

---

# PeopleSoft HCM 9.2: Global Payroll for Switzerland

---

June 2019

PeopleSoft HCM 9.2: Global Payroll for Switzerland  
Copyright © 1988, 2019, Oracle and/or its affiliates. All rights reserved.

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

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

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

U.S. GOVERNMENT END USERS: Oracle programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, delivered to U.S. Government end users are "commercial computer software" pursuant to the applicable Federal Acquisition Regulation and agency-specific supplemental regulations. As such, use, duplication, disclosure, modification, and adaptation of the programs, including any operating system, integrated software, any programs installed on the hardware, and/or documentation, shall be subject to license terms and license restrictions applicable to the programs. No other rights are granted to the U.S. Government.

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

Oracle and Java are registered trademarks of Oracle and/or its affiliates. Other names may be trademarks of their respective owners.

Intel and Intel Xeon are trademarks or registered trademarks of Intel Corporation. All SPARC trademarks are used under license and are trademarks or registered trademarks of SPARC International, Inc. AMD, Opteron, the AMD logo, and the AMD Opteron logo are trademarks or registered trademarks of Advanced Micro Devices. UNIX is a registered trademark of The Open Group.

This software or hardware and documentation may provide access to or information about content, products, and services from third parties. Oracle Corporation and its affiliates are not responsible for and expressly disclaim all warranties of any kind with respect to third-party content, products, and services unless otherwise set forth in an applicable agreement between you and Oracle. Oracle Corporation and its affiliates will not be responsible for any loss, costs, or damages incurred due to your access to or use of third-party content, products, or services, except as set forth in an applicable agreement between you and Oracle.

#### Documentation Accessibility

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

#### Access to Oracle Support

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info> or visit <http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs> if you are hearing impaired.

# Contents

<b>Preface: Preface.....</b>	<b>xiii</b>
Understanding the PeopleSoft Online Help and PeopleBooks.....	xiii
PeopleSoft Hosted Online Help.....	xiii
Locally Installed Help.....	xiii
Downloadable PeopleBook PDF Files.....	xiii
Common Help Documentation.....	xiv
Field and Control Definitions.....	xiv
Typographical Conventions.....	xiv
ISO Country and Currency Codes.....	xv
Region and Industry Identifiers.....	xv
Translations and Embedded Help.....	xvi
Using and Managing the PeopleSoft Online Help.....	xvi
PeopleSoft Products.....	xvi
Global Payroll for Switzerland.....	xvi
PeopleSoft HCM Application Fundamentals.....	xvi
HCM Abbreviations.....	xvii
Related Links for PeopleSoft HCM.....	xxvii
Contact Us.....	xxvii
Follow Us.....	xxvii
<b>Chapter 1: Getting Started with Global Payroll for Switzerland.....</b>	<b>29</b>
Global Payroll for Switzerland Overview.....	29
Global Payroll for Switzerland Business Processes.....	32
Global Payroll for Switzerland Integrations.....	32
Global Payroll for Switzerland Implementation.....	33
<b>Chapter 2: Understanding Global Payroll for Switzerland.....</b>	<b>35</b>
Global Payroll for Switzerland.....	35
Common Abbreviations.....	35
Global Payroll for Switzerland Business Processes.....	36
Archiving Data for Global Payroll for Switzerland.....	38
Delivered Elements.....	38
Delivered Element Creation.....	38
Element Ownership and Maintenance.....	39
Element Naming Conventions.....	40
Functional Area Codes for Switzerland.....	41
Element Type Codes (PIN_TYPE).....	42
Abbreviations for Swiss Domains.....	43
Suffixes for Switzerland.....	43
Industry and Regions Feature.....	44
Payment Frequencies.....	44
Sarbanes-Oxley Act of 2002 Requirements.....	47
Global Payroll for Switzerland is Swissdec Certified.....	49
Viewing Delivered Elements for Switzerland.....	49
Review Swiss Data.....	49
<b>Chapter 3: Defining Country Data.....</b>	<b>51</b>
Defining a Default Retroactive Processing Method.....	51
Defining Triggers and Segmentation Events.....	52

Identifying Proration Rules.....	57
Identifying Pin Categories.....	57
Identifying Rounding Rules.....	57
Setting Up Pay Entities and Pay Groups.....	58
Assigning and Viewing Print Classes.....	59
Defining Swiss Online Processing Options.....	61
Page Used to Define Swiss Online Processing Options.....	62
Online Processing Setup CHE Page.....	62
Defining Swiss Installation Options.....	66
Page Used to Define Swiss Install Options.....	67
Installation Options CHE Page.....	67
Upload Files CHE.....	67
Setting Up Postal Codes.....	70
Understanding Postal and Municipality Code Maintenance.....	70
Prepare Input File.....	70
Upload Data.....	71
Manage Postal Codes and Municipality Codes.....	71
Maintaining Swiss Payroll Salary Bases.....	72
<b>Chapter 4: Setting Up Family Allowances.....</b>	<b>75</b>
Understanding Family Allowances.....	75
Viewing Delivered Elements.....	75
Defining and Entering Family Allowances.....	75
Pages Used to Define and Enter Family Allowances.....	75
Entering Dependent Data in PeopleSoft HCM.....	75
Family Allowance Data Page.....	76
Child Allowance Data Page.....	77
Define Family Allow Data CHE Page.....	79
<b>Chapter 5: Setting Up FAKs.....</b>	<b>87</b>
Understanding FAKs.....	87
FAK Processing Structure.....	87
Viewing Delivered Elements.....	88
Entering FAK Data.....	89
Page Used to Enter FAK Data.....	89
Entering FAK Data.....	89
Running the FAK Contributions Report.....	91
Page Used to Run the FAK Contributions Report.....	91
Running the FAK Contributions Report.....	91
<b>Chapter 6: Setting Up Swiss Absence Rules.....</b>	<b>93</b>
Understanding Swiss Absence Rules.....	93
Viewing Delivered Elements.....	93
Absence Setup Steps for Switzerland.....	93
Delivered Absence Rules.....	94
Modification of Take Elements.....	97
Entitlement Calculation for Paid Vacation.....	100
Setting Up Absence Entitlement Plans.....	100
Pages Used to Set Up Absence Entitlement Plans.....	101
Entitlement Plan Page.....	102
Entitlement Details Page.....	102
Performing Background Processing.....	103
Setting Up Scale Codes.....	104
Pages Used to Set Up Scale Codes.....	105



Canton Scale Codes CHE Page.....	105
Salary Continuance Page.....	105
<b>Chapter 7: Setting Up Tariffs.....</b>	<b>107</b>
Understanding Swiss Tariffs.....	107
Viewing Delivered Elements.....	107
Defining Tariffs.....	107
Pages Used to Define Tariffs.....	107
Common Elements Used to Define Tariffs.....	108
Tariff Area Page.....	108
Base Information Page.....	109
Bonus Payment Page.....	109
Calculation Details Page.....	110
Working Time CHE Page.....	111
Overtime CHE Page.....	111
<b>Chapter 8: Setting Up Maternity Leave.....</b>	<b>113</b>
Understanding Swiss Maternity Leave.....	113
Viewing Delivered Elements.....	114
Setting Up Maternity Insurance.....	114
Page Used to Set Up Maternity Insurance.....	114
Maternity Insurance Code CHE Page.....	114
Maternity Leave CHE Page.....	116
<b>Chapter 9: Setting Up Reports.....</b>	<b>119</b>
Setting Up Payslips.....	119
Understanding Payslip Customizations.....	119
Pages Used to Set Up Payslips.....	120
Payslip Page.....	120
Messages CHE Page.....	121
Setting Up BESTA Reports.....	122
Setting Up the Salary Structure Analysis (LSE) Report.....	123
Understanding XML File Preparation.....	123
Pages Used to Set Up the Salary Structure Analysis (LSE) Report.....	123
Providers Page.....	124
Rates Page.....	124
LAW 2006 Page.....	125
Company Location CHE Page.....	125
Accumulators Page.....	126
Nationality Page.....	127
Setting Up Tax Statements.....	131
Pages Used to Set Up Tax Statements.....	131
Providers Page.....	131
Report Messages Page.....	132
Sender Details Page.....	133
Company Location Table CHE Page.....	134
Accumulator Name Page.....	136
Form Definition CHE Page.....	138
Setting Up Source Tax Reports.....	139
Pages Used to Set Up Source Tax Reports.....	139
Providers Page.....	139
FAK/Source Tax (System) CHE Page.....	140
FAK/Source Tax (Company) CHE Page.....	140
Accumulator Name Page.....	141

Setting Up FAK_CAF Reports.....	143
Pages Used to Set Up FAK_CAF Reports.....	143
Providers Page.....	143
Rates Page.....	144
FAK/Source Tax (System) CHE Page.....	144
FAK/Source Tax (Company) CHE Page.....	145
Viewing Accumulators.....	146
Setting Up Pay Balances.....	149
Pages Used to Set Up Pay Balances.....	149
Understanding Pay Balance Adjustments.....	149
Define List Set Page.....	149
Accumulator Name Page.....	150
Setting Up the Dashboard.....	150
Understanding Dashboard Setup.....	150
Pages Used to Set Up the Dashboard.....	151
Online Processing Setup CHE Page.....	151
ELM Domain Setup CHE Page.....	151
Providers CHE Page.....	153
Provider Page.....	154
FAK/Source Tax (Company) CHE Page.....	154
LAW 2006 Page.....	154
<b>Chapter 10: Managing Overtime Requests.....</b>	<b>157</b>
Understanding the Overtime Request Process.....	157
Prerequisites.....	158
Common Elements Used in This Chapter.....	158
Viewing Delivered Elements.....	159
Creating Overtime Requests (Employee).....	159
Viewing Overtime Requests (Employee).....	160
Creating Overtime Requests (Manager).....	161
Viewing Overtime Requests (Manager).....	162
Approving Employee Overtime (Manager and Human Resources Administrator).....	163
Managing Employee Overtime (Human Resources Administrator).....	163
Generating Overtime Requests.....	164
Pages Used to Generate Overtime Requests.....	165
Overtime Duration CHE Page.....	166
Overtime Elements CHE Page.....	166
Request Overtime - Latest Overtime Requests Page.....	167
View Overtime Request Status - Overtime Requests Page.....	168
Request Overtime - Overtime Request Details (add) Page.....	169
Request Overtime - Submit Confirmation Page.....	171
Request Overtime - Overtime Request Detail (view) Page.....	172
Request Overtime - Cancel Confirmation Page.....	173
Request Employee Overtime - Select Employee Page.....	174
Approve Employee Overtime - Select a Transaction Page.....	175
Request Overtime - Overtime Request Details (approve) Page.....	176
Generate Overtimes Page.....	178
<b>Chapter 11: Managing Social Insurance for Switzerland.....</b>	<b>179</b>
Understanding Swiss Social Insurance.....	179
Common Social Insurance Terms.....	179
Social Insurance Overview.....	180
Default Hierarchy for Social Insurance.....	181

Viewing Delivered Elements.....	181
Common Elements Used with Social Insurance.....	181
Viewing Social Insurance Data.....	182
Pages Used to View Social Insurance Data.....	182
Social Insurance System Page.....	183
Social Insurance Details Page.....	184
Defining Insurance Providers.....	185
Pages Used to Define Insurance Providers.....	185
Providers Page.....	185
Contribution Rates Page.....	187
Defining Company Social Insurance Contributions.....	188
Pages Used to Define Company Social Insurance Contributions.....	188
Understanding Company SI Contributions.....	189
Implementing Legal Daily Payment Calculations.....	189
Rates Page.....	190
Provider Page.....	192
PK Data Page.....	193
LAW 2006 Page.....	194
LAW Messages Page.....	195
Payslip Page.....	196
Sender Details Page.....	197
Maintain Social Ins Data CHE Page.....	199
Accident Insurance Data CHE Page.....	200
Managing Additional Insurance.....	201
Pages Used to Manage Additional Insurance.....	202
Additional Insurance Provider CHE Page.....	202
Additional Insurance Data Page.....	203
Reporting on Social Insurance.....	204
Pages Used to Report on Social Insurance.....	204
Element Contribution List CHE Page.....	205
Company SI Contributions Report CHE Page.....	208
Payroll Register Options Page.....	209
Payroll Register Element View Page.....	210
Pay Balance CHE Page.....	210
Personal Statement CHE Page.....	212
<b>Chapter 12: Managing Source Tax.....</b>	<b>215</b>
Understanding Source Tax.....	215
Calculating Source Tax.....	215
Calculation Methods.....	216
Overview on Generating a Source Tax XML for Swissdec.....	219
Calculation Elements.....	220
Viewing Delivered Elements.....	222
Generating Source Tax Reports.....	222
Pages Used to Run Source Tax Data Reports.....	222
Element Contribution List CHE Page.....	222
Source Tax Events – proposed.....	224
Source Tax – Get Result (ViewGen).....	225
Source Tax Year Report CHE Page.....	227
Source Tax Month Report CHE Page.....	228
Viewing and Maintaining Source Tax Data.....	230
Pages Used to View and Maintain Source Tax Data.....	230

Load Files CHE Page.....	231
Municipality Codes CHE Page.....	233
Source Tax CHE Page.....	233
Tax Data Page.....	234
FAK/SourceTax(System) CHE Page.....	239
<b>Chapter 13: Defining EO Payments for Switzerland.....</b>	<b>241</b>
Understanding EO Payments.....	241
Viewing Delivered Elements.....	241
Defining EO Payments and Corrections.....	241
Pages Used to Define EO Payments and Corrections.....	242
Understanding EO Payments and Corrections.....	242
Define EO Payment CHE Page.....	242
Define EO Payment Override CHE Page.....	244
<b>Chapter 14: Managing BVG Deductions.....</b>	<b>247</b>
Understanding BVG Calculations.....	247
Viewing Delivered Elements.....	247
Managing PK Data.....	247
Pages Used to Manage PK Data.....	248
PK Data Management.....	248
Providers Page.....	249
PK Data Page.....	250
Pension Fund Data CHE Page.....	250
BVG Limits CHE Page.....	251
Exchanging Pension Data with PEKA.....	252
Pages Used to Exchange Pension Data with PEKA.....	252
Year End Processing CHE — Downloading BVG Page.....	253
Year End processing CHE — Uploading BVG Data Page.....	254
<b>Chapter 15: Managing Maternity Leave.....</b>	<b>257</b>
Understanding Maternity Leave.....	257
Tracking Maternity Leave.....	257
Page Used to Track Maternity Leave.....	257
Maternity Leave CHE Page.....	257
Maternity Leave Example.....	259
Viewing Delivered Maternity Leave Elements.....	259
Maternity Deductions.....	260
Maternity Earnings.....	260
Maternity Process Lists.....	260
<b>Chapter 16: Managing Banking.....</b>	<b>263</b>
Setting Up Swiss Banking.....	263
Downloading Bank Definitions.....	265
Pages Used to Download Bank Definitions.....	265
Understanding Bank Definitions.....	265
Load Files CHE Page.....	265
Setting Up Defaults for Source Banks.....	267
Page Used to Set Up Defaults for Source Banks.....	267
Pay Entities - Source Bank Link Page.....	267
Defining Further information in Global payroll for Switzerland.....	268
Understanding ISO 20022 in XML dashboard.....	268
Pages Used to set up dashboard for ISO 20022.....	268
Providers CHE Page.....	269
Company SI Contributions CHE /Providers Page.....	269

ELM Domain Setup CHE Page.....	270
Defining Payment Types.....	271
Pages Used to Define Payment Types.....	271
Payments Types CHE Page.....	271
Accumulator Members Page.....	272
Defining Additional Information for Payment Types.....	272
Pages Used to Define Additional Information for Payment Types.....	272
Sender Details Page.....	273
E-/D-Assignments – category GR1 Page.....	274
Add Deduction Recipients Page.....	275
Understanding Custom Exit to Assign Source Banks.....	276
Formula Name Page.....	276
Defining Payment Transfer Information for Payees.....	278
Pages Used to Define Payment Transfer Information for Payees.....	278
Type 1 — Bank Accounts Page.....	278
Specify Net Pay Elections Page.....	279
Type 8 – Garnishments Swiss configured E/D-assignments Page & Recipient Page.....	280
Type 9 – External Standard E/D - Assignments Page and Recipient Page.....	282
Running the Payment Prep Process CHE.....	284
Pages Used to Create ISO 20022 XML (Domestic and International).....	285
Run Payment Prep Process CHE Page.....	285
Create Bank List CHE Page.....	286
Creating Payment Files (ISO 20022) and Reports in Global Payroll for Switzerland.....	287
Pages Used to Create ISO 20022 XML (Domestic and International).....	288
Prepare Files Page.....	288
Process Files Page.....	290
Running International Bank Processing (SEPA – via FG).....	292
Pages Used to Run International Bank Processing.....	292
Banking Country Setup Page.....	292
Banking Preparation Definition Page.....	293
Reporting.....	294
<b>Chapter 17: Managing Off-Cycle Payments for Switzerland.....</b>	<b>297</b>
Understanding Off-Cycle Processing.....	297
The Off-Cycle Process.....	297
Types of Off-Cycle Transactions.....	297
Recording Manual Payments in Switzerland.....	298
Manual Payments.....	298
Entering Corrections for Switzerland.....	299
Corrections.....	299
Making Unscheduled Payments for Switzerland.....	299
Advancing Payrolls for Switzerland.....	299
<b>Chapter 18: Managing Multiple Contracts.....</b>	<b>301</b>
Understanding Multiple Contracts.....	301
Multiple Contract Support.....	301
Creation and Identification of Employee Records.....	302
Assignment of Accident Insurance Providers for Employees with Multiple Contracts.....	303
Steps for Setting Up and Entering Multiple Contracts for an Employee.....	304
Use Cases.....	304
Prerequisites.....	307
Setting Up and Entering Multiple Contracts for an Employee.....	308
Pages Used to Set Up and Enter Multiple Contracts for an Employee.....	308

Multiple Contracts Company Setup CHE Page.....	309
Review Multiple Contracts CHE Page.....	310
Review MC Exceptions CHE Page.....	313
Setting Up and Running the General Ledger (GL) Process for Multi-Contract Employees.....	314
Pages Used to Set Up and Run the General Ledger (GL) Process for Multi-Contract Employees.....	314
Understanding the General Ledger Process for Switzerland.....	314
General Ledger Migrating Multiple Contracts Elements CHE Page.....	315
Level Page.....	316
Send Costs to GL CHE Page.....	317
Managing Swiss Legal Attribute Records.....	318
Handling of Legal Attributes in Non-MC and MC Environments.....	318
Legal Attributes with New Levels.....	319
<b>Chapter 19: Processing Swissdec by Dashboard.....</b>	<b>323</b>
Understanding ELM and eGovernment for Global Payroll for Switzerland.....	323
eGovernment Overview.....	323
eGovernment Reporting.....	323
Additional XML Reporting.....	324
Managing Governmental Data.....	324
Generating and Managing Dashboard XML.....	325
Pages Used to Generate and Manage Dashboard XML.....	325
Understanding Dashboard Processing.....	326
Prepare Files Page.....	328
Process Files Page.....	332
Transmit Options Page.....	335
Ping/Interop Details Page.....	338
BI PUBLISHER/ViewGen Parameters Page.....	339
Prepare FAK_CAF Setup for <i>Verbandsausgleichskassen</i> .....	343
Preparing XML File for FAK_CAF Monthly Processing (AK Banken and AK Versicherung).....	344
Preparing XML File for FAK_CAF YearToDate Processing (eAHV).....	346
Preparing Source Tax XML Geneva (yearly = ISEL) — only supported until 31.12.2014.....	349
<b>Chapter 20: Generating Payslips and General Payroll Reports.....</b>	<b>351</b>
Generating Payslips and General Reports.....	351
Pages Used to Generate Payslips and General Reports.....	351
Understanding Payslips.....	352
Payslip Options Page.....	352
View Online Payslip CHE Page.....	355
BESTA Employment Statistic CHE Page.....	356
Calc Reconciliation Report CHE Page.....	358
Pay Element Summary Month Page.....	359
Creating General Ledger Reports.....	360
Pages Used to Create General Ledger Reports.....	360
Create Accounting Voucher CHE Page.....	360
Create Reconciliation List CHE Page.....	361
Overpayment List CHE Page.....	362
Query Viewer Page.....	363
Creating, Viewing, and Updating Online Tax Statements.....	364
Pages Used to Create, View and Update Online Tax Statements.....	364
Tax Statement CHE Page.....	364
Override Tax Stmt 2006 CHE Page.....	366

Maintain LAW Data 2006 CHE Page.....	367
Override Tax Stmt 2006 CHE Page — Updating Tax Statements Online.....	369
<b>Chapter 21: Performing Gross Calculations.....</b>	<b>371</b>
Channels for Gross Input.....	371
Pages Used to Setup and Use Gross Calculations.....	371
Types of Earnings and Proposed Entry Points.....	372
13th Month Payments.....	373
Earnings Codes.....	373
Eligibility, Pay Out Events, and Calculation.....	373
Hourly Payments.....	374
Overview of Earnings for Overtime Payments.....	374
Earnings that Use the Rate from Compensation for Code C13600.....	375
Earnings that use the Rate from the Job Hourly Rate.....	376
Earnings that use Rate in the Customer Maintained Overtime Table.....	377
Earnings Automatically Derived for Hourly Payments.....	380
Other Hourly Payments.....	380
Swissdec Earnings.....	380
Net to Gross (Gross Up).....	380
Pages Used to make adjustments for gross up calculations.....	381
Maintain Social Ins Data CHE Page.....	381
Accumulator - Member Page.....	381
<b>Chapter 22: Employee Report Center.....</b>	<b>383</b>
Understanding Employee Report Center.....	383
Employee Report Center CHE Page.....	383
Unemployment Reports.....	384
Pages Used to Set Up and Generate Unemployment Reports.....	384
Unemployment Report CHE Page.....	384
<b>Chapter 23: Understanding Error Messages.....</b>	<b>387</b>
Delivered Error Messages for Switzerland.....	387
<b>Chapter 24: Dashboard Reports Versus Classic Reports.....</b>	<b>399</b>
Understanding Dashboard Reports Versus Classic Reports.....	399
Comparison Table.....	399
<b>Chapter 25: Global Payroll for Switzerland Sarbanes-Oxley Act.....</b>	<b>403</b>
Guidelines to Fulfill the Needs of Sarbanes-Oxley Act.....	403
<b>Chapter 26: Additional Certified Earnings and Deductions.....</b>	<b>411</b>
Understanding Additional Certified Earnings and Deductions.....	411
Additional Earnings and Deductions Table.....	411
Additional Earnings for Child Allowance.....	413
<b>Chapter 27: Global Payroll for Switzerland Accumulators.....</b>	<b>415</b>
Understanding Global Payroll for Switzerland Accumulators.....	415
Subtotals.....	415
Others.....	416
Social Insurances.....	417
Source Tax.....	419
2006 Tax Statement (and later).....	420
Statistics - LSE.....	421
French Cross-Border Reporting Tax.....	422
Geneva (GE) Source Tax Reporting (will expire on 31.12.2014).....	423
Ticino (TI) Source Tax Reporting.....	423
Source Tax Reporting (Various Cantons).....	423
Unemployment Reporting.....	424

Reporting (Others).....	424
<b>Chapter 28: Using Customer Exits.....</b>	<b>425</b>
Understanding Customer Exits.....	425
Formula Table for Overriding Exits.....	425
Understanding Custom Exit to Assign Source Banks.....	427
Formula Name Page.....	428
<b>Chapter 29: Robust File Management.....</b>	<b>431</b>
Robust File Management.....	431
<b>Chapter 30: Year End Audit.....</b>	<b>433</b>
Year End Audit.....	433
<b>Chapter 31: Global Payroll for Switzerland Reports.....</b>	<b>441</b>
Global Payroll for Switzerland Reports: A to Z.....	441
Swissdec-Certified Reports.....	442
Additional Reports.....	445
<b>Chapter 32: Managing payments for Previous Year Terminated Employees.....</b>	<b>449</b>
Understanding Payments for Previous Year Terminated Employees.....	449
Understanding Accumulator Adjustments in Case of Late Termination.....	450



# Preface

---

## Understanding the PeopleSoft Online Help and PeopleBooks

The PeopleSoft Online Help is a website that enables you to view all help content for PeopleSoft Applications and PeopleTools. The help provides standard navigation and full-text searching, as well as context-sensitive online help for PeopleSoft users.

### PeopleSoft Hosted Online Help

You access the PeopleSoft Online Help on Oracle's PeopleSoft Hosted Online Help website, which enables you to access the full help website and context-sensitive help directly from an Oracle hosted server. The hosted online help is updated on a regular schedule, ensuring that you have access to the most current documentation. This reduces the need to view separate documentation posts for application maintenance on My Oracle Support, because that documentation is now incorporated into the hosted website content. The Hosted Online Help website is available in English only.

---

**Note:** Only the most current release of hosted online help is updated regularly. After a new release is posted, previous releases remain available but are no longer updated.

---

### Locally Installed Help

If you are setting up an on-premises PeopleSoft environment, and your organization has firewall restrictions that prevent you from using the Hosted Online Help website, you can install the PeopleSoft Online Help locally. If you install the help locally, you have more control over which documents users can access and you can include links to your organization's custom documentation on help pages.

In addition, if you locally install the PeopleSoft Online Help, you can use any search engine for full-text searching. Your installation documentation includes instructions about how to set up Elasticsearch for full-text searching. See *PeopleSoft 9.2 Application Installation* for your database platform, "Installing PeopleSoft Online Help." If you do not use Elasticsearch, see the documentation for your chosen search engine.

---

**Note:** See [Oracle Support Document 2205540.2 \(PeopleTools Elasticsearch Home Page\)](#) for more information on using Elasticsearch with PeopleSoft.

---

---

**Note:** Before users can access the search engine on a locally installed help website, you must enable the Search field. For instructions, go to your locally installed PeopleSoft Online Help site and select About This Help >Managing Locally Installed PeopleSoft Online Help >Enabling the Search Button and Field in the Contents sidebar.

---

### Downloadable PeopleBook PDF Files

You can access downloadable PDF versions of the help content in the traditional PeopleBook format. The content in the PeopleBook PDFs is the same as the content in the PeopleSoft Online Help, but it has

a different structure and it does not include the interactive navigation features that are available in the online help.

## Common Help Documentation

Common help documentation contains information that applies to multiple applications. The two main types of common help are:

- Application Fundamentals
- Using PeopleSoft Applications

Most product families provide a set of application fundamentals help topics that discuss essential information about the setup and design of your system. This information applies to many or all applications in the PeopleSoft product family. Whether you are implementing a single application, some combination of applications within the product family, or the entire product family, you should be familiar with the contents of the appropriate application fundamentals help. They provide the starting points for fundamental implementation tasks.

In addition, the *PeopleTools: Applications User's Guide* introduces you to the various elements of the PeopleSoft Pure Internet Architecture. It also explains how to use the navigational hierarchy, components, and pages to perform basic functions as you navigate through the system. While your application or implementation may differ, the topics in this user's guide provide general information about using PeopleSoft Applications.

## Field and Control Definitions

PeopleSoft documentation includes definitions for most fields and controls that appear on application pages. These definitions describe how to use a field or control, where populated values come from, the effects of selecting certain values, and so on. If a field or control is not defined, then it either requires no additional explanation or is documented in a common elements section earlier in the documentation. For example, the Date field rarely requires additional explanation and may not be defined in the documentation for some pages.

## Typographical Conventions

The following table describes the typographical conventions that are used in the online help.

<b><i>Typographical Convention</i></b>	<b><i>Description</i></b>
Key+Key	Indicates a key combination action. For example, a plus sign (+) between keys means that you must hold down the first key while you press the second key. For Alt+W, hold down the Alt key while you press the W key.
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe ( ).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.

<b>Typographical Convention</b>	<b>Description</b>
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object.  Ampersands also precede all PeopleCode variables.
=>	This continuation character has been inserted at the end of a line of code that has been wrapped at the page margin. The code should be viewed or entered as a single, continuous line of code without the continuation character.

## ISO Country and Currency Codes

PeopleSoft Online Help topics use International Organization for Standardization (ISO) country and currency codes to identify country-specific information and monetary amounts.

ISO country codes may appear as country identifiers, and ISO currency codes may appear as currency identifiers in your PeopleSoft documentation. Reference to an ISO country code in your documentation does not imply that your application includes every ISO country code. The following example is a country-specific heading: "(FRA) Hiring an Employee."

The PeopleSoft Currency Code table (CURRENCY\_CD\_TBL) contains sample currency code data. The Currency Code table is based on ISO Standard 4217, "Codes for the representation of currencies," and also relies on ISO country codes in the Country table (COUNTRY\_TBL). The navigation to the pages where you maintain currency code and country information depends on which PeopleSoft applications you are using. To access the pages for maintaining the Currency Code and Country tables, consult the online help for your applications for more information.

## Region and Industry Identifiers

Information that applies only to a specific region or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a region-specific heading: "(Latin America) Setting Up Depreciation"

### Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in the PeopleSoft Online Help:

- Asia Pacific
- Europe
- Latin America
- North America

## Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in the PeopleSoft Online Help:

- USF (U.S. Federal)
- E&G (Education and Government)

## Translations and Embedded Help

PeopleSoft 9.2 software applications include translated embedded help. With the 9.2 release, PeopleSoft aligns with the other Oracle applications by focusing our translation efforts on embedded help. We are not planning to translate our traditional online help and PeopleBooks documentation. Instead we offer very direct translated help at crucial spots within our application through our embedded help widgets. Additionally, we have a one-to-one mapping of application and help translations, meaning that the software and embedded help translation footprint is identical—something we were never able to accomplish in the past.

---

## Using and Managing the PeopleSoft Online Help

Click the Help link in the universal navigation header of any page in the PeopleSoft Online Help to see information on the following topics:

- What's new in the PeopleSoft Online Help.
- PeopleSoft Online Help accessibility.
- Accessing, navigating, and searching the PeopleSoft Online Help.
- Managing a locally installed PeopleSoft Online Help website.

---

## PeopleSoft Products

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

---

## Global Payroll for Switzerland

Global Payroll for Switzerland is a *country extension* of the core Global Payroll application. It provides you payroll rules and elements needed to run a Swiss payroll.

---

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

## Related Links

Application Fundamentals

---

## HCM Abbreviations

Throughout PeopleSoft Human Capital Management (HCM) applications fields may be labeled with an abbreviation rather than with the full spelling of the field name. Those abbreviations are used in HCM applications, along with the corresponding full name.

<b>Abbr</b>	Abbreviation
<b>ACA</b>	Affordable Care Act
<b>Acad</b>	Academic
<b>Accomps</b>	Accomplishments
<b>Accr</b>	Accrual
<b>Acctng</b>	Accounting
<b>Accum</b>	Accumulator
<b>Actn</b>	Action
<b>Aaddl</b>	Additional
<b>Addr</b>	Address
<b>Adj</b>	Adjust or adjustment
<b>Adm</b>	Administration or administer
<b>ALE</b>	Applicable Large Employer
<b>Alloc</b>	Allocation
<b>Allow</b>	Allowance
<b>ANF</b>	Family allowances
<b>Anniv</b>	Anniversary
<b>Annl</b>	Annual
<b>Appl</b>	Applicant
<b>Appr</b>	Approver, approve, or approved
<b>Apvl</b>	Approval
<b>Asc</b>	Ascending
<b>Asgnmt</b>	Assignment

<b>Assmptn</b>	Assumption
<b>Avg</b>	Average
<b>Ben</b>	Beneficiary
<b>BenAdmin</b>	Benefits administration
<b>Benef</b>	Beneficiary
<b>Benefit</b>	Benefit
<b>Btn</b>	Button
<b>CAF</b>	Tax Assistance Center
<b>Calc</b>	Calculation
<b>Calc'd</b>	Calculated
<b>Calcs</b>	Calculations
<b>Catgy</b>	Category
<b>Cd</b>	Code
<b>Cdn</b>	Canadian
<b>Certif</b>	Certification
<b>Chartfield</b>	Chart Field
<b>Chk</b>	Check
<b>Civ</b>	Civil
<b>Classif</b>	Classification
<b>Cnt</b>	Count
<b>Cntb</b>	Contribution
<b>Cntbs</b>	Contributions
<b>Cntry</b>	Country
<b>Coll</b>	Collaborative or collective
<b>Compa</b>	Comparative
<b>Comp</b>	Compensations
<b>Comprate</b>	Compensation rate
<b>Comps</b>	Competencies
<b>Cond</b>	Condition

<b>Cont</b>	Contract
<b>Contrib</b>	Contribution
<b>Conv</b>	Conversion
<b>Covg</b>	Coverage
<b>CPDF</b>	Central personnel data file
<b>CPF</b>	Central Provident Fund
<b>Cred</b>	Credit
<b>Curr</b>	Current
<b>Cust</b>	Customer
<b>DDP</b>	Direct deposit
<b>D.D.</b>	Direct deposit
<b>Decl</b>	Declaration
<b>Decr</b>	Decrease
<b>Dedn</b>	Deduction
<b>Dedns</b>	Deductions
<b>Defn</b>	Definitions
<b>Dep</b>	Dependent
<b>Dep/Ben</b>	Dependent/beneficiary
<b>Dept</b>	Department
<b>Dept ID</b>	Department ID
<b>Depts</b>	Departments
<b>Desc</b>	Descending
<b>Descr</b>	Description
<b>Disab</b>	Disability
<b>Dt</b>	Date
<b>Dtl</b>	Detail
<b>Dups</b>	Duplicates
<b>Dyn</b>	Dynamic
<b>Educ</b>	Education

<b>EE</b>	Employee
<b>Eff</b>	Effective
<b>Effdt</b>	Effective date
<b>Effseq</b>	Effective sequence
<b>EI</b>	Employment insurance
<b>Elig</b>	Eligible
<b>Empl</b>	Employee
<b>Empl ID</b>	Employee ID
<b>Empl ID's</b>	Employee IDs
<b>Emplr</b>	Employer
<b>Empls</b>	Employees
<b>Encum</b>	Encumbrance
<b>Enrl</b>	Enroll
<b>Entl</b>	Entitlement
<b>EPF</b>	Employee Provident Fund
<b>Erncd</b>	Earn code
<b>Est</b>	Estimated
<b>Estab</b>	Establishment
<b>Eval</b>	Evaluation
<b>Expr</b>	Expression
<b>Ext</b>	External
<b>Ext'n</b>	Extension
<b>FEGLI</b>	Federal Employee Group Life Insurance
<b>Fict</b>	Fictitious
<b>Fld</b>	Field
<b>Flds</b>	Fields
<b>Flg</b>	Flag
<b>Fnds</b>	Funds
<b>Func</b>	Function



<b>Genl</b>	General
<b>GL</b>	General ledger
<b>Govt</b>	Government
<b>Gratif</b>	Gratification
<b>Grd</b>	Grade
<b>Grp</b>	Group
<b>Grs</b>	Gross
<b>GST</b>	Goods and service tax
<b>H&amp;S</b>	Health and safety
<b>HCE</b>	Highly compensated employee
<b>HIPAA</b>	Health Insurance Portability and Accountability Act
<b>Hlth</b>	Health
<b>Hol</b>	Holiday
<b>Hrly</b>	Hourly
<b>ID</b>	Identification
<b>Ident</b>	Identification
<b>ID's</b>	Identifications
<b>IMSS</b>	<i>Instituto Mexicano del Seguro Social</i> —Social Security Institute (Mexico)
<b>INAIL</b>	National Injury Agency (Italy)
<b>Incl</b>	Include
<b>Incr</b>	Increase
<b>Ind</b>	Indicator
<b>Indep</b>	Independent
<b>Indiv</b>	Individual
<b>Inf</b>	Information
<b>INPDAI</b>	Social Security Agency for executives (Italy)
<b>INPS</b>	Social Security Agency (Italy)
<b>Insur</b>	Insurance

<b>Int</b>	Internal
<b>Integ</b>	Integration
<b>Investig</b>	Investigation
<b>IR</b>	Inland Revenue (has been renamed to HMRC)
<b>IRB</b>	Inland Revenue Board
<b>IRD</b>	Inland Revenue Department
<b>IRPEF</b>	Personal taxes (Italy)
<b>ISR</b>	<i>Impuesto sobre la Renta</i> —Income Tax (Mexico)
<b>JCR</b>	Job change request
<b>JobCd</b>	Job code
<b>Jrnl</b>	Journal
<b>Lgth</b>	Length
<b>Lmt</b>	Limit
<b>Locn</b>	Location
<b>Lve</b>	Leave
<b>Lvl</b>	Level
<b>LWF</b>	Labour Welfare Fund
<b>LWOP</b>	Leave without pay
<b>Mag</b>	Magnetic
<b>Matern</b>	Maternity
<b>Max</b>	Maximum
<b>Mbrs</b>	Members
<b>Meas</b>	Measure
<b>Metropol</b>	Metropolitan
<b>Min</b>	Minimum
<b>Mins</b>	Minutes
<b>MPF</b>	Mandatory Provident Fund
<b>MPP</b>	Maternity pay period
<b>Msg</b>	Message

<b>MTD</b>	Month to date
<b>Mthd</b>	Method
<b>Mthly</b>	Monthly
<b>Mths</b>	Months
<b>Mult</b>	Multiple or multiplication
<b>Natl</b>	National
<b>Nbr</b>	Number
<b>Neg</b>	Negative
<b>NID</b>	National identification
<b>NOA</b>	Nature of action
<b>Notif</b>	Notification
<b>Occ</b>	Occupational
<b>Ofc</b>	Office or official
<b>Oper</b>	Operating
<b>Opr ID</b>	Operator ID
<b>Optn</b>	Option
<b>Ord</b>	Ordinary
<b>Ovrd</b>	Override
<b>Parm</b>	Parameter
<b>Parms</b>	Parameters
<b>PAYE</b>	Pay as you earn
<b>PB</b>	Push button
<b>Pct</b>	Percent
<b>Perf</b>	Performance
<b>Pers</b>	Personal
<b>Pgm</b>	Program
<b>PI</b>	Positive input
<b>PIN_NUM</b>	Personal identification number
<b>Posn</b>	Position

<b>Pre</b>	Process
<b>Pres</b>	Processes
<b>Prd</b>	Period
<b>Prds</b>	Periods
<b>Pref</b>	Preferred
<b>Prev</b>	Previous
<b>Probtn</b>	Probation
<b>Prog</b>	Program
<b>Pygrp</b>	Paygroup
<b>QIT</b>	Quebec Income Tax
<b>QPIP</b>	Quebec Parental Insurance Plan
<b>QPP</b>	Quebec Pension Plan
<b>Qstn</b>	Question
<b>QTD</b>	Quarter to date
<b>Rcd</b>	Record
<b>Reev</b>	Reevaluation
<b>Reg</b>	Regional, registry, or regular
<b>Remun</b>	Remuneration
<b>Reproc</b>	Preprocess
<b>Req</b>	Requisition
<b>Reqd</b>	Required
<b>Reqt</b>	Requirement
<b>RFC</b>	<i>Registro Federal de Contribuyente</i> —Federal Registry for the Payee (Mexico)
<b>Rfnd</b>	Refund
<b>RITS</b>	Reserve Bank Information and Transfer System
<b>RL</b>	<i>Relevé</i>
<b>RMG</b>	Average Daily Rate (Italy)
<b>ROE</b>	Record of Employment

<b>ROST</b>	Register of separations and transfers
<b>Rptg</b>	Reporting
<b>Rqmts</b>	Requirements
<b>Rqst</b>	Request
<b>Rslt</b>	Result
<b>Rt</b>	Rate
<b>Run Ctrl</b>	Run control
<b>Sal</b>	Salary
<b>Sched</b>	Schedule or scheduled
<b>SCON</b>	Scheme contracted out numbers
<b>Sen</b>	Seniority
<b>Seq</b>	Sequence
<b>SeqNum</b>	Sequence number
<b>Serv</b>	Service
<b>Set ID</b>	Set ID
<b>Set IDs</b>	Set IDs
<b>Sev</b>	Severance
<b>SINQ</b>	Suspense Inquiry and Correction System
<b>SJT</b>	Security Join table
<b>SocSec</b>	Social Security
<b>Spcl</b>	Special
<b>SSP</b>	Statutory sick pay
<b>Stnd</b>	Standard
<b>Stnd Hrs</b>	Standard hours
<b>Stds</b>	Standards
<b>Str</b>	String
<b>Summ</b>	Summary
<b>Suppl</b>	Supplementary
<b>Supv</b>	Supervisor

<b>SWT</b>	State withholding tax
<b>T&amp;L</b>	Time and labor
<b>TL</b>	Time and labor
<b>Tbl</b>	Table
<b>TCD</b>	Time collection device
<b>TFR</b>	Termination Payments (Italy)
<b>Tgt</b>	Target
<b>Tmp</b>	Temporary
<b>Tmplt</b>	Template
<b>TRC</b>	Time reporting code
<b>TRCs</b>	Time reporting codes
<b>Trmntn</b>	Termination
<b>Txbl</b>	Taxable
<b>Upd</b>	Update
<b>Vacn</b>	Vacation
<b>Var</b>	Variable
<b>Ver</b>	Version
<b>Vol</b>	Volume
<b>WAO</b>	<i>Wet op de arbeidsongeschiktheidsverzekering</i> Disability Insurance Act (The Netherlands)
<b>WCB</b>	Workers' Compensation Board
<b>WIGI</b>	Within grade increases
<b>wrk</b>	Worker
<b>XFER</b>	Transfer
<b>XLAT</b>	Translate
<b>XSLT</b>	XSL (Extensible Stylesheet Language) transformations
<b>YTD</b>	Year to date
<b>ZVW</b>	<i>Zorgverzekeringswet</i> —Health Care Insurance Act (The Netherlands)

---

## Related Links for PeopleSoft HCM

[PeopleSoft Information Portal](#)

[My Oracle Support](#)

[PeopleSoft Training from Oracle University](#)

[PeopleSoft Video Feature Overviews on YouTube](#)

[PeopleSoft Business Process Maps \(Microsoft Visio format\)](#)

---

## Contact Us

Send your suggestions to [PSOFT-INFODEV\\_US@ORACLE.COM](mailto:PSOFT-INFODEV_US@ORACLE.COM). Please include release numbers for the PeopleTools and applications that you are using.

---

## Follow Us



[Facebook.](#)



[YouTube](#)



[Twitter@PeopleSoft\\_Info.](#)



[PeopleSoft Blogs](#)



[LinkedIn](#)





## Chapter 1

# Getting Started with Global Payroll for Switzerland

---

## Global Payroll for Switzerland Overview

Switzerland payroll is Swissdec certified. This guarantees that this payroll covers all the features described in detail in the Swissdec payroll guidelines (<http://www.swissdec.ch/home.htm>). Switzerland payroll provides further features on top of the Swissdec certified ones. The key Global Payroll for Switzerland features include:

- Tax Statement (Lohnausweis / Certificat de salaire) – Swissdec certified
- Social Insurances – Swissdec certified
- Source Tax – Swissdec certified
- Family Allowances (FAK\_CAF)
- Reports to satisfy requirements of the Swiss Federal Office of Statistic (BFS\_OFS)
- EO functionality
- Payment Transfers
- Self-Service
- BVG\_LPP Interface – beyond Swissdec
- Multi Contract Support
- Audit legal reporting

### **Tax Statement (Lohnausweis / Certificat de salaire) – Swissdec certified**

Pages to capture data required by mandated Swiss tax statement that provides a report process to create the tax statement file in XML format for use with ELM (einheitliches Lohnmeldeverfahren).

### **Social Insurances – Swissdec certified**

- Overrides on person level for the various eligibility status, yearly calculation and AHV\_AVS minimum. Without overrides calculation as of company defaults apply.
- Support for AHV\_AVS, ALV\_AC and UVG\_LAA statutory insurance schemes.
- Support impromptu AHV\_AVS entries and terminations - E(M)A with creation of Proof of registration.
- Support for BVG\_LPP, KTG\_AMC and UVGZ\_LAAC company insurance schemes.

- eGovernment functionality that enables reporting for all social insurances from a single location, simplifying the process.

### **Source Tax –Swissdec certified**

The payroll supports source tax calculation and reporting for all 26 cantons and supports the monthly reporting via Swissdec distributor.

Source Tax Data page provides:

- The ability to select the tariff from a list of valid values for the corresponding canton.
- The ability to specify a worker's exemption from the tax statement or from the source tax on the source tax page.
- Automatic calculation of tariffs according to civil status, number of children, canton/country of residence.
- Assign fixed rates, fixed deductions and override estimated yearly income.
- The Postal Code table used to validate the municipality code of the employee's home address (resident of Switzerland) or work location (nonresident).
- Maintain all further tax details required since 2014 (child data, spouse data, reason for tariff changes, etc. (see Swissdec guidelines)

Calculation and reporting

Annualized calculation for cantons FR, GE, TI and VD; monthly calculation for all other cantons.

### **Family Allowances (FAK\_CAF)**

The payroll supports child allowances calculation and reporting for all 26 cantons. Uses a unique layout for monthly and yearly reporting that is accepted by all cantons.

Fields on the Family Allowance page provide:

- The ability to indicate whether a child is living outside of Switzerland in a country that is not part of the EU in order to determine the child allowance.
- The ability to enter the factor of the birth allowance to be applied to each child in the case of multiple births.
- The ability to enter student status with forced entry of expiration date.

FAK\_CAF Calculation and Reporting.

- Calculate GE allowances to add to the source tax base and trigger the remark in tax statement.
- Support the special rules for families with three or more children.
- Support all other canton specific rules.
- Support XML based reporting for Ausgleichskasse Banken (monthly reporting).
- Support XML based reporting for the central register (monthly), eAHV format.

- Support XML based yearly reporting – Swissdec certified.

## Reports to satisfy requirements of the Swiss Federal Office of Statistic (BFS\_OFS)

- BESTA Statistic (Beschaeftigungsstatistik) – beyond Swissdec.
- Salary Structure Analysis (Lohnstrukturerhebung) – Swissdec certified.

## EO functionality

EO includes an interface file to send electronically to the AHV\_AVIS provider. EO payments are calculated in the current month, which avoids many retroactive calculations and accommodates the year change. A page is provided that enables correction of calculation data for closed periods.

## Payment Transfers

ISO 20022 Credit:

- Type 3 = domestic (EUR/CHF) (incl. Garnishments and ext. Transfers)
- Type 4 = domestic (<> EUR/CHF)
- Type 5 = foreign EUR (=SEPA)
- Type 6 = foreign (<> EUR)

## Self-Service

Self-service applications for managing overtime requests that enable you to carry out common tasks through a user-friendly browser page.

## BVG\_LPP Interface – beyond Swissdec

Integration to the AG Büro 70 product PEKA<sup>®</sup> to make it easier for payroll managers to manage pensions. PEKA<sup>®</sup> supports pension calculations such as employer/employee contributions, payments, and adjustments. PeopleSoft reports pension gross salaries to PEKA<sup>®</sup>, which calculates the contributions and reports them back so that they can be deducted in payroll.

## Multi Contract Support

Global Payroll for Switzerland supports both payroll calculation and legal reporting requirements for employees with multiple contracts by using standard employee record functionality in PeopleSoft Human Resources. No matter how many different contracts an employee has, payroll accumulates earnings and deductions of the various contracts into the only one legal record per employee in the same multi-contract company (as the employee must be presented to the official government bodies as a unified individual); however, an employee can have as many additional records as he or she has jobs.

## Audit legal reporting

Global Payroll for Switzerland supports a tool to audit the XML file sent to the authorities. This compares numbers of various reports, e.g. - AHV\_AVIS wage in AHV\_AVIS report with the wage in FAK\_CAF report (synchronous) - flow from Gross to net (integrity) - totals with XML details in XML file (extern integrity) In case of discrepancies you can drill down to the employee level to identify the cause of those

discrepancies. This guarantees the consistency of data shared with authorities and helps to prepare the Audits done by authorities.

### **Related Links**

[Global Payroll for Switzerland](#)

---

## **Global Payroll for Switzerland Business Processes**

Global Payroll for Switzerland supports these business processes:

- Family allowance management.
- *Familienausgleichskasse* (FAK) contribution calculation.
- Absence management.
- Tariff management.
- Maternity leave.
- Payslip processing.
- Overtime self-service.
- Social insurance management.
- Source tax calculations.
- *Erwerbsersatzordnung für Dienstleistende in Armee und Zivilschutz* (EO) payments.
- *Pensionskasse* and BVG management.
- Banking.
- Tax statement (*Lohnausweis*) generation.

This PeopleBook discusses these processes in the business process chapters.

---

## **Global Payroll for Switzerland Integrations**

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

- PeopleSoft HR.
- PeopleSoft Time and Labor.

Integration considerations are discussed in the *PeopleSoft Global Payroll PeopleBook*.

### **Related Links**

"Understanding Payee Data" (PeopleSoft HCM 9.2: Global Payroll)

"Configuring Global Payroll to Work with Time and Labor" (PeopleSoft HCM 9.2: Global Payroll)

---

## Global Payroll for Switzerland 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.

Refer to the *PeopleSoft HCM 9.2 - Reorganization of Component Interface Permissions* (Doc ID [2342162.1](#)) MOS posting for a list of system-delivered CIs and their usage, the mapping of CIs and associated permission lists, and the mapping of CI permission lists and user roles.

See the product documentation for *PeopleTools: Setup Manager* and *PeopleTools: Component Interfaces*



## Chapter 2

# Understanding Global Payroll for Switzerland

---

## Global Payroll for Switzerland

Global Payroll for Switzerland is a *country extension* of the core Global Payroll application. It provides you payroll rules and elements needed to run a Swiss payroll.

---

## Common Abbreviations

Within this PeopleBook abbreviations normally appear in the German language. However it is common in Switzerland to use a combination of German and French abbreviations. As such, here is an overview of both:

<b>German Abbreviation</b>	<b>French Abbreviation</b>	<b>Description</b>
AHV	AVS	Old age and bereaved insurance, invalidity insurance, salary compensation regulation.
ALV	AC	Unemployment insurance.
BFS	OFS	Federal office of social insurance.
BESTA	STATEM	Quarterly report for statistic office.
BU	PA	Occupational injury insurance.
BVG	LPP	Pension fund law.
DTA	DTA	Data medium exchange with banks.
ELM	PUCS	Standardized wage reporting procedure.
EO	IM	Salary reimbursement regularity; salary allocation at civil and military service.
EZAG	OPAE	Collective order service, out payment via post account.
FAK	CAF	Family allocation fund.
GAV	CCT	Union contract.

<b>German Abbreviation</b>	<b>French Abbreviation</b>	<b>Description</b>
IV	AI	Disability insurance.
KTG	AMC	Sickness daily allowance.
NBU	NPA	Non-Occupational injury insurance.
LSE	ESS	Salary structure analysis.
OR	CO	Obligation right.
PK	LPP	Pension fund.
QSt	IS	Source tax.
SECO	SECO	Federal office for economics.
UV	LAA	Accident insurance.
UVGZ	LAAC	Additional accident insurance.

### Internal Abbreviations (English only)

Here are a few additional abbreviations, which have an English only translation:

- EE = Employee
- ER = Employer
- MC = Multi Contract

---

## Global Payroll for Switzerland Business Processes

Global Payroll for Switzerland supports the following business processes:

- Family allowance management.

Global Payroll for Switzerland enables you to define and manage data for an employee's dependents and family as well as process available family allowances for each payee.

- *Familienausgleichskasse* (FAK) contribution calculation.

Global Payroll for Switzerland enables you to manage FAK contribution percentages, calculate deductions, and manage the relationship with the FAK.

- Absence management.

Global Payroll for Switzerland enables you to create the absence rules used by the core Global Payroll system. You can define work schedules and assign a schedule to each payee, define holidays, entitlements, and take elements. You can create entitlement plans and assign them to payees.

- Tariff management.



A tariff is a contract between employees' unions and employers' associations that defines labor agreements on issues such as standard working hours, income, and vacation. Global Payroll for Switzerland delivers tariffs in the system as Translate Table values.

- Maternity leave.

In Global Payroll for Switzerland, you enter maternity leave data on a single page. The page generates absence take elements that work with the core application's absence process to correctly process maternity leave during a payroll run.

The system determines the amount of paid maternity leave to which an employee is entitled based on years of service and the canton of residence. After the birth of the child, it recalculates the entitlement based on the Swiss legal requirement of eight weeks' leave after the child's actual birth.

- Payslip processing.

Global Payroll for Switzerland enables you to generate payslips. You can also print a message on the payslip of an individual payee or on payslips belonging to designated pay groups, locations, or departments.

- Overtime self-service.

Global Payroll for Switzerland includes a self-service application for managing employee overtime requests, which enables you to carry out common tasks through a user-friendly browser page. Overtime self-service options differ for employees, managers, and Human Resources administrators.

- Social insurance management.

Contributory membership in national social insurance funds (such as AHV, IV, and EO) is mandatory for employers. You deduct social insurance contributions for those domestic and foreign employees with mandatory insurance coverage and transfer them to compensation funds in accordance with statutory requirements.

- Source tax calculations.

Switzerland is a confederation of 26 cantons with approximately 3,000 municipalities. Accordingly, it has an extremely complex taxation system, with taxes imposed at federal, cantonal, and communal levels. Tax rates can vary from one canton to another.

- *Erwerbsersatzordnung für Dienstleistende in Armee und Zivilschutz* (EO) payments.

EO payments refer to the payment of salary during military and civilian service. The EO is an ordinance on military pay supplements and governs the earnings of military and civil defense personnel. According to the EO's provisions, people on active military duty (including members of the Women's Armed Forces and the Red Cross) or in civilian service are entitled to receive earning compensation for every paid or accredited day of service.

- *Pensionskasse* and BVG management.

*Pensionskasse* is the pension fund for Swiss employees. Global Payroll for Switzerland handles *Pensionskasse* with calculation and feedback from the provider. The system also enables you to make BVG calculations either internally or externally by interfacing with Swissdec .

- Banking.

Global Payroll for Switzerland enables you to set up Swiss banking, set up defaults for source banks, set up banking defaults for payees, and run local country bank processing.

- Tax Statement (*Lohnauweis*) generation.

Global Payroll for Switzerland provides complete tax statement functionality, including expatriate handling and certificate on demand. You can exclude individuals from tax statements, close tax statements, create tax statement overrides, and view individual tax statements online.

---

## Archiving Data for Global Payroll for Switzerland

PeopleSoft Global Payroll for Switzerland generates a large amount of result data which you may need to maintain for auditing or regulatory purposes, and which should periodically be archived. To facilitate this requirement, PeopleSoft PeopleTools delivers an archiving tool called the Data Archive Manager. To aid in archiving your data, PeopleSoft Global Payroll for Switzerland delivers a predefined archive object (GPCH\_RSLT\_ARCHIVE) and an archive template (GPCHRSLT) created using the Data Archive Manager. The archive template uses queries to select and store data by calendar group ID from the calculation, banking, general ledger, and other post processing tables.

---

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

---

### Related Links

"Archiving Global Payroll Data" (PeopleSoft HCM 9.2: Global Payroll)

---

## Delivered Elements

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

This section discusses:

- Delivered element creation.
- Element ownership and maintenance.

## Delivered Element Creation

All of the elements and rules delivered as part of your county extension were created using the core application — the same application that you will use to create additional elements or rules, and to configure some of the elements delivered as part of your Global Payroll system. Because of the tools that you need to redefine or create new payroll elements are fully documented in the core application PeopleBook, this section does not repeat this information here. Instead, this section reviews 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 that are predefined in the system).

The core application has the following characteristics:

- It consists of a payroll rules engine—a flexible tool that enables users to define the rules and elements of their payroll system and execute payroll and absence calculations.

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

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

Country extensions have the following characteristics:

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

## Element Ownership and Maintenance

The delivered elements and rules of your Global Payroll country extension can be classified based on whether they are owned and maintained by the customer or by the PeopleSoft system. Some elements and rules are maintained exclusively by PeopleSoft and cannot be modified or reconfigured, whereas others can be configured to meet requirements that are unique to your organization.

### Element Ownership in Global Payroll

Global Payroll has the following five categories of element ownership:

<b>PS Delivered/Maintained</b>	Elements delivered and maintained on an ongoing basis by PeopleSoft.
<b>PS Delivered/Not Maintained</b>	Elements delivered by PeopleSoft that the customer must maintain. This category consists primarily of either customary (non-statutory) rules or statutory elements that customers may want to define according to a different interpretation of the rules. Although PeopleSoft may occasionally update elements that are defined as PS Delivered/Not Maintained, you are not required to apply these updates.
<b>Customer Maintained</b>	Elements created and maintained by your organization. PeopleSoft does not deliver rules that are defined as Customer Maintained.
<b>PS Delivered / Customer Modified</b>	Elements that were originally PS Delivered/Maintained elements, but which the customer has decided to control (this change is irreversible).
<b>PS Delivered / Maintained/Secure</b>	Delivered elements that the customer can never modify or control.

## Related Links

"Defining Element Names" (PeopleSoft HCM 9.2: Global Payroll)

---

## Element Naming Conventions

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 or supporting element, or a component of a primary element, one of the following naming conventions applies:

- Primary and supporting elements.
- Component names (suffixes).

This section also discusses:

- Functional area codes for Switzerland.
- Element type codes (PIN\_TYPE).
- Suffixes for Switzerland.
- Industry and regions feature.

### Primary and Supporting Elements

Global Payroll for Switzerland uses the naming convention CH FF NAME for all elements. This table explains the components of the naming convention:

<b>CH</b>	Country.
<b>FF</b>	Functional area code.
<b>NAME</b>	The description of the element.

For example, in the CH\_TX\_CANTON, CH represents the county (Switzerland), TX represents the functional area (taxation), and CANTON stands for canton.

### Component Names (Suffixes)

When you create an earning or deduction 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. The system also names the components and accumulators by appending a suffix to the element's name.

For example, you define the earning element named EARN1 with the calculation rule  $EARN1 = \text{rate} \times \text{unit}$ . 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.

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

- Separator.
- Earnings/deductions component suffixes.

- Earnings/deductions accumulator suffixes.
- Deduction arrears component suffixes.

### Related Links

"Understanding Elements" (PeopleSoft HCM 9.2: Global Payroll)

## Functional Area Codes for Switzerland

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

<b>Functional Area Code</b>	<b>Description</b>
00	All over.
AB	Absences.
AH	AHV.
AL	ALV.
AS	Asylum.
BK	Banking.
CA	Child allowance.
EO	Civil service— <i>Erwerbsersatzordnung für Dienstleistende in Armee und Zivilschutz</i> (EO).
EP	Error processing.
ER	Gross earning.
FK	<i>Familienausgleichskasse</i> (FAK).
GR	Garnishments.
LS	<i>Lohnstrukturerhebung</i> (Salary Structure 2012).
MI	Maternity.
NE	Net to gross ( <i>Aufrechnung</i> ).
PK	Pension fund.
QS	<i>Quellensteuer</i> (Source Tax).
RP	Reporting.
SI	Social insurance.
SO	Solidarity <i>Schaffhausen</i> .

<b>Functional Area Code</b>	<b>Description</b>
TX	Taxes.
UV	Accident insurance.

## Element Type Codes (PIN\_TYPE)

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

<b>Element Type Code</b>	<b>Description</b>
AE	Absence Entitlement.
AT	Absence Take.
AC	Accumulator.
AR	Array.
AA	Auto Assigned.
BR	Bracket.
CT	Count.
DT	Date.
DD	Deduction.
DR	Duration.
ER	Earning.
EG	Element Group.
EM	Error Message.
FC	Fictitious Calculation.
FM	Formula.
GC	Generation Control.
HC	Historical Rule.
PP	Previous Period Rule.
PR	Process.
PO	Proration Rule.

<b>Element Type Code</b>	<b>Description</b>
RC	Rate Code.
RR	Rounding Rule.
SE	Section.
SY	System Element.
VR	Variable.

## Abbreviations for Swiss Domains

Global Payroll for Switzerland uses abbreviations of Swissdec terminology (where Swissdec covers) for the managed domains.

<b>Provider Type</b>	<b>ENG</b>	<b>FRA</b>	<b>GER</b>	<b>ITA</b>
0	Identify	<i>Identifier</i>	<i>Identifizieren</i>	<i>Identifier</i>
1	Others	<i>Autres</i>	<i>Andere</i>	<i>Altri</i>
2	UVG-LAA	LAA	UVG	LAINF
3	KTG-AMC	AMC	KTG	IGM
4	UVGZ-LAAC	LAAC	UVGZ	LAINFC
5	FAK-CAF	CAF	FAK	CAF
6	BVG-LPP	LPP	BVG	LPP
7	AHV-AVS	AVS	AHV	AVS
8	LAW_CDS	CDS	LAW	CDS
9	BFS-OFS	OFS	BFS	OFS
A	QST_IS	IS	QST	IF
B	Write	<i>Ecrire</i>	<i>Schreiben</i>	<i>Scrivi</i>
E	EO_APG	APG	EO	APG
I	BNK_BNQ	BNQ	BNK	BNK

## Suffixes for Switzerland

Global Payroll for Switzerland uses the default core Global Payroll suffixes.

## Related Links

"Defining Suffixes" (PeopleSoft HCM 9.2: Global Payroll)

## Industry and Regions Feature

Global Payroll for Switzerland does not use the industry and regions feature.

---

## Payment Frequencies

This section discusses:

- Frequencies and payout periods.
- Annual, monthly, and hourly payment rules.

### Frequencies and Payout Periods

The Global Payroll for Switzerland application provides calculation processes for employees that are paid annually, monthly, weekly, daily and hourly. The system, however, only supports payout periods on a monthly and weekly frequency.

The system supports hourly, daily, monthly, and annual payment rules for the monthly pay frequency and weekly payment rules for the weekly pay frequency. By default the status is taken from pay frequency on the Job record.

The statuses include:

- D = Daily
- H = Hourly
- W = Weekly.

You can override these statuses in the customer exit CH\_00\_CHOURLY (called in formula CH\_00\_SYS\_RES).

### Annual, Monthly, and Hourly Payment Rules

Most common payment methods use the hourly and monthly payment rule with a monthly pay frequency. Although the proration rules for child allowances expired in 2009, there is no difference regarding the legal calculations between a monthly and an hourly paid employee.

However, for gross calculations, the automated creation of compensation for vacation and holiday is controlled by the pay frequency status and happens only for employees paid on an hourly basis. Annual payments either get assigned on the job and compensation levels and then automatically the appropriate monthly rate gets calculated and handled in the payroll the same way as a monthly payment. In addition, you can designate the employee as a person who receives yearly payments, where the payout happens only in a few dedicated months. In this case the limits for the social insurance are immediately taken as yearly limits and not accumulated month by month.

See Swissdec, *Richtlinien der Lohndatenverarbeitung*, chapter 2.12, *Modul Unperiodische Zahlungen*



## Daily Payment Rules

There is a special treatment for employees paid on a daily basis in these domains:

- Unemployment, accident insurance (limits).
- Source tax (percent per day).
- Additional insurances (upper and lower limits).

These calculations apply for employees being paid on a daily basis based on reported working days:

- Limits for ALV-AC and UVG-LAA

Limit = Reported Working Days \* Daily Rate (this number comes from the Company table).

- Source tax lookup

Lookup = Taxable Amount \* Reported Working Days / Average Working Days (this number comes from the Company table).

- Additional insurances lower and upper limits

Limit = Reported Working Days \* Yearly Rate / 365 (you can customize, if the company reports work days) Roundup to full CHF (for example, 126,000 / 365 = 346).

To enable the daily calculation, you need to maintain these values in the company setup:

## Daily Limit and Average Work Days

An example of how working days and limit per day depend from each other:

Assume working days get reported as calendar days. We expect to see as company values:

- ALV-AC: 345

For 2 weeks of work c.p. 15 days \* 345 = 5475 CHF.

- Source Tax: 30

In the same scenario with assumed earnings of 1700 CHF there is a tax lookup of 3400 CHF in additional insurances: 15 days \* 345 for 126,000 CHF and 15 days \* 685 for an upper limit of 250,000 CHF.

If assumed working days get reported as real working days and the average is 21, then we expect to see these company values:

- ALV-AC: 500

For 2 weeks of work 10 days \* 500 = 5000 CHF.

- Source Tax : 21

In the same scenario with assumed earnings of 1700 CHF there is a tax lookup of 3570 CHF in additional insurances (probably customized to 252 working days). 15 days \* 500 for 126,000 CHF and 15 days \* 992 for an upper limit of 250,000 CHF.

See [Rates Page](#).

## Weekly Payment and Payout Rules

Other than employees that are paid on an hourly, daily, and monthly basis, employees paid on a weekly basis receive their paycheck each week. Nevertheless, at the end the full legal calculation and the legal reporting is based on a monthly view on the result. Therefore, the weeks need to get assigned to a dedicated month. Some months will have 4 weeks and some 5 weeks.

This mapping is managed by setting up the CH\_WK\_MAP\_W bracket (select Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Data).

### Image: Bracket Element: Data page

This example illustrates the fields and controls on the Bracket Element: Data page. You can find definitions for the fields and controls later on this page.

Search Key SEGMENT END DATE	Return Column CH_WK_MAP_W	Return Column CH_WK_MAPD1	Return Column CH_WK_MAPD2	Return Column CH_WK_WIM	Return Column CH_WK_WIY	Return Column CH_WK_WPM
01/04/2004	01/31/2004	01/31/2004	01/31/2004	1.000000	1.000000	5.000000
01/11/2004	01/31/2004	01/31/2004	01/31/2004	2.000000	2.000000	5.000000
01/18/2004	01/31/2004	01/31/2004	01/31/2004	3.000000	3.000000	5.000000
01/25/2004	01/31/2004	01/31/2004	01/31/2004	4.000000	4.000000	5.000000
02/01/2004	01/31/2004	01/31/2004	01/31/2004	5.000000	5.000000	5.000000
02/08/2004	02/29/2004	02/29/2004	02/29/2004	1.000000	6.000000	4.000000
02/15/2004	02/29/2004	02/29/2004	02/29/2004	2.000000	7.000000	4.000000
02/22/2004	02/29/2004	02/29/2004	02/29/2004	3.000000	8.000000	4.000000
02/29/2004	02/29/2004	02/29/2004	02/29/2004	4.000000	9.000000	4.000000
03/07/2004	03/31/2004	03/31/2004	03/31/2004	1.000000	10.000000	5.000000

**Search Key SEGMENT END DATE** Displays the 1st day of the week.

**Return Column CH\_WK\_MAPD2** Displays the last day of the mapped month.

**Return Column CH\_WK\_WIM** Displays the number of the week in the month.

**Return Column CH\_WK\_WIY** Displays the number of the week in the year.

**Return Column CH\_WK\_WPM** Displays the number of weeks assigned to the month.

## Calculations

For employees that get paid on a weekly basis, these calculations apply:

- Child allowance.

Employee receives the portion of child allowance according to the hours worked in the week with the weekly payment. In the last week of the month the remainder is paid out.

- Source tax (% per day).

Each week the lookup gets calculated by dividing the reported weeks by the total weeks of the month. Then the tax for that week is calculated as:  $\text{Newly Calculated Taxes} - \text{Already Paid Taxes} = \text{Taxes Owed}$ .

- Unemployment, accident insurance (limits).

Limits get adjusted to days. Weekly limit = 10,500 CHF divided by 7 = 1,500 CHF.

- Garnishments.

Garnishments get deducted first until the monthly amount is covered. As such, the employee might not have any payments the first week or first few weeks in the month.

---

## Sarbanes-Oxley Act of 2002 Requirements

This section discusses:

- SOX Overview
- Security
- Audits
- Managing Processes
- Archiving

### SOX Overview

To fulfill the requirements of the Sarbanes-Oxley Act of 2002 (SOX), Global Payroll for Switzerland provides features that support security and audit requirements, makes recommendations to manage your payroll information, and supports processes that archive history according to the needs of the Principles of Orderly Electronic Bookkeeping (POEB).

SOX is a United States federal law enacted on July 30, 2002. The legislation establishes new or enhanced standards for all U.S. public company boards, management, and public accounting firms. It does not apply to privately held companies.

The Act contains 11 titles, or sections, ranging from additional corporate board responsibilities to criminal penalties, and requires the Securities and Exchange Commission (SEC) to implement rulings on requirements to comply with the new law.

### Security

Customer should define at least two roles that allow you to separate the entry and calculation of payments from the process of approving and authorizing final payments. A detailed sample of how these roles might share the activities is provided in the Manage Process section.

As such we recommend that you implement these roles:

- Payroll Administrator:

This role allows administrators to manage all HCM and payroll relevant entries (hire, termination, assign payments). To process the payroll itself you might define a third role or grant those rights to the Payroll Administrator as well.

- Finance Administrator:

This role allows to manage the transfer of payments to GL and to the bank. Thus, payments only make it to the beneficiary after a second person had reviewed those payments.

---

**Note:** A sample of how these roles might share activities is provided in [Guidelines to Fulfill the Needs of Sarbanes-Oxley Act](#). Additionally, you might set up any number of different roles that share security to meet your specific needs. The methodology that we describe in this documentation explains the minimum requirements to meet SOX requirements.

---

## Audit Reports

The PeopleSoft HCM application provides these reports to track and document additional changes:

- Employee Turnover Analysis (PER010).
- Below Minimum Analysis (CMP004).
- Above Maximum Analysis (CMP005).

---

**Note:** You can set up auditing on any field and then decide what changes can be reviewed by a second person at any time. The Database Audit (PER029) report lists the changes kept by auditing.

---

The Global Payroll for Switzerland application provides these reports for auditing support:

- Calculation Reconciliation (GPCHAL02).
- Swiss Audit.
- Banklist (GPCHBK01).
- Summary Statement for Bank File (GPCHBK02).

Additionally, you can perform queries on GL data.

See [Setting Up Swiss Banking](#).

See [Generating Payslips and General Reports](#).

## Managing Processes

Global Payroll for Switzerland Sarbanes-Oxley Act provides a sample methodology to manage a payroll that fulfills the requirements of Sarbanes-Oxley Act. In this section, the *H* role stands for the Payroll Administrator and the *F* role stands for Finance Administrator.

See [Guidelines to Fulfill the Needs of Sarbanes-Oxley Act](#).

## Archiving

All data that determines payroll calculations is frozen in write array tables, which are created during a payroll run. The system keeps these data as well as all results in history. For example, if there is a retroactive change to any date, the original calculated results as well as the input that was valid for those original results is retained and is available for review at any time. Additionally, all year end XML data, which contains all the legal reporting that is sent to Swissdec, is archived and stored each time it is generated, including all re-sends and corrections.

## Global Payroll for Switzerland is Swissdec Certified

Global Payroll for Switzerland was certified in:

- April of 2008 under certificate # 1025.08.
- December of 2010 for Swissdec 3.0 under certificate #1061.10.
- January of 2014 for Swissdec 4.0 under certificate #1061.14.

Therefore, we highly recommend that you use the Swissdec payroll guidelines as published on the Swissdec website as additional documentation to become familiar with the payroll.

Also, all earnings and reporting described on the Swissdec website is valid for this payroll, especially for small and mid size customer that might run their payrolls *out of the box* with the elements described in the guidelines and provided by PeopleSoft Global Payroll for Switzerland.

See [Swissdec Website](#).

See [Additional Earnings and Deductions Table](#).

## Viewing Delivered Elements for Switzerland

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

### Related Links

"Understanding How to View Delivered Elements" (PeopleSoft HCM 9.2: Global Payroll)

## Review Swiss Data

In Global Payroll for Switzerland, data is downloaded from different websites for performing various actions in areas such as Taxes, Bank, Postal and others. The following table lists the most commonly used websites to download such data.

	<i>Page (where data is used)</i>	<i>Level</i>	<i>Label</i>	<i>URL</i>
<i>Generic</i>				
Swissdec	Overview	Setup	Swissdec	<a href="#">Swissdec Website</a>
Position Statement	Overview Tax Updates	Setup	Tax Updates	<a href="#">MyOracleSupport</a> Search for 'Switzerland Position Statement'.

	<b>Page (where data is used)</b>	<b>Level</b>	<b>Label</b>	<b>URL</b>
<i>View/Review</i>				
UID BFS	GPCH_SI_Company4	Setup	View UID	<a href="mailto:Statistik_Schweiz_UID-Register@BFS">Statistik Schweiz — UID-Register@BFS</a>
UID EHRA	GPCH_SI_Company4	Setup	View Zefix	<a href="https://www.zefix.ch/de/search/entity/welcome">Bundesamt für Justiz https://www.zefix.ch/de/search/entity/welcome</a>
National ID employee	Personal Data1	Emplid	View UPI	<a href="#">Département fédéral des finances DFF</a>
National ID child	GPCH_CA_DATA Depend_Benef2	Dependent	View Central Register	<a href="#">Eidgenössisches Finanzdepartement EFD</a>
<i>Downloads</i>				
Source Tax	GPCH_LOAD_Files	Setup	Download Source Tax	<a href="https://www.estv.admin.ch/estv/de/home/direkte-bundessteuer/quellensteuer/dienstleistungen/tarife-herunterladen.html">Eidgenössische Steuerverwaltung ESTV https://www.estv.admin.ch/estv/de/home/direkte-bundessteuer/quellensteuer/dienstleistungen/tarife-herunterladen.html</a>
Bank	GPCH_LOAD_Files	Setup	Download Banks	<a href="#">Das Zahlungssystem SIC</a>
Postal/Village Codes	GPCH_LOAD_Files	Setup	Download Postal/Bank	<a href="https://www.bfs.admin.ch/asset/de/do-t-09.02-gwr-3">Statistik Schweiz — Ortschaftenverzeichnis der Schweiz https://www.bfs.admin.ch/asset/de/do-t-09.02-gwr-3</a>

## Chapter 3

# Defining Country Data

---

## Defining a Default Retroactive Processing Method

The Default Retro Method and the On Conflict Retro Method for Switzerland are both corrective. These options are set on the Country Setup page. The core retro functionality suits all Swiss requirements.

The override retroactive to forwarding processing method is only used for net payments. The Net Payment accumulator (CH\_00\_54) is forwarded to the Earning element (CH\_00\_54f). The Final Payment element (CH\_00\_72), or CH\_00\_74 if negative, is the sum of CH\_00\_54 and CH\_00\_54f.

Global Payroll for Switzerland does not support retroactive transaction processing for the previous year. Therefore, it is recommended that during implementation that you set the retro limit to the first of January.

Additionally, several reports provide a special presentation of the results of retroactive processing. As there are no retroactive transactions that can be used for previous years, yearly reports do not process retroactive information. These reports always show the most recent results.

As a result, the presentation of retroactive information is limited to monthly and quarterly reporting. This section provides an overview on how the system handles retroactive results in these reports:

Reports with end user options:

- Pay Balance CHE (GPCHTX06)

If Print Detail Report check box is selected, the system displays the retroactive details. The delta amounts are displaced under the month where they occurred and accumulated. They are printed in bold under the current month of the payroll. The delta amounts count only in the totals of the current month to mirror the general ledger view on the numbers. If Print Detail Report check box is deselected, no details about the periods of delta will display, only the (inside the report) forwarded amounts are to the current amounts.

- Pay Element Summary CHE (GPCHAL08)

If the Print Detail Report check box is selected, the system displays the retroactive details separately for each month in which they originated. If the Print Detail Report is deselected, the system accumulates the retroactive transactions for all retro months in one amount.

- Personal Statement (GPCHSI03)

The Original Month, Most Recent Month, and As of Month radio buttons are used to list data as of the selected period in which data was generated. The system saves the personal attributes for each payroll run, in case those items that were changed in the past want to be viewed again. By choosing one of these options, you can track the history of the data change.

Reports with retroactive results in delta and reversal mode:

- Payslip (GPCHAL10)

For elements that only have changes to amounts or base pay, the system displays a new row that includes a leading asterisk (\*). For elements that only have changes to percent or rate, the system reverses the old rows and displays new rows with complete data. Retro rows that have the same percent and rate are accumulated into one row.

- Pay Balance CHE (GPCHTX06)

For elements that only have changes to amounts or base pay, the system displays only the changed row. For elements that have changes to percent or rate, the system reverses the old rows and displays new rows with complete data for the following report:

- Military Service - Monthly (GPCHE01)\*

---

**Note:** \* If a change is for amounts only, the system creates a new row; otherwise the old row is reversed and the system additionally creates a new row.

---

**Related Links**

"Countries Page" (PeopleSoft HCM 9.2: Global Payroll)

---

## Defining Triggers and Segmentation Events

In Global Payroll, the mechanism used to detect online data changes that should result in a system action is called a trigger. Examples of common data changes that might use triggers are the hiring of a new payee, a change in pay rate, and a change in job location. There are three types of triggers: iterative, retroactive, and segmentation.

Before you can use a trigger to process a payee, perform segmentation, or perform retroactive processing, you must set up a trigger definition. The definition indicates that when a particular change to the database occurs, the system should generate the desired trigger. You define trigger event IDs on the Trigger Definition page (Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Trigger Definitions) in the Global Payroll core application.

The following table lists records with triggers for Global Payroll for Switzerland.

<i>Record</i>	<i>Type</i>	<i>Trigger Event ID</i>	<i>Retro Event Definition ID</i>
ADDRESSES	Iterative		
COMPENSATION	Iterative		
COMPENSATION	Retro	COMPENSATI	CHE RETRO
CONTRACT_DATA	Iterative		
EMPLOYMENT	Iterative		
GPCH_AB_MATERN	Iterative		
GPCH_AB_MATERN	Retro	CH AB MATE	CHE RETRO



<b>Record</b>	<b>Type</b>	<b>Trigger Event ID</b>	<b>Retro Event Definition ID</b>
GPCH_AL_EMPLMT	Iterative		
GPCH_AL_EMPLMT	Retro	CH AL EMPL	CHE RETRO
GPCH_CA_DATA1	Iterative		
GPCH_CA_DATA1	Retro	CH CA DAT1	CHE RETRO
GPCH_CA_DATA2	Iterative		
GPCH_CA_DATA2	Retro	CH CA DAT2	CHE RETRO
GPCH_EO_NOR_VW	Iterative		
GPCH_EO_NOR_VW	Retro	CH EO CALC	CHE RETRO
GPCH_EO_RTO_VW	Iterative		
GPCH_EO_RTO_VW	Retro	CH EO RTO	CHE RETRO
GPCH_GR_DAT1_VW	Iterative		
GPCH_GR_DAT1_VW	Retro	CH GR DATA	CHE RETRO
GPCH_GR_DAT2_VW	Iterative		
GPCH_GR_DAT2_VW	Retro	CH GR DAT2	CHE RETRO
GPCH_PK_DAT_DTL	Iterative		
GPCH_PK_DAT_DTL	Retro	CH PK DTL	CHE RETRO
GPCH_SI_DATA	Iterative		
GPCH_SI_DATA	Retro	CH SI DATA	CHE RETRO
GPCH_TX_DATA	Iterative		
GPCH_TX_DATA	Retro	CH TX DATA	CHE RETRO
GPCH_TX_LAWDATA	Iterative		
GPCH_TX_LAWDATA	Retro	CH TX DATA	CHE RETRO
GP_ABS_EVENT	Iterative		
GP_ABS_EVENT	Retro	GPABSEVENT	CHE RETRO
GP_ABS_OVRD	Iterative		
GP_ABS_OVRD	Retro	GPABSOVRD	CHE RETRO
GP_PI_MNL_DATA	Iterative		

<b>Record</b>	<b>Type</b>	<b>Trigger Event ID</b>	<b>Retro Event Definition ID</b>
GP_PI_MNL_DATA	Retro	GPPIMNLDAT	CHE RETRO
GP_PI_MNL_SOVR	Iterative		
GP_PI_MNL_SOVR	Retro	GPPIMNLISOV	CHE RETRO
GP_PYE_OVRD	Iterative		
GP_PYE_OVRD	Retro	GPPYEOVRD	CHE RETRO
GP_PYE_OVR_SOVR	Iterative		
GP_PYE_OVR_SOVR	Retro	GPPYEOVRSO	CHE RETRO
GP_PYE_SECT_DTL	Iterative		
GP_PYE_SECT_DTL	Retro	GPPYESECTD	CHE RETRO
GP_RTO_TRGR	Iterative		
GP_SEG_TRGR	Iterative		
JOB	Iterative		
JOB	Retro	JOB	CHE RETRO
JOB	Segmentation		
JOB	Segmentation		
JOB_JR	Iterative		
PERSON	Iterative		
PERS_DATA_EFFDT	Iterative		
SCH_ASSIGN	Iterative		
SCH_ASSIGN	Retro	SCHASSIGN	CHE RETRO
SCH_MNG_SCH_TBL	Iterative		
TL_PAYABLE_TIME	Iterative		
WKF_CNT_TYPE	Iterative		

**Note:** Global Payroll for Switzerland is designed to have a retroactive limit as of January 01 of the current year.

The following table lists segmentation events for Global Payroll for Switzerland:

<b>Name</b>	<b>Description</b>	<b>Segment Type</b>
COMPRATE	Comp Rate Segmentation	Element
JOB	Job Segmentation	Period

### **Adjusting Trigger Effective Dates**

When you define retro triggers on the Trigger Definitions-Field Values page, you can enter a positive or negative number in the Offset Days field to increase or decrease the retro trigger effective date in relation to the date of a field value change. For example, if you enter -1 in the Offset Days field for one of the values listed in the Field Values group box, and you retroactively enter that value into the database with an effective date of October 1, 2014, the system automatically adjusts the trigger effective date to September 30, 2014 (one day earlier). The system then processes pay periods going back to September 2014 rather than October 2014.

Global Payroll for Switzerland uses the offset days feature to define the triggers for retroactive terminations entered in the JOB record using the Action field (Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Triggers, Trigger Definitions, Trigger Definitions. Click the List Field Values link on the Trigger Definitions page).

**Image: Trigger Definitions-Field Values page showing JOB actions that trigger retroactive termination processing for Switzerland**

Trigger Definitions-Field Values page showing JOB actions that trigger retroactive termination processing for Switzerland

The screenshot shows a window titled "Trigger Setup-Values" with a sub-section "Trigger Definitions Field Values". It displays the following details:

- Country: CHE Switzerland
- Record (Table) Name: JOB
- Field Name: ACTION

Below this, there is a table of "Field Values" with the following columns: Sequence, Character Value, Trigger Event ID, and Offset Days. The table contains 8 rows of data:

Sequence	Character Value	Trigger Event ID	Offset Days
150	TWB	JOB	-1
20	TER	JOB	-1
30	RET	JOB	-1
40	LOA	JOB	-1
140	TWP	JOB	-1
60	LOF	JOB	-1
70	REC	JOB	0
10	HIR	JOB	0

Note that the offset for termination triggers is -1.

The reason for this offset is that the PeopleSoft system considers the effective date of a termination entered in the Action field in JOB to be the first day that a payee is no longer working (in other words, the day before the termination is the last day the payee is considered active); however, the effective date of the trigger generated in response to this termination is identical to the termination date. This can create problems when the termination date in the JOB record is equal to the pay period begin date (meaning, the last day worked is the last day of the prior pay period). For example, assume that you enter a termination in JOB on February 1 after processing and closing the January calendar. In this situation, the system generates a trigger with an effective date of February 1, which is within the current period—a period in which the payee is "inactive" and is not picked up for processing. Because there is no trigger in the prior, closed period (January), this period will not be recalculated and any rules set up to generate termination payments will not be processed. To avoid this problem, Global Payroll for Switzerland sets the offset days for the *TER*, *RET*, *LOA*, *LOF*, *TWP*, and *TWB* action values in the JOB record equal to -1.

**Important!** If you define additional action values to trigger retroactive termination payments, you should set the offset days to -1.

## Related Links

"Understanding Triggers" (PeopleSoft HCM 9.2: Global Payroll)

## Identifying Proration Rules

In addition to the 16 proration rules supplied for all countries, Global Payroll for Switzerland includes one additional rule: pseudo proration. CH\_AB\_PSUEDO uses CH\_AB\_COUNT\_ALL as the numerator, and the variable CH\_AB\_ONE as the denominator.

## Identifying Pin Categories

For GP Switzerland 8 active categories are available.

<b>Category</b>	<b>Description</b>	<b>Assigned To</b>	<b>Use</b>
FAK	FAK_CAF manual entries	Earning	E/D assignment: makes Dependent mandatory
GR1	Garnishment Amount	Deduction	E/D assignment: Fields for Type 1
GR2	Garnishment Min Pay	Deduction	E/D assignment: Fields for Type 2
GR3	Garnishment Net Amount	Deduction	E/D assignment: Fields for Type 3
IASC	Imp. a la source les artistes	Earning	E/D assignment: Fields for Source Tax
LA6	Tax Statment 2006	Accumulator	Category for Element Contribution list
LAW	Accumulators for LAW	n/a	n/a
LE	SalaryStatistic LSE_ESS	n/a	n/a
LSE	Salary Statistic (LSE)	Accumulator	Category for Element Contribution list
QST	Source Tax	Accumulator	Category for Element Contribution list

## Identifying Rounding Rules

In addition to the 61 rounding rules supplied for all countries, Global Payroll for Switzerland includes 6 additional rules.

<b>Name</b>	<b>Description</b>	<b>Type</b>	<b>Size</b>	<b>Rule</b>
CH AL 5RAP	5 Rappen.	Increment	0.05	Round Up If >= 0.025 Else Round Down.
CH AB RND UP 0.5	Round up to 0.5 decimal.	Increment	0.5	Round Up.
CH 00 FULL CHF	Round to full franks.	Rounding	0.0	Round Up If >= .5 Else Round Down.
CH 00 10RAP	Round to 10 Rappen.	Rounding	0.1	Round Up If >= .05 Else Round Down.
CH 00 RUP CHF	Round up to full CHF.	Rounding	0.0	Round Up.
CH 00 5DEC	Round to 5 decimals.	Rounding	0.000005	Round Up If >= .000005 Else Down.

## Setting Up Pay Entities and Pay Groups

Before setting up Swiss options, you need to define the pay entity and pay group on the Pay Entities and Pay Groups pages. The simplest setup is to keep company and pay entity as a one-to-one relationship, where the keys are identical. However, the pay entity can also be designated as a legal entity.

A company with the features of the legal entity must exist. If you have several companies combined into one legal entity, then you can associate additional companies with the Bracket element (CH\_00\_BLENTTY) of the legal entity (select Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets).

These companies obtain their payroll features from the leading legal entity. The system only displays these associated companies on selected reports for the purposes of sorting, selecting or for stating the related company.

Since companies and legal entities do not need to have a one-to-one relationship, you may set up the companies and legal entities within your organization using a matrix that could look something like this:

<b>Company</b>	<b>Legal Entity</b>
1	1
2	1
3	1
4	A
5	A
6	6
7	B

### Image: Setting Up Pay Entities and Pay Groups

#### Setting Up Pay Entities and Pay Groups

If user runs multiple companies in one Pay Entity he needs to map each company to the Pay Entity (Legal Entity), which processes the payroll for this company. This is done in bracket CH\_00\_BLENTTY. (see PeopleBooks Chapter 3)

Since companies and legal entities do not need to have a one-to-one relationship, you may set up the companies and legal entities within your organization using a matrix that could look something like this:

Company	Legal Entity
1	1
2	1
3	1
4	A
5	A

Element Name: CH\_00\_BLENTTY    Legal Entity Relation

Bracket Data

Effective Date: 01.01.1990    Element Name: CH\_00\_BLENTTY    Status: Active

Search Key	Return Column	Return Column	Return Column
Legal Entity Input	Legal Entity Relation	Legal Entity Output 1	Legal Entity Output 2
1	1	1	1
2	2	1	1
3	3	1	3
4	4	A	4
5	5	A	5

Beyond this an undocumented feature allows the user to define sender details of company X show for employees of company Y. This mapping is done in column 'Legal Entity Output 2' of the bracket.

Company	Tax Statement
1	1
2	1
3	3
4	4
5	5

If Output2 is filled, then payroll populates GPCH\_RP\_TX07.Company with the value given in Output2 instead of the company of employee. For Print AE reads now In GPCH\_AE\_DERIVED.GPCH\_TX07\_XML.FF sender details as of GPCH\_RP\_TX07.Company (Output2).

#### Related Links

- "Defining Pay Entities" (PeopleSoft HCM 9.2: Global Payroll)
- "Defining Pay Groups" (PeopleSoft HCM 9.2: Global Payroll)

## Assigning and Viewing Print Classes

For multiple reports the layout and contents is determined by a print class. You can select a specific print class on the run control page before running a report. Print Classes are defined using the GP Core List Set feature. You can use the delivered list sets or build your own print classes.

See "Understanding Applications and List Sets" (PeopleSoft HCM 9.2: Global Payroll).

This table displays that delivered list sets that work best with the reports displayed in the right hand column:

<b>List Set</b>	<b>Report</b>
CH_GPCHDM12	Payslip (GPCHAL10)
CH_GPCHDM21	Pay Balance (GPCHTX06) Pay Element Summary (GPCHAL08) Element Contribution (GPCHAL07)
CH_GPCHSI03	Personal Statement (GCHPSI03)

To make changes to the delivered print class, access the Element Group Attributes page (select Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Define List Set. Then click the Element Group Details icon).

This table describes how to use the fields on the Element Group Attributes page for the CH\_GPCHDM12 and CH\_GPCHDM21 list set:

<b>Print Class</b>	<b>Notation of Print Class</b>
Element Name	Displays the element for which print properties get setup here.
Default Sort	Displays the default as assigned in the element group. This has no impact for the Swiss payroll reports.
Override	Override the assignment of earnings and deductions for mobile payslips. If you select Override, the system shows an earning under deductions and a deduction under earnings.  For more information, see the documentation for the "Payment Summary Page" (PeopleSoft HCM 9.2: ePay).
Print Group	Assign the group in which the type of salary should be printed on the report.
Print Sequence	Assign the sequence in which the type of salary should be printed on the report.
Print Calc	Select this check box if you want the result amount printed.
Print Base	Select this check box if you want the base amount printed.
Print Rate	Select this check box if you want the rate value printed.
Print Units	Select this check box if you want the unit value printed.
Print Percent	Select this check box if you want the percent value printed.
Print Sum Amount	Select this check box if you want the amount printed in bold and moved one column to the right.



<b>Print Class</b>	<b>Notation of Print Class</b>
Override Value	If you want to reverse the algebraic sign of the salary type, enter <i>-1</i> .

**Note:** Not all columns are used for every report. For the payslip report the system defines all components in one line. Thus, under element names only earnings and deductions and the selected columns correspond to the required component. For legal reports a dedicated line is required. This means that you will only see one column checked. This selection needs to match the defining component. For example, if the Auto Assignment component base (CH\_AH\_D11\_Base) is selected, then Print Base needs to be selected as well. For the Personal Statement report the system supports only Print Group 1 and Print Group 2. In Print Group 1, assignments appear under the Base Salary chapter. In Print Group 2, assignments appear under the Insurance Deductions chapter.

To use components for legal reports you need to first allow assignment of components in the list set by selecting *GP\_ENT\_EGELN\_VW* in the Entry Prompt ID field on the Entry Type Prompts page (select Set Up HCM, Product Related, Global Payroll & Absence Mgmt, System Settings, Entry Type Prompts).

This table describes how to use the fields on the Element Group Attributes page for the CH\_GPCHSI03 list set:

<b>Print Class</b>	<b>Notation of Print Class</b>
Element Name	Displays the element for which print properties get setup here.
Override	Not supported.
Print Group	Assign the group in which the type of salary should be printed on the report. For the Personal Statement report the system supports only Print Group 1 and Print Group 2. In Print Group 1, assignments appear under the Base Salary chapter. In Print Group 2, assignments appear under the Insurance Deductions chapter.
Print Sequence	Assign the sequence in which the type of salary should be printed on the report.

See "Selecting Entry Types and Displaying Record.Field Combinations" (PeopleSoft HCM 9.2: Global Payroll).

## Defining Swiss Online Processing Options

To define Swiss online processing options, use the Online Processing Setup CHE (GPCH\_EG\_ONL\_SETUP) component. This topic discusses how to define Swiss Online Processing Options.

## Page Used to Define Swiss Online Processing Options

Page Name	Definition Name	Usage
Online Processing Setup CHE Page	GPCH_EG_NM_VAL_PRS	Define parameter to create, validate and send XML files through dashboard

### Online Processing Setup CHE Page

Use the Online Processing Setup CHE page (GPCH\_EG\_NM\_VAL\_PRS) to define parameter to create, validate and send XML files through dashboard.

#### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Processing > Online Processing Setup CHE > Online Processing Setup

#### Image: Online Processing Setup CHE page

Online Processing Setup CHE page

The screenshot shows the 'Online Processing Setup CHE' dashboard. At the top, there is a 'Process Name' dropdown menu and a 'Filter' button. Below this is a 'Details' section with a table of parameters. The table has columns for 'Process Name', 'Property Name', 'Is Password', and 'Property Long Value'. The table contains 15 rows of data, including properties like 'DecSal\_Tag\_Atr', 'EOFileCounter', 'FakFileCounter', 'LogFile', 'LogLevel', 'SalDec\_Tag\_Atr', 'XML\_Version', and various 'Certificate' related properties. The 'EncryptCertificateAlias' property is checked in the 'Is Password' column.

	Process Name	Property Name	Is Password	Property Long Value
1	ELM	DecSal_Tag_Atr	<input type="checkbox"/>	xmlns="http://www.swissdec.ch
2	ELM	EOFileCounter	<input type="checkbox"/>	70000054
3	ELM	FakFileCounter	<input type="checkbox"/>	70000000
4	ELM	LogFile	<input type="checkbox"/>	CONSOLE
5	ELM	LogLevel	<input type="checkbox"/>	1
6	ELM	SalDec_Tag_Atr	<input type="checkbox"/>	schemaVersion="0.0"
7	ELM	XML_Version	<input type="checkbox"/>	<?xml version="1.0"
8	ELMTransmit	CertificateAlias	<input type="checkbox"/>	test
9	ELMTransmit	CertificateAliasPassword	<input type="checkbox"/>	testZertifikat
10	ELMTransmit	CertificateLocation	<input type="checkbox"/>	transmitter.jks
11	ELMTransmit	CertificatePassword	<input type="checkbox"/>	default
12	ELMTransmit	CertificateType	<input type="checkbox"/>	jks
13	ELMTransmit	EncryptCertificateAlias	<input checked="" type="checkbox"/>	*****
14	ELMTransmit	EncryptCertificateAliasPassv	<input type="checkbox"/>	
15	ELMTransmit	EncryptCertificateAliasPassv	<input type="checkbox"/>	

**Note:** Before you use the dashboard in Global Payroll for Switzerland, you need to specify the parameters that are explained here.

The Java architecture requires the ELM Transmit process be setup in advance. These properties are delivered with the PeopleSoft application. You can modify the property setup as needed.

Here is a brief description of the properties for the ELMTransmit process:

<b>Property</b>	<b>Description</b>
Certificate Alias	The alias name for the certificate that is used needs to be specified. The default certificate delivered has the alias of <i>test</i> .
Certificate Alias Password	The certificate Alias Password is needed to secure the certificate. The default password delivered is as '' (blank).  Use the Is Password checkbox to encrypt the password.
Certificate Location	This property allows the user to specify the location of the certificate used for signing the XML file. The default value is <i>transmitter.jks</i> , which is the default jks certificate delivered to the customer.
Certificate Password	The password for the certificate that is used needs to be specified. The default certificate is delivered as '' (blank).  Use the Is Password checkbox to encrypt the password.
Certificate Type	This property specifies the type of the certificate used by the Java process. The default certificate is <i>.jks</i> .
EncryptCertificate Alias	This is the alias name for the certificate used for encryption. The default certificate delivered has the alias of <i>test</i> .
EncryptCertificate Alias Password	The certificate Alias Password for encryption certificate. The default password delivered is as '' (blank).  Use the Is Password checkbox to encrypt the password.
Encrypt Certificate Location	This property allows the user to specify the location of the certificate used for encrypt the XML file. The default value is <i>transmitter.jks</i> which is the default jks certificate delivered to the customer.
Encrypt Certificate Password	The password for the certificate that is used needs to be specified. The default certificate is delivered as '' (blank).  Use the Is Password checkbox to encrypt the password.
Encrypt Certificate Type	This property specifies the type of the certificate used by the Java process. The default certificate is of the type <i>jks</i> .
Class Path Directory	This property specifies the path where the additional classes required by the Java process will be unzipped. These additional classes are delivered in the PeopleSoft Application as <i>gpchEGLibs.jar</i> . The default path for the Classpath directory is <code>&lt;PS_SERVDIR&gt;/files/classpath_dir</code>

<b>Property</b>	<b>Description</b>
JVM	This property specifies the path of the JVM that needs to be used by the Java process. The JVM path normally points to the People tools JDK. The default value for this is <PS_HOME>/jre/bin/java.exe. For Unix platform the path needs to be modified as <PS_HOME>/jre/bin/java.
Log File	This property specifies the path for the log files for Java messages to be generated. The default value is <PS_SERVDIR>/files/classpath_dir/elm.log
Log Level	The property specifies the level of logging to be used. The Log levels are: 1- Warnings and Errors, 2- Informational, and 3- Debug. The default Log Level is set to 2.
Proxy Host URL	This property specifies the Internet proxy to be used. The default value is www-proxy.us.oracle.com. You will have to change this property to your Internet proxy.
Proxy Port	This property specifies the Internet Proxy Port to be used . The Default value is 80. The customer will have to change this property to his Internet Proxy Port.
Service URL	The Swissdec Webservice endpoint to which the XML is delivered (change to https for SSL) The default value is set to: http://tst.itserve.ch/itserve/lohnstandard/piv/receiver/channel001/services/SalaryDeclaration
XSD File	This property specifies the path to the elm.properties file which is delivered as a part of the gpchEGlibs.jar . The elm.properties property file in the classpath that links schema files to namespaces. The default value for this property is <PS_SERVDIR>/files/classpath_dir/elm.properties.

PeopleSoft provides the data with defaults that point to the Swissdec test receivers. You need to adjust these values, according to their IT environment and then send the data to the Swissdec production receiver.

<b>Parameter</b>	<b>Production</b>	<b>Test</b>
Certificate Alias	Request from PeopleSoft	test
Certificate Alias Password	Request from PeopleSoft	‘ ‘ (Blank)
Certificate Location	ORACLE PEOPLESOFT ENTERPRISE Global Payroll Country Extension Switzerland.jks	transmitter.jks
Certificate Password	Default	‘ ‘ (Blank)
Certificate Type	JKS	jks
Certificate Alias	Request from PeopleSoft	test
Certificate Alias Password	Request from PeopleSoft	‘ ‘ (Blank)

<b>Parameter</b>	<b>Production</b>	<b>Test</b>
Certificate Location	ORACLE PEOPLESOFT ENTERPRISE Global Payroll Country Extension Switzerland.jks	transmitter.jks
Certificate Password	Default	‘ ‘ (Blank)
Certificate Type	JKS	jks
Service URL	https://distributor.Swissdec. ch/services/elm-pucs-puns/ SalaryDeclaration/20130514/	https://distributor.Swissdec.ch/services/ elm/SalaryDeclaration/20130514
Proxy Host URL	Your proxy (for example, www.proxy.us. oracle.com)	Your proxy (for example, www.proxy.us. oracle.com)
Proxy Port	Your proxy port (for example, 80)	Your proxy port (for example, 80)

You can find more information about the meaning of these fields in the Swissdec guidelines and the Swissdec tech doc that describes the full ELM XML.

Parameters: ISO

The online processing parameters further support management of invalid characters in ISO 20022 GP Switzerland identifies invalid characters against values given in parameter ValidCharacters and replaces characters not included by:

1. If dedicated replace value given in ReplaceInvalidCharacters, by this value
2. Otherwise, if dedicated value for Default given in ReplaceInvalidCharacters, by this Default replacement
3. Otherwise, by Default = ‘ - ‘

**Image: Online Processing Setup CHE page-1**

This example illustrates the fields and controls on the Online Processing Setup CHE page-1.

35	ELMTransmit	xsdFile	<input type="checkbox"/>	<PS_CUST_HOME>/files/clas	<input type="button" value="+"/>	<input type="button" value="-"/>
36	ISO	ReplaceInvalidCharacters	<input type="checkbox"/>	DEFAULT-;	<input type="button" value="+"/>	<input type="button" value="-"/>
37	ISO	ValidCharacters	<input type="checkbox"/>	ABCDEFGHIJKLMNQRST	<input type="button" value="+"/>	<input type="button" value="-"/>
38	Interop	FirstOperand	<input type="checkbox"/>	999000000000.00	<input type="button" value="+"/>	<input type="button" value="-"/>

**Note:** Any character not included in the list given for ValidCharacters gets replaced by default with ‘ - ‘ (Hyphen). The list of valid characters is delivered by GP Switzerland and gets updated in case ISO requirements will change. In case client prefers a more dedicated replacement he may provide replacement for any invalid character in parameter ReplaceInvalidCharacters.

Parameter: SecureDomain

Additional access restrictions for dashboard XML files. This got actually requested for ISO 20022 but supports any dashboard domain.

**Image: Online Setup for Swiss**

This example illustrates the Online Setup for Swiss window.



We provide now customer control on file management. In Online Processing Setup CHE client can qualify a domain for restricted access.

Process Name(proposed) = SecurityX(where X = 1 character translate for provider type)

Property Name (mandatory) = SecureDomain

Property Long Value = X;yyy where

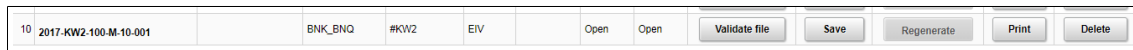
X =one character translate for provider type and

yyy = target path for save

Once the setup is in place the save will directly go the given target and no longer grant access to the end user.

**Image: Example illustrates the Save button**

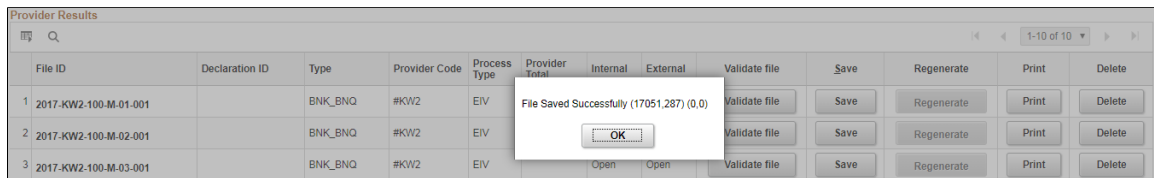
This example illustrates the Save button.



Click Save

**Image: Confirmation Window**

This example illustrates the Confirmation Window.



See [Swissdec Definitions/Standards](#)

## Defining Swiss Installation Options

To define Swiss installation options, use the Installation Options CHE (GPCH\_AL\_INSTALL) component.

This topic discusses how to define Swiss installation options.

Before you print reports in Global Payroll for Switzerland, you need to specify default choices for names, addresses, phone, and email. For example, you might want to print a payee's primary name and home address on a payslip.

## Page Used to Define Swiss Install Options

Page Name	Definition Name	Usage
<u>Installation Options CHE Page</u>	GPCH_AL_INSTALL	Define default name, address, phone, and email types for reporting.

## Installation Options CHE Page

Use the Installation Options CHE page (GPCH\_AL\_INSTALL) to define default name, address, phone, and email types for reporting.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Processing > Installation Options CHE > Installation Options CHE

### Image: Installation Options CHE page

Installation Options CHE page

### Report Security

Select this option to enforce report security on the Personal Statement (GPCHSI03), Payslip (GPCHAL10), Payroll Register (GPCHTX04) and Pay Balance (GCHTX06) reports. Report security limits the users than can view report results.

## Upload Files CHE

For GP Switzerland, as there are various external files, a generic tool is provided for uploading:

- Source Tax Rates

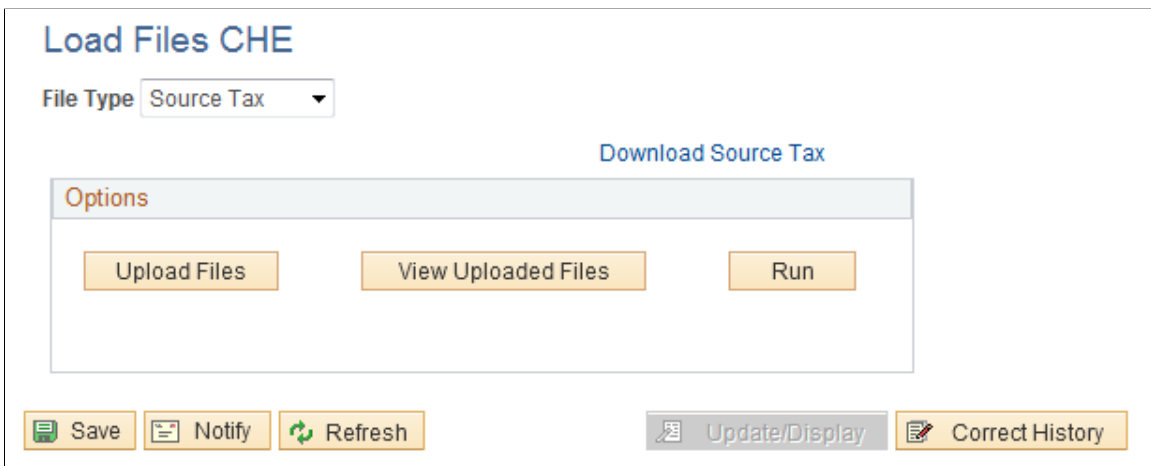
- Bank Definitions
- Postal Codes
- Municipality Codes
- ViewGen Printing Tools

This section discusses how to upload and review the various file types.

Access Load Files CHE page (Setup HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Processing, Load Files CHE).

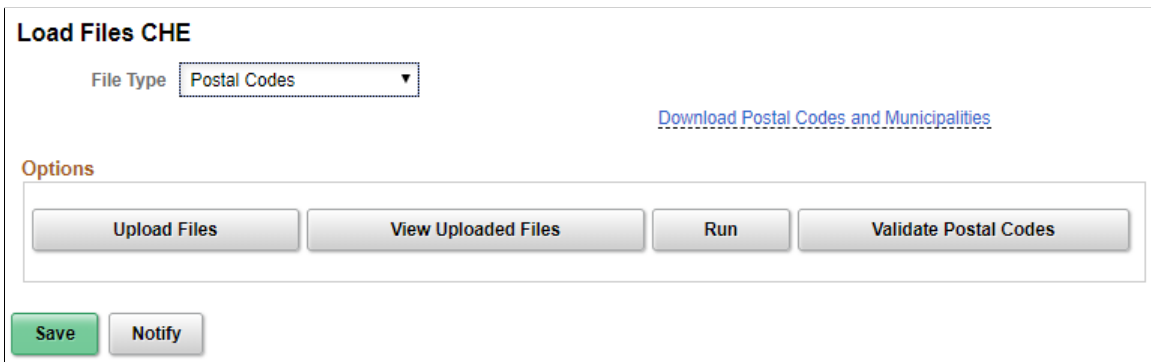
**Image: Load Files CHE page**

Load Files CHE page



**Image: Load Files CHE page\_Postal Codes**

This example illustrates the fields and controls on the Load Files CHE page\_Postal Codes.



**File Type**

Supported File Types are:

- Source Tax
- Postal Codes (including Municipality Codes)
- Bank File
- ViewGen



**Download xxxx**

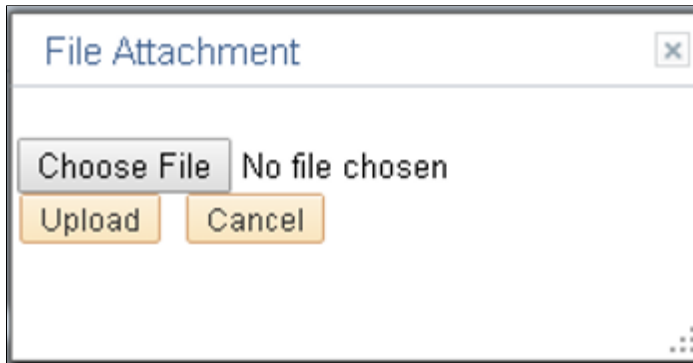
Provides link to the related source in the Web.  
SeePeopleTools >Utilities >Administration >URLs

**Upload Files**

All types are uploaded initially. Selecting Upload will open the following Popup, where you enter the path of your file.

**Image: Upload File Attachment - Load Files CHE**

Upload File Attachment - Load Files CHE



File attachments can be uploaded for:

**Source Tax**

TXT file per canton, ZIP file with multiple TXT files or ZIP file with multiple ZIP files; once uploaded select RUN and fill the required data.

**Postal Codes (including Municipality codes)**

CSV file, which you create from the BFS\_OFS xls; once uploaded select RUN and fill just the required as of date.

For this type the button 'Validate Postal Codes' is active.

**Bank File**

TXT file as provided by SIX Interbank; no further processing.

For this type the button 'Validate Bank file is active.

**ViewGen**

ZIP file; no further processing.

**View Uploaded Files**

User may review any attachment — attachments uploaded using the above dialog as well any other attachments created using any other GP Switzerland process, e.g. using the dashboard

To ease viewing existing files the system provides the following filters Provide the following filters – multiple criteria are considered as 'and':

- Company
- Domain
- Year
- Month (if monthly applies for the selected domain = QST\_ IS and FAK\_CAF)

- Type (DeclareSalary/GetStatus/GetResult/other)

### Image: Uploaded Files window

This example illustrates the fields and controls on the Uploaded Files window.

The screenshot shows the 'Uploaded Files' window with the following elements:

- Search Criteria:** A dropdown menu with a question mark icon.
- Search by Parameters:** A radio button that is selected.
- Search by File name:** A radio button that is unselected.
- Search By Parameters:** A sub-section containing:
  - File Type:** A dropdown menu with 'Others' selected.
  - Service Type:** A dropdown menu with 'Declare Salary' selected.
  - Pay Year:** A text input field containing '2016'.
  - Company:** A text input field with a magnifying glass icon.
  - Domain ID:** A text input field with a magnifying glass icon.
  - Month:** A dropdown menu.

Further one can search by filename instead of given filters.

**RUN**

Only applicable for Source Tax and Postal Codes.

## Setting Up Postal Codes

This section provides an overview of Swiss postal code maintenance and discusses how to update postal codes.

### Understanding Postal and Municipality Code Maintenance

Global Payroll for Switzerland is delivered with Swiss postal codes. The system uses the postal codes to validate and prompt for municipality codes. You can view the contents of the Postal Code table and load updates from the Swiss Post website.

For GP Switzerland users, the menu (Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Framework, Organizational, Postal/Municipality Codes CHE) for updating Postal and Municipality Codes has changed.

### Prepare Input File

GP Switzerland customers are provided features to load the Postal Codes & Municipality Codes by downloading the *Ortschaftenverzeichnis der Schweiz* Excel Sheet (do-t-09.02-gwr-37), which is available from the [Swiss Federal Statistical Office Website](#)

To install the update, the user has to download the data from folder *Ortschaftenverz.-Rép. Localités*, save this folder as .csv and then upload this .csv by using Load Files CHE, file type Postal Codes.

User may consider as well to upload the enhanced files provided by Oracle along with regular announcements of legal changes. For more information please see [Global Payroll for Switzerland Position Statement 2017 \(Doc ID 2216589.1\)](#)

## Upload Data

### Image: Load Postal and Municipality Codes CHE

Load Postal and Municipality Codes CHE

The screenshot shows a web interface titled "Load Files CHE". At the top, there is a "File Type" dropdown menu currently set to "Postal Codes". To the right of this menu is a blue hyperlink that reads "Download Postal Codes and Municipalities". Below these elements is a section labeled "Options" which contains four buttons: "Upload Files", "View Uploaded Files", "Run", and "Validate Postal Codes". At the bottom of the interface, there are two additional buttons: "Save" (highlighted in green) and "Notify".

After uploading the file and selecting Run, the following page is displayed.

### Image: Postal Data

This example illustrates the fields and controls on the Postal Data page.

The screenshot shows a dialog box titled "Postal Data". It has a title bar with the text "Postal Data" and a close button (an 'x' icon). The main content area contains a label "Year" followed by an empty text input field. Below the input field, there are two buttons: "OK" (highlighted in green) and "Cancel".

The user have to fill in just the current year.

Once data got loaded user can review orphan Postal Code and Municipality Code by using the button 'Validate Postal Codes'. This returns a list of active assignments for expired Codes. See HCM 92 PI 25 GP Swiss Report samples.

## Manage Postal Codes and Municipality Codes

The Municipality Codes CHE page now maintains data from POSTAL\_CD\_CHE (formerly GPCH\_TX\_VILLAGE) and is displayed as:

**Image: Municipality Codes CHE page**

Municipality Codes CHE page

Municipality Codes CHE

State AG Argovia

Municipality Data Personalize | Find | View 100 | First 1-6 of 355 Last

	Municipality Code	Description	Postal Code	City		
1	4001	Aarau	5032	Rohr	+	-
2	4001	Aarau	5000	Aarau	+	-
3	4002	Biberstein	5023	Biberstein	+	-
4	4003	Buchs (AG)	5033	Buchs	+	-
5	4004	Densburen	5026	Densburen	+	-
6	4004	Densburen	5025	Asp	+	-

## Maintaining Swiss Payroll Salary Bases

Calculations for salary bases are contained in the standard version of the application. You can, however, add or change salary bases in some cases. Intern bases, which are maintained only by the producer, are not discussed here.

For the recommended accumulators buildup, use the normal types of salary via CH\_00\_0. For all standard accumulators we provide a custom entry, which is already a member of the standard accumulator.

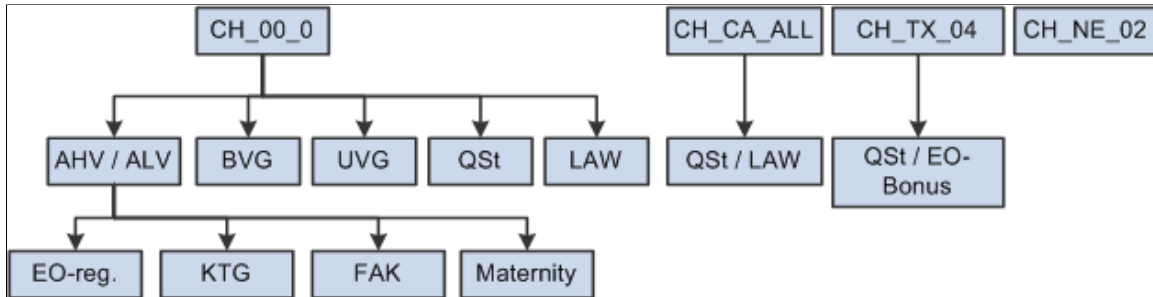
The naming convention for the custom entry is CH\_XX\_CYY, where XX stands for positions 4 to 5 and YY stands for the positions 8. For example, CH\_00\_C0 is the custom entry for CH\_00\_0.

This enables you can add customer earnings to custom accumulators to avoid any overlap with any additional delivery of standard accumulators. For example, if you had a customer earning called Cust\_Salary, which contributes to all legal bases, then you would add this earning to accumulator CH\_00\_C0, which is the custom entry for standard accumulator CH\_00\_0.

Refer to the illustration below for a graphical representation of how accumulators are used in the Global Payroll for Switzerland application:

### Image: Illustration showing how accumulators are used in the Global Payroll for Switzerland application

Illustration showing how accumulators are used in the Global Payroll for Switzerland application



Global Payroll for Switzerland Accumulators provides an overview by functional category of the accumulators that you need to maintain.

The list of accumulators for these functional categories are:

- Subtotals
- Social Insurances
- Source Tax
- Tax Statement 2006 (and later)
- Statistics
- Source Tax Reporting
- Other Reporting Controls

The salary bases delivered in the standard version of the application are sufficient in most cases. You, however, can further define salary bases and their respective accumulators to meet your own needs.

See also [Understanding Global Payroll for Switzerland Accumulators](#)



## Chapter 4

# Setting Up Family Allowances

---

## Understanding Family Allowances

Global Payroll for Switzerland enables you to define and manage data for an employee's dependents and family as well as process available family allowances for each payee.

## Viewing Delivered Elements

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

### Related Links

"Understanding How to View Delivered Elements" (PeopleSoft HCM 9.2: Global Payroll)

---

## Defining and Entering Family Allowances

This topic discusses how to define and enter family allowances.

**Note:** Since January 1, 2009 the setup parameters on the Family Allowance Data page are no longer supported. The values on the Child Allowance Data page are still used, although the Adoption Allowance Amount and Birth Allowance % Method fields are no longer supported.

---

## Pages Used to Define and Enter Family Allowances

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<a href="#">Family Allowance Data Page</a>	GPCH_CA_STAT_SET01	Set up family allowance data. The system delivers company CA1 as an example of a government-approved setup.
<a href="#">Child Allowance Data Page</a>	GPCH_CA_STAT_SET02	Set up child allowance data.
<a href="#">Define Family Allow Data CHE Page</a>	GPCH_CA_DATA	Enter the family allowance payment data for individual employees.

## Entering Dependent Data in PeopleSoft HCM

Enter dependent's name, address, and personal information on the Dependents Data component in PeopleSoft HCM.

### Related Links

"Tracking Dependent and Beneficiary Data" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

## Family Allowance Data Page

Use the Family Allowance Data page (GPCH\_CA\_STAT\_SET01) to set up family allowance data.

The system delivers company CA1 as an example of a government-approved setup.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Addl Rates > Ceilings > Values > Family Allowance Rates CHE > Family Allowance Data

### Image: Family Allowance Data page

Family Allowance Data page

**Note:** The Family Allowance Data and Child Allowance Data pages reflect rules that are designed to protect child and education allowances. These rules vary from canton to canton. Consequently, they are not irrevocably installed in Global Payroll and can be defined dynamically.

**Household Amount - Canton Jura** Not active currently.

### Full Time, Part-Time, and Single Parent Part-Time Rule

In granting family allowances, the cantons distinguish between full-time employment, part-time employment, and part-time employment for single-parent families. Different sets of rules are applied accordingly. You can view the appropriate rule for the applicable fields *Full Time Rule*, *Part Time Rule*, and *Single Parent Part Time Rule*.



Fields beneath the Part Time Rule apply to employees who are not specified as single parents. Fields beneath the Single Parent Part Time Rule apply to employees who are specified as single parents. You can identify a person as a single parent on the Family Allowance page.

- Minimum Hours Limit**                      The lower limit or minimum number of hours allowed to qualify for receiving the family allowance.
- Maximum Limit/Factor**                      For information only. The hourly rate or divisor determines the upper limit.
- Hourly Rate or Divisor**                      For part-time employees, the allowance is calculated as follows:  
 Allowance \* STD HOURS \* 4.3333 / Divisor.  
  
 For hourly paid employees, the calculation is: Allowance \* ACTUAL HOURS / Divisor.

## Child Allowance Data Page

Use the Child Allowance Data page (GPCH\_CA\_STAT\_SET02) to set up child allowance data.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Addl Rates > Ceilings > Values > Family Allowance Rates CHE > Child Allowance Data

### Image: Child Allowance Data page

Child Allowance Data page

Family Allowance ID CA2  
 Canton LU Lucerne

Statutory Family Allowance Data      Find | View All      First 1 of 1 Last

Effective Date 01/01/2009      Status Active

Birth Allowance Amount 1000.00      Adoption Allowance Amount      CHF

Birth Allowance % Method

CA Age Maximum 1 12      CA Age Maximum 2 16

Disabled Age Maximum 20      Education Age Maximum 25

Rates      Personalize | Find | View All |      First 1 of 1 Last

SeqNum	Child Allowance 1	Child Allowance 2	Education Allowance	Currency
1	200.00	210.00	250.00	CHF

### Statutory Family Allowance Data

- Birth Allowance Amount**                      The amount granted at the birth of a child.
- Adoption Allowance Amount**                      Not supported.

<b>Birth Allowance % Method</b> (birth allowance percent method)	Not supported.
<b>CA Age Maximum 1</b> (child allowance age maximum 1)	Enter the age until which the amount in Child Allowance 1 is paid. For example, in Zurich 170 CHF is paid until the age of 12. PeopleSoft maintains this amount.
<b>CA Age Maximum 2</b> (child allowance age maximum 2)	Enter the age until which the amount in Child Allowance 2 is paid. For example, in Zurich 195 CHF is paid until the age of 16. PeopleSoft maintains this amount.
<b>Disabled Age Maximum</b>	Indicates the maximum age for which allowances are paid for disabled children.
<b>Education Age Maximum</b>	Indicates the maximum age for which education allowances are payable.

## Rates

<b>SeqNum</b> (sequence number)	Shows the sequence of user input of dependent data in the HR pages; for example, spouse = 1, child 1 = 2.
<b>Child Allowance 1</b>	The numeric amount to be granted for children with an age <= CA Age Maximum 1.
<b>Child Allowance 2</b>	The numeric amount to be granted for children with an age <= CA Age Maximum 2.
<b>Education Allowance</b>	The numeric amount to be granted as the education allowance.
<b>Currency</b>	The currency code for the education allowance.

---

**Note:** The system only supports the CHF currency.

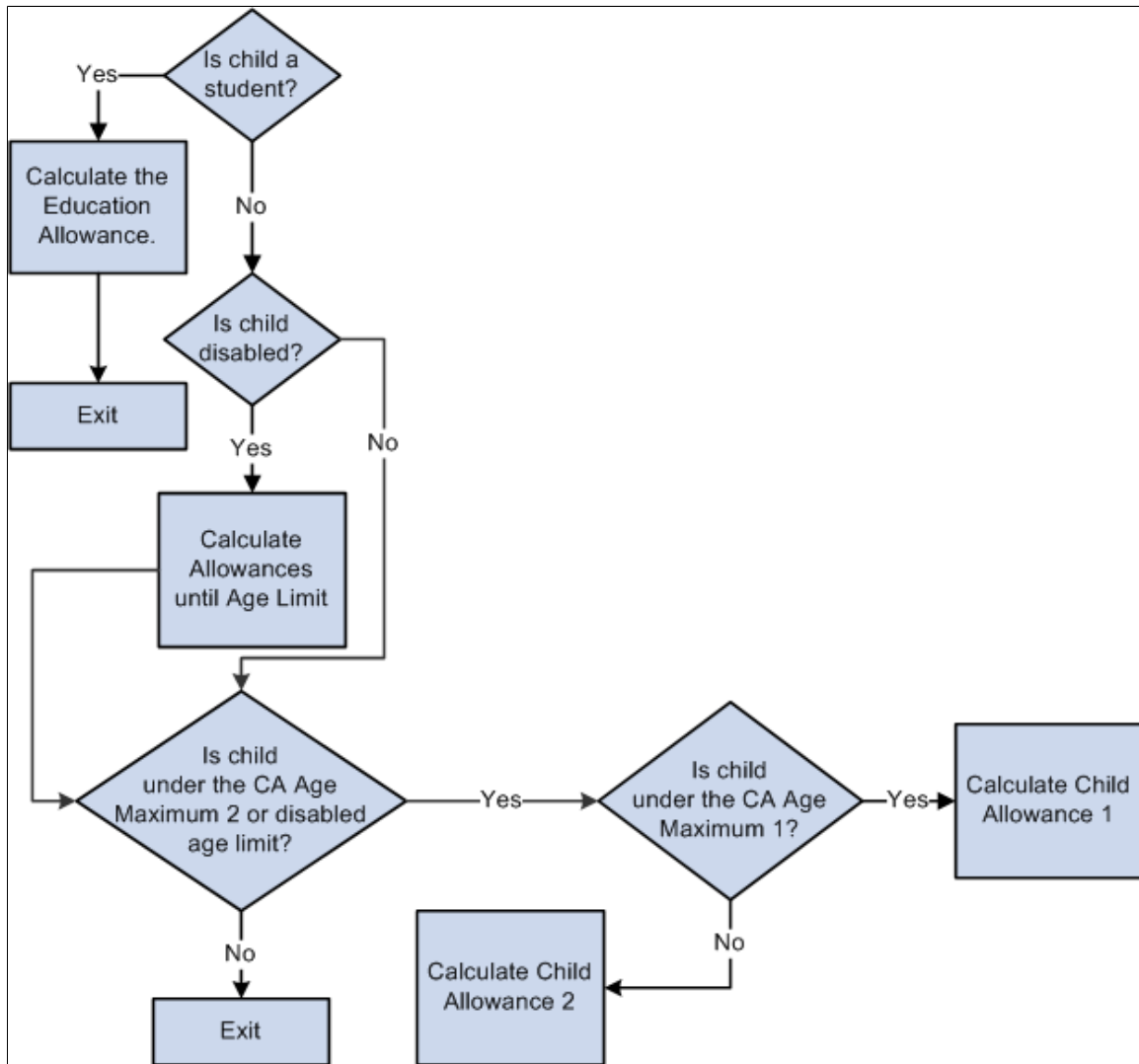
---

## Logical Order of the Child Allowance Process

When processing the child allowance, the system applies the following processing logic involving age, education, and disability considerations:

**Image: Logical Order of the Child Allowance Process**

Logical Order of the Child Allowance Process



**Define Family Allow Data CHE Page**

Use the Define Family Allow Data CHE (Define Family Allowance Data CHE) page (GPCH\_CA\_DATA) to enter the family allowance payment data for individual employees.

**Navigation**

Global Payroll & Absence Mgmt > Payee Data > Define Family Allow Data CHE > Define Family Allow Data CHE

**Image: Define Family Allow Data CHE page - Standard Data (1 of 3)**

Define Family Allow Data CHE page - Standard Data (1 of 3)

Define Family Allow Data CHE  
 Anna Egli      Empl ID KWG107      Reference Record 0

Family Allowance Details      1 of 4

\*Effective Date 08/01/2017      Reference Record 0      Company KW2  
 Canton GE Geneva       Override       Single Parent  
 SplitFam 99.99%

Children      1-3 of 3

Standard Data      Additional Data      BaFam

	*Dep/Benef	Name	*FamRel	Disabled	Student	Diff Allowance	Numerous	Non Resident	Birthdate	Legal End Date	Reduced Begin Date	Reduced End Date	
1	01	Egli, Paula	Mother	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	02/15/1993	02/28/2018	<input type="text"/>	02/28/2018	+
2	02	Egli, Beat	Mother	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	03/15/1995	03/31/2020	<input type="text"/>	09/31/2018	+
3	03	Egli, Urs	Mother	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	04/15/1997	04/30/2022	<input type="text"/>	08/31/2018	+

Documents      1-1 of 1      View All

	*File Name	Add Attachment	View Attachment		
1	<input type="text"/>	Add Attachment	View Attachment	+	-

**Image: Define Family Allow Data CHE page - Additional Data (2 of 3)**

Define Family Allow Data CHE page - Additional Data (2 of 3)

Define Family Allow Data CHE  
 Anna Egli      Empl ID KWG107      Reference Record 0

Family Allowance Details      1 of 4      View All

\*Effective Date 08/01/2017      Reference Record 0      Company KW2  
 Canton GE Geneva       Override       Single Parent  
 SplitFam 99.99%

Children      1-3 of 3      View All

Standard Data      Additional Data      BaFam

	*Dep/Benef	Name	Adoption Date	Birth Allowance Factor	SplitCAII99.999%	Eligible	Sex	National ID	View Central Register		
1	01	Egli, Paula	<input type="text"/>	1.0	<input type="text"/>	<input checked="" type="checkbox"/>	Male	XXX.XXXX.XXXX.56	View Central Register	+	-
2	02	Egli, Beat	<input type="text"/>	1.0	<input type="text"/>	<input checked="" type="checkbox"/>	Male	XXX.XXXX.XXXX.21	View Central Register	+	-
3	03	Egli, Urs	<input type="text"/>	1.0	<input type="text"/>	<input checked="" type="checkbox"/>	Male	XXX.XXXX.XXXX.03	View Central Register	+	-

Documents      1-1 of 1      View All

	*File Name	Add Attachment	View Attachment		
1	<input type="text"/>	Add Attachment	View Attachment	+	-

### Image: Define Family Allowance Data CHE page RaFam (3 of 3)

Define Family Allowance Data CHE page RaFam (3 of 3)

Define Family Allow Data CHE

Renato Casanova      Empl ID: KWG103      Reference Record: 0

Family Allowance Details      Find | View All      First 1 of 1 Last

\*Effective Date: 09/01/2016      Reference Record: 0      Company: KW2

Canton: TI Ticino       Override       Single Parent

SplitFam: 99.99%

Children      Personalize | Find | View All | First 1-3 of 3 Last

	*Dep/Benef	Name	Allowance Type	Begin Date	End Date	Pay Year	Excluded Value	Storno	RaFam
1	01	Casanova,Pauline							RaFam
2	02	Casanova,Beat							RaFam
3	03	Casanova,Urs							RaFam

Documents      Personalize | Find | View All | First 1 of 1 Last

	*File Name	Add Attachment	View Attachment
1		Add Attachment	View Attachment

Comments

### Image: RaFam Details page

Clicking the RaFam button displays the RaFam Details page.

RaFam Details

GW0001ZH Zuercher      Effective Date: 01/01/2000      Empl ID: GW0001ZH

Zürcher,Kind4      Dep/Benef: 04

**Last sent to RaFam**

Ref#	Storno	Type	DateFrom	DateUntil	Amount	PeriodeFrom	PeriodeUntil	Amount
2701234567800411	02	11	2008-01-01	2014-12-31	370.00	2008-01-01	2014-12-31	0.00
1201234567800411	02	11	2015-01-01	2016-07-31	370.00	2015-01-01	2016-07-31	0.00

childAHVN13	childSurname	childFirstName	childDateOfBirth	childGender	childFamilyRelation
756.1234.5678.90	Zürcher	Kind4	2007-01-01	1	20

beneficiary.AHVN13	beneficiarySurname	beneficiaryFirstName	beneficiaryDateOfBirth	beneficiaryGender	beneficiaryStartDateEmployment	beneficiaryEndDateEmployment
756.0123.4567.89	Zuercher	GW0001ZH	1954-09-17	0	1998-01-01	

Finalized Timestamp: 02/26/2016 2:53:35AM

**Ready for sending to RaFam**

Ref#	Storno	Type	DateFrom	DateUntil	Amount	PeriodeFrom	PeriodeUntil	Amount
1201234567800411	02	11	2015-01-01	2016-07-31	370.00	2015-01-01	2016-07-31	0.00

childAHVN13	childSurname	childFirstName	childDateOfBirth	childGender	childFamilyRelation
756.1234.5678.90	Zürcher	Kind4	2007-01-01	1	20

beneficiary.AHVN13	beneficiarySurname	beneficiaryFirstName	beneficiaryDateOfBirth	beneficiaryGender	beneficiaryStartDateEmployment	beneficiaryEndDateEmployment
756.0123.4567.89	Zuercher	GW0001ZH	1954-09-17	0	1998-01-01	

Open Timestamp: 02/26/2016 4:07:06AM

[Return](#)

### Family Allowance Details

Canton of Employment

Displays the canton for the employee.

**Override** Select to override the employee's canton. If the work location is located in a different canton than the canton that pays the allowance.

**Single Parent** Not supported since January 01, 2009, however used for XML TAG *Particulars/SingleParent*.

**Reduced HH All** (reduced household allowance) Not supported since January 01, 2009.

**Children**

The employee's dependents or beneficiaries who are already registered appear in this group box.

**Dep/Benef Name** The current number (internal) and name of the dependent or beneficiary (dependent/beneficiary name).

**FamRel** Family relation is derived from Relationship to Employee and Gender of Employee (in brackets Standard code).

<i>Female Employee</i>	<i>Male Employee</i>	<i>Child</i>	<i>Entry in HCM</i>
Mother (10)	Father (20)	Kind	C Child
Stepmother (11)	Stepfather (21)	Stepchild	SC Stepchild
Fostermother (12)	Fosterfather (22)	Fosterchild	FC Foster Child
Grandmother (14)	Grandfather (24)	Grandchild	GC Grandchild
Sister (13)	Brother (23)	Sibling	SB Sibling

**Disabled** Select if the dependent or beneficiary is disabled.

**Student** Select if the dependent or beneficiary is a student.

**Diff Allowance** Difference Allowance (see NonResident).

**Non Resident** Defines whether Difference Allowance is national or international.

**Numerous** Qualifies a child for numerous allowance (child# >= 3)

**Birthdate** Displays the birth date of the child. Field is masked if masking for National ID is active.

**Legal End Date** The date for when benefits are scheduled to end.

**Reduced Begin Date** The date for when benefits starts. Only required in case of mid month eligibility which does not go along with the hire date. Child allowance gets prorated in case this date is not the last day

of a month. Allowance doesn't get prorated for mid period LOA if the begin date is first day of the processed month.

<b>Reduced End Date</b>	The date for when benefits are scheduled to end in individual cases. This entry is required for students. Child allowance gets prorated in case this date is not the last day of a month. Allowance doesn't get prorated for mid period RFL if the end date is last day of the processed month.
<b>Adoption Date</b>	If date is filled and falls into processed month, then payroll generates Earning CH_CA_02 (Adoption allowance). In case adoption gets calculated, there is no creation of birth allowance CH_CA_01
<b>Birth Allowance Factor</b>	The default value is 1. In the case of multiple births (such as twins) enter a factor for each child, according to the rules of the canton.
<b>SplitAll 99.999%</b>	This % is applied to the standard amount. May be used to create birth allowance only (%=0.001) in case of a death borne child.
<b>Eligible</b>	Select if the dependent or beneficiary has a child allowance. Used only for additional children or rows on this page; otherwise, leave this field deselected.
<b>National ID</b>	Child's National ID
<b>View Central Register</b>	Link to Central Register for child allowances.
<b>RaFam</b>	
RAFAM (eAHV) -XML creation follows the current online data. Any change in online data is reflected with next XML creation, regardless of whether payroll ran in between or not.	
<b>Allowance Type</b>	This override value is used for eAHV XML creation.
<b>Begin Date</b>	This override value is used for eAHV XML creation.
<b>End Date</b>	This override value is used for eAHV XML creation.
<b>Pay Year</b>	If this value is filled and is same as the processing year, the system adds this child information to the XML even if there is no calculation for the parent in the reporting year at all (This triggers XML correction for previous year, although the emplid is not calculated in the current year at all).
<b>Exclude Value</b>	XML for child gets excluded from current XML file.
<b>Storno Value</b>	The current XML gets reported with Storno attribute.
<b>RaFam</b>	Clicking this button shows the XML data history and (if available) data ready to be sent next.

## RaFam Details Page

This page displays the most recent XML data sent to RAFAM (= completed) and (if already processed) the XML for this child that will get reported with the next sending.

### Last sent to RaFam

Details the most recent data sent to RaFam

It includes Allowance details (Ref#, Storno,Type,DateFrom, DateUntil,Amount,PeriodFrom,Period Until,Amount), Child details (childAHVN13, childSurname,childFirsName, childDateOfBirth,childGender, childFamilyRelation ) and Beneficiary details (beneficiaryAHVN13, beneficiarySurname beneficiaryFirstname, beneficiaryDateOfBirth beneficiaryGender,beneficiaryStartDateEmployment, beneficiaryEndDateEmployment).

### Ready for sending to RaFam

Details of most recent XML ready for sending to RaFam for the same allowance details as described above.

## Earnings Generated for Various Entries

### Image: Earnings Generated for Various Entries

Earnings Generated for Various Entries

			Age	Student	Disabled	Diff. Amount	Adoption Date	Non Resident	Comment
01	CH_CA_01								Birthdate in calculated period
02	CH_CA_02					x			Adoption date in calculated period
10	CH_CA_10	x							
11	CH_CA_11	x							>= 3 (sorted by birthdate), VD only
12	CH_CA_12	x		x					
13	CH_CA_13	x		x					>= 3 (sorted by birthdate), VD only
20	CH_CA_20			x					
21	CH_CA_21			x					>= 3 (sorted by birthdate), VD only
22	CH_CA_22	x	x						Age <16, but Student, VD only
23	CH_CA_23	x	x						>= 3 (sorted by birthdate), VD only
30	CH_CA_30				x				
31	CH_CA_31				x		x		

Where the codes 01 to 31 follow the official XML Codes (= Allowance Types).



### Image: Earning Codes

#### Earning Codes

Gibt die Art der Zulage an.
01 = Geburtszulage
02 = Adoptionszulage
03 = Differenzzulage bei Geburt
04 = Differenzzulage bei Adoption
10 = Kinderzulage
11 = Kinderzulage mit Zuschuss für eine kinderreiche Familie
12 = Kinderzulage für ein Kind, das erwerbsunfähig ist (bis 20 Jahre)
13 = Falls auf beide Zulagen 11 und 12 Anspruch besteht
20 = Ausbildungszulage
21 = Ausbildungszulage mit Zuschuss für eine kinderreiche Familie
22 = Zulage mit Zuschuss für eine vorgezogene Ausbildung
23 = Falls auf beide Zulagen 21 und 22 Anspruch besteht
30 = Differenzzulage
31 = Internationale Differenzzulage
32 = IVG

### Additional Manual Earnings

#### Image: Additional Manual Earnings

#### Additional Manual Earnings

Earnings				DriverAccu	Accu		CH_LW		CH_LS	CH_MC	GE only (just as a base)						
Type	PIV_NMA	Descr	Short		CH_CA		ID	JD	AK			CH_TX	CH_LW				
					BIR	CH	EDU	BKOR	CKOR	FKOR				Q2	CAGE_YTD	1500g	CH_DP_54
		from PI or E/D assignment															
01	CH_CA_M01	Birth Allowance C	MB 01														
02	CH_CA_M02	Adaption Allowance C	MA 02														
03	CH_CA_M03	Diff. Birth All. C	MB 03														
04	CH_CA_M04	Diff. Adaption All. C	MA 04														
10	CH_CA_M10	Child Allowance C	MC 10														
11	CH_CA_M11	Child All. Numerous C	MC 11														
12	CH_CA_M12	Child All. Disabled C	MC 12														
13	CH_CA_M13	Child All. 11 + 12 C	MC 13														
20	CH_CA_M20	Education Allowance C	ME 20														
21	CH_CA_M21	Educ. All. Numerous C	ME 21														
22	CH_CA_M22	Educ. All. Under 16 C	ME 22														
23	CH_CA_M23	Educ. All. 21 + 22 C	ME 23														
30	CH_CA_M30	Diff. All. National C	MD 30														
31	CH_CA_M31	Diff. All. International C	MD 31														
32	CH_CA_M32	Child All. IVG C	MD 32														



## Chapter 5

# Setting Up FAKs

---

## Understanding FAKs

An FAK is a family allowance agency that pays monthly contributions towards family allowances, such as child allowances and maternity benefits.

Employers must be affiliated with an FAK unless they have special dispensation. The FAK is generally the same agency that is used to deduct AHV/ALV contributions. Employers are entitled to special dispensation when belonging to an FAK provided that they have a recognized contract of employment.

FAK benefits depend on the canton in which an employer is located. If an employer is affiliated with an FAK, they must transfer a certain percentage of an employee's total contribution to AHV to the FAK.

## FAK Processing Structure

The system processes FAK data in three parts: initialization, calculation, and refund administration.

### Initialization

During the initialization step, the system determines which canton rules to apply for a payee. Section CH\_FK\_INIT performs these actions:

- Reads Canton from the Location table (GP\_LOCATION\_TBL).
- Reads the tax location from the Swiss Location table (PS\_LOCATION\_CHE).
- Reads Canton from the Child Allowance Data table (PS\_GPCH\_CA\_DATA1).
- Decides which Canton value to apply to FAK calculation using the FAK/CA Canton EE override formula (CH\_FK\_FO002).
- Prepares the FAK Canton information using the initiate read of FK\_FAK\_STX for FAK formula (CH\_FK\_AR004\_IN\_FK).

### Calculation

During the calculation step, the system computes the following earning, accumulators, and deductions:

<i>Element</i>	<i>Element Type</i>	<i>Description</i>	<i>Calculation Rule</i>
CH_FK_02	Accumulator	FAK Base	AHV Wage (CH_AH_D11_BASE) + Customer Entry (CH_FK_C02) + FAK Base Correction (CH_FK_M02).

<b>Element</b>	<b>Element Type</b>	<b>Description</b>	<b>Calculation Rule</b>
CH_FK_M02	Deduction	FAK Base Correction	Base (Payee Level) * Percent (100).
CH_FK_D10	Deduction	FAK Contribution EE	Base (Accumulator CH_FK_02) * Percent (0.3).
CH_FK_D11	Deduction	FAK Contribution	Base (Accumulator CH_FK_02) * Percent (CH_FK_PCT).
CH_FK_D00	Accumulator	FAK Debt	Family Allowance Total (CH_CA_ALL) + Custom Entry (CH_FK_CD00) — FAK Contribution (CH_FK_D11).
CH_RP_FKD00	Earning	FAK Saldo (copy of CH_FK_D00)	Amount (Accumulator CH_FK_D00).
CH_FK_D12	Deduction	FAK Compensation	Base (Accumulator CH_FK_02) * Percent (0.01).
CH_FK_D13	Deduction	FAK Additional VS	Base (Accumulator CH_FK_02) * Percent (0.015).

## Refund Administration

During this step, the system determines calculation amounts. Section CH\_TX\_S4000 performs these actions:

1. Applies additional employer FAK contributions for payees in Neuenburg and Zug by using deduction CH\_FK\_D21.
2. Prepares the source tax canton information using formula CH\_FK\_AR004\_IN\_TX.
3. Places the FAK default data and source tax refund percentages into array CH\_FK\_AR001.
4. Calculates the tax refund for administrators (accumulator CH\_TX\_D11).

## Viewing Delivered Elements

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

## Related Links

"Understanding How to View Delivered Elements" (PeopleSoft HCM 9.2: Global Payroll)

# Entering FAK Data

This topic discusses how to enter FAK data.

## Page Used to Enter FAK Data

Page Name	Definition Name	Usage
Entering FAK Data	GPCH_TX_FAK_STAX	Enter the company-specific FAK and source tax data that is allocated to your company by the cantons.

## Entering FAK Data

Use the FAK/SourceTax(Company) CHE page (GPCH\_TX\_FAK\_STAX) to enter the company-specific FAK and source tax data that is allocated to your company by the cantons.

### Navigation

Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Taxes >FAK/SourceTax(Company) CHE >FAK/SourceTax(Company) CHE

**Note:** The fields on this page enable you to combine the XML for various cantons into one provider - FAK (FAK Provider) - LAW (LAW Provider).

### Image: FAK/SourceTax (Company) CHE page (1 of 2)

FAK/SourceTax(Company) CHE page (1 of 2)

The screenshot shows the 'FAK/SourceTax(Company) CHE' page for Company KW1 Business Institute Switzerland. The page includes a 'Status' section with 'Effective Date' set to 01/01/1998 and 'Status' set to Active. Below this is a 'Source Tax Data' table with the following columns: \*Canton, Description, Tax llbr, Tax Method, Use Premium separate, Source Tax Language, FAK Number, FAK % total, LAW Provider, and FAK Provider. The table contains five rows of data for different cantons.

*Canton	Description	Tax llbr	Tax Method	Use Premium separate	Source Tax Language	FAK Number	FAK % total	LAW Provider	FAK Provider
1 AG	Argovia	6.5871.1		<input type="checkbox"/>					
2 AI	Appenzell Inner-Rhodes			<input type="checkbox"/>		129.270	1.8000		
3 AR	Appenzell Outer-Rhodes	801704		<input type="checkbox"/>			1.3900		
4 BE	Berne			<input type="checkbox"/>					
5 BL	Basle-Country	1639		<input type="checkbox"/>					

**Image: FAK/SourceTax(Company) CHE page (2 of 2)**

FAK/SourceTax(Company) CHE page (2 of 2)

FAK % EE	FAK Language	FAK Month	FAK Quarter	FAK Year	Tax Month	Tax Quarter	Rate Result Value		
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.100000	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Use this page to record FAK and source tax data, which including source tax and FAK numbers, which are allocated to your company by the cantons. These fields enable you to combine the XML for various cantons into one provider – FAK (FAK Provider) - LAW (LAW Provider).

**Source Tax Data**

**Tax Nbr** (tax number)

Enter the number assigned to your company by your canton's tax office.

**Tax Method**

Select another canton method, if calculation shall not follow the default method for this canton. More details about methods see 'Managing Source Tax' chapter.

**Source Tax Language**

Select a language for the canton source tax report. This option allows you to print the tax report for each canton in a different language. If there is no value in this field all the reports will print in the default language. The available options are: *German*, *French*, and *Italian*.

**FAK Number**

Enter the number that has been assigned to your company by the FAK.

For XML Global Payroll for Switzerland uses the FAK Number from the CHE Company.

---

**Note:** The system uses the language for the canton. This is important if you run reports for several cantons at once, where the language selection on the run control is not sufficient.

---

**FAK % Total**

Enter the current contribution rate that employers must make to the FAK for each canton, expressed as a percentage. For cantons with employee portion, this shall include the employee portion.

---

**Note:** If there is no value in this field, the system doesn't support payments to the FAK in that canton.

---

<b>LAW Provider</b>	Select the company which generates the taxes.
<b>FAK Provider.</b>	Select the agency that is paying the monthly contributions towards family allowances, such as child allowances and maternity benefits.
<b>FAK % EE</b>	Some cantons defines employee portion as well for FAK contribution. For these cantons, enter employee (included in Total).
<b>Tax Month and Tax Quarter</b>	Select to enable monthly and/or quarterly source tax report generation for a canton.

---

**Note:** PeopleSoft doesn't maintain the data on this page, because it contains information about the tax ID and FAK number, which the government assigns to your company.

---

## Running the FAK Contributions Report

This topic discusses how to run the FAK contributions report.

### Page Used to Run the FAK Contributions Report

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Running the FAK Contributions Report	GPCH_RC_AL04	This report generates using the base elements—housing, maternity, child, and training allowances (for both full-time and part-time employees)—that are predefined in the database.

### Running the FAK Contributions Report

Use the FAK Contributions Report CHE page to generate a report using the base elements—housing, maternity, child, and training allowances (for both full-time and part-time employees)—that are predefined in the database.

---

**Note:** The recommended way to manage FAK Contribution Reporting is to report through Swissdec. The classic reporting described here may be still used for internal purpose only.

---

#### Navigation

Global Payroll & Absence Mgmt > Authority Correspondence > FAK Contributions Report CHE > FAK Contributions Report CHE

**Image: FAK Contributions Report CHE page**

FAK Contributions Report CHE page

Run the FAK Contributions Report each month to list employee and employer FAK contributions.

This report is generated using the base elements—housing, maternity, child, and training allowances (for both full-time and part-time employees)—that are predefined in the database.

**Apply context language**

Print the report in the employee’s language

**Canton**

Select a canton (optional).

**Revision List**

This version of the list displays all details needed for FAK review.

**Delivery List**

This version of the list eliminates some details that don't need to be reported to the *Ausgleichskasse*, such as employees without children. The AHV-Lohn for employees appears as zero.



## Chapter 6

# Setting Up Swiss Absence Rules

---

## Understanding Swiss Absence Rules

In Global Payroll for Switzerland, an entitlement plan is a record of all absence entitlements that are required, such as the number of days of vacation and the number of paid sick days.

The number of vacation days to which employees are entitled may be linked to weekly working hours, age, length of service, a specific function, canton of employment, or other factors.

The entitlement plan that you create here can be assigned directly to an employee. If you do not assign a specific plan, the system uses the default entitlement plan from the Tariff Factors component, since every employee is normally assigned to a tariff, tariff area, and employee category. You can make individual assignments and overrides at the employee level using supporting element overrides (SOVRs), by assigning the relevant entitlement plan to the element CH\_AB\_EE\_ENTL\_PLAN.

### Related Links

"Entering Maintaining and Approving Absence Events" (PeopleSoft HCM 9.2: Absence Management)

## Viewing Delivered Elements

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

### Related Links

"Understanding How to View Delivered Elements" (PeopleSoft HCM 9.2: Global Payroll)

---

## Absence Setup Steps for Switzerland

Before you can enter and process absences, you must complete various setup steps. The general setup steps are described with the Absence Set-Up and Management Tasks in the *PeopleSoft Global Payroll PeopleBook*. Following are the specific steps applicable to Global Payroll for Switzerland.

To prepare Global Payroll for Switzerland for absence processing:

1. Define work schedules and assign a schedule to each payee.

Instructions for creating and assigning work schedules are in the Using Schedules section of the *PeopleSoft Global Payroll PeopleBook*.

2. Define holiday schedules.

Instructions for creating a assigning work schedules are in the Using Schedules section of the *PeopleSoft Global Payroll PeopleBook*.

### 3. Define or modify entitlement and take elements.

Use the predefined absence entitlement and absence take elements delivered with Global Payroll for Switzerland, modify some attributes of these elements, or create your own absence elements. This chapter lists the delivered absence elements and describe the attributes you can change.

### 4. Create entitlement plans.

Entitlement plans provide a convenient way to define the amount of paid time off to which payees are entitled for vacation, sickness, accidents, or other reasons that you define. You can base entitlement on weekly work days, age, length of service, or other factors. When you run the absence process, the system retrieves the entitlement plan associated with the payee to determine the entitlement that is appropriate for the absence that is being processed.

### 5. Assign entitlement plans to payees.

After you define your entitlement plans, associate them with pay entity, pay group, or payees using supporting element overrides.

### 6. 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 them in the process lists that you use when you run the absence processes. (This step is not necessary for per-absence entitlement elements.)

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

## Delivered Absence Rules

The following table lists the absence take elements that included with Global Payroll for Switzerland and identifies the units in which the absence take is calculated (hours or days).

The Earning Units Paid and Earning Units Unpaid columns identify the formulas that populate the units paid and units unpaid values used by the earning calculation. The columns show only the suffix of the formula name. The full name of each formula is CH\_AB\_COUNT followed by the unique suffix.

If a count formula appears in the Earning Units Unpaid column, but not in the Earning Units Paid column, the absence is always unpaid. If a formula appears in both columns, the absence is unpaid only when the entitlement balance is zero or less.

The Priority column shows the relative priority of the absence when a payee has more than one absence event for the same date. Lower number outrank higher numbers.

<b>Absence Reason</b>	<b>Take Element</b>	<b>Units</b>	<b>Earning Units Paid</b>	<b>Earning Units Unpaid</b>	<b>Priority</b>
Full Day Vacation.	CH_AB_U010	D1	D1B	D1U	300

<b>Absence Reason</b>	<b>Take Element</b>	<b>Units</b>	<b>Earning Units Paid</b>	<b>Earning Units Unpaid</b>	<b>Priority</b>
Unpaid Vacation.	CH_AB_U090			D3	300
Sickness.	CH_AB_U100	D3	D3B	D3U	100
Accident.	CH_AB_U200	D3	D3B	D3U	100
Sickness with Military Service.	CH_AB_U300		D3		100
Accident with Military Service.	CH_AB_U400		D3		100
Maternity.	CH_AB_U500		D3		100
Maternity Insurance.	CH_AB_U510				100
Vacation Swiss Holiday Participation.	CH_AB_U600		D1		500
Vacation Army Discharge.	CH_AB_U601		D1		500
Vacation — Marriage.	CH_AB_U602		D1		400
Vacation — Marriage other.	CH_AB_U603		D1		400
Vacation — Spouse Childbirth.	CH_AB_U604		D1		400
Vacation — Household Death.	CH_AB_U605		D1		400
Vacation — Parent/ Child Death.	CH_AB_U606		D1		400
Vacation — Relative Death.	CH_AB_U607		D1		400
Vacation — Removal.	CH_AB_U608		D1		400
Vacation — Room Change.	CH_AB_U609		D1		400
Vacation — Inspection.	CH_AB_U610		D1		400
Treatment.	CH_AB_U611		D1		400

<b>Absence Reason</b>	<b>Take Element</b>	<b>Units</b>	<b>Earning Units Paid</b>	<b>Earning Units Unpaid</b>	<b>Priority</b>
Vacation — Minors.	CH_AB_U612		D1		400
Sabbatical.	CH_AB_U700		D1		500
Military Service WK.	CH_AB_U800		D3		200
Military Service RS.	CH_AB_U810		D3		200
Military Career.	CH_AB_U820		D3		200
Military Management Training.	CH_AB_U830		D3		200
Civilian Protection Service.	CH_AB_U840		D3		200
J&S Management Training.	CH_AB_U850		D3		400
Civilian Service WK.	CH_AB_U860		D3		200
Civilian Service RS.	CH_AB_U870		D3		200
Shooting Training Minors.	CH_AB_U880		D3		800
Internal Training.	CH_AB_U900		D1		500
External Training.	CH_AB_U910		D1		500

## Delivered Entitlement Elements

Global Payroll for Switzerland delivers three entitlements:

- CH\_AB\_VACA: vacation.
- CH\_AB\_SICK: sick entitlement.
- CH\_AB\_VACA\_A: additional vacation entitlement.

Entitlements for vacations and additional vacations are frequency-based; entitlement for sickness is defined per absence.

## Related Links

"Absence Takes - Priority Page" (PeopleSoft HCM 9.2: Global Payroll)

## Modification of Take Elements

You can elements delivered with Global Payroll for Switzerland and most of the count formulas and earning elements that these take elements use with the exception of the PeopleSoft-maintained elements described below.

### Changing Count Formulas

The take elements delivered with Global Payroll for Switzerland use predefined formulas to calculate the day count and to calculate the number of units the system uses to generate positive input for earnings. You can select a different formula for the day count or for the calculation of positive input.

The suffix for each absence count formula is unique and can provide information about the count formula; for example, it can tell you how the formula interprets absences that are less than one day as explained in the following table:

<b>Suffix Description</b>	<b>Meaning</b>
B or U included in suffix B = paid U = unpaid	These count formulas can be used only when an entitlement element is associated with the take element (for example, work accidents).  If the entitlement balance covers only part of a day's absence, the system generates the correct number of units for paid earnings and unpaid earnings for the same day.
BAL	Use these formulas as day count formulas. The formula CH_AB_COUNT_HOLRED is used by these count formulas to reduce units for public holidays.

The table below lists the count formulas included in the system. An *X* in the Day Count column indicates that the formula is an appropriate selection for the Day Count field on a take element's Day Formula page. An *X* in the Earning Units column indicates that the formula is appropriate for the Element Name — Unit field in the Units tab of the Day Formula page. Use the Formula View page to view a formula.

<b>Description</b>	<b>Day Count</b>	<b>Earning Unit</b>	<b>Formula Name</b>
<i>Count workdays</i> : Count scheduled days including holidays.	X	X	CH_AB_COUNT_D1
<i>Count workdays paid</i> : Counts scheduled days including holidays. Can be used if earning code is for a paid absence. Considers system element PIN DAY COUNT PD.		X	CH_AB_COUNT_D1B

<b>Description</b>	<b>Day Count</b>	<b>Earning Unit</b>	<b>Formula Name</b>
<i>Balance count schedule days:</i> Counts scheduled days including holidays, then uses the formula CH_AB_COUNT_HOLRED to reduce units for public holidays.	X		CH_AB_COUNT_D1BAL
<i>Count workdays unpaid:</i> Counts scheduled days including holidays. Can be used if earning code is for an unpaid absence. Considers system element PIN DAY COUNT UNP.		X	CH_AB_COUNT_D1U
<i>Count work days without public holiday:</i> Counts scheduled days excluding holidays. (Counts holiday if Holiday Type = space.)	X	X	CH_AB_COUNT_D2
<i>Count work days without public holiday paid:</i> Counts scheduled days excluding holidays. (Counts holiday if Holiday Type = space.) Can be used if earning code is for a paid absence. Considers system element PIN DAY COUNT UNP.		X	CH_AB_COUNT_D2B
<i>Count work days without public holiday unpaid:</i> Scheduled days without holidays. (Counts holiday if Holiday Type = space.) Can be used if earning code is for an unpaid absence. Considers system element PIN DAY COUNT UNP.		X	CH_AB_COUNT_D2U
<i>Calendar days.</i>	X	X	CH_AB_COUNT_D3
<i>Calendar days + reduction of holiday:</i> Calendar days reduced by the units for public holiday with formula CH_AB_COUNT_HOLRED.	X		CH_AB_COUNT_D3BAL

<b>Description</b>	<b>Day Count</b>	<b>Earning Unit</b>	<b>Formula Name</b>
<i>Scheduled hours:</i> Scheduled hours with holiday (ignores holiday type).	X	X	CH_AB_COUNT_H1
<i>Scheduled hours + reduction of holiday:</i> Scheduled hours with holiday (ignores holiday type) reduced by the units for public holiday with formula CH_AB_COUNT_HOLRED.	X		CH_AB_COUNT_H1BAL
<i>Scheduled hours paid:</i> Scheduled hours with holiday (ignores holiday type). Can be used if earning code is for a paid absence.		X	CH_AB_COUNT_H1B
<i>Scheduled hours unpaid:</i> Scheduled hours with holiday (ignores holiday type). Can be used if earning code is for a unpaid absence.		X	CH_AB_COUNT_H1U
<i>Scheduled hours without public holiday:</i> Scheduled hours without holiday (counts if holiday type = space).	X	X	CH_AB_COUNT_H2
<i>Scheduled hours without public holiday paid:</i> Scheduled hours without holiday (counts if holiday type = space). Can be used if earning code is for a paid absence.		X	CH_AB_COUNT_H2B
<i>Scheduled hours without public holiday unpaid:</i> Scheduled hours without holiday (counts if holiday type = space). Can be used if earning code is for an unpaid absence.		X	CH_AB_COUNT_H2U

Two conditions can cause a formula to count an absence as a half day: Select the Half Day check box when you enter the absence on the Absence Entry page or enter a number of hours that is less than the payee's scheduled hours.

## Example of Count Formula CH\_AB\_COUNT\_H1B (Scheduled Hours Paid)

The scheduled hours paid formula works as follows:

```
IF SCHED HRS > 0
  THEN
    IF PARTIAL HOURS > 0
      THEN
        PARTIAL HOURS * (DAY COUNT PD / DAY COUNT) to formula
      ELSE
        SCHED HRS * (DAY COUNT PD / DAY COUNT) to formula
      ENDIF
    ENDIF
  ENDIF
```

---

## Entitlement Calculation for Paid Vacation

You can use formula CH\_AB\_VAC\_ENTCALC1 to calculate entitlement paid vacation. The formula calculates entitlement monthly and prorates entitlement when a payee works less than a full month. It automatically increases entitlement for new hires and grants entitlement annually for existing employees.

The formula does the following:

1. Calculates entitlement for the current month, taking calendar segmentation into account. It prorates entitlement based on calendar days and stores the result in the month-to-date accumulator CH\_AB\_VAC\_ENTMONTH.
2. Calculates entitlement for the remaining months of the calendar year and stores the result in the variable element CH\_AB\_TEMP2.
3. For the last slice or segment in the calendar, the formula does the following:
  - Calculates the new annual entitlement by taking the entitlement for the current month (CH\_AB\_VAC\_ENTMONTH) and adding to it the entitlement for the previous month (stored in the year-to-date accumulator CH\_AB\_VAC\_MONSUM) and entitlement for the remaining months of the year, until year-end or the payee's termination date (CH\_AB\_TEMP2).
  - Determines whether the calculated annual entitlement represents a new entitlement (January or a new hire) or an adjustment to the previous month's calculation.

---

## Setting Up Absence Entitlement Plans

To set up absence entitlement plans, use the Absence Entitlement Plans CHE (GPCH\_AB\_ENTITLEMNT) component.

This topic discusses how to set up absence entitlement details.

An entitlement plan specifies the number of paid absence units to which payees are entitled for variety of absence reasons, such as vacation time, sickness, and accidents. For each entitlement reason, you can enter the number of entitlement units that should be granted based on the number of workdays per week, the payee's age, years of service, and/or job function. Absence entitlement plans provide a convenient method of grouping a set of entitlement rules into a single plan.



## Assigning Entitlement Plans to Tariffs

The absence entitlement plan is automatically set to the Tariff Table. The default plan will set vacation entitlement to 22 (as calculated by the formula CH\_AB\_VAC\_ENTFORM).

Individual assignments and overrides at the employee level are possible with supporting element overrides by assigning the relevant entitlement plan to the element CH\_AB\_EE\_ENTL\_PLAN.

See [Understanding Swiss Tariffs](#).

## Assigning Entitlement Plans to Payees

Assign an entitlement plan on the pay entity, pay group, or payee level using the Supporting Overrides page.

You can assign an entitlement plan directly to a payee by using the variable CH\_AB\_EE\_ENTL\_PLAN on the Supporting Element Overrides page. Otherwise, the system will use the default entitlement plan from the tariff factor table.

---

**Note:** When you assign an entitlement plan to a payee, you must still associate the individual entitlement elements that are within the plan to payees. The entitlement plan simply specifies the number of entitlement units to which the payee is entitled. It does not specify that the payee is eligible to receive the entitlement.

---

To override a payee's default entitlement plan:

1. Access the Payee Supporting Element Overrides page for the payee.
2. On the Elements/Dates tab, enter the following values. In the Element Type field, select *Variable*. In the Element Name field, select CH\_AB\_EE\_ENTL\_PLAN.
3. On the Values tab, enter the name of the entitlement plan that you want to assign to the payee.

## Adjusting a Payee's Number of Workdays per Week

The system refers to the payee's number of workdays per week to retrieve the correct row from the entitlement plan table.

The number of workdays per week comes from the Tariff Factor Table. You can use the variable element CH\_AB\_EE\_DAYS\_WEEK to override this number for individual payees. Use the Supporting Element Overrides page to enter the override amount for the variable.

## Pages Used to Set Up Absence Entitlement Plans

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<a href="#">Entitlement Plan Page</a>	GPCH_AB_ENTITLEMNT	Assign a description to the absence entitlement plan.
<a href="#">Entitlement Details Page</a>	GPCH_AB_ENTITLEDE	Specify the number of vacation days to be awarded to employees based on age, length of service, or other entitlement.

## Entitlement Plan Page

Use the Entitlement Plan page (GPCH\_AB\_ENTITLEMNT) to assign a description to the absence entitlement plan.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Absence Elements > Absence Entitlement Plans CHE > Entitlement Plan

### Image: Entitlement Plan page

Entitlement Plan page

The screenshot shows the 'Entitlement Plan' page. At the top, there are two tabs: 'Entitlement Plan' (selected) and 'Entitlement Details'. Below the tabs, the title 'Entitlement CH\_AB\_VAC1' is displayed. A table with one row is shown, titled 'Absence Entitlement Plan'. The table has columns for 'Effective Date', 'Status', 'Description', and 'Short Description'. The values are: Effective Date: 01/01/1998, Status: Active, Description: Vacation based on Age, and Short Description: Vac Age. There are also navigation controls like 'Find | View All', 'First', '1 of 1', and 'Last'.

**Description and Short Description** Enter both a long description and a short description for the absence entitlement plan that you are setting up. The system uses the entries on this page to display the name of plan on other pages.

## Entitlement Details Page

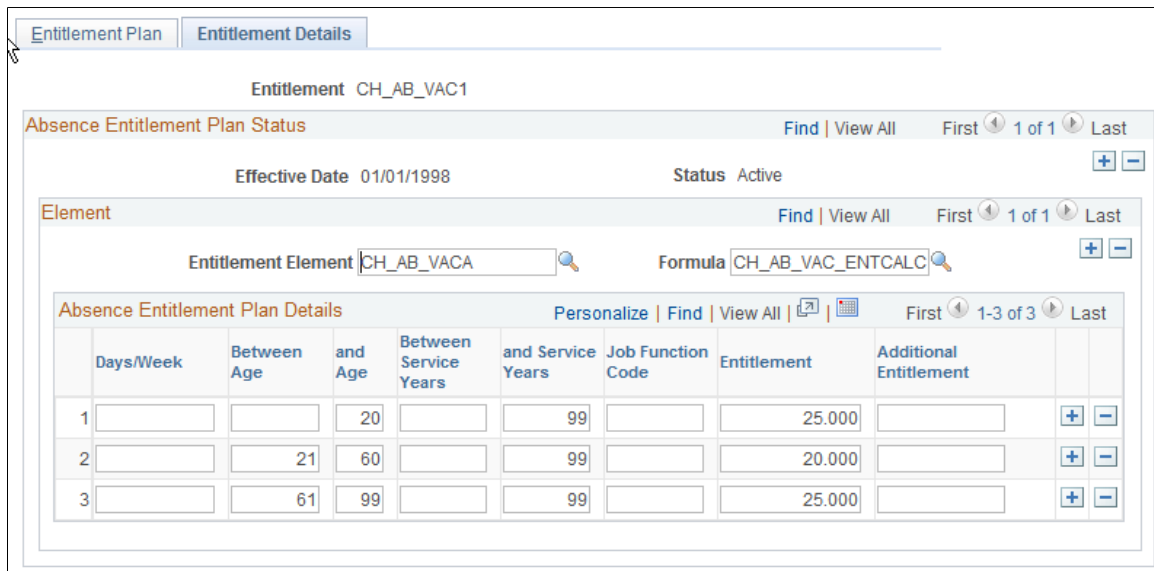
Use the Entitlement Details page (GPCH\_AB\_ENTITLEDE) to specify the number of vacation days to be awarded to employees based on age, length of service, or other entitlement.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Absence Elements > Absence Entitlement Plans CHE > Entitlement Details

**Image: Entitlement Details page**

Entitlement Details page



**Element**

**Entitlement** Select the entitlement to assign to your entitlement plan.

**Formula** Select the formula to assign to your entitlement plan.

**Absence Entitlement Plan Details**

**Days/Week** If entitlements in your plan vary according to the number of weekly workdays, enter the number of workdays for which an employee is eligible.

**Between Age and and Age** If entitlements in your plan vary according to age, enter the range in which an employee is eligible.

**Between Service Years and and Service Years** If entitlements in your plan vary according to length of service, enter the minimum and maximum number of years of service required for this entitlement.

**Job Function Code** Enter a department code to specify the vacation entitlement for a specific department.

**Entitlement** Enter the number of days to which the employee is entitled.

**Additional Entitlement** Enter details of any other entitlement for which the employee is eligible.

**Performing Background Processing**

At the beginning of the Absence process, the system retrieves the following information:

- Tariff, tariff area, and employment category for the payee.
- Entitlement plan and workdays associated with the Tariff table.
- Entitlement plan and workdays for payees, if different from the Tariff table.
- Disability data.
- Entitlement from entitlement plan.

## Absence Process List and Sections

Use the absence process list (CH AB ABSENCE) delivered with Global Payroll for Switzerland, modify this process list, or build your own.

The sections within CH AB ABSENCE are as follows:

- CH\_AB\_INIT: Initializes sections. Executes multiple counts in preparation for absence calculations. For example, the system counts scheduled days, scheduled hours, and public holidays (days and hours).
- CH\_AB\_ENTITLEMENT: Calculates entitlement.
- CH\_AB\_TAKE: Calculates take.
- CH\_AB\_TERM\_SECT: Calculates vacation payoff for terminated payees.
- CH\_AB\_GEN\_PI: Generates positive input for earnings and deductions.

---

## Setting Up Scale Codes

This topic discusses how to view and set up canton scale codes.

The Scale Codes component contains the Canton Scale Codes CHE and Salary Continuance pages. The Canton Scale Codes CHE page lists all the cantons that belong to a selected scale. The Salary Continuance page shows the pay continuance, in weeks, that is assigned to a scale depending on the employee's length of service.

When it is necessary to calculate a salary continuance due to accident, sickness, military/civilian service, or maternity, consider the following:

- If salary continuance isn't provided for in a general work agreement or cross-company regulation, under certain circumstances the employee may be entitled to salary continuance for at least three weeks, possibly longer, depending on length of service.
- When determining the duration of the salary continuance, individual cantons apply the Basel, the Bern, or the Zurich scale. The scales have been developed on the basis of case histories and legal decisions. Employee and employer are free to agree on the scale to be applied. If no individual agreement is reached, the scales assigned to the respective cantons as reflected in the Canton Scale Code CHE page are applied.

## Pages Used to Set Up Scale Codes

Page Name	Definition Name	Usage
<a href="#">Canton Scale Codes CHE Page</a>	GPCH_SI_SCALE_CT	View the cantons that belong to a selected scale.
<a href="#">Salary Continuance Page</a>	GPCH_SI_SCL_SICK	View the pay continuance in weeks to be assigned to a scale (depending on an employee's length of service).

### Canton Scale Codes CHE Page

Use the Canton Scale Codes CHE page (GPCH\_SI\_SCALE\_CT) to view the cantons that belong to a selected scale.

#### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security / Insurance > Scale Codes CHE > Canton Scale Codes CHE

---

**Note:** PeopleSoft delivers and maintains the data on the Scale Codes component.

---

#### Image: Canton Scale Codes CHE page

Canton Scale Codes CHE page

The screenshot shows the 'Canton Scale Codes CHE' page. At the top, there are two tabs: 'Canton Scale Codes CHE' (selected) and 'Salary Continuance'. Below the tabs, the 'Scale Code' is set to '1'. The '\*Description' field contains 'Scale Basel' and the 'Short Description' field contains 'Basel'. Below these fields is a table with the following data:

Canton		Description		
1	BL	Basle-Country	+	-
2	BS	Basle-Town	+	-

Use this page to view the members of a scale code. The system includes the three scale codes: Basel, Bern, and Zurich.

### Salary Continuance Page

Use the Salary Continuance page (GPCH\_SI\_SCL\_SICK) to view the pay continuance in weeks to be assigned to a scale (depending on an employee's length of service).

#### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security / Insurance > Scale Codes CHE > Salary Continuance

**Note:** PeopleSoft delivers and maintains the data on the Scale Codes component.

**Image: Salary Continuance page**

Salary Continuance page

Salary Continuance Details		Personalize	Find	View All	First	1-5 of 19	Last
Service Years	Salary Continuance in Weeks						
1	3						
2	3						
3	9						
4	9						
5	13						

**Service Years**

Displays the number of years an employee has been employed with a company.

**Salary Continuance in Weeks**

Displays the number of weeks during which an employee's salary can be paid if salary continuance isn't provided for in a general work agreement or cross-company regulation.

## Chapter 7

# Setting Up Tariffs

---

## Understanding Swiss Tariffs

A tariff is a contract between employees' unions and employers' associations that defines labor agreements on issues such as standard working hours, income, and vacation. Global Payroll for Switzerland delivers tariffs in the system as Translate Table values.

You can apply additional labor agreement terms, such as salary plans or employee reviews, based on the tariff area, which is usually defined by region or location.

## Viewing Delivered Elements

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

### Related Links

"Understanding How to View Delivered Elements" (PeopleSoft HCM 9.2: Global Payroll)

---

## Defining Tariffs

To define tariffs, use the E0 Allowance Values CHE (GPCH\_EO\_SETUP) and Overtime CHE (GPCH\_ER\_TUEBANS) components.

This topic lists common elements and discusses how to define tariffs.

## Pages Used to Define Tariffs

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<a href="#">Tariff Area Page</a>	TARIFF_AREA_GER	Establish a tariff area.
<a href="#">Base Information Page</a>	GPCH_ER_TRF_FCTR2	Enter information for capital accumulation benefits ( <i>Vermögenswirksame Leistungen</i> ), vacation pay percentage, sick pay, and bank fees.
<a href="#">Bonus Payment Page</a>	GPCH_ER_TRF_FCTR3	Enter data for the thirteenth month income.

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<u>Calculation Details Page</u>	GPCH_ER_TRF_FCTR4	Define the percentages and amounts for certain types of premiums.
<u>Working Time CHE Page</u>	GPCH_ER_TRF_FCTR1	Define working time details, such as hours per day and hours per week, for a company.
<u>Overtime CHE Page</u>	GPCH_ER_TUEBANS	Define overtime pay rates for your company.

## Common Elements Used to Define Tariffs

### Employee Category

Select the employee category for which you want to enter information. Valid values are *Apprentice*, *Award*, *CompPens*, *Doctorant*, *Half Orpha*, *Hired Help*, *No Status*, *Retiree*, *Retrainee*, *Salary*, *Student*, *Trainee*, *Wages*, and *Wid/Orph*.

You select the employee category only once in the Base Information page. After that, the value that you select automatically appears on the other pages in the Tariff Factors component.

### Element Entry Type

Select the element entry type for the thirteenth month income. Valid values are *Abs Entitl* (absence entitlement), *Abs Take* (absence take), *Accumulatr* (accumulator), *Array*, *Auto Assgn* (auto assigned), *Bracket*, *Deduction*, *Earnings*, *Formula*, *System Element*, and *Variable*.

## Tariff Area Page

Use the Tariff Area page (TARIFF\_AREA\_GER) to establish a tariff area.

### Navigation

Set Up HCM > Product Related > Workforce Administration > Labor Administration > Tariff Area > Tariff Area



**Image: Tariff Area page**

Tariff Area page

The screenshot shows the 'Tariff Area' page. At the top, it displays 'Tariff Metal Processing' and 'Tariff Area M01'. Below this is a 'Tariff Information' section with a search bar and navigation controls. The main form contains the following fields:

- \*Effective Date: 01/01/1900
- \*Status: Active
- Description: Metall Schleswig-Holstein
- Short Description: Met SCH-H

Creating a tariff area on this page inserts a new row on the Tariff Area table (TARIFF\_AREA\_GER). You will need to add more information on the Tariff Factors CHE Component.

**Base Information Page**

Use the Base Information page (GPCH\_ER\_TRF\_FCTR2) to enter information for capital accumulation benefits (*Vermögenswirksame Leistungen*), vacation pay percentage, sick pay, and bank fees.

**Navigation**

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Tariff Factors CHE > Base Information

**Image: Base Information page**

Base Information page

The screenshot shows the 'Base Information' page. It has tabs for 'Base Information', 'Bonus Payment', and 'Calculation Details'. The page displays 'Tariff 01 Metal Processing' and 'Tariff Area M01 Metall Schleswig-Holstein'. The main form includes the following fields:

- \*Effective Date: 01/10/2013
- Status: Active
- \*Employee Category: Wage Earner
- Capital Accumulation Maximum: [ ] [ ]
- Waiting Period in Months: [ ]
- Vacation Bonus %: [ ]
- Additional Sick %: [ ]
- Entitlement Plan: [ ]
- Bank Fee** section:
  - Bank Account Fee: [ ] [ ]
  - Processing Period: None
  - Schedule: [ ]

**Bonus Payment Page**

Use the Bonus Payment page (GPCH\_ER\_TRF\_FCTR3) to enter data for the thirteenth month income.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Tariff Factors CHE > Bonus Payment

### Image: Bonus Payment page

Bonus Payment page

The screenshot shows the 'Bonus Payment' page with the following details:

- Tariff:** 01 Metal Processing
- Tariff Area:** M01 Metall Schleswig-Holstein
- Effective Date:** 01/10/2013
- Status:** Active
- Employee Category:** Wage Earner
- Category Section:** Includes 'Find | View All' and navigation arrows. Below it, 'Effective Date' and 'Status' are displayed.
- Element Section:** Includes 'Find | View All' and navigation arrows. Below it, 'Element Entry Type' and 'Element Name' are displayed.
- Table:** A table with the following data:
 

13th Month Income	Personalize	Find	First	1 of 1	Last
Months of Service	*Percent				
0	0.0000				

### Calculation Details Page

Use the Calculation Details page (GPCH\_ER\_TRF\_FCTR4) to define the percentages and amounts for certain types of premiums.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Tariff Factors CHE > Calculation Details

### Image: Calculation Details page

Calculation Details page

The screenshot shows the 'Calculation Details' page with the following details:

- Tariff:** 01 Metal Processing
- Tariff Area:** M01 Metall Schleswig-Holstein
- Effective Date:** 01/10/2013
- Status:** Active
- Employee Category:** Wage Earner
- Calculation Details Table:**

Element Entry Type	Element Name	Element Entry Type	Element Name	Percent	Amount	Currency
1						CHF

## Working Time CHE Page

Use the Working Time CHE page (GPCH\_ER\_TRF\_FCTR1) to define working time details, such as hours per day and hours per week, for a company.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Working Time CHE > Working Time CHE

### Image: Working Time CHE page

Working Time CHE page

**Working Time CHE**

Tariff 01 Metal Processing  
Tariff Area M01 Metall Schleswig-Holstein

Work Time Definition Find | View All First 1 of 1 Last

\*Effective Date 01/10/2013 \*Status Active

Hours	Days	Weeks
Hours per Day	Days per Week 5	Weeks per Month
Hours per Week	*Days per Month	
Hours per Month 0.00	Days per Year	
Hours per Year		

Variable Monthly Pay  
Regular Monthly Pay

## Overtime CHE Page

Use the Overtime CHE page (GPCH\_ER\_TUEBANS) to define overtime pay rates for your company.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Addl Rates > Ceilings > Values > Overtime CHE > Overtime CHE

**Image: Overtime CHE page**

Overtime CHE page

**Overtime CHE**

Company AA    Admin Conference of the US

Overtime Find | View All    First 1 of 1 Last

\*Effective Date

**Overtime Rates** Personalize | Find | View All |  |     First 1 of 1 Last

	Monthly Salary	*Annual Salary	*Overtime Pay Rate	Currency		
1	41666.67	500000.000000	37.50	CHF	<input type="button" value="Search"/>	<input type="button" value="+"/> <input type="button" value="-"/>

## Chapter 8

# Setting Up Maternity Leave

---

## Understanding Swiss Maternity Leave

In Global Payroll for Switzerland, you enter maternity leave data on a single page. The page generates absence take elements that work with the core application's absence process to correctly process maternity leave during a payroll run.

The system determines the amount of paid maternity leave to which an employee is entitled based on years of service and the canton of residence. After the birth of the child, it recalculates the entitlement based on the Swiss legal requirement of eight weeks' leave after the child's actual birth. To accomplish this, the PeopleSoft system uses the maternity code list set (CH\_MATERNITY) to process maternity absence.

See "Understanding Applications and List Sets" (PeopleSoft HCM 9.2: Global Payroll).

### Maternity Leave Setup

To set up maternity leave:

1. View or set up absence take elements on the Absence Take page in the Global Payroll core application.
2. View or set up maternity absence entry elements on the self-service Absence Entry Elements page.
3. (Geneva Canton) Set up maternity insurance percentages on the Maternity Insurance Code CHE page.

### Maternity Leave Processing

To process maternity leave:

1. Enter the expected date of birth and last work day on the Maternity Leave page to generate the appropriate absence take elements in the core application.
2. Enter the child's actual date of birth on the Maternity Leave page to generate additional absence take elements if this birth date affects maternity leave entitlement in the core application.

Global Payroll for Switzerland processes maternity leave during regular payroll runs.

### Maternity Insurance

All employees and employers must participate in the maternity insurance program and pay contributions.

### Related Links

"Understanding Absence Setup and Management Tasks" (PeopleSoft HCM 9.2: Global Payroll)

"Understanding Absence Element Setup" (PeopleSoft HCM 9.2: Global Payroll)

## Viewing Delivered Elements

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

### Related Links

"Understanding How to View Delivered Elements" (PeopleSoft HCM 9.2: Global Payroll)

## Setting Up Maternity Insurance

This topic discusses how to set up maternity insurance.

### Page Used to Set Up Maternity Insurance

Page Name	Definition Name	Usage
<a href="#">Maternity Insurance Code CHE Page</a>	GPCH_SI_MI_SCL	Define the number of salary continuation weeks and deduction percentages for the canton.
<a href="#">Maternity Leave CHE Page</a>		Maintain Swiss maternity leave records.

### Maternity Insurance Code CHE Page

Access the Maternity Insurance Code CHE page (Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Maternity Insurance Code CHE, Maternity Insurance Code CHE).

#### Image: Maternity Insurance Code CHE

Maternity Insurance Code CHE

**Maternity Insurance Code CHE**  
Canton AG Argovia

**Insurance Details** Find | View All First 1 of 1 Last

\*Effective Date 07/01/2005  
Description Maternity Insurance  
Short Description Matins

Salary Continuance Details						
Service Years	Salary Continuance in Weeks	Total Percent	Empl Percent	Maternity Minimum	Maternity Maximum	Maternity Refund
0	14				172.00	80.0000

#### Service Years

These are the employee's years of service.

#### Salary Continuance in Weeks

For Geneva this value is 16 weeks. For all other cantons the value is 14 weeks.

<b>EE Percent</b> (employee percent)	This is the employee paid portion of the premium.
<b>Maternity Minimum</b>	This field is valid for the Geneva canton only.  Enter the minimum guaranteed maternity payment for this canton. <hr/> <b>Note:</b> Currently, for Geneva, the minimum guaranteed maternity payment is 54 CHF per day. <hr/>
<b>Maternity Maximum</b>	Enter the maximum guaranteed maternity payment for this canton. <hr/> <b>Note:</b> Currently, for Geneva, the maximum guaranteed maternity payment is 237.40 CHF per day whereas for other cantons the maximum per day is 172.00 CHF. <hr/>
<b>Maternity Refund</b>	Specify the percentage of the gross used to calculate maternity payments within the minimum and maximum limits for all of the cantons.  For example, assume that the following is true: <ul style="list-style-type: none"> <li>• The maternity refund percentage is 80%.</li> <li>• The minimum and maximum maternity refund for Geneva are 54 CHF and 237.40 CHF respectively.</li> <li>• The maximum maternity refund for other cantons is 172 CHF.</li> </ul> <p>If we assume that a woman's regular earnings are 50 CHF per day, the maternity refund would be 54 CHF in Geneva, as 80% x 50 CHF (= 40) is below the 54 CHF minimum for Geneva. In other cantons, however, the refund would be 40 CHF. And if we assume that the woman's regular earnings are 300 CHF per day, the maternity refund in Geneva would be 237.40 CHF, as 80% x 300 CHF (= 240) is greater than the 237.40 CHF maximum for Geneva. In other cantons, however, the maternity refund would be 172 CHF, as 80% x 300 CHF (= 240) exceeds the 172 CHF maximum for other cantons.</p>

### Map Internal (Hard Coded Codes) With Absence Take

Access the List set page (CH\_Maternity).

#### Navigation

Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Elements >List

### Image: Define List Set

This example illustrates the fields and controls on the Define List Set.

**Define List Set**

Country CHE Switzerland  
 List Set CH\_MATERNITY  
 \*Description Maternity Codes  
 \*Application Country CHE Switzerland  
 \*Application CH\_MATERNITY Maternity Codes

List Set Details 1 of 1 View All

\*Effective Date 01/01/1998

**Element Groups**

*Element Group Name	Description
CH_AB_MATERNITY	Maternity Codes

### Image: Maternity Insurance Code CHE page

This example illustrates the fields and controls on the Maternity Insurance Code CHE page. You can find definitions for the fields and controls later on this page.

**Element Group Attributes**

Country CHE Switzerland  
 List Set CH\_MATERNITY Maternity Codes  
 Effective Date 01/01/1998  
 Element Group Name CH\_AB\_MATERNITY Maternity Codes

**Element Group Members and Attributes**

Element Name	Application Sort Seq	Internal Codes
CH_AB_U090	1	CH_MT_UNB
CH_AB_U500	2	CH_MT_LFZ
CH_AB_U510	3	CH_MT_VERS

Element Name

Customer Absence Take

Internal Codes

Codes used in Maternity page. Values are: CH\_MT\_UNB, CH\_MT\_LFZ, CH\_MT\_VERS

## Maternity Leave CHE Page

Use the Maternity Leave CHE page to maintain Swiss maternity leave records.



### Navigation

Product Related > Global Payroll & Absence Mgmt > Elements > Payee Data > Maintain Absences > Maternity Leave CHE

### Image: Maternity Leave CHE page

This example illustrates the fields and controls on the Maternity Leave CHE page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Maternity Leave CHE' page for employee 'GWA\_005'. It includes a search bar for 'Expected/Actual Date of Birth' and a table of maternity periods. The table has three rows: 'Maternity Paid' (01/02/2013 to 01/22/2013, CH\_AB\_U500), 'Maternity Insurance' (02/15/2013 to 05/23/2013, CH\_AB\_U510), and 'Maternity Unpaid' (empty fields). There are also fields for 'Expected Date of Birth' (03/15/2013), 'Date of Birth' (02/15/2013), and '\*Last Work Day' (01/01/2013).

Maternity paid

Calculates internal code CH\_MT\_LFZ on Expected Date of Birth and Last Work Day and creates Absence take (here CH\_AB\_U500) as of list set CH\_Maternity considering the maternity scale

Maternity insurance

Calculates internal code CH\_MT\_VERS on and Last Work Day and Birth Date and creates Absence take (here CH\_AB\_U510) as of list set CH\_Maternity considering the maternity scale

Maternity unpaid

Calculates internal code CH\_MT\_UNB on and Last Work Day and Birth Date and creates Absence take (here CH\_AB\_U090) as of list set CH\_Maternity considering the maternity scale



# Setting Up Reports

## Setting Up Payslips

This topic provides an overview on payslip customizations.

