
PeopleSoft HCM 9.2: Global Payroll for Thailand

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PeopleSoft HCM 9.2: Global Payroll for Thailand
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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.

Hosted PeopleSoft Online Help

You can access the hosted PeopleSoft Online Help on the [Oracle Help Center](#). The hosted PeopleSoft 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. The hosted PeopleSoft Online Help is available in English only.

To configure the context-sensitive help for your PeopleSoft applications to use the Oracle Help Center, see [Configuring Context-Sensitive Help Using the Hosted Online Help Website](#).

Locally Installed Help

If you're setting up an on-premise PeopleSoft environment, and your organization has firewall restrictions that prevent you from using the hosted PeopleSoft Online Help, you can install the online help locally. See [Configuring Context-Sensitive Help Using a Locally Installed Online Help Website](#).

Downloadable PeopleBook PDF Files

You can access downloadable PDF versions of the help content in the traditional PeopleBook format on the [Oracle Help Center](#). 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.
& (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

Select About This Help in the left navigation panel on any page in the PeopleSoft Online Help to see information on the following topics:

- Using the PeopleSoft Online Help
- Managing Hosted online help
- Managing locally installed PeopleSoft Online Help

Related Links for PeopleSoft HCM

[Oracle Help Center](#)

[PeopleSoft Information Portal](#)

[My Oracle Support](#)

[PeopleSoft Training from Oracle University](#)

[PeopleSoft Video Feature Overviews on YouTube](#)

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

[PeopleSoft Spotlight Series](#)

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Getting Started with Global Payroll for Thailand

Global Payroll for Thailand Overview

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

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

Global Payroll for Thailand delivers the following features:

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

Global Payroll for Thailand Business Processes

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

- Setting up and maintaining Provident Funds.
- Setting up and maintaining Social Security funds.
- Setting up and maintaining tax allowances.
- Setting up and processing payslips.

- Tax calculation for regular and irregular income.
- Setting up electronic bank transfers.
- Termination processing.
- Off cycle processing.
- Normal cycle processing.
- Retro processing.
- Tax log for payroll processing.
- Tax log for termination processing.
- Legal reporting for Thailand.
- Pay group security.

Global Payroll for Thailand Integrations

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

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

Global Payroll for Thailand Implementation

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

Other Sources of Information

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

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

See the product documentation for *Application Fundamentals* and *PeopleTools: Setup Manager*

Understanding Global Payroll for Thailand

Global Payroll for Thailand

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

Global Payroll for Thailand Business Processes

PeopleSoft Global Payroll for Thailand supports these business processes:

- Tax Allowance Declaration.

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

- Provident Fund Allowance.
- Expense Allowance.
- Personal Allowance.
- Spouse Allowance.
- Child Allowance.
- Child Education Allowance.
- Parent Allowance.
- Personal Life Insurance Allowance.
- Spouse Life Insurance Allowance.
- Provident Fund.
- Mutual Fund.
- Long Term Equity Fund.
- Social Security Fund.
- Mortgage Interest Allowance.
- Education Donation Allowance.
- Donation.

- Sport Donation.
- Parent Health Insurance.
- Tax Exemption for Employees over 65 Years Old.
- Processing Tax Calculation.

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

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

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

- Termination Income Processing.

PeopleSoft Global Payroll for Thailand processes the following termination incomes:

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

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

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

- Payslips Processing.

The payslip feature of PeopleSoft Global Payroll for Thailand enables you to create and control payslips through payslip setup pages so that they display the data that you want. You can override

parts of payslip templates at lower levels, so you do not have to create multiple templates to cover every payslip scenario.

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

- Payroll Reporting.

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

Reports included in Global Payroll for Thailand are:

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

The Data Media Files included in Global Payroll for Thailand are: ITF1, ITF 1A, SSO 1-03, and SSO 6-10.

- Electronic Bank Transfers

Global Payroll for Thailand provides formats and elements to support Electronic Funds Transfer (EFT) files for transferring funds to employee bank accounts.

- Tax Log Processing.

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

- Off-Cycle Processing.

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

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

- Retroactive Processing.

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

- Segmentation Processing.

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

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

The compensation changes trigger element segmentation for basic salary.

- Pay Group Security.

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

Delivered Elements for Global Payroll for Thailand

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

This topic discusses:

- Delivered element creation.
- Element ownership and maintenance.

Delivered Element Creation

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

The core application:

- Consists of a payroll rules engine.

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

- Provides a payroll processing framework.

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

Country extensions have the following characteristics:

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

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

Related Links

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

Element Ownership and Maintenance

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

Element Ownership in Global Payroll

There are five categories of element ownership:

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

Element Ownership in Global Payroll for Thailand

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

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

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

Element Name	Exceptions
SAL NET NM	Net pay accumulator, you need to add all newly created earning elements into this accumulator.
SAL RIR NM	Add taxable earning elements into this accumulator.
SAL RIR TAL NM	Add taxable earning elements into this accumulator.
SAL REG NM	If your earning belongs to regular income, add to this accumulator.
SAL REG TAL NM	If your earning belongs to regular income, add to this accumulator.

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

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

Related Links

"Global Payroll Overview" (PeopleSoft HCM 9.2: Global Payroll)

Element Naming Conventions for Global Payroll for Thailand

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

This topic discusses:

- Naming conventions.
- Functional area codes.
- Element type codes (PIN_TYPE).

Naming Conventions

This topic discusses the naming conventions for:

- Primary elements.
- Supporting elements.
- Component names (suffixes).
- Element abbreviations.

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

Primary Elements

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

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

Supporting Elements

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

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

The number of NAME components may vary.

For example, in the variable PF VR EE RATE:

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

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

Component Names (Suffixes)

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

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

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

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

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

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

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

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

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

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

Element Abbreviations

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

For example, consider the following date element:

TER DT LOS FROM.

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

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

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

Abbreviation	Description
ABS	Absence
AC	Accumulator
ACT	Actual
ALLOW	Allowance
AMT	Amount
ANNI	Anniversary
AVG	Average
BAL	Balance
BAS	Basic
BLD	Build
BON	Bonus
CAL	Calculation
CH	Child
COMP	Compensation
CONTRI	Contribution
CUR	Current
DED	Deductions
DELT	Delta
DN	Donation
EDU	Education
EE / EMP	Employee
ENT	Entitlement

Abbreviation	Description
ER	Employer
ERN	Earnings
EXP	Expense
FLT	Float
GA	Gross Up All Cycle
GO	Gross Up One Cycle
GPTH	Global Payroll for Thailand
GRP	Group
GUPA	Gross Up All Cycle
GUPO	Gross Up One Cycle
INC	Income
IND	Indicator
INFOR	Information
INS	Insurance
IR	Irregular
ITF	Income Tax Form
LTEF	Long Term Equity Fund
LMT	Limit
LOS	Length of service
LWOP	Leave without pay
MAX	Maximum
MF	Mutual Fund
MI	Mortgage Interest
MIN	Minimum

Abbreviation	Description
MOTH	Mother
MSG	Message
MTD	Month to date
MTH	Month
NM	Not Maintained
NO	Number
OVR	Over
OVT	Overtime
PAR	Parent
PER	Personal
PF	Provident Fund
PIT	Personal Income Tax
PLSP	Payslip
PRO	Projection
PTD	Period To Date
REG	Regular
RP	Report
RTO	Retroactive
SAL	Salary
SEG	Segmentation
SI	Security Insurance
SP	Spouse
SS	Social Security
TAL	Total

Abbreviation	Description
TER	Termination
TMS	Times
WH	Withholding
YTD	Year to date

Functional Area Codes

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

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

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

Element Type Codes

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

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

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

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

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

Related Links

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

Chapter 3

Setting Up System Data

Understanding Global Payroll for Thailand System Data

This topic discusses:

- National ID types.
- The Thailand address format.
- Nationality and country codes.

Understanding National ID Types

Global Payroll for Thailand provides three national ID types for users. This table lists and describes them:

National ID Type	Description	Short Description	National ID Format
TAX ID	Tax Identification Number	Tax ID	99999999999999
PID	Personal Identification Number	ID	99999999999999
SSO ID	Social Security Number	SSO ID	99999999999999

Understanding the Global Payroll for Thailand Address Format

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

Global Payroll for Thailand uses the address type Global Payroll TH. When defining address information, you must select Global Payroll TH as your address type so that the payroll reports can display the address.

The following table describes content of the Address Format page for Global Payroll for Thailand.

Navigation

Set Up HCM > Install > Country Table > Address Format:

Field Name	Edit Label Override	Include in Display?	Include in Print?	Line Number	Position Number
COUNTRY	<i>COUNTRY</i>				
ADDRESS1	<i>ADDRESS1</i>	Y	Y	1	1
ADDRESS2	<i>House No</i>	Y	Y	2	1

Field Name	Edit Label Override	Include in Display?	Include in Print?	Line Number	Position Number
ADDRESS3	<i>Tok/Soi,Road</i>	Y	Y	3	1
ADDRESS4	<i>Mool</i>	Y	Y	4	1
CITY	<i>District</i>	Y	Y	5	1
STATE	<i>Province</i>	Y	Y	5	2
POSTAL	<i>Post Code</i>	Y	Y	6	1
COUNTY	<i>Tambol</i>	Y	Y	7	1

Mapping Nationality Codes to Country Codes

Global Payroll for Thailand enables you to map the 3-digit numeric nationality codes that Thailand uses to the 3-letter country codes that PeopleSoft Global Payroll uses.

Global Payroll for Thailand uses the Personal Information component to maintain an employee's country (nationality), passport, and work permit information. Country codes are required on pages in the component. See "Managing Citizenship and Visa or Permit Information" (PeopleSoft HCM 9.2: Human Resources Administer Workforce) and "Updating Personal Data" (PeopleSoft HCM 9.2: Human Resources Administer Workforce).

Oracle delivers many of the nationality codes for Thailand pre-mapped on the Nationality THA (GPTH_NATIONALITY) page. You can view or add to the list.

Page Used to Map Nationality Codes to Country Codes

Page Name	Definition Name	Usage
<u>Nationality THA Page</u>	GPTH_NATIONALITY	Map the 3-digit numeric nationality codes that Thailand uses, to the 3-letter country codes that PeopleSoft uses.

Nationality THA Page

Use the Nationality THA page (GPTH_NATIONALITY) to map the 3-digit numeric nationality codes that Thailand uses, to the 3-letter country codes that PeopleSoft uses.

Navigation

Set Up HCM > Install > Product Specific > Nationality THA

Image: Nationality THA page

This example illustrates the fields and controls on the Nationality THA page.

Nationality THA					
Nationality Code		Personalize Find View 100 First 1-19 of 258 Last			
	*Country	Description	Nationality Code	Description	
1	ABW	Aruba	195	Aruba	+ -
2	AFG	Afghanistan	100	Afghanistan	+ -
3	AGO	Angola	128	Angola	+ -
4	AIA	Anguilla	999	Anguilla	+ -
5	ALA	Aland Islands	999	Aland Islands	+ -
6	ALB	Albania	119	Albania	+ -
7	AND	Andorra	120	Andorra	+ -
8	ANT	Netherlands Antilles	999	Netherlands Antilles	+ -
9	ARE	United Arab Emirates	077	United Arab Emirates	+ -
10	ARG	Argentina	033	Argentina	+ -
11	ARM	Armenia	224	Armenia	+ -
12	ASM	American Samoa	999	American Samoa	+ -
13	ATA	Antarctica	999	Antarctica	+ -
14	ATF	French Southern Territories	999	French Southern Territories	+ -
15	ATG	Antigua and Barbuda	172	Antigua and Barbuda	+ -

Understanding Core Functionality in Global Payroll for Thailand

This topic discusses:

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

Triggers

The following table shows a list of records and their triggers in Global Payroll for Thailand:

Record (Table) Name	Type	Trigger Event ID
JOB	Retro	JOB
JOB	Segmentation	JOB and COMPRATE
GP_OFFCYCL_A_VW	Iterative	N/A

Record (Table) Name	Type	Trigger Event ID
GP_OFFCYCL_C_VW	Iterative	N/A
GP_OFFCYCL_M_VW	Iterative	N/A
GP_OFFCYCL_U_VW	Iterative	N/A

View these trigger definitions using the Trigger Definition page.

Related Links

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

Segmentation Events

The following table shows a lists and describes segmentation events in Global Payroll for Thailand:

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

View these segmentation events on the Segmentation Events Definition page.

Related Links

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

Processing Retroactive Payments

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

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

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

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

The following table shows is a retroactive process definition for Global Payroll for Thailand:

Definition ID	Description	Retro Method
TH RETRO	THA Retro Process Definition	Forwarding

The following is a retroactive process override for Global Payroll for Thailand:

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

The following is a retroactive event definition for Global Payroll for Thailand:

Trigger Event ID	Definition ID	Description
JOB	TH RETRO	THA Retro Event Definition

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

Related Links

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

Understanding Provident Fund Default Value Rules

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

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

Defining Company Tax ID and Branch Information

To set up company tax ID and branch details, use the Company Tax ID/Branch THA (GPTH_TAX_ID_BRN) component.

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

Page Name	Definition Name	Usage
<u>Company Tax ID/Branch THA Page</u>	GPTH_TAX_ID_BRN	Enter and maintain company tax ID and branch information.

Company Tax ID/Branch THA Page

Use the Company Tax ID/Branch THA page (GPTH_TAX_ID_BRN) to enter and maintain company tax ID and branch information.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Taxes > Company Tax ID/Branch THA > Company Tax ID/Branch THA

Image: Company Tax ID/Branch THA page

This example illustrates the fields and controls on the Company Tax ID/Branch THA page.

Company Tax ID/Branch THA

Company KTB

Thailand Business Institute

Company Tax ID/Branch

Find | View All

First

1 of 1

Last

*Effective Date01/01/2006

Tax IDKTB1234567

Tax ID LongKTBL123456789

Sender Id1234

Sender Branch No234567

Department Name

LTO

*StatusActive

Tax Branch123456

Tax Branch TypeSpecial Business Tax Branch

Sender Identification IdKTB1234567890

Sender RoleWithholding tax Payer

User Id

Tax ID	Enter the employer's tax ID.
Tax Branch	Enter the employer's tax branch.
Sender Id	Enter the Bank ID or ID issued from the Revenue Department.
Sender Role	Specify who submitted the report (<i>Agent, Filing Jointly, Representative, or Withholding tax Payer</i>).
LTO	Specify whether or not the company is part of LTO (Large Business Tax Administration Office).
Note: If the company is LTO, the Income Tax Form report must be submitted to Thailand Revenue Department.	
User id	Identify the ID who provided the Company Tax ID/Branch THA page data or the ID who entered the data into your system.

Declaring Tax Allowances

To set up tax allowance details, use the Tax Allowance Declaration THA (GPTH_TAX_ALLOW) component.

Page Used to Identify Tax Allowance

Page Name	Definition Name	Usage
<u>Tax Allowance Declaration THA Page</u>	GPTH_TAX_ALLOW	Declare tax allowances.

