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# PeopleSoft Global Payroll for India 9.1 PeopleBook

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# PeopleSoft Global Payroll for India

## Preface

This preface discusses:

- PeopleSoft products.
- PeopleSoft HCM Application Fundamentals.
- PeopleBook structure.
- PeopleSoft Global Payroll documentation.

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### PeopleSoft Products

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

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### PeopleSoft HCM Application Fundamentals

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

#### **See Also**

*PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "PeopleSoft HCM Application Fundamentals Preface"

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### PeopleSoft Global Payroll Documentation

This section:

- Discusses Global Payroll application design.
- Discusses Global Payroll documentation structure.
- Provides a 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 review the design of the application itself.

Global Payroll is composed of two complementary parts:

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

## Global Payroll Documentation Structure

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

### ***Core Documentation***

Like the core portion of the application, which applies to all countries and enables you to develop rules and to 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 HCM systems 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; therefore, you need 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 in the country extension because most country extensions have some type of banking functionality. You would 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 Global Payroll 9.1 PeopleBook*, "Introducing the Core Application Architecture."

- Functional

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

- Managerial

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

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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 India

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

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

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## Global Payroll for India Overview

Global Payroll for India delivers elements, rules, pages, processes, and reports that work with the PeopleSoft Global Payroll core application to form a complete payroll package for India.

With Global Payroll for India, you can capture establishment information. You can process leave travel and medical allowances. The system enables you to record, report, and process taxes deducted per the Indian Income Tax Act and Profession Tax Act. You can process absences due to privilege leave, sick leave, maternity leave, casual leave, and other reasons. With Global Payroll for India, you can enroll employees in Provident Funds, calculate payee and employer Provident Fund contributions, and ensure that monthly contributions are correctly deposited with the proper Provident Fund Authority. You can ensure that all payees are registered per the Employee State Insurance Act, capture the relevant personal information of payees, and deduct appropriate contributions each month. You can issue loans and advances to payees and then deduct repayment from payees on a monthly basis. You can set up and run the banking process and process paychecks. With Global Payroll for India, you can generate payslips. You can generate reports to meet the requirements for year end recording, reporting, and processing.

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## Global Payroll for India Business Processes

The following is a list of the Global Payroll for India business processes:

- Absences.
- Provident funds.
- Employee state insurance (ESI).
- Allowances.
- Loans and advances.

- Taxes.
- Banking.
- Payslips.
- Reporting.
- Year end processing.

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

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## Global Payroll for India Integrations

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

- PeopleSoft HR.
- PeopleSoft Time and Labor.
- PeopleSoft General Ledger.

We discuss integration considerations in the *PeopleSoft Global Payroll PeopleBook*.

### **See Also**

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Working with Payee Data"

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Integrating with PeopleSoft Time and Labor"

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Integrating with PeopleSoft General Ledger"

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## Global Payroll for India 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.



**See Also**

*PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "PeopleSoft HCM Application Fundamentals Preface"

*PeopleTools 8.52: Setup Manager PeopleBook*



## Chapter 2

# Understanding Global Payroll for India

This chapter discusses:

- Global Payroll for India.
- Global Payroll for India business processes.
- Delivered elements for India.
- Delivered elements naming conventions.
- Archiving data for Global Payroll for India.

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## Global Payroll for India

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

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**Note.** If you want to use the delivered rules for this country, we recommend that you use only employment instances in PeopleSoft HR.

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## Global Payroll for India Business Processes

Global Payroll for India supports the following business processes:

- Establishments.

Establishments are used to identify separate units of a company, based on location. Global Payroll for India provides pages on which you capture establishment information. Pages provided record the head of the establishment, nature of business, whether the establishment is registered under the Factories Act or the Shops and Establishments Act, whether the establishment is covered under the Employee State Insurance (ESI) Act, Workmen's Compensation Act, or both, and ESI, provident fund, professional tax, and income tax registration details.

See [Chapter 4, "Setting Up Establishments," page 31](#).

- Allowances.

Companies might provide payees certain types of allowances. Global Payroll for India enables you to process leave travel and medical allowances.

For the leave travel allowance program, you can define the program (including who can be covered for reimbursements), capture the leave travel allowance amount (per payee) for the year, track payee claims details and whether the minimum days of leave have been taken, and track payee balances.

For the medical allowance program, you can define the program (clearly defining the exemption amount that a payee can claim), track payee claims details (while ensuring that the claims in excess of the exemption limit are added to the taxable earnings of the payee), and track payee balances.

See [Chapter 8, "Processing Allowances," page 57.](#)

- Absences.

PeopleSoft Global Payroll delivers predefined rules for processing absences due to privilege leave, sick leave, maternity leave, casual leave, and other reasons. We designed these rules according to India's statutory requirements. You can easily modify many of these rules to reflect absence policies (leave policies) that are specific to your organization or to labor agreements that might be in force for the employees.

We deliver sample values for many absence take and absence entitlement elements.

PeopleSoft delivers predefined sections and process lists for absence processing. You can use these, modify them, or create your own.

See [Chapter 5, "Understanding Absence Rules," page 41.](#)

- Provident funds.

The provident fund program exists as a method of retirement savings for India's workforce. With Global Payroll for India you can:

- Define the type of provident fund chosen by the company (statutory provident fund or recognized provident fund).
- Ensure that all payees are registered with a provident fund and capture the personal information for the payee and his or her beneficiaries.
- Define the three programs under the provident fund and the calculation methodology for each.
- Ensure that the deductions for payee contributions are properly calculated and deducted on a monthly basis.
- Ensure that the employer contribution is properly calculated.
- Ensure that the monthly contributions are correctly deposited with the proper provident fund authority.

See [Chapter 6, "Enrolling Payees in Provident Funds," page 45.](#)

- ESI.

ESI is a social security program designed to provide income protection to workers and their dependents when a payee becomes unable to work or when a payee dies. With Global Payroll for India you can ensure that all of the payees are registered per the ESI Act, capture relevant personal information of payees and their dependents, and ensure that the deductions for contributions from payees are deducted from their pay each month.

See [Chapter 7, "Enrolling Payees in Employee State Insurance," page 51.](#)

- Reports.

For certain payroll business processes, you need to generate reports to comply with legislative reporting requirements. Such reports are required for processes related to ESI, provident funds, profession tax, income tax, medical allowance, and leave travel allowance. Global Payroll for India provides samples of these for your reporting needs.

The Payee Reports feature of Global Payroll for India provides you with a flexible reporting solution for payroll information. Setup pages are provided that enable you to change the Global Payroll elements that are used in the delivered sample reports. This feature enables you to change the contents of a report without making a change to the program that prints the report.

Additionally, Global Payroll provides generic reporting pages to address additional reporting needs. You create a generic report by defining report parameters such as break levels, sorting, and the rows and columns to be printed on the report. After you define the parameters, you can run the report. At the time you run the report, you can define additional parameters on the run control page to further refine the resulting reports.

See [Chapter 14, "Creating Payee Reports," page 137.](#)

See [Appendix B, "Global Payroll for India Reports," page 163.](#)

- Labour Welfare Fund (LWF).

The Indian Ministry of Labour has introduced the concept of Labour Welfare Fund to extend a measure of social assistance to workers in the unorganized sector. With Global Payroll for India, you can ensure that all payees are registered for LWF deductions.

The deductions towards LWF are different for each state and are based on the *Active* status of the employee on the last day of the month. Enrolling Payees in LWF: The Specify Tax Details IND page is used to enroll employees under LWF. A new field, Eligible for LWF, is introduced to capture employee registration.

- Loans and advances.

Many companies in India make loans and advances available to employees. Global Payroll for India enables you to issue loans and advances to payees and then process repayment as deductions over a period of time. With Global Payroll for India you can define the different types of loans that the company provides (such as home loans, car loans, and personal loans), define the repayment schedules that the payee requests based on the type of loan, and ensure that repayment from payees is deducted on a monthly basis and that the monthly repayments are adjusted against the loan balance or the advance balance. The payee has the option of early payment of the loan, commonly known as *foreclosure* in India. Payment and balance information is easily provided to payees.

See [Chapter 9, "Managing Loans and Advances," page 67.](#)

- Taxes.

Companies must deduct and report on taxes. Global Payroll for India provides functionality to meet legislated tax recording, reporting, and processing requirements for taxes deducted per the Indian Income Tax Act and Profession Tax Act. Refer to the year end processing section later in this chapter for more details on reporting.

See [Chapter 10, "Withholding Taxes," page 73.](#)

- Banking.

The banking process uses input from Global Payroll setup, payee, and result tables. The process creates the data required for direct deposit into output tables. This includes the Employee, Account number, Net Pay, and other fields. This process must be run after the payroll run. We deliver specifications to a sample financial institution as a guide for you to use for the financial institution.

A report and a flat file to be sent to the bank are generated from these output tables.

The preceding process can be run separately for reimbursements such as medical or leave travel allowance. If the earnings for reimbursements are nontaxable, then the gross and net amounts are the same.

For other types of pay (such as bonuses), you follow the same process as for a regular payroll, which you run separately.

See [Chapter 11, "Working with Banking," page 107.](#)

- Payslips.

The Global Payroll for India payslip solution provides you with a series of features including payslip definition pages, run control pages, and a Structured Query Report program.

The data used in the production of the payslips is generated by the pay calculation process and resides in various result tables. Additional data from PeopleSoft HR and Global Payroll are also used. While some customers have their own pay advice designs, we provide a generic payslip that you can modify to meet your needs.

See [Chapter 12, "Working with Payslips," page 111.](#)

- Year end processing.

One of the tasks that you must undertake in the annual payroll cycle is year end processing. We provide functionality to meet the requirements for year end recording, reporting, and processing. Year end reports are generated in formats for annual reporting required under legislation such as the Factories Act, ESI Act, Provident Fund Act, Profession Tax Act, Minimum Wages Act, and Income Tax Act. You can easily provide year end information to both the regulatory authorities and the payees at the close of the financial year.

See [Chapter 13, "Managing Year End Processing," page 125.](#)

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## Delivered Elements for India

This section discusses:

- Creation of delivered elements.

- Element ownership and maintenance.

## Creation of Delivered Elements

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

All of the elements and rules delivered as part of the country extension were created by means of the core application—the same application that you use both to create additional elements or rules and, in many cases, to configure existing elements delivered as part of the Global Payroll system. Because the tools that you need to redefine or create new payroll elements are fully documented in the core application PeopleBook, we do not reproduce this information here. Instead, we briefly review the relationship between the core application (which contains the tools that you need to define your own elements and rules) and the country extensions (which contain country-specific rules and elements defined by PeopleSoft Global Payroll).

The core application has the following characteristics:

- It consists of a payroll rules engine—a flexible tool that enables you to define the rules and elements of the payroll system and perform 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 you to enter and maintain payroll rules through a set of pages and offers a comprehensive set of features that enable you to work in your preferred language or currency.

- It provides a payroll processing framework—a flexible way to define and run payroll and absence processing flows, such as calendars, run types, pay periods, and process lists.

Country extensions have the following characteristics:

- They are built by means of the core application.
- They consist of statutory and customary objects (country-specific payroll rules, elements, payroll processes, reports, pages, and self-service applications).

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

### See Also

*PeopleSoft 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 they 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**

Five categories of element ownership exist in Global Payroll.

**PS Delivered/Maintained** Elements that Oracle delivers and maintains on an ongoing.

**PS Delivered/Not Maintained** Elements that Oracle delivers that you can modify or reconfigure. This category consists primarily of either customary (nonstatutory) rules or statutory elements that you might want to define according to a different interpretation of the rules. Although Oracle might occasionally update elements that are defined as PS Delivered/Not Maintained, you are not required to apply these updates.

**Customer Maintained** Elements that your organization creates and maintains. Oracle does not deliver rules defined as Customer Maintained.

**PS Delivered/Customer Modified** Elements that were originally PS Delivered/Maintained elements over which you have decided to take control (this change is irreversible).

**PS Delivered/Maintained/Secure** Delivered elements that you can never modify or control.

**Element Ownership in Global Payroll for India**

Of the five categories of element ownership, only the following two are used to define Indian elements: PS Delivered/Maintained and PS Delivered/Not Maintained. Although Global Payroll for India delivers some elements as PS Delivered/Maintained, the large majority of elements are designated PS Delivered/Not Maintained. This enables you to modify, update, and reconfigure the delivered elements to meet needs that are specific to your organization.

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**Note.** In general, Global Payroll for India uses the ownership category PS Delivered/Not Maintained except where the modification of an element might interfere with calculations designed to satisfy strict (and generally invariable) legal requirements, such as in the case of taxes. The value of this approach is clearly evident in the setup of delivered accumulators. Because balance accumulators (for example, those storing taxable gross on a year-to-date basis) must be set up to comply with rigid legal requirements for reporting taxes and contributions, Global Payroll for India defines them as PS Delivered/Maintained (meaning that you cannot modify or directly add new elements to them). However, you can add new elements to these accumulators by using the delivered segment accumulators, which serve as the basic entry point into the system and are not maintained by PeopleSoft. Therefore, when you define a new earning or deduction, you can assign the element to a segment accumulator, and the segment accumulator automatically contributes to the correct balance accumulators.

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The following table contains an element-by-element description of the Global Payroll for India approach to element ownership and maintenance:

<i>Element Type</i>	<i>Ownership</i>	<i>Exceptions</i>
Earning	PS Delivered/Not Maintained	Tax-related earnings are PS Delivered/Maintained.



<b>Element Type</b>	<b>Ownership</b>	<b>Exceptions</b>
Deduction	PS Delivered/Not Maintained	Tax-related deductions are PS Delivered/Maintained.
Variable	PS Delivered/Not Maintained	Tax-related variables are PS Delivered/Maintained.
Bracket	PS Delivered/Not Maintained	Tax-related brackets are PS Delivered/Maintained.
Accumulator	PS Delivered/Not Maintained	Tax-related accumulators are PS Delivered/Maintained.
Element Group	PS Delivered/Not Maintained	Tax-related element groups are PS Delivered/Maintained.
Process List	PS Delivered/Not Maintained	Tax-related process lists are PS Delivered/Maintained.
Section	PS Delivered/Not Maintained	Tax-related sections are PS Delivered/Maintained.
Formula	PS Delivered/Not Maintained	Tax-related formulas are PS Delivered/Maintained.
Array	PS Delivered/Not Maintained	Tax-related arrays are PS Delivered/Maintained.
Writable Array	PS Delivered/Not Maintained	Tax-related writable arrays are PS Delivered/Maintained.
Generation Control	PS Delivered/Not Maintained	Tax-related generation controls are PS Delivered/Maintained.

### **See Also**

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

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## **Delivered Elements Naming Conventions**

This section discusses:

- Element names.
- Functional area codes.

- Element type codes (PIN\_TYPE).

## Element Names

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.

### ***Supporting Elements***

For supporting elements, such as variables, formulas, dates, durations, and so on, PeopleSoft Global Payroll uses the following naming conventions: FF TT NAME or FFF TT NAME.

The following list further describes this naming convention:

- FF or FFF: Functional area code.

See [Chapter 2, "Understanding Global Payroll for India," Functional Area Codes, page 16.](#)

- TT: Type of supporting element.

See [Chapter 2, "Understanding Global Payroll for India," Element Type Codes \(PIN\\_TYPE\), page 17.](#)

- NAME: The name provides a further means of identifying the element.

For example, in the provident fund array PF AR ENROLLMENT, PF represents the functional area, AR represents the element type, and ENROLLMENT provides a further means of identifying the element.

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

---

### ***Primary Elements***

Primary elements, such as earnings, deductions, absence take, and absence entitlement elements generally do not contain functional area codes or element type codes in their names. This is because primary elements have names based on Indian terms that identify the function and element type without the use of additional codes. For example, the name of the earning element BASE SALARY clearly identifies this element as an earning, and more specifically, as a base salary element.

### ***Other Elements***

Although no fixed naming convention exists for accumulators, sections, and element groups, Global Payroll for India commonly uses the following naming conventions: FF TT NAME and FFF TT NAME.

The following list further describes this naming convention:

- FF or FFF: Functional area code.

See [Chapter 2, "Understanding Global Payroll for India," Functional Area Codes, page 16.](#)

- TT: Type of supporting element.

See [Chapter 2, "Understanding Global Payroll for India," Element Type Codes \(PIN TYPE\), page 17.](#)

- NAME: The name provides a further means of identifying the element.

For example, a section in a process list for India might be named LA AC LOAN PAY, where LA is a functional area code, AC represents the element type, and LOAN PAY provides a means of uniquely identifying the element.

### ***Additional Clues to the Use of Indian Elements***

Many Indian elements contain abbreviations that provide clues (beyond those provided by the functional area codes or element type codes) to their use in the system. For example, consider the following variable element: LT VR CLAIM AMTNTAX is the nontaxable claim amount for leave travel allowance. As you become more familiar with the payroll rules that are created for India, these abbreviations help you to further identify and understand the role played by each element.

The following table lists the most common abbreviations that are used in the names of Indian elements:

<b><i>Abbreviations Used in Global Payroll for India</i></b>	<b><i>English</i></b>
ER	Earning
MIN	Minimum
MAX	Maximum
TX	Taxable
NTX	Nontaxable
PCT	Percent or Percentage
PRD	Period

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

In Global Payroll for India, suffixes are used to name the components of earning and deduction elements. For example, when you create an earning, deduction, or absence element in Global Payroll, you must 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 that are used. The system also names the components and accumulators by appending a suffix to the element's name.

For example, assume that you define the earning element named EARN1 with the following calculation rule:

$$\text{EARN1} = \text{Rate} \times \text{Unit}$$

The system automatically creates two additional elements for the components in the calculation rule: a rate element called EARN1\_RATE and a unit element called EARN1\_UNIT.

The system creates suffixes to name the components of the element (\_RATE and \_UNIT). In Global Payroll all suffixes fall into one of the following types:

- Separator.
- Earning/deduction component suffixes.
- Earning/deduction accumulator suffixes.
- Deduction arrear component suffixes.
- Absence entitlement component suffixes.
- Absence entitlement accumulator suffixes.

---

**Note.** To view all the suffixes that are defined for a country, use the Element Suffixes page in the core Global Payroll application.

---

### **Separator**

Global Payroll for India delivers a separator defined as: \_ (underscore).

### **Component Suffixes**

The following table lists the component suffixes delivered for India:

<b>Component</b>	<b>Suffix</b>
Base	BASE
Percentage	PCT
Rate	RATE
Unit	UNIT

### **Accumulator Suffixes**

The following table lists the accumulator suffixes delivered for India:

<b>Accumulator</b>	<b>Suffix - Calendar Period: Amount</b>	<b>Suffix - Calendar Period: Unit</b>	<b>Suffix - Fiscal Period: Amount</b>	<b>Suffix - Calendar Period: Unit</b>
Calendar Period to Date	CPTDA	CPTDU	FPTDA	FPTDU
Month to Date	CMTDA	CMTDU	FMTDA	FMTDU
Quarter to Date	CQTDA	CQTDU	FQTDA	FQTDU
Year to Date	CYTDA	CYTDU	FYTDA	FYTDU

### ***Deduction Arrears Component Suffixes***

The following table lists the deduction arrears component suffixes delivered for India:

<b>Deduction Arrears Component</b>	<b>Suffix</b>
Payback	PBCK
Amount not Taken	ANTKN
Add to Arrears	ATARR
Arrears accumulator	ARR

### ***Absence Entitlements Suffixes***

The following table lists the absence entitlement suffixes delivered for India:

<b>Absence Entitlement</b>	<b>Component/Accumulator</b>	<b>Suffix</b>
Separator	not applicable	_ (underscore)
Component	Unit Paid	UNTPD
Component	Unit Adjustment	UNADJ
Accumulator	Balance	BAL

<b>Absence Entitlement</b>	<b>Component/Accumulator</b>	<b>Suffix</b>
Accumulator	Adjustment	ADJ
Accumulator	Entitlement	ENT
Accumulator	Take	TKE

**See Also**

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

**Functional Area Codes**

The following table contains the functional area codes used in the names of Indian elements:

<b>Functional Area</b>	<b>Description</b>
IT	Income Tax
PF	Provident Fund
ALW	Allowance
REM	Reimbursement
BASE	Basic Pay
ER	Other Earnings
DED	Deductions
ARR	Arrears
PT	Profession Tax
LT	Leave Travel Allowance

<b>Functional Area</b>	<b>Description</b>
ESI	Employee State Insurance
MA	Medical
WC	Workmen Compensation
TDS	Tax Deduction Source
OT	Overtime
LN	Loans
ADV	Advances
LWF	Labour Welfare Fund

## Element Type Codes (PIN\_TYPE)

The following table contains codes for all the element types. Because not all element types are delivered for India, not all of these codes appear in the names of Indian elements:

<b>Element Type</b>	<b>Description</b>
AE	Absence Entitlement
AT	Absence Take
AC	Accumulator
AR	Array
AA	Auto Assigned
BR	Bracket
CT	Count

<i>Element Type</i>	<i>Description</i>
DT	Date
DD	Deduction
DR	Duration
ER	Earning
EG	Element Group
EM	Error Message
FC	Fictitious Calculation
FM	Formula
GC	Generation Control
HR	Historical Rule
PR	Process
PO	Proration Rule
RC	Rate Code
RR	Rounding Rule
SE	Section
SY	System Element
VR	Variable



## Archiving Data for Global Payroll for India

PeopleSoft Global Payroll for India generates a large amount of result data. This data often needs to be maintained for audit or regulatory purposes. To keep the amount of stored data manageable, you should periodically archive it. PeopleSoft PeopleTools delivers an archiving tool called the Data Archive Manager. To help you archive your result data using the Data Archive Manager, PeopleSoft Global Payroll for India delivers a predefined archive object (GPIN\_RSLT\_ARCHIVE) and an archive template (GPINRSLT). The delivered archive template uses queries that select data by calendar group ID (CAL\_RUN\_ID field). The calendar group ID can be used to archive single or multiple calendar group data.

The archiving function captures data from the calculation, banking, general ledger, and other post processing tables. The following table lists the result tables that are archived for Global Payroll for India:

<b>Result Record Type</b>	<b>Record Archived</b>
Calculation (Writable Array)	GPIN_LTA_TOT_WA
Calculation (Writable Array)	GPIN_LTA_WA
Calculation (Writable Array)	GPIN_MDA_TOT_WA
Calculation (Writable Array)	GPIN_MDA_WA
Calculation (Writable Array)	GPIN_PSLP_RSLT
Banking	None
General Ledger	None
Other Post Processing	<ul style="list-style-type: none"> <li>• Payslip Related: GPIN_PSLP_MSGPY. This table stores result payslip message information by cal_run_id.</li> <li>• Payee Reports GPIN_PR_TMP and GPIN_PR_TMP3.</li> </ul>

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

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



## Chapter 3

# Understanding Country Data

This chapter discusses:

- Installation setup for Global Payroll for India.
- Element personal identification number (PIN) ranges.
- Delivered sample data.
- Retroactive processing methods.
- Categories.
- Dependent relationships.
- Permission lists, roles, and users.
- Delivered queries.
- Delivered earnings, sections, and process list elements.

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## Installation Setup for Global Payroll for India

To install Global Payroll for India, you must select the IND - India check box on the Global Payroll Country Extensions page. The Products page is discussed in the *PeopleSoft HCM Application Fundamentals PeopleBook*.

### **See Also**

*PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "Setting Up and Installing PeopleSoft HCM"

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## Element PIN Ranges

Each country extension that is developed for Global Payroll is assigned a PIN range to which elements can be assigned. The PIN range for Global Payroll for India is 170000–179999. This means that all elements that are defined for Global Payroll for India are assigned a PIN number between 170000 and 179999.

**See Also**

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

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## Delivered Sample Data

The PeopleSoft system comes with sample data to enable easy navigation in the system during the implementation analysis. Sample data can also serve as the starting point for the design of your own implementation of Global Payroll for India. The following data values provide basic information that enables you to more easily view the delivered sample data.

Most of the delivered sample data for Global Payroll for India begins with the letters KP. Some of the delivered sample data begins with the numeric value of 1929.

The following table describes the delivered sample data:

<b>Sample Data Type</b>	<b>Delivered Value</b>
Regulatory Region	IND
Business Unit	IND01 and KP01
SetID	IND and KPIND (IND is the setID for the regulatory region and KPIND is the setID for other data.)
Company	KP1 and KP2
Global Payroll Pay Group	KP1PG1, KP1PG2, KP2PG1, and KP2PG2
Establishment	KPEST1 through KPEST7

Delivered values *KPEST1* is for the state of Karnataka, *KPEST2* for Delhi, *KPEST3* for the state of Andhra Pradesh, *KPEST4* for the state of Tamil Nadu, *KPEST5* for the state of Maharashtra, *KPEST6* for the state of West Bengal, and *KPEST7* for the state of Madhya Pradesh.