### Understanding Payslip Customizations

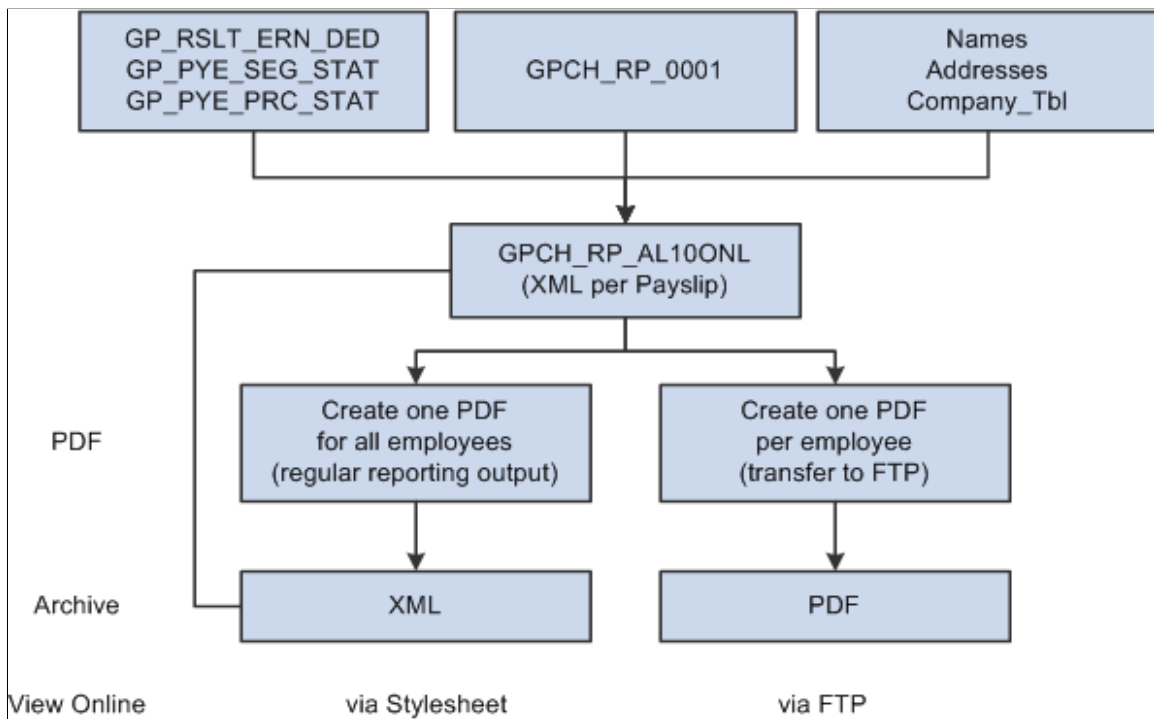
Global Payroll for Switzerland enables you to generate and adapt payslips to meet your needs. You can also print a message on the payslip of an individual payee or on payslips belonging to designated pay groups, locations, or departments.

To support your archiving and specific layout and printing needs the design of the standard payslip separates the storing of data and from data presentation. In a first step you can create an XML file and store it in the GPCH\_RP\_AL10ONL record. Then you can view or print this file in your browser using the standard XSL style sheet (GPCH\_STYLE\_KW1).

Here is a graphical representation of process for customizing payslips:

**Image: Graphic showing process for customizing payslips**

Graphic showing process for customizing payslips



You can decide to customize the existing style sheet, create another style sheet, or choose a completely different presentation procedure. The standard, however, is to create PDF files out of XML. If you want

to customize this setup, you can change the SQR or use any other tool or procedure. To define the path to your logo for the Online Payslip, use the URL Maintenance page (select People Tools, Utilities, Administration, URLs).

GP Switzerland URL for Payslip Logo is GPCH\_ONLINE\_PAYSLIP.

In addition, you can use payslips to:

- Freeze XML after final print.
- Print or view various selections (pay entity, pay group, location, department, employee ID)
- Create messages on various organization levels.
- Sort reports by various criteria (company, pay group, location, department, employee ID, name, and canton).
- Create interfaces only.
- Recreate reports only for new calculations (for example, time stamp compares).
- Print payslips for selected subsets.

Please refer to your PeopleTools documentation for procedures on how to customize style sheets and printing procedures.

*PeopleTools: Application Designer Developer's Guide*

## Pages Used to Set Up Payslips

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<u>Payslip Page</u>	GPCH_SI_COMPANY6	Enter the payslip style that you want to use to pay workers.
<u>Messages CHE Page</u> Add Payslip Messages CHE Page	GPCH_AL_01_MSG	Include messages on payslips for payees being paid for a specific pay end date.

## Payslip Page

Use the Payslip page (GPCH\_SI\_COMPANY6) to enter the payslip style that you want to use to pay workers.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security / Insurance > Company SI Contributions CHE > Payslip

**Image: Payslip page**

Payslip page

PeopleSoft enables you to print payslips for monthly salaries and bonuses. Because the format of payslips varies greatly from one organization to another, we provide one format as an example. We also provide a template that enables you to customize the format to accommodate the payslip style your organization uses. You can also print a message on the payslip to an individual payee or groups of payees.

See [Setting Up Payslips](#).

**Messages CHE Page**

Use the Messages CHE page (GPCH\_AL\_01\_MSG) to include messages on payslips for payees being paid for a specific pay end date.

**Navigation**

- Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Payslips > Messages CHE > Messages CHE
- Global Payroll & Absence Mgmt > Payslips > Add Payslip Messages CHE > Add Payslip Messages CHE

**Image: Messages CHE page**

Messages CHE page

You may designate that a message should appear on the payslips for all payees belonging to a pay entity, or for only those payees belonging to the pay entity that are also members of a specific pay group, location, or department. You may also designate that a message appears for only a specific payee.

---

**Note:** *Current Pay End Date* and *Description* are required fields. Additionally, you can select one of the following four fields: *Pay Group*, *Location*, *Department*, or *EmplID*.

---

<b>Current Pay End Date</b>	Select the pay end date for which you want the message to appear on the payslip.
<b>Pay Entity</b>	Select the pay entity for the organization issuing the payslip.
<b>Pay Group, Location, Department, and EmplID</b> (employee ID)	If you want to include only those payees belonging to a certain pay group, location, department, or employee ID, then enter the ID.
<b>Description</b>	Enter the message to appear on the payslip.

### Example 1

Suppose that you want to issue the message "Have a nice holiday," on the payslips of all payees belonging to a particular pay group. First, you select the appropriate current pay end date. Next, you select the pay entity issuing the payslip. Then you enter the ID for the appropriate pay group. Finally, you enter the message in the Description field.

When the payslips are generated, all payslips generated for payees belonging to the designated pay group display "Have a nice holiday."

### Example 2

Suppose that you want to issue the message "We don't have your current address on file," on the payslip of a specific payee. First, you select the appropriate current pay end date. Next, you select the pay entity issuing the payslip. Then you enter the employee ID for the payee. Finally, you enter the message in the Description field.

When the payslips are generated, the payslip for the designated payee displays "We don't have your current address on file."

---

## Setting Up BESTA Reports

Global Payroll for Switzerland supports the quarterly printing of BESTA reports for the statistics office. To run the BESTA report you need to:

1. Create the BFS\_OFS provider (select Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Providers CHE).
2. Fill in the Swiss company location table with the BUR (*Betriebs-und Unternehmensregisternummer*; the location ID assigned by the statistics office) and building numbers (select Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security / Insurance, Company Location CHE, Company Location CHE).

- Define active employees and apprentices using the Bracket Data page (Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Data).

---

**Note:** The BESTA report considers employees designated as apprentice on the Bracket Data page where the values for *APPRENTICE* match the grade of the employee and the values for *INCLUDE* match the employee status.

---

### Related Links

[Defining Insurance Providers](#)

"Defining Bracket Elements" (PeopleSoft HCM 9.2: Global Payroll)

---

## Setting Up the Salary Structure Analysis (LSE) Report

This topic provides an overview on XML file preparation.

### Understanding XML File Preparation

Global Payroll for Switzerland supports the creation of the salary structure report as an XML file through the dashboard. These reports are required biannually.

To prepare the XML file, you need to setup the cross references that match the various personal attributes with the official values. On the company level the contract type, BUR number and UID need to be provided.

Accumulators for the various required amounts need to be setup As with all other dashboard processing you may also needs to setup the BFS\_OFS provider type, which can be the same as the one you set up for BESTA.

### Related Links

[Statistics - LSE](#)

[Generating and Managing Dashboard XML](#)

## Pages Used to Set Up the Salary Structure Analysis (LSE) Report

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<a href="#">Providers Page</a>	GPCH_SI_PROVDR	Define insurance providers.
<a href="#">Rates Page</a>	GPCH_SI_COMPANY1	Define contract type.
<a href="#">LAW 2006 Page</a>	GPCH_SI_COMPANY4	Define UID and BUR numbers.
<a href="#">Company Location CHE Page</a>	GPCH_AL_COMPLOC	Define attributes of Location.
<a href="#">Accumulators Page</a>	GP_ACCUMULATOR	Map customer earnings to standard accumulators.

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<u>Nationality Page</u>	GPCH_RP_LSENM	Define attribute mappings on the Nationality page.
B Educat. of Empl. (education of employee) Page	GPCH_RP_LSCF	Define attribute mappings on the B Educat. of Empl. page.
C Profile of Pos. (profile of position) Page	GPCH_RP_LSPS	Define attribute mappings on the C Profile of Pos. page.
G Contract Type Page	GPCH_RP_LSCT	Define attribute mappings on the G Contract Type page.
Agricultural Page	GPCH_RP_LSAG	Define attribute mappings on the Agricultural page.

## Providers Page

Use the Providers page (GPCH\_SI\_PROVDR) to define insurance providers.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security/Insurance > Providers CHE > Providers

For more information on defining insurance providers refer to the chapter on Managing Social Insurance for Switzerland.

### Related Links

[Defining Insurance Providers](#)

## Rates Page

Use the Rates page (GPCH\_SI\_COMPANY1) to define Pay Agreement.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security/Insurance > Company Location CHE > Rates



**Image: Rates page**

Rates page

The screenshot displays the 'Rates' page for 'Company KW2 Muster AG'. The page is titled 'Company Social Insurance Contributions' and includes a search bar with 'Find | View All' and navigation buttons for 'First', '1 of 2', and 'Last'. The status is set to 'Active'. The configuration includes the following fields:

- \*Effective Date: 01.01.2008
- Pay Agreement: CLA-Association
- Weekly Hours: 40,00
- Weekly Lessons: [Empty]
- \*AHV Status: 1 Employer/Employee
- Employee Contribution AHV: 5,0500 %
- \*ALV Status: 1 Employer/Employee
- Employee Contribution ALV1: 1,0000 %
- Employee Contribution ALV2: 0,5000 %
- Solidarity Status: 1 ER/EE
- Daily Limit: 350,000
- Avg Work Days: 30,000
- AHV Admin Cost Contribution: 0,015 %
- Total Contribution AHV: 10,1000 %
- Total Contribution ALV1: 2,0000 %
- Total Contribution ALV2: 1,0000 %

Additional options at the bottom include:

- FAK Default Pct
- AHV Exempt YTD
- Apply AHV\_AVS Minimum

For more information on defining the contract type refer to the chapter on Managing Social Insurance for Switzerland.

**Related Links**

[Rates Page](#)

**LAW 2006 Page**

Use the LAW 2006 page (GPCH\_SI\_COMPANY4) to define UID and Trading Register numbers.

**Navigation**

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security/Insurance > Company SI Contribution > LAW 2006

For more information on defining UID and BUR numbers refer to the chapter on Managing Social Insurance for Switzerland.

**Related Links**

[LAW 2006 Page](#)

**Company Location CHE Page**

Use the Company Location CHE page (GPCH\_AL\_COMPLOC) to define:

- Municipality of Location.
- BUR numbers (or individual identifier for location).
- Weekly Hours and Lessons.

## Navigation

Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Social Security/  
Insurance >Company Location Table CHE

For more information on defining BUR numbers refer to the chapter on Managing Social Insurance for Switzerland.

## Related Links

[Company Location Table CHE Page](#)

## Accumulators Page

Use the Accumulator Name page (GP\_ACCUMULATOR) to map customer earnings to standard accumulators.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting  
Elements > Accumulators > Accumulator Name

The Accumulators page maps customer earnings to standard accumulators. This table lists the accumulators for the Salary Structure Analysis (LSE) report for the Global Payroll for Switzerland application:

<b>Accumulator</b>	<b>Description</b>	<b>Custom Entry</b>	<b>Comment - Swissdec GER / FRA</b>
CH_LE_JF1	TotalHoursOfWork Year	see October	Swissdec: F1
CH_LE_JF2	TotalLessonsOfWork Year	see October	Swissdec: F2
CH_LE_JI	Gross Earnings Year	see October	Swissdec: I
CH_LE_JJ	Allowances Year	see October	Swissdec: J
CH_LE_JK	FamIncSupplement Year	see October	Swissdec: K
CH_LE_JL	Social Contributions Year	see October	Swissdec: L
CH_LE_JM	BVG-LPP-RegularContr Year	see October	Swissdec: M
CH_LE_JO	Earnings13th	CH_LE_CJO	Swissdec: O
CH_LE_JP	Overtime	CH_LE_CJP	Swissdec: P
CH_LE_JQ	SporadicBenefits	CH_LE_CJQ	Swissdec: Q
CH_LE_JR	FringeBenefits	CH_LE_CJR	Swissdec: R
CH_LE_JS	CapitalPayment	CH_LE_CJS	Swissdec: S
CH_LE_JT	OtherBenefits	CH_LE_CJT	Swissdec: T

<b>Accumulator</b>	<b>Description</b>	<b>Custom Entry</b>	<b>Comment - Swissdec GER / FRA</b>
CH_LE_JY	PaymentsByThird Year	see October	Swissdec: Y
CH_LE_JZ	BVG-LPP-PurchaseContr	CH_LE_CJZ	Swissdec: Z
CH_LE_OF1	TotalHoursOfWork October	CH_LE_COF1	Swissdec: F1
CH_LE_OF2	TotalLessonsOfWork October	CH_LE_COF2	Swissdec: F2
CH_LE_OI	GrossEarnings October	CH_LE_COI	Swissdec: I
CH_LE_OJ	Allowances October	CH_LE_COJ	Swissdec: J
CH_LE_OK	FamIncSupplement October	CH_LE_COK	Swissdec: K
CH_LE_OL	SocialContributions October	CH_LE_COL	Swissdec: L
CH_LE_OM	BVG-LPP-RegContr October	CH_LE_COM	Swissdec: M
CH_LE_OY	PaymentsByThird October	CH_LE_COY	Swissdec: Y

## Related Links

"Defining Accumulators" (PeopleSoft HCM 9.2: Global Payroll)

## Nationality Page

Use the Nationality page (GPCH\_RP\_LSENM ) to define attribute mappings on the Nationality page.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Reports > Setup Cross Reference  
CHE > Nationality

These attributes need to be mapped:

- Visa Permit Data / Visa Permit Type
- Biographical Details / Highest Education Level
- Salary Plan / Grade
- Contract Type Clauses / Contract Type

This table displays the page, the object name of the page, the source and target values on the page that may need to be mapped, the record where the validation takes place, and page and field where these data resides on employee level.

<b>Page</b>	<b>Object Name</b>	<b>Source Values</b>	<b>Target Values</b>			<b>Employee</b>
		<i>Prompt</i>	<i>PS</i>	<i>BFS_OFS (INFO only)</i>	<i>Swissdec 4.0</i>	<i>Page - Field</i>

Page	Object Name	Source Values	Target Values				Employee	
Nationality	GPCH _RP_ LSENM	Space	1	1	<i>Schweizer</i>		Visa/Permit Data -Type	
		L	2	2	<i>Kurzaufenthalter</i>	shortTerm		
		B	3	3	<i>Aufenthalter</i>	annual		
		C	4	4	<i>Niedergelassene</i>	settled		
		G	5	5	<i>Grenzgänger</i>	crossBorder		
		N	7	6	<i>Andere</i>	asylumSeeker		
		S	8	6	<i>Andere</i>	needForProtection		
		xxx	6	6	<i>Andere</i>	othersNotSwiss		
		Visa_ Permit_ Tbl		Form 2010, Column 6 *1)		TAG ResidenceCategory		
B Educat. of Empl.	GPCH _RP_ LSECF	Customer setup		A	B		Biographical Details - Highest Education Level	
		11	1	UNI, ETH	2	Master		universityMaster
		12	1	UNI, ETH	3	Bachelor		universityBachelor
		21	2	FH, PH	2	Master		higherEducationMaster
		22	2	FH, PH	3	Bachelor		higherEducationBachelor
		30	3	<i>Höhere BA</i>				higherVocEducation
		40	4	<i>Lehrer</i>				teacherCertificate
		50	5	<i>Matura</i>				universityEntranceCertificate
		60	6	<i>BerufsAb</i>				vocEducationCompl
		70	7	Intern				enterpriseEducation
		80	8	<i>Obligatorische</i>				mandatorySchoolOnly
		91			1	<i>Doktorat</i>		Doctorate
		Translates		Form 2012, Column A, B		TAG Education		
D Function Skill	GPCH _RP_ LSESK		1	1	<i>Oberes Kader</i>		Salary Plan - Grade	
			2	2	<i>Mittleres kader</i>			

<b>Page</b>	<b>Object Name</b>	<b>Source Values</b>	<b>Target Values</b>				<b>Employee</b>
			3	3	<i>Unteres kader</i>	lowerCadre	
			4	4	<i>Unterstes Kader</i>	lowestCadre	
			5	5	<i>Ohne Kader</i>	noCadre	
		Sal_Grade_Tbl			Form 2012, Column C	TAG Position	
G Contract Type	GPCH RP_ LSECT	Customer setup	41	1	UnbM	indefiniteSalaryMth	Contract Type/ Clauses - Contract Type
			42	2	UnbM&J	indefiniteSalaryMthAWT	
			43	3	UnbStd	indefiniteSalaryHrs	
			44	4	BefM	fixedSalaryMth	
			45	5	BefStd	fixedSalaryHrs	
			46	6	LehrV	apprentice	
			47	7	<i>Praktikum</i>	internshipContract	
			48			indefiniteSalaryNoTimeConstraint	
			49			fixedSalaryNoTimeConstraint	
		Pers_Cntrct_Typ			Form 2012, Column D	TAG Contract	
Agricultural	GPCH RP_ LSEAG	Customer setup				Empty TAG	Salary Plan - Grade
		Sal_Grade_Tbl		n/a		TAG AgriculturalEmployee	

**Note:** \*1) defined under Particulars, thus required for all domains.

Use the steps below to generate the LSE interface files (Swissdec standard)

<b>Step</b>	<b>Action</b>	<b>Navigation</b>
1	Create a new provider for BFS_OFS	Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Social Security/ Insurance >Providers CHE

<b>Step</b>	<b>Action</b>	<b>Navigation</b>
2	Add the new provider you created in step 1 to a company.	Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Social Security/Insurance >Company SI Contributions CHE
3	Create a new domain for BFS_OFS or add BFS_OFS to a common Swissdec domain	Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Social Security/Insurance >ELM Domain Setup CHE
4	Assign all required statistic attributes to employees.	Global Payroll & Absence Mgmt >Payee Data >Taxes >Maintain Source Tax Data CHE
	Map customer specific attributes to official values	Set Up HCM >Product Related >Global Payroll & Reports >Setup Cross Reference CHE
	Add BUR number for each location	Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Social Security/Insurance >ELM Company Location CHE
	Map BFS_OFS Accumulators	Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Elements >Supporting Elements >Accumulators >Accumulator Name
5	Run the payroll for the company.	Global Payroll & Absence Mgmt >Absence and Payroll Processing >Calculate Absence and Payroll
6	Prepare Dashboard for BFS_OFS (or multiple types) domain.	Global Payroll & Absence Mgmt >Year End Processing >Year End Process CHE >Prepare Files
7	Click Run. Then check the Process Monitor to make sure the process runs to success.	Global Payroll & Absence Mgmt >Year End Processing >Year End Process CHE >Prepare Files
8	Validate the created file.	Global Payroll & Absence Mgmt >Year End Processing >Year End Process CHE >Process Files
9	Review validation results.	Global Payroll & Absence Mgmt >Year End Processing >Year End Process CHE >Review Files
10	Send file direct (PIV) or save file to a directory of your choice (EIV).	Global Payroll & Absence Mgmt >Year End Processing >Year End Process CHE >Process Files  See also <a href="#">Robust File Management</a>

<b>Step</b>	<b>Action</b>	<b>Navigation</b>
11	Check Response from Swissdec distributor and complete if applicable  In case of PIV: review dashboard	Global Payroll & Absence Mgmt >Year End Processing >Year End Process CHE >Process Files
	In case of EIV: review response EIV Portal	Swissdec distributor Portal

## Setting Up Tax Statements

This topic discusses how to set up tax statements.

### Pages Used to Set Up Tax Statements

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<u>Providers Page</u>	GPCH_SI_PROVDR	Define insurance providers.
<u>Report Messages Page</u>	GPCH_AL_MSG_CAT	Review messages and add individual ones (optional).
<u>Sender Details Page</u>	GPCH_SI_COMPANY7	Override sender information (optional).
<u>Company Location Table CHE Page</u>	GPCH_AL_COMPLOC	Define default or override for the G Canteen field for specified company locations.
<u>Accumulator Name Page</u>	GP_ACCUMULATOR	Map customer earnings to standard accumulators.
<u>Form Definition CHE Page</u>	GPCH_FM_DEF	Upload PDF forms.

### Providers Page

Use the Providers page (GPCH\_SI\_PROVDR) to define insurance providers.

#### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security/Insurance > Providers CHE > Providers

For more information on defining insurance providers refer to the chapter on Managing Social Insurance for Switzerland.

#### Related Links

[Defining Insurance Providers](#)

## Report Messages Page

Use the Report Messages page (GPCH\_AL\_MSG\_CAT) to review messages and add individual ones (optional).

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Reports > Report Messages CHE > Report Messages CHE

### Image: Report Messages page

Report Messages page

#### Concatenate Amount

Select this check box to append amount of the accumulator.

#### Always Generate

Select this check box to generate messages for every employee according to the message assignment in the Company SI Contributions CHE (GPCH\_SI\_COMPANY) component.

#### Payee Level Override Indicator

Select this check box to override text for this message on the employee level.

#### Message Number and Message Text

For each message, the system displays a unique message identifier (number) and message text for standard messages as defined by tax administration.

Do not change the message number and message text for these messages:

- 1 = Expense regulations by canton.
- 2 = Conditions of Rz 52 covered.
- 3 = Control display of FTE in line 15
- 4 = Control display of Work locations in line 15



- 5 = Share granted by other company.
- 6 = Child Allowance per AHV-AVS.
- 7 = Relocation costs.
- 8 = Company Car regulations by canton.
- 9 = Company Car regulations individual.
- 10 = Market value by canton.
- 11 = Stock Options.
- 12 = Vesting Period>10.
- 13= Not Price When Offered.
- 14= Not Traded or Restricted.
- 15 = GE: Source taxed employee may request. Other: Source taxed employees who lodge an appeal.
- 16 = Employee pays (at least) 0.8% per Month private share of company car.
- 17 = Auxiliary service for families CHF.
- 9000 = Eff expenses expat.
- 9001 = StaffShareWithoutTaxableIncome.

**Entry Type**

This field should always be set to *Accumulator*.

**Element Name**

Displays the accumulator name.

**Explanation**

Provides additional information about this message.

---

**Note:** Standard message include the path in the official XML.

---

**Reserved ranges for messages**

1 – 19 certified standard

20 – 49 Oracle intern, line 15

50 – 99 Customer, line 15

100 – 8999 Customer, line 14

9000 – 9999 Oracle intern (technical)

## Sender Details Page

Use the Sender Details page (GPCH\_SI\_COMPANY7) to override sender information (optional).

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security/Insurance > Company SI Contributions CHE > Sender Details

If you enter a description in the Description field on the Sender Details page for the Tax Statement 2006 (GPCHTX07) report, the system overrides the default information from the HCM Company table and the Swiss Domain Set for the sender data in the lower right hand corner of the tax statement.

This tables displays the line number, default field from the Company table or the Swiss Domain Set, and the field that are overridden on the tax statement.

<b>Line</b>	<b>Default</b>	<b>Sender Override Fields</b>
1	Company_Tbl.Descr	Description
2	Company_Tbl.Address1	Address Line 1
3	Company_Tbl.Address2	Address Line 2
4	GPCH_EG_STD.Signature	Signature
5	GPCH_EG_STD.Phone	Telephone

The default city and date come from the HCM Company table and Swiss Domain Set for the Field I in the lower left hand corner of the tax statement as shown in this table:

<b>Field I</b>	<b>Default</b>	<b>Override</b>	<b>Override in Run Control</b>
Ort	Company_Tbl.City	City	n/a
Datum	CurrDate as of save of dashboard	City	Append to City (internal print only)

**Note:** The Sender Detail override applies when the Description field is populated. In this case all fields get overridden, including those that did not get filled in. For printing the system populates the proposed date using the date entered in the Issue Date field on the run control page.

### Related Links

[Sender Details Page](#)

## Company Location Table CHE Page

Use the Company Location Table CHE page (GPCH\_AL\_COMPLOC) to define default or override for the G Canteen field for specified company locations.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security / Insurance > Company Location Table CHE > Company Location Table CHE

## Image: Company Location Table CHE page

Company Location Table CHE page

**Company Location Table CHE**

Company KW2 Muster AG  
 Set ID CHE01  
 Location Code KW02 Aarau Operations  
 Zip Code 5000  
 City Aarau  
 Canton AG Argovia  
 Address Tellstrasse 121

**Form Details** 1 of 2 | View All

Effective Date 10/01/2008  
 Municipality Code 4010  
 BUR Number 20202002 Indiv. BtrbsNr. [Dropdown]  
 Building Number 202208  
 Canteen G Default [Dropdown]  
 Weekly Hours 40.00  
 Weekly Lessons 40

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

### Canteen G

In the tax statement form there is a G check box. This indicates if the person receives canteen benefits, with a portion paid by the employer, or if the person receives a tax free meal allowance.

Select one of these values to indicate how you want the system to process canteen benefits for the company location that is displayed:

- *Default*
- *Always Check*
- *Never Check*
- *Follow Accumulator*

### Control FTE and Work Location Display in Line 15

Creation of FTE% - Position and Worklocation - Message is controlled by activating the message in company-/message mapping

### Image: Control FTE and Work Location Display

Control FTE and Work Location Display

Message Number	Message Text	Canton	All Cantons	From Dt	Amount 1	Company
1	Expense regulations by canton	LU	<input type="checkbox"/>	04/15/2008		
2	Conditions of Rz 52 covered		<input type="checkbox"/>			
3	Share granted by other company		<input type="checkbox"/>			
4	Child Allowance per AHV-AVS		<input type="checkbox"/>			

### Image: Comments and Observations

Comments and Observations

Ziffer	Chiffre	CHF
15.	Expense regulations by canton LU 15.04.2008	
	Conditions of Rz 52 covered	
	StaffShareWithoutTaxableIncome Stock Options	
	Vesting Period>10	
	Not Price When Offered	
	Not Traded or Restricted	
	Work location from: 01.01.2011 to: 31.03.2011 1061 Luzern	
	from: 01.04.2011 to: 09.05.2011 4001 Aarau	
	from: 10.05.2011 to: 31.10.2011 1061 Luzern	

## Accumulator Name Page

Use the Accumulator Name page (GP\_ACCUMULATOR) to map customer earnings to standard accumulators.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Accumulators > Accumulator Name

The Accumulators page maps customer earnings to standard accumulators. This table lists the accumulators for the LAW 2006 Tax Statement report for the Global Payroll for Switzerland application:

<b>Accumulator</b>	<b>Description</b>	<b>Custom Entry</b>	<b>Comment</b>
CH_LW_10	LAW 2006, line 1	CH_LW_C10	Do not change unless employees do not contribute through the Taxable (AHV, ALV,UV,Tax) segment accumulator (CH_00_0) or if income needs to be reversed as they contribute through CH_00_0.
CH_LW_101	LAW 2006, line 10.1	CH_LW_C101	
CH_LW_102	LAW 2006, line 10.2	CH_LW_C102	
CH_LW_120	LAW 2006, line 12	CH_LW_C120	Only use for deductions that are not included in CH_TX_10. The default is CH_TX_10.
CH_LW_1311	LAW 2006, line 13.1.1	CH_LW_C1311	
CH_LW_1311A	LAW 2006, line 13.1.1 Check box	CH_LW_C1311A	
CH_LW_1312	LAW 2006, line 13.1.2	CH_LW_C1312	
CH_LW_1321	LAW 2006, line 13.2.1	CH_LW_C1321	
CH_LW_1322	LAW 2006, line 13.2.2	CH_LW_C1322	
CH_LW_1323	LAW 2006, line 13.2.3	CH_LW_C1323	
CH_LW_133	LAW 2006, line 13.3	CH_LW_C133	
CH_LW_140	LAW 2006, line 14		
CH_LW_15xxx	LAW 2006, line 15	CH_LW_C15xxx	Triggers a corresponding message.
CH_LW_21	LAW 2006, line 2.1	CH_LW_C21	
CH_LW_22	LAW 2006, line 2.2	CH_LW_C22	
CH_LW_23	LAW 2006, line 2.3	CH_LW_C23	
CH_LW_30	LAW 2006, line 3	CH_LW_C30	
CH_LW_40	LAW 2006, line 4	CH_LW_C40	
CH_LW_50	LAW 2006, line 5	CH_LW_C50	
CH_LW_60	LAW 2006, line 6	CH_LW_C60	
CH_LW_70	LAW 2006, line 7	CH_LW_C70	
CH_LW_90	LAW 2006, line 9	CH_LW_C90	

<b>Accumulator</b>	<b>Description</b>	<b>Custom Entry</b>	<b>Comment</b>
CH_LW_F	LAW 2006, check box F	CH_LW_CF	
CH_LW_G	LAW 2006, check box G	CH_LW_CG	

**Related Links**

"Defining Accumulators" (PeopleSoft HCM 9.2: Global Payroll)

**Form Definition CHE Page**

Use the Form Definition CHE page (GPCH\_FM\_DEF) to upload PDF forms.

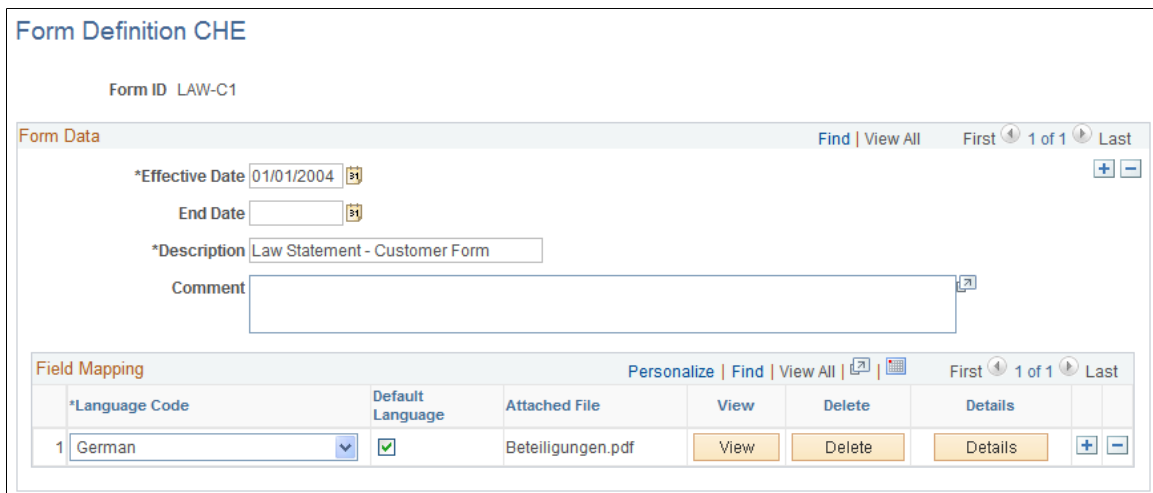
**Note:** The recommended way to manage Tax Statement is to report through Swissdec and use ViewGen to print. The classic reporting described here may be still used for internal purpose only.

**Navigation**

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Reports > Form Definition CHE > Form Definition CHE

**Image: Form Definition CHE page**

Form Definition CHE page



For each of the five forms delivered with the application, click the Delete button, then click Add to upload the corresponding form from your environment. By default you'll find these forms inside your SQR directory.

**Note:** Never use the -/+ to change lines, then you'll lose the setup and need to reload tables GPCH\_FM\_FORMOPT and GPCH\_FM\_FLD and do not introduce new Effdt for new forms.

This table lists the forms the are delivered with the Global Payroll for Switzerland application for the LAW 2006 Tax Statement:

<b>Form ID</b>	<b>Description</b>	<b>Comment</b>	<b>PDF</b>
LAW-C1	Law Statement - Customer Form	Customer Form (optional)	beteiligungen.pdf
LAW-P1	LAW Statement - Part 1	LAW Statement – Standard Page	_11lohna_3-dfi_25-08-06.pdf
LAW-P1B	LAW Statement - Part 1	LAW Statement – Form for Pensioners.	_11lohna_3-dfi_25-08-06b.pdf
LAW-P1EDIT	Edit Tax Statement	Edit Tax Statement – Edit Page	_11lohna_3-dfi_250806_edit.pdf
LAW-P2	LAW Statement - Part 2	LAW Statement (2nd page if messages don't fit in first page)	_11lohna_3-dfi_25-08-06_x.pdf

## Setting Up Source Tax Reports

This topic discusses how to set up source tax reports.

Global Payroll for Switzerland supports the legal source tax reporting requirements for all cantons. You need to manage the following setup to adjust the reporting to the local requirements.

### Pages Used to Set Up Source Tax Reports

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<u>Providers Page</u>	GPCH_SI_PROVDR	Define provider for the GE and VD cantons only. See also <a href="#">Generating and Managing Dashboard XML</a> .
<u>FAK/Source Tax (System) CHE Page</u>	GPCH_TX_FAK	Review values entered in the Withholding Tax on Commission field.
<u>FAK/Source Tax (Company) CHE Page</u>	GPCH_TX_FAK_STAX	Define Tax Nbr, Use Premium separate, and Source Tax Language fields for monthly and quarterly reporting.
<u>Accumulator Name Page</u>	GP_ACCUMULATOR	Review accumulators and add customer earnings and deductions to the accumulators.

### Providers Page

Use the Providers page (GPCH\_SI\_PROVDR) to define provider for the GE and VD cantons only. See also [Generating and Managing Dashboard XML](#).

**Navigation**

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Providers  
CHE

For more information on defining insurance providers refer to the chapter on Managing Social Insurance for Switzerland.

**Related Links**

[Defining Insurance Providers](#)

**FAK/Source Tax (System) CHE Page**

Use the FAK/Source Tax (System) CHE page (GPCH\_TX\_FAK) to review values entered in the Withholding Tax on Commission field.

**Navigation**

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Taxes > FAK/Source Tax (System) CHE > FAK/Source Tax (System) CHE

Use this page to review values entered in the Withholding Tax on Commission field. For additional information on reviewing source tax percentages, refer to the Managing Source Tax chapter.

**Related Links**

[FAK/SourceTax\(System\) CHE Page](#)

**FAK/Source Tax (Company) CHE Page**

Use the FAK/Source Tax (Company) CHE page (GPCH\_TX\_FAK\_STAX) to define Tax Nbr, Use Premium separate, and Source Tax Language fields for monthly and quarterly reporting.

**Navigation**

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Taxes > FAK/Source Tax (Company) CHE > FAK/Source Tax (Company) CHE

**Image: FAK/Source Tax (Company) CHE page**

FAK/Source Tax (Company) CHE page

The screenshot shows the 'FAK/SourceTax(Company) CHE' page for Company KW1, Business Institute Switzerland. The status is 'Active' and the effective date is 01.01.1998. Below this is a table titled 'Source Tax Data' with columns for Canton, Description, Tax Nbr, Tax Method, Use Premium separate, Source Tax Language, FAK Number, FAK % total, LAW Provider, FAK Provider, FAK % EE, and FAK Language.

*Canton	Description	Tax Nbr	Tax Method	Use Premium separate	Source Tax Language	FAK Number	FAK % total	LAW Provider	FAK Provider	FAK % EE	FAK Language
1/AG	Argovia	6.5871.1		<input type="checkbox"/>							
2/AI	Appenzell Inner-Rhodes			<input type="checkbox"/>		129.270	1.8000				
3/AR	Appenzell Outer-Rhodes	901704		<input type="checkbox"/>			1.3900				
4/BE	Berne			<input type="checkbox"/>							
5/BL	Basle-Country	1639		<input type="checkbox"/>							



<b>Tax Nbr</b> (tax number)	Enter Tax assigned to your company by tax administration.
<b>Tax Method</b>	Override tax method (e.g. for VS company may use VD method).
<b>Use Premium separate</b>	Reports earnings/deductions assigned to accumulator CH_TX_06 in separate column.
<b>Source Tax Language</b>	Select the language that you want to use for the canton. If the language on the run control page is blank, you need to select languages for specific cantons on this page, especially if you run one report that contains several cantons with different languages. Supported languages include English, French, German and Italian.
<b>Tax Month and Tax Quarter</b>	When running the report for several cantons in monthly or quarterly mode, the system includes only those cantons that qualify for monthly or quarterly mode. You can, however, select both modes, then the system will include the canton in both reports.

**Related Links**

[Entering FAK Data](#)

**Accumulator Name Page**

Use the Accumulator Name page (GP\_ACCUMULATOR) to review accumulators and add customer earnings and deductions to the accumulators.

**Navigation**

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Accumulators > Accumulator Name

**Yearly Source Tax Report (GPCHTX01) – Cross Border Mode**

<i>Accumulator</i>	<i>Description</i>	<i>Custom Entry</i>	<i>Comment</i>
CH_TX_GG1B	Tax Gross Cross Boarder FRA	CH_TX_CGG1B	Only used when employees do not contribute through CH_00_0 or if the reported gross needs to be reversed as they contribute through CH_00_0.

Defines the reported gross. This accumulator is calculated in payroll and stored in the GPCH\_RP\_0001 table. This is where the system gets the value from for the report.

## Yearly Source Tax Report (GPCHTX01) – Geneva

<i>Accumulator</i>	<i>Description</i>	<i>Custom Entry</i>	<i>Comment</i>
CH_TX_GE31_YTD	GE days worked	CH_TX_CGE31	
CH_TX_GE34_YTD	GE indemnities depart	CH_TX_CGE38	
CH_TX_GE37	AQ GE prestations en capital	CH_TX_CGE37	
CH_TX_GE38	AQ GE indemnities pour frais	CH_TX_CGE38	
CH_TX_GE39	Unpaid days attestation quit.	CH_TX_CGE39	

These accumulators are calculated only within the report and saved into the XML file. Values are not stored in the GP\_RSLT\_ACUM table or in a write array.

## Yearly Source Tax Report (GPCHTX01) – Ticinio

<i>Accumulator</i>	<i>Description</i>	<i>Custom Entry</i>	<i>Comment</i>
CH_TX_TI22	Source Tax TI unpaid days	CH_TX_TI22	

This accumulator is calculated within the payroll and stored in the GPCH\_RP\_0001 table. This is where the system gets the value from for the report.

## Monthly/Quarterly Source Tax Report (GPCHTX02) – AI, AR, VD, ZH

<i>Accumulator</i>	<i>Description</i>	<i>Custom Entry</i>	<i>Comment</i>
CH_TX_06	QS Additional Premium (s. 2i)	CH_TX_C06	Used with cantons other than AI, AR, GL, SG, VD, and ZH.
CH_TX_06AI	Source Tax Premium AI	CH_TX_C06AI	
CH_TX_06AR	Source Tax Premium AR	CH_TX_C06AR	Also used for GL and SG.
CH_TX_06VD	Source Tax Premium VD	CH_TX_C06VD	
CH_TX_06ZH	Source Tax Premium ZH	CH_TX_C06ZH	

These accumulators are used to show bonus payments separately if the Use Premium flag for the canton is selected. The system calculates accumulators within the payroll. The value shown in the report is stored in the GPCH\_RP\_0001 table. This is where the system gets the value from for the report.

### Related Links

"Defining Accumulators" (PeopleSoft HCM 9.2: Global Payroll)

[Generating and Managing Dashboard XML](#)

## Setting Up FAK\_CAF Reports

This topic discusses how to set up FAK\_CAF reports.

Global Payroll for Switzerland supports the legal FAK\_CAF reporting requirements for all cantons. You may need to manage the following setup pages to adjust the reporting to your local requirements.

### Pages Used to Set Up FAK\_CAF Reports

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<u>Providers Page</u>	GPCH_SI_PROVDR	Define provider for the GE and VD cantons only. See also <a href="#">Generating and Managing Dashboard XML</a> .
<u>Rates Page</u>	GPCH_SI_COMPANY1	Use the FAK Default Pct check box to indicate whether contribution rates shall be taken from the system level or the company level. If FAK Default Pct check box is selected, then the contribution percentage comes from the system.
<u>FAK/Source Tax (System) CHE Page</u>	GPCH_TX_FAK	This page is maintained by Oracle. If there are no special conditions for your company, you might use the rates that are displayed. If the FAK Default Pct check box is selected on the Rates page, then the contribution percentage comes from this page.
<u>FAK/Source Tax (Company) CHE Page</u>	GPCH_TX_FAK_STAX	Use this page to enter the FAK_CAF account assigned to your company by the FAK_CAF administration. If the FAK Default Pct check box is not selected on the Rates page, then the contribution percentages come from this page.  If the language on the run control page is blank, you need to select languages for specific cantons on this page, especially if you run one report that contains several cantons with different languages. Supported languages include English, French, German and Italian.
<u>Viewing Accumulators</u>	GP_PIN	This page is used for informational purposes only. The standard setup should cover all your requirements.

### Providers Page

Use the Providers page (GPCH\_SI\_PROVDR) to define provider for the GE and VD cantons only (see also dashboard).

## Navigation

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Providers  
CHE

For information on defining insurance providers refer to the chapter on Managing Social Insurance for Switzerland.

## Related Links

[Defining Insurance Providers](#)

## Rates Page

Use the Rates page (GPCH\_SI\_COMPANY1) to use the FAK Default Pct check box to indicate whether contribution rates shall be taken from the system level or the company level.

If FAK Default Pct check box is selected, then the contribution percentage comes from the system.

## Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security/Insurance >  
Company SI Contributions CHE > Rates

For information on defining FAK default percentages, refer to the chapter on Managing Social Insurance for Switzerland.

## Related Links

[Rates Page](#)

## FAK/Source Tax (System) CHE Page

Use the FAK/Source Tax (System) CHE page (GPCH\_TX\_FAK) to this page is maintained by Oracle.

If there are no special conditions for your company, you might use the rates that are displayed. If the FAK Default Pct check box is selected on the Rates page, then the contribution percentage comes from this page.

## Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Taxes > FAK/Source Tax  
(System) CHE > FAK/Source Tax (System) CHE

**Image: FAK/Source Tax (System) CHE page**

FAK/Source Tax (System) CHE page

The screenshot shows the 'FAK/SourceTax(System) CHE' page. At the top, there is a status bar with 'Status' and 'CHE'. Below that, there are input fields for '\*Effective Date' (01/01/2010) and 'Status' (Active). The main table is titled 'FAK/Source Tax Contributions' and has columns for \*Country, \*Effective Date, Canton, Description, Withholding Tax on Commission, FAK Contribution, and FAK AdminFee(NE/ZG). The table lists five entries for different cantons: Argovia, Appenzell Inner-Rhodes, Appenzell Outer-Rhodes, Berne, and Basle-Country.

	*Country	*Effective Date	Canton	Description	Withholding Tax on Commission	FAK Contribution	FAK AdminFee(NE/ZG)
1	CHE	01/01/2010	AG	Argovia	2.0000	1.400000	
2	CHE	01/01/2010	AI	Appenzell Inner-Rhodes	4.0000	1.700000	
3	CHE	01/01/2010	AR	Appenzell Outer-Rhodes	4.0000	1.700000	
4	CHE	01/01/2010	BE	Berne	4.0000	1.750000	
5	CHE	01/01/2010	BL	Basle-Country	4.0000	1.500000	

This table is maintained by Oracle. If there are no special conditions for your organization, you can use these rates. If the FAK Default Pct check box is selected on the Rates page, the system uses the contribution percentages entered here.

**FAK/Source Tax (Company) CHE Page**

Use the FAK/Source Tax (Company) CHE page (GPCH\_TX\_FAK\_STAX) to use this page to enter the FAK\_CAF account assigned to your company by the FAK\_CAF administration.

If the FAK Default Pct check box is not selected on the Rates page, then the contribution percentages come from this page. If the language on the run control page is blank, you need to select languages for specific cantons on this page, especially if you run one report that contains several cantons with different languages. Supported languages include English, French, German and Italian.

**Navigation**

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Taxes > FAK/Source Tax( Company) CHE > FAK/Source Tax (Company) CHE

**Image: FAK/Source Tax (Company) CHE page (1 of 2)**

FAK/Source Tax (Company) CHE page (1 of 2)

The screenshot shows the 'FAK/SourceTax(Company) CHE' page for Company KW1 Business Institute Switzerland. It includes a status bar with 'Status' and 'Active'. Below that, there are input fields for 'Effective Date' (01/01/1998) and 'Status' (Active). The main table is titled 'Source Tax Data' and has columns for \*Canton, Description, Tax Nbr, Tax Method, Use Premium separate, Source Tax Language, FAK Number, FAK % total, LAW Provider, FAK Provider, FAK % EE, and FAK Language. The table lists five entries for different cantons: Argovia, Appenzell Inner-Rhodes, Appenzell Outer-Rhodes, Berne, and Basle-Country.

	*Canton	Description	Tax Nbr	Tax Method	Use Premium separate	Source Tax Language	FAK Number	FAK % total	LAW Provider	FAK Provider	FAK % EE	FAK Language
1	AG	Argovia	6.5871.1		<input type="checkbox"/>							
2	AI	Appenzell Inner-Rhodes			<input type="checkbox"/>		129.270	1.8000				
3	AR	Appenzell Outer-Rhodes	801704		<input type="checkbox"/>			1.3900				
4	BE	Berne			<input type="checkbox"/>							
5	BL	Basle-Country	1639		<input type="checkbox"/>							

**Image: FAK/Source Tax (Company) CHE page (2 of 2)**

FAK/Source Tax (Company) CHE page (2 of 2)

FAK % EE	FAK Language	FAK Month	FAK Quarter	FAK Year	Tax Month	Tax Quarter	Rate Result Value		
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0.100000	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

**FAK Nbr** Enter the FAK\_CAF account as assigned to your company by the FAK\_CAF administration.

**FAK% Total** If the FAK Default Pct is deselected on the Rates page, the system uses the contribution percentages entered here.

**FAK Language** If you run one report for several canton with different languages, select the language for the canton. The system supports these languages: English, French, German and Italian.

**FAK Provider** Assign FAK\_CAF provider for cantons, where you want to create AK Banken and AK Versicherungen XML. This is the provider that gets mapped in Company Provider mapping.

**FAK Month, FAK Quarter, and FAK Year** Not currently supported.

**Viewing Accumulators**

Use the Accumulators page (GP\_PIN) to this page is used for informational purposes only.

The standard setup should cover all your requirements.

**Navigation**

Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Accumulators

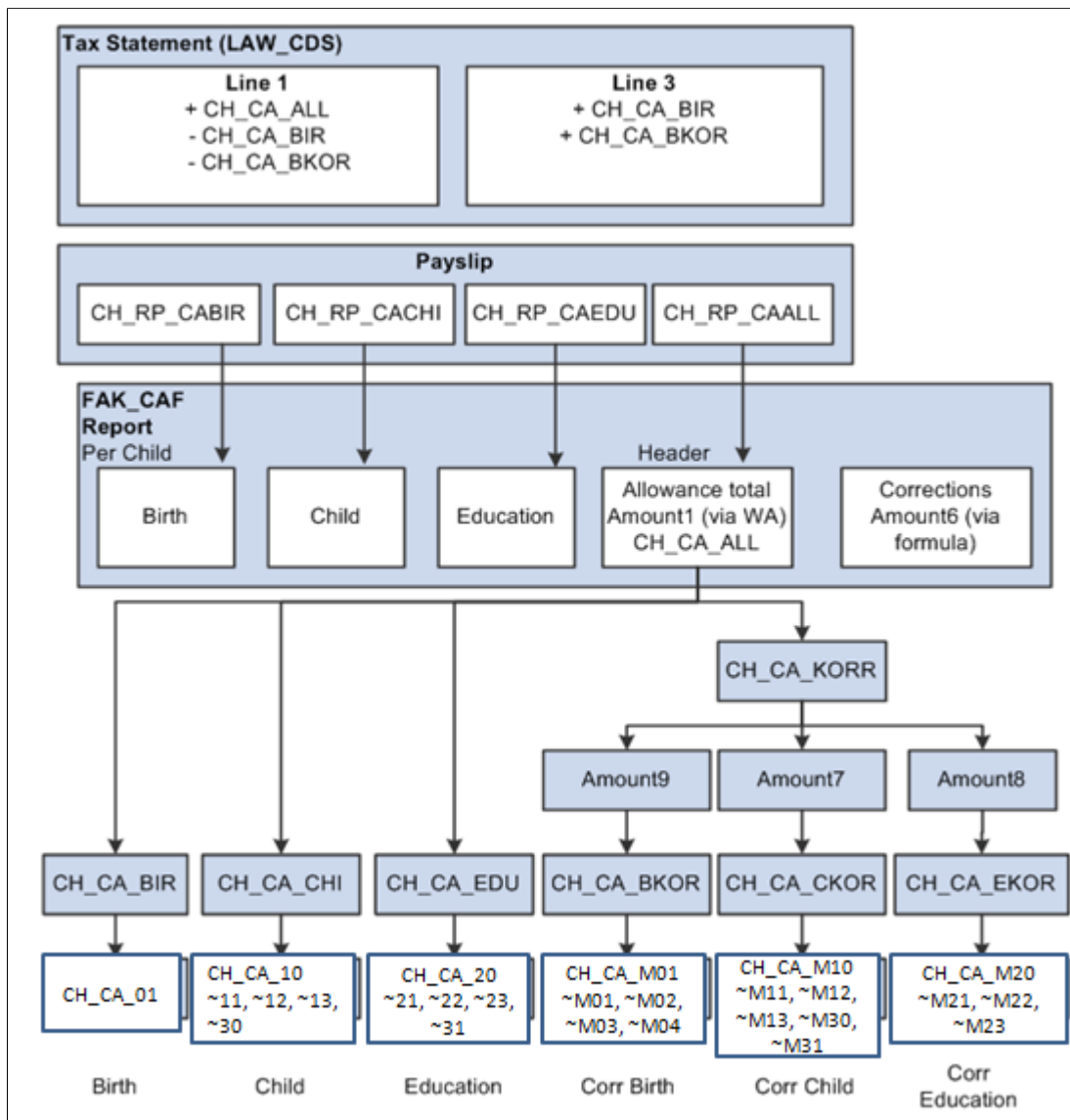
Here are the accumulators the system uses for the Tax Statement (LAW\_CDS):

<b>Line 1</b>	<b>Line 3</b>
+ CH_CA_ALL	+ CH_CA_BIR
- CH_CA_BIR	+ CH_CA_BKOR
- CH_CA_BKOR	

Here is a graphical representation of how information flows from the payslip to the FAK\_CAF report:

**Image: Graphical representation of how information flows from the payslip to the FAK\_CAF report**

Graphical representation of how information flows from the payslip to the FAK\_CAF report



**Note:** Since child allowance reporting is controlled by existing accumulators, we do not expect that you will have to make changes to child allowance accumulators.

Use the steps below to generate the FAK\_CAF interface files by dashboard (AKB and eAHV):

Step	Action	Navigation
1	Create a new provider for FAK_CAF	Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Social Security/ Insurance >Providers CHE

<b>Step</b>	<b>Action</b>	<b>Navigation</b>
2	Add the new provider you created in step 1 to a company.	Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Social Security/ Insurance >Company SI Contributions CHE
3	Create a new domain for FAK_CAF  AKB = FAK_CAF mode AKB  eAHV = FAK_CAF mode eAHV	Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Social Security/ Insurance >ELM Domain Setup CHE This needs to be a domain with a single Provider Type FAK_CAF. This XML cannot coexist with any other Provider Type in same domain.
	AKB user needs to map required cantons in FAK/Source Tax(Company) CHE page	Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Taxes >FAK/Source Tax (Company) CHE
4	Assign child data to employees.	Global Payroll & Absence Mgmt >Payee Data >Family Allowances CHE
5	Run the payroll for the company.	Global Payroll & Absence Mgmt >Absence and Payroll Processing >Calculate Absence and Payroll
6	Prepare Dashboard for FAK_CAF domain.  At the bottom of the Dashboard page (Prepare Files) make sure the monthly value appears in the drop-down menu list for the Report Period field.	Global Payroll & Absence Mgmt >Year End Processing >Year End Process CHE >Prepare Files
7	Click Run. Then check the Process Monitor to make sure the process runs to success.	Global Payroll & Absence Mgmt >Year End Processing >Year End Process CHE >Prepare Files
8	Validate the created file.	Global Payroll & Absence Mgmt >Year End Processing >Year End Process CHE >Process Files
9	Review validation results.	Global Payroll & Absence Mgmt >Year End Processing >Year End Process CHE >Review Files
10	Save file to a directory of your choice.	Global Payroll & Absence Mgmt >Year End Processing >Year End Process CHE >Process Files  See Also <a href="#">Robust File Management</a>
11	Upload file to AK Portal	



## Related Links

[Generating and Managing Dashboard XML](#)

## Setting Up Pay Balances

This section provides an overview on pay balance adjustments.

### Pages Used to Set Up Pay Balances

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<a href="#">Define List Set Page</a>	GP_ELN_SET	Define print classes.
<a href="#">Accumulator Name Page</a>	GP_ACCUMULATOR	Map customer earnings to standard accumulators.

### Understanding Pay Balance Adjustments

To adjust pay balances to your needs you can choose a specific print class and define earnings and deductions that should display even if the result is zero. You can also define what earnings and deductions should appear with 4 decimals instead of the normal 2 decimal setup.

### Define List Set Page

Use the Define List Set page (GP\_ELN\_SET) to assign and view print classes.

#### Navigation

Set Up HCM >Product Related > Global Payroll & Absence Mgmt > Elements > Define List Set > Define List Set

This table displays that delivered list set that work best with the reports displayed in the right hand column:

<i>List Set</i>	<i>Report</i>
CH_GPCHDM21	Pay Balance (GPCTX06) Pay Element Summary (GPCHAL08) Element Contribution (GPCHAL07)

### Related Links

"Selecting Entry Types and Displaying Record.Field Combinations" (PeopleSoft HCM 9.2: Global Payroll)

## Accumulator Name Page

Use the Accumulator Name page (GP\_ACCUMULATOR) to review accumulators and assign customer earnings and deductions.

### Navigation

Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Elements >Supporting Elements >Accumulators >Accumulator Name

---

**Note:** The CH\_RP\_ZERO accumulator is only supported for elements that get stored if the value is equal to zero.

---

This table lists the accumulators that affect pay balances on reports for the Global Payroll for Switzerland application:

<b>Accumulator</b>	<b>Description</b>	<b>Custom Entry</b>	<b>Comment</b>
CH_RP_2DEC	Shows if value has 3 decimals.	CH_RP_DEC2	Stores earnings and deductions that have 4 decimals.
CH_RP_ZERO	Shows if value is equal to zero (0).	CH_RP_ZERO	Stores earnings and deductions that have a value of zero (0).

### Related Links

"Defining Accumulators" (PeopleSoft HCM 9.2: Global Payroll)

---

## Setting Up the Dashboard

This topic provides an overview of the dashboard setup.

### Understanding Dashboard Setup

Global Payroll for Switzerland supports the XML generation as certified by Swissdec. In addition, you can create XML files for:

- Year end source tax for the Geneva canton.
- Quarterly source tax reporting for the Vaud canton(*Passerelle*).
- FAK\_CAF reporting, monthly as defined by *Ausgleichskasse Banken AKB* and *Ausgleichskasse Versicherungen*.
- Year to date as defined by eAHV.

All required processes can run in one job. You can manage all these activities through the dashboard:

- Run processes.

- Review files via XML publisher.
- Review files via ViewGen (for Swissdec domains)
- Send files to the Swissdec distributor.
- Manage files via robust file management. See also [Robust File Management](#).
- Archive files.

To prepare the dashboard processing, you need to prepare the system by following the instructions in this section.

See *PeopleTools: BI Publisher for PeopleSoft PeopleBook*

## Pages Used to Set Up the Dashboard

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<a href="#">Online Processing Setup CHE Page</a>	GPCH_EG_NM_VAL_PRS	Define parameters to create, validate and send XML files through the dashboard.
<a href="#">ELM Domain Setup CHE Page</a>	GPCH_EG_DOMAIN	Define ELM domains.
<a href="#">Providers CHE Page</a>	GPCH_SI_PROVDR	Define insurance providers.
<a href="#">Provider Page</a>	GPCH_SI_COMPANY2	Map providers.
<a href="#">FAK/Source Tax (Company) CHE Page</a>	GPCH_TX_FAK_STAX	Map providers for Ausgleichskasse Banken #AKB.
<a href="#">LAW 2006 Page</a>	GPCH_SI_COMPANY4	Maintain UID and BUR numbers.

## Online Processing Setup CHE Page

Use the Online Processing Setup CHE page (GPCH\_EG\_NM\_VAL\_PRS) to define parameters to create, validate and send XML files through the dashboard.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Processing > Online Processing Setup CHE > Define Online Processing Setup > Online Processing Setup CHE

For more information on defining online properties refer to the chapter on Defining Country Data.

### Related Links

[Defining Swiss Online Processing Options](#)

## ELM Domain Setup CHE Page

Use the ELM Domain Setup CHE page (GPCH\_EG\_DOMAIN) to define ELM domains.

## Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security/Insurance > ELM Domain Setup CHE > ELM Domain Setup CHE

### Image: ELM Domain Setup CHE page

ELM Domain Setup CHE page

The system builds the domain package that you can run using the dashboard in one process. Depending on your requirements, you can combine all Swissdec domains or create several packages. For Source Tax and FAK\_CAF AKB and FAK\_CAF eAHV (all monthly and not Swissdec domains) you need dedicated domains.

Use the ELM Domain Setup CHE page to enter a set of values that you use on the Dashboard page to run the various legally required reports for the Swiss eGovernment.

You can save these values and reuse them whenever you have to run government required reports.

<b>Effective Date</b>	Enter or select the date the ELM domain becomes effective.
<b>Swissdec Version</b>	Only 4.0 available.
<b>Description</b>	Enter an appropriate description for the domain
<b>Monitor ID</b>	Enter the monitor ID that you want to use to communicate with your Swissdec distributor. The default is <i>peoplesoft</i> .
<b>Outbound File Directory</b>	Displays the directory path for the outbound files that the system creates.
<b>Contact Person, Email ID, Phone and Comment</b>	Enter the names of the person responsible for the reports and how they can be contacted.
<b>Create File If Applicable</b>	Select this check box if you want the system to create a file.
<b>Validate File If Applicable</b>	Select this check box if you want the system to validate the file.
<b>Sign File If Applicable</b>	Select this check box if you want the system to sign the file.
<b>Encrypt File If Applicable</b>	Select this check box if you want the system to sign the file.

<b>Compress File If Applicable</b>	Not currently supported.
<b>Domains</b>	<p>For domains of type monthly (and GE ISEL) the grid allows only 1 domain type. User may however combine yearly (except GE ISEL) domains to create the XML in one run.</p> <ol style="list-style-type: none"> <li>1. XML Month - Domains of type in in ('A','C','E','I') or (GPCH_SI_PROV_TYPE = '5' and GPCH_TX_MODE &lt;&gt; '0') or ( GPCH_SI_PROV_TYPE = '7' and GPCH_TX_MODE &lt;&gt; '0')</li> <li>2. XML Year - other than 1)</li> </ol>
<b>Provider Type and Description</b>	<p>Select a provider type (for example UVG-LAA, KTG-AMC, UVGZ-LAAC and so on) for which you want to run reports. The description appears in the next field.</p> <p>Abbreviations for Provider Types — See Abbreviations for Swiss Domains <a href="#">Element Naming Conventions</a></p>
<b>Mode</b>	<p>Modes are:</p> <ul style="list-style-type: none"> <li>• Swissdec; standard ELM Yearly mode (required for FAK_CAF and QST_IS via Swissdec).</li> <li>• Swissdec: AHV E(M)A to report impromptu Hire/Termination</li> <li>• eAHV; YearToDate, e.g. accepted by AHV Pools Globaz and IGAKIS.</li> <li>• AKB; monthly, required by AK Banken and AK Versicherungen (AHV Pool Inside).</li> </ul>

You can find more information about the meaning of these fields in the Swissdec guidelines and the Swissdec tech doc that describes the full ELM XML process.

## Providers CHE Page

Use the Providers CHE page (GPCH\_SI\_PROVDR) to define insurance providers.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security/Insurance > Providers CHE > Providers CHE

For more information on defining insurance providers refer to the chapter on Managing Social Insurance for Switzerland.

### Related Links

[Defining Insurance Providers](#)

## Provider Page

Use the Provider page (GPCH\_SI\_COMPANY2) to map providers.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security/Insurance > Company SI Contributions CHE > Provider

For more information on mapping providers refer to the chapter on Managing Social Insurance for Switzerland.

### Related Links

[Provider Page](#)

## FAK/Source Tax (Company) CHE Page

Use the FAK/Source Tax (Company) CHE page (GPCH\_TX\_FAK\_STAX) to map providers for *Ausgleichskasse Banken#AKB*.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Taxes > FAK/Source Tax (Company) CHE > FAK/Source Tax (Company) CHE

### Image: FAK/Source Tax (Company) CHE page

FAK/Source Tax (Company) CHE page

*Canton	Description	Tax Nbr	Tax Method	Use Premium separate	Source Tax Language	FAK Number	FAK % total	LAW Provider	FAK Provider	FAK % EE	FAK Language
1 AG	Argovia	6.5871.1		<input type="checkbox"/>							
2 AI	Appenzell Inner-Rhodes			<input type="checkbox"/>		129.270	1.8000				
3 AR	Appenzell Outer-Rhodes	801704		<input type="checkbox"/>			1.3900				
4 BE	Berne			<input type="checkbox"/>							
5 BL	Basle-Country	1639		<input type="checkbox"/>							

### FAK Provider

Enter provider #AKB for those cantons where you want to create the FAK\_CAF monthly XML file.

## LAW 2006 Page

Use the LAW 2006 page (GPCH\_SI\_COMPANY4) to maintain UID and BUR numbers.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security/Insurance > Company SI Contributions CHE > LAW 2006

Access the LAW 2006 page (Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Social Security/Insurance, Company SI Contributions CHE, LAW 2006).

For more information on mapping providers refer to the chapter on Managing Social Insurance for Switzerland.

### **Related Links**

[LAW 2006 Page](#)





## Chapter 10

# Managing Overtime Requests

---

## Understanding the Overtime Request Process

Global Payroll for Switzerland includes transactions that manage overtime requests. Overtime self-service options differ for employees, managers, and Human Resources administrators.

<b>Role</b>	<b>Overtime Self-Service Options</b>
Employee	<ul style="list-style-type: none"><li>Submit an overtime request.</li><li>Resubmit an overtime request when the overtime request is sent back with the reason: rework required.</li><li>Edit an existing overtime request.</li><li>Cancel a submitted or approved overtime request.</li><li>View overtime requests and approval status.</li></ul>
Manager	<ul style="list-style-type: none"><li>Approve or deny overtime requests originated by direct or indirect reports.</li><li>Send back an overtime request with the reason: rework required.</li><li>View a list of overtime requests from direct or indirect reports.</li><li>Edit existing overtime requests for direct or indirect reports.</li><li>Request overtime for direct or indirect reports.</li><li>Cancel a submitted or approved overtime request previously submitted for a direct or indirect report.</li></ul>
Human Resources Administrator	<ul style="list-style-type: none"><li>Approve or deny overtime requests assigned to the Human Resources administrator.</li><li>Send back an overtime request with the reason: rework required.</li><li>View a list of overtime requests for reports.</li><li>Edit existing overtime requests for reports, including requests that have already been approved.</li><li>Enter an overtime request for a report.</li><li>Cancel a previously entered overtime request for a report.</li></ul>

Overtime requests generated by the overtime self-service application are ultimately translated into positive input and inserted into the Global Payroll positive input tables. This happens in a two-step process.

1. The overtime self-service application manages the overtime requests.
2. A background process (the Generate Overtime run control page) generates the positive input, which inserts the overtime positive input data into the appropriate tables.

---

**Note:** Managers and Human Resources administrators can only access the overtime request data belonging to their direct and indirect reports. The relationship between a manager or Human Resources administrator and reports can be defined in multiple ways. To set up access to direct and indirect reports, select Set Up HCM > Common Definitions > Self Service > Direct Reports Setup. Human Resources administrators can only access overtime requests awaiting their approval.

---

## Prerequisites

Before you can manage overtime requests using the self-service application, you must set up certain list-display criteria, overtime entry elements, and default information.

To set up for self-service overtime requests:

1. Enter the criteria that define the display of overtime requests on the Overtime Duration CHE page.
2. Enter the overtime element and default information on the Overtime Elements CHE page.

## Common Elements Used in This Chapter

### Request Date

Click a link to access the Request Overtime - Overtime Request Details (view) page, in display-only mode, where you can view details of the selected overtime request.

### Edit

Click to access the Request Overtime - Overtime Request Details (add) page, where you can modify and submit the selected overtime request.

For employees and managers, the Edit button is only visible if you are the originator of the overtime request and the status of the request is *Saved* or *Rework required*.

For Human Resources administrators, the Edit button is only visible if you are the originator of the overtime request or the status of the request is *Approved*, *Approved with Change*, *Processed*, or *Processed with Change*. This enables you to modify any overtime request that you have created or already approved and any request that has already been processed.

### Cancel

Click to cancel an overtime request and access the Cancel Confirmation page.

For employees and managers, the Cancel button is only visible if you are the originator of the request and the status is not *Processed* or *Processed with Change*. Employees can cancel

all overtime requests that they created and that are not yet processed. The system removes canceled overtime requests from the database. Managers accessing this page to view overtime requests for an employee can click the Return to Select Employee link at the bottom of the page to return to the Select Employee page.

**Show more overtime requests**

Click this link to access the View Overtime Request Status - Overtime Requests page, which contains an extended list of overtime results.

**Add**

Click to open the Request Overtime - Overtime Request Details page (add) page, where you can request a new overtime.

Human Resource administrators can click the Add button to add an overtime request without requiring further approval.

## Viewing Delivered Elements

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

### Related Links

"Understanding How to View Delivered Elements" (PeopleSoft HCM 9.2: Global Payroll)

---

## Creating Overtime Requests (Employee)

This section discusses how to create overtime requests.

- View the approval status on your latest overtime requests.
- Submit an overtime request following your company rules.
- Create an overtime request without submitting it.
- Submit an overtime request again, following your company's rules, when this overtime request is sent back with the reason: rework required.
- Edit an overtime request that was saved for later.
- Cancel a submitted or approved request.

Employees can only access their own overtime request data.

To view, add, edit, or cancel an overtime request, employees must perform the following steps:

1. Access the Request Overtime page.

If you have multiple jobs, the Select Job Title page appears. Select the job for which you want to request overtime. The Request Overtime - Latest Overtime Requests page appears. (If you only have

one job, the Request Overtime - Latest Overtime Requests page appears.) Use this page to view existing requests, add a new overtime request, edit an existing request (if you are the originator of the request and the status is *Saved* or *Rework required*), or cancel a request (if you are the originator of the request and the status is not *Processed* or *Processed with Change*).

2. Click the Show more overtime requests link if you don't see an existing overtime request on the Request Overtime - Latest Overtime Requests page.

The extended list View Overtime Request Status - Overtime Requests page appears. You can view, add, edit, or cancel a request on this page just as you would on the Request Overtime - Latest Overtime Requests page.

3. Click the Add or Edit button to add or edit an existing request.

The Request Overtime - Overtime Request Details (add) page appears. Enter the details of your overtime request on this page. If you cancel an overtime request, the Cancel Confirmation page appears.

4. Click the corresponding date link in the Request Date column on either the Request Overtime - Latest Overtime Requests page or the View Overtime Request Status - Overtime Requests page to access the Request Overtime - Overtime Request Detail (view) page where you can view overtime request information and details about the approval status.

### Related Links

[Request Overtime - Latest Overtime Requests Page](#)

[View Overtime Request Status - Overtime Requests Page](#)

[Request Overtime - Cancel Confirmation Page](#)

[Request Overtime - Overtime Request Detail \(view\) Page](#)

---

## Viewing Overtime Requests (Employee)

This section discusses how to view the overtime request status.

This transaction enables employees to view their latest overtime requests and approval status. Employees can only access their overtime request data.

To view the latest overtime requests, an employee performs these steps:

1. Access the Overtime Request Status page.

If you have multiple jobs, the Select Job Title page appears. Select the job for which you want to request overtime. The Request Overtime - Latest Overtime Requests page appears. If you only have one job, the Request Overtime - Latest Overtime Requests page is the first page to appear.

2. View your latest existing requests on the Request Overtime - Latest Overtime Requests page.
3. Click the Show more overtime requests link to display the extended list View Overtime Request Status - Overtime Requests page when an existing overtime request does not appear on the Request Overtime - Latest Overtime Requests page.

4. Click the corresponding date link in the Request Date column on either the Request Overtime - Latest Overtime Requests page or the View Overtime Request Status - Overtime Requests page to access the Request Overtime - Overtime Request Detail page. You can view the overtime request information and details about the approval status in display-only mode.

### Related Links

[Request Overtime - Latest Overtime Requests Page](#)

[View Overtime Request Status - Overtime Requests Page](#)

[Request Overtime - Overtime Request Detail \(view\) Page](#)

---

## Creating Overtime Requests (Manager)

This section discusses how to create overtime requests.

This transaction enables you to:

- View the latest overtime requests of one of your direct or indirect reports along with their approval status.
- Submit an overtime request for one of your direct or indirect reports according to your company's rules.
- Create an overtime request for one of your direct or indirect reports without submitting it.
- Submit an overtime request for one of your direct or indirect reports again, according to your company's rules, when the overtime request was created but sent back to you with the reason: rework required.
- Edit an overtime request for one of your direct or indirect reports that you created.
- Cancel a submitted or approved request for one of your direct or indirect reports that you created.

To view, add, edit, or cancel an employee's overtime request, managers perform these steps:

1. Access the Request Employee Overtime (Select Employee) page.
2. Select the employee on the Select Employee page.

The Request Overtime - Latest Overtime Requests page appears for the selected employee.

3. Click the Show more overtime requests link when an existing overtime request does not appear on the Request Overtime - Latest Overtime Requests page.

The extended list View Overtime Request Status - Overtime Requests page for the selected employee appears. You can view, add, edit, or cancel a request on the on this page just as you would on the Request Overtime - Latest Overtime Requests page.

4. Click the Add or Edit button to add a new request or edit an existing request.

The Request Overtime - Overtime Request Details (add) page appears. Enter the details of the employee overtime request on this page. If you cancel an overtime request, the Cancel Confirmation page appears.

5. Click the corresponding date link in the Request Date column on either the Request Overtime - Latest Overtime Requests page or the View Overtime Request Status - Overtime Requests page to view the details of an existing overtime request.

The Request Overtime - Overtime Request Detail page appears where you can view the overtime request information and details about approval status.

### **Related Links**

[Request Overtime - Latest Overtime Requests Page](#)

[View Overtime Request Status - Overtime Requests Page](#)

[Request Overtime - Cancel Confirmation Page](#)

[Request Overtime - Overtime Request Detail \(view\) Page](#)

[Creating Overtime Requests \(Employee\)](#)

[Request Overtime - Overtime Request Details \(add\) Page](#)

---

## **Viewing Overtime Requests (Manager)**

This section discusses how to view overtime requests.

This transaction enables you to view the latest overtime requests of your direct or indirect reports along with their approval status.

This transaction is display-only. You cannot add, modify, or cancel any overtime requests of your direct and indirect reports.

To view the status of an employee's overtime request, managers follow these steps:

1. Access the Overtime Request Status (Select Employee) page.
2. Select the employee on the Select Employee page.

The Request Overtime - Latest Overtime Requests page appears for the selected employee.

3. Click the Show more overtime requests link when an existing overtime request does not appear on the Request Overtime - Latest Overtime Requests page.

The extended list View Overtime Request Status - Overtime Requests page for the selected employee appears.

4. Click the corresponding date link in the Request Date column on either the Request Overtime - Latest Overtime Requests page or the View Overtime Request Status - Overtime Requests page to view the details of an existing overtime request.

The Approve Employee Details - Overtime Request Detail page appears where you can view the overtime request information and details about approval status in display-only mode.

### **Related Links**

[Request Overtime - Latest Overtime Requests Page](#)

[View Overtime Request Status - Overtime Requests Page](#)

[Request Overtime - Overtime Request Detail \(view\) Page](#)

---

## Approving Employee Overtime (Manager and Human Resources Administrator)

This section discusses how to approve employee overtime.

This transaction enables you to:

- Approve or deny an overtime request.
- Send back an overtime request with the reason: rework required.

To approve or deny employee overtime, managers and Human Resources administrators follow these steps:

1. Access the Approve Employee Overtime - Select a Transaction page.
2. Select the overtime request to search for approval.

The Approve Employee Overtime - Overtime Request Details (approve) page appears for that request.

---

**Note:** You can also view a history of overtime requests for the employee prior to approving the request.

---

3. Approve, deny, or send back the overtime request for rework.

The Request Overtime - Submit Confirmation page appears.

### Related Links

[Request Overtime - Overtime Request Detail \(view\) Page](#)

[Request Overtime - Overtime Request Details \(approve\) Page](#)

---

## Managing Employee Overtime (Human Resources Administrator)

This section discusses how to manage employee overtime.

This transaction enables you to:

- View a list of overtime requests for your reports.
- Enter an overtime request for your reports.
- Cancel an overtime request that you have previously entered for one of your reports.
- Modify overtime requests that are already approved.

To manage employee overtime requests, Human Resources administrators follow these steps:

1. Access the Employee Overtime (Select Employee) page.
2. Select the employee on the Select Employee page.

The Request Overtime - Latest Overtime Requests page appears for the selected employee.

3. Click the Show more overtime requests link when an existing overtime request does not appear on the Request Overtime - Latest Overtime Requests page, and you want to display the extended list View Overtime Request Status - Overtime Requests page for the selected employee.

You can view, add, edit, or cancel a request on the View Overtime Request Status - Overtime Requests page just as you would on the Request Overtime - Latest Overtime Requests page.

If you add a new overtime request, the Request Overtime - Overtime Request Details (add) page appears.

If you edit an existing overtime request, the Request Overtime - Overtime Request Details (add) page appears. Select Change Existing Data to make changes.

If you cancel an overtime request, the Cancel Confirmation page appears.

4. Click the corresponding date link in the Request Date column on either the Request Overtime - Latest Overtime Requests page or the View Overtime Request Status - Overtime Requests page to view the details of an existing overtime request.

The Overtime Request Detail page appears where you can view the overtime request information and details about approval status.

### **Related Links**

[Request Overtime - Latest Overtime Requests Page](#)

[View Overtime Request Status - Overtime Requests Page](#)

[Request Overtime - Cancel Confirmation Page](#)

[Request Overtime - Overtime Request Detail \(view\) Page](#)

---

## **Generating Overtime Requests**

To generate overtime requests, use the Overtime Duration CHE (GPCH\_OT\_SETUP) and Overtime Elements CHE (GPCH\_OT\_ENTRY) components.

The overtime self-service application runs separately from the core Global Payroll process. In order to generate the overtime data that will then be used during regular payroll processing, run the Generate Overtime process that creates positive input data in the core Global Payroll tables.

Global Payroll for Switzerland uses many of the pages required to manage the overtime process multiple times at various stages. In addition, different roles (employee, manager, and Human Resources administrator) access these pages. Each page is documented once and variations of the page are indicated.

This topic discusses how to generate overtime requests.



## Pages Used to Generate Overtime Requests

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<a href="#">Overtime Duration CHE Page</a>	GPCH_DURATIONS	Set up overtime duration data. Set up display criteria for the list of latest overtime requests and the extended list of overtime requests used throughout the overtime self-service application.
<a href="#">Overtime Elements CHE Page</a>	GPCH_OT_ENTRY	Set up overtime entry elements.
<a href="#">Request Overtime - Latest Overtime Requests Page</a>  View Overtime Request Status - Latest Overtime Requests Page	GPCH_OT_EVENTS	View additional overtime requests.
<a href="#">View Overtime Request Status - Overtime Requests Page</a>	GPCH_OT_EVENTS2	View an extended list of overtime requests.
<a href="#">Request Overtime - Overtime Request Details (add) Page</a>	GPCH_OT_RQST	Add and modify overtime requests.
<a href="#">Request Overtime - Submit Confirmation Page</a>	GPCH_OT_SUB_CONF	View details of a submitted overtime request.  Depending on the action that transfers you to this page, its name can be either Save Confirmation or Submit Confirmation.
<a href="#">Request Overtime - Overtime Request Detail (view) Page</a>	GPCH_OT_RQST_DTL	View overtime request details.
<a href="#">Request Overtime - Cancel Confirmation Page</a>	GPCH_OT_CANCEL	Cancel an overtime request.
<a href="#">Request Employee Overtime - Select Employee Page</a>  View Overtime Request Status - Select Employee Page	OPRROWS	Request or view overtime for direct reports.
<a href="#">Approve Employee Overtime - Select a Transaction Page</a>	GPCH_OT_MNGR_L	Select employee overtime for approval.
<a href="#">Request Overtime - Overtime Request Details (approve) Page</a>	GPCH_OT_APPR	Approve an employee overtime request.
Overtime Request History Page	GPCH_OT_RQST_SEC	View an extended list of overtime requests.
<a href="#">Generate Overtimes Page</a>	GPCH_OT_RUNCTL	Generate overtime requests.

### Related Links

[Generating Overtime Requests](#)

"Understanding Positive Input" (PeopleSoft HCM 9.2: Global Payroll)

## Overtime Duration CHE Page

Use the Overtime Duration CHE page (GPCH\_DURATIONS) to set up overtime duration data.

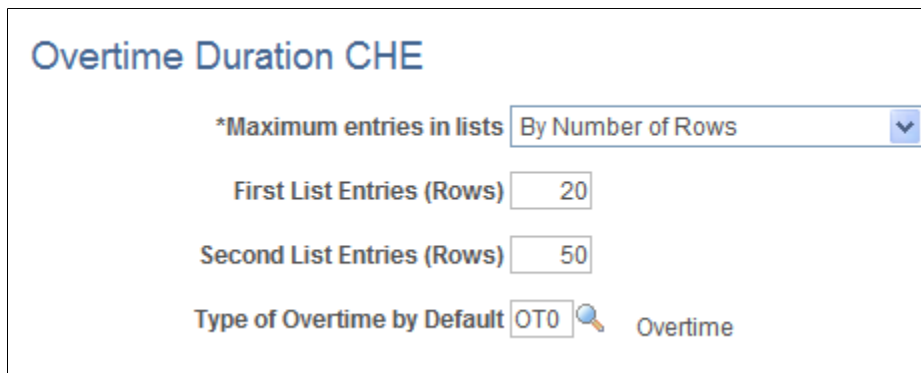
Set up display criteria for the list of latest overtime requests and the extended list of overtime requests used throughout the overtime self-service application.

### Navigation

Set Up HCM > Product Related > ePay > Overtime Duration CHE > Overtime Duration CHE

### Image: Overtime Duration CHE page

Overtime Duration CHE page



**Maximum entries in lists**

Select *By Days* or *By Number of Rows*.

**First List Entries (Rows)**

Enter the number of days or rows to appear in the list of latest overtime requests depending on what you entered in the Maximum entries in lists field.

**Second List Entries (Rows)**

Enter the number of days or rows to appear in the extended list of overtime requests depending on what you entered in the Maximum entries in lists field.

---

**Note:** If you enter 0 for either list, the list contains all overtime requests for a specific job.

---

**Type of Overtime by Default**

Select the type of overtime that will be the default when a user requests overtime.

## Overtime Elements CHE Page

Use the Overtime Elements CHE page (GPCH\_OT\_ENTRY) to set up overtime entry elements.

### Navigation

Set Up HCM > Product Related > ePay > Overtime Elements CHE > Overtime Elements CHE

**Image: Overtime Elements CHE page**

Overtime Elements CHE page

When employees request overtime, they can only select overtime types that are defined on this page.

**Type of Overtime**

Displays overtime type code.

**Element Name**

Enter the name of the corresponding overtime element.

**Hours/Amount**

Select *Hours* to enable users to enter hours when requesting an overtime of this type.

Select *Amount* to enable users to enter an amount and currency when requesting an overtime of this type.

Select *Both* to enable users to enter both hours and an amount of currency when requesting an overtime of this type.

**Overtime Default Hours**

Enter the default number of hours for users requesting an overtime of this type.

**Request Overtime - Latest Overtime Requests Page**

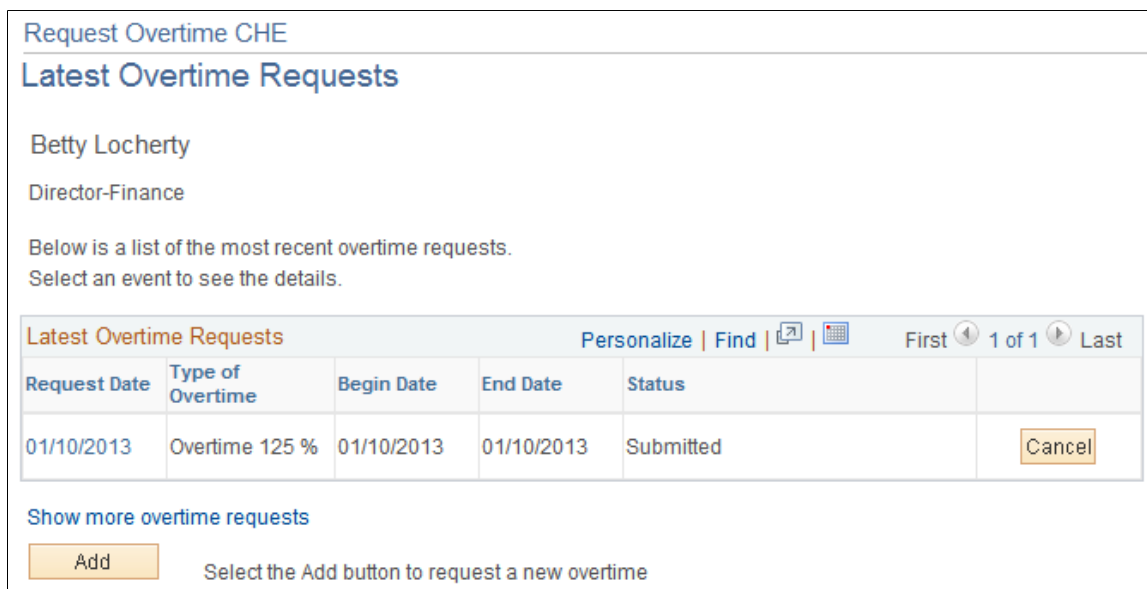
Use the Request Overtime - Latest Overtime Requests, page (GPCH\_OT\_EVENTS) to view additional overtime requests.

**Navigation**

- Self Service > Payroll and Compensation > Request Overtime CHE > Request Overtime - Latest Overtime Requests
- Self Service > Payroll and Compensation > View Overtime CHE > View Overtime Request Status - Latest Overtime Requests

**Image: Request Overtime - Latest Overtime Requests page**

Request Overtime - Latest Overtime Requests page



This page displays a grid with an employee's latest overtime requests for a specific job. The number of overtime requests that appear in the grid depends on the setup on the Overtime Duration CHE page.

**Note:** If you access this page using the Overtime CHE link, then you can't add, edit, or cancel overtime requests. The Overtime CHE link appears on the Enter Overtime CHE page. The navigation path is Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Enter Overtime CHE.

**View Overtime Request Status - Overtime Requests Page**

Use the View Overtime Request Status - Overtime Requests page (GPCH\_OT\_EVENTS2) to view an extended list of overtime requests.

**Navigation**

Click the Show more overtime requests link on the Request Overtime - Latest Overtime Request page.

**Image: View Overtime Request Status - Overtime Requests page**

View Overtime Request Status - Overtime Requests page

Request Overtime CHE

### Overtime Requests

Betty Locherty  
Director-Finance

Below is a list of the most recent overtime requests.  
Select an event to see the details.

\*View by Status

Request Date	Type of Overtime	Begin Date	End Date	Status
01/10/2013	Overtime 125 %	01/10/2013	01/10/2013	Submitted

[Show latest overtime requests](#)  
 Select the Add button to request a new overtime

This page displays a grid with an extended list of an employee's overtime requests for a specific job. The number of overtime requests that appear in the grid depends on the setup on the Overtime Duration CHE page.

**View by Status** Select the status of the overtime requests you want to view.

---

**Note:** If you access this page using the Overtime CHE link, then you can't add, edit, or cancel overtime requests. The Overtime CHE link appears on the Enter Overtime CHE page. The navigation path is Global Payroll & Absence Mgmt, Absence and Payroll Processing, Prepare Payroll, Enter Overtime CHE.

---

**Request Overtime - Overtime Request Details (add) Page**

Use the Request Overtime - Overtime Request Details (add) page (GPCH\_OT\_RQST) to add and modify overtime requests.

**Navigation**

Click the Add or Edit buttons on the View Overtime Request Status - Overtime Requests page.

**Image: Request Overtime - Overtime Request Details (add) page**

Request Overtime - Overtime Request Details (add) page

Request Overtime CHE

## Overtime Request Details

Betty Locherty  
Director-Finance

Fill in the following information and select Submit to initiate the overtime request.

Overtime Information

\*Type of Overtime

\*Overtime Begin Date  (example: 12/31/2000)

\*Overtime End Date  (example: 12/31/2000)

Number of Overtime Hours

Amount  Currency

Comment

Name Betty Locherty

Comment

[Return to list of requests](#)

\* Required Field

The system transfers you to this page if you click:

- The Add button on the Request Overtime - Latest Overtime Requests page or the View Overtime Request Status - Overtime Requests page.
- The Edit button for an existing overtime request on the Request Overtime - Latest Overtime Requests page or the View Overtime Request Status - Overtime Requests page.

Use this page to add, modify, save, and submit an overtime request.

**Overtime Information**

**Type of Overtime**

Select the type of overtime. The default type is defined on the Overtime Duration CHE page.

**Amount**

Enter an amount and select the currency type.

---

**Note:** Whether you can enter hours, an amount, or both on this page depends on the setup definition on the Overtime Elements CHE page.

---

## Comment

### Submit

Click to submit the overtime request. When the request is submitted, the system triggers the workflow for approval processing and transfers you to the Request Overtime - Submit Confirmation page.

### Save for Later

Click to save the overtime request without submitting it and transfer to the Save Confirmation page.

### Return to list of requests

Click to cancel the transaction without saving it and return to the previous page.

## For Employees

An overtime request by an employee requires approval from both a manager and a Human Resources administrator. A worklist or email is sent to the appropriate people.

## For Human Resources Administrators

If you add an overtime request, it is automatically approved.

If you are editing an existing overtime request, select Change Existing Data to modify the overtime request; enter a reason in the Comment field.

If you modify an existing overtime request, the status becomes *Approved with Change*.

## Request Overtime - Submit Confirmation Page

Use the Request Overtime - Submit Confirmation page (GPCH\_OT\_SUB\_CONF) to view details of a submitted overtime request.

### Navigation


Click the Submit button after entering an overtime on the Request Overtime - Overtime Request Details (add) page or any button on the Request Overtime - Overtime Request Details (approve) page.



**Image: Request Overtime - Submit Confirmation page**

Request Overtime - Submit Confirmation page

Request Overtime CHE

### Submit Confirmation

 The Submit was successful.

**Approval Details** Personalize | Find |  |  First 1-9 of 9 Last

Role Name	Name	Workflow Action	Transaction Date	Comment
Originator	Betty Locherty	Submitted	01/10/2013	Data retrieval project.
Manager	Jean Parsons			
Personnel Administrator	Jean Parsons			
Personnel Administrator	Carol Jefferson			
Personnel Administrator	Thomas Brady			
Personnel Administrator	Sabine D'Hardcastle			
Personnel Administrator	Walter Volkmann			
Personnel Administrator	Robert D'Gamma			
Personnel Administrator	Jonny Junior			

This page lists the roles that must approve the overtime request and the corresponding workflow action.

**Request Overtime - Overtime Request Detail (view) Page**

Use the Request Overtime - Overtime Request Detail (view) page (GPCH\_OT\_RQST\_DTL) to view overtime request details.

**Navigation**

Click the Request Date link on the Request Overtime - Latest Overtime Requests page.



**Image: Request Overtime - Overtime Request Detail (view) page**

Request Overtime - Overtime Request Detail (view) page

Request Overtime CHE

## Overtime Request Detail

Betty Locherty  
Director-Finance

**Overtime Information**

Type of Overtime Overtime 125 %

Overtime Begin Date 01/10/2013

Overtime End Date 01/10/2013

Number of Overtime Hours 3.00

Status Submitted

Approval Details		Personalize	Find	First	1-9 of 9	Last
Name	Workflow Action	Transaction Date	Comment			
Betty Locherty	Submitted	01/10/2013				

This page displays overtime request information and approval details.

**Return to list of requests**

Click to return to the previous page (Request Overtime - Latest Overtime Requests page or View Overtime Request Status - Overtime Requests page).

---

**Note:** The system displays this link at the bottom of the page (not shown here).

---

**Request Overtime - Cancel Confirmation Page**

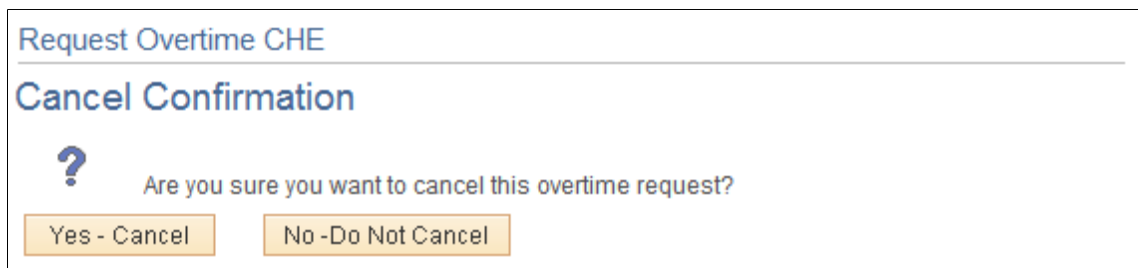
Use the Request Overtime - Cancel Confirmation page (GPCH\_OT\_CANCEL) to cancel an overtime request.

**Navigation**

Click the Cancel button on the Request Overtime - Latest Overtime Requests page.

**Image: Request Overtime - Cancel Confirmation page**

Request Overtime - Cancel Confirmation page

**Yes - Cancel**

Click to complete the cancellation of the request, delete it from the database, and transfer to the Request Overtime - Latest Overtime Requests page.

**No - Do Not Cancel**

Click to stop the cancellation and transfer to the Request Overtime - Latest Overtime Requests page.

**Request Employee Overtime - Select Employee Page**

Use the Request Employee Overtime - Select Employee page (OPRROWS) to request or view overtime for direct reports.