Tax Allowance Declaration THA Page

Use the Tax Allowance Declaration THA page (GPTH_TAX_ALLOW) to declare tax allowances.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Taxes > Tax Allowance Declaration THA > Tax Allowance Declaration THA

Image: Tax Allowance Declaration THA page (1 of 2)

This example illustrates the fields and controls on the Tax Allowance Declaration THA page. It is the first of two page shots.

Tax Allowance Declaration THA

William Lee
EMP
ID KT0001

Find | View All
First 1 of 1 Last

Effective Date 01/01/2011
Status Active

Spouse Allowance

☐ If Spouse Has No Income
☐ Political Party Donation

Life Insurance Premium Amount

Child Allowance

☐ Half Declare with Spouse

Number of Child for Allowance
Number of Child for Education

Parents Allowance

☒ Declare for Payee's Father
☐ Declare for Payee's Mother
☐ Declare for Spouse's Father
☐ Declare for Spouse's Mother

Payee Father Name Lee,Terry
Payee Father ID Number 1234567899101
Payee Mother Name
Payee Mother ID Number

☒ Declare for Payee's Father
☐ Declare for Payee's Mother
☐ Declare for Spouse's Father
☐ Declare for Spouse's Mother

Spouse Father Name
Spouse Father ID Number
Spouse Mother Name
Spouse Mother ID Number

Parents Health Insurance

☒ Declare for Payee's Father
☐ Declare for Payee's Mother
☐ Declare for Spouse's Father
☐ Declare for Spouse's Mother

Parents Health Insurance Amount 1500.00

Image: Tax Allowance Declaration THA page (2 of 2)

This example illustrates the fields and controls on the Tax Allowance Declaration THA page. It is the second of two page shots.

Tax Exempt of Employee Over 65

Amount under Section 40(1)

Amount under Section 40(2)

Amount for Termination

Overage Exempt Total Amount

Mutual Fund

Mutual Fund Name Mutual Fund Amount

Long Term Equity Fund

Long Term Equity Fund Name Long Term Equity Fund Amount

Other Allowances

Payee Life Insurance Premium Charitable Donation Amount

Pension Insurance Premium Education Donation Amount

Home Mortgage Interest Amount ☐ Political Party Donation

Others

Patron of Disabled/Incapacitated Person Allowance

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

Row	National ID	Name	Gender	Relationship to Employee	Claim	Incapacitated
1					☐	☐

Sequence

Sequence Last Updated 06/12/12 7:58:48.000000AM Last Updated By SAMPLE

Effective Date and Status

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

Spouse Allowance

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

If Spouse Has No Income

This check box indicates whether to declare a spouse allowance since the payee's spouse does not have income.

Spouse Life Insurance Premium Amount

Enter the amount of the life insurance premium paid by the payee.

Child Allowance

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

Half Declare with Spouse

Select this check box if the payee wants to declare only one-half of the child allowance. This would occur when the payee's

spouse has income and declares the other half of the child allowance.

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

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

Parents Allowance

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

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

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

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

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

Declare for Spouse's Mother Select to declare the parents allowance for the mother of the payee's spouse. You must enter the mother's name and ID number in the Dependent Information component before the system enables you to select this check box.

Parents HI Amount Enter the annual amount of the parents' health insurance.

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

Declare for Payee's Mother Select to declare the cost of the parents' health insurance for the payee's mother. You must enter the mother's name and ID number in the Dependent Information component before the system enables you to select this check box.

Declare for Spouse's Father Select to declare the cost of the parents' health insurance for the spouse's father. You must enter the father's name and ID number in the Dependent Information component before the system enables you to select this check box.

Declare for Spouse's Mother

Select to declare the cost of the parents' health insurance for the spouse's mother. You must enter the mother's name and ID number in the Dependent Information component before the system enables you to select this check box.

Tax Exempt of Employee Over 65

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

Amount under Section 40(1)

Enter the payee's assessable Section 40(1) income.

Amount under Section 40(2)

Enter the payee's assessable Section 40(2) income.

Amount for Termination

Enter the payee's assessable termination income.

Mutual Fund**Mutual Fund Name**

Enter the mutual fund name.

You can add multiple fund names by separating each name with a comma.

Mutual Fund Amount

Enter the amount of the mutual fund.

If the user holds multiple mutual funds, input the total amount of the funds.

Long Term Equity Fund**Long Term Equity Fund Name**

Enter the name of the long term equity fund.

You can add multiple fund names by separating each name with a comma.

Long Term Equity Fund Amount

Enter the long term equity fund amount.

If the user holds multiple mutual funds, input the total amount of the funds.

Other Allowances**Payee Life Insurance Premium**

Enter the annual premium amount for the payee's life insurance.

Pension Insurance Premium

Enter the pension insurance premium amount.

Home Mortgage Interest Amount

Enter the home mortgage interest amount.

Charitable Donation Amount

Enter the total amount of charitable donations.

Education Donation Amount

Enter the education donation amount.

Political Party Donation

Select this check box if the employee has a political party donation routinely taken from his pay check.

When selected, the Party ID and Amount fields appear.

Party ID and Amount

These fields appear only when the Political Party Donation check box is selected.

Enter the ID of the political party to which the employee's donation is to be made.

The value in the Amount field is the amount allowed by Thailand Revenue Department. You cannot change this.

Others

If the employee has other allowances not listed, enter the total amount here.

Sequence**Sequence**

Enter the sequence number to use for tax reports. If this field is left blank, the system uses the employee number as the sequence number for tax reports.

You can maintain this field manually, or create a program to automatically enter data into this field in the database.

Last Updated and Last Updated By

Displays information about the last update made to the Tax Allowance page.

Related Links

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

Defining a Company Social Security Fund

To set up a company social security fund, use the Company Social Security Setup THA (GPTH_SI_COMPANY) and Social Security Branch Loc THA (GPTH_SI_BRN_LOC) components.

Pages Used to Define a Company Social Security Fund

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Company Social Sec Setup THA Page	GPTH_SI_COMPANY	Define the company and branch social security account and contribution rates.
Social Security Branch Loc THA Page	GPTH_SI_BRN_LOC	Define social security branch and location mapping.

Company Social Sec Setup THA Page

Use the Company Social Sec Setup THA page (GPTH_SI_COMPANY) to define the company and branch social security account and contribution rates.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security / Insurance > Company Social Sec Setup THA > Company Social Sec Setup THA

Image: Company Social Sec Setup THA page

This example illustrates the fields and controls on the Company Social Sec Setup THA page.

Company Social Sec Setup THA

Company KTB Thailand Business Institute

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

'Effective Date 01/01/2006 'Status Active

Company Social Security Acct 1234567890 'Business Type Code BC12345678

Business Type BT 001

Employer Contribution Rate 5.00 Employee Contribution Rate 5.00

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

	'Branch Number	'Branch Name	'SSO Area/Province	Edit Address	Phone		
1	000000	HEAD OFFICE	03/30	Edit Address	Phone	+	-
2	111111	R&D CENTER	01/10	Edit Address	Phone	+	-
3	222222	SALES CENTER	02/20	Edit Address	Phone	+	-

Company Social Security Account

Enter the company social security account. Use the format: 9999999999.

Business Type Code

Enter the business type code for the company

Business Type

Enter the business type for the company

Employer Contribution Rate

Enter the employer's contribution percentage.

Employee Contribution Rate

Enter the employee's contribution percentage.

Branch Number

Enter the social security branch number. Use the format: 999999.

Branch Name

Enter the social security branch name.

SSO Area/Province

Enter the social security area or province.

Address

Select this link to enter the branch address on the Address History and Edit Address page.

Phone

Select this link to enter the branch phone number on the Phone Number page.

Social Security Branch Loc THA Page

Use the Social Security Branch Loc THA (social security branch location THA) page (GPTH_SI_BRN_LOC) to define social security branch and location mapping.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security / Insurance > Social Security Branch Loc THA > Social Security Branch Loc THA

Image: Social Security Branch Loc THA page

This example illustrates the fields and controls on the Social Security Branch Loc THA page.

SetID Enter the social security location setID.

Location Code Enter the branch location code.

Setting Up the Payee Social Security Contribution Rate

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

Define your company social security data before you set up any payee social security information. The company social security information includes the company name, employer contribution rate, employee contribution rate, branch name, branch location code, and so on. The system uses default payee values from the company data based on the payee's location and company.

Page Used to Set Up the Payee Social Security Contribution Rate

Page Name	Definition Name	Usage
Maintain SSO Data THA Page	GPTH_SI_PAYEE	Maintain payee social security data.

Maintain SSO Data THA Page

Use the Maintain SSO Data THA page (GPTH_SI_PAYEE) to maintain payee social security data.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Social Security/Insurance > Maintain SSO Data
THA > Maintain SSO Data THA

Image: Maintain SSO Data THA page

This example illustrates the fields and controls on the Maintain SSO Data THA page.

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

Setting Up Social Security Hospitals

To maintain Social Security hospitals, use the component (GPTH_HOSPITAL), and to enter an employee's Social Security selections, use the component.

Pages Used to Set Up Social Security Hospitals

Page Name	Definition Name	Usage
<u>Social Security Hospital THA Page</u>	GPTH_HOSPITAL	Maintain a list of available Social Security hospitals in Thailand.
<u>Maintain SSO Hospital Data THA Page</u>	GPTH_HOSP_EE	Enter an employee's Social Security hospital selections.
Maintain SSO Hospital Data THA Page	GPTH_SS_HOSP_EE	Employees use this page to maintain their own Social Security hospital selections.

Social Security Hospital THA Page

Use the Social Security Hospital THA page (GPTH_HOSPITAL) to maintain a list of available Social Security hospitals in Thailand.

Navigation

Set Up HCM >Product Related > Global Payment & Absence Mgmt > Social Security / Insurance >Social Security Hospital THA >Social Security Hospital THA

Image: Social Security Hospital THA page

This example illustrates the fields and controls on the Social Security Hospital THA page.

SSO Hospitals are required for use on the Maintain SSO Hospital Data THA page, where you identify

Maintain SSO Hospital Data THA Page

Use the Maintain SSO Hospital Data THA page (GPTH_HOSP_EE) to enter an employee's Social Security hospital selections.

Navigation

Global Payment & Absence Mgmt >Payee Data > Social Security/Insurance >Maintain SSO Hospital Data TH >Maintain SSO Hospital Data TH

Image: Maintain SSO Hospital Data THA

This example illustrates the fields and controls on the Maintain SSO Hospital Data THA.

Note: Only the hospitals that are defined on the Social Security Hospital THA page (GPTH_HOSP_EE) are available for selection here on the Maintain SSO Hospital Data THA page.

Defining a Provident Fund Manager

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

Page Used to Identify a Provident Fund Manager

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Provident Fund Mgr THA Page</u>	GPTH_PF_MGR	Define a provident fund manager.

Provident Fund Mgr THA Page

Use the Provident Fund Mgr THA page (GPTH_PF_MGR) to define a provident fund manager.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security / Insurance > Provident Fund Mgr THA > Provident Fund Mgr THA

Image: Provident Fund Mgr THA page

This example illustrates the fields and controls on the Provident Fund Mgr THA page.

Provident Fund Mgr THA

KTPF

Provident Fund Manager		Find View All	First 1 of 1 Last
'Effective Date	01/01/2006	'Status	Active
Description: Provident Fund Manager for Thailand			

Description

Enter a description for the provident fund manager.

Setting Up the Provident Fund Contribution Rate

To set up a provident fund contribution rate, use the Company Provident Fund THA (GPTH_PF_COMP) and Payee Provident Fund Setup THA (GPTH_PF_PAYEE) components.

Pages Used to Set Up the Provident Fund Contribution Rate

Page Name	Definition Name	Usage
Company Provident Fund THA Page	GPTH_PF_COMP	Define company level provident fund data.
Payee Provident Fund Setup THA Page	GPTH_PF_PAYEE	Define payee level provident fund data.
Provident Fund Setup Page	GPTH_SS_PF_PAYEE	Define payee level provident fund data.
Update Provident Fund Info THA Page	GPTH_RC_PF	Update provident fund information for a calendar group.

Company Provident Fund THA Page

Use the Company Provident Fund THA page (GPTH_PF_COMP) to define company level provident fund data.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Social Security / Insurance > Company Provident Fund Data THA > Company Provident Fund THA

Image: Company Provident Fund THA page

This example illustrates the fields and controls on the Company Provident Fund THA page.

Company Provident Fund THA

Company KTB Thailand Business Institute

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

'Effective Date 01/01/2000

'Status Active

'Start Date of LOS Hire Date

☐ Set Company Rate Range

Provident Fund Rate From

Provident Fund Rate To

Provident Fund Contribution Rate Find | View All First 1 of 38 Last

'Provident Fund Manager BTPFMGR

'Pay Group GCBT001

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

	Length of service from	Length of service to	Employer Rate	Employee Rate
1	0	99	10.00	5.00

Start Date of LOS (start date of length of service) Enter the starting date for the length of service calculation. Select the appropriate start date for your company, valid selections are: *Completion of Probation* and *Hire Date*.

Set Company Rate Range

Select this check box to specify the rate range for your company in the Provident Fund Rate From and Provident Fund Rate To fields.

Provident Fund Rate From and Provident Fund Rate To

Enter the provident fund employer contribution rates. The employer rate should fall between the values in these two fields. These fields are only available if the Set Company Rate Range check box is selected.

Provident Fund Manager

Enter the name of the provident fund manager.

Pay Group

Select a pay group for this company.

Length of service from and Length of service to

Enter the starting and ending period, in years, for each rate specified in the Employer Rate and Employee Rate fields.

The system uses the values in these fields to determine the correct provident fund contribution rate.

Employer Rate

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

Employee Rate

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

Payee Provident Fund Setup THA Page

Use the Payee Provident Fund Setup THA page (GPTH_PF_PAYEE) to define payee level provident fund data.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Social Security/Insurance > Payee Provident Fund Setup THA > Payee Provident Fund Setup THA

Image: Payee Provident Fund Setup THA page

This example illustrates the fields and controls on the Payee Provident Fund Setup THA page.

Payee Provident Fund Setup THA

William Lee EMP ID KT0001

Payee Provident Fund Setup Find | View All First 1 of 2 Last

*Effective Date 01/31/2011 *Status Active

*Thailand Provident Fund Type Company Provident Fund

☒ Keep Same With Company Setting

Provident Fund					
Personalize Find First 1 of 1 Last					
	*Provident Fund Manager	*Membership Number	Provident Fund Employer Rate	Provident Fund Employee Rate	
1	KTPF	KTPF1	6.00	4.00	+ -

Total Contribution Rates

Employer 6.00 Employee 4.00

Update Totals

Note: The Provident Fund Setup self-service page (GPTH_SS_PF_PAYEE) has the same fields as described here.

Keep Same With Company Setting

Use this check box to control whether employees can change their provident fund contribution rates or can only contribute a rate based on LOS as defined on the [Company Provident Fund THA Page](#)

Select the check box to keep the employee contribution rate the same as the company-defined employee contribution rate based on LOS. . When the check box is selected, the Provident Fund Employee Rate field is display only.