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## Retroactive Processing Methods

The default retroactive processing methods for Global Payroll for India are:

**Default Retro Method** Forwarding.  
(default retroactive method)

**On Conflict Retro Method** Forwarding.  
(on conflict retroactive method)

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**Note.** If you use corrective as the retroactive processing method, you must ensure that all periods prior to the start of the current tax year are forwarded to the current year. For example, if during May a payee was paid a backdated increase for the period January to April, you can use corrective retro for the period in the current tax year (April), but you should use forwarding retro for the period in the prior tax year (January to March). Also, some elements that have monthly limits, such as the provident fund element, have accumulators that are defined with corrective retro. This ensures that the calculations are always based on an updated accumulator.

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### See Also

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Defining Retroactive Processing," Understanding Retroactive Methods

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## Categories

Categories are one way to classify elements and they assist in the manageability of elements by relating the element more directly to specific functionality. Global Payroll for India delivers the following categories:

<b>Category</b>	<b>Description</b>
BNS	Bonus
ESI	Employee State Insurance
LTA	Leave Travel Allowance
MED	Medical Allowance
PERQ	Perquisites
PF	Provident Fund
PT	Profession Tax
TDS	Tax Deducted at Source – General

<b>Category</b>	<b>Description</b>
TDSA	Tax Deducted at Source – Previous Employment Declarations
TDSB	Tax Deducted at Source – Exemption Declarations
TDSC	Tax Deducted at Source – Other Income Declarations
TDSD	Tax Deducted at Source – Chapter VIA DD Declarations
TDSE	Tax Deducted at Source – Rebates 88 Declarations

**See Also**

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Defining General Element Information," Understanding Categorization of Elements

## Dependent Relationships

You must define Mother and Father as eligible dependents on the Personal Relationships - Personal Profile page. If you don't do this, a warning message appears, stating that Mother and Father are not considered legal dependents when you create a dependent on the Dependent Information component.

**See Also**

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

*PeopleSoft HR 9.1 PeopleBook: Manage Base Benefits*, "Entering Dependent and Beneficiary Information," Entering Dependent and Beneficiary Information

## Permission Lists, Roles, and Users

The delivered permission lists for Global Payroll for India are:

- HCCPGPIND (component permission list).
- HCPPIND (primary permission list).

- HCDPIND (data permission list).

The delivered roles for Global Payroll for India are:

- GP Administrator IND.
- HR Administrator IND.
- Health & Safety Admin. IND.

The predefined user name for India options in the PeopleSoft system is HCRIND.

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## Delivered Queries

With Global Payroll for India, some predefined queries are delivered to assist you in viewing pertinent data. Use PSQUERY to run these queries. PSQUERY, a part of PeopleTools functionality, enables you to run queries against data in PeopleSoft databases.

The following table lists predefined queries and data results for each:

<i>Query</i>	<i>Data Results</i>
GPIN ESI NOT REGISTERED	Payees not registered for employee state insurance (ESI).
GPIN LTA MISMATCH	Leave travel allowance that has been paid but is not identified as reimbursed in the database.
GPIN LTA NOT PAID	Leave travel allowance claims that have not been paid.
GPIN LTA WAIVE	Payees who have waived leave travel allowance.
GPIN MDA MISMATCH	Medical allowance that has been paid but is not identified as reimbursed in the database.
GPIN MDA NOT PAID	Medical allowance claims that have not been paid.
GPIN MDA WAIVED	Payees who have waived medical allowance.
GPIN PAYEE REPORT SETUP	Payee report setup data.
GPIN PF NOT REGISTERED	Payees who are not registered in provident fund.
GPIN TDS DISABLED	Payees who are disabled.

<b>Query</b>	<b>Data Results</b>
GPIN TDS SETUP	Tax deducted at source setup data.
GPIN TDS SR CITIZEN	Senior citizen payees.
GIN YE FORM12BA	Form 12BA prerequisites.
GIN YE FORM 3A	Payees with Form 3A data.
GPIN _ PF_NO_BENEF	Provident fund enrollees without beneficiaries.
GPIN_ESI_NO_BENEF	ESI enrollees without beneficiaries.

**See Also**

*PeopleTools 8.52: PeopleSoft Query PeopleBook*

## Delivered Earnings, Sections, and Process List Elements

This section discusses:

- Delivered earnings.
- Delivered sections.
- Delivered process lists.

### Delivered Earnings

Global Payroll for India delivers predefined earning elements. Many of these delivered earnings are documented elsewhere in this book. However, some earnings are not documented elsewhere in this book and are, therefore, defined here.

Global Payroll for India delivers the following predefined earning elements:

<b>Earning</b>	<b>Description</b>
BASE SALARY	Basic Salary
BASE HOURLY	Basic Hourly



<b><i>Earning</i></b>	<b><i>Description</i></b>
DEAR ALLOW	Dearness Allowance
HRA	House Rent Allowance
RENT	Rent Reimbursement
LUNCH ALLOW	Lunch Allowance
CONVEY ALLOW	Conveyance Allowance
SPEC ALLOW	Special Allowance
SHIFT PCT	Shift Allowance Percentage
SHIFT AMT	Shift Allowance Fixed Amount
SHIFT HRLY	Shift Allowance Hourly
OVERTIME 1.5	Overtime (time and a half)
OVERTIME 2.0	Overtime (double time)
BONUS	Bonus

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

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**See Also**

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

## Delivered Sections

Global Payroll for India delivers 11 sections. Use the core application pages to view the element groups and elements that make up each section. Examining the delivered sections clearly illustrates the elements that are processed within each section during each pay run and in what order they are processed. This information is especially useful when you create earning or deduction elements because you will know into what section you should insert the newly created elements for appropriate processing during a payroll run. For example, if you created a new earning element that would not be considered a part of basic earnings, you would include that element in the ER SE OTHER (Other Earnings) section.

Global Payroll for India delivers the following sections:

<b>Section</b>	<b>Description</b>
ER SE BASE	Basic Earning. Contains basic earnings such as base salary and base hourly.
PF SE ALL	Provident Fund. Contains elements necessary to process provident fund deductions.
ESI SE ALL	Employee State Insurance. Contains elements necessary to process ESI deductions.
PT SE ALL	Profession Tax. Contains elements necessary to process the profession tax deduction.
AB SE ALL	Absences. Contains absence take and absence entitlement elements necessary to process absences.
LTA SE ALL	Leave Travel Allowance. Contains elements necessary to process leave travel allowance earnings.
MA SE ALL	Medical Allowance. Contains elements necessary to process medical allowance earnings.
ER SE OTHER	Other Earnings. Contains earning elements necessary to process earnings not considered a part of basic earnings.
ER SE BONUS	Bonus. Contains earning elements for bonus earnings necessary to process nonbasic earnings.
LA SE LN ADV	Loans and Advances. Contains loan and advance deduction elements necessary to process loans and advances.

<b>Section</b>	<b>Description</b>
TDS SE ALL	Income Tax. Contains elements necessary to process income tax.
PSLP SE MSG	Payslip Messages. Contains elements necessary to produce payslip messages.
IND SE INIT	Initialization. Contains common initialization elements.
IN WORK DAYS	Work Days. Contains elements used to calculate work days.
LWF SE ALL	LWF (Labour Welfare Fund). Contains elements used for calculation of LWF.

### See Also

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Defining Processing Elements," Understanding Sections

## Delivered Process Lists

Global Payroll for India delivers four process lists. Use the core application pages to view the sections, element groups, and elements that make up each process list. Examining the delivered process lists clearly illustrates the elements that are processed during each pay run and in what order they are processed.

Global Payroll for India delivers the following process lists:

<b>Process List</b>	<b>Calculation Type</b>
IN PL ABS	Absence
IN PL PAY	Payroll
IN PL BONUS	Bonus
IN PL PAYBON	Payroll and Bonus

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

**See Also**

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

## Chapter 4

# Setting Up Establishments

This chapter provides an overview of establishments and discusses how to set up establishment information.

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## Understanding Establishments

This section lists common elements and discusses establishments and how to view delivered elements.

### Common Elements Used in this Chapter

<b>Establishment ID</b>	This is the ID the system uses to identify the establishment.
<b>Registration Date</b>	Enter the pertinent registration date of the establishment.
<b>Registration Number</b>	Enter the pertinent registration number.
<b>Registration Renewal Date</b>	Establishment registrations are valid for a certain period of time. Enter the pertinent date on which the registration must be renewed.

## Establishments

Establishments are used to identify separate units of a company, based on location. Each establishment must be registered under either the Factories Act or the Shops and Establishments Act. The other statutory acts applicable to the establishment are the Employee State Insurance (ESI) Act or the Workmen's Compensation Act, Provident Fund Act, Profession Tax Act, and Income Tax Act.

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**Note.** An establishment is identified by a single establishment ID, but an establishment can be registered under multiple acts, such as the ESI Act, Provident Fund Act, Profession Tax Act, and Income Tax Act. Each act under which the establishment is registered requires a unique, separate registration number. Therefore, a company can have one or more establishments associated with it, but an establishment can be associated only with a single company.

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**See Also**

[Chapter 6, "Enrolling Payees in Provident Funds," page 45](#)

[Chapter 7, "Enrolling Payees in Employee State Insurance," page 51](#)

[Chapter 10, "Withholding Taxes," page 73](#)

## Viewing Delivered Elements

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

**See Also**

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

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## Setting Up Establishment Information

To set up establishment information, use the Establishment Data IND (GPIN\_ESTAB\_DATA) component.

This section discusses how to:

- Enter establishment registration information.
- Enter ESI registration information.
- Enter provident fund registration information.
- Enter professional tax registration information.
- Enter income tax registration information.
- Enter LWF (labour welfare fund) registration information.

## Pages Used to Set Up Establishment Information

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Establishment Registration	GPIN_ESTAB	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Establishment Data IND, Establishment Registration	Enter basic establishment identification information as well as Factories Act or Shops and Establishments Act registration information.  <b>Note.</b> You add a new establishment by using the Establishment component in PeopleSoft HR.
ESI Registration (employee state insurance registration)	GPIN_ESTAB_ESI	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Establishment Data IND, ESI Registration	Enter ESI registration information.
Provident Fund Registration	GPIN_ESTAB_PF	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Establishment Data IND, Provident Fund Registration	Enter provident fund registration information.
Professional Tax Registration	GPIN_ESTAB_PT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Establishment Data IND, Professional Tax Registration	Enter professional tax registration information.
Income Tax Registration	GPIN_ESTAB_IT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Establishment Data IND, Income Tax Registration	Enter income tax registration information.
LWF Registration (labour welfare fund registration)	GPIN_ESTAB_LWF	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Establishment Data IND, LWF Registration	Enter LWF registration information.

## Entering Establishment Registration Information

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

The screenshot displays the 'Establishment Registration' page. At the top, there are tabs for 'Establishment Registration', 'ESI Registration', and 'Provident Fund Registration'. The 'Establishment ID' is 'KPEST1'. Below this, the 'Establishment Details' section includes fields for 'Effective Date' (01/01/2002), 'Head Of Establishment' (KP0001, Pratik Kumar), 'Job Title' (Manager-Finance), and 'Nature of Business' (empty). There is a checkbox for 'Central Headquarters'. The 'Registration Details' section includes a 'Type' dropdown with 'Factories Act' and 'Shops and Establishments Act' (selected), 'Registered Name' (empty), 'Registration Number' (1001001), 'Registration Date' (01/01/2002), and 'Registration Renewal Date' (01/01/2005).

Establishment Registration page

**Head of Establishment** Select the employee who is considered the head of the establishment.

**Job Title** The job title appears after you select an employee in the Head of Establishment field.

**Nature of Business** Enter the nature of the business of the establishment.

### **Registration Details**

**Type** Select whether the establishment is registered under the Factories Act or the Shops and Establishments Act.

**Registration Number** Enter the establishment's registration number.



**Registration Date** Enter the date on which the establishment was registered.

**Registration Renewal Date** Enter the date on which the establishment's registration must be renewed.

---

**Note.** If a registration number is at the company level, and is applicable to multiple establishments, you must enter the registration number information for each establishment.

---

### See Also

*PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "Setting Up Organization Foundation Tables," Defining Establishments

## Entering ESI Registration Information

Access the ESI Registration page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Establishment Data IND, ESI Registration).




The screenshot displays the 'ESI Registration' page for establishment KPEST1. At the top, there are three tabs: 'Establishment Registration', 'ESI Registration' (active), and 'Provident Fund Registration'. Below the tabs, the 'Establishment ID' is KPEST1. A sub-section titled 'Employee State Insurance Details' contains a 'Registration Type' section with three radio buttons: 'Employee State Insurance' (selected), 'Workmen's Compensation Act', and 'Both'. Below the radio buttons are several input fields: 'Effective Date' (01/01/2002), 'ESI Local Office' (empty), 'Registration Number' (KAESI01), 'Registration Date' (01/01/2002), and 'Registration Renewal Date' (01/01/2003). Each date field has a small calendar icon to its right.

ESI Registration page

**Registration Type** Select if the registration is related to ESI, Workmen's Compensation Act, or both.

## Entering Provident Fund Registration Information

Access the Provident Fund Registration page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Establishment Data IND, Provident Fund Registration).


Establishment Registration		ESI Registration		Provident Fund Registration	
<b>Establishment ID:</b>	KPEST1				
<b>Provident Fund Details</b> <span style="float: right;">Find   View All First 1 of 1 Last</span>					
<b>Effective Date:</b>	01/01/2002				
<b>Registration Number:</b>	<input type="text" value="KAPF01"/>				
<b>Registration Date:</b>	<input type="text" value="01/01/2002"/> 				
<b>Registration Renewal Date:</b>	<input type="text" value="01/01/2003"/> 				
<b>Type of Provident Fund:</b>	<input type="text" value="Recognised Provident Fund"/> 				

Provident Fund Registration page

**Type of Provident Fund** Select *Recognised Provident Fund* or *Statutory Provident Fund* as the provident fund type.

## Entering Professional Tax Registration Information

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

Provident Fund Registration		Professional Tax Registration		Income Tax Registration	
<b>Establishment ID:</b>	KPEST1				
<b>Profession Tax Details</b> <span style="float: right;">Find   View All First 1 of 1 Last</span>					
<b>Effective Date:</b>	01/01/2002				
<b>Registration Number:</b>	<input type="text" value="KAPT01"/>				
<b>Registration Date:</b>	<input type="text" value="01/01/2002"/> 				
<b>Registration Renewal Date:</b>	<input type="text" value="01/01/2003"/> 				
<b>PTO Circle Number:</b>	<input type="text" value="PTOCN01"/>				

Professional Tax Registration page

**PTO Circle Number** Enter the PTO circle number.  
(profession tax officer circle number)

## Entering Income Tax Registration Information

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

<a href="#">Provident Fund Registration</a> <a href="#">Professional Tax Registration</a> <a href="#">Income Tax Registration</a>	
<b>Establishment ID:</b>	KPEST1
<b>Income Tax Details</b> <span style="float: right;">Find   View All First 1 of 1 Last</span>	
<b>Effective Date:</b>	01/01/2002
<b>PAN Details</b>	
<b>Permanent Account Nbr:</b>	<input type="text" value="PAN KA 01"/>
<b>Registration Date:</b>	<input type="text" value="01/01/2002"/> ⓘ
<b>Registration Renewal Date:</b>	<input type="text" value="01/01/2003"/> ⓘ
<b>TAN Details</b>	
<b>Tax Deduction Acc Nbr:</b>	<input type="text" value="TAN KA 01"/>
<b>Registration Date:</b>	<input type="text" value="01/01/2002"/> ⓘ
<b>Registration Renewal Date:</b>	<input type="text" value="01/01/2003"/> ⓘ
<b>Other Details</b>	
<b>TDS Circle:</b>	<input type="text" value="TDSCN01"/>
<b>Income Tax Ward:</b>	<input type="text" value="BANGALORE"/>
<b>Range:</b>	<input type="text" value="KA 01"/>
<b>Employer Classification Code:</b>	<input type="text" value="MANUFACTURING"/>

Income Tax Registration page

### **PAN Details**

**Permanent Account Nbr** Enter the company's permanent account number.  
(permanent account number)

**TAN Details**

**Tax Deduction Acc Nbr** (tax deduction account number) Enter the company's tax deduction account number.

**Other Details**

**TDS Circle** (tax deduction at source circle) Enter the circle number applicable to the establishment.

**Income Tax Ward** Enter the company's income tax ward.

**Range** Enter the range details, if applicable.

**Employer Classification Code** Enter the employer classification code.

**Entering LWF Registration Information**

Access the LWF Registration page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Establishment Data IND, LWF Registration).

Professional Tax Registration | Income Tax Registration | **LWF Registration**

Establishment ID: KPEST1

Labour welfare Fund details

Find   View All   First   1 of 1   Last	
Effective Date:	01/01/2002
Registration number:	<input type="text"/>
Registration date:	<input type="text"/>
Registration Renewal Date:	<input type="text"/>
LWF Department Number:	<input type="text"/>

LWF Registration page

**Labour welfare Fund details**

**Effective Date** Enter the date from which the registration becomes applicable to the entity.

<b>Registration number</b>	Enter the LWF registration number of the entity.
<b>Registration date</b>	Enter the LWF registration date of the entity.
<b>Registration Renewal date</b>	Enter the renewal date of the LWF registration for the entity.
<b>LWF Department Number</b>	Enter the LWF department number of the entity.



## Chapter 5

# Understanding Absence Rules

This chapter discusses:

- Absence elements.
- Absence setup tasks.

---

## Absence Elements

This section discusses:

- Absence rules.
- Delivered absence elements.
- Process lists and sections.
- Viewing delivered elements.

### **See Also**

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

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

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

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

[Chapter 3, "Understanding Country Data," Delivered Process Lists, page 29](#)

## Absence Rules

PeopleSoft Global Payroll delivers predefined rules for processing absences due to vacation, illness, maternity, and other reasons. Oracle designed these rules according to India's statutory requirements. You can easily modify many of these rules to reflect absence policies that are specific to your organization or to labor agreements that might be in force for the payees.

This section supplements the absence documentation provided in the *PeopleSoft Global Payroll PeopleBook*, which we recommend that you read before reading this chapter on India-specific absence processing.

If you want more information about the specific rules composition for any of the elements listed in this section, use the Global Payroll core pages to get this information. For example, if you want to see the calculation logic of an absence entitlement element, use the Calculation page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, Absence Elements, Absence Entitlements, Calculation).

**Note.** You can see the relationship between elements by using the View Element Relationships utility (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Elements, View Element Relationships).

## Delivered Absence Elements

Oracle delivers the following related absence entitlements and takes:

<b>Absence Entitlement</b>	<b>Absence Take</b>
AB PRIV LV Privilege Leave	PRIV LV Privilege Leave
AB CASUAL LV Casual Leave	CASUAL LV Casual Leave
AB SICK LV Sick Leave	SICK LV Sick Leave
AB MTRNTY LV Maternity Leave	MATERNITY LV Maternity Leave

## Process Lists and Sections

The AB PRIV LV, AB CASUAL LV, AB SICK LV, AB MTRNTY LV, PRIV LV, CASUAL LV, SICK LV, and MATERNITY LV absence elements are members of the AB SE ALL process section.

The AB SE ALL section is included in the IN PL ABS process list.

## Viewing Delivered Elements

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

### See Also

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



---

## Absence Setup Tasks

Before you can enter and process absences for India, you must complete various setup tasks. To prepare Global Payroll for India for absence processing:

1. Define work schedules and assign a schedule to each payee.
2. Define holiday schedules.
3. Modify the delivered absence take and absence entitlement elements, and create new absence elements, as needed.

A list of the absence take and absence entitlement elements that we deliver with Global Payroll for India appears in this chapter. We deliver sample values for many of these elements. Most likely, you'll want to replace at least some of these values with data that is specific to your organization.

The entitlements for a company are listed through a delivered Global Payroll bracket (AB BR ENTITLE). For each defined company, you need to enter data for the privilege leave (AB VR PL ADULT and AB VR PL CHILD), sick leave (AB VR SL), and casual leave (AB VR CL) categories. The entitlements that you enter are in days per year.

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

4. Assign absence elements to payees and process lists.

As with all primary elements, you must assign absence entitlement and take elements to payees and include the elements in the process lists that you use when you run the absence processes. (This step is not necessary for per-absence entitlement elements.)

The PeopleSoft system delivers predefined sections and process lists for absence processing. Use these, modify them, or create your own.



## Chapter 6

# Enrolling Payees in Provident Funds

This chapter provides overviews of provident funds, provident fund reports, and provident fund deductions and discusses how to enroll payees in a provident fund program.

---

## Understanding Provident Funds

Payees who are employed by a company must join a recognized provident fund. The employers category determines which provident fund the employees should join. For instance, all government employees will be covered under Government Provident Fund (GPF). Private sector employees are generally covered under the recognized provident fund. Organizations have a choice to be covered under the Regional Provident Fund Commissioner (RPFC) or have their own setup, formed under a trust, which will report to the RPFC periodically. Generally large employers have their own trusts, and the onus of managing the contributions rests on the employer itself, guided by a board of trustees. Note that the PeopleSoft software does not provide for the compliances of a trust; it provides only for employers covered under the RPFC.

Provident funds work by deducting a fixed percentage from the salary of the employee. The employer also matches the contribution, which is remitted to the account of the employee maintained by the RPFC. Contributions from the employee and the employer are remitted every month by a certain date. Upon an employee's retirement, death, or permanent disability, the accumulated contribution along with interest is paid to the employee or his or her legal heirs.

---

**Note.** Employees' provident fund contributions are paid fully into the PF account, while the employer's contribution is split into Contribution towards Pension (PF ER PEN) and Contribution towards Provident Fund (PF ER).

---

With Global Payroll for India you can:

- Define the type of provident fund chosen by the company (statutory provident fund or recognized provident fund).
- Ensure that all payees are registered with a provident fund and capture the personal information for the payee and their beneficiaries.
- Define the three programs under the provident fund and the calculation methodology for each (Employees Provident Fund Scheme, Employees Pension Scheme, and Employees Deposit-Linked Insurance Scheme).
- Ensure that the deductions for payee contributions are properly calculated and deducted on a monthly basis.
- Ensure that the employer contribution is properly calculated.
- Ensure that the monthly contributions are correctly deposited with the proper provident fund authority.

---

**Note.** The PeopleSoft system delivers several queries that enable you to retrieve provident fund information.

---

**See Also**

[Chapter 3, "Understanding Country Data," Delivered Queries, page 25](#)

---

## Understanding Provident Fund Reports

As part of the provident fund process, you need to generate and submit certain reports such as:

- A remittance statement report that includes details on provident fund contributions that were deducted for the contribution period.
- A new provident fund registration report that identifies new payees who must be registered with a provident fund.
- A terminated employees report that identifies payees who have terminated employment.

**See Also**

[Chapter 14, "Creating Payee Reports," page 137](#)

---

## Understanding Provident Fund Deductions

This section discusses:

- Delivered provident fund deductions.
- Viewing delivered elements.

### Delivered Provident Fund Deductions

Global Payroll for India delivers the following elements to process provident funds:

<i><b>Deduction</b></i>	<i><b>Description</b></i>
PF	Use to calculate the employee's provident fund contribution.
PF VOL	Use to calculate the employee's voluntary provident fund contribution.
PF ER	Use to calculate the employer's provident fund contribution.
PF ER PEN	Use to calculate the applicable percentage of the Employer contribution.

<b>Deduction</b>	<b>Description</b>
PF ER ADMIN	Use to calculate the employer's provident fund administration charge.
PF ER EDLI	Use to calculate the employer's EDLIS contribution.
PF ER EDLIA	Use to calculate the employer's EDLIS administration charge.

**See Also**

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

## Viewing Delivered Elements

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

**See Also**

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

---

## Enrolling Payees in a Provident Fund Program

This section provides an overview of provident fund program enrollment and discusses how to enroll payees in a provident fund program.

### Understanding Provident Fund Program Enrollment

To enroll a payee in a provident fund program:

1. Make sure the provident fund registration information for the establishment is entered on the Provident Fund Registration page.

See [Chapter 4, "Setting Up Establishments," Entering Provident Fund Registration Information, page 35.](#)

2. Enroll the payee by using the PF Enrollment (provident fund enrollment) page.

See [Chapter 6, "Enrolling Payees in Provident Funds," Enrolling Payees in a Provident Fund Program, page 48.](#)

## Page Used to Enroll Payees in a Provident Fund Program

Page Name	Definition Name	Navigation	Usage
Define PF Enrollment IND (define provident fund enrollment IND)	GPIN_PF_ENROLL	Global Payroll & Absence Mgmt, Payee Data, Pension Information, Define PF Enrollment IND, Define PF Enrollment IND	Enroll a payee in a provident fund program.

## Enrolling Payees in a Provident Fund Program

Access the Define PF Enrollment IND page (Global Payroll & Absence Mgmt, Payee Data, Pension Information, Define PF Enrollment IND, Define PF Enrollment IND).