**Navigation**

- Manager Self Service > Compensation and Stock > Request Employee Overtime CHE > Request Employee Overtime - Select Employee
- Global Payroll & Absence Mgmt > Absence and Payroll Processing > Prepare Payroll > Enter Overtime CHE > Request Employee Overtime - Select Employee
- Manager Self Service > Compensation and Stock > View Overtime Status CHE > View Overtime Request Status - Select Employee

## Image: Request Employee Overtime - Select Employee page

Request Employee Overtime - Select Employee page

[Request Employee Overtime](#)

### Select Employee

**Betty Locherty**

Actions ▾

Select an employee to initiate an overtime request by selecting the employee name, selecting Search for an employee, or selecting the chart icon to find an indirect report

Transaction

Effective Date:

Direct Reports For Betty Locherty				Personalize   Find	First	1-3 of 3	Last
Name	Empl ID	Job Title	Department				
<a href="#">Adland Chu</a>	KU0065	SrPyrI Clk	FIN				
<a href="#">Diane Palmer</a>	K0MTX005	Admin Asst	FIN				
<a href="#">Susan Hoinck</a>	KU0119	SrFinAnlst	FIN				

[Manager Self Service](#)

[Learning and Development](#)

Managers or Human Resources administrators can select an employee in three ways:

- Click the employee's name link in the Name column.
- Click the Chart button to find an indirect report (not shown).
- Click the Search for an employee button to search for an employee.

Once you select an employee, you are transferred to the Request Overtime - Latest Overtime Requests page for that employee.

## Approve Employee Overtime - Select a Transaction Page

Use the Approve Employee Overtime - Select a Transaction page (GPCH\_OT\_MNGR\_L) to select employee overtime for approval.

### Navigation

Manager Self Service > Compensation and Stock > Approve Employee Overtime CHE > Approve Employee Overtime - Select a Transaction

**Image: Approve Employee Overtime - Select a Transaction page**

Approve Employee Overtime - Select a Transaction page

Approve Employee Overtime CHE

Select a Transaction

Maria Santos

The list below contains overtime requests requiring your approval. select an employee to view details and to process the approval.

Employee Overtime Requests				
Name	Date Submitted	Begin Date	End Date	Status
Hans Ott	02/24/2013	01/04/2013	01/04/2013	Submitted

This page contains a list of overtime requests awaiting a manager's or Human Resources administrator's approval.

A manager or Human Resources administrator can click the employee name to process the approval and transfer to the Approve Employee Overtime - Overtime Request Details page.

**Request Overtime - Overtime Request Details (approve) Page**

Use the Request Overtime - Overtime Request Details (approve) page (GPCH\_OT\_APPR) to approve an employee overtime request.

**Navigation**

Click an employee name on the Approve Employee Overtime - Select a Transaction page.

**Image: Approve Employee Overtime - Overtime Request Details (approve) page (1 of 2)**

Approve Employee Overtime - Overtime Request Details (approve) page (1 of 2)

[Approve Employee Overtime](#)

## Overtime Request Details

Hans Ott  
 Manager-Customer Services [Show History](#)

**Overtime Information**

**Type of Overtime** Overtime 125 %

**Overtime Begin Date** 01/04/2013

**Overtime End Date** 01/04/2013

**Number of Overtime Hours** 300.00

**Amount** 7500.00 Swiss Franc

**Status** Submitted

**Approval Details**

Role Name	Name	Workflow Action	Transaction Date	Comment
Originator	Hans Ott	Submitted	02/24/2013	Data Retrieval Project.

**Image: Approve Employee Overtime - Overtime Request Details (approve) page (2 of 2)**

Approve Employee Overtime - Overtime Request Details (approve) page (2 of 2)

**Comment**

**Name** Maria Santos

**Comment**

Approve

Rework Required

Deny

[Return to list of requests](#)

An overtime request by a manager requires approval only from a Human Resources administrator. A worklist or email is sent to the appropriate Human Resources administrator and the employee is notified by email that an overtime request was submitted.

**Approve**

Click this button to approve the overtime request. The system triggers the workflow to notify the next approver, if any. If this

is the final approver, then the workflow notifies the human resources department to process the overtime request.

**Rework Required**

Click this button to send the request back to the originator for rework.

**Deny**

Click this button to deny the overtime request. The system triggers the workflow to notify the originator.

**Return to list of requests**

Click this link to access the Approve Employee Overtime - Select a Transaction page.

**Show History**

Click this link to display an extended list of overtime requests on the Overtime Request History page.

When you click Approve, Rework Required, or Deny, the system transfers you to the Request Overtime - Submit Confirmation page.

## Generate Overtimes Page

Use the Generate Overtimes page (GPCH\_OT\_RUNCTL) to generate overtime requests.

**Navigation**

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Prepare Payroll > Process Overtime CHE > Generate Overtimes

Use this page to generate positive input for the overtime data. The overtime data, in the form of positive input, can then be taken into consideration when running payroll.

**Related Links**

"Understanding Positive Input" (PeopleSoft HCM 9.2: Global Payroll)

## Chapter 11

# Managing Social Insurance for Switzerland

## Understanding Swiss Social Insurance

Before setting up and processing social insurance contributions, you should understand the terms and procedures Global Payroll for Switzerland uses for social insurance.

### Common Social Insurance Terms

Here's a list of common abbreviations used on the social insurance components in Global Payroll for Switzerland.

<b>Abbreviation</b>	<b>German</b>	<b>English</b>
AHV	<i>Alters- und Hinterlassenenversicherung.</i>	Retirement and survivors' pension insurance.
ALV	<i>Arbeitslosenversicherung.</i>	Unemployment insurance.
ALVZ (ALV2)	<i>Zusätzliche Arbeitslosenversicherung</i>	Additional Unemployment insurance.
BU	<i>Berufsunfall-Versicherung.</i>	Work-related accident/injury insurance.
EE	<i>Arbeitnehmer.</i>	Employee.
EO	<i>Erwerbsersatzordnung für Dienstleistende in Armee und Zivilschutz.</i>	Military and civil service pay supplements.
ER	<i>Arbeitgeber.</i>	Employer.
FAK	<i>Familienausgleichskasse.</i>	Employer contribution to fund family benefits.
IV	<i>Invalidenversicherung.</i>	Disability insurance.
NBU	<i>Nichtberufsunfall-Versicherung.</i>	Non work-related accident/injury insurance.
PK	<i>Pensionskasse.</i>	Pension fund.
SUVA	<i>Schweizerische Unfallversicherungsanstalt.</i>	Swiss Accident Insurance Institute (the largest insurance provider in Switzerland).
UV	<i>Unfallversicherung.</i>	Accident insurance.

## Social Insurance Overview

Contributory membership in national social insurance funds (such as AHV, IV, and EO) is mandatory for employers. You deduct social insurance contributions for those domestic and foreign employees with mandatory insurance coverage and transfer them to compensation funds in accordance with statutory requirements.

You specify the applicable prorated percentage rates for both the employer and the employee. When a new employee is hired, record his or her Social Insurance number.

At the end of prescribed pay periods, calculate the contribution amount, if the insurance provider hasn't already calculated it. Then transfer the amount to the respective provider.

The same procedure applies to unemployment insurance (ALV). For both types of insurance, deduct the employees' insurance percentage rate from their pay.

At the end of the year, total the paid earnings and then submit a complete list of employees with mandatory insurance coverage to the insurance providers. This list must include every employee's AHV number, total gross earnings, and the length of employment with the company.

If your company has a statutory requirement to make payments to a family allowance agency (FAK), transfer, depending on the canton, family allowances to employees along with their pay. Transfer the agreed percentage of the earnings subject to AHV to the FAK.

Deduct pension contributions in accordance with federal statutes governing pension funds (BVG) and, in some cases, transfer these contributions to a supplementary pension fund.

In accordance with federal statutes governing accident insurance (UVG), you must insure your employees against accidents with the SUVA or another accident insurance provider. Calculate the mandatory insurance contributions and transfer them to the insurance provider. If your company pays all or part of an employee's non-employer liability insurance premiums (NBU premiums), calculate no employee deductions, or only prorated deductions, depending on the program.

When you perform the respective calculations for these procedures, you create the prescribed reports and route them to the employee or to the responsible authorities.

You can enter tax and social insurance data after the following information is set up:

- System tables and social insurance tables.
- FAK data and percentages.
- Source Tax tables and data.
- Child Allowance table.
- Municipality table.
- Insurance providers.
- Scale codes for continued payments.



## Default Hierarchy for Social Insurance

This section explains the override options for social insurance. Global Payroll for Switzerland enables you to view the percentage and/or status of AHV/ALV, UV, PK, and FAK at three levels:

- First level—the social insurance system. The PeopleSoft system delivers a social insurance setup, which you can't edit because it's statutory.
- Second level—the company. You must set this level when you implement Global Payroll for Switzerland. It's an editable field that you can override.
- Third level—the employee. This is also editable.

You can override some values, such as eligibility status, at company or employee level. The following table displays whether information is available at each level.

**Note:** An *X* indicates that information is available at that level, and a dash (--) means that information is not available.

<i>Level</i>	<i>AHV / ALV Status</i>	<i>Percentage of AHV / ALV</i>	<i>Status / Percentage of UV</i>	<i>Limits</i>	<i>PK</i>	<i>FAK</i>
SI Setup	X	X	--	X	--	--
Company	X	--	X through provider	--	X	X
EE - Add Employment	--	--	--	--	X	--
EE – SI	X	--	Status, no percentage	--	--	--

## Viewing Delivered Elements

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

### Related Links

"Understanding How to View Delivered Elements" (PeopleSoft HCM 9.2: Global Payroll)

## Common Elements Used with Social Insurance

### ALV Status

Select or view who pays the ALV contributions:

- *ER/EE* (default): Employer and employee each pay 50% of the contributions.
- *NONE*: No contributions are paid.

- *EMPLOYER*: Employer pays all contributions.
- AHV Status** Select or view who pays the AHV contributions:
- *ER/EE* (default): Employer and employee each pay 50% of the contributions.
  - *NONE*: No contributions are paid.
  - *EMPLOYER*: Employer pays all contributions.
- Risk Group** Select the classification for your company. Insurance providers and employers decide which employees belong to which group. Possible entries are *A* to *Z*.
- UV Status** (accident insurance status) Select who pays accident insurance contributions. Valid values are *0 None*, *1 NBU/EE*, *2 NBU/EMPLOYER*, and *3 BU only*.
- EE Contr AHV** (employee contribution AHV) Displays the employee AHV contribution expressed as a percentage.
- Total Contribution AHV** Displays the AHV contribution rate as a percentage for the employee and the employer together. Shows the (fixed) total contribution percentages for employer and employees.
- Employee Contribution ALV** Displays the employee contribution to the ALV percentage.
- Total Contribution ALV** Displays the total contribution to ALV percentage paid by the employee and the employer together.
- Employee Contribution ALVZ** Displays the employee contribution to the ALVZ percentage.
- Total Contribution ALVZ** Displays the total contribution to ALVZ percentage paid by the employee and employer.

## Viewing Social Insurance Data

This topic discusses how to view social insurance data.

### Pages Used to View Social Insurance Data

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<a href="#">Social Insurance System Page</a>	GPCH_SI_SYSTEM1	View contribution limit data for Swiss social insurance. This page displays the standard values that apply throughout Switzerland, although there are extra fields for the canton of Schaffhausen.
<a href="#">Social Insurance Details Page</a>	GPCH_SI_SYSTEM2	View contribution limits for ALV and accident insurance.

## Social Insurance System Page

Use the Social Insurance System page (GPCH\_SI\_SYSTEM1) to view contribution limit data for Swiss social insurance.

This page displays the standard values that apply throughout Switzerland, although there are extra fields for the canton of Schaffhausen.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security / Insurance > Social Insurance CHE > Social Insurance System

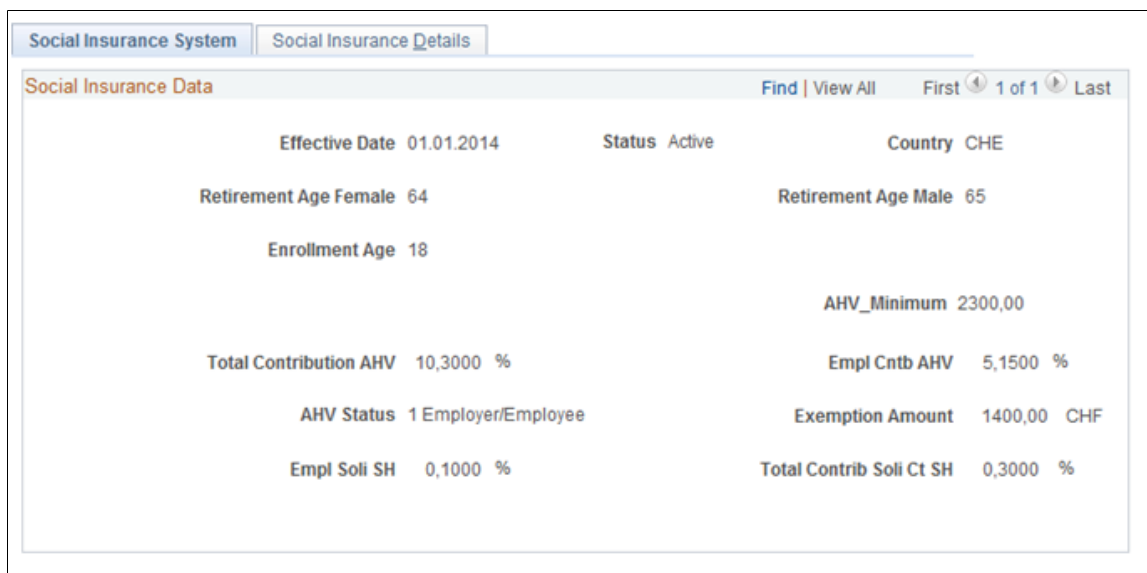
---

**Note:** The PeopleSoft system delivers and maintains the data on the display-only Social Insurance component.

---

### Image: Social Insurance System page

Social Insurance System page



- Retirement Age Female**      Displays the age at which women may retire and therefore draw a pension.
- Retirement Age Male**      Displays the age at which men may retire and therefore draw a pension.
- Enrollment Age**              Displays the age from which retirement and survivors' pension insurance (AHV) contributions are paid.
- AHV\_Minimum**                AHV\_AVS Salaries below this amount are (optional) exempted from AHV\_AVS.
- Exemption Amount**         Displays the monthly amount below which no AHV contributions are required for pensioners.

**EE Soli SH** (employee solidarity, canton Schaffhausen)

Displays the employee contribution as a percentage for solidarity tax, which is deducted only in the canton of Schaffhausen.

**Total Contrib Soli Ct SH** (total contributions solidarity, canton Schaffhausen)

Displays the combined employee and employer contributions as a percentage for solidarity tax, which is deducted only in the canton of Schaffhausen.

## Social Insurance Details Page

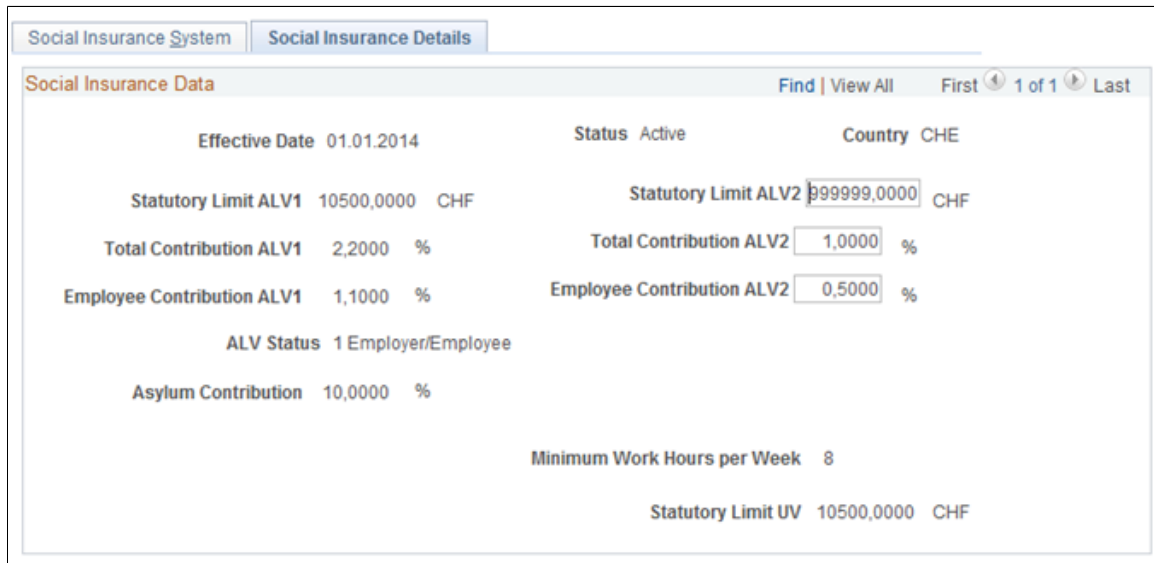
Use the Social Insurance Details page (GPCH\_SI\_SYSTEM2) to view contribution limits for ALV and accident insurance.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security / Insurance > Social Insurance CHE > Social Insurance Details

### Image: Social Insurance Details page

Social Insurance Details page



#### Statutory Limit ALV1

Displays the statutory limit of insurance for ALV.

#### Statutory Limit ALV2

Displays the statutory limit of insurance for ALVZ.

#### ALV Status

To set the default value for a company here, you should override it at the company level.

#### Asylum Contribution

Displays the deduction for the asylum fund. Asylum contributions are basically source taxes for asylum seekers, expressed as a percentage of gross earnings. This deduction must be made every month and deposited in an account as ordered by the Federal Ministry for Refugees. GP Switzerland provides the deduction CH\_AS\_D10 which can be keyed in Earnings-/Deduction- assignments a/o Positive Input. The

deduction is of type Base \* %, where Base = AHV\_AVS salary = CH\_AH\_D11\_Base and % = CH\_AS\_PCT as maintained in this page.

- Minimum Work Hours per Week** Displays the lowest number of working hours per week for liability insurance.
- Statutory Limit UV** (statutory limit accident insurance) Displays the maximum monthly gross salary that can be insured.

## Defining Insurance Providers

To define insurance providers, use the Providers CHE (GPCH\_SI\_PROVDR) component.

Define the names of insurance providers and their associated provider codes on the Insurance Providers component, which consists of two pages: Insurance Providers and Contributions Rates. This topic discusses how to define insurance providers.

### Pages Used to Define Insurance Providers

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Providers Page</u>	GPCH_SI_PROVDR	Enter names and codes of insurance providers.
<u>Contribution Rates Page</u>	GPCH_SI_UV_PCT	Enter accident insurance data.

### Providers Page

Use the Providers page (GPCH\_SI\_PROVDR) to enter names and codes of insurance providers.

#### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security / Insurance > Providers CHE > Providers

**Image: Providers page (1 of 2)**

Providers page (1 of 2)

The screenshot shows the 'Providers' page in a software application. At the top, there are tabs for 'Providers' and 'Contribution Rates'. Below the tabs, the provider details are displayed: Provider Type 'AHV-AVS' and Provider Code '#AHV'. A 'Definition' section contains several fields: '\*Effective Date' (01/01/2004), '\*Status' (Active), '\*Provider Name' (AHV Ausgleichskasse), '\*Description' (AHV Ausgleichskasse), 'Contact Name' (Tosca Fischer), 'Country' (CHE Switzerland), and 'Address' (First Street, 1234 Geneva, Geneva). There is an 'Edit Address' button. On the right side, there are fields for 'Payroll Unit', 'Provider Nbr' (003.000), and 'Transmission Mode' (PIV). There are also checkboxes for 'Sign', 'Encrypt', and 'Use distributor'.

**Image: Providers page (2 of 2)**

Providers page (2 of 2)

The screenshot shows the second part of the provider setup page. It contains five sections, each with a header and a table of information:

- Phone Information:** Table with columns '\*Phone Type', 'Telephone', and 'Country Code'. One row is visible with a dropdown for phone type.
- Email Information:** Table with columns '\*Email Type' and '\*Email Address'. One row is visible with a dropdown for email type.
- URL Information:** Table with columns '\*Type' and 'URL Address'. One row is visible with a dropdown for type.
- Insurance Status:** Table with columns '\*PK Insurance Status' and '\*Description'. One row is visible.
- Insurance Plans:** Table with columns '\*PK Insurance Plan', '\*Description', 'History', and 'Future'. One row is visible with search icons in the History and Future columns.

**Note:** This setup is required. It is your responsibility to complete data entry according to the Swissdec certification requirements for sending files.

**Provider Code**

Enter a provider ID for this insurance provider.

**Note:** Due to Swissdec naming conventions the provider code needs to start with the # sign.

**Provider Name**

Enter official provider name (Info only).

<b>Description</b>	Enter internal description (Info only).
<b>Contact Name</b>	Enter the name of your contact at the insurance provider.
<b>Provider Nbr</b>	Enter the name or number of the insurance provider as of Swissdec receiver list.
	<hr/> <b>Note:</b> For Provider Type 'I', Payroll Unit, Sign and Encrypt are hidden. Use distributor - and label Source Bank ID shows instead of Provider Nbr and prompts for Source Banks <hr/>
<b>Sign file</b>	If you select the Sign file check box, the XML for this provider is electronically signed by certificate. This is only valid for Swissdec providers, where the Swissdec certificate can be applied.
<b>Encrypt File</b>	For source tax (GE, VD) and FAK monthly (AKB) and FAK YearToDate (eAHV) you must NOT select this check box. Selecting this check box triggers the encryption of the XML. For Swissdec 4.0, encryption is mandatory.
<b>Transmission Mode</b>	Select either <i>EIV</i> or <i>PIV</i> as the transmission mode.
<b>Use Distributor to</b>	If you send the XML through Swissdec and not directly to the provider, you need to select this check box; otherwise the distributor will reject the file.
<b>Phone Information, Email Information, URL Information, Insurance Status, and Insurance Plans</b>	Use these groups boxes to add information about the insurance provider. Email and URL address information are for information purposes only, not for transmission.

## Contribution Rates Page

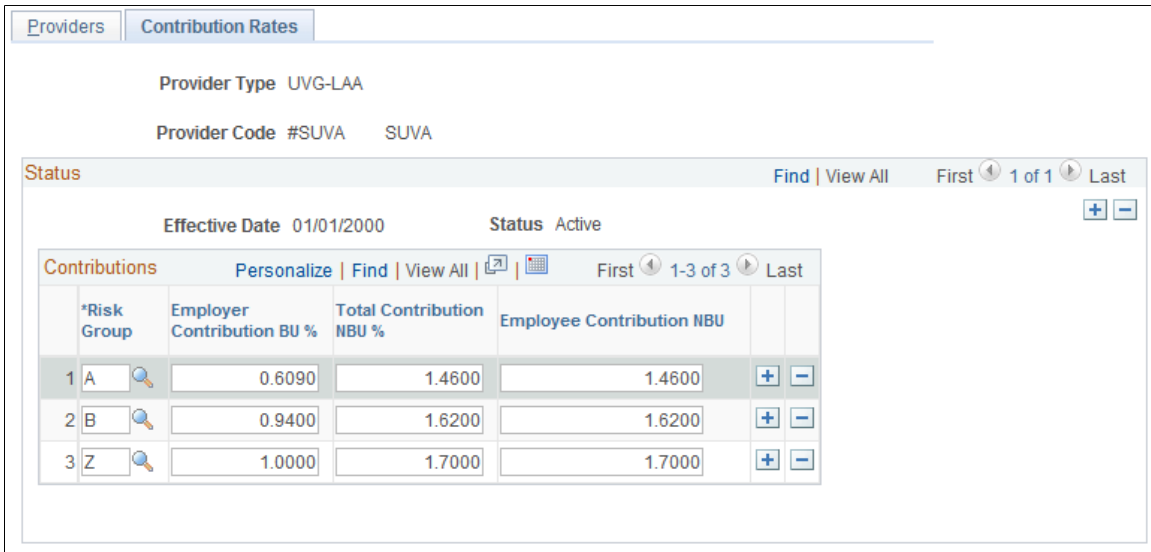
Use the Contribution Rates page (GPCH\_SI\_UV\_PCT) to enter accident insurance data.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security / Insurance > Providers CHE > Contribution Rates

**Image: Contribution Rates page**

Contribution Rates page



**Employer Contribution BU %**  
(employer contribution percentage for BU)

Enter the employer's contribution for employer liability insurance (BU).

**Total Contribution NBU %** (total contribution percentage for NBU)

Enter the total contributions for accident insurance not covered by employer liability (NBU) as a percentage.

**Employee Contribution NBU**

If the contribution is shared between employer and employee, enter the percent the employer would get paid by the employee. For example, if both pay half for Risk Group A with Total 1.46 %, you would enter 0.73 for Employee. In the screen described above, the employee pays the full contribution.

## Defining Company Social Insurance Contributions

This topic provides an overview on Company SI Contributions and Legal Daily Payment Calculations.

### Pages Used to Define Company Social Insurance Contributions

Page Name	Definition Name	Usage
<a href="#">Rates Page</a>	GPCH_SI_COMPANY1	Set up social insurance data for old age and survivors' insurance (AHV) and unemployment insurance (ALV).
<a href="#">Provider Page</a>	GPCH_SI_COMPANY2	Set up provider information for social insurance programs, including retirement and survivors' pension insurance, unemployment insurance, fund family benefits, and accident insurance.



<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<u>PK Data Page</u>	GPCH_SI_COMPANY8	Set up pension fund data that the company is providing to workers.
<u>LAW 2006 Page</u>	GPCH_SI_COMPANY4	Set up tax data for social insurance programs that are being provided by the organization since the year 2006.  Before 2006 the system provided a different tax statement.
<u>LAW Messages Page</u>	GPCH_SI_COMPANY5	Set up message information that will appear on the tax reports for workers from individual cantons or all cantons.
<u>Payslip Page</u>	GPCH_SI_COMPANY6	Enter the payslip style that you want to use to pay workers.
<u>Sender Details Page</u>	GPCH_SI_COMPANY7	Enter details regarding the organization sending report information to different legal entities in different countries. You can use this page to enter different information according to the language that is being used by the organization to which you are sending the information.
<u>Maintain Social Ins Data CHE Page</u>	GPCH_SI_DATA	Display and change social insurance data for individual employees. You can view and change retirement and survivors' pension insurance data (AHV) and unemployment insurance data (ALV).

## Understanding Company SI Contributions

Use the Company SI Contributions CHE (GPCH\_SI\_COMPANY) component to define company social insurance contributions and data specific to your company. This component enables you to manage AHV and ALV data as well as accident insurance and daily accident benefits insurance.

---

**Note:** You must maintain both Company SI 1 and Company SI 2 tables.

---

## Implementing Legal Daily Payment Calculations

PeopleSoft supports daily payments for unemployment insurance, accident insurance, child allowance, and source tax. To accommodate these payments, PeopleSoft added the Daily Limit and Avg Work Days fields to the Rates page within the Swiss Company SI Contribution component.

In addition to entering the appropriate information in the Daily Limit and Avg Work Days fields, you must change an employee's compensation frequency to (*D*) Daily on the Compensation page (select Workforce Administration, Job Information, Job Data, Compensation).

## Rates Page

Use the Rates page (GPCH\_SI\_COMPANY1) to set up social insurance data for old age and survivors' insurance (AHV) and unemployment insurance (ALV).

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security / Insurance > Company SI Contributions CHE > Rates

### Image: Rates page

Rates page

### Pay Agreement

Select the Pay Agreement associated with the company social insurance contributions. Values are:

- CLA-Association.
- CLA-BusinessOrGovernment.
- collectiveContractOutside-CLA.
- individualContract.

### Weekly Hours

Enter the number of hours employees generally work per week.

### Daily Limit

Enter the ALV and UVG limit, which matches the number of average working days.

For example, if the average working days for social insurance is 30, the daily limit should be 350; otherwise the amount needs to be agreed to by the provider.

### Weekly Lessons

Enter the number of lessons.

For some employees working time is counted in lessons (for example: teachers). In this case, enter the number of weekly lessons that employees usually work. Weekly lessons are entered as an integer (for example, .00).

**Avg Work Days**

Enter the average number of days an individual works in a week.

**AHV Status**

Select one of the these values to indicate the status of the retirement and survivors' pension insurance being offered by the organization:

- *0 NONE*: No contribution.
- *1 ER/EE*: Employer/employee distribution.
- *2 ER*: Employer pays all.

**AHV Admin Cost Contribution**  
(AHV administration cost contribution)

Enter the administrative clearing costs of the AHV agency, expressed as a percentage.

**Employee Contribution AHV**

Displays the percentage the employee contributes to retirement and survivors' pension insurance.

**Total Contribution AHV**

Displays the combined percentage the employee and employer contributes to retirement and survivors' pension insurance.

**ALV Status**

Select one of the these values to indicate the status of the unemployment insurance being offered by the organization:

- *0 NONE*: No contribution.
- *1 ER/EE*: Employer/employee distribution.
- *2 ER*: Employer pays all.

**Employee Contribution ALV1**

Displays the percentage the employee contributes to (ALV) unemployment insurance.

**Total Contribution ALV1**

Displays the combined percentage the employee and employers contributes to (ALV) unemployment insurance.

**Employee Contribution ALV2**

Displays the percentage the employee contributes to (ALVZ) unemployment insurance.

**Total Contribution ALV2**

Displays the combined percentage the employee and employers contributes to (ALVZ) unemployment insurance.

**Default Value**

Click to import the values defined at installation from the Social Insurance system tables.

**Solidarity Status**

Select the Solidarity tax distribution for the company. Values are: and

- *0 NONE*: No contribution.

- 1 ER/EE: Employer/employee distribution.
- 2 ER: Employer pays all.

**FAK Min Salary Avg/Year**

Minimum Salary per month to be eligible for Child Allowances

**FAK Min Salary Avg/Month**

Minimum Salary per year to be eligible for Child Allowances

**AHV\_AVS Apply Minimum**

Check if in your company, AHV\_AVS Salaries below minimum (defined in SI System data) are exempted from AHV\_AVS.

**FAK Default PCT**  
(*Familienausgleichskasse* default percentage)

Select this check box if you want the system to use the default percentage for employer contribution to fund family benefits.

**AHV Exempt YTD** (*Alters-und Hinterlassenenversicherung* exempt year-to-date)

Select this check box if you want the system to exempt retirement and survivors' pension insurance for the year-to-date period.

---

**Note:** You can override the ALV and AHV status on the Maintain Social Ins Data CHE page.

---

## Provider Page

Use the Provider page (GPCH\_SI\_COMPANY2) to set up provider information for social insurance programs, including retirement and survivors' pension insurance, unemployment insurance, fund family benefits, and accident insurance.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security / Insurance > Company SI Contributions CHE > Provider

### Image: Provider page

Provider page

Provider Type	*Provider	Description	Customer ID	Sub ID / Contract	Risk Group	UV Status	Primary Provider	All Cantons	Canton		
1 UVG-LAA	#SUVA	Backwork-Versicherungen	1501-12577	01	A Q	1 NBU E	<input checked="" type="checkbox"/>				+ -
2 KTG-AMC	#KTG	Backwork Versicherungen	7651-873.1	4567-4							+ -
3 UVGZ-LAAC	#BACK	Backwork-Versicherungen	7651-873.1	4567-4							+ -
4 FAK-CAF	#FAKGE	FAK_CAF GE	100-9976.9				<input type="checkbox"/>		GE	Q	+ -
5 FAK-CAF	#FAKLU	Familienausgleichskasse LU	100-9976.9				<input type="checkbox"/>		LU	Q	+ -
6 FAK-CAF	#FAKTI	FAK_CAF TI	100-9976.9				<input type="checkbox"/>		TI	Q	+ -
7 BVG-LPP	#BVG01	Sammelstiftung	1099-8777.1	4500-0							+ -
8 AHV-AVS	#AHV01	AHV Ausgleichskasse	100-9976.9								+ -
9 LAW-CDS	#TAXAD	Steuerverwaltung ZH					<input checked="" type="checkbox"/>				+ -
10 BFS-OFS	#OFS	Bundesamt für Statistik									+ -

<b>Subject to FAK</b> (subject to Familienausgleichskasse)	Select either <i>Yes</i> or <i>No</i> to indicate if the provider is required to make contributions to fund family benefits.
<b>Provider Type</b>	Select the type of insurance being offered by provider you are entering (for example AHV-AVS, BFS-OFS, FAK-CAF, and so on). Abbreviations for Provider Types see <a href="#">Element Naming Conventions</a>
<b>Provider and Description</b>	Select the name of the provider offering the insurance. The name of the provider appears in the Description field.
	<hr/> <b>Note:</b> Depending on the provider type (and Run Mode), it is possible to display or hide fields Insurance ID, SubID/Contract, Risk Group, UV Status, Primary Provider, All Cantons, Canton. Only Customer ID for provider type AHV_AVS is declared mandatory. For others it's customer's responsibility to fill the editable fields. <hr/>
<b>Customer ID</b>	Enter account assigned to you by your provider.
<b>Sub ID / Contract</b>	Enter the sub ID or contract number assigned to you by your provider..
<b>Risk Group</b>	Default Risk Group (Betriebsteil) for UVG_LAA
<b>UV Status</b>	Default Status for UVG_LAA
<b>Primary Provider</b>	Select this check box if the provider is primary for the company.
<b>All Cantons</b>	Select this check box if all cantons are covered by the provider.
<b>Canton</b>	Select the specific canton that the provider is covering if they are not covering all cantons.

## PK Data Page

Use the PK Data page (GPCH\_SI\_COMPANY8) to set up pension fund data that the company is providing to workers.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security / Insurance > Company SI Contributions CHE > PK Data

**Image: PK Data page**

PK Data page

Company KW2 Muster AG

Company Social Insurance Details Find | View All First 1 of 1 Last

Effective Date 01/01/2008

\*PK Status Yes

Company PK Data Personalize | Find | View All | First 1 of 1 Last

Provider Information

*Provider Code	Description	Lower Age	Upper Age for Man	Upper Age for Woman
1 #BVG01	Sammelstiftung	18	65	64

**Provider Information**

**PK Status**

Select either *Calculate*, *Eligible*, or *Non Elig* to indicate the provider's eligibility to provide pension fund data

**Provider Code and Description**

Select the code of the provider processing pension fund data. The name of the provider appears in the Description field.

**Lower Age, Upper Age for Man, and Upper Age for Woman**

Enter the correct ages in these fields. This information is required for both internal and external BVG (pension fund) calculations.

**LAW 2006 Page**

Use the LAW 2006 page (GPCH\_SI\_COMPANY4) to set up tax data for social insurance programs that are being provided by the organization since the year 2006.

**Navigation**

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security / Insurance > Company SI Contributions CHE > LAW 2006

**Image: LAW 2006 page**

LAW 2006 page

- Trading Register ID** ID assigned by trading Register.
  
- UniqueCompanyID**  
*(UnternehmensIdentifikation)* The unique company ID assigned by the statistics office
  
- BUR** *(Betriebs- und Unternehmensregisternummer)* The location ID assigned by the statistics office. Here the BUR is just for information. For Swissdec reporting, the BUR from Company Location CHE is used instead.
  
- Free Transportation F** In the tax statement form there is an F check box. This indicates if the person benefits for free transportation. On this page the system displays the default.
  
- Canteen G** In the tax statement form there is a G check box. This indicates if the person receives canteen benefits, with a portion paid by the employer, or if the person receives a tax free meal allowance. On this page the system displays the default.
  
- Expenses 13.1.1** The system displays the default, whether that field on tax statement applies or not.
  
- Eff. expenses expat 13.1.2** The system displays the default, whether that field on tax statement applies or not.

**LAW Messages Page**

Use the LAW Messages page (GPCH\_SI\_COMPANY5) to set up message information that will appear on the tax reports for workers from individual cantons or all cantons.

## Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security / Insurance > Company SI Contributions CHE > LAW Messages

### Image: LAW Messages page

LAW Messages page

Message Number	Message Text	Canton	All Cantons	From Dt	Amount 1	Company
1	Expense regulations by canton	LU	<input type="checkbox"/>	04/15/2005		
2	Conditions of Rz 52 covered		<input type="checkbox"/>			
3	Share granted by other company		<input type="checkbox"/>			
4	Child Allowance per AHV-AVS		<input type="checkbox"/>			

**Note:** Use this page to define messages that are valid for the company in general or for specific cantons of the company. During message generation the system applies additional logic to decide whether this is a valid message for the dedicated employee. The system, however, only considers messages and cantons as declared here.

See [Setting Up Tax Statements](#).

**Message Number and Message Text** Select the message that you want to appear on the tax reports for an individual canton or all cantons. The text of the message appears in the Message Text field.

**Canton** Select a canton. The system prints the message you selected on the tax reports for the particular canton indicated in the field.

**All Cantons** Select this check box if you want the system to print the message you selected on the tax reports for the all cantons.

**From Dt (from date)** Select the date from which you want the message to appear.

**Amount 1 and Company** Some messages are reported with a fixed amount (for example, reallocation cost of CHF 2000.00). If the message in question is declared as *generate always*, then the amount from this page is reported. More see as well in chapter 19 Generating and reviewing

See [Creating, Viewing, and Updating Online Tax Statements](#).

## Payslip Page

Use the Payslip page (GPCH\_SI\_COMPANY6) to enter the payslip style that you want to use to pay workers.



## Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security / Insurance > Company SI Contributions CHE > Payslip

### Image: Payslip page

Payslip page

The screenshot shows a web interface for viewing a payslip. At the top, there is a horizontal menu with several tabs: 'Rates', 'Provider', 'PK Data', 'LAW 2006', 'LAW Messages', 'Payslip' (which is highlighted), and 'Sender Details'. Below this menu, the text 'Company KW2 Muster AG' is displayed. The main content area is titled 'Payslip Details' and contains a search bar with the text 'Find | View All' and navigation buttons for 'First', '1 of 1', and 'Last'. Below the search bar, the 'Effective Date' is shown as '01/01/2008' with '+' and '-' buttons. The 'Payslip Style' is shown as 'GPCH\_STYLE\_KW1' in a text input field.

PeopleSoft enables you to print payslips for monthly salaries and bonuses. Because the format of payslips varies greatly from one organization to another, we provide one format as an example. We also provide a template that enables you to customize the format to accommodate the payslip style your organization uses. You can also print a message on the payslip to an individual payee or groups of payees.

See [Assigning and Viewing Print Classes](#).

## Sender Details Page

Use the Sender Details page (GPCH\_SI\_COMPANY7) to enter details regarding the organization sending report information to different legal entities in different countries.

You can use this page to enter different information according to the language that is being used by the organization to which you are sending the information.

## Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security / Insurance > Company SI Contributions CHE > Sender Details

**Image: Sender Details page**

Sender Details page

**Language Code** Select the language in which you want the information sent.

**Report Name** Select the report you are sending.

**Sub Report** Select the name of the sub report you are sending. This field is optional.

**Description** Enter a description for the report.

**Address Line 1, Address Line 2, Address Line 3, and Address Line 4** Use these fields to enter address information for the company that is sending the information.

**City, Postal Code, Post Box, Telephone, Email ID, and Signature** Use these fields to enter identifying information for the company that is sending the information.

In case the user selects the setup for banking report (GPCHBK01), the layout will change as below:

## Image: Company SI Contributions CHE page - Sender Details

Company SI Contributions CHE page - Sender Details

<b>Transfer Purpose Line 1</b>	Fills the Transfer Purpose 1 in DTA file for Banking
<b>Transfer Purpose Line 2</b>	Fills the Transfer Purpose 2 in DTA file for Banking
<b>Transfer Purpose Line 3</b>	Fills the Transfer Purpose 3 in DTA file for Banking
<b>Transfer Purpose Line 4</b>	Not supported.

## Maintain Social Ins Data CHE Page

Use the Maintain Social Ins Data CHE page (GPCH\_SI\_DATA) to display and change social insurance data for individual employees.

You can view and change retirement and survivors' pension insurance data (AHV) and unemployment insurance data (ALV).

### Navigation

Global Payroll & Absence Mgmt > Payee Data > Social Security/Insurance > Maintain Social Ins Data CHE > Maintain Social Ins Data CHE

### Image: Maintain Social Ins Data CHE page

Maintain Social Ins Data CHE page

**Maintain Social Ins Data CHE**

**Peter Bosshard**      Empl ID KWG101      Reference Record 0

Social Insurance Data      Find | View All      First 1 of 1 Last

\*Effective Date 07/01/2003      Reference Record 0      \*End Date 12/31/2099      Company KW2

\*AHV Status 1 Employer/Employee      Total Contrib AHV 10.1000 %

\*ALV Status 1 Employer/Employee      Total Cont ALV1 2.5000 %

Apply Yearly Limits      Total Cont ALV2 1.0000 %

Apply AHV\_AVS Minimum

- End Date**      Enter an end date if you want to display data for a restricted period of time.
- AHV Status**      Stati are: 0 = not eligible, 1 = shared payment, 2 = paid by employer  
(2 triggers automatically a NetToGross calculation)
- ALV Status**      Stati are: 0 = not eligible, 1 = shared payment, 2 = paid by employer
- Apply Yearly limits**      Overrides Default value from Company
- Apply AHV\_AVS Minimum**      Overrides Default value from Company

### Accident Insurance Data CHE Page

Use the Accident Insurance Data CHE page (GPCH\_SI\_ACC\_INS) to enter accident insurance data.

#### Navigation

Global Payroll & Absence Mgmt > Payee Data > Social Security/Insurance > Accident Insurance Data CHE

**Image: Accident Insurance Data CHE page**

Accident Insurance Data CHE page

**Accident Insurance Data CHE**

**Peter Bosshard**      Empl ID: KWG101      Empl Record: 0

Social Insurance Data      Find | View All      First 1 of 1 Last

\*Effective Date: 01/01/2010      \*End Date: 12/31/2099

Provider: #SUVA

Accident Insurance Status: 1 NBU Employee

Risk Group: A

Empl Cntb NBU	1.4600	%
Tot Contrib NBU	1.4600	%
ER Contrib BU	0.6090	%

**Provider**      Select the provider that is overriding the employee's accident insurance.

**Accident Insurance**      Select one of these values to override the default company status of the accident insurance: Status

- 0 None: Not eligible.
- 1 NBU/EE: Payment shared between employer and employee (as of setup).
- 2 NBU/ER: Paid by employer only.
- 3 BU Only: only eligible for BU (professional insurance).

**Risk Group**      Select the classification for your company. Insurance providers and employers decide which employees belong to which group. Possible entries are A, B, and Z.

**Total Contr Employee Total Contr NBU (total contributions NBU)**      Displays the total contributions for accident insurance covered by employee Displays the total contributions for accident insurance liability (NBU) as a percentage.

**ER Contr BU (employer contributions BU)**      Displays the employer's contribution for employer liability insurance (BU).

---

## Managing Additional Insurance

To manage additional insurance, use the Addtl Insurance Provider CHE (GPCH\_SI\_ADDITIONAL\_GBL) component.

This topic discusses how to manage additional insurance.

**Note:** Some companies may provide employees with additional insurance packages, depending on their position in the company or their salary grade. For example, some employees may be eligible for additional health insurance in addition to the mandatory insurance packages that are available. Global Payroll for Switzerland enables you to create voluntary combinations of insurance packages. These are presented to employees, who choose one from the selections. You can use Global Payroll's functionality as a basis for additional calculations and other features that you add when you install Global Payroll for Switzerland. You create the insurance packages on the Addtl Insurance Provider CHE page, and assign them to an employee on the Additional Insurance Data page.

## Pages Used to Manage Additional Insurance

Page Name	Definition Name	Usage
<a href="#">Additional Insurance Provider CHE Page</a>	GPCH_SI_TYPE	Set up additional insurance packages for an employee.
<a href="#">Additional Insurance Data Page</a>	GPCH_SI_VARIANT	Enter additional insurance data for an employee.

## Additional Insurance Provider CHE Page

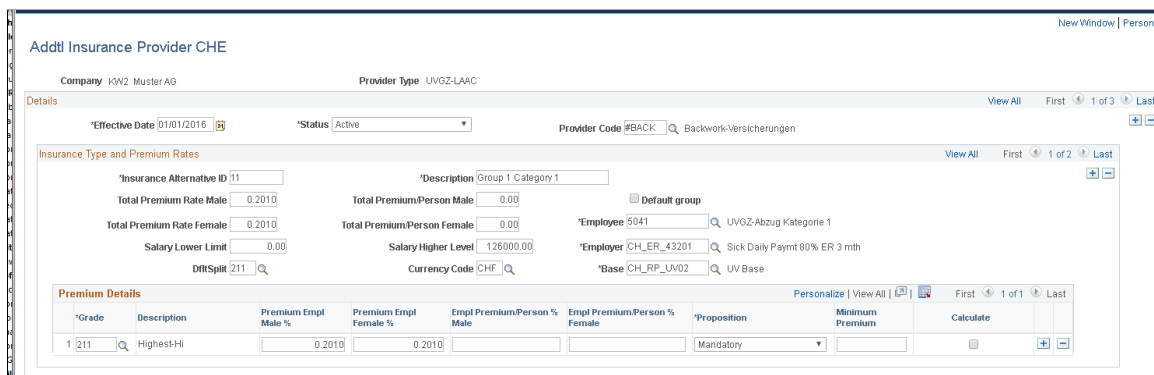
Use the Addtl Insurance Provider CHE (Additional Insurance Provider CHE) page (GPCH\_SI\_TYPE) to set up additional insurance packages for an employee.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security / Insurance > Addtl Insurance Provider CHE > Addtl Insurance Provider CHE

### Image: Addtl Insurance Provider CHE page

Addtl Insurance Provider CHE page



## Insurance Type and Premium Rates

### Provider Code

Provider for this insurance definition.

<b>Insurance Alternative ID</b>	Assign any 2 digit code which complies with Swissdec format on insurance codes for KTG_AMC and UVGZ_LAAC ([A-Z0-9]{2}.)
<b>Description</b>	Fill in description of insurance as of Swissdec insurance profile.
<b>Default Group</b>	If default is checked, this insurance applies for all employees, which are not explicitly exempted from this group.
<b>Total Premium Rate Male, Total Premium/Person Male, Total Premium Rate Female, and Total Premium/Person Female</b>	Enter these values as specified by the insurance provider.
<b>Salary Lower Limit and Salary Higher Level</b>	Enter the limits to entitlement for this type of insurance.
<b>Employee and Employer</b>	Enter the earning or deduction code for each.
<b>BASE</b>	Enter base earning for this insurance.
<b>DflSplit</b>	Enter default Grade for split, in case there are no dedicated splits per salary grade.
<b>Currency</b>	Fix CHF
<b>Element Name</b>	Accumulator which serves as base for this insurance.
<b>Premium Details</b>	
<b>Premium Empl(oyee) Male %, Premium Empl(oyee) Female %, EE Premium/Person % Male, and EE Premium/Person % Female</b>	Enter employee percent of contribution. For example, if full rate is 1% and it is paid half by employer and half by employee, then enter 0.5%.
<b>Proposition</b>	Select how the insurance should be generated. Valid values are <i>Automatically</i> and <i>Mandatory</i> .
<b>Minimum Premium</b>	Enter the value specified by the insurance provider.
<b>Calculate</b>	Select to have Global Payroll for Switzerland process the insurance. If the insurance information is for information only, deselect the check box.

## Additional Insurance Data Page

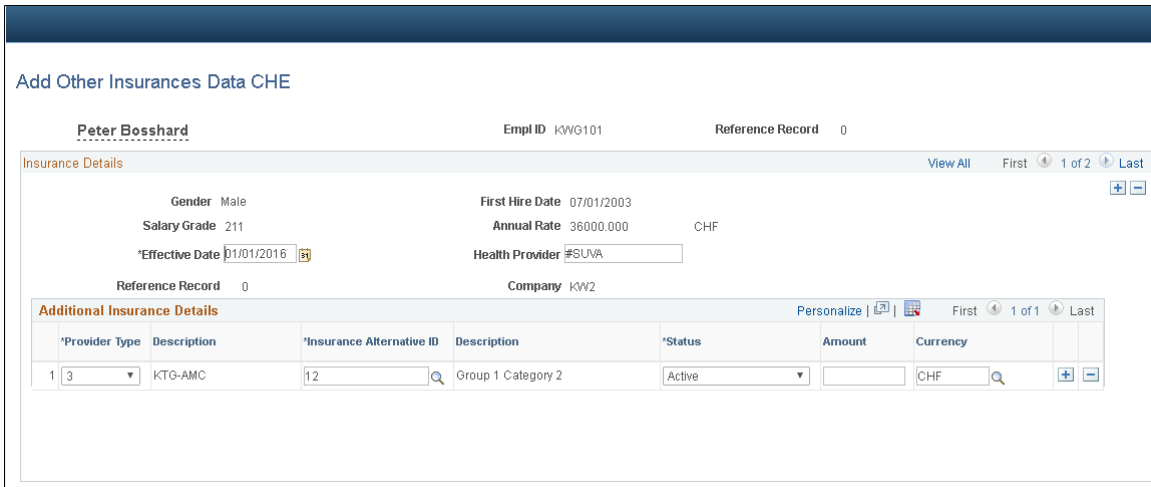
Use the Additional Insurance Data page (GPCH\_SI\_VARIANT) to enter additional insurance data for an employee.

### Navigation

Global Payroll & Absence Mgmt > Payee Data > Social Security/Insurance > Add Other Insurances Data CHE > Additional Insurance Data

**Image: Additional Insurance Data page**

Additional Insurance Data page



**Annual Rate** Displays the annual rate that applies to an employee.

**Provider Type** Select the provider type. Valid values are 3 = *KTG\_AMC* and 2 = *UVGZ\_LAAC*.

**Insurance Alternative ID** Prompts for values from setup.

## Reporting on Social Insurance

This topic discusses how to view and run social insurance reports.

The Element Contribution report defines all contributions and deductions, and the SI Company Setup report lists all employee contributions for AHV, ALV, ALVZ, and UV and other company setting.

## Pages Used to Report on Social Insurance

Page Name	Definition Name	Usage
<a href="#">Element Contribution List CHE Page</a>	GPCH_RC_AL07	Create a report that documents the calculation process by defining all contributions and deductions. A plus sign (+) in the report indicates that the amount is added. A minus sign (-) indicates that the amount is deducted. When there is no symbol, the value is not included in the calculation.
<a href="#">Company SI Contributions Report CHE Page</a>	GPCH_RC_SI06	Lists the company ID and all its payroll relevant attributes.
<a href="#">Payroll Register Options Page</a>	GPCH_RC_TX04_1	Monitors the associated accumulators and displays the payroll register.



<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<u>Payroll Register Element View Page</u>	GPCH_RC_TX04_2	View payroll register elements.
<u>Pay Balance CHE Page</u>	GPCH_RC_TX03	Lists the employee ID, date of birth, hire and termination dates, and AHV number for each employee.
<u>Personal Statement CHE Page</u>	GPCH_RC_SI03	Lists the employee ID and all it's payroll relevant attributes.

## Element Contribution List CHE Page

Use the Element Contribution List CHE page (GPCH\_RC\_AL07) to create a report that documents the calculation process by defining all contributions and deductions.

A plus sign (+) in the report indicates that the amount is added. A minus sign (-) indicates that the amount is deducted. When there is no symbol, the value is not included in the calculation.

### Navigation

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Element Contribution List CHE > Element Contribution List CHE

### Image: Element Contribution List CHE page (Detail Mode)

Element Contribution List CHE page (Detail Mode)

**Element Contribution List CHE**

Run Control ID: CH\_Element\_Contribution\_List | Report Manager | Process Monitor | Run

Language: English

**Report Parameters**

Pay Entity: KW1

From Date: 01/01/2012 | To Date: 12/31/2012

Print Detail Report |  Include GL Compare

Print Class: GPCHDM2

Only Elements in Print Class |  Non Elements in Print Class

**Assignment per column**

Element Name	Description	Override	Descr Short	Sequence
1 CH_UV_02	UV-Base	<input checked="" type="checkbox"/>	UV	3
2 CH_00_50	Gross	<input checked="" type="checkbox"/>	GROSS	1

**Assignment per line**

*Category	Description	Override	Description Short	Sequence
1 LA6	Tax Statmt 2006	<input checked="" type="checkbox"/>	LAW	7
2 LSE	Salary Statistic (LSE)	<input checked="" type="checkbox"/>	LSE	8

You can run the report in 2 modes:

- Overview

Based on the print class and accumulators that you select on the run control page, the Overview mode displays a list of elements vertically and the list of accumulators horizontally.

- **Detail**

If running in Detail mode, the system displays one page for each earning and deduction that was selected. The report provides information about the fixed set of accumulators (CH\_AH\_02, ~UV\_02, ~BV\_02, ~TX\_02, ~NE\_02, ~00\_80, ~00\_50, ~00\_52, ~00\_54, ~NE\_02 ) 1), accumulators that were specified on the run control page, and accumulators identified by the entries in the Category field (LAW or LA6 / BS for release 8.9 and up)

<b>From Date and To Date</b>	Lists all contribution changes between the dates specified.
<b>Print Detail Report</b>	Select this check if you want to enter specific pay entity, print class and language information. If you select this check box, the system displays the Pay Entity, Details and Language group boxes to the right.
<b>Print Class</b>	Select a print class. The PeopleSoft system delivers two standard print classes, but you can create your own. The print class determines the set of selected contributing elements.
<b>Only Elements in Print Class</b>	Select to report only elements specified in the selected print class.
<b>Non Elements in Print Class</b>	Select to report on all existing elements.
<b>Assignment per column</b>	
<b>Element Name</b>	Select accumulators whose contributing components should be reported. The element name determines the set of elements contributed to and is mandatory.
<b>Override</b>	Select to optionally override the description of the selected element. You can display up to ten columns in your report and can configure the level of detail that you want to display.
<b>Sequence</b>	Enter a mandatory sequence number for the selected element's column. If you want to have the AHV/ALV contributions as the second column in your report, for example, enter sequence number2.
<b>Assignment per line</b>	
<b>Category</b>	Select the categories that you want the system to display on the report.
<b>Override</b>	Select to optionally override the description of the selected category.

**Sequence**

Enter a mandatory sequence number for the selected category. If you want to have the LAW category as the second line in your report, for example, enter sequence number 2.

**Note:** Special feature for BVG\_LPP

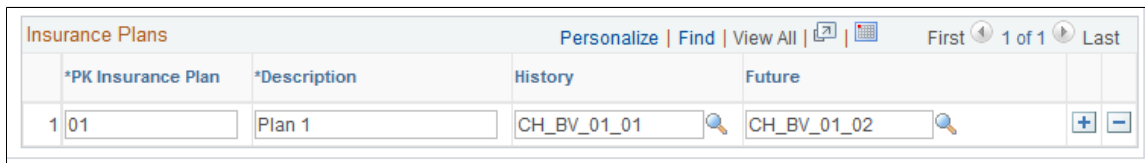
Assign accumulators in Provider Page under Insurance Plans.

**Navigation**

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security / Insurance > Providers CHE, Providers

**Image: Assign Accumulators in Provider page**

Assign Accumulators in Provider page



Assign contributing earnings / deductions with %.

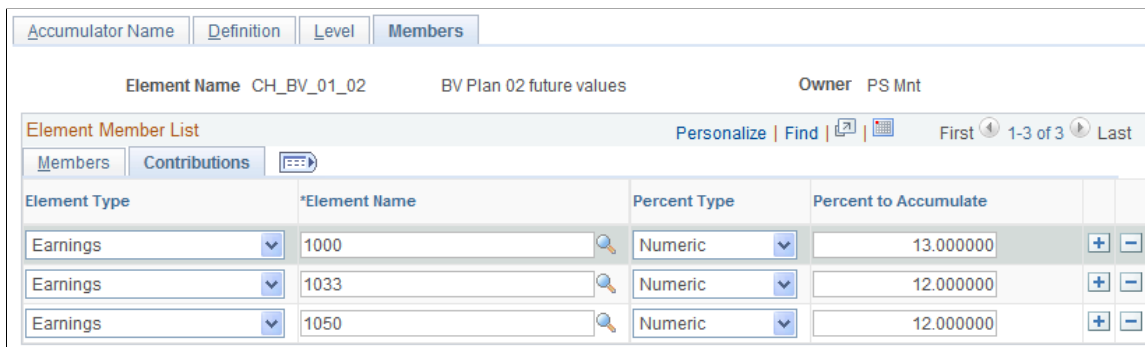
**Navigation**

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Accumulators > Contribution > Members

For example, if the earning gets paid 13 times per year, then % = 13. If payment gets paid 12 times per year then % = 12.

**Image: Assign contributing earnings / deductions with %**

Assign contributing earnings / deductions with %



This will trigger the following specific presentation in Element contribution list.

**Image: Presentation in Element contribution list**

Presentation in Element contribution list

CUSTOMER Lohnartenstamm										Seite	1
Bericht: GPCHAL07										Erstellungsdatum 23.07.2010	
Firma: CWF										Erstellungszeit 10:33:20	
Von Datum 01.01.2010										Klasse: GPCHM21	
Bis Datum 31.12.2010										Gültig ab 01.01.1998	
LOHNART	TEXT	CHSE	AHV/ALV	UV	SVC V	SVC R	EX	LAW	LSR		
BE	FI (+/-) Konto	Gültig ab	CH_AL_COMDA	CH_AL_DESTI							
1000	Monatslohn		*	*	*	+ (13.00)	*	1(+)	BE(+)	OBS(+)	
1005	Stundenlohn		*	*	*		*	1(+)	STD(+)	BE(+)	OBS(+)
1006	Tageslohn		*	*	*		*	1(+)	OBT(+)	BE(+)	OBS(+)
1007	Wochenlohn		*	*	*		*	1(+)	BE(+)	OBS(+)	
1010	Beoberte		*	*	*		*	1(+)	BE(+)	OBS(+)	
1012	Primum Artists and Sportmen		*	*	*		*	1(+)	BE(+)	OBS(+)	
1015	Ausbilfelohn		*	*	*		*	1(+)	BE(+)	OBS(+)	
1016	Reinigungslohn		*	*	*		*	1(+)	BE(+)	OBS(+)	
1017	Reinigungslohn		*	*	*		*	1(+)	BE(+)	OBS(+)	
1018	Akkordlohn		*	*	*		*	1(+)	BE(+)	OBS(+)	
1020	Absensentschädigung		*	*	*		*	1(+)	BE(+)	OBS(+)	
1021	Beobde- und Komm.mitgl.		*	*	*		*	1(+)	BE(+)	OBS(+)	
1030	Dienstalterszulage		*	*	*		*	1(+)	BE(+)	OBS(+)	
1031	Funktionszulage		*	*	*		*	1(+)	BE(+)	OBS(+)	
1032	Stellvertretungszulage		*	*	*	+ (12.00)	*	1(+)	BE(+)	OBS(+)	
1033	Ortserzulage		*	*	*		*	1(+)	BE(+)	OBS(+)	
1034	Tourenzulage		*	*	*		*	1(+)	BE(+)	OBS(+)	
1040	Familienbetreuungszulage		*	*	*		*	1(+)	BE(+)	OBS(+)	
1050	Wohnungszulage		*	*	*		*	1(+)	BE(+)	OBS(+)	
1055	Wagnerschädigung		*	*	*	+ (12.00)	*	1(+)	BE(+)	OBS(+)	
1056	Verletzungszulage		*	*	*		*	1(+)	BE(+)	OBS(+)	

**Company SI Contributions Report CHE Page**

Use the Company SI Contrib Rpt CHE (Company SI Contributions Report CHE) page (GPCH\_RC\_SI06) to lists the company ID and all it's payroll relevant attributes.

**Navigation**

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security / Insurance > Company SI Contrib Rpt CHE > Company SI Contrib Rpt CHE

**Image: Company SI Contrib Rpt CHE page**

Company SI Contrib Rpt CHE page

**Company SI Contrib Rpt CHE**

Run Control ID  Report Manager Process Monitor

Language

---

**Report Parameters**

From Date

To Date

Company   Business Institute Switzerland

**From Date and To Date**

Enter the dates for which you want to run the report.

**Note:** If there is any change between the From Date and To Date, the report creates a version for each period of data.

**Company**

Select the company for which you want to view payroll relevant attributes.

**Payroll Register Options Page**

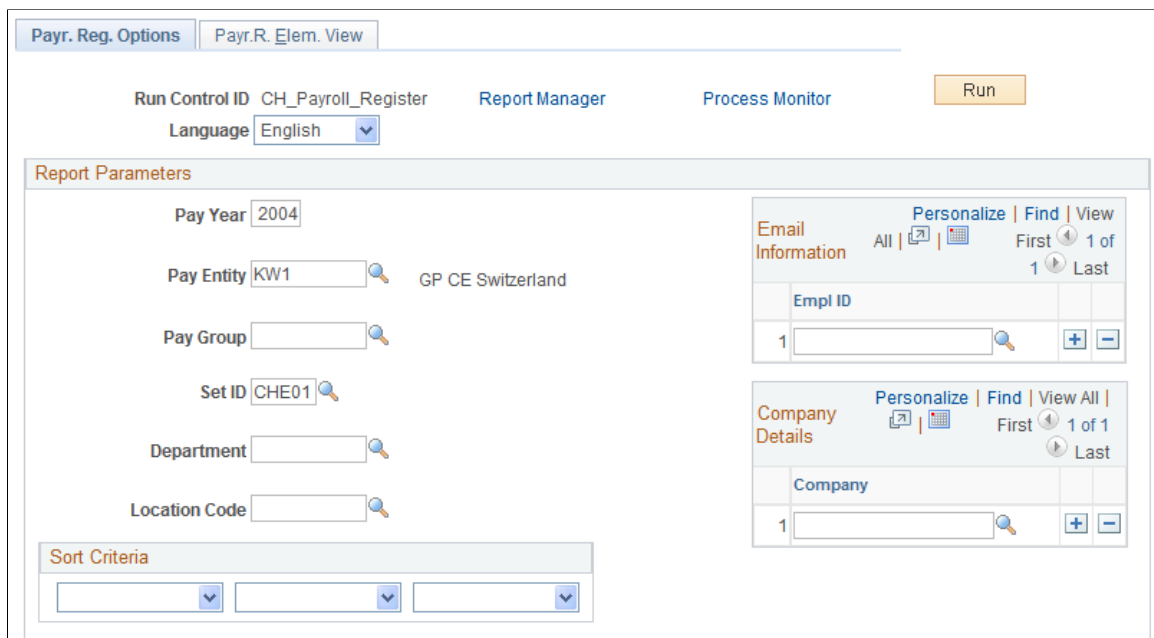
Use the Payr. Reg. Options (payroll register options) page (GPCH\_RC\_TX04\_1) to monitors the associated accumulators and displays the payroll register.

**Navigation**

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Payroll Results Register CHE > Payr. Reg. Options

**Image: Payr. Reg. Options (payroll registration options) page**

Payr. Reg. Options (payroll registration options) page



The run control for the payroll register is a two-page component, consisting of the Report Options page and the Pay Element View page. In addition to gross pay, the columns of the report might provide information about base amounts (calculation bases) for UV pay, UV base, AHV gross, AHV base, amount not subject to AHV, ALV pay and ALVZ pay, as well as the resulting payment. You define the required information on the Payroll Register Element View page.

**Pay Year**

Enter the reporting year.

**Pay Entity**

Select the pay entity that you want the system to use to run the report.

**Pay Group**

Select the pay group that you want the system to use to run the report.

**Set ID**

Select a set ID only if you want to select a department or location.

**Department**

Select the department that you want the system to use to run the report.

**Location Code**

Select the location that you want the system to use to run the report.

**Payroll Register Element View Page**

Use the Payr.R. Elem. View (payroll register element view) page (GPCH\_RC\_TX04\_2) to view payroll register elements.

**Navigation**

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Payroll Results Register CHE > Payr.R. Elem. View

**Image: Payr. R. Elem. View (payroll register elements view) page**

Payr. R. Elem. View (payroll register elements view) page

Element Name	Description	Override Indicator	Element Heading	Sequence
1 CH_AH_02_YTD	AHV-Base YTD	<input checked="" type="checkbox"/>	AHV-BASE	3
2 CH_AH_04_YTD	AHV-Exempted YTD	<input checked="" type="checkbox"/>	AHV-EXEMPT	7
3 CH_UV_02_YTD	UV-Base YTD	<input checked="" type="checkbox"/>	UV-BASE	2
4 CH_AH_D11_YTDB	AHV-Wage YTD	<input checked="" type="checkbox"/>	AHV-WAGE	4
5 CH_AL_D11_YTDB	ALV-Wage YTD	<input checked="" type="checkbox"/>	ALV-WAGE	5
6 CH_AH_50_YTD	AHV not contributing YTD	<input checked="" type="checkbox"/>	NON AHV	8
7 CH_00_50_YTD	Gross YTD	<input checked="" type="checkbox"/>	GROSS	1

**Element Name**

Select the year-to-date accumulator to report.

**Override Indicator**

Select to override the description of the selected element. You can display up to ten columns in your report.

**Element Heading**

Enter a new heading name (a new description of the element) if you select the Override Indicator for an element.

**Sequence**

Enter a sequence number for the selected element's column. If you want to have the AHV/ALV contributions as the second column in your report, for example, enter sequence number 2.

**Pay Balance CHE Page**

Use the Pay Balance CHE page (GPCH\_RC\_TX03) to lists the employee ID, date of birth, hire and termination dates, and AHV number for each employee.

**Navigation**

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Pay Balance CHE > Pay Balance CHE

**Image: Pay Balance CHE page (Print Yearly Report Selected)**

Balance CHE page (Print Yearly Report Selected)

This report:

- Summarizes employee contributions, which are grouped and sorted according to the specified calendar month.
- Summarizes employee data for the employer on the final page.
- Can be printed in two versions, one that shows all retro pay in detail and one that shows only accumulated amounts, including retro.

**Print Yearly Report**

If you select this check box, the system displays the Pay Year field. Use this to create the report for the selected year. If you deselect this check box, the system displays the From Date and To Date fields. Use these fields to run reports for a quarter or fiscal year if the dates are different from the calendar year. The from date and to date can span a maximum of 12 months, but it can also report across years (for example, from 06/01/2008 to 05/31/2009).

**Print Pay Entity Report**

Select to print only those pages that display the annual and monthly totals for a pay entity, and not all of the retro pay data for all employees that the report lists.

**Print Detail Report**

Select to print a detailed presentation of the retro results.

**Print Class**

Select the print class you require. The PeopleSoft system delivers two standard print classes, although you can create your own.

Print classes for this report must not assign more than one component per selected element. Otherwise the report will have duplicates and fail. To show amounts and units of an earning, do the following on the Print Classes page: Enter the earning and select the Print Sum Amounts check box for that earning and then enter the Auto Assign element (xx\_unit) and select the Print Units check box.

**Personal Statement CHE Page**

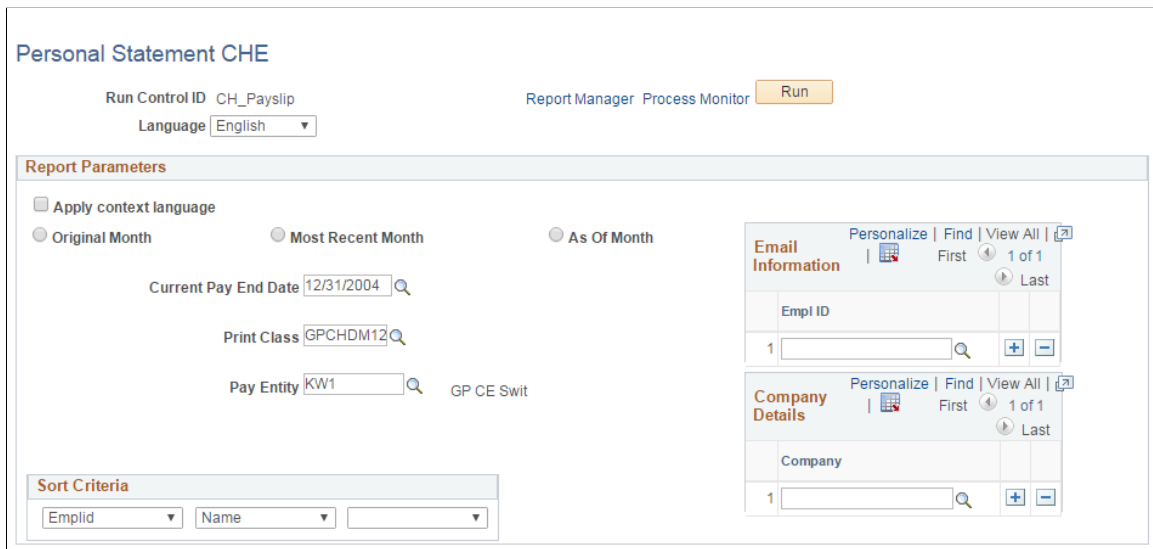
Use the Personal Statement CHE page (GPCH\_RC\_SI03) to list the employee ID and all it's payroll relevant attributes.

**Navigation**

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Personal Statement CHE > Personal Statement

**Image: Personal Statement CHE page**

Personal Statement CHE page



**Language**

The Personal Statement supports the these languages: English, French, German and Italian. For languages that are not supported, the system uses the base language.

**Report Parameters**

**Apply Context Language**

The statement is printed in the language of the employee.



**Original Month, Most Recent Month, and As Of Month**

Select one of these radio buttons to indicate the month you want the system to use to run the report. If you select As of Month, the system displays a second date field that you can use to indicate the required calculation month.

The system displays data as of the selected generation period. The personal attributes get saved for each payroll run in case there were changes in the past. By selecting one of these options, you can track the history of data changes.

For example: The date is October 2008 and you want to see data from June. There was a retro calculation in July and September for the person you selected. Their work location in June was BE originally. In July it was changed to ZH in retro with a June date. In October it was changed again in retro mode to TG. If you select June as the original month, you will see BE. If you select the most recent month, you will see TG. If you select July, August, or September as the As of Month you will see ZH.

**Current Pay End Date**

Period for the which data get retrieved

**Print Class**

Selects the earnings and deductions that display under insurance payments and base salary.



# Managing Source Tax

---

## Understanding Source Tax

Switzerland is a confederation of 26 cantons with approximately 3,000 municipalities. Accordingly, it has an extremely complex taxation system, with taxes imposed at federal, cantonal, and communal levels. Tax rates can vary from one canton to another.

Source tax applies to specific categories of foreign employees. It is calculated according to the canton in which a worker is employed, and employers take source tax deductions directly from the earnings of these foreign nationals residing in Switzerland. Employers must withhold the tax due and pay this source tax to the cantonal tax administration. Source tax, levied at the source, pays off federal, cantonal, and communal tax liabilities.

## Calculating Source Tax

Data inputs for the source tax calculation are generally the same for all Swiss cantons. The employee's work location is read from the job records, and other source tax information is read from the employee Tax Data page along with stored tax rates for each canton, which together provide the raw data to be used in the calculation.

Not all cantons use the same mode for the regular calculation method to arrive at the source tax. For example, the regular calculation mode in cantons GE, FR, TI, and VD differs from the mode that applies in the 22 other cantons. User can decide (after agreed by canton) to apply one of the 4 different canton methods as well for any other canton. For example, in some cases the canton VD method is also used for other cantons. Then the user just needs to maintain the tax method override in FAK/Source Tax (Company) CHE page. In addition, the different selections on the employee Tax Data page determine what method applies to different employees (all methods are applicable to all cantons).

---

**Note:** The different calculation modes for the regular method are described in greater detail later in this chapter.

---

**Note:** There is special tax treatment for French Cross-Border workers in the following eight cantons: BE, BL, BS, JU, NE, SO, VD, and VS. Working in one of these 8 cantons, having a home address country equal to *France*, and having no assignment for source tax qualifies employees for this type of taxation. Cross-border employees are reported with their taxable gross on the Cross-Border Report for France. The employer then provides the list of employees to the tax administration which reports the gross to the location of residence. Thus the employees have their Swiss earnings taxed in France.

---

**Note:** With Swissdec 4.0, French Cross-Border workers for these 8 Cantons get reported as well in the standard source tax XML with TAG 'specialAgreement'.

---

## Calculation Methods

This section discusses:

- Primary tax calculation methods.
- Exceptions to the regular method.

### Primary Calculation Methods (determined by selection on employee's Tax Data page )

There are four primary methods used to calculate an employee's monthly source tax deduction, which are managed on the Tax Data page. These methods are summarized as follows:

<i>Method Name</i>	<i>Description</i>
Regular	A rate is selected from the tax table of the employee's tariff based on the applicable calculation mode.  The system uses this rate to calculate the tax based on the employee's actual earnings.
Fixed Percentage	A rate is entered in the employee's Tax Data page.  The system uses this rate to calculate the tax based on the employee's actual earnings.
Fixed Deduction	An amount is entered in the employee's Tax Data page. This amount is withheld monthly as the source tax deduction.
Fixed Base	An amount is entered in the employee's Tax Data page. Depending on the tax tariff, this amount determines the source tax rate.  The system uses this rate to calculate the tax based on the employee's actual earnings.

### Calculation Modes for Regular and Fixed Base Methods (determined by assigned canton)

Within the regular source tax calculation method there are exceptions for cantons GE, FR, TI, and VD. Instead of calculating the tax on a monthly earning base, these cantons calculate source tax as explained in the following table (by maintaining tax method override in FAK/Source Tax (Company) CHE page, user can decide to apply these methods as well to any other canton):

<b>Canton</b>	<b>Mode</b>
GE	An annual adjustment is made in the December payroll for employees who meet the following conditions: full-time (FTE = 100%) for the entire year, employed in GE the entire year, with the same tariff for the full year. For other employees the tax is calculated using the monthly mode as is done in the 22 other cantons.
FR	Each month the rate is calculated on the estimated yearly income, which is equal to: (actual regular earnings / actual months * 12) + actual bonus payments. Depending on the tax tariff, this amount determines the source tax rate. With this rate the tax is calculated using the employee's actual earnings (see CH_TX_07_YTD) within the tariff(s). Then the amount of tax paid is subtracted and the remaining amount is the source tax for the month.
TI	<p>Each month the rate is calculated on the monthly salary. In case of the following events, a tax adjustment is made: December payroll or termination, or departure from the TI canton.</p> <p>For the TI canton, the rate is calculated on the estimated yearly income, which is equal to: (actual regular earnings / actual months * 12) + actual bonus payments. Depending on the tax tariff, this amount determines the source tax rate. With this rate the tax is calculated using the employee's prorata actual annual earnings within the tariff(s) (by days within the tariff—see CH_TX_08_YTD). Then the amount of tax paid is subtracted and the remaining amount is the source tax adjustment.</p>

<b>Canton</b>	<b>Mode</b>
<p>VD</p>	<p>Each month the rate is calculated on the estimated yearly income, which is equal to: (actual regular earnings / actual months * 12) + actual bonus payments. Depending on the tax tariff, this amount determines the source tax rate. With this rate the tax is calculated using the employee's actual earnings (see CH_TX_07_YTD) within the tariff(s). Then the amount of tax paid is subtracted and the remaining amount is the source tax for the month.</p> <p>Besides the regular tariffs, in Canton Vaud there is a special source tax tariff for artists. You may have employees that should be taxed by this special tariff. After you implement the changes regarding the source tax tariff for artists, assign earnings specific to artists (standard earning 1012). Then check to see if the tax is calculating correctly and being reported on the Earnings and Deductions page (select Global Payroll &amp; Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Results by Calendar, Earnings and Deductions).</p> <ul style="list-style-type: none"> <li>• Earnings = 1012 (Premium Artists and Sportsmen).</li> <li>• Deduction = CH_TX_D10 (Artists and Sportsmen).</li> </ul> <p>Tax deductions:</p> <ul style="list-style-type: none"> <li>• 10% for daily profits until 200 CHF.</li> <li>• 15% for daily profits until 1000 CHF.</li> <li>• 20% for daily profits until 3000 CHF.</li> <li>• 25% for daily profits higher than 3001 CHF.</li> </ul> <p>Users can view and print the official forms by clicking the View button from the Source Tax Month run control page (the system calls BI Publisher when you click the View button).</p>

## Override Source Tax Method

### Image: Override Source Tax Method

Override Source Tax Method

FAK/SourceTax(Company) CHE  
Company KW2 Muster AG

Status

Effective Date 01/01/2006  Status Active

Source Tax Data

*Canton	Description	Tax Nbr	Tax Method	Use Premium separate	Source Tax Language	FAK Number	FAK % total	LAW Provider	FAK Provider	FAK % EE	FAK Language
1 BE	Berne	<input type="text"/>	<input type="button" value="v"/>	<input type="checkbox"/>	1	<input type="text"/>	1.9000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 LU	Lucerne	<input type="text"/>	<input type="button" value="v"/>	<input type="checkbox"/>	1	<input type="text"/>	1.9000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3 NW	Nidwalden	<input type="text"/>	<input type="button" value="v"/>	<input type="checkbox"/>	1	<input type="text"/>	3.2000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4 OW	Obwalden	<input type="text"/>	<input type="button" value="v"/>	<input type="checkbox"/>	1	<input type="text"/>	3.2000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5 VS	Valais	<input type="text"/>	VD <input type="button" value="v"/>	<input type="checkbox"/>	1	<input type="text"/>	3.2000	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Overview on Generating a Source Tax XML for Swissdec

In addition to supporting the generation of PDF files to report source tax calculations (which we no longer ‘actively’ support, Global Payroll for Switzerland supports primarily the generation of a Swissdec ELM file to be sent to the authorities via SOAP messaging. The resulting XML file can be validated, viewed and transmitted to the authorities using the Dashboard architecture (see Swissdec Webservice Call – Page Process files).

See [Generating and Managing Dashboard XML](#).

Use these steps to generate the source tax interface files:

Step	Action	Navigation path
1	Create a new provider for each canto for reporting source tax.  !! Naming convention is #XX, where XX stands for the standard 2 digit Canton abbreviation.	Set Up HCM >Product Related > Global Payroll & Absence Mgmt >Social Security/ Insurance >Providers CHE
2	Add the new provider(s) you created in step 1 to a company and check for each canton box and map to the canton = XX.	Set Up HCM >Product Related > Global Payroll & Absence Mgmt >Social Security/ Insurance >Company SI Contributions CHE
3	Create a new domain for the source tax with mode = ‘Swissdec’.	Set Up HCM >Product Related > Global Payroll & Absence Mgmt >Social Security/ Insurance >ELM Domain Setup CHE
4	Assign the source tax to employees.	Global Payroll & Absence Mgmt >Payee Data >Taxes >Maintain Source Tax Data CHE

<b>Step</b>	<b>Action</b>	<b>Navigation path</b>
5	Run the payroll for the company.	Global Payroll & Absence Mgmt >Absence and Payroll Processing >Calculate Absence and Payroll
6	For a Swissdec source tax domain, the monthly mode and the first month of the selected year are default.	Global Payroll & Absence Mgmt >Year End Processing >Year End Process CHE >Prepare Files
7	Click Run. Then check the Process Monitor to make sure the process runs to success.	Global Payroll & Absence Mgmt >Year End Processing >Year End Process CHE >Prepare Files
8	Validate the created file.	Global Payroll & Absence Mgmt >Year End Processing >Year End Process CHE >Process Files
9	Review validation results.	Global Payroll & Absence Mgmt >Year End Processing >Year End Process CHE >Review Files
10	Send the file using send&Request button.	Global Payroll & Absence Mgmt >Year End Processing >Year End Process CHE >Process Files  See <a href="#">Robust File Management</a>
11	Run GetStatus using send&Request button.	Global Payroll & Absence Mgmt >Year End Processing >Year End Process CHE >Process Files
12	Run GetResult using send&Request button.	Global Payroll & Absence Mgmt >Year End Processing >Year End Process CHE >Process Files

## Related Links

[Generating and Managing Dashboard XML](#)

## Calculation Elements

The following tables contain the delivered elements used for source tax calculations:

<b>Customer Maintained Accumulators</b>	<b>Description</b>
CH_TX_02	Source Tax Base. Captures all taxable earnings, as well as ones that need to go into CH_TX_03 or CH_TX_04.
CH_TX_03	Includes earnings considered to be <i>regular</i> for annual estimation, but not prorated in case of mid month hire or termination.
CH_TX_04	Includes earnings considered to be bonus payments for annual estimation.



<b>Customer Maintained Accumulators</b>	<b>Description</b>
CH_TX_05TI	Lump Expenses TI. Up to an annual limit of 12, 000, only half of the payment is taxed.
CH_TX_12	<p>Earnings in this accumulator contribute to the lookup amount that determines the rate.</p> <p>The following 2 scenarios can be addressed using this accumulator:</p> <ul style="list-style-type: none"> <li>• Earning adds to CH_TX_02 and subtracts from CH_TX_12 (earning is taxed, but is not taken into account to determine the tax rate).</li> <li>• Earning adds only to CH_TX_12 (earning is not taxed, but is taken into account to determine the tax rate).</li> </ul> <p>Functional requirement for other possible combinations are not known.</p>

<b>System Maintained Accumulators</b>	<b>Description</b>
CH_TX_07_YTD	<p>Taxable Gross in Tariff YTD.</p> <p>Used in calculation mode for VD and FR to split the actual yearly salary in case of tariff changes.</p>
CH_TX_08_YTD	<p>Taxable Days in Tariff YTD.</p> <p>Used in calculation mode for TI to split the actual yearly salary in case of tariff changes.</p>
CH_TX_10	Source tax per month. Sum of all different source tax deductions (see Source Tax Deductions).

<b>Source Tax Deductions</b>	<b>Description</b>
CH_TX_D10	Premium artists and sportsmen. Source tax artists and sportsmen.
CH_TX_D12	Regular or fixed base method: Source tax contribution (except VD and FR).
CH_TX_D31	Regular or fixed base method: Source tax contribution VD and FR.
CH_TX_D51	Regular method: Yearly adjustment GE and TI.
CH_TX_M00	Manual entry of deduction via positive input (manual corrections) all cantons.
CH_TX_M01	Fixed percent method: Source tax contribution all cantons.
CH_TX_M02	Fixed amount method: Source tax contribution all cantons.

## Viewing Delivered Elements

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

### Related Links

"Understanding How to View Delivered Elements" (PeopleSoft HCM 9.2: Global Payroll)

---

## Generating Source Tax Reports

This topic discusses how to generate source tax reports.

### Pages Used to Run Source Tax Data Reports

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
	GPCH_RC_AL07	Create a report that documents the calculation process by defining all contributions and deductions. A plus sign (+) in the report indicates that the amount is added. A minus sign (-) indicates that the amount is deducted. When there is no symbol, the value is not included in the calculation.
	GPCH_QST_EMA_Proposed	View Source Tax EMA proposals
	ViewGen	View Authority Response
<u>Source Tax Year Report CHE Page</u>	GPCH_RC_TX01	Run the Source Tax Year report (GPCHTX01), which displays net salary as well as employee source tax contributions. For the cantons of Geneva and Waadt, the report prints on an official form and is normally required once a year.
<u>Source Tax Month Report CHE Page</u>	GPCH_RC_TX02	Run the Source Tax Month report.

### Element Contribution List CHE Page

Use the Element Contribution List CHE page (GPCH\_RC\_AL07) to create a report that documents the calculation process by defining all contributions and deductions.

A plus sign (+) in the report indicates that the amount is added. A minus sign (-) indicates that the amount is deducted. When there is no symbol, the value is not included in the calculation.

## Navigation

Global Payroll & Absence Mgmt >Absence and Payroll Processing >Reports >Element Contribution List CHE >Element Contribution List CHE

### Image: Element Contribution List CHE page

This example illustrates the fields and controls on the Element Contribution List CHE page. You can find definitions for the fields and controls later on this page.

The screenshot shows the 'Element Contribution List CHE' report configuration page. At the top, there are navigation links for 'Process List' and 'Element Contribution List CHE'. Below this, the 'Run Control ID' is 'CH\_Element\_Contribution\_List' and the 'Language' is set to 'English'. There are buttons for 'Report Manager', 'Process Monitor', and 'Run'.

The 'Report Parameters' section includes:
 

- Pay Entity: KW2
- From Date: 01/01/2016
- To Date: 12/31/2016
- Print Detail Report:
- Include GL Compare:
- Print Class: GPCHDM21
- Only Elements in Print Class:  (Selected)
- Non Elements in Print Class:

The 'Assignment per column' table shows two entries:

	*Element Name	Description	Override	Descr Short	Sequence		
1	CH_AH_02	AHV-Base	<input checked="" type="checkbox"/>	AHV_AVS	2	+	-
2	CH_TX_02	Source Tax-Base	<input checked="" type="checkbox"/>	QST_IS	5	+	-

The 'Assignment per line' table shows two entries:

	*Category	Description	Override	Description Short	Sequence		
1	LA6	Tax Statment 2006	<input checked="" type="checkbox"/>	LAW_CDS	6	+	-
2	QST	Source tax	<input checked="" type="checkbox"/>	QST_DTL	7	+	-

Define Category 'QST' under categories and this will create an overview of Source Tax assignments as shown here (other parameters see Chapter 11 Managing Social Insurance for Switzerland CHE Page)

### Image: Source Tax assignments

#### Source Tax assignments

Bericht: GPCHAL07		Lehnartenname		Seite 2					
Firma: GMD				Erstellungsdatum: 05.10.2017					
Von Datum: 01.01.2013				Erstellungszeit: 01:44:21					
Bis Datum: 31.12.2013				Klasse: GPCH0001					
				Weg ab: 01.01.1998					
Lehnart	Text	BRUTTO	ANV_AWS	UVG_LAA	SVG_LFD	SVG_ZUK	QST_18	LAK_CSS	QST_007
SK	FI (+/-) Konto	Gültig ab							
1300A	Höchstlohn 13. Monatslohn								
1300B	13. Monatsgehalt	*	*	*			*	3(+)	
1301	Gratifikation	*	*	*	*		*	3(+)	X(+)
1302	Weihnachtzulage	*	*	*	*		*	3(+)	
1310	Bonuszahlung	*	*	*			*	3(+)	X(+)
1311	Gewinnbeteiligung	*	*	*			*	3(+)	
1312	Bonuszulage	*	*	*	*		*	3(+)	
1313	Erfolgeprämie	*	*	*			*	3(+)	
1314	Leistungsprämie	*	*	*			*	3(+)	
1315	Leistungsprämie	*	*	*			*	3(+)	
1316	Verbesserungsvorschläge	*	*	*			*	3(+)	
1317	Teamprämie	*	*	*			*	3(+)	
1318	Provision	*	*	*			*	3(+)	
1319	Präsentprämie	*	*	*			*	3(+)	
1320	Dienstaltersgebühre	*	*	*	*		*	3(+)	X(+)
1331	Jubiläumsgeschenke	*	*	*			*	3(+)	
1332	Triumphprämie	*	*	*			*	3(+)	
1336	Schadensverhütungsprämie	*	*	*			*	3(+)	
1340	Lohn bei Unfall	*	*	*			*	3(+)	
1301	Lohn bei Krankheit	*	*	*			*	3(+)	
1302	Lohn bei Militär-/Zivildienst	*	*	*			*	3(+)	
1303	Lohn bei Aus-/Weiterbildung	*	*	*			*	3(+)	
1370	Anzahl gearbeitete Stunden								
1371	Anzahl bezahlte Pausenstunden								
1374	Anzahl bezahlte Abwesenstunden								
1320	Anzahl unbezahlter Abwesenst								
1330	Anzahl Lektionen								
1340	Anz bezahlte Unfall-Lektionen								
1400	Abgangentschädigung	*		*			*	4(+)	
1401	Abgangentschäd (AMV-pflicht)	*	*	*			*	3(+)	
1410	Kapital mit Vorzugscharakter	*		*			*	4(+)	
1411	Kapitalleistung (AMV-pflicht)	*	*	*			*	3(+)	
1420	Lohnzuschüsse	*		*			*	4(+)	
1500	Verwaltungsratsmitglied	*	*	*	*		*	6(+)	
1501	Verwaltungsratsentschädigung	*	*	*	*		*	6(+)	
----	----	*	*	*	*		*	6(+)	

### Source Tax Events – proposed

Use the PSQuery GPCH\_QST\_EMA\_Proposed to view EMA proposals.

#### Navigation

Reporting Tools >Query >Query Viewer

### Image: PSQuery

#### PSQuery

The screenshot shows the PSQuery interface with search filters for 'Zahltag' (05/31/2013) and 'Firma' (GWU). Below the filters, there are download options for Excel Spreadsheet, CSV Text File, and XML File (4 kb). A table of results is displayed, showing 15 rows of data with columns for ID, Empl Record, Co, Pay End Date, Descr, Begin Date, Character 02, End Date, Character 03, EMA, Descr2, and Action.

ID	Empl Record	Co	Pay End Date	Descr	Begin Date	Character 02	End Date	Character 03	EMA	Descr2	Action
1	GWU_101	0 GWU	05/31/2013	Kanton	04/30/2013	BE			35	A.Kantonswechsel	VOR
2	GWU_101	0 GWU	05/31/2013	Kanton			05/31/2013	LU	12	E.Kantonswechsel	VOR
3	GWU_102	0 GWU	05/31/2013	Kanton	04/30/2013	BE			35	A.Kantonswechsel	VOR
4	GWU_102	0 GWU	05/31/2013	Kanton			05/31/2013	LU	12	E.Kantonswechsel	VOR
5	GWU_103	0 GWU	05/31/2013	Anz. Kinder	01/31/2013	0	05/31/2013	1	26	M.Kinderabzug	VOR
6	GWU_107	0 GWU	05/31/2013	Adresse	01/01/2012	Lilienst	05/01/2013	Dorfstra	25	M.Wohnadresse	VOR
7	GWU_107	0 GWU	05/31/2013	Besch Grad	04/30/2013	0	05/31/2013	100	28	M.Beschäftigungsgrad	VOR
8	GWU_107	0 GWU	05/31/2013	Kanton	04/30/2013	BE			35	A.Kantonswechsel	VOR
9	GWU_107	0 GWU	05/31/2013	Kanton			05/31/2013	LU	12	E.Kantonswechsel	VOR
10	GWU_107	0 GWU	05/31/2013	Temporär	04/01/2013	Y	05/01/2013	N	23	M.Nebenerwerb	VOR
11	GWU_107	0 GWU	05/31/2013	Temporär	04/01/2013	Y	05/01/2013	N	34	A.Temporäre Anstellung	VOR
12	GWU_108	0 GWU	05/31/2013	Zivilstand	04/30/2013	S	05/31/2013	M	21	M.Zivilstand	VOR
13	GWU_109	0 GWU	05/31/2013	Kanton	03/31/2013	AG			35	A.Kantonswechsel	VOR
14	GWU_109	0 GWU	05/31/2013	Kanton			05/31/2013	LU	12	E.Kantonswechsel	VOR
15	GWU_113	0 GWU	05/31/2013	Zivilstand	04/30/2013	S	05/31/2013	M	21	M.Zivilstand	VOR

### Source Tax – Get Result (ViewGen)

Use ViewGen to review Authority response (Get Result)

#### Navigation

Global Payroll & Absence Mgmt > Authority Correspondence > XML based reporting CHE > Monthly XML CHE

### Image: Monthly XML CHE / Processing page

Monthly XML CHE / Processing page

The screenshot shows the 'Monthly XML CHE / Processing page' with 'Run Control ID' CH\_KW2\_15\_2017 and 'Language' English. Under 'Run\_Options', 'Apply context language' is checked, 'Play Year' is 2017, and 'Company' is KW2. Below, 'Provider Results' are listed in a table with columns for File ID, Declaration ID, Type, Provider Code, Process Type, Provider Total, Internal, External, and various action buttons like 'Validate file', 'Save', 'Ping', 'Send & Require', 'Regenerate', 'Print', and 'Delete'.

File ID	Declaration ID	Type	Provider Code	Process Type	Provider Total	Internal	External	Validate file	Save	Ping	Send & Require	Regenerate	Print	Delete
1	2017-KW2-15-M-01-001	OST-IS	#GE	PIV		Open	Open	Validate file	Save	Ping	Send & Require	Regenerate	Print	Delete
2	2017-KW2-15-M-02-001	OST-IS	#GE	PIV		Open	Open	Validate file	Save	Ping	Send & Require	Regenerate	Print	Delete
3	2017-KW2-15-M-03-001	OST-IS	#GE	PIV		Open	Open	Validate file	Save	Ping	Send & Require	Regenerate	Print	Delete
4	2017-KW2-15-M-04-001	OST-IS	#GE	PIV		Open	Open	Validate file	Save	Ping	Send & Require	Regenerate	Print	Delete
5	2017-KW2-15-M-05-001	OST-IS	#GE	PIV		Open	Open	Validate file	Save	Ping	Send & Require	Regenerate	Print	Delete



**Image: “Inhaltliche Rückmeldung” (VD (and GE from 2019))**

“Inhaltliche Rückmeldung” (VD (and GE from 2019))

ADV-Nummer	Name	Geb.	Ki	Information
1234567890		31.03.1980	VD	
0987654321		28.05.1985	VD	
1122334455		28.07.1982	VD	

**Source Tax Year Report CHE Page**

**Important!** The following report got replaced by the Swissdec XML and may be now used only for internal purpose. Oracle will no longer support changes to this report.