Deselect the check box to allow employees to modify their Provident Fund contribution rates with any value equal to or less than the company contribution rate. An error message appears when you try to save the page if a value greater than the company contribution rate is entered in the Provident Fund Employee Rate field, and the change cannot be saved.

By default, the check box is deselected.

Provident Fund Manager

Select the provident fund manager for this payee.

Membership Number

Enter the membership number for the provident fund manger.

Provident Fund Employer Rate	Displays the employer contribution percentage when you enter the name of the provident fund manger
Provident Fund Employee Rate	Enter an employee contribution percentage if you want to change this value from the default established on the Company Provident Fund THA page.
Employer and Employee	The system displays the total employer and employee contribution rates.
Update Totals	If you make changes to the page, select the Update Totals button to recalculate and display the current contribution rate totals.

Update Provident Fund Info THA Page

Use the Update Provident Fund Info THA page (GPTH_RC_PF) to update provident fund information for a calendar group.

Navigation

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Prepare Payroll > Update Provident Fund Info THA > Update Provident Fund Info THA

Image: Update Provident Fund Info THA page

This example illustrates the fields and controls on the Update Provident Fund Info THA page.

Update Provident Fund Info THA

Run Control ID PS Report Manager Process Monitor Run

Language English

Report Parameters

*Calendar Group ID KT 2012M10 KT 2012M10

Setting Up Pay Group Security

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

Payee job data	A payroll administrator can only update payee job data in pay groups added to the administrator's user profile.
-----------------------	---

Social security and provident fund related payee data

A payroll administrator can only update payee social security and provident fund information for those that are within the pay groups in the administrator's user profile.

Payroll run

A payroll administrator can only process payroll for payees in pay groups added to the administrator's user profile.

Reports and data media files

System generated reports and data media files only include payee data for pay groups that are in the current user profile. In order to generate reports at a company level, all pay groups in the company need to be granted to the user creating the reports.

Payslip

A payroll administrator can only view payee pay slips for pay groups in the administrator's user profile.

PeopleSoft delivers this security access type for Global Payroll for Thailand:

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

Related Links

"Implementing Data Permission Security" (PeopleSoft HCM 9.2: Application Fundamentals)

Setting Up Payroll Administrator Results

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

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

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

Related Links

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

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

Chapter 4

Setting Up Payslips

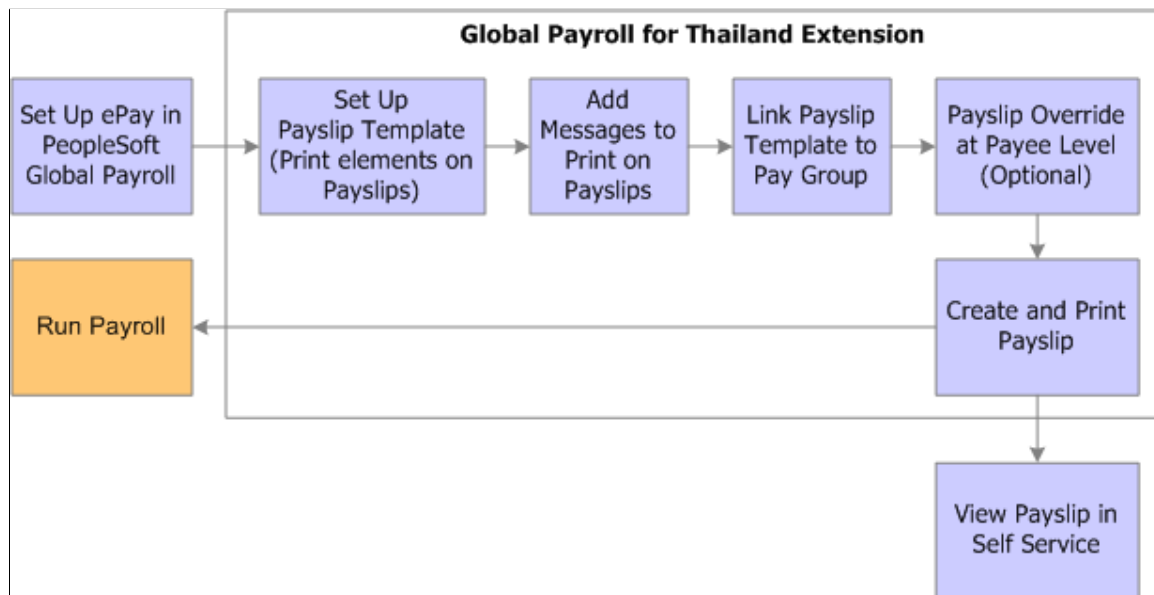
Understanding Payslips

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

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

Image: Payslip Creation and View Process

This image diagram describes the process for creating and viewing payslips.



Viewing Delivered Elements

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

Related Links

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

Creating Payslip Templates

To create payslip templates, use the Templates THA (GPTH_PSLP_SETUP) component.

Pages Used to Create Payslip Templates

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

Understanding Payslip Templates

When designing payslips, you can:

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

Templates THA - Accumulators Page

Use the Templates THA - Accumulators page (GPTH_PSLP) to set up delivery and print exclusion options, column headings (labels), and column contents (rows of accumulators).

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Payslips > Templates THA > Accumulators

Image: Templates THA - Accumulators page

This example illustrates the fields and controls on the Templates THA - Accumulators page.

Accumulators

Earnings and Deductions

Absence Details

Payslip ID

KHTHA01

Payslip Template Definition

Find | View All

First 1 of 1 Last

'Description

Sample Payslip

'Short Description

Sample Pay

'Delivery Option

Home Address

'Exclude Printing

None

'Effective Date

01/01/2006

Department List

Location List

Accumulator Labels

Column 1

GROSS

Column 2

NET

Column 3

Column 4

Column 5

Column 6

Accumulator Elements

Personalize | Find

First 1-3 of 3 Last

Accumulators 1 to 3

Accumulators 4 to 6

'Sequence	Description	Accumulator 1	Accumulator 2	Accumulator 3		
1	Current Period	SAL GROSS SEG	SAL NET SEG		+	-
2	Month to Date	SAL GROSS MTD	SAL NET MTD		+	-
3	Year to Date	SAL GROSS YTD	SAL NET YTD		+	-

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

Payslip ID

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

Payslip Template Definition

Delivery Option

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

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

Exclude Printing

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

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

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

Accumulator Labels

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

Accumulator 1 to 3 tab

Access the Accumulators 1 to 3 tab.

Sequence

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

Description

Enter a description of each accumulator row.

Accumulator 1, Accumulator 2, and Accumulator 3

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

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

Accumulators 4 to 6 Tab

Access the Accumulators 4 to 6 tab.

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

Templates THA - Earnings and Deductions Page

Use the Templates THA - Earnings and Deductions page (GPTH_PSLP1) to create sections of earnings and deductions, select from three description options, and set the element components (from the calculation rule) that the payslip displays.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Payslips > Templates THA > Earnings and Deductions

Image: Templates THA - Earnings and Deductions page

This example illustrates the fields and controls on the Templates THA - Earnings and Deductions page.

The screenshot shows the 'Earnings and Deductions' tab in the 'Templates THA' interface. The 'Payslip ID' is KHTHA01. The 'Payslip Template Definition' section shows the 'Effective Date' as 01/01/2006, 'Description' as 'Sample Payslip', and 'Short Description' as 'Sample Pay'. Below this is the 'Section Setup' section, which displays a table of elements. The table has columns for 'Sequence Number', 'Element Name', 'Display YTD Units', and 'Display YTD Amount'. The elements listed are: 1 SAL BAS EARN, 2 SAL RTO DELT, 3 ABS EAR, 4 OVT EARN, 5 BON EARN, 6 ALL CAR ALLW, 7 402 ER REG, 8 402 ER RETRO, 9 402 ER MEET, and 10 402 ER COMSN. The 'Display YTD Units' column has checkboxes, and the 'Display YTD Amount' column has checkboxes. The 'Display YTD Amount' column for elements 1, 5, 6, 7, 9, and 10 is checked.

Description

You can create and name an unlimited number of sections.

Create each section by entering a sequence number for it and a name, such as earnings.

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

Element Details Tab

Display YTD Units (display year-to-date units) and **Display YTD Amount** (display year-to-date amount)

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

Element Components Tab

Description Type and **Description**

You can create a custom description for each element.

Select the following values for each element:

- Custom.

A field becomes available that enables you to change the default name of the element. For example, Basic Salary 1.

- Description.

The default element description appears. For example, Basic Salary.

- Element Name.

The default system element name appears.

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

These check boxes represent the components of the calculation rule for the element. Select the components to show for each earnings or deduction on the component. You can select only the components that are in the calculation rule for the element.

For example, for earnings with the calculation rule unit * rate, only the unit and rate check boxes are available for entry.

If the component is not in the calculation, the check box is deselected and not available for selection.

Note: The amount always appears, so it is not an option here.

Templates THA - Absence Details Page

Use the Templates THA - Absence Details page (GPTH_PSLP2) to add absence entitlements and absence pro rata elements. The payslip displays the current balance of the entitlement or pro rata.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Payslips > Templates THA > Absence Details

Image: Templates THA - Absence Details page

This example illustrates the fields and controls on the Templates THA -Absence Details page.

The screenshot shows the 'Absence Details' tab selected. The 'Payslip ID' is KHTHA01. The 'Effective Date' is 01/01/2006. The 'Description' is 'Sample Payslip' and the 'Short Description' is 'Sample Pay'. The 'Absence Setup' section is visible, showing a table with one row for sequence 1. The table has columns for *Sequence, Element Name, Description Type, and Description. There are also '+' and '-' buttons next to the table.

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

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

Attaching Payslip Templates to Pay Groups

To attach payslip templates to pay groups, use the Link to Pay Group THA (GPTH_PYGRP_PSLP) component.

Page Used to Attach Payslip Templates to Pay Groups

Page Name	Definition Name	Usage
Link to Pay Group THA Page	GPTH_PYGRP_PSLP	Attach the payslip template to pay groups.

Link to Pay Group THA Page

Use the Link to Pay Group THA page (GPTH_PYGRP_PSLP) to attach the payslip template to pay groups.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Payslips > Link to Pay Group THA > Link to Pay Group THA

Image: Link to Pay Group THA page

This example illustrates the fields and controls on the Link to Pay Group THA page.

Link to Pay Group THA

Pay Group KTGUPOM GUPO ACM Monthly 40(1) only

Effective Date 01/01/2006

Payslip Template

Payslip ID  **Description**

One company may have many pay groups, and each pay group will have just one payslip template. However, a payslip template can be attached to many different pay groups. You can define as many payslip templates as you need.

Payslip ID

After you create the payslip template, attach the template to pay groups.

Note: You can only attach one template to a pay group at one time.

Identifying the FTP URL Used for Storing PDF Files

To print payslips, define the URL identifier for the server that will store the individual PDF files.

Page Used to Set Up URL

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
URL Maintenance Page	URL_TABLE	Stores URL addresses.

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.

The screenshot shows the 'URL Maintenance' page with the following fields and values:

- URL Identifier:** GP_SS_PSLP_FTP
- Description:** Payslip File attachments
- URLID:** ftp://
- Comments:** URL used to attach Payslip PDF Files for Self Service. Add your ftp location in the URL field. Example: ftp://<userid>:<password>@<machine name>/PAYSLIPS/

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

Related Links

"Setting Up View Payslip" (PeopleSoft HCM 9.2: ePay)

Creating Payslip Messages

To create payslip messages, use the Add Payslip Messages THA (GPTH_PSLP_MSG) component.

Page Used to Create Payslip Messages

Page Name	Definition Name	Usage
Add Payslip Messages THA Page	GPTH_PSLP_MSG	Create payslip messages and control who receives the messages.

Add Payslip Messages THA Page

Use the Add Payslip Messages THA page (GPTH_PSLP_MSG) to create payslip messages and control who receives the messages.

Navigation

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

Image: Add Payslip Messages THA page

This example illustrates the fields and controls on the Add Payslip Messages THA page.

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

Message Number

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

Message Level and Group ID

Select the recipient of the message. Choose from the following:

- *All*

All payees that are identified in the calendar group.

- *Group*

All payees that are included in a group that is built by using the Group Build Definition feature in PeopleSoft HCM (called VC Group Build in Variable Compensation). If

you select this value, the Payee Message link becomes unavailable for selection and you can select a group ID.

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

- *Group List*

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

Message

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

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

Describing the Processes in Payslip Jobs

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

- The Structured Query Report (SQR) GPTHYP01 prints the payslip report and provides self service related information for ePay if ePay is licensed.
- The GP_EPAY Application Engine process uses the payslip report and self-service related information provided by the prior processes in this job to create self-service payslips for each payee. If ePay is not licensed, this process will report that ePay has not been licensed and will complete with success.

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

Page Used to Create and Print a Payslip

Page Name	Definition Name	Usage
Create/Print Payslips THA Page	GPTH_RUNCTL_PSLP	Generate the payslip. You must first define the calendar group ID to generate the payslip. All groups selected in the Calendar Group ID field are automatically recreated during the payroll run.
Pay Entity List Page	GPTH_PSLP_PE_RC	Enter the pay entities to process.
Paygroup List Page	GPTH_PSLP_PG_RC	Enter the pay groups to process.
Department List Page	GPTH_PSLP_DPT_RC	Enter the departments to process.
Location List Page	GPTH_PSLP_LOC_RC	Enter the location codes to process.
Payee List Page	GPTH_PSLP_PYE_RC	Enter the employee IDs to process as payees.

Create/Print Payslips THA Page

Use the Create/Print Payslips THA page (GPTH_RUNCTL_PSLP) to generate the payslip.

Navigation

Global Payroll & Absence Mgmt > Payslips > Create/Print Payslips THA > Create/Print Payslips THA

Image: Create/Print Payslips THA page

This example illustrates the fields and controls on the Create/Print Payslips THA page.

Create/Print Payslips THA

Run Control ID 001 Report Manager Process Monitor Run

Payslip Generation Details

Calendar Group ID KT 2012M03

[Pay Entity List](#)
[Pay Group List](#)
[Department List](#)
[Location List](#)
[Payee List](#)

Sort Key 1

*Sort Key 1 *Sort Key 2 *Sort Key 3

Calendar Group ID

Select the calendar group that you want to process.

Pay Entity List

Click to select one or more pay entities for processing. The system displays the Pay Entity List page.

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

View Payslips Online

To view payslips in self-service, associate the Employee ID and User ID.

Pages Used to View Payslips Online

Page Name	Definition Name	Usage
View Payslips Page	GP_SS_EE_PSLP	The employee selects the paycheck date to display the payslip as a PDF file. The employee can also instruct payroll whether to print a hard copy of the payslip.
<u>User Profiles - General Page</u>	USER_GENERAL	Create a user ID that the User Profiles Management process uses as a clone (model) when creating user profiles.

User Profiles - General Page

Use the User Profiles - General page (USER_GENERAL) to create a user ID that the User Profiles Management process uses as a clone (model) when creating user profiles.

Navigation

PeopleTools > Security > User Profiles > User Profiles > General

Image: User Profiles - General page

This example illustrates the fields and controls on the User Profiles - General page.