### Define PF Enrollment IND

[Naveen Patil](#) Person ID: KP0002

Last Start Date: 01/01/2002

**Provident Fund Details** Find | View All | First 1 of 1 Last

\*Effective Date:   \*Status:

\*Establishment ID:

Payee Registration Number:   Registered  PF Capping

**Voluntary Contributions**

Percent:  Amount:

**Beneficiaries** Customize | Find | View All | First 1 of 1 Last

#	Dependent/Beneficiary ID	Dependent/Beneficiary Name	Relationship to Employee	Percent of Benefit	
1	<input type="text" value="01"/> <input type="button" value="🔍"/>	Patil,S K	ExSpouse	<input type="text" value="100"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Define PF Enrollment IND page

### **Provident Fund Details**

**Effective Date**

The effective date must be on or after the payee hire or rehire date. If the effective date is before the hire date for the payee, the system issues an error message.

**Payee Registration Number**

Enter the payee's provident fund registration number. This number will generally be available a month after the employee is hired.

**Registered** Select if you have a provident fund registration number for the payee.

### ***Voluntary Contributions***

**Percent** If the payee elects to contribute an additional percentage beyond that legally mandated, enter the percentage.

**Amount** If the payee elects to contribute an additional amount beyond that legally mandated, enter the amount.

---

**Note.** The voluntary contribution for the payee can be either a percentage or an amount. You cannot enter both.

---

### ***Beneficiaries***

**Dependent/Beneficiary ID** Select the dependent or beneficiary to whom the benefit should flow. Any number of payees can be entered, but the total of the Percent of Benefit must equal 100%.

**Percent of Benefit** Enter the percentage of funds to be distributed to the dependent beneficiary should the payee die. The percentages that you enter must total 100.

---

**Note.** To terminate a payee from a provident fund program, add a row and change the status to *Inactive*.

---

**Note.** Additional Provident Fund reports, which are required to be submitted to the statutory bodies, are provided for year end processing.

---

See [Chapter 13, "Managing Year End Processing," Defining Form 3A Reports, page 128.](#)





## Chapter 7

# Enrolling Payees in Employee State Insurance

This chapter provides overviews of employee state insurance (ESI), ESI reports, and delivered ESI deductions and discusses how to enroll payees in an ESI program.

---

## Understanding ESI

ESI is a Social Security plan that is designed to provide subsidized or free medical assistance to employees and their dependents during the course of their employment, or if an employee becomes unable to work due to specific circumstances. With Global Payroll for India, you can register payees under an ESI program and process the appropriate deductions during the normal payroll cycle.

With Global Payroll for India you can:

- Ensure that all of the payees are registered per the ESI Act and capture beneficiary information.
- Ensure that the deductions for contributions from payees are deducted from their pay each month.

---

**Note.** Enrolling payees in ESI is a manual process. The human resources department should ensure that the appropriate payees are enrolled in the ESI program.

---

**Note.** The PeopleSoft system delivers several queries that enable you to retrieve ESI information.

---

### **See Also**

[Chapter 3, "Understanding Country Data," Delivered Queries, page 25](#)

---

## Understanding ESI Reports

As part of the ESI process, you need to generate and submit certain reports, such as:

- A remittance statement report that includes details on mandatory ESI contributions that were deducted for the contribution period by both the employer and the employee.
- A new ESI registration report that identifies new payees who need to be issued identification numbers so that they can take advantage of the ESI benefits.

- A terminated employee report that identifies payees who have terminated employment and who are not eligible for ESI contributions due to the Act.
- A new report that gives details of each employee, including the insurance details and contribution made on a monthly basis.

**See Also**

Chapter 14, "Creating Payee Reports," page 137

---

## Understanding Delivered ESI Deductions

This section discusses:

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

**See Also**

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

## Delivered ESI Deductions

PeopleSoft delivers the following deductions to process ESI:

<b>Name/Description</b>	<b>Unit</b>	<b>Rate</b>	<b>Base</b>	<b>%</b>	<b>Amount</b>
ESI Employee State Insurance (gc)	NA	NA	ESI GROSS WAGES	ESI VR PYE PCT	NA
ESI ER Employee State Insurance Employer Contribution (gc)	NA	NA	ESI GROSS WAGES	ESI VR ER PCT	NA

In this table, the first column combines the name and description of the delivered deductions. A (gc) in the row indicates that the deduction has an associated generation control element. A (po) indicates a post-processing formula, and (pr) indicates a preprocessing formula. The other four columns indicate the deductions calculation rule (Amount, Base × %, and so on).

These deductions may need to be modified to meet particular business requirements:

- ESI

The ESI deduction has a calculation rule of base multiplied by percentage and is used to calculate the employee's contribution to ESI; the base is the accumulator ESI GROSS WAGES and the percentage is determined by the numeric variable ESI VR PYE PCT. The generation control element ESI GC ENROLL determines when the system processes this deduction. The deduction is made during the contribution period. If any employee crosses the limit (od Rs.7,500/-) during the contribution period, he continues to pay for the whole period.

- ESI ER

The ESI ER deduction has a calculation rule of base multiplied by percentage and is used to calculate the employer's contribution to ESI; the base is the accumulator ESI GROSS WAGES and the percentage is determined by the numeric variable ESI VR ER PCT. The generation control element ESI GC ENROLL determines when the system processes this deduction.

## Process Lists and Sections

The ESI and ESI ER deductions are members of the ESI SE ALL process section.

The ESI SE ALL section is included in the IN PL PAY and IN PL PAY BON process lists.

## Viewing Delivered Elements

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

### See Also

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

---

## Enrolling Payees in an ESI Program

This section provides an overview of ESI program enrollment and discusses how to enroll payees in an ESI program.

## Understanding ESI Program Enrollment

To enroll a payee in an ESI program:

1. Make sure that the ESI registration information is entered on the ESI Registration page.

See [Chapter 4, "Setting Up Establishments," Entering ESI Registration Information, page 35.](#)

2. Enroll the payee by using the Define ESI Data IND(employee state insurance enrollment) page.

See [Chapter 7, "Enrolling Payees in Employee State Insurance," Enrolling Payees in an ESI Program, page 54.](#)

## Page Used to Enroll Payees in an ESI Program

Page Name	Definition Name	Navigation	Usage
Define ESI Data IND (define employee state insurance data IND)	GPIN_ESI_ENROLL	Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Define ESI Data IND, Define ESI Data IND	Enroll a payee in an ESI program.

## Enrolling Payees in an ESI Program

Access the Define ESI Data IND page (Global Payroll & Absence Mgmt, Payee Data, Social Security/Insurance, Define ESI Data IND, Define ESI Data IND).

### Define ESI Data IND

[Naveen Patil](#) Person ID: KP0002

ESI Enrollment Details Find | View All First 1 of 1 Last

\*Effective Date:   \*Status:

\*Establishment ID:

Registration Number:   Registered

Name of Hospital/Dispensary:

Beneficiaries

Dependent/Beneficiary ID:

Name: A Patil

Relationship: Child

Define ESI Data IND page

### Effective Date

The ESI effective date must be on or after the payee hire or rehire date. If the ESI effective date is before the hire date for the payee, the system issues an error message.

- Registration Number** Enter the payee's ESI registration number when it is assigned by the authorities.
- Name of Hospital/Dispensary** Enter the name of the medical facility providing the payee's ESI medical care.
- Registered** This field is automatically populated when you run the NEW ESI ENROLLMENT report. When this field is selected, it indicates that an application for ESI registration has been submitted for the payee.  
See [Chapter 14, "Creating Payee Reports," page 137.](#)

### ***Beneficiaries***

- Dependent/Beneficiary ID** Select the ID for the appropriate dependent or beneficiary. When you select an ID, the name and relationship appear.

---

**Note.** To terminate a payee from ESI, add a row and change the status to *Inactive*.

---



## Chapter 8

# Processing Allowances

This chapter provides overviews of allowances and allowance earnings and discusses how to:

- Process leave travel allowances.
- Process medical allowances.

---

## Understanding Allowances

Certain types of allowances are exempted from taxes, such as Leave Travel Allowance, Medical Allowance, Hill Area Council Allowance, and Border Area allowances. However, the most common are Leave Travel Allowances and Medical Allowances. Global Payroll for India enables you to set up leave allowances and medical allowances with the payee's option of special claims processing or claim reimbursement.

These allowances are paid based on a defined frequency: monthly, quarterly, half yearly, or annually. This is a company policy and no statutory obligations exist as to the periodicity of the payment. Rules governing the taxation of these allowances are guided by the Finance Act. Employees can be paid these allowances by producing bills (medical/travel bills) and have the allowance exempted from tax. If the employee does not want to use this facility, then the allowance is paid off as a monthly allowance, with the full amount being taxable.

Companies might provide payees certain types of allowances. Global Payroll for India enables you to set up leave travel allowances and medical allowances with the payee's option of special claims processing or waiving of the claim reimbursement and receiving a flat taxable amount for the fiscal period.

---

**Note.** Global Payroll for India also delivers earning elements for other allowances including dearness allowance, house rent allowance, lunch allowance, conveyance allowance, shift allowance, and special allowance.

---

Global Payroll for India delivers the following allowances:

### **Leave Travel Allowance**

If the company provides leave travel allowance, you can pay a payee this allowance amount as part of his or her salary. If a payee is provided a leave travel allowance, he or she can waive having claims reimbursed or opt for nontaxable reimbursement of valid claims up to the Income Tax Act published limit each fiscal year. The payee submits the appropriate travel claim information, along with any required supporting documentation for the travel, and the claim is then processed during the normal payroll processing cycle. Leave travel allowance can be paid out monthly, quarterly, semiannually, or annually.

**Medical Allowance**

If the company provides medical allowance, you can pay a payee this allowance amount as part of his or her salary. If a payee is provided a medical allowance, he or she can waive having claims reimbursed or opt for nontaxable reimbursement of valid claims up to the Income Tax Act published limit each fiscal year. The payee submits the appropriate medical claim information, along with any required supporting documentation for the medical claim, and the claim is then processed during the normal payroll processing cycle. Medical allowance can be paid out monthly, quarterly, semiannually, or annually.

With Global Payroll for India, you can:

- Define the leave travel allowance program, including who can be covered for reimbursements.
- Capture the leave travel allowance amount, per payee, for the fiscal year.
- Track claim details for payees' leave travel allowance and whether the minimum days of leave have been taken.
- Track the balance of leave travel allowance that is available for each payee.
- Define the medical allowance program, clearly defining the exemption amount that a payee can claim.
- Track medical allowance claim details of payees while ensuring that the claims in excess of the exemption limit are added to the taxable earnings of the payee.
- Track the medical allowance balance amount that is available to each payee.

---

**Note.** The PeopleSoft system delivers several queries that enable you to retrieve allowance information.

---

**See Also**

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

---

## Understanding Allowance Earnings

This section discusses:

- Delivered allowance earnings.
- Viewing delivered elements.

### Delivered Allowance Earnings

Global Payroll for India delivers the following earnings to process allowances:



<b>Earning</b>	<b>Description</b>
LTA NON TAX	Use to calculate the nontaxable earning portion of the employee's leave travel allowance.
LTA TAX	Use to calculate the taxable earning portion of the employee's leave travel allowance.
LTA PAYOUT (Leave Travel Allowance Payout)	Use to calculate the employee's leave travel allowance payout.
LTA WAIVE (Leave Travel Allowance Waive)	Use to calculate the employee's waived leave travel allowance.
MA NON TAX	Use to calculate the nontaxable earning portion of the employee's medical allowance.
MA TAX	Use to calculate the taxable earning portion of the employee's medical allowance.
MA PAYOUT	Use to calculate the employee's medical allowance payout.
MA WAIVE	Use to calculate the employee's waived medical allowance.

**See Also**

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

**Viewing Delivered Elements**

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

**See Also**

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

---

**Processing Leave Travel Allowances**

This section provides an overview of leave travel allowances and discusses how to:

- Enroll payees for leave travel allowance.
- Enter leave travel allowance claims.

## Understanding Leave Travel Allowances

To process leave travel allowance for a payee:

1. Define the payout frequency of leave travel allowance reimbursement as a variable.

You can define how often the company reimburses leave travel allowance. You can decide to reimburse payee claims monthly, quarterly, semiannually, or annually. To define the reimbursement frequency, you define a variable at the pay entity level with an override option at the pay group and payee levels.

The variable that you define for payout frequency is LT VR PAY CLAIMS. The delivered default is 0 (False) and you can change this at any level, if desired. The other option is 1 (True). If it is 1 (True), then the claims are processed in the payroll. If it is 0 (False), then the claims are not processed.

2. Enroll the payee for leave travel allowance.

See [Chapter 8, "Processing Allowances," Enrolling Payees for Leave Travel Allowance, page 60.](#)

3. If applicable, enter claim information for leave travel allowance .

See [Chapter 8, "Processing Allowances," Entering Leave Travel Allowance Claims, page 61.](#)

## Pages Used to Process Leave Travel Allowances

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Define LTA Enrollment IND (define leave travel allowance enrollment)	GPIN_LTA_ENROLL	Global Payroll & Absence Mgmt, Payee Data, Define LTA Enrollment IND, Define LTA Enrollment IND	Enroll a payee for leave travel allowance.
Define LTA Claims IND (define leave travel allowance claims)	GPIN_LTA_CLAIMS	Global Payroll & Absence Mgmt, Payee Data, Define LTA Claims IND, Define LTA Claims IND	Enter details for a payee's leave travel allowance claim.

## Enrolling Payees for Leave Travel Allowance

Access the Define LTA Enrollment IND page (Global Payroll & Absence Mgmt, Payee Data, Define LTA Enrollment IND, Define LTA Enrollment IND).

## Define LTA Enrollment IND

**Naveen Patil** Person ID: KP0002

**Enrollment Information** Find | View All | First 1 of 1 Last

\*Effective Date:   \*Status:

**Coverage Election**

Elect  Waive

Allowance Amount:

**Dependent Information** Customize | Find | View All | First 1 of 1 Last

#	*Dependent/Beneficiary ID	Dependent/Beneficiary Name	Relationship to Employee
1	<input type="text"/>		

Define LTA Enrollment IND page

### ***Enrollment Information***

#### **Coverage Election**

Select Elect if the payee wants to submit claims for leave travel allowance during the year. Select Waive if the payee wants to waive the ability to submit claims for leave travel allowance during the year. If you select Waive, the allowance is still paid, but is fully taxable to the extent of the limit amount

#### **Allowance Amount**

Enter the allowance amount that the payee is entitled to for the year.

### ***Dependent Information***

#### **Dependent/Beneficiary ID**

Select the identification number for the payee's dependents who are eligible for reimbursement of claims. The corresponding name and relationship appears.

---

**Note.** To terminate a payee from leave travel allowance, add a row and change the status to *Inactive*.

---

## **Entering Leave Travel Allowance Claims**

Access the Define LTA Claims IND page (Global Payroll & Absence Mgmt, Payee Data, Define LTA Claims IND, Define LTA Claims IND).

## Define LTA Claims IND

**Naveen Patil** Person ID: KP0002

Claim Details Find | View All | First 1 of 1 Last

Claim Number:  Claim Date:  + -

Claim Amount:    Taxable  Reimbursed

Travel Information

Date From:   Date To:

Origin:  Destination:

Mode of Travel:

Class of Travel:

Define LTA Claims IND page

### ***Claim Details***

<b>Claim Number</b>	Enter the claim number.
<b>Claim Date</b>	Enter the date on which the payee made the claim.
<b>Claim Amount</b>	Enter the amount of the claim.
<b>Taxable</b>	Select if the claim amount is taxable.
<b>Reimbursed</b>	Selected when payroll is run for the month and the claim is fully reimbursed.

### ***Travel Information***

<b>Date From and Date To</b>	Enter the date on which the travel began and the date on which it ended.
<b>Origin</b>	Enter the location where the employee's travel originated.
<b>Destination</b>	Enter the employee's travel destination.
<b>Mode of Travel</b>	Enter the mode of travel. This is for information only. Ensuring that the mode of travel adheres to applicable rules is a manual process.
<b>Class of Travel</b>	Enter the class of travel. This is for information only. Ensuring that the class of travel adheres to applicable rules is a manual process.

---

**Note.** You can use the delivered GPIN\_LTA\_REIMBURSED query to verify reimbursed claims.

---

## Processing Medical Allowances

This section provides an overview of medical allowances and discusses how to:

- Enroll payees for medical allowance.
- Enter medical allowance claims.

## Understanding Medical Allowances

To process medical allowance for a payee:

1. Define medical allowance variables.

You must define two variables. One variable defines how often you want to reimburse a payee's medical allowance claims. You can define this variable as monthly, quarterly, semiannually, or annually. A second variable defines the exempt amount, which is the amount specified for medical reimbursement that is exempt from tax.

The variable that you define for reimbursement frequency is MA VR PAY CLAIMS. The delivered default is 1 (True) and you can change this at any level, if desired. The other option is 0 (False). If it is 1 (True), then the claims are processed in the payroll. If it is 0 (False), then the claims are not processed. The exempt from tax limit variable is MA VR LIMIT NTAX. If the limit changes, you can modify this variable to reflect the new limit.

2. Enroll the payee for medical allowance.

See [Chapter 8, "Processing Allowances," Enrolling Payees for Medical Allowance, page 64.](#)

3. If applicable, enter medical allowance claim information.

See [Chapter 8, "Processing Allowances," Entering Medical Allowance Claims, page 64.](#)

## Pages Used to Process Medical Allowances

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Define MDA Enrollment IND (define medical allowance enrollment)	GPIN_MDA_ENROLL	Global Payroll & Absence Mgmt, Payee Data, Define MDA Enrollment IND, Define MDA Enrollment IND	Enroll a payee for medical allowance.
Define MDA Claims IND (define medical allowance claims)	GPIN_MDA_CLAIMS	Global Payroll & Absence Mgmt, Payee Data, Define MDA Claims IND, Define MDA Claims IND	Enter medical allowance claim information.

## Enrolling Payees for Medical Allowance

Access the Define MDA Enrollment IND page (Global Payroll & Absence Mgmt, Payee Data, Define MDA Enrollment IND, Define MDA Enrollment IND).

### Define MDA Enrollment IND

**Naveen Patil** Person ID: KP0002

**Medical Allowance Enrollment Information** Find | View All | First 1 of 1 Last

\*Effective Date:   \*Status:

Coverage Election

Elect  Waive

\*Allowance Amount:

**Dependent Information** Customize | Find | View All | First 1 of 1 Last

	*Dependent/Beneficiary ID	Dependent/Beneficiary Name	Relationship to Employee
1	<input type="text" value="01"/> <input type="button" value="🔍"/>	S Patil	Spouse <input type="button" value="+"/> <input type="button" value="-"/>

Define MDA Enrollment IND page

### **Medical Allowance Enrollment Information**

#### **Coverage Election**

Select Elect if the payee wants to submit claims for medical allowance during the year. Select Waive if the payee wants to waive the ability to submit claims for medical allowance during the year. If you select Waive, the payee is still eligible for the medical allowance, which is fully taxable.

#### **Allowance Amount**

Enter the allowance amount that the payee is entitled to for the year.

### **Dependent Information**

#### **Dependent/Beneficiary ID**

Select the identification number for the payee's dependents who are eligible for claim processing. The corresponding name and relationship appear.

---

**Note.** To terminate a payee from medical allowance, add a row and change the status to *Inactive*.

---

## Entering Medical Allowance Claims

Access the Define MDA Claims IND page (Global Payroll & Absence Mgmt, Payee Data, Define MDA Claims IND, Define MDA Claims IND).

### Define MDA Claims IND

**Naveen Patil** Person ID: KP0002

Medical Allowance Claims Information Find | View All First 1 of 1 Last

\*Claim Number:  Claim Date:

Claim Amount:

Submitted for Reimbursement

Define MDA Claims IND page

**Claim Number** Enter the claim number.

**Claim Date** Enter the date on which the payee made the claim.

**Claim Amount** Enter the amount of the claim.

**Submitted for Reimbursement** A writable array selects this check box automatically after you select the claim for processing.

---

**Note.** You can use the delivered GPIN\_MA\_CLAIMS\_REIMBURSE query to verify reimbursed claims.

---





## Chapter 9

# Managing Loans and Advances

This chapter provides overviews of loans and advances and loan and advance deductions and discusses how to enter loan and advance information.

---

## Understanding Loans and Advances

Many companies in India grant payees loans that are then deducted over a specified period of time from the payee's pay, at a specified interest rate or as an interest-free loan. Additionally, some companies advance a payee a specified amount against future pay and the advance is then deducted from his or her pay over a period of time. Global Payroll for India enables you to manage such loans and advances.

---

**Note.** Global Payroll for India supports the basic calculation of loan with balances; calculation with compound interest and reducing balances is not supported.

---

To set up and manage a loan or advance, you:

1. Assign the deduction to the payee.
2. Enter details of the loan or advance by using variables.
3. Manage loan or advance payment deductions as part of the normal payroll processing calculations.

---

## Understanding Loan and Advance Deductions

This section discusses:

- Delivered loan and advance deductions.
- Viewing delivered elements.

## Delivered Loan and Advance Deductions

Global Payroll for India delivers the following deductions to process loans and advances:

- LOAN

Use the LOAN deduction to calculate and deduct loan repayment amounts from an employee's pay.

- ADVANCE

Use the ADVANCE deduction to calculate and deduct advance repayment amounts from an employee's pay.

**See Also**

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

## Viewing Delivered Elements

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

**See Also**

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

---

## Entering Loan and Advance Information

This section discusses how to:

- Enter a recurring loan.
- Enter a recurring advance.
- Enter a one-time change to the loan or advance amount.
- Increase the loan or advance balance.

**See Also**

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

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

## Pages Used to Enter Loan and Advance Information

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Element Assignment by Payee	GP_ED_PYE	Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Element Assignment by Payee, Element Assignment by Payee	Assign specific earning and deduction elements to a payee or disable earning and deduction elements for payees.
Supporting Elements Overrides	GP_PEA_SOVR_SEC	Click the Element Override link on the Element Assignment by Payee page.	Override the value of a variable associated with a particular earning or deduction for a payee (also called a payee/element override). Supporting element overrides are provided to change loan date and reference number.
Supporting Elements	GP_PAYEE_SOVR	Global Payroll & Absence Mgmt, Payee Data, Create Overrides, Supporting Elements, Supporting Elements	Override the value of a bracket, date, duration, formula, or variable element that's associated with a payee.
One Time (Positive Input)	GP_PL_MNL_ENRDED	Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, One Time (Positive Input), One Time (Positive Input)	Enter positive input for a single payee. (You select the pay group, calendar, and emplID to access this page.)

## Entering a Recurring Loan

To enter information for a recurring loan:

1. Access the Element Assignment by Payee page (Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Element Assignment by Payee, Element Assignment by Payee) so that you can assign the loan deduction to the payee.
2. Click Add New Assignment.
3. Select the entry type of *Deduction*.
4. Select the element name of *LOAN*.
5. In the Begin Date field, enter the date on which the loan begins.
6. Click OK. This accesses the Element Detail page.
7. Enter *INR* in the Currency Code field.

8. In the Supporting Element Overrides group box, enter the element name of *LA VR LN REF* in the Variable Name field.
9. Enter the loan reference number in the Character Value field.
10. Insert a row.
11. Enter the element name of *LA VR LN DATE* in the Variable Name field and enter the begin date for this loan in the Date Value field.
12. Insert a row.
13. Select the element name of *LA VR LN INSTALL* in the Variable Name field and enter the amount of the loan to be deducted each payroll run in the Numeric Value field.
14. Insert a row.
15. Select the element type of *Variable*.
16. Select the element name of *LA VR LN TOTAL* and enter the total value of the loan in the Numeric Value field.
17. Click OK.

## Entering a Recurring Advance

To enter information for a recurring advance:

1. Access the Element Assignment by Payee page (Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Element Assignment by Payee, Element Assignment by Payee) so that you can assign the loan deduction to the payee.
2. Click Add New Assignment.
3. Select the entry type of *Deduction*.
4. Select the element name of *LOAN*.
5. In the Begin Date field, enter the date on which the loan begins.
6. Click OK. This accesses the Element Detail page.
7. Enter *INR* in the Currency field.
8. In the Supporting Element Overrides group box, enter the element name of *LA VR ADV REF* in the Variable Name field.
9. Enter the advance reference number in the Character Value field.
10. Insert a row.
11. Enter the element name of *LA VR ADV TYPE* in the Variable Name field and enter the type of advance in the Character Value field.
12. Insert a row.

13. Enter the element name of *LA VR ADV DATE* in the Variable Name field and enter the begin date for this advance in the Date Value field.
14. Insert a row.
15. Select the element name of *LA VR ADV INSTALL* in the Variable Name field and enter the amount of the advance to be deducted each payroll run in the Numeric Value field.
16. Insert a row.
17. Select the element type of *Variable*.
18. Select the element name of *LA VR ADV TOTAL* and enter the total value of the advance in the Numeric Value field.
19. Click OK.

## Entering a One-Time Change to the Loan or Advance Amount

When you must enter a one-time change to the loan or advance amount, use the One Time (Positive Input) page (Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, One Time (Positive Input), One Time (Positive Input)).