Use the Source Tax Year Report CHE page (GPCH\_RC\_TX01) to run the Source Tax Year report (GPCHTX01), which displays net salary as well as employee source tax contributions.

Both reports got replaced by the Swissdec XML and may be now used only for internal purpose. Oracle will no longer support changes to these reports.

**Navigation**

Global Payroll & Absence Mgmt > Taxes > Source Tax Year Report CHE > Source Tax Year Report CHE

**Image: Source Tax Year Report CHE page**

Source Tax Year Report CHE page

**Cross Border France**

Select to include French border workers in the report.

**Print Village Total**

Select this check box if you want to print totals for the tax administration refund and the consolidated tax debt for each village; otherwise that total will only show per canton. This is

required for cantons where you send the tax report directly to the village rather than to the canton office.

**Canton**

Select a canton to run the report for that canton only. If there is a required report for that canton, it will also be created. For example, if you choose the canton of Geneva, the system creates the Attestation Quittance report in French. And if you choose the canton of Tessin, the system creates the Attestato-Ricevuta report in Italian.

If you do not select a canton, the report is printed for all cantons along with the required reports.

**Issued Date**

Date that shows as issue date on the statements per person (FR, TI) and the XML (GE, VD).

**Formalix Output Path**

Not supported as of 2009.

## Source Tax Month Report CHE Page

---

**Important!** The following report got replaced by the Swissdec XML and may be now used only for internal purpose. Oracle will no longer support changes to this report.

---

Use the Source Tax Month Report CHE page (GPCH\_RC\_TX02) to run the Source Tax Month report.

**Navigation**

Global Payroll & Absence Mgmt > Taxes > Source Tax Month Report CHE > Source Tax Month Report CHE

**Image: Source Tax Month Report CHE page: Quarterly Report check box selected**

Source Tax Month Report CHE page: Quarterly Report check box selected

The screenshot shows the 'Source Tax Month Report CHE' interface. At the top, there are fields for 'Run Control ID' (CH\_Bank\_Transfer), 'Report Manager', 'Process Monitor', and a 'Run' button. Below this is a 'Language' dropdown menu set to 'English'. The main section is titled 'Report Parameters' and contains several options and input fields:
 

- Quarterly Report
- Print Village Total
- Print Earlier Xml
- Quarter: Quarter 1 (dropdown)
- Pay Year: 2008
- Pay Entity: KW1 (with search icon)
- GP CE Swit: (with search icon)
- Country: CHE (with search icon)
- Domain ID: (with search icon)
- Canton: (with search icon)
- View: (button)
- Employee Selection: (table with 'Empl ID' column, value '1', and search icon)
- Navigation: Personalize | Find | View All | First | 1 of 1 | Last



**Image: Source Tax Month Report CHE page: Quarterly Report check box deselected**

Source Tax Month Report CHE page: Quarterly Report check box deselected

**Quarterly Report, Quarter and Current Pay End Period**

If you select the Quarterly Report check box, the system displays the Quarter field. You can then select the quarter for which you want to include data on the report.

If you want to run monthly source tax reporting, do not select the Quarterly Report check box. The system displays the Current Pay End Period field. The system then requires that you enter a current pay end date.

---

**Note:** If you don't select a canton, the system creates a monthly report for all cantons, which have the FAK Month check box selected on the Canton (FAK/Source Tax) page. To access this page, select Setup HCM, Product Related, Global Payroll & Absence Management, Taxes, FAK/Source Tax (Company) CHE.

If you select a canton, the system generates a monthly report regardless of the settings on the Canton (FAK/Source Tax) page.

---

**Print Village Total**

Select this check box if you want to print totals for the tax administration refund and the consolidated tax debt for each village; otherwise that total will only show per canton. This is required for cantons where you send the tax report directly to the village rather than to the canton office

**Print Earlier Xml**

Select this check box to launch an BI Publisher report for a special source tax type. Currently, this feature is only used with Source Tax for artists.

**Canton**

Select a canton to run the report for that canton only. The system creates Canton-specific appendixes for yearly tax reporting only.

**Domain ID**

Select a domain ID when you are launching a BI Publisher report for a special source tax type. This ID is needed to merge the domain setup into BI Publisher. Currently, this feature is only used with Source Tax for artists.

**View**

Click this button to view and print the official report for the quarter after you run the process. This will show the most recent XML, means in case of manual override the values of the override. Currently, this feature is only used with Source Tax for artists.

## Viewing and Maintaining Source Tax Data

To view and maintain source tax data, use the FAK/SourceTax (Company) CHE (GPCH\_TX\_FAK\_STAX) component.

This topic discusses how to view and maintain source tax data.

There are four steps to viewing and maintaining source tax data in Global Payroll for Switzerland.

1. Upload and view / update municipality code information for each canton.
2. Upload and view source tax data for each canton, to determine source tax rates that apply to foreign nationals in the individual Swiss canton.
3. Enter source tax data for foreign residents in Switzerland.
4. Update and view source tax percentage data, including withholding commission percentages.

### Pages Used to View and Maintain Source Tax Data

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Load Files CHE Page</u>	GPCH_LOAD_FILES	Load Postal/Municipality Codes. Load Tax Rates.
<u>Municipality Codes CHE Page</u>	GPCH_TX_VILLAGE	View and update municipality codes and their descriptions for a selected canton. User uploads the Municipality Code table, but you can modify the data if necessary.
<u>Source Tax CHE Page</u>	GPCH_TX_SETUP	View source tax details such as source tax tariffs and basis, amounts and percentages. User uploads the Source Tax table, but you can modify the data if necessary.
<u>Tax Data Page</u>	GPCH_TX_DATA	Enter source tax data for a foreign employee.
<u>FAK/SourceTax(System) CHE Page</u>	GPCH_TX_FAK	View source tax details such as source tax tariffs and basis, amounts, and percentages.

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
FAK/SourceTax(Company) CHE Page	GPCH_TX_FAK_STAX	View and edit source tax settings such as source tax language and source tax report frequency.

## Load Files CHE Page

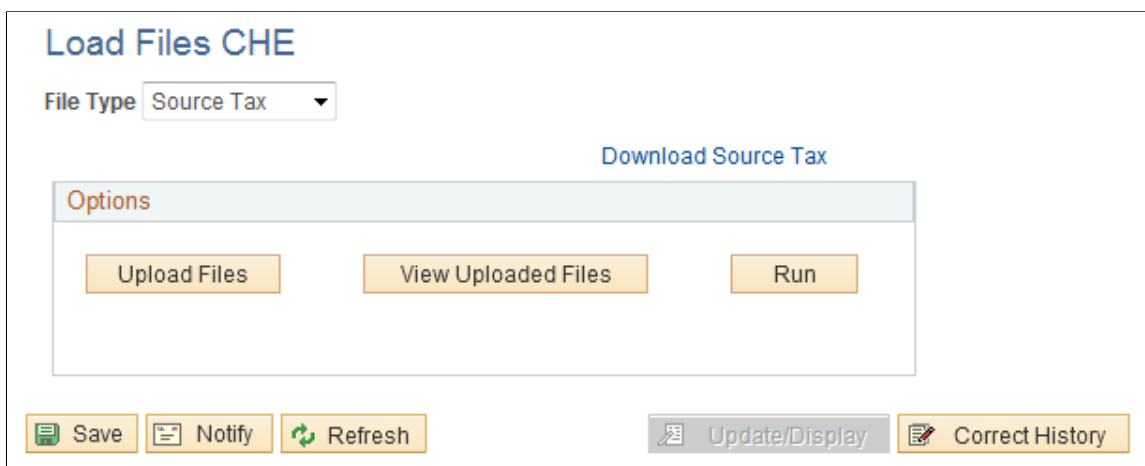
Use the Load Files CHE page (GPCH\_LOAD\_FILES) to insert data into the Source Tax Rates table.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework >Processing > Load Files CHE

### Image: Load Files CHE page

Load Files CHE page



#### Download Source Tax

Link to legal site for tax rates download.

#### Upload File

Will open a popup to determine the source of your file.

#### View Uploaded File

Provides an overview of uploaded files.

#### Run

Triggers further processing for files that need further processing (Source Tax and Postal Codes).

When Source Tax file has been uploaded, the Run button will open the following subpage.

**Image: Load Source Tax Rates CHE page**

Load Source Tax Rates CHE page

Source tax rates are maintained by Oracle. However, you can load these rates directly into your application. As the cantons sometimes publish the new rates later than you might want them, you can use this feature to retrieve the rates in time for your current payroll.

To manage the upload you need to download the files from the internet and unzip them into a directory where the application has access to the files (usually a directory on the same machine as the application server).

See [Swiss Federal Tax Administration Website](#).

- Year** Enter the year for which you need to upload the rates
- Refresh Nbr Rows for this year** Click to display the number of rows that already exist in the database under the Nbr Rows column in the grid.
- Insert into Source Tax Rates Table** Select if you want to update the final data; otherwise the process will only populate temp tables to allow a test run.
- Prefix** This is always *TARxx*, where *xx* is the current year.
- File extension** Always enter *TXT* as the file extension.

<b>Directory</b>	The directory from where you load the data.
<b>Replace filename?</b>	Click to populate filename entries in the Filename column in the grid.
<b>Select</b>	Select the cantons that you need to upload.
<b>Canton</b>	Displays a list of all 26 cantons with 2 character abbreviations.
<b>Description</b>	Displays the names of the 26 cantons.
<b>Filename</b>	The entries in this column are automatically created based on your previous entries.
<b>Nbr of Rows</b>	Displays the number of existing rows, if you clicked the Refresh Nbr Rows for this year button.

## Municipality Codes CHE Page

Use the Municipality Codes CHE page (GPCH\_TX\_VILLAGE) to view and update municipality codes and their descriptions for a selected canton.

Municipality Codes get loaded along with Postal Code, but you can modify the data if necessary.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Taxes > Municipality Codes CHE > Municipality Codes CHE

---

**Warning!** Postal Code load fills Municipality Codes. When modifying this data if necessary, you should carefully consider the impact of these changes.

---

## Source Tax CHE Page

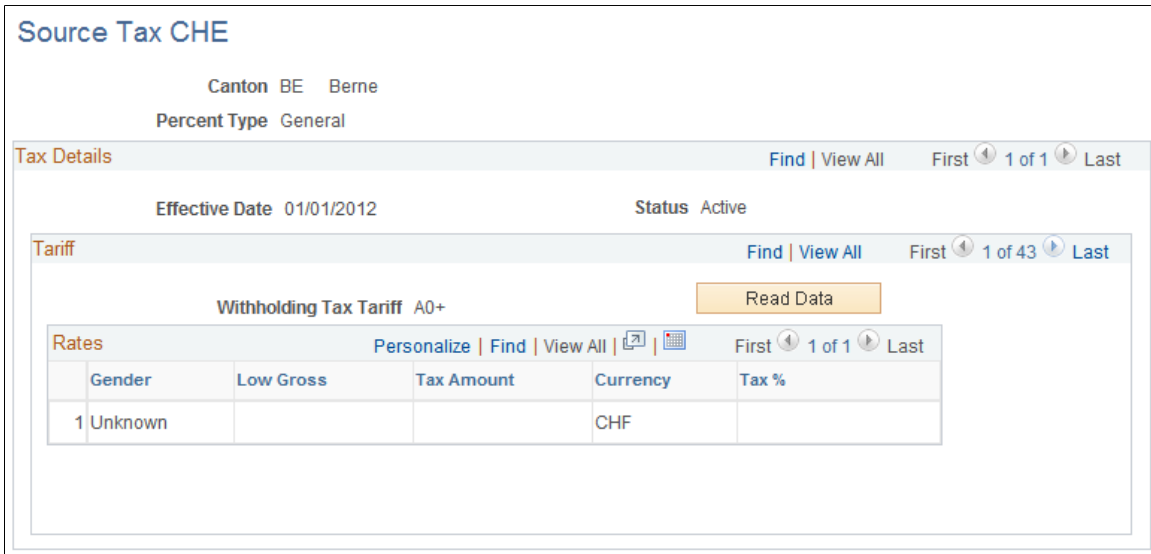
Use the Source Tax CHE page (GPCH\_TX\_SETUP) to view source tax details such as source tax tariffs and basis, amounts and percentages.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Taxes > Source Tax CHE > Source Tax CHE

**Image: Source Tax CHE page**

Source Tax CHE page



**Tariff**

**Withholding Tax Tariff**

Displays the Withholding Tax Tariff code.

**Read Data**

Click to display details about the rates for source tax.

**Rates**

**Gender**

Since 2014, there are no separate rates for Male or Female. Thus you will always see 'unknown' here.

**Low Gross**

Displays the lower limit for the tax increment.

**Tax Amount**

Displays the amount of source tax that is deducted.

**Tax % (tax percentage)**

Displays the percentage of source tax deducted.

**Tax Data Page**

Use the Tax Data CHE page (GPCH\_TX\_DATA) to assign, update and view employee source tax details such as source tax tariffs, mutations, spouse and children data.

**Navigation**

Global Payroll & Absence Mgmt >Payee Data >Taxes >Maintain Source Tax Data CHE

## Image: Tax Data page

### Tax Data page

Tax Data		General Comments								
René Andrey		Empl ID	GWJ_102							
		Reference Record	0							
Source Tax Data										
*Effective Date	04/01/2013	Reference Record	0							
Residence	3007 Bern	Company	GWJ							
*Municipality Code	351 Bern	<input type="checkbox"/> Override	Canton BE Bern							
Withholding Tax Tariff	B1Y	<input type="checkbox"/> Exempt from Source Tax	<input type="checkbox"/> Apply FTE							
Override Tax Amount	0.0000	<input type="checkbox"/> GrantCode	<input type="checkbox"/> Side Job							
Denomination	reEvan	<input type="checkbox"/> Annuity								
Default	B1Y;B1N	Override Percent (%)	0.0000							
Other Activities	CH	EstYrlyInc								
		Concubinage								
Mutation Data										
EMA	Description	Event Date	Begin Date	End Date	Process In	Trigger Status	Conf-Base	Amount		
1	E:cantonChange	04/01/2013	04/30/2013	04/30/2013	04/30/2013	U			+	-
2	C:CorrectionConfirmed	04/01/2013	04/30/2013	04/30/2013	04/30/2013	U	-1000	-100	+	-
Dependent Data										
Dep/Benef	Relation	Name	Birthdate	Employment Type	Begin Date	End Date	Side Job	WT Canton		
1	01 Spouse	Andrey,Melanie	08/12/1983	Annuity					+	-
2	02 Child	Andrey,Marc	01/15/1995		04/01/2013	01/31/2013			+	-

### Residence or Work Location

If the address of the employee is in Switzerland, the system displays the Residence field label. If the address of the employee is not in Switzerland, the system changes the field label to Work Location and displays the corresponding Postal, City and Canton..

### Override

Select to override the canton. The Canton field becomes available, in which you can select a canton.

### Municipality Code

Select the code of the municipality in which the employee lives. Prompt values are the municipality codes that correspond to the canton.

### Withholding Tax Tariff and Default

Select a tariff from the list of valid tariffs for the canton. This tariff is used to calculate the source tax under the regular or standard method.

The system defaults source tax tariff codes based on civil status, number of children, and work permission. This information is usually available in HCM. PeopleSoft, however, provides a default tariff code and an override option in its Global Payroll for Switzerland application.

For example if the default list shows the tariff code B0Y and B0N in the Default field, and both codes are also available in the prompt list, the system displays B0Y in the edit box.

---

**Note:** If the tax tariff code is not present in the prompt list when you click the Lookup button, the system displays an error message and the page cannot be saved. If you enter a tariff code that is not in the default list but is present in the prompt list, the system also displays a warning message. You can, however, save the page because the tariff code is present in the prompt list.

---

<b>Apply FTE</b>	For Canton VD user defines whether for an employee with FTE < 1 tax look up considers FTE or not.
<b>Exempt from Source Tax</b>	Select if the employee is exempt from source tax.
<b>Override Tax Amount</b>	Use this field to override the selected tariff and apply the source tax using a <i>fixed deduction</i> .
<b>Override Percent (%)</b>	Use this field to override the selected tariff and calculate the source tax using a <i>fixed percentage</i> .
<b>Estimated Yearly Income</b>	Enter an amount to override the annual income used in the regular source tax calculation. This amount is used to calculate the source tax under the <i>fixed base</i> method.

For more details on the following fields, see Swissdec guidelines, Source Tax chapter.

<b>Grant Code</b>	Check box Canton assigned a special tariff.
<b>Side Job</b>	Check box Part Time Job.
<b>Annuity</b>	Check box Pension
<b>Denomination</b>	Religion Values are: <ul style="list-style-type: none"> <li>• Roman Catholic.</li> <li>• Christian Catholic.</li> <li>• Reformed Evangelical.</li> <li>• Jewish Community.</li> <li>• OtherOrNone.</li> </ul>
<b>Other Activities</b>	Other activities, Values are: <ul style="list-style-type: none"> <li>• CH.</li> <li>• abroad.</li> <li>• abroadAndCH.</li> </ul>
<b>Concubinage</b>	Employee life is in a state of concubinatus; values are: <ul style="list-style-type: none"> <li>• Yes.</li> <li>• No.</li> </ul>



- Unknown.

## Mutation Data

### EMA

Events, that cause a tariff change E = Start, M = Change, A = End, values are:

- 11 — E:Company.
- 12 — E:cantonChange.
- 13 — E:others.
- 21 — M:civilstate.
- 22 — M:partnerWork.
- 23 — M:sideline.
- 24 — M:partnerWorkIT.
- 25 — M:residence.
- 26 — M:childrenDeduction.
- 27 — M:churchTax.
- 28 — M:activityRate.
- 29 — M:others.
- 31 — T:Company.
- 32 — T:naturalization.
- 33 — T:settled-C.
- 34 — T:temporary.
- 35 — T:cantonChange.
- 36 — T:others.
- CC – Correction Confirmed

### Description

Description of the event.

### Event Date

Date of the event.

Defaults to Effdt.

### Begin Date

First day of the month for reporting this event (last day of month).

Defaults to last day of Event Date.

### End Date

last day of month for reporting this event (last day of month).

Defaults for events 11,12 and 13 to Next open payroll.

For other events to last day of Event Date.

**Process In**

Next open payroll.

**Trigger Status**

Status of the event. Values are open or processed.

**Dependent Data**

**Dep/Benef**

Dependent ID. Prompts only for existing Dependents.

**Relation**

Dependent Relation, for source tax we use C and SP.

**Name**

Name of the dependent.

**Birthdate**

Birthdate of dependent.

**Employment Type**

Spouse Employment. The values in the list are

- WorkOrCompensatory: Salary or compensatory salary (only).
- WrkCmpAndAnnuity: Salary or compensatory salary and Pension.
- Annuity: Pension only.

**Begin Date**

Begin of counting for tax reporting.

**End Date**

End of counting for tax reporting.

**SideJob (unchecked = Full)**

Full-/Part Time

**WT Canton (26 Cantons + EX )**

Work Location ( 26 Cantons + EX )

Oracle terminology and the corresponding Swissdec terminology

<b>Oracle</b>	<b>Swissdec</b>
Employment Type • WorkOrCompensatory • WrkCmpAndAnnuity • Annuity	Spouse employment • Salary or compensatory salary (only) • Salary or compensatory salary + Pension • Pension only
SideJob (unchecked = Full)	Full/Part Time
WT Canton (26 Cantons + EX )	Work Location ( 26 Cantons + EX )

The following fields are visible, mandatory or hidden depending on Relation and employment type. See the synopsis below:

### Image: Synopsis

#### Synopsis

B	C	D	E	F	G
Relation	WrkCmpAnn	Begin Date	End Date	SideJob	WT Canton
Spouse	blank	Grey/empty	Grey/empty	Grey/empty	Grey/empty
	WorkOrCompensatory	Grey/effdt	Edit / optional/no default(processed = for ever)	edit/optional/no default(processed = N)	edit/mandatory
	WorkOrCompensatoryAndAnnuity	Grey/effdt	Edit / optional/no default(processed = for ever)	edit/optional/no default(processed = N)	edit/mandatory
	Annuity	Grey/empty	Grey/empty	Grey/empty	Grey/empty
Child	Grey/empty	Grey/effdt	Edit / optional	Grey/empty	Grey/empty

## FAK/SourceTax(System) CHE Page

Use the FAK/SourceTax(System) CHE page (GPCH\_TX\_FAK) to view source tax details such as source tax tariffs and basis, amounts, and percentages.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Taxes > FAK/SourceTax(System) CHE > FAK/SourceTax(System) CHE

### Image: FAK/SourceTax(System) CHE page

FAK/SourceTax(System) CHE page

The screenshot shows the 'FAK/SourceTax(System) CHE' page. At the top, there are search and navigation options: 'Find | View All', 'First 1 of 1', and 'Last'. Below this, there are filters for '\*Effective Date' (01/01/2010) and 'Status' (Active). The main table is titled 'FAK/Source Tax Contributions' and has columns: '\*Country', '\*Effective Date', 'Canton', 'Description', 'Withholding Tax on Commission', 'FAK Contribution', and 'FAK AdminFee(NE/ZG)'. The table contains 5 rows of data for different Swiss cantons.

*Country	*Effective Date	Canton	Description	Withholding Tax on Commission	FAK Contribution	FAK AdminFee(NE/ZG)
1 CHE	01/01/2010	AG	Argovia	2.0000	1.400000	
2 CHE	01/01/2010	AI	Appenzell Inner-Rhodes	4.0000	1.700000	
3 CHE	01/01/2010	AR	Appenzell Outer-Rhodes	4.0000	1.700000	
4 CHE	01/01/2010	BE	Berne	4.0000	1.750000	
5 CHE	01/01/2010	BL	Basle-Country	4.0000	1.500000	

### Withholding Tax on Commission

Enter a percentage, between 2% and 4%, that the employer deducts from paid taxes for administrative work involved in supporting source tax. See [Entering FAK Data](#). Loading Source Tax Rates updates this percentage as well (creates a new Effdt along with the rates upload).



# Defining EO Payments for Switzerland

---

## Understanding EO Payments

EO payments refer to the payment of salary during military and civilian service. The EO is an ordinance on military pay supplements and governs the earnings of military and civil defense personnel. According to the EO's provisions, people on active military duty (including members of the Women's Armed Forces and the Red Cross) or in civilian service are entitled to receive earning compensation for every paid or accredited day of service.

If this compensation is equal to 80 percent of an employee's salary, the employer does not need to make any additional payments. However, if this EO compensation replaces less than 80 percent of the effective earning, the employer is obliged to make up the difference to 80 percent of the salary for a limited period. This time period is defined according to the Basel, Bern, and Zurich scales.

When the limited period has expired, the employer is exonerated of further salary payments, and the employee may then only claim EO compensation. General work contracts or individual agreements may help to secure more favorable compensation for the employee.

### Related Links

[Setting Up Scale Codes](#)

## Viewing Delivered Elements

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

### Related Links

"Understanding How to View Delivered Elements" (PeopleSoft HCM 9.2: Global Payroll)

---

## Defining EO Payments and Corrections

This topic provides an overview of EO payments and corrections.

## Pages Used to Define EO Payments and Corrections

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<u>Define EO Payment CHE Page</u>	GPCH_EO_CALC	Record an employee's military and civilian service data. You use this data to put forward your claims from the EO compensation office.
<u>Define EO Payment Override CHE Page</u>	GPCH_EO_RETRO	Enter data required for EO correction calculations for closed periods.
EO Pay Card Page	GPCH_RC_EO01	Lists each employee's insurance number, full name, and employee ID in ascending order. The report also displays the employee's military service type, the duration of this service, yearly salary, how many children the employee has, and the total amount of EO compensation that the employee has received.  The page creates a printed report and an interface file that can be sent electronically to the AHV provider.

## Understanding EO Payments and Corrections

EO payments are calculated in the current month. The system uses the annual salary and the number of children as of the first day of the military service period for the whole duration of the service, even if the service spans multiple months.

There is a separate page for entering standard EO data and correction (retroactive) EO data. The correction page has fields for manually overriding annual salary and the number of children. The same 3 dates are used in both the standard and the correction EO page.

## Define EO Payment CHE Page

Use the Define EO Payment CHE page (GPCH\_EO\_CALC) to record an employee's military and civilian service data.

You use this data to put forward your claims from the EO compensation office.

### Navigation

Global Payroll & Absence Mgmt > Payee Data > Define EO Payment CHE > Define EO Payment CHE

**Image: Define EO Payment CHE page**

Define EO Payment CHE page

**National ID**

The system automatically populates this field, which comes from the PERSNID table.

**Action Date**

Displays the date when you entered the data into the system.

**Service Type**

Select the type of service in which the employee was involved. Valid values are *Military – Regular*, *Military Recruit*, *Military Promotion*, *Civil Service*, *Trainer*, *Alternative Service*, and *AlternService (Recruit)*.

**Card Type**

Select the card type that proves that an employee has done their military service. Valid values are *EO Card*, *EO Replacement Card*, *Corrected Payback*, and *Corrected Claim*.

**From Date**

Select the date when military service began within the month.

**End Date**

Select the date when the employee's military service ended within the month.

**To Date**

Enter the end date of military service if the service runs for more than 1 month and the final service date falls outside of the month indicated in the From Date and End Date fields. This date is particularly important when legal rates of military payment change during the service. In this case, rates are taken as of the "final end date" specified in the To Date field.

**Days Difference**

Enter the number of days that the employee was involved in military service. This field displays the difference in days between the Effective Date and the End Date, and is required to calculate the earning requirement.

**Reference Number**

The system assigns a unique ReferenceNumber for each reporting.

---

**Note:** The unique reference number is used to secure, that we report only new entries and do not report any changes for earlier reported services.

---

**Override**

Select to override the values from the employee record for the Country, Canton, and Marital Status fields.

**Default Value**

Click this button to reset the Country, Canton, and Marital Status to the default values if an override has been entered.

---

**Note:** As we skip retro for any service, a retro change for an already reported service will trigger a retro payroll, but will not be reflecting in the monthly EO reporting. This may cause difference between current payroll amounts and current EO reporting.

---

## Define EO Payment Override CHE Page

Use the Define EO Payment Ovrdr CHE (Define EO Payment Override CHE) page (GPCH\_EO\_RETRO) to enter data required for EO correction calculations for closed periods.

**Navigation**

Global Payroll & Absence Mgmt > Payee Data > Define EO Payment Ovrdr CHE > Define EO Payment Ovrdr CHE

**Image: Define EO Payment Ovrdr CHE page**

Define EO Payment Ovrdr CHE page

The fields on this page are the same as the fields on the EO Statement page, with the following additions:

**Annual Amt** (annual amount)

You can manually override the amount of annual salary.

**Daily Rate**

Enter the new daily rate. This value is written to the writable array for the EO interface.



**DepBen Cnt** (dependents' benefits count)

Enter the number of children that the employee has.

---

**Note:** As we skip retro for any service, that got already reported. This page is only used to report services first time, that happened previous year.

---

Use these steps to generate the EO\_APG interface files:

<b>Step</b>	<b>Action</b>	<b>Navigation</b>
1	Create a new provider for EO_APG	Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Social Security/ Insurance >Providers CHE
2	Add the new provider you created in step 1 to a company.	Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Social Security/ Insurance >Company SI Contributions CHE
3	Create a new domain for EO_APG	Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Social Security/ Insurance >ELM Domain Setup CHE
4	Assign EO_APG services to employees.	Global Payroll & Absence Mgmt >Payee Data >Taxes >Maintain Source Tax Data CHE
5	Run the payroll for the company.	Global Payroll & Absence Mgmt >Absence and Payroll Processing >Calculate Absence and Payroll
6	Prepare Dashboard for EO_APG domain.  At the bottom of the Dashboard page (Prepare Files) make sure the value, monthly appear in the drop-down menu list for the Report Period field.	Global Payroll & Absence Mgmt >Year End Processing >Year End Process CHE >Prepare Files
7	Click Run. Then check the Process Monitor to make sure the process runs to success.	Global Payroll & Absence Mgmt >Year End Processing >Year End Process CHE >Prepare Files
8	Validate the created file.	Global Payroll & Absence Mgmt >Year End Processing >Year End Process CHE >Process Files
9	Review validation results.	Global Payroll & Absence Mgmt >Year End Processing >Year End Process CHE >Review Files  See Also <a href="#">Robust File Management</a>
10	Save file to a directory of your choice.	

<b>Step</b>	<b>Action</b>	<b>Navigation</b>
11	Upload file to AK Portal	

### **Related Links**

[Generating and Managing Dashboard XML](#)

## Chapter 14

# Managing BVG Deductions

---

## Understanding BVG Calculations

Global Payroll for Switzerland provides you with two ways of calculating BVG deductions, externally and internally. Both methods require you to maintain PK data within the payroll system.

### External Calculations

The Global Payroll for Switzerland BVG calculation feature enables you to interface using swiss dec BVG Interface. = external calculation. To prepare exchange with the Pension fund (PEKA) user needs to run the required payrolls and dashboard for domain BVG\_LPP.

For more details how to run dashboard: [Generating and Managing Dashboard XML](#)

### Internal Calculations

To calculate BVG deductions internally, you must complete these steps:

1. Indicate that the BVG deductions will be calculated internally by selecting *Calculate* or *Eligible* in the PK Status field on both the PK Data page and the Pension Fund Data CHE page.
2. Set up your specific rules, valid rates and provider in brackets CH\_PI\_BR001 and CH\_PI\_BR002.
3. Run a payroll.

Included in the delivered payroll process is section CH\_PI\_S1000, which will calculate the BVG deductions.

---

**Note:** The system will only calculated BVG deductions for employees included in this pay run.

---

## Viewing Delivered Elements

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

### Related Links

"Understanding How to View Delivered Elements" (PeopleSoft HCM 9.2: Global Payroll)

---

## Managing PK Data

To manage PK data, use the BVG Limits CHE (GPCH\_PK\_LIMIT) component.

This topic provides an overview of PK data.

## Pages Used to Manage PK Data

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Providers Page</u>	GPCH_SI_PROVDR	Set up insurance plans and insurance status for a provider.
<u>PK Data Page</u>	GPCH_SI_COMPANY4	Select the PK calculation method for the company. Set up age requirements.
<u>Pension Fund Data CHE Page</u>	GPCH_PK_DATA	Select the PK calculation method for an employee. Maintain employee pension fund data.
<u>BVG Limits CHE Page</u>	GPCH_PK_LIMIT	Define BVG limits.
Bracket Data Page	GP_BRACKET_DATA	Maintain the PK provider contribution amounts in bracket CH_PI_BR001.  Maintain the relationship between pension provider and Global Payroll elements in bracket CH_PK_BR005.

## PK Data Management

Whether interfacing with PEKA or calculating BVG deductions internally, you must maintain the PK within your payroll system. You'll need to check the information set up in the system to determine which employees are eligible for BVG deductions, and if those deductions will be calculated outside of the global payroll system.

To do this you will:

1. Use the Provider CHE page to set up PK insurance plans, and PK insurance status.
2. Use the PK Data page to make the company eligible for external BVG calculations or internal calculations, select the company's PK providers, and establish age limits and download file options.
3. Use the Pension Fund Data CHE page to make an employee eligible for external BVG calculations or internal calculations, and to select the employee's PK provider, insurance plan, and insurance status.

---

**Note:** To be eligible for external BVG calculations, the PK status for the company and the employee must be set to *eligible*.

---

If you will be calculating BVG deductions internally, you must also:

- Set up deduction limits on the BVG Limits CHE page.
- Maintain the PK provider contribution amounts in bracket CH\_PI\_BR001 using the Bracket Data page.

If you will be calculating BVG deductions externally (Swissdec), you must also map the pension provider and Global Payroll elements using the Convert PK code to PS code bracket (CH\_PK\_BR005).

## Providers Page

Use the Providers page (GPCH\_SI\_PROVDR) to set up insurance plans and insurance status for a provider.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security / Insurance > Providers CHE > Providers

### Image: Providers page (1 of 2)

Providers page (1 of 2)

The screenshot shows the 'Providers' page with the 'Providers' tab selected. The provider code is #BVG01 and the provider type is BVG-LPP. The 'Definition' section includes the following fields:

- Effective Date:** 01.01.1960
- Status:** Active
- Provider Name:** Pensionskasse Oldsoft
- Description:** Sammelstiftung
- Contact Name:** Peter Frey
- Country:** CHE (Switzerland)
- Address:** Postfach, 1209 Genève, Geneva
- BVG\_LPP Group:** (empty)
- swissdec Insurance ID:** XXXXX
- AHV\_AVS/FAK\_CAF Nbr:** (empty)
- Sign:**
- Encrypt:**
- Transmission Mode:** PIV
- Use distributor:**

### Image: Providers page (2 of 2)

Providers page (2 of 2)

The screenshot shows the 'Insurance Status' and 'Insurance Plans' sections of the provider page.

**Insurance Status Table:**

*PK Insurance Status	*Description
1 0	00
2 1	Status 1

**Insurance Plans Table:**

*PK Insurance Plan	*Description	History	Future
1 00	Plan 0	CH_BV_01_01	CH_BV_01_02
2 01	Plan 1	CH_BV_01_01	CH_BV_01_02

### Sign File

Mandatory for all Swissdec .

### Encrypt File

Mandatory for Swissdec 4.0.

### Transmission Mode

Select either *EIV* or *PIV* as the transmission mode.

### Use Distributor

Select this check box for all Swissdec XML.

**PK Insurance Status and Description** Enter a 1 digit number or character to represent the status of the PK insurance plan. Then enter a description in the Description field.

**PK Insurance Plan and Description** Enter a 1 or 2 digit number or character to represent the status of the PK insurance plan. Then enter a description in the Description field.

**History** Enter the BVG\_LPP accumulator for history earnings contributing to the calculated base.

**Future** Enter the BVG\_LPP accumulator for forecast earnings contributing to the calculated base.

## PK Data Page

Use the PK Data page (GPCH\_SI\_COMPANY4) to select the PK calculation method for the company.

Set up age requirements.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security / Insurance > Company SI Contributions CHE > PK Data

### Image: PK Data page - Provider Information tab

PK Data page - Provider Information tab

*Provider Code	Description	Lower Age	Upper Age for Man	Upper Age for Woman
1 #BVG01	Sammelstiftung	18	65	64

The Lower Age, Upper Age for Man, and Upper Age for Woman fields are required for both internal and external BVG calculations.

## Pension Fund Data CHE Page

Use the Pension Fund Data CHE page (GPCH\_PK\_DATA) to select the PK calculation method for an employee.

Maintain employee pension fund data.

**Navigation**

Global Payroll & Absence Mgmt > Payee Data > Pension Information > Pension Fund Data CHE > Pension Fund Data CHE

**Image: Pension Fund Data CHE page**

Pension Fund Data CHE page

**Valid as of**

Serves as PK Entry Date, is filled by first Effdt and can be overridden if a different entry date applies.

**PK Insurance ID**

Enter an insurance ID or accept the default if you selected PK Insurance ID from EMPLID on the PK Data page.

**PK Alternate ID**

Enter a numeric ID to use when interfacing with PEKA. The system will populate this field with the Person ID if that field is numeric and less than ten digits.

**PK Salary**

Enter to override the yearly salary amount used to calculate the BVG contribution.

**BVG Limits CHE Page**

Use the BVG Limits CHE page (GPCH\_PK\_LIMIT) to define BVG limits.

**Navigation**

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Pensions > BVG Limits CHE > BVG Limits CHE

### Image: BVG Limits CHE page

BVG Limits CHE page

**BVG Limits CHE**

Company KW2      Muster AG  
 Provider Type BVG-LPP  
 Provider Code #BVG01      Sammelstiftung

---

**Definition** Find | View All    First 1 of 1 Last

\*Effective Date

Currency Code

Maximum Allowable Salary <input type="text" value="52000.000000"/>	Maximum Allowable Hrly <input type="text"/>
Coordination Deduction <input type="text" value="27000.000000"/>	Coordinate Amount Hrly <input type="text"/>
Maximum Pensionable Salary <input type="text" value="16000.000000"/>	Maximum Pensionable Hrly <input type="text"/>
Minimum Pensionable Salary <input type="text" value="4000.000000"/>	Minimum Pensionable Hrly <input type="text"/>
Suppl Ret Credits Salary Limit <input type="text" value="1300.000000"/>	
PK Offset Periods <input type="checkbox"/>	PK Hourly Offset Weeks <input type="checkbox"/>

**PK Offset Periods**

The number of months of employment required for salaried employees to enroll in PK.

**PK Hourly Offset Weeks**

The number of weeks of employment required for hourly employees to enroll in PK.

## Exchanging Pension Data with PEKA

This topic discusses how to exchange pension data with PEKA.

### Pages Used to Exchange Pension Data with PEKA

Page Name	Definition Name	Usage
<a href="#">Year End Processing CHE — Downloading BVG Page</a>	GPCH_RC_EGOVT	Send & Request Data for: <ul style="list-style-type: none"> <li>• Synchronize</li> <li>• Salary</li> </ul>
<a href="#">Year End processing CHE — Uploading BVG Data Page</a>	GPCH_RC_EGOVT	Receive Data: <ul style="list-style-type: none"> <li>• Synchronize</li> <li>• Salary</li> </ul>
Bracket Data Page	GP_BRACKET_DATA	Maintain the relationship between pension provider and Global Payroll elements in bracket CH_PK_BR005.



## Year End Processing CHE — Downloading BVG Page

Use the Year End Processing CHE — Transmit Options page (GPCH\_RC\_EGOVT) for downloading BVG Data.

### Navigation

Global Payroll & Absence Mgmt > Year-End Processing > Year End Process CHE > Process Files > Send & Request

### Image: Year End processing CHE page — Downloading BVG Data

Year End processing CHE page — Downloading BVG Data

**Transmit Options**

Company GWA      Pay Year 2013  
 Domain ID 1      File ID 2013-GWA-1-Y-01-001  
 Provider Code #FAKAG      Jobkey  
 Provider Type 5      Declaration ID

**Options**

Sign     Compress     Encrypt     Test Mode

**Request For**

**Declare Salary**

Send: <input checked="" type="checkbox"/> Open	ELM Request	ELM Response	PrintView		
GetStatus: <input type="checkbox"/> Open	GetStatus Request	GetStatus Response	PrintView	Complete	Not Available
GetResult: <input type="checkbox"/> Open	GetResult Request	GetResult Response	PrintView	Compare	Import

**Synchronize Contract**

Send: <input type="checkbox"/> Open	Sync. ELM Request	Sync. ELM Response	PrintView		
Get Status: <input type="checkbox"/> Open	Sync. GetStatus Request	Sync. GetStatus Response	PrintView	Complete	Not Available
Get Result: <input type="checkbox"/> Open	Sync. GetResult Request	Sync. GetResult Response	PrintView	Compare	

Automated completion

Transmission Config File    Internal Log File    External Log File

OK will submit the file or offer the file for save.

OK    Cancel

Select required process:

- Send**      Data for Salary / Synchronize.
- Get Status**      Request End receiver Status.
- Get Result**      Request Contributions / Synchronize Response.

### Related Links

[Generating and Managing Dashboard XML](#)

## Year End processing CHE — Uploading BVG Data Page

Use the Year End processing CHE — Transmit Options page (GPCH\_RC\_EGOVT) for uploading BVG Data.

### Navigation

Global Payroll & Absence Mgmt > Year-End Processing > Year End Process CHE > Process Files > Send & Request

### Image: Year End processing CHE page — Transmit Options page Compare / Import

Year End processing CHE page — Transmit Options page Compare / Import

**Transmit Options**

Company GWA      Pay Year 2013  
 Domain ID 1      File ID 2013-GWA-1-Y-01-001  
 Provider Code #FAKAG      Jobkey  
 Provider Type 5      Declaration ID

**Options**

Sign     Compress     Encrypt     Test Mode

**Request For**

**Declare Salary**

Send: <input checked="" type="checkbox"/> Open	ELM Request	ELM Response	Printview	
GetStatus: <input type="checkbox"/> Open	GetStatus Request	GetStatus Response	Printview	Complete Not Available
GetResult: <input type="checkbox"/> Open	GetResult Request	GetResult Response	Printview	Compare Import

**Synchronize Contract**

Send: <input type="checkbox"/> Open	Sync. ELM Request	Sync. ELM Response	Printview	
Get Status: <input type="checkbox"/> Open	Sync. GetStatus Request	Sync. GetStatus Response	Printview	Complete Not Available
Get Result: <input type="checkbox"/> Open	Sync. GetResult Request	Sync. GetResult Response	Printview	Compare

Automated completion

Transmission Config File    Internal Log File    External Log File

OK will submit the file or offer the file for save.

OK    Cancel

### Declare Salary

### Get Result / Compare

Compares BVG\_LPP Response with BVG\_LPP Data in current DB and launches a compare report via BI Publisher.

### Get Result / Import

Import BVG\_LPP deductions received from BVG\_LPP provider as Earning-/Deduction Assignment. The earning mappings follows the bracket CH\_PK\_BR005.

### Synchronize Contract (only BVG\_LPP)

### Get Result / Compare

Compares BVG\_LPP Response with BVG\_LPP Data in current DB and launches a compare report via BI Publisher.

For more details see [Generating and Managing Dashboard XML](#)

### Image: BVG Data

#### BVG Data

Antwort Gesamt-Lohnmeldung gültig für 2011-01-01

Muster AG	Versicherer	PensionskasseOldsoft		
Bahnhofstrasse 1	Vertrags-Nr.	4500-0	Datum	10/12/2010
6002 Luzern	Buchungskreis	Filiale Bern	Seite	1 / 4

Inhalt	Rückmeldung	Lohnbuchhaltung	Aktion
Name und Vorname	Andrey Melanie		
Zivilstand	ledig		
Status	Missing		
Warnung			
Information			
BVG-Code	11		
Bemerkung			
Gültig ab			
Arbeitnehmer-Beiträge			
Arbeitgeber-Beiträge			
Beiträge von Dritten			
Name und Vorname	Bosshard Peter	Bosshard Peter	
Zivilstand	ledig	verheiratet	
Status	Identified		
Warnung	3105 Unterschiedlicher Zivstand		
Information			
BVG-Code	11		
Bemerkung	mappingFrom=""		
Gültig ab	2011-01-01		
Arbeitnehmer-Beiträge	CHF 2080 pro Monat		
Arbeitgeber-Beiträge	CHF 4160 pro Monat		
Beiträge von Dritten	CHF 1000 pro Monat		
Name und Vorname	Casanova Renato	Casanova Renato	
Zivilstand			
Status	Identified	Austritt erfasst per 08.01.2011	
Warnung			
Information			
BVG-Code	11	21	

For more details how to run dashboard, see [Generating and Managing Dashboard XML](#)



## Chapter 15

# Managing Maternity Leave

---

## Understanding Maternity Leave

In Global Payroll for Switzerland you enter maternity leave data on a single page. The page generates absence take elements that work with the core application's absence process to correctly process maternity leave during a payroll run.

The system determines the amount of paid maternity leave to which an employee is entitled based on years of service and the canton of residence. After the birth of child, it recalculates entitlement based on the Swiss legal requirement of eight weeks' leave after the child's actual birth. To accomplish this, the PeopleSoft system uses the maternity code list set (CH\_MATERNITY) to process maternity absence.

### Related Links

"Understanding Applications and List Sets" (PeopleSoft HCM 9.2: Global Payroll)

"Absence Management Features" (PeopleSoft HCM 9.2: Global Payroll)

"Understanding Absence Element Setup" (PeopleSoft HCM 9.2: Global Payroll)

---

## Tracking Maternity Leave

This topic discusses how to enter maternity leave data and provides a maternity leave example.

Global Payroll for Switzerland enables you to enter all maternity data on one page and then stores this data on the GP\_ABS\_EVENT table that the core application uses to process payroll.

## Page Used to Track Maternity Leave

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Maternity Leave CHE Page</u>	GPCH_AB_EE_MATERN	Track employee maternity absence data.

## Maternity Leave CHE Page

Use the Maternity Leave CHE page (GPCH\_AB\_EE\_MATERN).

### Navigation

Global Payroll & Absence Mgmt >Payee Data >Maintain Absences >Maternity Leave CHE >Maternity Leave CHE

**Image: Maternity Leave CHE page**

Maternity Leave CHE page

**Maternity Leave CHE**

**Renato Combertaldi** Empl ID KWG106 Reference Record 0

Expected/Actual Date of Birth Find | View All First 1 of 1 Last

\*Expected Date of Birth 02/28/2013 \*Last Work Day 12/01/2012

Date of Birth Canton of Employment LU

**Maternity Paid**

From 12/02/2012 To 03/02/2013 Absence Take Element CH\_AB\_U500

**Maternity Insurance**

From 01/01/2013 To 03/31/2013 Absence Take Element

**Maternity Unpaid**

From To Absence Take Element

**Letter Details** Find | View All First 1 of 1 Last

**Last Work Day** Enter the last day the employee worked before maternity leave.

**Day of Birth** Enter the child's actual date of birth.

**Maternity Paid**

The system automatically calculates this data based on your entry in the Last Work Day field.

**From** Displays the date following the last worked day.

**To** Displays the last day eligible for paid maternity leave. This is based on canton rules and years of service derived from the Scale Codes and Job Data – Employment Information (Company Seniority Date field) pages.

**Absence Take** Displays the core application absence take element you linked to the absence type CH\_MT\_LFZ (paid maternity) on the self-service Absence Entries page.

**Maternity Insurance**

The system automatically calculates this data based on your entry in the Date of Birth field. This group box only appears for employees working in Geneva.

**From** Child's birthdate.

**To** End of the maximum period established in the setup table. For example, 16 weeks after the child's birthdate.

**Absence Take** Displays the core application take element you linked to the absence type CH\_MT\_VERS.

## Maternity Unpaid

The system automatically calculates this data based on your entry in the Date of Birth field. If eight weeks after the date of birth is before the Maternity Paid To date, no unpaid maternity is necessary.

<b>From</b>	Displays the date following the Maternity Paid To date.
<b>To</b>	Displays the date eight weeks from the child's date of birth.
<b>Absence Take</b>	Displays the core application absence take element you linked to the absence type CH_MT_UNB (unpaid maternity) on the self-service Absence Entries page.

## Letter Details

Provides optional fields for generating maternity leave letters.

## Maternity Leave Example

Beate Ulrich has four years of service with her company and resides in Zurich; she is therefore entitled to ten weeks paid maternity leave. Her expected date of birth is 10 October 2001 and her last worked day is 26 September 2001. The system generates the following:

<b>Maternity Paid From</b>	27 September 2001.
<b>Maternity Paid To</b>	5 December 2001.
<b>Maternity Unpaid From</b>	None.
<b>Maternity Unpaid To</b>	None.

The child's actual birth date is 15 October 2001. This entry generates a second absence take and the following unpaid dates:

<b>Maternity Unpaid From</b>	6 December 2001.
<b>Maternity Unpaid To</b>	9 December 2001.

---

## Viewing Delivered Maternity Leave Elements

This section contains information on the rules that Global Payroll for Switzerland provides to process maternity leave, including:

- Maternity deductions.
- Maternity earnings.
- Maternity process lists.

## Maternity Deductions

The following is a list of maternity deductions delivered with Global Payroll for Switzerland.

<b>Deduction</b>	<b>Description</b>
Absence Code CH_AB_U500 Deduction CH_AB_1000	Maternity Paid.
Absence Code CH_AB_U090 Deduction CH_AB_2000	Unpaid Vacation.
CH_MI_D10	Employee contribution to maternity insurance.
CH_MI_D11	Total contribution to maternity insurance.

## Maternity Earnings

The following is a list of maternity earnings delivered with Global Payroll for Switzerland.

<b>Earning</b>	<b>Description</b>
CH_MI_02	Maternity base.  Technically, this is not an earning, but the calculation base for generating the maternity earning.
CH_MI_B02	Manual correction for maternity base CH_MI_02.
CH_ER_48000	Calculated based on CH_AB_U500, payment according to official scale.
CH_ER_48010	Calculated based on CH_AB_U510, payment according to additional maternity insurance.
CH_ER_48020 and CH_ER_48030	Generated for the period of CH_AB_U510 that is not overlapping with the standard scale pay. These earnings are generated so that your organization can decide to pay or not pay salary in this period.

## Maternity Process Lists

The following is a list of maternity process lists delivered with Global Payroll for Switzerland.



<b>Process List</b>	<b>Description</b>
CH_AB_ABSENCE	Absence Process List.
Section CH_AB_TAKE	Absence Take.
CH_AB_U090	
CH_AB_U500	
CH_AL_CH01	Calc Process List.
Section CH_ER_S2000	Earnings from Absence Time.
CH_AB_1000	
CH_AB_2000	

The maternity calculation is done in section CH\_MI\_S1000. This section is used by two process lists, one for absences and one for payroll. The absence process list uses the maternity section to calculate the take. The payroll process lists uses the maternity section to calculate the payment.

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

### **Related Links**

"Understanding How to View Delivered Elements" (PeopleSoft HCM 9.2: Global Payroll)



# Managing Banking

---

## Setting Up Swiss Banking

The banking feature in Global Payroll for Switzerland uses pages in PeopleSoft HCM, the Global Payroll core application, and Global Payroll for Switzerland.

To define banking for Switzerland:

1. Upload your banks through Load files CHE for Swiss banks. Foreign country banks you define on the Bank Table page, which you can access from the Global Payroll core application.

---

**Note:** The pages for defining banks are common to all PeopleSoft HCM applications and are documented in the *PeopleSoft HCM Application Fundamentals PeopleBook*.

---

2. Define the organization level for your source bank on the Source Bank Link page in the Pay Entity component of the Global Payroll core application.
3. You do the necessary dashboard setup and may apply additional logic to assign source banks, if the GP Core way to assign these does not cover the needs of your organization. Specify additional information that gets transferred along with the payment itself (TAG <UStrg>)
4. Define bank account information for payees on the Bank Account Information page in the Global Payroll core application.
5. Run the Payment Prep process CHE on the Banking Run Control page in the Global Payroll core
6. Create payment files (ISO 20022) and reports in Global Payroll for Switzerland.

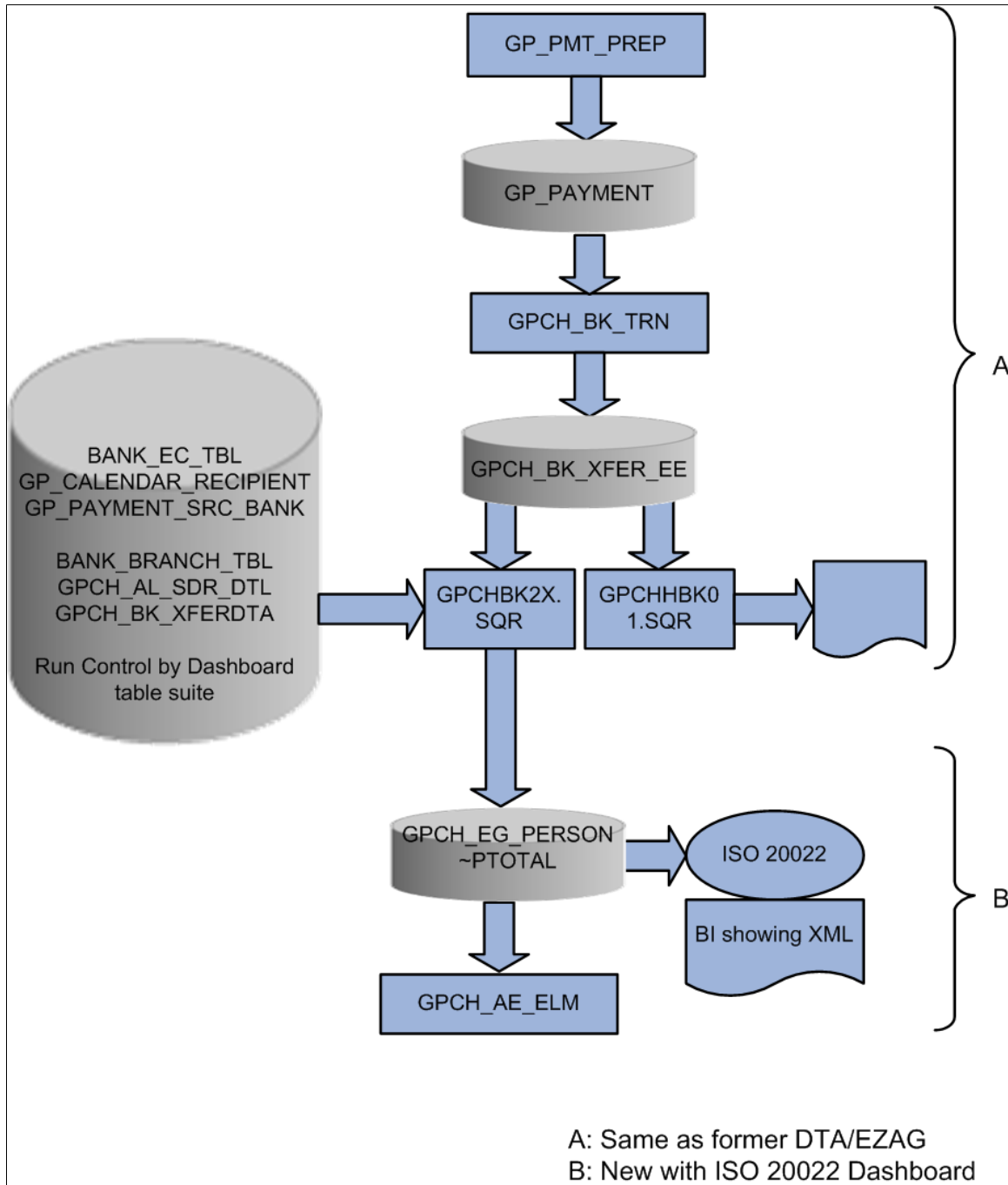
---

**Note:** For GP Switzerland Bank transfer of all types IBAN is mandatory.

---

**Image: Overview Swiss Payment transfer – ISO 20022**

This example illustrates the overview of Swiss Payment Transfer.



**Related Links**

"Setting Up Banks and Bank Branches" (PeopleSoft HCM 9.2: Application Fundamentals)

"Understanding Banking" (PeopleSoft HCM 9.2: Global Payroll)

Setting Up the Dashboard

## Downloading Bank Definitions

This topic provides an overview of bank definitions and discusses how to Load Files.

### Pages Used to Download Bank Definitions

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Load Files CHE Page	GPCH_LOAD_FILES	Load bank file.

### Understanding Bank Definitions

Updated bank and branch information is available on the Swiss Interbank Clearing (SIC) website. To add this information to your system, you must do the following:

Use Load files CHE Page to load the swiss banks: You manually download the file from the SIC website and attach it to your network. Specify the network path on the Load files CHE page.

### Load Files CHE Page

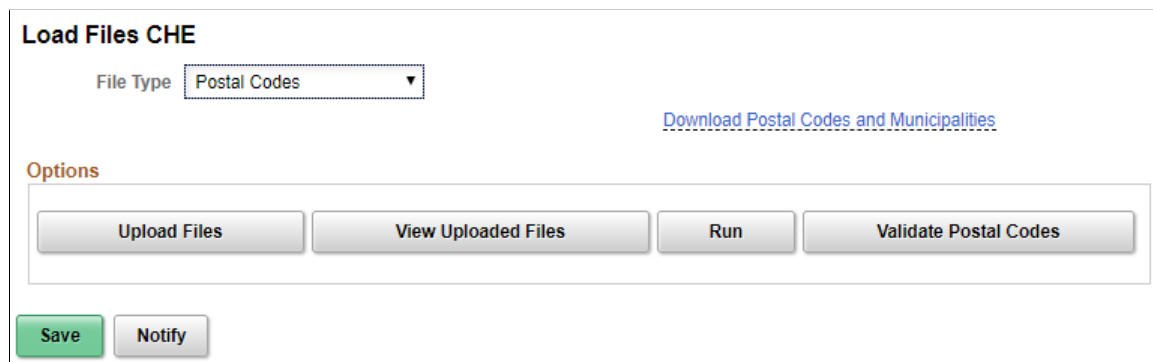
Use the Load Files CHE page (GPCH\_LOAD\_FILES) to load the bank definition file from the SIC website.

#### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Processing > Load Files CHE

#### Image: Load Files CHE page

Load Files CHE page



**Load Files CHE**

File Type: Postal Codes

[Download Postal Codes and Municipalities](#)

**Options**

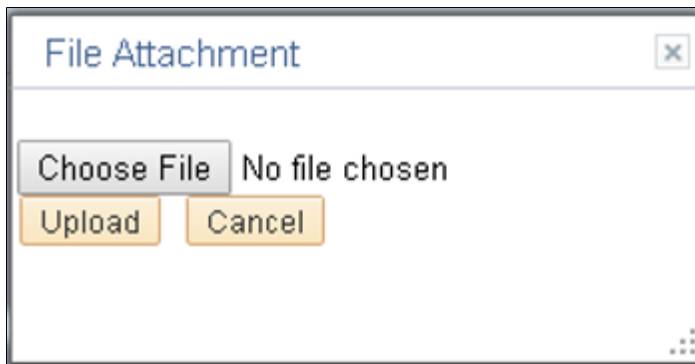
Upload Files View Uploaded Files Run Validate Postal Codes

Save Notify

Select the file to upload from the local directory where you saved the file downloaded manually from the SIC Website (The link Download Banks points to this site).

**Image: Upload File Attachment - Load Files CHE**

Upload File Attachment - Load Files CHE

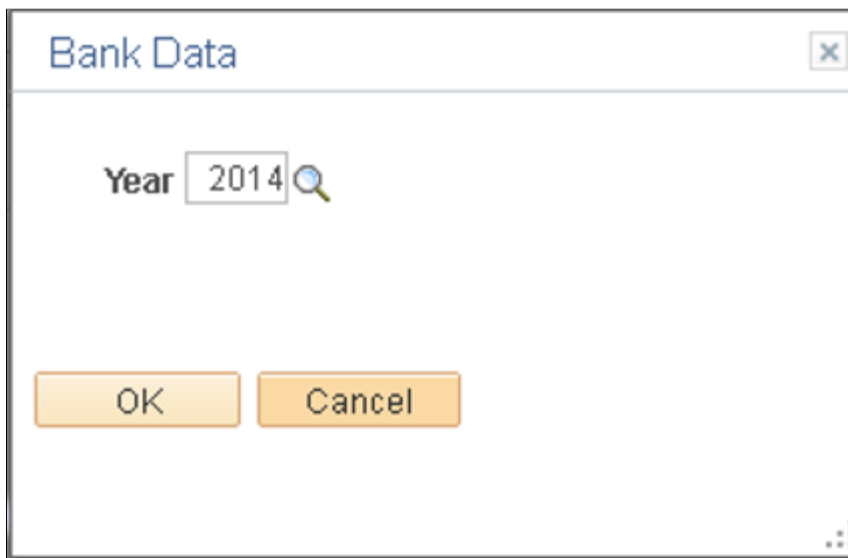


Once the file got uploaded click the Run button to load data into BANK\_EC\_TBL.

Afterwards, you may check whether there are any employees with Bank Accounts, which are no longer valid. Click Validate Bank Accounts button, select the Year where you just uploaded the bank data and review the list..

**Image: Bank Data**

Bank Data



Review the result

**Image: Review result**

Bank Data validation Report

	A	B	C
1	<i>Bank Data Validation Report</i>		
2			
3	Employee ID	Bank ID	Account Number
			Pay Group

**Related Links**

[Report Samples](#)

## Setting Up Defaults for Source Banks

This topic discusses how to set up source bank defaults at the pay entity level.

### Page Used to Set Up Defaults for Source Banks

Page Name	Definition Name	Usage
Pay Entities - Source Bank Link Page	GP_PE_SBANK_LNK	Enter information about source bank and payment type at the pay entity level.

### Pay Entities - Source Bank Link Page

Use the Pay Entities - Source Bank Link page (GP\_PE\_SBANK\_LNK).

#### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Pay Entities > Source Bank Link

#### Image: Pay Entities - Source Bank Link page

Source Bank Link page

**Note:** The pay entity automatically populates from the core application. On this page, enter information about the source bank ID and the payment type.

#### Load All Organizational Units

Select this option to load all valid entries for the link options. These valid entries must be active as of the effective date.

#### Source Bank ID

Select the source bank ID that you require. Source banks are the money sources from which payroll disbursements are drawn.

## Defining Further information in Global payroll for Switzerland

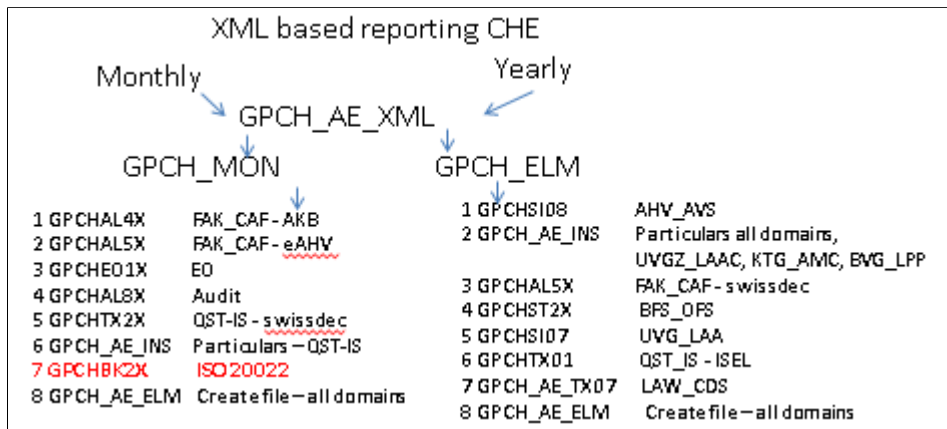
Global Payroll Switzerland has long experience in preparation and communication of XML files for legal authorities. Thus GP Switzerland uses the existing framework (Swiss XML dashboard) to create Swiss ISO 20022 XML. User can map deductions for Transfer types 8 and 9. Further user can add more information to the transfer (transfer purpose) on company and transfer level.

### Understanding ISO 20022 in XML dashboard

GP Switzerland dashboard manages all XML based reporting with the same framework. The following graphics shows how ISO 20022 is embedded in the framework. User just needs to understand that he will run the monthly process for a domain of type banking (BNK\_BNQ)

**Image: ISO 20022 in XML Dashboard**

ISO 20022 in XML Dashboard



Follow the steps below for setting up dashboard framework for Swiss payment transfer.

Step	Action	Navigation
1	Create a new provider for each Source Bank	Set Up HCMProduct Related Global Payroll & Absence MgmtSocial Security/InsuranceProviders CHE
2	Add the new provider(s) created in step 1 to a company.	Set Up HCMProduct Related Global Payroll & Absence MgmtSocial Security/InsuranceCompany SI Contributions CHE
3	Create a new domain for each source bank	Set Up HCMProduct Related Global Payroll & Absence MgmtSocial Security/InsuranceELM Domain Setup CHE

### Pages Used to set up dashboard for ISO 20022

Page Name	Definition Name	Usage
<u>Providers CHE Page</u>	GPCH_SI_Providr	Define Swiss providers.



<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<a href="#">Company SI Contributions CHE / Providers Page</a>	GPCH_SI_COMPANY2	Map Swiss providers.
<a href="#">ELM Domain Setup CHE Page</a>	GPCH_EG_DOMAIN	Define Swiss Domains.

## Providers CHE Page

Use the Providers CHE page (GPCH\_SI\_Providr) to map source banks to the dashboard for ISO 2002 XML creation.

### Navigation

Set Up HCMProduct Related Global Payroll & Absence MgmtSocial Security/InsuranceProviders CHE

### Image: Providers CHE page

Providers CHE page.

### Source Bank ID

Map the source bank for dashboard processing.

### Related Links

[Providers CHE Page](#)

[Understanding Dashboard Processing](#)

## Company SI Contributions CHE /Providers Page

Use the Providers page (GPCH\_SI\_COMPANY2) to map source banks to the company for the dashboard for ISO 2002 XML creation.

### Navigation

Set Up HCMProduct Related Global Payroll & Absence MgmtSocial Security/InsuranceCompany SI Contributions CHE

**Image: Company SI Contributions CHE /Providers page**

Company SI Contributions CHE /Providers page.

**Provider Type**

Select provider type BNK\_BNQ

**provider**

Select the provider/ Source Bank

**ELM Domain Setup CHE Page**

Use the ELM Domain Setup CHE page (GPCH\_EG\_DOMAIN) the anchor key for the dashboard for ISO 2002 XML creation.

**Navigation**

Set Up HCM >Product Related > Global Payroll & Absence Mgmt >Social Security/Insurance >ELM Domain Setup CHE

**Image: ELM Domain Setup CHE page**

ELM Domain Setup CHE page.

**Provider Type**

Select provider type I = BNK\_BNQ

**Other fields**

For information purpose only.

## Defining Payment Types

GP Switzerland supports the following transfer types:

- Type 1: Salary
- Type 8: Garnishments
- Type 9: External Transfer

### Pages Used to Define Payment Types

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Payments Types CHE Page</u>	GPCH_BK_BNKTRN	To view the accumulators that are assigned to payment types.
<u>Accumulator Members Page</u>	GP_Accumulator3	To view and maintain deductions for payment types.

### Payments Types CHE Page

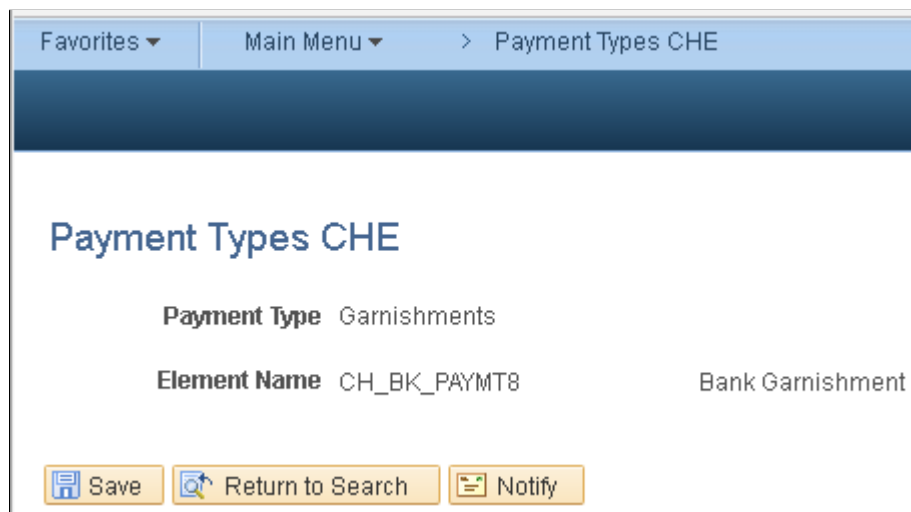
Use the Payment Types page to View the accumulators that are assigned to payment types.

#### Navigation

Set up HCM > Product Related > Global Payroll & Absence Mgmt > Banking/Payment Types CHE

#### Image: Payment Types Page

This example illustrates the fields and controls on the Payment Types page.



**Payment Types CHE**

Garnishments or external transfer.

**Element Name**

Accumulator name, where deductions for this transfer type get assigned.

## Accumulator Members Page

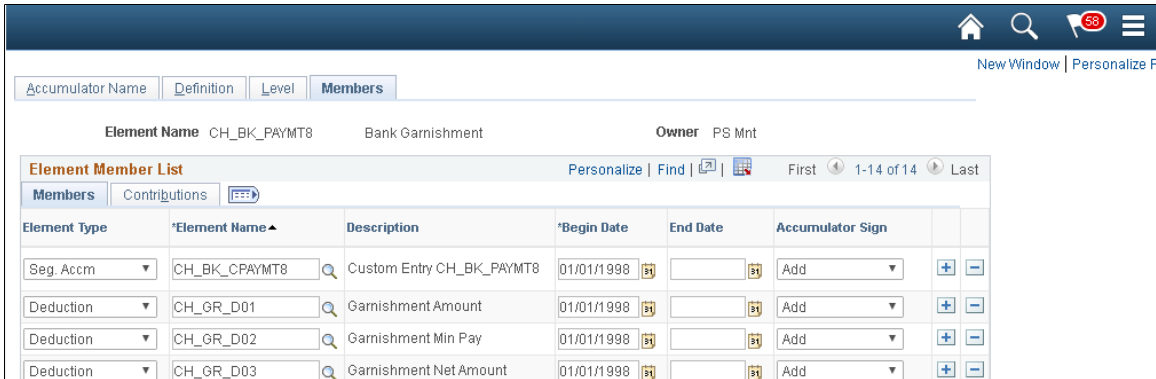
Use Accumulator Members page to assign deductions to payment type 8 and type 9.

### Navigation

Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Elements >Supporting Elements / Accumulators

### Image: Accumulators Members Page

This example illustrates the fields and controls on the Accumulators Members page.



**Note:** For GP Switzerland Bank transfer, only member accumulator is resolved till level custom exit (here, CH\_BK\_CPAYMENT8 ); that is custom exit accumulator must have members of type accumulator.

### Related Links

[Accumulator - Member Page](#)

## Defining Additional Information for Payment Types

For GP Switzerland ISO 20022 payment transfers, you can provide additional information on TAG <UStrg> for:

- Type 1 (salary) – on company level or using prepared hard coded purpose
- Type 8 (garnishment) – on E-/D- assignment level
- Type 9 (external. transfer) - along with recipient information

## Pages Used to Define Additional Information for Payment Types

Page Name	Definition Name	Usage
<a href="#">Sender Details Page</a>	GPCH_COMPANY7	Define additional Info for TAG <UStrg> per company for Type 1.

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<u>E-/D-Assignments – category GR1 Page</u>	GP_ED_PYE_DTL_SEC	Define garnishment with additional Swiss configured fields. (contents gets transferred to TAG <UStrg> – Type 8)
<u>Add Deduction Recipients Page</u>	GP_RCP_PYE	Define recipient for Type 8 and Type 9. For Type 9, purpose 1 and 2 get transferred to TAG <UStrg>.

**Note:** For Type 1, user can either go with prepared, hard coded value or define individual language sensitive message in Swiss company setup. Hard coded value is available in GPCH\_BK\_XFER\_EE. Alternately, user can provide additional information by setup.

### Additional Information for Type 1

For Type 1, user can either go with prepared, hard coded value or define individual language sensitive message in Swiss company Setup.

Hard coded value is available in GPCH\_BK\_XFER\_EE..

### Image: Additional Information for Type 1

Additional Information for Type 1

GP_PMT_AMT	GPCH_BK_ACCT_NM_RC	GPCH_BK_ACCT_NM_IS	GPCH_BK_PUR_TRNFER	GPCH_BK_EXT_COUNT	GPCH_BK
42259.95	Paula Nestler 1	Credit Suisse	KW2 SALAER 12/2016	0 00	
500	Beitragsamt Bern	Credit Suisse	Garnishment amount	1 02	

## Sender Details Page

Use the Sender Details page (GPCH\_COMPANY7) to override the transfer purpose in ISO 20022 XML.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security/Insurance / Company SI Contributions / Sender Details

### Image: Sender Details Page

This example illustrates the fields and controls on the Sender Details page.

**Report Name** this feature gets activated for Report Type = GPCHBK02.

**TransferPurpose Line1 to Line3** Purpose 1 to 3 will fill <Ustrd> TAG in ISO 20022 XML.

### Additional Information for Type 8 - garnishments

For Type 8 user shall fill the Swiss configured fields in E-/D-Assignment page for garnishment. That info gets transferred to the TAG <USTRG>

### E-/D-Assignments – category GR1 Page

Use the Swiss configured E-/D-assignment page to transfer garnishment details in ISO 20022 XML, TAG <UStrg>

#### Navigation

Global Payroll & Absence Mgmt >Payee Data >Assign Earnings and Deductions >Element Assignment by Payee

### Image: Element Assignment by Payee/Element Detail Page

This example illustrates the fields and controls on the Element Assignment by Payee/Element Detail Page.

Element Assignment By Payee

Element Detail

Employee ID <b>KWG117</b>	Empl Record <b>0</b>	Name <b>Paula Nestler</b>
Element Name <b>CH_GR_D01</b>	Garnishment Amount	Instance <b>1</b>

Assignment Process Detail

<input checked="" type="checkbox"/> Assignment Is Active	Currency Code <b>CHF</b> <span style="font-size: small;">Swiss Franc</span>
*Process Order <input type="text" value="999"/>	*Begin Date <input type="text" value="01/01/2017"/> <span style="font-size: x-small;">BY</span>
Recipient Tag <input type="text" value="1"/> <span style="font-size: small;">Betreibungsamt Bern</span>	End Date <input type="text"/>
<input type="checkbox"/> Allow Batch Update of End Date	Previous End Date
	Updated in Payroll Run

Calculation Information

Calculation Rule <b>Amount</b>
Amount <input type="text"/>
Amount Element <input type="text"/>
Amount Value <input type="text"/>

Garnishment Amount

*Court Name <input type="text" value="CourtOfJustice"/>
*Doc ID <input type="text" value="#100/AZ-%200"/>
*Regular Earning <input type="text" value="1000"/>
Special Earning <input type="text"/>
Fund Code - Chartfield <input type="text"/>

<input type="button" value="OK"/>	<input type="button" value="Cancel"/>	<input type="button" value="Refresh"/>
-----------------------------------	---------------------------------------	--

- Court Name** filled into TAG USTRG
- Doc ID** filled into TAG USTRG
- Regular Earning** limit (depends on garnishment type)
- Special Earning** limit (depends on garnishment type)
- Fund Code — Chartfield** Info for GL only

### Additional Information for Type 9 – external transfer

For Type 9 can fill the fields Purpose 1 and Purpose 2, which get transferred to the TAG <USTRG>

### Add Deduction Recipients Page

Use Add Deduction Recipients page to transfer details on external transfer in ISO 20022 XML, TAG <UStrg>.

---

**Note:**

---

### Navigation

Global Payroll & Absence Mgmt >Payee Data >Assign Earnings and Deductions >Element Assignment by Payee >Deduction Recipients

### Image: Add Deduction Recipients Page

This example illustrates the fields and controls on the Add Deduction Recipients Page.

**Note:** Create deduction recipient with ID > 0.

- Recipient ID** Enter the recipient ID.
- Recipient Name and Deposit Schedule** Currently, this functionality is not supported in GP Switzerland.
- Purpose 1 and Purpose 2** Transferred to TAG Ustrd

## Understanding Custom Exit to Assign Source Banks

Custom exit formula is useful in cases, if GP standard methods for assignment of different source banks may not sufficient for separation of source banks.

The custom exit formula for Swiss bank is defined by using Formula Name page.

### Formula Name Page

Use Formula Name page to define Custom Exit Formula.



## Navigation

Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Elements, Supporting Elements >Formulas

### Image: Formula Name Page

This example illustrates the fields and controls on the Formula Name page.

**Note:** PeopleSoft delivers the custom exit empty.

## Proposal for Customer Formula

```
0 >> FM[CH_BK_CFO001]
IF ... = ... Then
'XXX' >>
>> VR[CH_BK_POST_RECEIVE]
End If
```

**Note:** In case an employee has multiple accounts, all accounts need to be transferred from the same source banks.

## Application Engine GPCH\_BK\_TRN.GPCHBK12.Step01

```
UPDATE PS_GPCH_BK_XFER_EE
SET SRC_BANK_ID = ( SELECT R.CHAR_PIN_VAL
FROM PS_GP_RSLT_PIN R
, PS_GP_PIN P
WHERE P.PIN_NM = 'CH_BK_POST_RECEIVE'
AND P.PIN_NUM = R.PIN_NUM
AND PS_GPCH_BK_XFER_EE.CAL_RUN_ID = R.CAL_RUN_ID
AND PS_GPCH_BK_XFER_EE.CAL_ID = R.CAL_ID
AND PS_GPCH_BK_XFER_EE.GP_PAYGROUP = R.GP_PAYGROUP
AND PS_GPCH_BK_XFER_EE.EMPLID = R.EMPLID
AND PS_GPCH_BK_XFER_EE.EMPL_RCD = R.EMPL_RCD)
WHERE PS_GPCH_BK_XFER_EE.CAL_RUN_ID = %Bind(CAL_RUN_ID)
AND PS_GPCH_BK_XFER_EE.PAY_ENTITY = %Bind(PAY_ENTITY)
```

```

AND PS_GPCH_BK_XFER_EE.EMPLID BETWEEN %Bind(EMPLID_FROM) AND %Bind(EMPLID_TO)
AND ( EXISTS (
SELECT 'X'
FROM PS_GP_RSLT_PIN R
, PS_GP_PIN P
WHERE P.PIN_NM = 'CH_BK_POST_RECEIVE'
AND P.PIN_NUM = R.PIN_NUM
AND PS_GPCH_BK_XFER_EE.CAL_RUN_ID = R.CAL_RUN_ID
AND PS_GPCH_BK_XFER_EE.CAL_ID = R.CAL_ID
AND PS_GPCH_BK_XFER_EE.GP_PAYGROUP = R.GP_PAYGROUP
AND PS_GPCH_BK_XFER_EE.EMPLID = R.EMPLID
AND PS_GPCH_BK_XFER_EE.EMPL_RCD = R.EMPL_RCD)

```

## Defining Payment Transfer Information for Payees

IBAN is mandatory for all GP Switzerland payment transfers.

Transfer credentials are assigned for the following payment types:

- Type 1 in GP Core Bank accounts and Net Pay Election page.
- Type 8 in Swiss configured E/D-assignments for garnishments/recipients.
- Type 9 in GP Core E/D-assignments / Recipients.

## Pages Used to Define Payment Transfer Information for Payees

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Type 1 — Bank Accounts Page</u>	PYE_BANKACCT	Define bank account for salary – Type 1.
<u>Specify Net Pay Elections Page</u>	GP_NET_DIST	Define net pay election for Type 1.
<u>Type 8 – Garnishments Swiss configured E/D-assignments Page &amp; Recipient Page</u>	GP_ED_PYE_DTL_SEC	Define garnishment with additional Swiss configured fields (contents gets transferred).
Recipient page	GP_RCP_PYE	Define recipient – Type 8 and 9 For type 9, purpose 1 and 2 get transferred to TAG <UStrg>.

### Type 1 — Bank Accounts Page

Use Maintain Bank Accounts page (PYE\_BANKACCT) to assign accounts for the employee.

#### Navigation

Global Payroll & Absence Mgmt > Payee Data > Net Pay/Recipient Elections > Maintain Bank Accounts

## Image: Maintain Bank Accounts Page

This example illustrates the fields and controls on the Maintain Bank Accounts page.

**Maintain Bank Accounts**

**Peter Bosshard** Person ID KWG101

Bank Accounts Find | View All First 1 of 1 Last

Account ID 2 Status Active

Type Regular

**Bank Details**

Country Code CHE Switzerland  International ACH Bank Account

IBAN CH06 0010 0001 2345 6789 0 Validate

\*Bank ID 00100 Schweizerische Nationalbank

Bank Branch ID

\*Account Number 001234567890

Account Name Peter Bosshard 2

\*Currency Code CHF Swiss Franc

Alternative Bank ID 87-620350-1

[Specify Net Pay Elections](#)

Save Return to Search Notify

### Type

Follows the GP Core management of types GP Swiss processing ignore the type same as “tries to transfers any” (if along with valid other transfer information).

### IBAN

IBAN is mandatory for GP Swiss accounts.

### Related Links

"Maintain Bank Accounts Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)

## Specify Net Pay Elections Page

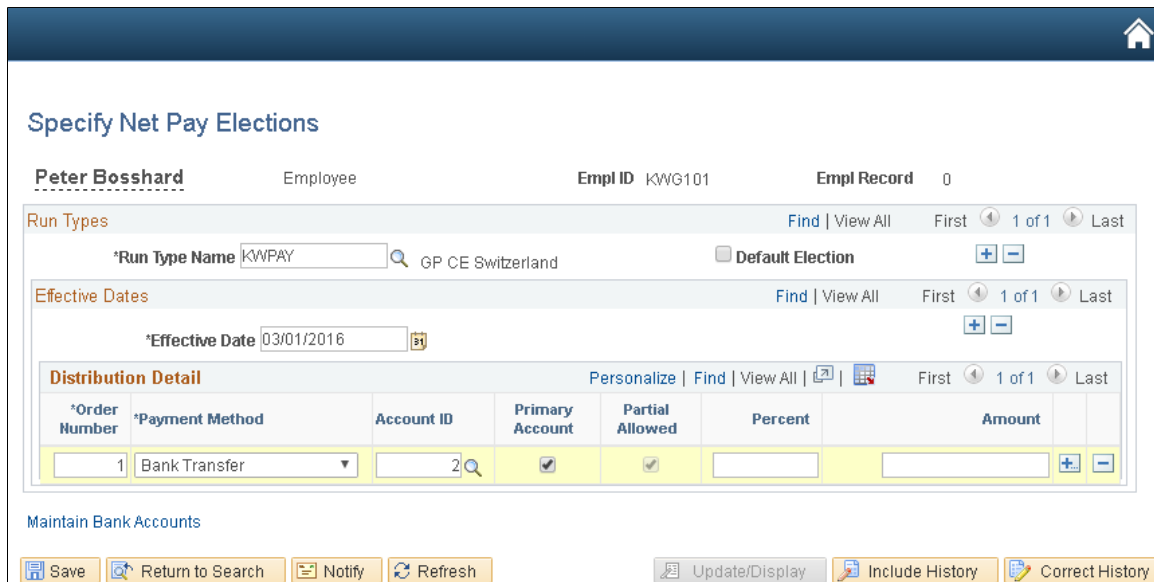
Use Net Pay Elections Page (GP\_NET\_DIST) to assign net pay to accounts.

### Navigation

Global Payroll & Absence Mgmt, Payee Date >Net Pay/Recipient Elections >Net Pay Elections

**Image: Specify Net Pay Elections Page**

This example illustrates the fields and controls on the Specify Net Pay Elections Page.



**Effective Date**

Fill the effdt for net pay distribution. If (first) effdt is > Sysdate - e.g. in case of future hire- GP Core sets GP\_Employment. Instance to 0 and GP Switzerland does not create payment for this month. Enter the effective date for net pay distribution. If effective date is greater than system date, for example, in case of future hire- GP Core sets GP\_Employment. Instance to 0 and GP Switzerland does not create payment for this month.

**Related Links**

"Defining Payee Net Pay Elections" (PeopleSoft HCM 9.2: Global Payroll)

**Type 8 – Garnishments Swiss configured E/D-assignments Page & Recipient Page**

Use Swiss configured E/D-assignments page (GP\_ED\_PYE\_DTL\_SEC) for garnishments/recipients.

**Navigation**

Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions > Element Assignment by Payee > Link Deduction Recipients

## Image: Add Deduction Recipients Page

This example illustrates the fields and controls on the Add Deduction Recipients Page.

**Add Deduction Recipients**

Employee ID **KWG117**      Empl Record **0**      Name **Paula Nestler**

**Deductions**      Find      First 1 of 2 Last

\*Element Name       Recipient Tag       + -

**Enter Recipient ID - OR - Recipient Name and Information**      Find | View All      First 1 of 1 Last

\*Effective Date       + -

Recipient ID       [Betreibungsamt Bern](#)

Recipient Name

Deposit Schedule

Purpose 1

Purpose 2

Enter the Recipient ID. Rest of the fields are not supported in GP Switzerland.

For type 8 GP Switzerland puts

- recipient credentials in <CdtTrfTxInf> (instead of Employees bank account data ).
- fills Purpose 1 and Purpose 2 in <Ustrd>.



## Image: Add Deduction Recipients Page

This example illustrates the fields and controls on the Add Deduction Recipients page.

**Note:** create deduction recipient with ID > 0.

**Add Deduction Recipients**

Employee ID KWG117      Empl Record 0      Name Paula Nestler

**Deductions**      Find      First 1 of 2      Last

\*Element Name CH\_GR\_D01      Recipient Tag 1

**Enter Recipient ID - OR - Recipient Name and Information**      Find | View All      First 1 of 1      Last

\*Effective Date 01/01/2016

Recipient ID KWGBE      Betriebsamt Bern

Recipient Name

Deposit Schedule

Purpose 1 GARNPURPOSE1

Purpose 2 GARNPURPOSE2

Recipient ID      Enter recipient ID.

Recipient Name and Deposit Schedule      These features are not supported for GP Switzerland.

Purpose 1 and Purpose 2      Transferred to TAG Ustrd

For type 9 GP Switzerland puts

- recipient credentials in <CdtTrfTxInf> (instead of Employees bank account data )
- fills Purpose 1 and Purpose 2 in <Ustrd>

**Image: Element Assignment by Payee / Element Detail Page**

This example illustrates the fields and controls on the Element Assignment by Payee / Element Detail page.

The screenshot shows the 'Element Assignment By Payee' interface. At the top, it displays 'Element Detail' for Employee ID KWG117, Empl Record 0, and Name Paula Nestler. The Element Name is LOAN PAYBCK (Loan Pay Back) with Instance 1. Below this is the 'Assignment Process Detail' section, which includes a checked 'Assignment Is Active' box, Currency Code CHF (Swiss Franc), Process Order 999, Recipient Tag 1, and a Begin Date of 01/01/2017. The 'Calculation Information' section shows a Calculation Rule of Amount, Amount Element set to Numeric, and an Amount Value of 500. At the bottom is the 'Supporting & Element Overrides' table, which is currently empty.

**Recipient TAG** Recipient tag value should be greater than zero.

Calculation Information (all) follows GP Core.

**Invalid ISO 2022 characters**

Use the Online Processing Setup CHE parameters of type ISO to manage invalid characters, which may come in through Address, Account Name a/o external transfer attributes. See Chapter 3 Defining Country Data / Define Swiss Online Processing Option.

**Restricted Access to XML files**

Use the Online Processing Setup CHE parameters of type Security to manage restricted access to XML files. See Chapter 3 Defining Country Data / Define Swiss Online Processing Option.

---

**Running the Payment Prep Process CHE**

This topic discusses how to run local country and international bank processing. To generate banking data for Switzerland, start by running the Payment Prep Process on the Run Payment Prep Process CHE page. This process creates a flattened table (GPCH\_BK\_XFER\_EE) with data needed to produce payment files and payment reports including the Bank List CHE.



## Pages Used to Create ISO 20022 XML (Domestic and International)

Page Name	Definition Name	Usage
<a href="#">Run Payment Prep Process CHE Page</a>	GPCH_BANK_POPULATE	Run the Payment Prep Process for Switzerland.
<a href="#">Create Bank List CHE Page</a>	GPCH_RC_BK01	<p>Create a report that provides information on all payments that have been made to employees through a financial institution such as a bank or the post office. This report is mainly used internally for accounting purposes.</p> <hr/> <p><b>Note:</b> You must run the Payment Prep Process in Global Payroll for Switzerland before printing this report.</p>

### Related Links

"Understanding Banking" (PeopleSoft HCM 9.2: Global Payroll)

## Run Payment Prep Process CHE Page

Use the Run Payment Prep Process CHE (Run Payment Preparation Process CHE) page (GPCH\_BANK\_POPULATE) to run the Payment Prep Process for Switzerland.

### Navigation

Global Payroll & Absence Mgmt > Payment Processing > Run Payment Prep Process CHE > Run Payment Prep Process CHE

### Image: Run Payment Prep Process CHE Page

This example illustrates the fields and controls on the Run Payment Prep Process CHE Page.

The screenshot displays the 'Run Payment Prep Process CHE' interface. At the top, it shows 'Run Control ID 1', 'Report Manager', 'Process Monitor', and a 'Run' button. Below this are two main sections: 'Multiple Info Report Data' and 'Processing Phases and Options'. The 'Multiple Info Report Data' section includes a search field for '\*Calendar Group' (KW M200609), a 'Description' of '2006 09 - Monthly', a 'Stream Number' dropdown, and a 'Process Streams' checkbox. The 'Processing Phases and Options' section contains three checkboxes: 'Calculate Payees', 'Update Statistics', and 'Finalize Entire Run'. Below these sections is a 'User Field 1-Label' section. The 'Calendar List' table has columns for 'Pay Group', 'Calendar ID', and 'Payment Date', with one row showing 'KW21', 'KWM200609PW21REG', and '09/30/2006'. The 'Streams' table has columns for 'Stream Number', 'Empl ID From', 'Empl ID To', and 'Calculated', with one row showing an empty 'Stream Number' and 'Empl ID From' field, and an empty 'Empl ID To' and 'Calculated' field.

**Calendar Group**

Select the calendar group on which to run the process. The system processes any items (segments) that are approved or finalized by the payroll process.

**Stream Number**

If the Process Streams check box is selected and you select Calculate in the Processing Phases and Options group box, you must select the stream number to process. Each stream number represents a predefined range of payees.

**Process Streams**

The Process Streams check box is selected automatically if you selected the stream processing option when defining the calendar group.

**Processing Phases and Options****Calculate**

Select to have the system create the payment file by matching the finalized results from the payroll process with information you defined in banking setup.

You can run the Calculate step repeatedly until you finalize the banking process.

**Update Statistics**

Select to have the banking system generate statistics to help the data administrator fine-tune system performance.

**Finalize**

After everything is calculated, select Finalize. (If you used stream processing for the Calculate phase, the system finalizes all streams for the calendar group simultaneously.)

---

**Note:** Note: If you're not using streams, you can select Calculate and Finalize at the same time.

---

**Calendar List**

After you run the Calculate phase, this group box displays information for each calendar in the calendar run.

**Streams**

After you run the Calculate phase, this group box displays information for each calendar in the calendar run.

**Create Bank List CHE Page**

Use the Create Bank List CHE page to provide an overview of transfer data, before creation of final ISO 20022 file (for auditing purposes for example).

**Navigation**

Global Payroll & Absence Mgmt >Payment Processing >Create Bank List CHE

### Image: Create Bank List CHE Page

This example illustrates the fields and controls on the Create Bank List CHE Page.

<b>Current Pay End Date</b>	Target Pay End Date. This field is mandatory.
<b>Pay Entity</b>	Target Pay Entity (= Company) - This field is mandatory.
<b>Pay Group</b>	Target Pay Group. This field is optional.
<b>Source Bank ID</b>	Target Source Bank. This field is optional.

## Creating Payment Files (ISO 20022) and Reports in Global Payroll for Switzerland

Within the Swiss payroll application, employee payment information gets transferred – beginning 01/2018 (Post Finance) and 07/2018 (other receiving banks) - using the Swiss derivative of ISO 20022. ISO 20022 replaces former DTA (data exchange by file) and the EPO (electronic payment order) format.

GP Switzerland supports the following payment types:

- Type 3 = domestic (EUR/CHF) (incl. Garnishments and ext. Transfers)
- Type 4 = domestic (<> EUR/CHF)
- Type 5 = foreign EUR (=SEPA)
- Type 6 = foreign (<> EUR)

Global Payroll Switzerland has long experience in preparation and communication of XML files for legal authorities. Thus GP Switzerland uses the existing framework (Swiss XML dashboard) to create Swiss ISO 20022 XML.

The required setup for dashboard is (almost) the same as for any other XML created by dashboard. For the setup, follow the steps below.

**Note:** This step is run once the CHE banking process runs successfully.

<b>Step</b>	<b>Action</b>	<b>Navigation Path</b>
1	Prepare Dashboard for Swissdec standard domain.	Global Payroll & Absence Mgmt, >Authority Correspondence, >Month, >Prepare Files
2	Click Run. Then check the Process Monitor to make sure the process runs to success.	Global Payroll & Absence Mgmt, >Authority Correspondence, >Month, >Prepare Files
3	Validate the created file.	Global Payroll & Absence Mgmt, >Authority Correspondence, >Month, >Prepare Files
4	Review results.	Global Payroll & Absence Mgmt, >Authority correspondence, >Month, >Print View (select BI Publisher)
5	Use the Save button.  Save file to a directory of your choice and upload to your source bank portal.	Global Payroll & Absence Mgmt, >Authority correspondence, >Month  See also <a href="#">Robust File Management</a> .

