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PeopleSoft

PeopleSoft HCM 9.2: Global Payroll for United States

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PeopleSoft HCM 9.2: Global Payroll for United States

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Contents

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 After a new release is posted, previous releases remain available but are no longer updated.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.

Typographical Convention	*Description*
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.

Typographical Convention	*Description*
& (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.

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. Please include release numbers for the PeopleTools and applications that you are using.

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Chapter 1

Getting Started with PeopleSoft Global Payroll for United States

PeopleSoft Global Payroll for United States Overview

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

Note: PeopleSoft Global Payroll for United States is not generally available to customers and is no longer available for purchase.

PeopleSoft Global Payroll for United States Business Processes

PeopleSoft Global Payroll for United States provides these business processes:

• Earnings.

• General deductions.

• Benefit deduction calculations.

• Absences.

• Garnishments.

• Federal and state income taxes.

• Payslips.

• Termination processing.

• Paycheck reversals.

• Payment processing.

• Banking.

• Self-service for the payee W-4.

• Self-service for payslips.

We discuss these business processes in the business process topics in this product documentation.

PeopleSoft Global Payroll for United States Integrations

PeopleSoft Global Payroll for United States integrates with these applications through the core Global Payroll application:

- PeopleSoft HCM.

- PeopleSoft Time and Labor.

- PeopleSoft General Ledger.

We discuss integration considerations in the Global Payroll product documentation.

Related Links

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

"Understanding How to Compensate Employees in Global Payroll for Time Reported Through Time and Labor" (PeopleSoft HCM 9.2: Global Payroll)

"Understanding the General Ledger Interface" (PeopleSoft HCM 9.2: Global Payroll)

PeopleSoft Global Payroll for United States 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 product documentation.

PeopleSoft Global Payroll for United States also provides component interfaces to help you load data from the existing system into PeopleSoft Global Payroll for United States tables. Use the Excel to Component Interface utility with the component interfaces to populate the tables.

This table lists the components that have component interfaces:

Component	Component Interfaces	References
GPUS_FWT_EE	CI_GPUS_FWT_EE	See Understanding Taxes.

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.

Other Sources of Information

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

See:

- Application Fundamentals

- *PeopleTools: Setup Manager*

- *PeopleTools: Component Interfaces*

Chapter 2

Understanding PeopleSoft Global Payroll for United States

PeopleSoft Global Payroll for United States

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

Note: PeopleSoft Global Payroll for United States is *NOT* available for purchasing a license. You must license Payroll for North America for paying employees in the United States.

PeopleSoft Global Payroll for United States Business Processes

PeopleSoft Global Payroll for United States supports these business processes:

- Earnings.

  PeopleSoft Global Payroll for United States enables you to define and process different earning types. PeopleSoft Global Payroll for United States also delivers common earning types, including those for regular hourly earnings, exception hourly wages, salary earnings, shift differential pay, overtime, premium pay, and bonuses.

  See Understanding Earnings.

- General deductions.

  PeopleSoft Global Payroll for United States enables you to define and process many common general deductions, including repayment deductions, United Way deductions, and credit union deductions.

  See Understanding General Deductions.

- Benefit deduction calculations.

  PeopleSoft Global Payroll for United States integrates with PeopleSoft HCM and PeopleSoft Benefits Administration, enabling the system to calculate benefit deductions.

  See Understanding the Delivered Benefit Deduction Processing Flow.

- Absences.

  PeopleSoft Global Payroll for United States delivers rules that enable you to track vacation, jury leave, sick leave, and bereavement leave.

See <u>Understanding Absence Elements</u>.

- Garnishments.

  PeopleSoft Global Payroll for United States enables you to set up and process garnishments. Because garnishment orders can come from different agencies each having different reporting requirements, the system is flexible enough to address the priority of each garnishment received by jurisdiction, type, and timing of receipt. In the case of multiple garnishments being processed at the same time, the system can determine which proration method to use and when. Once the funds are withheld, you can disperse them according to the method and schedule established by the issuing agency.

  See <u>Understanding Garnishments</u>.

- Federal and state income taxes.

  PeopleSoft Global Payroll for United States enables you to calculate and process federal and state income tax for payees.

  See <u>Delivered Tax Elements</u>.

- Payslips.

  PeopleSoft Global Payroll for United States enables you to create payslips based on your organization's needs. With payslip templates, you can specify the amount of detail to include on the payslip.

  See <u>Understanding Payslips</u>.

- Termination processing.

  With PeopleSoft Global Payroll for United States, you can calculate final pay for terminated employees. You can define which earnings and deductions to process in the final payment. You can also define any special processing that should occur for each earning or deduction, such as vacation balance pay out or repayment balance collection.

  See <u>Processing Final Payments</u>.

- Paycheck reversals.

  PeopleSoft Global Payroll for United States enables you to identify a specific payment by employee and calendar and reverse the payment.

  See <u>Processing Reversals</u>.

- Banking.

  With PeopleSoft Global Payroll for United States, you can set up banking information for payees and define source bank information. You can define prenote information and manage the prenotification process. You can also create direct deposits and garnishment files. You can run the banking process and create banking reports.

  See <u>Understanding Banking</u>.

- Payment processing.

You can use the banking process in PeopleSoft Global Payroll for United States to complete payment processing. The system uses the payment ID number defined in the banking process to assign a payment ID to any type of payment. The payment process also determines the appropriate payment number to assign to each payment.

See Understanding Payment Processing.

- Year-end processing.

With PeopleSoft Global Payroll for United States, you can process and generate the year-end Wage and Tax Statement (W-2), the Corrected Wage and Tax Statement (W-2c), the Transmittal of Wage and Tax Statement (W-3), and the Transmittal of Corrected Wage and Tax Statement (W-3c). Additionally, you can process the year-end forms for all territories, including American Samoa, Guam, Puerto Rico, and the Virgin Islands.

See Understanding Year-End Processing.

- Self-service for the payee W-4.

If you purchased PeopleSoft ePay, payees can update their W-4 tax information, such as marital status, number of allowances claimed, and withholding amounts. Payees can also view and print copies of the W-4 forms for their records.

See Understanding Taxes.

- Self-service for payslips.

If you purchased ePay, payees can view their payslips online.

See Understanding the View Payslip Self-Service Transaction.

Delivered Elements for the U.S.

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

This topic discusses:

- Delivered element creation.

- Element ownership and maintenance.

Delivered Element Creation

All of the elements that are delivered as part of PeopleSoft Global Payroll for United States were created using the core application.

The core application:

- Consists of a payroll rules engine.

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

• Provides a payroll processing framework.

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

Element Ownership and Maintenance

This topic describes the PeopleSoft approach to element ownership and what this means for the maintenance of U.S. payroll rules.

Element Ownership in PeopleSoft Global Payroll

Five types of element ownership are available in PeopleSoft Global Payroll:

PS Delivered/Maintained	Elements that are delivered and maintained on an ongoing basis by PeopleSoft Global Payroll.
PS Delivered/Not Maintained	Elements delivered with PeopleSoft Global Payroll that must be maintained by the customer. This type of element ownership consists primarily of either customary (nonstatutory) rules or statutory elements that customers might want to define according to a different interpretation of the rules. Although PeopleSoft Global Payroll occasionally updates elements that are defined as PS Delivered/ Not Maintained, you are not required to apply these updates.
Customer Maintained	Elements that are created and maintained by the organization. PeopleSoft Global Payroll does not deliver rules defined as Customer Maintained.
PS Delivered/Customer Modified	Elements that are originally PS Delivered/Maintained over which the customer decides to take control (this change is irreversible).
PS Delivered/Maintained/ Secure	Delivered elements that the customer can never modify or control.

Element Ownership in PeopleSoft Global Payroll for United States

Of the five ownership types described in the preceding topic, two are used to define U.S. elements:

• PS Delivered/Maintained.

• PS Delivered/Not Maintained.

Most of the delivered elements for the U.S. are defined as *PS Delivered/Not Maintained.* This enables you to modify, update, and reconfigure delivered elements to meet your own requirements.

This table lists the ownership types that are associated with the delivered elements for the U.S.:

Element Type	Ownership	Exceptions
Earning	PS Delivered/Not Maintained.	None.
Deduction	PS Delivered/Not Maintained.	Federal taxes (income tax, social security, Medicare, and unemployment), state income tax, garnishments, and bond purchases.
Variable	PS Delivered/Not Maintained.	Variables that are used in tax calculations (federal and state) and garnishments. Variables that are used in component interfaces (mainly in pay group parameters).
Bracket	PS Delivered/Not Maintained.	Tax rates and tax bracket ranges.
Accumulator	PS Delivered/Not Maintained.	Social security taxes, earned income credits, federal taxes, state taxes, Federal Unemployment Tax Act (FUTA), and garnishments.
Element Group	PS Delivered/Not Maintained.	Delivered as sample data.
Process List	PS Delivered/Not Maintained.	Delivered as sample data.
Section	PS Delivered/Not Maintained.	Taxes and garnishments.
Formula	PS Delivered/Not Maintained (varies by functional area).	Federal taxes, state income tax, and garnishments.
Array	PS Delivered/Maintained.	None.
Writable Array	PS Delivered/Maintained.	None.
Historical Rule	PS Delivered/Not Maintained.	Delivered as sample data.
Generation Control	PS Delivered/Not Maintained.	Delivered as sample data.
Count	PS Delivered/Not Maintained.	Federal taxes, state income tax, and garnishments.
Duration	PS Delivered/Not Maintained.	Federal taxes, state income tax, and garnishments.

Element Type	Ownership	Exceptions
Date	PS Delivered/Not Maintained.	Federal taxes, state income tax, and garnishments.
Proration	PS Delivered/Not Maintained.	Federal taxes, state income tax, and garnishments.
Rounding rule	PS Delivered/Not Maintained.	Federal taxes, state income tax, and garnishments.

Element Naming Conventions in the U.S.

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

This topic discusses:

- Naming conventions.

- Functional area codes.

- Element classification.

- Element type codes (PIN_TYPE).

Naming Conventions

This topic discusses the naming conventions for:

- Primary elements.

- Supporting elements.

- Component names (suffixes).

We also discuss common abbreviations used in the names of U.S. elements.

Primary Elements

Primary elements such as earnings, deductions, absence takes, and absence entitlements do not contain functional area codes or element type codes in their names. Primary elements have names that identify their functions and element types without the use of additional codes. For example, the name of the deduction element DENTAL EE identifies this element as a dental deduction and more specifically, as an employee dental deduction (EE).

Supporting Elements

For supporting elements such as variables, formulas, dates, and durations, PeopleSoft Global Payroll uses this naming convention: FFF TT NAME.

- FFF: Functional area code.

    See *Functional Area Codes* in <u>PeopleSoft Global Payroll for United States Business Processes</u>.

- TT: Type of supporting element.

    See <u>Delivered Elements for the U.S.</u>.

- NAME: Based on a term in English that provides a further means of identifying the element.

For example, in the variable ABS VR SICK ENTIT:

- ABS represents the functional area (absences).

- VR represents the element type (variable).

- SICK ENTIT provides a further means of identifying the element (sickness entitlement).

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

Component Names (Suffixes)

Global Payroll automatically names the components in the calculation rule of an earning, deduction, or absence element by appending suffixes to the element's name.

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

EARN1 = Rate × Unit

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

- Rate component: EARN1_RATE.

- Unit component: EARN1_UNIT.

Global Payroll also generates suffixes to name:

- Auto-generated accumulators for earnings and deductions.

- Deduction arrears components.

- Deduction arrears accumulators.

- Absence entitlement accumulators.

Note: To view all of the suffixes defined for the United States, use the Element Suffixes (GP_SUFFIX) component in Global Payroll.

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

Functional Area Codes

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

This table lists the functional area codes that are used in the names of U.S. elements:

Functional Area	Description
ERN	Earnings
DED	General deductions
BEN	Health and welfare deductions
BND	Bonds
LNS	Loans and advances
GRN	Garnishments
ABS	Absences
TAX	Taxes
GEN	General functional area code
TSP	Thrift savings plans

Element Classification

Categories are a way to further name and classify elements after you define them at the country level. You can use categories to classify elements based on your organization's needs.

Note: You can view all of the categories defined for PeopleSoft Global Payroll for United States on the Category Types page.

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

The categories delivered with PeopleSoft Global Payroll for United States are:

Category Code	Description
ERN	Earnings
DED	General deductions
BEN	Health and welfare deductions
BND	Bonds
LNS	Loans and advances

Category Code	Description
GRN	Garnishments
ABS	Absences
TAX	Taxes
GEN	General functional area code
TSP	Thrift savings plans
PSLP	Payslip

Element Type Codes (PIN_TYPE)

This table contains codes for all of the element types. Because not all element types are delivered for United States, not all of these codes appear in the names of U.S. elements:

Element Type	Description
AE	Absence entitlement
AT	Absence take
AC	Accumulator
AR	Array
AA	Auto assigned
BR	Bracket
CT	Count
DT	Date
DD	Deduction
DR	Duration
ER	Earnings
EG	Element group
EM	Error message
FC	Fictitious calculation
FM	Formula
GC	Generation control

Element Type	Description
HR	Historical rule
PR	Process
PO	Proration rule
RC	Rate code
RR	Rounding rule
SE	Section
SY	System element
VR	Variable
WA	Writable array

Archiving Data for PeopleSoft Global Payroll for United States

PeopleSoft Global Payroll for United States generates a large amount of result data. To keep the amount of saved data manageable, you may want to archive it periodically. PeopleSoft PeopleTools delivers an archiving tool called the Data Archive Manager. To help you archive your result data using the Data Archive Manager, PeopleSoft Global Payroll for United States delivers a predefined archive object (GPUS_RSLT_ARCHIVE) and archive template (GPUSRSLT). The delivered archive template uses queries that select data by calendar group ID (CAL_RUN_ID field).

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.

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

Additional Archiving Considerations

The following PeopleSoft Global Payroll for United States year-end result data is not included in the GPUS_RSLT_ARCHIVE archive object because it is not associated with a calendar group ID:

- GPUS_YEC_AMT table

- GPUS_YEC_AMT_PR table

- GPUS_YEC_DAT table

- GPUS_YEC_DAT_PR table

- GPUS_YE_EE table

- GPUS_YE_DAT table

- GPUS_YE_AMOUNTS table

If you want to archive this data, you can set up new archive objects, queries, and templates using the Data Archive Manager, or you can use your own archiving solution.

See PeopleSoft Data Archive Manager information in the *PeopleTools: Data Management* product documentation.

Viewing Delivered Elements for the U.S.

PeopleSoft Global Payroll for United States delivers a query that you can run to view the names of all delivered elements designed for the United States. Instructions for running the query are provided in "Understanding How to View Delivered Elements" (PeopleSoft HCM 9.2: Global Payroll) in the PeopleSoft Global Payroll product documentation.

Chapter 3

Defining Country Data

Understanding Global Payroll Core Functionality in the U.S.

This topic discusses:

- Payment keys

- Retroactivity

- Segmentation

- Rounding rules

- Triggers

Note: Suffixes that are used in PeopleSoft Global Payroll for United States are discussed in this product documentation.

Payment Keys

Payment keys are used with forwarding retroactivity to keep deltas separate in the current pay period. When a payment key exists for recalculated periods and deltas are forwarded to the current period, the system runs a separate gross-to-net calculation for that payment key, thereby creating an additional GP_PYE_SEG_STAT record.

PeopleSoft Global Payroll for United States uses *Company* as a payment key.

Related Links
"Understanding Retroactive Methods" (PeopleSoft HCM 9.2: Global Payroll)

Retroactivity

In PeopleSoft Global Payroll for United States, the default retroactive method is *forwarding*. Using this method, the system creates deltas for each earning, deduction, and segment accumulator recalculated in a prior period, and forwards the deltas to the current period.

See "Understanding the Core Application Architecture" (PeopleSoft HCM 9.2: Global Payroll).

The system generates a retroactive trigger every time you enter a change for the following data:

- Pay rate changes.

- Absences.

- Positive input.

- Earning and deduction assignments.

- Schedule assignments.

- Employee actions such as hire, terminate, or transfer.

- Standard hours changes.

- Company changes.

- Department changes.

- Pay system changes.

- Pay group changes.

- Eligibility group changes.

- Holiday changes.

- Grade changes.

See "Understanding Retroactive Methods" (PeopleSoft HCM 9.2: Global Payroll).

Segmentation

You can segment components of pay based on events such as changes to compensation, employee status, or a job during a pay period. For example, you can set up the system to trigger segmentation of earnings results on the payslip when a change is made to an employee's job data in PeopleSoft HCM.

Global Payroll provides two types of segmentation:

- Period segmentation (full segmentation).

- Element segmentation (slice segmentation).

Period segmentation occurs when more than one gross-to-net calculation is required. Element segmentation occurs when employee data changes in midperiod, requiring the affected elements to be calculated on either side of the date of change.

In PeopleSoft Global Payroll for United States, period segmentation occurs as a result of:

- Company changes.

- Pay group changes.

- Pay system changes.

- Employee actions, such as hires, terminations, transfers, and additional jobs.

Element segmentation occurs as a result of:

- Pay rate changes.

- Standard hours changes.

- Department changes.

Related Links
"Understanding Segmentation Setup" (PeopleSoft HCM 9.2: Global Payroll)

Rounding Rules

In PeopleSoft Global Payroll, you can apply rounding to any component of an earning or deduction, the resolved amount of an earning or deduction, or within a formula. Rounding is applied to each of the components first before the resolved amount is rounded. Rounding is applied after proration rules are applied.

PeopleSoft Global Payroll for United States delivers these rounding rules:

Data to Be Rounded	Rule
Compensation	For internal calculations, use six decimal places, but always resolve to two decimal places.
Hourly Rates	Always store hourly rates six decimal places.
Garnishments	For internal calculations, use six decimal places, but always resolve to two decimal places.
Taxes	For internal calculations, use six decimal places, but always resolve to two decimal places.
All Other Deductions	Calculate and resolve to six decimal places.
Net pay	Calculate and resolve to two decimal places.

Related Links
"Defining Rounding Rule Elements" (PeopleSoft HCM 9.2: Global Payroll)

Triggers

Triggers are used to detect online changes to data that should result in some type of system action.

Global Payroll provides three types of triggers:

- Iterative: Tells the system to process (or reprocess) an employee in the current period.

- Segmentation: Tells the system to segment a period or element.

- Retro: Tells the system to perform retroactive processing.

In PeopleSoft Global Payroll for United States, an iterative trigger must be defined for each table containing retroactive or segmentation triggers.

Two segmentation events are delivered with PeopleSoft Global Payroll for United States. One is for full segmentation and the other is for element segmentation.

Two retroactive events are delivered with PeopleSoft Global Payroll for United States. One is for corrective retro processing and the other is for forwarding retro processing.

In addition, PeopleSoft Global Payroll for United States uses mass trigger functionality. This functionality enables you to generate employee payroll triggers based on changes to setup tables. Mass triggers are specified for a certain record on a certain component. A SQL object defines the population affected by the setup table change. After the affected employees are determined, you can review the trigger details before accepting the changes.

PeopleSoft Global Payroll for United States delivers mass triggers for benefit-related tables.

Related Links

Understanding Triggers
Understanding the Delivered Benefit Deduction Processing Flow

Understanding PeopleSoft HCM Setup Considerations

To successfully set up PeopleSoft Global Payroll for United States, you need to enter data in PeopleSoft HCM tables. This data includes:

*   Company Information

    In PeopleSoft Global Payroll for United States, the EIN (employer identification number) is defined at the company level. Set up company information on the Company table in PeopleSoft HCM for each federal EIN.

    You also need to enter payroll-specific company information on the Pay Entity page in Global Payroll if your pay entity is the same as your company.

    See "Entering Company Information" (PeopleSoft HCM 9.2: Application Fundamentals).

    See "Defining Pay Entities" (PeopleSoft HCM 9.2: Global Payroll).

    See Understanding Taxes.

*   Source Bank Accounts Information

    When you select *USA* as the country code on the Source Bank Account page, you need to define additional information regarding prenotes for the source bank.

    See "Understanding Bank and Bank Branch Setup" (PeopleSoft HCM 9.2: Application Fundamentals).

*   Person Checklist Information

    To ensure that a payee is set up properly, PeopleSoft HCM provides a person checklist. To see what setup is needed for payees in PeopleSoft Global Payroll for United States, navigate to Workforce Administration, Personal Information, Organizational Relationships, Person Checklist and enter *K1GPAY* in the Checklist field. A checklist for PeopleSoft Global Payroll for United States payees appears. The Person Checklist page provides links to key PeopleSoft Global Payroll for United States setup pages. In particular, the Maintain Tax Profile setup is important. The Tax Profile page must be set up for all payees for taxes to be calculated correctly.

See "Creating Checklists" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).

See Maintaining Payee Tax Information.

Understanding Organizational and Processing Frameworks

This topic discusses:

- Organizational framework for PeopleSoft Global Payroll for United States.

- Processing framework for PeopleSoft Global Payroll for United States.

Organizational Framework for PeopleSoft Global Payroll for United States

This diagram depicts the organizational framework for PeopleSoft Global Payroll for United States:

Image: Organizational framework for PeopleSoft Global Payroll for United States

This diagram depicts the organizational framework for PeopleSoft Global Payroll for United States.
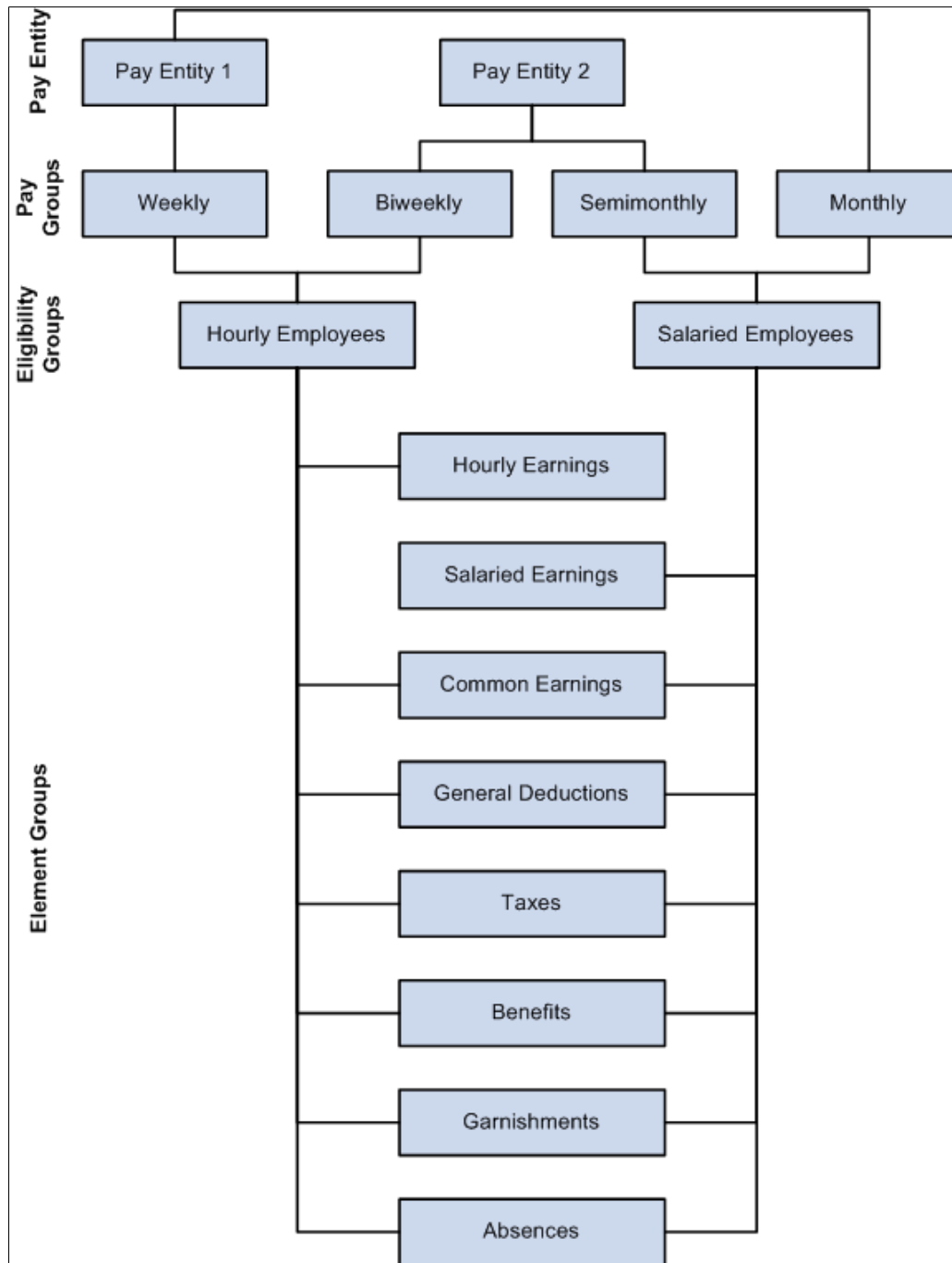
Processing Framework for PeopleSoft Global Payroll for United States

This diagram illustrates the processing framework for PeopleSoft Global Payroll for United States:

Image: Processing framework for PeopleSoft Global Payroll for United States

This diagram illustrates the processing framework for PeopleSoft Global Payroll for United States.
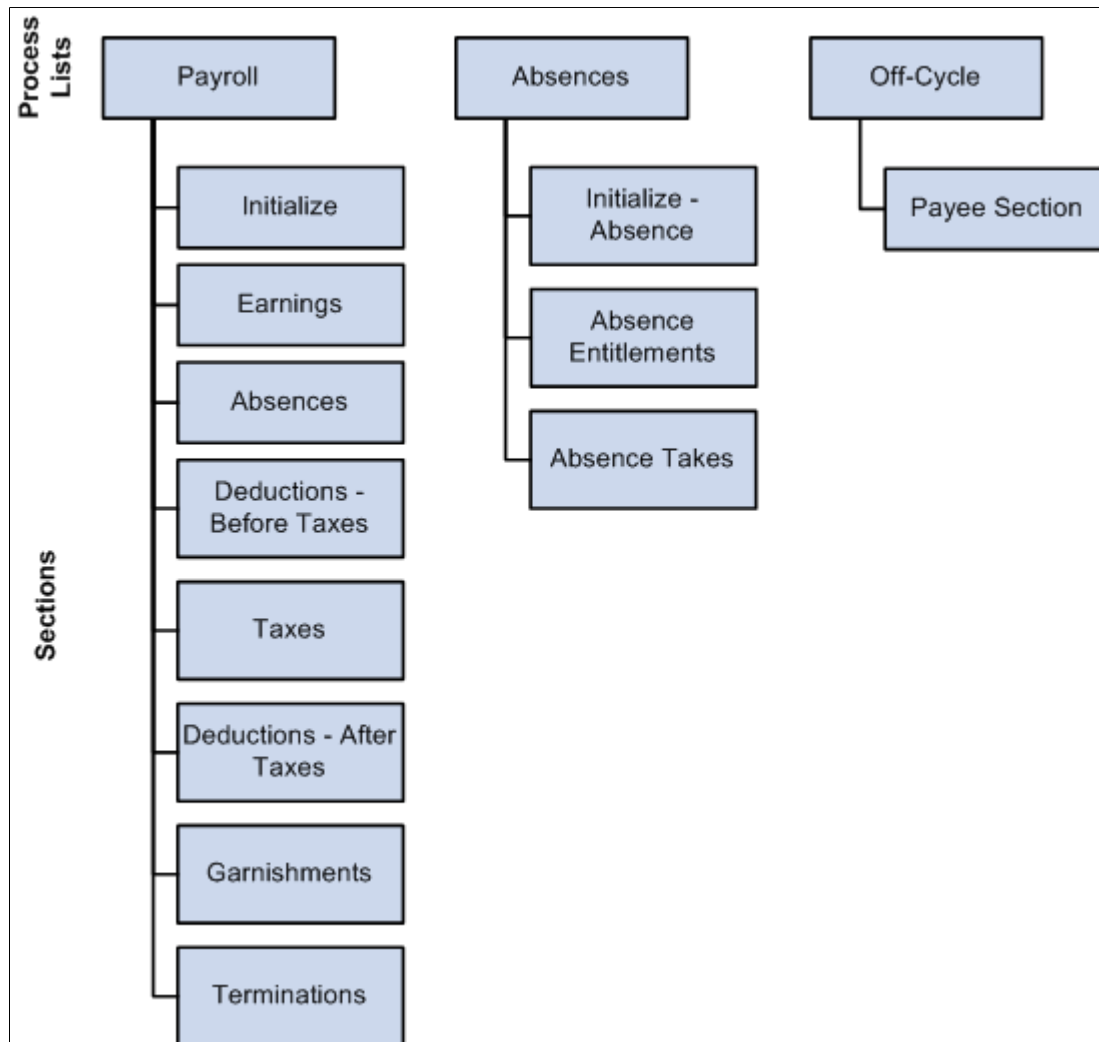
Understanding Users, Roles, and Permission Lists

This topic discusses:

• Users in PeopleSoft Global Payroll for United States.

• Roles in PeopleSoft Global Payroll for United States.

• Permission lists in PeopleSoft Global Payroll for United States.

Users in PeopleSoft Global Payroll for United States

PeopleSoft Global Payroll for United States delivers these user IDs:

User	Add or Modify
HCRUSA_GP	Add
PS	Modify

Roles in PeopleSoft Global Payroll for United States

PeopleSoft Global Payroll for United States delivers the GP Administrator USA role.

Permission Lists in PeopleSoft Global Payroll for United States

Permission lists enable you to access system pages and processes. Several kinds of permissions are used in PeopleSoft HCM, including:

• Primary permissions.

• Component permissions.

• Data permissions.

• Standard permissions.

PeopleSoft Global Payroll for United States delivers these permission lists:

Permission List	Type of Permission	Add or Modify	Description
HCPPALL	Primary	Modify	Primary List: All Countries
HCPPUSA	Primary	Modify	Primary List: USA
HCCPGPUSA	Component	Add	Component Permission List: GPUSA
HCDPUSA	Data	Modify	Data Permission USA

Defining Installation Settings

To define installation settings for the United States, use the Installation Settings USA (GPUS_INSTALLATION) component.

Page Used to Define Installation Settings

Page Name	Definition Name	Usage
Installation Settings USA Page	GPUS_INSTALLATION	Specify payee-level tax and banking defaults at the time of installation for PeopleSoft Global Payroll for United States.

Installation Settings USA Page

Use the Installation Settings USA page (GPUS_INSTALLATION) to specify payee-level tax and banking defaults at the time of installation for PeopleSoft Global Payroll for United States.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > System Settings > Installation Settings USA > Installation Settings USA

Image: Installation Settings USA page

This example illustrates the fields and controls on the Installation Settings USA page.

Tax Location

Populate Payee Tax Data	Select if you want the system to create default tax data rows in certain situations. For example, a payee changes departments and the department is set up with a default tax location.

See Understanding Taxes.

Prenotification

Define payee-related prenotification information that is required for banking.

Prenote Process Allowed	Select if you want the prenote process to run automatically for payees. If you select this check box, the Prenote Information link becomes available on the Maintain Bank Accounts page.
Payee Prenote Required	Select to indicate that banking prenotification is required at the payee level. The Payee Prenote Required check box is available for selection only if you select the Prenote Process Allowed check box. If you select this check box, the Prenotification Required check box on the Bank Prenote Information USA page is automatically selected.

> **Note:** The prenotification process is discussed in this product documentation.

See Understanding Banking.

Last Correspondence ID

Correspondence ID   Track the last correspondence ID used for garnishments.

Defining the Relationship Between Reports, Report Setup Data, and List Sets

To define the relationship between reports, report setup data, and list sets, use the Define Payroll Reports USA (GPUS_RPT_SETUP) component.

Page Used to Define the Relationship Between Reports, Report Data Setup, and List Sets

Page Name	Definition Name	Usage
Define Payroll Reports USA Page	GPUS_RPT_SETUP	Define parameters used by the payroll report jobs.

Understanding the Relationship Between Reports, Report Setup Data, and List Sets

For each United States-specific report created by means of the Report Data Generation process, you can:

• Define a job name.

 The Application Engine program that prepares report data accesses the table PSPRCSRQST to retrieve the job in which it is run.

• Associate the report data defined on the Define Report Data and Report Data Process Details pages with the job.

• Associate each job with the list set defined for it on the Define List Set (GP_ELN_SET) component.

 List sets enable you to define groups of elements and their attributes to associate with an application such as a report or other process.

• In addition, for tax reports, you can define the jurisdiction type (state or federal), and for payslips you can define temporary tables to store payslip data.

Note: The setup steps described here enable you to store information required by some reports or processes rather than hard-coding the data. Note that this setup is defined by job (Job Name) and not by process. This enables you to define generic processes that generate different results based on the job (a job is a set of processes).

Note: You are not required to complete these setup steps in all cases. These setup steps are an extension of the job process definition provided by PeopleTools. PeopleSoft Global Payroll for United States uses these steps to store additional information with each job definition. The setup steps and fields described here are not required: some jobs are defined without report data, and others are defined without applications or list sets.

Define Payroll Reports USA Page

Use the Define Payroll Reports USA page (GPUS_RPT_SETUP) to define parameters used by the payroll report jobs.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Reports > Define Payroll Reports USA > Define Payroll Reports USA

Image: Define Payroll Reports USA page

This example illustrates the fields and controls on the Define Payroll Reports USA page.

Job Name

Process Job Name   Enter the job name for the report.

Report Data

Report Data   Select the report data to associate with the job name.

                                                   You define report data on the Define Report Data and Report
                                                   Data Process Details pages.

List Set

Application and **List Set**   Specify the application and list set associated with the job.

                                                   Applications and list sets are defined on the Define Application
                                                   and Define List Set pages.

Tax Reports

For tax reports, identify whether the report is a state or federal report.

Payslip

Identify the temporary tables used to hold the payroll results data published in the payslip.

Related Links

"Understanding Report Data Generation" (PeopleSoft HCM 9.2: Global Payroll)
"Understanding Applications and List Sets" (PeopleSoft HCM 9.2: Global Payroll)

Viewing Delivered Elements

This topic discusses:

*   Delivered sections.

*   Delivered process lists.

Delivered Sections

This table lists the delivered sections for the for PeopleSoft Global Payroll for United States:

Section	Description
INITIALIZATION	Initialization
GENERAL EARNINGS	General earnings

Section	Description
DEDUCTIONS	Deductions
LOANS	Loans
ABSENCES	Absence earnings
ABSENCES ENTITL	Absence entitlements
TAX INITIALIZATION	Tax initialization
FEDERAL TAX ER	Federal tax employer
GARNISHMENTS	Garnishments
401K DED	401K deduction
BASIC LIFE DED	Basic life deduction
BEN DED INIT	Benefit deductions initialization
DENTAL DED	Dental deduction
HEALTH INIT	Health plans initialization
LIFE INIT	Life plans initialization
MEDICAL DED	Medical deduction
SAVINGS INIT	Savings plan initialization
SPOUSE LIFE DED	Spouse life deduction
SUP LIFE DED	Supplemental life deduction
HOLIDAY SEC	Holiday
INIT ABSENCE	Initialization absences
STD DED PRC NPV	Standard deductions percent (net processing validation)
PAYROLL GUIDE	Payroll report guide
GRN PRORATION1	Garnishment proration
GRN PRORATION2	Garnishment proration
BONUS AND OVERTIME	Bonus and overtime
SPL DED PRC G NPV	Special deduction percent with garnishments (net processing validation)
SPLD DED PRC NG NPV	Special deduction percent no garnishments (net processing validation)

Section	Description
PSLP MESSAGES	Payslip messages
ABSENCES TAKES	Absence takes

Delivered Process Lists

This table lists the delivered process lists for the for PeopleSoft Global Payroll for United States:

Process List	Description
USA STD PAYROLL	Standard payroll process
USA STD ABSENCE	Standard absence process
USA SEP PAYROLL G	Separate payroll with garnishments
USA SEP PAYROLL NG	Separate payroll no garnishments

Note: PeopleSoft Global Payroll for United States delivers a query that you can run to view the names of all delivered elements that are designed for United States. Instructions for running the query are provided in the PeopleSoft Global Payroll product documentation.

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

Chapter 4

Setting Up Earnings

Understanding Earnings

This topic discusses:

- Delivered earnings.

- Delivered supporting elements.

- User fields.

- Earnings assignments.

- Required supporting elements.

- Process lists and sections.

- How to viewing delivered elements.

Delivered Earnings

PeopleSoft Global Payroll for United States delivers a number of earnings for the U.S. that demonstrate the flexibility of Global Payroll rules to meet common processing requirements such as the calculation of wages and overtime.

In this table, the first column combines the name and description of the delivered earnings. The other columns indicate the calculation rule components, such as Unit, Rate, Percent, and Amount, and the pre-process and post-process formulas for each earning.

Name/Descr.	Unit	Rate	%	Amount	Pre- and Post- Process Formula
REGULAR Regular Hourly	Payee-level	K1GCRH (rate code)	NA	NA	NA
WAGES Exception Hourly Wages	ERN FM SALARY HOURS (formula)	K1GCRH (rate code)	NA	NA	Post-ERN FM RED HRS/AMT
SALARY	NA	NA	NA	K1GCRS (rate code)	Post-ERN FM RED SALARY

Name/Descr.	Unit	Rate	%	Amount	Pre- and Post- Process Formula
OVT 1.5 Overtime Pay	Payee-level	ERN FM OVT RATE (formula – monetary and decimal)	150%	NA	NA
OVT 2.0 (D Double - Time Pay	Payee-level	ERN FM OVT RATE (formula – monetary and decimal)	200%	NA	NA
PREMIUM Premium Over Time	Payee-level	ERN FM OVT RATE (formula – monetary and decimal)	50%	NA	NA
BONUS	NA	NA	NA	Payee-level	NA
COMPANY CAR Personal Use of Company Car	NA	NA	NA	Payee-level	NA
SHIFT - R Shift Differential - Hourly	SHIFT DIFF UNIT (accumulator)	ERN BR SHIFT DIFF (bracket)	NA	NA	NA
SHIFT PCT Shift Differential - Percentage	SHIFT DIFF UNIT (accumulator)	HOURLY RT (system element - numeric)	ERN VR SHIFT D PCT (variable - numeric)	NA	Pre-ERN FM SHIFT D PCT

Note: These elements are defined as PS Delivered/Not Maintained. This means that you can use them as delivered, modify them, or replace them with new elements.

Note: PeopleSoft Global Payroll for United States also delivers absence-related earnings. These are discussed in a separate topic in this product documentation.

See Understanding Absence Elements.

Regular Hourly Pay and Wages

PeopleSoft Global Payroll for United States delivers two types of earnings for calculating regular pay:

• REGULAR

  Use this earning to calculate pay for hourly payees who require positive input.

• WAGES

  Use this earning to calculate pay for hourly payees who need to report only exceptions to their standard hours.

The calculation rule for both REGULAR and WAGES is Unit × Rate.

Both earnings use the rate code K1GCRH for the Rate component. This rate code is used to calculate pay for all hourly payees.

The Unit component differs for these two earnings:

- The REGULAR earning assumes that the Unit (time paid) is recorded at the payee level through positive input.

- The WAGES earning assumes that payees are paid a standard set of hours for each pay period, and that only exceptions need to be reported through positive input. The Unit component for this earning includes a formula—ERN FM SALARY HOURS—that calculates the standard hours.

  This formula:

  1. Multiplies the STD HRS system element by the STD HRS FREQ FACTOR system element to calculate the ANNUAL HOURS (stored as a variable).

  2. Divides the ANNUAL HOURS variable by the PRD FREQ FACTOR (pay period frequency factor) system element to calculate the pay period standard hours.

The post-process formula for the WAGES earning, ERN FM RED HRS/AMT, reduces the pay period standard hours by any absence or holiday hours. This formula requires the use of the REDUCE SAL H accumulator to sum up the hours for all earnings, such as vacation, that should reduce the standard hours.

In addition, this formula ensures that the WAGES earning is not reduced by absences to a negative amount.

Salary

Use the SALARY earning to pay salaried employees.

The calculation rule for SALARY is Amount, with the amount defined as the rate code K1GCRH.

The post-process formula for the SALARY earning, ERN FM RED SALARY, performs two functions:

- It calculates standard hours and reduces these hours by the number of absence hours.

- It ensures that the salary amount is not reduced by absences to a negative amount.

Overtime

PeopleSoft Global Payroll for United States delivers two overtime earnings: OVT 1.5 for overtime calculated at 1.5 times the regular pay rate, and OVT 2.0 for overtime calculated at twice the regular pay rate.

The calculation rule for both overtime earnings is Unit × Rate × Percent, where Unit is the number of overtime hours that a payee works, Rate is the formula ERN FM OVT RATE, and Percent is either 150 or 200. The units are entered at the payee level.

Note: The delivered overtime earnings include a shift differential. This differential is included in the calculation of the earnings only if the employee is associated with a shift group and a shift ID.

Premium Pay

Premium pay refers to the excess over the regular rate of pay that is paid for extended working hours, overtime, or work during holidays. PeopleSoft Global Payroll for United States delivers the PREMIUM earning to calculate premium pay.

The calculation rule for premium pay is Unit × Rate × Percent, where Unit is the number of extended hours worked, Rate is the formula ERN FM OVT RATE, and Percent is 50. The units are entered at the payee level.

Note: Premium pay includes a shift differential. This differential is included in the calculation of the earnings only if the employee is associated with a shift group and a shift ID.

Bonus

PeopleSoft Global Payroll for United States delivers the BONUS earning to calculate bonus pay. The calculation rule for bonus pay is Amount, where a payee's bonus is entered as a numeric amount at the payee level.

The BONUS earning uses the Supplemental tax method.

Personal Use of a Company Car

PeopleSoft Global Payroll for United States delivers the COMPANY CAR earning to calculate the personal use of a company car. The calculation rule for COMPANY CAR is Amount; the amount is entered at the payee level. The COMPANY CAR earning does not add to gross pay, but to taxable gross.

Shift Differential

PeopleSoft Global Payroll for United States delivers two earnings to calculate shift differentials: SHIFT - R and SHIFT PCT.

The calculation rule for SHIFT R is Unit × Rate, where Unit is the accumulator SHIFT DIFF UNIT, and Rate is the bracket ERN BR SHIFT DIFF.

The calculation rule for SHIFT PCT is Unit × Rate × Percent, where Unit is the Accumulator SHIFT DIFF UNIT, Rate is the system element HOURLY RT, and Percent is the variable ERN VR SHIFT D PCT.

The system processes these earnings only if the accumulator SHIFT DIFF UNIT holds units (hours) processed for the eligible shift earnings. Only two of the delivered earnings—REGULAR and WAGES—are defined as *eligible*. That is, the units of these earnings are the only members of this accumulator. If no units come from these earnings, then SHIFT - R and SHIFT PCT are not processed. In addition, payees must be assigned to shift groups and shift IDs before the system can process SHIFT - R or SHIFT PCT.

Note: The earnings SHIFT - R and SHIFT PCT use the generation control element ERN GC SHIFT EXC to control processing. This formula looks at the accumulator SHIFT DIFF UNIT and the values of the shift group and shift ID. If the value of SHIFT DIFF UNIT is greater than zero and the payee is in a shift group and has a shift ID, the system processes the earnings.

See Understanding Earnings Assignments.

Delivered Supporting Elements

This table lists the key supporting elements that are used to define the delivered earnings:

Element Type	Element Name	Used By	Where Used
Variable	TAX VR METHOD	This variable is a user field for all taxable earnings. It stores the tax method to use when an earning is calculated.	Supporting Element Override page. Values include: • A - Annualized • S - Supplemental • C - Cumulative All delivered earnings except BONUS use the Annualized tax method (A). BONUS uses the Supplemental tax method (S).
Variable	TAX VR RPT TYPE	This variable is a user field for all taxable earnings.	Determines the year-end form —W2, W2PR, W2AS, and so on—on which an earning element is reported.
Variable	TAX VR STATE	This variable is a user field for all taxable earnings.	Determines the state or territory in which each earning is taxed.
Variable	ERN VR SHIFT GRP	ERN BR SHIFT DIFF ERN FM OVT RATE This variable is a user field for all earnings except SALARY, BONUS, COMPANY CAR, and HOLIDAY.	ERN VR SHIFT GRP is a search key in the bracket ERN BR SHIFT DIFF. Based on this key, the bracket returns the correct shift differential and percentage to the calculation rule of the earnings SHIFT - R and SHIFT PCT. ERN VR SHIFT GRP is used in the formula ERN FM OVT RATE to define the rate component for the earnings OVT 1.5, OVT 2.0, and PREMIUM.
Variable	ERN VR SHIFT ID	ERN BR SHIFT DIFF This variable is a user field for all earnings except SALARY, BONUS, COMPANY CAR, and HOLIDAY.	ERN VR SHIFT ID is a search key in the bracket ERN BR SHIFT DIFF. Based on this key, the bracket returns the correct shift differential and percentage to the calculation rule of the earnings SHIFT - R and SHIFT PCT.

Element Type	Element Name	Used By	Where Used
Variable	ERN VR SHIFT D PCT	ERN BR SHIFT DIFF ERN FM OVT RATE	Bracket ERN BR SHIFT DIFF provides the value of the variable ERN VR SHIFT D PCT (this variable is the percent component in the calculation rule of the earning SHIFT PCT). Formula ERN FM OVT RATE uses the value of variable ERN VR SHIFT D PCT to calculate the Rate component for earnings OVT 1.5, OVT 2.0, and PREMIUM.
Formula	ERN FM RED SALARY	SALARY	Post process formula. Reduces SALARY earning by Absence and Holiday amounts.
Formula	ERN FM RED HRS/AMT	WAGES	Post-process formula. Reduces WAGE hours by Absence and Holiday hours.
Formula	ERN FM SALARY HOUR	WAGES	Unit component. Calculates standard hours.
Formula	ERN FM OVT RATE	OVT 1.5 OVT 2.0 PREMIUM	Formula calculates Rate components for the earnings OVT 1.5, OVT 2.0, and PREMIUM.
Formula	GEN FM SEG COUNT	WAGES	Counts the number of Units (hours) per segment
Formula	ERN FM SHIFT EXEC	ERN GC SHIFT EXC (generation Control) SHIFT - R SHIFT PCT	Controls whether to calculate shift pay.
Formula	ERN FM SHIFT D PCT	SHIFT PCT	Used to retrieve the shift differential percentage from the bracket table.
Formula	GP CHECK 1ST SEG	COMPANY CAR GP APPLY 1ST SEG (generation control)	Used by COMPANY CAR to restrict payment to the first segment of a period.

Element Type	Element Name	Used By	Where Used
Bracket	ERN BR SHIFT DIFF	SHIFT - R SHIFT PCT ERN FM OVT RATE	Bracket provides Rate component to earning SHIFT - R. Bracket provides Percent component to earning SHIFT PCT by populating the value of the variable ERN VR SHIFT D PCT (this variable holds percent values returned by the bracket). Bracket provides shift differential to formula ERN FM OVT RATE, which calculates the Rate component for earnings OVT 1.5, OVT 2.0, and PREMIUM.

User Fields

All of the delivered earnings are associated with the following user fields:

• TAX VR RPT TYPE

This user field determines the year-end form—W2, W2PR, W2AS, and so on—to use to report an earning element.

Note: You define a default report type for a payee on the Payee Tax Profile page. You can change the default by entering a supporting element override for the variable TAX VR RPT TYPE.

See Maintaining Payee Tax Information.

• TAX VR STATE

This user field determines the state or territory in which each earning is taxed.

Note: The default state or territory for a payee is the one for which the UI Jurisdiction check box is selected on the State Tax Data page. You can change the default by entering a supporting element override for the variable TAX VR STATE.

See Maintaining Payee Tax Information.

• TAX VR METHOD

This user field stores the tax method to use when an earning is calculated.

Note: The default tax method is defined at the element level on the Supporting Element Overrides page of the Earnings component (GP_EARNING). You can override the default at the payee level by entering a supporting element override for the variable TAX VR METHOD.

See "Earnings - Supporting Element Overrides Page" (PeopleSoft HCM 9.2: Global Payroll).

Two additional user fields are associated with all earnings that process shift differentials:

- ERN VR SHIFT GRP

  This user field is used to associate an earning with a shift group.

- ERN VR SHIFT ID

  This user field is used to associate an earning with a shift ID.

Note: To assign a *default* shift group and shift ID to a payee, select Global Payroll & Absence Mgmt > Payee Data > Create Overrides > Supporting Elements and specify the values of the variables ERN VR SHIFT GRP and ERN VR SHIFT ID (these variables store the shift group and shift ID respectively). You can override the defaults on the One Time (Positive Input) page.

Related Links
"Understanding Multiple Resolutions" (PeopleSoft HCM 9.2: Global Payroll)

Earnings Assignments

Earnings with a component of their calculation rule set to *Payee Level* must be assigned to individual payees before they can be processed, and require positive input for either the Unit, Rate, Base, or Percent component.

The following delivered earnings for the U.S. fall into this category:

Earning	*Description*
BONUS and COMPANY CAR	The earnings BONUS and COMPANY CAR are defined with a calculation rule of Amount, with the Amount Type field set to *Payee Level.* This means that the earnings are resolved only when: • An amount is assigned to a payee on the Element Assignment by Payee (GP_ED_PYE) or Payee Assignment by Element (GP_ED_ELEM) component. • An amount is defined at the payee level using positive input.
REGULAR, OVT 1.5, OVT 2.0, and PREMIUM	The earnings REGULAR, OVT 1.5, OVT 2.0, and PREMIUM are defined with a calculation rule of Unit × Rate or Unit × Rate × Amount, with the Unit Type field set to *Payee Level.* This means that the earnings are resolved only when you define the unit at the payee level through positive input, or specify a flat amount (overriding the calculation rule).

Related Links
"Understanding Overrides" (PeopleSoft HCM 9.2: Global Payroll)
Understanding Earnings Assignments

Required Supporting Elements

Many earnings require that you define the value of supporting elements to be processed correctly. This table lists the required supporting elements for the earnings delivered by PeopleSoft Global Payroll for United States, and explains how to define the values of each element.

Earning	*Description*
REGULAR, OVT 1.5, OVT 2.0, and PREMIUM	The earnings OVT 1.5, OVT 2.0, and PREMIUM calculate shift differentials by using the formula ERN FM VT RATE to retrieve the shift rate or percentage from the bracket ERN BR SHIFT DIFF. **Note:** This bracket is keyed by shift group and shift ID and returns a rate or a percentage based on the value of the supporting elements ERN VR SHIFT GRP and ERN VR SHIFT ID. To process shift pay, you must assign payees to shift groups and shift IDs. To do this: • Select Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions > One Time (Positive Input) select the Supporting Element Overrides button, and enter the shift group and ID for the payee and earnings element you are assigning. • Alternately, select Global Payroll & Absence Mgmt > Absence and Payroll Processing > Prepare Payroll > Manage Positive Input by Cal select the Supporting Element Overrides button, and enter the shift group and ID for the payee and earnings element you are assigning. **Note:** You can also define *default* shift groups and shift IDs for payees by specifying the values of the variables ERN VR SHIFT GRP (shift group) and ERN VR SHIFT ID (shift ID) on the Supporting Elements page. You can then override these values as needed for specific pay periods using positive input.

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Earning	*Description*
REGULAR and WAGES	The system stores the hours of REGULAR and WAGES (by shift group and shift ID) in the accumulator SHIFT DIFF UNIT. This accumulator serves as the Units component in the calculation rule of the earnings SHIFT R and SHIFT PCT. For payees to receive shift pay based on the hours (units) of REGULAR and WAGES, you must define the values of the supporting elements ERN VR SHIFT GRP (shift group) and ERN VR SHIFT ID (shift ID). **Note:** The system processes SHIFT R and SHIFT PCT automatically if the value of SHIFT DIFF UNIT is greater than zero and payees are assigned to shift groups and shift IDs. To do this, Select Global Payroll & Absence Mgmt > Payee Data > Create Overrides > Supporting Elements and specify the *default* values of ERN VR SHIFT GRP and ERN VR SHIFT ID for each payee on the Values tab. To override the default shift group and shift ID for a payee in a specific pay period, access the Positive Input - Details page and specify the shift group and shift ID for the payee and the earnings for which you are calculating the shift differential (WAGES or REGULAR). You can access the Positive Input - Details page in two ways: • Select Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions > One Time (Positive Input) and select the Supporting Element Overrides button. • Select Global Payroll & Absence Mgmt > Absence and Payroll Processing > Prepare Payroll > Manage Positive Input by Cal and select the Supporting Element Overrides button. **Note:** You can enter overrides for a full period or a partial period. To enter partial period overrides, create multiple rows of data for WAGES or REGULAR with the number of hours associated with each shift, and then specify the shift group and shift ID for each row.