## Increasing the Loan or Advance Balance

When you need to increase a loan or advance balance, access the Element Assignment by Payee page (Global Payroll & Absence Mgmt, Payee Data, Assign Earnings and Deductions, Element Assignment by Payee, Element Assignment by Payee and click the Element Override) link. This accesses the Supporting Element Overrides page.

For loans, select the variable name *LA VR LOAN ADJ* and enter the monetary value by which you want to increase the loan or advance balance.



## Chapter 10

# Withholding Taxes

This chapter provides overviews of tax computation process flow and delivered tax elements and discusses how to:

- Set up tax information.
- Maintain tax declarations.
- Enable self service functionality for tax declarations.

---

## Understanding Tax Computation Process Flow

This section discusses:

- Income tax process flow.
- Profession tax computation flow.

---

**Note.** To examine the specifics of the calculations, use the core PeopleSoft Global Payroll application to examine the tax-related elements and rules.

---

## Income Tax Process Flow

To calculate payee income tax to be withheld, the system:

1. Calculates taxable earnings.

Taxable earnings are the sum of all earnings that a payee has received for the tax period, including previous employment earnings, basic salary from current employment, house rent allowance, and perquisites.

2. Totals previous and current employer exemptions.

Previous and current employer exemptions for the payee are totaled. These exemptions can be items such as house rent allowance, conveyance, or leave travel allowance.

3. Calculates gross salary.

Gross salary is calculated as taxable earnings minus exemptions.

4. Calculates the standard deduction, based on the previously calculated gross salary. Profession tax is taken into consideration during this step.

5. Calculates salary income.

Salary income is Taxable Earnings – Exemptions = Gross Salary – Standard Deduction = Salary Income.

6. Calculate other income.

Income from other sources is income derived by the employee from sources such as business income and income from capital gains. The employee may choose to declare this income to the employer. Such income or loss is added or reduced from taxable income while taxes for the year are determined.

7. Calculate gross total income.

Gross total income is calculated by considering the total of all heads of incomes before allowing any deductions under chapter VIA.

8. Total chapter VIA deductions.

All chapter VIA deductions (such as medical insurance or self-education) that the payee claims are calculated. Each deduction has a statutory limit defined in variables.

9. Calculate total taxable income (net income).

Total taxable income (net income) is calculated as gross total income minus chapter VIA deductions. The tax liability of the assessee is determined based on this result. The rates of taxes applicable, and the rebates that are given, are all based on this amount. The applicability of the surcharge also depends on this result.

10. Calculate tax liability.

The total taxable income (net income) is used to determine the applicable income tax rate. The income tax rates are stored in a bracket.

11. Apply rebates.

Rebates are reductions from the tax liability of an employee. Rebates are allowed for employees who make certain investments during the current year. They include premium on life insurance and investments made in certain government-supported bonds such as Infrastructure bonds, RBI Bonds, and National Savings Certificates. A certain percentage of the investment is allowed as a rebate. This percentage is usually determined by the annual finance bill proposed every year.

12. Calculate balance tax.

Net tax payable is calculated as the result of the tax liability minus the rebates.

13. Calculate surcharge.

Surcharge is an additional levy on the net taxes of an employee. When the net tax payable is determined, the surcharge is calculated. The amount calculated is added to the taxable income and considered for tax deduction. This is the last step in the tax computation process. The amount calculated is prorated and deducted on a monthly basis.

14. Calculate net tax liability.

The final tax liability is the result of the net tax payable plus the surcharge.



### 15. Determine monthly tax deduction.

To determine the month's tax deduction for the payee, the balance tax of the employee is determined after reducing the tax deducted so far from the employee's tax liability for the year, and the balance determined. This is divided by the number of months left in the year and tax for the month determined. This is the amount that will reflect as TDS (tax deducted at source) month on month.

## Profession Tax Computation Flow

The frequency with which you must deduct profession tax varies among states. The deduction frequencies for each state (monthly, quarterly, semiannually, or annually) are stored in variables, one variable for each state.

Rates and slabs that are applicable to each state are stored in brackets, one bracket for each state.

Each employee is linked to an establishment and the establishment is linked to a state. The rates that are applicable to each state are stored in a bracket.

Profession tax differs from state to state, and the deduction occurs based on the specified frequency. The amount deducted for profession taxes is considered for the calculation of the standard deduction as discussed in step 4 of the Income Tax process flow.

---

**Note.** Make sure that a payee's profession tax establishment is set up using the Establishment component (ESTABLISHMENT\_DATA) in PeopleSoft HR because this information is vital to the proper calculation of a payee's profession tax deduction. This is the only source where an employee is linked to an establishment and an establishment to the state, therefore determining the correct deduction.

---

### See Also

[Appendix A, "Accumulators," page 149](#)

[Chapter 4, "Setting Up Establishments," page 31](#)

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## Understanding Delivered Tax Elements

This section discusses:

- Delivered tax earnings.
- Delivered tax deductions.

## Delivered Tax Earnings

While the elements in this section are defined as earnings, they are actually used to store specific information. "Previous" in the following table refers to previous employment, such as "Previous Employment Salary." The elements in this section do not function as typical earning elements.

Global Payroll for India delivers the following elements to process payee taxes:

<b><i>Earning</i></b>	<b><i>Description</i></b>
PREV SAL	Previous salary.
PREV PT	Previous profession tax.
PREV TDS	Previous tax deducted at source.
PREV HRA	Previous house rent allowance.
PREV LIC	Previous life insurance deduction.
PREV SAL HRA	Previous salary for house rent allowance.
PREV MED EXM	Previous medical exemption.
PREV LTA EXM	Previous leave travel allowance exemption.
PREV PF	Previous provident fund.
PREV EDU EXM	Previous child education exemption.
PREV HOS EXM	Previous child hostel exemption.
PREV HRA EXM	Previous house rent allowance exemption.
PREV CON EXM	Previous conveyance exemption.
RTO BASE SAL	Captures the salary changes due to retroactive processing of on the basic salary. This excludes the DA. This retroactive processing value is forwarded from the segment accumulator SEG AC BASE SAL.
RTO HRA EXM	Captures the changes due to retroactive processing on the on monthly HRA exemption (HRA EXMPT). This retroactive processing value is forwarded from the segment accumulator HRA AC EXM SEG.
CHILD EDU ALW	Child education allowance.
CHILD HOSTEL	Child hostel allowance.

<b><i>Earning</i></b>	<b><i>Description</i></b>
CONVEY EXM	Conveyance exemption.
PEN FND 80CC	Pension fund 80CCC.
MED INS 80D	Medical insurance premium 80D.
MED HND 80DD	Medical treatment (handicapped dependents) 80DD.
MED AIL80DDB	Medical treatment (special ailments) 80DDB.
EDU LOAN 80E	Education loan 80E.
DONAT 100PCT	Donations - 100 percent 80G.
DONAT 50PCT	Donations - 50 percent 80G.
RENT 80GG	Rent paid 80GG.
DONAT 80GGA	Donations - scientific research 80GGA.
INT SEC 80L	Interest on securities 80L.
PERM DIS 80U	Permanent physical disability.
LIC PREM	Life insurance corporation premium.
DEFRD ANNTY	Deferred annuity.
PPF	Public provident fund.
PO CUML DEPOSITS	Post office cumulative term deposits.
NSC DEPOSITS	National Savings Certificate deposits.
NSS DEPOSITS	National Savings Scheme deposits.

<b><i>Earning</i></b>	<b><i>Description</i></b>
INT NSC	Interest on National Savings Certificate reinvested.
PRIN LOAN RE	Principal loan repayment.
MUTUAL FND	Mutual funds.
NHB SCHEME	National Housing Board scheme.
TX REBAT 88B	Tax rebate Section 88B.
TX REBAT 88C	Tax rebate Section 88C.
TX REBAT 89	Tax rebate Section 89.
INFRA BONDS	Infrastructure bonds.
LIC ANNUITY	Life insurance corporation annuity.
ULIP	Unit-linked insurance plan.
PERQ CAR	Car perquisite.
PERQ HOUSE	House perquisite.
TDS STD DED	Standard deduction.
HRA EXM	House rent allowance exemption.

## Delivered Tax Deductions

Global Payroll for India delivers the following tax deductions:

<b><i>Deduction</i></b>	<b><i>Description</i></b>
TDS	Tax deduction at source.

<b>Deduction</b>	<b>Description</b>
PT	Profession tax.

**Note.** PeopleSoft Global Payroll delivers a query that you can run to view the names of all delivered elements that are designed for India.

### **See Also**

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

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

---

## **Setting Up Tax Information**

This section includes a common elements section and provides information on how to:

- Set up tax deductions.
- Set up tax exemptions.
- Set up other income.
- Set up perquisites.
- Set up previous employment income.

### **Common Elements Used in this Section**

<b>Sequence number</b>	Enter a sequence number to indicate the sequence of elements for the page.
<b>Entry Type</b>	Select the element's entry type.
<b>Element Name</b>	Select the element name. Only those elements with the entry type that you select in the Entry Type column appear as choices. The corresponding description appears when you select the element name.
<b>Declaration Category</b>	Select the respective item such as Section 80C deductions under Chapter VI A, Section 80CCC, or Other income to list the entry type and element name under the correct category on the Tax Savings Declarations IND self service page.
<b>List in Self Service</b>	Payroll administrators have the option to list items or investments to display on the Tax Savings Declarations IND self service page. They also have the option to add or delete items when there is an introduction of a new deduction type or an amendment to the existing deduction provisions.

**Self Service Label**

Enter a description of the element. The description will be displayed on the Tax Savings Declarations IND self service page.

## Understanding Tax Information Setup and Maintenance

To enter tax-related data as part of the setup and ongoing data maintenance:

1. Enter the income and profession tax-related information pertaining to the establishment.

See [Chapter 4, "Setting Up Establishments," page 31.](#)

2. Define the setup for payee tax declarations and previous employment.

You define the setup for each page in the Specify Tax Details IND component (GPIN\_TDS\_GEN).

See [Chapter 10, "Withholding Taxes," Setting Up Tax Deductions, page 81.](#)

3. Enter the declarations of a payee's general and house rent allowance tax information.

See [Chapter 10, "Withholding Taxes," Setting Up Tax Exemptions, page 81.](#)

See [Chapter 10, "Withholding Taxes," Setting Up Other Income, page 82.](#)

4. Enter the payee's rebate, previous employment, deduction, exemption, other sources, and perquisites tax information.

See [Chapter 10, "Withholding Taxes," Setting Up Perquisites, page 82.](#)

---

**Note.** Oracle provides tax element updates when amendments are made to the legislated rules governing income tax by the Central Finance Bill. However, for changes in slabs or rates, you must change the existing values to the amended rates or slabs.

---

## Pages Used to Set Up Tax Information

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Tax Setup – Deductions	GPIN_TDS_DEDN	Setup HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Income Tax Details IND, Tax Setup, Deductions	Set up information for deductions Under Chapter VI A. In addition you can enable self service functionality using this page.
Tax Setup – Exemptions	GPIN_TDS_EXEM	Setup HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Income Tax Details IND, Tax Setup, Exemptions	Set up tax exemptions.

Page Name	Definition Name	Navigation	Usage
Tax Setup – Other Income	GPIN_TDS_OTH	Setup HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Income Tax Details IND, Tax Setup, Other Income	Set up other income information. In addition you can enable self service functionality using this page.
Tax Setup – Perquisites	GPIN_TDS_PERQ	Setup HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Income Tax Details IND, Tax Setup, Perquisites	Set up information for perquisites.
Tax Setup – Previous Employment	GPIN_TDS_PREV	Setup HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Income Tax Details IND, Tax Setup, Previous Employment	Set up previous employment data. In addition you can enable self service functionality using this page.

## Setting Up Tax Deductions

Access the Tax Setup – Deductions page (Setup HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Income Tax Details IND, Tax Setup, Deductions).

Tax Setup						
Sequence number	Entry Type	*Element Name	Description	List in Self Service	Declaration Category	Self Service Label
1	Earnings	PEN FND 80CC	Pension Fund 80CCC	<input checked="" type="checkbox"/>	CHAPTER VI A - 80CCC	Contribution to Pension Fund (80CCC)
21	Earnings	MED INS 80D	Medical Insurance Premium 80D	<input checked="" type="checkbox"/>	CHAPTER VI A - Other	Medical Insurance Premium (U/s 80D)
22	Earnings	MED HND 80DD	Med Treatment Handicapped 80DD	<input checked="" type="checkbox"/>	CHAPTER VI A - Other	Medical Treatment for Handicapped (U/s 80DD)
23	Earnings	MED AIL80DDB	Medical Treatment Ailments	<input checked="" type="checkbox"/>	CHAPTER VI A - Other	Medical Treatment for Certain Diseases(U/s 80DDB)
24	Earnings	EDU LOAN 80E	Education Loan 80E	<input checked="" type="checkbox"/>	CHAPTER VI A - Other	Interest on Education Loan (U/s 80E)
28	Earnings	DONAT 100PCT	Donations - 100 Percent 80G	<input type="checkbox"/>	CHAPTER VI A - Other	Donations - 100 Percent 80G

Tax Setup – Deductions page

**Note.** See field descriptions under the Common Elements heading at the beginning of this section.

## Setting Up Tax Exemptions

Access the Tax Setup – Deductions page (Setup HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Income Tax Details IND, Tax Setup, Exemptions).

**Tax Setup**

Page Name: GPIN\_TDS\_DEDN

Description: Deductions

Tax Setup						
Sequence number	Entry Type	*Element Name	Description	List in Self Service	Declaration Category	Self Service Label
1	Earnings	PEN FND 80CC	Pension Fund 80CCC	<input checked="" type="checkbox"/>	CHAPTER VI A - 80CCC	Contribution to Pension Fund (80CCC)
21	Earnings	MED INS 80D	Medical Insurance Premium 80D	<input checked="" type="checkbox"/>	CHAPTER VI A - Other	Medical Insurance Premium (U/s 80D)
22	Earnings	MED HND 80DD	Med Treatment Handicapped 80DD	<input checked="" type="checkbox"/>	CHAPTER VI A - Other	Medical Treatment for Handicapped (U/s 80DD)
23	Earnings	MED AIL80DDB	Medical Treatment Ailments	<input checked="" type="checkbox"/>	CHAPTER VI A - Other	Medical Treatment for Certain Diseases(U/s 80
24	Earnings	EDU LOAN 80E	Education Loan 80E	<input checked="" type="checkbox"/>	CHAPTER VI A - Other	Interest on Education Loan (U/s 80E)
28	Earnings	DONAT 100PCT	Donations - 100 Percent 80G	<input type="checkbox"/>	CHAPTER VI A - Other	Donations - 100 Percent 80G

Tax Setup – Deductions page

**Note.** See field descriptions under the Common Elements heading at the beginning of this section.

## Setting Up Other Income

Access the Tax Setup – Other Income page (Setup HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Income Tax Details IND, Tax Setup, Other Income).

**Tax Setup**

Page Name: GPIN\_TDS\_OTH

Description: Other Income

Tax Setup						
Sequence number	Entry Type	*Element Name	Description	List in Self Service	Self Service Label	
1	Earnings	INC HSE PRP	Income from House Property	<input checked="" type="checkbox"/>	Income from House Property	
2	Earnings	LOSS HSE PRP	Loss from House Property	<input checked="" type="checkbox"/>	Loss from House Property	
3	Earnings	INC CAP GAIN	Income from Capital Gains	<input checked="" type="checkbox"/>	Income from Capital Gains	
4	Earnings	INC OTHER	Income from Other Sources	<input checked="" type="checkbox"/>	Income from Other Sources	

Tax Setup – Other Income page

**Note.** See field descriptions under the Common Elements heading at the beginning of this section.

## Setting Up Perquisites

Access the Tax Setup – Perquisites page (Setup HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Income Tax Details IND, Tax Setup, Perquisites).



**Tax Setup**

**Page Name:** GPIN\_TDS\_PERQ

**Description:** Perquisites

Tax Setup					
Sequence number	Entry Type	*Element Name	Description		
1	Earnings	PERQ CAR	Car Perquisite	+	-
2	Earnings	PERQ HOUSE	Company House Perquisite	+	-
19	Earnings	PROFIT LIEU	Profit in Lieu of Salary 17(3)	+	-
3	Earnings	PERQ EMPL	Employer Perquisite	+	-
4	Earnings	PERQ SWEEPER	Sweeper/Gardener etc Perq	+	-
5	Earnings	PERQ AMENITY	Gas,Electricity,Water Perq	+	-

Tax Setup – Perquisites page

---

**Note.** See field descriptions under the Common Elements heading at the beginning of this section.

---

## Setting Up Previous Employment Income

Access the Tax Setup – Previous Employment Data page (Setup HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Income Tax Details IND, Tax Setup, Previous Employment Data).

Tax Setup					
Sequence number	Entry Type	*Element Name	Description	List in Self Service	Self Service Label
1	Earnings	PREV SAL	Previous Salary	<input checked="" type="checkbox"/>	Previous Salary
2	Earnings	PREV PT	Previous Profession Tax	<input checked="" type="checkbox"/>	Previous Profession Tax
3	Earnings	PREV TDS	Prev Employment Income Tax	<input checked="" type="checkbox"/>	Previous TDS
4	Earnings	PREV HRA	Previous House Rent Allowance	<input checked="" type="checkbox"/>	Previous House Rent Allowance
5	Earnings	PREV LIC	Previous LIC Deduction	<input checked="" type="checkbox"/>	Previous LIC Deduction
6	Earnings	PREV SAL HRA	Previous Salary for HRA	<input checked="" type="checkbox"/>	Previous Salary for HRA

Tax Setup – Previous Employment Data page

**Note.** See field descriptions under the Common Elements heading at the beginning of this section.

## Maintaining Tax Declarations

This section provides information on how to:

- Enter payee general tax information.
- Enter house rent allowance information.
- Enter information on Chapter VI A deductions.
- Enter other income information.
- Enter tax exemption information.
- Enter perquisites information.
- Enter previous employment income information.



## Pages Used to Maintain Tax Information

Page Name	Definition Name	Navigation	Usage
General Information	GPIN_TDS_GEN	Global Payroll & Absence Mgmt, Payee Data, Taxes, Specify Tax Details, General Information	Enter the declaration of the payee's general tax information.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
HRA Details	GPIN_TDS_HRA	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Declarations IND, HRA Details	Enter the declaration of the payee's house rent allowance information.
Deduction	GPIN_TDS_DEDN	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Declarations IND, Deduction	Enter the payee's deductions under chapter VI A.
Other Income	GPIN_TDS_OTH	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Declarations IND, Other Income	Enter the payee's other source of income.
Exemption	GPIN_TDS_EXEM	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Declarations IND, Exemption	Enter the payee's tax exemption information.
Perquisites	GPIN_TDS_PERQ	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Declarations IND, Perquisites	Enter the payee's perquisites details.
Previous Income	GPIN_TDS_PREV	Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Declarations IND, Previous Income	Enter the payee's previous employment income information.

## Entering Payee General Tax Information

Access the General Information page (Global Payroll & Absence Mgmt, Payee Data, Taxes, Specify Tax Details, General Information).

General Information	
<b>Pratik Kumar</b>	Person ID: KP0001
General Information <span style="float: right;">Find   View All First 1 of 1 Last</span>	
*Effective Date:	07/01/2002 
Number of Children:	<input type="text"/>
<b>Employee Information</b>	
<input type="checkbox"/> Disabled	<input type="checkbox"/> Severe Disability
<input type="checkbox"/> Senior Citizen Parents	<input type="checkbox"/> Senior Citizen
<b>Dependent Information</b>	
<input type="checkbox"/> Disabled Dependent	<input type="checkbox"/> Severely Disabled Dependent
<input type="checkbox"/> Senior Citizen Dependent	
<b>Profession Tax</b>	
*Establishment ID:	KPEST1  Estab 1 of GP1 <input type="checkbox"/> Eligible for LWF
State:	KA
<b>Income Tax</b>	
Classification Code:	<input type="text"/>
Resident Status:	Resident

General Information page

**Number of Children** Enter the number of children for the payee.

### ***Employee Information***

**Disabled** Select if the payee is disabled. In some states (for example, Lakshadweep and Madhya Pradesh), profession tax exemption applies to payees who are disabled. To apply an exemption to the profession tax calculation, select this check box. The Generation Control Formula (GC FM) looks for employees with disabilities and calculates exemption if the particular state has the rule of exemption.

**Severe Disability** Select if the payee has a severe disability. In some states, profession tax exemption applies to payees who are severely disabled. To apply an exemption to the profession tax calculation, select this check box. The GC FM looks for employees with severe disabilities and calculates exemption if the particular state has the rule of exemption.

**Senior Citizen** Select if the payee is a senior citizen. In some states, profession tax exemption applies to payees who are senior citizens. To apply an exemption to the profession tax calculation, select this check box. The GC FM looks for senior citizen employees and calculates exemption if the particular state has the rule of exemption.

**Senior Citizen Parents** Select if the payee's parents are senior citizens.

### ***Dependent Information***

**Disabled Dependent** Select if the payee has a disabled dependent.

**Severely Disabled Dependent** Select if the payee has a severely disabled dependent.

**Senior Citizen Dependent** Select if the payee has a dependent that is also a senior citizen.

### ***Profession Tax***

**Establishment ID** Select the establishment ID that is related to the profession tax for the payee.

**Eligible for LWF**(eligible for Labour Welfare Fund) Select to indicate that the payee is eligible for LWF deductions. This deduction can occur monthly, semiannually or annually depending on policies of each individual state. The deduction amount also varies from one state to another.

**State** Enter the abbreviation of the state in which the payee resides.

### ***Income Tax***

**Classification Code** Select the proper classification code for the payee.

**Resident Status** Select Non-Resident or Resident.

---

**Note.** Professional Tax (PT) is a tax on employment, which is paid to state governments based on the employee's region, their income slab, and other criteria. The employee's disability and senior citizen status provides certain exemptions to the employee from PT deductions. To calculate the exemptions correctly, the system looks at the check boxes on the Tax Detail pages. Additionally, the system uses the Generation Control Formula (GC FM) to retrieve these statuses and pass the information or values to the PT Exemption formula.

---

## **Entering House Rent Allowance Information**

Access the HRA Details page Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Declarations IND, HRA Details).

HRA Details		Deduction	Other Income	Exemption	Perquisites	Previous Income	
<b>Name</b>	Srinivas Iyer			<b>Tax Year</b>	2011		<b>Status</b>
<b>Empl ID</b>	KP0018			<b>Last notified on</b>			
House Rent Details							
Customize   Find   View All   First 1 of 1 Last							
	*Effective Date	*Accommodation Type	Furnished	Location	Rent Approved	Verified	Date Verified
1	04/01/2010	House Rer	Furnished	Metro	4000	<input checked="" type="checkbox"/>	

HRA Details page

The HRA (House Rent Allowance) calculation accommodates the monthly HRA exemption.

<b>Accommodation Type</b>	Select what type of accommodation the employee currently uses: House Rent, Company Lease, or None. Select None if the payee is not eligible for HRA/CLA or if the payee resides in his own house.
<b>Furnished</b>	Select the company lease accommodation type: Furnished, Un-Furnished, or Not Applicable. This is used for calculation of perquisites. This column is to be updated only if the Accommodation type is Company Lease. The type decides the extent of taxation of perquisite.
<b>Location</b>	Select whether the payee resides in a metropolitan area, such as Bombay, Calcutta, Chennai, or Delhi, or a nonmetropolitan area.
<b>Rent Approved</b>	Enter the amount of rent that is paid by the employee using the code INR.
<b>Verified</b>	Select if the approved rent has been verified.
<b>Date Verified</b>	Displays the date the rent was verified.

## Entering Deductions Under Chapter VI A

Access the Deduction page (Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Declarations IND, Deduction).

HRA Details		Deduction		Other Income		Exemption		Perquisites		Previous Income	
<b>Name</b> Srinivas Iyer						<b>Tax Year</b> 2011		<b>Status</b>			
<b>Empl ID</b> KP0018						<b>Last notified on</b>					
Chapter VI A Deductions <span style="float: right;">Customize   Find   View All   First 1-10 of 34 Last</span>											
Description	Declared Amount	Approved Amount	Verified	Date Verified							
Pension Fund 80CCC	0.00	0.00	<input type="checkbox"/>								
Medical Insurance Premium 80D	2000.00	2000.00	<input checked="" type="checkbox"/>								
Med Treatment Handicapped 80DD	0.00	0.00	<input type="checkbox"/>								
Medical Treatment Ailments	0.00	0.00	<input type="checkbox"/>								
Education Loan 80E	10000.00	10000.00	<input checked="" type="checkbox"/>								
Donations - 100 Percent 80G	5000.00	5000.00	<input checked="" type="checkbox"/>								
Donations - 50 Percent 80G	10000.00	10000.00	<input checked="" type="checkbox"/>								
RENT 80GG	0.00	0.00	<input type="checkbox"/>								
Donations Sci Research 80GGA	0.00	0.00	<input type="checkbox"/>								
Interest on Securities 80L	0.00	0.00	<input type="checkbox"/>								
<a href="#">Copy Declared to Approved</a>			<a href="#">Verify All</a> <a href="#">Verify None</a>								

Deduction page

<b>Description</b>	Displays the type of deduction.
<b>Declared Amount</b>	Enter the amount declared by the payee for the deduction type.
<b>Approved Amount</b>	Enter the amount that the payee can claim for the deduction from their gross total income. The payroll administrator enters the approved amount once the declared investment passes the verification process.
<b>Verified</b>	If the declared investment has completed the verification process, the payroll administrator selects this check box and the approved value is considered the final declaration for income tax computation.
<b>Date Verified</b>	Displays the date the amount was verified.
<b>Copy Declared to Approved</b>	After completing the verification process, a payroll administrator can click this button to copy all the declared investments to the approved column all at once instead of entering data manually.
<b>Verify All</b>	Click to verify all amounts. The system selects the Verified check box for all fields that have entries in the Declared Amount fields.