## Pages Used to Create ISO 20022 XML (Domestic and International)

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<a href="#">Prepare Files Page</a>	GPCH_EG_RSTATUS	Prepare ISO 20022 XML.
<a href="#">Process Files Page</a>	GPCH_EG_FSTATUS	Validate, review and download ISO 20022 XML.

### Prepare Files Page

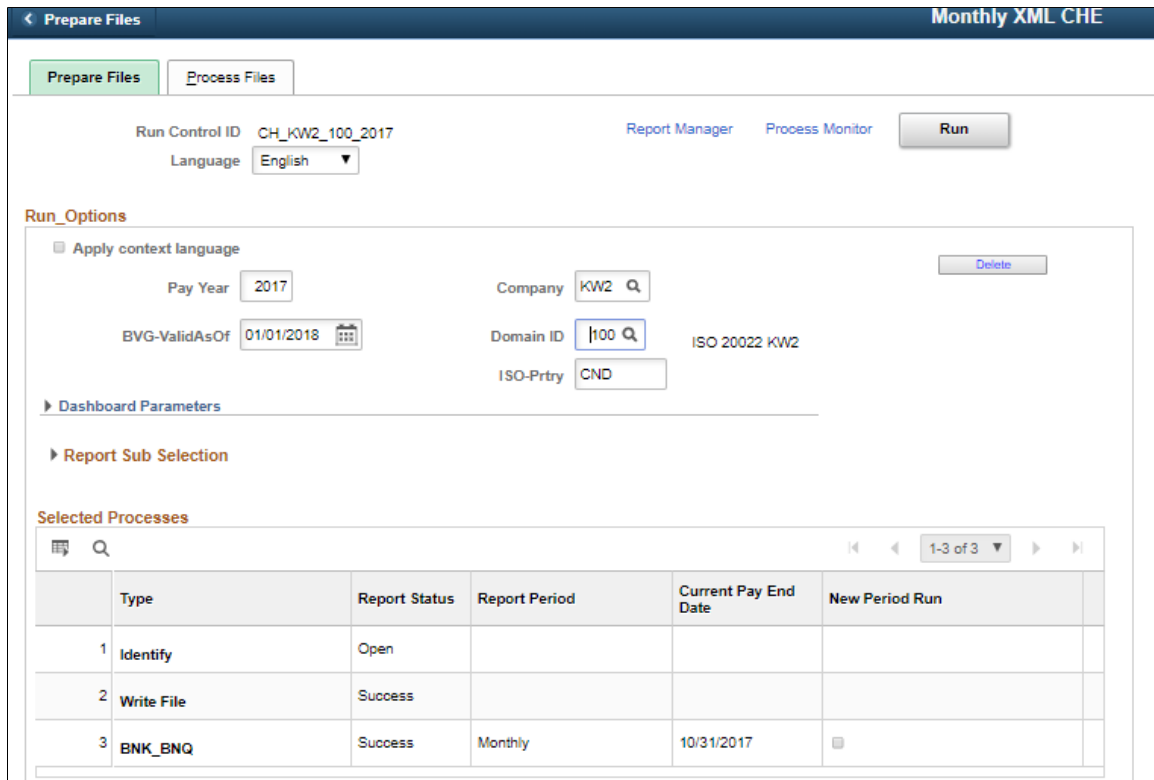
Use the Prepare Files CHE page (GPCH\_EG\_RSATUS) to prepare the ISO 20022 XML.

#### Navigation

Global Payroll & Absence Mgmt, >Authority Correspondence, >XML based reporting CHE,  
>Monthly

### Image: Prepare Files Page

This example illustrates the fields and controls on the Prepare Files page.



**Domain ID**

For Monthly Processing, this will prompt only for monthly domains.

**Report Period**

For Monthly Processing, this is always monthly.

**Current Pay End Date**

Defaults to the earliest open End date in the selected year. You can only save, if payment pre CHE ran for this period.

**Run**

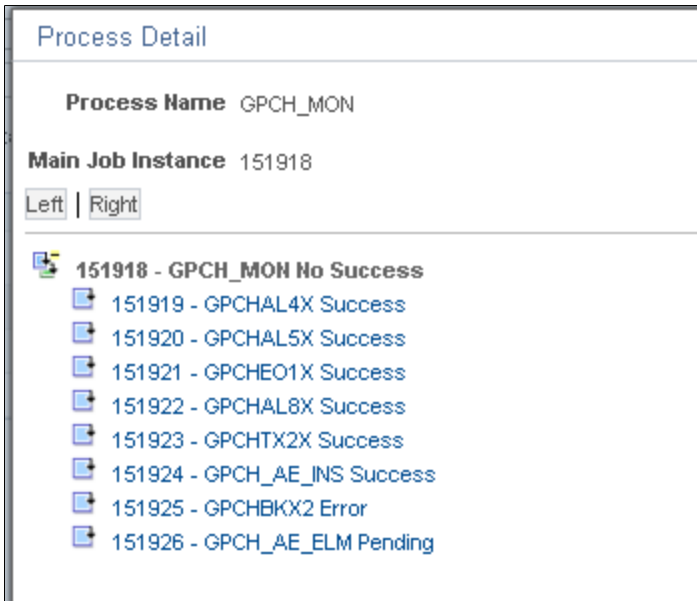
Starts Job GPCH\_AE\_XML which launches for monthly menu Job GPCH\_MONTH.

**ISO-Prty**

The values fills TAG TP/PRTY. If empty TAG doesn't get created.

**Image: Process Detail page**

This example illustrates the fields and controls on the Process Detail page.



**Process Files Page**

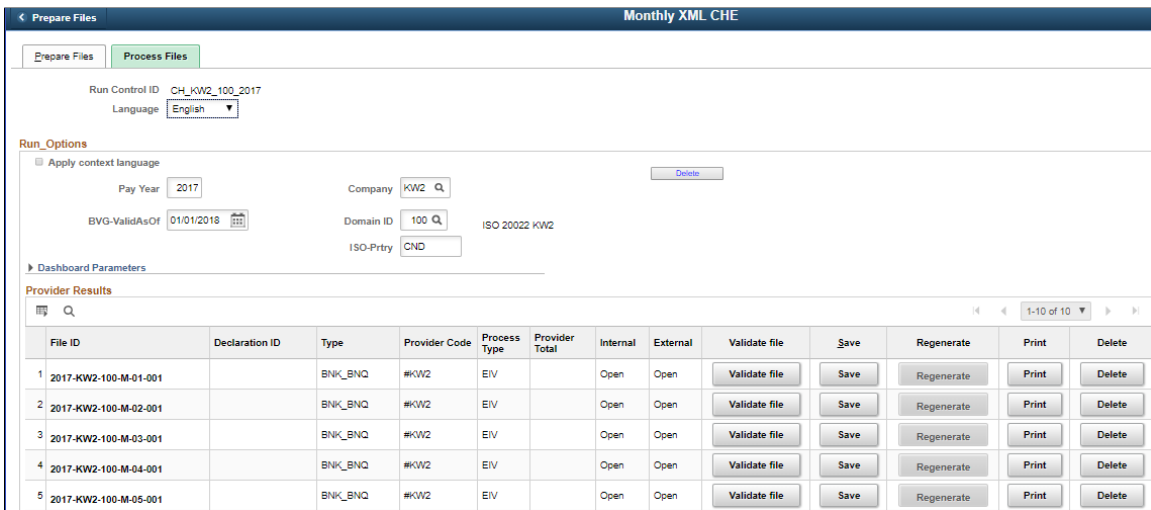
Use the Process Files CHE page (GPCH\_EG\_FSATUS) validate, review and save the ISO 20022 XML.

**Navigation**

Global Payroll & Absence Mgmt, >Authority Correspondence, >XML based reporting CHE, >Monthly

**Image: Process Files page**

This example illustrates the fields and controls on the Process Files page.



**Validate**

Validates the XML vs. most recent ISO 20022 schema (currently pain.001.001.03.ch.02.xsd).

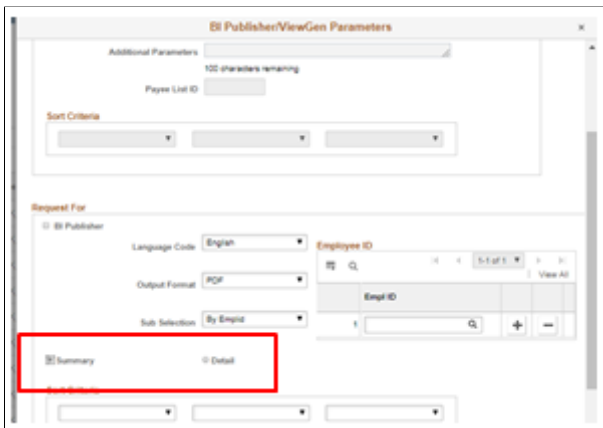
- Save** Saves the file to your target directory other than for all other domains save navigates directly to the robust file management page.
- Print** Print contents of XML via BI Publisher.
- Delete** Delete the row for this month.

## Reporting

A BI PUBLISHER report (GPCH\_ISO20022) is delivered to print payment information. The data source of this report is the ISO 20022 XML.

### Image: BI Publisher ViewGen Parameters

BI Publisher ViewGen Parameters



### Image: BI PUBLISHER report (GPCH\_ISO20022)

This example illustrates the fields and controls on the BI PUBLISHER report (GPCH\_ISO20022) for mode Summar (= used for approval = 1 page).

Page 1 of 1									
Message Id	Created	Nbr Transfers	Total Amount	Initiator					
KW2171219114624	2017-12-19T11:46:24	14	86231.50	Muster AG					
PmtInflID	Method	Batch	Category	Execution	Name	IBAN	Prtry	BIC	Charge
KW2-0	TRF	true	SALA	2017-10-26	Muster AG	CH4704835003047500962		CRESCHZ280A	SLEV

Date \_\_\_\_\_

Approved \_\_\_\_\_

**Image: BI PUBLISHER report (GPCH\_ISO20022) for mode Detail**

This example illustrates the fields and controls on the BI PUBLISHER report (GPCH\_ISO20022) for mode Detail ( = used for detail review = 1 cover page + n detail pages ).

Page 1 of 2									
Message Id	Created	Nbr Transfers	Total Amount	Initiator					
KWZ171219114624	2017-12-19T11:46:24	14	86231.50	Muster AG					
PmtInflD	Method	Batch	Category	Execution	Name	IBAN	Prtry	BIC	Charge
KWZ-0	TRF	true	SALA	2017-10-26	Muster AG	CH4704835003047500962		CRESCHZZ80A	SLEV

Page 2 of 2									
Instr ID	End To End	Type	Curr	Amount	BIC	Name	Address	IBAN	Remark
KWG101000002	2017KW2100M1000 1KWG101000002		CHF	2249.10	SNBZCHZXXX	Peter Bosshard 2	CH Hauptstrasse 5 6072 Sachseln	CH0600100001234567890	KWG101 001000
KWG101000010	2017KW2100M1000 1KWG101000010		CHF	500.00	POFICHBEXXX	Betreibungsamt Bern	CH Hauptstrasse 5 6072 Sachseln	CH2109000003431982473	Bosshard, Peter KWG101 Sachseln : Garnishment Amount VG-BE-KA3#123-ABC- 2016
KWG102000008	2017KW2100M1000 1KWG102000008		CHF	160.00	UBSWCHZH89D	External Transfer	CH Bundesstrasse 5 6003 Luzern	CH6700223223P87300120	KWG102External TransferLuzern:EXT- PURPOSE1
KWG104000004	2017KW2100M1000 1KWG104000004		CHF	2807.20	SNBZCHZXXX	Lorenz Degelo 1	CH Lopperstrasse 8 6010 Kriens	CH570010000332222333	KWG104 001000
KWG105000011	2017KW2100M1000 1KWG105000011		CHF	2753.15	DEUTDEBFRFA	Regula Duss 1	CH Malhofstrasse 42 6004 Luzern	DE03500700240004488987	KWG105
KWG106000013	2017KW2100M1000 1KWG106000013	SEPA	EUR	1475.10	ESSEDEF690	Renato Combetaldi 1	CH Brugglistrasse 2 6004 Luzern	DE28690101112987140100	KWG106
KWG109000014	2017KW2100M1000 1KWG109000014		CHF	1761.85	SSKMDEMMXXX	Corinne Farine 1	CH Zentralstrasse45 6003 Luzern	DE35701500000048109599	KWG109

**Related Links**

[Understanding ELM and eGovernment for Global Payroll for Switzerland](#)

**Running International Bank Processing (SEPA – via FG)**

The SEPA solution delivered for Switzerland is based on Global Payroll Core SEPA solution, but includes some additional setup in the Banking Preparation Definition and a specific BI PUBLISHER report. This solution manages only pure SEPA payments in Euros (those defined as type 5 payments in the ISO 20022 Payments ) and on top of the local ISO 20022 solution it processes the feedback as of PAIN.002. Especially international clients or clients using PeopleSoft Finance may consider to use the GP based solution via Financial Gateway.

**Pages Used to Run International Bank Processing**

Page Name	Definition Name	Usage
<a href="#">Banking Country Setup Page</a>	GP_APP_PKG_SETUP	The Banking Country Setup for Switzerland is managed using the CORE_BANK Application Package and the Application Class SQL delivered in Global Payroll Core.
<a href="#">Banking Preparation Definition Page</a>	GP_SQL_SETUP	The Banking Preparation Definition Setup for Switzerland has two sequences to generate different SQL statements for each recipients.

**Banking Country Setup Page**

The Banking Country Setup (GP\_APP\_PKG\_SETUP) for Switzerland is managed using the CORE\_BANK Application Package and the Application Class SQL delivered in Global Payroll Core.



## Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Banking > Banking Country Setup

### Image: Banking Country Setup page

This example illustrates the fields and controls on the Banking Country Setup page.

**Banking Country Setup**

Country CHE Switzerland \*Status **Active**

**PS Delivered/Maintained** ?

Root Package ID

Qualified Package/Class Path :

Application Class ID

**Customer Maintained** ?

Root Package ID

Qualified Package/Class Path

Application Class ID

## Banking Preparation Definition Page

The Banking Preparation Definition Setup (GP\_SQL\_SETUP) for Switzerland has two sequences to generate different SQL statements for each of the following types of Recipients:

- Employees using SEPA payment
- Individual Recipients using SEPA payment

## Navigation

Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Banking >Banking Preparation Definition

### Image: Banking Preparation Definition

This example illustrates the fields and controls on the Banking Preparation Definition page.

**Banking Preparation Definition**

Country CHE Switzerland

Definition ? Find | View All First 1 of 2 Last

\*Sequence 1000 Generate SQL SQL has been generated  
 Owner Oracle View SQL Generated SQL has been changed  
 Description Employee SEPA  
 Format SEPA\_CT

Description	Insert into GP_PAYMENT_FG	Input Type	Select from GP_PAYMENT	Character Value	Date Value	Numeric Value	Other Record Label/Field	Aggregate Function	Group By
CAL_RUN_ID	GP_PAYMENT Record	GP_PAYMENT Record	CAL_RUN_ID						<input checked="" type="checkbox"/>
EMPLID	GP_PAYMENT Record	GP_PAYMENT Record	EMPLID						<input checked="" type="checkbox"/>
EMPL_RCD	GP_PAYMENT Record	GP_PAYMENT Record	EMPL_RCD						<input checked="" type="checkbox"/>
GP_PAYGROUP	GP_PAYMENT Record	GP_PAYMENT Record	GP_PAYGROUP						<input checked="" type="checkbox"/>
CAL_ID									<input type="checkbox"/>
ORIG_CAL_RUN_ID									<input type="checkbox"/>
RSLT_SEG_NUM									<input type="checkbox"/>
PIN_NUM	GP_PAYMENT Record	GP_PAYMENT Record	PIN_NUM						<input checked="" type="checkbox"/>
INSTANCE									<input type="checkbox"/>
RECIPIENT_TAG	GP_PAYMENT Record	GP_PAYMENT Record	RECIPIENT_TAG						<input checked="" type="checkbox"/>

**From/Where Clause**

```

FROM PS_GP_PAYMENT PMT, PS_SRC_BANK SRC, PS_PYE_BANKACCT DEST, PS_BANK_EC_TBL BANK, PS_BANK_EC_TBL BANKD, PS_GPCH_SALARY_VW SAL
WHERE PMT.CAL_RUN_ID = 1 AND PMT.EMPLID BETWEEN 2 AND 3
AND PMT.CAL_RUN_ID = SAL.CAL_RUN_ID
AND PMT.EMPLID = SAL.EMPLID
AND PMT.EMPL_RCD = SAL.EMPL_RCD
AND PMT.GP_PAYGROUP = SAL.GP_PAYGROUP
    
```

**Having Clause**

### Related Links

"Country-Specific Processing" (PeopleSoft HCM 9.2: Global Payroll)

### Reporting

A new BI PUBLISHER report (GPCH\_FG\_DTL) is delivered to print payment information. The data source of this report is the GP\_FG\_RPT\_QRY Query, which is a Query from Global Payroll Core. This report can be run from the new Payment File Generation Page.

## Image: New Banking Report for Switzerland — Sample

This example illustrates the fields and controls on the New Banking Report for Switzerland report.

Report ID: GPCH SEPA		PAYMENT REPORT		PeopleSoft		Page No. 1	
						Run Date 3/10/2011	
						Run Time 21:04:26 PM	
GWT2010-02	GWT	Type of Beneficiary			: All		
Issuing Bank	04835	Code Issuing Bank			: KW02		
<b>KW02/CH4704835003047500962/T Positive Payments</b>							
EMPLID	Beneficiary / Recipient	Transfer Purpose	Net Payment	Payment method	Account number	Date	Bank
GWT_001	Peter Bosshard	salary for 2/2010 FROM GWT	61,592.90	T	CH47048350030475 00962	10/03/2011	Post Finance Dummy
GWT_002	Anna Aebi	salary for 2/2010 FROM GWT	11,922.45	T	CH47048350030475 00962	10/03/2011	CREDIT SUISSE (4)
GWT_003	Renato Casanova	salary for 2/2010 FROM GWT	8,755.75	T	CH47048350030475 00962	10/03/2011	Post Finance Dummy
GWT_005	Regula Duss	salary for 2/2010 FROM GWT	39,812.40	T	CH47048350030475 00962	10/03/2011	UBS SA
GWT_006	Renato Combetaldi	salary for 2/2010 FROM GWT	5,500.00	T	CH47048350030475 00962	10/03/2011	UBS SA
GWT_007	Anna Egli	salary for 2/2010 FROM GWT	4,927.00	T	CH47048350030475 00962	10/03/2011	Banque Cantonale Vaudoise
GWT_008	Michael Estermann	salary for 2/2010 FROM GWT	14,858.65	T	CH47048350030475 00962	10/03/2011	Post Finance Dummy
GWT_009	Cortina Farina	salary for 2/2010 FROM GWT	22,505.75	T	CH47048350030475 00962	10/03/2011	Banque Cantonale Vaudoise
GWT_010	Heinz Ganz	salary for 2/2010 FROM GWT	4,801.55	T	CH47048350030475 00962	10/03/2011	Post Finance Dummy
GWT_011	Monica Herz	salary for 2/2010 FROM GWT	9,255.45	T	CH47048350030475 00962	10/03/2011	UBS SA
GWT_012	Rosa Inglese	salary for 2/2010 FROM GWT	5,018.15	T	CH47048350030475 00962	10/03/2011	Post Finance Dummy
GWT_013	Claude Jung	salary for 2/2010 FROM GWT	15,941.25	T	CH47048350030475 00962	10/03/2011	UBS SA
GWT_014	Beat Kaiser	salary for 2/2010 FROM GWT	3,584.60	T	CH47048350030475 00962	10/03/2011	Banque Cantonale Vaudoise
GWT_015	Pia Lusser	salary for 2/2010 FROM GWT	3,518.00	T	CH47048350030475 00962	10/03/2011	Banque Cantonale Vaudoise
GWT_017	Paula Nestler	salary for 2/2010 FROM GWT	4,481.95	T	CH47048350030475 00962	10/03/2011	Banque Cantonale Vaudoise
GWT_018	Maria Nunez	salary for 2/2010 FROM GWT	27,676.65	T	CH47048350030475 00962	10/03/2011	Banque Cantonale Vaudoise
GWT_019	Hans Ott	salary for 2/2010 FROM GWT	5,419.35	T	CH47048350030475 00962	10/03/2011	Post Finance Dummy
GWT_020	Maria Paganini	salary for 2/2010 FROM GWT	4,317.00	T	CH47048350030475 00962	10/03/2011	UBS SA
GWT_021	Edith Ganz	salary for 2/2010	21,546.75	T	CH47048350030475 00962	10/03/2011	Banque Raiffeisen Morges Venoge

### Related Links

"Country-Specific Processing" (PeopleSoft HCM 9.2: Global Payroll)



# Managing Off-Cycle Payments for Switzerland

---

## Understanding Off-Cycle Processing

This section discusses:

- The off-cycle process.
- Types of off-cycle transactions.

## The Off-Cycle Process

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

## Types of Off-Cycle Transactions

The four types of off-cycle transactions are:

1. Manual payments.

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

2. Corrections.

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

3. Unscheduled payments.

Unscheduled payments enable you to enter one-time payments that fall outside the normal payroll process. Examples include one time bonuses or expense reimbursement.

4. Advances.

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

5. 13th month payments

It is standard for 13th month wages to be paid out in situations where there is a termination or in the December payroll.

---

## Recording Manual Payments in Switzerland

This section provides an overview of recording manual payments and provides examples of how to use the manual payment functionality with the Swiss delivered rules.

### Manual Payments

When entering manual payments for Swiss payees, it is recommended that all calculations be mutually calculated outside the system and then entered. The following areas need to be considered when entering manual payments:

- Selecting *Period (Calendar) Paid* and *Payment Date* on the Period Calendar tab of the Manual Payments page.

The selection of the period paid and the payment date need to be considered carefully. When selecting the period paid, it is recommended that you select the previous finalized calendar or the current open calendar. The selection of the payment date directly affects how elements are accumulated. For example, if you have an accumulator that accrues based on period end date, the payment date may not update the accumulator balances at the right time.

- Selecting processing controls on the Manual Payments page.

The *Period Begin Date* and *Period End Date* should default after selecting the *Period (Calendar) Paid*. It is recommended that these dates not be changes as the delivered Swiss rules have been designed to calculate using whole periods, and may not automatically segment if a partial period is entered.

The run type defaults from the *Period (Calendar) Paid* and it is recommended that the defaults be used. To ensure that the payee's manual payment is processed by the system, the *Allow Duplicates* check box must be selected on the run type; otherwise, the payee may not be processed again if the system detects that they have already been processed in the period.

*Stop Regular Resolution* enables you to stop the resolution of all elements on the process list except that elements entered into the manual payment. If you decide to allow regular resolution, an analysis would need to be performed to understand the impact on your supporting elements.

If using the Limited Element Set, you need to ensure that all elements calculate independently of pre- or post-processing formulas, as these do not resolve during off-cycle processing.

---

**Note:** Manual payments are used to record monetary values only, absence accumulators will not be updated using this method.

---

---

## Entering Corrections for Switzerland

This section provides an overview of corrections and provides examples of how to make corrections using Swiss delivered rules.

### Corrections

The Corrections page of the Off-Cycle Requests component (GP\_OFFCYCLE\_SETUP) is used when you need to change finalized results, usually due to a user error. This method uses period-to-date logic built into the Swiss delivered statutory rules.

The following areas need to be considered when entering corrections:

- All earnings and deductions need to have period-to-date logic applied.
- This method is used to correct pay accumulators only. Absence accumulators will not be corrected.

---

## Making Unscheduled Payments for Switzerland

The Unscheduled Payments page of the Off-Cycle Requests component (GP\_OFFCYCLE\_SETUP) is used to make one-time payments that are processed outside of the on-cycle payroll. Examples include bonuses and expense reimbursements. This method uses period-to-date logic build into Swiss delivered statutory rules when calculating.

The following areas need to be considered when entering unscheduled payments:

- All earnings and deductions need to have period-to-date logic applied.
- When selecting the period paid, it is recommended that you select the previous finalized calendar or the current open calendar.
- This method is used to record monetary values only. Absence accumulators will not be updated.

---

## Advancing Payrolls for Switzerland

The Advance Payrolls page of the Off-Cycle Requests component (GP\_OFFCYCLE\_SETUP) is used when you would like to pay an employee before their normal on-cycle pay run. For example, an employee is terminating employment with your organization and the termination payments need to be paid immediately and not in the next on-cycle pay run. The following is recommended when making advance payments:

- Always select the next open calendar, as skipping calendars may update accumulators incorrectly.
- Absence accumulators will calculate automatically for the calendar group selected.





# Managing Multiple Contracts

---

## Understanding Multiple Contracts

This section discusses:

- Multiple contract support.
- Creation and identification of employee records.
- Assignment of Accident Insurance Providers for Employees with Multiple Contracts
- Steps for setting up and entering multiple contracts for an employee.
- Use cases.

## Multiple Contract Support

PeopleSoft Global Payroll for Switzerland supports both payroll calculation and legal reporting requirements for employees with multiple contracts by using standard employee record functionality in PeopleSoft HCM. In PeopleSoft HCM, each job held by an employee is represented by a separate record in the Job Data table and is identified by a distinct employee record number. Global Payroll for Switzerland makes use of this functionality to define and track data for multi-contract employees by creating one record in the Job Data table with a unique employee record number for the *legal* definition of the employee, and multiple additional records with their own record numbers to drive separate payroll calculations for each concurrent job or contract. No matter how many different contracts an employee has, there can be only one *legal* record per employee in the same multi-contract company (as the employee must be presented to the official government bodies as a unified individual); however, an employee can have as many additional records as he or she has jobs. In other words, in a multi-contract company, each record in the Job Data table is identified as:

- Job data for a single contract (if only one contract exists within the company for the employee).

*or*

- Job data to define the employee as a legal entity (also known as *receiving* contract data).

*and*

- Job data for each concurrent contract (also known as *sending* contract data).

To summarize, in a multi-contract company, the possible scenarios are:

- One single contract record in Job Data.

*or*

- One legal or *receiving* contract record + n *sending* contract records.

---

**Note:** In a non multi-contract company, each job represents a single contract. The same is true in a multi-contract company for employees with only one job or contract.

---

## Creation and Identification of Employee Records

When you hire an employee into a job in a multi-contract company, you do not need to add a job data row for the receiving contract; you only need to enter job data for the sending contracts, and the system automatically creates the corresponding legal record. In addition, the system automatically identifies which record (job data row) for an employee is the legal or receiving record, and which records are sending records used to drive internal payroll calculations.

The system identifies the different records as follows: when you enable multi-contract functionality for a company on the MC Company Setup CHE page, the system assigns the first available legal record number to that company starting with the number 999. For any employee with multiple contracts in the company, this number becomes the default number of the legal or receiving record in the Job Data table. You can view this record and any other job records for the employee on the Review Multiple Contracts CHE page. This page identifies the function or role of each record (*sending*, *receiving*, or *single* contract) and displays the record number for receiving contracts assigned to company employees.

This can be illustrated as follows:

1. When you select Enable Multi Contract on the MC Company Setup CHE page, the system generates a legal record number for all employees with multiple contracts in the company. This number (998 in the example below) is displayed in the Legal Rcd# field:

### Image: MC Company Setup CHE page

MC Company Setup CHE page

The screenshot displays the 'MC Company Setup CHE' interface. At the top, it identifies the company as 'Company KW1 Business Institute Switzerland'. Below this, a 'Company Details' section is visible, featuring a search bar with 'Find | View All' and navigation controls for 'First', '1 of 1', and 'Last'. The 'Effective Date' is set to '02/06/2013' with a calendar icon. A checkbox labeled 'Enable Multi Contract' is currently unchecked.

2. After assigning multiple contracts to an employee, you can view the legal record generated by the system as well as the job record (single or sending) for each concurrent job on the Review Multiple Contracts CHE page:

**Image: Review Multiple Contracts CHE page**

Review Multiple Contracts CHE page

**Review Multiple Contracts CHE**

**Peter Bosshard** Person ID KWG001 Refresh

**Company** Find | View All First 1 of 1 Last

Company KW1 Business Institute Switzerland

**Contract** Find | View All First 1 of 1 Last

Empl Record 0 Exceptions Edit

**Job Data** Personalize | Find | View All | First 1 of 4 Last

Effective Date	Sequence	Action	Payroll Status	Standard Hours	Work Period	FTE	Record Role
01/01/2005		0 Data Chg	Active	40.00	Weekly	1.000000	Single Contract

Create New Contract

The Empl Rcd# field in the Legal Contract group box displays the legal record number generated for all employees of the company for which you have enabled multiple contracts.

In addition, the numbers of single and sending records appear in the Empl Rcd# field in the Contract group box, and detailed information about each record appears on the Action and Status, Job Information, and Compensation tabs at the bottom of the page.

## Assignment of Accident Insurance Providers for Employees with Multiple Contracts

In cases where employees have multiple contracts, you may want to assign various accident insurance providers per contract (for example SUVA and HELSANA) In a normal situation you would assign the legal attributes of the insurer (source tax code, children, social insurance, and garnishments) on the legal level. In this situation, however, you would assign accident insurance on the job level (employee record).

If you assign various accident insurance providers for an employee with multiple contracts at the company level, payee level, and payee override level (accident insurance), the providers at the payee override level are considered the highest override level for SI data calculation. The system considers the payee level the next highest level for overriding SI data. The company level is considered the lowest.

The system uses the information in the Global Payroll Results Calendar component (GP\_RSLT\_CAL\_RUN) to select the SI rates from the accident insurance page. This system of overriding insurance data supports organizations that have employees with multiple employment contracts and insurance providers.

## Steps for Setting Up and Entering Multiple Contracts for an Employee

To set up multiple contracts for an employee, complete these steps:

1. Select the Enable Multi Contract check box on the MC Company Setup CHE page for the company into which you are hiring the employee.
2. Hire the employee in the company for which you have enabled multiple contracts (step 1) and add a job assignment using the Add a Person (PERSONAL\_DATA) and Job Data (JOB\_DATA) components.

We discuss these components in the *PeopleSoft HR PeopleBook: Administer Workforce*.

See "Adding a Person" (PeopleSoft HCM 9.2: Human Resources Administer Workforce), "Understanding Job Data" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).

3. Add a concurrent assignment for the employee. To do this, click the Create New Contract button on the Review Multiple Contracts CHE page. This takes you to the New Employment Instance (JOB\_DATA\_EMP) component, where you can enter information for the new assignment.

When you enter an additional job record for a multi-contract employee and save your work, the system automatically creates the corresponding legal record.

---

**Note:** In addition to using the Review Multiple Contracts CHE page to add concurrent assignments, you can use it to view existing records for a multi-contract employee and to update, maintain, or terminate job records (see step 4).

---

4. To update and maintain job records or to terminate a contract, access the Review Multiple Contracts CHE page and click the Edit button. This takes you to the Job Data (JOB\_DATA) component, where you can view, enter, and modify an employee's job information.

---

**Note:** When you terminate the legal job record for a multi-contract employee, the system automatically terminates all of the associated sending records so that you do not need to terminate each one manually.

---

See [Use Cases](#).

5. After adding job records, terminating records, or modifying existing job data, access the Review MC Exceptions CHE page, which displays any contract changes that the system was unable to process or resolve. If there are unresolved changes, you will need to enter them into the system manually.

For example, if you add an additional job for a multiple contract employee and this job is the second sending contract, the system creates—via a component interface—a new job with the legal (receiving) record number for the company. If the component interface fails to create the legal record, this information will appear on the Review MC Exceptions CHE component, and you can access the Add Additional Assignment (JOB\_DATA\_CONCUR) component and manually create a job record with the legal record number for the employee's company.

## Use Cases

This section presents several use cases to illustrate how the system updates job data records for multiple contract employees in different situations, including termination.

### Example 1: Hiring When an Employee Has Multi-Contract Management in One Company and Non Multi-Contract Management in Another

In this scenario, the employee has multiple contracts enabled in company KW1 and multiple contracts disabled in company KW2.

Assume that the legal record number for the employee's company—as displayed on the MC Company Setup CHE page—is 998.

Assume that you complete the following actions:

1. Hire the employee in company KW1 (employee record number = 0).
2. Add an additional job in company KW2 (employee record number = 1).

After completing these steps, there are two rows of data in Job Data:

<b><i>Employee Record</i></b>	<b><i>Company</i></b>	<b><i>Role</i></b>
0	KW1	Single Contract
1	KW2	Single Contract

Now, assume that you add an additional job for the employee in company KW1 (employee record number = 2). After completing this step, there are four job data records in the system:

<b><i>Employee Record</i></b>	<b><i>Company</i></b>	<b><i>Role</i></b>
0	KW1	Sending
1	KW2	Single Contract
2	<i>KW1</i>	<i>Sending</i>
998	<i>KW1</i>	<i>Legal</i>

Now, suppose that you add another job for the employee in company KW2 (employee record number = 3). Because this company is not enabled for multiple contracts, the system inserts the new job as an additional single contract:

<b><i>Employee Record</i></b>	<b><i>Company</i></b>	<b><i>Role</i></b>
0	KW1	Sending
1	KW2	Single Contract
2	KW1	Sending
3	<i>KW2</i>	<i>Single Contract</i>
998	KW1	Legal

Finally, suppose that you add one more job in company KW1 (employee record number = 4). Because a legal (receiving) record already exists for the employee in company KW1, the system inserts only the new job (there can be only one legal definition of the employee per company):

<i>Employee Record</i>	<i>Company</i>	<i>Role</i>
0	KW1	Sending
1	KW2	Single Contract
2	KW1	Sending
3	KW2	Single Contract
4	KW1	Sending
998	KW1	Legal

### Example 2: Terminating One Multi-Contract Job

In this scenario, assume that you begin with the six employee records that are in the system at the end of the previous example. In addition, assume that you terminate the employee record with record number = 0.

After terminating record 0, there are 5 active records in the system:

<i>Employee Record</i>	<i>Company</i>	<i>Role</i>	<i>Status</i>
0	KW1	Sending	Terminated
1	KW2	Single Contract	
2	KW1	Sending	
3	KW2	Single Contract	
4	KW1	Sending	
998	KW1	Legal	

### Example 3: Terminating All Multiple Contracts at One Time

In this scenario, assume that you begin with the following records in the Job Data table for companies KW1 and KW2:

<i>Employee Record</i>	<i>Company</i>	<i>Role</i>
0	KW1	Sending
1	KW2	Single Contract

<i>Employee Record</i>	<i>Company</i>	<i>Role</i>
2	KW1	Sending
3	KW2	Single Contract
4	KW1	Sending
998	KW1	Legal

If you want to terminate—in one step—all of the multiple contracts in company KW1, all you need to do is terminate the legal (receiving) record (record number = 998). The system then automatically terminates all of the sending records associated with that legal record:

<i>Employee Record</i>	<i>Company</i>	<i>Role</i>	<i>Status</i>
0	KW1	Sending	Terminated
1	KW2	Single Contract	
2	KW1	Sending	Terminated
3	KW2	Single Contract	
4	KW1	Sending	Terminated
998	KW1	Legal	Terminated

**Note:** After making changes to job data records such as the ones described in this section, access the Review MC Exceptions component to determine if the system has correctly updated the records.

## Prerequisites

PeopleSoft Global Payroll for Switzerland uses routings and handlers in the WORKFORCE\_SYNC and GPCH\_MC\_SYNC service operations to automatically create legal (receiving) job records for multi-contract employees and to terminate these records when concurrent contracts are removed. The same routings and handlers synchronize the data between sending contracts and legal contracts in case of hires, company changes, or termination of multiple contracts.

To enable these operations, set up PeopleSoft Integration Broker and activate messaging using the following objects:

- Node: PSFT\_HR.
- Messages: WORKFORCE\_SYNC and GPCH\_MC\_SYNC.
- Queues: PERSON\_DATA and GPCH\_MC.
- Services: WORKFORCE\_SYNC and GPCH\_MC\_SYNC.

- Service Operations: WORKFORCE\_SYNC and GPCH\_MC\_SYNC.
- Service Operation Handlers: GPCH\_Sync\_Legal\_Job for service operation WORKFORCE\_SYNC and Sync\_GP\_NET\_DIST for service operation GPCH\_MC\_SYNC.
- Service Operation Routings: all with Directions = Local and Sender.
- Node and Receiver Node = PSFT\_HR for the above service operations.

---

**Note:** PeopleSoft provides detailed information on how to configure Integration Broker and set up routings and handlers in the *PeopleTools: Integration Broker PeopleBook*.

---

## Setting Up and Entering Multiple Contracts for an Employee

To set up and enter multiple contracts for an employee, use the MC Company Setup CHE (GPCH\_MC\_COMPANY), Review Multiple Contracts CHE (GPCH\_MC\_JOB\_DATA), and Review MC Exceptions CHE (GPCH\_MC\_EXCEPTIONS) components.

This topic discusses how to set up and enter multiple contracts for an employee.

### Pages Used to Set Up and Enter Multiple Contracts for an Employee

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<u>Multiple Contracts Company Setup CHE Page</u>	GPCH_MC_COMPANY	<ul style="list-style-type: none"> <li>• Enable multiple contracts for a company.</li> <li>• Generate the record number used to identify the legal (receiving) record for employees with multiple contracts.</li> </ul>
<u>Review Multiple Contracts CHE Page</u>	GPCH_MC_JOB_DATA	<ul style="list-style-type: none"> <li>• Add a concurrent assignment for an employee in a multi-contract company.</li> <li>• View all job data rows for a multi-contract employee.</li> <li>• Maintain job data rows for multi-contract employees.</li> <li>• View the role of each job data record for a multi-contract employee (either <i>Single</i>, <i>Sending</i>, or <i>Receiving</i>).</li> </ul> <p>This component functions as an interface to the New Employment Instance (JOB_DATA_EMP) and Job Data (JOB_DATA) components, enabling you to access, edit, and enter new rows of job data from a single location.</p>



<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<u>Review MC Exceptions CHE Page</u>	GPCH_MC_EXCEPT	Review contract changes that the system is unable to resolve or process.  You may need to enter these changes manually.

## Multiple Contracts Company Setup CHE Page

Use the MC Company Setup CHE (Multiple Contracts Company Setup CHE) page (GPCH\_MC\_COMPANY) to enable multi-contract for a Company.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > MC Company Setup CHE > MC Company Setup CHE

### Image: MC Company Setup CHE page

MC Company Setup CHE page



#### Enable Multi Contract

Select to enable multiple contract functionality for a company.

#### Legal Rcd# (legal record number)

Displays the record number used to identify the legal (receiving) record for employees with multiple contracts in the company shown at the top of the page.

## Review Multiple Contracts CHE Page

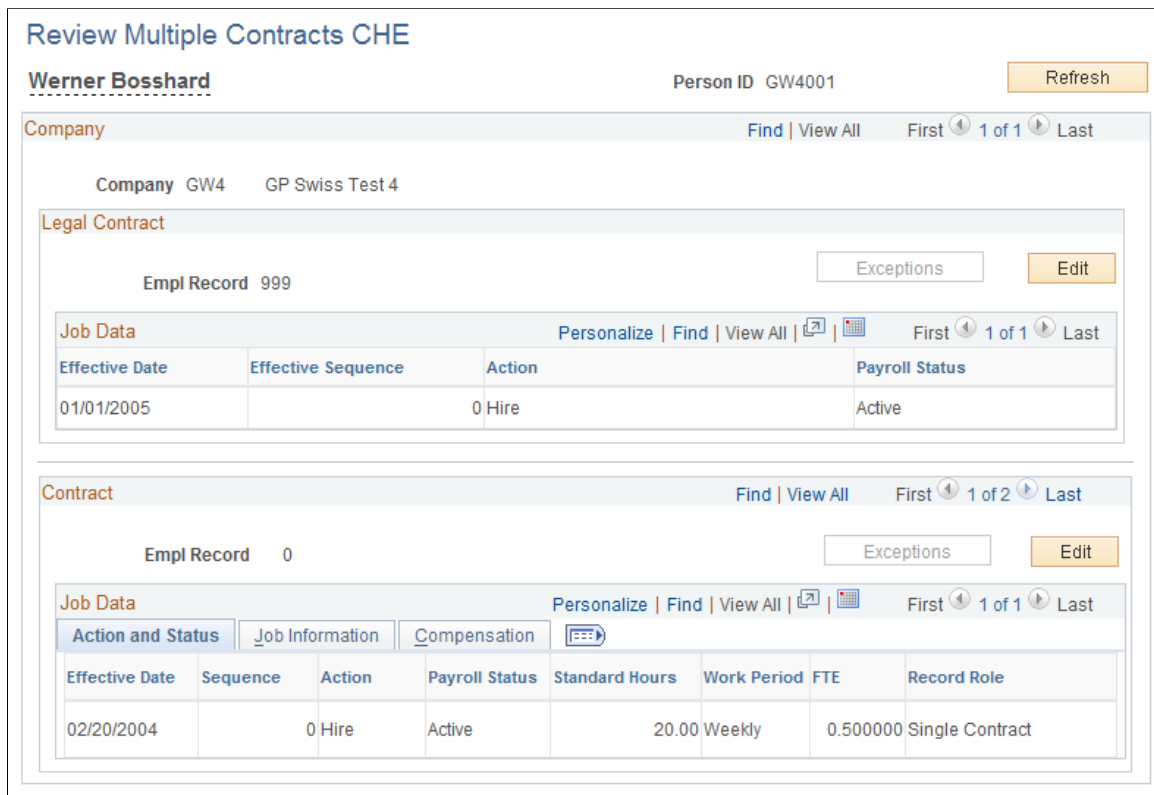
Use the Review Multiple Contracts CHE page (GPCH\_MC\_JOB\_DATA) to enter and maintain job data for a multi-contract employee.

### Navigation

Global Payroll & Absence Mgmt > Payee Data > Review Multiple Contracts CHE > Review Multiple Contracts CHE

### Image: Review Multiple Contracts CHE page

Review Multiple Contracts CHE page



This page provides access the New Employment Instance (JOB\_DATA\_EMP) and Job Data (JOB\_DATA) components, enabling you to modify existing job information, create new job records, or terminate job records from a single location. The data displayed on the page is drawn from the Job Data table and can be refreshed after you make changes to an employee's work location, payroll information, salary and compensation data, or other job information, so that you can maintain accurate records and manage your employees based on current job data.

**Company** Displays the company of the employee.

### Legal Contract

**Empl Record** Displays the legal or *receiving* record number for a group of concurrent jobs when there are multiple contracts for an employee.

The legal record number is generated automatically for multi-contract employees when you select Enable Multi Contract on the MC Company Setup CHE page.

See [Multiple Contracts Company Setup CHE Page](#).

## Contract

### Empl Record

Displays the *single* or *sending* record number for each job assigned to a multi-contract employee.

---

**Note:** The role of an employee's job record in a multi-contract company is defined as *single* if he/she has only one job and no concurrent assignments. *Sending* and *legal* roles apply only when the employee has multiple assignments.

---

## Job Data - Action and Status Tab

Select the Action and Status tab.

This tab displays information about the sending and single contract records belonging to a multi-contract employee.

### Effective Date and Sequence

Displays the effective date and sequence of the job data record with the action and status displayed on the Action and Status tab.

### Action

Displays the action value associated with the job data record. For example, the job data record created when an employee is hired displays the value *Hire*.

### Payroll Status

Displays a status of *Active* or *Inactive*.

### Standard Hours, Work Period, and FTE (full time equivalency)

These fields display the standard hours, work period, and full time equivalency from the Job Data table for each record.

### Record Role

Displays the role of each record you are viewing: either *Single* or *Sending*.

## Job Data - Job Information Tab

Select the Job Information tab.

This tab displays information about the sending and single contract records assigned to a multi-contract employee.

**Image: Review Multiple Contracts CHE page – Job Information tab**

Review Multiple Contracts CHE page – Job Information tab

Job Data				
Action and Status		Job Information	Compensation	
Business Unit	Job Title	Department	Location	Full/Part Time
Switzerland Business Unit	Manager-Customer Services	Department 30401	Agentur Lausanne	Part-Time

**Business Unit**

Displays the business unit associated with the employee's job record in the Job Data table.

**Job Title**

Displays the job title associated with the employee's job record in the Job Data table.

**Department**

Displays the department associated with the employee's job record in the Job Data table.

**Location**

Displays the location associated with the employee's job record in the Job Data table.

**Full/Part Time**

Displays the full or part time status associated with the employee's job record in the Job Data table.

**Job Data - Compensation tab**

Select the Compensation tab.

This tab displays information about the sending and single contract records belonging to a multi-contract employee.

**Image: Review Multiple Contracts CHE page – Compensation tab**

Review Multiple Contracts CHE page – Compensation tab

Job Data				
Action and Status		Job Information	Compensation	
Pay Group	Short Description	Frequency	Compensation Rate	Description
GW41	GW41	Monthly	5000.000000	Swiss Franc

**Pay Group**

Displays the pay group associated with the employee's job record in the Job Data table.

---

**Important!** The multiple contract functionality discussed in this chapter assumes that the *Pay Groups* and *Calendars* are the same across all job records (contracts) for the same employee, whether they are sending records or legal records.

---

**Short Description**

Displays the short description of the pay group associated with the employee's job record in the Job Data table.

<b>Frequency</b>	Displays the frequency of the components of pay associated with the employee's job record in the Job Data table.
<b>Compensation Rate</b>	Displays the compensation rate associated with the employee's job record in the Job Data table.
<b>Description</b>	Displays the currency associated with the compensation rate.

## Edit

Click the Edit button to access the Job Data (JOB\_DATA) component where you can modify the information in an employee's job record or terminate jobs.

## Exceptions

Click the Exceptions button to access the Review MC Exceptions CHE (GPCH\_MC\_EXCEPTIONS) component, where you can review contract changes that the system is unable to resolve or process.

## Create New Contract

Click the Create New Contract button to access the New Employment Instance (JOB\_DATA\_EMP) component, where you can add a concurrent assignment for the payee.

---

**Note:** When you create a new employment instance that results in multiple contracts for an employee, the system automatically creates a job record with the legal record number for the employee's company.

---

## Refresh

Click the Refresh button to populate the Review Multiple Contracts CHE page with current job data from the Job Data table.

## Review MC Exceptions CHE Page

Use the Review MC Exceptions CHE page (GPCH\_MC\_EXCEPT) to review contract changes that the system is unable to resolve or process.

You may need to enter these changes manually.

### Navigation

Global Payroll & Absence Mgmt > Payee Data > Review MC Exceptions CHE > Review MC Exceptions CHE

The system generates error and warning messages in response to contract data changes that it cannot process or resolve. Use this page to view these error and warning messages. You may need to correct these errors manually.

## Setting Up and Running the General Ledger (GL) Process for Multi-Contract Employees

To set up and run the General Ledger process for Switzerland, use the GL Migrating MC Elements CHE (GPCH\_GL\_MIGR), Accumulators (GP\_ACCUMULATOR), and Send Costs to GL CHE (GPCH\_GL\_PREPARE) components.

This topic provides an overview of the General Ledger process for Switzerland.

### Pages Used to Set Up and Run the General Ledger (GL) Process for Multi-Contract Employees

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>General Ledger Migrating Multiple Contracts Elements CHE Page</u>	GPCH_GL_MIGR_LST	Select segment accumulators to transfer to a target record where they can be picked up by the GL process.
<u>Level Page</u>	GP_ACCUMULATOR_1	Specify the variables storing the record number and company to which you want to transfer segment accumulator results.  We discuss this page in the <i>PeopleSoft Global Payroll PeopleBook</i> .
<u>Send Costs to GL CHE Page</u>	GP_GL_PREPARE	Send costs to PeopleSoft General Ledger.  When you run the General Ledger process from this page, the system transfers accumulator results to the target record and company stored in the variables specified on the segment accumulator Level page and then sends the results to PeopleSoft General Ledger.  If you are using the multiple contracts functionality for Switzerland, follow all General Ledger setup steps described in the Global Payroll core application PeopleBook, with one exception: do not use the standard Send Costs to GL page to transfer cost data to General Ledger. Use the General Ledger Run Control page for Switzerland to do this instead. If you are not using this functionality, follow all General Ledger processing steps described in the core application PeopleBook.

### Understanding the General Ledger Process for Switzerland

The standard General Ledger process for Global Payroll uses segment accumulator results to calculate and distribute costs. However, in the case of multiple contracts, each sending record generates accumulator results for one contract only, and consequently provides incomplete cost data, whereas

the single *receiving* record sums up all of the data for the employee (each sending contract calculates the gross for one contract, whereas the legal contract calculates all legal earnings and deductions on accumulated salaries). For legal and reporting reasons, it is precisely this record that is of interest to General Ledger. However, because General Ledger is not set up to process segment accumulator results for the legal record, Global Payroll for Switzerland delivers a General Ledger process (GPCH\_GL\_RC) that you can run to *transfer* the segment accumulators from the last record calculated—the legal or receiving record, which has the highest number and is therefore processed after the others—to a target record and company specified in the User Key fields of the same segment accumulators. The General Ledger process can then pick up the accumulator results from the record and company identified in the User Key fields and use them for cost distribution.

Before running this process, you must access the GL Migrating MC Elements CHE page and list the segment accumulators to migrate from the legal record to the target record and company specified in the segment accumulators' User Key fields.

The steps for setting up and running the General Ledger process can be summarized as follows:

1. Select the segment accumulators to transfer to the target record where they can be picked up and processed by General Ledger.

To do this, use the GL Migrating MC Elements CHE page.

2. Specify the variables storing the record number and company to which you want to transfer segment accumulator results in the accumulators' User Key fields.

Do this on the Level page of the Accumulators (GP\_ACCUMULATOR) component in the core application.

3. Send the accumulator results to PeopleSoft General Ledger.

Do this on the General Ledger Run Control page.

---

**Important!** For a segment accumulator to be migrated across record number results, it must have both the target record number and company indicated in its USER\_KEY fields and it must be listed in an effective dated migration list for the processed pay entity.

---

## General Ledger Migrating Multiple Contracts Elements CHE Page

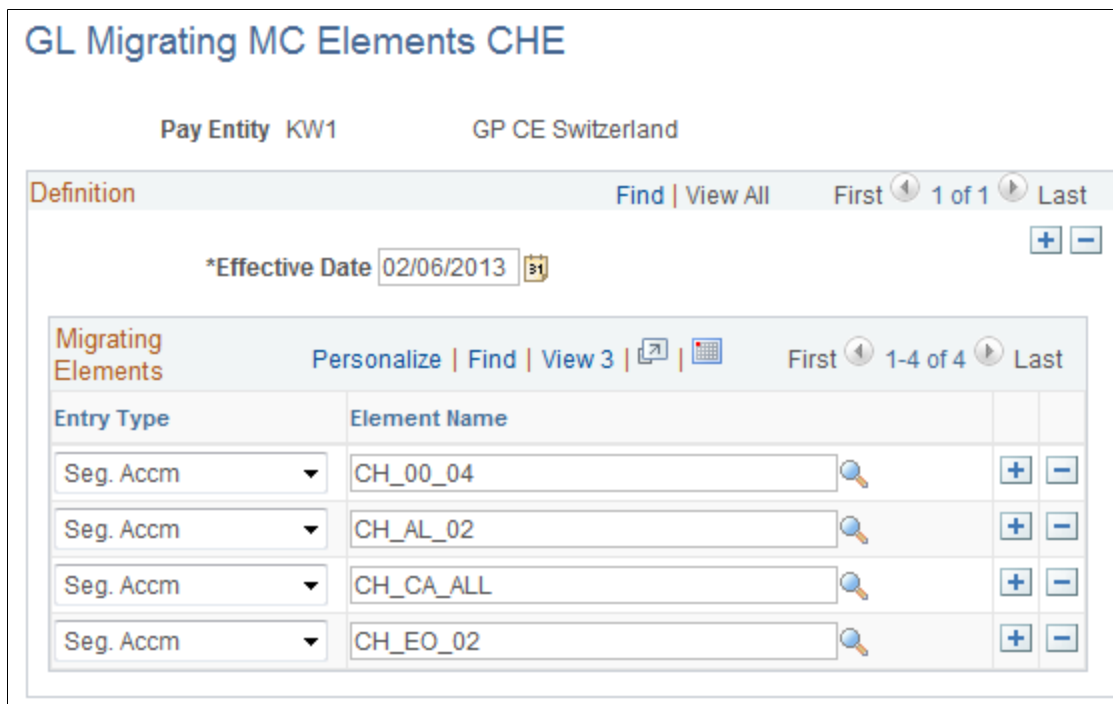
Use the GL Migrating MC Elements CHE (General Ledger Migrating Multiple Contracts Elements CHE) page (GPCH\_GL\_MIGR\_LST) to select segment accumulators to transfer to a target record where they can be picked up by the GL process.

### Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Integration > GL Migrating MC Elements CHE > GL Migrating MC Elements CHE

**Image: GL Migrating MC Elements CHE page**

GL Migrating MC Elements CHE page



**Entry Type** Select *Seg. Accm* (segment accumulator).

**Element Name** List the segment accumulators to transfer from the legal (*receiving*) record to the target record for GL processing.

**Level Page**

Use the Level page (GP\_ACCUMULATOR\_1) to specify the variables storing the record number and company to which you want to transfer segment accumulator results.

We discuss this page in the PeopleSoft Global Payroll PeopleBook.

**Navigation**

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Accumulators > Level



**Image: Level page**

Level page

Accumulator Name	Definition	Level	Members
Element Name	CH_MC_AH02	MC for CH_AH_02	Owner PS Mnt
<b>Accumulator Level</b>			
<input checked="" type="radio"/> Payee (EMPLID) <input type="radio"/> Job (EMPLID/EMPL_RCD)			
User Key Type 1	Variable	Key Element 1	CH_MC_RCVR_CMPNY
User Key Type 2	Variable	Key Element 2	CH_MC_RCVR_RCD
User Key Type 3		Key Element 3	
User Key Type 4		Key Element 4	
User Key Type 5		Key Element 5	
User Key Type 6		Key Element 6	

In the User Key Type fields, select *Variable*, and then enter the variable element CH\_MC\_RCVR\_CMPNY (MC Receiver Company) in combination with the variable CH\_MC\_RCVR\_RCD (MC Receiver) in the Key Element fields. These variables are set up to hold the company and the number of the target record to which you are transferring the segment accumulator results.

---

**Note:** We discuss this page in detail in the *PeopleSoft Global Payroll PeopleBook*.

---

See "Defining Accumulators" (PeopleSoft HCM 9.2: Global Payroll).

**Send Costs to GL CHE Page**

Use the Send Costs to GL CHE page (GP\_GL\_PREPARE) to send costs to PeopleSoft General Ledger.

When you run the General Ledger process from this page, the system transfers accumulator results to the target record and company stored in the variables specified on the segment accumulator Level page and then sends the results to PeopleSoft General Ledger.

**Navigation**

Global Payroll & Absence Mgmt > Time and Labor / GL Costs > Send Costs to GL CHE > Send Costs to GL CHE

**Image: Send Costs to GL CHE page**

Send Costs to GL CHE page

The fields on the General Ledger Run Control page for Switzerland are identical to those on the Send Costs to GL page in the Global Payroll core application.

See "Running the General Ledger Process and Sending Data" (PeopleSoft HCM 9.2: Global Payroll).

---

## Managing Swiss Legal Attribute Records

This section discusses:

- Handling of Legal Attributes in Non-MC and MC Environments
- Legal Attributes with New Levels

### Handling of Legal Attributes in Non-MC and MC Environments

PeopleSoft Global Payroll for Switzerland supports handling of employees for payroll calculations in two modes — Non-MC Environments and MC Environments.

*In Non-MC Environments:*

- Individual employee records are considered as a single legal entity
- Reference record and employee record have an one-to-one relationship
- Swiss attributes are assigned to a dedicated employee record
- Independent Payroll is generated for this legal entity per employee record

*In MC Environments:*

- There can be multiple employment records for a single employee / legal entity spanning several companies, and canton of work locations

- Unlimited number of employee records can be added
- Multiple employment records are mapped to a single reference record
- Reference Record and employee records have a one-to-many relationship
- The reference record acts as the unified single legal entity
- Swiss attributes are assigned to this unified single legal entity
- Payroll and ceilings are applied to the single legal entity
- Reference records are identified by the system and this controls prompting and defaults

## Legal Attributes with New Levels

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Define Family Allow Data CHE Page	GPCH_CA_DATA	<ul style="list-style-type: none"> <li>• Reference record in Level 0 indicates the most recent record and is displayed for information purposes only.</li> <li>• Reference record in Level 1 indicates reference record 'as of effective date'.</li> <li>• This determines prompting and defaults.</li> </ul>
Maintain Source Tax Data CHE Page	GPCH_TX_DATA	<ul style="list-style-type: none"> <li>• Reference record in Level 0 indicates the most recent record and is displayed for information purposes only.</li> <li>• Reference record in Level 1 indicates reference record 'as of effective date'.</li> <li>• This determines prompting and defaults.</li> </ul>
Maintain Social Insurance Data CHE Page	GPCH_SI_DATA	<ul style="list-style-type: none"> <li>• Reference record in Level 0 indicates the most recent record and is displayed for information purposes only.</li> <li>• Reference record in Level 1 indicates reference record 'as of effective date'.</li> <li>• This determines prompting and defaults.</li> </ul>
Accident Insurance Data CHE Page	GPCH_UV_DATA	Employee Record is assigned to each dedicated record in both MC and Non-MC Environments.

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
Add Other Insurance Data CHE Page	GPCH_SI_VARIANT	<ul style="list-style-type: none"> <li>Reference record in Level 0 indicates the most recent record and is displayed for information purposes only.</li> <li>Reference record in Level 1 indicates reference record 'as of effective date'.</li> <li>This determines prompting and defaults.</li> </ul>
Pension Fund Data CHE Page	GPCH_PK_DATA	Employee Record is assigned to each dedicated record in both MC and Non-MC Environments
Maintain LAW Data CHE Page	GPCH_TX_LAW_DATA	<ul style="list-style-type: none"> <li>Reference record in Level 0 indicates the most recent record and is displayed for information purposes only.</li> <li>Reference record in Level 1 indicates reference record 'as of effective date'.</li> <li>This determines prompting and defaults.</li> </ul>
Override Tax Statement CHE Page	GPCH_IF_TX07	Reference record in Level 0 indicates the most recent record and is displayed for information purposes only.
Define EO Payment CHE Page	GPCH_EO_CALC	<ul style="list-style-type: none"> <li>Reference record in Level 0 indicates the most recent record and is displayed for information purposes only.</li> <li>Reference record in Level 1 indicates reference record 'as of effective date'.</li> <li>This determines prompting and defaults.</li> </ul>
Define EO Payment Override CHE Page	GPCH_EO_RETRO	<ul style="list-style-type: none"> <li>Reference record in Level 0 indicates the most recent record and is displayed for information purposes only.</li> <li>Reference record in Level 1 indicates reference record 'as of effective date'.</li> <li>This determines prompting and defaults.</li> </ul>

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
Maternity Leave CHE Page	GPCH_AB_EE_MATERN	<ul style="list-style-type: none"> <li>• Reference record in Level 0 indicates the most recent record and is displayed for information purposes only.</li> <li>• Reference record in Level 1 indicates reference record 'as of effective date'.</li> <li>• This determines prompting and defaults.</li> </ul>
Define Payee Data CHE Page	GPCH_AL_EMPLMNT	<ul style="list-style-type: none"> <li>• Reference record in Level 0 indicates the most recent record and is displayed for information purposes only.</li> <li>• Reference record in Level 1 indicates reference record 'as of effective date'.</li> <li>• This determines prompting and defaults.</li> </ul>



# Processing Swissdec by Dashboard

---

## Understanding ELM and eGovernment for Global Payroll for Switzerland

This section discusses:

- eGovernment Overview
- eGovernment Reporting
- Additional XML Reporting
- Managing Governmental Data

### eGovernment Overview

Swiss eGovernment, or ELM (*einheitliches Lohnmeldeverfahren*), is the secure electronic transmission of salary declaration for social insurance, taxation and statistical reporting.

Increasing demand for electronically submitted data is currently spreading across Europe. Approximately 300,000 companies operating in Switzerland report information relating to social insurance registration, taxation, and statistical data to government agencies and insurance providers. An estimated 90 percent of all salary-related information is already in electronic form. In Switzerland SUVA, Swissdec, and other Swiss social insurance and software providers have been working together to define an XML-based electronic submission standard under the umbrella project initiative called *Lohnstandard-CH*.

### eGovernment Reporting

Delivered eGovernment functionality enables you to run year end and monthly legal reporting using a single dashboard, simplifying the process. Governmental data is taken from the existing set of legal reports and stored in separate XML records.

eGovernment creates the ELM records using the following reports:

- GPCHSI07 - UV Yearly.
- GPCHSI08 - AHV Year and NON AHV/ALV.
- GPCHSI8X – AHV E(M)A
- GPCH\_AE\_TX07 - Tax Statement.
- GPCHAL5X - FAK Yearly.
- GPCH\_AE\_INS - BVG Pension, KTG Health, and UVGZ Additional Accident insurance.

- GPCHST2X – BFS Salary Statistics
- GPCHTX2X – Source Tax.

## Additional XML Reporting

Besides the year end and monthly processes that create the XML according to the ELM Swissdec format, we included these XML reports that can also be processed using the dashboard:

- GPCHTX01 - Source Tax Year for GE.
- GPCHAL4X – FAK\_CAF monthly for *Ausgleichskasse Banken* and *Ausgleichskasse Versicherungen* (Pool Inside).
- GPCHAL5X – FAK\_CAF YearToDate as of eAHV format (e.g. Pools Globaz and IGAKIS).
- GPCHEOX1 – EO\_APG Military service for *Ausgleichskasse Banken* and *Ausgleichskasse Versicherungen* (Pool Inside).
- GPCHAL8X – XML Audit
- GPCHB2X – Bank Transfer format ISO 20022

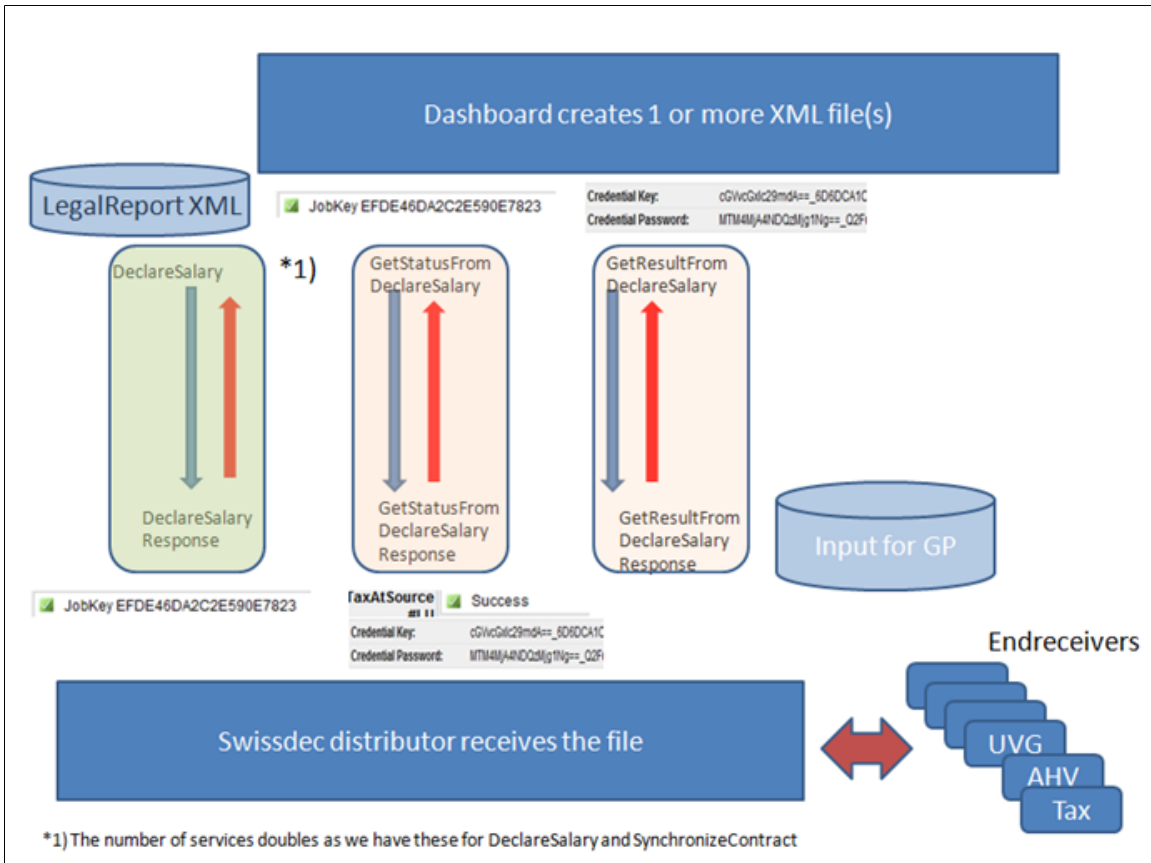
## Managing Governmental Data

By selectively processing eGovernment reports you can breakup data reporting and submission in discrete parts as necessary. For example, consider an organization with four entities of varying sizes: one large and three smaller entities. You may choose to process data from the large entity separately from the other three, which may then be processed together as a group. The data for all four entities may then be sent to the government in two transmissions.



### Image: Managing Governmental Data

#### Managing Governmental Data



ELM Year End processes (AHV\_AV, BFS\_OF, FAK\_CAF, UVG\_LAA, UVGZ\_LAAC, KTG\_AMC, LAW\_CDS, BVG\_LPP) can be run as single domain or combined. Yearly process for Source Tax GE (ISEL) and all monthly processes (incl. source tax Swissdec) need to run in a single domain. The dashboard includes a group of pages called Prepare Files and Process Files. This is where you can select a previously defined domain set to run the defined reports all at the same time for domains defined in the selected domain set and only for providers within the domains, which are mapped on the company level.

## Generating and Managing Dashboard XML

This topic provides an overview on dashboard processing.

### Pages Used to Generate and Manage Dashboard XML

Page Name	Definition Name	Usage
Prepare Files Page	GPCH_EG_RSTATUS	Run a set of reports based on a previously defined domain. The system generate XML only for providers within the domain, which are mapped on the company level.

<b>Page Name</b>	<b>Definition Name</b>	<b>Usage</b>
<a href="#">Process Files Page</a>	GPCH_EG_FSTATUS	View the files that were processed in the run. From this page you can also validate, save, or ping the receiver's WebServer and send the file.
<a href="#">Transmit Options Page</a>	GPCH_EG_SEND_OPTN	Select the options that you want to use to transmit or save the file.
<a href="#">Ping/Interop Details Page</a>	GPCH_EG_PING_INTER	Send an XML message to the distributor.
<a href="#">BI PUBLISHER/ViewGen Parameters Page</a>	GPCH_EG_BI_PUBLISHER	Select the parameters that you want to use to run the report. You can also select the criteria by which you want the system to sort the information.
File Management Options Page	GPCH_FILE_PROCESS	Upload, Save, Delete and View Files. Optional as well further Process and Print by BI Publisher.  See also <a href="#">Robust File Management</a> .

## Understanding Dashboard Processing

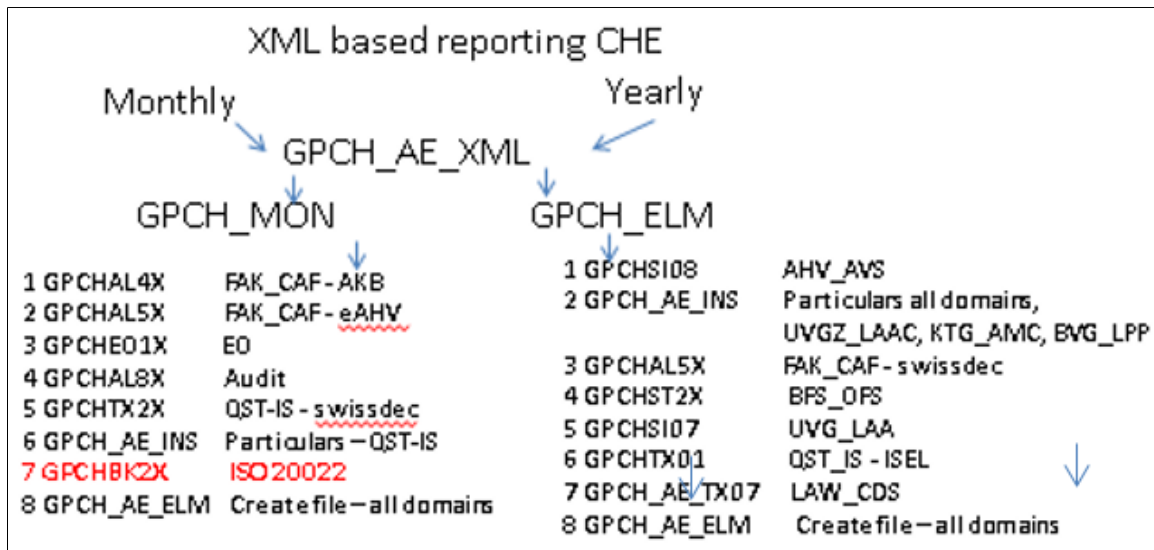
From a central dashboard, eGovernment allows you to control the year end and monthly reporting process. Using the dashboard you can Create and manage the XML, which is finally sent to the authorities.

Here is a graphical representation of how the system processes information from the dashboard:

GP Switzerland dashboard manages all XML based reporting with one framework. The following graphics provides an overviewon for all monthly and yearly XML created by dashboard. User starts Job GPCH\_AE\_XML which launches - depending on navigation ( monthly or yearly ) – in the backend jobs GPCH\_MON or GPCH\_ELM.

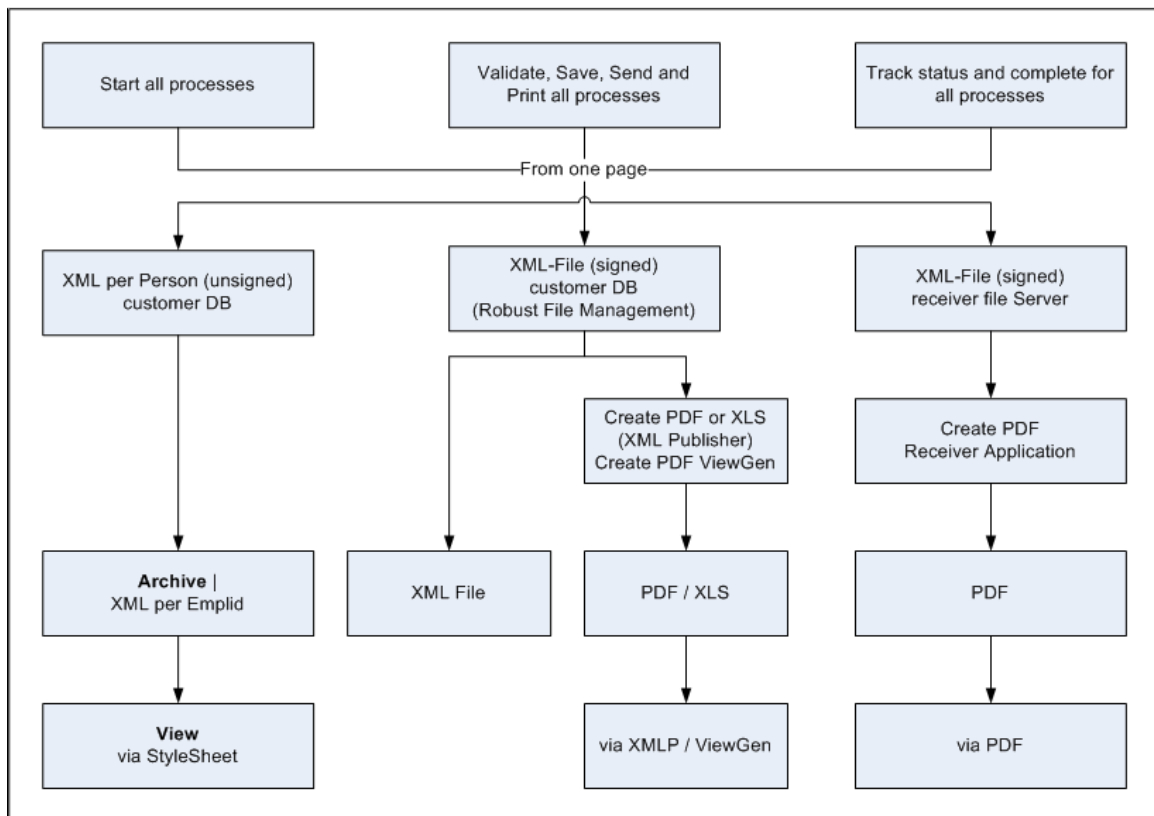
**Image: XML Based Reporting CHE**

This example illustrates XML based reporting CHE.



**Image: Graphical representation of how the system processes information from the dashboard**

Graphical representation of how the system processes information from the dashboard



## Prepare Files Page

Use the Prepare Files page (GPCH\_EG\_RSTATUS) to run a set of reports based on a previously defined domain.

The system generates XML only for providers within the domain, which are mapped on the company level.

### Navigation

Global Payroll & Absence Mgmt > Authority Correspondence >XML based reporting CHE > Year End XML CHE > Prepare Files

### Navigation

Global Payroll & Absence Mgmt > Authority Correspondence >XML based reporting CHE > Monthly XML CHE > Prepare Files

### Image: Prepare Files page if navigation is Yearly (1 of 2)

Prepare Files page (1 of 2)

**Image: Prepare Files page (2 of 2)**

Prepare Files page (2 of 2)

Prepare Files | Process Files

Run Control ID CH\_KW2\_1\_2016 Report Manager Process Monitor Run

Language German

**Run\_Options**

Apply context language

Pay Year 2016 Company KW2 Delete

BVG-ValidAsOf 01/01/2017 Domain ID 1 KW2 SwissDec

Print Class

Dashboard Parameters

Report Sub Selection

**Selected Processes** Personalize Find First 1-10 of 10 Last

Type	Report Status	Report Period
1 Identify	Success	
2 UVG-LAA	Success	
3 KTG-AMC	Success	
4 UVGZ-LAAC	Success	
5 FAK-CAF	Success	

**Image: Prepare files page (when the Navigation is Monthly)**

Prepare files page (when the Navigation is Monthly)

Prepare Files | Process Files

Run Control ID FMB\_GWA\_2013\_1 Report Manager Process Monitor Run

Language English

**Run\_Options**

Apply context language

Pay Year Company Delete

BVG-ValidAsOf 01/01/0001 Domain ID Print Class

Dashboard Parameters

Report Sub Selection

**Provider Sub Selection** Personalize Find View All First 1 of 1 Last

Provider Type	Provider Code
1	

Group List ID

**Company Details** Personalize Find View All First 1 of 1 Last

Company
1

**Employee Sub Selection** Personalize Find View All First 1 of 1 Last

Empl ID
1

**Selected Processes** Personalize Find First 1 of 1 Last

Type	Report Status	Report Period	Current Pay End Date	New Period Run
1	Open	Monthly	00/00/0000	<input type="checkbox"/>

<b>Apply context language</b>	Print the report in the employee's language.
<b>Pay Year</b>	Enter the year for which you want to run the reports.
<b>Company</b>	Select the company for which you want to run the reports.
<b>BVG Valid asOfDate</b>	The system populates this field with the first day of the pay year +1 that you entered. It is used for the control of individual BVG _LPP processing.
<b>Domain ID</b>	Select the domain ID that you set up on the ELM Domain Setup CHE page. The system populates the values that you entered on the ELM Domain Setup CHE page in the fields below.
	<hr/> <b>Note:</b> Prompt will only show domains of type 'Yearly'. <hr/>
<b>Delete</b>	To delete this information, click the Delete button, then save and then enter domain ID again (same or other).
	<hr/> <b>Note:</b> Delete will clean up all entries, whether the data was already sent to the authorities or not. By default, the delete button is not active. If inactive, delete button is hidden (till Image 17 just grey ). You can activate it by setting the PowerUser parameter to 'Y' in the Online Processing CHE page. <hr/>
<b>Print Class</b>	Only submitted for Monthly audit (see Chapter 31).
<b>Dashboard Parameters</b>	These fields describe the various parameters used to create the current file. This information is entered on the ELM Domain Setup CHE page and is populated when you select the domain ID (this entry is mandatory for GE ISEL).
<b>Run</b>	Dashboard processing follows the logic of payroll processing (starting with Image 17). It allows to run again as long as the file was not sent. Thus send will play the same role as finalize does in payroll processing. The Run button is greyed out if the file is sent (that isa Declaration ID has been filled in the second folder).

### Report Sub Selection (when the Navigation selected is Yearly)

Using the fields in this group box selects only a subset of information, which means the entities need to be included in the processed domain.

<b>Provider Type</b>	Select the type of provider for whom you want to create the XML Mandatory for ISO20022, if more than 1 homebank per company.
<b>Provider Code</b>	Select the provider for whom you want to create the XML. Mandatory for ISO20022, if more than 1 homebank per company.

<b>EmplID</b> (employee ID)	Select the ID(s) of the employee(s) for whom you want to create the XML
<b>Company</b>	Select the Company (only for GE ISEL XML, see Yearly).
<b>Group List ID</b>	Select a group for which you want to create XML. You create group lists on the Group List page (select Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Payee Groups, Group Lists, Group List).  See also "Creating Group Lists" (PeopleSoft HCM 9.2: Absence Management).
<b>Select Processes</b>	
<b>Type</b>	Domains selected for this domain  Always included: Identify and Write File  Others depend on set definition
<b>Report Status</b>	The system displays the status of the report after the job has been run to completion.
<b>Report Period</b>	For Navigation Yearly it's always blank (display only)

---

**Note:** Once a user saves the page, the system creates a table suite for the dashboard. Setup information, like company address, domain attributes, and so on, have already been saved in XML format. When starting the job the process invokes all included legal processes, but only executes processes that are included in that domain set. The last step is an Application Engine process (GPCH\_AE\_ELM), which creates the final XML file. The system stores XML snippets for each person on the employee ID and domain level (GPCH\_EG\_PERSON). The system also stores provider totals as well as ready to go XML snippets on the provider and year level. All further viewing and reporting inside the dashboard uses the XML file as a source.

---

### Report Sub Selection (when the Navigation selected is Monthly)

There are subtle differences to the field when the Navigation is Monthly. The field descriptions for the Report Sub section when the Navigation is Monthly is given below:

<b>Provider Type</b>	Select the type of provider for whom you want to create the XML Mandatory for ISO20022, if more than 1 homebank per company.
<b>Provider Code</b>	Select the provider for whom you want to create the XML. Mandatory for ISO20022, if more than 1 homebank per company.
<b>EmplID</b> (employee ID)	Select the ID(s) of the employee(s) for whom you want to create the XML
<b>Company</b>	Select the Company (only for GE ISEL XML, see Yearly).

<b>Group List ID</b>	Select a group for which you want to create XML. You create group lists on the Group List page (select Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Payee Groups, Group Lists, Group List).  See also "Creating Group Lists" (PeopleSoft HCM 9.2: Absence Management).
<b>Select Processes</b>	
<b>Type</b>	Domains selected for this domain  Always included: Identify and Write File  Others depend on set definition
<b>Report Status</b>	The system displays the status of the report after the job has been run to completion.
<b>Report Period</b>	For Navigation Yearly it's always blank (display only)
<b>Current Pay End Date</b>	Defaults to the most recent open month end in the current year. Users can edit this field.
<b>New Period Run</b>	This field is available, if the current period got finalized. Click to open the next period in this year. Validates for ISO20022 for existing Payment Prep and for others against Payr Run for this months

---

**Note:** Once a user saves the page, the system creates a table suite for the dashboard. Setup information, like company address, domain attributes, and so on, have already been saved in XML format. When starting the job the process invokes all included legal processes, but only executes processes that are included in that domain set. The last step is an Application Engine process (GPCH\_AE\_ELM), which creates the final XML file. The system stores XML snippets for each person on the employee ID and domain level (GPCH\_EG\_PERSON). The system also stores provider totals as well as ready to go XML snippets on the provider and year level. All further viewing and reporting inside the dashboard uses the XML file as a source.

---

## Process Files Page

Use the Process Files page (GPCH\_EG\_FSTATUS) to view the files that were processed in the run.

From this page you can also validate, save, or ping the receiver's WebServer and send the file.

### Navigation

Global Payroll & Absence Mgmt > Authority Correspondence >XML based reporting CHE > Year End XML CHE > Process Files

Or



## Navigation

Global Payroll & Absence Mgmt > Authority Correspondence >XML based reporting CHE > Monthly XML CHE > Process Files

### Image: Process Files page

Process Files page

File ID	Declaration ID	Type	Provider Code	Process Type	Provider Total	Internal	External	Validate file	Save	Ping	Send & Require	Regenerate	Print	Delete
1	2013.GWA-1-Y-01-001	KTG-AMC	#KTG	PIV		Open	Open	Validate file	Save	[Ping]	Send & Require	Regenerate	Print	Delete
2		UVGZ-LAAC	#BACK	PIV		Open	Open				Get Result		Print	
3		AHV-AVS	#AHV	PIV		Open	Open				Get Result		Print	
4		BFS-OFS	#OFS	PIV		Open	Open				Get Result		Print	
5		FAK-CAF	#FAKBE	PIV		Open	Open				Get Result		Print	
6		BVG-LPP	#BVG01	PIV		Open	Open				Get Result		Print	
7		LAW-CDS	#TAVAD	PIV		Open	Open						Print	
8		UVG-LAA	#SUVA	PIV		Open	Open				Get Result		Print	
9		FAK-CAF	#FAKAG	PIV		Open	Open				Get Result		Print	
10		FAK-CAF	#FAKLU	PIV		Open	Open				Get Result		Print	

From this page you can validate, print, save, or send the file. Further you can print (via ViewGen a/o BI Publisher) , or ping the receiver's WebServer

### Log File

Link to internal log – only available after validation.

### Ping/Interop Response

Link to Ping/Inter Response – only available after Ping/Interop.

+/-

Explode or collapse receiver list for this file.

### File ID

File ID created as combination of Year-Company-DomainSet-PeriodOption-Period-SerialNumber. In the XML we additionally append the time stamp to File ID.

### Declaration ID

The Swissdec distributor returns the Declaration ID. Once the file is sent, the Declaration ID will be shown here.

### Type

Lists the domain type of receivers addressed by this domain set.

### Provider Code

Lists the receivers addressed by this domain set.

### Process Type

Shows the assigned Process type (EIV or PIV). For Swissdec, PIV is mandatory (will set distributor to true).

### Provider Total

Currently not supported.

### Internal

Displays status of the Internal processing (status of creation and validation).

<b>External</b>	Displays status of the external processing (status of send & response).
<b>Validate File</b>	Click to identify any validation errors (against the related XSD provided by authorities). The system displays a message that tells you if the XML file validates (JAVA validation on XSD) and lists all validation errors, if any.
<b>Save</b>	<p>The Save button will guide you to the Transmit Options page in Saving mode.</p> <p>The sub page File Management option gives you the options to save the data in test mode, as a signed file and or as encrypted file.</p> <p>For ISO 20022 Transmit Options page is skipped and it directly navigates to File management options.</p> <p>For all domains (but requested for ISO 20022): For restricted access to XML see Parameter “Security” in Online Processing Options CHE.</p> <hr/> <p><b>Note:</b> By default, Test option is inactive and Encrypt is active. Sign option follows the setup default. To override this option, set the PowerUser parameter to ‘Y’ in the Online Processing Setup CHE page.</p> <hr/>
<b>Ping</b>	Click the Ping button to confirm that connection to the Swissdec distributor is active and Interop button to perform an operability check. The system displays the Ping / Interop details page where you can choose either Ping or Interoperability.
<b>Send&amp;Request</b>	<p>If you selected the PIV (Prozess Integriertes Verfahren) transmission method on the Providers page (Set Up HCM, Product Related, Global Payroll &amp; Absence Mgmt, Social Security / Insurance, Providers CHE, Providers), the system displays the Send&amp;Request button.</p> <p>The Send&amp;Request button will guide you to the Transmit Options page in Transmission mode.</p> <p>The sub page gives you the options to send the data in test mode, as a signed file and or as an encrypted file.</p>
<b>Regenerate</b>	<p>If the files were sent already with success, click the Complete Flag in the ‘Review files’ folder. This will grey out the Send button and activate the Regenerate button. Click this button to regenerate the file. This creates new generations of the files, appending the ID numbers with sequence numbers (_n) to identify the generation. You can now send the files again.</p> <p>Internally, the files will have new request IDs and the request IDs that preceded them. Using this information, the receiver can identify the files as replacements for the files that were sent</p>

previously. Per Definition this feature is only available for PIV mode.

**Print**

Click to view the file you generated. In this page, you can compare 2 XML files using XSLT processing. The system displays the information in a separate browser window using the BI Publisher or Swissdec ViewGen. ViewGen is available for all Swissdec domains (except BVG\_LPP). BI Publisher provides output for internal usage for all domains.

**Delete**

Will delete this file, but not the other files for this domain set.

**Transmit Options Page**

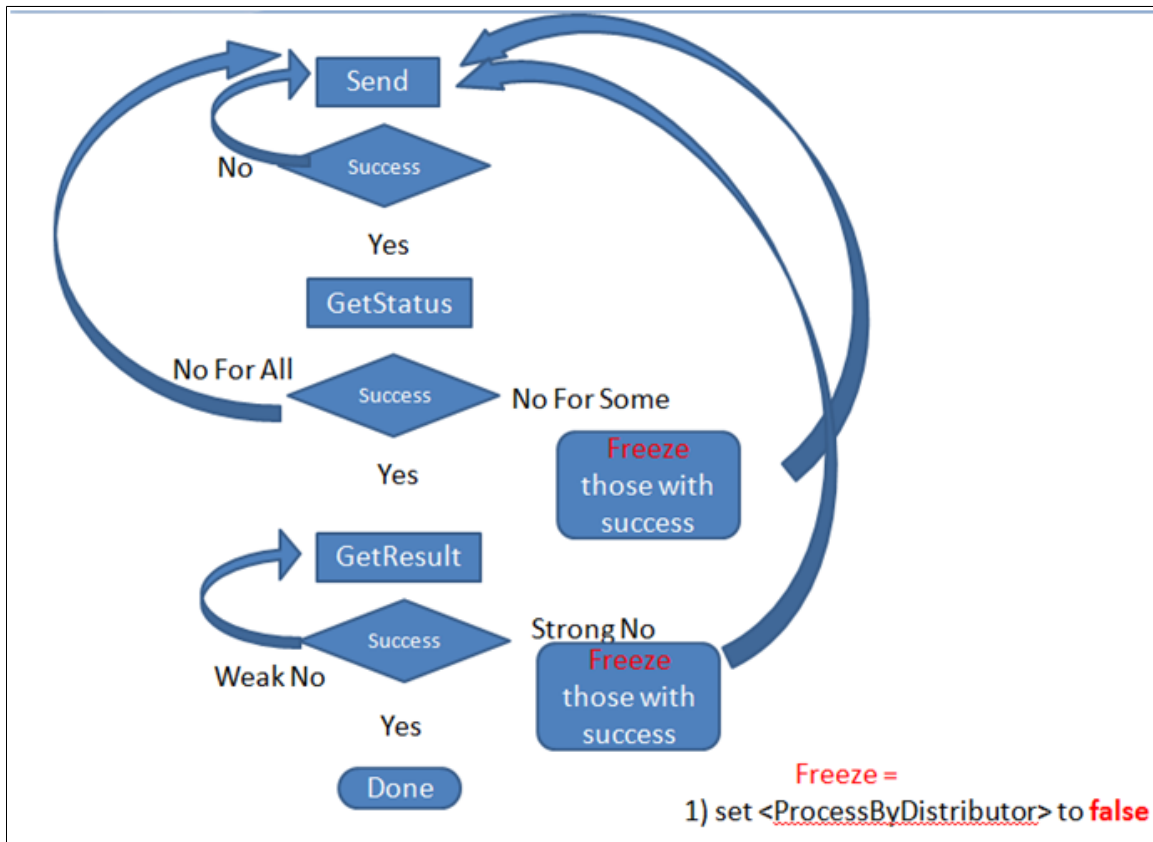
Use the Transmit Options page (GPCH\_EG\_SEND\_OPTN) to select the options that you want to use to transmit or save the file.

To view the internal and external log files and response from the receiver's Web Service.

To compare or import data included in responses from the receiver's Webservice.

**Image: Process flow DeclareSalary - GetStatus - GetResult**

Process flow DeclareSalary - GetStatus - GetResult



**Navigation**

Click the Send & Require or the Save button on the Process Files page.

**Image: Transmit Options page**

Transmit Options page

- Company** Current Company.
- Pay Year** Current Year.
- Domain ID** Current Domain Set.
- File ID** Current File ID.
- Provider Code** Current Provider.
- Jobkey** Jobkey returned by distributor for DeclareSalary and Synchronize Contract.
- Provider Type** Type of current Provider.
- Declaration ID** Declaration ID returned by distributor.
- Sign File** By default the system makes this check box unavailable for use. If the *PowerUser* parameter is set to *Yes* in the online properties, the system enables this check box. Deselect this check box to create an unsigned file. For Swissdec, it's mandatory to sign. For non Swissdec XML, uncheck the sign.
- Compress File** Currently, this feature is not supported.

<b>Encrypt File</b>	Select this check box encrypt the file. Selecting this option will cause the encrypt mode to be different from the standard setting for the provider.
<b>Test Mode</b>	By default the system makes this check box unavailable for the user. If the <i>PowerUser</i> parameter is set to <i>Yes</i> in the online properties, the system enables this check box. Selecting this check box creates the XML with a Test Tag that informs the receiver that this file is only sent for testing purposes.
<b>Request For</b>	
<b>Send line</b>	
<b>Check box</b>	If checked, the OK will save or send (depending on entry mode) the file = Service DeclareSalary / Synchronize Contract..  After file has been sent, the response will automatically popup as PDF via BI Publisher.
<b>Text</b>	Status of send (open, error, success).
<b>ELM Request</b>	Link to unsigned source XML (via File management subpage).
<b>ELM Response</b>	Link to decrypted response XML (via File management subpage).
<b>Printview</b>	Displays decrypted response as PDF via BI Publisher – same as the one that automatically pops up after send.
<b>GetStatus line(Only available for PIV)</b>	
<b>Check box</b>	If checked, the OK will send the GetStatus Request .  After file has been sent, the response will automatically popup as PDF via BI Publisher.
<b>Text</b>	Status of send (open, error, success).
<b>ELM Request</b>	Link to unsigned source XML (via File management subpage).
<b>ELM Response</b>	Link to decrypted response XML (via File management subpage).
<b>Printview</b>	Displays decrypted response as PDF via BI Publisher – same as the one that automatically pops up after send GetStatus.
<b>Complete</b>	Active, if completion possible or required.
<b>Text</b>	Status of Completion.
<b>GetResult line(Only available for PIV)</b>	
<b>Check box</b>	If checked, the OK will send the GetResult Request .

After file has been sent, the response will automatically popup as PDF via BI Publisher.

<b>Text</b>	Status of send (open, error, success).
<b>ELM Request</b>	Link to unsigned source XML (via File management subpage).
<b>ELM Response</b>	Link to decrypted response XML (via File management subpage).
<b>Printview</b>	Displays decrypted response as PDF via BI Publisher – same as the one that automatically pops up after send GetResult.
<b>Compare</b>	Only for BVG_LPP. Compares response data with the data in current DB and shows the result in a PDF automatically called via BI Publisher.
<b>Import</b>	Only BVG_LPP and Source tax. Supports import of BVG_LPP deductions and Source tax changes.
<b>Automated Completion</b>	Only for BVG_LPP SynchronizeContctcomplete automatically.
<b>Transmission Config File</b>	Link to the config file with transmission parameters.
<b>Internal Log File</b>	Link to internal log.
<b>External Log File</b>	Link to external log.