The screenshot displays the 'User Profiles - General' page. At the top, there are tabs for 'General', 'ID', 'Roles', 'Workflow', 'Audit', 'Links', and 'User ID Queries'. The 'General' tab is active. Below the tabs, the 'User ID' is 'HCQACPY0700' and the 'Description' is 'Winston Preston'. There is a checkbox for 'Account Locked Out?'. The 'Logon Information' section includes 'Symbolic ID' (SYSADM1), 'Password' and 'Confirm Password' fields (both masked with dots), and a 'User ID Alias' field. There are links for 'Edit Email Addresses' and 'Instant Messaging Information'. The 'General Attributes' section includes 'Language Code' (English), 'Currency Code' (dropdown), 'Default Mobile Page' (text field with a magnifying glass), and a checkbox for 'Enable Expert Entry'. The 'Permission Lists' section includes 'Navigator Homepage' (HCSPNAVHP), 'Process Profile' (HCSPPRFL), 'Primary' (HCPPALL), and 'Row Security' (HCDPALL). Each of these fields has a magnifying glass icon for search.

Add a new value to create a user ID.

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

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

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

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

For more information about administering user profiles, see the product documentation for *PeopleTools: Security Administration*.

Chapter 5

Defining Earnings and Deductions

Understanding Earnings and Deductions in Thailand

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

Related Links

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

Viewing Delivered Elements

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

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

Regular Earnings

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

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

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

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

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

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

- Income under section 40(1).

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

- Income under section 40(2).

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

Global Payroll for Thailand delivers the following regular earnings elements:

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

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

Basic Salary

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

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

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

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

Section 40(2) Regular Income

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

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

The tax calculation sequence is:

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

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

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

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

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

Irregular Earnings and Deductions

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

Global Payroll for Thailand delivers the following irregular earnings elements:

- Leave without Pay.
- Overtime.
- Bonus.
- Car Allowance.
- Meeting Allowance.
- Commission.

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

Leave without Pay

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

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

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

- Absence Entitlement Element (SCK ENT).
- Absence Take Type (SCK).
- Absence Take Element (SCK TAKE).

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

Overtime

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

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

The overtime rates in Global Payroll for Thailand are:

- 1.5 times the hourly rate.

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

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

- 2.0 times the hourly rate.

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

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

- 3.0 times the hourly rate.

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

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

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

The Calculation Rule is: Unit * Rate * Percentage

Unit represents the hours of overtime. The rate element, HOURLY RT, represents the overtime hourly rate. The percentage element, OVT VR CAL RATE, represents the hourly rate multiplier that employer

pays to a payee for overtime, e.g. if an employer pays 2.0 times the hourly rate to a payee, then OVT VR CAL RATE is 200.

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

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

Bonus

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

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

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

Car Allowance

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

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

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

Meeting Allowance

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

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

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

Commission

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

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

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

Social Security Contributions

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

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

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

Provident Fund Contributions

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

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

Order of the Court Deductions

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

Other Non-Taxable Earnings

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

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

Other Taxable Deductions

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

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

Other Non-Taxable Deductions

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

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

Extending Earnings and Deductions

Pages Used to Extend Earnings and Deductions

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Earnings Name Page</u>	GP_PIN	Name the element and define its basic parameters.
<u>Earnings - User Fields for Element <Element Name> Page</u>	GP_PIN_USR_FLD_SEC	Define user fields to create unique instances of an element.
<u>Earnings - Calculation Page</u>	GP_ERN_DED_CALC	Define calculation rules for an earnings element.
<u>Earnings - Rounding/Proration Page</u>	GP_ERN_DED_RND	Specify rounding and proration options for the components of an earnings element.
<u>Earnings - Accumulators Page</u>	GP_ERN_DED_AC_ADDL	Indicate the accumulators (already defined in the system) to which the earnings element contributes.
<u>Supporting Elements Override Page</u>	GP_ELM_DFN_SOVR	Override the value of certain supporting elements that are used by the definition of the earnings element or override the supporting elements when they are not part of the earnings. This page is also used to override deductions.

Page Name	Definition Name	Usage
<u>Deduction Name Page</u>	GP_PIN	Name the element and define its basic parameters.
<u>Deductions - User Fields for Element <Element Name> Page</u>	GP_PIN_USR_FLD_SEC	Define user fields to create unique instances of an element.
<u>Deductions - Calculation Page</u>	GP_ERN_DED_CALC	Define calculation rules for a deduction element.
<u>Deductions Rounding/Proration Page</u>	GP_ERN_DED_RND	Specify rounding and proration options for a deduction element.
<u>Deductions - Accumulators Page</u>	GP_ERN_DED_AC_ADDL	Indicate the accumulators (already defined in the system) to which the deduction element contributes.
<u>Deductions - Supporting Element Overrides Page</u>	GP_ELM_DFN_SOVR	Override the value of certain supporting elements that are used by the definition of the deduction element or override the supporting elements when they are not part of the deduction definition.
<u>Earnings Name Page</u>	GP_PIN	Select the <i>GEN NONTAX E</i> element delivered by Global Payroll for Thailand as a template.
Retro Process Overrides Page	GP_RTO_OVR_DEFN	Specify the elements that are to be forwarded when the standard retro method is forwarding. Define overrides to the standard corrective retro method. Override the Retro Recalculation Option defined on the earnings and deduction definition pages.
Element Group Name Page	GP_PIN	Name the element group and define its basic parameters.
Element Group Members Page	GP_ELEMENT_GROUP	Insert elements into element groups.
Section Name Page	GP_PIN	Name a section and define its basic parameters.
Definition Page	GP_SECTION	Select elements that constitute a section.
Payee Sections Page	GP_PYE_SECTION	Create a payee section for a process list.

Creating Taxable Earnings for Tax Calculation

Follow these steps to create taxable earnings:

1. Define the earnings name.

Specify the earnings name, security level, and overrides.

2. Define the user fields.

Specify the user fields for this earnings element.

3. Define the calculation rule.

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

4. Define the rounding/proration rule.

Specify the rounding and proration rules for earnings elements.

5. Define accumulators.

Select the accumulators to which this earnings element contributes.

6. Create supporting element overrides.

Create supporting element overrides at the element definition level.

Earnings Name Page

Use the Earnings Name page (GP_PIN) to name the element and define its basic parameters.

Navigation

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

Image: Earnings Name page

This example illustrates the fields and controls on the Earnings Name page.

Earnings Name	Calculation	Rounding/Proration	Auto Generated Accumulators	Accumulators	Supporting Element Overrides
'Name' TAX REG ER T 'Description' Regular Employer Tax Earning 'Definition As Of Date' Calendar Period End Date Element Type Earnings 'Field Format' Monetary Element Nbr 200144 ☐ Always Recalculate					
Element Use 'Owner' PS Delivered / Maintained 'Class' Statutory 'Used By' Specific Country Country THA Thailand Industry/Region Category TAX Taxation			Override Levels ☐ Pay Entity ☐ Via Elements ☐ Pay Group ☐ Element Definition ☐ Payee ☐ Positive Input ☐ Calendar		
Resolution Parameters Driver Accumulator User Fields			Results ☒ Store ☒ Always Store ☐ If Element Is Non-Zero ☐ If Element Or Comp Is Non-Zero		
Version Information Last Updated 02/01/08 3:35:46.000000PM Last Updated By PPLSOFT User Version Version P_9.00.00.000					
Custom Fields Comments					

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

Carefully define the override levels.

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

Give your earnings element an appropriate category.

Earnings - User Fields for Element <Element Name> Page

Use the Earnings - User Fields for Element <Element Name> page (GP_PIN_USR_FLD_SEC) to define user fields to create unique instances of an element.

Navigation

Select the User Fields link on the Earnings Name page.

Image: Earnings - User Fields for Element <Element Name> page

This example illustrates the fields and controls on the Earnings - User Fields for Element <Element Name> page.

User Fields

Earnings

User Fields for Element TAX REG ER T (Regular Employer Tax Earning)

A Driver Accumulator has not been defined.

Driver Accumulator

User Fields	
User Field 1	Variable
User Field 2	Variable
User Field 3	
User Field 4	
User Field 5	
User Field 6	

'Retro Delta User Field Level' None

For all taxable earnings elements, the User Field of *Variable* with the *TAX VR CAL METHOD* element must exist in the User Field group box.

Note: If the selected Element includes the Payroll Result record GP_RSLT_ERN_DED, then the User Fields are unavailable for entry.

Earnings - Calculation Page

Use the Earnings - Calculation page (GP_ERN_DED_CALC) to define calculation rules for an earnings element.

Navigation

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

Image: Earnings - Calculation page

This example illustrates the fields and controls on the Earnings - Calculation page.

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

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

Earnings - Rounding/Proration Page

Use the Earnings - Rounding/Proration page (GP_ERN_DED_RND) to specify rounding and proration options for the components of an earnings element.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Payroll Elements > Earnings > Rounding/Proration

Image: Earnings - Rounding/Proration page

This example illustrates the fields and controls on the Earnings - Rounding/Proration page.

Earnings Name	Calculation	Rounding/Proration	Auto Generated Accumulators	Accumulators	Supporting Element Overrides
Element Name	TAX REG E R T	Regular Employer Tax Earning	Owner	PS Mnt	
Specify Rounding Options					
Effective Date 01/01/2006			Status Active		
*Rounding Option - Unit	Use Pay Group Rounding		Unit Element		
*Rounding Option - Rate	Use Pay Group Rounding		Rate Element		
*Rounding Option - Base	Use Pay Group Rounding		Base Element		
*Rounding Option - Percent	Use Pay Group Rounding		Percent Element		
*Rounding Option - Resolved Amt	Use Pay Group Rounding		Amount Element		
Specify Proration Options					
*Proration Option	Use Pay Group Proration Rule		Proration Element		

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

Earnings - Accumulators Page

Use the Earnings - Accumulators page (GP_ERN_DED_AC_ADDL) to indicate the accumulators (already defined in the system) to which the earnings element contributes.

Navigation

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

Image: Earnings - Accumulators page

This example illustrates the fields and controls on the Earnings - Accumulators page.

Earnings Name Calculation Rounding/Proration Auto Generated Accumulators **Accumulators**

Element Name TAX REG ER T Regular Employer Tax Earning Owner PS Mnt

Accumulators Contributed To Personalize Find First 1-7 of 7 Last

Accumulators Contributions

'Accumulator Element	Description	'Begin Date	End Date	'Accumulator Sign		
SAL GROSS SEG	Segment gross income	01/01/2006		Add		
SAL NET SEG	Segment net income	01/01/2006		Add		
SAL REG SEG	Regular incomes per tax method	01/01/2006		Add		
SAL RIR SEG	Reg & Irg Per Tax Method	01/01/2006		Add		
SAL REG TAL SEG	Total regular income segment	01/01/2006		Add		
SAL REG ALL SEG	401&402 Reg for all tax method	01/01/2006		Add		
SAL RIR TAL SEG	Total of Reg & Irg Incomes	01/01/2006		Add		

Based on your requirements, consider adding your earnings element into the accumulators listed in the following table. PeopleSoft does not maintain these accumulators which is why they have an *NM* (not maintained) suffix. PeopleSoft delivers these accumulators only for you to add you newly created elements into. Use the *NM* accumulators only when you create new earnings elements. If you add existing elements directly into accumulators without the *NM* suffix (*PS Delivered/Maintained* accumulators), a conflict may occur between your modification and any new patches from PeopleSoft.

Accumulators	Sign	Usage
SAL GROSS NM	Add	Gross pay accumulator. Add all newly created earnings elements into this accumulator.
SAL NET NM	Add	Net pay accumulator. Add all newly created earnings elements into this accumulator.
SAL RIR NM	Add	Add taxable earnings elements into this accumulator.
SAL RIR TAL NM	Add	Add taxable earnings elements into this accumulator.
SAL REG NM	Add	For regular income earnings, add to this accumulator.
SAL REG TAL NM	Add	For regular income earnings, add to this accumulator.
SAL IR NM	Add	For irregular income earnings, add to this accumulator.

Accumulators	Sign	Usage
SAL IR TAL NM	Add	For irregular income earnings, add to this accumulator.
SI BASE NM	Add	For a social security fund contribution base earnings, add to this accumulator.
SI BASE PRO NM	Add	For earnings elements that project social security fund contributions in the remaining periods, add to this accumulator.
PF BASE NM	Add	For provident fund contribution base earnings, add to this accumulator.
PF BASE PRO NM	Add	For earnings elements that project provident fund contribution for the remaining periods, add to this accumulator.
SAL REG PRO NM	Add	For earnings elements that project regular income in the remaining periods, add to this accumulator.

Supporting Elements Override Page

Image: Earnings - Supporting Elements Override page, Values tab

This example illustrates the fields and controls on the Earnings - Supporting Elements Override page, Values tab.

The screenshot shows the 'Supporting Element Overrides' page with the 'Values' tab selected. The table displays the following information:

Element Name	TAX REG ER T	Regular Employer Tax Earning	Owner
TAX VR CAL METHOD			PS Mnt

Below the table, there are controls for 'Element Type' (set to Variable) and 'Character Value' (set to WH). Navigation buttons like 'First', '1 of 1', and 'Last' are also visible.

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

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

The possible Character Values for the *TAX VR CAL METHOD* variable are:

- *WH*: Global Payroll for Thailand uses the withholding tax calculation method for this earnings element.

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

Creating Non-Taxable Earnings for Tax Calculation

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

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

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

Earnings Name Page

Use the Earnings Name page (GP_PIN) to select the *GEN NONTAX E* element delivered by Global Payroll for Thailand as a template

Navigation

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

Image: Earnings Name page

This example illustrates the Earnings Name page with the *GEN NONTAX E* selected as the template to use.

The screenshot shows the 'Earnings Name' page for the 'GEN NONTAX E' template. The page is divided into several sections: 'Element Use' with fields for Owner, Class, Used By, Country, Industry/Region, and Category; 'Resolution Parameters' with Driver Accumulator and User Fields; 'Results' with checkboxes for Store, Always Store, If Element Is Non-Zero, and If Element Or Comp Is Non-Zero; and 'Version Information' with Last Updated, Last Updated By, User Version, and Version. The 'Override Levels' section is also visible, showing checkboxes for Pay Entity, Pay Group, Payee, Calendar, Via Elements, Element Definition, and Positive Input.

Creating Taxable Deductions for Tax Calculation

Follow these steps to create taxable deductions:

1. Define the deduction name.

Specify the earnings deduction, security level, and overrides.

2. Define user fields.

Specify the user fields for this deduction element.

3. Define the calculation rule.

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

4. Define any rounding or proration rules.

Specify the rounding and proration rules for deduction elements.

5. Define accumulators.

Select the accumulators from which this element deducts.

6. Create supporting element overrides.

Create supporting element overrides at the element definition level.

7. Define arrears.

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

Deduction Name Page

Use the Deduction Name page (GP_PIN) to name the element and define its basic parameters.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Payroll Elements > Deductions > Deduction Name

Image: Deduction Name page

This example illustrates the fields and controls on the Deduction Name page.

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

Carefully define the override levels.

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

Give your deduction element an appropriate category.