Earning	Description
All Delivered Taxable Earnings	All of the delivered taxable earnings required the definition of the supporting elements TAX VR RPT TYPE (report type), TAX VR STATE (U.S. state/territory), and TAX VR METHOD (tax method) to ensure correct tax processing. You define default values for these supporting elements at the payee or element level, and then override these values as needed: • Specify the default report type for payees on the Payee Tax Profile page. • Specify the default state or territory for a payee by selecting the UI Jurisdiction check box for the payee's state on the State Tax Data page. • Define the default tax method at the element level on the Supporting Element Overrides page of the Earnings component. • To override the default tax report type, U.S. state and territory, and tax method on a one-time basis, access the Positive Input - Details page of the One Time (Positive Input) component, or the Element Detail page of the Element Assignment by Payee and Payee Assignment by Element components, and enter the override values. See Maintaining Payee Tax Information. See Overriding Tax and Payment Methods.

Related Links

"Understanding Overrides" (PeopleSoft HCM 9.2: Global Payroll)
"Earnings - Supporting Element Overrides Page" (PeopleSoft HCM 9.2: Global Payroll)

Process Lists and Sections

All delivered earnings are members of the GENERAL EARNINGS section.

The GENERAL EARNINGS section is included in the USA STD PAYROLL process list.

Viewing Delivered Elements

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

Related Links

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

Modifying and Updating Delivered Earnings

This topic provides an overview of earnings schedules and discusses how to modify delivered earnings.

Understanding Earnings Schedules

Global Payroll for U.S. delivers several generation control elements that you can use to control the processing of earnings:

Generation Control Element	Frequency Factor	Description
GEN GC WEEK 1AND2	FRST ONLY (12)	Schedules the deduction during the first pay period in the month (for biweekly and semimonthly pay periods).
GEN GC WEEK 3AND4	SCND ONLY (12)	Schedules the deduction during the second pay period in the month (for biweekly and semimonthly pay periods).
GEN GC WEEK 1AND2	FRST SCND (24)	Schedules the deduction during the first and second pay periods in the month (for weekly pay periods).
GEN GC WEEK 3AND4	THRD FRTH (24)	Schedules the deduction during the third and fourth pay periods in the month (for weekly pay periods).

Note: These elements are discussed in detail in <u>Understanding General Deductions</u>.

PeopleSoft Global Payroll for U.S. delivers two additional generation control elements that you can use to manage the processing of earnings:

Generation Control Element	Description
ERN GC SHIFT EXC	This generation control element uses a formula to determine whether shift pay should be processed based on the value of the accumulator SHIFT DIFF UNIT. If SHIFT DIFF UNIT is greater than zero, the earning is processed. **Note:** Use the delivered deductions SHIFT - R and SHIFT PCT as models for using this generation control element to limit processing. See <u>Delivered Earnings</u>.
GP APPLY 1ST SEG	Use this generation control element if you want an earning to be applied to the first segment in a period.

Related Links

<u>Understanding General Deductions</u>

Modifying Delivered Earnings

PeopleSoft Global Payroll for United States delivers earnings elements based on practices that are common to many businesses in the U.S. Although most of the delivered earnings are created according to common industry standards or based on statutory requirements, a company's specific business practices may require modifications to the delivered elements. This topic provides examples of common earnings rules modifications.

Modifying SALARY

If you create new absence-related earnings and want the new earning to reduce the SALARY earning, you must add the automatically generated units accumulator from the new earning to the REDUCE SAL H accumulator. You can add the units accumulator for the new absence-related earnings to the REDUCE SAL H accumulator on the Accumulators - Members page.

See "Understanding Accumulators" (PeopleSoft HCM 9.2: Global Payroll).

Modifying BONUS

The delivered BONUS earning is designed to be taxed by means of the supplemental tax method, and is multiplied by the state supplemental rate. Business practices may require that you calculate bonuses as separate payments or process them with regular wages. If you want to use a different supplemental rate for the BONUS earning, you must enter this change on the State Tax Rates USA page.

See Understanding Taxes.

Modifying Shift SHIFT - R and SHIFT PCT

When modifying the delivered shift differential rules, note that:

- The Unit component in the calculation rule of the shift differential earnings SHIFT - R and SHIFT PCT is defined as the accumulator SHIFT DIFF UNIT. As delivered, the members of this accumulator are the units calculated for the earnings WAGES and REGULAR. If you want to include units (hours) from other earnings in the calculation of differential pay, you must add the units from these earnings to SHIFT DIFF UNIT using the accumulator definition component.

- Any additional earnings whose units you add to the accumulator SHIFT DIFF UNIT should be defined with ERN VR SHIFT GRP (shift group) and ERN VR SHIFT ID (shift ID) as user fields. Use the delivered earnings WAGES and REGULAR as models.

- The shift differential earnings use the bracket ERN BR SHIFT DIFF to return the correct differential and percentage. The differential and percentage values in the bracket are defined as sample data; you must modify this data to conform to the rules that apply within your organization. In addition, you may want to add additional search keys to the bracket (the delivered bracket uses shift group and shift ID as search keys).

Creating New Earnings

This topic discusses:

- The accumulator structure of earnings.

- How to create new earnings for shift differentials.

- How to configure earnings/deduction assignments and override components.

- User fields.

Understanding the Accumulator Structure of Earnings

If you create new earnings, make sure that they conform to the accumulator structure of the delivered earnings. This is to ensure that the new elements are processed correctly and are included in the appropriate gross-to-net calculations.

For example, when you create a new earning, you must add the earning to the TOTAL EARNINGS N accumulator so that is can be processed correctly.

Note: For each taxable earning that you create, you must also define the tax method. To do this, associate the variable TAX VR METHOD with the new earning on the Supporting Element Overrides page, and assign it a value of A (annual), S (supplemental), or C (cumulative).

See "Understanding Earning and Deduction Elements" (PeopleSoft HCM 9.2: Global Payroll).

Accumulator Structure of Earnings

This table describes the accumulator structure of earnings:

Accumulator Name	Description	Contributing Elements
FWT GRS N	Federal withholding tax gross	All earnings contribute to this accumulator.
OAS EE GRS N	Social Security old age, survivors, and disability insurance (OASDI) employee gross	All earnings contribute to this accumulator.
OAS ER GRS N	Social Security OASDI employer gross	All earnings contribute to this accumulator.
MED EE GRS N	Social Security Medicare employee gross	All earnings contribute to this accumulator.
MED ER GRS N	Social Security Medicare employer gross	All earnings contribute to this accumulator.
FUT GRS N	Federal unemployment tax gross	All earnings contribute to this accumulator.
TOTAL EARNINGS N	Total earnings	All earnings contribute to this accumulator.
401K GROSS N	401K gross	All 401K eligible earnings contribute to this accumulator.

Accumulator Name	*Description*	*Contributing Elements*
SWT GRS N	State withholding tax gross	All earnings except BONUS contribute to this accumulator.
SWT GRS SPC N	State withholding tax gross special	The BONUS earning contributes to this accumulator.
SHIFT DIFF UNIT	Shift differential units	REGULAR_UNIT and WAGES_UNIT contribute to this accumulator.
SALARY YTDA	Salary	The SALARY earning contributes to this accumulator.
SALARY HRS SEG SALARY HRS YTD	Salary hours	These accumulators store standard hours for a salaried payee.

Creating New Earnings that Include Shift Differentials

When creating new unit-based earnings that impact or are impacted by shift differentials, you can:

*   Add the units (hours) processed for the new earnings to the accumulator SHIFT DIFF UNIT. This accumulator functions as the Unit component in the calculation rule of the delivered SHIFT - R and SHIFT PCT earnings. SHIFT - R and SHIFT PCT are resolved only if units from other earnings are included in the SHIFT DIFF UNIT accumulator.

    Note: The generation control element ERN GC SHIFT EXC prevents resolution of these earnings if the SHIFT DIFF UNIT accumulator contains no units. This element looks at the accumulator and the values of the shift group and shift ID. If the value of SHIFT DIFF UNIT is greater than 0 and the payee is in a shift group and has a shift ID, the system processes the earnings.

    Note: As delivered, only units from WAGES and REGULAR are included in SHIFT DIFF UNIT.

*   Use the formula ERN FM OVT RATE to calculate the shift differential directly in the Rate component of the earnings' calculation rule. Use OVT 1.5, OVT 2.0, or PREMIUM as models for the new elements.

    ERN FM OVT RATE is defined in the following way:

    ```
    ERN BR SHIFT DIFF   >>  GP TEMP001 NUM
    If ERN VR SHIFT GRP <> '' Then
        If ERN VR SHIFT D PCT <> 0 Then
            HOURLY RT * ( 1 + ERN VR SHIFT D PCT / 100 )   >>  ERN FM OVT RATE
        Else
            HOURLY RT + ERN BR SHIFT DIFF   >>  ERN FM OVT RATE
        Endif
    Else
        HOURLY RT   >>  ERN FM OVT RATE
    Endif
    ```

    This formula defines the rate in one of three ways:

1. As the system element HOURLY RT × (1 + ERN VR SHIFT D PCT ÷ 100) if the payee is associated with a shift group and the bracket ERN BR SHIFT DIFF returns a shift percent that is not zero.

2. As the system element HOURLY RT + ERN BR SHIFT DIFF if the percent returned by the bracket is zero.

3. If neither a nor b is true, the rate used is the system element HOURLY RT.

Configuring Earnings/Deduction Assignments and Override Components

If you create earnings that use variables or other supporting elements in their calculation, you can modify or replace the standard supporting element override components to facilitate entering the values of these variables and other elements at either the payee or calender ID override levels.

Note: You can modify the standard supporting element override components by adding or changing field labels, prompt tables, and other page elements to better suit the elements that you want to override.

Related Links

"Understanding Element Override Configurations" (PeopleSoft HCM 9.2: Global Payroll)

Understanding User Fields

This topic discusses:

• User fields for new taxable earnings.

• User fields for new earnings that calculate or affect shift differential pay.

User Fields for New Taxable Earnings

If you create new taxable earnings, you should associate them with the same tax-related user fields used to define the delivered earnings. These are TAX VR RPT TYPE, TAX VR STATE, and TAX VR METHOD. In addition, all taxable earning accumulators should include these variables as user keys.

User Fields for New Earnings that Calculate or Affect Shift Differential Pay

If you define new earnings that calculate or affect shift pay, you should associate them with the same shift-related user fields used to define WAGES, REGULAR, SHIFT - R, SHIFT PCT, and the overtime earnings. These are ERN VR SHIFT GRP and ERN VR SHIFT ID. In addition, all accumulators for earnings that process or affect shift differentials should include these variables as user keys.

Related Links

"Understanding Multiple Resolutions" (PeopleSoft HCM 9.2: Global Payroll)

Chapter 5

Setting Up General Deductions

Understanding General Deductions

This topic discusses:

- Delivered general deductions.

- Delivered supporting elements.

- Deduction assignments.

- Deduction overrides.

- Process lists and sections.

- Viewing delivered elements.

Delivered General Deductions

The PeopleSoft system delivers a number of general deductions for the U.S. that demonstrate the flexibility of Global Payroll rules to meet common processing requirements such as repayment and garnishment calculations.

In this table, the first column combines the name and description of the delivered deductions. The other columns indicate the calculation rule components, such as Unit, Rate, Percent, and Amount, and the pre-process and post-process formulas for each deduction.

Note: Calculation rule components that do not apply to a general deduction are designated Not Applicable (NA).

Name/Descr.	Unit	Rate	Base	%	Amount	Pre- and Post-Process Formula
CREDIT UNION Credit Union	NA	NA	NA	NA	Payee level	
UNITED WAY United Way	NA	NA	NA	NA	Payee level	
HOLIDAY FUND Holiday Fund	NA	NA	NA	NA	Payee level	

Name/Descr.	Unit	Rate	Base	%	Amount	Pre- and Post-Process Formula
LOAN Company Loan	NA	NA	NA	NA	Payee level	Post-LNS FM PYMTS
LOAN AD PYMT Company Loan Amount	NA	NA	NA	NA	Payee level	Post-LNS FM ADD PYMT
GARNISHMENT Garnishment	NA	NA	NA	NA	Payee level	Pre-GRN FM PRE PRCS Post-GRN FM PST PRCS
BOND PURCH Purchase Bonds	BND FM PURCHASE	BND VR PRICE	NA	NA	NA	Pre-BND FM SET DRIVER

Note: Except for BOND and BOND PURCH, the general deductions are defined as PS Delivered/Not Maintained. This means that you can use them as delivered, modify them, or replace them with new elements.

Credit Union

The CREDIT UNION deduction has a calculation rule of Amount and is used to calculate contributions to a company savings plan. Define the amount at the payee level using the Element Assignment by Payee (GP_ED_PYE) and Payee Assignment by Element (GP_ED_ELEM) components, or positive input.

United Way

The UNITED WAY deduction has a calculation rule of Amount and is used to calculate United Way contributions. Define the amount at the payee level using the Element Assignment by Payee (GP_ED_PYE) and Payee Assignment by Element (GP_ED_ELEM) components, or positive input.

Holiday Fund

The HOLIDAY FUND deduction has a calculation rule of Amount and is used to define holiday savings accounts. Define the amount at the payee level using the Element Assignment by Payee (GP_ED_PYE) and Payee Assignment by Element (GP_ED_ELEM) components, or positive input.

Loan

The LOAN deduction has a calculation rule of Amount and is used to calculate regularly scheduled loan payments. Define the amount, the loan repayment schedule, and other information related to the loan at the payee level using the Request Repayments USA page.

Loan Additional Payment

The LOAN AD PYMT deduction is for additional, one-time payments that a loan recipient may choose to make outside of the standard repayment schedule. It has a calculation rule of Amount; define the amount,

payment date, and other information related to the additional loan at the payee level using the Request Repayments USA page.

Note: The deduction LOAN AD PYMT is referred to as a *non-payroll loan payment.* Although it is processed by the payroll system, it does not reduce the amount of net pay (it is not included in the standard gross to net calculation); instead, it directly reduces the loan balance.

Garnishment

The GARNISHMENT deduction has a calculation rule of Amount and is used to calculate child, spousal, or dependent support deductions, tax levies, creditor garnishments, delinquent student loans, and other types of garnishments. Define garnishment information at the payee level using the Assign Garnishments USA component.

Delivered Supporting Elements

This table lists the key supporting elements used to define the delivered general deductions:

Element Type	Element Name	Used By	Where Used
Variable	LNS VR ID	LOAN This variable is a user field on the LOAN and LOAN AD PYMT deductions. It enables the system to track each loan assignment separately.	Request Repayments USA page. You define the value of the repayment ID (LNS VR ID) when you assign repayments to payees on the Request Repayments USA page.
Variable	LNS VR GOAL AMT	LOAN This variable contains the total amount of the loan (goal amount).	Request Repayments USA page. You define the goal amount (LNS VR GOAL AMT) on the Request Repayments USA page in the Total Amount field.
Variable	LNS VR BALANCE	LOAN and LOAN AD PYMT This variable contains the difference between the goal amount and amount paid to date.	
Variable	GRN VR ID	This variable is a user field on the GARNISHMENT deduction.	Assignment page of the Assign Garnishments USA component (GPUS_GRN). You define the garnishment ID (GRN VR ID) on the Assignment page when you assign garnishment deductions to payees.

Element Type	Element Name	Used By	Where Used
Variable	GRN VR TYPE	This variable is a user field on the GARNISHMENT deduction.	Assignment page of the Assign Garnishments USA component (GPUS_GRN). You define the garnishment type (GRN VR TYPE) on the Assignment page when you assign garnishment deductions to payees.
Variable	GRN VR RECDT	This variable is a user field on the GARNISHMENT deduction.	Assignment page of the Assign Garnishments USA component (GPUS_GRN). You define the garnishment received date (GRN VR RECDT) on the Assignment page when you assign garnishment deductions to payees.
Formula	DED FM REFUND BAL	HOLIDAY FUND This post-process formula is used by the HOLIDAY fund deduction.	
Formula	LNS FM PYMTS	LOAN This post-process formula performs limit processing for the LOAN deduction.	
Formula	LNS FM ADD PYMTS	LOAN AD PYMT This post-process formula performs limit testing and generates a warning message if an additional payment exceeds the goal amount.	

Note: Additional information about supporting elements can be found in topics on each of the general deduction types.

Related Links

Understanding Repayment Deductions
Understanding Garnishments

Deduction Assignments

Deductions with a component of their calculation rule set to *Payee Level* must be assigned to individual payees before they can be processed, and require positive input for the Unit, Rate, Base, or Percent component.

The following delivered deductions for the U.S. fall into this category:

Deduction	Description
CREDIT UNION, UNITED WAY, and HOLIDAY FUND	The CREDIT UNION, UNITED WAY, and HOLIDAY FUND deductions are defined with a calculation rule of Amount, with the Amount Type field set to *Payee Level*. These deductions are resolved only when: • An amount is assigned to a payee on the Element Assignment by Payee (GP_ED_PYE) or Payee Assignment by Element (GP_ED_ELEM) components. • An amount is defined at the payee level using positive input.
LOAN and LOAN AD PYMT	The LOAN and LOAN AD PYMT deductions are defined with a calculation rule of Amount, with the Amount Type field set to *Payee Level*. Use the Request Repayments USA page to define repayment and additional repayment amounts.
GARNISHMENT	The GARNISHMENT deduction is defined with a calculation rule of Amount, with the Amount Type field set to *Payee Level*. You define the rules for calculating garnishment amounts using the Assign Garnishments USA component (GPUS_GRN).

Related Links

<u>Understanding Repayment Deductions</u>
<u>Understanding Garnishments</u>

Deduction Overrides

You can override the amounts that are regularly processed for a repayment or garnishment deduction by entering one-time positive input. This table explains how to define one-time overrides for these deductions:

Deduction	Override Instructions
LOAN and LOAN AD PYMT	When you enter one-time positive input for a regularly scheduled LOAN or LOAN AD PYMT deduction, you must specify the repayment ID of the repayment for which you are entering the override. To do this, enter the appropriate value on the Positive Input - Details page of the One Time (Positive Input) component (GP_PI_MNL_ERNDED). **Note:** You can also override the total repayment amount on this page. See <u>Understanding Repayment Deductions</u>.

Deduction	Override Instructions
GARNISHMENT	When you enter one-time positive input for a regularly scheduled garnishment deduction, you must specify the garnishment ID, garnishment type, and received date of the garnishment for which you are entering the override. To do this, enter the appropriate values in theGarnishment ID, Garnishment Type, and Received Date fields on the Positive Input - Details page of the One Time (Positive Input) component (GP_PI_MNL_ERNDED). See Understanding Garnishments.

Process Lists and Sections

All general deductions are members of the USA STD PAYROLL process list.

Within this process list, the general deductions are arranged in these sections:

Section	Elements in Section
DEDUCTIONS	• CREDIT UNION • UNITED WAY • HOLIDAY FUND
LOANS	• LOAN • LOAN AD PYMT
GARNISHMENTS	GARNISHMENT

Viewing Delivered Elements

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

Related Links

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

Modifying and Updating Delivered General Deductions

Pages Used to Modify and Update Delivered General Deductions

Page Name	Definition Name	Usage
Calculation Page	GP_ERN_DED_CALC	Associate a generation control element with a deduction. Modify the frequency of a deduction at the element definition level.
Element Detail Page	GP_ED_PYE_DTL_SEC	Modify the frequency of a deduction at the payee level. Associate a generation control element with a deduction at the payee level.
Generation Control Page	GP_CALENDAR3	Associate a calendar with a frequency factor for generation control.
Define Deduction Recipients Page	RECIPIENT	Define general and individual recipients.
Recipient Address Page	RECIPIENT_ADR_SP	Define recipient address information.
Recipient Deposit Schedule Page	RECIPIENT_DEP_INFO	Select a recipient's deposit schedule.
Recipient Page	GP_RCP_DED	Select a general recipient for a deduction.

Related Links

Understanding Garnishments
Understanding Repayment Deductions
Understanding Garnishments

Understanding Deduction Schedules

This topic discusses:

- Deduction schedules.

- Generation controls for biweekly and semimonthly pay periods.

- Generation controls for weekly pay periods.

- Defining deductions with multiple and single frequencies.

- Using generation control when the frequency is per calendar period frequency

- Using generation control with a specified frequency.

- Processing a deduction in the first segment.

This topic focuses on the CREDIT UNION, UNITED WAY, HOLIDAY FUND, LOAN, and LOAN AD PYMT deductions. Other general deductions are discussed in detail in topics dedicated to specific types of deductions such as garnishments and bonds.

Deduction Schedules

The general deductions are delivered with a frequency option of *Use Calendar Period Frequency.* This means that the deduction amount that the system calculates for an eligible payee is the same regardless of the pay period frequency. For example, suppose that you define a deduction as a flat amount of 100.00 USD with a frequency option of *Use Calendar Period Frequency.* If you process payrolls on a weekly basis, the system deducts 100.00 USD per week for eligible payees. If you process payrolls monthly, the system deducts the same amount each month.

All general deductions delivered with PeopleSoft Global Payroll for United States are set up to be processed every pay period, in the first segment only. If you don't want the system to process a deduction each pay period, you can use one of several delivered generation controls, or define your own generation control frequencies modeled on the delivered generation control elements.

Generation Controls for Biweekly and Semimonthly Pay Periods

This table lists the generation control elements delivered for biweekly and semimonthly pay calendars and the associated frequency factors:

Generation Control Element	Frequency Factor	Description
GEN GC WEEK 1AND2	FRST ONLY (12)	Schedules the deduction during the first pay period in the month.
GEN GC WEEK 3AND4	SCND ONLY (12)	Schedules the deduction during the second pay period in the month.

Note: You can associate these generation control elements with a deduction at the element level, or assign them to specific payees using the Element Assignments by Payee component.

Generation Controls for Weekly Pay Periods

This table lists the generation control elements delivered for weekly pay calendars and the associated frequency factors:

Generation Control Element	Frequency Factor	Description
GEN GC WEEK 1AND2	FRST SCND (24)	Schedules the deduction during the first and second pay periods in the month.
GEN GC WEEK 3AND4	THRD FRTH (24)	Schedules the deduction during the third and fourth pay periods in the month.

Note: You can associate these generation control elements with a deduction at the element level, or assign them to specific payees using the Element Assignments by Payee component.

Defining Deductions with Multiple and Single Frequencies

When a deduction has multiple frequencies, you may need to create generation control elements with more than one associated frequency factor. For example, if you define a deduction that can be taken in the first and second weeks of a weekly pay calendar (frequency factor = 24) or in the first period of a biweekly pay calendar (frequency factor = 12), then define a generation control element containing both of the required frequencies (as in the case of the delivered generation control element GEN GC WEEK 1AND2). If you process your deductions on a single frequency, you can define generation control elements with a single associated frequency factor.

Using Generation Control When the Frequency Is Per Calendar Period Frequency

When the frequency of a deduction is *Per Calendar Period Frequency,* the system does not annualize or deannualize amounts to account for different pay period frequencies. This is true even when the deduction is associated with a generation control element. For example, assume that you assign the CREDIT UNION deduction to a payee for 100 USD and that you process payees weekly. If you use the generation control element GEN GC WEEK 1AND2 with a frequency factor of FRST SCND to schedule this deduction in the first and second week of each month, the amount taken each pay period does not change, but the frequency of the deduction does (100 USD is taken only twice a month, rather than every week).

Using Generation Control with a Specified Frequency

Normally, when you define a deduction with a specific frequency such as monthly or weekly, the system annualizes the amount of the deduction using one of the frequencies defined in the HR Frequency table, and deannualizes it using the pay period frequency.

For example, assume that you process payees weekly, and that you define a deduction of 100 USD per month (frequency = monthly). During processing, the system annualizes this amount to 1200 USD (100×12 [monthly frequency factor]), and then deannualizes it into the payroll processing frequency (frequency = 52). The amount paid each period is $1200 \div 52 = 23.076923$.

However, when you use a generation control element with an associated frequency factor, the system deannualizes the deduction amount using the frequency associated with the generation control element, rather than the pay period frequency. For example, assume that you use the delivered generation control element GEN GC WEEK 1AND2 with a frequency factor of FRST SCND to schedule the UNITED WAY deduction in the first and the second week of each month. The frequency factor associated with this generation control element is 24 (24 separate deductions occur per year if the UNITED WAY deduction is processed in the first and second weeks). If the deduction amount is 100 USD per month (frequency factor = 12), the system calculates the per period amount in the following way: 1200 USD (100×12) ÷ 24 = 50.

Note: When you define a deduction with a specific frequency, PeopleSoft Global Payroll for United States uses this frequency to *annualize* the deduction amount. And it uses either pay period frequencies or generation control frequencies to *deannualize* this amount: if no generation control frequency exists, it uses the pay period frequency; if the element has an associated generation control frequency, it uses the generation control frequency instead.

Note: Although the frequency of the general deductions is *Per Calendar Period Frequency,* you can modify this definition on the element definition page or at the payee level. The system will then annualize and deannualize the deduction based on the selected frequency option and the generation control element.

Processing a Deduction in the First Segment

PeopleSoft Global Payroll for United States delivers an additional generation control element that can be used to manage deduction processing.

Generation Control Element	Description
GP APPLY 1ST SEG	Use this generation control element if you want a deduction to be applied to the first segment in a period.

Related Links
"Defining Generation Control Elements" (PeopleSoft HCM 9.2: Global Payroll)
"Frequency and Generation Control Calculations" (PeopleSoft HCM 9.2: Global Payroll)

Understanding Deduction Recipients

The CREDIT UNION and UNITED WAY deductions are delivered with deduction recipients identified on the Recipient page of the deduction definition component. If you want to complete, modify, or delete the recipient definitions for these deductions, use the recipient definition pages in Global Payroll.

Related Links
"Defining Recipients" (PeopleSoft HCM 9.2: Global Payroll)
"Assigning Recipients to Deductions and Payees" (PeopleSoft HCM 9.2: Global Payroll)

Modifying Deduction Schedules

To modify deduction schedules:

1. Associate the appropriate generation control element with the deduction at the element or payee level.

   For example, associate the delivered generation control GEN GC WEEK 1AND2 with the credit union deduction (CREDIT UNION) on the Calculation page of the deduction definition component, or with a specific payee using the Element Assignments by Payee component.

2. Associate the calendar you are processing with the frequency factor of the generation control element you selected.

   Do this on the Generation Control page of the Calendar component.

   For example, if you process payees weekly and you schedule a credit union deduction to be taken in the first and second week of each month (using the generation control element GEN GC WEEK 1AND2), associate the first and second calendar you process every month with the frequency factor FRST SCND. The generation control element triggers the deduction when the frequency factor associated with the calendar is identical to the frequency factor of the deduction.

   See "Defining Generation Control Elements" (PeopleSoft HCM 9.2: Global Payroll) and "Understanding Calendars" (PeopleSoft HCM 9.2: Global Payroll).

Modifying Deduction Recipients

To modify deduction recipients:

1. Define general and individual recipients on the Define Deduction Recipients page.

2. Define recipients' address information on the Recipient Address page.

3. Select recipients' deposit schedule on the Recipient Deposit Schedule page.

4. Link general recipients to a deduction on the Recipient page of the deduction definition component.

Related Links
"Defining Recipients" (PeopleSoft HCM 9.2: Global Payroll)
"Assigning Recipients to Deductions and Payees" (PeopleSoft HCM 9.2: Global Payroll)

Creating New General Deductions

This topic focuses on the CREDIT UNION, UNITED WAY, HOLIDAY FUND, LOAN, and LOAN AD PYMT deductions. Other general deductions are discussed in detail in topics dedicated to specific deduction types, such as garnishments and bonds.

Related Links
Understanding Garnishments
Understanding Repayment Deductions
Understanding Garnishments

Understanding the Accumulator Structure of General Deductions

If you create new general deductions, make sure that they conform to the accumulator structure of the delivered deductions. This is to ensure that the new elements are processed correctly and are included in the appropriate gross-to-net calculations.

Accumulator Structure of General Deductions

This table describes the accumulator structure of general deductions:

Accumulator Name	Contributing Elements
TOTAL DEDUCTIONS N	All employee deductions contribute to this accumulator. This accumulator subtracts from net pay (NET).
GRN AC FLVYSETUP N	All employee deductions contribute to this accumulator. **Note:** This accumulator is used to process federal tax levies.

Accumulator Name	Contributing Elements
FWT PRE TAX N	All pretax deductions contribute to this accumulator. This accumulator reduces the amount of the taxable gross (GROSS).
SWT PRE TAX N	All pretax deductions contribute to this accumulator. This accumulator reduces the amount of the taxable gross (GROSS).

Additional Accumulators

The following additional accumulators have been defined for loan and bond deductions:

Accumulator Name	Contributing Elements
LOAN PAYMENT	LOAN This accumulator contains the total amount paid towards the loan goal amount.
BOND BALANCE	BOND PURCH
BOND PURCHASED	BOND PURCH
BOND AMOUNT	BOND PURCH

Note: The system no longer processes savings bond deductions because the U.S. Department of the Treasury has stopped issuing paper savings bonds through traditional payroll savings plans.

Note: Additional accumulators are defined for the general deductions. We discuss these accumulators in topics dealing with specific categories of deductions, such as garnishments and repayments.

See Understanding GarnishmentsUnderstanding Repayment Deductions.

Understanding Limit Processing

Occasionally, you may need to define a deduction that is limited to an annual or monthly goal or is subject to other limit testing.

If you need to define a limit for one of the delivered general deductions or a deduction that you create yourself, follow these steps:

1. Modify or create the deduction.

2. Create a monetary variable to store the limit amount.

    This limit can apply to the deduction itself or to specific payees (if defined at the payee level).

Define the limit as a supporting element override.

3. Create an accumulator to store the amount that has been deducted to date.

    This deduction can be for any time period.

    The deduction defined in step 1 should be the only member of this accumulator.

4. Create a formula to perform limit processing.

    Use the post-process formula LNS FM PYMTS as a model:

```
If LNS FM TERMINATION = 1 Then
    1   >>   SET CURR AMT VAL
    LNS VR GOAL AMT - LOAN PAYMENT - LOAN_ARR   >>   OVRD CURR AMT VAL
    Exit
Else
    If LOAN PAYMENT + LOAN_ARR + CURR AMT VAL > LNS VR GOAL AMT Then
        1   >>   SET CURR AMT VAL
        LNS VR GOAL AMT - LOAN PAYMENT - LOAN_ARR   >>   OVRD CURR AMT VAL
        Exit
    Endif
Endif
```

    This formula, which is associated with the LOAN deduction:

    a. Determines the termination status of the loan recipient.

        If the loan recipient has a termination status of 1 (YES), the formula calculates the LOAN deduction as the total loan amount (LNS VR GOAL AMT) minus the amount repaid (LOAN PAYMENT) minus the arrears amount (LOAN ARR).

        If the loan recipient's termination status is 0 (NO), the formula sums the amount repaid to date (LOAN PAYMENT), the current amount to be deducted (CURR AMT VAL), and the arrears amount (LOAN ARR).

    b. Compares the sum of the preceding elements to the original amount of the loan (LNS VR GOAL AMT). If the sum exceeds the original loan amount, the formula calculates the deduction (loan repayment) as in the following way:

        Original amount of loan (LNS VR GOAL AMT) minus amount repaid to date (LOAN PAYMENT) minus amount in arrears (LOAN ARR).

5. Enter the formula in the Post Process Formula field on the Calculation page of the Deduction Definition component.

Additional Considerations

When you create a limit testing formula, note that:

*   You must replace the variable LNS VR GOAL AMT in the delivered formula LNS FM PYMTS with the variable that you create in step 2.

*   You must replace the accumulator LOAN PAYMENT in the formula LNS FM PYMTS with the accumulator that you create in step 3.

- If you allow the deduction you create to go into arrears, the arrears accumulator for your deduction should replace LOAN ARR.

- If termination processing is not required for the deduction you create, you should eliminate the termination check included in the formula LNS FM PYMTS.

Understanding Termination Processing

Some general deductions require special processing when a payee is terminated.

If you create a deduction that requires termination processing, use the LOAN deduction as a model.

The LOAN deduction references the formula LNS FM TERMINATION within the post-process formula LNS FM PAYMENTS to check the termination status of payees.

The formula LNS FM TERMINATION consists of the following actions and conditions:

```
If TERMINATION DT <= PERIOD END DATE And TERMINATION DT >= PERIOD BEGIN DATE Then
    1   >>   LNS FM TERMINATION
Else
    0   >>   LNS FM TERMINATION
Endif
```

Based on the value returned by LNS FM TERMINATION (1[YES] if the payee was terminated in the current period, and 0 [NO] if the payee continues to be active), the system runs the necessary termination processing for the LOAN deduction.

Note: In the formula LNS FM TERMINATION, the termination date is represented by the database system element TERMINATION DT. The pay period begin and end dates are represented by the system computed elements PERIOD BEGIN DATE and PERIOD END DATE, respectively.

Related Links

"Pre Process and Post Process Formulas" (PeopleSoft HCM 9.2: Global Payroll)
Processing Final Payments

Understanding How to Configure Earnings/Deduction Assignments and Override Components

If you create deductions that use variables or other supporting elements in their calculations, you can modify or replace the standard supporting element override components to facilitate entering the values of these variables and other elements at either the payee or calender ID override levels.

Note: You can modify the standard supporting element override components by adding or changing field labels, prompt tables, and other page elements to better suit the elements you want to override.

Related Links

"Understanding Element Override Configurations" (PeopleSoft HCM 9.2: Global Payroll)

Understanding User Fields

When you create a deduction, you can associate it with as many as six different user fields. You can then assign the deduction to the same payee multiple times in a single segment and track each assignment, as well as any associated arrears, separately by user field set.

Related Links

"Understanding Multiple Resolutions" (PeopleSoft HCM 9.2: Global Payroll)

Chapter 6

Setting Up Repayment Deductions

Understanding Repayment Deductions

This topic discusses:

- Delivered repayment deductions.

- Delivered supporting elements.

- User fields.

- Process lists and sections.

- Viewing delivered elements.

Delivered Repayment Deductions

In this table, the first column combines the name and description of the delivered repayment deductions for the U.S. The other columns indicate the calculation rule components, such as Unit, Rate, Percent, and Amount, and the pre-process and post-process formulas for each deduction.

Name/Descr.	Unit	Rate	Base	%	Amount	Pre- and Post- Process Formula
LOAN Company Loan	NA	NA	NA	NA	Payee level	Post-LNS FM PYMTS
LOAN AD PYMT Company Loan Amount	NA	NA	NA	NA	Payee level	Post-LNS FM ADD PYMT

Note: These deductions are defined as PS Delivered/Not Maintained. This means that you can use them as delivered, modify them, or replace them with new elements.

LOAN

The LOAN deduction has a calculation rule of Amount and is used to calculate regularly scheduled loan payments. Define the amount, the loan repayment schedule, and other information related to the loan at the payee level on the Request Repayments USA page.

LOAN AD PYMT

The LOAN AD PYMT deduction has a calculation rule of Amount and is for additional, one-time payments that a loan recipient may choose to make outside of the standard repayment schedule. Define the amount, the payment date, and other information related to the additional loan payment at the payee level on the Request Repayments USA page.

Note: The deduction LOAN AD PYMT is referred to as a *non-payroll repayment.* Although it is processed by the payroll system, it does not reduce the amount of net pay (it is not included in the standard gross to net calculation); instead, it directly reduces the repayment balance.

Related Links

Understanding General Deductions
Understanding Repayment Deductions

Delivered Supporting Elements

This table lists the key supporting elements used to define the delivered repayment deductions:

Element Type	Element Name	Used By	Where Used
Variable	LNS VR ID	LOAN This variable is a user field on the LOAN and LOAN AD PYMT deductions. It enables the system to track each loan assignment separately.	Request Repayments USA page. You define the value of the repayment ID (LNS VR ID) when you assign repayments to payees on the Request Repayments USA page.
Variable	LNS VR GOAL AMT	LOAN This variable contains the total amount of the loan (goal amount).	Request Repayments USA page. You define the goal amount (LNS VR GOAL AMT) on the Request Repayments USA page in the Total Amount field.
Variable	LNS VR BALANCE	LOAN and LOAN AD PYMT This variable contains the difference between the goal amount and amount paid to date.	
Formula	LNS FM PYMTS	LOAN This post-process formula performs limit processing for the LOAN deduction.	

Element Type	Element Name	Used By	Where Used
Formula	LNS FM ADD PYMTS	LOAN AD PYMT This post-process formula performs limit testing and generates a warning message if an additional payment exceeds the goal amount.	

User Fields

Both LOAN and LOAN AD PYMT are defined with a single user field—LNS VR ID. This field ensures that each loan assigned to a payee is unique. Additionally, all LOAN-related accumulators have this variable as a user key.

Related Links

"Understanding Multiple Resolutions" (PeopleSoft HCM 9.2: Global Payroll)

Process Lists and Sections

The LOAN and LOAN AD PYMT deductions are members of the LOANS process section.

The LOANS section is included in the USA STD PAYROLL process list.

Viewing Delivered Elements

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

Related Links

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

Modifying and Updating Delivered Repayment Deductions

Pages Used to Modify and Update Delivered Repayment Deductions

Page Name	Definition Name	Usage
Calculation Page	GP_ERN_DED_CALC	Associate a generation control element with a deduction.
Generation Control Page	GP_CALENDAR3	Associate a calendar with a frequency factor for generation control.
Request Repayments USA Page	GPUS_LOAN_PYE	Assign a repayment and specify its limits.

Understanding Deduction Schedules and Limit Processing

This topic discusses:

• Deduction schedules.

• Limit processing.

Deduction Schedules

The LOAN deduction is set up to be processed in every pay period, in the first segment only, using the generation control element GP APPLY 1ST SEG. You can use other delivered generation control elements, or create generation controls of your own, to limit processing of this deduction based on a range of criteria.

Note: The LOAN deduction is defined with a frequency option of *Use Calendar Period Frequency.* This means that the system views any amount you enter for a loan as a pay period amount.

The delivered generation controls are:

Generation Control Element	Frequency Factor	Description
GEN GC WEEK 1AND2	FRST ONLY (12)	Schedules the deduction during the first pay period in the month (for biweekly and semimonthly pay periods).
GEN GC WEEK 3AND4	SCND ONLY (12)	Schedules the deduction during the second pay period in the month (for biweekly and semimonthly pay periods).
GEN GC WEEK 1AND2	FRST SCND (24)	Schedules the deduction during the first and second pay periods in the month (for weekly pay periods).
GEN GC WEEK 3AND4	THRD FRTH (24)	Schedules the deduction during the third and fourth pay periods in the month (for weekly pay periods).

Note: These elements are discussed in detail in the topic *Setting Up General Deductions.*

See Understanding Deduction Schedules.

Limit Processing

To define a loan, you must define and update the deduction limit, the per-period repayment amount, and any additional loan repayments.

Note: The deduction limit is equal to the original amount of the loan. It is stored in the variable LNS VR GOAL AMT.

To ensure that total loan repayments do not exceed the limit, the LOAN deduction uses the post-process formula LNS FM PYMTS.

This formula calculates the current amount of the deduction based on the termination status of the loan recipient:

1. If the loan recipient has a termination status of 1 (YES), the formula calculates the current amount of the loan as the goal amount (LNS VR GOAL AMT) less the amount paid to date (LOAN PAYMENT) less any outstanding arrears (LOAN ARR).

2. If the recipient's termination status is 0 (NO), the formula adds the current deduction amount (CURR AMT VAL) to the amount paid to date (LOAN PAYMENT) and any arrears amount (LOAN ARR), and compares this sum to the goal amount (LNS VR GOAL AMT).

   a. If this sum is less than the goal amount, no limits are applied and the loan is processed based on the current deduction schedule.

   b. If this sum is greater than the goal amount, the system calculates the current amount of the loan as the goal amount less the amount paid to date less the arrears payback.

For example, assume that a payee has a goal amount (LNS VR GOAL AMT) of 1000 USD, and that he has paid 900 USD (LOAN PAYMENT) towards the goal. Based on the current deduction schedule, the system deducts 200 USD each pay period. In addition, the payee has 50 USD in arrears.

When processing the deduction, the post-process formula:

1. Determines whether the payee has been terminated (NO).

2. Determines whether LOAN AMOUNT (900.00) + LOAN_ARR (50.00) + CURR AMT VAL (200.00) > LNS VR GOAL AMT (1,000.00) (YES).

3. Calculates the deductions as LNS VR GOAL AMT (1,000.00) − LOAN PAYMENT (900.00) − LOAN_ARR (50.00) = OVRD CURR AMT VAL (50.00).

The LOAN AD PYMT deduction uses the post-process formula LNS FM ADD PYMT to perform limit testing. However, instead of reducing the deduction if an unscheduled payment causes the goal amount to be exceeded, the formula generates a message warning that the payee has overpaid the loan.

Related Links

"Pre Process and Post Process Formulas" (PeopleSoft HCM 9.2: Global Payroll)

Modifying Deduction Schedules

To modify deduction schedules:

1. Associate the appropriate generation control element with the LOAN deduction at the element level.

   For example, associate the delivered generation control GEN GC WEEK 1AND2 with the deduction (LOAN) on the Calculation page of the Deduction Definition component.

   Note: The LOAN AD PYMT deduction is for additional, unscheduled loan repayments. For this reason, you will likely not want to assign a generation control frequency to it.

2. Associate the calendar you are processing with the frequency factor of the generation control element you have selected.

Do this on the Generation Control page of the Calendar component.

For example, if you process payees weekly and have scheduled a loan to be deducted in the first and second week of each month (using the generation control element GEN GC WEEK 1AND2), associate the first and second calendar you process every month with the frequency factor FRST SCND. The generation control element triggers the deduction when the frequency factor associated with the calendar is identical to the frequency factor of the deduction.

Related Links

"Defining Generation Control Elements" (PeopleSoft HCM 9.2: Global Payroll)
"Frequency and Generation Control Calculations" (PeopleSoft HCM 9.2: Global Payroll)
"Understanding Calendars" (PeopleSoft HCM 9.2: Global Payroll)

Updating Deduction Limits

To update deduction limits:

1. Access the Request Repayments USA page.

2. Assign the repayment deduction to a payee.

3. Enter the total amount of the repayment in the Total Amount field.

    This amount represents the deduction limit.

Related Links

Understanding Repayment Deductions

Creating New Repayment Deductions

This topic provides overviews of accumulator structures and termination processing.

Understanding the Accumulator Structure of Repayment Deductions

If you create new deductions for calculating repayments, make sure that they conform to the accumulator structure that PeopleSoft Global Payroll for United States has defined for the delivered deductions. This is to ensure that the new elements are processed correctly and are included in the appropriate gross-to-net calculations.

Note: All of the delivered general deductions are after-tax deductions. As such, they contribute to the accumulator TOTAL DEDUCTION N that is subtracted from net pay. If you create a pre-tax deduction, you should add it to the SWT PRE TAX N and FWT PRE TAX N accumulators in addition to TOTAL DEDUCTION N. These accumulators reduce the amount of the taxable gross (GROSS).

Accumulator Structure of Repayment Deductions (LOAN)

This table describes the accumulator structure for repayments:

Accumulator Name	Contributing Elements
TOTAL DEDUCTION N	The LOAN deduction is a member of TOTAL DEDUCTION N. This accumulator is subtracted from net pay (NET). Include any repayment deductions that you create in the TOTAL DEDUCTION N accumulator.
LOAN PAYMENT	The repayment deduction (LOAN) also contributes to the LOAN PAYMENT accumulator. This accumulator is subtracted from the total amount of the loan to calculate the loan balance (LNS VR BALANCE).
GRN AC FLVYSETUP N	All employee deductions, including the LOAN and LOAN AD PYMT deductions, contribute to this accumulator. Note: This accumulator is used to process federal tax levies.

Accumulator Structure of Additional Repayments (LOAN AD PYMT)

Additional loan payments do not subtract from net pay by contributing to the accumulator TOTAL DEDUCTION N; instead, they contribute to the loan payment accumulator LOAN PAYMENT. This accumulator is subtracted from the total amount of the loan to calculate the loan balance (LNS VR BALANCE).

If you define additional nonpayroll repayments, make sure that they have the same accumulator structure as the delivered nonpayroll repayment deduction.

Understanding Termination Processing

The LOAN deduction references the formula LNS FM TERMINATION within the post-process formula LNS FM PAYMENTS to check the termination status of payees.

The formula LNS FM TERMINATION consists of the following conditions and actions:

```
If TERMINATION DT <= PERIOD END DATE And TERMINATION DT >= PERIOD BEGIN DATE Then
    1   >>   LNS FM TERMINATION
Else
    0   >>   LNS FM TERMINATION
Endif
```

If LNS FM TERMINATION returns a value of 1 (meaning the payee was terminated), the post-process formula calculates the current loan amount as the goal amount (LNS VR GOAL AMT) less the amount paid to date (LOAN PAYMENT) less any outstanding arrears (LOAN ARR). If LNS FM TERMINATION returns a value of 0 (meaning the payee was not terminated), then the amount of the pay period deduction is determined by the deduction schedule defined on the Request Repayments USA page (subject to the limit tests described earlier).

If you create new repayment elements, you can use the formula LNS FM TERMINATION to check the termination status of payees so that any remaining repayment balance is deducted from the final paycheck.

Note: In the formula LNS FM TERMINATION, the termination date is represented by the database system element TERMINATION DT. The pay period begin and end dates are represented by the system computed elements PERIOD BEGIN DATE and PERIOD END DATE, respectively.

Related Links

Understanding General Deductions

"Pre Process and Post Process Formulas" (PeopleSoft HCM 9.2: Global Payroll)

Processing Final Payments

Chapter 7

Setting Up Garnishment Processing

Understanding Garnishments

This topic discusses:

- Delivered garnishment deductions.

- Delivered supporting elements.

- Garnishment assignments.

- Process lists and sections.

- Viewing delivered elements.

Related Links

Understanding Garnishments

Delivered Garnishment Deductions

PeopleSoft Global Payroll for United States delivers a single deduction element to calculate all garnishment deductions for the U.S.

In this table, the first column combines the name and description of the garnishment deduction. The other columns indicate the calculation rule components for the delivered garnishment deduction.

Name	*Amount*	*Pre- and Post- Process Formula*
GARNISHMENT Garnishment	Payee-level	Pre-GRN FM PRE PRCS Post-GRN FM PST PRCS

Note: This element is defined as PS Delivered/Maintained. This means that you cannot modify it without losing support for statutory rules changes.

Delivered Supporting Elements

This table lists the key supporting elements used to define the garnishment deduction:

Element Type	Element Name	Used By	Where Used
Variable	GRN VR ID	Garnishment deduction. GRN VR ID (garnishment ID) is a user field on the garnishment deduction. Every garnishment assigned to a payee must have a unique ID.	Assignment page of the Assign Garnishments USA component (GPUS_GRN). On this page you enter the garnishment ID (GRN VR ID).
	GRN VR PAY PERIOD	Garnishment deduction.	Supporting Element Overrides page of the Calendars component (GP_CALENDAR). On this page you enter a supporting element override to identify what pay period the calendar is for if you are processing garnishments in some periods but not others.
	GRN VR TYPE	Garnishment deduction. GRN VR TYPE (garnishment type) is a user field on the garnishment deduction.	Assignment page of the Assign Garnishments USA component (GPUS_GRN). On this page you define the garnishment type. Values include: • AWG - Wage Garnishment • Creditor Garnishment • Dependent Support • Spousal Support • Student Loan • Tax Levy • Wage Assignment
Formula	GRN FM SKIP PRCS	Garnishment deduction. GRN GC SKIP PRCS (generation control formula for the garnishment element). This formula determines whether the garnishment should be deducted in the current pay period based on the garnishment setup.	

Element Type	Element Name	Used By	Where Used
	GRN FM PRE PRCS	GRN FM PRE PRCS is the pre-processing formula for the garnishment element. It gathers information from the garnishment setup to enable calculation of the garnishment.	
	GRN FM PST PRCS	GRN FM PST PRCS is the post-processing formula for the garnishment element. This formula determines whether the amount calculated for the garnishment is correct based on the information gathered in the pre-process formula. If it is not correct, the formula overrides the calculated amount. In addition, if the amount available is insufficient to process the garnishment, the formula triggers proration.	

Garnishment Assignments

The garnishment deduction has a calculation rule of Amount, with the Amount Type field set to *Payee Level*. This means that garnishments are resolved only when:

- An amount is assigned to a payee on the Assignment page of the Assign Garnishments USA component (GPUS_GRN).

- Positive input is entered for the deduction.

Note: When you enter one-time positive input for a garnishment deduction, you must specify the Garnishment ID (GRN VR ID), the Garnishment Received Date (GRN VR RECDT), and the Garnishment Type (GRN VR TYPE) of the garnishment you are overriding on the Positive Input - Details page of the One Time (Positive Input) component (GP_PI_MNL_ERNDED).

See Processing One-Time Garnishment Overrides.

Garnishment Accumulator for Federal Tax Levies

Before processing federal tax levies, you must make sure that all employee deductions are set up to contribute to the accumulator GRN AC FLVYSETUP N.

See Understanding the Accumulator Structure of General Deductions.

Process Lists and Sections

The garnishment deduction belongs to the USA STD PAYROLL process list.

It is assigned to the GARNISHMENT section of the process list.

Viewing Delivered Elements

The PeopleSoft system delivers a query that you can run to view the names of all delivered elements designed for the U.S. Instructions for running the query are provided in "Understanding How to View Delivered Elements" (PeopleSoft HCM 9.2: Global Payroll) in the PeopleSoft Global Payroll product documentation.

Understanding Garnishment Setup Steps

To set up garnishments:

1. Define accumulators to hold disposable earnings.

   In PeopleSoft Global Payroll for United States, disposable earnings are defined as accumulators, and are created by means of the core accumulator definition component (GP_ACCUMULATOR).

   PeopleSoft Global Payroll for United States delivers many disposable earning accumulators. You can modify them or use them as examples for creating your own accumulators to hold disposable earnings.

2. Define garnishment rules.

   The garnishment rules delivered by PeopleSoft Global Payroll for United States specify the amount to exempt from disposable earnings.

   Note: PeopleSoft Global Payroll for United States delivers and maintains the formulas for calculating exemption amounts. When PeopleSoft Global Payroll for United States defines an exemption, it specifies the calculation formula and supplies components of the formula's definition. For example, for a garnishment rule based on the exemption calculation formula *Gross Percentage + Amount,* PeopleSoft Global Payroll for United States specifies both the percentage and the amount.

3. Define state garnishment rules.

   A state garnishment rule links a disposable earnings definition to an exemption rule so that the system can calculate the garnishment amount allowed by state and garnishment type.

   Note: PeopleSoft Global Payroll for United States delivers and maintains state garnishment rules for child support, federal tax levy, state tax levy, student loan, AWG, and creditor garnishments; however, you can modify and update the accumulators that hold disposable earnings, or create new accumulators to hold disposable earnings.

4. Define proration rules.

   Proration rules are used to calculate the amount to be deducted for each garnishment when insufficient funds are available to cover all garnishments of the same type.

   Note: PeopleSoft Global Payroll for United States delivers and maintains proration rules for child support and creditor garnishments. For other garnishment types, you can create your own proration formulas or accept the default formula GRN FM FIFO ALL.

5. Create document details.

   Document details are user-configured fields used to record important information about garnishment orders.

   Note: PeopleSoft Global Payroll for United States delivers several document detail fields; you can modify these fields or create new fields as needed
   ---

6. Create correspondence types.

   Correspondence types are user-configured fields that enable you to document who, when, and how an organization has communicated to payees or the issuing agency regarding a garnishment.

   Note: PeopleSoft Global Payroll for United States delivers several correspondence type fields; you can modify these fields or create new fields as needed
   ---

The following topics provide detailed information about each of these setup steps.

Defining Disposable Earnings for Garnishments

This topic discusses how to create disposable earnings.

To define disposable earnings for garnishments, use the Accumulators (GP_ACCUMULATOR) component.

Creating Disposable Earnings

In PeopleSoft Global Payroll for United States, disposable earnings are defined as accumulators. PeopleSoft Global Payroll for United States delivers many disposable earning accumulators. You can modify them or use them as examples for creating your own accumulators to hold disposable earnings.

This table lists the delivered accumulators for disposable earnings:

Name	Description	How Defined
GRN AC ALLWAGES N	All Wages	Total earnings (equal to accumulator TOTAL EARNINGS N).
GRN AC FED N	Federal DE	Federal disposable earnings.
GRN AC FEDTAX **Note:** This accumulator is delivered and maintained by PeopleSoft Global Payroll for United States.	Federal Tax Levy DE	Federal disposable earnings less federal tax levy amount deduction and federal tax levy percent deduction.
GRN AC FED+401K N	Taxes + 401K DE	Federal disposable earnings less employee 401K contributions.