## Ping/Interop Details Page

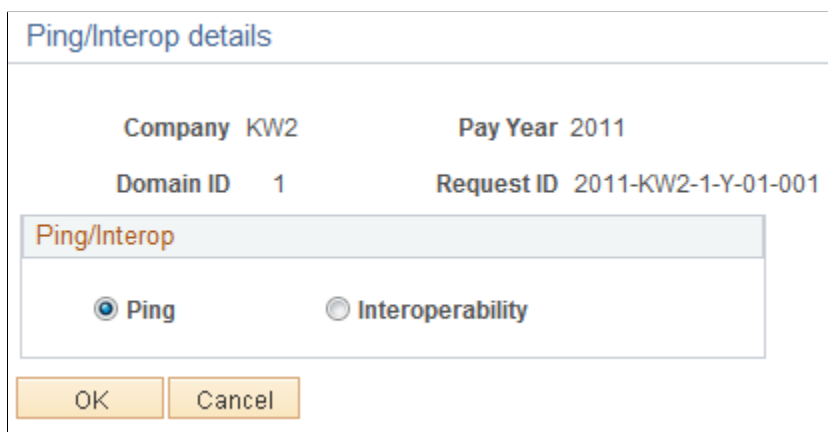
Use the Ping/Interop details page (GPCH\_EG\_PING\_INTER) to send an XML message to the distributor.

### Navigation

Click the Ping button on the Process Files page.

### Image: Ping/Interop details page

Ping/Interop details page



<b>Ping</b>	Select this option to send a standard XML message to the distributor. If the connection is set up properly, you will receive the same message.
<b>Interoperability</b>	Select this option to send various test strings to the distributor so they can evaluate the response.

## BI PUBLISHER/ViewGen Parameters Page

Use the BI PUBLISHER/ViewGen Parameters page (GPCH\_EG\_BI\_PUBLISHER) to select the parameters that you want to use to run the report.

You can also select the criteria by which you want the system to sort the information.

ViewGen is a reporting Tool provided by Swissdec, which supports PDF creation, validation and some conversion on XML. This tool is embedded in GPCH dashboard and the recommended way to create legal reports the Swissdec certified domains. User needs to get hold of the Swissdec ViewGen zip and upload the same in Load Files CHE.

<b>Plugin</b>	<b>Oracle Support</b>
<b>AhvFreeReport</b>	<b>Yes</b>
<b>AhvReport</b>	<b>Yes</b>
<b>FakReport</b>	<b>No</b>
<b>FakDetailedReport</b>	<b>Yes</b>
<b>KtgReport</b>	<b>Yes</b>
<b>Barcode</b>	<b>No</b>
<b>TaxAccountingReport</b>	<b>Yes</b>
<b>UvgReport</b>	<b>Yes</b>
<b>UvgzReport</b>	<b>Yes</b>
<b>Anonymizer</b>	<b>Yes</b>
<b>Validator</b>	<b>Yes</b>
<b>AhvProofOfInsuranceReport</b>	<b>Yes</b>
<b>StatisticReport.</b>	<b>Yes</b>
<b>QstReport</b>	<b>Yes</b>
<b>QstResultReport</b>	<b>Yes</b>

### Navigation

Click the View button on the Process Files page.

### Image: BI Publisher/ViewGen Parameters page

BI Publisher/ViewGen Parameters page

**BI Publisher/ViewGen Parameters**

Company KW2	Pay Year 2017
Domain ID 1	File ID 2017-KW2-1-Y-01-005
Provider Code #SUVA	Jobkey
Provider Type 2	Declaration ID

---

**ViewGen Parameters**

Viewgen
  Run in Batch

Plugin Override

Additional Parameters

100 characters remaining

Payee List ID

---

**Sort Criteria**

---

**Request For**

BI Publisher

Language Code <input style="width: 100px;" type="text" value="English"/>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10px; vertical-align: top;"><b>Employee ID</b></td> <td style="width: 10px; vertical-align: top;">Personalize   Find   View All   </td> </tr> <tr> <td style="border: 1px solid gray; text-align: center;">Empl ID</td> <td style="border: 1px solid gray; text-align: center;">First <input type="button" value="◀"/> 1 of 1 <input type="button" value="▶"/> Last</td> </tr> <tr> <td style="border: 1px solid gray; text-align: center;">1</td> <td style="border: 1px solid gray; text-align: center;"> <input style="width: 80px;" type="text"/> <input type="button" value="🔍"/> <input type="button" value="+"/> <input type="button" value="-"/> </td> </tr> </table>	<b>Employee ID</b>	Personalize   Find   View All	Empl ID	First <input type="button" value="◀"/> 1 of 1 <input type="button" value="▶"/> Last	1	<input style="width: 80px;" type="text"/> <input type="button" value="🔍"/> <input type="button" value="+"/> <input type="button" value="-"/>
<b>Employee ID</b>	Personalize   Find   View All						
Empl ID	First <input type="button" value="◀"/> 1 of 1 <input type="button" value="▶"/> Last						
1	<input style="width: 80px;" type="text"/> <input type="button" value="🔍"/> <input type="button" value="+"/> <input type="button" value="-"/>						

Output Format

Sub Selection

---

**Sort Criteria**

---

**XSLT processing**

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10px; vertical-align: top;"><b>XML File</b></td> <td style="width: 10px; vertical-align: top;">Personalize   Find   View All   </td> </tr> <tr> <td style="border: 1px solid gray; text-align: center;">XML File</td> <td style="border: 1px solid gray; text-align: center;">First <input type="button" value="◀"/> 1 of 1 <input type="button" value="▶"/> Last</td> </tr> <tr> <td style="border: 1px solid gray; text-align: center;">1</td> <td style="border: 1px solid gray; text-align: center;"> <input style="width: 80px;" type="text"/> <input type="button" value="🔍"/> <input type="button" value="+"/> <input type="button" value="-"/> </td> </tr> </table>	<b>XML File</b>	Personalize   Find   View All	XML File	First <input type="button" value="◀"/> 1 of 1 <input type="button" value="▶"/> Last	1	<input style="width: 80px;" type="text"/> <input type="button" value="🔍"/> <input type="button" value="+"/> <input type="button" value="-"/>	<p>XSL Name <input style="width: 150px;" type="text"/> <input type="button" value="🔍"/></p> <p style="text-align: right;"><input type="button" value="Run"/></p> <p style="text-align: center; color: blue;">XSLT Result</p>
<b>XML File</b>	Personalize   Find   View All						
XML File	First <input type="button" value="◀"/> 1 of 1 <input type="button" value="▶"/> Last						
1	<input style="width: 80px;" type="text"/> <input type="button" value="🔍"/> <input type="button" value="+"/> <input type="button" value="-"/>						

#### ViewGen

Select if you want to create output by ViewGen.

Following ViewGen parameters are only active, if ViewGen is checked.

#### Run in Batch

Check in case creation of output will exceed time limit for online transactions (standard setting = 5 minutes). When run in batch mode a message will inform the user, that run got scheduled.



**Plugin Override**

ViewGen supports more than 10 different plugins (see ViewGenReadMe.txt). The system fills the plugin by default. User can override the Plugin (e.g. for AHV Free Report, Validation only or to anonymize the XML)

**Additional Parameters**

Enter additional parameters.

The following parameters get filled by default language: -l DE|FR|IT (default as of processing language) canton (for Source Tax only): -c XX (default as of processed canton)

Beyond most used parameters are for ViewGen reports are:

specimen: -w Creates watermarked report

Additionally for Tax Statement:

Position of Address: -i LEFT|RIGHT (default is RIGHT)

Third language English instead of Italian: -n

(full list see ViewGen Readme)

**Payee List ID**

Select a Payee List to create an output for a subset of the generated XML.

---

**Note:** Print by Payee List will restrict the XML itself to the selection. Thus user may take a backup of the full XML and restore the same after selective print.

---

**Sort Criteria**

ViewGen supports sort for Emplid, First Name, Language, Last Name and Residence Canton for 1 to 3 sort levels.

---

**Note:** Print by Payee List will restrict the XML itself to the selection. Thus user may take a backup of the full XML and restore the same after selective print.

---

**BI Publisher**

Select if you want to create output by BI Publisher.

**Language Code**

Select the language that you want to use for the reports. Supported languages are English, French, German, and Italian.

**Output Format**

Select either *PDF* or *XLS*.

**Sub Selection**

Select the sub selection mode that you want the system to use; either *By Emplid* or *By Group List*.

**Empl ID and Group List**

Depending on the option you selected in the Sub Section field, the system displays one or both group boxes.

**Sort Criteria**

Select the preferred method in which you want the system to sort the data. Sort options include: *AHV-Nbr*, *Birthdate*, *Empl ID*, *Last Name*, and *First Name*.

**AHV Report and ALV Report**

These options are only available for the AHV\_AVS report. Here you can choose, whether you want to the AHV\_AVS yearly report or the AHV\_AVS exempted report.

**XSLT Processing****XML Files**

Select XML files you want to compare. Standard supports comparison of FAK\_CAF YearToDate files.

**XSLT Name**

Select HTML object, which contains the XSLT to process the files assigned under the XML files. Standard provides the XSLT GPCH\_XSLT\_Compare.

**XSLT Result**

Link to File management Option Page to manage the result created by XSLT processing. See also [Robust File Management](#).

Use these steps to generate the Swissdec standard domain XML (AHV\_AVS, FAK\_CAF, UVG\_LAA, UVGZ\_LAAC, KTG\_AMC, BFS\_OFS, LAW\_CDS, Source Tax):

<b>Step</b>	<b>Action</b>	<b>Navigation Path</b>
1	Create a new provider for each Swissdec standard domain.  Provider for Source Tax need to named like this #XX.  Where XX is the 2 character Canton Code, e.g. #BE, #ZH etc.	Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Social Security/Insurance >Providers CHE
2	Add the new provider you created in step 1 to a company.	Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Social Security/Insurance >Company SI Contributions CHE
3	Create a new domain for Swissdec standard domain (1 for all or tailored to your company needs).	Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Social Security/Insurance >ELM Domain Setup CHE
4	Assign Swissdec standard domain attributes to employees.	Global Payroll & Absence Mgmt >Payee Data >Taxes >Maintain Source Tax Data CHE
5	Run the payroll for the company.	Global Payroll & Absence Mgmt >Absence and Payroll Processing >Calculate Absence and Payroll
6	Prepare Dashboard for Swissdec standard domain.	Global Payroll & Absence Mgmt >Authority Correspondence >XML based reporting CHE >Year End XML CHE (or Monthly XML CHE) >Prepare Files
7	Click Run. Then check the Process Monitor to make sure the process runs to success.	Global Payroll & Absence Mgmt >Authority Correspondence >XML based reporting CHE >Year End XML CHE (or Monthly XML CHE)
8	Validate the created file.	Global Payroll & Absence Mgmt >Authority Correspondence >XML based reporting CHE >Year End XML CHE (or Monthly XML CHE)

<b>Step</b>	<b>Action</b>	<b>Navigation Path</b>
9	Review results.	Global Payroll & Absence Mgmt >Authority Correspondence >XML based reporting CHE >Year End XML CHE (or Monthly XML CHE) >Process Files Print View (for all Swissdec domains besides BVG_LPP and BFS_OFS preferred usage is ViewGen).
10	Send File to Swissdec distributor.  For PIV: use Send button  For EIV: use Save button  Save file to a directory of your choice and Upload to Swissdec distributor using EIV Portal	Global Payroll & Absence Mgmt >Authority Correspondence >XML based reporting CHE >Yearly or Monthly >Process Files  See also <a href="#">Robust File Management</a> .
11a	Review Response, for EIV.	Swissdec EIV Portal.
11b	Review Response and Complete for PIV.	Global Payroll & Absence Mgmt >Authority Correspondence >XML Based Reporting CHE >Yearly or Monthly >Process Files  Send GetStatus  Complete (if applicable)  Send GetResult

## Prepare FAK\_CAF Setup for *Verbandsausgleichskassen*

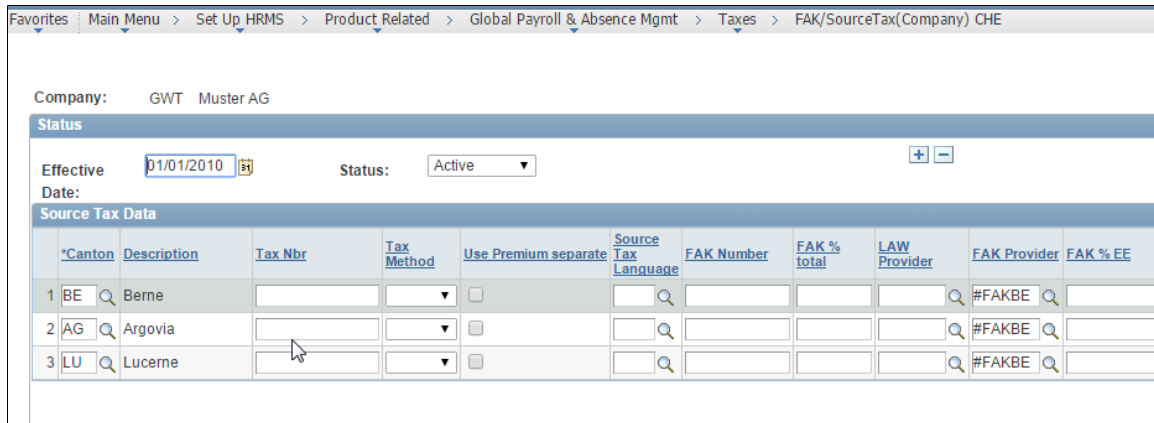
In case a company reports to a “Verbandsausgleichskasse”, it reports all cantons to this institution We support XML creation for multiple cantons with the same customer account. See Swissdec guidelines chapter 3.17.4 We use the XML creation with the ,normal‘ setup ( = 1 Provider for each canton ) Now we identify the Mode ‘Verbandsausgleichskasse’ by the existence of the Canton-/Provider Mapping in Canton The following setup triggers the creation of XML for Verbandsausgleichskassen.

### Navigation

Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Taxes >FAK/SourceTax(Company) CHE >FAK/SourceTax(Company) CHE

**Image: FAK/SourceTax (Company) CHE Page**

FAK/SourceTax (Company) CHE page



**FAK Provider**

Dummy Provider for ‘Verbandsausgleichskasse’ – not mapped in Company-Provider page.

**Preparing XML File for FAK\_CAF Monthly Processing (AK Banken and AK Versicherung)**

Use the Prepare Files page (GPCH\_EG\_RSTATUS) for preparing XML file for FAK\_CAF Monthly Processing (AK Banken and AK Versicherung).

Processed cantons get identified by the existence of the Canton-/Provider Mapping similar to the creation of XML for Verbandsausgleichskassen.

**Navigation**

Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Taxes >FAK/SourceTax(Company) CHE >FAK/SourceTax(Company) CHE

### Image: FAK/SourceTax (Company) CHE Page

This example illustrates the fields and controls on the FAK/SourceTax (Company) CHE Page. You can find definitions for the fields and controls later on this page.

**FAK/SourceTax(Company) CHE**

Company KW2 Muster AG

Status

Effective Date 01/01/2016 Status Active

**Source Tax Data**

	*Canton	Description	Tax Nbr	Tax Method	Use Premium separate	Source Tax Language	FAK Number	FAK % total	LAW Provider	FAK Provider	FAK %
2	GE	Geneva				2		3.2000		#AKB	
3	LU	Lucerne				1		1.9000		#AKB	
4	NW	Nidwalden				1		3.2000			
5	OW	Obwalden				1		3.2000			
6	TI	Ticino				3		3.2000		#AKB	

FAK Provider

AKB Provider and this is the only mapped provider in Company-Provider page.

### Image: Provider Page

This example illustrates the fields and controls on the Provider Page.

Retes **Provider** PK Data LAW 2006 LAW Messages Payslip Sender Details

Company KW2 Muster AG

Company Social Insurance Details

Effective Date 01/01/2017 \*Subject to FAK Yes

**Accident Insurance Provider**

	Provider Type	*Provider	Description	Customer ID	Sub ID / Contract	Risk Group	UV Status	Primary Provider	All Cantons	Canton		
4	FAK-CAF	#AKB	Ausgleichskasse Banken									
5	BVG-LPP	#BVG01	Sammelstiftung	1099-8777.1	4500-0							

### Navigation

Global Payroll & Absence Mgmt >Authority Correspondence >XML based reporting  
 CHE >Monthly >Process Files

## Image: Process Files Page

### Process Files Page

Run Control ID CH\_KW2\_21\_2017    Report Manager    Process Monitor    Run

Language English

**Run\_Options**

Apply context language    Delete

Pay Year 2017    Company KW2

BVG-ValidAsOf 01/01/2018    Domain ID 21    FAK\_CAF AKB

Dashboard Parameters

Report Sub Selection

**Selected Processes**

	Type	Report Status	Report Period	Current Pay End Date	New Period Run
1	Identify	Open			
2	FAK-CAF	Success	Monthly	01/31/2017	<input type="checkbox"/>
3	Write File	Success			

Save    Return to Search    Notify    Add    Update/Display

XML for Ausgleichskasse Banken and AK Versicherungen needs to be created in a single domain. In this domain, FAK\_CAF mode AKB was selected. This mode does not provide a certificate, therefore you need to deselect the Sign check box on the provider level. You need to create the file in EIV mode, as there is no integrated sending. Therefore, you must save the file to a directory of your choice and upload the file from there to the website provided by Ausgleichskasse Banken or Ausgleichskasse Versicherungenthe.

**Note:** Once you save the page, the system makes the period display only. If you run the process for a specific month, you can either rerun the process for the month or run the process for the next month. For both scenarios you need to select the New Month Run check box. The system provides a new field that you can use to enter a new date. If you select a new month, the system keeps the old data and switches to the next month. If you select the same date again, the system asks you to delete the current period before you continue. Once you run the process for a particular month, you can view history for the months from the Process Files page. Children without National ID are included in the resulting XML the TAG SV-AS-Number is filled like this “000.CHILD:KWG109” where KWG109 is the EMPLID.

See also [Setting Up FAK\\_CAF Reports](#)

## Preparing XML File for FAK\_CAF YearToDate Processing (eAHV)

Use the Prepare Files page (GPCH\_EG\_RSTATUS) for preparing XML File for FAK\_CAF YearToDate Processing (eAHV).

### Navigation

Global Payroll & Absence Mgmt >Authority Correspondence > XML based reporting CHE >Monthly XML CHE >Prepare Files

### Image: Prepare Files Page

Prepare Files

Type	Report Status	Report Period	Current Pay End Date
1 Identify	Open		
2 FAK-CAF	Success	Monthly	01/31/2017
3 Write File	Success		

XML for eAHV needs to be created in a single domain. In this domain FAK\_CAF mode eAHV is elected. It cannot run in a package with other processes. This mode does not provide a certificate, therefore you need to deselect the Sign check box on the provider level. You need to create the file in EIV mode, as there is no integrated sending. Therefore, you must save the file to a directory of your choice and upload the file from there to the website provided by the proposed receiver.

Further we need this provider as the only FAK\_CAF provider in Company mapping with attribute ‘All cantons’.

### Image: Provider Page

#### Provider Page

[Rates](#) | **Provider** | [PKS Data](#) | [LAW 2006](#) | [LAW Messages](#) | [Payslip](#) | [Sender Details](#)

Company KW2 Muster AG

Company Social Insurance Details 1 of 4 | View All

Effective Date 01/01/2017 + -

\*Subject to FAK  Yes

Accident Insurance Provider 4-6 of 15 | View All

	Provider Type	*Provider	Description	Customer ID	Sub ID / Contract	Risk Group	UV Status	Primary Provider	All Cantons	Canton		
4	FAK-CAF	#FAKZH	Familienausgleichskasse ZH	100-9976 9					<input checked="" type="checkbox"/>		+ -	
5	BVG-LPP	#BVG01	Sammelstiftung	1099-8777.1	4500-0						+ -	

**Note:** Once you save the page, the system makes the period display only. If you run the process for a specific month, you can either rerun the process for the month or run the process for the next month. The New Month Run check box is only available after the current month got ‘completed’.

### Image: Transmit Options

#### Transmit Options

**Transmit Options**

Company KW2      Pay Year 2017  
 Domain ID 20      File ID 2017-KW2-20-M-01-001  
 Provider Code #FAKZH      Jobkey  
 Provider Type 5      Declaration ID

**Options**

Sign   
  Compress   
  Encrypt   
  Test Mode

**Request For**

**Declare Salary**

<input type="checkbox"/> Send	Open	<a href="#">ELM Request</a>	<a href="#">ELM Response</a>	<input type="button" value="Printview"/>	
<input type="checkbox"/> GetStatus	Open	<a href="#">Get Status Request</a>	<a href="#">Get Status Response</a>	<input type="button" value="Printview"/>	<input type="button" value="Complete"/>
<input type="checkbox"/> GetResult	Open	<a href="#">Get Result Request</a>	<a href="#">Get Result Response</a>	<input type="button" value="PrintView"/>	<input type="button" value="Compare"/> <input type="button" value="Import"/>

Completion is done in subpage Transmit Options by click the complete flag on line ‘GetStatus’



## Image: Process Files page

This example illustrates the fields and controls on the Process Files page.

File ID	Declaration ID	Type	Provider Code	Process Type	Provider Total	Internal	External	Validate file	Save
1 2017-KW2-20-M-01-001	2018-06-20 1224:6l:00xFF	FAK-CAF	#FAKZH	EIV		Open	Open	Validate file	Save

Once complete is executed the New Period flag will be active and time stamp of completion is filled under 'Declaration ID'. The system provides a new field that you can use to enter a new date. If you select a new month, the system keeps the old data and switches to the next month. If you select the same date again, the system asks you to delete the current period before you can continue. Once you run the process for a particular month, you can view history for the month from the Process Files page. Children without National ID are not included in the resulting XML and user finds a notification for such cases in the log file.

See also [Setting Up FAK\\_CAF Reports](#)

## Preparing Source Tax XML Geneva (yearly = ISEL) — only supported until 31.12.2014

Use the Prepare Files page (GPCH\_EG\_RSTATUS) for preparing Source Tax XML Geneva.

### Navigation

Global Payroll & Absence Mgmt > Authority Correspondence > XML based reporting CHE > Year End XML CHE > Prepare Files

Access the Prepare Files page (Global Payroll & Absence Mgmt, Authority Correspondence, XML based reporting CHE, Year End XML CHE, Process Files).

## Image: Prepare Files page

### Prepare Files page

Type	Report Status	Report Period
1 Identify	Open	
2 QST-IS	Open	Yearly
3 Write File	Open	

## Creating Yearly XML (GE Only)

### Provider Type and Provider Code

Select provider type QST-IS and the provider #GE to create the XML. These fields are mandatory.

### Report Period

Defaults to Yearly (display only)

---

**Note:** The source tax XML needs to be created in a single domain. It cannot run in a package with other processes. The GE tax administrations does not provide a certificate, therefore you need to deselect the Sign check box on the provider level. You also need to create the file in EIV mode, as there is no integrated sending. Therefore, you must save the file to a directory of your choice and upload the file from there to the website provided by the Geneva (ISEL) tax administration.

---

## Preparing XML ISO 20022

Use the Prepare Files page (GPCH\_EG\_RSTATUS) for preparing XML File for ISO 20022.

## Preparing XML Audit

Use the Prepare Files page (GPCH\_EG\_RSTATUS) for preparing XML Audit.

## Preparing XML EO for AKB

Use the Prepare Files page (GPCH\_EG\_RSTATUS) for preparing XML EO for AKB.

## Related Links

[Setting Up Swiss Banking](#)

[Year End Audit](#)

[Defining EO Payments and Corrections](#)

## Chapter 20

# Generating Payslips and General Payroll Reports

## Generating Payslips and General Reports

This topic provides an overview of payslips.

### Pages Used to Generate Payslips and General Reports

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Payslip Options Page</u>	GPCH_RC_AL01_1	Run the Payslip report for Global Payroll Switzerland.
Payslip Elem. View (payslip elements view) Page	GPCH_RC_AL01_2	Specify additional currencies used to print special earnings.
<u>View Online Payslip CHE Page</u>	GPCH_RP_INQ_PYSLIP	View the Swiss version of the online payslip.
"Self Service Payslip Options Page" (PeopleSoft HCM 9.2: ePay)	GP_SS_PSLP_OPTIONS	Enable online payslip printing using the View Payslip self-service transaction, and enable mobile payslip access.
"Define List Set Page" (PeopleSoft HCM 9.2: Global Payroll)	GP_ELN_SET	Define elements and components, and sort order.  For more information, see <a href="#">Assigning and Viewing Print Classes</a> .
<u>BESTA Employment Statistic CHE Page</u>	GPCH_RC_ST01	Run the BESTA Employment Statistics report (GPCHST01.SQR). The Federal Office for Statistics requires all enterprises that employ people in Switzerland to indicate quarterly the employment numbers and a business outlook. This report satisfies that requirement. The SQR generates both a printed report and a file for electronic transfer.
<u>Calc Reconciliation Report CHE Page</u>	GPCH_RC_AL02	Reconciliate values from Payroll, Bank Transfer and GL Interface
<u>Pay Element Summary Month Page</u>	GPCH_RC_AL08	Records the payroll process by defining all earnings and deductions for a specific month and the current year to date.

## Understanding Payslips

Global Payroll for Switzerland enables you to generate and adapt payslips to meet your needs. You can also send a message (printed on the payslip) to an individual payee or to payees belonging to designated pay groups, locations, or departments.

The system generates an additional row per earning marked with an asterisk for the total of the retro results. Employee and pay summary data for the given month are printed in the header. This includes date of birth, starting date with the organization, location, department, religion, bank account details, currency in which the earnings are to be paid, and holiday entitlement for the remainder of the year. The run control for the payslip is a two-page component consisting of the Payslip Options page and the Payslip Element View page.

Global Payroll for Switzerland enables you to generate and adapt payslips to meet your needs. To support archiving and specific layout and printing needs, the design of the standard payslip supports the separation of data storage and data presentation.

In the first step the system creates an XML file and stores it in the GPCH\_RP\_AL10ONL record. A user can then view the XML file in their browser using the standard Stylesheet (XSL) GPCH\_STYLE\_KW1. Users can also create a PDF file from the XML and then print it.

### Related Links

[Global Payroll for Switzerland Reports: A to Z](#)

## Payslip Options Page

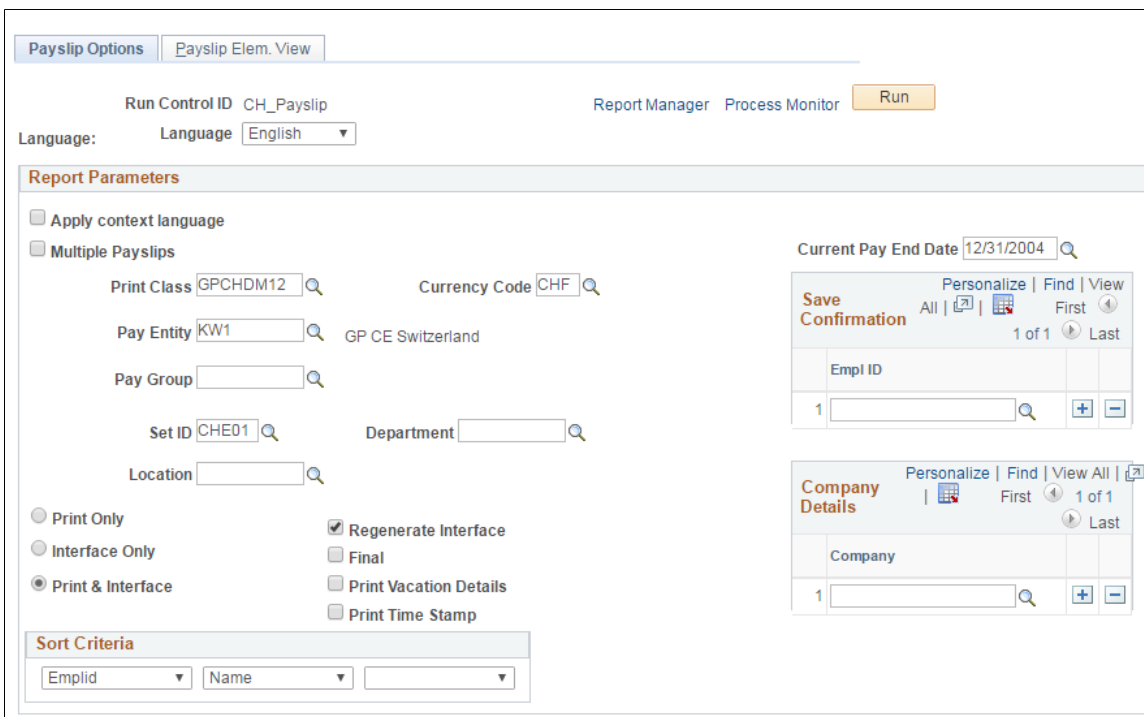
Use the Payslip Options page (GPCH\_RC\_AL01\_1) to run the Payslip report for Global Payroll Switzerland.

### Navigation

Global Payroll & Absence Mgmt > Payslips > Create/Print Payslips CHE > Payslip Options

**Image: Payslip Options page**

Payslip Options page



**Note:** Define the elements that you want to display in multiple currencies on your payslip. You may want to see the values of some elements (gross and net, for example) in a different currency. This is especially useful for organizations in countries participating in the EMU—you can display key amounts in both the local currency and the Euro.

**Language**

Payslip supports these languages: English, French, German, and Italian. For languages that are not supported, the system automatically uses the base language.

**Apply Context Language**

The payslip is printed in the language of the employee.

**Multiple Payslips**

Select to print payslips for more than one month in a single request.

When you select this option, all fields on the page except Print Class, Pay Entity, From Date, Current Pay End Date and EmplID are hidden. Enter the from date and the current pay end date and select the employees for whom you want to print the payslips.

**Note:** When you select this option you cannot create new payslips. You can only print payslips that have been previously generated.

**Print Class**

Select a print class. The system includes two standard print classes, although you can create your own.

<b>Currency Code</b>	Select the currency in which to print the payslip. The system performs a currency conversion in case the processing currency isn't the specified currency.
<b>Sort Criteria</b>	Select sort criteria. Values include <i>Canton</i> , <i>Company</i> , <i>Deptid</i> (department ID), <i>Empid</i> (employee ID), <i>Location</i> , <i>Name</i> , and <i>PayGroup</i> .
<b>Print Only, Interface Only, and Print &amp; Interface</b>	The Print Only option always uses the interface record as its source. Select the Print Only option if the report has already been run with either the Interface Only or the Interface & Print option selected. The Print Option creates PDF output. The Interface Only option creates only an interface record that stores the data as XML
<b>Regenerate Interface</b>	Select to regenerate the interface.  When you run the payslip with the Interface Option selected, the process compares timestamps of the payroll (GP_PYE_SEG_STAT) and the Interface record. If the timestamps are identical, the system does not generate a new version. If you need a new version due to a change on the setup for earning description or message generation, you can force the regeneration, even if no payroll happened in between (as long as the period isn't finalized).
<b>Final</b>	Select to finalize the pay period. Once the period is finalized, you cannot change it any longer. The payslip is frozen.
<b>Print Vacation Details</b>	Select to print vacation details in the upper right corner of the payslip.
<b>Print Time Stamp</b>	Select to print the timestamp of the generation in the footer of the payslip.

To create the Swiss version of the online payslip follow these steps:

1. Click Run.

The system displays the Process Scheduler Request page.

2. Select the Payslip Delta check box.
3. Click OK.

---

**Note:** Selecting the Online Payslip CHE job check box on the Process Scheduler Request page creates the same PDF as PDF Delta SQR. The system, however, uses a GP Core process to create the online payslip and the mobile payslip (if both were enabled during ePay setup) and then makes it available for self service and mobile access.

---

## Image: Example of the Self Service Payslip Options page for Global Payroll for Switzerland

This is an example of how to set up the Self Service Payslip Options for Global Payroll for Switzerland

**Self Service Payslip Options**

Country CHE Switzerland  
 Default URL Identifier GP\_SS\_PSLP\_ATTACH Payslip Binary Attachments

**Default Payslip Print Options**

Suppress Payslip Printing  
 Disable Mobile Payslip Alert

**ePay Availability Options**

Enabled in Self Service  
 Days after Payment Date

**ePay Mobile Settings**

Enable Mobile Payslip

**View Options**

Number Of Payslips Displayed   
 Months Of Retrievable History   
 Display Net Pay Distribution  
 Display Absence Balances  
 Display Payroll Balances  
 Display PDF Payslip

**Data Extraction Options**

\* Data Extraction Type Custom  
 Application Engine Name   
 \*ePay List Set Country CHE  
 ePay List Set   
 Review List Set Absence Balance Configuration

**Payslip Availability By Run Type** Personalize | View All | First 1 of 1 Last

Run Type	Description	Days after Payment Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Updated on 09/08/16 7:21:13AM Updated By HRCHE

The default URL to determine the location of the PDF (FTP or attachment) is set to *GP\_SS\_PSLP\_ATTACH* to store the generated PDF files as an attachment in the database.

For more information, see the product documentation for the "Self Service Payslip Options Page" (PeopleSoft HCM 9.2: ePay).

## View Online Payslip CHE Page

Use the View Online Payslip CHE page (GPCH\_RP\_INQ\_PYSLIP) to view the Swiss version of the online payslip.

### Navigation

Global Payroll & Absence Mgmt > Payslips > View Online Payslip CHE > View Online Payslip CHE

**Image: View Online Payslip CHE**

View Online Payslip CHE

View Online Payslip CHE				
Mr Bossard, Peter Bahnhofplatz 2 6002 Luzern		Telephone Telefax		
KWG101-0				
Pay Slip : January 2008				
-				
	Factor/Base	Unit/%	Amount	Sum
Monthly Salary			23'333.33	
<b>Gross</b>				<b>23'333.33</b>
AHV-Contribution EE	23'333.33	5.0500	1'178.35-	
ALV-Contribution EE	19'200.00	1.0000	192.00-	
<b>Legal Deductions</b>				<b>1'370.35-</b>
<b>Legal Net</b>				<b>21'962.98</b>
KTG-Abzug Kategorie 2			158.20-	
Transfer amount			21'804.78	
<b>Transfer amount</b>				<b>21'804.78</b>

**Related Links**

"Global Payroll Overview" (PeopleSoft HCM 9.2: Global Payroll)

**BESTA Employment Statistic CHE Page**

Use the BESTA Employment Statistic CHE page (GPCH\_RC\_ST01) to run the BESTA Employment Statistics report (GPCHST01).

SQR). The Federal Office for Statistics requires all enterprises that employ people in Switzerland to indicate quarterly the employment numbers and a business outlook. This report satisfies that requirement. The SQR generates both a printed report and a file for electronic transfer.

**Navigation**

Global Payroll & Absence Mgmt > Authority Correspondence > BESTA Employment Statistic CHE > BESTA Employment Statistic CHE



**Image: BESTA Employment Statistic CHE page**

BESTA Employment Statistic CHE page

The screenshot shows the 'BESTA Employment Statistic CHE' interface. At the top, there are links for 'Run Control ID CH\_BESTA\_Employment\_Statistics', 'Report Manager', and 'Process Monitor', along with a 'Run' button. Below this is a 'Language' dropdown set to 'English'. The main section is titled 'Report Parameters' and contains several input fields: 'To Date' (02/12/2013), 'Company' (KW1), 'Set ID' (CHE01), 'Location Code' (GW01), 'Provider Type' (BFS-OFS), and 'Receiver ID' (#OFS). Below these are three sections for 'Employment Supply/Demand' (Skilled, Trained, Unskilled), each with radio buttons for Demand, Balanced, and Supply. The 'Employment Forecast' section has radio buttons for Positive, Satisfying, Negative, and Unknown. At the bottom, there are fields for 'Clerk' (Vern Berner), 'Phone' (773-882-2200), 'Vacant positions' (5), 'Branch of Company' (225), 'Issued Date' (02/12/2013), and 'Latest Return Date' (02/02/2013).

**Employment Supply/Demand**

For each category of labor (Skilled, Trained, Unskilled) select the best description of the forecast of availability of employees in the next quarter.

- *Demand*: This category requires more headcount.
- *Balanced*: This category has enough headcount.
- *Supply*: This category has extra headcount.

**Employment Forecast**

Select the best description of the employment prospect for the next three months.

**Vacant positions**

Enter the number of vacant positions.

**Clerk**

Enter the name of the person to be contacted by the Federal Office for Statistic.

**Phone**

Enter the contact phone number of the person designated as clerk.

- Branch of Company** Enter the branch that the contact person works in.
- Latest Return Date** Enter the required return date as defined by the Federal Office for Statistic.

**Note:** The report will also include the BUR number from the Company Location CHE page.

**Related Links**

[Rates Page](#)

**Calc Reconciliation Report CHE Page**

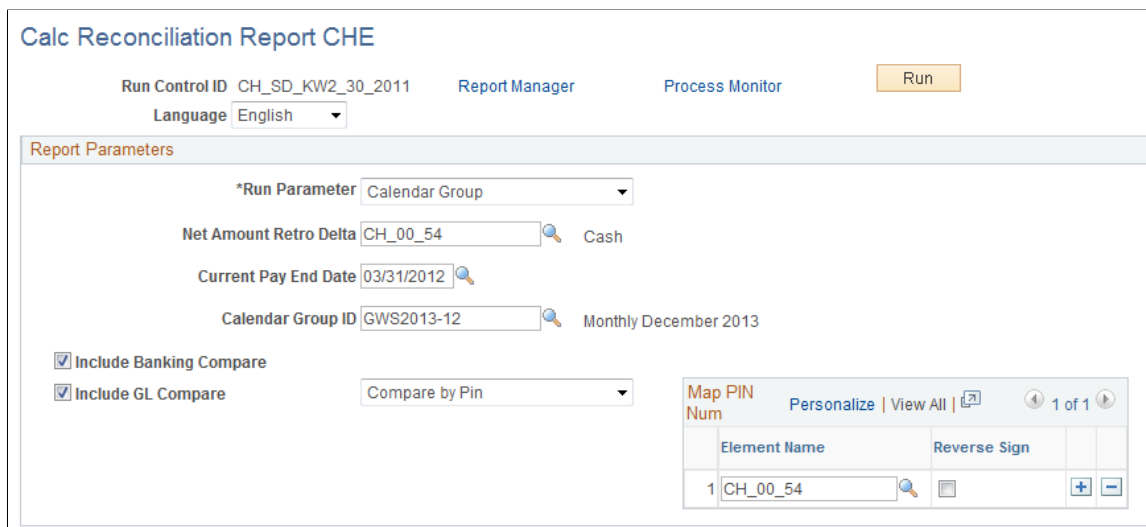
Use the Calc Reconciliation Report CHE page (GPCH\_RC\_AL02) to run the Calc Reconciliation Report.

**Navigation**

Global Payroll & Absence Mgmt > Absence & Payroll Processing > Reports > Calc Reconciliation Report CHE

**Image: Calc Reconciliation Report CHE page**

Calc Reconciliation Report CHE page



- Run Parameter** Select either *Calendar Group* or *Pay Entity* (if you want to run the report for a single pay entity).
- Net Amount Retro Delta** Select the accumulator assigned in the process list as net payment.
- Current Pay End Date** Enter the pay end date for reconciliation.
- Calendar Group ID and Pay Entity** Depending on run parameter that you select, enter either the calendar group or the pay entity that you want to use to run the report.
- Include Banking Compare** Select if you want to include the banking amounts.

**Include GL Compare**

Select if you want the GL amounts included. If you select this check box, select either *Compare by Account* or *Compare by PIN*.

**Map PIN Num and Map Account**

Depending on the mode you selected in the Include GL Compare field, the system displays either the Map PIN Num group box or the Map Account group box.

Enter the PIN or the account that you want to use for the report. You can add multiple PINs or accounts by adding additional rows.

**Reverse Sign**

Select to compare amounts that need to be reversed. This process depends on the way the targeted interface handles credits and debits.

**Pay Element Summary Month Page**

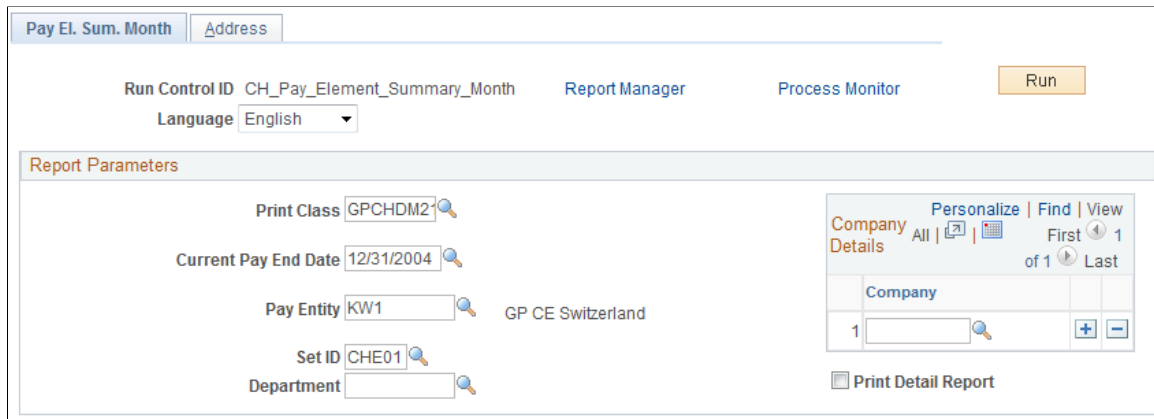
Use the Pay El. Sum. Month (pay element summary month) page (GPCH\_RC\_AL08) to records the payroll process by defining all earnings and deductions for a specific month and the current year to date.

**Navigation**

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Pay Element Summary CHE > Pay El. Sum. Month

**Image: Pay El. Sum. Month (pay element summary month) page**

Pay El. Sum. Month (pay element summary month) page



**Note:** To provide more detailed information about the reporting unit, select the Address tab. If any address is displayed on this page, the system displays it in the header of the report.

**Print Class**

Select the print class that you want to use for your report

**Current Pay End Date**

Select the date to which you want to run the report within the year.

**Pay Entity**

Select the pay entity that you want to use for the report.

<b>Set ID</b>	if you want to select a department or location, you must first select a set ID.
<b>Department</b>	Select a department.  If you use this field, you must also select a set ID.
<b>Print Detail Report</b>	Select this check box if you want the retro value displayed per retro month on the report.
<b>Company</b>	If you use pay entity as a legal entity, select the subset for the company

## Creating General Ledger Reports

This topic discusses how to create general ledger reports.

### Pages Used to Create General Ledger Reports

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Create Accounting Voucher CHE Page</u>	GPCH_RC_GL01	Lists General Ledger results by ChartField. You must run the pay run and GL processes from the Global Payroll core application before printing this report.
<u>Create Reconciliation List CHE Page</u>	GPCH_RC_GL02	Summarizes and groups General Ledger results per account.
<u>Overpayment List CHE Page</u>	GPCH_RC_AL06	Create a report that lists the overpayments that an employer has made to an employee. The term overpayments refers to payments made in addition to normal salary. The Overpayment List report displays employee ID, name, month and year that the overpayment was made, the amount, and the total overpayments. You must first have defined a pay entity.
<u>Query Viewer Page</u>	QUERY_VIEWER_SRCH	Query GL Interface data as of Global Payroll General Ledger data (GP_GL_DATA).

### Create Accounting Voucher CHE Page

Use the Create Accounting Voucher CHE page (GPCH\_RC\_GL01) to lists General Ledger results by ChartField.

You must run the pay run and GL processes from the Global Payroll core application before printing this report.

## Navigation

Global Payroll & Absence Mgmt > Time and Labor / GL Costs > Create Accounting Voucher CHE > Create Accounting Voucher CHE

### Image: Create Accounting Voucher CHE

Create Accounting Voucher CHE

<b>Accounting Date</b>	Enter the date that you want the system to use to list general ledger results by ChartField.
<b>Pay Entity</b>	Select the pay entity that you want the system to use to list general ledger results by ChartField.
<b>Journal Template</b>	Select the journal template that you want the system to use to list general ledger results by ChartField.
<b>Business Unit</b>	Select the business unit that you want the system to use to list general ledger results by ChartField.
<b>General Ledger Unit</b>	Select the general ledger unit that you want the system to use to list general ledger results by ChartField.

## Create Reconciliation List CHE Page

Use the Create Reconciliation List CHE page (GPCH\_RC\_GL02) to summarize and group General Ledger results per account.

### Navigation

Global Payroll & Absence Mgmt > Time and Labor / GL Costs > Create Reconciliation List CHE > Create Reconciliation List CHE

**Image: Create Reconciliation List CHE page**

Create Reconciliation List CHE page

**Accounting Date** Enter the date that you want the system to use to summarize and group general ledger results.

**Pay Entity** Select the pay entity that you want the system to use to summarize and group general ledger results.

**Journal Template** Select the journal template that you want the system to use to summarize and group general ledger results.

**Business Unit** Select the business unit that you want the system to use to summarize and group general ledger results.

**General Ledger Unit** Select the general ledger unit that you want the system to use to summarize and group general ledger results.

**Overpayment List CHE Page**

Use the Overpayment List CHE page (GPCH\_RC\_AL06) to create a report that lists the overpayments that an employer has made to an employee.

The term overpayments refers to payments made in addition to normal salary. The Overpayment List report displays employee ID, name, month and year that the overpayment was made, the amount, and the total overpayments. You must first have defined a pay entity.

**Navigation**

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Overpayment List CHE > Overpayment List CHE

**Image: Overpayment List CHE page**

Overpayment List CHE page

**As Of Date** Enter the period for which you want to generate an overpayment list.

**Pay Entity** Select the pay entity for which you want to generate an overpayment list.

**Query Viewer Page**

Use the Query Viewer page (QUERY\_VIEWER\_SRCH) to query GL Interface data as of Global Payroll General Ledger data (GP\_GL\_DATA).

**Navigation**

Reporting Tools > Query > Query Viewer > Query Viewer

In addition to running these reports, you can run these queries on GP\_GL\_DATA.

<b>Query Name</b>	<b>Description</b>	<b>Usage (Mapping)</b>	<b>E1 / All</b>
GPCH_CC_MAPPING	Map cost center to department.	Cost centers and departments.	E1
GPCH_ED_ACCOUNTS	Map earnings and deductions to account.	Earnings, deductions, and accounts.	All
GPCH_EE_MAP	Employee and cost center.	Employee, cost center, department.	E1 / All
GPCH_GL_ACC_DTL	Details per account.	Account details.	E1
GPCH_GL_E1CMP	E1 company balance.	Company totals (similar to Reconciliation List CHE ).	E1
GPCH_GL_EMPLID	Employee details	Employee details.	E1
GPCH_GL_ERROR	Error for these employee IDs.	Employee IDs in error (either not in balance or not mapped to a cost center).	E1
GPCH_GL_LOHNART	Employee wage mapping.	Details for employee and earnings and deductions.	E1

---

**Note:** E1 = Using Interface to PeopleSoft One Financials.

---

## Creating, Viewing, and Updating Online Tax Statements

This topic discusses how to create, view and update online tax statements.

### Pages Used to Create, View and Update Online Tax Statements

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Tax Statement CHE Page</u>	GPCH_RC_TX07	Create PDF files for tax statements (when the XML file was created through the dashboard).
	GPCH_LAW_DATA	Set attributes for LAW creation
<u>Override Tax Stmt 2006 CHE Page</u>	GPCH_IF_TX07	View tax statements online.

### Tax Statement CHE Page

Use the Tax Statement CHE page (GPCH\_RC\_TX07) to create PDF files for tax statements (when the XML file was created through the dashboard).

#### Navigation

Global Payroll & Absence Mgmt > Taxes > Tax Statement 2006 CHE > Tax Statement 2006 CHE



**Image: Tax Statement 2006 CHE page (Yearly Report Date Option)**

Tax Statement 2006 CHE page

**Tax Statement 2006 CHE**

Run Control ID CH\_Tax\_Stmt      Report Manager Process Monitor      Run

Language English

**Report Parameters**

Apply context language

Date Option Yearly Report

Pay Year 2013

Pay Entity GWS Muster AG

Domain ID 1

Set ID SHARE

Department

Issued Date 12/31/2013

\*Run Type Interface and Print

Split

Include Pending Calculations

**Sort Criteria**

Emplid

**Company Selection**

Company	Description
1	

**Canton Selection**

Canton	Description
1	

**Employee Selection**

Empl ID	Name
1	

**Apply context language**

Print in the employee's language.

**Date Option**

The regular mode is *Yearly Report*. You can, however, choose *Date Range*. This option is not supported for Print Only mode, however.

If you select *Yearly Report*, the system displays the Pay Year field. If you select *Date Range*, the system displays the From Date and To Date fields.

**Pay Year**

Enter the pay year.

**From Date and To Date**

Enter the date range for which you want to create a tax statement.

**Pay Entity**

Select the pay entity for which you want to create a tax statement.

**Domain ID**

Select the domain ID for which the XML was created.

**SetID**

Select a set ID if you only want to print statements for a certain department.

**Department**

Select a department if you only want to print statements for a certain department. In this case you need to also select a set ID.

**Issued Date**If you want to override the creation date in the Form field *I Ort Datum*, enter a date in this field. To do this should have already

selected overrides in Sender Details on the company level. If you don't want to override, leave this field blank.

**Run Type**

Select *Print* (recommended). The *Interface* run type is used for testing purposes and the creation of special tax statement scenarios.

**Split**

This option is not supported for the *Print* run type. Depending on the expat status, the tax statement can be split by expat status periods. This option is used primarily for testing purposes and the creation of special tax statement scenarios.

**Include Pending Calculations**

This option is not supported for the *Print* run type. In Interface mode selecting this option would include pending calculations, not finalized periods. This option is primarily available to support testing.

**Sort Criteria**

Select the fields that you want the system to use to sort the data.

**Company, Canton, and Empl ID**

Select the company, canton, and employee IDs for the statement that you want to print.

Selecting the Print run type creates a PDF file using the current official form. The system retrieves data from the XML as created through the dashboard. A barcode is enabled. In case the text in lines 2.3, 4, 7, 13.1.2, 13.2.3, 14 or 15 exceeds the size of the form, the system creates an additional page, which displays unlimited text. The second page is confirmed by the tax administration as well.

**Note:** Use this run control only for the Print run type. The creation of Interface files must be done through the dashboard before you use the Print run control. You can also create the PDF using the Swissdec tool called *Viewgen* and ignore this mass print. You can select subsets here. To print and view single employee IDs, use the online view and update feature.

**Override Tax Stmt 2006 CHE Page**

Use the Override Tax Stmt 2006 CHE page (GPCH\_IF\_TX07) to view tax statements online.

**Navigation**

Global Payroll & Absence Mgmt > Payee Data > Taxes > Override Tax Stmt 2006 CHE > Override Tax Stmt 2006 CHE

**Image: Override Tax Stmt 2006 CHE page**

Override Tax Stmt 2006 CHE page

Peter Bosshard		Empl ID KWG101		Reference Record 0					
Tax Statements									
Personalize   Find   First 1 of 1 Last									
Begin Date	End Date	Company	Domain ID	Version	Status	Source Indicator	Details	View	Edit
01/01/2011	12/31/2011	KW2	1	1	Open	System	Details	View	Edit

Click View.

The system displays the PDF file in your browser.

## Maintain LAW Data 2006 CHE Page

### Navigation

Global Payroll & Absence Mgmt > Payee Data > Taxes > Maintain LAW DATA 2006 CHE

### Image: Maintain LAW Data 2006 CHE page

Maintain LAW Data 2006 CHE page 1 of 3

The screenshot shows a web interface for maintaining employee data. At the top, there are tabs for 'Data', 'Messages', and 'Expatriate'. Below the tabs, the employee's name 'Peter Bosshard' is displayed, along with 'Empl ID KWG101' and 'Reference Record 0'. The main section is titled 'Definition' and contains several fields: 'Effective Date' (01/01/2018), 'Reference Record' (0), '\*Company' (KW2), 'Canteen G' (Always Check), 'Free Transportation F' (Always Check), 'Expenses 13.1.1' (Default), 'Eff expenses expat 13.1.2' (Always Check), 'Canton', 'Statement A/B' (Default), 'Address Type' (HOME), 'Print options' (Print Always), and a 'Remarks' field.

### Canteen G

Override Check box G. Values are:

- Always
- Default
- Follow Accumulator
- Never

### Free Transportation F

Override Check box F. Values are:

- Always
- Default
- Follow Accumulator
- Never

### Expenses 13.1.1

Override Check box 13.1.1. Values are:

- Always
- Default
- Follow Accumulator
- Never

### Expenses 13.1.2

Override Check box 13.1.2. Values are:

- Always

- Default
- Follow Accumulator
- Never

**Canton**

Override canton of residence

**Statement A/B**

Override tax statement / Pension Statement (default 'Tax').  
Values are:

- A
- B
- Default

**Address type**

Override source of address (default 'HOME')

**Print Option**

Override Check box G, Values are:

- Always
- Never
- If not zero (default value)

**Remarks**

Track reason of override (not transferred to XML)

**Image: Maintain LAW Data 2006 CHE page**

Maintain LAW Data 2006 CHE page 2 of 3

Data	<b>Messages</b>	Expatriate
Peter Bosshard		Empl ID KWG101
		Reference Record
Definition		
Effective Date	01/01/2018	Reference Record 0
Company	KW2	Muster AG
<b>Maintain Messages</b>		
1-1 of 1   View All		
*Action Type	Message Number	Message Text
1 Do Not Process	101	Benefit on Insurance Premium

**Action**

Add, suppress or update generated messages. Values are:

- Additional
- Do not process
- override

**Message Nbr**

Prompts for existing messages ( 1 to 9001)

**Message Text**

Defaults to setup text, overwritable as of setup

- Canton** Fills canton in message (e.g.in message 1)
- From Date** Fills from date in message (e.g. in message 1)
- Amount 1** Fills amount in message (e.g. in message 7)
- Company** Fills company in message (e.g. in message 5)

**Image: Maintain LAW Data 2006 CHE page**

Maintain LAW Data 2006 CHE page 3 of 3

- From date** Begin of Period to consider Status
- To date** End of Period to consider Status
- Status** Defines whether period is ignored or split. Values are:
  - Ignore
  - Split

**Override Tax Stmt 2006 CHE Page — Updating Tax Statements Online**

Use the Override Tax Stmt 2006 CHE page (GPCH\_IF\_TX07) to update Tax Statements online.

**Navigation**

Global Payroll & Absence Mgmt > Payee Data > Taxes > Override Tax Stmt 2006 CHE > Override Tax Stmt 2006 CHE

**Image: Override Tax Stmt 2006 CHE page**

Override Tax Stmt 2006 CHE page

Hans Ott		Empl ID KWG119		Reference Record 0						
Tax Statements						Personalize	Find	First	1-2 of 2	Last
Begin Date	End Date	Company	Domain ID	Version	Status	Source Indicator	Details	View	Edit	
01/01/2011	12/31/2011	KW2	1	1	Open	System	Details	View	Edit	+ -
01/01/2011	12/31/2011	KW2	1	2	Open	User	Details	View	Edit	+ -

To update the tax statement online:

1. Access the Override Tax Stmt 2006 CHE page.
2. Select the Add a new row (+) button.

The page should now have an additional row.

3. Click View and save the PDF file.
4. Click Edit.

The system displays the Tax Statement Lump page (GPCH\_IF\_TX07\_1). Use this page to change the Form ID that the system is using to create the PDF.

5. Click OK.
6. Click Edit.

The PDF file displays as a form.

7. Update any values that you want to change.
8. Click Save.

## Chapter 21

# Performing Gross Calculations

## Channels for Gross Input

This section discusses:

- Pages used to setup and use gross calculations.
- Types of earnings and proposed entry points.

## Pages Used to Setup and Use Gross Calculations

Use these pages to setup gross calculations and use standard gross calculations.

<b>Page Name</b>	<b>Object Name</b>	<b>Navigation</b>	<b>Usage</b>
Compensation	Job_Data3	Workforce Administration >Job Information >Job Data >Compensation	Assign compensation
Element Assignment by Payee	GP_ED_PYE	Global Payroll & Absence Mgmt >Payee Data >Assign Earnings and Deductions >Element Assignment By Payee	Assign earnings and deductions for multiple periods.
One Time (Positive Input)	GP_PI_MNL_ERNDED	Global Payroll & Absence Mgmt >Payee Data >Assign Earnings and Deductions >One Time (Positive Input)	Assign the per calculation period.
Pension Interface Upload CHE	GPCH_RC_PK02	Global Payroll & Absence Mgmt >Pension >Pension Interface Upload CHE	Upload pension fund payments.
Request Overtime CHE	GPCH_OT_EVENTS	Self Service >Payroll & Compensation >Request Overtime CHE	Assign per Self Service
Absence Event Entry	GP_ABS_EVENT	Global Payroll & Absence Management >Payee Data >Maintain Absences >Absence Event	Enter payments coming from absences.

<b>Page Name</b>	<b>Object Name</b>	<b>Navigation</b>	<b>Usage</b>
Define Family Allow Data CHE	GPCH_CA_DATA	Global Payroll & Absence Management >Payee Data >Define Family Allow Data CHE	Enter family allowance payment data for individual employees.
Maintain Source Tax Data CHE	GPCH_TX_DATA	Global Payroll & Absence Mgmt >Payee Data >Taxes >Maintain Source Tax Data CHE	Enter and maintain source tax deduction information.

## Types of Earnings and Proposed Entry Points

This table describes the different types of earnings that are used for gross inputs and the sample elements with which they are associated:

<b>Earnings Types</b>	<b>Sample Elements</b>
Assign Compensation	
Annual salary	CH_ER_01000 ; 1000;
Monthly salary	C10000
Appendage hourly salary	CH_ER_13600
Assign From and To	
Meal compensation	CH_ER_40000 or CH_ER_40005
Representation expenses	
Assign Per Period	
Paid hours	Payroll element CH_ER_14100 (Grati Gross)
Gratification	Payroll element CH_ER_14500 (Grati Net)
Children allowance manually	Payroll element CH_ER_12500
Assign Per Self Service	
Absences full time worker	Absences (see GP Core)
Overtime monthly salary	CH_ER_13620 - Overtime 125 % (example, begin and end dates)
Interface from Absences	
Unpaid vacation	CH_AB_U090
Salary shortage in days	CH_AB_U010 Vacation whole day CH_AB_U500 Maternity



<i>Earnings Types</i>	<i>Sample Elements</i>
Interface from Pension	
	CH_PK_D10, CH_PK_D20 CH_PK_D30
Auto Generated	
Child allowances	CH_CA_B00
Source tax	CH_CA_C00
EO-Compensation	CH_CA_E00
All Social Insurance deductions	CH_TX_D11 CH_TX_D12 CH_TX_D31

## 13th Month Payments

This section discusses:

- Earnings codes.
- Eligibility, pay out events, and calculation.

### Earnings Codes

13th month payments can be configured yearly or half-yearly. In cases where there is a termination or mid-year hire, the system automatically prorates the earnings amount. The calculation is based on an accumulator. In addition, the system provides a monthly earnings code, which can be used to charge the arrears to your general ledger.

Here are the two new earnings codes:

<i>Earnings</i>	<i>Code</i>	<i>Description</i>
13th month arrears	1200A	Used for general ledger
13th month salary	1200B	Money to the employee

### Eligibility, Pay Out Events, and Calculation

The calculation of 13th month payment might be very specific for each branch and company within your organization. Therefore this feature is designed to be very flexible. It enables you to add your own logic

in the customer exists that are provided. You can benefit from the framework and add your own logic without increasing the maintenance effort.

### Eligibility

The system defines the eligibility to earn 13th month base pay per month in formula CH\_ER\_FOGCMTH. It is standard that all active employees are eligible for 13th month wages. To adjust eligibility, you can modify the custom exit formula CH\_ER\_CFOGCMTH.

### Pay Out Events

The system defines the pay out event in formula CH\_ER\_FOGCPAY. It is standard for 13th month wages to be paid out in situations where there is a termination or in the December payroll. To adjust eligibility, you can modify the custom exit formula CH\_ER\_CFOGCPAY.

### Calculation

The CH\_ER\_13B accumulator defines the earnings that contribute to the 13th month base pay. You can, however, add an employee's earnings to this accumulator. The 13th month wage amount is subject to social contributions and the source tax.

---

## Hourly Payments

This section discusses:

- Overview of earnings for overtime payments.
- Earnings that use the rate from compensation for code C13600.
- Earnings that use the rate from the job hourly rate.
- Earnings that use rate in the customer maintained overtime table.
- Earnings automatically derived for hourly payments
- Other hourly payments.

### Overview of Earnings for Overtime Payments

We recommend that customers use the earnings that are described in this section for overtime payments. Swiss payroll provides samples that take the rate from the compensation, job or overtime setup. Furthermore, these earnings were setup to automatically create the mandatory additional earnings that compensate hourly workers for holidays and vacation. To adjust these earnings to the your needs, update the table with overtime pay rates and the two brackets that provide the percentage for holiday and vacation compensation.

**Image: Hourly payments chart for overtime pay rates, holiday compensation, and vacation compensation**

Hourly payments chart for overtime pay rates, holiday compensation, and vacation compensation

Input				Accumulator	Generated Earning	
<b>Compensation</b>	ED / PI					
Rate	* units	CH_ER_13600 / ~ 13610	Pay			
			-amount ->	CH_ER_8010 *	% Vac	CH_ER_14010 Pay or Info
					% Hol	CH_ER_14020 Pay or Info
Rate	* units	CH_ER_13601	Pay			
			-amount ->	CH_ER_8011 *	% Vac	CH_ER_14011 Pay or Info
					% Hol	CH_ER_14021 Pay or Info
<b>Job</b>						
Hourly RT	* units	CH_ER_13620 / ~ 22 / ~ 24	Pay			
<b>Job/ Overtime CHE</b>						
Rate	* units	CH_ER_22000	Pay			

**Earnings that Use the Rate from Compensation for Code C13600**

This section discusses:

- CH\_ER\_13600 – Hourly payment 1.
- CH\_ER\_13610 – Hourly payment 2.
- CH\_ER\_13601 – Hourly payment previous year

**CH\_ER\_13600 – Hourly Payment 1**

This table shows the earning, rate type, value, unit type, and value used for the CH\_ER\_13600 earnings:

<i>Earning</i>	<i>Rate Type</i>	<i>Value</i>	<i>Unit Type</i>	<i>Value</i>
CH_ER_13600 Rate * Unit	Rate Code	CH_ER_C13600 = HR: C13600	Earning/Deduction assignment	Manual entry

1. Calculation

CH\_ER\_13600 is the standard earning to calculate hourly payments. The rate can be selected as Net-Rate or Gross-Rate. According to the options that you select, the percentages in the setup table need to be maintained as a rate that includes payment for vacation and holidays. Earnings CH\_ER\_14010 and CH\_ER\_14020 are calculated automatically. You can then add them to the salary or just generate them for informational purposes.

2. Source of value

Hours come from units that are entered manually. The rate comes from rate code C13600 as provided in compensation on the employee level. You can override this rate manually.

3. Specifics

By virtue of a court act from 2004, a person that is paid on an hourly basis can claim payments for vacation and holidays. By contract it is mandatory that these payments are specified. In case it's not obvious from the contract, the employee can claim these payments on top of the hourly rate. Therefore, it is necessary to display the components that are dedicated to this task. In the delivered DEMO version, the earnings and percentages are shown as net payments, which means they are added to the regular salary (accumulator CH\_00\_0).

## CH\_ER\_13610 – Hourly Payment 2

This table shows the earning, rate type, value, unit type, and value used for the CH\_ER\_13610 earning:

<i><b>Earning</b></i>	<i><b>Rate Type</b></i>	<i><b>Value</b></i>	<i><b>Unit Type</b></i>	<i><b>Value</b></i>
CH_ER_13610 Rate * Unit	Rate Code	CH_ER_C13600 = HR: C13600	Positive input	Manual entry

Similar to CH\_ER\_13600, the CH\_ER\_13610 earning code can be used for exceptions and is managed using positive input. CH\_ER\_13610 may also be used for a regular number of hours for each month and for assignment on earnings and deductions.

## CH\_ER\_13601 – Hourly Payment Previous Year

This table shows the earning, rate type, value, unit type, and value used for the CH\_ER\_13601 earning:

<i><b>Earning</b></i>	<i><b>Rate Type</b></i>	<i><b>Value</b></i>	<i><b>Unit Type</b></i>	<i><b>Value</b></i>
CH_ER_13601 Rate * Unit	Rate Code	CH_ER_C13600 = HR: C13600	Positive input	Manual entry

### 1. Calculation

The standard earning to calculate hourly payments for the previous year. The rate can be selected as Net-Rate or Gross-Rate. According to the options you select, the percentages in the setup table need to be maintained as a rate that includes payment for vacation and holidays. Earnings CH\_ER\_14011 and CH\_ER\_14021 are calculated automatically. You can then add them to the salary or just generate them for informational purposes.

### 2. Source of value

Hours come from units that are entered manually. The rate comes from rate code C13600 as provided in compensation on the employee level. You can override this rate manually.

### 3. Specifics

See earning CH\_ER\_13600.

## Earnings that use the Rate from the Job Hourly Rate

This section discusses these earnings:

- CH\_ER\_13620 – overtime 100 percent.

- CH\_ER\_13622 – overtime 125 percent.
- CH\_ER\_13624 – overtime 150 percent.

### CH\_ER\_13620 – Overtime 100 Percent

This table shows the earning, rate type, value, unit type, and value used for the CH\_ER\_13620 earning:

<i>Earning</i>	<i>Rate Type</i>	<i>Value</i>	<i>Unit Type</i>	<i>Value</i>
CH_ER_13620 Rate * Unit	Formal	CH_ER_FO100 = SY. Hourly RT	Positive input	Manual entry

The rate uses the Hourly RT Global Payroll system element.

### CH\_ER\_13622 – Overtime 125 Percent

This table shows the earning, rate type, value, unit type, and value used for the CH\_ER\_13622 earning:

<i>Earning</i>	<i>Rate Type</i>	<i>Value</i>	<i>Unit Type</i>	<i>Value</i>
CH_ER_13622 Rate * Unit	Variable	CH_ER_FO100 = SY. Hourly RT	Positive input	Manual entry

The rate uses the Hourly RT Global Payroll system element multiplied by 1.25 percent.

### CH\_ER\_13624 – Overtime 150 Percent

This table shows the earning, rate type, value, unit type, and value used for the CH\_ER\_13624 earning:

<i>Earning</i>	<i>Rate Type</i>	<i>Value</i>	<i>Unit Type</i>	<i>Value</i>
CH_ER_13624 Rate * Unit	Variable	CH_ER_FO100 = SY. Hourly RT	Positive input	Manual entry

The rate uses the Hourly RT Global Payroll system element multiplied by 1.50 percent.

## Earnings that use Rate in the Customer Maintained Overtime Table

This section discusses these earnings for vacation and holiday compensation:

- CH\_ER\_14010 – hourly vacation compensation.
- CH\_ER\_14011 – hourly vacation compensation (previous year).
- CH\_ER\_14020 – hourly holiday compensation.
- CH\_ER\_14021 – hourly holiday compensation (previous year).

### CH\_ER\_14010 – Hourly Vacation Compensation

This table shows the earning, rate type, value, unit type, and value used for the CH\_ER\_14010 earning:

<i>Earning</i>	<i>Rate Type</i>	<i>Value</i>	<i>Unit Type</i>	<i>Value</i>
CH_ER_14010 Basis * %	Accumulator	CH_ER_8010	Formula	As of bracket.

1. Calculation

Vacation compensation for hourly paid employees.

2. Source of value

Base is accumulator CH\_ER\_8010, which accumulates hourly earnings. The standard uses CH\_ER\_13600 and CH\_ER\_13610. The percentage uses CH\_ER\_FO010, which provides a value based on age and the value in the standard bracket CH\_ER\_BR001. You can override these earnings and use a real vacation plan, however.

3. Specifics

There is one vacation payment generated based on the sum of hourly earnings within the specified month.

**CH\_ER\_14011 – Hourly Vacation Compensation (Previous Year)**

This table shows the earning, rate type, value, unit type, and value used for the CH\_ER\_14011 earning:

<i>Earning</i>	<i>Rate Type</i>	<i>Value</i>	<i>Unit Type</i>	<i>Value</i>
CH_ER_14011 Basis * %	Accumulator	CH_ER_8010	Formula	As of bracket.

1. Calculation

Vacation compensation for the previous year for hourly paid employees.

2. Source of value

The base uses accumulator CH\_ER\_8011, which accumulates hourly earnings for the previous year. The standard uses CH\_ER\_13601. The percentage uses CH\_ER\_FO011 which provides a value based on the previous year's age and the value in the standard bracket CH\_ER\_BR001. You can override these earnings and use a real vacation plan, however.

3. Specifics

There is one vacation payment generated for the previous year based on the sum of hourly earnings for the previous year within the specified month.

---

**Note:** Depending on age (for previous year plus 1 year) the system assigns vacation entitlements of 20, 25 or 30 days. You can override this in the corresponding customer exit. You can also adjust percentages in cases where the compensation is paid additionally or already included in the payment for overtime earnings.

---

To make changes, access the Data page by selecting Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Data. Then select the CH\_ER\_BR001 element name (hourly vacation component)

### CH\_ER\_14020 – Hourly Holiday Compensation

This table shows the earning, rate type, value, unit type, and value used for the CH\_ER\_14020 earning:

<i>Earning</i>	<i>Rate Type</i>	<i>Value</i>	<i>Unit Type</i>	<i>Value</i>
CH_ER_14020 Basis * %	Accumulator	CH_ER_8010	Formula	As of bracket.

#### 1. Calculation

Holiday compensation for hourly paid employees.

#### 2. Source of value

The base uses accumulator CH\_ER\_8010, which accumulates hourly earnings. The standard uses CH\_ER\_13600 and CH\_ER\_13610. The percentage uses CH\_ER\_FO022, which provides value based on the value in bracket CH\_ER\_BR002. You can override this by using a percentage for the real holiday schedule.

#### 3. Specifics

There is one holiday payment generated based on the sum of hourly earnings within the specified month.

### CH\_ER\_14021 – Hourly Holiday Compensation (Previous Year)

This table shows the earning, rate type, value, unit type, and value used for the CH\_ER\_14021 earning:

<i>Earning</i>	<i>Rate Type</i>	<i>Value</i>	<i>Unit Type</i>	<i>Value</i>
CH_ER_14021 Basis * %	Accumulator	CH_ER_8010	Formula	As of bracket.

#### 1. Calculation

Holiday compensation for the previous year for hourly paid employees.

#### 2. Source of value

The base uses accumulator CH\_ER\_8011, which accumulates hourly earnings for the previous year. The standard uses CH\_ER\_13601. The percentage uses CH\_ER\_FO022 which provides a value based on the value in bracket CH\_ER\_BR002. You can override this by using a percentage for the real holiday schedule.

#### 3. Specifics

There is one holiday payment for the previous year that is generated based on the sum of hourly earnings for the previous year within the specified month

To make changes, access the Data page by selecting Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Elements, Supporting Elements, Brackets, Data. Then select the CH\_ER\_BR002 element name (holiday premium hourly payment).

## Earnings Automatically Derived for Hourly Payments

This section discusses the CH\_ER\_22000 earning which is used for certain overtime payments.

### CH\_ER\_22000 – Overtime 125 % (GAV)

This table shows the earning, rate type, value, unit type, and value used for the CH\_ER\_22000 earning:

<b>Earning</b>	<b>Rate Type</b>	<b>Value</b>	<b>Unit Type</b>	<b>Value</b>
CH_ER_22000 Rate * Unit * %	Variable	CH_ER_FO030 = Overtime Pay Rate (Annual RT)	Positive input	Manual entry

The rate equals the overtime pay rate that appears on the Overtime CHE page, where the bracket entry (Annual Salary) equals the Annual RT Global Payroll system element.

## Other Hourly Payments

There are more earnings provided that you can use to enter hourly payments. These earnings are in the range between 1000 and 9999 and are provided due to the Swissdec certification. Use these earnings to manually input data. They do not create any corresponding compensation, however.

---

## Swissdec Earnings

All earnings as defined in the Swissdec guidelines are available within Global Payroll for Switzerland. Earnings are maintained according to the guidelines. You can use them for production without making any changes.

See also [Chapter 1.2.1 \*Beispiel eines Lohnartenstamms\*](#)

---

## Net to Gross (Gross Up)

Global Payroll for Switzerland supports gross up calculations. It is not an iterative approach. It follows the formulas as provided by the former SUVA (document 1922.d).

Here are the pages you would access to make adjustments for gross up calculations:



## Pages Used to make adjustments for gross up calculations

Page Name	Object Name	Usage
Maintain Social Ins Data CHE Page	GPCH_SI_DATA	Set AHV and ALV status to 2.
Accumulator - Member Page	GP_ACCUMULATOR_3	Assign net earnings to accumulator CH_NE_02

### Maintain Social Ins Data CHE Page

Gross up for all earnings is triggered by assigning AHV and ALV a status of 2 – employer pays all on employees social insurance data. Then all contribution for AHV, ALV and UVG are grossed up. Gross up happens by default and the gross up amount is shown in generated earnings CH\_NE\_XXX.

Use the Maintain Social Ins Data CHE page (GPCH\_SI\_DATA) to Set AHV and ALV status to 2.

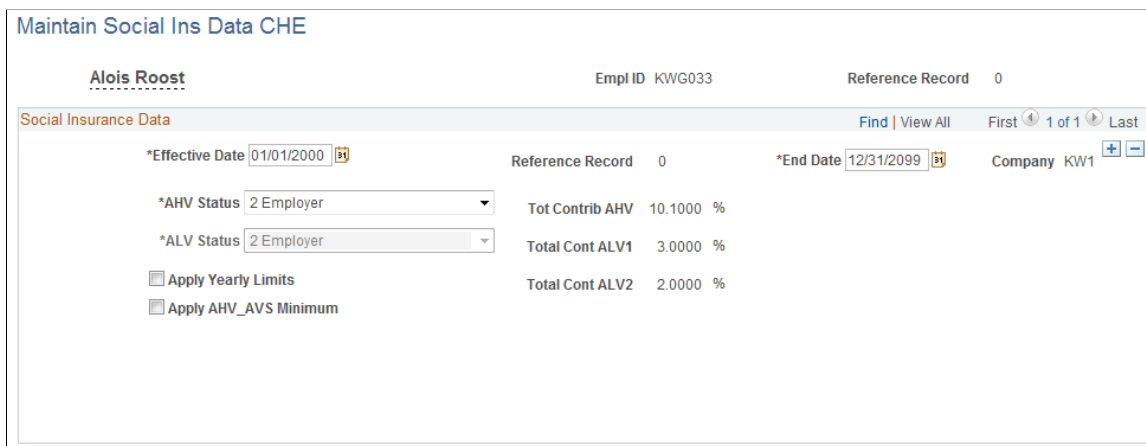
See the example here:

#### Navigation

Global Payroll & Absence Mgmt >Payee Data >Social Security/Insurance >Maintain Social Ins Data CHE >Maintain Social Ins Data CHE

#### Image: Maintain Social Ins Data CHE page

Maintain Social Ins Data CHE page



### Accumulator - Member Page

Gross up for dedicated earnings is managed by assigning earnings to the CH\_NE\_02 accumulator. For testing you might just use the sample earnings CH\_ER\_15000 and CH\_ER\_14500. Based on the Swissdec certification of this module we provide the standard Gratuity earnings (1201) as a gross up earning. A limitation of using this earning is that it does not include source tax in the gross up.

Use the Accumulator - Member page (GP\_ACCUMULATOR\_3) to assign net earnings to accumulator CH\_NE\_02.

See example here:

### Navigation

Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Elements >Supporting Elements >Accumulators >Members

### Image: Accumulator - Member page

Accumulator - Member page

Accumulator Name							Definition		Level		Members	
Element Name			CH_NE_02	Net to Gross Base			Owner		PS Mnt			
Element Member List							Personalize		Find		First 1-3 of 3 Last	
Members		Contributions										
Element Type	*Element Name	Description	*Begin Date	End Date	Accumulator Sign							
Earnings	CH_ER_15000	VR Salary net	01/01/1998		Add			+ -				
Earnings	CH_ER_14500	Net premium	01/01/1998		Add			+ -				
Seg. Accm	CH_NE_C02	Cust Entry CH_NE_02	01/01/1998		Add			+ -				

## Chapter 22

# Employee Report Center

---

## Understanding Employee Report Center

This section provides an overview of the Employee Report Center and discusses:

- Unemployment Reports
- Future Options

---

**Note:** Currently, the employee report center lists only the Unemployment Report.

---

More reports will be added for single employees. Future options consists of reports such as:

- Any Swissdec domain XML
- Pay Slip
- Pay Balance
- Tax Statement

## Employee Report Center CHE Page

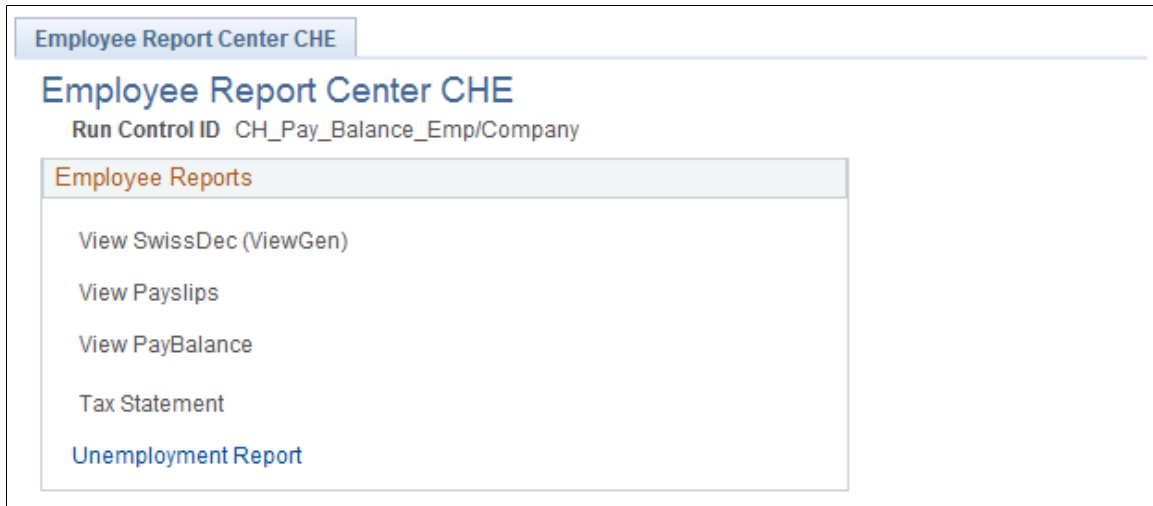
Use the Employee Report Center CHE Page (GPCH\_UNEMP\_DB) to access employee reports.

### Navigation

Global Payroll & Absence Mgmt >Payee Data > Employee Report Center CHE

**Image: Employee Report Center CHE Page**

Employee Report Center CHE Page



## Unemployment Reports

This topic discusses how to setup and generate Unemployment Reports.

### Pages Used to Set Up and Generate Unemployment Reports

<i>Page Name</i>	<i>Object Name</i>	<i>Usage</i>
Accumulator Name Page	GP_ACCUMULATOR	Map customer earnings to standard accumulators.
<u>Unemployment Report CHE Page</u>	GPCH_UNEMP_REP	Generate unemployment reports.

### Unemployment Report CHE Page

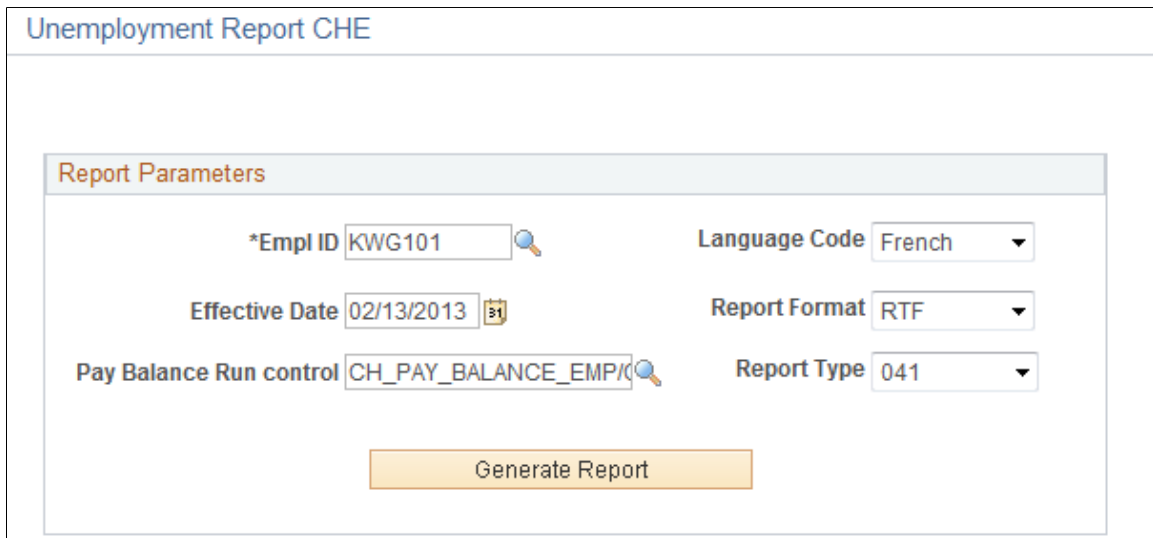
Use the Unemployment Report CHE Page (GPCH\_UNEMP\_REP) to generate unemployment reports (Form 041 and Form 103).

#### Navigation

Global Payroll & Absence Mgmt >Payee Data > Employee Report Center CHE >Employee Reports >Unemployment Report >Unemployment Report CHE

**Image: Unemployment Report CHE Page**

Unemployment Report CHE Page



The screenshot displays the 'Unemployment Report CHE' page. At the top, the title 'Unemployment Report CHE' is visible. Below it, a section titled 'Report Parameters' contains several input fields and dropdown menus. The fields are: '\*Empl ID' with the value 'KWG101', 'Language Code' with the value 'French', 'Effective Date' with the value '02/13/2013', 'Report Format' with the value 'RTF', and 'Pay Balance Run control' with the value 'CH\_PAY\_BALANCE\_EMP/'. A 'Generate Report' button is located at the bottom of the parameter section.

The unemployment report is generated in the specified format. You have to manually enter additional data into blank fields.

---

**Note:** In order to enter / update additional data into the system generated report , the proposed format is RTF.

---

## Image: Unemployment Report Form 041

## Unemployment Report Form 041

Assurance-chômage		CE art. 67 R. 1408/71	
<b>Attestation de l'employeur – Attestation des périodes d'assurance</b>			
Nom et prénom Bosshard Peter		N° AVS 7568822045638	
NPA, localité, rue, numéro 5072 Sachseln Hauptstrasse 5		Date de naissance 11.04.1968	
L'employeur est tenu de fournir des renseignements conformes à la vérité et de garder le secret à l'égard de tiers (art. 20, 30 LACI; art. 26 L'PGA); de plus, il délivrera l'attestation de l'employeur à l'office compétent qui la demande dans le délai d'une semaine.			
<b>Rapport de travail</b> Le rapport existant immédiatement avant le départ est déterminant pour répondre aux questions suivantes.			
1 Nature du rapport de travail <input checked="" type="checkbox"/> durée déterminée <input type="checkbox"/> durée indéterminée			
<input type="checkbox"/> emploi à plein temps <input type="checkbox"/> emploi auxiliaire <input type="checkbox"/> emploi sur appel			
<input type="checkbox"/> emploi à temps partiel <input type="checkbox"/> emploi saisonnier <input type="checkbox"/> contrat de travail temporaire			
<input type="checkbox"/> travail à domicile <input type="checkbox"/> apprentissage			
2 Durée du rapport de travail du _____ au 13.02.2013			
3 Activité en qualité de _____			
4 Horaire normal de travail en vigueur dans l'entreprise _____ 0 heures par semaine			
5 Horaire normal de travail contractuel de l'assuré(e) _____ 0 heures par semaine			
6 Existait-il un contrat de travail écrit? <input type="checkbox"/> = oui <input type="checkbox"/> non			
7 Le rapport de travail était-il soumis à une convention collective de travail? <input type="checkbox"/> = oui CCI _____ <input type="checkbox"/> non			
8 A quelle caisse de compensation AVS êtes-vous affilié? <b>888 AHV Ausgleichskasse</b>			
<b>Résiliation du rapport de travail</b>			
9 Qui a résilié? _____ quand? _____ pour quelle date? _____			
10 De quelle façon? <input type="checkbox"/> oralement <input type="checkbox"/> par écrit (prière de joindre la lettre de congé)			
11 Durée du délai légal ou conventionnel? _____			
12 Durant le délai de congé, l'assuré(e) a-t-il (elle) été empêché(e) de travailler? <input type="checkbox"/> oui, en raison de _____ du _____ au _____ <input type="checkbox"/> non			
13 Motif de la résiliation _____			
14 Dernier jour de travail effectué _____			
0716041 – 002 – 07 – 2003			

15 Le salaire a été versé jusqu'au _____						
716.041 f. 07.2003 30'000 <span style="float: right;">www.espace-emploi.ch</span>						
<b>Activité soumise à cotisation durant les quatre dernières années</b>						
16 Utiliser une ligne pour chaque année civile ou chaque période ininterrompue.						
du _____ au _____	Salaire total soumis à cotisation AVS					
01.01.2011 _____ 31.12.2011 _____	153.333.333					
<b>Salaire</b>						
17 Salaire de base soumis à cotisation AVS par _____ heure _____ jour de travail <input checked="" type="checkbox"/> mois <b>fr. 25.053.333</b>						
18 Une indemnité pour jours de vacances était-elle comprise dans le salaire de base soumis à cotisation AVS? <input checked="" type="checkbox"/> oui (fr. M) par _____ heure _____ jour de travail <input checked="" type="checkbox"/> mois resp. _____ % du salaire de base						
19 Quel a été le salaire réalisé durant les douze derniers mois avant la fin du rapport de travail? Période du 13.02.2012 _____ au 13.02.2013 _____						
Code 1	Code 2	Code 3	Code 4	Code 5	Total	Code 6 jours/heures
0	0	0	0	0	0	0
Code 1 = Salaire de base* Code 2 = "commissions" _____ pourboires* _____ participation aux bénéfices ou au chiffre d'affaires* Code 3 = "Bonifications contractuelles", pour autant qu'une prétention légale existe également pendant toutes les absences payées. Prière de préciser lesquelles _____ Code 4 = _____ "12e mois de salaire" _____ gratification* _____ "Sommis à l'AVS" Code 5 = "Prestations en nature" pour _____ logement <input type="checkbox"/> déjeuner <input type="checkbox"/> dîner <input type="checkbox"/> souper Code 6 = Nombre de _____ jours de travail _____ heures de travail, y compris les absences payées Motifs des absences: _____ vacances _____ maladie _____ accident <input type="checkbox"/> service militaire, civil ou protection civile _____ autres motifs _____						
20 La résiliation du contrat a-t-elle donné lieu au versement d'une indemnité ou d'une prestation semblable? <input type="checkbox"/> oui, d'un montant de fr. _____ <input type="checkbox"/> non						
21 Une indemnité de vacances a-t-elle été versée à la cessation des rapports de travail en compensation de vacances non prises? <input type="checkbox"/> oui, d'un montant de fr. _____ pour _____ jours <input type="checkbox"/> non						
22 L'assuré(e) a-t-il (elle) renoncé à des droits découlant du contrat de travail? <input type="checkbox"/> oui <input type="checkbox"/> non Si oui, pour quels motifs? _____						
23 Une pension ou une rente est-elle versée? <input type="checkbox"/> oui fr. _____ par mois <input type="checkbox"/> non						
24 L'assuré(e) perçoit-il (elle) d'autres prestations et si oui lesquelles (indiquer la nature des prestations) Lieu/Date _____ Adresse complète/Signature valable _____						
N° de tél. _____						

For Swissdec earnings, the required accumulator setup is provided. For customer earnings, the customer needs to maintain the required accumulators.

CH_AL_L17_BN	Line17 BN
CH_AL_L17_MS	Line17 MS
CH_AL_L17_13	Line17 13
CH_AL_CODE1	Line19 Code1
CH_AL_CODE2	Line19 Code2
CH_AL_CODE3	Line19 Code3
CH_AL_CODE4	Line19 Code4
CH_AL_CODE5	Line19 Code5
CH_AL_CODE6	Line19 Code6

# Understanding Error Messages

## Delivered Error Messages for Switzerland

To assist you in calculating payrolls successfully, Global Payroll for Switzerland delivers predefined error messages that notify you of error conditions and data problems without interrupting the calculation process.

This section discusses:

- General error messages.
- Messages generated with the AHV report.
- Messages generated with the interface processing for pension funds.

