
PeopleSoft HCM 9.2: Human Resources Administer Festive Advance

June 2019

PeopleSoft HCM 9.2: Human Resources Administer Festive Advance
Copyright © 1988, 2019, Oracle and/or its affiliates. All rights reserved.

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

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

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

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

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

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

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

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

Documentation Accessibility

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

Access to Oracle Support

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

Contents

- Preface: Preface.....v**
- Understanding the PeopleSoft Online Help and PeopleBooks.....v
- PeopleSoft Hosted Online Help.....v
- Locally Installed Help.....v
- Downloadable PeopleBook PDF Files.....v
- Common Help Documentation.....vi
- Field and Control Definitions.....vi
- Typographical Conventions.....vi
- ISO Country and Currency Codes.....vii
- Region and Industry Identifiers.....vii
- Translations and Embedded Help.....viii
- Using and Managing the PeopleSoft Online Help.....viii
- Related Links for PeopleSoft HCM.....viii
- Contact Us.....viii
- Follow Us.....ix
- Chapter 1: Getting Started with HR Administer Festive Advance.....11**
- Administer Festive Advance Overview.....11
- Administer Festive Advance Business Processes.....11
- Administer Festive Advance Integrations.....11
- Administer Festive Advance Implementation.....12
- Chapter 2: Understanding PeopleSoft HR Administer Festive Advance.....13**
- Designing a Festive Advance Program.....13
- Setting Up Support Tables and Festive Advances.....13
- Chapter 3: Setting Up Festive Advances.....15**
- Understanding Festive Advances.....15
- Setting Up Religions, Ethnic Groups, and Holiday Types.....15
- Pages Used to Set Up Religions, Ethnic Groups, and Holiday Types.....16
- Religions MYS/SGP Page.....16
- Setting Up Calculation Rules.....17
- Pages Used to Set Up Calculation Rules.....17
- Calculation Rule Page.....17
- Setting Up Pay Programs.....19
- Pages Used to Set Up Pay Programs.....19
- Pay Program Page.....19
- Changing Default Holiday Options.....21
- Confirming the Correct Festive Advance Details.....21
- Chapter 4: Managing Festive Advances.....23**
- Understanding the Festive Advance Process.....23
- Calculating Festive Advances.....23
- Page Used to Calculate Festive Advances.....23
- Prerequisites.....23
- Calculate Festive Advance Page.....23
- Viewing and Modifying Festive Advances.....25
- Pages Used to View and Modify Festive Advances.....25
- Understanding Festive Advance Review.....25
- View/Update Pymnts by FA Type Page.....26

View/Update Pymnts by Emplid Page.....27

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.

<i>Typographical Convention</i>	<i>Description</i>
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.

Follow Us



[Facebook.](#)



[YouTube](#)



[Twitter@PeopleSoft_Info.](#)



[PeopleSoft Blogs](#)



[LinkedIn](#)

Chapter 1

Getting Started with HR Administer Festive Advance

Administer Festive Advance Overview

The Administer Festive Advance business process in PeopleSoft Human Resources is fully integrated with the PeopleSoft payroll process. You can set up some base information, such as calculation rules and a pay program, for use later in the process. You can then associate employees with the base information and the normal payroll processes calculate and track the amounts.

A preliminary calculation of festive advance payment amounts is performed for all employees who are eligible for the festive advance and you can review, modify, or delete the information if necessary.

Administer Festive Advance Business Processes

PeopleSoft HR Administer Festive Advance supports the following business processes:

- Calculate festive advance amounts for individual employees.

After you have set up the calculation rules, pay programs, employee information, and eligibility, you can calculate the festive advances. You can then view the results of the calculation, using options in the Festive Advance MYS/SGP menu. This process uses the rules, programs, and holidays to calculate the amount of festive advance to pay employees.

- Review and modify calculated festive advance amounts.

Running the Festive Advance calculation process calculates the festive advance amount for individual employees. After you have run the process using the Calculate Festive Advance page, you can then view and modify the results of the calculation using the View/Update Pymnts by FA Type page and the View/Update Pymnts by Emplid page. You can manually add new employees and modify festive advance amounts if necessary.