Name	Description	How Defined
GRN AC FED+DED N	Taxes + Deductions DE	Federal disposable earnings less all deductions. **Note:** After you create union dues and pension deductions for your organization, enter them on the Accumulator-Members page for this accumulator.
GRN AC FED+HI+UD N	Taxes + Health + Union Dues DE	Federal disposable earnings less health insurance and union dues deductions. **Note:** After you create union dues deductions for your organization, enter them on the Accumulator - Members page for this accumulator.
GRN AC FED+HI+PN N	Taxes + Health Ins + Pension DE	Federal disposable earnings less health insurance and pension deductions. **Note:** After you create a pension deduction for your organization, enter it on the Accumulator - Members page for this accumulator.
GRN AC FED+HI N	Taxes + Health Ins DE	Federal disposable earnings less health insurance deductions.
GRN AC FED+HIO N	Taxes + Health Ins Order DE	Federal disposable earnings less medical support order amount.
GRN AC FEDINS401 N	Taxes + Insurance + 401K DE	Federal disposable earnings less insurance and deductions and 401K contributions.
GRN AC FED+INS N	Taxes + Insurance DE	Federal disposable earnings less all insurance deductions.
GRN AC FED+MA+TU N	Taxes + MSA + Tuition DE	Federal disposable earnings less deductions for medical savings accounts (MSAs) and tuition. **Note:** After you create MSA and tuition deductions, enter them on the Accumulator-Members page for this accumulator.
GRN AC FED+UD N	Taxes + Union Dues DE	Federal disposable earnings less union dues deductions. **Note:** After you create a union dues deduction for your organization, enter it on the Accumulator - Members page for this accumulator.

Name	Description	How Defined
GRN AC FDHIRCOCC N	Taxes+Hlth+Ret+Ordrs+Cntrbs DE	Federal disposable earnings less deductions for health insurance, retirement, court ordered payments (child support), and charitable contributions. **Note:** After you create court order (child support) and charitable contribution deductions, enter them on the Accumulator-Members page for this accumulator.
GRN AC FDINSUDP N	Taxes+Ins+Union+Pension DE	Federal disposable earnings less deductions for medical and life insurance, union dues, and pension contributions. **Note:** After you create union dues and pension deductions for your organization, enter them on the Accumulator-Members page for this accumulator.
GRN AC FDMEDLIFP N	Taxes+Med+Life+Pension DE	Federal disposable earnings less deductions for medical and life insurance and for pension contributions. **Note:** After you create pension deductions for your organization, enter them on the Accumulator-Members page for this accumulator.

Note: If you create new disposable earnings accumulators, enter *GDE,* Garnishment Disposable Earning, in the Category field on the Accumulator Name page.

Related Links

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

Maintaining Garnishment Rules

To maintain garnishment rules, use the Garnishment Rules USA (GPUS_GRN_RUL) component.

Pages Used to Maintain Garnishment Rules

Page Name	Definition Name	Usage
Garnishment Rule Page	GPUS_GRN_RUL	Enter descriptive information for a garnishment rule.

Page Name	Definition Name	Usage
Rule Calculations Page	GPUS_GRN_RULECAL	Enter exemption calculations for the rule ID.

Garnishment Rule Page

Use the Garnishment Rule page (GPUS_GRN_RUL) to enter descriptive information for a garnishment rule.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Garnishments/Court Orders > Garnishment Rules USA > Garnishment Rule

Image: Garnishment Rule page

This example illustrates the fields and controls on the Garnishment Rule page.

Enter the description and comments for this garnishment rule.

Note: PeopleSoft Global Payroll for United States delivers many garnishment rules. These rules are delivered and maintained by Oracle.

Rule Calculations Page

Use the Rule Calculations page (GPUS_GRN_RULECAL) to enter exemption calculations for the rule ID.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Garnishments/Court Orders > Garnishment Rules USA > Rule Calculations

Image: Rule Calculations page

This example illustrates the fields and controls on the Rule Calculations page.

Calculation Formula	Select the calculation formula to use to calculate the exemption amount. Valid values are *DE Amt*Pct+Amt1*Pct+Amt2*Pct, DE Percent, CS &CG Deductions, DE Percentage + Amount, DE or Amount Percent, Disposable Earnings Percentage, Flat Amount, Flat Amount Percentage, General Calculation, Greater of %DE or Amount, Greater of %Gross or Amount, Gross Percentage, Gross Percentage + Amount, Minimum Hourly Wage,* and *SWT Gross Percentage.*

Exemption Variable

Depending on the Calculation Formula, the appropriate exemption variables appear in the Exemption Variable group box. For example, if the calculation formula is *DE Percentage + Amount,* the exemption variables Flat Amount and Disposable Earnings Percent appear in the group box. You must then define the values of these variables.

Frequency	Select the frequency that applies to the exemption variable. Valid values are *Biweekly, Monthly, Semi-Monthly,* and *Weekly.*
	Note: The frequency that you select causes annualization or deannualization to occur so that the calculated value is in line with the pay period frequency.
Name	The appropriate variable names automatically appear in this column when the calculation formula is selected.
Numeric Value, Monetary Value,, and Currency Code	Enter a numeric or monetary value and a corresponding currency code for each applicable value.

Maintaining State Garnishment Rules

To maintain state garnishment rules, use the State's Garnishment Rules USA (GPUS_GRN_STRUL) component.

Page Used to Define State Garnishment Rules

Page Name	Definition Name	Usage
State Garnishment Rules USA Page	GPUS_GRN_STRUL	Enter garnishment rules applicable to each state.

State Garnishment Rules USA Page

Use the State Garnishment Rules USA page (GPUS_GRN_STRUL) to enter garnishment rules applicable to each state.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Garnishment/Court Orders > State Garnishment Rules USA > State Garnishment Rules USA

Image: State Garnishment Rules USA page

This example illustrates the fields and controls on the State Garnishment Rules USA page.
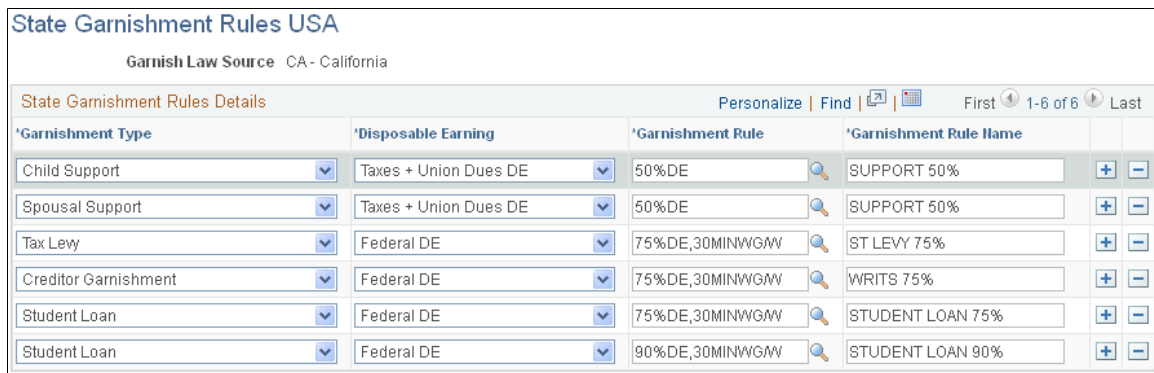
Note: PeopleSoft Global Payroll for United States delivers and maintains state garnishment rules for child support, federal tax levy, state tax levy, student loan, AWG, and creditor garnishments; however, you can modify the accumulators that hold disposable earnings, or create new accumulators. If you create new disposable earnings accumulators, you will need to update the state garnishment rules to incorporate these accumulators.

Garnish Law Source   Select the state that governs the garnishment laws or select *Federal* for the federal law.

Garnishment Type   Select the type of garnishment to associate with a rule. Valid values are *AWG - Wage Garnishment, topic 13 Bankruptcy,*

	Child Support, Creditor Garnishment, Dependent Support, Spousal Support, Student Loan, Tax Levy, and *Wage Assignment.*

Disposable Earning Select the disposable earnings accumulator that applies to the state and garnishment type. Valid values are *All Wages, Federal DE, Federal Tax Levy DE, Taxes + 401K DE, Taxes + Deductions DE, Taxes + Health + Union Dues DE, Taxes + Health Ins + Pension DE, Taxes + Health Ins DE, Taxes + Health Ins Order DE, Taxes + Insurance + 401K DE, Taxes + Insurance DE, Taxes + MSA + Tuition DE Taxes + Union Dues DE. Taxes+Hlth+Ret+Ordrs+Cntrbs DE, Taxes+Ins+Union +Pension DE,* and *Taxes+Med+Life+Pension DE*

> **Note:** The only disposable earnings accumulators that are available are those with a category of *GDE* (Garnishment Disposable Earnings).

Garnishment Rule Select a garnishment rule corresponding to the state, garnishment type, and disposable earnings selected.

> **Note:** The garnishment rules available are those defined on the Garnishment Rule and Rule Calculations pages.

Garnishment Rule Name Enter the name of the garnishment rule. This is the name that will be displayed on the Assignment page of the Assign Garnishments USA component (GPUS_GRN).

Maintaining Garnishment Proration Rules

To maintain garnishment proration rules, use the Proration Formula USA (GPUS_GRN_PRORUL) component.

Page Used to Maintain Garnishment Proration Rules

Page Name	Definition Name	Usage
Proration Formula USA Page	GPUS_GRN_PROUL	Define proration formulas by state and garnishment type.

Understanding Garnishment Proration Rules

Because garnishments cannot go into arrears, some states require that employers prorate an employee's garnishments when insufficient funds are available to cover all garnishments of the same type. Proration rules are used to calculate the amount to be deducted for each garnishment.

> **Note:** If multiple garnishments of the same type exist and you enter positive input for one of them, proration does not occur automatically. You must manually calculate the proration based on the initial row of positive input and insert a row of positive input for all garnishments of that type.

Proration Formula USA Page

Use the Proration Formula USA page (GPUS_GRN_PRORUL) to define proration formulas by state and garnishment type.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Garnishments/Court Orders > Proration Formula USA > Proration Formula USA

Image: Proration Formula USA page

This example illustrates the fields and controls on the Proration Formula USA page.

Note: PeopleSoft Global Payroll for United States delivers and maintains garnishment proration rules for support and creditor garnishments.

Proration Formula	Select the formula to use to prorate garnishments for the state and garnishment type displayed at the top of the page. Valid values are all formulas with a category of *GPR* (Garnishment Proration Formula). **Note:** In Global Payroll you define formulas using the Formulas component (GP_FORMULA).

See "Defining Formula Elements" (PeopleSoft HCM 9.2: Global Payroll).

Creating Document Details

To create document details, use the Document Details Table USA (GPUS_GRN_DOCTBL) component.

Page Used to Create Document Details

Page Name	Definition Name	Usage
Document Details Table USA Page	GPUS_GRN_DOCTBL	Enter garnishment document detail information.

Document Details Table USA Page

Use the Document Details Table USA page (GPUS_GRN_DOCTBL) to enter garnishment document detail information.

Navigation

Set Up HCM > Product Related > Global Payroll > Garnishments/Court Orders > Document Details Table USA > Document Details Table USA

Image: Document Details Table USA page

This example illustrates the fields and controls on the Document Details Table USA page.

On the Document Details Table page, create garnishment order details to document the garnishment.

Note: You define fields to record details of a garnishment order on the Document Details Table page; you specify the value of these fields on the Assignment page of the Assign Garnishments USA component (GPUS_GRN) when you assign a garnishment to a payee. For example, you can define a field called Court Name on the Document Detail Table page; then, when you assign a garnishment, you can enter the name of the court that ordered the garnishment.

Note: Select the Default check box on the Document Details Table page to make a document detail field appear by default on the Assignment page of the Assign Garnishments USA component (GPUS_GRN). Only one default selection can exist.

Related Links
Assignment Page

Creating Correspondence Types

To create correspondence types, use the Correspondence Type Table USA (GPUS_GRN_CRTTBL) component.

Page Used to Create Correspondence Types

Page Name	Definition Name	Usage
Correspondence Type Table USA Page	GPUS_GRN_CRTTBL	Enter correspondence types for garnishments.

Correspondence Type Table USA Page

Use the Correspondence Type Table USA page (GPUS_GRN_CRTTBL) to enter correspondence types for garnishments.

Navigation

Set Up HCM > Product Related > Global Payroll > Garnishments/Court Orders > Correspondence Type Table USA > Correspondence Type Table USA

Image: Correspondence Type Table USA page

This example illustrates the fields and controls on the Correspondence Type Table USA page.

On the Correspondence Type Table page, create fields to document who, when, and how an organization has communicated to payees or the issuing agency regarding a garnishment order.

Note: You define fields to record your communication about a garnishment order on the Correspondence Type Table page; you specify the value of these fields on the Assignment page of the Assign Garnishments USA component (GPUS_GRN) when you assign a garnishment to a payee. For example, you can define a field called EMSENT (Email Sent) on the Correspondence Type Table page; then, when you assign a garnishment, you can summarize or attach any emails you send.

Note: Select the Default check box on the Correspondence Type Table page to make a correspondence type field appear by default on the Assignment page of the Assign Garnishments USA component (GPUS_GRN). Only one default selection can exist.

Related Links
Assignment Page

Chapter 8

Setting Up Benefits Integration

Understanding the Benefit Integration Process

To integrate PeopleSoft Global Payroll for United States with PeopleSoft HCM and PeopleSoft Benefits Administration:

1. Set up your benefit programs using the Manage Base Benefits business process in PeopleSoft HR.

   See Understanding the Benefit Integration Process.

2. Set up Benefits Administration.

   See Understanding the Benefit Integration Process.

3. Set up deduction codes, pay groups, and pay calendars in PeopleSoft Payroll for North America.

   See "Defining Benefit Deductions" (PeopleSoft HCM 9.2: Payroll for North America).

   See "Understanding Pay Groups" (PeopleSoft HCM 9.2: Payroll for North America).

   See "Understanding Calendars" (PeopleSoft HCM 9.2: Global Payroll).

4. Set up pay groups for PeopleSoft Global Payroll for United States.

   See "Defining Pay Groups" (PeopleSoft HCM 9.2: Global Payroll)"Defining Pay Groups" (PeopleSoft HCM 9.2: Global Payroll).

5. Map the PeopleSoft Payroll for North America deduction codes to the PeopleSoft Global Payroll for United States deduction elements.

   See Mapping Benefit Deduction Elements.

6. Map the Payroll for North America pay groups to the PeopleSoft Global Payroll for United States pay groups.

   See Mapping Pay Groups.

7. Ensure that the PeopleSoft Global Payroll for United States and Benefits Administration check boxes are selected on the Installation table.

8. Ensure that employees have the following values in Job Data:

Pay System	Must be *Global Payroll.*
Benefit System	Must be *Benefit Administration.*

   See "Understanding Job Data" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).

9. Enroll employees into benefit programs and enter their benefit elections using Benefits Administration.

   See Understanding the Benefit Integration Process.

10. Run the Identify Age-50 Extension process, BN_AGE50_RUNCTL, in the Manage Base Benefits business process.

    See "Understanding Savings Plan Management" (PeopleSoft HCM 9.2: Human Resources Manage Base Benefits).

You are ready to run the PeopleSoft Global Payroll for United States payroll process.

Mapping Benefit Deduction Elements

To map PeopleSoft Global Payroll for United States deduction elements to PeopleSoft Payroll for North America deduction codes, use the Benefit Deduction Mapping (GPUS_BENDED_MAP) component.

Page Used to Map Benefit Deduction Elements

Page Name	*Definition Name*	*Usage*
Benefit Deduction Mapping USA Page	GPUS_BENDED_MAP	Link deduction codes created in Payroll for North America to deduction elements created in PeopleSoft Global Payroll for United States.

Understanding Benefit Deduction Element Mapping

The benefit deduction element map plays a critical role when you are collecting the benefit data that is to be moved to the arrays that are used to calculate benefit deductions. The benefit deduction element mapping is used by the Benefit Summary page to retrieve health, life, and savings enrollment information, deduction codes, and deduction amounts. These mappings are also used by the Benefit Contribution Register and Savings Investment Distribution reports.

When you map a Global Payroll deduction element, you enter the element name, benefit program, plan type, and benefit plan. This combination of values is mapped to the Payroll for North America deduction code and deduction class. The element name, benefit program, plan type, and benefit plan combination can be mapped only once.

Related Links
Reviewing Benefit Deductions
Pay Group Assignment USA Page

Benefit Deduction Mapping USA Page

Use the Benefit Deduction Mapping USA page (GPUS_BENDED_MAP) to link deduction codes created in Payroll for North America to deduction elements created in PeopleSoft Global Payroll for United States.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Integration > Benefit Deduction Mapping USA > Benefit Deduction Mapping USA

Image: Benefit Deduction Mapping USA page

This example illustrates the fields and controls on the Benefit Deduction Mapping USA page.

Element Name	Select a benefit deduction element. Element names available for selection have a country code of USA, a PIN_TYPE of DD, and a PIN_CATEGORY of BEN.
Benefit Program	Select a benefit program. Available benefit programs are pulled from the benefit programs defined by the PeopleSoft HR Manage Base Benefit business process.
Plan Type	Select a plan type. Available plan types are pulled from the plan types defined by the Manage Base Benefit business process.
Benefit Plan	Select a benefit plan. Available benefit plans are pulled from the benefit plans defined by the Manage Base Benefit business process.
Deduction Code	Select a deduction code. Available deduction codes are pulled from the deduction codes defined by Payroll for North America.
Deduction Class	Select a deduction class.

Warning! After mapping the deduction elements to the deduction codes, do not delete any entries.

Mapping Pay Groups

To map pay groups, use the Pay Group Mapping (GPUS_PYGRP_MAP) component.

Pages Used to Map Pay Groups

Page Name	Definition Name	Usage
Pay Group Mapping USA page	GPUS_PYGRP_MAP	Link pay groups created in Payroll for North America to pay groups created in PeopleSoft Global Payroll for United States.
Pay Group Assignment USA Page	GPUS_PYGRP_ASGN	Review employees' assigned pay groups.

Understanding Mapping Pay Groups

To calculate benefit deductions, the system requires you to have a pay group for both the PeopleSoft Global Payroll for United States and Payroll for North America systems. When you hire an employee and assign a PeopleSoft Global Payroll for United States pay group, the system automatically uses the mappings defined on the Pay Group Mapping page to determine which Payroll for North America pay group to assign to the employee.

Pay Group Mapping USA page

Use the Pay Group Mapping USA page (GPUS_PYGRP_MAP) to link pay groups created in Payroll for North America to pay groups created in PeopleSoft Global Payroll for United States.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Integration > Pay Group Mapping USA > Pay Group Mapping USA

Image: Pay Group Mapping USA page

This example illustrates the fields and controls on the Pay Group Mapping USA page.

Global Payroll Pay Group		Select the PeopleSoft Global Payroll for United States pay group you want to map.
Company		Select the company associated with the Payroll for North America pay group that you want mapped to the PeopleSoft Global Payroll for United States pay group.
Payroll for North America Pay Group		Select the Payroll for North America pay group that you want mapped to the PeopleSoft Global Payroll for United States pay group.

Warning! After mapping the pay groups, do not delete any entries.

Pay Group Assignment USA Page

Use the Pay Group Assignment USA page (GPUS_PYGRP_ASGN) to review employees' assigned pay groups.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Pay Group Assignment USA > Pay Group Assignment USA

Image: Pay Group Assignment USA page

This example illustrates the fields and controls on the Pay Group Assignment USA page.

This page shows the Global Payroll and Payroll for North America pay group assignments for the selected employee. The automatically assigned Payroll for North America pay group is hidden in the Job Data component when the employee is assigned a payroll system of *Global Payroll* and a Global Payroll pay group is entered.

Chapter 9

Setting Up Benefit Deductions

Understanding the Delivered Benefit Deduction Processing Flow

This topic discusses the process for calculating benefit deductions, including:

- The general framework.

- Benefit deduction initialization.

- Health plan processing.

- Savings plan processing.

- Life insurance processing.

- Delivered benefit deduction elements.

- Delivered benefit arrays.

- Scheduling deductions using generation control.

General Framework

PeopleSoft Global Payroll for United States is designed to integrate with the Manage Base Benefits business process of PeopleSoft HR and PeopleSoft Benefits Administration to calculate benefit deductions. We have provided a number of benefit deductions—medical, dental, basic life, supplemental life, spouse life, and 401k—that meet common processing requirements.

Benefit deductions are processed according to the section definition called STD DED PRC NPV. Within the STD DED PRC NPV definition, benefit deductions are grouped according to plan type. In addition, the placement of the plan types is based on whether the deduction is taken before or after federal and state taxes. Medical, dental, and savings plan deductions are defined as before-tax deductions. Basic life, supplemental life, and spouse life are defined as after-tax deductions.

Note: Federal employee taxes, state employee taxes, repayments, general deductions, and garnishments are not part of benefit deductions and are not discussed in this topic.

Benefit Deduction Initialization

The benefit deduction initialization process, BEN DED INIT, is designed to process the arrays BEN AR PRIMARY JOB and BEN AR BEN PROG.

The BEN AR PRIMARY JOB loads the Primary Job and Include Deductions fields from the Primary Jobs Flags page located in PeopleSoft HR into variables.

BEN AR BEN PROG loads the Benefit Program field from the Ben.Prog.Partic page in PeopleSoft HR into a variable.

Health Plan Processing

When processing health plans, the system is designed to process:

1. An eligibility check.

2. Medical deductions.

3. Dental deductions.

Eligibility Check

To perform the eligibility check, the system:

1. Processes BEN FM BASIC ELIG.

   BEN FM BASIC ELIG looks at the Primary Job and Include Deductions check boxes. If the check boxes are not selected, then zero is assigned to the formula BEN FM BASIC ELIG and to the variable BEN VR BASIC ELIG.

2. If BEN FM BASIC ELIG equals one, the system processes the section HEALTH INIT.

   HEALTH INIT calls the array BEN AR HLTH PLANS. BEN AR HLTH PLANS uses the formula BEN FM HLTH PLANS to retrieve the employee's health benefit enrollment information for plan types 10 and 11 from the Health Benefit Election page in PeopleSoft HR.

Medical Deductions

To calculate medical deductions, the system:

1. Performs another eligibility check using the formula BEN FM MED ELIG.

   If retroactive adjustments exist, and if the employee's plan type 10 election coverage is not blank, then one is assigned to the formula BEN FM MED ELIG.

   If the value of BEN VR BASIC ELIG equals zero, then zero is assigned to the formula BEN FM MED ELIG.

   If the employee's plan type 10 election coverage equals blank, T, or W, then zero is assigned to the formula BEN FM MED ELIG.

   If the Primary Job check box for this employee is selected, then one is assigned to the formula BEN FM MED ELIG.

2. If BEN FM MED ELIG equals one, the system processes the section MEDICAL DED. MEDICAL DED uses:

   a. The formula BEN FM PLN TYP 10 to set plan type 10-specific search criteria.

   b. The array BEN AR BEN PRG DEF to retrieve benefit option and cost information from the Benefit Program page in PeopleSoft HR.

c.   The arrays BEN AR RATE TBL and BEN AR RATE DAT2 to retrieve benefit rate data from the BN_RATE_TBL and BN_RATE_DATA tables respectively.

d.   The array BEN AR CALC RULE to retrieve the calculation rules from the Calculation Rules page in PeopleSoft HR.

e.   The deduction MEDICAL EE to calculate the employee's portion of the deduction. MEDICAL EE uses the formula BEN FM MED EE COST.

f.   The deduction MEDICAL ER to calculate the employer's portion of the deduction. MEDICAL ER uses the formula BEN FM MED ER COST.

Dental Deductions

To calculate dental deductions, the system:

1.   Performs another eligibility check using the formula BEN FM DEN ELIG.

     If retroactive adjustments exist, and if the employee's plan type 11 election coverage is not blank, then one is assigned to the formula BEN FM DEN ELIG.

     If the value of BEN VR BASIC ELIG equals zero, then zero is assigned to the formula BEN FM DEN ELIG.

     If the employee's plan type 11 election coverage equals blank, T, or W, then zero is assigned to the formula BEN FM DEN ELIG.

     If the Primary Job field for this employee is selected, then one is assigned to the formula BEN FM DEN ELIG.

2.   If BEN FM DEN ELIG equals one, the system processes the section DENTAL DED. DENTAL DED uses:

a.   The formula BEN FM PLN TYP 11 to set plan type 11-specific search criteria.

b.   The array BEN AR BEN PRG DEF to retrieve benefit option and cost information from the Benefit Program page in PeopleSoft HR.

c.   The arrays BEN AR RATE TBL and BEN AR RATE DAT2 to retrieve benefit rate data from the BN_RATE_TBL and BN_RATE_DATA tables respectively.

d.   The array BEN AR CALC RULE to retrieve the calculation rules from the Calculation Rules page in PeopleSoft HR.

e.   The deduction DENTAL EE to calculate the employee's portion of the deduction. DENTAL EE uses the formula BEN FM DED EE COST.

f.   The deduction DENTAL ER to calculate the employer's portion of the deduction. DENTAL ER uses the formula BEN FM DEN ER COST.

Savings Plan Processing

When processing savings plans, the system is designed to process:

1. An eligibility check.

2. 401k deductions.

Eligibility Check

To perform the eligibility check, the system:

1. Processes BEN FM BASIC ELIG.

   This is the same eligibility check performed by the health plan process.

2. If BEN FM BASIC ELIG equals one, the system will process the section SAVINGS INIT.

   SAVINGS INIT calls the array BEN AR SAV PLANS. BEN AR SAV PLANS uses the formula BEN FM SAV PLANS to retrieve the employee's savings plan enrollment information for plan type 40 from the Savings Plan Election page in PeopleSoft HR. SAVINGS INIT also calls the date element GP SEG END DT EXTR to extract the year, month, and day based on the segment end date.

401k Deductions

To calculate savings plan deductions, the system:

1. Performs another eligibility check using the formula BEN FM SAV ELIG.

   If retroactive adjustments exist, and if the employee's plan type 40 election coverage is not blank, then one is assigned to the formula BEN FM SAV ELIG.

   If the employee's plan type 40 election coverage equals blank, T, or W, then zero is assigned to the formula BEN FM SAV ELIG.

   If the Primary Job and Include Deduction check boxes are selected, then one is assigned to the formula BEN FM SAV ELIG.

   If the Primary Job check box is selected, but the Include Deduction check box is not selected, and the Flat Amount field in the Before Tax Investment group box on the Saving Plan Elections page has a value greater than zero, then one is assigned to the formula BEN FM SAV ELIG.

   If the Primary Job check box is not selected, but the Include Deductions check box is selected, and the Percent of Earnings field in the Before Tax Investment group box on the Saving Plan Elections page has a value greater than zero, one is assigned to the formula BEN FM SAV ELIG.

2. If BEN FM SAV ELIG equals one, the system processes the section 401K DED. 401K DED uses:

   a. The formula BEN FM PLN TYP 40 to set plan type 40-specific search criteria.

   b. The array BEN AR BEN PRG DEF to retrieve benefit option and cost information from the Benefit Program page in PeopleSoft HR.

   c. The array BEN AR SAV MGMT retrieves the 402G Ext Amt field from the Savings Mgt page in PeopleSoft HR.

   d. The array BEN AR SAV PLN PRM to retrieve the Before-Tax field in the Up-To-Limit group box on the Savings Plan Table - Employee Limit on Investments page in PeopleSoft HR.

e. The array BEN AR LIMIT to retrieve limit information from the Limit Table page in PeopleSoft HR.

f. The deduction 401K EE to calculate the employee's savings deduction.

401K EE uses the formula BEN FM 401K EE. The 401K EE deduction uses the following accumulators:

Accumulator	Description
401K GROSS N	Segment accumulator that accumulates earnings that need to be considered in the 401k deduction calculation. This is a Not Maintained accumulator and is defined as *As Contributing*.
401K GROSS YTD N	YTD accumulator that accumulates YTD earnings that need to be considered in the 401k deduction calculation. The 401K GROSS N accumulator is a member of this accumulator. This is a Not Maintained accumulator and is defined as *As Contributing*.
401K PRE CTB N	Segment accumulator that accumulates the employee's 401k pre-tax contributions. The 401K EE deduction is a member of this accumulator. This is a Not Maintained accumulator and is defined as *As Contributing*.
401K PRE CTB YTD N	YTD accumulator that accumulates the employee's YTD 401k pre-tax contributions. The 401K PRE CTB N accumulator is a member of this accumulator. This is a Not Maintained accumulator and is defined as *As Contributing*.
415C AMT	Segment accumulator that accumulates the employee's 401k contributions that are subject to the 415c limits. The 401K PRE CTB N accumulator is a member of this accumulator. This accumulator is defined as *As Contributing*.
415C AMT YTD	YTD accumulator that accumulates the employee's 401k YTD contributions that are subject to the 415c limits. The 415C AMT accumulator is a member of this accumulator. This accumulator is defined as *As Contributing*.

Life Insurance Processing

When processing life insurance plans, the system is designed to process:

1. An eligibility check.

2. Basic life deductions.

3. Supplemental life deductions.

4. Spousal life deductions.

Eligibility Check

To perform the eligibility check, the system:

1. Processes BEN FM BASIC ELIG.

   This is the same eligibility check performed by the health plan process.

2. If BEN FM BASIC ELIG equals one, the system will process the section LIFE INIT.

   LIFE INIT calls the array BEN AR LIFE PLANS. BEN AR LIFE PLANS uses the formula BEN FM LIFE PLANS to retrieve the employee's life insurance enrollment information for plan types 20, 21, and 25 from the Life/ADD Elections page in PeopleSoft HR.

Basic Life Deductions

To calculate life insurance deductions, the system:

1. Performs another eligibility check using the formula BEN FM BAS LIF ELG.

   If retroactive adjustments exist, and if the employee's plan type 20 election coverage is not blank, then one is assigned to the formula BEN FM BAS LIF ELG.

   If the value of BEN VR BASIC ELIG equals zero, then zero is assigned to the formula BEN FM BAS LIF ELG.

   If the employee's plan type 20 election coverage equals blank, T, or W, then zero is assigned to the formula BEN FM LIF ELIG.

   If the Primary Job field for this employee is selected, then one is assigned to the formula BEN FM BAS LIF ELG.

2. If the formula BEN FM BAS LIF ELG equals one, the system will process the section BAS LIF DED. BAS LIF DED uses:

   a. The formula BEN FM PLN TYP 20 to set plan type 20 specific search criteria.

   b. The array BEN AR BEN PRG DEF to retrieve benefit option and cost information from the Benefit Program page in PeopleSoft HR.

   c. The arrays BEN AR RATE TBL and BEN AR RATE DAT2 to retrieve benefit rate data from the BN_RATE_TBL and BN_RATE_DATA tables respectively.

   d. The array BEN AR CALC RULE to retrieve the calculation rules from the Calculation Rules page in PeopleSoft HR.

   e. The array BEN AR LIFE PARM to retrieve the group coverage code from the Life/Accidental page in PeopleSoft HR.

   f. The array BEN AR DEP COV ELG to retrieve covered person type data from the BN_DEP_COV_ELG_LIF table.

g. The array BEN AR BN FORMULA to retrieve benefit formula data from the BN_FORMULA table.

h. The array BEN AR BN FORM DEF to retrieve benefit formula definition data from the BN_FORM_DEF table.

i. The array BEN AR COV GRP to retrieve the maximum coverage for the group coverage code from the Coverage Group Tbl page in PeopleSoft HR.

j. The formula BEN FM CVGRPCD DAT to check that the employee does not exceed the maximum amount allowed for all life insurance plans.

k. The formula BEN FM BAS COV AMT to calculate the basic life coverage amount taking into consideration the limits that may apply.

l. The deduction BASIC LIF EE to calculate the actual basic life insurance deduction.

    BASIC LIF EE uses the formula BEN FM BAS EE COST.

Supplemental Life Deductions

To calculate supplement life deductions, the system:

1. Performs another eligibility check using the formula BEN FM SUP LIF ELG.

    If retroactive adjustments exist, and if the employee's plan type 21 election coverage is not blank, then one is assigned to the formula BEN FM SUP LIF ELG.

    If the value of BEN VR BASIC ELIG equals zero, then zero is assigned to the formula BEN FM SUP LIF ELG.

    If the employee's plan type 21 election coverage equals blank, T, or W, then zero is assigned to the formula BEN FM BAS LIF ELG.

    If the Primary Job field for this employee is selected, then one is assigned to the formula BEN FM SUP LIF ELG.

2. If the formula BEN FM BAS LIF ELG equals one, the system will process the section SUP LIFE DED. SUP LIFE DED uses:

    a. The formula BEN FM PLN TYP 21 to set plan type 21 specific search criteria.

    b. The array BEN AR BEN PRG DEF to retrieve benefit option and cost information from the Benefit Program page in PeopleSoft HR.

    c. The arrays BEN AR RATE TBL and BEN AR RATE DAT2 to retrieve benefit rate data from the BN_RATE_TBL and BN_RATE_DATA tables respectively.

    d. The array BEN AR CALC RULE to retrieve the calculation rules from the Calculation Rules page in PeopleSoft HR.

    e. The array BEN AR LIFE PARM to retrieve the group coverage code from the Life/Accidental page in PeopleSoft HR.

f.   The array BEN AR BN FORMULA to retrieve benefit formula data from the BN_FORMULA table.

g.   The array BEN AR BN FORM DEF to retrieve benefit formula definition data from the BN_FORM_DEF table.

h.   The array BEN AR COV GRP to retrieve the maximum coverage for the group coverage code from the Coverage Group Tbl page in PeopleSoft HR.

i.   The formula BEN FM CVGRPCD DAT to check that the employee does not exceed the maximum amount allowed for all life insurance plans.

j.   The formula BEN FM SUP COV AMT to calculate the supplemental life insurance coverage amount taking into consideration the limits that may apply.

k.   The deduction SUPL LIF EE to calculate the actual basic life insurance deduction.

     SUPL LIF EE uses the formula BEN FM SUP EE COST.

Spousal Life Deductions

To calculate spousal life insurance plan deductions, the system:

1.   Performs another eligibility check using the formula BEN FM SPS LIF ELG.

     If retroactive adjustments exist, and if the employee's plan type 25 election coverage is not blank, then one is assigned to the formula BEN FM SPS LIF ELG.

     If the value of BEN VR BASIC ELIG equals zero, then zero is assigned to the formula BEN FM SPS LIF ELG.

     If the employee's plan type 25 election coverage equals blank, T, or W, then zero is assigned to the formula BEN FM SPS LIF ELG.

     If the Primary Job field for this employee is selected, then one is assigned to the formula BEN FM SPS LIF ELG.

2.   If the formula BEN FM SPS LIF ELG equals one, the system will process the section SPOUSE LIFE DED. SPOUSE LIFE DED uses:

     a.   The formula BEN FM PLN TYP 25 to set plan type 25 specific search criteria.

     b.   The array BEN AR BEN PRG DEF to retrieve benefit option and cost information from the Benefit Program page in PeopleSoft HR.

     c.   The array BEN AR CALC RULE to retrieve the calculation rules from the Calculation Rules page in PeopleSoft HR.

     d.   The array BEN AR DEP BIRTH to retrieve the spouse's birth date from the Update Dependent/ Beneficiary - Name and Personal Profile pages in PeopleSoft HR.

     e.   The date GP PRD END DT EXTR to extract the current year based on the period-end-date.

     f.   The formula BEN FM SPOUSE AGE to calculate the spouse's age.

g. The formula BEN FM RT SMKR ST to determine rates based on smoker status.

h. The array BEN AR LIFE PARM to retrieve the group coverage code from the Life/Accidental page in PeopleSoft HR.

i. The array BEN AR BN FORMULA to retrieve benefit formula data from the BN_FORMULA table.

j. The array BEN AR BN FORM DEF to retrieve benefit formula definition data from the BN_FORM_DEF table.

k. The array BEN AR COV GRP to retrieve the maximum coverage for the group coverage code from the Coverage Group Tbl page in PeopleSoft HR.

l. The formula BEN FM CVGRPCD DAT to check that the employee does not exceed the maximum amount allowed for all life insurance plans.

m. The formula BEN FM SPS COV AMT to calculate the supplemental life insurance coverage amount taking into consideration the limits that may apply.

n. The deduction SPSE LIF EE to calculate the actual spousal life insurance deduction.

SPSE LIF EE uses the formula BEN FM SPS EE COST.

Delivered Benefit Deduction Elements

The following table lists the delivered benefit deduction elements:

Element Name	Description	Amount	Accumulator
401K EE	Employee deduction amount for 401k plans.	BEN FM 401K EE	Auto-generated MTD and YTD amounts. 401K GROSS N 401K GROSS YTD N 401K PRE CTB N 401K PRE CTB YTD N 415C AMT 415C AMT YTD
BASIC LIF EE	Employee cost of basic life insurance.	BEN FM BAS EE COST	Auto-generated MTD and YTD amounts.
DENTAL EE	Employee portion of dental deduction.	BEN FM DEN EE COST	Auto-generated MTD and YTD amounts.
DENTAL ER	Employer portion of dental deduction.	BEN FM DEN ER COST	Auto-generated MTD and YTD amounts.

Element Name	Description	Amount	Accumulator
MEDICAL EE	Employee portion of medical deduction.	BEN FM MED EE COST	Auto-generated MTD and YTD amounts.
MEDICAL ER	Employer portion of medical deduction.	BEN FM MED ER COST	Auto-generated MTD and YTD amounts.
SPSE LIF EE	Employee cost for spouse life insurance.	BEN FM SPS EE COST	Auto-generated MTD and YTD amounts.
SUPL LIF EE	Employee cost of supplemental life insurance	BEN FM SUP EE COST	Auto-generated MTD and YTD amounts.

Related Links

"Deductions" (PeopleSoft HCM 9.2: Global Payroll)

"Accumulators" (PeopleSoft HCM 9.2: Global Payroll)

Delivered Benefit Arrays

This table lists the delivered benefit arrays:

Array Name	Description
BEN AR BEN PRG DEF	Retrieves plan data from the benefit's BEN DEFN_OPTN and BEN_DEFN_COST tables.
BEN AR BEN PROG	Retrieves the benefit program in which the employee is enrolled from the benefit's BEN_PROG_PARTIC table.
BEN AR BN FORM DEF	Retrieves benefit formula definition data from the BN_FORM _DEF table.
BEN AR BN FORMULA	Retrieves benefit formula data from the BN_FORMULA table.
BEN AR CALC RULE	Retrieves the calculation rule data from the benefit's CALC_ RULES_TBL table.
BEN AR COV GRP	Retrieves the coverage group's maximum amount from the benefit's COVG_GROUP_TBL table.
BEN AR DEP BIRTH	Retrieves the employee's dependent birth date information from the benefit's DEP_BEN table.
BEN AR DEP SEX SMK	Retrieves the employee's dependent gender and smoker status information from the benefit's DEP_BEN_EFF table.
BEN AR HLTH PLANS	Retrieves the employee's medical plan data from the benefit's HEALTH_BENEFIT table.
BEN AR LIFE PARM	Retrieves life insurance parameters from the benefit's LIFE_ ADD_TBL table.

Array Name	Description
BEN AR LIFE PLANS	Retrieves the employee's life insurance data from the benefit's LIF_ADD_BENEF table.
BEN AR LIMIT	Retrieves limit data from the benefit's LIMIT_TBL table.
BEN AR PRIMARY JOB	Retrieves the employee's primary job data from the benefit's PRIMARY_JOB table.
BEN AR RATE DATA	Retrieves benefit rate data from the BN RATE DATA table using three keys.
BEN AR RATE DAT2	Retrieves benefit rate data from the BN RATE DATA table using two keys.
BEN AR RATE TBL	Retrieves benefit rate data from the BN_RATE_TBL table.
BEN AR SAV MGMT	Retrieves the employee's 402G extension amount from the benefit's SAVINGS_MGT_EE table.
BEN AR SAV PLANS	Retrieves the employee's savings plan enrollments from the benefit's SAVINGS_PLAN table.
BEN AR SAV PLN PRM	Retrieves the 401k pretax percentage limit from the benefit's SAVINGS_PLN TBL table.
BEN AR SPS LIF DEP	Retrieves spouse's ID from the benefit's LIF_ADD_BENEF table.

Related Links

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

Scheduling Deductions Using Generation Control

Generation control elements enable you to define when a deduction element is processed according to defined criteria.

This table shows the generation control elements associated with the benefit deductions:

Element Name	Generation Control
MEDICAL EE	GEN GC WEEK 1AND2
MEDICAL ER	GEN GC WEEK 1AND2
DENTAL EE	GEN GC WEEK 1AND2
DENTAL ER	GEN GC WEEK 1AND2
BASIC LIF EE	GEN GC WEEK 3AND4
SUPL LIF EE	GEN GC WEEK 3AND4

Element Name	Generation Control
SPSE LIF EE	GEN GC WEEK 3AND4
401K EE	BEN GC 401K DED

You can override or assign a different generation control frequency to an individual payee using the Element Assignment by Payee component.

Note: PeopleSoft Global Payroll for United States delivers a query that you can run to view the names of all delivered elements designed for the U.S. Instructions for running the query are provided in the PeopleSoft Global Payroll product documentation.

Related Links
"Understanding How to View Delivered Elements" (PeopleSoft HCM 9.2: Global Payroll)
"Defining Generation Control Elements" (PeopleSoft HCM 9.2: Global Payroll)

Creating New Benefit Deductions

This topic discusses tips for creating a new benefit deduction for a:

• Delivered plan type.

• New plan type.

Delivered Plan Types

If you are adding another benefit deduction within the delivered plan types of health, life, and savings, you may need to:

• Modify the formula that retrieves the employee's benefit enrollment information so that it includes the new plan type.

   • For health plans, you will need to modify the formula BEN FM HLTH PLANS.

   • For life plans, you will need to modify the formula BEN FM LIFE PLANS.

   • For savings plans, you will need to modify the formula BEN FM SAV PLANS.

• Create a new section to process the deduction and add the new section within the particular plan type defined on the STD DED PRC NPV section.

   • For health plan, you will need to add it after DENTAL DED.

   • For life plans, you will need to add it after SPOUSE LIFE DED.

   • For savings plans, you will need to add it after 401K DED.

• Create a new eligibility check for the specific plan type.

- Create a new deduction element for the specific plan type. Answer these questions:

  - Does this deduction have both an employee and employer portion? If an employer portion exists, you will need to create a separate deduction element for it.

  - Is this a before or after-tax deduction?

  - Are limits involved?

  - Does this deduction contribute to any accumulators?

New Plan Types

If you are adding any other type of benefit deduction, you will need to consider the guidelines discussed in Delivered Plan Types. In addition to those, you need to:

- Create a new section in the STD DED PROCESS list.

- Decide whether this new deduction section goes before the federal tax section or after state taxes.

Understanding Triggers

This topic discusses:

- Supported benefit triggers.

- Delivered mass triggers.

Supported Benefit Triggers

Triggers are used to detect online changes that should result in some type of action. PeopleSoft Global Payroll for United States delivers both iterative and retro triggers for benefit related data. When a trigger is generated by a change to a record, it writes the required data necessary to process the trigger to a table.

- Iterative triggers are written to GP_ITER_TRGR.

- Retro triggers are written to GP_RTO_TRGR.

  Note: Retro triggers are processed using the forwarding method.

Three applications create triggers:

- Manage Base Benefits business process in PeopleSoft HR.

- Administer Workforce business process in PeopleSoft HR.

- Benefits Administration.

Manage Base Benefits Business Process

An iterative and retro trigger is written when administration changes the following pages:

- Benefit Program Participation.

- Health Benefit Elections.

- Life/ADD Elections.

Administer Workforce Business Process

An iterative and retro trigger is written when administration changes the Benefit Program field on the Benefit Participation page.

Benefits Administration

In Benefits Administration, a trigger is written to the BAS_ACTIVITY table whenever an employee has a qualified life event. The Benefits Administration process, BAS_RUNCTL, will evaluate that event and determine whether a new benefit enrollment record should be written for that employee.

If a new benefit enrollment record is written that affects the employee's benefit program, health plan enrollment, or life enrollment, a retroactive and iterative trigger is written to the GP_RTO_TRGR and GP_ITER_TRGR tables.

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

Delivered Mass Triggers

Mass triggers enable you to generate employee payroll triggers based on changes to setup tables. Mass triggers are specified for a certain record on a certain component. A SQL object defines the population affected by the change to the setup table. When the affected employees are determined, you can review the trigger details before accepting the changes.

PeopleSoft Global Payroll for United States delivers one mass trigger event definition, BEN MT, for the following components:

- BEN_PROG_DEFN

- BN_FORMULA

- BN_RATE_TABLE

- CALC_RULES_TABLE

- COVERAGE_GROUP_TBL

- LIFE_ADD_TABLE

Related Links
"Setting Up Mass Triggers" (PeopleSoft HCM 9.2: Global Payroll)

Reviewing Benefit Deductions

Pages Used to Review Benefit Deductions

Page Name	Definition Name	Usage
Benefits Summary USA Page	GPUS_BEN_SMRY	View a summary of the employee's benefit enrollments and deduction amounts.
Benefit Contribution Register Page	GPUS_RUN_BEN003	Generate the Benefit Contribution Register report. You specify the date as of which you want to generate the monthly report.
Savings Investment Distribution Page	GPUS_RUN_BEN004	Generate the Savings Investment Distribution report. You specify the date as of which you want to generate the monthly report.

Related Links

"Global Payroll Reports: A to Z" (PeopleSoft HCM 9.2: Global Payroll)

Benefits Summary USA Page

Use the Benefits Summary USA page (GPUS_BEN_SMRY) to view a summary of the employee's benefit enrollments and deduction amounts.

Navigation

Benefits > Review Employee Benefits > Benefits Summary USA > Benefits Summary USA

Image: Benefits Summary USA page

This example illustrates the fields and controls on the Benefits Summary USA page.

Complete the From Date and To Date fields, and then select the Create Benefit Summary button. The results will appear.

Chapter 10

Understanding Tax Processing

Delivered Tax Elements

This topic discusses:

- Delivered federal tax elements.

- Delivered state income tax elements.

Delivered Federal Tax Elements

This topic discusses:

- Delivered federal tax arrays.

- Delivered federal tax brackets.

- Delivered federal tax supporting elements.

- Delivered federal tax variables.

- Delivered federal tax formulas.

- Delivered federal tax deductions.

- Delivered federal tax accumulators.

- Delivered federal tax sections.

- Delivered federal tax element groups.

Delivered Federal Tax Arrays

This table lists the federal tax-related arrays delivered with PeopleSoft Global Payroll for United States:

Array	*Description*
TAX AR EE FED OTH	Retrieves federal employee tax information from the payee tax profile.
TAX AR ER COM DATA	Retrieves employer tax data from the COMPANY table.
TAX AR ER FED DATA	Retrieves employer federal tax data from the Company Federal Tax Data table.

Array	Description
TAX WA EE FED DATA	Writable array that stores federal employee tax information.
TAX AR REPORTING COMPANY	Retrieves the Employer Identification Number (EIN) information from the Year End Tax Reporting Company table.

Delivered Federal Tax Brackets

This table lists the federal tax-related brackets delivered with PeopleSoft Global Payroll for United States:

Bracket	Description
TAX BR FWT RATES	Provides federal withholding tax (FWT) rates based on taxable income and marital status.

Delivered Federal Tax Supporting Elements

This table lists the federal tax-related supporting elements delivered with PeopleSoft Global Payroll for United States:

Supporting Element	Description
TAX DT PRD DATE	From the period begin date, extracts three distinct numbers for year, month, and day.
TAX DT ST YEAR	Calculates the first day of the year.
TAX DR YR DAYS	A duration representing the number of days from the first day of the year.
TAX RR 1/100 CENT	Rounding rule that causes the system to disregard any fractional part of a cent of collected tax unless it amounts to one-half cent or more, in which case it increases it to 1 cent.
TAX DT EN YEAR	Calculates the end-of-year date.
TAX DT HIR DATE	Calculates the hire date.
TAX DR HIRE DAYS	Calculates the days from hire.
TAX DR YEAR DAYS	Calculates days from start of year.

Delivered Federal Tax Variables

This table lists the federal tax-related variables delivered with PeopleSoft Global Payroll for United States:

Variable	*Description*
TAX VR AD AMT FWT	Additional amount to withhold.
TAX VR AD PCT FWT	Additional percent to withhold.
TAX VR ADMDEE RT	Additional Medicare Tax Rate
TAX VR ADMDEE THLD	Additional Medicare threshold amount
TAX VR BALANCES	Balances initialized.
TAX VR FWT S	FWT supplemental.
TAX VR FWT SAV	Saved value for FWT calculation.
TAX VR FWT STATUS	Federal tax status.
TAX VR HIR DY	Hire day.
TAX VR HIR MO	Hire month.
TAX VR HIR YR	Hire year.
TAX VR MAR SAV	Marital status saved.
TAX VR REP COMPANY	Reporting company.
TAX VR RPT TYPE	Report type.
TAX VR RSLT AMT	Tax amount.
TAX VR RSLT GRS	Tax gross.
TAX VR RSLT NL GRS	Non limited tax gross.
TAX VR RSLT PIN	Tax element number.
TAX VR RSLT RATE	Tax rate.
TAX VR CRD PCT	Tax rate credit.
TAX VR EIN	Federal employer identification number (EIN).
TAX VR CPAY MST ID	Common Paymaster Tax ID
TAX VR METHOD	Tax method (A = Annualized, C = Cumulative, S = Supplemental).

Variable	Description
TAX VR PMT	Payment option (R = Supplemental wages paid with regular wages, S = Separate payment).
TAX VR EXP FUT	Exempt from federal unemployment tax (FUTA) indicator (Y/N).
TAX VR MAR STAT	Payee marital status used for tax calculation (S = Single, M = Married, W = Married but withhold at higher single rate) as indicated on the W-4 form.
TAX VR NB ALLOW	Number of allowances as indicated on the W-4 form.
TAX VR FICA EE	Federal Insurance Contributions Act (FICA) status for employee (N = Subject, E = Exempt, M = Medicare only).
TAX VR FICA ER	FICA status for employer (N = Subject, E = Exempt, M = Medicare only).
TAX VR TIP EE	Tipped status (N = Not tipped, D = Directly, I = Indirectly).
TAX VR GRS	Gross given by payroll.
TAX VR GRS A	Annualized gross given by payroll.
TAX VR GRS C	Cumulative gross given by payroll.
TAX VR GRS S	Supplemental gross given by payroll.
TAX VR GRS TOT	Non limited gross given by payroll.
TAX VR FWT PRE TAX	Pre-tax deductions.
TAX VR BASE GRS	Base gross given by payroll.
TAX VR FWT MAR	Payee marital status for the purpose of federal tax calculation.
TAX VR FREQ TYPE	Frequency type.
TAX VR FREQ FACT	Calculated frequency factor based on pay period.
TAX VR AN GRS	Calculated annualized gross.
TAX VR AN EXE	Calculated annualized exemption.
TAX VR BRK GRS	Bracket gross from tax brackets.
TAX VR LOW GRS	Low gross amount from tax brackets.

Variable	*Description*
TAX VR RATE	Tax rate from tax brackets.
TAX VR LOW TAX	Low tax from tax brackets.
TAX VR LOW CREDIT	Low credit from tax brackets.
TAX VR AN FWT TOT	Calculated total annualized tax amount.
TAX VR PRD FACT	Tax period.
TAX VR FWT	Calculated FWT.
TAX VR FWT A	Calculated annualized FWT.
TAX VR FWT C	Calculated cumulative FWT.
TAX VR AMT	Calculated tax amount.
TAX VR PRD YR	Period year.
TAX VR PRD MO	Period month.
TAX VR PRD DY	Period day.
TAX VR FED EX ALL	Federal exemptions allowances.
TAX VR FED SUP R	Federal supplemental wage rate.
TAX VR OAS EE LIM	Old age, survivors, and disability insurance (OASDI) employee gross limit.
TAX VR OAS EE RATE	OASDI employee tax rate.
TAX VR OAS EE PY L	OASDI employee payment limit.
TAX VR OAS ER LIM	OASDI employer gross limit.
TAX VR OAS ER RATE	OASDI employer tax rate.
TAX VR OAS ER PY L	OASDI employer payment limit.
TAX VR MED EE RATE	Medicare employee tax rate.
TAX VR MED ER RATE	Medicare employer tax rate.
TAX VR FUT GRS LIM	FUTA gross limit.
TAX VR FUT RATE	FUTA tax rate.

