> </ul>	<p>Access the detail pages of the off cycle transaction types for the employee IDs that are entered.</p>
Additional Payment Detail	GP_OFFCYCLE_U_SEC	Click the Payment Details icon in the Additional Payments section on the Off Cycle Request page.	Enter instructions for processing additional payments.

## Creating Off Cycle Requests

Access the Additional Payment Detail page (click the Payment Details icon in the Additional Payments section on the Off Cycle Request page).

Off Cycle Request			
Additional Payment Detail			
Pay Group:	GCASE24_K	Period ID:	06M01
Employee ID:	KAREN02	Name:	KARENTEST02 ZHAN
Calendar ID:	06M01###1	Off Cycle Group:	GCASE24_0601_OC
		Empl Record:	0
Calendar Controls			
*Payment Date:	<input type="text" value="01/12/2006"/>		
*Period Begin Date:	<input type="text" value="01/01/2006"/>	*Period End Date:	<input type="text" value="01/31/2006"/>
Processing Controls			
*Run Type:	<input type="text" value="KTPAYROLL"/>		
*Payment Method:	<input type="text" value="Use Normal Distribution"/>		
Element Selection			
<input type="radio"/>	All		
<input type="radio"/>	Elements with Positive Input		
<input checked="" type="radio"/>	Limited Element Set	*Limited Element Set Name:	<input type="text" value="EG-OFFCYCLE"/>
Payment Key Overrides			
Company:	<input type="text" value="KTB"/>		
<a href="#">Positive Input</a>	<a href="#">Supporting Element Overrides</a>		

Additional Payment Detail page

Use this page to enter instructions for processing an additional payment. Select the EG-OFFCYCLE element group in the Limited Element Set field. The EG-OFFCYCLE element group limits the elements to be processed for off cycle.

## Extending Off Cycle Processing

This section discusses how to extend the feature supported by PeopleSoft Enterprise Global Payroll for Thailand.

### Adding New Elements to Off Cycle Processing

The EG-OFFCYCLE element group limits the elements that are processed for off cycle processes. If there are new tax allowance elements that you want to process off cycle, add the new tax allowance elements to the element group EG-OFFCYCLE. If the elements processed off cycle are entered through positive input, you do not need to add them through the EG-OFFCYCLE element group.



## Chapter 9

# Configuring Tax Log Reporting

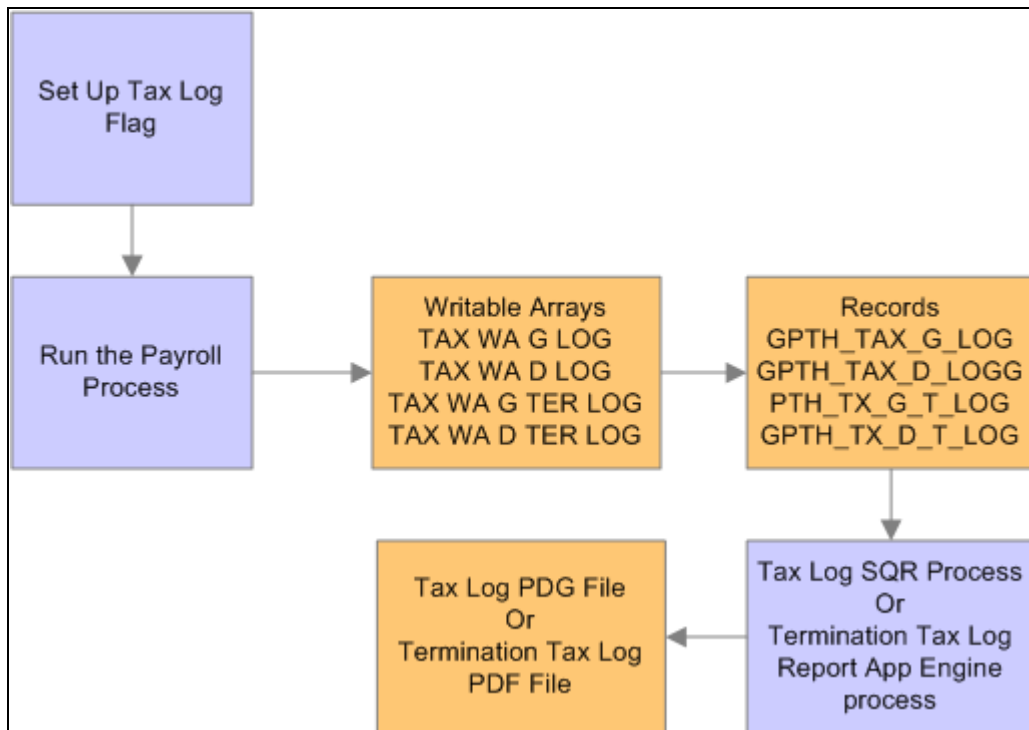
This chapter provides an overview of Tax Log reporting and discusses how to:

- Set up the Tax Log flag.
- Run the payroll process.
- Run the tax log reports.