Related Links

[Calculating Festive Advances](#)

[Viewing and Modifying Festive Advances](#)

Administer Festive Advance Integrations

PeopleSoft HR Administer Festive Advance integrates with these PeopleSoft applications:

- All PeopleSoft HCM applications.

- Other PeopleSoft applications that are set up to subscribe to the published messages.
- Third-party applications.

Supplemental information about third-party application integrations is located on the My Oracle Support website.

Administer Festive Advance Implementation

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

Other Sources of Information

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

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

Chapter 2

Understanding PeopleSoft HR Administer Festive Advance

Designing a Festive Advance Program

The Administer Festive Advance business process in PeopleSoft Human Resources offers festive advance functionality for Malaysia and Singapore.

The core of the Administer Festive Advance business process includes eight main phases of operation:

- Set up your religions and ethnic groups, including employee defaults.
- Set up the rules by which the festive advance amounts are calculated.
- Group your festive advance payment rules to create the programs you'll use to pay festive advances to your employees.
- Link your festive advance pay programs to specific job codes.
- Override any default festive advance setup for specific employees.
- Identify eligible employees and calculate the festive advance based on setup, rules, and type of festive holiday.
- Review and confirm festive advance calculations.
- Post festive advances to PeopleSoft Global Payroll.

Setting Up Support Tables and Festive Advances

When implementing the Administer Festive Advance business process, you set up the following tables. These tables are the building blocks for your festive advances:

Table	Definition
Religions	Set up the religions that you associate with specific ethnic groups and festive holiday types.
Ethnic Group	Set up the ethnic groups that you associate with specific religions and festive holiday types.
Personal Data - Eligibility/Identity	Set up the employee's default religion and ethnic group.

Table	Definition
Calculation Rule	Before you allocate festive advances to your employees, set up the rules by which you'll determine the amount of the festive advance to be paid.
Job Code Table - Job Code Profile	Link your festive advance pay programs to specific job codes.
Job Data - Employment Information	Change employee festive advance defaults.
Pay Program	After you set up the support tables (including the calculation rules by which you'll determine the amount of the festive advance payment), use these rules to set up one or more pay programs with the Pay Program page. Use these pay programs to pay festive advances to your employees.

Chapter 3

Setting Up Festive Advances

Understanding Festive Advances

Companies in Singapore and Malaysia commonly make salary payments in advance to employees in recognition of specific festive holidays. This payment ensures that employees have sufficient money to pay for the larger-than-usual expenses often incurred during certain festival periods. This money is not a bonus or additional salary; it is a form of interest-free loan advanced by the employer that is recouped by deductions made in subsequent payrolls.

The recognized festive holidays are:

- Lunar New Year (Chinese New Year).
- Hari Raya.
- Deepavali.
- Christmas.

By default, all eligible employees receive a festive advance. If some employees choose not to accept a festive advance, you can set that choice for them. Similarly, you can grant a festive advance that is outside the employee's religious or ethnic group.

Festive advance functionality is fully integrated with the PeopleSoft Payroll process. You can set up some base information, such as calculation rules and a pay program, for use later in the process. You can then associate employees with the base information to have the normal payroll processes calculate and track the amounts.

A preliminary calculation of festive advance payment amounts is performed for all employees who are eligible for the festive advance and you can review, modify, or delete the information if necessary.

Setting Up Religions, Ethnic Groups, and Holiday Types

To set up religions, ethnic groups, and holiday types, use the Religions MYS/SGP (RELIGION_TBL_FA), Ethnic (ETHNIC_GROUP_GBL), and Modify a Person (PERSONAL_DATA) components.

This topic identifies the pages used to set up religions, ethnic groups, and holiday types.

Pages Used to Set Up Religions, Ethnic Groups, and Holiday Types

Page Name	Definition Name	Usage
<u>Religions MYS/SGP Page</u>	RELIGION_TBL_FA	Set up religions and then select a corresponding festive advance holiday type.
"Ethnic Groups Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	ETHNIC_GROUP_GBL	Set up ethnic groups.
"Add a Person or Modify a Person - Regional Page" (PeopleSoft HCM 9.2: Human Resources Administer Workforce)	PERSONAL_DATA3	Set up the employee's default religion and ethnic group.