Deductions - User Fields for Element <Element Name> Page

Use the Deductions - User Fields for Element <Element Name> page (GP_PIN_USR_FLD_SEC) to define user fields to create unique instances of an element.

Navigation

Select the User Fields link on the Deductions Name page.

Image: Deductions - User Fields for Element <Element Name> page

This example illustrates the fields and controls on the Deductions - User Fields for Element <Element Name> page.

User Fields

Deductions

User Fields for Element TAX ALLOW XT (Expense Tax Allowance)

A Driver Accumulator has not been defined.

Driver Accumulator

User Fields

User Field 1	Element 1
User Field 2	Element 2
User Field 3	Element 3
User Field 4	Element 4
User Field 5	Element 5
User Field 6	Element 6

*Retro Delta User Field Level None

You must enter the variable *TAX VR CAL METHOD* in the User Field for each taxable deduction element .

Note: If the selected Element includes the Payroll Result record GP_RSLT_ERN_DED, then the User Fields are unavailable for entry.

Deductions - Calculation Page

Use the Deductions - Calculation page (GP_ERN_DED_CALC) to define calculation rules for a deduction element.

Navigation

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

Image: Deductions - Calculation page

This example illustrates the fields and controls on the Deductions - Calculation page.

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

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

Deductions Rounding/Proration Page

Use the Defining Rounding/Proration page (GP_ERN_DED_RND) to specify rounding and proration options for a deduction element

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Payroll Elements > Deductions > Rounding/Proration

Image: Deductions - Defining Rounding/Proration page

This example illustrates the fields and controls on the Deductions - Defining Rounding/Proration page.

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

Deductions - Accumulators Page

Use the Deductions - Accumulators page (GP_ERN_DED_AC_ADDL) to indicate the accumulators (already defined in the system) to which the deduction element contributes.

Navigation

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

Image: Deductions - Accumulators page

This example illustrates the fields and controls on the Deductions - Accumulators page.

*Accumulator Element	Description	*Begin Date	End Date	*Accumulator Sign		
TAX AC ALLOW PTD	Tax Allowances PTD	01/01/2006		Add	+	-

Based on your requirements, consider adding your deduction element into the accumulators listed in the following table. Based on your requirements, consider adding your earnings element into the accumulators listed in the following table. PeopleSoft does not maintain these accumulators which is why they have an *NM* (not maintained) suffix. PeopleSoft delivers these accumulators only for you to add your newly created elements into. Use the *NM* accumulators only when you create new earnings elements. If you add existing elements directly into accumulators without the *NM* suffix (*PS Delivered/Maintained* accumulators), a conflict may occur between your modification and any new patches from PeopleSoft.

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

Deductions - Supporting Element Overrides Page

Use the Deductions - Supporting Element Overrides page (GP_ELM_DFN_SOVR) to override the value of certain supporting elements that are used by the definition of the deduction element or override the supporting elements when they are not part of the deduction definition

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Payroll Elements > Deductions > Supporting Element Overrides

Image: Deductions - Supporting Element Overrides page, Values tab

This example illustrates the fields and controls on the Deductions - Supporting Element Overrides page, Values tab.

Element Name	Expense Tax Allowance	Owner	PS Mnt
TAX ALLOW XT	Expense Tax Allowance		

Element Type	Element Name	Character Value
Variable	TAX VR CAL METHOD	GO

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

Note: Since taxable deductions are subtracted from irregular taxable earnings using the same tax calculation method, whenever you add a taxable deduction to a given employee using positive input, you must make sure enough irregular taxable income exists to allow the deduction.

The possible Character Values for the *TAX VR CAL METHOD* variable are:

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

Creating Non-Taxable Deductions for Tax Calculation

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

- Use the deduction name *GEN NOTAX DD*.
- Do not add the *TAX VR CAL METHOD* variable to the User Field field on the Deductions - User Fields for Element <element name> page.
- Do not add any non-taxable deductions into these taxable deduction accumulators:
 - SAL RIR NM.
 - SAL RIR TAL NM.

- SAL REG NM.
- SAL REG TAL NM.
- SAL IR NM.
- SAL IR TAL NM.

Image: Example of the Deduction Name page for the GEN NOTAX DD deduction

This example illustrates the fields and controls on the Deduction Name page for the GEN NOTAX DD deduction.

The screenshot shows the 'Deduction Name' page for the 'GEN NOTAX DD' deduction. The page is organized into several tabs at the top: Deduction Name, Calculation, Rounding/Proration, Argars, Auto Generated Accumulators, Accumulators, Recipient, and Supporting Element Overrides. The 'Deduction Name' tab is active, displaying various configuration fields. On the left, there's a section for 'Element Use' with dropdowns for Owner (PS Delivered / Maintained), Class (Statutory), and Used By (Specific Country). Below these are fields for Country (THA - Thailand), Industry/Region, and Category (NTD - Non-taxable Deductions). On the right, there's a section for 'Override Levels' with checkboxes for Pay Entity, Pay Group, Payee (checked), and Calendar. Below this is a 'Results' section with radio buttons for Store (checked), Always Store, If Element Is Non-Zero, and If Element Or Comp Is Non-Zero. At the bottom right, there's a 'Version Information' section showing Last Updated (02/01/08 3:35:46.000000PM), Last Updated By (PPLSOFT), User Version, and Version (P_9.00.00.000). At the bottom left, there's a 'Resolution Parameters' section with a Driver Accumulator field and a User Fields section.

Adding Retro Functionality for New Earnings Elements

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

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

- The SAL BAS EARN earnings element for basic salary income under section 40(1) in Thailand.
- The 402 ER RETRO earnings element for the retroactive delta of the regular income earnings element 402 ER REG.

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

If you want to add retro functionality for new earnings elements, you must do the following:

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

Adding Retro Processing Earnings Elements

To support retro processing, you must add a new earnings element to store the retro amount. Use the [Earnings Name Page](#) to set up the new earnings element using the SAL RTO DELT element as an example.

Set Up Retro Process Overrides

Select the elements to be forwarded on the Retro Process Overrides page Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Triggers > Retro Process Overrides > Retro Process Overrides

Image: Retro Process Overrides page

This example illustrates the fields and controls on the Retro Process Overrides page.

Retro Process Overrides

Country THA Thailand

Retro Process Definition ID TH RETRO THA Retro Process Definition

Retro Method Forwarding

Effective Date Find | View All First 1 of 1 Last

*Effective Date 01/01/2006 Formula Element GP RETRO OVERRIDE

Override Set Find | View All First 1 of 1 Last

Override Set Number 1 ☒ Overrides Exist

Element Overrides Personalize | Find 1-2 of 2 Last

Element Overrides	Forwarding Options	
*Entry Type	Element Name	Forward To Different Element
Earnings	SAL BAS EARN	☒
Earnings	402 ER REG	☒

Forward To Entry Type Forward To Element

Earnings SAL RTO DELT

Earnings 402 ER RETRO

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

Adding Earnings Elements to the EG-Common Element Group

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

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

Adding Earnings Elements to the TAXABLE EARNINGS Section

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

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

Payroll Reporting

Pages Used to Report Payroll

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Payroll Register Report THA Page</u>	GPTH_RC_REGIST	Enter parameters to run the GPTH_REGI_AE process and generate a report of payroll information (PY03) after payroll is run.
<u>Reconciliation Report THA Page</u>	GPTH_RC_RCN	Reconcile payroll results between two payroll periods.

Steps for Reporting the Payroll Register

The following summarizes the steps for reporting payroll for Global Payroll for Thailand:

- Set up element groups Set Up HCM >Product Related >Global Payroll & Absence Mgmt >Elements >Element Groups
- Run payroll for the calendar group.
- Generate the Payroll Register THA report.
- View the report results.

Payroll Register Report THA Page

Use the Payroll Register Report THA (GPTH_RC_REGIST)page to enter parameters to run the GPTH_REGI_AE process and generate a report of payroll information (PY03) after payroll is run.

Navigation

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Payroll Register THA

Image: Payroll Register Report THA page

This example illustrates the fields and controls on the Payroll Register Report THA page.

Payroll Register Report THA

Run Control ID ps Report Manager Process Monitor **Run**

Language English

Report Parameters

'Calendar Group ID' GD4SEP08 GD4 SEPTEMBER 2008

'Pay Group' GD4PG1 Paygroup 1

'Business Unit' THA01 Thailand Business Unit

'Department'

☒ Include Sub Tree

Print Option

☒ Details ☒ Summary

Payee List Personalize | Find | View All | First 1 of 1 Last

Empl ID	Name
1	

Calendar Group ID, Business Unit, and Department

You must enter these parameters to generate a Payroll Register THA report.

The system uses the department security tree nearest to the period end date of the selected calendar group.

Include Sub Tree

Select to include child nodes for the selected department.

Details and Summary

Select the type of data to include in the output:

Details includes information for each employee in the pay run for the combination of calendar group, pay group (optional), business unit, and department that you enter. Includes employees in sub nodes if Include Sub Tree is selected.

Summary includes total amounts at the department level.

Individual employee information is not included. Includes departments in sub nodes if Include Sub Tree is selected.

For example, if you want to review information about each employee in the entire department, enter the department, select Include Sub Tree and select *Details*. If you want to review high-level amounts for one department, enter the department, deselect Include Sub Tree select *Summary*.

Note: Regular, irregular, and deduction element groups must have predefined element categories for the information to be included in the report.

Select both *Summary* and *Details* to print an all-inclusive report.

Empl ID

If you want to review information for one or more specific employees, identify them here.

Reconciliation Report THA Page

Use the Reconciliation Report THA page (GPTH_RC_RCN) to reconcile payroll results between two payroll periods.

Navigation

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Reconciliation Report THA > Reconciliation Report THA

Image: Reconciliation Report THA page

This example illustrates the fields and controls on the Reconciliation Report THA page.

The screenshot displays the 'Reconciliation Report THA' page. At the top, there are links for 'Run Control ID PS', 'Report Manager', and 'Process Monitor', along with a 'Run' button. Below these is a 'Language' dropdown menu set to 'English'. The 'Report Request Parameters' section contains fields for '*Source Calendar Group ID' (GD1DEC08), '*Target Calendar Group ID' (GD1FEB08), 'Pay Group', and 'Company'. The 'Print Option' section has checkboxes for 'Summary' and 'Details', both of which are checked. Below this is the 'Element Group Categories' section, which includes radio buttons for 'Salary' and 'Other Element Group' (selected). The 'Element Name' dropdown is set to 'TAX ABSORBED COMP', with a description 'Tax Absorbed by Company' next to it.

Details and Summary

Select the type of data to include in the output:

Summary includes total amounts at the department level. Individual employee information is not included.

Details includes information for each employee in the pay run for the combination of source calendar group, target calendar group, pay group (optional), and company (optional) that you enter. If you select *Details*, options in the Element Group Categories group box become available where you must specify the type of details to include.

Select both *Summary* and *Details* to print an all-inclusive report.

Salary or Other Element Group

Available only when the *Details* print option is selected.

Select the type of details, either *Salary* or *Other Element Group* to include in the report.

Salary: Includes employee salary information only.

Other Element Group: Includes payroll information for the element that you specify. The Element Name dropdown list. is available only when the *Other Element Group:* is selected.

Setting Up and Managing Tax Processes

Understanding Global Payroll for Thailand Tax Calculation

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

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

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

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

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

- Termination tax. The Withholding tax allocation method is used for payees with a length of service of five or more years. For payees with a length of service less than five years, the termination earnings are treated as irregular earnings for tax calculations. For more details, see [Understanding Termination Processing of Global Payroll for Thailand](#).
- The following tax allowances and deductions are supported for regular and irregular earnings:
 - Charitable Donation Allowance.
 - Child Allowance.
 - Child Education Allowance.
 - Education Donation Allowance.
 - Expense Allowance
 - Home Mortgage Interest Allowance.
 - Long Term Equity Fund.
 - Mutual Fund.
 - Non-taxable deductions.
 - Parents Allowance.

- Parents Health Insurance.
 - Patron of Disabled/Incapacitated Person Allowance
 - Payee Life Insurance Premium.
 - Pension Insurance Premium.
 - Personal Allowance
 - Political Party Donation.
 - Provident Fund Allowance.
 - Social Security Fund
 - Spouse Allowance.
 - Spouse Life Insurance Premium.
 - Tax Exempt of Employee Over 65.
 - Other Allowances
- Generate a tax log report to track the tax calculation process.
 - Tax reporting to the Thailand Revenue Department.
 - Normal cycle and off cycle processing.
 - Other supported tax functionality.
 - Mid-period hires or terminations.
 - Retroactive amount tax processing. The retroactive earnings amount, is considered irregular earnings, and the tax allocation method of the retroactive amount is the same as the basic retroactive salary element in the retroactive period. The retroactive amount can be a negative value. If the total of the retroactive amount and other irregular earnings with the same tax allocation method is a negative value, then the taxes for that allocation method are not processed.
 - Negative tax payment processing.
 - Mid-year changes to deduction allowance information is allowed. The new information will be captured during the payroll run for the next payroll period.
 - Element segmentation tax calculation of basic salary.

Understanding Tax Calculation Methods

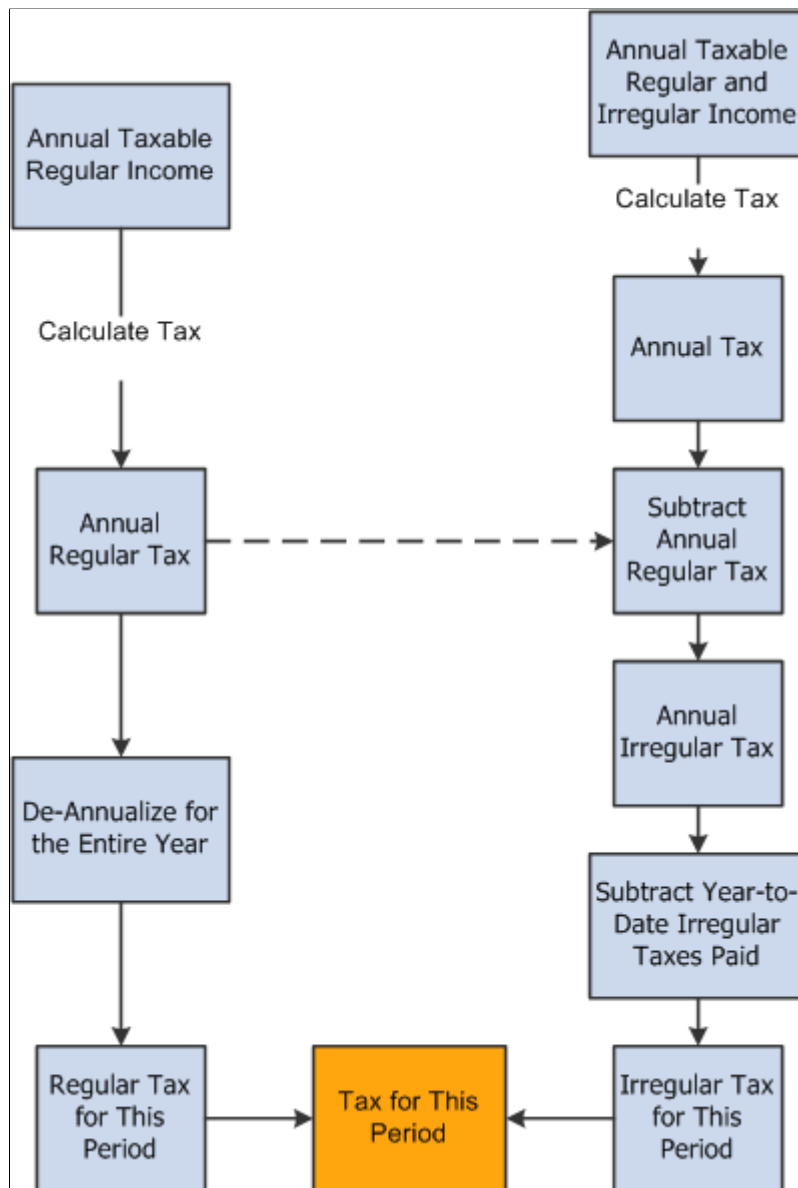
When calculating personal income tax for declaration to the Revenue Department, there are two tax calculation methods to choose from: the Calculation In Advance Method (CAM) and the Accumulative Calculation Method (ACM).