---

## Understanding Tax Log Reporting

Global Payroll for Thailand provides a Tax Log report. Payroll administrators can use this report to track the process of tax calculation in detail when necessary. The following diagram illustrates the overall Tax Log process flow:



Tax Log process flow

The following steps describe the Tax Log process:

1. Set up the Tax Log flag.

You establish the Tax Log flag variable and then set up the Tax Log flag for each payee, for entire pay groups, or for a pay entity.

2. Run the payroll process.

The payroll process checks the Tax Log flag for every identified payee, and then stores the Tax Log data in the TAX WA G LOG and TAX WA D LOG writable arrays. The payroll process stores termination Tax Log data in the TAX WA G TER LOG and TAX WA D TER LOG writable arrays. Global Payroll for Thailand uses the following records for these writable arrays:

- GPTH\_TAX\_G\_LOG is used for the TAX WA G LOG writable array.
- GPTH\_TAX\_D\_LOG is used for the TAX WA D LOG writable array .
- GPTH\_TX\_G\_T\_LOG is used for the TAX WA G TER LOG writable array.
- GPTH\_TX\_D\_T\_LOG is used for the TAX WA D TER LOG writable array.

3. Run the tax log reports.

The Tax Log SQR report process retrieves the detailed tax calculation data from the appropriate records and then prints the information into a PDF file.

The Termination Tax Log Report process (GPTH\_T\_TX\_AE ) retrieves the detailed tax calculation data from the appropriate records and then uses the PeopleTools XML Publisher to print the Termination Tax Log report into a PDF file.

---

## Setting Up the Tax Log Flag

By default, Global Payroll for Thailand does not gather and store any tax log information, since this significantly impacts the performance of the payroll process. Global Payroll for Thailand uses the Tax Log flag, TAX VR LOG FLAG, to control the gathering of this data.

This section discusses how to:

- Define the Tax Log flag variable.
- Set up the Tax Log flag for a payee.
- Set up the Tax Log flag for a pay group.
- Set up the Tax Log flag for a pay entity.

## Pages Used to Set up the Tax Log Flag Variable

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Variable Name	GP_PIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Variables, Variable Name	Define a variable element.
Supporting Elements	GP_PAYEE_SOVR	Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Supporting Elements, Supporting Elements	Override the value of a supporting element for a payee.
Pay Groups - Supporting Element Overrides	GP_PYGRP_SOVR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups, Supporting Element Overrides	Define supporting element overrides for a pay group.
Pay Entities - Supporting Element Overrides	GP_PYENT_SOVR	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities, Supporting Element Overrides	Define supporting element overrides for a pay entity.

## Defining the Tax Log Flag Variable

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

The default value of the TAX VR LOG FLAG variable is *N*. Use this variable to control whether or not data gathering is enabled at different levels:

- To enable data gathering for all payees in an instance, update the default value to *Y*.
- To enable data gathering for a single payee, use the supporting element override at the payee level to override this variable to *Y*.
- To enable data gathering for all payees in one pay group, change this variable to *Y* using the supporting element override at pay group level.
- To enable data gathering for all payees in one pay entity, change the variable using the supporting element override at the pay entity level.

---

**Note.** Lower-level settings can override or inherit higher-level settings. For example, if the value of this variable for a pay group is set to *Y*, then payees that belong to the pay group default to *Y*. You can change the variable to *N* at the payee level, then the payee's tax log data is not retrieved by the payroll process.

---

## Setting Up the Tax Log Flag for a Payee

Access the Supporting Elements page (Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Supporting Elements, Supporting Elements) to override the Tax Log variable for the specified payee.

**Supporting Elements**

Employee ID: KT0006    Empl Record: 0    Name: [An Lim](#)

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

Elements/Dates    Values

Element Type	Element Name	Character Value
Variable	TAX VR LOG FLAG	Y

Supporting Elements page

After assigning this variable to a payee, the tax calculation details for the payee are recorded and can be printed in the Tax Log report or the Termination Tax Log report.

## Setting Up the Tax Log Flag for a Pay Group

Access the Pay Groups - Supporting Element Overrides page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Groups, Supporting Element Overrides) to override the Tax Log variable for a specified pay group.