Related Links

[Setting Up Support Tables and Festive Advances](#)

[Viewing and Modifying Festive Advances](#)

Religions MYS/SGP Page

Use the Religions MYS/SGP page (RELIGION_TBL_FA) to set up religions and then associate religions with a festive advance holiday type.

Navigation

Set Up HCM > Product Related > Workforce Administration > Religions MYS/SGP

Image: Religions MYS/SGP page

This example illustrates the Religions MYS/SGP page.

The screenshot shows the 'Religions MYS/SGP' page. At the top, it displays 'Set ID MYS' and 'Religion BDH'. Below this is a table with one row. The table has a header row with 'Religion' and 'Find | View All' and 'First 1 of 1 Last'. The table body contains the following fields:

- *Effective Date: 01/01/1980
- *Status: Active
- *Description: Buddhist
- Short Description: Buddhist
- *FA Holiday Type: Chinese New Year

FA Holiday Type (festive advance holiday type)

Select the holiday that is associated with the religion for festive advance purposes. Values include *Chinese New Year*, *Christmas*, *Deepavali*, *Hari Raya*, and *Value Not Applicable*.

Setting Up Calculation Rules

This topic discusses how to define festive advance calculation rules.

To set up festive advance calculation rules, use the Calculation Rule (FA_CALC_RULE) component.

Before you allocate festive advances to employees, set up the rules by which you'll determine the amount of the festive advance paid. Then use these rules to set up one or more pay programs using the Pay Program page.

Pages Used to Set Up Calculation Rules

Page Name	Definition Name	Usage
Calculation Rule Page	FA_CALC_RULE	Define rules for calculating the amount of the festive advance payment.

Calculation Rule Page

Use the Calculation Rule page (FA_CALC_RULE) to define rules for calculating the amount of the festive advance payment.

Navigation

Set Up HCM > Product Related > Compensation > Festive Advance MYS/SGP > Calculation Rule

Image: Calculation Rule page

This example illustrates the Calculation Rule page.

FA Calculation Rule

You can have as many calculation rules as you need, depending on corporate policies. You might have a different rule for each of the festivals, or you might have different rules for shop floor staff and senior executives. Alternatively, you might have just one rule for all employees for all occasions.

FA Calculation Type, Calculation Percent, and Flat Amount

The FA Calculation Type field controls the display of the Calculation Percent and Flat Amount fields and defines what type of calculation to use to calculate the festive advance payment. Select:

AMT – Flat amount: Enter the amount in the Flat Amount field. This amount is used in the calculation of the festive advance. The Calculation Percent field is unavailable for entry.

BTH – Flat Amount + Percentage of Monthly Compensation: Enter the calculation percent and the flat amount.

PCT – Percentage of Monthly Compensation: Enter the percentage in the Calculation Percent field. The value stored here represents the percentage used in the calculation of the festive advance. The Flat Amount field is unavailable for entry.

Note: The percentage amount that you enter can be greater than 100 percent. The system issues a warning message, but you can still save the amount.

Related Links

[Setting Up Pay Programs](#)

Setting Up Pay Programs

This topic discusses how to create festive advance pay programs.

To set up festive advance pay programs, use the Pay Program (FA_PAY_PROGRAM) and Job Code Table (JOB_CODE_TBL) components.

After you set up the calculation rules by which you'll determine the amount of the festive advance payment, use these rules to set up one or more pay programs. Use these pay programs to pay festive advances to employees.

Pages Used to Set Up Pay Programs

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Pay Program Page</u>	FA_PAY_PROGRAM	Create pay programs to use to pay festive advance for employees.
"Job Code Profile Page" (PeopleSoft HCM 9.2: Application Fundamentals)	JOBCODE_TBL1_GBL	Set up one or more festive advance pay programs to cover each holiday type. Associate a default pay program with a specific job code.