**Verify None**

Click to remove all the check marks in the Verified fields.

## Entering Other Income Information

Access the Other Income page (Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Declarations IND, Other Income).

HRA Details		Deduction		Other Income		Exemption		Perquisites		Previous Income																																																																																					
<b>Name</b> Srinivas Iyer						<b>Tax Year</b> 2011		<b>Status</b>																																																																																							
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<table border="1"> <thead> <tr> <th colspan="12">Other Income Details</th> </tr> <tr> <th colspan="12">Customize   Find   View All   [?]   [grid]   First   1-4 of 4   Last</th> </tr> <tr> <th>Description</th> <th>Declared Amount</th> <th>Approved Amount</th> <th>Verified</th> <th>Date Verified</th> <th colspan="7"></th> </tr> </thead> <tbody> <tr> <td>Income from House Property</td> <td>0.00</td> <td>0.00</td> <td><input type="checkbox"/></td> <td></td> <td colspan="7"></td> </tr> <tr> <td>Loss from House Property</td> <td>0.00</td> <td>0.00</td> <td><input type="checkbox"/></td> <td></td> <td colspan="7"></td> </tr> <tr> <td>Income from Capital Gains</td> <td>0.00</td> <td>0.00</td> <td><input type="checkbox"/></td> <td></td> <td colspan="7"></td> </tr> <tr> <td>Income from Other Sources</td> <td>0.00</td> <td>0.00</td> <td><input type="checkbox"/></td> <td></td> <td colspan="7"></td> </tr> </tbody> </table>												Other Income Details												Customize   Find   View All   [?]   [grid]   First   1-4 of 4   Last												Description	Declared Amount	Approved Amount	Verified	Date Verified								Income from House Property	0.00	0.00	<input type="checkbox"/>									Loss from House Property	0.00	0.00	<input type="checkbox"/>									Income from Capital Gains	0.00	0.00	<input type="checkbox"/>									Income from Other Sources	0.00	0.00	<input type="checkbox"/>								
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Other Income page

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**Note.** See field descriptions in the previous section: Entering Deduction Information.

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## Entering Exemption Information

Access the Exemption page (Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Declarations IND, Exemption).



HRA Details	Deduction	Other Income	Exemption	Perquisites	Previous Income												
<b>Name</b>	Srinivas Iyer		<b>Tax Year</b>	2011													
<b>Empl ID</b>	KP0018		<b>Last notified on</b>														
<table border="1"> <thead> <tr> <th colspan="2">Exemptions</th> </tr> <tr> <th>Description</th> <th>Approved Amount</th> </tr> </thead> <tbody> <tr> <td>Conveyance Exemption</td> <td>0.00</td> </tr> <tr> <td>HRA Exemption</td> <td>0.00</td> </tr> <tr> <td>Child Education Exemption</td> <td>0.00</td> </tr> <tr> <td>Child Hostel Exemption</td> <td>0.00</td> </tr> </tbody> </table>						Exemptions		Description	Approved Amount	Conveyance Exemption	0.00	HRA Exemption	0.00	Child Education Exemption	0.00	Child Hostel Exemption	0.00
Exemptions																	
Description	Approved Amount																
Conveyance Exemption	0.00																
HRA Exemption	0.00																
Child Education Exemption	0.00																
Child Hostel Exemption	0.00																

Exemption page

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**Note.** See field descriptions in the Entering Deduction Information section.

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## Entering Perquisites Information

Access the Perquisites page (Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Declarations IND, Perquisites).

HRA Details   Deduction   Other Income   Exemption   **Perquisites**   Previous Income

**Name** Srinivas Iyer      **Tax Year** 2011      **Status**

**Empl ID** KP0018      **Last notified on**

Perquisites Details	
Description	Approved Amount
Car Perquisite	0.00
Company House Perquisite	0.00
Profit in Lieu of Salary 17(3)	0.00
Employer Perquisite	0.00
Sweeper/Gardener etc Perq	0.00
Gas,Electricity,Water Perq	0.00
Concessional Loans Perq	0.00
Holiday Expenses PERQ	0.00
Concessional travel PERQ	0.00
Free Meals PERQ	0.00

Perquisites page

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**Note.** See field descriptions in the Entering Deduction Information section.

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## Entering Previous Employment Income Information

Access the Previous Income page (Global Payroll & Absence Mgmt, Payee Data, Taxes, Maintain Tax Declarations IND, Previous Income).

HRA Details		Deduction		Other Income		Exemption		Perquisites		Previous Income	
<b>Name</b>	Srinivas Iyer					<b>Tax Year</b>	2011		<b>Status</b>		
<b>Empl ID</b>	KP0018					<b>Last notified on</b>					
<b>Previous Employment Details</b> <small>Customize   Find   View All   First 1-10 of 13 Last</small>											
Description	Declared Amount	Approved Amount	Verified	Date Verified							
Previous Salary	0.00	0.00	<input type="checkbox"/>								
Previous Profession Tax	0.00	0.00	<input type="checkbox"/>								
Prev Employment Income Tax	0.00	0.00	<input type="checkbox"/>								
Previous House Rent Allowance	0.00	0.00	<input type="checkbox"/>								
Previous LIC Deduction	0.00	0.00	<input type="checkbox"/>								
Previous Salary for HRA	0.00	0.00	<input type="checkbox"/>								
Previous Med Allow Exemption	0.00	0.00	<input type="checkbox"/>								
Previous LTA Exemption	0.00	0.00	<input type="checkbox"/>								
Previous Provident Fund	0.00	0.00	<input type="checkbox"/>								
Previous Education Exemption	0.00	0.00	<input type="checkbox"/>								
<a href="#">Copy Declared to Approved</a>			<a href="#">Verify All</a> <a href="#">Verify None</a>								

Previous Income page

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**Note.** See field descriptions in the Entering Deduction Information section.

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## Enabling Self Service Functionality for Tax Declarations

Global Payroll for India calculates taxes for employees based on the applicable tax rules. As stated in the Indian Income Tax Act, employees are expected to declare their investments, which allows employers to accurately calculate taxes.

This section provides an overview on self service setup and maintenance for tax deductions and provides information on how to:

- Administer SSD periods.
- Use the Self Service Tax Savings Declarations page.
- Migrate data.

## Understanding Self Service Setup and Maintenance for Tax Deductions

You have the option to use self service functionality or continue to use the existing Maintain Tax Declaration (MTD) functionality. If you decide to use self service functionality, the Payroll Administrator must use the Administer SSD Periods page to define the Self Service Tax Savings Declarations template.

Payroll administrators can use self service for the pay entity as a whole or for specified pay groups or payees.

The system enables payroll administrators to notify employees when the open period starts during which employees are allowed to declare tax saving investments through the Self Service Tax Declarations page and when the system is closed to new entries (freeze date).

The system then posts the selected tax declarations. Declared investments pass through the defined validation and verification process. The declarations are then considered for income tax computation during the respective pay period.

The payroll administrator then:

- Runs the pay process.
- Reviews pay results.
- Generates payslips and Income Tax Computation Statements (ITCS).

Employees access the self service page to verify their payslips and ITCS to ensure that their declarations and tax calculations were processed correctly. Depending on your internal policies, if the payroll administrator or employee finds discrepancies in the declarations that were processed, the data is corrected and processed accordingly in the same pay period or in a succeeding pay period.

In addition, employees have to provide a self-attested declaration to assure that the proofs and information submitted are true and fair. To facilitate this we have provided an option in the self-service page to generate a report called Tax Saving Investment Declaration Form. The report is generated using Oracle's XML Publisher.

## Pages Used to Enable Self Service Functionality for Tax Declarations

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Administer SSD Periods	GPIN_SSTD_ADMIN	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Administer SSD Periods IND	Enable self service functionality for declaring tax saving investments.
Tax Savings Declarations IND page	GPIN_SS_TD_SEC	Self Service, Payroll and Compensation, Tax Savings Declarations IND, Tax Savings Declarations IND	Enter or verify an employee's investment declarations, which allows employers to accurately calculate taxes.

Page Name	Definition Name	Navigation	Usage
Self Service Data Migration	INDGPIN_SS_DTCV	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Self-Service Data Migratin IND	Migrate data from the older data structure to the newer data structure in the middle or the start of the financial year.

## Administering SSD Periods

Access the Administer SSD Periods page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt Taxes, Administer SSD Periods IND, Administer SSD Periods).

The screenshot displays the 'Administer SSD Periods' interface. At the top, there is a tab labeled 'Administer SSD Periods'. Below it, the '\*Current Tax Year:' is set to '2011'. The main section is titled 'Configure Open Periods' and contains three data tables. Each table has columns for: \*Pay Entity / \*Pay Group / \*Empl ID, Enable Self Service (checkbox), Open From (dropdown), Open Till (dropdown), Freeze Date (calendar icon), Notify (checkbox), Open Period Notified on, and Freeze Date Notified on. The first table shows a row for 'KP1' with 'Enable Self Service' checked and 'Open From' set to '01' and 'Open Till' to '20'. The second table is empty. The third table shows a row for 'KP0001' with 'Enable Self Service' checked and 'Open From' set to '01' and 'Open Till' to '20'. At the bottom, there are controls for 'Month' (set to 'November'), 'Notify about' (set to 'Open Period'), and buttons for 'Select All', 'Select None', and 'Notify'.

Administer SSD Periods page

**Current Tax Year** Enter the current tax year for which you want to enable self service tax declarations.

**Pay Entity** Select the pay entity for which you want to enable self service tax declarations.

**Enable Self Service** Select this check box for the pay entity, pay group, and employees for whom you want to enable self service tax declarations functionality.

<b>Open From and Open Till</b>	Enter the first and last day of the month from which you want to enable self service tax declarations functionality for the pay entity, pay group, or employees. <hr/> <b>Note.</b> To span the open period across two consecutive months, enter a higher number in the Open From field. For example, if you want the open period to start on October 25th and end on November 5th, enter October in the Month field, 25 in the Open From field and 5 in the Open Till field. <hr/>
<b>Freeze Date</b>	Enter the final date that you will allow employees to enter self service tax declaration information through self-service. The freeze date is the year end cut off date in which employees can edit information. After this date, access is ceased and employees will have read-only access to the self service Tax Savings Declarations page.
<b>Notify</b>	Select this check box if you want to notify by email the payees associated with pay entity, pay group, or employee ID regarding the open period or freeze date.
<b>Open Period Notified on</b>	This field displays the date on which the pay entity, pay group, or employee was notified about the open period.
<b>Freeze Date Notified on</b>	This field displays the date on which the pay entity, pay group, or employee was notified about the freeze date.
<b>Pay Group</b>	Select the pay group for which you want to enable self service tax declarations.
<b>Empil ID (employee ID)</b>	Select the employee ID for which you want to enable self service tax declarations.
<b>Month</b>	Select the month for which you want to enable self service functionality.
<b>Notify about</b>	Select either <i>Freeze Date</i> or <i>Open Period</i> .

## Using the Self Service Tax Savings Declarations Page

Access the Tax Savings Declarations IND page (Self Service, Payroll and Compensation, Tax Savings Declarations IND, Tax Savings Declarations IND).

## Tax Savings Declarations IND

Pratik Kumar

Tax Year 2011

PAN No. 111128461

Select a chapter to make / edit investment declarations under.

- [? Chapter VI A - 80CCC](#)
- [? Chapter VI A - 80 C](#)
- [? Chapter VI A - Others](#)
- [? Other Income](#)
- [? Previous Employment](#)
- [? HRA Details](#)
- [? ViewAdd Receipts](#)
- [? Show All Chapters](#)

### Tax Savings Declarations IND page

When an employee accesses the Tax Savings Declarations IND page, all the above chapters are in collapse mode. Click the chapter heading to display the group box associated with the heading or click Show All Chapters.

#### **Save for Later**

Click this button to save the information that you enter on this page. This option enables an employee to save data on the page at any given time during the open period and to edit saved data for completion at a later date. Data saved on the page is not considered for income tax computation unless the employee submits the same information during the respective pay period.

#### **Save & Submit**

Click this button to post declaring tax saving investment data and other required information. The employee has to submit Tax Saving Investment Declaration form for income tax computation. Once an employee submits the information, they will not have write access to modify the data submitted unless it is enabled by the payroll administrator. After the freeze date, employees will not have write access to modify data. The data submitted is considered final for the tax year. Taxes are computed accordingly.

**Generate Report**

Once the declaration is submitted by the employee, the system enables a button at the bottom of the page to generate the Tax Saving Investment Declaration form. Clicking the button generates the Tax Saving Investment Declaration form, and opens it in a new page or tab. The report is generated using Oracle's XML Publisher. If a declaration is not yet approved then only declared amounts are shown, approved amounts are left blank in the output.

In addition, employees have to give a self-attested declaration to indemnify the true and fair view of the proofs and information submitted. To facilitate this we have provided an option in the self-service page to generate a report named Tax Saving Investment Declaration Form. The report is generated using Oracle's XML Publisher.

**Chapter VI A - 80CCC**

Click the Chapter VI A - 80CCC chapter heading to display the following group box:

Chapter VI A - 80CCC					
Description	Help	Saved Amount	Approved Amount	Verified	Upload
1 Contribution to Pension Fund (80CCC)		<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>

Chapter VI A – 80CCC group box

**Help**

Click to display text which provides an awareness or educates an employee about the tax saving investments, eligibility criteria, and minimum and maximum amounts for deductions that are available for income tax provisions.

**Saved Amount**

This is an editable field where an employee declares the amount of their investment.

**Approved Amount**

This is an amount which an employee can claim as a deduction from his or her gross total income. This is a non-editable field and data comes from the Maintain Declaration page post payroll administrator's verification process.

**Verified**

Using the in Maintain Tax Declaration pages, a payroll administrator declares the approved amount as verified. If the declared investment has completed the verification process, then this check box will have a tick and be considered as the final declaration for income tax computation.



**Upload**

Click this link to upload scanned copies of investments receipts.

This functionality:

- Mitigates the time consuming process when a payroll administrator has to wait until the employee receives hard copy of bills and receipts.
- Makes the verification process faster and simpler. However, the employer has to comply with the regulation for collecting and preserving the documents pertaining to the investments declared by the employees.

---

**Note.** Only JPG and PDF files are supported.

---

**Chapter VI A - 80C**

Click the Chapter VI A - 80C chapter heading to display the following group box:

Chapter VI A - 80 C						
Customize   Find   First 1-14 of 14 Last						
Description	Help	Saved Amount	Approved Amount	Verified	Upload	
1 Life Insurance Premium ( Jeevan Anand, ETC)	<a href="#">?</a>	<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	
2 Public Provident Fund (PPF)	<a href="#">?</a>	<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	
3 Notified Post Office Savings Scheme	<a href="#">?</a>	<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	
4 National Savings Certificate (NSC)	<a href="#">?</a>	<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	
5 National Savings Scheme, 1992 (NSS)	<a href="#">?</a>	<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	
6 Interest Accrued on National Savings Certificate (NSC)	<a href="#">?</a>	<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	
7 Housing Loan - Repayment of Principal Amount, Registration Fees, Stamp Duty	<a href="#">?</a>	<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	
8 Mutual Funds / Equity Linked Savings Scheme (ELSS)	<a href="#">?</a>	<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	
9 NHB Deposit Scheme	<a href="#">?</a>	<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	
10 Infrastructure Bonds	<a href="#">?</a>	<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	
11 Unit Linked Insurance Plan	<a href="#">?</a>	<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	
12 Education - Tuition Fee	<a href="#">?</a>	<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	
13 Fixed Deposit Scheme (Block Period of 5 Yrs)	<a href="#">?</a>	<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	
14 Senior Citizen Savings scheme	<a href="#">?</a>	<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	

Chapter VI A - 80C group box

---

**Note.** See the field descriptions in previous section.

---

**Chapter VI A - Others**

Click the Chapter VI A - Others chapter heading to display the following group box:

Chapter VI A - Others						
Customize   Find       First 1-6 of 6 Last						
Description	Help	Saved Amount	Approved Amount	Verified	Upload	
1 Medical Insurance Premium (U/s 80D)		<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	
2 Medical Treatment for Handicapped (U/s 80DD)		<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	
3 Medical Treatment for Certain Diseases(U/s 80DDB)		<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	
4 Interest on Education Loan (U/s 80E)		<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	
5 Deduction in respect of rent paid U/s 80GG (original Rent Receipt)		<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	
6 Permanent Physical Disability (U/s 80U)		<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	

Chapter VI A - Others group box

---

**Note.** See the field descriptions in the Chapter VI A - 80CCC section.

---

**Other Income**

Click the Other Income chapter heading to display the following group box:

Other Income						
Customize   Find       First 1-4 of 4 Last						
Description	Help	Saved Amount	Approved Amount	Verified	Upload	
1 Income from House Property		<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	
2 Loss from House Property		<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	
3 Income from Capital Gains		<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	
4 Income from Other Sources		<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	

Other Income group box

See the field descriptions in the Chapter VI A - 80CCC section.

**Previous Employment Income**

Click the Previous employment chapter heading to display the following group box:

Previous employment						
<span style="float: right;">Customize   Find      First 1-13 of 13 Last</span>						
Description	Help	Saved Amount	Approved Amount	Verified	Upload	
1 Previous Salary	<a href="#">?</a>	<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	
2 Previous Profession Tax	<a href="#">?</a>	<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	
3 Previous TDS	<a href="#">?</a>	<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	
4 Previous House Rent Allowance	<a href="#">?</a>	<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	
5 Previous LIC Deduction	<a href="#">?</a>	<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	
6 Previous Salary for HRA	<a href="#">?</a>	<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	
7 Previous Med Allow Exemption	<a href="#">?</a>	<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	
8 Previous LTA Exemption	<a href="#">?</a>	<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	
9 Previous Provident Fund	<a href="#">?</a>	<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	
10 Previous Education Exemption	<a href="#">?</a>	<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	
11 Previous HRA Exemption	<a href="#">?</a>	<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	
12 Previous Conveyance Exemption	<a href="#">?</a>	<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	
13 Previous Child Hostel Exempt	<a href="#">?</a>	<input type="text"/>		<input type="checkbox"/>	<a href="#">Upload</a>	

Previous employment group box

The Previous employment group box is displayed only when an employee is hired during the middle of the tax year, otherwise the group box will not be listed on the Tax Savings Declarations IND page.

---

**Note.** See the field descriptions in the Chapter VI A - 80CCC section.

---

***HRA Details***

Click the HRA Details chapter heading to display the following group box:

HRA Details						
		*Effective Date	Location	Rent Paid	Approved Rent	Verified
<input type="radio"/>	1	03/01/2002	Non-Met	3000	3000	<input checked="" type="checkbox"/>
<input type="radio"/>	2	04/01/2001	Non-Met	3000	3000	<input checked="" type="checkbox"/>
<input type="radio"/>	3	07/01/2002	Non-Met	4000	4000	<input checked="" type="checkbox"/>
<input type="radio"/>	4	04/01/2002	Non-Met	4000	4000	<input checked="" type="checkbox"/>
<input type="radio"/>	5	04/01/2003	Non-Met	4000	4000	<input checked="" type="checkbox"/>
<input type="radio"/>	6	04/01/2004	Non-Met	4000	4000	<input checked="" type="checkbox"/>
<input type="radio"/>	7	04/01/2005	Non-Met	4000	4000	<input checked="" type="checkbox"/>
<input type="radio"/>	8	04/01/2006	Non-Met	4000	4000	<input checked="" type="checkbox"/>
<input type="radio"/>	9	04/01/2007	Non-Met	4000	4000	<input checked="" type="checkbox"/>
<input type="radio"/>	10	04/01/2008	Non-Met	4000	4000	<input checked="" type="checkbox"/>
<input type="radio"/>	11	04/01/2009	Non-Met	4000	4000	<input checked="" type="checkbox"/>
<input type="radio"/>	12	04/01/2010	Non-Met	4000	4000	<input checked="" type="checkbox"/>

HRA Details group box

**Effective Date**

The effective date on which employee started paying rent.

**Location**

The metro or non-metro place where the employee resides.

**Approved Rent**

The amount of rent that an employee can actually claim.

**Verified**

See the field descriptions in the Chapter VI A - 80CCC section for an explanation.

**Insert Row and Delete Row**

In cases where the employee has multiple rents to declare or changes in rent paid data, they can use these buttons to add or delete rows.

**Rent Paid**

Actual rent paid by the employee.

**View/Add Receipts**

Click the View/Add Receipts chapter heading to display the following group box:

ViewAdd Receipts		
	Self Service Label	View Attachment
<input type="checkbox"/>	1 Life Insurance Premium ( Jeevan Anand, ETC)	<a href="#">View Attachment</a>

View/Add Receipts group box

Employees have the option to upload the receipts against their declarations in the respective group boxes. In addition, this group box provides employees with the option to upload or delete the uploaded files at once, if employees chooses to do so.

There is a prompt button in the tab. Clicking the button accesses a page listing all the investment declaration items. The Add Attachment and Delete Attachment buttons enable employees to add or delete the uploaded receipts.

## **Migrating Data**

Access the Self Service Data Migration IND page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Taxes, Self-Service Data Migratin IND, Self Service Data Migration IND).

## Self Service Data Migration IND

Run Control ID: jdp2 [Report Manager](#) [Process Monitor](#) Run

Customize   Find   View All      First 1 of 1 Last			
	Pay Entity	Description	
1	KP1	Ganesha Sales	+ -

Customize   Find   View All      First 1 of 1 Last			
	*Pay Group	Description	
1	KP1PG	Salaried for KP1	+ -

Customize   Find   View All      First 1 of 1 Last			
	Empl ID	Name	
1	KP0001	Kumar,Pratik K	+ -

**Action**

**Migrate Data** \*Effective Date

**Delete Migrated Data**

**Finalize as Saved**

**Finalize as Submitted**

**Finalize as Approved**

Self Service Data Migration IND page

You can migrate information from the older data structure to the newer data structure in the middle or start of the financial year. The migration application engine (GPIN\_SS\_DTCV) performs the required data conversion and mapping to move data from the old table (Payee Override) to the new data structure. This run-control page is provided to execute the process that starts the application engine.

Use the selection criterion fields and filters to run the application engine for employees, pay-groups, or pay-entities.

**Migrate Data**                      Select this option to migrate data to the target tables.

**Delete Migrated Data**              Select this option to delete data from the target tables.

**Finalize as Saved**

When this option is selected, the data for the current year is still editable. The system makes the fields available for entry on the page, so the user can edit data using the self service page for the current year. Then the administrator is required to manually log in and verify data for each employee using the Maintain Tax Declarations IND page.

**Finalize as Submitted**

When this option is selected, the data for the current year is not editable and the fields on the page are unavailable for entry. Then the administrator user is required to manually log in and verify data for each employee using the Maintain Tax Declarations IND page.

**Finalize as Approved**

When this option is selected, the data is finalized so that no further action can be taken for the employees selected.

---

**Note.** Deleting migrated data will not be successful for finalized employees. The system displays an error message, which is generated by the Application Engine. The user is expected to perform the finalize process only once for each employee. An input box is provided to enter a date, which will be considered the end date for rows where end\_dt is null in the payee override.

---





## Chapter 11

# Working with Banking

This chapter provides overviews of the banking process for India and banking setup and discusses how to generate electronic funds transfer (EFT) files and reports.

---

## Understanding the Banking Process for India

The following list briefly summarizes the direct deposit banking procedure that you use for net payments to payees in India:

1. Set up bank accounts and schedule disbursements.
2. Run payroll.
3. Run the Global Payroll Banking Process Application Engine process (GP\_PMT\_PREP).
4. Run the Banking for India Structured Query Report (SQR) process (GPINBK01), which automatically generates the EFT file and SQR.

Subsequent sections provide more details about these steps.

---

## Understanding Banking Setup

To set up banking, you must use core PeopleSoft Global Payroll pages. The setup involves:

- Setting up basic bank information using the Bank Table page.
- Setting up bank branch information using the Branch Table page.
- Setting up source bank account information using the Source Bank Accounts page.
- Linking the source bank ID to a pay entity using the Source Bank Link page.
- Entering bank account information for payees using the Bank Account Information page.

See *PeopleSoft Global Payroll 9.1 PeopleBook*, "Defining Banking Instructions," Understanding Banking.