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

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

Image: Tax calculation process

This image illustrates the high-level processing flow that both the Accumulative Calculation Method or ACM, and Calculation In Advance Method or CAM, calculation methods follow.



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

Tax Calculation Variables

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

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

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

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

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

Understanding Tax Calculation Types

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

- Withholding Tax Income (WH).

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

- Gross Up One Cycle (GUPO).

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

- Gross Up All Cycles (GUPA).

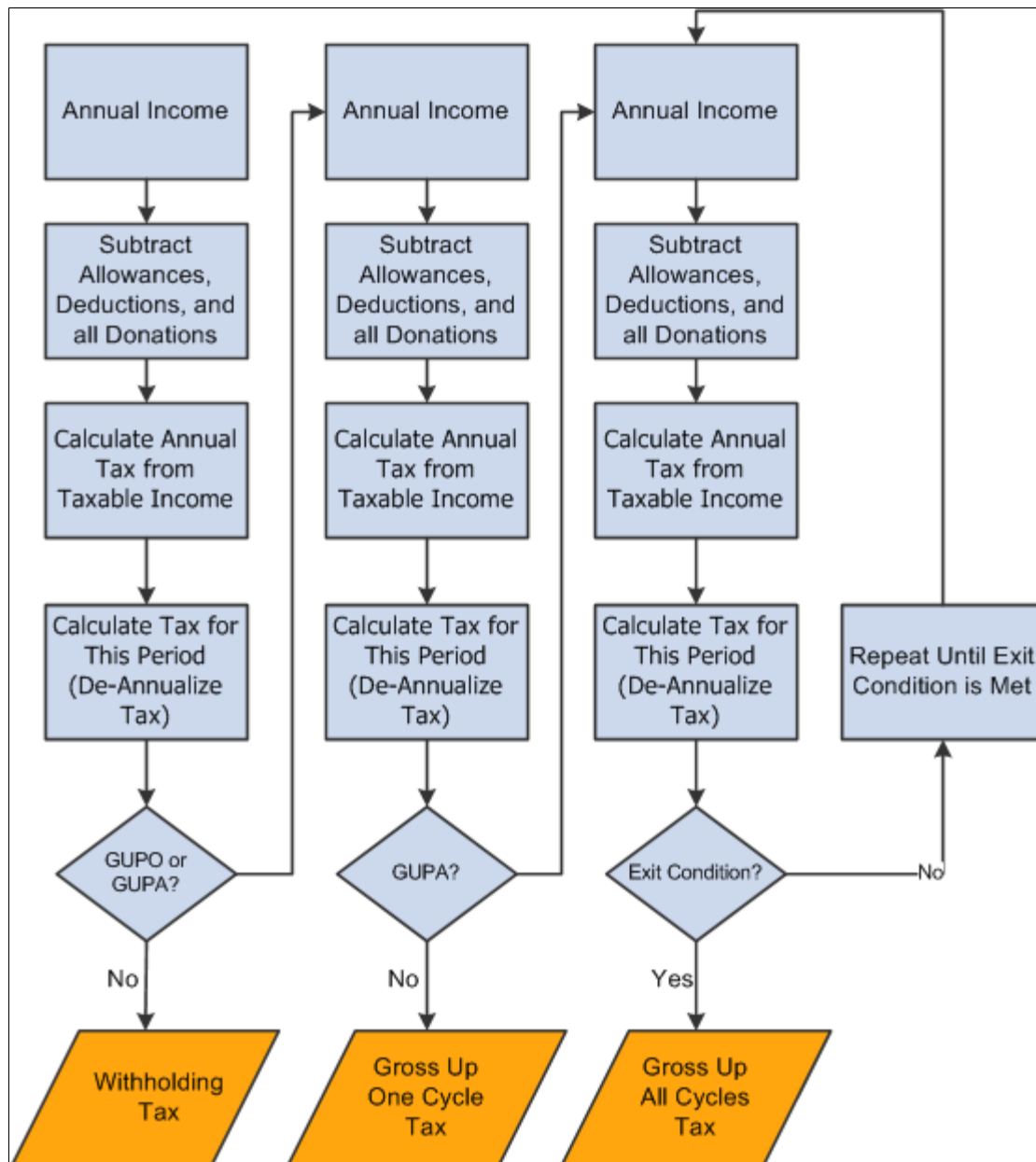
The employer, or entity that pays the income, pays the tax for the payee for all cycles of the tax calculation and the payee will not pay any taxes for that income. The employer, or entity that pays the income, identifies the condition of payment in the ITF1 and ITF1 A reports as *Company Paid All*.

Tax Calculation Types Logic

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

Image: Tax calculation types logic

This diagram describes the tax calculation logic of the three tax calculation types.



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

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

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

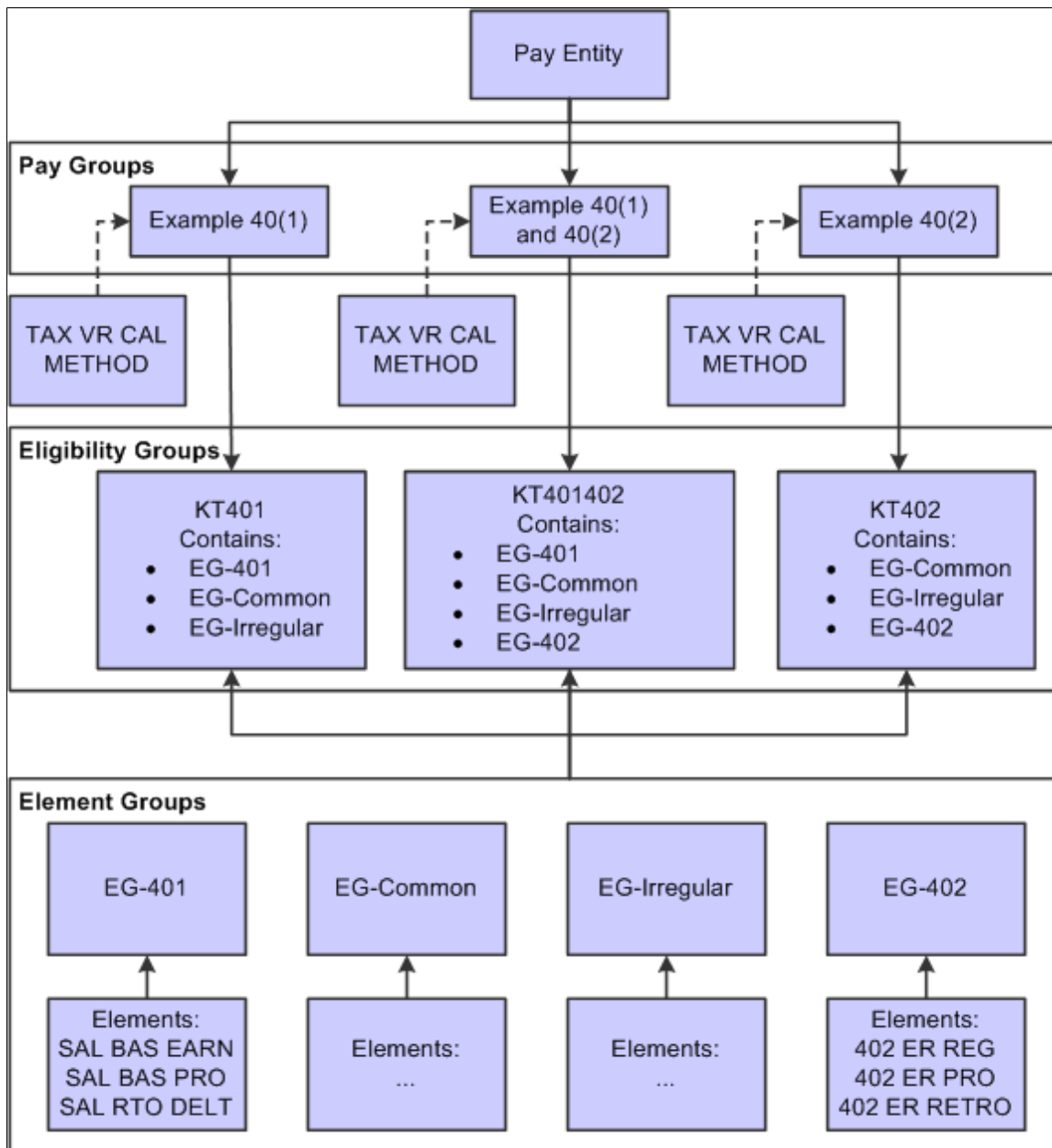
1. Calculates the annual total income based on the income for the current period and the year-to-date income.
2. Subtracts each tax allowance and obtains the total taxable income.
3. Looks up the tax rate for the total taxable income in the tax rate table.
4. Calculates the annual tax amount.
5. Calculates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

Determining Tax Calculation Type

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

Image: Typical organization framework setup for Global Payroll for Thailand

This diagram describes a typical organizational structure for Global Payroll for Thailand.



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

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

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

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

- Section 40(2) income only in the Example 40(2) pay group.

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

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

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

Global Payroll for Thailand delivers the following element groups:

- EG-401.

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

- EG-Common.

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

- EG-Irregular.

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

- EG-402.

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

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

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

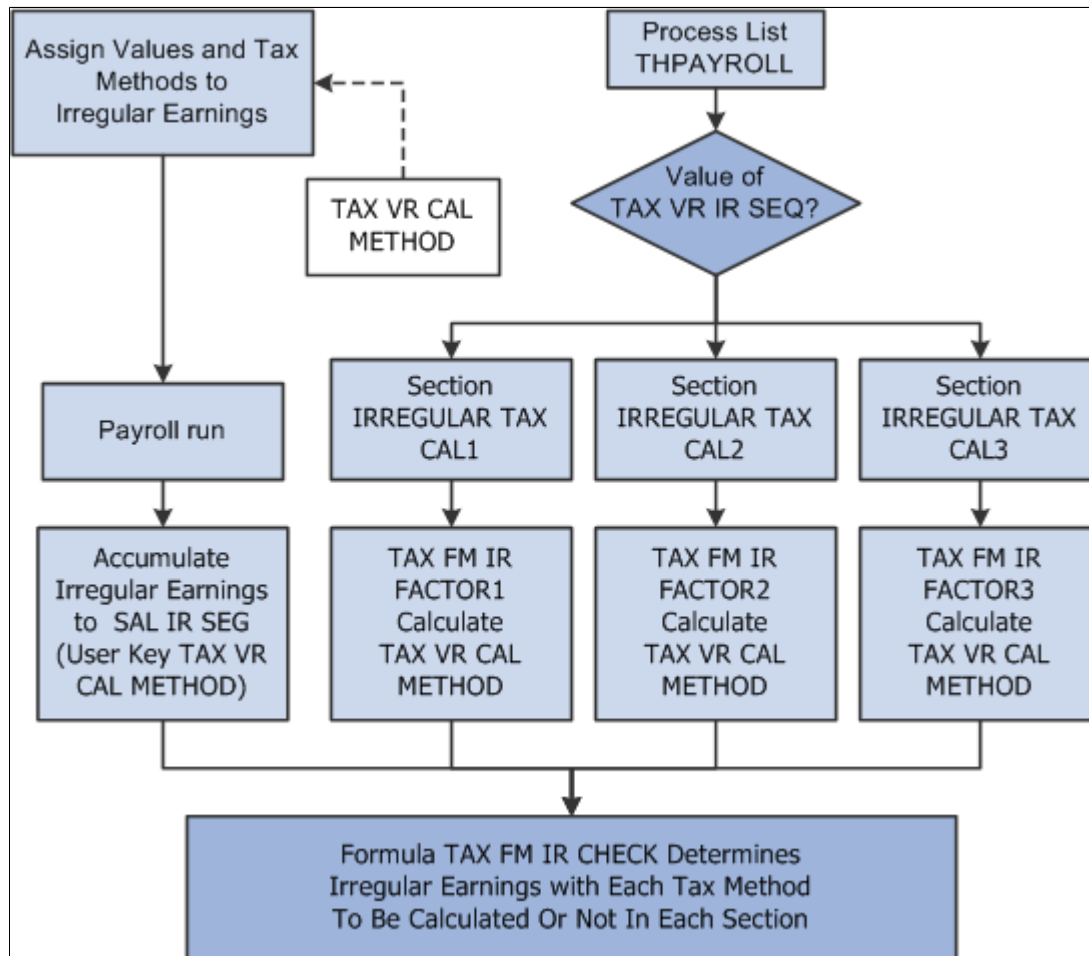
Determining Tax Calculation Types for Irregular Income

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

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

Image: Determining the tax calculation types and sequences for irregular income

This diagram illustrates how to determine the tax calculation types and sequences for irregular income.