Pay Program Page

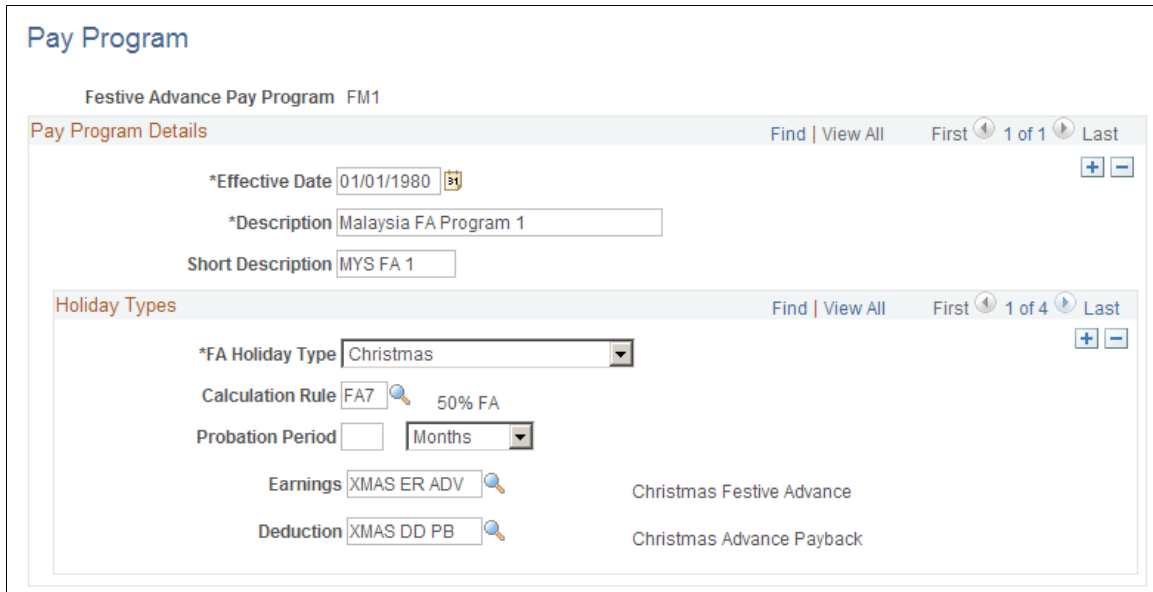
Use the Pay Program page (FA_PAY_PROGRAM) to create pay programs to use to pay festive advance for employees and to associate calculation rules with pay programs, holiday types, earnings and deductions elements, and any probationary period.

Navigation

Set Up HCM > Product Related > Compensation > Festive Advance MYS/SGP > Pay Program

Image: Pay Program page

This example illustrates the Pay Program page.



Holiday Types

FA Holiday Type (festive advance holiday type)

Select the type of festive advance holiday: *C New Year* (Chinese New Year), *Christmas*, *Deepavali*, or *Hari Raya*.

If you select *N/A*, the warning message *FA Type can not be none in the FA Pay Program* appears.

Note: If you want to set up a pay program that includes more than one festive holiday type, insert a new row for each additional holiday type and its details.

Calculation Rule

Select the rule that applies to this festive advance.

Probation Period

Specify the probation period by entering the number and type of periods. For the type of period, select *Days* or *Months*.

Earnings and Deduction

Select the earnings or deduction element that applies to this festive advance. If you have PeopleSoft Global Payroll installed, these fields hold the earnings and deductions elements that the system uses to pay and recover the festive advance.

Related Links

[Setting Up Pay Programs](#)

Changing Default Holiday Options

After you set up calculation rules and pay programs and associate job codes with pay programs, eligible employees among the workforce are automatically granted festive advances. Assigning the festive advance type to the employee occurs automatically during the hire process once you have assigned the ethnic group, religion, and job code. However, before you accept these defaults, you may still have some additional issues that you must resolve, such as changes in employee festive advance choices. If the obvious choice is not right, you can easily change the defaults using the Job Data - Employment Information page (EMPLOYMENT_DTA1) under Workforce Administration > Job Information > Job Data.

This topic discusses how to confirm the correct festive advance details.