## Generating EFT Files and Reports

This section provides an overview of EFT file and report generation and discusses how to prepare the EFT flat file.

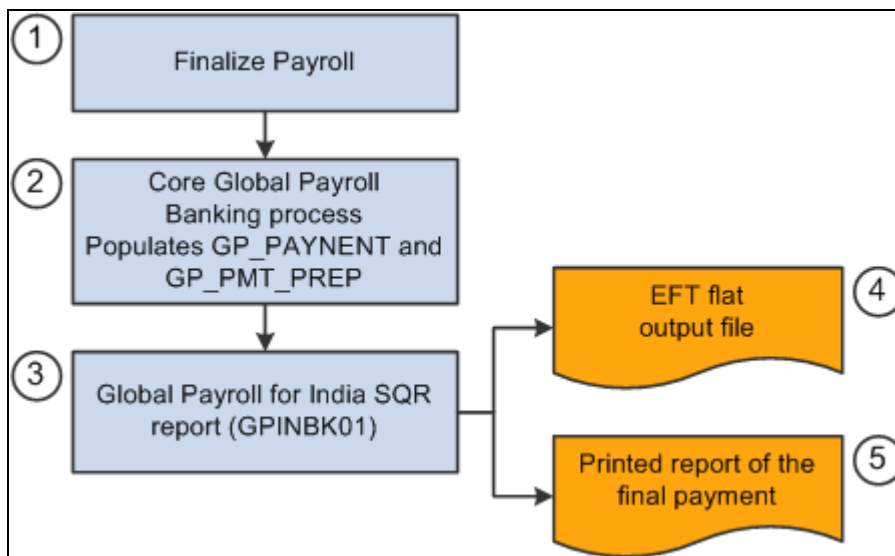
### Understanding EFT File and Report Generation

The EFT process prepares the EFT flat file that you transmit to the appropriate bank and launches the SQR program that prints the banking report.

**Note.** The EFT flat file and SQR banking report are delivered with a configuration to satisfy the banking needs for customers using the Industrial Credit and Investment Corporation of India (ICICI) financial institution. If the company uses a financial institution other than ICICI, you must modify the delivered process to meet the company's needs. You can use the delivered ICICI configuration as a guide when developing the EFT and reporting process.

#### Process Flow

This diagram illustrates the payroll EFT and report generation process flow for India:



Payroll EFT and report process flow for India

#### Process Explanation

The following steps correspond to the numbers in the preceding diagram:

1. Process and finalize payroll in the Global Payroll core application.

## 2. Run the Global Payroll Banking Process.

This process populates the GP\_PAYMENT output record.

---

**Note.** Select the Finalize check box on the Payment Preparation page when you run the Global Payroll Banking Process. If you do not, no data will be available for the next step.

---

## 3. Run the Banking for India process.

This process selects all rows in GP\_PAYMENT that have a status of finalized for the specified calendar group ID, run type name, and source bank ID.

The process populates the following records, which form the header, transaction, and trailer of both the EFT file and the printed report:

- GPIN\_BANK\_RNCTL: This record stores the run control information such as calendar run ID, operator ID, and run control ID.
- GP\_PAYMENT: This record stores information about the payment details for each payee.
- PYE\_BANKACCT: This record contains payee bank account information for use with direct deposit, and so on.
- PERSON\_NAME: This record stores details about the name of each payee.
- SRC\_BANK: This record contains information about the source bank.
- BANK\_EC\_TBL: Main bank table containing bank name and address.
- BANK\_BRANCH\_TBL: Bank branch ID and address information.
- GP\_NET\_DIST: Net distribution top (EMPLID, EMPL\_RCD) level.
- GP\_NET\_DIST\_DTL: Net distribution effective date and account level.

You can run this process as many times as you want. The Banking for India process consolidates the data from the records into one EFT file that you send to the source bank. The naming convention is SRC\_BANK\_ID.DAT. The SQR program prints the banking report in the standard character set using data from the same records as the EFT file. The number of records is equal to the number of source banks.

### See Also

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

## Page Used to Generate EFT Files and Reports

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Run Payment Prep Process IND	GPIN_PAYMENT	Global Payroll & Absence Mgmt, Payment Processing, Run Payment Prep Process IND, Run Payment Prep Process IND	Prepare the EFT flat file.

## Preparing the EFT Flat File

Access the Run Payment Prep Process IND page (Global Payroll & Absence Mgmt, Payment Processing, Run Payment Prep Process IND, Run Payment Prep Process IND).

### Run Payment Prep Process IND

Run Control ID: 01 [Report Manager](#) [Process Monitor](#)

Calendar Group ID:   Jun 04 - Monthly

Run Payment Prep Process IND

**Calendar Group ID** Select the calendar group ID that is associated with the pay run for which you want to process banking.

Click the Run button to run the GPINBK01 process request. PeopleSoft Process Scheduler runs the Banking for India process at user-defined intervals.

### See Also

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Defining Banking Instructions," Running the Banking Process

## Chapter 12

# Working with Payslips

This chapter provides overviews of payslips for India and discusses how to:

- Create payslip templates and payslip messages.
- Attach payslip templates to pay groups.
- Override payslip delivery options.
- Create and print payslips.

---

## Understanding Payslips for India

The Payslip feature enables you to create and control payslips so that they display the data that you want and 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 might encounter.

Regulations require that days worked be printed on payslips to ensure compliance with the Factories Act and Employee State Insurance (ESI). An additional tab for defining this information is available when you create payslip templates.

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

### **See Also**

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

---

## Creating Payslip Templates and Payslip Messages

To create payslip templates and payslip messages, use the Templates IND (GPIN\_PSLP\_SETUP) and Messages IND (GPIN\_PSLP\_MSG) components.

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

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

- Set element components for working days and days worked.
- Create payslip messages.

## Understanding Payslip Templates

When creating payslip templates, you can:

- Set the accumulator column labels.
- Select the accumulators to go under the column labels.
- Create unlimited rows of accumulators for each column and set the printing sequence.
- Create unlimited sections for earnings and deductions.
- Use standard or custom element descriptions.
- Set delivery options.
- Exclude departments or locations from printing at the setup level but override those exclusions at run time.

## Pages Used to Create Payslip Templates and Messages

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Payslip Setup	GPIN_PSLP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates IND, Payslip Setup	Set up delivery and print exclusion options, column headings (labels), and column contents (rows of accumulators).
Earnings and Deduction	GPIN_PSLP1	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates IND, Earnings and Deduction	Create sections of earnings and deductions, select from three description options, and set the element components that the payslip is to display.
Absence Details	GPIN_PSLP2	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates IND, Absence Details	Select the absence elements that the system uses to extract an absence balance to display on the payslip.
Workng Days Setup	GPIN_WORKDAYS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates IND, Workng Days Setup	Set the element components for the number of scheduled working days and the number of actual days worked that the payslip displays.

Page Name	Definition Name	Navigation	Usage
Messages IND	GPIN_PSLP_EXT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Messages IND, Messages IND	Create messages to appear on payslips. You can control which payslips show the message.

## Setting Up Templates and Accumulators

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

The screenshot displays the 'Payslip Setup' page. At the top, there are navigation tabs: 'Payslip Setup', 'Earnings and Deduction', 'Absence Details', and 'Working Days Setup'. The main content area shows the following details:

- Payslip ID:** KPPAYSLIP
- Effective Date:** 01/01/2002
- Description:** Payslip Template for India
- Short Description:** Payslip
- Exclude Printing:** None
- Delivery Option:** Home Address

Below these fields are two sections for accumulators:

- Accumulator Labels:** A table with six columns labeled Column 1 through Column 6. Column 1 contains 'GROSS PAY' and Column 2 contains 'NET PAY'. The other columns are empty.
- Accumulator Elements:** A table with columns for Sequence, Description, \*Accumulator 1, \*Accumulator 2, and \*Accumulator 3. The first row shows Sequence 1, Description 'Salary Computation', \*Accumulator 1 'IN AC GROSS', \*Accumulator 2 'IN AC NET', and \*Accumulator 3 is empty.

Payslip Setup page

### Payslip ID

You can attach a single template, by its ID, to multiple pay groups. You can attach multiple templates to a pay group. Each template is used in conjunction with a particular run type.

### Exclude Printing

Select either *Department* or *Location* to exclude departments or locations from the payslip print run. The corresponding link becomes active, so you can select from the department or location lists.

You can override the exclusion on the Process Payslip page before you run the print program.

**Note.** If you choose to enter a particular pay entity as the print option on the Process Payslip page and you have excluded a location that falls under that pay entity, it is not printed.

**Delivery Option**

Select an address type to receive printed payslips. You can select *Department* or *Location* to mail the payslip to an internal address, or you can select *Home Address* or *Mail Address* to send it to an external address as recorded on the payee's personal data record.

You can override the selection made here on the Payslip Payee Override page, which is effective-dated; therefore, you can override the delivery option for a period of time if necessary.

See [Chapter 12, "Working with Payslips," Overriding Payslip Delivery Options, page 121.](#)

**Column 1 to Column 6**

Enter the labels that you want to appear across the page on the printed payslip as the column headings for the accumulators. These column labels appear in the payslip region under the region heading Pay Summary.

**Accumulators 1 to 3****Sequence**

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

**Description**

Enter a description of each accumulator row.

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

Select the accumulators that you want displayed for the corresponding column.

For example, suppose you enter a description for sequences 1 and 2 as *Current* and *YTD*. If you also want to display quarter-to-date accumulated amounts, create a new row, give the new row the description *QTD*, and then select the accumulators that correlate to the column headings.

**Accumulators 4 to 6****Accumulator 4, Accumulator 5, and Accumulator 6**

Select the accumulators that you want displayed for the corresponding column. No Sequence or Description fields exist because the same sequence number and description applies to all six accumulators in the row.

**Printed Payslip Example**

This diagram shows how column numbers, sequences, and accumulator numbers work together on the printed payslip:

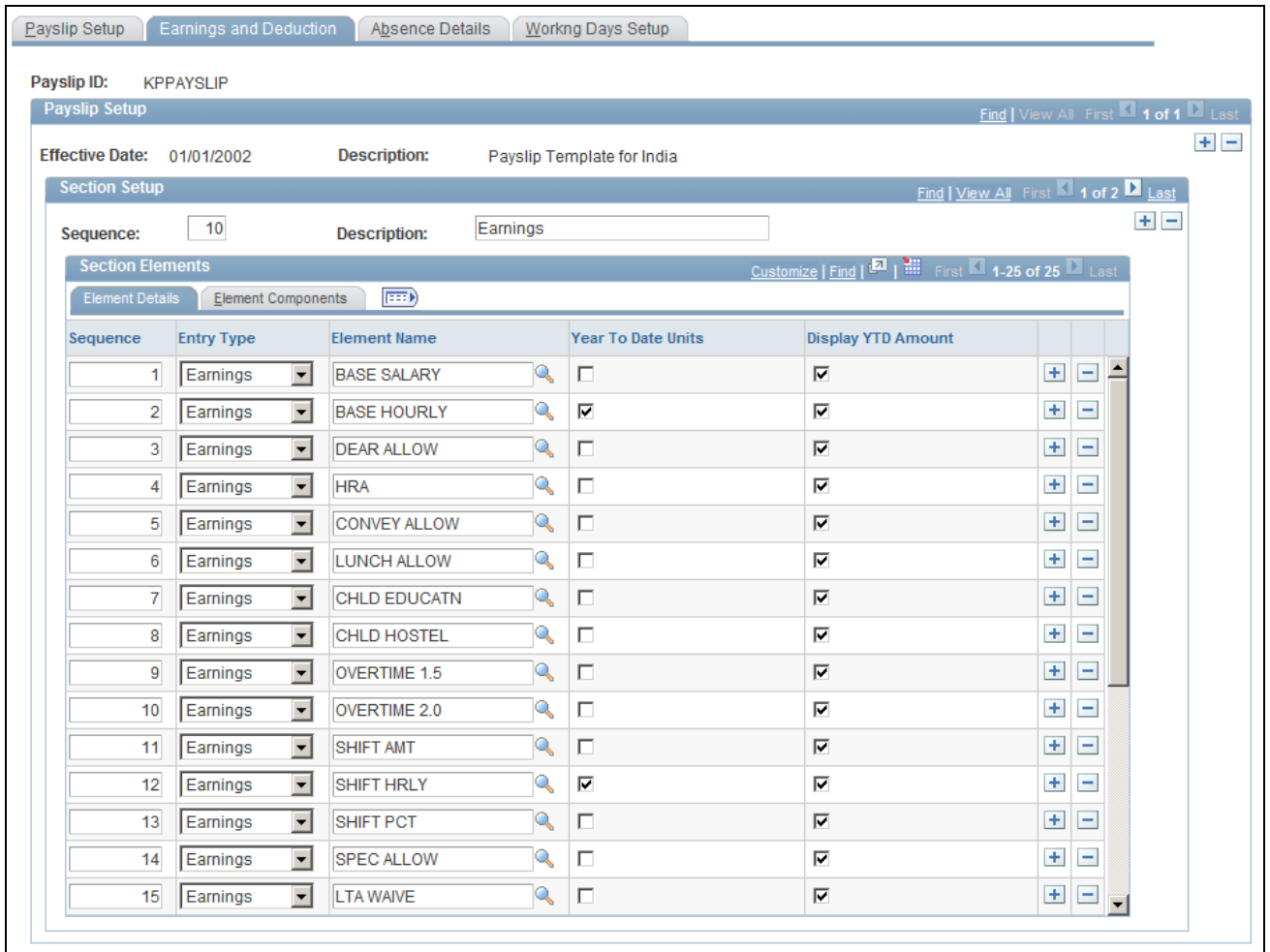


	Column 1 Label	Column 2 Label	Column 3 Label	Continued
Seq 1 Description	Accum 1, Seq 1	Accum 2, Seq 1	Accum 3, Seq 1	
Seq 2 Description	Accum 1, Seq 2	Accum 2, Seq 2	Accum 3, Seq 2	
Seq 3 Description	Accum 1, Seq 3	Accum 2, Seq 3	Accum 3, Seq 3	
Continued				

Columns and rows on the payslip in the Pay Summary region

## Setting Up Payslip Earnings and Deductions

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



Earnings and Deduction page

**Section Setup**

**Description**

Descriptions appear as section headings in the payslip region under the heading Payment Details.

**Element Details**

**Year To Date Units and Display YTD Amount**

(Display Year to Date Amount) Year to Date Values.

Select these check boxes if you want the year-to-date units and amounts for each element to appear in the Payment Details region under the heading

## Element Components

### Description Type

Select one of three descriptions to appear for each earning or deduction row in the Payment Details region of the payslip. Values are:

*Custom:* A text box appears for you to enter a description.

*Description:* The element's description as entered on the element's name page in its component.

*Element Name:* The element's name from its name page in its component. It also appears on the Elements Details tab.

### Print Unit, Print Rate, Print Base, and Print Percentage

Select the components of the element's calculation rule that you want to show for each earning or deduction in the sections.

You can select only the components in the element's calculation rule. For example, for an earning with a calculation rule of Unit Rate, only the Print Unit and Print Rate check boxes are available for selection.

---

**Note.** Amount always appears; therefore, it is not an option here.

---

## Setting Up Absence Details for Payslips

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

The screenshot shows the 'Absence Details' page. At the top, there are tabs for 'Payslip Setup', 'Earnings and Deduction', 'Absence Details', and 'Working Days Setup'. Below the tabs, the 'Payslip ID' is 'KPPAYSLIP'. The 'Payslip Setup' section shows 'Effective Date: 01/01/2002' and 'Description: Payslip Template for India'. Below this is the 'Absence Setup' section, which includes a table with the following data:

*Sequence	Element Name	*Description Type	Description
1	AB CASUAL LV	Description	Casual Leave

Absence Details page

### Description Type

Select one of three descriptions to appear for each row in the Absence Details region of the payslip. Values are:

*Custom:* A text box appears for you to enter a description.

*Description:* The element's description as entered on the element's name page in its component.

*Element Name:* The element's name from its name page in its component. It also appears on the Elements Details tab.

## Setting Element Components for Working Days and Days Worked

Access the Working Days Setup page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Templates IND, Workng Days Setup).

Sequence	Entry Type	Day Type	Element Name	Description		
1	Formula	Working Days	IN FM WORKING DAYS	Working Days in a Period	+	-
2	Formula	Days Worked	IN FM DAYS WRK	Actual Days Worked in Period	+	-

Workng Days Setup page

- Entry Type** Define a row with an entry type of *Count* and a row with an entry type of *Formula*.
- Day Type** For the row with an entry type of *Count*, define a day type of *Working Days*. For the row with an entry type of *Formula*, define a day type of *Days Worked*.
- Element Name** For the row with a day type of *Working Days*, select the *GP WORK DAY COUNT* element. For the row with a day type of *Days Worked*, select the *LOP FM DAYS* element.

## Creating Payslip Messages

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

### Messages IND

Calendar Group ID: KP M200804      2008 04 - Monthly

Find | View All   First 1 of 1 Last

\*Message Number:

\*Message Level:

Group ID:

Group List ID:

Message:

Messages IND page

#### Message Number

This is the message ID that the system uses to get the right message for the right payees. Arrays, formulas, and variables combine to get the right message.

#### Message Level

Select from the following values:

*All:* All payees identified in the calendar group.

*Group Build:* All payees included in a group that you build by using the Group Build feature in PeopleSoft HR. You can also access the group build pages through the Set Up HRMS, Common Definitions, Group Build navigation. If you select this option, enter a group in the Group ID field.

*Group List:* All payees in a list that you build by using the Global Payroll Group List feature. If you select this value, enter a group in the Group List ID field.

#### Message

Enter the text of the message to appear on selected payslips.

#### See Also

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Processing Payroll," Creating Group Lists

*PeopleSoft HCM 9.1 Application Fundamentals PeopleBook*, "Setting Up and Working with Group Definitions"

---

## Attaching Payslip Templates to Pay Groups

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

This section provides an overview of payslip template attachments and discusses how to attach payslip templates to pay groups.

## Understanding Payslip Template Attachments

Attach a payslip template to a pay group by using the Link to Pay Group IND page. A pay group can have multiple payslip templates attached at any one time and a single template can be attached to multiple pay groups. Each payslip template is used in conjunction with a particular run type.

## Page Used to Attach Payslip Templates to Pay Groups

Page Name	Definition Name	Navigation	Usage
Link to Pay Group IND	GPIN_PYGRP_EXT	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Payslips, Link to Pay Group IND, Link to Pay Group IND	Use to attach a payslip template to a pay group.

## Attaching Payslip Templates to Pay Groups

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

**Link to Pay Group IND**

Pay Group: KP1PG1

Description: Salaried for KP1

Payslip Run Type:  Bonus run

Link To Pay Group:   Monthly

Payslip ID:  Payslip Template for India

Link to Pay Group IND page

**Regular Run Type** Select the run type. Define run types on the Run Types page.

**Pay Frequency** Select the pay frequency. Define pay frequencies on the Frequency Table page.

**Payslip ID** Select the payslip ID for the payslip templates that you want to link to the pay group. Define payslip IDs on the Template Setup & Accumulators page.

### See Also

Chapter 12, "Working with Payslips," Creating Payslip Templates and Payslip Messages, page 111

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Using Calendars," Defining Run Types

*PeopleSoft Global Payroll 9.1 PeopleBook*, "Defining Calculation Elements," Defining Generation Control Frequency

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## Overriding Payslip Delivery Options

The default delivery option for all payslips is the internal or external address that you selected when you defined the payslip template. You can set an effective-dated override of that default at the payee level to redirect the payslips to a different delivery option.

### Page Used to Override Payslip Delivery Options

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Payslip Delivery Option IND	GPIN_PSLP_PYE	Global Payroll & Absence Mgmt, Payee Data, Payslips, Payslip Delivery Option IND, Payslip Delivery Option IND	Select an effective-dated delivery option for an individual payee that is different from the default on the payslip template.

---

## Creating and Printing Payslips

You print payslips by calendar group ID. You can restrict the payslips printed from the pay run that is associated with the calendar group ID. The template that you defined controls the layout of the printed payslip.

This section discusses how to create and print payslips.

## Page Used to Create and Print Payslips

Page Name	Definition Name	Navigation	Usage
Create/Print Payslips IND	GPIN_PSLP_RC	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips IND, Create/Print Payslips IND	Lists payee details of period earnings, taxes, and other deductions, and of leave balances and payment distributions.

## Creating and Printing Payslips

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

**Create/Print Payslips IND**

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Language: English

**Payslip Generation Details**

\*Calendar Group ID:

[Pay Entity List](#)

[Pay Group List](#)

[Department List](#)

[Location List](#)

[Payee List](#)

**Sort Key 1**

Sort Key 1: Not Applicable Sort Key 2: Not Applicable Sort Key 3: Not Applicable

Create/Print Payslips IND page

### ***Payslip Generation Details***

#### **Calendar Group ID**

Select the calendar group ID for which you want to print payslips. If you do not use one of the links to further refine the payslip print selection, payslips print for the entire set of employees who are represented by the calendar group ID.

You can further refine the payslip print selection by clicking one of the links. Each link accesses a page on which you can select one or more pay entities, pay groups, departments, locations, or payees to include in the payslip print run. If you do use one of the links to further refine the payslip print selection, payslips print only for those pay entities, pay groups, departments, locations, or payees that are selected.



### **Sort Key 1**

You can set up to three sort keys from the following options: *Department, Location, Not Applicable*, or *Pay Entity*. If you select *Not Applicable*, the program prints the payslips by employee ID.

## **Description of Processes in Payslip Job**

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

1. The Structured Query Report (SQR) GPINPS01 prints the payslip report and provides self-service related information for ePay if ePay is licensed.
2. 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 reports that ePay has not been licensed and finishes successfully.

### **See Also**

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



## Chapter 13

# Managing Year End Processing

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

- Define year end reports.
- Generate year end reports.

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## Understanding Year End Processing

Certain legislation requires the annual processing and reporting of relevant payroll data. Global Payroll for India enables you to define the year end report parameters and generate the following reporting forms:

- Form 3A.
- Form 5.
- Form 6.
- Form 7.
- Form 12BA.
- Form 16.
- Form 24.
- Form 24Q e-filing.

Year end processing with Global Payroll for India requires that you:

1. Define the data values of the reporting form.
2. Run the report.

---

**Note.** Form 24 and Form 16 are year end reports that are produced by a unique combination of PAN (permanent account number) and TAN (tax deduction account number) numbers. For a single pay entity, several combinations of PAN/TAN might exist, each being generated separately.

---

## Understanding Form 24Q e-Filing Requirements

Per the provisions of the Income Tax Act, 1961, specific entities making payments to deductees for salaries and certain services are required to deduct or collect taxes on these payments at the source (TDS – Tax Deducted at Source / TCS – Tax Collected at Source). The taxes can be deposited at any designated branch of an authorized bank.

In an effort to automate the collection and processing of TDS/TCS tax returns and to provide guidance about who must file electronically, the Income Tax Department has issued notifications Electronic Filing of Returns of Tax Deducted at Source Scheme, 2003 and Electronic Filing of Returns of Tax Collected at Source Scheme, 2005. According to these provisions:

- Beginning June 1, 2003, corporate deductors must file TDS forms electronically, and beginning fiscal year 2004–2005, TCS forms must be filed electronically.
- Starting fiscal year 2004–2005 and thereafter, government deductors must file all their returns electronically (e-TDS/e-TCS).
- Deductors, other than corporate or government, can file either electronic or physical returns.

The National Securities Depository Ltd. (NSDL) is authorized to act as intermediary and receive the e-TDS/e-TCS returns on behalf of the Income Tax Department through TIN-Facilitation Centers established by the NSDL or directly uploaded to the NSDL through their website.

### Form 24Q Tax Data Files

The following table lists the tax data files generated by Global Payroll for India for Form 24Q and electronic delivery to the NSDL:

<b>File Name</b>	<b>Description</b>
Annexure1.csv	Line item breakdown of the TDS detail, by employee. Includes only column numbers 313 to 326.
Annexure2.csv	Continuation of the breakdown of the TDS detail, by employee. Includes column numbers 327 to 352.
Annexure3.csv	Continuation of the breakdown of the TDS detail, by employee. Includes column numbers 353 to 368.
Form24Q.txt	ASCII text file of the tax data for Form 24Q.
GPINQT01_<process_instance>.PDF	Generated tax form 24Q in PDF format. The system populates the form field entries from information provided in the tax form setup, and from Global Payroll employee tables. Print the form for signature.
GPINQT01_<process_instance>.out	This file is blank if the process runs successfully. It has content only when an error occurred in the process or it is expected to read a message.
SQR_GPINQT01_<process_instance>.log	System log of the tax report generation process. Not required for submission.

## Defining Year End Reports

This section discusses how to:

- Define Form 3A reports.
- Define Form 5 reports.
- Define Form 6 reports.
- Define Form 12BA reports.
- Define Form 24 and Form 16 reports.
- Define Form 24Q reports and tax files.