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

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

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

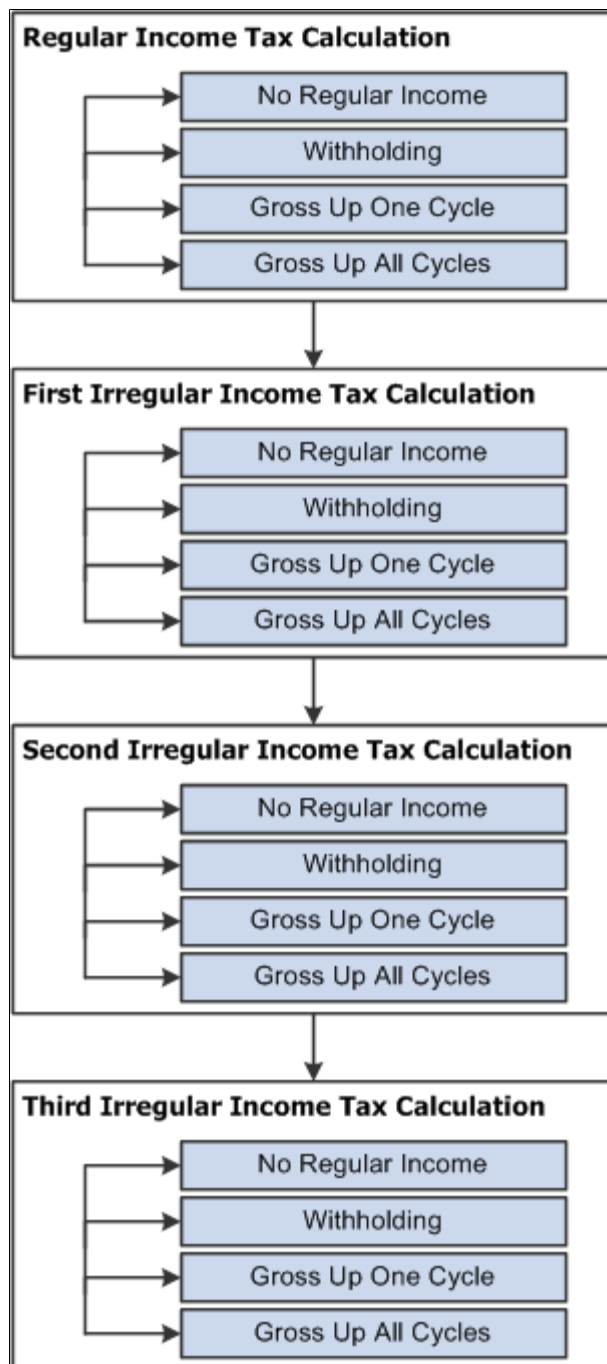
See "Understanding Element Override Configurations" (PeopleSoft HCM 9.2: Global Payroll).

Understanding the Overall Flow of Tax Calculations

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

Image: Overall Flow of Tax Calculation

This diagram describes the overall flow of tax calculations in Global Payroll for Thailand.



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

1. Regular Income Tax Calculation.

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

2. First Irregular Income Tax Calculation.

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

3. Second Irregular Income Tax Calculation.

You can specify the tax calculation type for this section.

4. Third Irregular Income Tax Calculation.

You can specify the tax calculation type for this section.

Year End Processing for Tax Recalculation

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

Principles Used in Year-End Tax Recalculation

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

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

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

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

Calculation Logic In the Last Period of One Tax Year

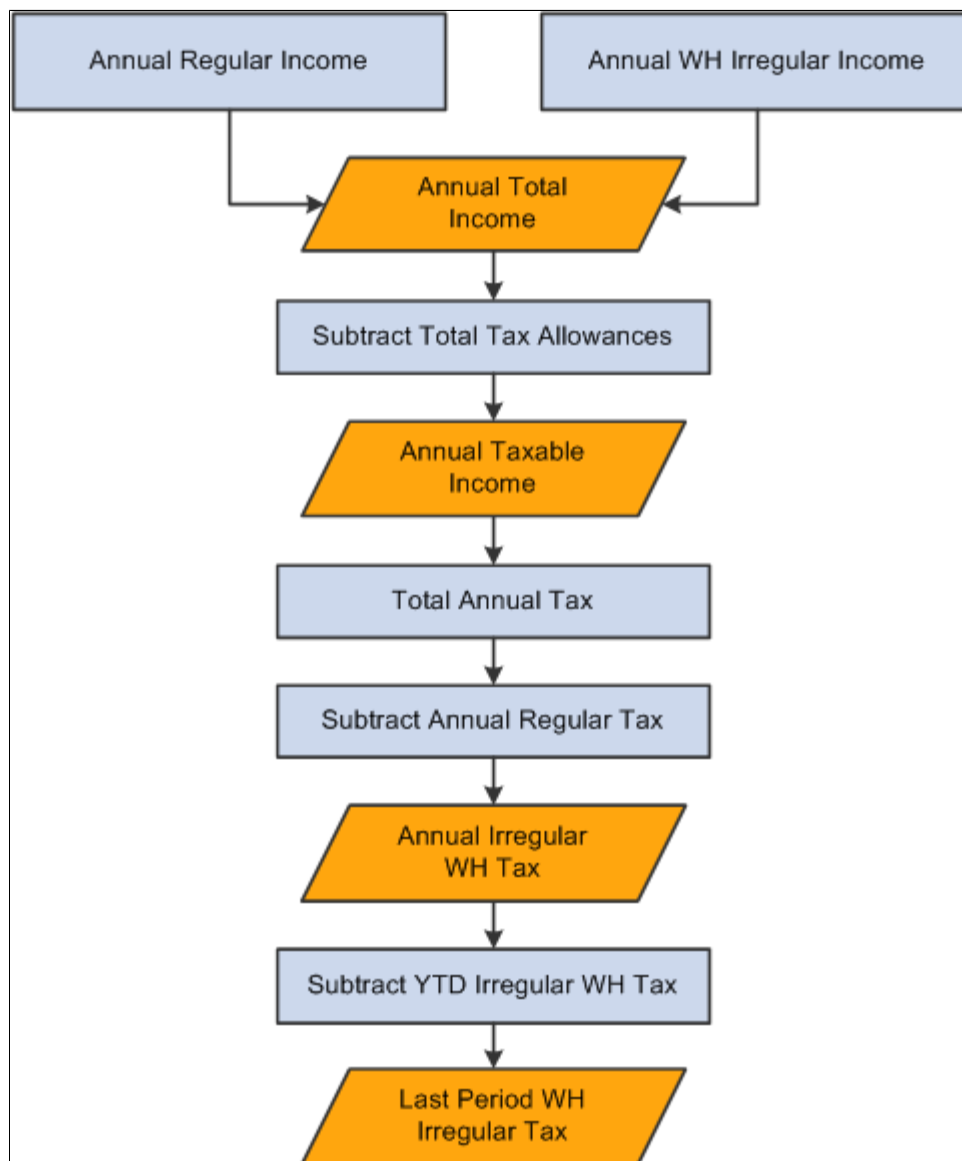
The irregular tax calculation process in the last period of the tax year differs from the process during other periods of the year. For example, assume that the irregular tax calculation sequence is:

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

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

Image: Irregular withholding tax calculation in the last period of the year

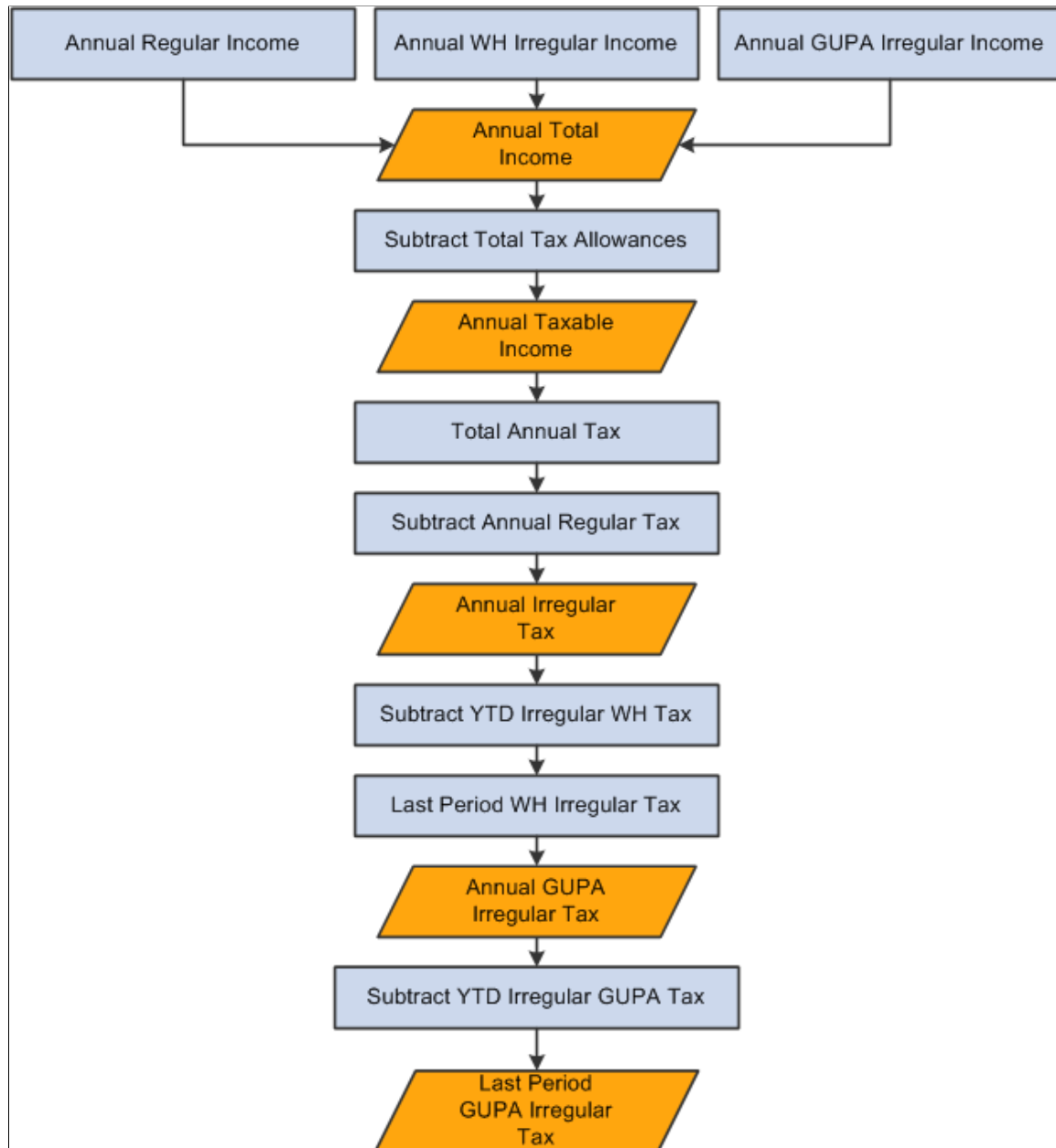
This diagram shows the process flow for calculating the withholding tax in the last period of the year.



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

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

This diagram shows that the gross up all cycles irregular tax is calculated based on the withholding tax results.



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

Tax Processing for Retroactive Processes

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

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

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

Delivered Elements for Tax Calculation

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

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

Maintaining Tax Rate Tables

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

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

<i>Taxable Income Range</i>	<i>Tax Rate</i>
0-150000	0
150001-300000	0.05
300,001-500000	0.1
500001-750000	0.15
750001-1000000	0.2
1000001-2000000	0.25
2000001-5000000	0.3
5000001-99999999	0.35

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

<i>Taxable Income Range</i>	<i>Tax Rate</i>
0-150000	0
150001-300000	0.5
300001-500000	0.1
500001-750000	0.15
750001-1000000	0.2

<i>Taxable Income Range</i>	<i>Tax Rate</i>
1000001-2000000	0.25
2000001-4000000	0.3
4000001-99999999	0.35

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

- 150,000 * 0 for the first 150,000 THB, for a tax amount of 0 THB.
- 350,000 * 0.1 for the next 350,000 THB, for a tax amount of 35,000 THB.
- 20,000 * 0.2 for the remainder of the annual income, for a tax amount of 4,000 THB.

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

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

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

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

<i>Taxable Income Range</i>	<i>Tax Rate</i>	<i>Flat Amount</i>	<i>Base</i>
0-150000	0	0	0
150001-300000	0.05	0	150000
300,001-5,000,00	0.1	7500	300000
500001-750000	0.15	27500	500000
750001-1000000	0.2	65000	750000
1000001-2000000	0.25	115000	1000000
2000001-5000000	0.3	365000	2000000
5000001-99999999	0.35	1265000	5000000

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

<i>Taxable Income Range</i>	<i>Tax Rate</i>	<i>Flat Amount</i>	<i>Base</i>
0-150000	0		
150001-300000	0.05	0	

<i>Taxable Income Range</i>	<i>Tax Rate</i>	<i>Flat Amount</i>	<i>Base</i>
300001-500000	0.1	15000	300000
500001-750000	0.15	35000	500000
750001-1000000	0.2	72500	750000
1000001-2000000	0.25	122500	1000000
2000001-4000000	0.3	372500	2000000
4000001-99999999	0.35	1272500	5000000

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

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

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

$$(520,000 - 500,000) * 0.2 + 35,000 = 39,000 \text{ THB}$$

Calculating the Flat Amount for Normal Income

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

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

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

- The first row is 0 THB. There is no previous row with any data.
- The second row is 0 THB. This is calculated with the equation $150,000 * 0\% = 0$. The income range for the first row is 0 to 150,000 THB, which is a range of 150,000 THB. The tax rate for the first row is 0%.
- The third row is 35,000 THB. This is calculated with the equation $0 + (35,000 * 10\%) = 35,000$.
 - 0 is the flat amount from the second row.
 - 350,000 represents the range of the second row, from 150,001 to 500,000 THB.
 - 10% is the tax rate from the second row.
- The fourth row is 135,000 THB. This is calculated with the equation $35,000 + (500000 * .15) = 135,000$.
 - 35,000 is the flat amount from the third row.
 - 500,000 is the income range for the third row.

- 20% is the tax rate from the third row.
- The fifth row is 1,035,000 THB. This is calculated with the equation $135,000 + (3000000 * 30\%) = 1,035,000$.

Calculating the Flat Amount for Termination Income

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

- The first row is 0 THB. There is no previous row with any data.
- The second row is 0 THB. This is calculated with the equation $150,000 * 0\% = 0$
- The third row is 15000 THB. This is calculated with the equation $300000 * 0.05 = 15,000$.
- The fourth row is 35000 THB. This is calculated with the equation $15,000 + (500000 * 0.1) = 35,000$.
- The fifth row is 72500 THB. This is calculated with the equation $35000 + (500,000 * 0.1) = 145,000$.
- The sixth row is 1,045,000 THB. This is calculated with the equation $145,000 + (3,000,000 * 30\%) = 1,045,000$.

Pages Used to Manage Brackets

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Bracket Name Page	GP_PIN	Name the element and define its basic parameters.
Lookup Rules Page	GP_BRACKET1	Define the lookup rules for a bracket.
Search Keys/Return Columns Page	GP_BRACKET2	Identify the search keys and the return columns for the bracket.
Brackets - Data Page	GP_BRACKET3	Enter lookup values. The search key values and the return column values that you selected in the Brackets - Search Keys / Return Columns page appear here.