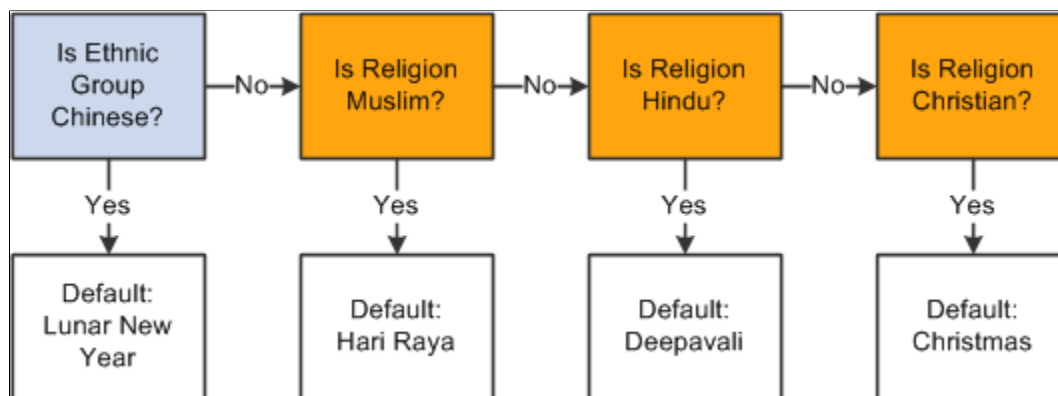
Confirming the Correct Festive Advance Details

Usually, selecting the right festive advance is a simple process of selecting the festive holiday that fits the employee's religion and ethnic group. To do this, the system sets a default festive advance from the employee's religion and ethnic group. To set the default festive advance, the system looks at the following data:

1. If the employee's ethnic group is Chinese, the default festive advance is Lunar New Year.
2. If the employee's ethnic group is not Chinese, the system looks at the employee's religion:
 - a. If the religion is *Muslim*, the default festive advance is Hari Raya.
 - b. If the religion is *Hindu*, the default festive advance is Deepavali.
 - c. If the religion is *Christian*, the default festive advance is Christmas.

Image: Determining an employee's default festive holiday

This diagram shows the process flow for determining an employee's default festive holiday based on the employee's ethnic group and religion.



Although most employees are happy with the default festive advance chosen by the system from their religions or ethnic groups, the default is not necessarily the right choice. For example, nothing prevents a Christian from choosing the Chinese New Year holiday.

Some employees might choose to not have a festive advance at all. In this situation, you can select the *N/A* option on the Job Data - Employment Information page by navigating to Workforce Administration > Job Information > Job Data.

Employees with Multiple Jobs

The system enables one festive advance for each job, so if an employee has two jobs, the system enables that employee to have a festive advance for each job. This enables an employee with two part-time jobs to receive the same benefit as an employee with one full-time job.

Note: You are not required to store effective-dated history of an employee's ethnicity, religion, or festive holiday. However, employees must receive only one festive advance in a calendar year. If any data that affects festive advances changes, the system notifies you that you should review the festive advance details. The festive advance is per employee and not per job, and as such, PeopleCode is activated to ensure that all the employee's concurrent jobs have the same festive advance data.

Related Links

[View/Update Pymnts by FA Type Page](#)

[Setting Up Support Tables and Festive Advances](#)

[Calculation Rule Page](#)

[Setting Up Pay Programs](#)

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

Chapter 4

Managing Festive Advances

Understanding the Festive Advance Process

The Administer Festive Advance business process is fully integrated with the PeopleSoft payroll process. After you set up some base information—such as calculation rules and a pay program—and associate employees with the base information, the normal payroll processes calculate and track the amounts.

A preliminary calculation of festive advance payment amounts is performed for all employees eligible for the festive advance and you can review, modify, or delete the information if necessary.

After calculating and reviewing the appropriate festive advance amounts for employees in PeopleSoft HR Administer Festive Advance, PeopleSoft Global Payroll enables you to:

- Distribute the amount to employees.
 - Recover the advance in subsequent payrolls.
-

Calculating Festive Advances

This topic lists prerequisites and discusses how to run the Festive Advance Calculation (PSPFARUN) process.

Page Used to Calculate Festive Advances

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Calculate Festive Advance Page</u>	FA_CALC_RC	Run the Festive Advance calculation process, which calculates the festive advance amounts.

Prerequisites

Before running the Festive Advance Calculation process, set up the calculation rules, pay programs, employee information, and eligibility requirements.