Delivered Federal Tax Formulas

This table lists the federal tax-related formulas delivered with PeopleSoft Global Payroll for United States:

Formula	Description
TAX FM ADMED EE	Calculates Additional Medicare Tax
TAX FM ADMEE POST	Post Process Additional Medicare Employee
TAX FM FUT POST	Post-process FUTA.
TAX FM FWT POST	Post-process FWT.
TAX FM FWT PRE	Pre-process FWT. This formula manages exemption statuses and the gross accumulators.
TAX FM FWT S/AGGR	Supplemental FWT aggregate.
TAX FM FWT S/PCT	Supplemental FWT percent.
TAX FM INIT EVENT	Tax initialization event list.
TAX FM MED EE POST	Post-process medicare employee.
TAX FM MED ER POST	Post-process medicare employer.
TAX FM OAS EE POST	Post-process OASDI employee.
TAX FM OAS ER POST	Post-process OASDI employer.
TAX FM FED POST	Federal post-process formula.
TAX FM INIT	Tax initialization. Runs before all earnings resolution to set the values required before any calculation: frequency factor, common paymaster ID, marital status, and technical initialization for OASDI, Medicare, and FUTA balances.
TAX FM FWT	Calculates the total FWT based on regular, cumulative, and supplemental wages.
TAX FM FWT AN	Calculates withholding tax based on an annual gross and the tax brackets.
TAX FM FWT A	Calculates withholding tax using the annualized method.
TAX FM FWT C	Calculates withholding tax using the cumulative method.

Formula	Description
TAX FM FWT SP	Calculates withholding tax using the supplemental method when supplemental wages are combined with regular wages.
TAX FM FWT SA	Calculates withholding tax using the supplemental method when supplemental wages are paid separately from regular wages.
TAX FM OAS EE	Calculates OASDI employee tax.
TAX FM OAS ER	Calculates OASDI employer tax.
TAX FM MED EE	Calculates Medicare employee tax.
TAX FM MED ER	Calculates Medicare employer tax.
TAX FM FUT	Calculates the FUTA employer tax.
TAX FM PERIOD	Sets the period number.

Delivered Federal Tax Deductions

This table lists the federal tax-related deductions delivered with PeopleSoft Global Payroll for United States:

Deduction	Description
ADDL MED EE	Additional Medicare EE Tax
FWT	Federal withholding tax.
OASDI EE	OASDI employee tax.
OASDI ER	OASDI employer tax.
MEDICARE EE	Medicare employee tax.
MEDICARE ER	Medicare employer tax.
FUTA	FUTA tax.

Note: All of the tax deductions use post-process formulas to manage manual payments (the taxable gross must be calculated based on the tax amount entered manually) and to trigger writable arrays containing tax amounts and grosses.

Delivered Federal Tax Accumulators

This table lists the federal tax-related accumulators delivered with PeopleSoft Global Payroll for United States:

Accumulator	*Description*
ADDL MEDEE AMT YTD	Additional Medicare Employee YTD
AD MEDEE GRS L	Additional Medicare Employee Taxable Gross
AD MEDEE GRS L YTD	Additional Medicare Employee YTD Taxable Gross
ADDL MEDEE AMT	Additional Medicare Employee Amount
FWT ARR	Federal Income Tax (FIT) withholding.
FWT PTDA	FIT withholding.
FWT YTDA	FIT withholding.
FWT GRS N	Taxable gross (subject to FWT) - Customer Maintained.
FWT GRS	Taxable gross for FWT.
FWT GRS PTD	Period-to-date taxable gross for FWT.
FWT GRS TOT	Taxable gross total for FWT.
FWT GRS TOT YTD	Year-to-date taxable gross total for FWT.
FWT PRE TAX N	Before tax deductions - Customer Maintained.
FWT PRE TAX	Before tax deductions.
FWT PRE TAX PTD	Period-to-date before tax deductions.
MED EE FULL AMT	Combined Medicare Employee Amount
MED EE FULL AMT YTD	Combined Medicare Employee YTD Amount
OAS EE AMT CUR	OASDI employee amount.
OAS EE AMT PREV	OASDI employee amount.
OAS EE AMT TOT	OASDI employee amount.
OAS EE AMT YTD	Year to date OASDI amount for employee (used in year-end reports).
OAS EE GRS CUR	OASDI employee gross.
OAS EE GRS LIM	OASDI employee taxable gross.
OAS EE GRS PREV	OASDI employee gross.

Accumulator	Description
OAS EE GRS TOT	OASDI employee gross.
OAS EAR AMT CUR	OASDI employer amount.
OAS ER AMT PREV	OASDI employer amount.
OAS ER AMT TOT	OASDI employer amount.
OAS ER GRS CUR	OASDI employer gross.
OAS ER GRS LIM	OASDI employer taxable gross.
OAS ER GRS PREV	OASDI employer gross.
OAS ER GRS TOT	OASDI employer gross.
OASDI EE ARR	OASDI employee tax.
OASDI EE YTDA	OASDI employee tax.
OASDI ER ARR	OASDI employer tax.
OASDI ER YTDA	OASDI employer tax.
OAS EE GRS N	OASDI employee gross - Customer Maintained.
OAS EE GRS	OASDI employee gross.
OAS EE GRS YTD	Year-to-date OASDI employee gross.
OAS EE GRS LIM YTD	Year-to-date OASDI employee gross limited.
OAS ER GRS N	OASDI employer gross - Customer Maintained.
OAS ER GRS	OASDI employer gross.
OAS ER GRS YTD	Year-to-date OASDI employer gross.
OAS ER GRS LIM YTD	Year-to-date OASDI employer gross limited.
MED EE AMT CUR	Medicare employee amount.
MED EE AMT PREV	Medicare employee amount.
MED EE AMT TOT	Medicare employee amount.
MED EE AMT YTD	Medicare employee YTD.

Accumulator	Description
MED EE AMT YTD	Year to date Medicare amount for employee (used in year-end reports).
MED EE GRS CUR	Medicare employee gross.
MED EE GRS LIM	Medicare employee taxable gross.
MED EE GRS LIM YTD	Medicare employee YTD taxable gross.
MED EE GRS PREV	Medicare employee gross.
MED EE GRS TOT	Medicare employee gross.
MED ER AMT CUR	Medicare employer amount.
MED ER AMT PREV	Medicare employer amount.
MED ER AMT TOT	Medicare employer amount.
MED ER GRS CUR	Medicare employer gross.
MED ER GRS LIM	Medicare employer taxable gross.
MED ER GRS LIM YTD	Medicare employer YTD taxable gross.
MED ER GRS PREV	Medicare employer gross.
MED ER GRS TOT	Medicare employer gross.
MEDICAL EE ARR	Medical.
MEDICAL EE MTDA	Medical.
MEDICAL EE PTDA	Medical.
MEDICAL EE QTDA	Medical.
MEDICAL EE YTDA	Medical.
MEDICAL ER ARR	Medical employer paid.
MEDICAL ER MTDA	Medical employer paid.
MEDICAL ER PTDA	Medical employer paid.
MEDICAL ER QTDA	Medical employer paid.
MEDICAL ER YTDA	Medical employer paid.

Accumulator	Description
MEDICARE EE ARR	Medicare employee tax.
MEDICARE EE YTDA	Medicare employee tax.
MEDICARE ER ARR	Medicare employer tax.
MEDICARE ER YTDA	Medicare employer tax.
MED EE GRS N	Medicare employee gross - Customer Maintained.
MED EE GRS	Medicare employee gross.
MED EE GRS YTD	Year-to-date Medicare employee gross.
MED ER GRS N	Medicare employer gross - Customer Maintained.
MED ER GRS	Medicare employer gross.
MED ER GRS YTD	Year-to-date medicare employer gross.
FUT AMT CUR	FUTA amount.
FUT AMT PREV	FUTA amount.
FUT AMT TOT	FUTA amount.
FUT GRS CUR	FUTA gross.
FUT GRS LIM	FUTA taxable gross.
FUT GRS PREV	FUTA gross.
FUT GRS TOT	FUTA gross.
FUTA ARR	Federal unemployment tax.
FUTA TYDA	Federal unemployment tax.
FUT GRS N	FUTA gross - customer maintained.
FUT GRS	FUTA gross.
FUT GRS YTD	Year-to-date FUTA gross.
FUT GRS LIM YTD	Year-to-date FUTA gross limited.

Delivered Federal Tax Sections

This table lists the federal tax-related sections delivered with PeopleSoft Global Payroll for United States:

Section	Description
TAX INITIALIZATION	Tax initialization.
FEDERAL TAX ER	Federal tax calculation for employers.

Delivered Federal Tax Element Groups

PeopleSoft Global Payroll for United States delivers the following federal tax-related element groups:
TAX EG FED EE.

Element Group	Description
TAX EG FED ER	Federal tax deductions employer.
TAX EG W-2AS	W-2AS YTD accumulators.
TAX EG W-2GU	W-2GU YTD accumulators.
TAX EG W-2PR	W-2PR YTD accumulators.
TAX EG W-2VI	W-2VI YTD accumulators.
TAX EG YE IND	Year-end indicators.

Delivered State Income Tax Elements

This topic discusses:

- Delivered state income tax arrays.

- Delivered state income tax brackets.

- Delivered state income tax variables.

- Delivered state income tax formulas.

- Delivered state income tax deductions.

- Delivered state income tax accumulators.

- Delivered state income tax sections.

- Delivered state income tax element groups.

Delivered State Income Tax Arrays

This table lists the state income tax-related arrays delivered with PeopleSoft Global Payroll for United States:

Array	Description
TAX AR ER ST DATA	Retrieves employer tax data (Company/State Table).
TAX AR SWT TBL	Retrieves state calculation method and other special tax information from the State Tax table.
TAX AR SWT WAG BRK	State tax rates.
TAX AR SWT STD DED	State tax standard deductions.
TAX AR SWT ALLOW	State tax allowances.
TAX AR SWT PERSCR	State tax personal credit.
TAX AR SWT EXCL	State pre-tax deductions exclusions.
TAX AR SWT WG BR 2	State tax wage bracket.
TAX AR EE WRK ST	Work state.
TAX AR LOCAL TAX	Retrieves local tax rate data.

Delivered State Income Tax Brackets

This table lists the state income tax-related brackets delivered with PeopleSoft Global Payroll for United States:

Bracket	Description
TAX BR ANN MTHD	Returns the formula for calculating taxes using the annualized tax method.
TAX BR REG MTHD	Returns the formula for calculating taxes for supplemental income paid with regular wages or paid separately.

Delivered State Income Tax Variables

This table lists the state income tax-related variables delivered with PeopleSoft Global Payroll for United States:

Variable	Description
TAX VR AD AMT SWT	Additional amount to withhold.

Variable	Description
TAX VR AD PCT SWT	Additional percent to withhold.
TAX VR SWT EIN	State income tax EIN (Employer Identification Number) from the Company State Tax table.
TAX VR STATE	U.S. state or territory.
TAX VR GRS S SPC	Gross given by payroll.
TAX VR GRS S TOT	Gross given by payroll.
TAX VR FORM REG	Formula for regular wages.
TAX VR FORM SEP	Formula for separate payment.
TAX VR SWT	Calculated State Withholding Tax (SWT).
TAX VR SWT A	Calculated SWT annualized.
TAX VR SWT C	Calculated SWT cumulative.
TAX VR SWT S	Calculated SWT supplemental.
TAX VR SWT MAR	Payee's marital status used for state tax calculation.
TAX VR SWT PRE TAX	Pre-tax deductions for SWT.
TAX VR AD ALLOW	Additional allowances (payee level).
TAX VR NBR DEPEND	Number of dependents.
TAX VR FWT CR LIM	State tax FWT credit limit.
TAX VR SWT STD DED	State tax standard deductions.
TAX VR PCT OF FWT	State tax percent of FWT.
TAX VR AN FICA	Calculated annualized FICA.
TAX VR FICA CR LIM	State tax FICA credit limit.
TAX VR SWT ALLOW	State tax exemption allowances.
TAX VR SWT ALL 2D	State tax exemption, more than two allowances.
TAX VR SWT ALL ADD	State tax additional allowances.
TAX VR SWT PERSCR	State tax personal credit.

Variable	Description
TAX VR SWT GRS LIM	State taxable gross limit.
TAX VR SWT DED MIN	State tax standard deductions minimum.
TAX VR SWT EX AMT	State tax annual exemption amount.
TAX VR SWT SPC EX	State tax special annual exemption amount.
TAX VR SWT DED 2D	State tax standard deductions for two dependents or more.
TAX VR SWT ALL LIM	State tax exemption allowances limit (high income allowance).
TAX VR SWT ROUND	State tax rounding rule (nearest dollar).
TAX VR SWT EX LIM	State tax gross limit (threshold).
TAX VR SWT EX BPCT	State tax exemption percentage below.
TAX VR SWT EX APCT	State tax exemption percentage above.
TAX VR SWT WK AMT	State tax work amount.
TAX VR SWT WK DED	State tax work deduction.
TAX VR SWT WK EX	State tax work exemption amount.
TAX VR SWT MLTPY	State tax special multiplier.
TAX VR AN SWT TOT	Calculated total annualized tax amount.
TAX VR PCT SUP SPC	State tax percentage on special supplemental wages (bonuses and stock options).
TAX VR PCT SUP	State tax percentage on supplemental wages.
TAX VR JURISDICT	UI jurisdiction.
TAX VR ANN MTHD	Annualized method.
TAX VR REG MTHD	Supplemental, paid with regular wages method.
TAX VR SEP MTHD	Supplemental, paid separately method.
TAX VR PRE STATUS	Previous status.
TAX VR SWT MAX FWT	Maximum FWT exemption.
TAX VR CATEGORY	Tax category.

Variable	Description
TAX VR DED NUM	Before tax deduction pointer.
TAX VR BRK TYP	Bracket type.
TAX VR SWT ALL 2D	Allowance, two dependents.
TAX VR SWT ADD ADJ	Additional amount adjustment.
TAX VR SWT DED MAX	Standard deduction maximum.
TAX VR SWT DED PC1	Standard deduction percent 1.
TAX VR SWT DED PC	Standard deduction percent.
TAX VR SWT DEP CR	State tax dependent credit.
TAX VR SWT GRS LI2	State taxable gross limit 2.
TAX VR SWT SAV	Saved value for SWT calculation.
TAX VR SWT STATUS	State tax status.
TAX VR EFFDT	Tax rates effective date.
TAX VR LOWTAX AMT	Amount for a low-income tax credit.
TAX VR LOWTAX PCT	Percent for a low-income tax credit.
TAX VR OPT DED	Optional deduction amount.
TAX VR STD DED ALW	Standard deduction allowable amount.
TAX VR TAX LOC CD	Tax location code.
TAX VR LOCALITY	County code.
TAX VR RES TAX RT	Resident tax rate.

Delivered State Income Tax Formulas

This table lists the state income tax-related formulas delivered with PeopleSoft Global Payroll for United States:

Formula	Description
TAX FM ST POST	State post-process formula.
TAX FM SWT A/P FWT	SWT — Ann/Percent of FWT.

Formula	*Description*
TAX FM SWT POST	Post-process SWT.
TAX FM SWT PRE	Pre-process SWT. This formula manages exemption statuses and the gross accumulators. In addition, it retrieves payee tax data information such as marital status and allowances.
TAX FM SWT S/+PCTS	SWT — Multiple rates.
TAX FM SWT S/P FWT	SWT — Sup/Percent of FWT.
TAX FM SWT S/PCT	SWT — Percent of tax gross.
TAX FM SWT	Calculates SWT based on regular and supplemental wages.
TAX FM SWT AN	Calculates SWT based on an annual gross and the tax brackets.
TAX FM SWT A	Calculates SWT using the annualized method.
TAX FM SWT C	Calculates SWT using the cumulative method.
TAX FM SWT A/BRK	Calculates SWT on Regular Wages - States using state tax rates.
TAX FM SWT A/FWT	Calculates SWT on Regular Wages - States using an FWT wage bracket.
TAX FM SWT A/F-CR	Calculates SWT on Regular Wages - States using an FWT credit in the tax calculation.
TAX FM SWT A/F/ALL	Calculates SWT on Regular Wages - States using an FWT credit in the tax calculation and a specific allowance calculation.
TAX FM SWT A/F-CR2	Calculates SWT on Regular Wages - States using an FWT credit in the tax calculation (2nd method).
TAX FM SWT A/PFWT	Calculates SWT on Regular Wages - States using a percent of FWT only in the tax calculation.
TAX FM SWT A/FICA	Calculates SWT on Regular Wages - States using a FICA Credit in the tax calculation.
TAX FM SWT A/SPC*	Calculates SWT on Regular Wages - States using a special multiplier in the tax calculation.
TAX FM SWT A/SPC*E	Calculates SWT on Regular Wages - States using a special exemption table in the tax calculation.

Formula	*Description*
TAX FM SWT A/STDED	Calculates SWT on Regular Wages - States using a standard deduction threshold in the tax calculation.
TAX FM SWT A/EX-CR	Calculates SWT on Regular Wages - States using a special formula to calculate the "Exempt/Personal Credit" amount.
TAX FM SWT A/ANEX	Calculates SWT on Regular Wages - States using an annual exemption amount in the tax calculation.
TAX FM SWT A/+ALW	Calculates SWT on Regular Wages - States using an additional allowance number.
TAX FM SWT S/AGGR	Calculates SWT on Supplemental Wages - Aggregate.
TAX FM SWT S/%GRS	Calculates SWT on Supplemental Wages - Percent of taxable gross.
TAX FM SWT S/%FWT	Calculates SWT on Supplemental Wages - States using a percent of FWT only in the tax calculation.
TAX FM SWT S/+PCTS	Calculates SWT on Supplemental Wages - Multiple Rates.
TAX FM SWT S/NO-AN	Calculates SWT on Supplemental Wages - Aggregate - No Annualize.
TAX FM SWT S/T/PCT	Calculates SWT on Supplemental Wages - Aggregate - No Tax else percent.
TAX FM SWT S/SPC	Calculates SWT on Supplemental Wages - Special Table.
TAX FM SWT DED	Look-up formula that retrieves standard deduction rates.
TAX FM SWT ALL	Look-up formula that retrieves allowance rates.
TAX FM SWT CRD	Look-up formula that retrieves credit rates.
TAX FM SWT EXCL	Look-up formula that retrieves the elements excluded from the taxable gross calculation.
TAX FM SWT WG BR 2	Calculates annualized SWT based on state wage bracket data.
TAX FM SWT PR ALW	Calculates Puerto Rico-specific allowances using the Automatic or Optional methods.

Delivered State Income Tax Deductions

This table lists the state income tax-related deductions delivered with PeopleSoft Global Payroll for United States:

Deduction	Description
SWT	State withholding tax (SWT)

Note: All of the tax deductions use post-process formulas to manage manual payments (the taxable gross must be calculated based on the tax amount entered manually) and to trigger writable arrays containing tax amounts and grosses.

Delivered State Income Tax Accumulators

This table lists the state income tax-related accumulators delivered with PeopleSoft Global Payroll for United States:

Accumulator	Description
SWT GRS N	Taxable gross subject to SWT - Customer Maintained.
SWT GRS	Taxable gross subject to SWT.
SWT GRS PTD	Period-to-date taxable gross subject to SWT.
SWT GRS SPC N	Taxable gross supplemental special earnings (bonus and stock options) subject to SWT - Customer Maintained.
SWT GRS SPC	Taxable gross supplemental special earnings (bonus and stock options) subject to SWT.
SWT GRS SPC PTD	Period-to-date taxable gross supplemental special earnings (bonus and stock options) subject to SWT.
SWT GRS TOT	Taxable gross total for SWT.
SWT GRS TOT YTD	Year-to-date taxable gross total for SWT.
SWT PRE TAX N	Before tax deductions - Customer Maintained.
SWT PRE TAX	Before tax deductions.
SWT PRE TAX PTD	Year-to-date before tax deductions.
SWT GRS S	SWT gross.
SWT GRS SPC S	SWT special gross.
SWT PRE TAX EXC	SWT before tax exclusions.
SWT PRE TAX S	SWT before tax.
SWT ARR	State income tax.

Accumulator	Description
SWT PTDA	State income tax.
SWT YTDA	State income tax.

Delivered State Income Tax Sections

This table lists the state income tax-related sections delivered with PeopleSoft Global Payroll for United States:

Section	Description
TAX INITIALIZATION	Tax initialization.
STATE TAX EE	State tax calculation for employees.

Federal Tax Calculation

This topic discusses how to:

- Calculate federal tax.

- Calculate FWT.

- Calculate OASDI.

- Calculate Medicare tax.

- Calculate FUTA.

Calculating Federal Tax

This diagram illustrates the flow of federal tax calculation:

Image: Federal tax calculation

This diagram illustrates the flow of federal tax calculation.
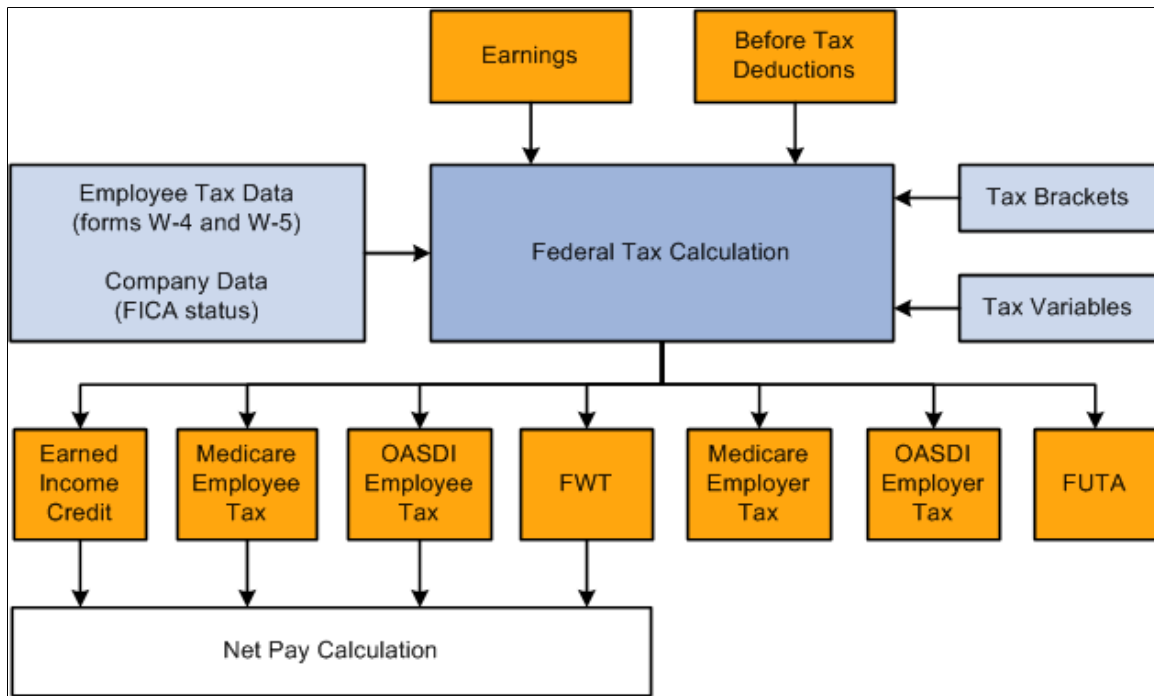
This diagram presents an overall view of the calculation of federal income tax. It shows how the system uses employee data, company data, earnings, deductions, and supporting elements to calculate the various federal taxes and credits for payees and employers. The system then uses the taxes and credits calculated for payees to calculate net pay.

Calculating FWT

This diagram illustrates the flow of FWT calculation:

Image: FWT calculation

This diagram illustrates the flow of FWT calculation.

The system calculates FWT as a deduction (FWT) using the formula TAX FM FWT. The system includes this deduction in net pay calculation.

The calculation has three phases, based on tax method:

1. Annualized

2. Cumulative

3. Supplemental (aggregate/percent)

The calculations are based on the bracket TAX BR FWT RATES, which contains the tax rates and set of variables that store key values such as exemption allowances and supplemental wage rate.

Note: The default tax method is *annualized.* You can override the method that the system uses to calculate FWT.

See Overriding Tax and Payment Methods.

Calculating OASDI

This diagram illustrates the flow of the OASDI calculation:

Image: OASDI tax calculation

This diagram illustrates the flow of the OASDI calculation.
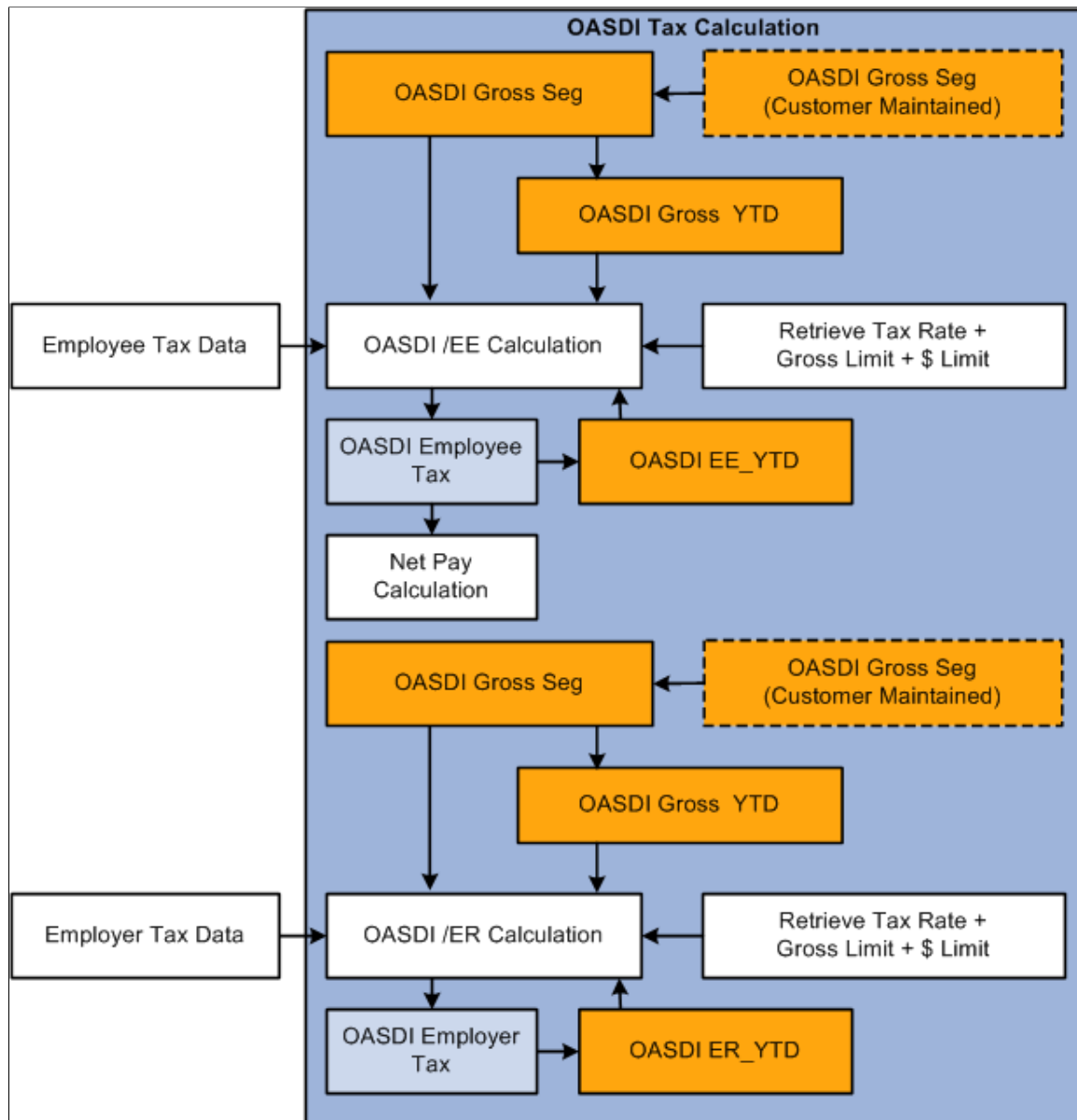
The system calculates OASDI employee tax as a deduction (OASDI EE) using the formula TAX FM OAS EE. The system includes this deduction in the net pay calculation. The calculations are based on a set of variables that store key values such as gross limits, tax rates, and payment limits for OASDI. Year-to-date OASDI tax for a payee is stored in the OASDI EE YTDA accumulator. The system then refers to this accumulator to enforce the yearly OASDI limit during calculation.

The system calculates OASDI employer tax as a deduction (OASDI ER) using the formula TAX FM OAS ER. Because this deduction applies only to employers, the system does not include it in net pay

calculation. The system stores year-to-date OASDI employer tax in an accumulator (OASDI ER YTDA), just as it does for year-to-date OASDI employee tax. Likewise, the system uses the accumulator to enforce yearly limits on OASDI employer tax.

Calculating Medicare Tax

This diagram illustrates the flow of Medicare tax calculation:

Image: Medicare tax calculation

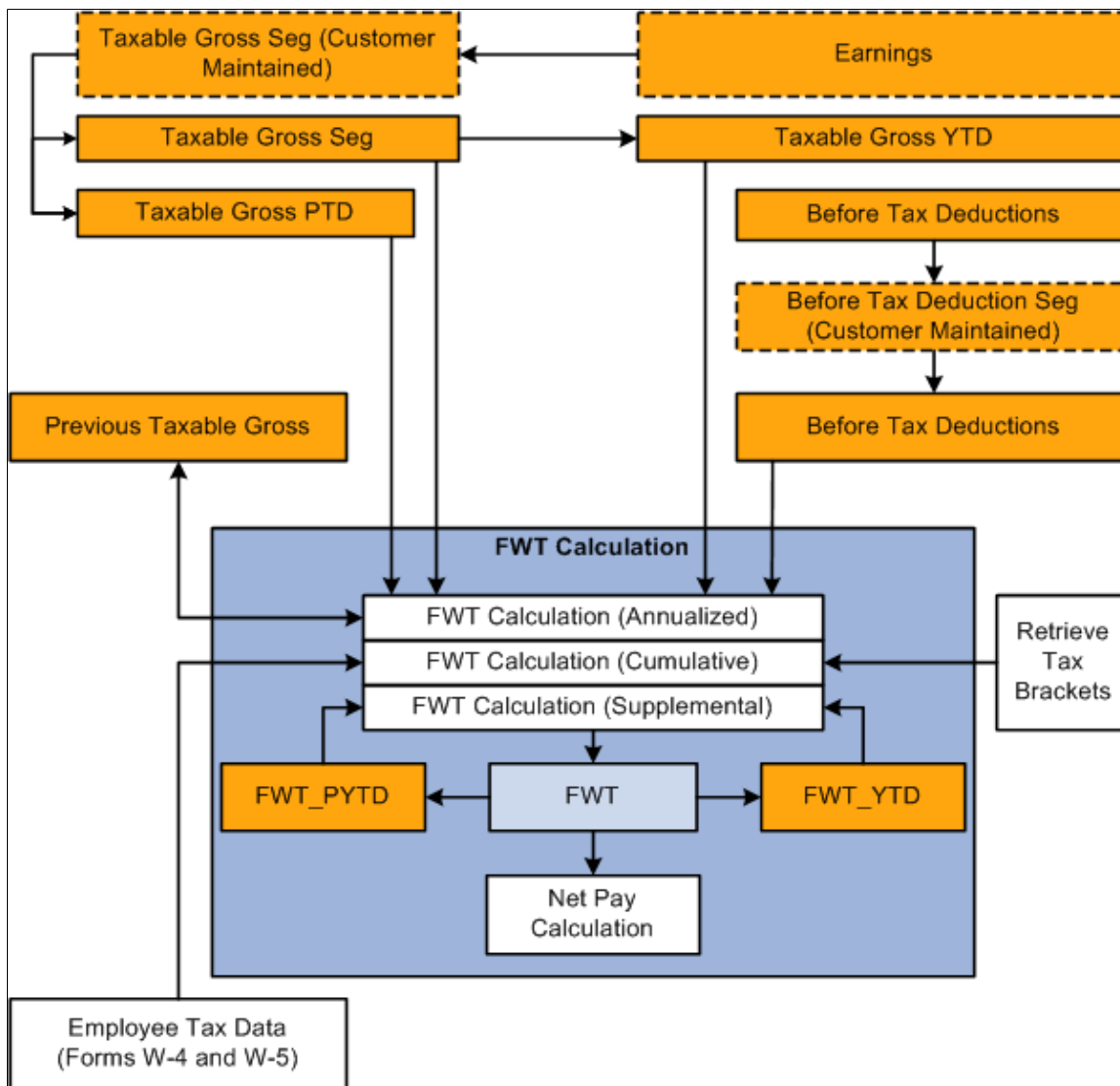This diagram illustrates the flow of Medicare tax calculation.
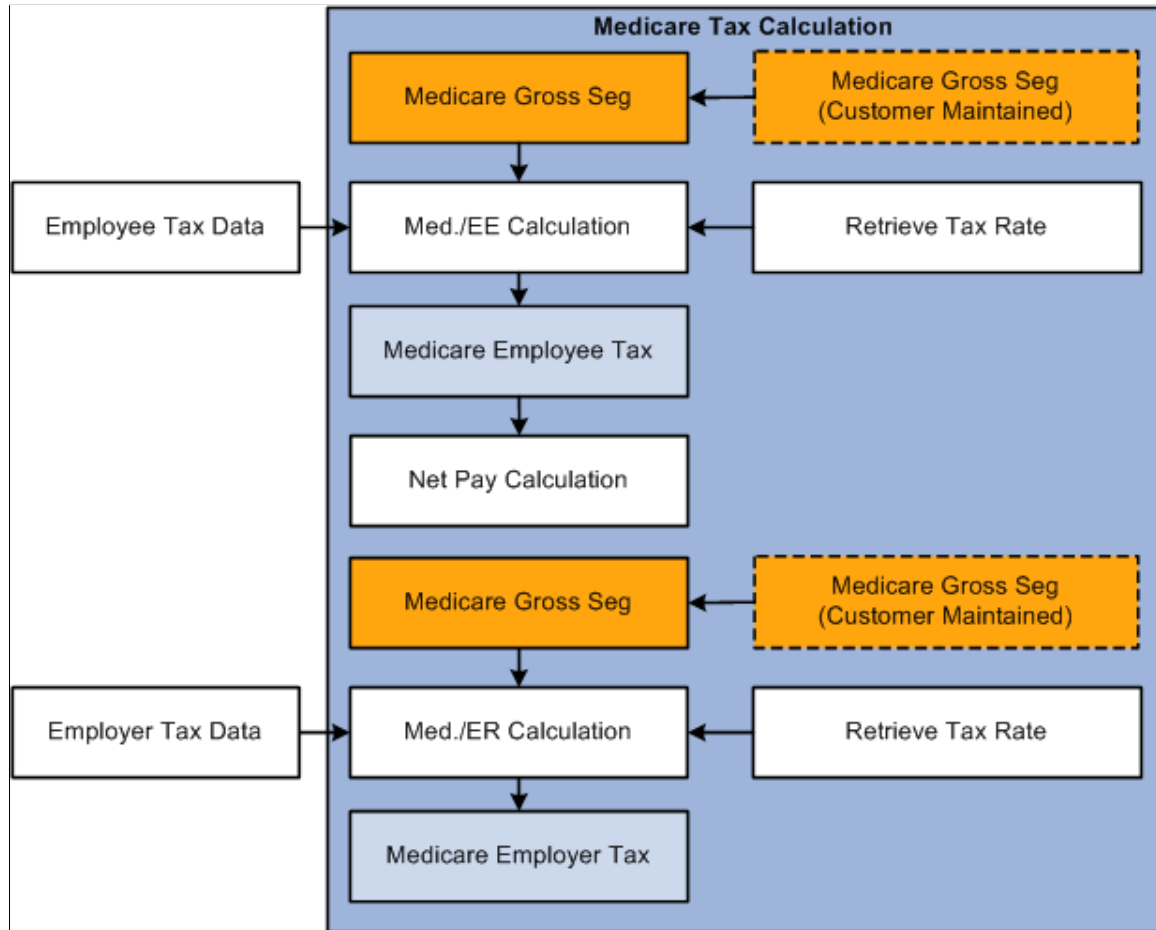
The system calculates Medicare employee tax as a deduction (MEDICARE EE) using the formula TAX FM MED EE. The system includes this deduction in net pay calculation. The calculations are based on a variable that stores the tax rate for Medicare.

The system calculates Medicare employer tax as a deduction (MEDICARE ER) using the formula TAX FM MED ER. Because this deduction applies only to employers, the system does not include it in net pay calculation.

Calculating FUTA

This diagram illustrates the flow of FUTA calculation:

Image: FUTA calculation

This diagram illustrates the flow of FUTA calculation.
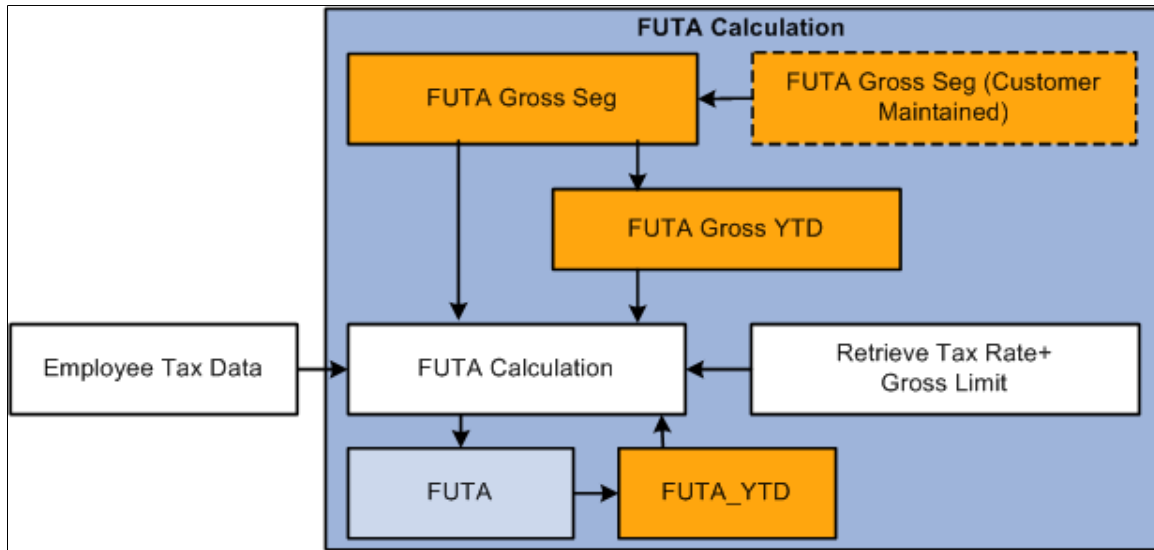
The system calculates FUTA as a deduction (FUTA) using the formula TAX FM FUT. The system includes this deduction in net pay calculation. The calculations are based on a variable that stores the tax rate for FUTA.

Year-to-date FUTA for a payee is stored in the FUTA_YTDA accumulator. The system then refers to this accumulator to enforce the yearly FUTA limit during calculation.

State Tax Calculation

This topic discusses how to:

• Calculate state income tax.

• Calculate SWT.

Calculating State Income Tax

This diagram illustrates the flow of state income tax calculation:

Image: State income tax calculation

This diagram illustrates the flow of state income tax calculation.
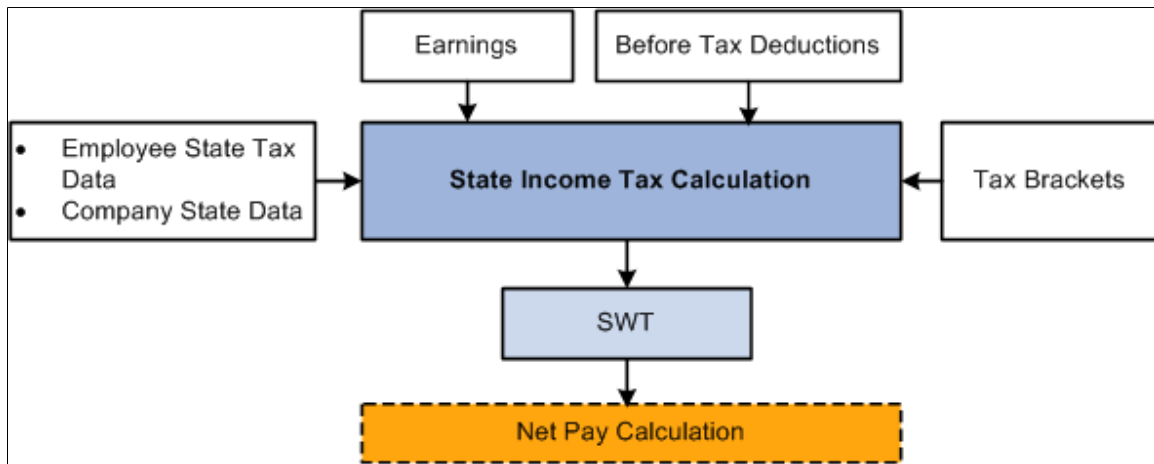
This diagram presents an overall view of the calculation of state income tax. It shows how the system uses employee data, company data, earnings, deductions, and supporting elements to calculate SWT for payees. The system then uses the taxes and credits to calculate net pay.

Calculating SWT

This diagram illustrates the flow of SWT calculation:

Image: SWT calculation

This diagram illustrates the flow of SWT calculation.
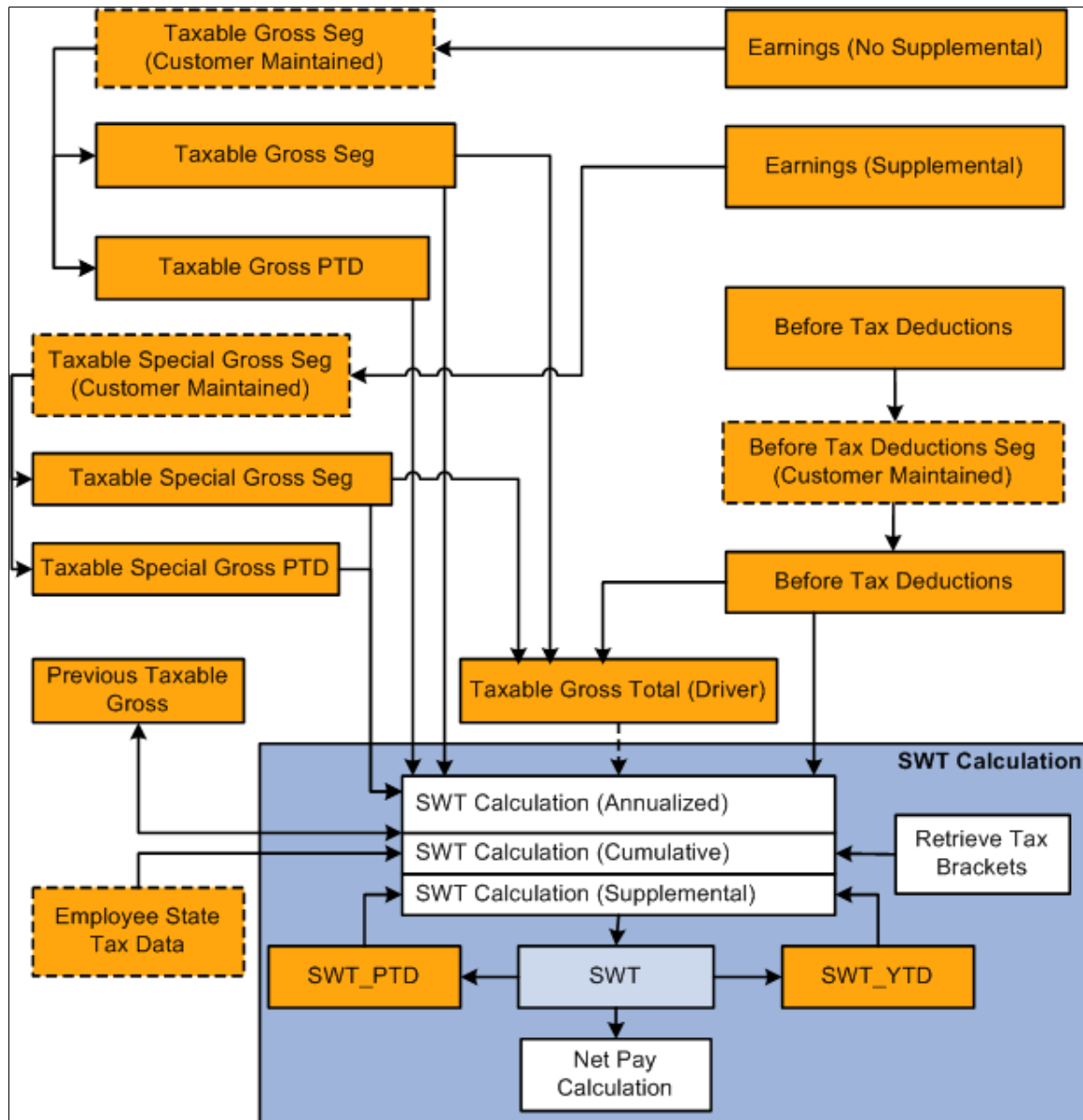
The system calculates SWT as a deduction (SWT) using the formula TAX FM SWT. The system includes this deduction in net pay calculation. Because a payee may possibly earn income from multiple states during the year, the system uses an accumulator driver (SWT GRS TOT) to generate multiple resolutions of the deduction. For every state that applies to a payee, SWT GRS TOT drives a separate resolution of the SWT deduction. The calculation has three phases, based on the tax method and payment method for supplemental wages:

1. Annualized

2. Cumulative

3. Supplemental (paid with regular wages or in a separate payment)

The calculations are based on the State Tax table that determines which formula to apply for each state.

This table returns:

- The formula to apply for regular wages.

- The formula to apply for supplemental income paid with regular wages.

- The formula to apply for supplemental income paid separately.

- The rounding rule to apply.

Note: You can override the tax method and payment method that the system uses to calculate SWT.

See Overriding Tax and Payment Methods.

Related Links
"Generating Multiple Resolutions Using Accumulator Drivers" (PeopleSoft HCM 9.2: Global Payroll)

Overriding Tax and Payment Methods

PeopleSoft Global Payroll for United States supports three tax calculation methods: annualized, cumulative, and supplemental. For taxes calculated using the supplemental method, the two supported payment methods that affect tax calculation are Paid with Regular Wages and Separate Payment. The tax calculation method and payment method are controlled by the variables TAX VR METHOD and TAX VR PMT, respectively. All of the earnings and deductions delivered with PeopleSoft Global Payroll for United States are associated with a default tax method and payment method. To make one-time or recurring changes to these values, you must use supporting element overrides (SOVRs).

Overriding Tax Methods

The variable TAX VR METHOD, which controls the tax calculation method used by the system for each earning and deduction, has three possible values: *A* (annualized), *C* (cumulative), and *S* (supplemental). Most of the earnings delivered with PeopleSoft Global Payroll for United States have a default tax method of *A.* Exceptions exist, such as the BONUS earning, which has a tax method of *S.* You can change the tax method for an earning at the payee level on the Element Detail page of the Element Assignment By Payee component (GP_ED_PYE) for a recurring modification, and on the positive input component (GP_PI_MNL_ERNDED) for a one-time modification.

Image: Example of tax method override on Element Detail page

This example illustrates the fields and controls for tax method override on Element Detail page.
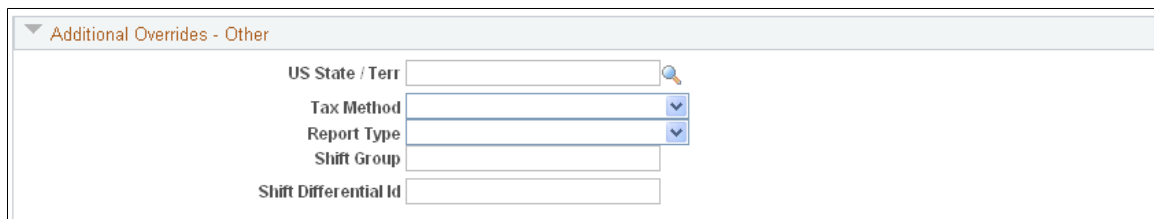
Related Links

"Defining Payee Overrides" (PeopleSoft HCM 9.2: Global Payroll)
"Entering Positive Input" (PeopleSoft HCM 9.2: Global Payroll)

Overriding Payment Methods

The variable TAX VR PMT, which controls the payment method that the system uses when calculating taxes on supplemental income, has two possible values: *R* (Paid with Regular Wages) and *S* (Separate Payment). This variable has a default value of *R* for all supplemental tax calculations, but you can override the payment method at the calendar level. You must create a separate calendar with a unique run type using the Calendars component (GP_CALENDAR).

Image: Example of a payment method override on the Supporting Element Overrides page of the Calendars component

This example illustrates the fields and controls on the Example of a payment method override on the Supporting Element Overrides page (GP_CALENDAR2) of the Calendars component.
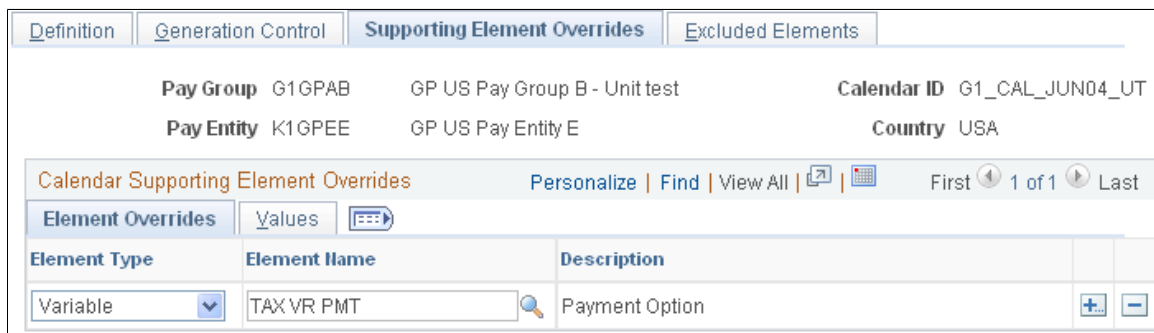
Related Links
"Calendars - Supporting Element Overrides Page" (PeopleSoft HCM 9.2: Global Payroll)

Overriding State Codes and Tax Report Types

The variables TAX VR STATE (U.S. state and territory code) and TAX VR RPT TYPE (report type) control how the system processes and reports tax data at the state level. You can override the state and territory code and report type for a payee on the Element Detail page of the Element Assignment By Payee component (GP_ED_PYE) for a recurring modification, and on the positive input component (GP_PI_MNL_ERNDED) for a one-time modification.

Image: Example of state code and report type override on the Element Detail page

This example illustrates the fields and controls on the Example of state code and report type override on the Element Detail page.
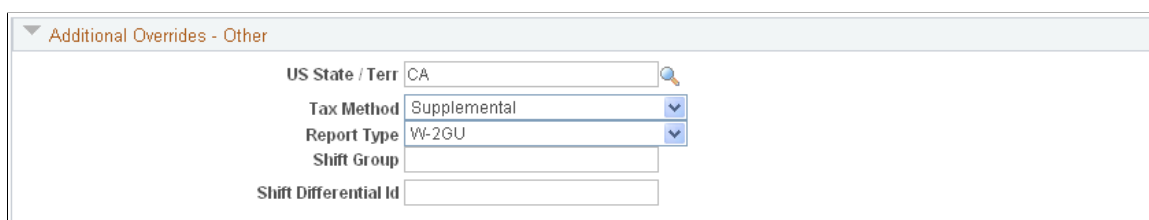
Generating Tax Reports

Pages Used to Generate Tax Reports

Page Name	Definition Name	Usage
Tax Deposit and Liability USA Page	GPUS_RC_TAXDEPLIAB	Generate pay period details on federal and state taxes withheld from employees.
Tax Summary Reports USA Page	GPUS_RC_TAXSUMRPT	Summarize period-to-date income tax, other federal taxes, and state taxes.
Quarterly Tax Reports USA Page	GPUS_RC_QTRTAXRPT	Summarize quarterly federal and state withholding tax details for employees.
Federal Tax Data Status USA Page	GPUS_RC_FEDTAXSTA	View a list of employees with federal withholding exemption or those with more than 10 allowances. (If the Do Not Maintain Taxable Gross and Do Not Withhold Tax option is selected on the Federal Tax Data page, these employees will appear in the report.) This report summarizes exemptions for the selected employees.
W-4 IRS Report USA Page	GPUS_RC_W4IRSRPT	Generate the W-4 IRS report, which lists employees with federal withholding exemption or those with more than 10 allowances.
W-4 Exempt Payees Report USA Page	GPUS_RC_W4EXEMP	List employees who fail to complete new W-4 forms by the due date.
Identify W-4 Exempt Payees USA Page	GPUS_RC_SELW4EXEMP	List employees whose federal tax data includes specified parameters. (If the Maintain Taxable Gross; FWT Zero Unless Specified in FWT Additional Withholding option and the Do Not Maintain Taxable Gross and Do Not Withhold Tax option are selected on the Federal Tax Data page, these employees will appear in the report.)
Reset W-4 Exempt Payees USA Page	GPUS_RC_W4RSTEXEMP	Update future-dated records that currently specify W-4 exempt status.
W-4 ePay Audit Report USA Page	GPUS_RC_W4EPAYRPT	List employees who enter W-4 information through self-service.