## Pages Used to Define Year End Reports

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Define Form 3A Data IND	GPIN_YE_F3A	Global Payroll & Absence Mgmt, Year-End Processing, Define Form 3A Data IND, Define Form 3A Data IND	Define the report for the annual statement of individual payees detailing provident fund contributions and other information during the currency period.
Define Form 5 Data IND	GPIN_YE_F5	Global Payroll & Absence Mgmt, Year-End Processing, Define Form 5 Data IND, Define Form 5 Data IND	Define the report containing details of contributions and remittances to the profession tax authorities for the financial year.
Define ESI Form 5 Data	GPIN_YE_F6	Global Payroll & Absence Mgmt, Year-End Processing, Define ESI Form 5 Data, Define ESI Form 5 Data	Define the report for consolidated detailing of contributions and other information for the currency period to the employee state insurance authorities.
Define Form 12BA Data IND	GPIN_YE_F12BA	Global Payroll & Absence Mgmt, Year-End Processing, Define Form 12BA Data IND, Define Form 12BA Data IND	Define the report submitted to the statutory authorities containing details of perquisites that are provided by the employer to the employees and their valuation and tax status.

Page Name	Definition Name	Navigation	Usage
Form 24 and Form 16	GPIN_YE_F24_F16	Global Payroll & Absence Mgmt, Year-End Processing, Define Form 24 and 16 Data IND, Form 24 and Form 16	Define the report for: <ul style="list-style-type: none"> <li>The annual return for income tax that is submitted regarding salaries paid to all the payees during the preceding financial year.</li> <li>The annual statement that contains details of the remuneration paid and tax deducted and remitted during the previous year by an employer.</li> </ul>
Acknowledgement Details	GPIN_F16_ACK_DTLS	Global Payroll & Absence Mgmt, Year-End Processing, Define Form 24 and 16 Data IND, Acknowledgement Details	View acknowledgement details for Form 24 and Form 16.
Define Form 24Q Data IND	GPIN_QT_F24Q_DTL	Global Payroll & Absence Mgmt, Authority Correspondence, Define Form 24Q Data IND, Define Form 24Q Data IND	Define tax receipt data for Form 24Q quarterly return and statement.

## Defining Form 3A Reports

Access the Define Form 3A Data IND page (Global Payroll & Absence Mgmt, Year-End Processing, Define Form 3A Data IND, Define Form 3A Data IND).

### Define Form 3A Data IND

Pratik Kumar Person ID: KP0001

Advance Reference
Find | View All First 1 of 1 Last

Effective Date:

Claim Date:       Amount:

Days:

Define Form 3A Data IND page

**Claim Date**                      Enter the date of the availing advance.

**Amount** Enter the amount of the advance amount taken.

**Days** Enter the number of days of noncontribution service.

## Defining Form 5 Reports

Access the Define Form 5 Data IND page (Global Payroll & Absence Mgmt, Year-End Processing, Define Form 5 Data IND, Define Form 5 Data IND).

### Define Form 5 Data IND

**Establishment ID:** KPEST1

**Period ID:** GPYEND5    **Begin Date:** 04/01/2004    **End Date:** 03/31/2005

**Total Tax Payable for the Year:**     **Tax Paid:**

**Balance Tax Payable:**

**Tax Paid Under Challan:**     **Challan Date:**

Remittance Details							Customize   Find   View All		First	1-5 of 12	Last
	*Month	Tax Deducted	Tax Paid	Balance Tax	Check Nbr	Check Date					
1	APR	<input type="text" value="1000.00"/>	<input type="text" value="1000.00"/>	<input type="text"/>	<input type="text" value="1234561"/>	<input type="text" value="04/25/2004"/>					
2	AUG	<input type="text" value="1000.00"/>	<input type="text" value="1000.00"/>	<input type="text"/>	<input type="text" value="1234562"/>	<input type="text" value="08/25/2004"/>					
3	DEC	<input type="text" value="1000.00"/>	<input type="text" value="1000.00"/>	<input type="text"/>	<input type="text" value="1234563"/>	<input type="text" value="12/25/2004"/>					
4	FEB	<input type="text" value="1000.00"/>	<input type="text" value="1000.00"/>	<input type="text"/>	<input type="text" value="1234564"/>	<input type="text" value="02/25/2005"/>					
5	JAN	<input type="text" value="1000.00"/>	<input type="text" value="1000.00"/>	<input type="text"/>	<input type="text" value="1234565"/>	<input type="text" value="01/25/2005"/>					

Define Form 5 Data IND page

**Total Tax Payable for the Year** Enter the total tax payable for the year.

**Tax Paid** Enter the tax paid for the year.

**Balance Tax Payable** Enter the tax balance that still needs to be paid for the year.

**Tax Paid Under Challan** Enter tax paid under challan.

**Challan Date** Enter the challan date.

**Month** Select the month for which taxes are deducted and remitted.

- Tax Deducted** Enter the amount of tax deducted.
- Tax Paid** Enter the tax paid for the specific month.
- Balance Tax** Enter the tax balance.
- Check No** (check number) Enter the number of the check used to pay the tax.
- Check Date** Enter the date of the check used to pay the tax.

## Defining Form 6 Reports

Access the Define ESI Form 5 Data page (Global Payroll & Absence Mgmt, Year-End Processing, Define ESI Form 5 Data, Define ESI Form 5 Data).

**Define ESI Form 5 Data IND**

Establishment ID: KPEST1

Period ID: GPYEND5      Begin Date: 04/01/2004      End Date: 03/31/2005

Payment Details								Customize   Find   View All      First 1-5 of 12 Last	
	Challan Date	Amount	Month	Bank ID	Short Description	Bank Branch ID	Description		
1	04/30/2004	1000.000	<input type="text"/>	KPHDFC	HDFC	KPHD0026	HDFC Jaipur		
2	05/31/2004	1000.000	<input type="text"/>	<input type="text"/>		<input type="text"/>			
3	06/30/2004	1000.000	<input type="text"/>	<input type="text"/>		<input type="text"/>			
4	07/31/2004	1000.000	<input type="text"/>	<input type="text"/>		<input type="text"/>			
5	08/31/2004	1000.000	<input type="text"/>	<input type="text"/>		<input type="text"/>			

Define ESI Form 5 Data page

- Challan Date** Enter the date on which the challan was submitted.
- Amount** Enter the amount paid.

## Defining Form 12BA Reports

Access the Define Form 12BA Data IND page (Global Payroll & Absence Mgmt, Year-End Processing, Define Form 12BA Data IND, Define Form 12BA Data IND).



### Define Form 12BA Data IND

Empl ID: KP0019      Nurupama Basu

Period ID: KPYREND3      Begin Date      End Date

Perquisites				
Customize   Find   View All   [?]   [Grid]   First 1-6 of 19 Last				
	Description	Amount Declared	Amount Paid by the Employee	Taxable Amount
1	Car Perquisite	12000.000	<input type="text" value="12000.000"/>	0.000
2	Company House Perquisite	55000.000	<input type="text" value="50000.000"/>	5000.000
3	Employer Perquisite	0.000	<input type="text" value="0.000"/>	0.000
4	Sweeper/Gardener etc Perq	0.000	<input type="text" value="0.000"/>	0.000
5	Gas,Electricity,Water Perq	0.000	<input type="text" value="0.000"/>	0.000
6	Concessional Loans Perq	0.000	<input type="text" value="0.000"/>	0.000

Define Form 12BA Data IND page

**Period ID**      Enter the period ID for the period on which you want to report.

**Amount Paid by the Employee**      Enter the amount to be paid by the employee.

**Taxable Amount**      Displays the amount of the perquisite that is taxable.

## Defining Form 24 and Form 16 Reports

Access the Form 24 and Form 16 page (Global Payroll & Absence Mgmt, Year-End Processing, Define Form 24 and 16 Data IND, Form 24 and Form 16).

Form 24 and Form 16		Acknowledgement Details							
Permanent Account Nbr:	PAN AP 03								
Tax Deduction Acc Nbr:	TAN AP 03								
Fiscal Period ID:	GPYEND5	Year End 2004 - 2005	Begin Date: 04/01/2004 End Date: 03/31/2005						
Voucher Details									
Period ID	Amount Deducted	Check / DD Nbr	Provisional Receipt Nbr	Voucher Date	Bank ID	Short Description	Bank Branch ID	Description	
1	GPM04MC	10000		423	04/30/2004	KPICICI	ICI	KPIC0012	ICICI Charminar
2	GPM04MC	10000		424	05/30/2004	KPICICI	ICI	KPIC0012	ICICI Charminar
3	GPM04MC	10000		425	06/30/2004	KPICICI	ICI	KPIC0012	ICICI Charminar
4	GPM04MC	10000		426	07/31/2004	KPICICI	ICI	KPIC0012	ICICI Charminar
5	GPM04MC	10000		427	08/31/2004	KPICICI	ICI	KPIC0012	ICICI Charminar
6	GPM04MC	10000		428	09/30/2004	KPICICI	ICI	KPIC0012	ICICI Charminar
7	GPM04M1	10000		429	10/31/2004	KPICICI	ICI	KPIC0012	ICICI Charminar
8	GPM04M1	10000		430	11/30/2004	KPICICI	ICI	KPIC0012	ICICI Charminar
9	GPM04M1	10000		431	12/31/2004	KPICICI	ICI	KPIC0012	ICICI Charminar
10	GPM05MC	10000		432	01/31/2005	KPICICI	ICI	KPIC0012	ICICI Charminar
11	GPM05MC	10000		433	02/28/2005	KPICICI	ICI	KPIC0012	ICICI Charminar
12	GPM05MC	10000		434	03/31/2005	KPICICI	ICI	KPIC0012	ICICI Charminar

Form 24 and Form 16 page

**Period ID** Enter the period ID for the period on which you want to report.

**Amount Deducted** Enter the remittance amount.

**Voucher Number and Voucher Date** Enter the remittance voucher number and date.

**Bank ID and Bank Branch ID** Select the bank ID and bank branch ID for the bank branch from which the monthly remittance was transferred to the central government account. The description appears after you select a bank ID and bank branch.

## Defining Form 24Q Reports and Tax Files

Access the Define Form 24Q Data IND page (Global Payroll & Absence Mgmt, Authority Correspondence, Define Form 24Q Data IND, Define Form 24Q Data IND.).

### Define Form 24Q Data IND

**Establishment ID:** KPEST1

**Year:** 2006

**Quarter Of Year:** Q1

Period Details					
Serial Nbr	*Period ID	Period Begin Date	Period End Date		
1	<input type="text"/>			+	-

Define Form 24Q Data IND page

- SR. No.** (sequence number) Enter a sequence number for each line item in the report.
- Month** Enter the month for which the tax deposits were made.
- TDS, Surcharge, Education Cess, Interest, and Others** Enter the amounts of the various taxes that were collected and deposited for the month.
- Provisional Receipt No.** (provisional receipt number) Enter a bank Challen number if the deposit was made into a bank, or a transfer voucher number in the case of government deductors.
- Voucher Date** Enter the date that the deposit was made.
- Cheque No.** (cheque number) Enter the number of the cheque with which the deposit was made.
- BSR Code** Enter the bank branch code of the bank where the deposit was made. This field is required of nongovernment deductors for each challan record.
- Book Entry** For government deductors only, select if the deposit was made by book entry.
- Section under payment made** Enter the income tax section under which this deposit was made.
- Total Nos of Empl for whom tax deposited** (total number of employees for whom tax deposited) Enter the total number of employees for whom this deposit was made.

---

## Generating Year End Reports

This section discusses how to:

- Generate year end reports.

- Generate form 7 reports.
- Generate form 24Q reports.

## Pages Used to Generate Year End Reports

Page Name	Definition Name	Navigation	Usage
Create Year End Reports IND	GPIN_PR_RC	Global Payroll & Absence Mgmt, Year-End Processing, Create Year End Reports IND, Create Year End Reports IND	Use to generate forms 3A, 5, 6, 12BA, 16, and 24.
Print ESI Form 7	GPIN_FORM7_RC	Global Payroll & Absence Mgmt, Authority Correspondence, Print ESI Form 7 IND, Print ESI Form 7	Use to generate form 7 half-year report of consolidated employer and employee insurance contributions.
Print Form 24Q IND	GPIN_24Q_RC	Global Payroll & Absence Mgmt, Authority Correspondence, Print Form 24Q IND, Print Form 24Q IND	Use to generate Form 24Q and related tax files for electronic submission.

## Generating Year End Reports

Access the Create Year End Reports IND page (Global Payroll & Absence Mgmt, Year-End Processing, Create Year End Reports IND, Create Year End Reports IND).

### Create Year End Reports IND

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Language:

---

\*Report Name:  Profession Tax

Period ID:  Begin Date: 01/01/2006 End Date: 01/31/2006

Establishment ID:  \*Creation Date:

Tax Amount Detail		Customize   Find   View All   First 1 of 1 Last
Empl ID	Name	
1 0002	Susan Jones	+ -

Create Year End Reports IND page

**Report Name** Select the report name. Define report names on the Report Setup page.

**Period ID** Select the appropriate period ID. The begin date and end date appear as soon as you select the period ID.

**Payee Sort Option** Select a sort order for the report. Options are:

- *Employee ID, Employee Rcd Nbr*: Employee ID, employee record number.
- *Name, Employee Rcd Nbr*: Name, employee record number.

---

**Note.** This field is available only when you select the following reports: Form 16, Form 3A, and Form 6A.

---

**Establishment ID** Select an establishment ID only if you are running the Form 5 report.

## Generating Form 6 Reports

Access the Print ESI Form 6 page (Global Payroll & Absence Mgmt, Authority Correspondence, Print ESI Form 7 IND, Print ESI Form 6).

**Print ESI Form 6 IND**

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

\*Establishment ID:

Year:

\*Contribution Period:  ▼

\*Payee Sort Option:  ▼

Period Details		Customize	Find	First	1 of 1	Last
Month	Date					
1	<input type="text"/>					<input type="button" value="+"/> <input type="button" value="-"/>

Print ESI Form 6 IND page

**Year** Enter the fiscal year of the report period.

**Contribution Period** Select the six-month period covering the social insurance contributions.

**ESI Challan Number**

Enter the challan numbers with which the social insurance payments were made.

**Generating Form 24Q Reports**

Access the Print Form 24Q IND page (Global Payroll & Absence Mgmt, Authority Correspondence, Print Form 24Q IND, Print Form 24Q IND).

**Print Form 24Q IND**

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

\*Year:  Creation Date:

\*Quarter Of Year:  Begin Date: 04/01/2006 End Date: 06/30/2006

Payee Sort Option:

\*Establishment ID:

Report Filed For Quarter

Government Organization

Provisional Receipt Nbr:

Print Form 24Q IND page

**Payee Sort Option**

Select a method to display employee information. Available options are *Employee ID, Employee Rcd Nbr* (employee record number) and *Name, Employee Rcd Nbr*.

**Report Filed for Quarter**

Select the Report Filed for Quarter check box if the answer to the question listed in the column 1 (e) of the Form 24Q is *Yes*.

The question listed in the column 1 (e) is this: Has any statement been filed earlier for this quarter (Yes/No)?

**Provisional Receipt Nbr.**  
(provisional receipt number)

Enter the provisional receipt number that is available in Form 24Q, column 1 (f), if the answer to the column 1 (e) question is *Yes*.

## Chapter 14

# Creating Payee Reports

This chapter provides an overview of payee data reporting and discusses how to:

- Define payee reports.
- Generate payee reports.

---

## Understanding Payee Data Reporting

For certain payroll business processes, you need to generate reports to comply with legislative reporting requirements, verify data, or convey payroll information within your organization. Legislated reports are required for processes such as employee state insurance (ESI), provident fund, medical allowance, leave travel allowance, and year end processing. Global Payroll for India provides setup and run control reporting pages to address your reporting needs.

To create payee reports:

1. Define report fields.
2. Define break levels to control how data is sorted for the report.
3. Define the report format.
4. Map Global Payroll elements to the defined report fields.
5. Launch the report run control.

Global Payroll for India provides delivered functionality for the following payee reports:

- Newly enrolled payees.
- Terminated payees.
- New hires.
- Profession tax.
- ESI remittance.
- Provident fund remittance.
- Leave travel allowance and medical allowance taxable amounts.

**See Also**

[Appendix B, "Global Payroll for India Reports," page 163](#)

[Chapter 13, "Managing Year End Processing," page 125](#)

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## Defining Payee Reports

To define payee reports, use the Payee Report Fields IND (GPIN\_PR\_FLD\_TABLE), Payee Report Break Levels IND (GPIN\_PR\_BRK\_LVL), Payee Report Setup IND (GPIN\_PR\_SETUP), and Payee Report Element Map IND (GPIN\_PR\_EMAP) components.

This section provides an overview of element mapping and discusses how to:

- Define report fields.
- Define report break levels.
- Define the report format.
- Define report element mapping.

## Understanding Element Mapping

After you define valid report fields and a report setup (format), you must map Global Payroll elements to the report fields. The mapping of elements enables you to specify multiple elements that make up a report field. For example, if a salary field is to be printed on a report and several elements must be added together in order to print this field on a report, you can select the Global Payroll elements that make up this field.

The Entry Type field prevents an element of the wrong type from being selected, based on the variable type. For example, a report field that has been defined as a field type of character, allows only Global Payroll elements that resolve to character values to be selected.

The following table specifies the types of Global Payroll elements that can be mapped to a report field, based on the field type defined:



<b>Field Type</b>	<b>Types of Elements Allowed</b>
Numeric	Auto Assigned Accumulator Segment Accumulator Bracket – Numeric Deduction Earning Formula – Monetary and Decimal System Element – Numeric Variable – Numeric
Character	Bracket – Character Formula – Character System Element – Character Variable – Character
Date	Calendar Date Bracket – Date Date Formula – Date System Element – Date Variable – Date

## Pages Used to Define Payee Reports

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Payee Report Fields IND	GPIN_PR_FIELDS	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Payee Report Fields IND, Payee Report Fields IND	Define the individual payee data items as report fields that will appear in a report.

<b>Page Name</b>	<b>Definition Name</b>	<b>Navigation</b>	<b>Usage</b>
Payee Report Break Levels IND	GPIN_PR_BRK_LVL	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Payee Report Break Levels IND, Payee Report Break Levels IND	Define the break levels for a report. You can select any system element or variable that resolves to a character value. select only elements that are resolved for a payee. Otherwise, the report will not break properly.
Payee Report Setup IND	GPIN_PR_SETUP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Payee Report Setup IND, Payee Report Setup IND	Define the report format. Identify the break levels and report fields valid for the report.
Payee Report Element Map IND	GPIN_PR_ELEM_MAP	Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Payee Report Element Map IND, Payee Report Element Map IND	Map Global Payroll elements to report fields.

## Defining Report Fields

Access the Payee Report Fields IND page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Payee Report Fields IND, Payee Report Fields IND).

### Payee Report Fields IND

**Field Name:** F12BA\_SALARIES

---

**\*Description:**

**Short Description:**

**Field Type:**  ▼

**Comment:**

Payee Report Fields IND page



**Element**

**Entry Type** Select the entry type of the element that you're associating with the break level. Values are *System Element - Character* and *Variable - Character*.

**Element Name** Select the system element or variable that you're associating with the break level. For example, if you define pay groups at the break level, select the GP PAYGROUP element.

**Note.** Any element that you select must be resolved and stored.

**Source and Use**

If you select a system element, information that is contained on the Source and Use page of GP\_PIN appears in this group box.

**Defining the Report Format**

Access the Payee Report Setup IND page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Payee Report Setup IND, Payee Report Setup IND).

### Payee Report Setup IND

Report ID: GPINPT01

\*Description:

**Report Break Levels**

Break Level 1:

Break Level 2:

Break Level 3:

Fields		Customize   Find   View All		First	1-2 of 2	Last
	Field Name	Description	Field Type			
1	<input type="text" value="PT_DED"/>	PT Deduction	Numeric	+		-
2	<input type="text" value="PT_GROSS"/>	PT Gross	Numeric	+		-

Payee Report Setup IND page

**Report ID** Displays the name of the Structured Query Report (SQR) that you are defining.

**Description** Enter a description of the SQR.

## Report Break Levels

**Break Level 1, Break Level 2,** Select the first, second, and third break levels for the report. and **Break Level 3**

## Fields

**Field Name** Select a report field (defined on the Payee Report Fields page) to be used in the report. The corresponding description and field type appear when you select a report field.

## Defining Report Element Mapping

Access the Payee Report Element Map IND page (Set Up HRMS, Product Related, Global Payroll & Absence Mgmt, Reports, Payee Report Element Map IND, Payee Report Element Map IND).

**Payee Report Element Map IND**

Report ID: GPINPT01 Profession Tax

Report Field Find | View All | First 1 of 2 | Last

Field Name: PT\_DED PT Deduction

Field Type: Numeric

Elements Customize | Find | View All | First 1 of 1 | Last

Entry Type	Element Name	Description	Add/Subtract	Last Processed Value
Deduction	PT	Profession Tax	Add	<input type="checkbox"/>

Payee Report Element Map IND page

**Report ID** Displays the name of the SQR that you are mapping.

### Report Field

**Field Name** Displays the report field that has been defined on the Report Setup page.

**Field Type** Displays the format of the report field as defined on the Payee Report Fields page.

## ***Elements***

<b>Entry Type</b>	Select the type of element to be mapped to the report field. This changes depending on the field type.
<b>Element Name</b>	Enter the name of the element to be mapped to the report field. The corresponding description appears when you select an element name.
<b>Add/Subtract</b>	Select whether the element adds or subtracts from the total on the report.
<b>Last Processed Value</b>	Select for the tax calculation to consider the last processed value for reporting purposes.  This field was introduced for Form 24Q.

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## **Generating Payee Reports**

This section provides an overview of the report generation process and discusses how to:

- Run enrollment and termination reports.
- Run ESI remittance statement reports.
- Run provident fund remittance statement reports.
- Run LWF Form A.
- Run Form 7.

## **Understanding the Report Generation Process**

When you run the payee report process, an Application Engine payee report extract process runs first. The extract process retrieves the run control and determines which report to run. The appropriate report setup is also retrieved along with the break levels and element mapping that is associated with the report. So the process runs in this order:

1. The payee report extract process (Application Engine) gathers information about the report.
2. SQR runs the actual report.

**See Also**

[Chapter 6, "Enrolling Payees in Provident Funds," page 45](#)

[Chapter 7, "Enrolling Payees in Employee State Insurance," page 51](#)

[Chapter 10, "Withholding Taxes," Maintaining Tax Declarations, page 84](#)

[Chapter 8, "Processing Allowances," Processing Leave Travel Allowances, page 59](#)

[Chapter 8, "Processing Allowances," Processing Medical Allowances, page 63](#)

**Pages Used to Generate Payee Reports**

<i>Page Name</i>	<i>Definition Name</i>	<i>Navigation</i>	<i>Usage</i>
Enroll and Term Reports IND	GPIN_PR_GPINPY01	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Enroll and Term Reports IND, Enroll and Term Reports IND	Generate enrollment and termination reports.
ESI Remittance Statement IND (employee state insurance remittance statement IND)	GPIN_PR_RC	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, ESI Remittance Statement IND, ESI Remittance Statement IND	Generate ESI remittance statement reports.
PF Remittance Statement IND (provident fund remittance statement IND)	GPIN_PR_RC	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, PF Remittance Statement IND, PF Remittance Statement IND	Generate provident fund remittance statement reports.
Print LWF Report (print labour welfare fund report)	GPIN_FORMLWF_RC	Global Payroll & Absence Mgmt, Authority Correspondence, Print LWF Report, Print LWF Report	Run LWF form A.

**Running Enrollment and Termination Reports**

Access the Enroll and Term Reports IND page (Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Enroll and Term Reports IND, Enroll and Term Reports IND).

### Enroll and Term Reports IND

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Language:

**Report Parameters**

Period ID:   Begin Date: 01/01/2006 End Date: 01/31/2006

Report Type:   \*Creation Date:

Report:

Enroll and Term Reports IND page

**Period ID** Select the period ID that identifies the pay period to be used for the report. When you enter a value in this field, the associated begin date and end date appear.

**Report Type** Select whether to generate a new enrollment or termination report.

**Report** Select whether to generate an ESI or provident fund report.

## Running ESI Remittance Statement Reports

Access the ESI Remittance Statement IND page (Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, ESI Remittance Statement IND, ESI Remittance Statement IND).

### ESI Remittance Statement IND

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Language:

---

Period ID:   Begin Date: 01/01/2006 End Date: 01/31/2006

\*Creation Date:

**Tax Amount Detail** [Customize](#) | [Find](#) | [View All](#) |  |  | First  1 of 1  Last

	Empl ID	Name		
1	<input type="text" value="0002"/> <input type="button" value="🔍"/>	Susan Jones	<input type="button" value="+"/>	<input type="button" value="-"/>

ESI Remittance Statement IND page

**Period ID** Select the period ID that identifies the pay period to be used for the report. When you enter a value in this field, the associated begin date and end date appear.