Calculate Festive Advance Page

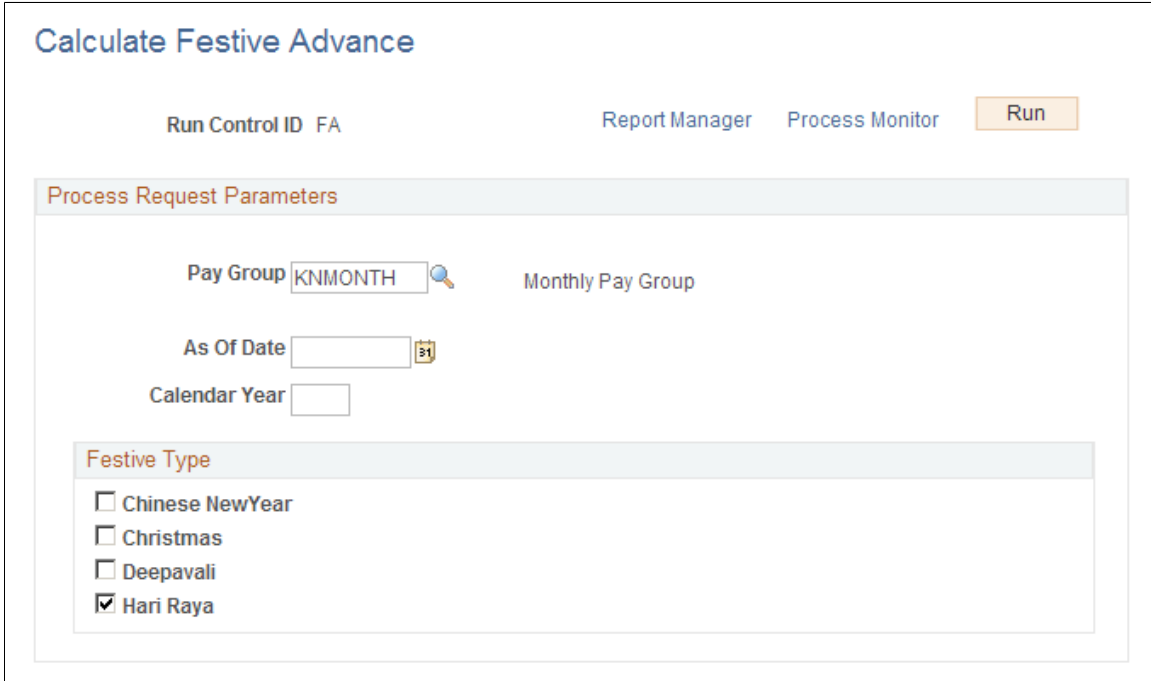
Use the Calculate Festive Advance page (FA_CALC_RC) to run the Festive Advance calculation process, which calculates the festive advance amounts.

Navigation

Compensation > Festive Advance MYS/SGP > Calculate Festive Advance

Image: Calculate Festive Advance page

This example illustrates the Calculate Festive Advance page.



Process Request Parameters

Pay Group

Select a pay group for the calculation.

As Of Date

Enter the date for which the festive advance is to be paid. This date is usually the first day of the festive holiday. You can use a more generic date if you select more than one festive holiday. The eligibility process uses this date. If an employee has not served the probation time by the as of date, the employee is not paid a festive advance.

Calendar Year

Enter the year for which the festive advance is being calculated.

Note: You can run the process at any stage for any festive advance. For example, you could run the Christmas festive advance calculation now for 2010.

Festive Type

Chinese NewYear, Christmas, Deepavali, andHari Raya

Select the festive advance holiday type for which you want to calculate festive advances. You can calculate more than one—or all of them—to produce information for budgeting purposes.

Related Links

[Setting Up Support Tables and Festive Advances](#)

[Setting Up Calculation Rules](#)

[Setting Up Pay Programs](#)

[Calculating Festive Advances](#)

"Posting and Unposting Festive Advance Payments" (PeopleSoft HCM 9.2: Global Payroll for Singapore)

Viewing and Modifying Festive Advances

This topic provides an overview of festive advance review and discusses how to view and modify festive advances.

Pages Used to View and Modify Festive Advances

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
View/Update Pymnts by FA Type Page (view/update payments by festive advance type)	FA_PAY_DETAILS	Approve, cancel and, if necessary, modify the festive advance payment amount at an employee level. Data appears based on pay group, calendar year, and festive advance holiday type.
View/Update Pymnts by Emplid Page (view/update payments by Employee ID)	FA_PAY_DTLS_EMPL	View and modify the calculated festive advance details at an employee level. Data appears based on pay group, employee ID, and employee record number.