This report is available if you purchased ePay. |

Tax Deposit and Liability USA Page

Use the Tax Deposit and Liability USA page (GPUS_RC_TAXDEPLIAB) to generate pay period details on federal and state taxes withheld from employees.

Navigation

Global Payroll & Absence Mgmt > Taxes > Tax Deposit and Liability USA > Tax Deposit and Liability USA

Image: Tax Deposit and Liability USA page

This example illustrates the fields and controls on the Tax Deposit and Liability USA page.

Report Request Parameters

Report Run By	Define what you want the report run by. Values are *Calendar Group ID, Payment Date Range,* and *Year and Quarter.*
Tax Year	Enter the tax year for which you want to run the report.
Tax Quarter	Select the tax quarter for which to run the report. Values are *1st Quarter, 2nd Quarter, 3rd Quarter,* and *4th Quarter.*

Population

Selection	Select the population for which to run the report. Values are *Federal EIN* and *Reporting Company.*
Federal EIN	Select the Federal EIN. This field appears only if you select *Federal EIN* in the Selection field.
Reporting Company	Select the reporting company. This field appears only if you select *Reporting Company* in the Selection field.
Payroll Cycle	Select the payroll cycle when the report is run. Values are *All Cycles, Off-Cycle Only,* and *On-Cycle Only.*

W-4 IRS Report USA Page

Use the W-4 IRS Report USA page (GPUS_RC_W4IRSRPT) to generate the W-4 IRS report, which lists employees with federal withholding exemption or those with more than 10 allowances.

Navigation

Global Payroll & Absence Mgmt > Taxes > W-4 IRS Report USA > W-4 IRS Report USA

Image: W-4 IRS Report USA page

This example illustrates the fields and controls on the W-4 IRS Report USA page.

Report Request Parameters

Tax Year	Enter the tax year for which you want to run the report.
Tax Quarter	Select the quarter for which you want to run the report. Values are *1st Quarter, 2nd Quarter, 3rd Quarter,* and *4th Quarter.*
Electronic Processing	Select if you want to process the report electronically. If you select this check box, the Population group box becomes unavailable for entry.
Transmitter Control Code	If you select the Electronic Processing check box, this field becomes available for entry. Enter a code for the electronic processing.

Population

The Population group box is available for entry if the Electronic Processing check box is deselected.

Report Type Payee	Select the category of payees for which the report is run. Values are *All Payees, Payees using ePay,* and *Single Payee.*

Employee ID	If you select *Single Payee* in the Report Type Payee field, enter the employee ID for which the report is run.
Report Exemption Allowances	Select the type of exemption allowance for the payee population being defined. Values are *All, Claim Exempt, Exempt or > 10 Allowances,* and *More than 10 Allowances*.

Related Links

PeopleSoft Global Payroll for United States Reports: A to Z

Chapter 11

Setting Up Taxes

Understanding Taxes

This topic discusses:

- Federal taxes.

- State and territory taxes.

Related Links
Understanding Taxes

Federal Taxes

PeopleSoft Global Payroll for United States enables you to calculate and process:

- Federal withholding tax (FWT).

- Old age, survivors, and disability insurance (OASDI) tax.

- Medicare tax.

Setting Up Year-End Reporting Companies

To define year-end reporting companies, use the Year End Reporting Company USA (GPUS_YE_CO_TBL) component.

Page Used to Set Up Year-End Reporting Companies

Page Name	Definition Name	Usage
Year End Reporting Company USA Page	GPUS_YE_CO_TBL	Set up year-end reporting companies.

Setting Up Tax Location Information

To set up tax location information, use the Tax Location USA (GPUS_TAX_LOCATION) and Department USA (GPUS_DEPT) components.

Pages Used to Set Up Tax Location Information

Page Name	Definition Name	Usage
Tax Location USA Page	GPUS_TAX_LOCATION	Define tax locations.
Department USA Page	GPUS_DEPT	Assign tax location codes to departments.

Tax Location USA Page

Use the Tax Location USA page (GPUS_TAX_LOCATION) to define tax locations.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Taxes > Tax Location USA > Tax Location USA

Image: Tax Location USA page

This example illustrates the fields and controls on the Tax Location USA page.

State	Enter the work state for the location that you are defining.
Alaska Area Code	Select the appropriate area code if you are defining a tax location that includes the state of Alaska. This code appears on certain Alaska quarterly reports.
County	Select the county for the location that you are defining. This field is available only if you select *MD* in the State field.
County Name	Displays the name of the county you select.
Rate	Displays the tax rate for the county you select.

Department USA Page

Use the Department USA page (GPUS_DEPT) to assign tax location codes to departments.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Department USA > Department USA

Image: Department USA page

This example illustrates the fields and controls on the Department USA page.
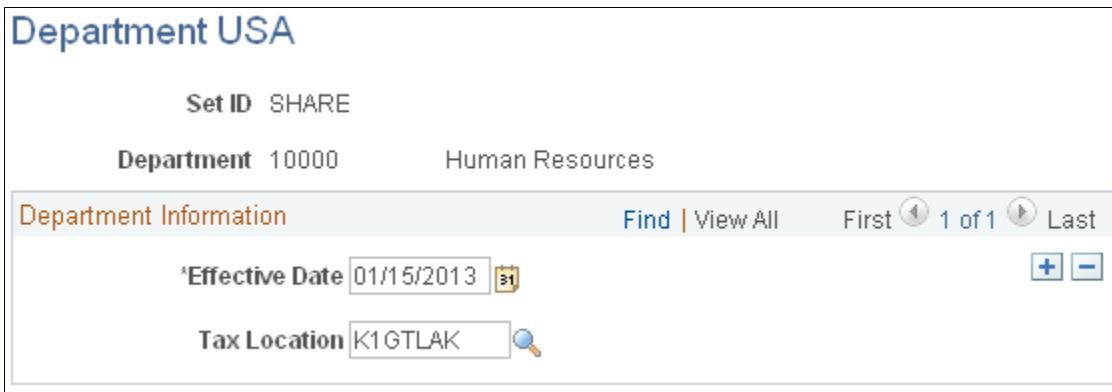
| Tax Location | Enter a tax location code for the department. Newly hired payees from this department automatically have this tax location associated with their tax profile if the Populate Payee Tax Data check box is selected on the Installation Table USA page. In addition, if you enter a new location for a department on this page, the system creates a new tax profile row for payees associated with the department. |

Note: For default tax location to be provided, Integration Broker must be set up, and Workforce_Sync and GPUS_JobSync must be active.

Related Links

"(USA) Setting Up the Company State Tax Table" (PeopleSoft HCM 9.2: Application Fundamentals)
Defining Installation Settings

Defining State Withholding Tax Marital Statuses

To define state withholding tax (SWT) marital statuses for individual states, use the SWT Marital Status USA component (GPUS_SWT_MAR_STAT).

Page Used to Define SWT Marital Statuses

Page Name	Definition Name	Usage
SWT Marital Status USA Page	GPUS_SWT_MAR_STAT	Define SWT marital statuses.

SWT Marital Status USA Page

Use the SWT Marital Status USA page (GPUS_SWT_MAR_STAT) to define SWT marital statuses.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Taxes > SWT Marital Status USA > SWT Marital Status USA

Image: SWT Marital Status USA page

This example illustrates the fields and controls on the SWT Marital Status USA page.
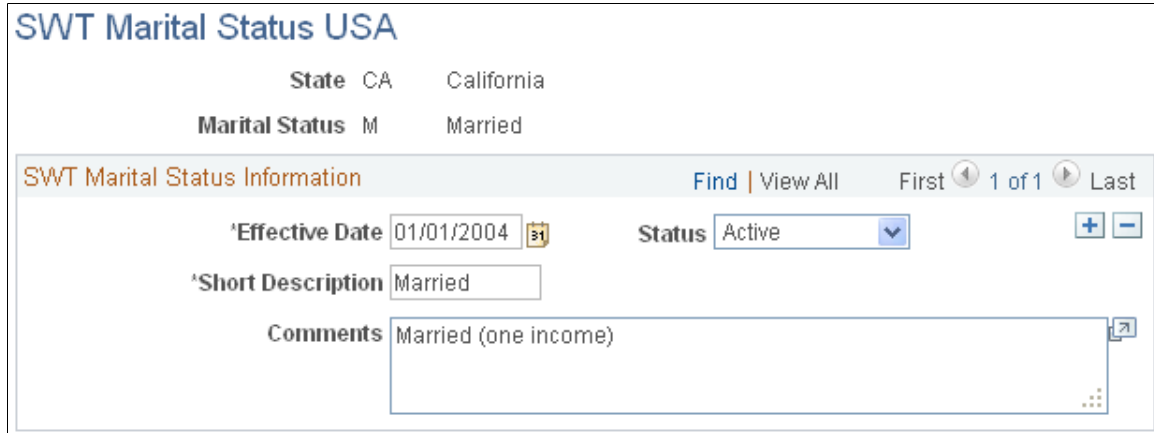
Enter the effective date and a description of the marital status.

Note: The Comments are supplied by default from the Description field on the State Tax Data page.

Important! The PeopleSoft system delivers all existing marital statuses for each state. These should not be modified. You can use this page to create a new marital status to test an upcoming change in tax legislation.

Defining State and County Income Tax Rates

To define state and county income tax rates, use the State Tax Rates USA (GPUS_TAX_ST_TBL) and County Tax Rates USA (GPUS_LOCAL_TAX) components.

Important! The PeopleSoft system delivers all existing tax rate information for each state. Do not modify this information. Use pages of this component to view tax rate information and test upcoming changes in tax legislation that affect tax rates.

Pages Used to Define State and County Income Tax Rates

Page Name	Definition Name	Usage
State Tax Rates USA Page	GPUS_TAX_ST_TBL2	Define state tax rates.
Withholding Tables Page	GPUS_TAX_ST_TBL	Define withholding rates.
Other State Rates Page	GPUS_TAX_ST_TBL3	Define other tax rates.

Page Name	Definition Name	Usage
County Tax Rates USA Page	GPUS_LOCAL_TAX	Maintain county tax rates.

State Tax Rates USA Page

Use the State Tax Rates USA page (GPUS_TAX_ST_TBL2) to define state tax rates.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Taxes > State Tax Rates USA > State Tax Rates USA

Image: State Tax Rates USA page (1 of 2)

This example illustrates the fields and controls on the State Tax Rates USA page (1 of 2).

Image: State Tax Rates USA page (2 of 2)

This example illustrates the fields and controls on the State Tax Rates USA page (2 of 2).

Note: Many of the fields and field values on this page apply only to specific states.

Annualized Formula	Indicates the formula that the system uses to calculate annualized state income tax.
FICA Method (Federal Insurance Contributions Act method)	Indicates the method that the system uses to calculate FICA credits.
Round to Nearest Whole Dollar	Selected to specify that the system round calculated state income tax to the nearest whole dollar.

Standard Deductions

This group box contains the state-specific standard deductions that the system references when calculating state income tax.

Allowances and Exemptions

This group box contains the state-specific allowances, exemptions, and maximum SWT base and limits that the system references when calculating state income tax.

Credits

This group box contains the state-specific credits that the system references when calculating state income tax.

Supplemental Method

Paid with Regular Wages and **Separate Payment**	Indicates the method by which the system determines the tax for supplemental income. Many states have a supplemental method for the Paid with Regular Wages payment method that differs from the supplemental method specified for the Separate Payment payment method. If either of these fields has a value of *Multiple Rates,* the Special Rate field becomes available.
Supplemental Rate	Indicates the percentage by which the system multiplies the taxable gross when calculating tax for supplemental income. This field applies only to the payment methods with a supplemental method of *Aggregate-No Tax else Percent* or *Percent of Taxable Gross.* For example, for the state of Colorado, the supplemental method specified in the Separate Payment field is *Percent of Taxable Gross* and the supplemental rate is *4.63.* That means that for supplemental payments, such as bonuses, that are paid separately from regular wages, the system multiplies the taxable gross of the supplemental payment by 4.63 percent to determine the state tax.
Special Rate	Indicates the percentage by which the system multiplies special supplementary income, such as stock. This field applies only to the payment method with a supplemental method of *Multiple Rates.*

Withholding Tables Page

Use the Withholding Tables page (GPUS_TAX_ST_TBL) to define withholding rates.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Taxes > State Tax Rates USA > Withholding Tables

Image: Withholding Tables page

This example illustrates the fields and controls on the Withholding Tables page.

This page lists all of the state-specific wage brackets and withholding rates referenced by the SWT calculation process.

Other State Rates Page

Use the Other State Rates page (GPUS_TAX_ST_TBL3) to define other tax rates.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Taxes > State Tax Rates USA > Other State Rates

Image: Other State Rates page

This example illustrates the fields and controls on the Other State Rates page.

Enter elements here that you want excluded from the calculation of taxable gross. For example, if a deduction is a member of the before tax deduction accumulator for all states, you can exclude the deduction from the calculation for a specific state using this page.

County Tax Rates USA Page
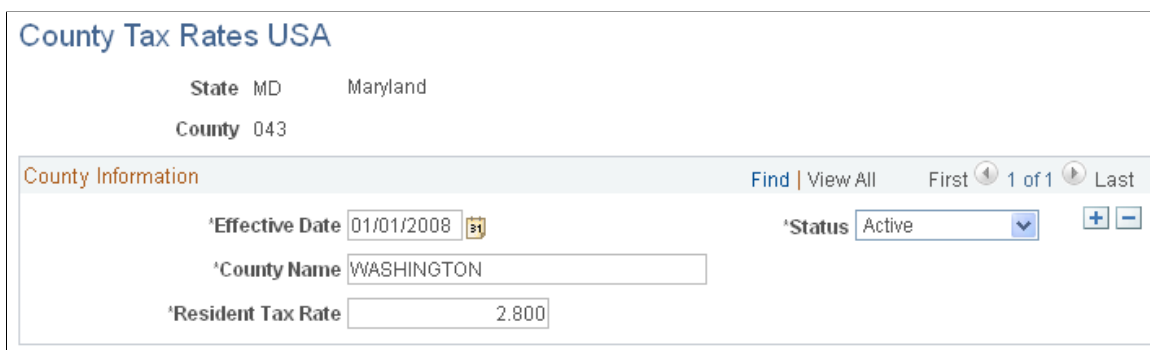
Use the County Tax Rates USA page (GPUS_LOCAL_TAX) to maintain county tax rates.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Taxes > County Tax Rates USA

Image: County Tax Rates USA page

This example illustrates the fields and controls on the County Tax Rates USA page.

Use this page to maintain the resident tax rate for a county within a given state.

Maintaining Company Tax Information

To maintain company tax information, use the Company Federal Tax Data USA (GPUS_FWT_ER) and Company State Tax USA (GPUS_CO_STATE_TAX) components.

Pages Used to Maintain Company Tax Information

Page Name	Definition Name	Usage
Company Federal Tax Data USA Page	GPUS_FWT_ER	Define company-level federal tax information.
Company State Tax Data USA Page	GPUS_CO_STATE_TAX	Define company-level state tax information.

Company Federal Tax Data USA Page

Use the Company Federal Tax Data USA page (GPUS_FWT_ER) to define company-level federal tax information.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Taxes > Company Federal Tax Data USA > Company Federal Tax Data USA

Image: Company Federal Tax Data USA page

This example illustrates the fields and controls on the Company Federal Tax Data USA page.

FICA Status Employer

Select whether the company is subject to OASDI and Medicare taxes.

Subject	Select for companies subject to both OASDI and Medicare taxes. This is the default option.
Exempt	Select for companies exempt from OASDI and Medicare taxes.
Medicare Only	Select for companies subject to Medicare taxes only.

FICA Status Employee

Select the default FICA status for the payees of the company. You can override the FICA status of individual payees on the Maintain Tax Profile USA page.

See <u>Maintain Tax Profile USA Page</u>.

Subject	Select to designate payees as subject to both OASDI and Medicare taxes. This is the default option.
Exempt	Select to designate payees as exempt from OASDI and Medicare taxes.
Medicare Only	Select to designate payees as subject to Medicare taxes only.

FUTA Status

Select whether the company is exempt from FUTA. By default, all companies are not exempt.

Note: The system sets the default FUTA status for a payee for the initial hire row only.

Company State Tax Data USA Page

Use the Company State Tax Data USA page (GPUS_CO_STATE_TAX) to define company-level state tax information.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Taxes > Company State Tax USA > Company State Tax Data USA

Image: Company State Tax Data USA page

This example illustrates the fields and controls on the Company State Tax Data USA page.

Enter the employer identification number (EIN) that the company uses to report and pay SWT.

Maintaining Payee Tax Information

To maintain payee tax information, use the Maintain Tax Profile USA (GPUS_EE_TAX), Maintain Tax Data USA (GPUS_EE_FWT), and W-4 Tax Information USA (GPUS_W4_DATA) components.

Pages Used to Maintain Tax Information

Page Name	Definition Name	Usage
Maintain Tax Profile USA Page	GPUS_EE_TAX	Create and maintain payee tax profiles.
Federal Tax Data Page	GPUS_FWT_EE	Maintain federal tax information for individual payees.
State Tax Data Page	GPUS_SWT_EE	Maintain state tax information for individual payees.
Arizona Withholding Update USA Page	GPUS_AZ_WHLD_UPD	Run the Arizona Withholding Update Application Engine (GPUS_AZ_WHLD) process. For payees with Arizona SWT data, this process updates the Arizona percentage of federal withholding based on the current state-defined values.
W-4 Tax Information Page	GPUS_W4_DATA	Maintain W-4 tax information.
Submit Confirmation Page	EO_SUBMIT_CONFIRM	Confirm changes to W-4 tax information.
URL Maintenance Page	URL_TABLE	Maintain the URLs for links that access official tax forms on third-party servers.

Maintain Tax Profile USA Page

Use the Maintain Tax Profile USA page (GPUS_EE_TAX) to create and maintain payee tax profiles.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Taxes > Maintain Tax Profile USA > Maintain Tax Profile USA

Image: Maintain Tax Profile USA

This example illustrates the fields and controls on the Maintain Tax Profile USA.

Tax Location	Enter a tax location for the payee. The system populates the fields in the Employee Tax Distribution group box with the state

and distribution percentage associated with the tax location that you select. If the payee belongs to a department with which you associated a tax location using the Department Table USA page, the system automatically populates this field.

Note: When you save this page, the Federal and State Tax Data pages are populated. You can then access these pages to update or modify the data.

See Department USA Page.

FICA Status (Federal Insurance Contribution Act status)	By default, the value of this field is based on the FICA Status Employee option selected on the Company Federal Tax Data USA page.

You can override the default value by selecting:

Subject: For payees subject to both OASDI and Medicare taxes.

Exempt: For payees exempt from OASDI and Medicare taxes.

Medicare Only: For payees subject to Medicare taxes only.

Tax Report Type	Select the report type that indicates which year-end form the system uses to report annual earnings and taxes.

Employee Tax Distribution

This group box displays the state and tax distribution information associated with the tax location that you select for the payee. If you select a tax location that includes a specified county, the system displays the County, County Name, and Rate fields in this group box.

View Federal Tax Data	Select to access the Federal Tax Data page for the payee.
View State Tax Data	Select to access the State Tax Data page for the payee.

Note: Federal tax data and state tax data records are created after the Tax Profile page is saved. When a payee's tax profile is saved, links to the Federal/State Tax Data pages become available, enabling you to modify the tax information.

Federal Tax Data Page

Use the Federal Tax Data page (GPUS_FWT_EE) to maintain federal tax information for individual payees.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Taxes > Maintain Tax Data USA > Federal Tax Data

Image: Federal Tax Data page

This example illustrates the fields and controls on the Federal Tax Data page.

Tax Marital Status	Select the payee's tax marital status for FWT (Federal Withholding Tax). The default value is *Single*.
Withholding Allowances	Enter the number of allowances that the payee claims for FWT purposes. The default value is zero.

Special Tax Withholding

None	Select if the payee has no special tax status. With this option, the system calculates FWT based on the payee's taxable gross, marital status, and withholding allowances. If you select this option and specify an amount or percentage in the FWT Additional Withholding group box, the system calculates taxes

	based on the information in the tax table and withholds the additional withholding amount indicated.
Do Not Maintain Taxable Gross and Do Not Withhold Tax	Select to disable the tracking of federal taxable gross balance and the calculation of federal income tax for the payee.
Maintain Taxable Gross; FWT Zero Unless Specified in "FWT Additional Withholding"	Select to override the normal tax calculation with the amount or percentage indicated in the FWT Additional Withholding group box. The system determines taxable gross for FWT using the individual earnings paid to the payee. The tax withheld becomes either a flat amount or a percentage of the federal taxable wages.
Flagged for IRS	Select to flag W-4s for transmission to the IRS.

W-4 Processing

None	Indicates that W-4 processing does not apply to the payee.
Notification Sent	Indicates that you notified the payee that he must submit a new Form W-4.
New W-4 Received	Indicates that you received a new Form W-4 from the payee.

FWT Additional Withholding

Use the fields in this group box to withhold additional FWT. The effect that these fields have on tax calculation depends on the option that you select in the Special Tax Withholding group box.

| **Amount** | Enter an additional flat amount to withhold. |
| **Percentage** | Enter an additional percentage to withhold. The system calculates the additional withholding using a percentage of the payee's taxable wages. |

Special Tax Other

| **Exempt from FUTA** (exempt from Federal Unemployment Tax Act) | Select to exempt the payee from FUTA. If you select the Exempt from FUTA check box on the Company Federal Tax Data USA page, the Exempt from FUTA check box on this page is selected for payees of that company. |
| **Use Total Wage for Multi State** | **Note:** This field is for future use. |

Lock-In Details

| **Letter Received** | Select to indicate that you received a letter from the Internal Revenue Service specifying the number of allowances that the payee is allowed to claim. |

Limit on Allowances	Enter the maximum number of allowances that the payee can claim. The value that you enter in the Withholding Allowances field is not allowed to exceed this number.

Earned Income Credit and W-5 Processing

These fields are not used. Earned income credit (EIC) and W-5 processing are not applicable as of January 1, 2012. Do not change the default values of Earned Income Credit =*Not Applicable* and W-5 Processing of None.

State Tax Data Page

Use the State Tax Data page (GPUS_SWT_EE) to maintain state tax information for individual payees.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Taxes > Maintain Tax Data USA > State Tax Data

Image: State Tax Data page

This example illustrates the fields and controls on the State Tax Data page.

State Information

State

Enter the state for which you are entering tax data. Normally, the system populates this field automatically based on the tax location selected on the Payee Tax Profile page.

Resident

Select to indicate that this is the payee's state of residence.

Non Residency Statement Filed

Select if the payee completed the necessary nonresidency certificate.

UI Jurisdiction (unemployment insurance jurisdiction)

Select to indicate that this is the payee's work state and state of jurisdiction for unemployment insurance tax.

Note: This check box must be selected for state income tax to be calculated.

SWT Marital Status (state withholding tax marital status)

Select the appropriate marital status for SWT (State Withholding Tax).

Note: This field is has a value of *N/A* (not applicable) for states that do not use marital status for tax calculation.

Withholding Allowances

Enter the number of allowances that the payee claims for SWT. This number should match the number on the payee's state withholding allowance certificate.

Special Tax Withholding

None

Select if the payee has no special tax status. With this option, the system calculates SWT based on the payee's taxable gross, marital status, and withholding allowances. If you select this option and specify an amount or percentage in the SWT Additional Withholding group box, the system calculates taxes based on the information in the tax table and withholds the additional withholding amount indicated.

Do Not Maintain Taxable Gross and Do Not Withhold Tax

Select to disable the tracking of state taxable gross balance for the payee.

Maintain Taxable Gross; SWT Zero unless specified in "SWT Additional Withholding"

Select to override the normal tax calculation with the amount or percentage indicated in the SWT Additional Withholding group box. The system determines taxable gross for SWT using the individual earnings paid to the payee. The tax withheld becomes either a flat amount or a percentage of the federal taxable wages.

SWT Additional Withholding

Use the fields in this group box to withhold additional SWT. The effect that these fields have on tax calculation depends on the option that you select in the Special Tax Withholding group box.

Amount

Enter an additional flat amount to withhold.

Percentage	Enter an additional percentage to withhold. The system calculates the additional withholding using a percentage of the payee's taxable wages. **Note:** The state of Connecticut has the ability to increase or decrease values that are entered as additional withholding.

Special Tax Other

Additional Allowances	Enter any additional allowances that the payee claims for California SWT.
SDI Status (state disability insurance status)	**Note:** This field is reserved for future use.
AZ PC of Federal Withholding (Arizona percentage of federal withholding)	Select a valid percentage of federal withholding that constitutes the SWT amount.
Exempt from SUI (exempt from state unemployment tax)	**Note:** This field is reserved for future use.
MS Annual Exemption Amount (Mississippi annual exemption amount)	Enter the annual exemption amount from the payee's completed Mississippi withholding exemption certificate. This exemption amount reduces the payee's taxable gross before the SWT calculation for each pay period.
CA Wage Plan (California unemployment plan)	**Note:** This field is reserved for future use.

Lock-In Details

Letter Received	Select if you received a letter from the state taxing authority that specifies the number of allowances that the payee can claim.
Limit on Allowances	Enter the maximum number of allowances that the payee can claim. The value that you enter in the Withholding Allowances field is not allowed to exceed this number.

Earned Income Credit

These fields are not used. Earned income credit (EIC) is not applicable as of January 1, 2012. Do not change the default value of Earned Income Credit =*Not Applicable,*

W-4 Tax Information Page

Use the W-4 Tax Information page (GPUS_W4_DATA) to maintain W-4 tax information.

Navigation

Self-Service > Payroll and Compensation > W-4 Tax Information USA > W-4 Tax Information

Image: W-4 Tax Information page

This example illustrates the fields and controls on the W-4 Tax Information page.

This self-service page enables payees to update their W-4 tax information. They can change their marital status, change the number of allowances they are claiming, enter additional withholding amounts, and claim exemption from FWT. Payees can also indicate when the name that they have on record with the Social Security Administration changes. If they want to view or print a copy of the official Form W-4, they can select the Official Form W-4 link to access the form in PDF format.

Note: The Official Form W-4 link is to a third-party server. Therefore, you must use the URL Maintenance page to update the link periodically to make sure it is still valid.

URL Maintenance Page
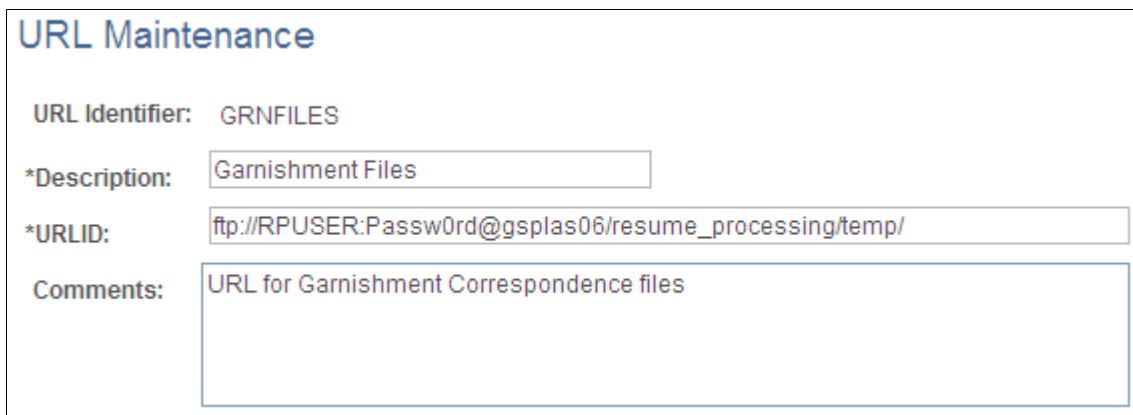
Use the URL Maintenance page (URL_TABLE) to maintain the URLs for links that access official tax forms on third-party servers.

Navigation

PeopleTools > Utilities > Administration > URLs > URL Maintenance

Image: URL Maintenance page

This example illustrates the fields and controls on the URL Maintenance page.

Use this page to maintain the URL accessed by the Official Form W-4 link on the W-4 Tax Information self-service page. The URL identifier for the link is GPUS_W4_FORM. Make changes to the URL field to update the link.

Chapter 12

Setting Up Absence Elements

Understanding Absence Elements

This topic discusses:

- Delivered absence entitlements and takes.

- Delivered absence earnings.

- Process lists and sections.

- Viewing delivered elements.

Related Links
"Understanding Absence Element Setup" (PeopleSoft HCM 9.2: Global Payroll)
"Understanding Absence Setup and Management Tasks" (PeopleSoft HCM 9.2: Global Payroll)
"Entering Maintaining and Approving Absence Events" (PeopleSoft HCM 9.2: Absence Management)

Delivered Absence Entitlements and Takes

The PeopleSoft system delivers a set of entitlements and takes for absences. You can use these elements as delivered, modify them, or create new elements.

This table lists the entitlements and takes that the PeopleSoft system delivers:

Absence	*Entitlement*	*Take*
Vacation	VACATION	VAC TAKE
Sick Leave	SICK	SICK TAKE
Jury Leave	Not Applicable	JURY TAKE
Bereavement Leave	BEREAVEMENT	BEREAV TAKE

Vacation

For the delivered VACATION entitlement, full-time payees scheduled to work 20 hours or more per week accrue vacation time based on their job status and years of service.

This table summarizes the vacation entitlement according to job status and years of service:

Job Status	Years of Service	Annual Vacation
Executive Officer	0+	192 hours
Exempt	0+	80 hours
Exempt	2+	120 hours
Exempt	4+	160 hours
Exempt	6+	192 hours
Non-exempt	0+	48 hours
Non-exempt	2+	104 hours
Non-exempt	11+	144 hours
Non-exempt	16+	168 hours
Non-exempt	20+	184 hours

The system calculates vacation entitlement every pay period using the formula ABS FM ENTITLEMENT. The amount of vacation that accrues each pay period is prorated depending on the period frequency. For example, suppose that a payee earns 96 hours of vacation per year and is paid monthly. The system divides the annual vacation earned (96) by the number of pay periods in the year (12), resulting in a total of 8 hours of vacation per month. For payees who work fewer than 40 but at least 20 hours per week, the system prorates the number of vacation hours accrued. For example, suppose that a full-time payee accrues 2 hours of vacation per week, but a part-time payee works only 32 hours in one week. The system prorates the payee's vacation accrual based on the payee's work hours ($32 \div 40 \times 2$ hours per week) so that the payee earns 1.6 hours of vacation. Payees who work more than the normal 40-hour work week do not accrue extra vacation. The maximum accrual is always based on a 40-hour work week. The system carries a payee's vacation balance over to subsequent years, but the balance cannot exceed the annual number of hours that a payee earns.

Absence entries using the absence take VAC TAKE discount from the VACATION entitlement and generate the VAC PAID earning. Holidays and nonworked hours are not discounted from the vacation balance. The system allows a negative vacation balance of up to the granted time for the next service year for all employees. Non-exempt employees cannot have a negative vacation balance. The system generates the VAC UNPAID earning for vacation balances that exceed the allowed negative balance.

Note: Payees who are on paid absence accrue vacation time, but payees who are absent without pay do not.

Note: Payees who work fewer than 20 hours per week do not receive vacation entitlement.

Sick Leave

The system calculates the SICK entitlement on a monthly basis. Payees who work full time (40 hours per week) accrue 8 hours (one full work day) of sick leave per month. Payees who are on paid absence accrue sick leave, but payees who are absent without pay do not.

Absence entries using the absence take SICK TAKE discount from the SICK entitlement and generate the SICK PAID earning. Holidays and nonworked hours are not discounted from a payee's sick leave balance. The system does not allow payees to have a negative sick leave balance, and sick leave can be charged against any available vacation hours (up to the employee's annual vacation entitlement). If SICK TAKE hours remain after the sick and vacation balances are used, the system processes the SICK UNP earning.

For example, assume that an employee who is paid monthly has an annual vacation entitlement of 48 hours:

- Sick Balance as of 1 October = 8 hrs.

- Sick Entitlement on 4 October = 8 hrs.

- Vacation Balance as of 1 October = – 45 hrs.

- Vacation Entitlement on 4 October = 4 hrs.

The employee in this example is assigned a Sick Take of 32 hrs for the month of October. As a result, he is paid the following as of the 31 October pay period end date:

- Sick Paid = 23 hrs (Sick Bal, 8 hrs + Sick Entlmt, 8 hrs + Vac Hrs Available, 7 hrs)

- Sick Unpaid = 9 hrs (Sick Take hrs not covered by Sick Balance and vacation hours)

As of 31 October, the employee's Sick and Vacation balances are:

- Sick Balance = 0 hrs (Sick Beginning Balance, 8 hrs + Sick Entlmt, 8 hrs – Sick Take, 16 hrs)

- Vacation Balance = – 48 hrs (Vac Beginning Balance, – 45 hrs + Vac Entlmt, 4 hrs – Vac used for Sick Take, 7 hrs)

Note: Sick time is prorated the same as vacation time for payees working between 20 and 40 hours. Payees working fewer than 20 hours do not accrue sick leave. The sick leave balance does not carry forward to the next calendar year.

Jury Leave

PeopleSoft Global Payroll for United States does not deliver an entitlement for jury leave. That means that no limit exists to the amount of jury leave that a payee can take. Absence entries using the absence take JURY TAKE generate the JURY PAID earning.

Bereavement Leave

The system calculates the BEREAVEMENT entitlement on an as-needed basis. The system grants 24 hours (three working days) of bereavement leave to payees for each death of a family member. In the event that a payee has more than one death in the family in a given year, unused bereavement leave from a previous death in the family does not carry over to the payee's bereavement leave balance. When the system calculates the entitlement for the second death in the family, it deletes any previous bereavement leave balance and grants a new balance of 24 hours.

Absence entries using the absence take BEREAV TAKE discount from the BEREAVEMENT entitlement and generate the BEREAV PAID earning. The system does not allow a negative balance of bereavement leave. The system discounts any bereavement takes beyond the 24 hours granted from the VACATION entitlement.

Delivered Absence Earnings

The PeopleSoft system delivers earnings elements for absences and vacations. You can use these elements as delivered, modify them, or create new elements.

This table summarizes the absence earnings:

Name	Unit	Rate	Accumulators
BEREAV PAID (bereavement pay)	Payee-level	HOURLY RT (system element)	TOTAL EARNINGS N BEREAV PAID_YTDA FWT GRS N OAS EE GRS N OAS ER GRS N MED EE GRS N MED ER GRS N FUT GRS N 401K GROSS N SWT GRS N REDUCE SAL AMT
BEREAV UNP (unpaid bereavement)	Payee-level	HOURLY RT (system element)	BEREAV UNP_YTDA REDUCE SAL AMT

Name	Unit	Rate	Accumulators
SICK PAID (sick pay)	Payee-level	HOURLY RT (system element)	TOTAL EARNINGS N SICK PAID_YTDA FWT GRS N OAS EE GRS N OAS ER GRS N MED EE GRS N MED ER GRS N FUT GRS N 401K GROSS N SWT GRS N REDUCE SAL AMT
SICK UNP (unpaid sick)	Payee-level	HOURLY RT (system element)	SICK UNP_YTDA REDUCE SAL AMT
JURY PAID (jury leave)	Payee-level	HOURLY RT (system element)	TOTAL EARNINGS N JURY PAID_YTDA FWT GRS N OAS EE GRS N OAS ER GRS N MED EE GRS N MED ER GRS N FUT GRS N 401K GROSS N SWT GRS N REDUCE SAL AMT
JURY UNP (unpaid jury duty)	Payee-level	HOURLY RT (system element)	JURY UNP_YTDA REDUCE SAL AMT

Name	Unit	Rate	Accumulators
VAC PAID (paid vacation)	Payee-level	HOURLY RT (system element)	TOTAL EARNINGS N VAC PAID_YTDA FWT GRS N OAS EE GRS N OAS ER GRS N MED EE GRS N MED ER GRS N FUT GRS N 401K GROSS N SWT GRS N REDUCE SAL AMT
VAC UNP (unpaid vacation)	Payee-level	HOURLY RT (system element)	REDUCE SAL AMT
VAC PAYOUT (vacation pay balance)	VACATION_BAL (accumulator)	HOURLY RT (system element)	TOTAL EARNINGS N VAC PAYOUT_YTDA FWT GRS N OAS EE GRS N OAS ER GRS N MED EE GRS N MED ER GRS N FUT GRS N 401K GROSS N SWT GRS N

All of the delivered absence-related earnings have a calculation rule of *Unit × Rate*. All absence earnings except VAC PAYOUT subtract from the SALARY earning to maintain the same pay rate for salaried payees. They do not, however, subtract from the REGULAR earning because earnings for hourly payees are based on the actual number of hours they worked during the period. For example, if a payee were absent for 8 hours during a 40-hour work week, the entered work hours would be 32. The system generates the earning VAC PAYOUT upon the termination of a payee. Vacation Payout (VAC PAYOUT) is also generated for a negative vacation balance up to the net pay available.

The generation control element associated with the VAC PAYOUT earning is GEN GC TERMINATED.

The system processes the delivered earnings elements each time you run a payroll. You can change the processing schedule as needed.

Related Links

[Understanding Earnings](#)

Process Lists and Sections

PeopleSoft Global Payroll for United States delivers these absence-related process sections:

- INIT ABSENCE

- ABSENCES

- ABSENCE ENTITL

- ABSENCES TAKES

- HOLIDAY SEC

INIT ABSENCE Section

The INIT ABSENCE section is a member of the USA STD ABSENCE process list and contains the following elements:

- GEN FM WORKED HRS (formula)

- GEN DT SRVC EXT (date)

- GP PRD END DT EXTR (date)

- ERN CT HOLIDAY (count)

ABSENCES Section

The ABSENCES section contains nine absence-related earnings:

- VAC PAID

- VAC UNPAID

- BEREAV PAID

- BEREAV UNP

- SICK PAID

- SICK UNP

- JURY PAID

- JURY UNP

The ABSENCES section is a member of the USA STD PAYROLL process list.

ABSENCES ENTITL, ABSENCES TAKES, and HOLIDAY SEC Sections

The ABSENCES ENTITL section contains two entitlements:

- VACATION

- SICK

The ABSENCES ENTITL section is a member of the USA STD ABSENCE process list.

The ABSENCES TAKES section contains four takes:

- VAC TAKE

- SICK TAKE

- BEREAV TAKE

- JURY TAKE

The ABSENCES TAKES section is a member of USA STD ABSENCE process list.

The HOLIDAY SEC section contains the HOLIDAY earning.

It is a member of the USA STD ABSENCE process list.

Viewing Delivered Elements

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

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

Modifying and Creating Absence Elements

PeopleSoft Global Payroll for United States delivers absence elements based on practices that are common to many businesses in the U.S. Your specific business practices, however, may require you to modify the delivered elements or create your own. This topic provides some examples of common absence rules modifications and additions. Of course, many other ways are available in which you might want to set up absence elements. These examples illustrate the kinds of changes that are possible and how you implement them.

Modifying Vacation Accrual

The system determines how much vacation a specific payee should accrue each pay period based on job status and years of service. This information is stored in the ABS BR ENTITLE bracket. By changing the return values for this bracket, you can modify how much vacation the system assigns to payees.

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

Modifying Bereavement Leave Allotment

The system assigns 24 hours (three working days) of bereavement leave to a payee per death that occurs. This allotment is based on the ABS VR BER ENTIT variable. By changing the value of this variable, you can modify the amount of bereavement leave that the system grants.

See "Defining Variable Elements" (PeopleSoft HCM 9.2: Global Payroll).

Establishing an Annual Limit for Jury Leave

PeopleSoft Global Payroll for United States does not deliver an entitlement for jury leave. This means that no limit exists to the amount of jury leave that a payee can take. If you want to establish an annual limit for paid jury leave, you must create a new jury leave entitlement.

See "Defining Absence Entitlement Elements" (PeopleSoft HCM 9.2: Global Payroll).

Adding New Types of Absences

A business may provide payees with types of absences that are not delivered with PeopleSoft Global Payroll for United States, such as maternity leave or personal leave. To implement new absences, you must create a variety of new elements, including entitlements, supporting elements, takes, and earnings.

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

Chapter 13

Defining Banking

Understanding Banking

This topic discusses:

- Banking in the United States.

- Banking setup.

- The CI_BANK_EC component interface.

- Banking preparation process.

Banking in the United States

In the United States, employees can choose to be paid by check, direct deposit, or a combination of the two. If an employee chooses to be paid by direct deposit, the funds are transferred electronically to the employee's bank account. A prenote may be required before the first electronic transfer. You can create a prenote and generate a check while waiting for the prenote to be processed.

You can use the banking process in PeopleSoft Global Payroll for United States to complete paycheck processing. During source bank setup, you define and assign payment IDs to any type of payment. Because organizations offer their employees several different payment methods, such as checks and bank transfers, assigning unique payment IDs to payment types is important. During bank processing, the system determines the type of payment and the appropriate payment number to assign to each paycheck.

In the United States, direct deposits are distributed to banks through the National Automated Clearing House Association (NACHA). For NACHA to electronically transfer money, companies must send direct deposit files, using the formats required by NACHA. PeopleSoft Global Payroll for United States supports the PPD file format used for payee net pay distribution.

Garnishments can be submitted electronically as part of payment processing. PeopleSoft Global Payroll for United States supports the CTX file format used for garnishments.

With PeopleSoft Global Payroll for United States, you can generate the Net Payment report, the Net Distribution Exception report, and the transmittal report for child support garnishments.

Banking Setup

For PeopleSoft Global Payroll country extensions, banking setup starts in the core application and continues in PeopleSoft Global Payroll for United States. Oracle strongly recommends that before reading this topic, you read the banking feature in the PeopleSoft Global Payroll core documentation.

See "Understanding Banking" (PeopleSoft HCM 9.2: Global Payroll).

These steps summarize the banking setup in PeopleSoft Global Payroll for United States:

1. Define bank information, such as bank name and ID.

    Note: In Global Payroll, bank information must be defined for all banks, including those that are to be used as source banks and those that are used by payees. Because you may need to set up a large volume of bank information, you can simplify the process by importing bank information from a Microsoft Excel spreadsheet into the bank setup tables with the use of the CI_BANK_EC component interface that PeopleSoft Global Payroll provides.

    See The CI_BANK_EC Component Interface.

2. Define and assign district information for banks in the United States.

3. Define funding such as the electronic funds transfer (EFT) formats and source bank account information.

4. Define additional source bank information for the United States.

5. Define a deposit schedule.

6. Define recipients.

    A recipient can be general (for example, a government agency) or individual.

7. Define a payee's bank account information and net pay distribution details.

    On the Maintain Bank Accounts page, you also define prenote information for U.S. payees.

Note: Bank information setup and general source bank setup are discussed in the PeopleSoft HCM Application Fundamentals product documentation. All other aspects of banking setup, such as deposit schedules, recipients, and payee bank account information, are discussed in the Global Payroll core documentation, with the exception of bank district setup, additional U.S. source bank setup, and prenote information, which are discussed in this topic.

See "Understanding Bank and Bank Branch Setup" (PeopleSoft HCM 9.2: Application Fundamentals).

See "Understanding Banking" (PeopleSoft HCM 9.2: Global Payroll).

See Understanding Source Bank Setup in the United States.

See Managing the Prenotification Process.

The CI_BANK_EC Component Interface

Bank information can change frequently due to mergers and changes in bank locations or bank IDs (also known as routing numbers).

Because a large volume of bank information may need to be set up, you can simplify the process by importing bank information from a Microsoft Excel spreadsheet into the bank setup tables using the banking component interface that PeopleSoft Global Payroll provides.

These steps summarize the setup and use of the CI_BANK_EC component interface:

1. You download bank information from a website or service that provides bank information to a Microsoft Excel spreadsheet.

2. You import the bank information from the Microsoft Excel spreadsheet to the CI_BANK_EC component interface using the Excel to Component Interface utility.

3. The CI_BANK_EC component interface loads bank information into the BANK_EC table and BANK_BRANCH_TBL in HCM.

Note: You are responsible for determining which rows to update and which rows to add to the HCM database when using the Excel to Component Interface utility.

See *PeopleTools: Component Interfaces*

Banking Preparation Process

Once you've set up banking and assigned recipients to deductions, you can run the PeopleSoft Global Payroll for United States banking preparation process.

The PeopleSoft Global Payroll for United States banking preparation process includes:

• The core banking preparation process.

• U.S.-specific payment processes.

• Combine payments process.

• Payment ID and number assignment process.

Related Links
Processing Payments

Defining and Assigning Bank Districts

To define bank districts, use the Define Bank Districts USA (GPUS_DSTRCT_TBL) component. To assign a district ID to a bank, use the Assign Bank Districts USA (GPUS_BNK_DSTRCT) component.

Pages Used to Define and Assign Bank Districts

Page Name	Definition Name	Usage
Define Bank Districts USA Page	GPUS_DSTRCT_TBL	Define district ID information for U.S. banks.
Assigning Bank Districts	GPUS_BNK_DSTRCT	Assign bank districts to U.S. banks.

Understanding Bank District Setup

Bank district information must be printed on payslips as part of the ABA fractional number. In PeopleSoft Global Payroll for United States, you set up district IDs and then assign them to banks.

Define Bank Districts USA Page

Use the Define Bank Districts USA page (GPUS_DSTRCT_TBL) to define district ID information for U.S. banks.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Banking > Define Bank Districts USA > Define Bank Districts USA

Image: Define Bank Districts USA page

This example illustrates the fields and controls on the Define Bank Districts USA page.

District ID	The district ID entered in the entry dialog box appears.
Description	Enter a description for the district.
Bank District	Enter a bank district number that corresponds to the district ID.

Assigning Bank Districts

Use the Assign Bank Districts USA page (GPUS_BNK_DSTRCT) to assign bank districts to U.S. banks.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Banking > Assign Bank Districts USA > Assign Bank Districts USA

Image: Assign Bank Districts USA page

This example illustrates the fields and controls on the Assign Bank Districts USA page.

District ID	Select the district ID that corresponds to the bank. The district ID is defined on the District Table USA page. When you select the district ID, the description and bank district information that is defined on the District Table USA page appears.

Setting Up Source Banks in the United States

To set up source banks in the United States, use the Pay Entity Source Bank USA (GPUS_PYENT_SBNK) component.

Pages Used to Set Up Source Banks in the United States

Page Name	Definition Name	Usage
Pay Entity Source Bank USA Page	GPUS_PE_SBANK_OVRD	Select the pay entity for which you will override the source bank.
Source Bank Override USA Page	GPUS_PE_SBANK_SEC	Define the payment method and ID for the source bank override, if necessary. The override option is used when multiple source banks are used.

Understanding Source Bank Setup in the United States

Source banks are the funding sources for payroll disbursements.

To set up source banks in PeopleSoft Global Payroll for United States:

See "Understanding Bank and Bank Branch Setup" (PeopleSoft HCM 9.2: Application Fundamentals), and "Understanding Banking" (PeopleSoft HCM 9.2: Global Payroll).

1. Define source bank information on the Source Bank Accounts page.

   The Source Bank Accounts page is discussed in the PeopleSoft HCM Application Fundamentals product documentation.

2. Define additional setup information on the US Bank Additional Data page.

   Note: If *USA* is selected in the Country Code field on the Source Bank Accounts page, the Other Required Information link appears. This link goes to the US Bank Additional Data page, where you define the number of business days required by the source bank for prenoting.

   The US Bank Additional Data page is discussed in the PeopleSoft HCM Application Fundamentals product documentation.

3. Link the default source bank account to the pay entity and define the level of funding on the Pay Entity - Source Bank Link page.

   Some companies may fund their entire organization from a single bank, while others may define funding at a lower level, such as by department.

The Pay Entity - Source Bank Link page is discussed in the Global Payroll core documentation.

4. (Optional) Select the pay entity to override the default source bank on the Pay Entity Source Bank USA page.

   Some companies prefer to define different source banks for different payment methods, such as checks versus direct deposits. If you want to have multiple source banks, you must first select the pay entity for which you will override the default source bank.

5. (Optional) Override the default source bank on the Source Bank Override USA page.

   If you want to have multiple source banks, you can override the default source bank by defining payment methods and IDs for the additional source banks.

Note: In addition to setting up source banks, you need to define and assign payment IDs. A payment ID is a unique identifier that you can use to determine which payments have been processed.
You define the payment ID on the Payment ID Definition page. Because the same payment ID can be associated with multiple payment methods and can be used by multiple source banks, you need to associate the appropriate payment ID with a specific payment method. You define this as part of the source bank account on the Payment ID Assignment page.
The Payment ID Definition page and the Payment ID Assignment page are discussed elsewhere in this product documentation.

See .

Pay Entity Source Bank USA Page

Use the Pay Entity Source Bank USA page (GPUS_PE_SBANK_OVRD) to select the pay entity for which you will override the source bank.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Pay Entity Source Bank USA > Pay Entity Source Bank USA

Image: Pay Entity Source Bank USA page

This example illustrates the fields and controls on the Pay Entity Source Bank USA page.

Organization Unit Displays the organization unit that you defined on the Pay Entity - Source Bank Link page.

See "Understanding Banking" (PeopleSoft HCM 9.2: Global Payroll).

Default Source Bank ID Displays the source bank ID that you defined on the Pay Entity - Source Bank Link page. If your organization has multiple source banks, you can override the default source bank on the Source Bank Override USA page.

Override Select the Override link to access the Source Bank Override USA page.

Source Bank Override USA Page

Use the Source Bank Override USA page (GPUS_PE_SBANK_SEC) to define the payment method and ID for the source bank override, if necessary.

Navigation

Select the Override link on the Pay Entity Source Bank USA page.

Image: Source Bank Override USA page

This example illustrates the fields and controls on the Source Bank Override USA page.

The override option is used when multiple source banks are used.

Payment Method Select the payment method to be used with the additional source bank. Options are *Bank Transfer, Cash, Check, Postal Order,* and *Wire Transfer.*

Note: You cannot have two rows with the same payment method.

Source Bank ID Select the ID for the additional source bank.

Managing the Prenotification Process

Page Used to Manage the Prenotification Process for Payees

Page Name	Definition Name	Usage
Bank Prenote Information USA Page	GPUS_PRENOTE	If a payee's bank account information changes and prenoting is required, update prenote dates and status.

Understanding Prenotification

In the United States, payees who elect to receive direct deposits may be subject to prenoting. Prenoting is the process of verifying routing numbers and account number information for an electronic transfer through a zero-dollar transaction. Typically, the prenote period is 10 days. During this time, the employer pays the payee with a check instead of a deposit, and a zero-dollar deposit is sent to the payee's bank account. This way, if the payee entered an invalid transit or account number, the bank rejects the transaction, but the payee is still paid on time.

Prenotification is optional. If you decide to use prenotification, you can set it up to run when you define PeopleSoft Global Payroll for United States installation settings.

You can also set up different prenotification periods for each source bank, if needed. For one source bank, the prenote wait days can be 10 days, and for another source bank, it can be 8 days. You can define this in PeopleSoft Global Payroll for United States during source bank account setup.

To set up and update prenotification for payees:

1. Indicate whether prenotification is required at the payee level on the Installation Settings USA page.

    This setting controls whether the default for the Prenotification Required check box is selected or deselected on the Bank Prenote Information USA page.

    The Installation Settings USA page is discussed in this product documentation.

    See Defining Installation Settings.

2. Indicate the prenote wait days for a United States source bank on the US Bank Additional Data page.

    What you enter at the source bank level determines whether the prenotification process is required. If you enter *0* wait days, a prenote will not be generated at the payee level.

    Note: The US Bank Additional Data page is discussed in the PeopleSoft HCM Application Fundamentals product documentation.

    See "Understanding Bank and Bank Branch Setup" (PeopleSoft HCM 9.2: Application Fundamentals).

3. Set up bank account information for a payee on the Maintain Bank Accounts page.

    Note: The Maintain Bank Account page is discussed in the Global Payroll core documentation.

See "Understanding Banking" (PeopleSoft HCM 9.2: Global Payroll).

4. Define prenote information for a payee on the Bank Prenote Information USA page.

Note: If *USA* is selected as the country code on the Maintain Bank Accounts page, the Prenote Information link appears. This is where you can manually update a payee's prenotification status.