Pay Group Name    Defaults    Supporting Element Overrides

Pay Group: KTWHM    Monthly Pay Group (WH)

Pay Entity: KTTHBI    Thailand Business Institute    Country: Thailand

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

Elements/Dates    Values

Element Type	*Element Name	Character Value
Variable	TAX VR LOG FLAG	Y

Pay Groups - Supporting Element Overrides

After assigning this variable to a pay group, the tax calculation details for all of the payees that use the pay group setting in this pay group are recorded and can be printed in the Tax Log report or the Termination Tax Log report.



## Setting Up the Tax Log Flag for a Pay Entity

Access the Pay Entity - Supporting Elements Overrides page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Pay Entities, Supporting Element Overrides) to override the TAX VR LOG FLAG variable for a specified pay entity.

The screenshot shows a web interface with tabs for 'Pay Entity Address', 'Processing Details', 'Retro Limits', and 'Supporting Element Overrides'. The 'Supporting Element Overrides' tab is active. Below the tabs, the 'Pay Entity' is identified as 'KTTHBI' (Thailand Business Institute). A 'Supporting Element Override List' is displayed with columns for 'Element Type', '\*Element Name', and 'Character Value'. The list contains one entry: 'Variable' (Element Type), 'TAX VR LOG FLAG' (\*Element Name), and 'Y' (Character Value). There are also search and navigation icons.

Pay Entity - Supporting Element Overrides page

After assigning this variable to a pay entity, the tax calculation details for all of the payees that use the pay entity setting are recorded and can be printed in the Tax Log report or the Termination Tax Log report.

**Note.** If the Tax Log flag is set to *Y*, the tax calculation details are recorded, which can significantly affect the performance of the payroll process, so you should not change this setting if it is not required. You need to enter the proper begin date and end date, then reset the flag to *N*, or remove the override record after you have reviewed the Tax Log or Termination Tax Log report.

## Running the Payroll Process

After setting up the Tax Log flag, you can run payroll process. The payroll process checks the Tax Log flag for every identified payee, and then gathers Tax Log data and stores it in writable arrays.

### ***Tax Log Report Writable Arrays and Records***

Global Payroll for Thailand uses the following writable arrays for the Tax Log report:

- TAX WA G LOG
- TAX WA D LOG

There are two records for these arrays: GPTH\_TAX\_G\_LOG and GPTH\_TAX\_D\_LOG. The Tax Log SQR Report process retrieves the detailed tax calculation data from these records and then prints the information into a PDF file.

### ***Termination Tax Log Report Writable Arrays and Records***

Global Payroll for Thailand uses the following writable arrays for the Termination Tax Log report:

- TAX WA G TER LOG
- TAX WA D TER LOG

There are two records for these arrays: GPTH\_TX\_G\_T\_LOG and GPTH\_TX\_D\_T\_LOG. The Termination Tax Log Report process (GPTH\_T\_TX\_AE ) retrieves the detailed tax calculation data from these records and then uses the PeopleTools XML Publisher to print the Termination Tax Log report into a PDF file.

---

## Running the Tax Log Reports

After running the payroll process, users can run the Tax Log report or Termination Tax Log Report process in order to review the tax calculation details in the Tax Log report or the Termination Tax Log report.

This section discusses how to:

- Run the Tax Log report.
- Run the Termination Tax Log report.

## Pages Used to Run Tax Log Reports

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Tax Log THA	GPTH_RC_TAX_LOG	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Tax Log THA, Tax Log THA	Generate the Tax Log report for Global Payroll for Thailand.
Termination Tax Log THA	GPTH_RC_TER_LOG	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Termination Tax Log THA, Termination Tax Log THA	Generate the Termination Tax Log report for Global Payroll for Thailand

## Running the Tax Log Report

Access the Tax Log THA page (Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll, Tax Log THA, Tax Log THA).

## Tax Log THA

Run Control ID: 001 [Report Manager](#) [Process Monitor](#)

Language:

Report Parameters

\*Calendar Group ID:  06WEEK13 FOR ACM\_W\_H

Empl ID:  Chin Wang

Tax Log THA page

After you run the Tax Log process, you can locate the report file using the following steps:

1. On the Tax Log THA page, click the Process Monitor link.
2. Locate the desired GPTHTX10 process in the Process List region on the Process List page and click the Details link to open the Process Detail page.
3. On the Process Detail page, click the View Log/Trace link to open the View Log/Trace page.
4. On the View Log/Trace page, click the link to report file, in PDF format. The file name is a combination of the process name, GPTHTX10, and the process instance number.