Understanding Festive Advance Review

Running the Festive Advance calculation process calculates the festive advance amount for individual employees. After you have run the process using the Calculate Festive Advance page, you can then view and modify the results of the calculation using the View/Update Pymnts by FA Type and the View/Update Pymnts by Emplid components. You can manually add new employees and modify festive advance amounts if necessary.

Note: After you have reviewed the festive advance payment amounts in PeopleSoft Human Resources, you can post the festive advances to PeopleSoft Global Payroll using the Post/Unpost Festive Adv SGP page in the Global Payroll application—Global Payroll & Absence Mgmt > Absence and Payroll Processing > Prepare Payroll > Post/Unpost Festive Advncs SGP. The GPSG_FA_POST AE (festive advance) posting process enables you to copy the festive advances from the FA Payments table into the Global Payroll Positive Input (PI) tables. You can then nominate the calendar to which the payments are to be posted. Once the payments are posted to PI, the status of the festive advance payments are updated to prevent reposting. An unpost option included in the festive advance posting process also enables you to delete the posted advances from the Positive Input tables, provided the pay has not already been finalized.

View/Update Pymnts by FA Type Page

Use the View/Update Pymnts by FA Type (view/update payments by festive advance type) page (FA_PAY_DETAILS) to approve, cancel and, if necessary, modify the festive advance payment amount at an employee level.

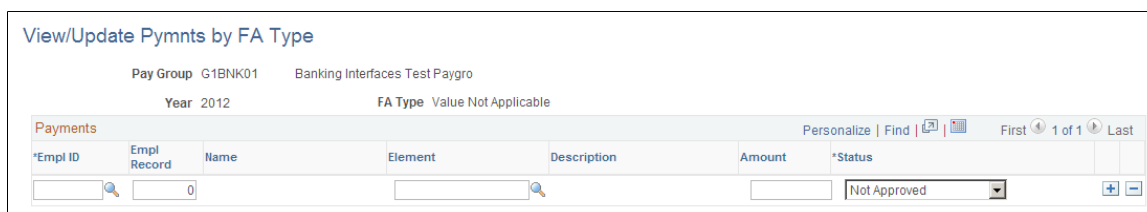
Data appears based on pay group, calendar year, and festive advance holiday type.

Navigation

Compensation > Festive Advance MYS/SGP > View/Update Pymnts by FA Type

Image: View/Update Pymnts by FA Type page

This example illustrates the View/Update Pymnts by FA Type page.



Note: The View/Update Pymnts by FA Type page and the View/Update Pymnts by EmplID page show the same information, but they sort the information by a different key.

Payments

Running the Festive Advance calculation process calculates the festive advance amount for individual employees, enabling you to verify and, if necessary, modify the festive advance payments for specific employees. You can also manually add a new employee if necessary.

Element Displays the element that will pay the festive advance. You defined this element on the Pay Program page.

Amount The amount calculated by the Festive Advance calculation process.

Status The payment status of the festive advance: *Approved*, *Not Apprvd*, (not approved) or *Posted*.

When you select *Posted*, the other fields are unavailable. If you change the status of any employee to *Not Apprvd*, the festive advance is not paid to the employee.

Related Links

[Setting Up Support Tables and Festive Advances](#)

[Setting Up Calculation Rules](#)

[Setting Up Pay Programs](#)

"Posting and Unposting Festive Advance Payments" (PeopleSoft HCM 9.2: Global Payroll for Singapore)

View/Update Pymnts by Emplid Page

Use the View/Update Pymnts by Emplid (view/update payments by employee ID) page (FA_PAY_DTLS_EMPL) to approve, cancel and, if necessary, modify the festive advance payment amount at an employee level.

Data appears based on pay group, employee ID, and employee record number.

Navigation

Compensation > Festive Advance MYS/SGP > View/Update Pymnts by Emplid

The View/Update Pymnts by EmplID page shows the same information as the View/Update Pymnts by FA Type page, but the information is accessed by a different key.