Prenotification and Installation Considerations

If you previously installed a Global Payroll country extension other than PeopleSoft Global Payroll for United States and you have payees with United States bank accounts, and then you install PeopleSoft Global Payroll for United States, you may need to generate a prenote record for those payees with existing United States bank accounts or update prenote information online through the payee Maintain Bank Accounts (PYE_BANKACCT) component for the process to run properly.

Prenotification Processing

The prenotification process is part of the PeopleSoft Global Payroll for United States banking process.

See Processing Payments.

Bank Prenote Information USA Page

Use the Bank Prenote Information USA page (GPUS_PRENOTE) to if a payee's bank account information changes and prenoting is required, update prenote dates and status.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Net Pay/Recipient Elections > Maintain Bank Accounts > Maintain Bank Accounts

Select the Prenote Information link on the Maintain Bank Accounts page. This link is available only if you select the Prenote Process Allowed check box on the Installation Settings USA page.

Image: Bank Prenote Information USA page

This example illustrates the fields and controls on the Bank Prenote Information USA page.

| Prenotification Required | Select if the prenotification process is required for the payee's bank account. This field determines whether prenotes are generated. |

Note: If you selected the Prenote Process Allowed check box on the Installation Settings USA page, this field is automatically selected. However, if this field is selected but the prenote wait days is defined as *0* at the source bank level, no prenote exists. Prenote definition at the source bank level can override prenote information defined elsewhere.

See Defining Installation Settings.

Prenotification Status   Indicate the status of the prenotification process for the selected bank account. Values are *Completed, Not Submitted, Rejected,* and *Submitted.* The prenote process automatically updates this field, but you can also update it manually. The *Rejected* field value indicates that the source bank rejected the payee bank account information. The *Rejected* status is not set by the prenote process; it can only be set manually.

See Processing Payments.

Prenotification Date   Enter the date of the prenote if you want to override the date when the prenotification was last run. Overriding the prenote date may cause prenotification to occur again unless the prenotification status is set to *Complete.* Prenote days are counted according to this date. Typically, prenote information is updated if the bank ID or bank account information changes for a payee. Prenote information is not updated for payee banking details, such as changes to net pay distribution.

Last Update User ID   Displays the user ID of the person who last updated prenote information.

Updated On   Displays the date and time that the prenote was last updated. Prenote days are counted according to this date. Typically, prenote information is updated if the bank ID or bank account number changes for a payee.

Note: To activate the prenote fields for a bank account, you must select the Apply button at the bottom of this page.

Running the Banking Process

This topic provides overviews of the PeopleSoft Global Payroll for United States banking process and banking subprocesses.

The PeopleSoft Global Payroll for United States Banking Process

These steps summarize the PeopleSoft Global Payroll for United States banking process:

1. Finalize the payroll using the Payroll/Absence Run Control page.

2. Run the PeopleSoft Global Payroll for United States banking preparation process using the Run Payment Prep Process USA page.

3. Create direct deposit file.

4. Generate child support garnishment file.

Related Links
"Understanding Payroll Processing" (PeopleSoft HCM 9.2: Global Payroll)
Run Payment Prep Process USA Page
Creating Direct Deposits
Creating Garnishment Files

Banking Subprocesses

The PeopleSoft Global Payroll for United States banking preparation process can be run in two phases, Calculate and Finalize. Different subprocesses run for each phase.

During the Calculate phase, the following processes are run:

•   Core banking preparation.

•   Prenotification (does not update the Prenotification Status on the Maintain Bank Accounts page).

•   Source bank override.

During the Finalize phase, the following processes are run:

•   Core banking preparation.

•   Prenotification.

•   Source bank override.

•   Combine payments.

•   Payment ID and number assignment.

Note: The banking subprocesses and the Run Payment Prep Process USA page are discussed in detail in another topic in this product documentation.

Related Links
Processing Payments

Creating Direct Deposits

Page Used to Create Direct Deposit Files

Page Name	Definition Name	Usage
Create Direct Deposit File USA Page	GPUS_PPD_RC	Create the PPD file for direct deposits.

Understanding the Direct Deposit File Process

You use the Create Direct Deposit File USA page to define the parameters for the direct deposit file and to run the direct deposit file process.

The direct deposit file is formatted according to the EFT format specified for the source bank of the pay entity, which is in the PPD format.

During the direct deposit file process, the system performs these steps:

1. Gets data from the GP_PAYMENT and GP_PYMT_BNK_TBL tables.

   The GP_PAYMENT table is the base from which a company pays its payees. This table contains one entry for every net pay distribution from every payment included in a calendar run. Another table used for payment processing is GP_PYMT_BNK_TBL. This table contains summary information for a payee's net pay.

2. Runs the PPD EFT process.

3. Creates the PPD001.txt file to be submitted to NACHA.

Note: If you select data that includes multiple source banks, multiple PPD files are created, one PPD file for each source bank. The PPD files are named PPD001.TXT, PPD002.TXT, and so forth.

This diagram shows the direct deposit file process:

Image: Direct deposit file process

This diagram shows the direct deposit file process.
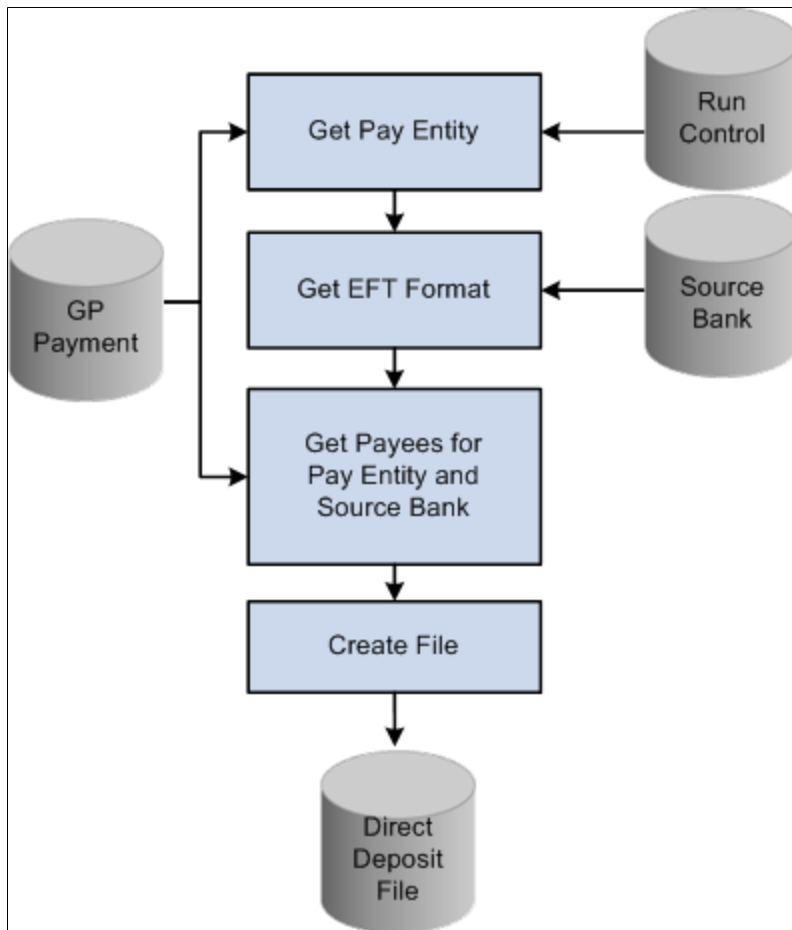
Create Direct Deposit File USA Page

Use the Create Direct Deposit File USA page (GPUS_PPD_RC) to create the PPD file for direct deposits.

Navigation

Global Payroll & Absence Mgmt > Payment Processing > Create Direct Deposit File USA > Create Direct Deposit File USA

Image: Create Direct Deposit File USA page

This example illustrates the fields and controls on the Create Direct Deposit File USA page.

EFT Format (electronic funds transfer format)	The EFT format always appears as *PPD*.
Calendar Group ID	Select the calendar group ID to be used with this direct deposit file. Only those calendars that are ready for banking are available for selection.
Pay Entity	(Optional) Select the pay entity to be used with this direct deposit file. Only those pay entities that are ready for banking and are in the selected calendar are available for selection.
Source Bank ID	(Optional) Select a source bank ID.
Company	Select the company for the file header record in the PPD file. Once the company is selected, the Federal EIN number for the company appears. This is the company that is creating the PPD file, not the company for which the PPD file is being created. Note that the PPD file might include payment information for multiple companies.

Related Links

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

Creating Garnishment Files

To set up garnishment files, use the Company USA (GPUS_COMPANY) and Create Garnishment File USA (GPUS_CTX_RC) components.

Pages Used to Create Garnishment Files

Page Name	Definition Name	Usage
Company USA Page	GPUS_COMPANY	Indicate whether the company included in the pay run provides the Family Medical Plan.
Create Garnishment File USA Page	GPUS_CTX_RC	Create the CTX file for garnishments.

Related Links

Understanding Garnishments

Understanding the Garnishment File Process

To create a garnishment file:

1. Set up company information for garnishments.

    To set up company information for the United States, use the Company Table USA (GPUS_COMPANY) component.

    Note: You use this component to indicate that the company included in the pay run provides family medical leave plan information.

2. Define parameters for the garnishment file.

    Use the Create Garnishment File USA page to define the parameters for the garnishment file and to run the garnishment file process.

    The garnishment file process is similar to the direct deposit file process, except that only information retrieved from the GP_PAYMENT table is needed to generate the garnishment file.

See Understanding the Direct Deposit File Process.

Note: The garnishment file is formatted according to the EFT format specified for the source bank of the pay entity, which is in the CTX format.

During the garnishment file process, the system performs these steps:

1. Gets data from the GP_PAYMENT table.

2. Runs the CTX EFT process.

3. Creates a CTX001.txt file.

Note: If you select data that includes multiple source banks, multiple CTX files are created, one CTX file for each source bank. The CTX files are named CTX001.TXT, CTX002.TXT, and so forth.

Note: A transmittal report for child support garnishment payments is automatically generated after the CTX file process. After the CTX file is successfully generated, the transmittal report is created based on the data selected from the Create Garnishment File USA page.

This diagram shows the garnishment file process:

Image: Garnishment file process

This diagram shows the garnishment file process.
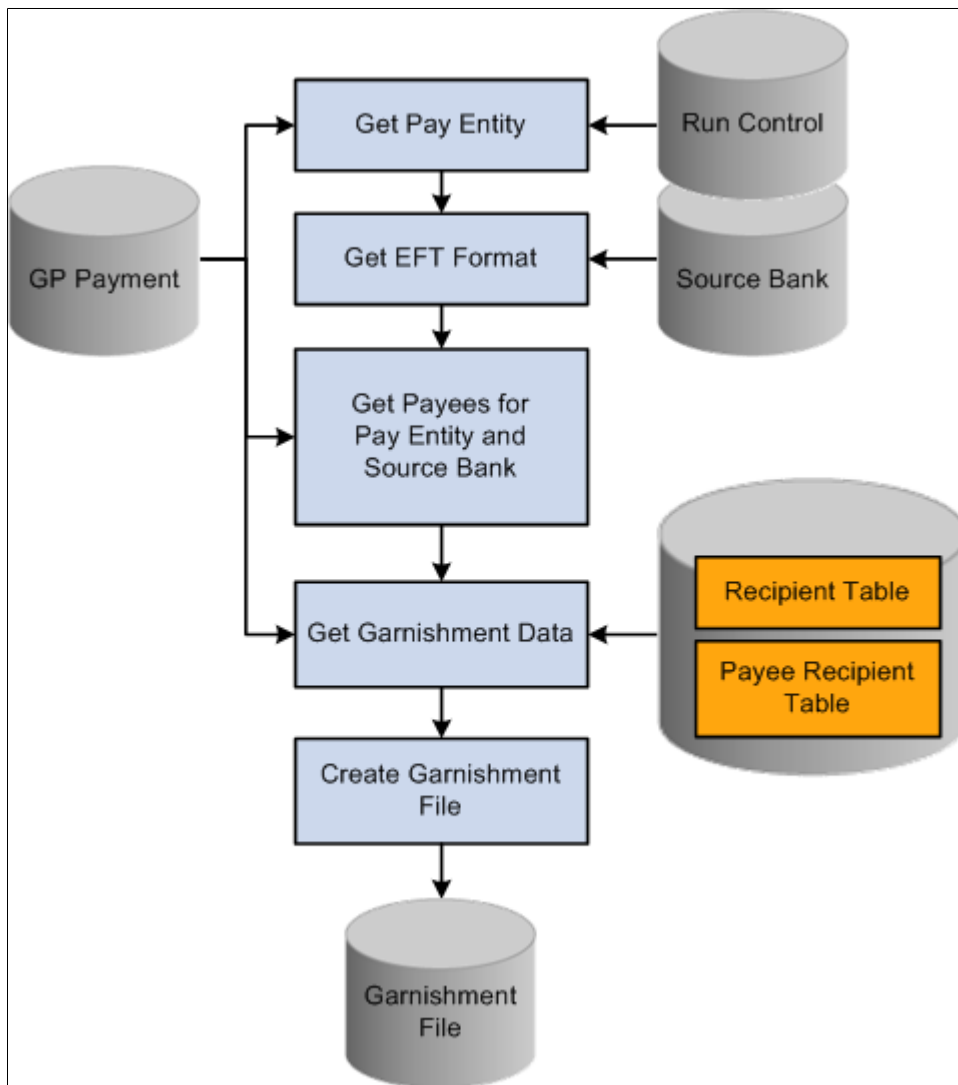
Company USA Page

Use the Company USA page (GPUS_COMPANY) to indicate whether the company included in the pay run provides the Family Medical Plan.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Company USA > Company USA

Image: Company USA page

This example illustrates the fields and controls on the Company USA page.

Family Medical Plan Provided	Select this check box for a company to be included in the pay run for garnishments. If you don't select this check box, you will get an empty CTX file.

Create Garnishment File USA Page

Use the Create Garnishment File USA page (GPUS_CTX_RC) to create the CTX file for garnishments.

Navigation

Global Payroll & Absence Mgmt > Payment Processing > Create Garnishment File USA > Create Garnishment File USA

Image: Create Garnishment File USA page

This example illustrates the fields and controls on the Create Garnishment File USA page.

EFT Format (electronic funds transfer format)	The EFT format always appears as *CTX*.

Pay Entity	Select the pay entity to be used with this garnishment file. Only those pay entities that are ready for banking and are in the selected calendar are available for selection.
Debit Date	Select the date that the payee's account will be debited. Only dates that are ready for banking are available for selection. If you enter information in this field, the Payment Date field is left blank.
Payment Date	Enter the date that the garnishment will be paid. If you enter information in this field, the Debit Date field is left blank.

> **Note:** You must enter information in either the Debit Date field or the Payment Date field, but not both.

> **Note:** The EFT process retrieves garnishment information for the value that you select for the specified debit date (or payment date) that is ready for banking.

Recipient Selection	Specify the type of recipient. Values are *All, Illinois SDU, Indiana SDU,* and *Massachusetts SDU.*
Company	Select the company for which this garnishment file is being created. Once this company is selected, the Federal EIN number for the company appears. This company is used in the File Header record when the payroll file is sent.

Generating Banking Reports

Pages Used to Generate Banking Reports

Page Name	*Definition Name*	*Usage*
Net Payment Report USA Page	GPUS_RC_GPUSBK02	Create a report that lists net pay distributions for a calendar group.
Net Distribution Exception USA Page	GPUS_RC_GPUSBK01	Create a report that lists payees who have not provided net pay elections.

Understanding Banking Reports for the United States

PeopleSoft Global Payroll for United States provides three banking reports:

• Net Payment report.

   The Net Payment report lists net pay distributions for a calendar group.

• Distribution Exceptions report.

   The Distribution Exceptions report lists payees who have not provided net pay elections.

- Transmittal report for child support garnishments.

  The Transmittal report lists recipients of child support garnishment payments in the states of Illinois, Indiana, and Massachusetts.

  Note: Unlike other banking reports, the Transmittal report does not have a unique run control page. Instead, this report is automatically generated after the CTX file process is run on the Create Garnishment File USA page.

  See Understanding the Garnishment File Process.

Net Payment Report USA Page

Use the Net Payment Report USA page (GPUS_RC_GPUSBK02) to create a report that lists net pay distributions for a calendar group.

Navigation

Global Payroll & Absence Mgmt > Payment Processing > Net Payment Report USA > Net Payment Report USA

Image: Net Payment Report USA page

This example illustrates the fields and controls on the Net Payment Report USA page.

| Calendar Group ID | Select the calendar group for this report. |
| Payment Date | (Optional) Enter a payment date for this report. |

Payment Option	Select the payment option to be included in the report. Values are *All, Bank Transfer, Check, Prenote,* and *Transfer and Prenote.*
Report Level	Select the level of detail you want in the report. Values are *Detail* and *Summary.*

Pay Entity List

Select the pay entities to be included in the Net Payment report. The Pay Entity List is optional and can be used with the Source Bank List.

Source Bank List

Select the source banks to be included in the Net Payment report. The Source Bank List is optional and can be used with the Pay Entity List.

Net Distribution Exception USA Page

Use the Net Distribution Exception USA page (GPUS_RC_GPUSBK01) to create a report that lists payees who have not provided net pay elections.

Navigation

Global Payroll & Absence Mgmt > Payment Processing > Net Distribution Exception USA > Net Distribution Exception USA

Image: Net Distribution Exception USA page

This example illustrates the fields and controls on the Net Distribution Exception USA page.

Pay Entity	(Required) Select the pay entity for the Net Distribution Exception report.
Pay Group	(Optional) Select the pay group for the Net Distribution Exception report.

Chapter 14

Setting Up Payslips

Understanding Payslips

Payslips are documents that summarize a payee's payroll data. Typically, a payslip includes the following information:

- Gross pay.

- Net pay.

- Earnings.

- Deductions.

- Taxes.

Note: A payslip can be a check or a deposit advice.

After you've defined payslips, you can generate and reprint payslips.

Related Links
Processing Payslips

Prerequisites

Payslips contain groups of elements. These groups are called list sets. List sets are sets of element groups placed in a set for a specific application. Before you define payslips, you must define list sets for the payslip application.

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

In addition, before you define payslips, you should define the populations or groups to which you will assign payslip messages and templates. You can do this in one of two ways:

- By creating Global Payroll group lists.

  Group lists are created in PeopleSoft Global Payroll based on manually entering payees or creating custom SQL to populate a list with payees.

- By creating PeopleSoft HR group IDs.

  Group IDs are created in PeopleSoft HR based on flexible criteria to populate a list with payees.

See "Group Lists Page" (PeopleSoft HCM 9.2: Global Payroll).

See "Setting Up Group Definitions" (PeopleSoft HCM 9.2: Application Fundamentals).

Defining Payslip Messages

To define payslip messages, use the Define Payslip Messages (GP_PSLP_MSG) component.

Page Used to Define Payslip Messages

Page Name	Definition Name	Usage
Define Payslip Messages Page	GP_PSLP_MSG	Define messages and assign them to a population of payees.

Understanding Payslip Messages

Payslip messages are text messages placed on the payslip for a payee or a set of payees. The Define Payslip Messages page enables the user to specify:

- How the message is assigned (Assignment Method).

- Who gets the message (Population).

- What message text is used (Message).

- When the message is available (Duration).

- Why the message was created (Long and Short Description).

Assignment Methods

On the Define Payslip Messages page, you can choose from two assignment methods: Payslip Processing or Payroll Calculation.

If you select Payslip Processing, the system assigns a message to all payees. Only one message is stored permanently in the payroll tables—the message definition itself.

If you select Payroll Calculation, one message for each payee for each segment for every payroll run is stored in the payroll tables.

Messages assigned during payslip processing can be created after payroll calculations and before payslip processing. Messages assigned during payroll calculation must be created before the payroll is calculated. Payslip processing of messages enables last-minute additions.

Define Payslip Messages Page

Use the Define Payslip Messages page (GP_PSLP_MSG) to define messages and assign them to a population of payees.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Payslips > Define Payslip Messages > Define Payslip Messages

Image: Define Payslip Messages page

This example illustrates the fields and controls on the Define Payslip Messages page.

Priority	This optional field determines the priority of the message. It is used to determine the order of the message if more than one message has been assigned to a payee. Additionally, if all of the messages do not fit in the space allotted on the payslip, the higher priority messages appear on the payslip and the lower priority messages are dropped from the payslip.
Message	Enter the message text. The field length is 254 characters. The message text can be translated on a related language table.

Assignment Method

Payslip Processing	Select if you want the message to be assigned to the population when the payslip process is run. Messages assigned during payslip processing are processed more efficiently and are not permanently stored.
Payroll Calculation	Select if you want the message to be resolved for the population during the Global Payroll calculation process. Messages resolved through payroll calculation add processing time to payroll calculation and are stored permanently in payroll data.

Duration

Selection

Select the method to determine when or for how long a message is in effect for a population. Valid values are:

- *Always Active:* Message is always available.

- *Calendar Group:* Message is valid for all calendars in the calendar group selected. This option is available only when the country of the messages is a country other than *ALL*.

- *Date Range:* Message is active from a specified date to a specified date for a particular as of date type.

As of Date

If the value in the Duration field is *Date Range,* enter the as of date. Valid values are *Payment Date, Calendar Period Begin Date,* and *Calendar Period End Date.*

From Date

If the value in the Duration field is *Date Range,* enter the start date of the range. This field is required.

To Date

If the value in the Duration field is *Date Range,* enter the end date of the range. This field is optional.

Calendar Group ID

If the value in the Selection field is *Calendar Group,* enter a calendar group ID.

Population

Selection

Select the population for which you want the message to be displayed on the payslip. Valid values are *All Payees, Global Payroll Payee List, Human Resources Group,* and *Payee.*

An additional value of *Formula Element* is available when the value in the Assignment Method field is *Payroll Calculation.*

Payee

If the population selection is *Payee,* select the payee for which you want this message to appear on the payslip.

Global Payroll Payee List

If the population selection is *Global Payroll Payee List,* select the list of payees for which you want the message to appear on the payslip.

Human Resources Group

If the population selection is *Human Resources Group,* select the group of payees for which you want this message to appear on the payslip.

Element Name

This field is available only when the Assignment method is *Payroll Calculation* and the population selection is *Formula Element.* Enter the name of the formula element. Only formula elements that have been defined with a category of *Payslip* (PSLP) are available.

Defining Payslip Sections

To define payslip sections, use the Define Payslip Sections (GP_PSLP_SECT) component.

Pages Used to Define Payslip Sections

Page Name	Definition Name	Usage
Define Payslip Sections Page	GL_PSLP_SECT	Define size and style attributes of a payslip.
Payslip Section Information Page	GP_PSLP_SECT_INFO	Enter comments or additional information about the payslip section.
Template Usage PageTemplate Usage Page	GP_PSLP_SECT_INQ	View templates for which the section has been defined.

Understanding Payslip Sections

Payslip templates are made up of groups of formatted data called sections. A given section may include one or more blocks of data. Sections are then used in small programs, which make up the payslip batch program .

Sections include printing guidelines that the payslip batch program uses to determine whether a given section fits on a single page. If the data in the blocks within the section are permitted to print to the end, then the section should be defined as dynamic; otherwise, a static section must summarize data after printing a given number of lines.

For example, a heading section is static because the heading always remains the same and contains the exact same number of lines for all payees. But a section that is used to display deduction data for a payee is probably dynamic. Because each payee may have any number of combinations of deductions, you cannot determine the amount of lines needed to display this data.

Oracle recommends that if you create new sections, you name them based on the data that they contain.

Note: The payslip batch program contains a base program as well as a series of subprograms that contain the programming statements used to generate data for the section. One of the subprograms (called the *country driver* subprogram) contains statements that list all the sections defined for a country. This subprogram must be updated to include the name of a new section when that section is created. The individual section subprograms and the country driver subprogram must be kept in sync with the sections that are defined in order for the batch payslip program to produce the expected results on the payslips.

PeopleSoft Global Payroll for United States delivers the following payslip data sections:

Country	Section Description	Section Style
ALL	Company Header	Static
ALL	Earnings	Dynamic

Country	Section Description	Section Style
ALL	Deductions	Dynamic
ALL	Taxes	Dynamic
ALL	Employer Paid Deductions	Dynamic
ALL	Messages	Both Static and Dynamic
ALL	Absences	Dynamic
ALL	Net Distribution	Dynamic
USA	Employee Header	Static
USA	Earnings/Hours/Taxes	Static
USA	Deductions and Employer Paid Benefits	Static
USA	Gross to Net	Static
USA	Absences and Net Distribution	Static
USA	Check	Static

Note: If you change significant fields in a section (Status, Style, Number of Lines, Number of Detail Lines, Enable Block Content) that are used in at least one template, a warning is issued when you save. The warning indicates that templates are affected and asks whether you want to continue to save. Before agreeing to save, use the Template Usage link to view the templates that are affected by this change.

Note: The system issues an error message for static sections in which the number of detail lines is greater than the total number of lines.

Define Payslip Sections Page

Use the Define Payslip Sections page (GL_PSLP_SECT) to define size and style attributes of a payslip.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Payslips > Define Payslip Sections > Define Payslip Sections

Image: Define Payslip Sections page

This example illustrates the fields and controls on the Define Payslip Sections page.

Enable Block Content Hyperlink	Select to allow block content information to be defined at the template level for this section. (See Defining Block Details for the type of information that can be defined.)
(Secondary page icon)	Select to open a secondary page where you can enter comments or additional information about the section.
Template Usage	Select to access a secondary page listing all templates that use this section. On this page, each template name acts as a link to the Define Payslip Templates page.
	The Template Usage link is not available in *Add* mode.

Style

Section Style	Select the section style. Valid values are *Static, Dynamic,* and *Allows Both Static and Dynamic.* The default is *Static.*
Includes Bank Draft	Select to indicate that this section includes bank draft (or check) information on the payslip.
	This flag is used by the payslip batch process to ensure proper placement and spacing on the payslip.

Number of Lines	Enter the total number of lines used in a static section. Or enter the minimum number of lines that is used by a dynamic section.
Number of Detail Lines	Enter the number of detail lines (excluding graphics and totals) available for data in a static section. This field is not displayed when the style is defined as Dynamic.

Payslip Section Information Page

Use the Payslip Section Information page (GP_PSLP_SECT_INFO) to enter comments or additional information about the payslip section.

Navigation

Select the Section Information button on the Define Payslip Sections page.

Image: Payslip Section Information page

This example illustrates the fields and controls on the Payslip Section Information page.

Enter additional information about the payslip section. The information entered here appears in display-only mode on the Template Definition page when you select the I (information) button.

Template Usage Page

Use the Template Usage page (GP_PSLP_SECT_INQ) to view templates for which the section has been defined.

Navigation

Select the View Template Usage link on the Define Payslip Sections page.

Image: Template Usage page

This example illustrates the fields and controls on the Template Usage page.

This page lists all the templates that the section displayed at the top of the page.

Select the Description link to access the Template Definition page for the template. The country of the user determines whether the template page is opened in edit or display-only mode. An *ALL* country user can edit any country's template page. A country-specific user can edit only his or her own country's template page, but can view an *ALL* country template page in display-only mode.

Defining Payslip Templates

To define payslip templates, use the Define Payslip Templates (GP_PSLP_TMPL) component.

Page Used to Define Payslip Templates

Page Name	Definition Name	Usage
Define Payslip Templates Page	GL_PSLP_TEMPL	Define the usage and additional attributes of payslip sections.
Blocks Page	GP_PSLP_TEMPL_SEC	Enter element group, address, or other information for the blocks of data in the section if the section requires this type of information.

Define Payslip Templates Page

Use the Define Payslip Templates page (GL_PSLP_TEMPL) to define the usage and additional attributes of payslip sections.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Payslips > Define Payslip Templates > Define Payslip Templates

Image: Define Payslip Templates page

This example illustrates the fields and controls on the Define Payslip Templates page.

Page Type	Select the page size of the payslip. Valid values are *Letter* and *A4*. The payslip program reads this setting to establish the page size when printing payslips.
Definition As of Date	Select the date on which the system is to retrieve the payslip template definition during a process run. Valid values are *Calendar Period Begin, Calendar Period End, Payment Date, Process Begin Date,* and *Process End Date.*

Definition

List Set	Enter the set of element groups to be used in this template. The prompt table for the list set shows sets created with the application type defined on the Global Payroll Country setup page.
Default Delivery Address	Select a default delivery address for the payslip in the event that the payee does not have a delivery option defined at the employee level on the Payee Options page. Valid values are *Mailing Address, Home Address, Department Address,* and *Location Address.*

Layout

Start Line	Define the page line number on which to place the section. This number also serves to determine the order of the sections. The sections is sorted in ascending start line order when the page is saved.
	A dynamic section can grow beyond the start position of a subsequent section. This means that the start line may not be accurate for sections defined after a dynamic section. All sections defined after the first dynamic section have relative start positions, except for *Footer* type sections. The footer's start line is an absolute line position. Start lines are calculated or recalculated at save time for all sections that have Recalculate Start Line selected.
Country	Enter the country associated with the section. The country of the template determines which sections can be selected. A country-specific template can include sections for that country as well as sections with a country identifier of *ALL*. However, a template country of *ALL* can include only sections defined with a country identifier of *ALL*.
	For example, a template created for country *FRA* can include only sections for country *FRA* or *ALL*.
Section	Enter sections to appear on the payslip. Only active sections for the country selected are available. A section cannot be used more than once in the same template.
Number of Lines	Displays the number of lines as defined on the Section definition page. This field is display-only.
(Information icon)	Select to view the comments entered on the Define Payslip Sections page. The comments cannot be edited on this page. If no comments exist for this section, the button is not visible.
Style	Displays the style of the section. This field appears only when the section is defined as Static or Dynamic on the Define Payslip Section page. If the section is defined as Both, then choose either Static or Dynamic from the available options.
	Note: A dynamic section can cause unexpected multiple pages to be produced. If every section needs to be in a specific location or the payslip cannot exceed one page, do not set any section to dynamic. When payslips are processed, static sections that have result data that does not fit inside the area of the section are summarized. The remaining numeric data values in the section are summed and the description of the summarized line is set to Other (translated).
Type	Select a type to control whether a section is to be repeated on multiple pages. Valid values are *Header, Body,* and *Footer*. If

a section is defined as a *Header* or *Footer,* you must set up the section differently when coding the payslip process program.

If a section is defined as a *Header,* it must be the first section in the template layout. If a section is defined as a *Footer,* it must be the last section in the template layout.

Sections that are headers or footers can have a style of *Static* only.

Recalculate Start Line

Select if you want the system to recalculate the start line of this section when a change is made to the template and the template is saved.

Recalculation establishes start lines using a formula that compares the number of lines in the section with the number of lines already used by previous sections.

Details

Select to go to the Blocks secondary page. This link is visible only if the section has Define Block Content for Section selected in its section definition.

Description

Select to go to the Section Definition page for the section. The country of the user determines whether the section page is opened in edit or display-only mode. An *ALL* country user can edit any country's section page. A specific country user can edit only his or her own country's section page, but can view an *ALL* country section page in display-only mode.

Blocks Page

Use the Blocks page (GP_PSLP_TEMPL_SEC) to enter element group, address, or other information for the blocks of data in the section if the section requires this type of information.

Navigation

Select the Details link on the Define Payslip Templates page.

Image: Blocks page

This example illustrates the fields and controls on the Blocks page.
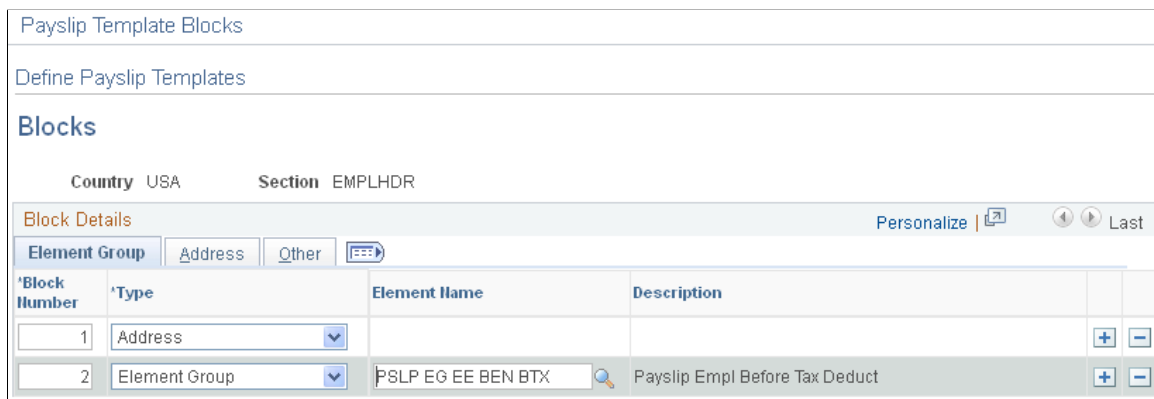
Note: Entering data on this page is optional and is a way for the functional user to communicate to the technical developer the type of information that should appear in the section on the printed payslip.

Block Number	Enter a number that is referenced in the payslip program section. Payroll administrators use block numbers to build payslips; therefore, the developer of the blocks should leave comments in the section definition for the administrator (visible from the template) to indicate which block numbers the developer coded and the content type of the blocks (element groups, addresses, and so on). For instance, a developer might code block number 10 for earnings, 20 for deductions, and 30 for leave balances. The developer should indicate that these block numbers refer to these types of data.
Type	Select a type to determine the block content that can be entered. Valid values are *Element Group, Address,* and *Other.*
Element Name, Address Type Code and **Other**	Depending on the type selected, enter the appropriate value. If the type is *Element Group,* enter an element group name in the Element Name field. If the type is *Address,* enter an address type in the Address Type Code field. If the type is *Other,* enter free-form text in the Other field.
Description	Displays the description of the element name if *Element Name* was selected as the type.

This table describes the content of the Blocks page based on the type entered:

Type	*Content*
Element Group	Displays element groups that are members of the list set selected at the template level.
Address	Displays delivery location plus a list of address types defined in PeopleSoft HCM such as *Home, Work,* and *Mailing Address.* If the block in the payslip program calls for an address, the address selected here is the address that appears in the block. You must specify in the payslip program what address appears if the address selected in this block does not exist for the payee.
Other	Free-form text specified for each section.

Defining Payslip Assignments

To assign payslip templates, use the Assign Payslip Templates (GP_PSLP_ASGN) component. To define payslip assignment sets, use the Define Payslip Assignment Sets (GP_PSLP_ASGN_SET) component. To view template payslip assignments, use the View Payslip Assignments (GP_PSLP_ASGN_INQ) component.

Pages Used to Define Payslip Assignments

Page Name	Definition Name	Usage
Assign Payslip Templates Page	GP_PSLP_ASGN	Specify which format to use when printing the payslip for a payee population.
Define Payslip Assignment Sets Page	GL_PSLP_ASGN_SET	Group assignments in priority order that are to be processed when you print payslips.
View Payslip Assignments Page	GP_PSLP_ASGN_INQ	View all payslip assignments by a specific pay group or run type.

Assign Payslip Templates Page

Use the Assign Payslip Templates page (GP_PSLP_ASGN) to specify which format to use when printing the payslip for a payee population.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Payslips > Assign Payslip Templates > Assign Payslip Templates

Image: Assign Payslip Templates page

This example illustrates the fields and controls on the Assign Payslip Templates page.

Country	The country of the assignment determines which templates can be used. A specific assignment country can include templates from that country as well as templates with a country identifier of *ALL*. However, an assignment country of *ALL* can include only templates defined for all countries.
Assignment	Enter a name for the assignment.

Population

Selection	Enter the population assigned to the payslip template. Valid values are *All Payees, Global Payroll Payee List,* and *Other Criteria.*
Payee List	Specify a list if the Selection value is *Global Payroll Payee List.*
Pay Group or Run Type	Enter a pay group or run type if the Selection value is *Other Criteria.* This determines the population linked to the payslip template.

Default Templates

Country	Enter the country associated with the section. The country of the template determines which sections can be selected. A country-specific template can include sections for that country as well as

sections with a country identifier of *ALL*. However, a template country of *ALL* can include only sections defined with a country identifier of *ALL*.

For example, a template created for country *FRA* can include only sections for country *FRA* or *ALL*.

Description	Displays the description of the element name if *Element Name* was selected as the type.
Payslip Template	Select a default template to use for printing payslips when a payment method template is not provided.
ePay Template	Select a template to use to create payslips that can be viewed in self-service.

Payment Method Templates

Payment method templates enable you to assign a template based on the payment method. However, the system cannot generate a separate payslip for each payment method. When multiple payment methods exist, the system determines which template to use based on the order of the rows. The highest row in the grid is the one assigned.

Note: Oracle recommends that you enter the payment method and payslip template used for pay checks in the first sequence.

Sequence	Enter a sequence number. This number establishes the order in which the assignments are processed. Only payees who did not meet the criteria of the first assignment are available as a population in the second assignment, and so forth. Just as with payment methods in the assignment, assignments in the assignment set are processed in the sequence provided.
Payment Method	Select a payment method to control how payees are paid. Valid values are *Bank Transfer, Cash, Check, Postal Order, Wire Transfer,* and *Zero Net.*
Country	Enter the country associated with the section. The country of the template determines which sections can be selected. A country-specific template can include sections for that country as well as sections with a country identifier of *ALL*. However, a template country of *ALL* can include only sections defined with a country identifier of *ALL*.
	For example, a template created for country *FRA* can include only sections for country *FRA* or *ALL*.
Description	Displays the description of the element name if *Element Name* was selected as the type.
Payslip Templates	Select the template to use with each payment method.

Define Payslip Assignment Sets Page

Use the Define Payslip Assignment Sets page (GL_PSLP_ASGN_SET) to group assignments in priority order that are to be processed when you print payslips.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Payslips > Define Payslip Assignment Sets > Define Payslip Assignment Sets

Image: Define Payslip Assignment Sets page

This example illustrates the fields and controls on the Define Payslip Assignment Sets page.

Sequence	Enter a sequence number. This number establishes the priority of assignments.
Country	Enter the country associated with the section. The country of the template determines which sections can be selected. A country-specific template can include sections for that country as well as sections with a country identifier of *ALL*. However, a template country of *ALL* can include only sections defined with a country identifier of *ALL*. For example, a template created for country *FRA* can include only sections for country *FRA* or *ALL*.
Assignment	Specify the payslip assignments to use in this set.
Country	Enter the country associated with the section. The country of the template determines which sections can be selected. A country-specific template can include sections for that country as well as sections with a country identifier of *ALL*. However, a template country of *ALL* can include only sections defined with a country identifier of *ALL*. For example, a template created for country *FRA* can include only sections for country *FRA* or *ALL*.
Description	Displays the description of the element name if *Element Name* was selected as the type.

View Payslip Assignments Page

Use the View Payslip Assignments page (GP_PSLP_ASGN_INQ) to view all payslip assignments by a specific pay group or run type.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Payslips > View Payslip Assignments > View Payslip Assignments

Image: View Payslip Assignments page

This example illustrates the fields and controls on the View Payslip Assignments page.

Use this page to view all assignments by a specific pay group or run type. After entering the selection criteria, select Select with Matching Criteria to display the assignments. Select the Description link of each assignment to view the assignment setup. The behavior of the Description link is the same as described previously.

Defining Payee Payslip Options

This topic discusses how to define payslip payee options.

Page Used to Define Payee Payslip Options

Page Name	Definition Name	Usage
Payee Payslip Options Page	GP_PSLP_PAYEE_OPT	Indicate payslip delivery options for a payee.

Payee Payslip Options Page

Use the Payee Payslip Options page (GP_PSLP_PAYEE_OPT) to indicate payslip delivery options for a payee.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Payslips > Payee Payslip Options > Payslip Payee Options

Image: Payee Payslip Options page

This example illustrates the fields and controls on the Payee Payslip Options page.

Mail Drop	Indicate where internal mail for a payee should be delivered. This is a free-form field.
Check Name Override	If the payee asks that checks be made out to his or her spouse or to an accountant, enter the name of that person here. For example, the administrator can enter *To the Estate Of <Payee Name>*.
Delivery Address Option	Select the address to use for delivering paper copies of the payslip.

Valid values are:

• *Department:* The address of the payee's current department on the JOB record.

• *Location:* The address of the payee's current JOB location.

• *Address Type:* Addresses set up in PeopleSoft HCM such as home, mailing, and so on.

• *Mail Drop:* The current mail drop for the payee as defined in the Mail Drop field.

• *None:* No special delivery address is indicated. (Instead the payee will be assigned the default delivery address as defined on the Define Payslip Template page for the

template that is assigned to the payee when the payslip job is run.)

Note: The value of Delivery Address Option is *None* by default.

- *Other Department Address:* An address associated with the other department.

- *Other Location Address:* An address associated with the specified location.

- *Other Mail Drop:* Free-form text.

Address Type, Other Department, Other Location, and **Other Mail Drop**	Enter the value in the appropriate field based on the delivery address option.
Issue Paper Copy of Payslip	Select to have the payee receive a paper copy of the payslip. If ePay is installed, this selection overrides the Issue Paper Copy of Payslip option in the payee's self-service page (and vice versa).

Chapter 15

Assigning Earnings

Understanding Earnings Assignments

This topic discusses:

- Delivered earnings.

- Earnings processing rules.

- Viewing delivered earnings.

Delivered Earnings

PeopleSoft Global Payroll for United States delivers a number of earnings to demonstrate the flexibility of rules used to meet common processing requirements. These include:

- REGULAR (for hourly payees).

- WAGES (for exception hourly payees).

- SALARY (for salaried payees).

- OVT 1.5 (overtime at 1.5 times regular rate).

- OVT 2.0 (overtime at 2.0 times regular rate).

- PREMIUM (premium pay).

- BONUS (bonus pay).

- COMPANY CAR (personal use of company car).

- SHIFT - R (shift differential - hourly).

- SHIFT PCT (shift differential - percent).

PeopleSoft Global Payroll for United States also delivers absence-related earnings. These include:

- HOLIDAY.

- BEREAVE PAID (paid bereavement leave).

- BEREAVE UNP (unpaid bereavement leave).

- SICK PAID (paid sick leave).

- SICK UNP (unpaid sick leave).

- JURY PAID (paid jury duty leave).

- JURY UNP (unpaid jury duty leave).

- VAC PAID (paid vacation).

- VAC UNPAID (unpaid vacation).

- VAC PAYOUT (pay vacation balance).

Note: Absence-related earnings are discussed in a separate topic in this product documentation.

See Understanding Absence Elements.

Earnings Processing Rules

In PeopleSoft Global Payroll for United States, REGULAR, WAGES, and SALARY earnings are added to the process list before other earnings. In general, when processing earnings, be sure to order your earnings based on the impact they'll have on each other.

Viewing Delivered Earnings

PeopleSoft Global Payroll for United States delivers a query that you can run to view the names of all delivered elements designed for the United States. Instructions for running the query are provided in the PeopleSoft Global Payroll product documentation.

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

Assigning Earnings and Supporting Element Overrides

Pages Used to Assign Earnings and Supporting Element Overrides

Page Name	Definition Name	Usage
Element Assignment by Payee Page	GP_ED_PYE	Assign an earning to a payee (recurring basis).
Payee Assignment by Element Page	GP_ED_ELEM	Assign an earning to a payee (recurring basis).
Element Detail Page	GP_ED_PYE_DTL_SEC	Enter values for components of an earning's calculation rule.

Enter an amount to override the calculation rule of an earning.

Define or override supporting elements used in the calculation of an earning. |

Page Name	Definition Name	Usage
Supporting Elements Page	GP_PAYEE_SOVR	Define or override the value of a supporting element for a payee.
Positive Input Page	GP_PI_MNL_ERNDED	Assign an earning to a payee (one-time).
Positive Input By Calendar Page	GP_PI_GRP_ERNDED	Enter, edit, or view positive input for payees in the same pay group and calendar.
Positive Input - Details Page	GP_PI_MNL_SEC	Enter values for components of an earning's calculation rule. Enter an amount to override the calculation rule of an earning. Define or override supporting elements used in the calculation of an earning.

Understanding Earnings Assignments and Overrides

Many of the delivered earnings require that you enter element assignment, positive input, or supporting element override information before they can be processed. These earnings fall into four groups:

- BONUS and COMPANY CAR

  The earnings BONUS and COMPANY CAR are defined with a calculation rule of Amount, with the Amount Type field set to *Payee Level.* This means that the earnings are resolved only when:

  - You assign an amount to a payee on the Element Assignment by Payee (GP_ED_PYE) page or Payee Assignment by Element (GP_ED_ELEM) page.

  - You assign an amount at the payee level using positive input.

    See Assigning BONUS and COMPANY CAR Earnings.

- REGULAR, OVT 1.5, OVT 2.0, and PREMIUM

  The earnings REGULAR, OVT 1.5, OVT 2.0, and PREMIUM are defined with a calculation rule of Unit × Rate, or Unit × Rate × Amount, with the Unit Type field set to *Payee Level.* This means that the earnings are resolved only when:

  - You assign a unit value at the payee level on the Positive Input page (GP_PI_MNL_ERNDED), or specify a flat amount (overriding the calculation rule).

  - In addition, the earnings OVT 1.5, OVT 2.0, and PREMIUM are designed to process shift differentials. To calculate shift pay, you must assign payees to shift groups and shift IDs on the Positive Input - Details page (GP_PI_MNL_SEC) of the One Time (Positive Input) component (GP_PI_MNL_ERNDED).

    See Assigning REGULAR, OVT 1.5, OVT 2.0, and PREMIUM Earnings.

- REGULAR and WAGES

The system stores the hours of REGULAR or WAGES (by shift group and shift ID) in the accumulator SHIFT DIFF UNIT. This accumulator serves as the Units component in the calculation rule of the earnings SHIFT R and SHIFT PCT.

For payees to receive shift pay based on the hours (units) of REGULAR and WAGES, you must define the values of the supporting elements ERN VR SHIFT GRP (shift group) and ERN VR SHIFT ID (shift ID).

Note: The system processes SHIFT R and SHIFT PCT automatically if the value of SHIFT DIFF UNIT is greater than zero and payees are assigned to shift groups and IDs.

See Defining Supporting Element Overrides for Shift Pay Earnings.

- All Delivered Taxable Earnings

  All of the delivered taxable earnings require the definition of the supporting elements TAX VR RPT TYPE (report type), TAX VR STATE (U.S. state/territory), and TAX VR METHOD (tax method) to ensure correct tax processing.

  See Defining Supporting Element Overrides for Taxable Earnings.

Assigning BONUS and COMPANY CAR Earnings

To assign BONUS or COMPANY CAR earnings:

1. Assign the earnings to specific payees on the Element Assignment by Payee page (GP_ED_PYE) or Positive Input page (GP_PI_MNL_ERNDED).

2. Define the amount of the earnings on the Element Detail page of the Element Assignment by Payee page (GP_ED_PYE) and Payee Assignment by Element page (GP_ED_ELEM), or on the Positive Input page (GP_PI_MNL_ERNDED).

Assigning REGULAR, OVT 1.5, OVT 2.0, and PREMIUM Earnings

To assign REGULAR, OVT 1.5, OVT 2.0, or PREMIUM earnings:

1. Assign the earnings to specific payees on the Positive Input page (GP_PI_MNL_ERNDED) or the Positive Input by Calendar (GP_PI_GRP_ERNDED) page.

2. Define the Unit component of the earnings on the Positive Input - Details page (GP_PI_MNL_SEC) of the One Time (Positive Input) component or the Manage Positive Input by Calendar component, or specify a flat amount.

Note: You can also assign these earnings and specify their units or amounts on the Element Assignment by Payee and Element Detail pages.

In addition, to process shift differentials for the OVT 1.5, OVT 2.0, or PREMIUM earnings, you must specify the payees' shift groups and shift IDs.

To define a payee's shift group and shift ID:

- Select Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions > One Time (Positive Input) select the Supporting Element Overrides button, and enter the shift group and ID on the Positive Input - Details page for the element that you are assigning (OVT 1.5, OVT 2.0, or PREMIUM).

- Alternatively, select Global Payroll & Absence Mgmt > Absence and Payroll Processing > Prepare Payroll > Manage Positive Input by Cal select the Supporting Element Overrides button, and enter the shift group and ID on the Positive Input - Details page for the element that you are assigning (OVT 1.5, OVT 2.0, or PREMIUM).

Note: You can define *default* shift groups and shift IDs for payees by specifying the values of the variables ERN VR SHIFT GRP (shift group) and ERN VR SHIFT ID (shift ID) on the Supporting Elements page. You can then override these values as needed for specific pay periods using positive input.

Note: If you override the calculation rule of OVT 1.5, OVT 2.0, or PREMIUM by entering a flat amount through positive input, these earnings will not calculate shift pay.

Defining Supporting Element Overrides for Shift Pay Earnings

SHIFT – R and SHIFT PCT calculate shift differentials based on the units (hours) of WAGES and REGULAR pay processed by the system. For example, if 10 units (hours) of REGULAR earnings exist, the system processes 10 units of SHIFT - R. If no units of REGULAR pay exist, the system does not process SHIFT - R.

For payees to receive shift pay based on the hours of REGULAR and WAGES, you must define the values of the supporting elements ERN VR SHIFT GRP (shift group) and ERN VR SHIFT ID (shift ID).

To do this:

1. Access the Supporting Elements page (GP_PAYEE_SOVR) and define a *default* shift group and ID for each payee.

   Select Global Payroll & Absence Mgmt > Payee Data > Create Overrides > Supporting Elements and specify the default values of the variables (supporting elements) that store the shift group and ID: ERN VR SHIFT GRP and ERN VR SHIFT ID.

2. If needed, use one of the following pages to override the default values of ERN VR SHIFT GRP and ERN VR SHIFT ID for specific payees in a specific pay period:

   - Positive Input page. (GP_PI_MNL_ERNDED).

     Select Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions > One Time (Positive Input) select the Supporting Element Overrides button, and enter the override values of the shift group and shift ID for the element for which shift pay is being calculated (WAGES or REGULAR).

   - Positive Input By Calendar page (GP_PI_GRP_ERNDED).

     Select Global Payroll & Absence Mgmt > Absence and Payroll Processing > Prepare Payroll > Manage Positive Input by Cal select the Supporting Element Overrides button, and enter the

override values of the shift group and shift ID for the element for which shift pay is being calculated (WAGES or REGULAR).

Note: You can enter overrides for a full period or a partial period. To enter partial period overrides, create multiple rows of data for WAGES or REGULAR with the number of hours associated with each shift, and then specify the shift group and shift ID for each row.

Defining Supporting Element Overrides for Taxable Earnings

All of the delivered taxable earnings require the definition of the supporting elements TAX VR RPT TYPE (report type), TAX VR STATE (U.S. state/territory), and TAX VR METHOD (tax method) to ensure correct tax processing.

Typically, you define *default* values for these supporting elements at the payee or element level, and then override these values as needed:

• Specify the default report type for payees on the Payee Tax Profile page.

• Specify the default state or territory for a payee by selecting the UI Jurisdiction check box for the payee's state on the State Tax Data page.

• Define the default tax method at the element level on the Supporting Element Overrides page of the Earnings component.

• To override the default tax report type, U.S. state and territory, and tax method on a one-time basis, access the Positive Input - Details page of the One Time (Positive Input) component, or the Element Detail page of the Element Assignment by Payee and Payee Assignment by Element components, and enter the override values.

Related Links
Understanding Taxes

Chapter 16

Assigning Repayment Deductions

Understanding Repayment Deductions

This topic discusses:

- Delivered repayment deductions.

- Deduction processing rules.

- Repayment deductions and multiple resolutions.

- Viewing delivered elements.

Delivered Repayment Deductions

PeopleSoft Global Payroll for United States delivers the following repayment deductions:

- LOAN (company loan)

  Use the LOAN deduction to calculate regularly scheduled loan payments. You must define the loan amount, the repayment schedule, and other information related to the loan at the payee level.

- LOAN AD PYMT (additional loan payment)

  Use the LOAN ADD PYMT deduction to process additional payments that a loan recipient may choose to make outside of the standard repayment schedule. You must define the amount, the payment date, and other information related to the additional loan payment at the payee level.

Note: The delivered repayment deductions for the United States are defined as PS Delivered/Not Maintained. This means that you can modify them to fit your needs.

Related Links
Understanding General Deductions
Understanding Repayment Deductions

Deduction Processing Rules

PeopleSoft Global Payroll for United States processes repayment deductions following these rules:

- Repayments are deducted after taxes.

- At termination, the system automatically deducts any remaining repayment balance.

- PeopleSoft Global Payroll allows partial deductions for repayments.

- The system processes repayment deductions during regular payroll runs only.

- The LOAN deduction can go into arrears; arrears are tracked separately for each repayment.

Repayment Deductions and Multiple Resolutions

You can use the Global Payroll multiple resolution functionality to process multiple repayment assignments for the same payee in a single period. To trigger more than one resolution of the element, attach a different repayment ID to each assignment of the repayment.