You can also access the Tax Log Report through the Report Manager link on the Tax Log THA page.

### See Also

*Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler, "Using Report Manager"*

*Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler, "Using Process Monitor"*

## Running the Termination Tax Log Report

Access the Termination Tax Log THA page (Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Termination Tax Log THA, Termination Tax Log THA).

## Termination Tax Log THA

Run Control ID: 001 [Report Manager](#) [Process Monitor](#)

Language:  ▼

**Report Parameters**

\*Calendar Group ID:  06WEEK13 FOR ACM\_W\_H TEST

Empl ID:

Termination Tax Log THA page

After you run the Termination Tax Log process, you can locate the report file through the Report Manager link on the Termination Tax Log THA page.

**See Also**

*Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler, "Using Report Manager"*

*Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler, "Using Process Monitor"*

## Appendix A

# Global Payroll for Thailand Reports

This appendix provides an overview and discusses all reports.

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

---

### See Also

*Enterprise PeopleTools PeopleBook: PeopleSoft Process Scheduler*

---

## Global Payroll for Thailand Reports: A to Z

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

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

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

---

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
50BIS/50BISCPY 50BIS Form Report	Generate and print 50BIS Form Original /Copy Report	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, 50BIS Form THA	GPTH_RC_50BIS
GPTHLY01 Allowances Declaration Form	Generate and print Allowances Declaration Form/ Certification Report	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Allowances Declaration THA	GPTH_RC_LYOR

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GPTHLY03 Parent Allowances Declaration	Generate and print Parent Allowance Certification Report	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Allowances Declaration THA	GPTH_RC_LYOR
GPTH_PD65 Privilege Declaration Form 65	Generate and print Privilege Declaration Form Report	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Privilege Declaration 65 THA	GPTH_RC_PD65
GPTH_PIT90 Personal Income Tax 90 Form	Generate and print Personal Income Tax Return 90 Report	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, PIT90 Form THA	GPTH_RC_PIT90
GPTH10C Social Security Form 1-10 Cover	Generate and print Social Security Form 1-10 Cover Page	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Social Security Form 110 THA	GPTH_RC_SSO110
GPTH10D Social Security Form 1-10 Detail	Generate and print Social Security Form 1-10 Detail Page	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Social Security Form 110 THA	GPTH_RC_SSO110
GPTHSS11 Social Security Form 1-10/1 THA	Generate and print Social Security Form 1-10/1 Report	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Social Security Form 1-10/1 THA	GPTH_RC_SSO1101
GPTHSS31 Social Security Form 1-031	Generate and print Social Security Form 1-03/1 Report	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Social Security 6-09/1-031 THA	GPTH_RC_SSO2
GPTHSS0609 Social Security Form 6-09	Generate and print Social Security Form 6-09 Report	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Social Security 6-09/1-031 THA	GPTH_RC_SSO2
GPTH_WCF_AE Workmen Compensation Form	Generate and print Workmen Compensation Report	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Workmen Compensation Form THA	GPTH_RC_WCF
GPTH_WCF_DTL Workmen Compensation Detail Report	Generate and print Workmen Compensation Detail Report	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Workmen Compensation Form THA	GPTH_RC_WCF

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
ITF1AD Income Tax Form 1A Detail	Generate and print Income Tax Form 1A Report	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Income Tax Form 1A THA	GPTH_RC_ITF1A
ITF1AH Income Tax Form 1A Header	Generate and print Income Tax Form 1A Report	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Income Tax Form 1A THA	GPTH_RC_ITF1A
ITF1ASD Income Tax Form 1A Special Detail	Generate and print Income Tax Form 1A Special Report	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Income Tax Form 1A THA	GPTH_RC_ITF1A
ITF1ASH Income Tax Form 1A Special Header	Generate and print Income Tax Form 1A Special Report	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Income Tax Form 1A THA	GPTH_RC_ITF1A
ITF1D Income Tax Form 1 Detail	Generate and print Income Tax Form 1 Report	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Income Tax Form 1 THA	GPTH_RC_ITF1
ITF1H Income Tax Form 1 Header	Generate and print Income Tax Form 1 Report	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Income Tax Form 1 THA	GPTH_RC_ITF1
PIT91 Personal Income Tax Form PIT91	Generate and print Personal Income Tax Form PIT91 Report	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Personal Income Tax Form THA	GPTH_RC_PIT91
PIT91A Personal Income Tax Form 91A	Generate and print Personal Income Tax Form 91A Report	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, PIT91 Form Attachment THA	GPTH_RC_PIT91A





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