## Running Provident Fund Remittance Statement Reports

Access the PF Remittance Statement IND page (Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, PF Remittance Statement IND, PF Remittance Statement IND).

### PF Remittance Statement IND

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Language:  \*

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Period ID:   Begin Date: 12/01/2004 End Date: 12/31/2004

\*Creation Date:

PF Remittance Statement IND page (1 of 2)

### PF Remittance Statement IND

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

Language:  \*

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Period ID:   Begin Date: 01/01/2006 End Date: 01/31/2006

\*Creation Date:

Tax Amount Detail		Customize   Find   View All   <input type="button" value="Print"/>   <input type="button" value="Grid"/>	First <input type="button" value="Left"/> 1 of 1 <input type="button" value="Right"/> Last
Empl ID	Name		
1 <input type="text" value="0002"/> <input type="button" value="Search"/>	Susan Jones	<input type="button" value="+"/>	<input type="button" value="-"/>

PF Remittance Statement IND page (2 of 2)

### Period ID

Select the period ID that identifies the pay period to be used for the report. When you enter a value in this field, the associated begin date and end date appear.

### Payee Sort Option

Select a sort order for the report. Options are:

- *Employee ID, Employee Rcd Nbr*: Employee ID, employee record number.
- *Name, Employee Rcd Nbr*: Name, employee record number.

## Running LWF Form A

Access the Print LWF Report page (Global Payroll & Absence Mgmt, Authority Correspondence, Print LWF Report, Print LWF Report).

## Print LWF Report

Run Control ID: 1 [Report Manager](#) [Process Monitor](#)

\*Establishment ID:

Year:

\*Contribution period:  ▼

\*LWF Local Office:

Pay Details

Check/DD No	Check/DD Date	Bank Details
<input type="text"/>	<input type="text"/>	<input type="text"/>

Print LWF Report page

This report prints the contribution made by the employer and employee toward LWF.

## Running Form 7

See [Chapter 13, "Managing Year End Processing," Generating Form 6 Reports, page 135.](#)

## Appendix A

# Accumulators

This appendix provides an overview of accumulators and discusses accumulators that are delivered by Global Payroll for India.

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## Understanding Accumulators

Many accumulator elements have been created as integral parts of the Global Payroll for India functionality. Knowing the delivered accumulators and how they are used will enhance your ability to implement Global Payroll for India.

Use the Accumulators page in the core PeopleSoft Global Payroll application to see the members of each accumulator and other accumulator configuration details.

### **See Also**

*PeopleSoft Global Payroll 9.1 PeopleBook, "Setting Up Accumulators," Understanding Accumulators*

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## Delivered Accumulators

The accumulators listed in the following table are delivered with Global Payroll for India:

<b><i>Accumulator</i></b>	<b><i>Description</i></b>	<b><i>Related Functionality</i></b>
BASE SALARY YTDA	Base Salary Earning – Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
BASE SALARY FYDA	Base Salary Earning – Fiscal Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
BASE HOURLY YTDA	Basic Hourly Earning – Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.

<b>Accumulator</b>	<b>Description</b>	<b>Related Functionality</b>
BASE HOURLY YTDU	Basic Hourly Earning – Calendar Year to Date (Units)	You can print the accumulated value on the payslip and other reports.
BASE HOURLY FYDA	Basic Hourly Earning – Fiscal Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
BASE HOURLY FYDU	Basic Hourly Earning – Fiscal Calendar Year to Date (Units)	You can print the accumulated value on the payslip and other reports.
DEAR ALLOW YTDA	Dearness Allowance Earning – Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
DEAR ALLOW FYDA	Dearness Allowance Earning – Fiscal Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
ER AC BASIC PAY	Basic Pay Earning (Base + Dearness Allowance)	Stores the basic pay components (base salary/hourly and dearness allowance). This accumulator is used for the calculation of other allowances.
HRA AC EXM FYTDA	Year-to-date accumulator to hold HRA AC EXM SEG + RTO HRA EXM. This is calculated at the end of the calculation.	You can print the accumulated value on the payslip and other reports.
HRA AC EXM SEG	segment accumulator to hold the monthly HRA exemption HRA FM EXMPT.	You can print the accumulated value on the payslip and other reports.
HRA AC SAL FMTDA	MTD accumulator to hold the value of HRA FM SAL SEG (Segment salary for HRA) minus RTO BASE SAL)	You can print the accumulated value on the payslip and other reports.
HRA PTDA	House Rent Allowance – Calendar Period to Date (Amounts)	You can print the accumulated value on the payslip and other reports.

<b>Accumulator</b>	<b>Description</b>	<b>Related Functionality</b>
HRA_FMTDA	MTD accumulator to hold the value of HRA	You can print the accumulated value on the payslip and other reports.
HRA FPDA	House Rent Allowance – Fiscal Calendar Period to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
HRA MTDA	House Rent Allowance – Calendar Month to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
HRA FMDA	House Rent Allowance – Fiscal Calendar Month to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
HRA QTDA	House Rent Allowance – Calendar Quarter to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
HRA FQDA	House Rent Allowance – Fiscal Calendar Quarter to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
HRA YTDA	House Rent Allowance – Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
HRA FYDA	House Rent Allowance – Fiscal Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
ER AC BASE PLUS	Basic Pay plus other Allowance	Stores additional earnings that make up basic pay. Delivered basic pay earnings are basic salary, basic hourly, and dearness allowance. This accumulator is customer-maintained.
ESI ARR	Employee State Insurance Arrears	Total of add to arrears less payback amount for employee ESI.
ESI ER ARR	Employee State Insurance Employer Contribution Arrears	Total of add to arrears less payback amount for employer ESI.

<b>Accumulator</b>	<b>Description</b>	<b>Related Functionality</b>
ESI GROSS WAGES	Employee State Insurance Gross Wages	Total of base salary, HRA, DA, and so on.
PF GROSS WAGES	Provident Fund Gross Wages	Total of base salary and DA.
PF ARR	Provident Fund Arrears	Total of add to arrears less payback amount for employee PF.
PF ER ARR	Provident Fund Employer Contribution Arrears	Total of add to arrears less payback amount for employer PF.
PF ER PEN ARR	Provident Fund Pension Employer Contribution Arrears	Total of add to arrears less payback amount for employer PF Pension.
PF ER ADMIN ARR	Provident Fund Employer Administration Charge Arrears	Total of add to arrears less payback amount for employer PF Admin Charge.
PF ER EDLI ARR	Provident Fund Employer EDLI Arrears	Total of add to arrears less payback amount for employer PF EDLI.
PF ER EDLIA ARR	Provident Fund Employer EDLI Administration Charge Arrears	Total of add to arrears less payback amount for employer PF EDLI Admin Charge.
PF VOL ARR	Provident Fund Voluntary Contribution Arrears	Total of Add to Arrears less payback amount for PF Voluntary Contribution.
SEG AC BASE SAL	Segment Accumulator to hold the Base Salary and their retro values.	
TDS TAXABLE EARN	Taxable Earnings	Total of previous employment and current earnings.
TDS TOTAL EXEMPT	Total Exemptions	Total of previous employment and current exemptions such as house rent allowance, conveyance allowance, leave travel allowance, medical allowance, and so on.
TDS GROSS SALARY	Gross Salary	Taxable earnings less total exemptions.

<b><i>Accumulator</i></b>	<b><i>Description</i></b>	<b><i>Related Functionality</i></b>
TDS TOTAL DEDUCT	Total Deductions	TDC Total Deduct only accumulates the standard deduction for the employee for the year and the Profession tax paid by the employee. This also includes the Profession tax paid from a previous employer. Standard deductions for a previous employer are not included.
TDS SALARY INCOME	Salary Income	The amount chargeable under the Head of Income Salaries for the purposes of tax.
TDS OTHER INCOME	Other Income	Total of other income such as capital gains, losses, and so on.
TDS CHAPTER VI A	Chapter VIA Deductions	Total of Chapter VIA deductions.
TDS TOT TAX INCOME	Total Taxable Income	Total income used to determine basic tax liability of the employee. Derived by gross total income less total Chapter VIA deductions.
TDS GROSS TOT INC	Gross Total Income	The sum of all sources of income before considering Chapter VIA deductions.
TDS REBATE NONINF	Noninfrastructure Rebates	Total noninfrastructure rebates.
TDS REBATE INFR	Infrastructure Rebates	Total infrastructure rebates.
TDS TOT REBATES 88	Total Rebates 88	Total noninfrastructure rebates, infrastructure rebates, and other rebates.
TDS NET TAX PAYBL	Net Tax Payable	Net tax liability less Rebates 88.
TDS TOT TAX CREDIT	Total Tax Credit	Total of all rebates and other credits.
PERQUISITES	Value of Benefit Given in Kind	Total perquisites for the current period. If additional perquisites are added, this accumulator must be updated.

<b><i>Accumulator</i></b>	<b><i>Description</i></b>	<b><i>Related Functionality</i></b>
TDS HRA RECD	House Rent Allowance Received	The amount of previous employment and current house rent allowance amount received in the fiscal period.
SAL FOR HRA	Salary for House Rent Allowance	The salary for which house rent allowance is determined.
TDS NET TAX LIAB	Net Tax Liability	The calculated tax deducted at source liability for the fiscal year.
TDS TAX PAYABLE	Tax Payable	The net tax liability for tax deducted at source less any previous tax deducted at source deducted.
TDS TAX BALANCE	Balance Tax to Deduct	The calculated balance of tax payable for the year, which is the tax payable less the current month's deductions.
TDS SPOT TAX WAGES	Spot taxed Earnings Segment Accumulator	
TDS ARR	Arrears	Total of add to arrears less payback amount for TD.
PT GROSS WAGES	Profession Tax – Gross Wages	Stores profession-tax gross wages.
AB PRIV LV BAL	Absence – Privilege Leave Balance	Stores privilege leave balance for use in reporting and calculations of leave.
AB PRIV LV ENT	Absence – Privilege Leave Entitlement	Stores privilege leave entitlement for use in reporting and calculations of leave.
AB PRIV LV ADJ	Absence – Privilege Leave Adjustments	Stores privilege leave adjustment for use in reporting and calculations of leave.
AB CASUAL LV BAL	Absence – Casual Leave Balance	Stores casual leave balance for use in reporting and calculations of leave.



<b>Accumulator</b>	<b>Description</b>	<b>Related Functionality</b>
AB CASUAL LV ENT	Absence – Casual Leave Entitlement	Stores casual leave entitlement for use in reporting and calculations of leave.
AB CASUAL LV ADJ	Absence – Casual Leave Adjustments	Stores casual leave adjustment for use in reporting and calculations of leave.
AB SICK LV BAL	Absence – Sick Leave Balance	Stores sick leave balance for use in reporting and calculations of leave.
AB SICK LV ENT	Absence – Sick Leave Entitlement	Stores sick leave entitlement for use in reporting and calculations of leave.
AB SICK LV ADJ	Absence – Sick Leave Adjustments	Stores sick leave adjustment for use in reporting and calculations of leave.
LOSS OF PAY CYTDA	Loss of Pay – Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
LOSS OF PAY CYTDU	Loss of Pay – Calendar Year to Date (Units)	You can print the accumulated value on the payslip and other reports.
LOSS OF PAY FYTDA	Loss of Pay – Fiscal Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
LOSS OF PAY FYTDU	Loss of Pay – Fiscal Calendar Year to Date (Units)	You can print the accumulated value on the payslip and other reports.
LOAN ARR	Generic Loans – Arrears	Total of add to arrears less payback amount for Generic Loans.
ADVANCE ARR	Generic Advances – Arrears	Total of add to arrears less payback amount for Advances.
LA AC LOAN PAY	Generic Loan Payments	Loan pay accumulator.

<b>Accumulator</b>	<b>Description</b>	<b>Related Functionality</b>
LA AC ADV PAY	Generic Advances Payments	Advance pay accumulator.
BASE SALARY YTDF	Base Salary – Fiscal Calendar Year to Date	Calculated base salary for the current fiscal year used in the calculation of tax deducted at source.
MA AC ALLOW AMT	Medical Allowance – Fiscal Calendar Year to Date Amounts Paid	Used in determining the medical allowance claims amount to be reimbursed.
LTA NON TAX YTDA	Leave Travel Allowance – Calendar Year to Date Non-Taxable Earning	You can print the accumulated value on the payslip and other reports.
LTA NON TAX FYDA	Leave Travel Allowance – Fiscal Calendar Year to Date Non-Taxable Earning	You can print the accumulated value on the payslip and other reports.
LTA TAX YTDA	Leave Travel Allowance – Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
LTA TAX FYDA	Leave Travel Allowance – Fiscal Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
LTA PAYOUT YTDA	Leave Travel Allowance Payouts – Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
LTA PAYOUT FYDA	Leave Travel Allowance Payouts – Fiscal Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
LTA WAIVE YTDA	Leave Travel Allowance Waived Earning – Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
LTA WAIVE FYDA	Leave Travel Allowance Waived Earning – Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.

<b>Accumulator</b>	<b>Description</b>	<b>Related Functionality</b>
MA NON TAX YTDA	Medical Allowance Non-Taxable Earning – Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
MA NON TAX FYDA	Medical Allowance Non-Taxable Earning – Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
MA TAX YTDA	Medical Allowance Taxable Earning – Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
MA TAX FYDA	Medical Allowance Taxable Earning – Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
MA PAYOUT YTDA	Medical Allowance Payouts – Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
MA PAYOUT FYDA	Medical Allowance Payouts – Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
MA WAIVE YTDA	Medical Allowance Waived Earning – Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
MA WAIVE FYDA	Medical Allowance Waived Earning – Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
RENT CYTDA	Rent Allowance Earning – Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
RENT FYTDA	Rent Allowance Earning – Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
LUNCH ALLOW CYTDA	Lunch Allowance Earning – Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.

<b>Accumulator</b>	<b>Description</b>	<b>Related Functionality</b>
LUNCH ALLOW FYTDA	Lunch Allowance Earning – Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
CONVEY ALLOW CYTDA	Conveyance Allowance Earning – Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
CONVEY ALLOW FYTDA	Conveyance Allowance Earning – Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
OVERTIME 1.5 CYTDA	Overtime (Time and a Half) Earning – Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
OVERTIME 1.5 CYTDU	Overtime (Time and a Half) Earning – Calendar Year to Date (Units)	You can print the accumulated value on the payslip and other reports.
OVERTIME 1.5 FYTDA	Overtime (Time and a Half) Earning – Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
OVERTIME 1.5 FYTDU	Overtime (Time and a Half) Earning – Fiscal Year to Date (Units)	You can print the accumulated value on the payslip and other reports.
OVERTIME 2.0 CYTDA	Overtime (Double Time) Earning – Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
OVERTIME 2.0 CYTDU	Overtime (Double Time) Earning – Calendar Year to Date (Units)	You can print the accumulated value on the payslip and other reports.
OVERTIME 2.0 FYTDA	Overtime (Double Time) Earning – Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
OVERTIME 2.0 FYTDU	Overtime (Double Time) Earning – Fiscal Year to Date (Units)	You can print the accumulated value on the payslip and other reports.

<b><i>Accumulator</i></b>	<b><i>Description</i></b>	<b><i>Related Functionality</i></b>
BONUS CYTDA	Bonus Earning – Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
BONUS FYTDA	Bonus Earning – Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
SPEC ALLOW CYTDA	Special Allowance Earning – Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
SPEC ALLOW FYTDA	Special Allowance Earning – Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
SHIFT PCT CYTDA	Shift Allowance Percentage Earning – Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
SHIFT PCT CYTDU	Shift Allowance Percentage Earning – Calendar Year to Date (Units)	You can print the accumulated value on the payslip and other reports.
SHIFT PCT FYTDA	Shift Allowance Percentage Earning – Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
SHIFT PCT FYTDU	Shift Allowance Percentage Earning – Fiscal Year to Date (Units)	You can print the accumulated value on the payslip and other reports.
SHIFT AMT CYTDA	Shift Allowance Fixed Amount Earning – Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
SHIFT AMT FYTDA	Shift Allowance Fixed Amount Earning – Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
SHIFT HRLY CYTDA	Shift Allowance Hourly Earning – Calendar Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.

<b>Accumulator</b>	<b>Description</b>	<b>Related Functionality</b>
SHIFT HRLY CYTDU	Shift Allowance Hourly Earning – Calendar Year to Date (Units)	You can print the accumulated value on the payslip and other reports.
SHIFT HRLY FYTDA	Shift Allowance Hourly Earning – Fiscal Year to Date (Amounts)	You can print the accumulated value on the payslip and other reports.
SHIFT HRLY FYTDU	Shift Allowance Hourly Earning – Fiscal Year to Date (Units)	You can print the accumulated value on the payslip and other reports.
ER AC BASE PY CUST	Customer Basic Pay Earning	Stores additional earnings that make up basic pay that have been defined by the customer.
ER AC BONUS PAY	Customer Basic Pay plus Other Earnings	Used to determine earnings upon which bonus pay calculations are based. The customer can add additional earnings into the ER AC BONUS CUST accumulator for use in the calculation.
ER AC BONUS CUST	Customer Bonus Pay	Stores additional earnings that make up bonus pay that have been defined by the customer.
IN AC GROSS	Gross Wages	Sum of all gross wages paid to an employee. Used on payslips and other reports.
IN AC NET	Net Pay for Banking Purposes	Net pay used for transmitting data to the bank.
PT ARR	Profession Tax Arrears	Total of add to arrears less payback amount for profession tax.
TDS REBATE OTH	Total Other Rebates	Total other rebates.
ESI GROSS WAGES FYTD	ESI Gross Wages Fiscal Year to Date	Total of accumulator ESI gross wages.
PF GROSS WAGES FYTD	PF Gross Wages Fiscal Year to Date	Total of accumulator PF gross wages.

<b><i>Accumulator</i></b>	<b><i>Description</i></b>	<b><i>Related Functionality</i></b>
PT GROSS FYTD	PT Gross Wages Fiscal Year to Date	Total of accumulator PT gross wages.
PT GROSS SEMI ANNL	PT Gross Wages for the Semi Annual period	Total of accumulator PT gross wages.
TDS PROJECT WAGES	Projected Wages for the Fiscal Year for TDS	Stores the projected wages for the fiscal year for TDS purposes.
TDS NON PROJ WAGES	One Time Wages (not to be projected)	Stores the wages that should not be projected when calculating TDS. The customer can add additional earnings that are for one-time payments (nonregular payments).





## Appendix B

# Global Payroll for India Reports

This appendix provides an overview of Global Payroll for India reports and enables you to view a summary table of all reports.

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**Note.** For samples of these reports, see the Portable Document Format (PDF) files that are published with your online documentation.

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### See Also

*PeopleTools 8.52: Process Scheduler PeopleBook*

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## Global Payroll for India Reports: A to Z

This table lists the Global Payroll for India reports, sorted alphanumerically by report ID.

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GPINPT01 PT Remittance Report	Calculates and reports on profession taxes.  See <a href="#">Chapter 10, "Withholding Taxes," page 73.</a>	Global Payroll & Absence Mgmt, Taxes, Profession Tax Report IND, Profession Tax Report IND	GPIN_PR_RC
GPINPY01 NEW ESI ENROLLMENT (new employee state insurance enrollment)	Generates a list of employees enrolled in employee state insurance (ESI).  See <a href="#">Chapter 14, "Creating Payee Reports," page 137.</a>	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Enroll and Term Reports IND, Enroll and Term Reports IND	GPIN_PR_GPINPY01
GPINPY01 List Of Employees Terminated From ESI (list of employees terminated from employee state insurance)	Generates a list of employees terminated from ESI.  See <a href="#">Chapter 14, "Creating Payee Reports," page 137.</a>	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Enroll and Term Reports IND, Enroll and Term Reports IND	GPIN_PR_GPINPY01

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GPINPY01 NEW PF ENROLLMENT (new provident fund enrollment)	Generates a list of employees enrolled in provident funds.  See <a href="#">Chapter 14, "Creating Payee Reports," page 137.</a>	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Enroll and Term Reports IND, Enroll and Term Reports IND	GPIN_PR_GPINPY01
GPINPY01 List Of Employees Terminated From PF (list of employees terminated from provident fund)	Generates a list of employees terminated from provident funds.  See <a href="#">Chapter 14, "Creating Payee Reports," page 137.</a>	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Enroll and Term Reports IND, Enroll and Term Reports IND	GPIN_PR_GPINPY01
GPINRM01 ESI Remittance (employee state insurance remittance)	Generates ESI remittance statement reports.  See <a href="#">Chapter 14, "Creating Payee Reports," page 137.</a>	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, ESI Remittance Statement IND , ESI Remittance Statement IND	GPIN_PR_RC
GPINRM02 Provident Fund Remittance	Generates provident fund remittance statement reports.  See <a href="#">Chapter 14, "Creating Payee Reports," page 137.</a>	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, PF Remittance Statement IND, PF Remittance Statement IND	GPIN_PR_RC
GPINTX Allowance Taxable Amount IND (list of taxable medical allowance amount of employees)	Calculates and reports on medical allowance taxable amounts.  See <a href="#">Chapter 10, "Withholding Taxes," page 73.</a>	Global Payroll & Absence Mgmt, Taxes, Allowance Taxable Amounts IND, Allowance Taxable Amounts IND	GPIN_PR_GPINTX01
GPINTX List of Taxable LTA Amount of Employees (list of taxable leave travel allowance amount of employees)	Calculates and reports on leave travel allowance taxable amounts.  See <a href="#">Chapter 10, "Withholding Taxes," page 73.</a>	Global Payroll & Absence Mgmt, Taxes, Allowance Taxable Amounts IND, Allowance Taxable Amounts IND	GPIN_PR_GPINTX01
GPINYE1 Form 24 (Income Tax)	Generates details of all payments made to the employees, and the deductions and remittances made by the employer on behalf of the employee for the preceding financial year.  See <a href="#">Chapter 13, "Managing Year End Processing," page 125.</a>	Global Payroll & Absence Mgmt, Year-End Processing, Create Year End Reports IND, Create Year End Reports IND	GPIN_PR_RC

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GPINQT1 Print Form 24Q IND	Generates details of all payments made to employees, and TDS deductions and remittances made by the employer on behalf of the employee for the preceding quarter. Generates TDS tax data files for electronic submission.  <u>See Chapter 13, "Managing Year End Processing," page 125.</u>	Global Payroll & Absence Mgmt, Authority Correspondence, Print Form 24Q IND, Print Form 24Q IND	GPIN_24Q_RC
GPINYE2 Form 16 /Form 16AA (Income Tax)	Generates Form 16 income tax data at the end of the year or upon employee termination. Generates required annual statements of remuneration paid to the employee and the taxes deducted from the employee and remitted to the tax authorities for the preceding financial year. One statement per employee is generated.  <u>See Chapter 13, "Managing Year End Processing," page 125.</u>	Global Payroll & Absence Mgmt, Year-End Processing, Create Year End Reports IND, Create Year End Reports IND	GPIN_PR_RC
GPINYE3 Form 12BA Data	Generates Form 12BA for every employee who has been paid taxable perquisites or profits in lieu of salary. Accompanies Form 16, Form 24, or both.  <u>See Chapter 13, "Managing Year End Processing," page 125.</u>	Global Payroll & Absence Mgmt, Year-End Processing, Create Year End Reports IND, Create Year End Reports IND	GPIN_PR_RC
GPINYE4 Form 3A Data	Generates Form 3A to provide details of employee provident fund contributions for the previous year. Accompanies Form 6A.  <u>See Chapter 13, "Managing Year End Processing," page 125.</u>	Global Payroll & Absence Mgmt, Year-End Processing, Create Year End Reports IND, Create Year End Reports IND	GPIN_PR_RC

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GPINYE5 Form 6A Data	Generates Form 6A to provide details of employee provident fund contributions for the previous year. Accompanies Form 3A.  <u>See Chapter 13, "Managing Year End Processing," page 125.</u>	Global Payroll & Absence Mgmt, Year-End Processing, Create Year End Reports IND, Create Year End Reports IND	GPIN_PR_RC
GPINYE06 Form 6 Data	Generates Form 6 biannually to report employer contributions to the Employee State Insurance Corporation.  <u>See Chapter 13, "Managing Year End Processing," page 125.</u>	Global Payroll & Absence Mgmt, Year-End Processing, Create Year End Reports IND, Create Year End Reports IND	GPIN_PR_RC
GPINYE7 Form 5	Generates Form 5 to report details of contributions and remittances of professional tax.  <u>See Chapter 13, "Managing Year End Processing," page 125.</u>	Global Payroll & Absence Mgmt, Year-End Processing, Create Year End Reports IND, Create Year End Reports IND	GPIN_PR_RC
GPINPY02 ESI Form 6	Generates Form 6 to provide half-year reporting of consolidated employer and employee insurance contributions, by month.  <u>See Chapter 13, "Managing Year End Processing," page 125.</u>	Global Payroll & Absence Mgmt, Authority Correspondence, Print ESI Form 6 IND, Print ESI Form 6 IND	GPIN_FORM7_RC
GPINPY03 LWF Form A	Generates LWF registration information.	Global Payroll & Absence Mgmt, Authority Correspondence, Print LWF Report, Print LWF Report	GPIN_FORMLWF_RC

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