Note: We discuss multiple resolution functionality in detail in the PeopleSoft Global Payroll product documentation.

Related Links
"Understanding Multiple Resolutions" (PeopleSoft HCM 9.2: Global Payroll)

Viewing Delivered Elements

Oracle delivers a query that you can run to view the names of all delivered elements designed for the United States. Instructions for running the query are provided in the PeopleSoft Global Payroll product documentation.

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

Assigning Repayment Deductions and Amounts

Page Used to Assign Repayment and Deductions and Amounts

Page Name	*Definition Name*	*Usage*
Request Repayments USA Page	GPUS_LOAN_PYE	Define repayment deductions. When repayment information is saved on this page, a component interface automatically populates the Element Assignment by Payee and Payee Assignment by Element components with the repayment data and supporting element values (repayment ID). All changes and updates to repayment assignments must be made here and not on the Element Assignment by Payee component or the Payee Assignment by Element component.

Understanding Repayment Assignments

The repayment deductions have a calculation rule of amount with the Amount Type field set to *Payee Level*. This means that the system does not process repayments unless deduction amounts are assigned to specific payees on the Request Repayments USA page.

This page is used to:

- Assign repayments and amounts.

- Define payback schedules.

- Process additional, non-payroll repayments.

- Track and view the status of previously assigned repayments.

- Adjust for interest payments.

- Forgive existing repayments.

- Cancel existing repayments.

Assigning Deductions and Amounts

To assign a repayment and define repayment amounts:

1. Use the Request Repayments USA page to assign the repayment to a payee.

2. Enter the total amount of the repayment.

   This is the amount that must be paid back in increments as specified in the repayment schedule (see step 3).

3. Define the repayment schedule.

   The repayment schedule tells the payroll system how much to deduct in each pay period. For example, 100 USD per period, 300 USD per period, and so on.

On the Request Repayments USA page, you also specify:

- The deduction used to process the repayment.

   You can use the delivered LOAN deduction, or select one that you have created.

- Additional payments (if any).

   You can use the delivered LOAN AD PYMT deduction to process additional payments, or select one that you have created.

Note: Additional payments are non-payroll payments made outside of the normal repayment schedule. They do not reduce the amount of gross pay; instead, they directly reduce the amount of the repayment balance (LNS VR BALANCE).

Request Repayments USA Page

Use the Request Repayments USA page (GPUS_LOAN_PYE) to define repayment deductions.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Loans > Request Repayments USA > Request Repayments USA

Image: Request Repayments USA page

This example illustrates the fields and controls on the Request Repayments USA page.

Employee ID and Name	Displays the ID and name of the payee to whom you are assigning the repayment.

Repayment Assignment

Use the fields in the Repayment Assignment group box to define unique instances of a repayment deduction and to define the total repayment amount.

| Element Name | Enter the name of the repayment deduction that you want to assign to the payee.

You can use the delivered repayment deduction (LOAN), or a deduction that you have created. |
|---|---|

Note: The prompt table displays only deductions with an element category of *LNS.*

See "Defining Industries and Categories" (PeopleSoft HCM 9.2: Global Payroll).

Repayment ID	Enter a repayment ID.

The ID must be unique for each repayment.

Note: A single payee can have multiple repayments; the system uses the repayment ID to track repayments separately.

Issue Date	Enter the date on which the repayment was issued.

This field is for information only. It does not affect processing.

Total Amount	Enter the total amount of the repayment.

This is the amount to be repaid in increments based on the pay period frequency.

Note: The LOAN deduction is defined with a frequency of *Use Calendar Period Frequency.* This means that the amount you enter in the Schedule Amount field (defined below) is deducted each pay period, regardless of the pay period frequency (weekly, biweekly, monthly, and so on).

Reason	Enter the reason for the repayment.
Status	Specify the current status of the repayment.

Values are:

- *In Progress*

  Used for repayments that are in the process of being repaid.

- *Cancelled*

  A repayment is canceled when it has been repaid, forgiven, or canceled.

  Note: This is for information only. To stop or cancel a loan, you must enter a loan end date.

Currency Code	Specify the currency of the loan deduction.

Repayment Schedule

Use the fields in the Repayment Schedule group box to define the amount to be repaid each pay period.

Effective Date	Enter an effective date.

	This date determines when the repayment schedule becomes effective.

Note: You can define different effective-dated schedules for the same repayment by entering additional rows of data.

Schedule Amount	Enter the amount to deduct each pay period.

Note: Use the fields in the Repayment Schedule group box to define a standard repayment schedule. If you want to define a one-time override to the scheduled repayment amount, enter the override amount using positive input.

End Date	Enter a date after which the repayment deduction should no longer be processed.

Other Overrides

Use the fields in this group box to override values associated with the selected repayment deduction element on the Deduction Name page.

See "Understanding Calculation Elements" (PeopleSoft HCM 9.2: Global Payroll), "Defining Element Names" (PeopleSoft HCM 9.2: Global Payroll).

Non-Payroll Repayment Event

Use the fields in the Non-Payroll Repayment Event group box to record additional, non-payroll repayments made by a payee. These are deductions that are not included in the regular schedule of repayments and that do not reduce the amount of net pay.

Note: Do not use the fields in the Non-Payroll Repayment Event group box to deduct additional, one-time repayments through the regular gross to net process. If you want to define an additional, one-time repayment to be included in the regular gross to net process, create a positive input entry for the repayment deduction with an action type of *Additional.*

Effective Date	Enter an effective date.
	This date determines when the additional repayment payment is processed by the system.
Pay Group	Specify the pay group of the payee for whom you are processing the additional repayment deduction.
Calendar ID	Specify the calendar in which you want the additional repayment to be processed.
	The calendars available for selection are those associated with the pay group identified in the Pay Group field.
Adjustment Element	Identify the deduction you have defined to process the additional repayment.

You can use the delivered deduction (LOAN AD PYMT) or one that you have defined yourself.

Payment Amount   Enter the amount of the additional repayment. This amount reduces the repayment balance but has no effect on net pay.

Payment Reason   Enter a reason for the additional loan payment.

Valid values are:

- *Employee Payment*

- *Loan Forgiven*

- *Interest Adjustment*

- *Loan Cancelled*

Payment Reference   Enter a payment reference.

The payment reference is typically the number on the additional repayment check. It enables you to identify the payment.

Entering One-Time Overrides

When entering overrides for repayment deductions using the One Time (Positive Input) component, you must specify the repayment ID (LNS VR ID) of the loan for which you are entering the override.

Image: Example of a loan override on the Positive Input - Details page of the One Time (Positive Input) component

This example illustrates the fields and controls on the Example of a loan override on the Positive Input - Details page of the One Time (Positive Input) component.

Chapter 17

Assigning Garnishments

Understanding Garnishments

Because garnishment orders can come from different agencies, each having different reporting requirements, PeopleSoft Global Payroll for United States enables you to address the priority of each garnishment received by jurisdiction, type, and date or time of receipt. In the case of multiple garnishments of the same type, the system can determine which proration method to use and when. When funds are withheld, you can disburse them according to the method and schedule established by the issuing agency.

This topic discusses:

• Delivered garnishment deductions.

• Garnishment types.

• Garnishment processing.

• Garnishment files.

• Viewing delivered elements.

Related Links
Understanding Garnishments

Delivered Garnishment Deductions

PeopleSoft Global Payroll for United States delivers the GARNISHMENT deduction to process all types of garnishments. This deduction has a Calculation Rule of Amount, with the Amount Type set to *Payee Level*.

You assign garnishments payee by payee on the Assign Garnishments USA component (GPUS_GRN).

Garnishment Types

PeopleSoft Global Payroll for United States can process several types of garnishments:

• Child, spousal, or dependent support.

   Court-ordered deductions for support of another person, whether it is a child, ex-spouse, or dependent.

• Tax levies.

   Federal-mandated or state-mandated deductions for delinquent tax payments.

• Creditor garnishments.

Deductions derived from an employee not paying an obligation to a creditor.

- Administrative wage garnishments.

  Federal-mandated deductions for delinquent non-tax debts owed to the U.S. government.

- Student loans.

  Deductions for delinquent loans for education granted under the Federal Family Education Program.

- Bankruptcy order.

  Deductions for employee-declared bankruptcy, which are paid to a trustee of the federal court handling the payments to the employee's creditors.

- Wage assignments.

  Voluntary employee deduction based on an agreement to directly transfer part of the employee's wages to another party.

Garnishment Processing

When processing garnishments, the system must take into account many aspects of the garnishment:

- Garnishment processing for a single garnishment.

- Company fees and recipient fees.

- Garnishment priority.

- Garnishment proration.

Garnishment Processing for a Single Garnishment

The PeopleSoft Global Payroll system performs the following steps to process a single garnishment order:

1. Check the garnishment order type.

2. Calculate disposable earnings.

3. Determine the exemption rule.

4. Calculate the exempted amount using exemption rule.

5. Calculate the amount available by subtracting the exemption amount from disposable earnings.

6. Calculate the total amount required based on the garnishment order.

7. Calculate the deduction as the lesser of the amounts in steps 5 and 6.

Company Fees and Recipient Fees

Employers and garnishment recipients may charge administrative fees for processing garnishment orders. PeopleSoft Global Payroll for United States enables you to define deductions for these fees and assign them to payees on the Fees page of the Assign Garnishments USA component (GPUS_GRN).

Garnishment Priority

When an employee has *more* than *one type* of garnishment order, processing priority is based on the value of the Priority field on the garnishment Assignment page. The lower the priority number, the higher the priority.

Note that the system does not assign priorities automatically when a payee has more than one type of garnishment (priorities must be defined manually). However, it does restrict the relative priorities of garnishments under certain conditions:

• When a child support garnishment is already in place, and you enter a federal tax levy, the system does not allow you to assign a higher priority to the tax levy than to the child support garnishment.

• Similarly, when a federal tax levy is in place, and you enter a bankruptcy order, the system does not allow you to assign a higher priority to the bankruptcy order than to the tax levy.

In these cases, the system uses the Date Established field on the garnishment Assignment page to control the priorities. For example, if a federal tax levy is established on 1 March 2004, and a child support garnishment is established on 1 January 2004, you cannot give the tax levy priority over the child support garnishment.

Garnishment Proration

Proration occurs when an employee has more than one garnishment of the *same type* and the total amount available to pay those garnishments is insufficient. Proration occurs most often for child support and writ of garnishment. As a result, states have issued rules about what to do when an employee has more then one child support order or more than one writ of garnishment.

PeopleSoft Global Payroll for United States delivers all of the necessary proration rules for all of the states. For states that do not specify proration rules for a specific garnishment type, the system automatically withholds based on the default proration formula GRN FM FIFO ALL (First Come First Serve All). The rule for this proration formula is *Pay total amount of first garnishment received, based on Received Date, followed by other garnishments in order of receipt until the maximum is reached.*

Note: You can view the delivered proration formulas defined for each type of garnishment at the state level on the Proration Formula page. For garnishment types for which a state does not provide a rule, you can override the default proration formula (GRN FM FIFO ALL) by creating your own proration rules.

See Maintaining Garnishment Proration Rules.

Garnishment Files

In PeopleSoft Global Payroll for United States, you use the Create Garnishment File USA page to set up and run the garnishment file process for all states that require electronic funds transfer (EFT) transfer of garnishment data.

See Creating Garnishment Files.

Viewing Delivered Elements

PeopleSoft Global Payroll for United States delivers a query that you can run to view the names of all delivered elements designed for the U.S. Instructions for running the query are provided in the PeopleSoft Global Payroll product documentation.

Related Links

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

Assigning Garnishments

Pages Used to Assign Garnishments

Page Name	Definition Name	Usage
Assignment Page	GPUS_GRN_INFO	Enter basic information about the garnishment order, including received date and time, document details, and attorney information.
Calculations Page	GPUS_GRN_CALC	Define the deduction schedule and deduction limits.
Fees Page	GPUS_GRN_FEES	Define garnishment fees and limits.
Rules Page	GPUS_GRN_RULEINFO	Specify the exemption rule state and the garnishment rule for the garnishment order.
Recipient Page	GPUS_GRN_PAYINFO	Identify the recipient of the garnishment.

Assignment Page

Use the Assignment page (GPUS_GRN_INFO) to enter basic information about the garnishment order, including received date and time, document details, and attorney information.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Garnishments/Court Orders > Assign Garnishments USA > Assignment

Image: Assignment page

This example illustrates the fields and controls on the Assignment page.

Note: Define one garnishment assignment for each garnishment order that you receive for a payee. Each garnishment assignment must have a unique garnishment ID.

Garnishment ID	Enter a value that uniquely identifies the garnishment order or notice.
Garnishment Status	Update this field when the status changes throughout the life of the garnishment. The status affects the processing of the garnishment deduction. Valid values are:

- *Active:* Select this value when the garnishment is active for the payee.

- *Completed:* Select this value when the garnishment amount is paid in full or the court notifies the employer to stop deductions from the payee.

- *Rejected:* Select this value if you cannot comply with the garnishment.

- *Suspended:* Select this value to stop processing the garnishment deduction in payroll while preserving the garnishment assignment data.

	Note: The system processes only garnishments with a status of *Active.* The system ignores garnishments with a status of *Completed, Rejected,* or *Suspended.*
Garnishment Type	Select the type of garnishment received by the employer. Valid values are *Writ of Garnishment, Tax Levies, topic 13 Bankruptcy, Wage Assignment, Child Support, Spousal Support, Dependent Support,* and *Student Loan.*
Support Type	Support types apply only to child support, spousal support, and dependent support. Valid values are *Current* and *Arrears.*
Priority	Enter the garnishment processing priority. The priority number that you enter here determines the order in which garnishments of *different types* are processed. The lower the number, the higher the priority. **Note:** The system determines the order in which to process garnishments of the *same type* by using proration formulas. See Garnishment Processing.
Date Established	This is the date that the court approved the garnishment. **Note:** The priority of a tax levy in relation to a child support order is based on the day that the orders were established. Similarly, the priority of a tax levy in relation to a bankruptcy order is based on the establishment date. See Garnishment Processing.
Received Date and **Received Time**	Enter the date and time that the garnishment is received from the court, authorized agency, or government agency.
Response Date and **Response Time**	Enter the date and time by which you must let the court, authorized agency, or government agency know whether you can comply with the garnishment order.
Agency Name	Enter the name of the court, authorized agency, or government agency that has legal jurisdiction over the garnishment.
Comments	Enter any notes related to the garnishment.

Document Details

Enter information about garnishment documents by selecting a garnishment detail name and entering the corresponding information in the Value field. For example, select *Case Number* in the Name field, and enter the number in the Value field.

Note: You define document detail fields on the Document Details Table page, and specify the values of these fields when you assign garnishments to payees on the Assignment page of the Assign Garnishments USA component (GPUS_GRN).

See Creating Document Details.

Correspondence History

Use the Correspondence History group box to document who, when, and how your organization has communicated to payees or the issuing agency regarding a garnishment.

Note: You define fields to record your communication about a garnishment order on the Correspondence Type Table page; you specify the values of these fields on the Assignment page of the Assign Garnishments USA component (GPUS_GRN) when you assign a garnishment to a payee.

See Creating Correspondence Types.

Correspondence Type	Select the type of correspondence.
Date and **Time**	Enter the date and time of the correspondence.
Comments	Enter comments related to the correspondence.
Attached File	View attached documents related to the garnishment order.
Add Attachment	Select to attach correspondence regarding the garnishment.

Attorney Information

Enter the name, country, and address of the attorney representing the payee.

Calculations Page

Use the Calculations page (GPUS_GRN_CALC) to define the deduction schedule and deduction limits.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Garnishments/Court Orders > Assign Garnishments USA > Calculations

Image: Calculations page

This example illustrates the fields and controls on the Calculations page.

Deduction Start Date	Enter a start date for the deduction.

Deduction Schedule

Deduction Schedule	Select a deduction schedule applicable to the garnishment.
Pay Period	Specify the pay periods in which you want the garnishment deducted. Valid values are *All* and the pay period number as determined by the deduction schedule. For example, if the deduction schedule is *Biweekly,* the pay period values are *First, Second,* and *Third* (a maximum of three biweekly periods can be in a month). And if the deduction schedule is *Weekly,* the pay period values are *First, Second, Third, Fourth,* and *Fifth* (a maximum of five weeks can be in a month).

Note: You must specify a value for the variable GRN VR PAY PERIOD on the Calendars - Overrides page for the calendar in which you are processing the garnishment. Enter a value of *1, 2, 3, 4,* or *5,* or a value of *0* for monthly calendars. For example, if the deduction schedule is *BiWeekly,* and you select *Second* as the pay period value, you must define the value of GRN VR PAY PERIOD as *2* when you process the second pay period each month.

See "Calendars - Supporting Element Overrides Page" (PeopleSoft HCM 9.2: Global Payroll).

Withholding Calculation

In the Withholding Calculation group box, specify the formula to use to calculate the amount for the garnishment based on the court order.

Calculation Formula	Enter the formula to use to calculate the garnishment. Valid values are:

- *DE Percentage + Amount:* Percent of disposable earnings plus an additional amount.

- *Disposable Earnings Percentage:* Percent of disposable earnings.

- *Flat Amount:*

- *Flat Amount Percentage:* Percent of a flat amount.

- *Greater of % DE or Amount:* Greater of a percent of disposable earnings or an amount.

- *Greater of % Gross or Amount:* Greater of a percent of gross or an amount.

- *Gross Percentage:* Percent of gross pay.

- *Gross Percentage + Amount:* Percent of gross pay plus an additional amount.

Name	Displays the names of the variables that must be defined based on the calculation formula. For example, if you select a calculation formula of *DE Percentage + Amount,* you must specify the percentage and the amount.
Frequency	Enter the frequency of the garnishment deduction. Valid values are *All, Weekly, Biweekly, Semi-monthly,* and *Monthly.*
Numeric Value, Monetary Value, and **Currency**	Enter a numeric value or a monetary value with its corresponding currency code for each variable populated based on the Calculation Formula.

Garnishment Limits

Goal Amount, Currency, and **Goal Balance**	Enter a goal amount and its corresponding currency code to establish the maximum total amount for the garnishment. After the payroll is finalized, the system updates the goal balance, displaying the amount of the garnishment that has been paid to date. When the goal balance equals the goal amount, the system automatically stops taking the deduction. If you do not want to set a goal, leave the fields blank. The goal balance appears only after you select Refresh.
Start Date	Enter a start date.

Stop Date	Enter a stop date, or have the system generate a stop date by entering the number of days that the garnishment should remain active in the Stop Days field.
Stop Days	Enter the number of days the garnishment should remain active. If you enter a value in this field, the system automatically calculates the stop date based on the start date. However, if the start date is before the calendar period start date (as the result of a proration rule, for example, or the stacking of garnishments), the system uses the period start date to calculate the stop date.

Monthly Limits

If limits apply to the amount that can be deducted each month, enter the limit calculation formula and the corresponding values for each variable displayed.

Fees Page

Use the Fees page (GPUS_GRN_FEES) to define garnishment fees and limits.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Garnishments/Court Orders > Assign Garnishments USA > Fees

Image: Fees page

This example illustrates the fields and controls on the Fees page.

Company Fee Calculation

In the Company Fee Calculation group box, enter the calculation formula, frequency, and name, and the numeric or monetary value of the company fee. Also, specify what to do when insufficient funds are available to cover the company fee.

Deduct Fee When Insufficient Funds	If this check box is selected and not enough funds are available to cover both the garnishment and the fee, the garnishment amount is reduced by the amount of the fee.

Recipient Fee Calculation

In the Recipient Fee Calculation group box, enter the calculation formula, frequency, and name, and the numeric or monetary value of the recipient fee. Also, specify what to do when insufficient funds are available to cover the recipient fee.

Deduct Fee When Insufficient Funds	If this check box is selected and not enough funds are available to cover both the garnishment and the fee, the garnishment amount is reduced by the amount of the fee.

Company Fee Monthly Limit

In the Company Fee Monthly Limit group box, enter the calculation formula and the numeric or monetary value of the monthly company fee limit.

Recipient Fee Monthly Limit

In the Recipient Fee Monthly Limit group box, enter the calculation formula and the numeric or monetary value of the monthly recipient fee limit.

Rules Page

Use the Rules page (GPUS_GRN_RULEINFO) to specify the exemption rule state and the garnishment rule for the garnishment order.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Garnishments/Court Orders > Assign Garnishments USA > Rules

Image: Rules page

This example illustrates the fields and controls on the Rules page.

Exemption Rule State	Identify the state that issued the garnishment. Or select *Federal* for a federal order.
Garnishment Rule	Select the garnishment rule that applies to this garnishment.

> **Note:** The garnishment (exemption) rules available for selection for the state and garnishment type you are assigning are those that have been linked to the garnishment on the State Garnishment Rules page. For example, if the garnishment type you are assigning is *Child Support,* and two garnishment rules (exemption rules) are tied to child support garnishments on the State Garnishment Rules page, both exemption rules will appear in the drop-down list.

See Maintaining State Garnishment Rules.

Proration Formula	The proration rule displayed here is based on the selected exemption rule state, garnishment type, deduction start date, and the effective date of the proration rule. If no proration rules are defined for the selected state and garnishment type combination, this field displays *Default Proration.*

Parameters

In the Parameters group box, enter the variable name and frequency, and the numeric or monetary value for the garnishment rule, for example, the number of dependents for a federal tax levy.

Federal Tax Levy Deductions

The first time that a federal tax levy is processed, the existing deductions are captured and displayed here. The values displayed depend on how the deductions are calculated. For deductions such as 401K that are set up as percentages, the percentage is displayed. For nonpercentage deductions, the amount is displayed.

Although these system-generated values cannot be changed, they can be adjusted by selecting the Adjustment button. An adjustment row is added to the page for entering the adjustment value.

For example, a payee has an existing health insurance deduction of 35.00 USD. The health insurance company increases the deduction by 10.00 USD. To adjust this amount, select the Adjustment button. On the new row, enter the deduction name, the effective date of the adjustment, and a monetary value of 10.00 USD. If the employee deduction is reduced by 10.00 USD, a negative amount, –10.00 USD, can be entered.

Recipient Page

Use the Recipient page (GPUS_GRN_PAYINFO) to identify the recipient of the garnishment.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Garnishments/Court Orders > Assign Garnishments USA > Recipient

Image: Recipient page

This example illustrates the fields and controls on the Recipient page.

Recipient ID and Add Recipient	Enter the recipient ID or select Add Recipient to indicate where to send the garnishment deduction.

Note: After all the payee's garnishment information is entered on the Garnishment Assignment component, a component interface populates the Global Payroll core element assignment and Supporting Element Overrides pages with the information needed to process each garnishment.

Viewing Garnishment Information

This topic discusses how to view garnishment information.

Page View Garnishment Information

Page Name	Definition Name	Usage
Garnishment Summary USA Page	GPUS_GRN_SUMM	View summarized garnishment information for a payee.

Garnishment Summary USA Page

Use the Garnishment Summary USA page (GPUS_GRN_SUMM) to view summarized garnishment information for a payee.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Garnishments/Court Orders > Garnishment Summary USA > Garnishment Summary USA

Image: Garnishment Summary USA page

This example illustrates the fields and controls on the Garnishment Summary USA page.

This page provides a one-line summary of every garnishment that a payee has assigned to him or her. It offers a quick way to view the priority and status of each of the payee's garnishments.

Each garnishment ID is a link that takes you to that exact garnishment instance on the Assignment page, where you can make changes to the garnishment's priority or status.

Add Garnishment	Select to access the Assignment page, where you can enter a new garnishment.

Processing One-Time Garnishment Overrides

Pages Used to Enter One-Time Garnishment Overrides

Page Name	Definition Name	Usage
One Time (Positive Input) Page	GP_PI_MNL_ERNDED	Enter positive input for an earning or deduction.
Positive Input - Details Page	GP_PI_MNL_SEC	Enter supporting element overrides.

Understanding One-Time Garnishment Overrides

One-time garnishment overrides provide a way to override the regular calculation of a garnishment order and replace it with a new calculation for a specific pay period. Use positive input to enter one-time overrides for garnishments.

See "Understanding Positive Input" (PeopleSoft HCM 9.2: Global Payroll).

Refunding a Garnishment on a One-Time Basis

Garnishment amounts withheld in error must be refunded to the payee. To refund a garnishment amount, specify the name of the garnishment deduction, and enter a negative amount using an action type of *Add.*

Note: When you refund a garnishment using positive input, you must specify the garnishment ID (GRN VR ID), the garnishment received date (GRN VR RECDT), and the garnishment type (GRN VR TYPE) of the deduction you are refunding on the Positive Input - Details page of the One Time (Positive Input) component (GP_PI_MNL_ERNDED).

Overriding Garnishment Amounts

Garnishment amounts can be overridden with a new amount for a specific pay period. To override a garnishment amount, specify the name of the garnishment deduction, and enter the amount to withhold using an action type of *Override.*

Note: When you override a garnishment amount using positive input, you must specify the garnishment ID (GRN VR ID), garnishment type (GRN VR TYPE). and garnishment received date (GRN VR RECDT) of the deduction you are overriding on the One Time (Positive Input) - Details page.

Suspending a Garnishment on a One-Time Basis

Positive input can be used to suspend a garnishment calculation for a specific pay period. To suspend a garnishment, specify the name of the garnishment deduction using an action type of *Do Not Process.*

Note: When you suspend a garnishment using positive input, you must specify the garnishment ID (GRN VR ID), the garnishment received date (GRN VR RECDT), and the garnishment type (GRN VR TYPE) of the deduction on One Time (Positive Input) - Details page (GP_PI_MNL_SEC).

One Time (Positive Input) Page

Use the One Time (Positive Input) page (GP_PI_MNL_ERNDED) to enter positive input for an earning or deduction.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Assign Earnings and Deductions > One Time (Positive Input) > One Time (Positive Input)

Image: One Time (Positive Input) page: Main Components tab

This example illustrates fields and controls on the One Time (Positive Input) page, Main Components tab.

Positive Input - Details Page

Use the Positive Input - Details page (GP_PI_MNL_SEC) to enter supporting element overrides.

Navigation

Select the details button on the One Time (Positive Input) page, Main Components tab.

Image: One Time (Positive Input) page (1 of 2)

This example illustrates the fields and controls on the Positive Input - Details page (1 of 2).

Image: One Time (Positive Input) page (2 of 2)

This example illustrates the fields and controls on the Positive Input - Details page (2 of 2).

Note: If multiple garnishments of the same type exist and you enter an override for one of them, proration does not occur automatically. You must manually calculate the proration based on the initial row of positive input and insert a row of positive input for all garnishments of that type.

Chapter 18

Processing Payments

Understanding Payment Processing

PeopleSoft Global Payroll for United States provides several processes to generate payments. These processes are all part of the PeopleSoft Global Payroll for United States banking preparation process and include:

- Global Payroll core banking preparation.

- Prenotification.

- Source bank override.

- No allocation.

- Payment combination.

- Payment ID and number assignment.

Related Links
Understanding the Payment Preparation Process

Defining and Assigning Payment IDs

To define payment IDs, use the Payment ID Definition (GP_PYMT_ID_DEFN) component. To assign payment IDs, use the Source Bank Accounts (SRC_BANK) component. To combine payments, use the Combine Payments (GP_PYENT_GBL) component.

Pages Used to Define and Assign Payment IDs

Page Name	Definition Name	Usage
Payment ID Definition Page	GP_PYMT_ID_DEFN	Define a payment ID that is unique by bank account number. If you have two different bank accounts, you will have two different payment IDs for each bank account, for example, one for direct deposits and another for checks.
Payment ID Assignment Page	GP_PYMT_ID_ASGN	Associate a payment ID with a payment method.
Combine Payments Page	GP_PYENT_COMB	Assign appropriate rules for combining payments and payslips to a pay entity.

Understanding Payment IDs

A payment ID is a unique identifier that you can use to determine which payments have been processed.

You define the payment ID on the Payment ID Definition page. Because the same payment ID can be associated with multiple payment methods and can be used by multiple source banks, you need to associate the appropriate payment ID with a specific payment method. You define this as part of the Source Bank account on the Payment ID Assignment page.

When you have defined payment IDs and assigned them to a payment method, you can use this information to run the Payment Number Assignment process.

Payment ID Definition Page

Use the Payment ID Definition page (GP_PYMT_ID_DEFN) to define a payment ID that is unique by bank account number.

Navigation

Set Up HCM > Common Definitions > Banking > Payment ID Definition > Payment ID Definition

Image: Payment ID Definition page

This example illustrates the fields and controls on the Payment ID Definition page.

If you have two different bank accounts, you will have two different payment IDs for each bank account, for example, one for direct deposits and another for checks.

Country	Select the country that uses the payment ID.
Payment Identification	Enter a unique definition for the payment ID.
Last Payment Number Used	Enter the last payment number used for the payment identification. For example, the last number used for advices.
	Note: The last payment number determines the starting number for checks and advices during the payment process.

Payment ID Assignment Page

Use the Payment ID Assignment page (GP_PYMT_ID_ASGN) to associate a payment ID with a payment method.

Navigation

Image: Payment ID Assignment page

This example illustrates the fields and controls on the Payment ID Assignment page.

Payment Method	Select the payment method to use. Values are *Bank Transfer, Cash, Check, Postal Order, Wire Transfer,* and *Zero Net.*

Payment Method

> Select the payment method to use. Values are *Bank Transfer, Cash, Check, Postal Order, Wire Transfer,* and *Zero Net.*
>
> If the bank associated with the bank account requires prenotes, enter a payment method of *Zero Net* and a payment ID of *ZERONT.*
>
> **Note:** You can use the *Zero Net* payment method whenever a zero dollar payment is generated. Using the *Zero Net* payment method is not restricted only to the use of prenotes.

Payment ID

> Select the payment ID to associate with the specific payment method for the source bank.

Default Reconciliation Status

> Identify the default reconciliation status. This is used to create rows in the GP_PYMT_BNK_TBL. Typically, if you selected a payment method of *Check,* you will select *Unreconciled* here. If you selected a payment method of *Bank Transfer,* you will select *Reconciled* here.
>
> **Note:** This field is used by the Global Payroll core bank reconciliation process. If you use another method to reconcile your payments, the value entered here is irrelevant.

Note: The first page in this component, the Source Bank Accounts page, is discussed in the PeopleSoft HCM Application Fundamentals product documentation.

Related Links

"Specifying Source Banks" (PeopleSoft HCM 9.2: Application Fundamentals)

Combine Payments Page

Use the Combine Payments page (GP_PYENT_COMB) to assign appropriate rules for combining payments and payslips to a pay entity.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Pay Entities > Combine Payments

Image: Combine Payments page

This example illustrates the fields and controls on the Combine Payments page.

In PeopleSoft Global Payroll, an employee may have multiple segments generated for a given calendar group as a result of segmentation or multiple jobs. Each of these segments may produce a separate payment based on the employee's net pay elections. If you want an employee to receive a single payslip, use the Combine Payments page to control how payslips and payments are combined.

Combine Segments	Select if segments should be combined for banking and payslips. If you don't select this check box, all other options will be deselected and unavailable for entry.
Combine Multiple Jobs	Select to combine multiple jobs into a single payment.

Date Criteria

Use this group box to specify criteria for combining payments. You must select one of the two options.

Payment Date	Select to combine segments with the same payment date.
Period End Date	Select to combine segments with the same period end date.

Processing Payments

This topic provides overviews of the payment preparation process flow, the payment preparation process, and payment renumbering, and discusses how to:

• Run payment preparation.

• Renumber payments.

Pages Used to Process Payments

Page Name	Definition Name	Usage
Run Payment Prep Process USA Page	GPUS_PMT_PREPARE	Run the banking payment preparation process for PeopleSoft Global Payroll for United States.
Payment Renumber USA Page	GPUS_PYMT_RNB	Run the payment renumber process.

PeopleSoft Global Payroll for United States Payment Preparation Process Flow

This diagram illustrates the PeopleSoft Global Payroll for United States payment preparation process flow:

Image: PeopleSoft Global Payroll for United States payment preparation process flow

This diagram illustrates the PeopleSoft Global Payroll for United States payment preparation process flow.
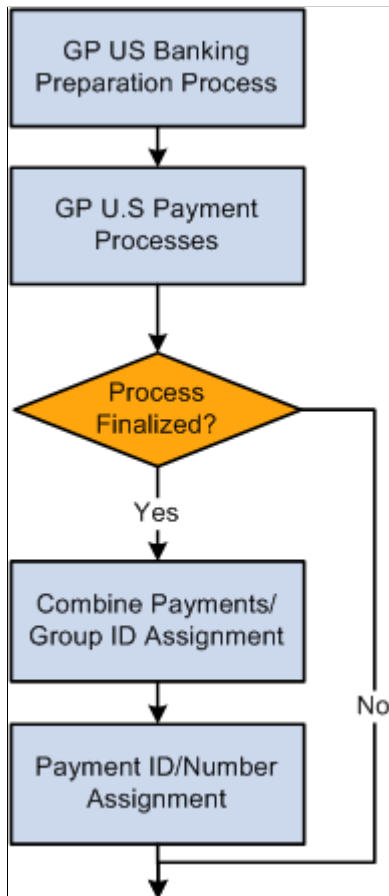
Understanding the Payment Preparation Process

Payment preparation requires running several processes. Each process has a unique purpose in preparing payments for banking and payment.

Global Payroll Core Banking Preparation

The Global Payroll core banking preparation process, GP_PMT_PREP, populates a table, GP_PAYMENT, that contains payment information. The process creates payments for each segment and stores net pay by calendar period ID for each employee ID, employee record, and run type. The system does not store net pay if the value is zero, except for manual payments.

Prenotification

The prenotification process, GPUS_PRENOTE, prepares a prenote that is sent to the bank along with direct deposits for all other payees. The amount of the prenote is paid to the payee on a check for the pay period. This process runs whenever a payee makes a bank account change. The prenote process does not occur if a payee changes the amount to be deposited into an existing direct deposit account.

Note: Although the payment ID (PYMT_ID) is defined as a unique identifier, it is updated during the Prenote process (part of the GPUSPMTP AE found under Run Payment Prep Process USA) with a status of *PRENOT* when a transaction is prenoted.

Prenotification is optional. If you decide to use prenotification, you can set it up to run when you define PeopleSoft Global Payroll for United States installation settings.

See Defining Installation Settings.

See Managing the Prenotification Process.

You can also set up different prenotification periods for each source bank, if needed. For one source bank, the prenote wait days can be 10 days, and for another source bank, it can be 8 days. You can define the wait days in PeopleSoft Global Payroll for United States during source bank account setup.

See "Specifying Source Banks" (PeopleSoft HCM 9.2: Application Fundamentals).

Source Bank Override

The source bank override process, GPUS_SRCBKOV, overrides the source bank listed on the Pay Entity table. If an organization has multiple companies, each company might pay their payees from a unique bank account, but have one common account for direct deposits. The source bank override allows payees receiving paychecks to have their funds derive from a different source bank from those who receive direct deposit.

No Allocation

The no allocation process, GPUS_UPD_ALLOC, assigns a payment status of *No Active Allocation* with a payment method of *Check* if a payee has not defined net pay elections.

This process sets the payment status to *Finalize* if the process is run in the Finalize phase, and to *Prepared* if the process is run in the Calculate phase. A payee cannot be paid unless the payment status is *Finalized.*

Payment Combination

The payment combination process, GP_PYMT_COMB, has two distinct purposes:

- It groups the payment rows generated by the Global Payroll core banking preparation process according to the rules defined on the Pay Entity - Combine Payments page.

- It further groups payment rows if the same payment method and bank account are used.

Note: This condition occurs when a payee has multiple segments grouped together.

Payment ID and Number Assignment

The payment ID and number assignment process, GP_PYMT_ASGN, assigns payment numbers to payee payments based on the last payment number assigned. It retrieves this number from the Payment ID table. When the process is complete, the system updates the Payment ID table with the last value assigned. Because of this, payment numbers cannot be unassigned or reassigned—in other words, they can be used only once.

For example, assume that the last payment number assigned in the current payroll is 10,000. When the next payroll runs, the process first reads the Payment ID table to obtain a value of 10,000. It then assigns the numbers 10,001, 10,002, 10,003, and so on until all payments have been assigned. If a total of 100 payments are assigned, the process updates the Payment ID table to a value of 10,100.

Understanding Payment Renumbering

Use the payment renumbering process to renumber payments when a payee asks for a replacement check or other payment and cannot provide the original. Reissuing a new check with the same number is not possible. Instead, a stop payment needs to be placed on the original payment and a new number needs to be assigned to the new payment that will be made to the payee.

Note: When you renumber a payment, you can reprint the payslip, but this is not mandatory.

Run Payment Prep Process USA Page

Use the Run Payment Prep Process USA page (GPUS_PMT_PREPARE) to run the banking payment preparation process for PeopleSoft Global Payroll for United States.

Navigation

Global Payroll & Absence Mgmt > Payment Processing > Run Payment Prep Process USA > Run Payment Prep Process USA

Image: Run Payment Prep Process USA page

This example illustrates the fields and controls on the Run Payment Prep Process USA page.

Payroll Run

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 select the stream processing option when defining the calendar group.

See "Creating Process Streams" (PeopleSoft HCM 9.2: Global Payroll).

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 the 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: If you're not using streams, you can select Calculate and Finalize at the same time.

Note: Payment numbers are generated only during the Finalize process.

Calendar List

After you run the Calculate phase, this group box displays information for each calendar in the calendar run.

Streams

This group box displays all streams associated with the calendar group.

Payment Renumber USA Page

Use the Payment Renumber USA page (GPUS_PYMT_RNB) to run the payment renumber process.

Navigation

Global Payroll & Absence Mgmt > Payment Processing > Payment Renumber USA > Payment Renumber USA

Image: Payment Renumber USA page

This example illustrates the fields and controls on the Payment Renumber USA page.

Use this page to run the payment renumbering process. For example, if a payee asks for a replacement of his or her payment and cannot find the original, you can run the payment renumbering process to issue a new payment with a new number.

Request Parameters

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.

Payment Identification   Enter the payment ID that needs to be renumbered.

Reconciliation Status   Indicate the reconciliation status for the payments being
                                       renumbered.

Payment Date   Enter the payment date for the renumbered payments.

Print New Payslip   Select if you need to print a new payslip for the payments being
                                       renumbered.

Payment Renumber Range

First Number and **Last Number** If a series of checks need renumbering, enter the first and the
                                       last number in this series.

Payment to Renumber

Payment Number   If just a few checks need renumbering, enter the payment
                                       numbers in the Payment to Renumber section.

Processing Payslips

Pages Used to Process Payslips

Page Name	*Definition Name*	*Usage*
Generate Payslip Page	GP_PSLP_PRINT_RC	Define parameters to generate a payslip.
Draft Options - Generate Payslip Page	GP_PSLP_PRINT_SEC	Define options for a draft payslip.
Define Payslip Sort Method Page	GP_PSLP_SORT	Define the sort method details for a payslip.
Define Payslip Sort Method Page	GP_PSLP_REPRT1_RC	Generate reprints of payslips. If this page is used to reprint payslips, the assumption is that the payroll information did not change and a copy of the payslip is needed by someone for record-keeping purposes.
Reprint Payslip Copy Page	GP_PSLP_REPRT1_RC	Generate reprints of payslips.
Regenerate Original Payslip Page	GP_PSLP_REPRT2_RC	Regenerate original payslips.

Related Links

Understanding Payslips

Understanding Payslip Generation

This topic discusses:

• Payslip generation.

• Reproducing Payslips.

Payslip Generation

After payments have been processed, the Generate Payslip process, GPPSLP, enables you to print payslips. The SQR (Structured Query Report) portion of the Job, GP00PSLP, contains the payslip output files.

The GPSSPSLP Job consists of four processes that are run in sequence:

1. The GP_PSLP_PRE Application Engine process gathers information and populates temporary processing tables.

2. The SQR GP00PSLP prints the payslip report and provides self-service related information for ePay if ePay is licensed.

3. The GP_PSLP_POST process populates permanent Payslip guide tables and cleans up temporary processing tables.

4. The GP_EPAY Application Engine process uses the payslip report and self-service related information provided by the earlier processes in this job to create self-service Payslips for each payee. If ePay is not licensed, this process reports that ePay has not been licensed and will finish with success.

On the Generate Payslips page, you can specify the language in which error and status messages are printed. Note that this is not the field in which you indicate the language that the payslip will be printed in. The payslip is printed in the language of the payee for which the payslip is prepared.

Important! When running the GPPSLP job, you can use the following Type and Format options with ePay: *None* and *None* (becomes Web and PDF by default), *Web* and *PDF,* or *File* and *PDF*. If using *File* and *PDF.* Do not use a custom output destination from the Process Scheduler Request page.

Note: A payslip can be an advice as well as a check.

Reproducing Payslips

The two options that can reproduce payslips recompose payroll result data using the same payslip template that was used when the payslip was originally printed. When storing the template that was used in the original payslip print run, the system also stores the effective date so that the exact template that was used previously can be used again. If the payroll results have changed or the supporting configuration has changed (correct history), the data printed in the payslip may also change.

When the generate payslip process, noted above, creates the payslip files, a unique payslip ID is assigned to each payslip.

If several pages are damaged due to a paper jam at the printer, the payroll administrator can look at the last page before the paper jam and the next page after the paper jam to determine the payslip ID range to reprint.

Two options are available to reproduce payslips:

- Reprint payslip copy.

- Regenerate original payslip.

The payslip reprint copy component reprints payslips as copies, which means that any checks (bank drafts) are printed as nonnegotiable checks. The MICR (Magnetic Ink Character Recognition) and signature portion of the check is omitted. If ePay is installed, ePay payslips are not generated. The payslip ID of the reprinted payslip remains the same.

The payslip reprint copy option assumes that the information did not change and that the payee just wanted to have a copy of the payslip for his or her own record.

See Reprint Payslip Copy Page.

The regenerate original payslips component re-creates standard payslips, ePay payslips, or both for payslips that are selected. When standard payslips are regenerated, the system assumes that data has changed, payments have been renumbered, or other conditions occurred for a new payslip to be regenerated from the payroll data using the exact same template that was used when the original payslip was generated. If the payslips contain checks (bank drafts), the MICR and signature are be printed. A new payslip ID is generated for each regular or non-ePay payslip that is generated. If ePay-only payslips are regenerated, then the ePay payslips selected are reproduced only if the original ones are missing, either because of a problem with the ePay process in the Generate Payslip job or an environment problem causing ePay payslips from being transferred to the secure ePay FTP location. If an ePay payslip exists and is viewable in the self-service page, then that ePay payslip is not regenerated.

See Regenerate Original Payslip Page.

Generate Payslip Page

Use the Generate Payslip page (GP_PSLP_PRINT_RC) to define parameters to generate a payslip.

Navigation

Global Payroll & Absence Mgmt > Payslips > Generate Payslip > Generate Payslip

Image: Generate Payslip page

This example illustrates the fields and controls on the Generate Payslip page.

Language	Select the language in which to produce the error and status messages. Note that this is not the field where you select the language in which the payslip is printed.
Calendar Group ID	Select the calendar group ID for which the payslip is generated.
Draft Options	Select to access the Draft Options - Generate Payslips page.

Assignment Set

Country	Select the country for which this payslip is generated.
Assignment Set	Select the assignment set for which the payslip is to be generated.
Description	Select to go to the Assignment Set page for the assignment set. The country of the user determines whether the Assignment Set page is opened in edit mode or display-only mode. An ALL country user can edit any country's Assignment Set page. A country-specific user can edit only his or her own country's Assignment Set page, but can view an ALL country Assignment Set page in display-only mode.

Templates Processed

Selection   Select the type of template to be used when generating a payslip. Values are *All Templates in Set* and *Specific Template.* If you select *Specific Template,* additional fields appear.

Country   Select the country for which the payslip template is processed. The Country field is available only for entry if you select *Specific Template* in the Selection field.

Payslip Template   Select the type of payslip template you want to use. The default is to print all templates. If more than one template is used in a run, multiple files are produced, one for each template. If you want to produce only one of the output files, you can select to have only a specific template printed in the run. After you print the template, you can run the generation again, specifying all payslip templates; however; the payslip that is already printed will be skipped. Examples of typical values are *ADVICE* and *CHECK*. The Payslip Template field is available for entry only if you select *Specific Template* in the Selection field. When a specific template is selected, a link is available to view this template definition.

Description   Select to go to the Template page for the template. The country of the user determines whether the Template page is opened in edit mode or display-only mode. An ALL country user can edit any country's Template page. A country-specific user can edit only his or her own country's Template page, but can view an ALL country Template page in display-only mode.

Sort Method

Country   Select the country for which you'll sort the payslip.

Sort Method   Select the method by which you want to sort the payslip. Typical values include *Employee Name, Company, Department, Name,* and *Pay Entity.*

Description   Select to go to the Sort Method page. The country of the user determines whether the Sort Method page is opened in edit or display-only mode. An ALL country user can edit any country's Sort Method page. A country-specific user can edit only his or her own country's Sort Method page, but can view an ALL country section page in display-only mode.

Create Sort Method   Select to access the Define Payslip Sort Method page. Note that when you select the Create Sort Method button, you are first taken to a search box, where you can define or select a sort method. The country of the user determines the allowable sort methods. If the user is a specific country, for example, USA, then only USA sort methods can be defined. If the user is an ALL country operator, then any country's sort method can be

defined. After you define a sort, select the Add button on the search box, and the Define Payslip Sort Method page appears.

Population

Use the Population group box to narrow the population for which you want to generate payslips.

Selection	Define the population for which the payslip is run. Values are *All Payees, Global Payroll Payee List, Human Resources Group,* and *Other Criteria.* The value that you select in this field determines which fields appear in this group box. If you select *All Payees,* no additional fields in this group box are available for entry.
Human Resources Group	If you select *Human Resources Group* in the Selection field, select the group of PeopleSoft HR payees for whom you want to generate the payslip.
Global Payroll Payee List	If you select *Global Payroll Payee List* in the Selection field, select the list of Global Payroll payees for whom you want to generate the payslip.
Category	If you select *Other Criteria* in the Selection field, select the category for the payslip. Values are *Company, Department, Establishment, Location, Pay Entity, Pay Group,* and *Payee.*

Details

If you select *Other Criteria* in the Selection field, and then select a value in the Category field, you can enter detailed information regarding the value that you selected in the Category field. This is a grid that allows you to enter multiple unique values. For example, if you select *Company* in the Category field, you can select the company in the Details group box.

Draft Options - Generate Payslip Page

Use the Draft Options - Generate Payslip page (GP_PSLP_PRINT_SEC) to define options for a draft payslip.

Navigation

Select the Draft Options link on the Generate Payslip page.

Image: Draft Options - Generate Payslip page

This example illustrates the fields and controls on the Draft Options - Generate Payslip page.

Draft Options

Draft Copy	Printing in Draft mode has these effects:
	• The payslip is not marked as printed or generated, allowing multiple copies to be printed. Once a payslip has been generated, it cannot be generated again from this page. A generated payslip has a system-assigned payslip ID.
	• If a check or bank draft exists on the payslip, then the MICR and signature are omitted and the text *Non-negotiable* appears on the payslip.
	• If you have ePay installed, no ePay payslips are generated.
Override Preferred Language	This check box is available for selection only when the Draft Copy check box has been selected. If this field is selected, then the printed text output on the payslips is in the language selected on the Generate Payslip page rather than the payee's preferred language. This enables you to print a draft copy of payslips in a single language.

Define Payslip Sort Method Page

Use the Define Payslip Sort Method page (GP_PSLP_SORT) to define the sort method details for a payslip.

Navigation

Select the Create New Sort Method link on the Generate Payslip page.

Image: Define Payslip Sort Method page

This example illustrates the fields and controls on the Define Payslip Sort Method page.

First Sort through **Fifth Sort**	Define your sort order. You can define up to five sort levels. Typical values are *Employee ID, Company,* and *Pay Entity.*
First Order through **Fifth Order**	For each sort, select either *Ascending* order or *Descending* order.

Reprint Payslip Copy Page

Use the Reprint Payslip Copy page (GP_PSLP_REPRT1_RC) to generate reprints of payslips.

Navigation

Global Payroll & Absence Mgmt > Payslips > Reprint Payslip Copy > Reprint Payslip Copy

Image: Reprint Payslip Copy page

This example illustrates the fields and controls on the Reprint Payslip Copy page.

If this page is used to reprint payslips, the assumption is that the payroll information did not change and a copy of the payslip is needed by someone for record-keeping purposes.

Calendar Group ID	Specify the calendar group for which the original payslip was generated.

Payslip ID Range

From Payslip ID and **To Payslip ID**	Specify the range of the calendar group's payslips that you want to reprint. If you enter a value in either of these fields, the other field is required. You cannot specify an open-ended payslip range.

Enter Individual Payslips

Payslip ID	Enter a specific payslip to reprint. Use this field to reprint one or more specific payslips within the selected calendar group.

Related Links

Understanding Payslip Generation

Regenerate Original Payslip Page

Use the Regenerate Original Payslip page (GP_PSLP_REPRT2_RC) to regenerate original payslips.

Navigation

Global Payroll & Absence Mgmt > Payslips > Regenerate Original Payslip > Regenerate Original Payslip

Image: Regenerate Original Payslip page

This example illustrates the fields and controls on the Regenerate Original Payslip page.

Regenerate Option

Payslip and ePay	Select to regenerate both Global Payroll standard payslips and ePay payslips.
Payslip only	Select to regenerate Global Payroll standard (non-ePay) payslips only.
ePay only	Select to regenerate ePay payslips only.

Issue Paper Copy Option

Use option on original payslip	The system uses the option selected for the original payslips to determine whether to generate paper copies of the regenerated payslips.
Use current payee option	The system uses the current payee-specified options to determine whether to generate paper copies of the regenerated payslips.
Issue paper copy for all	The system generates paper copies of all regenerated payslips.

Payslip ID Range

From Payslip ID and **To Payslip ID**	Specify the range of the calendar group's payslips that you want to regenerate. If you enter a value in either of these fields,

the other field is required. You cannot specify an open-ended payslip range.

Enter Individual Payslips

Payslip ID

Enter a specific payslip to regenerate. Use this field to regenerate one or more specific payslips within the selected calendar group.

Related Links

Understanding Payslip Generation

Processing Final Payments

To define final payments, use the Final Payment USA (GPUS_FPMT) component.

Pages Used to Define Final Payments

Page Name	Definition Name	Usage
Final Payment Definition USA Page	GPUS_FPMT	Enter details about what elements to pay when a payee is terminated.
Maintain Termination Data USA Page	GPUS_FPMT_PYE	Assign a final payment definition to a payee.

Understanding Final Payment Processing

Final payment processing enables you to control which earnings and deductions are processed in a payee's termination pay run, and to settle outstanding balances that need to be collected from, or refunded to, a payee in the final payment.

To process a final payment for a payee:

1. Create a final payment definition on the Final Payment Definition page.

    A final payment definition specifies:

    *   Which earnings and deductions not to process. (By default, all pay elements are processed in the final pay run.)

    *   Instructions for collecting outstanding goal balances for deductions.

    *   Instructions for refunding deduction balances, such as for Employee Stock Purchase Plan (ESPP) deductions.

2. Assign the final payment definition to the payee on the Maintain Termination Data page.

3. Process the payee in either an on-cycle or off-cycle calendar.

Note: You may need to create more than one final payment definition, depending on business requirements.

Note: The processing of a final payment does not depend on whether the payee's JOB record has a termination row. A final payment can be created for someone who is still active in the system.

Related Links
Understanding Off-Cycle Processing

Final Payment Definition USA Page

Use the Final Payment Definition USA page (GPUS_FPMT) to enter details about what elements to pay when a payee is terminated.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Terminations > Final Payment Definition USA > Final Payment Definition USA

Image: Final Payment Definition USA page

This example illustrates the fields and controls on the Final Payment Definition USA page.

Excluded Earnings and Deductions

In this group box, indicate which earnings and deductions not to process.

Entry Type

Specify the type of element to exclude from the payroll process. Valid values are *Earnings* and *Deduction*.

Element Name

Enter the name of the element to exclude from the payroll process.

Note: If an element is listed in this group box and positive input exists, positive input takes priority.

Deductions to Collect or Refund Balances

In this group box, identify the deductions that have goal balances that you want to collect or refund.

Element Name	Enter the name of the deduction element with the balance to collect or refund.

> **Note:** Any deduction can be entered, whether it has a goal balance or not. If a deduction is entered with no goal balance, then no special processing will occur for that element. If an element is entered and positive input exists, positive input takes priority.

Balance Action	Select the balance action. Valid values are:
	
	• *Collect*
	
	  Select to collect the balance.
	
	  For example, you can collect the unpaid portion of a loan deduction.
	
	• *Refund*
	
	  Select to refund the balance.
	