**Note:** All delivered messages are in message set 17055.

### General Error Messages

This table lists general error messages:

<i>Message Number</i>	<i>Text/Explanation</i>	<i>Type (Error or Warning)</i>	<i>Generated In</i>	<i>Expected Activity</i>
1001	<p>Earning for sequence %1 not assigned.</p> <p>Sequence number of dependent may be greater than assigned earning number for child allowance (GPCH_CA_EARNINGS). Reorganize the dependent assignment or increase the number of assigned earnings.</p> <p>Or, if sequence = '70', then the CH_TX_D31 is missing.</p>		No longer active.	<p>Supported number of children no longer depends on setup and is unlimited now.</p> <p>Assignment of source deduction for canton Vaud now independent of setup as well.</p>

<b>Message Number</b>	<b>Text/Explanation</b>	<b>Type (Error or Warning)</b>	<b>Generated In</b>	<b>Expected Activity</b>
1002	<p>Bank data missing.</p> <p>There is no bank data for the employee assigned.</p>	W	Formula CH_EP_CHK_1002FF	<p>No net pay distribution selection assigned to the employee.</p> <p>Clerk needs to add the net pay information (or inform the employee to add within self-service).</p> <p>Technical: Formula CH_EP_CHK_1002FF calls Array CH_BK_AR001, which checks existence of entries in GP_NET_DIST_DTL.</p>
1003	<p>Print control data missing.</p> <p>There are no print instructions for the Employee assigned. No payslip (and no <i>Lohnausweis</i>) will be printed.</p>	W	No longer active.	<p>Default for payslip print is now 'Print'.</p> <p>Print control of Tax Statement (<i>Lohnausweis</i>) is done through another control field.</p>
1004	<p>Company %1, pay entity %2 , legal entity %3 not in sync.</p> <p>Company, pay entity, and legal entity need to be in sync. Adjust either company or pay group.</p>	W	Formula CH_EP_CHK_1002FF	<p>There is a mismatch between company and pay entity. Clerk needs to assign the employee to a valid company / GP pay group combination.</p> <p>Technical: Company = system element; pay entity = system element; legal entity = variable according to the mapping defined in bracket CH_00_BLENTITY.</p>



<b>Message Number</b>	<b>Text/Explanation</b>	<b>Type (Error or Warning)</b>	<b>Generated In</b>	<b>Expected Activity</b>
1005	<p>FAK canton is missing. There is no FAK canton assigned.</p> <p>Check Location table for assigned Canton.</p>	W	Formula CH_EP_CHK_1002FF	<p>A valid canton for child allowance processing can't be identified. The canton is taken from Location table or from employee override.</p> <p>Clerk needs to assign either a Swiss location or enter an override on the Swiss Child Allowance page.</p> <p>Technical: Location_Tbl.State for the assigned location isn't a Swiss canton and no override on GPCH_CA_DATA1 has been provided.</p>
1006	<p>TAX Canton missing.</p> <p>Employee is eligible for source tax. No tax canton is calculated.</p> <p>Check assignment in Source Tax Data table (GPCH_TX_DATA).</p>	E	Formula CH_EP_CHK_1002FF	<p>A valid canton for source tax processing can't be identified. The canton is taken from employee's source tax assignments or from the Location table if such an assignment doesn't exist.</p> <p>Clerk needs to assign either a Swiss location or enter an override on the Swiss Tax Data page.</p>

<b>Message Number</b>	<b>Text/Explanation</b>	<b>Type (Error or Warning)</b>	<b>Generated In</b>	<b>Expected Activity</b>
1007	<p>Source tax tariff %2 for canton %1 not found.</p> <p>Employee is eligible for source tax. Tariff code not found in Tariff table.</p> <p>Check assignment in the Source Tax Data table (GPCH_TX_DATA).</p>	E	Formula CH_EP_CHK_1002FF	<p>A source tax tariff assigned to an employee isn't valid for the processed period.</p> <p>Clerk needs to assign a valid source tax tariff.</p> <p>Technical: Payroll reads from table GPCH_TX and GPCH_TX_Rates using the tariff and canton assigned to the employee. If there is no entry found, the system generates an error. This happens most often when the canton changes, the valid tariff codes for the year change, and codes for the employee are not adjusted to the new codes.</p>
1008	<p>Seg %1, Per %2, and TER/HIR %3 not in sync.</p> <p>There are segmentation triggers that do not match hire, rehire, or termination triggers for Switzerland. Remove the segmentation triggers.</p>	E	Formula CH_EP_CHK_1002FF	<p>There are payroll segmentation triggers that do not match the three triggers defined for Swiss payroll (full segmentation events of HIR/TER or REH).</p> <p>Clerk needs to delete non-matching segmentation triggers (if the Release. 9 trigger cleanup feature does not remove the triggers).</p> <p>Technical: The only supported full segmentation triggers are Job events with an Action of HIR/TER or REH. Trigger setup needs to be reviewed.</p>

<b>Message Number</b>	<b>Text/Explanation</b>	<b>Type (Error or Warning)</b>	<b>Generated In</b>	<b>Expected Activity</b>
1009	<p>No matching hire date for pay entity %1 found.</p> <p>A hire date for the processed pay entity not found.</p> <p>An EmplID always needs a Job row with the Action HIR for any company / pay entity.</p>	W	Formula CH_AL_HIR_TER	<p>A valid hire within the company (or set of companies = legal entity) can't be identified.</p> <p>Clerk needs to check that the employee has a valid hire date.</p> <p>Technical: If a person moves from one legal entity to another, this needs to be done by means of a Termination and Hire / Rehire (on the same day if there is no gap between the termination and rehire). If such a change is entered with an Action other than Termination and Hire / Rehire, the payroll system will not find a valid hire within the new legal entity and will generate an error message.</p>

<b>Message Number</b>	<b>Text/Explanation</b>	<b>Type (Error or Warning)</b>	<b>Generated In</b>	<b>Expected Activity</b>
1011	<p>Company change and EO entry as of %1 not in sync.</p> <p>In the event of a company change, the EO entry needs to be booked in the beginning of the service period.</p>	W	Formula CH_EO_ FO001	<p>An employee was transferred to a new company (legal entity). However there is now an EO (military service) entry for the previous company. Thus the EO refund will go to the new company, which could be incorrect.</p> <p>Clerk needs to review the entry and adjust or substitute a corrective entry.</p> <p>Technical: EO entries are calculated in the period of Effdt (effective date), based on the attributes of the service date. The refund always goes to the company as of the effective dated entry. If a previous company can not be 'reached' by retro calculation (which is limited to a year), adjustments need to be entered manually.</p>

<b>Message Number</b>	<b>Text/Explanation</b>	<b>Type (Error or Warning)</b>	<b>Generated In</b>	<b>Expected Activity</b>
1012	<p>Payment for period %1 after termination as of %2.</p> <p>There is a payment after termination. Please check to see whether the payment is allowed.</p>	W	Formula CH_EP_CHK_1002FF	<p>There is a payment after termination which may not be allowed.</p> <p>Clerk needs to review the earnings of the employee and remove them if there is an invalid entry.</p> <p>Technical: The set of 'invalid' earnings/ deductions after termination is stored in accumulator CH_00_90. If an earning/ deduction is included in this accumulator for an inactive employee, the system generates a warning.</p>
1013	<p>UV Status %2 and STD Hours %1 not in synch.</p> <p>The UV Status is either '3' and standard hours are &gt; 8 or the hours are &lt; 8 and the status is in (0,1,2,4).</p> <p>Check to see whether this is correct.</p>	W	Formula CH_EP_CHK_1002FF	<p>Accident insurance (UV) status is at odds with the number of assigned hours.</p> <p>Clerk needs to check whether the UV status is correct.</p> <p>Technical: Employees working less than 8 hours per week are not eligible for the standard accident insurance. However, it is a requirement that a clerk verify that employees should be excluded from insurance coverage; therefore, the system generates a warning message rather than changing the UV status.</p>

<b>Message Number</b>	<b>Text/Explanation</b>	<b>Type (Error or Warning)</b>	<b>Generated In</b>	<b>Expected Activity</b>
1014	<p>Entry for AHV # is missing.</p> <p>If AHV # is not yet known, you need to save the record with CHE and AHV without AHV number. However, the record itself must exist in the system.</p>	W	Formula CH_EP_CHK_1002FF	<p>There is no National ID assignment.</p> <p>Clerk needs to verify and enter National ID if it has not been entered, or remind the employee to provide the National ID as soon as possible.</p> <p>Technical: National ID is maintained in Pers_NID. It is expected that each employee has been assigned a National ID.</p>
1015	<p>Earning/deduction not valid for canton %1.</p> <p>There is an earning/deduction assigned which is not valid for the indicated canton (for example, manual entries for GE child allowances).</p>	W	Formula CH_EP_CHK1015	<p>There are some legal earnings/deductions that can be granted only in specific cantons.</p> <p>The system generates warnings when these earnings or deductions are assigned to a person who is not in the canton.</p> <p>Technical: The system performs this check in the case of:</p> <ul style="list-style-type: none"> <li>• Manual corrections to the child allowance earning CH_CA_C%GE, which is valid only for employees who work or live in GE .</li> <li>• Manual corrections to the solidarity funds SH deduction CH_SO_M00, which is valid only for employees working in SH.</li> </ul>

<b>Message Number</b>	<b>Text/Explanation</b>	<b>Type (Error or Warning)</b>	<b>Generated In</b>	<b>Expected Activity</b>
1016	<p>Hours entered for previous year. Check child allowance.</p> <p>This month's calculation includes hours for previous year. Please check whether child allowance needs manual adjustment.</p>	W	Formula CH_EP_CHK_1002FF	<p>Earning shows hours for previous year.</p> <p>Clerk needs to check whether child allowances – which are based on worked / reported number of hours – are correct in previous year and in current year.</p>
1017	<p>Daily EO-Payment of %1 exceeds Salary per day of CHF %2. Number of days: %3.</p> <p>65 % of gross payment * 1.3, which is about 85 %, is less than EO payment. Check whether amounts are correct.</p>	W	Formula CH_EP_EO_CHK	<p>EO payment might be higher than regular payment.</p> <p>Clerk should check whether employee is eligible to receive the delta paid out.</p>
1018	<p>An entry for LAW exists, but not for the current company.</p> <p>Add an entry for current company.</p>	W	Formula CH_TX_FOLAWDATACH_TX_WAF07	<p>There are LAW (old and/or new) overrides for the employee in the current year, but this override is not set for the current processed company. This can occur when there is a company change during the year and the clerk does not maintain the data.</p> <p>Clerk needs to enter an override for the current company.</p>

### Messages Generated with the AHV Report

This table lists messages generated within the AHV report GPCHS108:

<b>Message Number</b>	<b>Text/Explanation</b>	<b>Type (Error or Warning)</b>	<b>Generated In</b>	<b>Expected Activity</b>
1101	<p>Begin or end date not available.</p> <p>Contribution period for terminated employee cannot be determined.</p>	W	Formula CH_AH_WAF01 used for IK-File according to internal specifications.	<p>There are payments reported for previous year, but there is no calculation history for the previous year.</p> <p>Clerk needs to review the payments. As payroll is already closed, clerk needs to report the AHV-number manually to the provider.</p> <p>Technical: A payment for previous year is supported only if the employee was either calculated in the previous year with this payroll or valid history data (GPCH_RP_SI07, ~SI08) was migrated.</p>
1102	<p>AHV number not valid.</p> <p>AHV number either does not exist or has an invalid format.</p>	W	Interface/Reporting used for IK-File will expire with Swissdec solution.	<p>There is no AHV number assigned. This error should have been reported earlier during the payroll run (see message 1014).</p> <p>Clerk needs to remind the employee to provide the National ID as soon as possible.</p> <p>As payroll is already closed, the clerk needs to report the AHV number manually to the provider.</p>
1103	AHV Gross is negative.	W	Interface/reporting used for IK file will expire with Swissdec solution.	<p>Provides additional information in the IK File that there is a negative payment.</p> <p>Clerk needs to check whether this is correct.</p>



<b>Message Number</b>	<b>Text/Explanation</b>	<b>Type (Error or Warning)</b>	<b>Generated In</b>	<b>Expected Activity</b>
1104	Begin date of contribution period not available.	W	Interface/reporting used for IK file will expire with Swissdec solution.	This is a technical error that needs to be reviewed by customer development team.
1105	End date of contribution period not available.	W	Interface/reporting used for IK file will expire with Swissdec solution.	This is a technical error that needs to be reviewed by customer development team.



# Dashboard Reports Versus Classic Reports

## Understanding Dashboard Reports Versus Classic Reports

For legal year end processing, Global Payroll for Switzerland provides a dashboard feature. The Swiss dashboard page combines the former legal reports and reports for new features like BVG\_LPP, UVGZ\_LAAC and KTG\_AMC.

You can still run some of those reports using run control pages, however, these reports are no longer updated when changes occur for legal reasons. Therefore, it is our strong recommendation that you run those reports using the dashboard and use Swissdec ViewGen where applicable to create the reports.

To provide you with additional information for the transition phase where both options are still available, refer to the Comparison Table.

### Related Links

[Comparison Table](#)

## Comparison Table

This table displays the reports that are supported by the dashboard and run control pages that were used exclusively in past releases:

Source for all BI- and ViewGen-Dashboard-Reports is the XML, that we finally will send to the authorities. For such cases, where ViewGen-Report exists, only the ViewGen report is Swissdec certified and it's the strong recommendation to use the ViewGen Version only. Classic Reports retrieve the results direct from the database instead. In most cases we use classic reports to create the Input for final XML, which then get build by last AE step – GPCH\_AE\_ELM.

<i>Program</i>	<i>Report</i>	<i>Classic</i>	<i>Domain Required</i>	<i>Dashboard</i>	<i>ViewGen</i>	<i>BI Publisher</i>	<i>Comments</i>
AHV-AVS	AHV Year	No (> 9.1)	no	yes	yes	yes	*
AHV-AVS	AHV Free	No (> 9.1)	no	yes	yes	yes	
AHV-AVS	ProofOfInsurance	no	yes	yes	yes	no	
BFS-OFS	BESTA	yes	no	no			
BFS-OFS	Salary Structure	no	yes	yes	yes	yes	BI Publisher 'just' a free format listing

<b>Program</b>	<b>Report</b>	<b>Classic</b>	<b>Domain Required</b>	<b>Dashboard</b>	<b>ViewGen</b>	<b>BI Publisher</b>	<b>Comments</b>
BNK-BNQ	Bank ISO 20022	no	yes	yes	no	yes	BI Publisher 'just' a free format listing
BVG-LPP	<i>Berechnungsliste</i>	no	yes	yes	no	yes	
EO-APG	Interface to AKB	no	yes	yes	no	yes	Pool Inside
FAK-CAF	Swissdec	no	yes	yes	yes	yes	
FAK-CAF	AKB	no	yes	yes	no	yes	Pool Inside
FAK-CAF	eAHV	no	yes	yes	no	yes	Pool Globaz, IGAKIS
FAK-CAF	PDF monthly	yes	no	no			All cantons
FAK-CAF	PDF yearly	yes	no	no			All cantons
LAW-CDS	XML	yes	yes	yes			
LAW-CDS	PDF	yes	yes	yes	yes	yes	BI Publisher 'just' a free format listing
QST-IS XML	Swissdec monthly	no	yes	yes	(in progress)	yes	All cantons.
QST-IS XML Result	Swissdec monthly	no	Yes	Yes	yes	yes	All cantons (with Image 22)
QST-IS XML	Year GE (ISEL)	no		yes till 31.12.2014	no	yes	Dashboard: GE only**  BI Publisher 'just' a free format listing
QST-IS XML Result	Swissdec monthly	no	Yes	Yes	yes	yes	All cantons (with Image 22)
QST-IS PDF	Year	yes	no	no			All cantons
QST-IS PDF	Month	yes	no	no			All cantons
QST-IS PDF	Quarter	no		yes	no	yes	See Quarter XML, other cantons

<b>Program</b>	<b>Report</b>	<b>Classic</b>	<b>Domain Required</b>	<b>Dashboard</b>	<b>ViewGen</b>	<b>BI Publisher</b>	<b>Comments</b>
KTG-AMC		no		yes	yes	yes	BI Publisher 'just' a free format listing
UVG-LAA		No (> 9.1)	no	yes	yes	yes	BI Publisher 'just' a free format listing
UVGZ-LAAC		no		yes	yes	yes	BI Publisher 'just' a free format listing

\* Classic: Interface no longer supported.

\*\* Other cantons cannot be processed through the dashboard.



# Global Payroll for Switzerland Sarbanes-Oxley Act

## Guidelines to Fulfill the Needs of Sarbanes-Oxley Act

In the tables listed in this section the *H* role stands for the Payroll Administrator and the *F* role stands for Finance Administrator.

### 1. Prepare

This table lists the preparations that you should take to fulfill the needs of the Sarbanes-Oxley act:

<b>Role</b>	<b>Month:</b>	<b>Done</b>	<b>Date</b>	<b>Remarks</b>
H	Prepare – Functional: <ul style="list-style-type: none"> <li>• Retroactive calculations.</li> <li>• Special cases (including positive input).</li> <li>• 13th month.</li> <li>• New earnings / deductions.</li> </ul>			All special cases should be listed with employee ID.

<b>Role</b>	<b>Month:</b>	<b>Done</b>	<b>Date</b>	<b>Remarks</b>
H	Prepare – Define Spot Check: <ul style="list-style-type: none"> <li>• Employee IDs always in spot check.</li> <li>• Employee IDs with changes.</li> <li>• Special cases for this month.</li> <li>• Source tax.</li> <li>• Bank transfer.</li> <li>• Random selection of additional employee IDs.</li> </ul>			
H	Additional Manual Activities: <ul style="list-style-type: none"> <li>• Remarks on payslip.</li> <li>• Other.</li> </ul>			

## 2. Payroll

This table lists the payroll related activities that you should take to fulfill the needs of the Sarbanes-Oxley act:

<b>Role</b>	<b>Activity</b>	<b>Run #</b>	<b>Approval</b>	<b>Full Check</b>	<b>Spot Check</b>	<b>Navigation</b>
H	Payroll	3376	FMB	Number of employees in log file (Anzahl berechnete Mitarbeiter)	See Payslip	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Calculate Absence and Payroll



<i>Role</i>	<i>Activity</i>	<i>Run #</i>	<i>Approval</i>	<i>Full Check</i>	<i>Spot Check</i>	<i>Navigation</i>
H	Online payroll, errors and warnings			Correct errors.  Correct and accept warnings.		Global Payroll & Absence Mgmt, Absence and Payroll Processing, Review Absence/Payroll Info, Payee Messages
H	Payslip	3377	FMB	Number of current payslips.  Number with retroactive transactions.	As defined under step 1.	Global Payroll & Absence Mgmt, Payslips, Create/Print Payslips CHE
H	Pay balance	3378	FMB	Number of current calculations.  Number with retroactive transactions.	As defined under step 1.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Pay Balance CHE, Pay Balance CHE
H	Element summary	3379	FMB	All earnings and deductions.	Compare with previous month.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Pay Element Summary CHE

**Note:** Repeat as often as needed.

### 3. Prepare Finance Approval

This table lists the activities that you should take to prepare for approval from finance to fulfill the needs of the Sarbanes-Oxley act:

<b>Role</b>	<b>Activity</b>	<b>Run #</b>	<b>Approval</b>	<b>Full Check</b>	<b>Spot Check</b>	<b>Navigation</b>
H	Prepare GL			Log file		Global Payroll & Absence Mgmt, Time and Labor / GL Costs, Send Costs to GL
H	Prepare Bank			Log file		Global Payroll & Absence Mgmt, Payment Processing, Run Payment Prep Process CHE
H	Bank List			Amount = element summary.  Number of payments = reconciliation.	As defined under step 1.	Included in Prepare Bank PDF.
H	Calculation Reconciliation (including Bank and GL)			Gross and net payment.  Number of payments.  GL amounts.	Compare with previous month.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Calc Reconciliation Report CHE
H	GL Queries			Error  Company totals compare with reconciliation calculations.		Reporting Tools, Query, Query viewer  GPCH_GL_ERROR  GPCH_GL_E1CMP
H	Source Tax			All villages  Amounts compare with element summary.	Compare with previous month.	Global Payroll & Absence Mgmt, Taxes, Source Tax Month Report CHE

<b>Role</b>	<b>Activity</b>	<b>Run #</b>	<b>Approval</b>	<b>Full Check</b>	<b>Spot Check</b>	<b>Navigation</b>
H	List with all changes (Audit)			Check period of changes.	Compare to list that requests changes.	Workforce Administration, Workforce Reports, Database Audit

**Note:** Repeat as often as needed

#### 4. Finance Approval

This table lists the activities that you should take to get finance approval to fulfill the needs of the Sarbanes-Oxley act:

<b>Role</b>	<b>Activity</b>	<b>Run #</b>	<b>Approval</b>	<b>Full Check</b>	<b>Spot Check</b>	<b>Navigation</b>
F	Diverse			Changes	Payslips Pay Balance Overtime	PDF
F	Prepare Bank			Log file  Don't forget to check calculation.		Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Run Payment Prep Process CHE
F	Calculation reconciliation, including bank and general ledger.			Gross Net Amounts Number of retroactive transactions General ledger amount	Compare with previous month.	Global Payroll & Absence Mgmt, Absence and Payroll Processing, Reports, Calc Reconciliation Report CHE
F	GL Queries			Compare company total with reconciliation.	Employee account.	Reporting Tools, Query, Query viewer  GPCH_GL_E1CMP  GPCH_GL_ACC_DTL

<i>Role</i>	<i>Activity</i>	<i>Run #</i>	<i>Approval</i>	<i>Full Check</i>	<i>Spot Check</i>	<i>Navigation</i>
F	Bank list			Compare total with general ledger and reconciliation calculation.	Bank transfer for selected employees.	PDF
F	Source tax			Compare total with general ledger amount.	Source tax for selected employees.	PDF

## 5. Finalize Payroll

This table lists the activities that you should take to finalize your payroll to fulfill the needs of the Sarbanes-Oxley act:

<i>Role</i>	<i>Activity</i>	<i>Run #</i>	<i>Approval</i>	<i>Full Check</i>	<i>Spot Check</i>	<i>Navigation</i>
H	Finalize Payroll			Log file		Global Payroll & Absence Mgmt, Absence and Payroll Processing, Calculate Absence and Payroll

**Note:** From this point on changes can only come from retroactive transactions that are processed during the next month.

## 6. Interfacing to Third Parties

This table lists the activities that you should take to interface with third parties and general ledger to fulfill the needs of the Sarbanes-Oxley act:

<i>Role</i>	<i>Activity</i>	<i>Run #</i>	<i>Approval</i>	<i>Full Check</i>	<i>Spot Check</i>	<i>Navigation</i>
F	Define bank contents.			Setup for various transfer types.	Although it is defined as the current pay end date, is the effective date valid? If so, you only need to set this up once.	Set Up HCM, Product Related, Global Payroll & Absence Mgmt, Banking, Payment Transfer Content CHE

<b>Role</b>	<b>Activity</b>	<b>Run #</b>	<b>Approval</b>	<b>Full Check</b>	<b>Spot Check</b>	<b>Navigation</b>
F	Create DTA.			Compare DTA amount and number of payments with the bank list.		Global Payroll & Absence Mgmt, Payment Processing, Create Bank File CHE
F	Create EPO.			Compare EPO amount and number of payments with the bank list.		Global Payroll & Absence Mgmt, Payment Processing, Create Bank File CHE
F	Transfer file to bank/post finance.			Compare DTA/EPO amount and number of payments with the bank list.		Online Banking
F	Source tax.					Send per (yellow) mail
General Ledger Interface – Sample						
F	Send to GL.			Log file Monitor, send, and receive.	n/a	Global Payroll & Absence Mgmt, Time and Labor / GL Costs, Finalize Costs for GL
F	Check GL input.			Validate account and cost center.	Totals for cost center and accounts.	Enterprise Enterprise One EBS
F	Accept GL.			Online warnings.		Enterprise Enterprise One EBS



# Additional Certified Earnings and Deductions

## Understanding Additional Certified Earnings and Deductions

This section lists additional earnings and deductions where the code and name were not changed to the Swissdec naming conventions. They were used, however, for Swissdec certification. These earnings and deductions are categorized as certified earnings and underlie enterprise maintenance the same way the full Swissdec earnings set does.

## Additional Earnings and Deductions Table

This table lists the additional earnings and deductions that underlie enterprise maintenance:

<i>Enterprise Earning / Deduction</i>	<i>Description</i>	<i>Swissdec Earning / Deduction</i>
CH_00_54F	Forward CH_00_54	n/a
CH_00_70	Transfer amount	6600
CH_00_72	Transfer amount	6600
CH_00_74	Negative net	6600
CH_AH_D10	AHV - Contribution EE	5010
CH_AH_D11	AHV - Contribution total	n/a
CH_AH_D12	AHV - Contribution ER	n/a
CH_AH_D31	AHV - Admin Fee	n/a
CH_AL_D10	ALV - Contribution EE	5020
CH_AL_D11	ALV - Contribution Total	n/a
CH_AL_D12	ALV - Contribution ER	n/a
CH_AL_D20	ALVZ - Contribution EE	5030
CH_AL_D21	ALVZ - Contribution total	n/a
CH_AL_E16	Social Insurance Days	n/a

<b>Enterprise Earning / Deduction</b>	<b>Description</b>	<b>Swissdec Earning / Deduction</b>
CH_CA_MB01	Corr Birth Allowance	3032
CH_CA_MC01	Corr Child Allowance	3000
CH_CA_ME01	Corr Education Allowance	3010
CH_CA_MH01	Corr Household Allowance	3031
CH_ER_14010	Vacation Compensation	1160
CH_ER_14020	Holiday Compensation	1161
CH_FK_D10	FAK - Contribution EE	n/a
CH_FK_D11	FAK - Contribution	n/a
CH_FK_D12	FAK - Contribution ER	n/a
CH_FK_D21	FAK Additional	n/a
CH_RP_0004	Legal Deductions	n/a
CH_RP_0050	Gross	5000
CH_RP_0052	Legal Net	n/a
CH_RP_0054	Cash	6500
CH_RP_0080	ER Cost Taxes	n/a
CH_RP_5041L	UVGZ - LAAC Wage Cat1	9041
CH_RP_5042L	UVGZ - LAAC Wage Cat2	9041
CH_RP_5045L	KTG - AMC Wage Cat1	9051
CH_RP_5046L	KTG - AMC Wage Cat2	9051
CH_RP_AH02	AHV Base	9010
CH_RP_AH04	AHV Exempt Used	n/a
CH_RP_AH50	AHV Exempt	9012
CH_RP_AHD11L	AHV - AVS Wage	9011
CH_RP_AL02	ALV - AC Base	9020
CH_RP_AL50	ALV Exempt	n/a
CH_RP_ALD11L	ALV-AC Wage	9021
CH_RP_ALD21L	ALVZ - LAAC Wage	9022



<b><i>Enterprise Earning / Deduction</i></b>	<b><i>Description</i></b>	<b><i>Swissdec Earning / Deduction</i></b>
CH_RP_BV02	BV Base	9060
CH_RP_CAALL	Family Allowance Total	n/a
CH_RP_FKD00	FAK Saldo (copy of CH_FK_D00)	n/a
CH_RP_KK02	KTG Base	9050
CH_RP_UV02	UV Base	9030
CH_RP_UVD11L	UVG - LAA Wage	n/a
CH_RP_UVD21L	NBUV - NPA Wage	9031
CH_RP_UVZ02	UVGZ - LAAC Base	9040
CH_TX_E00	Employment Days Per Month	n/a
CH_UV_D11	BU - Contribution	n/a
CH_UV_D20	NBU - Contribution EE	5040
CH_UV_D21	NBU - Contribution Total	n/a
CH_UV_D22	NBU - Contribution ER	n/a
CH_UV_E16	UV days	n/a

## Additional Earnings for Child Allowance

This table lists the additional earnings for child allowance (to cover the requirements of the Central Allowance Register) that underlie enterprise maintenance:

<b><i>Enterprise Earning / Deduction</i></b>	<b><i>Description</i></b>	<b><i>Swissdec Earning / Deduction</i></b>
Generated Earnings		
CH_CA_01	01 Birth Allowance	3032
CH_CA_02	02 Adoption Allowance	3032
CH_CA_10	10 Child Allowance	3000
CH_CA_11	11 Child All. Numerous	3000
CH_CA_12	12 Child All. Disabled	3000
CH_CA_13	13 Child All. 11 + 12	3000
CH_CA_20	20 Education Allowance	3010

<b><i>Enterprise Earning / Deduction</i></b>	<b><i>Description</i></b>	<b><i>Swissdec Earning / Deduction</i></b>
CH_CA_21	21 Educ. All. Numerous	3010
CH_CA_22	22 Educ. All. Under 16	3010
CH_CA_23	23 Educ. All. 21 + 22	3010
CH_CA_30	30 Diff. All. National	n/a
CH_CA_31	31 Diff. All. International	n/a
Manual Entries		
CH_CA_M01	01 Birth Allowance C	3032
CH_CA_M02	02 Adoption Allowance C	3032
CH_CA_M03	03 Diff. Birth All. C	3032
CH_CA_M04	04 Diff. Adoption All. C	3032
CH_CA_M10	10 Child Allowance C	3000
CH_CA_M11	11 Child All. Numerous C	3000
CH_CA_M12	12 Child All. Disabled C	3000
CH_CA_M13	13 Child All. 11 + 12 C	3000
CH_CA_M20	20 Education Allowance C	3010
CH_CA_M21	21 Educ. All. Numerous C	3010
CH_CA_M22	22 Educ. All. Under 16 C	3010
CH_CA_M23	23 Educ. All. 21 + 22 C	3010
CH_CA_M30	30 Diff. All. National C	n/a
CH_CA_M31	31 Diff. All. International C	n/a
CH_CA_M32	32 Child All. IVG C	n/a

# Global Payroll for Switzerland Accumulators

---

## Understanding Global Payroll for Switzerland Accumulators

This section provides an overview of Global Payroll for Switzerland accumulators, which you may periodically need to maintain.

The various accumulators are:

- Subtotals
- Others
- Social Insurances
- Source Tax
- 2006 Tax Statement (and later)
- Statistics - LSE
- French Cross-Border Reporting Tax
- Geneva (GE) Source Tax Reporting
- Ticino (TI) Source Tax Reporting
- Source Tax Reporting (Various Cantons)
- Unemployment Reporting
- Reporting (Others)

---

## Subtotals

This table lists the accumulators, description, custom entries, and any relevant comments associated with the sub total categories:

<b>Accumulator</b>	<b>Description</b>	<b>Custom Entry</b>	<b>Comments</b>
CH_00_0	Taxable (AHV,ALV,UV,Tax)	CH_00_C0	Regular earnings that are taxable and paid to the employee. The earnings automatically contribute to AHV, ALV, UV and taxes.
CH_00_04	Legal Deductions	CH_00_C04	Subtotal for legal social insurance deductions.
CH_00_50	Gross	CH_00_C50	Gross payments, especially those that do not contribute through CH_00_0.
CH_00_52	Legal Net	CH_00_C52	Subtotal for legal net pay, especially before the UVGZ and KTG source tax deductions. Net payments that contribute to legal net (only those that do not contribute through CH_00_0).
CH_00_54	Cash	CH_00_C54	Final payout coming from current month. For example CH_00_52 – Source Tax (UVGZ and KTG etc.).
CH_00_80 ER	Cost Taxes	CH_00_C80	Subtotal for employer cost.

## Others

This table lists the accumulators, description, custom entries, and any relevant comments associated with other categories:

<b>Accumulator</b>	<b>Description</b>	<b>Custom Entry</b>	<b>Comments</b>
CH_00_90	Not allowed after termination.	CH_00_C90	Entry of these earnings for terminated employees triggers a payroll warning.
CH_BK_PAYMT8	Bank garnishment.		
CH_BK_PAYMT9	Bank external transfers.		
CH_ER_8010	Base vacation and holiday premium.	CH_ER_C8010	Collect units for calculation for hourly paid employees for: - vacation substitute - holiday substitute

<b>Accumulator</b>	<b>Description</b>	<b>Custom Entry</b>	<b>Comments</b>
CH_ER_8011	Base hourly premium previous year.	CH_ER_C8011	Collect units of hours entered for previous year for calculation for hourly paid employees for:  - vacation substitute  - holiday substitute
CH_GR_00	Garnishment available.	CH_GR_C00	Net for garnishment calculation. Only use for deductions that are not included in legal net, but determine garnishable net (for example, source tax)
CH_GR_04	Net garnishment bonus.	CH_GR_C04	Earnings considered as bonus payments for garnishment methods with additional deduction option for bonus payments.
CH_UP_02	Base to reduce salary.	CH_UP_C02	

---

## Social Insurances

This table lists the accumulators, description, custom entries, and any relevant comments associated with the social insurances functional category:

<b>Accumulator</b>	<b>Description</b>	<b>Custom Entry</b>	<b>Comments</b>
CH_AH_02	AHV-base	CH_AH_C02	AHV Gross. Only use in cases that do not contribute through CH_00_0.
CH_AL_02	ALV-base	CH_AL_C02	ALV Gross. Only use in cases that do not contribute through CH_00_0.
CH_AL_10	AHV/ALV unpaid days	CH_AL_C10	Unpaid days.
CH_BV_02	BVG-base	CH_BV_C02	BVG Gross. Only use in cases that do not contribute through CH_00_0.
CH_CA_ALL	Family allowance total	CH_CA_CALL	All family allowances. Only use in cases that are not assigned by standard.
CH_KK_02	EO base	CH_EO_C02	Only to be used if running base from the Job record.

<b>Accumulator</b>	<b>Description</b>	<b>Custom Entry</b>	<b>Comments</b>
CH_EO_02	EO new base regular pay	CH_EO_C02	Only use for earnings that are EO- but not AHV-eligible and vice versa. By default = CH_AH_02.
CH_EO_02N	EO base bonus payments	CH_EO_C04	Earnings to be handled as bonus payments for look-up-calculation. Such earnings need to contribute to CH_EO_02 (most through CH_AH_02) and to CH_EO_04. Only use for earnings that are EO- but not bonus payments in the sense of taxes and vice versa. By default = CH_TX_04.
CH_EO_04	Worked hours for hourly paid employees	CH_ER_C8000	Collect units for calculation for hourly paid employees for child allowance hourly driven calculations.
CH_ER_8000	FAK-Base	CH_FK_C02	Only use for earnings that are FAK- but not AHV-eligible and vice versa. By default = CH_AH_D11_BASE = AHV-salary.
CH_FK_02	Sick payment base	CH_KK_C02	Only use for earnings that are KTG- but not AHV-eligible and vice versa. By default = CH_AH_02
CH_MI_02	GE maternity insurance base	CH_MI_C02	Only use for earnings that are maternity- but not AHV-eligible and vice versa. By default = CH_AH_D11_BASE = AHV-Salary.
CH_MI_10	GE maternity insurance refund	CH_MI_C10	
CH_NE_02	Net to gross base	CH_NE_C02	Assign earnings that get paid net for gross.
CH_PI_01	PK taxable amount annual rate	CH_PI_C01	Only in cases where PI contributions are calculated by payroll. For gross reported to AGB see CH_PK_02/04.  Only if Annual rate from Job is not the appropriate value. Default = Annual rate.
CH_PI_02	PK internal time	CH_PI_C02	Worked hours for hourly paid employees.
CH_PK_02	Yearly salary for PK	CH_PK_C02	Reported to AGB interface.

<b>Accumulator</b>	<b>Description</b>	<b>Custom Entry</b>	<b>Comments</b>
CH_PK_04	Bonus salary for PK	CH_PK_C04	Reported to AGB interface.
CH_SI_100	UV conf.	CH_SI_C100	Base for UV conform in additional insurances.
CH_SI_200	Additional Insurance 050	CH_SI_C200	
CH_SI_210	Additional Insurance 060	CH_SI_C210	
CH_SI_220	Additional Insurance 070/080	CH_SI_C220	
CH_SI_230	Additional Insurance	CH_SI_C230	
CH_UV_02	UV-Base		Only in cases where employees do not contribute through CH_00_0 or need to be reversed as they contribute through CH_00_0.

## Source Tax

This table lists the accumulators, description, custom entries, and any relevant comments associated with the source tax functional category:

<b>Accumulator</b>	<b>Description</b>	<b>Custom Entry</b>	<b>Comments</b>
CH_TX_02	Source tax-base.	CH_TX_C02	Only in cases that do not contribute through CH_00_0 or through CH_CA_ALL or need to be reversed as they contribute through CH_00_0.
CH_TX_03	Tax regular payments not prorated.	CH_TX_C03	Only earnings that need to be forecasted for the year but not for the month in case of mid period hire or termination.
CH_TX_04	Tax bonus.	CH_TX_C04	Earnings to be handled as bonus payments for lookup calculation. Such earnings need to contribute to CH_TX_02 (most through CH_00_0) and to CH_TX_04. All such earnings need to be assigned here.
CH_TX_05TI	Lump expenses TI.	CH_TX_C05TI	
CH_TX_10	Source tax per month source.	CH_TX_C10	Only use for additional customer source tax deductions.

<b>Accumulator</b>	<b>Description</b>	<b>Custom Entry</b>	<b>Comments</b>
CH_TX_12	Tax rates adjustment.	CH_TX_C12	

## Swiwsdec 4.0

This table lists the Swiwsdec 4.0 accumulators:

<b>Accumulator</b>	<b>Description</b>	<b>Custom Entry</b>	<b>Comments</b>
CH_QS_C	C-QST Church Tax GE.	CH_QS_CC	
CH_QS_D	D-QST TerminationPay.	CH_QS_CD	
CH_QS_E	E-QST Sporadic Benefits.	CH_QS_CE	
CH_QS_F	F-QST OwnershipRight.	CH_QS_CF	
CH_QS_G	G-QST BoardDirectors.	CH_QS_CG	
CH_QS_H	H-QST FamilyIncome.	CH_QS_CH	
CH_QS_I	I-QST ChargesEffective.	CH_QS_CI	
CH_QS_J	J-QST ChargesLumpSum	CH_QS_CJ	
CH_TX_AWDINCH	Workdays Switzerland.	CH_TX_CADWINCH	

## 2006 Tax Statement (and later)

This table lists the accumulators, description, custom entries, and any relevant comments associated with the 2006 tax statement (and later) functional category:

<b>Accumulator</b>	<b>Description</b>	<b>Custom Entry</b>	<b>Comments</b>
CH_LW_10	LAW 2006, line 1	CH_LW_C10	Only in cases that do not contribute through CH_00_0 or need to be reversed as they contribute through CH_00_0.
CH_LW_101	LAW 2006, line 10.1	CH_LW_C101	
CH_LW_102	LAW 2006, line 10.2	CH_LW_C102	
CH_LW_120	LAW 2006, line 12	CH_LW_C120	Only use for deductions that are not included in CH_TX_10. Default = CH_TX_10.
CH_LW_1311	LAW 2006, line 13.1.1	CH_LW_C1311	
CH_LW_1311A	LAW 2006, line 13.1.1 Check box	CH_LW_C1311A	



<b>Accumulator</b>	<b>Description</b>	<b>Custom Entry</b>	<b>Comments</b>
CH_LW_1312	LAW 2006, line 13.1.2	CH_LW_C1312	
CH_LW_1321	LAW 2006, line 13.2.1	CH_LW_C1321	
CH_LW_1322	LAW 2006, line 13.2.2	CH_LW_C1322	
CH_LW_1323	LAW 2006, line 13.2.3	CH_LW_C1323	
CH_LW_133	LAW 2006, line 13.3	CH_LW_C133	
CH_LW_140	LAW 2006, line 14		
CH_LW_15xxx	LAW 2006, line 15	CH_LW_C15xxx	Trigger corresponding message.
CH_LW_21	LAW 2006, line 2.1	CH_LW_C21	
CH_LW_22	LAW 2006, line 2.2	CH_LW_C22	
CH_LW_23	LAW 2006, line 2.3	CH_LW_C23	
CH_LW_30	LAW 2006, line 3	CH_LW_C30	
CH_LW_40	LAW 2006, line 4	CH_LW_C40	
CH_LW_50	LAW 2006, line 5	CH_LW_C50	
CH_LW_60	LAW 2006, line 6	CH_LW_C60	
CH_LW_70	LAW 2006, line 7	CH_LW_C70	
CH_LW_90	LAW 2006, line 9	CH_LW_C90	
CH_LW_F	LAW 2006, check box F	CH_LW_CF	
CH_LW_G	LAW 2006, check box G	CH_LW_CG	

---

## Statistics - LSE

Accumulators, description, custom entries, and any relevant comments associated with Statistics — LSE — Swissdec 4.0

<b>Accumulator</b>	<b>Description</b>	<b>Custom Entry</b>	<b>Comments</b>
CH_LE_JF1	TotalHoursOfWork Year		
CH_LE_JF2	TotalLessonsOfWork Year		
CH_LE_JI	Gross Earnings Year		

<b>Accumulator</b>	<b>Description</b>	<b>Custom Entry</b>	<b>Comments</b>
CH_LE_JJ	Allowances Year		
CH_LE_JK	FamIncSupplement Year		
CH_LE_JL	Social Contributions Year		
CH_LE_JM	BVG-LPP-RegularContr Year		
CH_LE_JO	Earnings13th	CH_LE_CJO	
CH_LE_JP	Overtime	CH_LE_CJP	
CH_LE_JQ	SporadicBenefits	CH_LE_CJQ	
CH_LE_JR	FringeBenefits	CH_LE_CJR	
CH_LE_JS	CapitalPayment	CH_LE_CJS	
CH_LE_JT	OtherBenefits	CH_LE_CJT	
CH_LE_JY	PaymentsByThird Year		
CH_LE_JZ	BVG-LPP-PurchaseContr	CH_LE_CJZ	
CH_LE_OF1	TotalHoursOfWork October	CH_LE_COF1	
CH_LE_OF2	TotalLessonsOfWork October	CH_LE_COF2	
CH_LE_OI	GrossEarnings October	CH_LE_COI	
CH_LE_OJ	Allowances October	CH_LE_COJ	
CH_LE_OK	FamIncSupplement October	CH_LE_COK	
CH_LE_OL	SocialContributions October	CH_LE_COL	
CH_LE_OM	BVG-LPP-RegContr October	CH_LE_COM	
CH_LE_OY	PaymentsByThird October	CH_LE_COY	

---

## French Cross-Border Reporting Tax

This table lists the accumulators, description, custom entries, and any relevant comments associated with the functional category for the French cross-boarder reporting tax:

<b>Accumulator</b>	<b>Description</b>	<b>Custom Entry</b>	<b>Comments</b>
CH_TX_GG1B	Tax Gross Cross Boarder France	CH_TX_CGG1B	Only in cases that do not contribute through CH_00_0 or need to be reversed as they contribute through CH_00_0.

## Geneva (GE) Source Tax Reporting (will expire on 31.12.2014)

This table lists the accumulators, description, custom entries, and any relevant comments associated with the functional category for Geneva (GE) source tax reporting:

<b>Accumulator</b>	<b>Description</b>	<b>Custom Entry</b>	<b>Comments</b>
CH_TX_GE31_YTD	GE Days worked.	CH_TX_CGE31	
CH_TX_GE34_YTD	GE indemnities Department.	CH_TX_CGE38	
CH_TX_GE37	AQ GE Prestations en capital.	CH_TX_CGE37	
CH_TX_GE38	AQ GE Indemnities pour frais.	CH_TX_CGE38	
CH_TX_GE39	Unpaid days attestation quit.	CH_TX_CGE39	

## Ticino (TI) Source Tax Reporting

This table lists the accumulators, description, custom entries, and any relevant comments associated with the functional category for Ticino (TI) source tax reporting:

<b>Accumulator</b>	<b>Description</b>	<b>Custom Entry</b>	<b>Comments</b>
CH_TX_TI21	Source Tax TI expenses	CH_TX_CTI21	
CH_TX_TI22	Source Tax TI unpaid days	CH_TX_TI22	

## Source Tax Reporting (Various Cantons)

This table lists the accumulators, description, custom entries, and any relevant comments associated with the functional category for source tax reporting for various cantons:

<b>Accumulator</b>	<b>Description</b>	<b>Custom Entry</b>	<b>Comments</b>
CH_TX_06	QS additional Premium (s. 2i)	CH_TX_C06	

<b>Accumulator</b>	<b>Description</b>	<b>Custom Entry</b>	<b>Comments</b>
CH_TX_06AI	Source Tax Premium AI	CH_TX_C06AI	
CH_TX_06AR	Source Tax Premium AR	CH_TX_C06AR	
CH_TX_06VD	Source Tax Premium VD	CH_TX_C06VD	
CH_TX_06ZH	Source Tax Premium ZH	CH_TX_C06ZH	

---

## Unemployment Reporting

This table lists the accumulators, description, custom entries, and any relevant comments associated with the functional category for Unemployment report.

<b>Accumulator</b>	<b>Description</b>	<b>Custom Entry</b>	<b>Comments</b>
CH_AL_L17_BN	Line 17 BN	CH_AL_CL17_BN	
CH_AL_L1_MS	Line 17 MS	CH_AL_CL17_MS	
CH_AL_L17_13	Line 17 13	CH_AL_CL17_13	
CH_AL_CODE1	Line 19 Code1	CH_AL_CCODE1	
CH_AL_CODE2	Line 19 Code2	CH_AL_CCODE2	
CH_AL_CODE3	Line 19 Code3	CH_AL_CCODE3	
CH_AL_CODE4	Line 19 Code4	CH_AL_CCODE4	
CH_AL_CODE5	Line 19 Code5	CH_AL_CCODE5	
CH_AL_CODE6	Line 19 Code6	CH_AL_CCODE6	

---

## Reporting (Others)

This table lists the accumulators, description, custom entries, and any relevant comments associated with other reporting situations:

<b>Accumulator</b>	<b>Description</b>	<b>Custom Entry</b>	<b>Comments</b>
CH_RP_2DEC	Show 2 decimals.	CH_RP_C2DEC	
CH_RP_ZERO	Show if zero.	CH_RP_CZERO	

# Using Customer Exits

## Understanding Customer Exits

The Global Payroll for Switzerland application offers multiple customer exits that allow you to adjust the logic of the application without losing the benefit of existing functionality. Besides the customer exits for accumulators, the Global Payroll for Switzerland application offers exits within formulas. These empty formulas are positioned in the standard formula at a point, where they allow you to adjust values or exit the full logic. Those formulas are normally not changed by when we update the application.

### Related Links

[Understanding Global Payroll for Switzerland Accumulators](#)

## Formula Table for Overriding Exits

This table lists the formulas, exits and examples of customer overrides:

<i>Formula</i>	<i>Description</i>	<i>Exit</i>	<i>Examples of customer overrides</i>
CH_00_SYS_RES	Resolve system elements.	CH_00_CHOURLY	Override pay frequency. Default is D = Daily; H = Hourly; W = Weekly
CH_EP_CHK_1002_FF	Check 1002 ff.	CH_BK_CFO001	Bank ID for post finance. Default is 9000.
CH_CA_FO002	Allowance amount.	CH_CA_CFO002	Customer logic for child allowance, that is covered as an exception by the FAK_CAF provider.
CH_CA_FO003	CA row processing.	CH_CA_CFO003	Full override of child allowance calculation.
CH_CA_FO003	CA row processing.	CH_CA_CFO003B	Override for canton GE, if covered by the FAK_CAF provider as an exception.
CH_CA_FO003	CA row processing.	CH_CA_CFO003C	Adjustments to child allowance, if covered by the FAK_CAF provider as an exception.

<b>Formula</b>	<b>Description</b>	<b>Exit</b>	<b>Examples of customer overrides</b>
CH_EO_FO100	EO select method for base.	CH_EO_CFO100	Customer can switch from monthly average to 12 month average as required by law.
CH_ER_FOGCMTH	13th month arrears eligibility.	CH_ER_CFOGCMTH	Adjust eligibility for 13th month. Default is Empl_Status = A.
CH_ER_FOGCPAY	13th month pay eligibility frequency.	CH_ER_CFOGCPAY	Adjust pay out events. Default is Termination or December.
CH_ER_FO012	Hourly in hundred base.	CH_ER_CFO012	Override vacation entitlement. Default is bracket CH_ER_BR001.
CH_ER_FO022	Holiday premium hourly payment.	CH_ER_CFO022	Override holiday entitlement. Default is bracket CH_ER_BR002.
CH_ER_FO1000	Active employee.	CH_ER_CFO1000	Define active employees. Default is Empl_Status = A.
CH_ER_FO1301	13th month pre-processing	CH_ER_CFO1301	Override if multiple pay out periods are for 13th month.
CH_ER_FO1331	13th month post processing.	CH_ER_CFO1331	Override if multiple pay out periods are for 13th month.
CH_MC_FOINPUT	Generate MC input.	CH_MC_CFOINPUT	Adjust input logic for multiple contracts. For example, in case of additional MC companies or additional MC channels.
CH_MC_FOOUTPUT	MC prepare output.	CH_MC_CFOOUTPUT	Adjust output logic for multiple contracts. For example, in case of additional MC companies or additional MC channels.
CH_MT_FO001	Maternity - Geneva 80 percent refund.	CH_MT_CFO001	Adjustments to maternity payments, if covered by the maternity insurance as an exception.
CH_PI_FO001	PK eligibility.	CH_PI_CFO001	Complete override of pension fund eligibility.
CH_PI_FO002	PK calculate contribution.	CH_PI_CFO002	Complete override of pension fund amounts.
CH_PI_FO010	PK contribution hourly.	CH_PI_CFO010	Adjust pension fund eligibility.

<b>Formula</b>	<b>Description</b>	<b>Exit</b>	<b>Examples of customer overrides</b>
CH_PI_FO012	PK calculation contribution monthly.	CH_PI_CFO012	Adjust pension fund amounts.
CH_RP_FO001	Variables for reporting.	CH_RP_CFO001	Create additional print only elements
CH_SI_AR210_PROC	Positive set of additional insurances detail.	CH_SI_CAR210_PROC	Adjust logic for additional insurances.
CH_SI_EE_OVRD	SI employee override.	CH_SI_CEE_OVRD	Adjust logic for employee's accident insurance.
CH_SI_FO200	Additional insurance process.	CH_SI_CFO200	Adjust logic for additional insurances.
CH_TX_FO050	Yearly (period) tax adjustment.	CH_TX_CFO050	Adjust logic for source tax lookup. For example, to handle negative gross according to the companies agreements.
CH_TX_FO060	Cross boarder.	CH_TX_CFO060	Adjust logic to identify Source Tax Cross border. Default is employee with address outside Switzerland if not already identified by source tax tariff.
CH_TX_FO110	Tax calculation lookup.	CH_TX_CFO110	Adjust logic for source tax lookup.
CH_TX_WAF07	Prepare WA for LAW 2006.	CH_LW_CFO001	Override status of pensioner for tax statement. Default is A = Tax Statement.
CH_TX_WAF07	Prepare WA for LAW 2006.	CH_TX_CWAF07	Update for all attributes, before write array gets saved.
CH_UV_FO010	UV Calculation percent.	CH_UV_CFO010	Adjust logic for employee's accident insurance.
CH_ZV_FO001	Additional insurances.	CH_ZV_CFO001	Adjust logic for additional insurances.

## Understanding Custom Exit to Assign Source Banks

Custom exit formula is useful in cases, if GP standard methods for assignment of different source banks may not sufficient for separation of source banks.

The custom exit formula for Swiss bank is defined by using Formula Name page.

## Formula Name Page

Use Formula Name page to define Custom Exit Formula.

### Navigation

Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Elements, Supporting Elements >Formulas

### Image: Formula Name Page

This example illustrates the fields and controls on the Formula Name page.

The screenshot shows the 'Formula Name' page with the following details:

- Text Definition:**
  - \*Name: CH\_BK\_CFO001
  - \*Description: Custom exit CH\_BK\_CFO001
  - \*Definition As Of Date: Calendar Period End Date
- Element Use:**
  - \*Owner: PS Delivered / Not Maintained
  - \*Class: Customary
  - \*Used By: Specific Country
  - Country: CHE (Switzerland)
  - Industry/Region: (empty)
  - Category: (empty)
- Resolution Parameters:**

This element type does not require additional resolution parameters.
- Override Levels:**
  - Pay Entity
  - Pay Group
  - Payee
  - Calendar
  - Via Elements
  - Element Definition
  - Positive Input
- Results:**
  - Store
  - Store if Zero
- Version Information:**
  - Last Updated: 07/24/07 10:22:15.000000PM
  - Last Updated By: PPLSOFT
  - User Version: (empty)
  - Version: P\_9.00.00.689726

**Note:** PeopleSoft delivers the custom exit empty.

## Proposal for Customer Formula

```
0 >> FM[CH_BK_CFO001]
IF ... = ... Then
'XXX' >>
>> VR[CH_BK_POST_RECEIVE]
End If
```

**Note:** In case an employee has multiple accounts, all accounts need to be transferred from the same source banks.

## Application Engine GPCH\_BK\_TRN.GPCHBK12.Step01

```
UPDATE PS_GPCH_BK_XFER_EE
SET SRC_BANK_ID = ( SELECT R.CHAR_PIN_VAL
FROM PS_GP_RSLT_PIN R
, PS_GP_PIN P
WHERE P.PIN_NM = 'CH_BK_POST_RECEIVE'
AND P.PIN_NUM = R.PIN_NUM
AND PS_GPCH_BK_XFER_EE.CAL_RUN_ID = R.CAL_RUN_ID
AND PS_GPCH_BK_XFER_EE.CAL_ID = R.CAL_ID
```



```

AND PS_GPCH_BK_XFER_EE.GP_PAYGROUP = R.GP_PAYGROUP
AND PS_GPCH_BK_XFER_EE.EMPLID = R.EMPLID
AND PS_GPCH_BK_XFER_EE.EMPL_RCD = R.EMPL_RCD)
WHERE PS_GPCH_BK_XFER_EE.CAL_RUN_ID = %Bind(CAL_RUN_ID)
AND PS_GPCH_BK_XFER_EE.PAY_ENTITY = %Bind(PAY_ENTITY)
AND PS_GPCH_BK_XFER_EE.EMPLID BETWEEN %Bind(EMPLID_FROM) AND %Bind(EMPLID_TO)
AND ( EXISTS (
SELECT 'X'
FROM PS_GP_RSLT_PIN R
, PS_GP_PIN P
WHERE P.PIN_NM = 'CH_BK_POST_RECEIVE'
AND P.PIN_NUM = R.PIN_NUM
AND PS_GPCH_BK_XFER_EE.CAL_RUN_ID = R.CAL_RUN_ID
AND PS_GPCH_BK_XFER_EE.CAL_ID = R.CAL_ID
AND PS_GPCH_BK_XFER_EE.GP_PAYGROUP = R.GP_PAYGROUP
AND PS_GPCH_BK_XFER_EE.EMPLID = R.EMPLID
AND PS_GPCH_BK_XFER_EE.EMPL_RCD = R.EMPL_RCD)

```



# Robust File Management

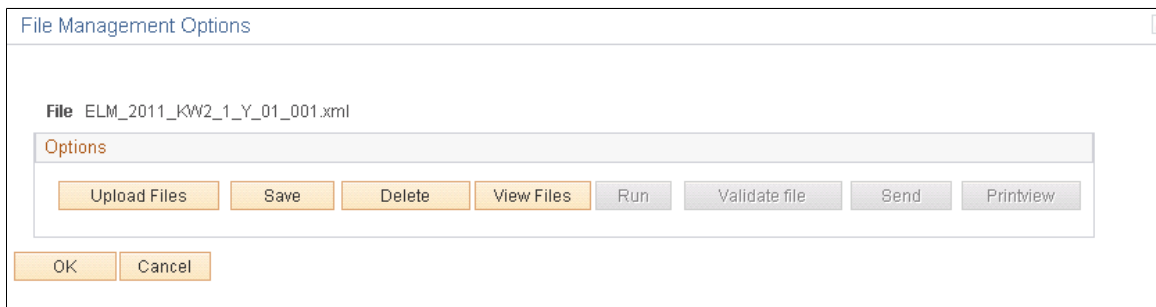
---

## Robust File Management

In Global Payroll for Switzerland environment, all files are stored as attachments. In most cases, a link first navigates to a standard sub-page, which allows required action on any XML file. For all files, actions such as Upload, Save, Delete and View Files are active.

### Image: File Management Options Page

File Management Options page



For some files, further options are available. They are:

- Run
- Validate
- Send
- Printview

The following graphic gives an overview of files and supported actions:



## Chapter 30

# Year End Audit

## Year End Audit

PeopleSoft provides a flexible framework to audit all Swissdec XML in 3 ‘dimensions’:

- Synchronous Audit (Earnings/Deductions with corresponding TAGs).
- Integrity
  - Internal (Earnings/Deductions Top to Down)
  - External (XML details with XML Totals)

To enable a XML evaluation with XML adequate tools (XSLT), the dashboard processing is enhanced to create former GPCHAL08 output as XML file with results per emplid.

### Navigation

Global Payroll & Absence Mgmt >Year End Processing >Year End Process CHE

### Image: Prepare Files - Year End Audit

Prepare Files - Year End Audit

Prepare Files | Process Files

Run Control ID FMB\_GWA\_800 Report Manager Process Monitor Run

Language English

**Run\_Options**

Pay Year 2013 Company GWA Delete

BVG-ValidAsOf 01.01.2014 Domain ID 800

Print Class GPCHDM2

Dashboard Parameters

Report Sub Selection

**Selected Processes** Personalize | Find | First 1-3 of 3 Last

Type	Report Status	Report Period
1 Identify	Open	
2 Write File	Open	
3 Base AL08	Open	Yearly

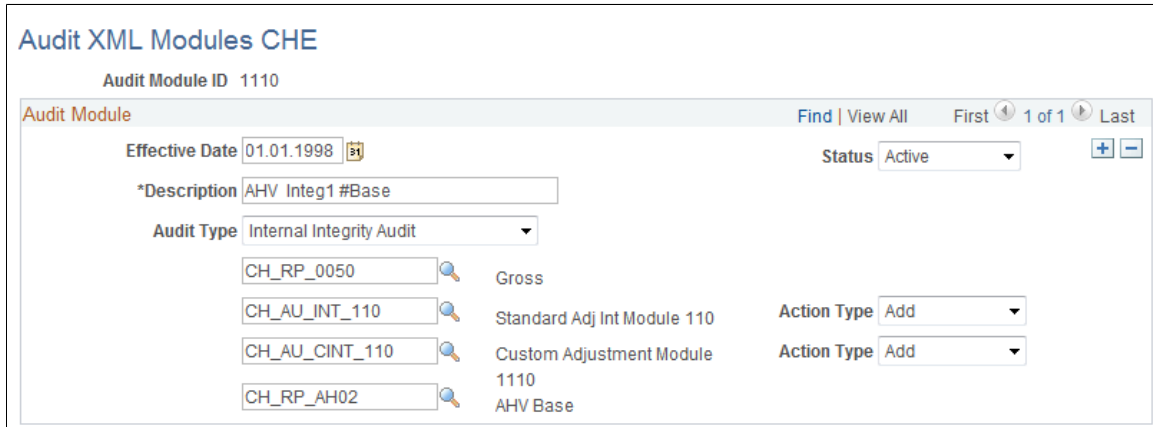
An Audit Step is defined in an Audit Module.

**Navigation**

Global Payroll & Absence Mgmt >Year End Processing >Audit XML Modules CHE

**Image: Audit XML Modules CHE page**

Audit XML Modules CHE page



Oracle provides 44 modules as system data.

Audit Modules get combined into Audit Sets (e.g. Audit for AHV\_AVS or the full Audit across all Swissdec domains).

**Navigation**

Global Payroll & Absence Mgmt >Year End Processing >Audit XML Set of Modules CHE

**Image: Audit XML Set of Modules CHE page**

Audit XML Set of Modules CHE page

**Audit XML Set of Modules CHE**

Audit Set ID 1

Effective Date: 01.01.1998 | Status: Active

Description: Full Audit

Seq Nbr	Audit Module ID	Domain	Description	Audit Type	Precision Level	Sign
1	1110		AHV Integ1 #Base	Internal Integrity Audit	1,00	Absolute
2	1120		AHV Integ2 #Wage	Internal Integrity Audit	1,00	Absolute
3	1130		KTG Integ1 #Base	Internal Integrity Audit	1,00	Absolute
4	1140		ALV Integ1 #Wage	Internal Integrity Audit	1,00	Absolute
5	1150		ALVZ Integ1 #Wage	Internal Integrity Audit	1,00	Absolute
6	1160		UVGZ Integ1 #Wage	Internal Integrity Audit	1,00	Absolute
7	1170		UVG Integ1 #Base	Internal Integrity Audit	1,00	Absolute
8	1180		UVG Int2 #BU Wage	Internal Integrity Audit	1,00	Absolute
9	1190		UVG Int2 #NBU Wage	Internal Integrity Audit	1,00	Absolute
10	1200		Net Int1 #Legal Net	Internal Integrity Audit	1,00	Absolute

Create Setup XML

Oracle provides 1 Audit Set with all 44 Audit modules as system data.

Finally, the Audit Set gets mapped to a set of internal and external XML and the user launches the audit process.

**Navigation**

Global Payroll & Absence Mgmt >Year End Processing >Manage Audit XML CHE

**Image: Manage Audit XML CHE page**

Manage Audit XML CHE page

**Manage Audit XML CHE**

Company

Pay Year

Report Period

Version

Description

Internal File Id  [Internal File](#)

External File Id  [External File](#)

Audit Set ID  [Full Audit](#)  Use Precision in Results View

Modules							Personalize	Find	View All	First	1-10 of 44	Last
Seq Nbr	Audit Module ID	Domain	Description	Audit Type	Precision Level	Sign						
1110	1110		AHV Integ1 #Base	Internal Integrity Audit	1,00	Absolute Value						
1120	1120		AHV Integ2 #Wage	Internal Integrity Audit	1,00	Absolute Value						
1130	1130		KTG Integ1 #Base	Internal Integrity Audit	1,00	Absolute Value						
1140	1140		ALV Integ1 #Wage	Internal Integrity Audit	1,00	Absolute Value						
1150	1150		ALVZ Integ1 #Wage	Internal Integrity Audit	1,00	Absolute Value						
1160	1160		UVGZ Integ1 #Wage	Internal Integrity Audit	1,00	Absolute Value						
1170	1170		UVG Integ1 #Base	Internal Integrity Audit	1,00	Absolute Value						
1180	1180		UVG Int2 #BU Wage	Internal Integrity Audit	1,00	Absolute Value						
1190	1190		UVG Int2 #NBU Wage	Internal Integrity Audit	1,00	Absolute Value						
1200	1200		Net Int1 #Legal Net	Internal Integrity Audit	1,00	Absolute Value						

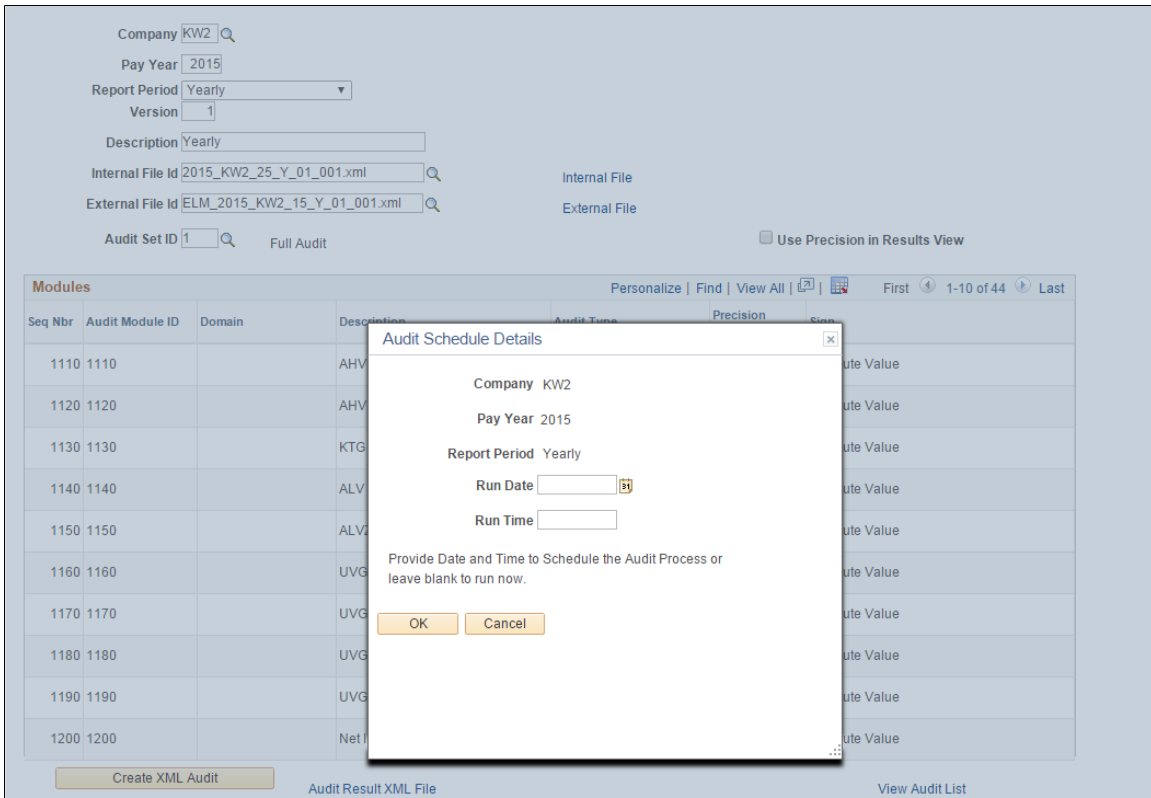
[View Audit List](#)

You can also schedule batch process by means of Audit Schedule Details modal window.



### Image: Audit Schedule Details Modal Window

#### Audit Schedule Details Modal Window



Schedule the audit date and time with the Create XML Audit button. The results of Audit can be reviewed online for result sets < 3 MB.

**Image: Synchrony Audit page**

Synchrony Audit page

Reconcile Review

## Synchrony Audit

2013/05/14 01:18

**Module List**

Module	Rows	Begin	Adjustments	End	Delta
<a href="#">AHV_Synch1_#Income</a>	30	1589951.40	0.00	1589951.40	0.00
<a href="#">AHV_Synch2_#AHV_free</a>	30	61800.00	42200.00	92200.00	11800.00
<a href="#">AHV_Synch3_#ALV_wage</a>	30	844934.25	0.00	844934.25	0.00
<a href="#">AHV_Synch4_#ALVZ_wage</a>	30	486625.10	0.00	486625.10	0.00
<a href="#">AHV_Synch5_#ALV_free</a>	30	350592.05	0.00	350592.05	0.00

[Employee List](#) [Last Page](#)

Now you can look at the details for such modules, which have a Delta <> 0.00

Module	CH_RP_AH0150	Adjustments	AHV.AVS.Open	Delta
<a href="#">GWT_001 - Bosshard, Peter</a>	0.00	0.00	0.00	0.00
<a href="#">GWT_002 - Aebi, Anna</a>	0.00	2800.00	2800.00	0.00
<a href="#">GWT_003 - Casanova, Renato</a>	0.00	0.00	0.00	0.00
<a href="#">GWT_004 - Dagels, Lorenz</a>	0.00	0.00	0.00	0.00
<a href="#">GWT_005 - Duss, Regula</a>	0.00	0.00	0.00	0.00
<a href="#">GWT_006 - Combetaldi, Renate</a>	20000.00	0.00	20000.00	0.00
<a href="#">GWT_007 - Egli, Anna</a>	30000.00	0.00	30000.00	0.00
<a href="#">GWT_008 - Estermann, Michael</a>	1400.00	16800.00	16800.00	1400.00

If you run bigger volumes, use the link ‘Audit Result XML File’, this will guide you to the Robust File Management subpage and there you fill the BI Publisher Template GPCH\_AU\_RSLT and click Printview.

**Navigation**

Global Payroll & Absence Mgmt >Year End Processing >Manage Audit XML CHE

**Image: Manage Audit XML CHE - File Management Options page**

Manage Audit XML CHE - File Management Options page

**File Management Options**

File: Audit-GWT-2010-Y--1.xml

Options

XMLP Template:

A list with all details is displayed. In future releases, this step will be enhanced to consider thresholds, if set by ‘use precision in Results View’.

**Image: Synchrony Detail page**

## Synchrony Detail page

Synchrony	AHV Synchrony #AHV free	1	CH_FP_AH0430	CH_AU_SYN_2011	CH_AU_CSYN_2011	AHV-AVS-Open			
GWT_001	Boschard, Peter		0.00	0	0	0.00		0.00	
GWT_002	Aebi, Anna		0.00	2800	0	2800.00		0.00	
GWT_003	Casanova, Renato		0.00	0	0	0.00		0.00	
GWT_004	Degele, Lorenz		0.00	0	0	0.00		0.00	
GWT_005	Duss, Regula		0.00	0	0	0.00		0.00	
GWT_006	Combertaldi, Renato		20000.00	0	0	20000.00		0.00	
GWT_007	Egli, Anna		30000.00	0	0	30000.00		0.00	
GWT_008	Estermann, Michael		1400.00	14800	0	14800.00		1400.00	
GWT_009	Farina, Corinne		0.00	0	0	0.00		0.00	



# Global Payroll for Switzerland Reports

---

## Global Payroll for Switzerland Reports: A to Z

These tables list all Global Payroll for Switzerland reports, sorted by report ID. If you need more information on a report, refer to the report details at the end of this chapter. These reports are divided into two categories:

- Swissdec-certified reports.
- Additional reports.

For more information about running these reports, refer to:

- The corresponding topic in this product documentation.
- *PeopleTools: Process Scheduler*.
- *PeopleTools: BI Publisher for PeopleSoft*.
- *PeopleTools: SQL Language Reference for PeopleSoft*.

For samples of these reports, see the [Report Samples](#) that are published with this online documentation.

---

**Note:** The Swissdec, founded by the largest Swiss insurance provider, SUVA (*Schweizerische Unfallversicherungsanstalt*), and other providers and governmental bodies, has certified the reports listed in the Swissdec-Certified Reports section. Global payroll for Switzerland offers additional, non-Swissdec certified reports. These reports are compliant with auditors' requirements for reports from employers at the end of the month or year, as necessary. They contain detailed information about employer and employee data, contributions, and so on.

---

### Related Links

[Comparison Table](#)

[Generating and Managing Dashboard XML](#)

## Swissdec-Certified Reports

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GPCH_AE_INS BVG Yearly Report.	Lists employee BVG salary. (BI Publisher)	<ul style="list-style-type: none"> <li>Global Payroll &amp; Absence Mgmt &gt; Year End Process CHE &gt; Prepare Files (to create)</li> <li>Global Payroll &amp; Absence Mgmt &gt; Year End Process CHE &gt; Process Files (to view)</li> </ul>	GPCH_EG_RSTATUS GPCH_EG_FSTATUS
GPCH_AE_INS KTG Yearly Report.	Lists employee KTG salary. (ViewGen)	<ul style="list-style-type: none"> <li>Global Payroll &amp; Absence Mgmt &gt; Year End Process CHE &gt; Prepare Files (to create)</li> <li>Global Payroll &amp; Absence Mgmt &gt; Year End Process CHE &gt; Process Files (to view)</li> </ul>	GPCH_EG_RSTATUS GPCH_EG_FSTATUS
GPCH_AE_INS UVGZ Yearly Report	Lists employee UVGZ salary. (ViewGen)	<ul style="list-style-type: none"> <li>Global Payroll &amp; Absence Mgmt &gt; Year End Process CHE &gt; Prepare Files (to create)</li> <li>Global Payroll &amp; Absence Mgmt &gt; Year End Process CHE &gt; Process Files (to view)</li> </ul>	GPCH_EG_RSTATUS GPCH_EG_FSTATUS
GPCHAL5X FAK Contributions Year	Lists employee FAK Salary and child allowances. (ViewGen)	<ul style="list-style-type: none"> <li>Global Payroll &amp; Absence Mgmt &gt; Year End Process CHE &gt; Prepare Files (to create)</li> <li>Global Payroll &amp; Absence Mgmt &gt; Year End Process CHE &gt; Process Files (to view)</li> </ul>	GPCH_EG_RSTATUS GPCH_EG_FSTATUS
GPCHAL07 Elem. Contr. List (element contribution list)	Lists all contributions and deductions. (SQR)	Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Element Contribution List CHE > Elem. Contr. List	GPCH_RC_AL07
GPCHAL08 Pay El. Sum. Month (pay element summary month)	Records the payroll process by defining all earnings and deductions for a specific month and the current year to date. (SQR)	Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Pay Element Summary CHE > Pay El. Sum. Month	GPCH_RC_AL08

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GPCHAL10 Payslip	Summarizes an employee's pay elements according to pay month. (SQR)	Global Payroll & Absence Mgmt > Payslips > Create/ Print Payslips CHE > Payslip Options	GPCH_RC_AL01_1
GPCHGL01 Accounting Voucher	Lists General Ledger results by ChartField. (SQR)	Global Payroll & Absence Mgmt > Time and Labor / GL Costs > Create Accounting Voucher CHE > Accounting Voucher	GPCH_RC_GL01
GPCHSI03 Personal Statement	Lists master data and social insurance information for individual employees. (SQR)	Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Personal Statement CHE > Personal Statement	GPCH_RC_SI03
GPCHSI06 SI Company Setup	Summarizes social insurance data relevant to all employees. (SQR)	Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security / Insurance > Company SI Contrib Rpt CHE > SI Company Setup	GPCH_RC_SI06
GPCHSI07 UV Year	Lists employee Gross, UVG Base and UVG Salary. (ViewGen)	<ul style="list-style-type: none"> <li>Global Payroll &amp; Absence Mgmt &gt; Year End Process CHE &gt; Prepare Files (to create)</li> <li>Global Payroll &amp; Absence Mgmt &gt; Year End Process CHE &gt; Process Files (to view)</li> </ul>	GPCH_EG_RSTATUS GPCH_EG_FSTATUS
GPCHSI08 AHV Year	Lists AHV and ALV contributions for an organization over a specific calendar year. (ViewGen)	<ul style="list-style-type: none"> <li>Global Payroll &amp; Absence Mgmt &gt; Year End Process CHE &gt; Prepare Files (to create)</li> <li>Global Payroll &amp; Absence Mgmt &gt; Year End Process CHE &gt; Process Files (to view)</li> </ul>	GPCH_EG_RSTATUS GPCH_EG_FSTATUS
GPCHSI08 Non AHV/ALV	Lists employees who do not have to pay AHV contributions (employees younger than 18 years or those with special dispensation). (ViewGen)	<ul style="list-style-type: none"> <li>Global Payroll &amp; Absence Mgmt &gt; Year End Process CHE &gt; Prepare Files (to create)</li> <li>Global Payroll &amp; Absence Mgmt &gt; Year End Process CHE &gt; Process Files (to view)</li> </ul>	GPCH_EG_RSTATUS GPCH_EG_FSTATUS

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GPCHST8x AHV_AVS E(M)A Swissdec 4.0	Provides XML AHV-AVS E(M)A as of Swissdec. (BI Publisher)	<ul style="list-style-type: none"> <li>Global Payroll &amp; Absence Mgmt &gt; Year End Process CHE &gt; Prepare Files (to create)</li> <li>Global Payroll &amp; Absence Mgmt &gt; Year End Process CHE &gt; Process Files (to view)</li> </ul>	GPCH_EG_RSTATUS GPCH_EG_FSTATUS
GPCHST02 Salary Structure Analysis (Lohnstrukturhebung) Swissdec 3.0	Provides XML as of Swissdec. (BI Publisher)	<ul style="list-style-type: none"> <li>Global Payroll &amp; Absence Mgmt &gt; Year End Process CHE &gt; Prepare Files (to create)</li> <li>Global Payroll &amp; Absence Mgmt &gt; Year End Process CHE &gt; Process Files (to view)</li> </ul>	GPCH_EG_RSTATUS GPCH_EG_FSTATUS
GPCHST2X Salary Structure Analysis (Lohnstrukturhebung) Swissdec 4.0	Provides XML as of Swissdec. (BI Publisher)	<ul style="list-style-type: none"> <li>Global Payroll &amp; Absence Mgmt &gt; Year End Process CHE &gt; Prepare Files (to create)</li> <li>Global Payroll &amp; Absence Mgmt &gt; Year End Process CHE &gt; Process Files (to view)</li> </ul>	GPCH_EG_RSTATUS GPCH_EG_FSTATUS
GPCHTX04 Payroll Register	Monitors the associated accumulators and displays the payroll register. (SQR)	Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Payroll Results Register CHE > Payroll Register	GPCH_RC_TX04_1
GPCHTX06 Pay Balance	Lists the employee ID, date of birth, hire and termination dates, and AHV number for each employee. (SQR)	Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Pay Balance CHE > Pay Balance	GPCH_RC_TX03
GPCH-AE_TX07 Tax Statement	Creates the XML, which is sent to Swissdec and from where the internal print takes the data. (ViewGen)	Global Payroll & Absence Mgmt > Year End Process CHE > Prepare Files (to create)	GPCH_EG_RSTATUS
GPCHTX2X Source Tax Swissdec	Monthly XML for all employees who underlay Source tax.	<ul style="list-style-type: none"> <li>Global Payroll &amp; Absence Mgmt &gt; Year End Process CHE &gt; Prepare Files (to create)</li> <li>Global Payroll &amp; Absence Mgmt &gt; Year End Process CHE &gt; Process Files (to view)</li> </ul>	GPCH_EG_RSTATUS GPCH_EG_FSTATUS



## Additional Reports

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GPCH-AE_TX07 Tax Statement (for print only)	Lists employee name, employment dates, and pay element totals. (External)	Global Payroll & Absence Mgmt > Taxes > Tax Statement Report CHE > Tax Statement	GPCH_RC_AL03
GPCHAL02 Reconciliation Report	Prepares data for reconciliation. (SQR)	Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Calc Reconciliation Report CHE > Reconciliation Report	GPCH_RC_AL02
GPCHAL04 FAK PDF month	Lists employee allowances and employer FAK contributions. Monthly. (SQR)	Global Payroll & Absence Mgmt > Authority Correspondence > FAK Contributions Report CHE > FAK Contributions	GPCH_RC_AL04
GPCHAL05 FAK PDF Year	Lists employee allowances and employer FAK contributions. Yearly. (SQR)	Global Payroll & Absence Mgmt > Authority Correspondence > FAK Contributions Report CHE > FAK Contributions	GPCH_RC_AL04
GPCHAL4X FAK XML AKB	Lists employee allowances. Monthly. Creates XML for AKB. Print for internal usage by BI Publisher.	<ul style="list-style-type: none"> <li>Global Payroll &amp; Absence Mgmt &gt; Year End Process CHE &gt; Prepare Files (to create)</li> <li>Global Payroll &amp; Absence Mgmt &gt; Year End Process CHE &gt; Process Files (to view)</li> </ul>	GPCH_EG_RSTATUS GPCH_EG_FSTATUS
GPCHAL5X FAK XML eAHV	Lists employee allowances. YearToDate Creates XML for eAHV. Print for internal usage by BI Publisher.	<ul style="list-style-type: none"> <li>Global Payroll &amp; Absence Mgmt &gt; Year End Process CHE &gt; Prepare Files (to create)</li> <li>Global Payroll &amp; Absence Mgmt &gt; Year End Process CHE &gt; Process Files (to view)</li> </ul>	GPCH_EG_RSTATUS GPCH_EG_FSTATUS
GPCHAL8X Pay El. Sum. Month (pay element summary month)	Creates XML as of GPCHAL08 by EMPLID as base for Year End Audit.	<ul style="list-style-type: none"> <li>Global Payroll &amp; Absence Mgmt &gt; Year End Process CHE &gt; Prepare Files (to create)</li> <li>Global Payroll &amp; Absence Mgmt &gt; Year End Process CHE &gt; Process Files (to view)</li> </ul>	GPCH_EG_RSTATUS GPCH_EG_FSTATUS

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GPCHAL06 Overpayment List	Lists all payees who have negative balances as of the last pay run. (SQR)	Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Overpayment List CHE > Overpayment List	GPCH_RC_AL06
GPCHBK01 Bank/Postal List	Provides information on all payments that have been made to employees through a financial institution such as a bank or the post office; mainly used internally for accounting purposes. (SQR)	Global Payroll & Absence Mgmt > Payment Processing > Create Bank List CHE > Bank/Postal List	GPCH_RC_BK01
GPCHBK02 Bank Transfer Disk	Creates one or several files containing all data records in their required format. (SQR)	Global Payroll & Absence Mgmt > Payment Processing > Create Bank File CHE > Bank Transfer Disk	GPCH_RC_BK02
GPCHEOX1 XML Military Service	Provides information on military services and expected refunds. Creates XML to send to AKB.	<ul style="list-style-type: none"> <li>• Global Payroll &amp; Absence Mgmt &gt; Year End Process CHE &gt; Prepare Files (to create)</li> <li>• Global Payroll &amp; Absence Mgmt &gt; Year End Process CHE &gt; Process Files (to view)</li> </ul>	GPCH_EG_RSTATUS GPCH_EG_FSTATUS
GPCHST01 ASCII (Profiling)	Creates ASCII file for Profiling	Global Payroll & Absence Mgmt > Authority Correspondence >BESTA Employment Statistic	GPCH_RC_ST01
GPCHST01 PDF (BESTA)	Creates ASCII file for Profiling and PDF for BESTA.	Global Payroll & Absence Mgmt > Authority Correspondence >BESTA Employment Statistic	GPCH_RC_ST01
GPCHTX01 Source Tax PDF Year – all cantons	Year list for all payees who underlay source tax.	Global Payroll & Absence Mgmt > Taxes >Source Tax Year Report CHE	GPCH_RC_TX01
GPCHTX01 Source Tax PDF Year – FR	Creates yearly statement for all payees who underlay source tax in canton FR.	Global Payroll & Absence Mgmt > Taxes >Source Tax Year Report CHE	GPCH_RC_TX01
GPCHTX01 Source Tax PDF Year – TI	Creates yearly statement for all payees who underlay source tax in canton TI.	Global Payroll & Absence Mgmt > Taxes >Source Tax Year Report CHE	GPCH_RC_TX01

<b>Report ID and Report Name</b>	<b>Description</b>	<b>Navigation</b>	<b>Run Control Page</b>
GPCHTX01 Source Tax PDF Cross border France	Creates yearly list for all payees who underlay the French cross border rules	Global Payroll & Absence Mgmt > Taxes >Source Tax Year Report CHE	GPCH_RC_TX01
GPCHTX01 Source Tax PDF Month – all cantons	Month list for all payees who underlay source tax.	Global Payroll & Absence Mgmt > Taxes >Source Tax Month Report CHE	GPCH_RC_TX02
GPCHTX01 Source Tax XML Year (GE)	Yearly XML for all employees who underlay Source tax in Canton Geneva.	<ul style="list-style-type: none"> <li>Global Payroll &amp; Absence Mgmt &gt; Year End Process CHE &gt; Prepare Files (to create)</li> <li>Global Payroll &amp; Absence Mgmt &gt; Year End Process CHE &gt; Process Files (to view)</li> </ul>	GPCH_EG_RSTATUS GPCH_EG_FSTATUS
GPCHTX02 Source Tax XML Quarter (VD)	Quarterly XML for all employees who underlay Source tax in Canton Vaud.	<ul style="list-style-type: none"> <li>Global Payroll &amp; Absence Mgmt &gt; Year End Process CHE &gt; Prepare Files (to create)</li> <li>Global Payroll &amp; Absence Mgmt &gt; Year End Process CHE &gt; Process Files (to view)</li> </ul>	GPCH_EG_RSTATUS GPCH_EG_FSTATUS
GPCHTX02 Source Tax XML Quarter all cantons other than GE / VD	Quarterly XML for all employees who underlay Source tax in Cantons other than Geneva or Vaud.	<ul style="list-style-type: none"> <li>Global Payroll &amp; Absence Mgmt &gt; Year End Process CHE &gt; Prepare Files (to create)</li> <li>Global Payroll &amp; Absence Mgmt &gt; Year End Process CHE &gt; Process Files (to view)</li> </ul>	GPCH_EG_RSTATUS GPCH_EG_FSTATUS
GP_PMT	SEPA XML	Global Payroll & Absence Mgmt > Run Payment Prep Process	GP_PMT_PREPARE
Unemployment Report CHE Page	Unemployment forms 041 and 103	Global Payroll & Absence Mgmt > Payee Data >Employment Report Center CHE	GPCH_UNEMP_DB



## Chapter 32

# Managing payments for Previous Year Terminated Employees

---

## Understanding Payments for Previous Year Terminated Employees

In case of termination, GP Switzerland creates a set of CP (Custom Period) accumulators to support payments after termination in future year(s).

<i><b>PIN_NM</b></i>	<i><b>Description</b></i>	<i><b>BGN_DT</b></i>
CH_AH_02_CP	AHV Gross as of termination	01. Jan 98
CH_AH_02_CPE	AHV Gross PE as of termination	01. Jan 98
CH_AH_03_CP	AHV exempted as of termination	01. Jan 98
CH_AH_05_CP	AHV paid as of termination	01. Jan 98
CH_AL_02_CP	ALV Gross as of termination	01. Jan 98
CH_AL_03_CP	ALV Limit as of termination	01. Jan 98
CH_AL_04_CP	ALVZ limit as of termination	01. Jan 98
CH_AL_05_CP	ALV paid as of termination	01. Jan 98
CH_AL_06_CP	ALVZ paid as of termination	01. Jan 98
CH_AL_07_CP	ALV days as of termination	01. Jan 98
CH_UV_02_CP	UV Base as of termination	01. Jan 98
CH_UV_02_CPB	BUV Base as of termination	01. Jan 98
CH_UV_03_CP	BUV Limit as of termination	01. Jan 98
CH_UV_04_CP	NBUV limit as of termination	01. Jan 98
CH_UV_05_CP	BUV Paid as of termination	01. Jan 98
CH_UV_06_CP	NBUV paid as of termination	01. Jan 98
CH_UV_07_CP	UV days as of termination	01. Jan 98
CH_ZV_02_CP	ZV Base as of termination	01. Jan 04

<i><b>PIN_NM</b></i>	<i><b>Description</b></i>	<i><b>BGN_DT</b></i>
CH_ZV_03_CP	ZV lower limit as of term	01. Jan 04
CH_ZV_04_CP	ZV upper limit as of term	01. Jan 04
CH_ZV_05_CP	ZV paid as of term	01. Jan 04

## Understanding Accumulator Adjustments in Case of Late Termination

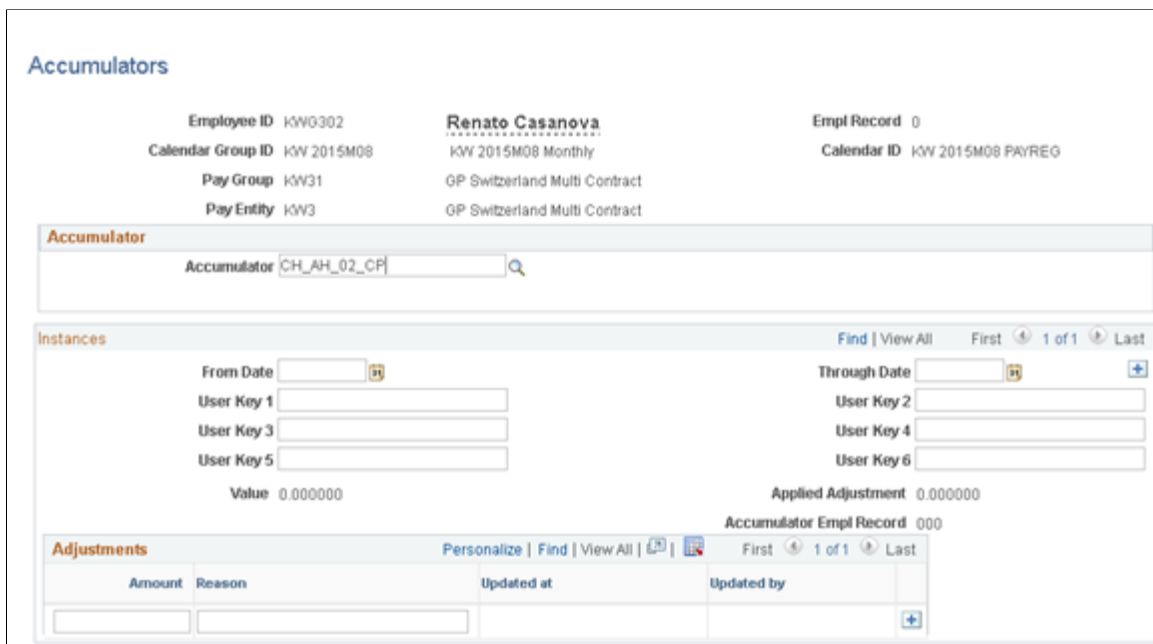
Global Payroll for Switzerland does not have retro calculation for previous year(s). Thus in case of „late termination of an employee ( i.e Termination was on or before 31.12.YYYY and is keyed in after last month of year is already finalized) we miss the automated creation of the CP-accumulator set. If there is a payment next year(s) for such an inactive employee, the payroll does not have sufficient information to calculate legal deduction correct in all scenarios. To fix this situation, user needs to fill the missing set of CP-Accumulators.. under ../ Adjust Balances / Accumulators

### Navigation

Global Payroll & Absence Mgmt, Payee Data, Adjust balances, Accumulators.

### Image: Accumulators

Accumulators



select the CP Accumulators (1) shown under Understanding payments for previous year terminated employees

one by one as of the most recent Calendar Group ID for previous year.

<b>Accumulator</b>	Choose the appropriate accumulator from the list in <a href="#">Understanding Payments for Previous Year Terminated Employees</a>
<b>From Date</b>	fix: CH_ZV_XXX = 01-Jan-2004 / others: 01-Jan-1998
<b>User Key 1</b>	CH_Ax_XXX = Termination Date / others: Hire Date
<b>User key 2</b>	<ul style="list-style-type: none"> <li>• CH_Ax_XX = Y or N (eligible as of termination)</li> <li>• CH_UV_XXX = empty</li> <li>• CH_ZV_XXX = 3 or 4 (3 for KTG_AMC, 4 for UVGZ_LAAC)</li> </ul>
<b>User key 3</b>	<ul style="list-style-type: none"> <li>• CH_ZV_XXX = (K00 for KTG_AMC, U00 for UVGZ_LAAC)</li> <li>• Others=Empty</li> </ul>
<b>User Key 4</b>	<ul style="list-style-type: none"> <li>• CH_ZV_XXX = Insurance Group as of setup (01, A1, etc.)</li> <li>• Others=Empty</li> </ul>
<b>Amount</b>	Payroll result as of termination. Value is available in corresponding YTD accumulator (see Reference table below)

**Note:** User Key 1 to User Key 2 are character fields. Thus the date needs to be filled in the format YYYY-MM-DD, independent of the user selected date format.

<b>CP Accumulator</b>	<b>DESCR</b>	<b>Reference YTD</b>
CH_AH_02_CP	AHV Gross as of termination	CH_AH_D11_YTDB
CH_AH_02_CPE	AHV Gross PE as of termination	CH_AH_D11_YTDB
CH_AH_03_CP	AHV exempted as of termination	n/a
CH_AH_05_CP	AHV paid as of termination	CH_AH_D11_YTDB
CH_AL_02_CP	ALV Gross as of termination	CH_AL_D11_YTDB
CH_AL_03_CP	ALV Limit as of termination	n/a
CH_AL_04_CP	ALVZ limit as of termination	n/a
CH_AL_05_CP	ALV paid as of termination	CH_AL_D11_YTDB
CH_AL_06_CP	ALVZ paid as of termination	CH_AL_D21_YTDB
CH_AL_07_CP	ALV days as of termination	CH_AH_E16_YTD
CH_UV_02_CP	UV Base as of termination	CH_UV_D11_YTDB

<b>CP Accumulator</b>	<b>DESCR</b>	<b>Reference YTD</b>
CH_UV_02_CPB	BUV Base as of termination	CH_UV_D11_YTDB
CH_UV_03_CP	BUV Limit as of termination	UVG-limit
CH_UV_04_CP	NBUV limit as of termination	UVG-limit
CH_UV_05_CP	BUV Paid as of termination	CH_UV_D11_YTDB
CH_UV_06_CP	NBUV paid as of termination	CH_UV_D11_YTDB
CH_UV_07_CP	UV days as of termination	n/a
CH_ZV_02_CP	ZV Base as of termination	TBD
CH_ZV_03_CP	ZV lower limit as of term	TBD
CH_ZV_04_CP	ZV upper limit as of term	TBD
CH_ZV_05_CP	ZV paid as of term	TBD

Here is a sample Accumulator



### Image: A Sample Accumulator

A Sample Accumulato

**Accumulators**

Employee ID: KWO302      **Renato Casanova**      Empl Record: 0  
 Calendar Group ID: KW 2015M08      KW 2015M08 Monthly      Calendar ID: KW 2015M08 PAYREG  
 Pay Group: KW31      GP Switzerland Multi Contract  
 Pay Entity: KW3      GP Switzerland Multi Contract

**Accumulator**  
 Accumulator: CH\_AH\_02\_CP

**Instances**      Find | View All      First 1 of 1 Last

From Date:       Through Date:  **X**  
 User Key 1:       User Key 2:  **X**  
 User Key 3:  **X**      User Key 4:   
 User Key 5:  **X**      User Key 6:  **X**  
 Value: 0.000000      Applied Adjustment: 0.000000  
 Accumulator Empl Record: 000

**Adjustments**      Personalize | Find | View All |        First 1 of 1 Last

Amount	Reason	Updated at	Updated by

Save    Return to Search    Previous in List    Next in List    Notify

Emplid	SAMPLE	Code tâche	Code écheancier	Date début	Clé util. 1	Clé util. 2	Clé util. 3	Clé util. 4	Montant	Value	Motif	Reference
CH_AH_02_CP	01.01.1998	2015-12-31	Y						101369,55	late termination	CH_AH_D11_YTDB	
CH_AH_05_CP	01.01.1998	2015-12-31	Y						101369,55		CH_AH_D11_YTDB	
CH_AL_02_CP	01.01.1998	2015-12-31	Y						101369,55		CH_AL_D11_YTDB	
CH_AL_05_CP	01.01.1998	2015-12-31	Y						101369,55		CH_AL_D11_YTDB	
CH_AL_06_CP	01.01.1998	2015-12-31	Y						0,00		CH_AL_D21_YTDB	
CH_AL_07_CP	01.01.1998	2015-12-31	Y						360,00		CH_AH_E16_YTD	
CH_UV_02_CP	01.01.1998	2004-02-01							35225,55		CH_UV_D11_YTDB	
CH_UV_02_CPB	01.01.1998	2004-02-01							35225,55		CH_UV_D11_YTDB	
CH_UV_03_CP	01.01.1998	2004-02-01							126000,00		UVG_LAA limit as of Year (here 2015)	
CH_UV_04_CP	01.01.1998	2004-02-01							126000,00		UVG_LAA limit as of Year (here 2015)	
CH_UV_05_CP	01.01.1998	2004-02-01							35225,55		CH_UV_D11_YTDB	
CH_UV_06_CP	01.01.1998	2004-02-01							35225,55		CH_UV_D11_YTDB	
CH_ZV_02_CP	01.01.2004	2004-02-01		4	U00		01		35225,55			
CH_ZV_03_CP	01.01.2004	2004-02-01		4	U00		01		35225,55			
CH_ZV_04_CP	01.01.2004	2004-02-01		4	U00		01					
CH_ZV_05_CP	01.01.2004	2004-02-01		4	U00		01					