	  For example, you can refund the amount in an employee's Stock Purchase Plan (ESPP) account.

Accumulator	Specify the accumulator that holds the balance to collect or refund.

Maintain Termination Data USA Page

Use the Maintain Termination Data USA page (GPUS_FPMT_PYE) to assign a final payment definition to a payee.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Terminations > Maintain Termination Data USA > Maintain Termination Data USA

Image: Maintain Termination Data USA page

This example illustrates the fields and controls on the Maintain Termination Data USA page.

Pay Group	Identify the pay group containing the payee to whom to are assigning the final payment definition.
Calendar ID	Identify the calendar you are using to process the final payment.
Termination Date	Enter the termination date (final payment date).

> **Note:** This component does not update the payee's JOB record with termination data. The termination must be defined separately in the JOB record.

Final Payment ID	Identify the final payment definition to assign to the payee.
	Final payment definitions are created on the Final Payment Definition page.

Note: You can also assign final payment definitions at the pay entity, pay group, and calendar levels using supporting element overrides. To do this, define the value of the variable that stores the final payment definition - FNL PAY DEFN - at one of these levels.

Related Links
Understanding Off-Cycle Processing

Processing Reversals

When a finalized payment is incorrect, you can reverse the payment and create a corrected check using a combination of Global Payroll core application and U.S.-specific pages.

Related Links
Understanding Off-Cycle Processing

Chapter 19

Managing Off-Cycle Payments

Understanding Off-Cycle Processing

This topic discusses:

- The off-cycle process.

- Types of off-cycle transactions.

Note: Please refer to the PeopleSoft Global Payroll product documentation for information about off-cycle setup and processing.

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 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 of the payroll system. Examples include paying a new hire with a manual check because his or her pay details were not entered in time for the normal pay run.

2. Corrections

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

3. Additional payments

   Additional payments enable you to enter one-time payments that fall outside the normal payroll process. Examples include one-time bonuses or expense reimbursements.

4. Advances

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

Setting Up Manual Payments

This topic provides overviews of manual payments and manual payment setup steps and lists the pages used to set up manual payments using U.S. delivered rules.

See "Recording Manual Payments" (PeopleSoft HCM 9.2: Global Payroll).

Pages Used to Set Up Manual Payments

Page Name	Definition Name	Usage
Off Cycle Request Page	GP_OFFCYCLE_REQ	Use the detail pages of the off-cycle transaction types for the employee IDs that are entered.
Manual Payment Detail Page	GP_OFFCYCLE_M_SEC	Enter instructions for processing manual payments.
Calendar Group Page	GP_CALENDAR_RUN	Define off-cycle calendar groups.

Understanding Manual Payments

Manual payments are defined on PeopleSoft Global Payroll core application pages. However, you should remember some U.S.-specific issues when setting up manual payments.

Oracle recommends that when entering manual payments for U.S. payees, you manually calculate all calculations outside the system before entering them.

In addition, you should consider the consequences of:

*   Selecting the payment date on the Manual Payment Detail page.

    The selection of the payment date needs to be considered carefully. 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.

*   Defining processing controls on the Manual Payment Detail page.

    The period begin date and period end date should be supplied by default after you select the target period ID. Oracle recommends that these dates not be changed because the delivered U.S. rules are designed to calculate using whole periods and may not automatically segment if a partial period is entered.

*   Entering the run type on the Manual Payment Detail page.

    Select your run type carefully. 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 he or she has already been processed in the period.

*   Selecting an element selection value on the Manual Payment Detail page.

Selecting the Limited Element Set option enables you to stop the resolution of all elements on the process list except those contained in the element set that you enter for the manual payment. If you use a limited element set, you need to ensure that all elements calculate independently of pre-processing or post-processing formulas because these do not resolve during off-cycle processing.

If you select the All option, an analysis needs to be made to understand the impact on your supporting elements.

Note: For manual payments, PeopleSoft Global Payroll for United States delivers a limited element set, TAX EG FED ER, that enables you to enter employee taxes. The limited element set automatically calculates what should be withheld for employer taxes.

Note: Manual payments are used to record monetary values only; absence accumulators are not updated when you use this method.

Understanding Manual Payment Setup Steps

To set up a manual payment:

1. Use the Off Cycle On Demand page or the Off Cycle Request page to create the off-cycle group.

2. Use the Manual Payment Detail page to enter instructions for processing the manual payment.

3. Create an off-cycle calendar on the Calendar Group page of the Off Cycle Calendar Group component (GP_CALENDAR_RUN).

   Use this calendar to process the manual payment.

4. Process the manual payment on the Calculate Absence and Payroll run control page.

Submitting Reversals

This topic provides overviews of reversals and reversal setup steps, lists prerequisites, and explains how to submit reversals.

See "Correcting or Reversing Finalized Results" (PeopleSoft HCM 9.2: Global Payroll).

Pages Used to Submit Reversals

Page Name	Definition Name	Usage
Off Cycle Request Page	GP_OFFCYCLE_REQ	Create an off-cycle group.
Calendar Group Page	GP_CALENDAR_RUN	Define off-cycle calendar groups.
Reversals USA Page	GPUS_REVERSAL	Retrieve payments to be reversed. Submit reversal requests.

Understanding Reversals

Reversals are defined on a combination of Global Payroll core application pages and PeopleSoft Global Payroll for United States pages.

Note: Global Payroll generally handles corrections as a basic part of regular on-cycle payrolls by using its built-in retroactive processing capabilities. Off-cycle processing enables you to quickly address the more critical exceptions.

You need to consider the following issues when entering reversals:

* All earnings and deductions need to have period-to-date logic applied.

    Reversals use period-to-date logic built into the U.S.-delivered statutory rules.

* This method is used to correct pay accumulators only. Absence accumulators are not corrected.

Understanding Reversal Setup Steps

To reverse a payment for a payee:

1. Use the Off Cycle On Demand page or the Off Cycle Request page to create the off-cycle group.

2. Create an off-cycle calendar on the Calendar Group page of the Off Cycle Calendar Group component (GP_CALENDAR_RUN).

    Use this calendar to process the reversal.

3. Use the Reversals page. On this U.S.-specific page you identify:

    * The payee whose payment you are reversing.

    * The calendars to reverse.

    * The payment ID and number of the payment that you want to correct.

    * Other data related to the off-cycle group you are processing.

        Note: When you save this page, a component interface updates the Correction Request Detail page of the core Off Cycle Requests component (GP_OFFCYCLE_SETUP). Use the U.S. page for entering reversal and correction data—not the core page.

        ---

4. Process the reversal on the Calculate Absence and Payroll run control page.

Prerequisites

Before you can process a reversal for the U.S., you must finalize the payroll calendar and run and finalize the banking process for the calendar group containing the payroll results you are correcting.

Related Links
"Payroll Processing" (PeopleSoft HCM 9.2: Global Payroll)
"Understanding Banking" (PeopleSoft HCM 9.2: Global Payroll)

Understanding Banking

Reversals USA Page

Use the Reversals USA page (GPUS_REVERSAL) to retrieve payments to be reversed or submit reversal requests.

Navigation

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reversals USA > Reversals USA

Note: When you save this page, a component interface populates the Correction Request Detail page in the Off Cycle Requests (GP_OFFCYCLE_SETUP) component. In addition, the component interface updates the payment processing status from *Finalized* to *Void.*

Image: Reversals USA page

This example illustrates the fields and controls on the Reversals USA page.

Calendar Group ID	Enter the Calendar Group ID corresponding to the payment that you want to reverse.
Payment Identification	Enter a payment ID. Valid values are all payment IDs in the Payment ID Definition table.
Payment Number	Enter the number of the payment being reversed.
Select Matching Criteria	Select to populate the fields on the Calendar and Segment Detail tabs with detailed information about the calendar associated with the calendar group ID displayed at the top of the page.

Clear   Select to clear the fields on the Calendar and Segment Detail tabs.

Pay Group   The pay group is supplied by default from the calendar retrieved when you select the Retrieve Calendars button.

                                           The pay group is the same for the on-cycle and off-cycle calendars.

Period ID   Enter the ID of the target period.

                                           This is typically the period in which the reversal is processed. It is the period in which balance accumulators are updated.

                                           Note: The target period selection is limited to periods associated with calendars that are defined for this particular pay group.

Offcycle Group   Select the off-cycle group for which you want to process the reversal.

                                           The groups that are available for selection are those defined on the Off Cycle Requests component (GP_OFFCYCLE_SETUP).

Payment Date   Supplied by default from the off-cycle group, but it can be overridden for individual payments.

Type of Correction   Select the type of reversal that you want to use to process the selected calendars. Valid values are:

                                           • *Reversal – Replacement*

                                             Causes the system to use corrective retro to process the reversal and to correct accumulators in the calendar in which the payroll was processed.

                                             Note: If you make a correction to a calendar that has already had quarterly returns or year-end forms filed, you may need to produce an amended return.

                                           • *Reversal – Normal Retro*

                                             Causes the system to use forwarding retro to process the reversal.

                                             The system forwards the correction to the next available pay period. You should be aware of the quarter or calendar year to which you are forwarding the delta.

                                           Note: If you want to reverse and replace a check because a payee never received payment, select *Replacement* in the Correction Type field on the Correction Request Detail page and enter positive input for the correct amount.

Stop Regular Resolution	Select to stop the resolution of all elements on the process list except those that you specify for the reversal.
Reversal Actions	The Create Reversal and Void Payment check boxes are selected by default. When you submit a reversal with these check boxes selected, the system creates a row on the Corrections page and changes the status of the payment to *Void*.
	If you submit a reversal with the Void Payment check box deselected, the system creates a row on the Corrections page, but does not update the status of the payment. In this case, the Cancel Reversal check box is available when you return to the Reversals USA page for the same payment. If you select the Cancel Reversal check box and select the Submit button, the system deletes the associated row on the Corrections page.
Add Off Cycle Request	Select the link to go to the Off Cycle Requests component (GP_OFFCYCLE_SETUP), where you can define a request for a correction if you have not already done so.

Making Additional Payments

This topic provides overviews of additional payments and additional payment setup steps and lists the pages used to set up additional payments using U.S. delivered rules.

See "Making Additional Payments" (PeopleSoft HCM 9.2: Global Payroll).

Pages Used to Make Additional Payments

Page Name	*Definition Name*	*Usage*
Off Cycle Request Page	GP_OFFCYCLE_REQ	Access the detail pages of the off-cycle transaction types for the employee IDs that are entered.
Additional Payment Detail Page	GP_OFFCYCLE_U_SEC	Enter instructions for processing additional payments.
Calendar Group Page	GP_CALENDAR_RUN	Define off-cycle calendar groups.

Understanding Additional Payments for the U.S.

Additional payments are defined on Global Payroll core application pages. However, you should remember some U.S.-specific issues when setting up additional payments:

• All earnings and deductions need to have period-to-date logic applied.

  This method uses period-to-date logic built into the U.S.-delivered statutory rules.

- Oracle recommends that when selecting the period paid, you select the previous finalized calendar or the current open calendar.

- This method is used to record monetary values only. Absence accumulators are not updated.

Understanding Additional Payment Setup Steps

To set up an additional payment:

1. Use the Off Cycle On Demand page or the Off Cycle Request page to create the off-cycle group.

2. Use the Additional Payment Detail page to enter instructions for processing the payment.

3. Create an off-cycle calendar on the Calendar Group page of the Off Cycle Calendar Group component (GP_CALENDAR_RUN).

   Use this calendar to process the additional payment.

4. Process the additional payment on the Calculate Absence and Payroll run control page.

Advancing Payments

Pages Used to Advance Payments

Page Name	Definition Name	Usage
Off Cycle Request Page	GP_OFFCYCLE_REQ	Access the detail pages of the off-cycle transaction types for the employee IDs that are entered.
Advance Request Detail Page	GP_OFFCYCLE_A_SEC	Enter instructions for processing advances.
Calendar Group Page	GP_CALENDAR_RUN	Define off-cycle calendar groups.
Final Payment Definition USA Page	GPUS_FPMT	Create a final payment definition.
Maintain Termination Data USA Page	GPUS_FPMT_PYE	Assign a final payment definition to a payee.

Understanding Advances

You set up most advances on Global Payroll core application pages. However, you set up final (termination) payments that need to be paid in off-cycle runs using a combination of core and U.S. specific pages.

Observe the following guidelines when you define advances:

- Always select the next open calendar, because skipping calendars may update accumulators incorrectly.

- Global Payroll automatically calculates absence accumulators for the calendar group selected.

See "Processing Advances" (PeopleSoft HCM 9.2: Global Payroll).

Understanding Advance Setup Steps

Global Payroll for U.S. uses the advance functionality in the Global Payroll core application as the basis for the delivered termination (final payment) process. However, advances can be made outside of this process for reasons other than termination.

- To set up an advance for a termination that needs to be processed immediately, before the next scheduled on-cycle pay run, use a combination of core and Global Payroll for U.S.-specific pages.

- To set up advances for reasons other than off-cycle termination, use the pages in the core Off Cycle Requests component (GP_OFFCYCLE_SETUP).

Advances for Off-Cycle Termination

To set up an advance for an off-cycle termination:

1. Use the Off Cycle On Demand page or the Off Cycle Request page to create the off-cycle group.

2. Use the Advance Request Detail page to enter instructions for processing the advance.

    In the Calculate From Date and Calculate Thru Date fields, enter the days for which you want to pay the employee. For example, if you are terminating an employee who is part of a monthly pay group on March 6, the from and thru dates would be March 1 and March 6 respectively.

3. Create an off-cycle calendar on the Calendar Group page of the Off Cycle Calendar Group component (GP_CALENDAR_RUN).

    Use this calendar to process the advance.

4. Enter instructions for processing the final (termination) payment on the Final Payment Definition page in Global Payroll for U.S.

5. Define the termination date and assign the final payment definition created in step 4 to the payee receiving the advance. Do this on the Maintain Termination Data page in Global Payroll for the U.S.

6. Process the additional payment on the Calculate Absence and Payroll run control page.

    When you run the standard, on-cycle calendar after processing the off-cycle termination, the terminated payee is not picked up for processing.

Note: You must enter a termination row in the payee's JOB record to clear the payee from the system entirely. The information that you enter on the Maintain Termination Data page does not update the JOB record.

Advances for Reasons Other Than Off-Cycle Termination

To set up advances unrelated to a termination:

1. Use the Off Cycle On Demand page or the Off Cycle Request page to create the off-cycle group.

2. Use the Advance Request Detail page to enter instructions for processing the advance.

To set up an advance payment for a partial period (for example, March 1 *through* March 15), specify the calendar group ID, the calculate from date, and the calculate thru date. The system prorates the SALARY earning and takes all scheduled deductions. When you process the following on-cycle calendar, the system automatically calculates the payment for the remainder of the period and takes all scheduled deductions.

To make an advance payment for an entire period (for example, March 1 *through* March 31), enter the target calender group ID. You do not need to complete the Calculate From Date and Calculate Thru Date fields.

Note: Deductions are not prorated when you process partial periods.

3. Create an off-cycle calendar on the Calendar Group page of the Off Cycle Calendar Group component (GP_CALENDAR_RUN).

    Use this calendar to process the advance.

4. Process the advance on the Calculate Absence and Payroll run control page.

Note: These pages and setup steps are described in greater detail in the "Off Cycle Processing" (PeopleSoft HCM 9.2: Global Payroll) topic in the PeopleSoft Global Payroll product documentation.

Note: If you enter positive input in connection with an off-cycle advance, make sure that the positive input dates match the Calculate From Date and Calculate Thru Date values on the Advance Request Detail page. Otherwise, the system may process positive input in more than one segment. For example, if you define an advance for the segment March 1 *through* March 15, and enter 10 hours of overtime using positive input, the system will process 10 overtime hours in the off-cycle calendar. Later, when you run the standard on-cycle calendar for March, the system will try to process the same 10 hours of overtime for the segment March 16 *through* March 31 unless you specify the begin and end dates of the positive input as March 1 and March 15.

Creating a Final Payment Definition

The information that you enter on the Final Payment Definition page tells the system which earnings and deductions to process in a final payment, and how to process them. You can use the Final Payment Definition page to create final payment programs for use with both on-cycle and off-cycle calendars.

Note: We discuss the Final Payment Definition page in detail in the topic on processing payments.

See Understanding Payment Processing.

Assigning Final Payment Definitions

Use the Maintain Termination Data page to assign final payment instructions defined on the Final Payment Definition page. You can assign final payment definitions to payees processed in off-cycle as well as on-cycle calendars.

Note: We discuss the Maintain Termination Data page in detail in the topic on processing payments.

See Understanding Payment Processing.

Chapter 20

Viewing Payslips Using ePay

Understanding the View Payslip Self-Service Transaction

PeopleSoft Global Payroll enables employees to view their payslips online using View Payslip in ePay. The files used to view payslips are created when you run the Generate/Regenerate Payslip process. As part of the Generate/Regenerate Payslip process, the system launches a series of Application Engines that:

• Gather information and create a temporary file to store payees' payslip data.

• Create a PDF file from this data on which the payslip view is based.

If ePay is licensed, this process uses a utility to split the PDF file into individual PDF files for each employee. These individual PDF files are stored on a secure server.

Prerequisites

Before you can set up the View Payslips transaction, you must:

1. Set up a secure server and FTP to store the individual PDF payslip files.

2. Identify the URL address for the server.

3. Set up payslips.

See Understanding Payslips.

Setting Up View Payslip

To define self-service payslip options, use the Self Service Payslip Options component (GP_SS_PSLP_OPTIONS).

Pages Used to Set Up View Payslip

Page Name	Definition Name	Usage
URL Maintenance Page	URL_TABLE	Stores URL addresses.
Self Service Payslip Options Page	GP_SS_PSLP_OPTIONS	Enable online payslip printing using View Payslip self-service transaction. Define payslip availability by run type.

Understanding the View Payslip Transaction Setup

To set up the View Payslip transaction:

1. Using the URL Maintenance page, define the URL identifier for the server that will store the individual PDF files. The URL identifier that is used for payslips is GP_SS_PSLP_FTP by default; however, a different URL identifier may have been created depending on your installation instructions.

   The Generate/Regenerate Payslip process uses this URL to identify where the PDF files are stored.

2. Define the parameters for the View Payslip transaction on the Payslip Options By Country page.

   On this page you define:

   • The default payslip URL.

   • Whether employees can choose to have their payslip printed. Additionally, you define the default for all employees (print payslip or suppress printing).

   Note: Checks are always printed through the Generate Payslip page, regardless of these options.

   • The number of days after the payment date that payslip information is available for employees to view.

   • Payslip availability by run type.

URL Maintenance Page

Use the URL Maintenance page (URL_TABLE) to stores URL addresses.

Navigation

PeopleTools > Utilities > Administration > URLs > URL Maintenance

Image: URL Maintenance page

This example illustrates the fields and controls on the URL Maintenance page.

| URL | Enter the address for the location of the stored individual PDF files. |

Self Service Payslip Options Page

Use the Self Service Payslip Options page (GP_SS_PSLP_OPTIONS) to enable online payslip printing using View Payslip self-service transaction.

Define payslip availability by run type.

Navigation

Set Up HCM > Product Related > ePay > Self Service Payslip Options > Self Service Payslip Options

Image: Self Service Payslip Options page

This example illustrates the fields and controls on the Self Service Payslip Options page.

Default Payslip Print Options

Suppress Payslip Printing	Select if you don't want payslips to be printed by default
	Note: This option does not affect the printing of payslips that contain a check. Checks are always printed.

ePay Availability Options

Enabled in Self Service	Select to enable employees to override the Suppress Payslip Printing option. If this option is selected, the Paper Payslip Instructions group box appears on the View All Payslips page of the View Payslip transaction. Employees can choose whether to have their payslip printing suppressed.
	Note: This option does not affect the printing of payslips that contain a check. Checks are always printed.
Days after Payment Date	Enter a value to limit the number of days before or after the payment date that payslips are available to payees online. You can enter:

- *0* to indicate that the payslips become available on the payment date.

- A number greater than zero to indicate the days after the payment date that payslips become available. For example, entering a value of *2* would indicate that payslips become available two days after the payment date.

- A negative number to indicate the number of days before the payment date that the payslips become available. For

example, entering a value of *–2* would indicate that the payslips become available two days before the payment date.

Payslip Availability By Run Type

If you want to override the Days After Payment date by run type, specify the run types in the Payslip Availability By Run Type group box and enter the number of days to limit the availability for that run type. For example, you may want payslips for regular pay runs to be viewable online two days before the payment date; however, bonus runs should become viewable two days after the payment date to give managers two extra days to inform employees that they will be receiving a bonus. If you enter nothing in the Payslip Availability By Run Type group box, the system assumes that payslips for all run types should be made available for online viewing. To limit the number of days before or after the payment date that payslips are available for a specific run type, enter a value in the Days after Payment Date field.

Note: This field works in the same way as the Days after Payment Date field in the ePay Availability Options Group Box.

Viewing Payslips Online

Page Used to View Payslips Online

Page Name	Definition Name	Usage
View Payslips Page	GP_SS_EE_PSLP	Select the payslip that the employee wants to display and instruct payroll whether to print a hard copy of the payslip.

Understanding the View Payslip Transaction

Employees can view their payslips using the View Payslip transaction. When an employee views his payslips, the system displays a list of all available payslips, 10 at a time. To display the detailed payslip, the employee selects the date link.

If the Enable Option in Self Service field is selected on the Self Service Payslip Options page, the employee can indicate whether he or she wants to receive a printed copy of the employee's payslip.

Chapter 21

Defining Year-End Processing

Understanding Year-End Processing

This topic discusses:

- Year-end processing functionality.

- Wage and Tax Statement filing.

- Electronic W-2 and W2c filing.

Year-End Processing Functionality

PeopleSoft Global Payroll for United States enables employers to complete all required year-end processing tasks:

- Process and print the Wage and Tax Statement.

- Prepare and create electronic output for the Wage and Tax Statement (EFW2).

- Process and print the Corrected Wage and Tax Statement.

- Prepare and create electronic output for the Corrected Wage and Tax Statement (EFW2C).

Year-End Forms

PeopleSoft Global Payroll for United States enables organizations to set up and generate the following year-end forms:

Region	Wage and Tax Statement Form	Corrected Wage and Tax Statement Form	Transmittal of Wage and Tax Statement	Transmittal of Corrected Wage and Tax Statement
U.S.	W-2	W-2c	W-3	W-3
American Samoa	W-2AS	W-2c	W-3SS	W-3
Guam	W-2GU	W-2c	W-3SS	W-3
Puerto Rico	W-2PR	W-2cPR	W-3PR	W-3cPR
Virgin Islands	W-2VI	W-2c	W-3SS	W-3

Wage and Tax Statement Filing

Employers must file a year-end Wage and Tax Statement with the Social Security Administration for wages paid to each employee from whom:

*   Income, social security, or Medicare taxes were withheld.

*   Income tax would have been withheld if the employee had claimed no more than one withholding allowance or had not claimed exemption from withholding on Form W-4 (employee's Withholding Allowance Certificate).

Steps Required to Set Up and Process Wage and Tax Statements

The following steps are required to set up and process Wage and Tax Statements:

1. Define tax forms.

    Define what boxes are contained in the Wage and Tax Statement (W-2, W-2PR, W-2AS, and so on), what each box represents, and the data source for each box. For example, in the W-2, Box 01 is for wages, tips, and other compensation, and the data source is the Federal Wage Accumulator (FWT GRS TOT YTD).

2. Define tax form print parameters.

    Define the form ID of each Wage and Tax Statement (laser form, impact printer form, pressure seal laser form, and so on), the layout style, margins, box print positions, and print text.

3. Define tax reporting parameters.

    Define the general parameters of the process run: the calendar year, transmitter ID, form ID, and so on.

4. Define the W-2 company.

    Define company information used to generate the W-2 report: W-2 reporting company, company name, address, and terminating business indicator.

5. Update retirement plan and third-party sick pay flags.

6. Generate the Pre-Load Error report.

    This predata-load report identifies probable errors in the Wage and Tax Statement.

7. Load Wage and Tax Statement data.

    This process loads Wage and Tax Statement form information into tables so that it can be corrected and the Wage and Tax Statement printed from the corrected information.

    Note: Various sources are available for the data loaded into this table, including the Reporting Company table (GPUS_YE_CO_EIN), W-2 Company table (GPUS_YE_CO_TBL), and employee accumulators.

8. Generate the Post-Load Error report.

This report allows for correction of the loaded W-2 data. The report can be run for selected employees, all employees, selected reporting companies, or all reporting companies, and includes various sort options.

9. Review and correct Wage and Tax Statement data.

    Review and correct data using an online component.

10. Generate the Year-End Data Audit report.

    Use this report to audit the corrected Wage and Tax Statement data.

11. Generate the State Tax Totals report.

    Use this report to audit state tax totals. It shows:

    •   The grand total per company with all states combined.

    •   The grand total of all companies by state.

    •   The grand total of all states for all companies.

12. Print the Wage and Tax Statement.

13. Generate the W-3/W-3SS Transmittal Totals report.

    Use this report to help prepare the W-3 and W-3SS forms.

14. Generate the W-3PR Transmittal Totals report.

    Use this report to help prepare the W-3PR form.

15. Process the Corrected Wage and Tax Statement.

    This step consists of three components:

    a. Prepare W-2c/W-2cPR data.

    b. Audit W-2c/W-2cPR data and generate form W-3c/W-3cPR transmittal totals.

    c. Print W-2c/W-2cPR forms.

Further details for each step are discussed subsequently.

Electronic W-2 and W2c Filing

Employers filing 250 or more W-2s or corrected W-2s must file them electronically unless granted a waiver from the IRS.

PeopleSoft Global Payroll for United States enables you to generate the following files:

File	Usage
EFW2	Transmit W-2 data electronically.

File	Usage
EFW2C	Transmit corrected W-2 data electronically.

Note: Employers filing electronically don't have to file a transmittal of Wage and Tax Statement.

Steps Required to Prepare and Create Electronic Output

The following steps are required to prepare and create electronic output files:

1. Define EFW2 reporting parameters.

2. Create the EFW2 file.

3. Run the EFW2 Federal Audit report

4. Create the state EFW2 file.

5. Run the EFW2 State Audit report.

6. Create the EFW2C file.

7. Run the EFW2C Federal Audit report.

Further details for these steps are discussed subsequently.

Defining Tax Forms

Page Used to Define Tax Forms

Page Name	Definition Name	Usage
Tax Form Definition USA Page	GPUS_YE_TXFRM	Define tax forms.

Understanding Tax Form Definition

Tax form definition identifies the valid boxes for the tax forms and the description for the boxes to be printed during the tax form print process.

Note: PeopleSoft Global Payroll for United States delivers and maintains definitions for the following forms: W-2, W-2AS, W-2GU, W-2PR, W-2VI, W-2c, W-2cAS, W-2cGU, W-2cPR, W-2cVI.

Defining Tax Form Print Parameters

Pages Used to Define Tax Form Print Parameters

Page Name	Definition Name	Usage
Preprinted Forms Page	GPUS_YE_FORMS	Define preprinted forms.
Tax Form Print Parameters Page	GPUS_YE_PRT_FRM	Define tax form print parameters.

Understanding Tax Form Print Parameters

Tax form print parameters define the form ID of each Wage and Tax Statement (laser form, impact printer form, pressure seal laser form), the layout style, margins, box print positions, print text, and so forth.

Note: PeopleSoft Global Payroll for United States delivers sample tax form print parameters for the W-2s. You can modify and update the sample parameters, or create new ones.

Defining Tax Reporting Parameters

Page Used to Define Tax Reporting Parameters

Page Name	Definition Name	Usage
Year End Print USA Page	GPUS_RC_YEPRINT	Define tax reporting parameters.

Understanding Tax Reporting Parameters

Tax reporting parameters define the general parameters of the process run for each tax form: the calendar year, preprinted format, number of employees to print per page, sort options for the reports, and so on.

The available sort options are:

- Department

- Mail Drop

- Pay Group

- State

- Zip Code

- None

Defining the W-2 Company

To define the W-2 company, use the Year End Reporting Company USA component (GPUS_YE_CO_TBL).

Page Used to Define the W-2 Reporting Company

Page Name	Definition Name	Usage
Year End Reporting Company USA Page	GPUS_YE_CO_TBL	Define W-2 reporting companies. Except for the Other Federal EIN and Business Termination Date fields, the data on the Year End Reporting Company USA page is supplied by default from the Company Table.

Understanding the W-2 Company Definition

The W-2 company is the company that reports year-end data. Any correction in company address or additional details such as business termination date should be specified as part of the W-2 company definition. This information is the source of employer data printed on W-2s and is included in transmitter (RA) records and employer (RE) records in electronic reporting.

Note: Define the W-2 reporting company when you set up taxes at the beginning of the year. Do not wait to do this until the end of the year.

Updating Retirement Plan and Third-Party Sick Pay Flags

Pages Used to Update Retirement Plan and Third-Party Sick Pay Flags

Page Name	Definition Name	Usage
Define List Set Page	GP_ELN_SET	Define list sets.
Element Group Attributes Page	GP_ELN_SET_SEC	Update retirement plan and third-party sick pay flags.

Related Links

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

Understanding Retirement Plan and Third-Party Sick Pay Flags Updates

If your organization provides retirement plans or third-party sick pay to employees, you must update the retirement and sick pay attributes of the Year End Indicators element group.

To do this, access the YE_LOAD list set for PeopleSoft Global Payroll for United States in the Define List Set component (GP_ELN_SET), and update the Year End Indicators element group on the Element Group Attributes page. Select the Retirement Plan check box for the accumulator 401K EE_YTDA if your organization provides a retirement plan, and the 3rd Party Sick Pay check box for the accumulator SICK PAID_YTDA if your organization offers third-party sick pay.

When you load Wage and Tax Statement data, the system uses this information to update employees' federal tax data.

Generating the Pre-Load Error Report

Page Used to Generate the Pre-Load Error Report

Page Name	Definition Name	Usage
Year End Pre-Load Report USA Page	GPUS_RC_YEPRLD	Generate the Pre-Load Error report.

Understanding the Pre-Load Error Report

This report lists employees who have negative amounts (except Earned Income Credit) and also checks for a variety of other error conditions including:

- Missing federal tax data records.

- Missing Social Security numbers.

- Invalid Social Security numbers.

  Note: Social Security numbers should be numeric, should not be 111111111 or 123456789 or 333333333, and should not begin with 000.

- Negative amounts for accumulators that are set up in the Element List Names (ELN) for W-2s.

- Missing EINs.

- Invalid EINs.

  Note: EINs should not begin with 00, 07, 08, 09, 17, 18, 19, 28, 29, 49, 69, 70, 78, 79, or 89.

The input parameter for this run control page is Calendar Year.

Loading Wage and Tax Statement Data

Page Used to Load Wage and Tax Statement Data

Page Name	Definition Name	Usage
Year End Data Load USA Page	GPUS_RC_YELOAD	Load Wage and Tax Statement data.

Understanding Load Wage and Tax Statement Process

This process loads year-end data into tables so that it can be corrected and the Wage and Tax Statement printed using the amended information. The sources of this data include federal tax data, the reporting table, the W-2 company table, employee accumulators, and writable arrays.

Loaded data is stored in three records:

- Employee Record

  This record stores the company ID, calendar year of the W-2, the employee ID (EmplID), tax form ID, and process flag. The system sets the process flag to *Complete* when data is loaded.

- Data Record

  This record is a child of the Employee Record. It stores address details, Social Security numbers, and state information. This record is keyed by sequence number.

  When only one state is involved, only one row will exist per employee for the tax year.

- Amounts Record

  This record is a child of the Data Record and contains the box, state, and amount information. All federal amounts are stored with a sequence value of 1. If more than one state is involved, the first state amounts are stored with a sequence value of 1, and other states are stored with their own sequence numbers.

The run control page for this process enables you to specify the calender year for which the load needs to be run and the scope of processing: *All Reporting Companies, Selected Reporting Companies,* and *All* or *Selected Employees*.

Generating the Post-Load Error Report

Pages Used to Set Up and Generate the Post-Load Error Report

Page Name	Definition Name	Usage
Define List Set Page	GP_ELN_SET	Define list sets.
Element Group Attributes Page	GP_ELN_SET_SEC	Define variables for the Post-Load Error report.

Page Name	Definition Name	Usage
Year End Post-Load Report USA	GPUS_RC_YEPOLD	Generate the Post-Load Error report.

Understanding the Post-Load Error Report

This report checks for the same errors as the Pre-Load Error report, as well as the following, additional error conditions:

- Box 11 non-qualified plans are greater than Box 1 wages.

- Incomplete employer or employee address.

- Invalid social security number for spouse (Form W-2PR only).

- Social security wages and tips are greater than the annual maximum social security wage base.

- Social security tax withheld does not equal the lower of 6.2% of social security wages and tips or the annual maximum social security tax.

- Medicare wages and tips are not equal to or greater than social security wages.

- Non-employees with taxable gross and/or tax withheld.

- U.S. federal withholding tax balance for Puerto Rico or U.S. territory employees.

Note: On the run control page for the Post-Load Error report, you can choose to void forms containing one or more of the errors listed here. Forms for nonemployees or payees with negative amounts are voided automatically.

Prerequisites

Before running the Post-Load Error report, update the variables used to identify the different error conditions.

This table lists the variables that must be defined before running the Post-Load Error report:

Variable	Description
TAX VR OAS EE LIM	OASDI/EE Gross Limit
TAX VR OAS EE RATE	OASDI/EE Tax Rate
TAX VR OAS EE PY L	OASDI/EE Payment Limit
TAX VR MED EE RATE	Medicare/EE Tax Rate

To specify the values of these variables, access the YE_POSTLOAD list set for PeopleSoft Global Payroll for United States in the Define List Set component (GP_ELN_SET), and select the Element Group Details link for Year End Variables. The Element Group Attributes page appears, where you can update the variables in the Variable Type field.

Related Links

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

Reviewing and Correcting Wage and Tax Statement Data

Pages Used to Review and Correct Wage and Tax Statement Data

Page Name	Definition Name	Usage
Details By Company Page	GPUS_YE_EE	Review and correct W-2 tax data.
Details By FEIN Page (details by federal employer identification number)	GPUS_YE_EE_2	Review and correct W-2 tax data.

Understanding Tax Data Review and Correction

PeopleSoft Global Payroll for United States enables you to correct data for the Wage and Tax Statement on the Details by Company and Details by FEIN pages.

Note: The information on these pages is what is reported on the W-2 form.

You can correct:

* Employee names.

* Addresses.

* W-2 Box-13 information including the statutory employee check box.

Box details other than employee name, address, and Box-13 information can be reviewed but not corrected on these pages. To correct other information, make the required adjustments, rerun the payroll process, and then rerun the data load process for the Wage and Tax Statement.

Note: If a W-2c exists for the W-2 being viewed, a link appears on the Details by Reporting Company page to give access to the W-2c component.

Note: If more than one company has the same EIN, a link appears on the Details by Federal EIN page that takes you to a list of companies sharing the EIN.

Generating the Year-End Data Audit Report

Page Used to Generate the Year-End Data Audit Report

Page Name	Definition Name	Usage
Year End Data Audit Report USA Page	GPUS_RC_YEAUDIT	Generate the Year-End Data Audit report.

Understanding the Year-End Data Audit Report

The Year-End Data Audit report creates a list of the amounts to be reported on employee W-2 forms. The data for this report comes from the year-end data records loaded by the load program and corrected using the W-2 online form.

When you run the report, you can:

•   Sort by department, mail drop, pay group, state, or zip code, or select the no sort option.

•   Within a specific sort option, order the results by employee ID (EmplID), employee last name, or Social Security number.

> **Note:** The default is employee last name.

•   In addition, you can run the report for all reporting companies, selected reporting companies, or selected employees only.

Generating the State Tax Totals Report

Page Used to Generate the State Tax Totals Report

Page Name	Definition Name	Usage
Year End State Totals USA Page	GPUS_RC_YESTAUD	Generate the State Tax Totals report.

Understanding the State Tax Totals Report

Use this report to reconcile W-2 state tax data. It lists:

•   The state tax grand total per company with all states combined.

•   The grand total of all companies by state.

•   The grand total of all states for all companies.

In addition, depending on the options selected on the Year End State Totals USA page, the report provides the following details by company and state:

Check Box Option	Details Provided
Print Employee Details selected.	W2 Reporting Company, Tax Year, Federal EIN, State, SSN, Name, Total State Wages, and Total State Income Tax.
Print Employee Details deselected.	W2 Reporting Company, Tax Year, Federal EIN, State, Number Of W-2 Statements, Total State Wages, and Total State Income Tax

Printing Wage and Tax Statements

Page Used to Print Wage and Tax Statements

Page Name	Definition Name	Usage
Year End Print USA Page	GPUS_RC_YEPRINT	Print Wage and Tax Statement.

Understanding Wage and Tax Statement Printing

The Wage and Tax Statement print process combines all of the data loaded for employees by reporting company and prints the W-2 for the calendar year specified in the W-2 parameters.

When you run this process for the W-2 report, you can:

•   Sort by department, mail drop, pay group, state, zip code, or none of these.

•   Within a sort option, you can order the W-2 report by employee ID (EmplID), employee last name, or Social Security number.

    Note: The default is employee last name.

•   Run the report for all reporting companies, selected reporting companies, or selected employees.

•   Reprint the report with a reprint description on the report.

•   Identify the W-2 Form ID to use for printing.

•   Specify how many pages filled with alignment characters to print prior to the first live form.

•   Specify the number of employees to print per page.

    Note: The default value is *1*.

If you need to print employer copies (Copy D) of laser W-2s for future reference, you can include results for as many as four employees on a single page.

Generating W-3/W-3SS Transmittal Totals

Page Used to Generate W-3/W-3SS Transmittal Totals

Page Name	Definition Name	Usage
Transmittal Totals USA Page	GPUS_RC_W3TLS	Generate the W-3/W-3SS Transmittal Totals report.

Understanding W-3/W-3SS Transmittal Totals

The W-3/W-3SS Transmittal Totals report summarizes the W-2s and gives the total taxable wage and tax amounts for reporting companies. It is designed to help customers complete the W-3 and W-3SS forms, and can be used to reconcile totals with the Year End Data Audit report (see step 10).

Note: Employers are required to send Form W-3 (Transmittal Totals) along with Forms W-2 if submitting the W-2 in paper form. And employers are required to send Form W-3SS (Transmittal Totals) along with Forms W-2AS,W-2GU, and W-2VI if submitting the W-2 in paper form.

Generating W-3PR Transmittal Totals

Page Used to Generate W-3PR Transmittal Totals

Page Name	Definition Name	Usage
Transmittal Totals USA Page	GPUS_RC_W3TLS	Generate the W-3PR Transmittal Totals report.

Understanding W-3PR Transmittal Totals

The W-3PR Transmittal Totals report summarizes the W-2PRs and gives the total taxable wage and tax amounts for reporting companies. It is designed to help customers complete the W-3PR form, and can be used to reconcile totals with the Year-End Data Audit report.

Note: Employers are required to send Form W-3PR (Transmittal Totals) along with Form W-2PR if submitting the W-2PR in paper form.

Note: The W-3PR is the equivalent of the W-3, but is designed for Puerto Rico.

Processing Corrected Wage and Tax Statements

Pages Used to Process Corrected Wage and Tax Statements

Page Name	Definition Name	Usage
W-2c Data Page	GPUS_YEC_DAT	Enter W-2 corrections for the U.S., American Samoa, Guam, and Virgin Islands.
W-2c Puerto Rico Data Page	GPUS_YEC_DAT_PR	Enter W-2 corrections for Puerto Rico.
Audit Correction Data USA Page	GPUS_RC_YECAUDIT	List details to report in the correction statement for the U.S. and territories.
Print Year End Correction Forms Page	GPUS_RC_YECPRT	Print the year-end correction statement for the U.S. and territories.

Understanding Corrected Wage and Tax Statement Processing

This topic discusses:

*   Corrected W-2 forms.

*   Steps for preparing W-2c and W-2cPR forms.

Corrected W-2 Forms

Two Corrected Wage and Tax Statements are used for reporting corrections to originally reported W-2s:

*   Form W-2c: The purpose of this form is to correct errors on Forms W-2, W-2AS, W-2GU, and W-2VI filed with the Social Security Administration and to provide the corrected information to employees.

    Note: Because the data contained in each box of the W-2 varies by territory, PeopleSoft Global Payroll for United States provides tax form definitions for each territory: W-2c, W-2cAS, W-2cGU, and W-2cVI.

*   W-2cPR: This form is the equivalent of the W-2c form, but is designed for Puerto Rico tax reporting.

Note: Employers required to file 250 or more W-2c forms during a calendar year must file them electronically, unless granted a waiver by the IRS.

Steps for Preparing W-2c and W-2cPR Forms

To prepare the corrected forms:

1. Prepare the W-2c/W-2cPR data.

    For states and territories other than Puerto Rico, do this on the W-2c Data page. For Puerto Rico, do this on the W-2c Puerto Rico Data page.

2. Audit W-2c/W-2cPR data and generate Form W-3c/W-3cPR transmittal totals.

    Do this on the Audit Correction Data USA page.

3. Run the W-2c/W-2cPR print process.

    Do this on the Print Year End Correction Forms page.

Preparing and Creating EFW2 and EFW2C Files

Pages Used to Prepare and Create EFW2 and EFW2C Files

Page Name	Definition Name	Usage
EFW2 Reporting Page	GPUS_YE_MMREFPARM	Define parameters for EFW2 processing.
Contact Info Page (contact information)	GPUS_YE_MMREFPARMC	Define contact information for EFW2 processing.

Page Name	Definition Name	Usage
Puerto Rico Info Page (Puerto Rico information)	GPUS_YE_MMREFPARMP	Define Puerto Rico-specific information for EFW2 processing.
Create Federal EFW2 USA Page	GPUS_RC_MMREFFED1C	Generate EFW2 files.
Audit Federal EFW2 USA Page	GPUS_RC_MMREFFED1A	Run an audit report on federal EFW2 with data reported for various records.
Create State EFW2 USA Page	GPUS_RC_MMREFSTC	Generate the state EFW2 file.
Audit State EFW2 USA Page	GPUS_RC_MMREFSTA	Run an audit report on state EFW2 with data reported for state records.
Create Federal EFW2C USA Page	GPUS_RC_MMREFFED2C	Generate the federal EFW2C file.
Audit Federal EFW2C USA Page	GPUS_RC_MMREFFED2A	Run an audit report on federal EFW2C with data reported for various records.

Understanding EFW2 and EFW2C Files

PeopleSoft Global Payroll for United States enables you to generate state and federal W-2 and federal W-2c data files in electronic format:

• To transmit W-2 data, set up and generate the EFW2 file.

• To transmit corrected W-2 data, set up and generate the EFW2C file.

Chapter 22

PeopleSoft Global Payroll for United States Reports A to Z

PeopleSoft Global Payroll for United States Reports: A to Z

The table in this topic lists the PeopleSoft Global Payroll for United States reports, sorted by report ID.

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: SQR Language Reference for PeopleSoft*

For samples of these reports, see the Report Samples that are published with this online documentation.

Report ID and Report Name	Description	Navigation	Run Control Page
GPPMTRNB Payment Renumber USA	Initiates a process to renumber payments.	Global Payroll & Absence Mgmt > Payment Processing > Payment Renumber USA	GPUS_PMT_RNBR
GPUS_CTX Create Garnishment File USA	Creates the CTX file for garnishments.	Global Payroll & Absence Mgmt > Payment Processing > Create Garnishment File USA	GPUS_CTX_RC
GP_US_PPD_EFT Create Direct Deposit File USA	Creates the direct deposit PPD file for net pay distribution.	Global Payroll & Absence Mgmt > Payment Processing > Create Direct Deposit File USA	GPUS_PPD_RC
GPUSBK01 Net Distribution Exception USA	Creates a report that lists payees who have not provided net pay elections.	Global Payroll & Absence Mgmt > Payment Processing > Net Distribution Exception USA	GPUS_RC_GPUSBK01
GPUSBK02 Net Payment Report USA	Creates a report that lists net pay distributions for a calendar group.	Global Payroll & Absence Mgmt > Payment Processing > Net Payment Report USA	GPUS_RC_GPUSBK02

Report ID and Report Name	Description	Navigation	Run Control Page
GPUSFDL Federal Liability by State	Determines when to deposit state withholding tax in those states that associate the frequency of state deposits with the schedule of the employer for federal tax deposits. This report inserts a grand total and totals for company, pay period, and payment date.	Global Payroll & Absence Mgmt > Taxes > Tax Deposit and Liability USA	GPUS_RC_TAXDEPLIAB
GPUSFDS Federal Tax Summary Report	Summarizes period-to-date income tax withheld, disability, FICA, and unemployment taxes at the federal level.	Global Payroll & Absence Mgmt > Taxes > Tax Summary Reports USA	GPUS_RC_TAXSUMRPT
GPUSFDT Quarterly Federal Tax Report	Summarizes employee quarter-to-date federal withholding, FICA, and unemployment taxes. This report lists employees by social security number and name, and provides page and company totals.	Global Payroll & Absence Mgmt > Taxes > Quarterly Tax Reports USA	GPUS_RC_QTRTAXRPT
GPUSFM1A Audit Federal EFW2 USA	Generates an audit report on the federal EFW2 file.	Global Payroll & Absence Mgmt > Year-End Processing > Audit Federal EFW2 USA	GPUS_RC_MMREFFED1A
GPUSFM1C Create Federal EFW2 USA	Generates the federal EFW2 file.	Global Payroll & Absence Mgmt > Year-End Processing > Create Federal EFW2 USA	GPUS_RC_MMREFFED1C
GPUSFM2A Audit Federal EFW2C USA	Generates an audit report on the federal EFW2C file.	Global Payroll & Absence Mgmt > Year-End Processing > Audit Federal EFW2C USA	GPUS_RC_MMREFFED2A
GPUSFM2C Create Federal EFW2C USA	Generates the federal EFW2C file.	Global Payroll & Absence Mgmt > Year-End Processing > Create Federal EFW2C USA	GPUS_RC_MMREFFED2C
GPUSPMTP Run Payment Prep Process USA	Runs the banking process for PeopleSoft Global Payroll for United States.	Global Payroll & Absence Mgmt > Payment Processing > Run Payment Prep Process USA	GPUS_PMT_PREPARE
GPUSSM1A Audit State EFW2 USA	Generates an audit report on the state EFW2 file.	Global Payroll & Absence Mgmt > Year-End Processing > Audit State EFW2 USA	GPUS_RC_MMREFSTA

Report ID and Report Name	Description	Navigation	Run Control Page
GPUSSM1C Create State EFW2 USA	Generates the state EFW2 file.	Global Payroll & Absence Mgmt > Year-End Processing > Create State EFW2 USA	GPUS_RC_MMREFSTC
GPUSSTS State Tax Summary Report	Summarizes period-to-date income tax withheld, disability, FICA, and unemployment taxes at the state level.	Global Payroll & Absence Mgmt > Taxes > Tax Summary Reports USA	GPUS_RC_TAXSUMRPT
GPUSSTT Quarterly State Tax Report	Summarizes employee quarter-to-date state withholding, disability, and unemployment taxes. This report lists employees by social security number and name, and provides page and company totals.	Global Payroll & Absence Mgmt > Taxes > Quarterly Tax Reports USA	GPUS_RC_QTRTAXRPT
GPUSTDP Tax Deposit Summary	Provides pay period details of federal and state taxes withheld from employees, and liabilities incurred for employer-paid taxes.	Global Payroll & Absence Mgmt > Taxes > Tax Deposit and Liability USA	GPUS_RC_TAXDEPLIAB
GPUSTXS Federal Tax Data Status USA	Lists employees with federal withholding exemption or more than 10 allowances.	Global Payroll & Absence Mgmt > Taxes > Federal Tax Data Status USA	GPUS_RC_FEDTAXSTA
GPUSW4A W-4 IRS Report USA	Lists employees with federal withholding exemption or more than 10 allowances. This report is sent to the IRS.	Global Payroll & Absence Mgmt > Taxes > W-4 IRS Report USAA	GPUS_RC_W4IRSRPT
GPUSW4E W-4 Exempt Payees Report USA	Lists employees who fail to complete new W-4 forms by the due date.	Global Payroll & Absence Mgmt > Taxes > W-4 Exempt Payees Report USA	GPUS_RC_W4EXEMP
GPUSW4I Identify W-4 Exempt Payees USA	Lists employees whose federal tax data includes specified parameters.	Global Payroll & Absence Mgmt > Taxes > Identify W-4 Exempt Payees USA	GPUS_RC_SELW4EXEMP
GPUSW4R Reset W-4 Exempt Payees USA	Updates future-dated records that currently specify W-4 exempt status.	Global Payroll & Absence Mgmt > Taxes > Reset W-4 Exempt Payees USA	GPUS_RC_W4RSTEXEMP
GPUSW4U W-4 ePay Audit Report USA	Lists employees who enter W-4 information through self-service.	Global Payroll & Absence Mgmt > Taxes > W-4 ePay Audit Report USA	GPUS_RC_W4EPAYRPT

Report ID and Report Name	Description	Navigation	Run Control Page
GPUSYELD Year End Data Load USA	Loads data from payroll results into wage and tax data statements.	Global Payroll & Absence Mgmt > Year-End Processing > Year End Data Load USA	GPUS_RC_YELOAD
GPUSY10 Year End Pre-Load Report USA	Lists employees who have negative amounts and checks for other errors.	Global Payroll & Absence Mgmt > Year-End Processing > Year End Pre-Load Report USA	GPUS_RC_YEPRLD
GPUSY20 Year End Post-Load Report USA	Lists errors in wage and tax data statements loaded in the system.	Global Payroll & Absence Mgmt > Year-End Processing > Year End Post-Load Report USA	GPUS_RC_YEPOLD
GPUSY30 Year End Data Audit Report USA	Lists the year end data with box and amount data for selected parameters.	Global Payroll & Absence Mgmt > Year-End Processing > Year End Data Audit Report USA	GPUS_RC_YEAUDIT
GPUSY31 Year End State Totals USA	Audits and prints state tax totals.	Global Payroll & Absence Mgmt > Year-End Processing > Year End State Totals USA	GPUS_RC_YESTAUD
GPUSY40 Year End Print USA – W-2 Print	Prints year-end forms.	Global Payroll & Absence Mgmt > Year-End Processing > Year End Print USA	GPUS_RC_YEPRINT
GPUSY41 Year End Print USA – W-2 American Samoa Print	Prints year-end forms for American Samoa.	Global Payroll & Absence Mgmt > Year-End Processing > Year End Print USA	GPUS_RC_YEPRINT
GPUSY42 Year End Print USA – W-2 Guam Print	Prints year-end forms for Guam.	Global Payroll & Absence Mgmt > Year-End Processing > Year End Print USA	GPUS_RC_YEPRINT
GPUSY43 Year End Print USA – W-2 Puerto Rico Print	Prints year-end forms for Puerto Rico.	Global Payroll & Absence Mgmt > Year-End Processing > Year End Print USA	GPUS_RC_YEPRINT
GPUSY44 Year End Print USA – W-2 Virgin Islands Print	Prints year-end forms for U.S. Virgin Islands.	Global Payroll & Absence Mgmt > Year-End Processing > Year End Print USA	GPUS_RC_YEPRINT
GPUSY50 Transmittal Totals USA - W-3/W-SS Transmittal Totals	Lists details for year-end statements.	Global Payroll & Absence Mgmt > Year-End Processing > Transmittal Totals USA	GPUS_RC_W3TLS

Report ID and Report Name	Description	Navigation	Run Control Page
GPUSY51 Transmittal Totals USA - W-3PR Transmittal Totals	Lists details for year-end statements for Puerto Rico.	Global Payroll & Absence Mgmt > Year-End Processing > Transmittal Totals USA	GPUS_RC_W3TLS
GPUSY60 Audit Correction Data USA - US	Lists details of the correction report.	Global Payroll & Absence Mgmt > Year-End Processing > Audit Correction Data USA	GPUS_RC_YECAUDIT
GPUSY61 Audit Correction Data USA - PR	Lists details of the correction report for Puerto Rico.	Global Payroll & Absence Mgmt > Year-End Processing > Audit Correction Data USA	GPUS_RC_YECAUDIT
GPUSY70 Print Year End Correction Forms - W-2c Print	Prints the year-end correction statement.	Global Payroll & Absence Mgmt > Year-End Processing > Year End Correction Forms USA > Print Year End Correction Forms	GPUS_RC_YECPRT
GPUSY71 Print Year End Correction Forms - W-2cPR Print	Prints the year-end correction statement for Puerto Rico.	Global Payroll & Absence Mgmt > Year-End Processing > Year End Correction Forms USA > Print Year End Correction Forms	GPUS_RC_YECPRT