Tax Rate Brackets

Global Payroll for Thailand delivers two brackets for tax rates:

1. TAX BR PER RATE

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

2. TAX BR TER RATE

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

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

Setting Up Irregular Income Tax Calculations

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

1. TAX FM IR FACTOR1

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

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

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

2. TAX FM IR FACTOR2

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

3. TAX FM IR FACTOR3

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

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

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

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

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

Pay Group	First Tax Calculation Type	Second Tax Calculation Type	Third Tax Calculation Type
Pay Group A or 'PGA'	Gross Up All Cycles	Gross Up One Cycle	Withholding

Pay Group	First Tax Calculation Type	Second Tax Calculation Type	Third Tax Calculation Type
Pay Group B or 'PGB'	Gross Up One Cycle	Withholding	Gross Up All Cycles
Pay Group C or 'PGC'	Withholding	Gross Up All Cycles	Gross Up One Cycle
All Other Pay Groups	Gross Up All Cycles	Withholding	Gross Up One Cycle

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

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

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

Processing Overpaid Taxes

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

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

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

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

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

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

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

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

The following table provides a detailed explanation of the elements mentioned from which you can find the payee's current period actual tax amount to be paid to the Revenue Department:

Element Type	Element Name(s)	Description
Deduction	TAX WH DED	The total Section 40(1) income withholding tax amount to be paid to the Revenue Department, including regular and irregular Section 40(1) income.
Deduction	TAX DD 402WH	The total Section 40(2) income withholding tax amount to be paid to the Revenue Department, including regular and irregular Section 40(2) income.
Deduction	TAX GA DED	The total Section 40(1) gross up all cycles tax amount to be paid to the Revenue Department, including regular and irregular Section 40(1) income.
Deduction	TAX DD 402GA	The total Section 40(2) gross up all cycles tax amount to be paid to the Revenue Department, including regular and irregular Section 40(2) income.
Deduction	TAX GO DED	The total Section 40(1) gross up one cycle tax amount that will be paid to Revenue Department, include regular and irregular Section 40(1) income.

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

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

Tracking Tax Calculation Issues

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

See [Understanding Tax Log Reporting](#).

Extending Tax Calculations

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

Adding New Tax Calculation Allowances

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

Follow these steps to enter new tax calculation allowances:

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

Global Payroll for Thailand has two pages for tax allowance declaration: GPTH_TAX_ALLOW and GPTH_SS_TAX_ALLOW. This enables you to explicitly declare tax allowances.

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

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

3. Create new tax allowance deduction elements.

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

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

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

4. Add the current deduction element into the TAX AC ALLOW NM accumulator.
5. Update the TAX VR TAXABLE AMT variable. Since this variable stores the current taxable income amount, you need to subtract the current tax allowance amount. You can create a post process formula to do this, such as the TAX FM ALL POST delivered by PeopleSoft.
6. Add the new tax allowance into the TAX ALLOWANCE section. Pay close attention to the sequence number, since the Thailand Revenue Department specifies the detailed calculation sequence for each tax allowance. You need to add your new tax allowance to the correct position within the TAX ALLOWANCE section.
7. Add the new tax allowance into the EG-COMMON element group.
8. Update any related tax reports to include the new tax allowance.

Chapter 7

Setting Up Electronic Bank Transfers

Understanding Banking Setup

This topic provides overviews of the following:

- Banking setup.
- Banking preparation process.
- Global Payroll for Thailand bank transfer processing.

Banking Setup

In Thailand, salary payments are made by direct deposit, cash, or check. When employees request direct deposits to a commercial or government bank whose transfer format Oracle supports, Global Payroll for Thailand can take advantage of Global Payroll core application functionality to process and electronically transfer the deposits to the recipient bank.

Before you can run bank transfer processes for Global Payroll for Thailand, you must define and set up the following:

- Bank information, such as bank name and ID, for each bank to use.
- Source (company) bank .
- Source bank table data.
- Recipient (payee's) bank.
- Payee's bank account table.
- Net distribution table specifying the distribution details and schedule for each payee.

Note: Bank information setup and general source bank setup are discussed in the PeopleSoft HCM Applications Fundamentals product documentation. See "Setting Up Banks and Bank Branches" (PeopleSoft HCM 9.2: Application Fundamentals).

All other aspects of banking setup, such as deposit schedules and payee bank account information, are discussed in core PeopleSoft Global Payroll product documentation. See "Understanding Banking" (PeopleSoft HCM 9.2: Global Payroll).

When setting up banking in core Global Payroll, keep these considerations in mind for Global Payroll for Thailand:

- Though some countries have their own validation rule for branch ID, Thailand does not have a standard for bank branch code at the country level. Thus, Global Payroll for Thailand uses the core PeopleSoft Global Payroll banks and branches feature without any enhancement.

- Thailand does not have its own account-numbering standard and validation rule for bank account numbers at the country level. Thus, Global Payroll for Thailand uses the core PeopleSoft Global Payroll source bank accounts feature without any enhancement. In Thailand, companies generally allow their employees to have only one bank account for salary payments and, therefore, only one net distribution per payee.
- Even if only one net pay distribution exists per payee, you must define the distribution for each payee.
- If a company's source bank is TMB and EFT Domestic is TMB, the employee ID must be 6 digits. If the company uses other EFT Domestic, there is no limit. Consider following the 6-digit limit either way to easily change the source bank in the future.

Banking Preparation Process

After you've set up banking and assigned recipients to deductions, you can run the Global Payroll for Thailand banking preparation process.

The Global Payroll for Thailand banking preparation process includes:

- The core banking preparation process.
- Thailand-specific payment processes.
- Combine payments process.
- Payment ID and number assignment process.

Global Payroll for Thailand Electronic Bank Transfer Processing

This topic discusses how to set up and run bank transfer processing for Global Payroll for Thailand. These steps summarize bank transfer processing:

1. Finalize absence and payroll.

Run and finalize the Global Payroll core Calculate Absence and Payroll process using the Payroll/Absence Run Control page.

2. Run the payment preparation batch process.

Run and finalize the Global Payroll core Run Payment Prep Process (GP_PAYMENT) using the Run Payment Prep Process page (GP_PMT_PREPARE). The payment preparation process is a batch job that uses results from the payroll calculations to populate the payment table, which identifies each recipient, the amount owed, the source bank, and the account number.

3. Run the Global Payroll for Thailand Banking process using the Create EFT File Payment THA page (GP_PAYMENT_FG) to extract payment information directly from the GP_PAYMENT_FG result table and other tables to create the EFT file.

Related Links

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

"Finalizing a Payroll or Absence Run" (PeopleSoft HCM 9.2: Global Payroll)

"Defining Banks and Branches" (PeopleSoft HCM 9.2: Global Payroll)

Setting Up Electronic Bank Transfers

Pages Used to Set Up Electronic Bank Transfers

Page Name	Definition Name	Usage
Electronic Transfer Formats Page	EFT_NAME	Define the EFT file that complies with the file formats used by banks in Thailand transfer to and receive funds from other banks.
Source Bank Accounts Page	SRC_BANK	Assign a source bank ID and define information about the banks that pay out money.
Thailand Bank Additional Data Page	SRC_BANK_THA_SEC	Enter additional data required by specific banks in Thailand. Note: This page is available only if on the Source Bank Accounts page, THA is the Country Code and KBANK or TMB is the EFT Domestic.
Banking Country Setup Page	GP_APP_PKG_SETUP	Verify the root package and application class for Thailand.

Electronic Transfer Formats Page

Use the Electronic Transfer Formats page (EFT_NAME) to define the EFT file that complies with the file formats used to transfer funds between banks.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Banking > Electronic Transfer Format > Electronic Transfer Format

Image: Electronic Transfer Formats page

This example illustrates the fields and controls on the Electronic Transfer Formats page.

Electronic Transfer Formats

Country Code THA Thailand

Electronic Transfer File Formats Personalize | Find | View All | First 1-3 of 3 Last

EFT Format Name	Status	Description		
BBL	Active	Bangkok Bank	+	-
KBANK	Active	Kasikorn Bank	+	-
TMB	Active	Thai Military Bank	+	-

Note: The Electronic Transfer Formats page is also discussed in the PeopleSoft HCM Application Fundamentals documentation. Additional information for Global Payroll Thailand is provided here.

Oracle currently delivers some electronic transfer formats (EFTs) preconfigured for Global Payroll Thailand.

The banks for which Oracle delivers preconfigured EFT formats are:

- *BBL* (Bangkok Bank)
- *KBANK* (Kasicom Bank)
- *TMB* (Thai Military Bank)

You should not modify the EFT formats that Oracle delivers preconfigured for PeopleSoft Global Payroll for Thailand. However, you can create other EFT formats and update the Create Payment EFT File Application Engine program (GPTH_EFT) appropriately so that the formats will meet other bank requirements.

Source Bank Accounts Page

Use the Source Bank Accounts page (SRC_BANK) to assign a source bank ID and define information about the banks that pay out money.

Navigation

Set Up HCM > Common Definitions > Banking > Source Bank Accounts

Image: Source Bank Accounts page

This example illustrates the fields and controls on the Source Bank Accounts page.

The screenshot displays the 'Source Bank Accounts' page with the following fields and values:

- Source Bank ID:** KBANK
- 'Description:** Kasicorn Bank Account
- Status:** Active (dropdown menu)
- Bank Details Section:**
 - Country Code:** THA (Thailand)
 - 'Bank ID:** KBANK (Kasicorn Bank)
 - Bank Branch ID:** (empty)
 - 'Account Number:** 0000000002
 - 'Account Name:** KBANK0001
 - 'Currency Code:** THB (Baht)
 - AC Account Name:** (empty)
 - EFT Domestic:** KBANK
 - EFT Int'l:** (empty)
 - Bank Transfer ID:** (empty)
- Other Required Information:** (link)

Note: The Source Bank Accounts page is also discussed in your PeopleSoft HCM Application Fundamentals product documentation. Additional information for Global Payroll Thailand is provided here.

EFT Domestic

Enter the EFT format name for the bank from which your company will send payroll funds.

You must enter a valid EFT format value to save the page.

Other Required Information

This link appears only if the EFT Domestic bank requires additional information. Select the link to enter or update additional information required by the specific bank.

The EFT DomesticIDs for which additional information is supported in Global Payroll for Thailand, are:

- *KBANK* (Kasikorn Bank)
- *TMB* (Thai Military Bank)

Thailand Bank Additional Data Page

Use the Thailand Bank Additional Data page (SRC_BANK_THA_SEC) to enter additional data required by specific banks.

Navigation

Select the Other Required Information link on the Source Bank Accounts page.

Note: The Other Required Information link appears only for Bank IDs that require additional information.

Image: Thailand Bank Additional Data page

This example illustrates the fields and controls on the Thailand Bank Additional Data page.

Thailand Bank Additional Data	
Source Bank ID	KBANK
EFT Format Domestic	KBANK
Description	Kasikorn Bank Account
Additional Data	
*Trans-Type	7106
*Batch-Control	9100
*Company Code	4050217

Note: The fields and values that appear on this page are different for each source bank, and reflect requirements of the specific bank. Data on this page is required to generate EFT files.

Banking Country Setup Page

Use the Banking Country Setup page (GP_APP_PKG_SETUP) to verify the root package and application class for Thailand.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Banking > Banking Country Setup

Image: Banking Country Setup page

This example illustrates the fields and controls on the Banking Country Setup page.

Banking Country Setup

Country **THA** Thailand *Status **Active**

PS Delivered/Maintained ?

Root Package ID **GPTH_CORE_BANK**

Qualified Package/Class Path :

Application Class ID **SQL**

Customer Maintained ?

Root Package ID

Qualified Package/Class Path

Application Class ID

Note: The Banking Country Setup page is also discussed in your PeopleSoft HCM Application Fundamentals product documentation. Additional information for Global Payroll Thailand is provided here.

For Thailand, verify that Root Package ID = *GPTH_CORE_BANK* and Application Class ID = *SQL*.

Generating the EFT File

Pages Used to Generate the EFT File

Page Name	Definition Name	Usage
Create EFT Payment File THA Page (create electronic funds transfer payment file Thailand)	GPTH_RC_EFT	Create the EFT file for direct deposits after the core Global Payroll Core payment preparation process is run.

Create EFT Payment File THA Page

Use the Create EFT Payment File THA (create electronic funds payment file transfer Thailand) page (GPTH_EFT_RC) to create the EFT file for direct deposits.

Navigation

Global Payroll & Absence Mgmt > Payment Processing > Create EFT Payment File THA

Image: Create EFT Payment File THA page

This example illustrate the fields and controls on the Create EFT Payment File THA page.

Calendar Group ID

Select the calendar group ID to be used with this Payment EFT file. Only those calendars that are ready for banking are available for selection.

Source Bank ID

Select the source bank ID to use. Your company may have more than one source bank.

Issue Date

This field appears only for source banks that require that you enter the date when you generate the EFT file. The default value is the date when you run the report. You can modify the date.

KBANK (Kasikom Bank) requires this date.

Include Transferred Employee

Select to also include electronic bank transfers for employees whose payment status is *Transferred*.

If the check box is unselected, then electronic transfers are generated only for employees with a *Finalized* payment status.

Managing Termination

Understanding Termination Processing of Global Payroll for Thailand

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

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

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

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

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

Managing Termination Taxes

Global Payroll for Thailand supports the following termination tax types:

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

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

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

Termination for Payees with LOS of Five Years or More

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

- Government pension (TER ER GP).

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

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

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

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

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

Termination for Payees with LOS Less Than Five Years

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

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

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

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

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

Delivered Elements for Termination Calculations

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

<i>Element Name</i>	<i>Description</i>
TER ER GP	Earning element for government pension.
TER ER PF	Earning element for provident fund/government pension fund.
TER ER SP	Earning element for severance pay.
TER ER LC	Earning element for one time payment.

Element Name	Description
TER IR EARN	Termination earnings for terminated payees with length of service less than 5 years.

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

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

Processing Order of Termination Income

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

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

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

View Delivered Elements

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

Related Links

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

Setting Up Termination Processing

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

- Calculating taxable income.

The total taxable income is composed of:

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

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

- Calculating exempted income.

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

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

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

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

- Calculating the termination tax.

Calculate the termination tax according to the tax rate table on the "Brackets - Data Page" (PeopleSoft HCM 9.2: Global Payroll) (GP_BRACKET3) (Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Brackets > Data).

Tax Calculation in a Normal Cycle for the Termination Period

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

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

For example, assume a payee is terminated on July 7, 2007. The payee's basic salary is 80,000 THB. So the payee's prorated salary is $80000 * 6 / 31 = 15483.87$. In July, when processing the tax, the annual

income can be $480,000 + 15,483.87 + 80,000 * 0$, or $480,000 + 15,483.87 + 80,000 * 5$. The key point is that the projection for the remaining periods could be $80,000 * 0$, or it can be $80,000 * 5$.

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

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

Pages Used to Set Up Trigger Definitions

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
Trigger Definitions Page	GP_TRGR_SETUP	Define iterative, segmentation, and retroactive triggers. To create a retroactive or segmentation trigger, first define the appropriate event ID on the Retro Event Definition page or Segmentation Event Definition page.
Trigger Definitions - Field Values Page	GP_TRGR_SETUP_SEC	Indicate which field values initiate actions.

Trigger Definitions Page

Use the Trigger Definitions page (GP_TRGR_SETUP) to define iterative, segmentation, and retroactive triggers.

To create a retroactive or segmentation trigger, first define the appropriate event ID on the Retro Event Definition page or Segmentation Event Definition page.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Triggers > Trigger Definitions > Trigger Definitions

Image: Trigger Definitions page

This example illustrates the fields and controls on the Trigger Definitions page.

Trigger Definitions

Country Thailand

Record (Table) Name JOB

Trigger Type Segmentation

*Trigger Event ID

*Trigger Status Trigger Active

*Trigger Level Field

*Trigger Effective Date Type Effective Date

List Fields with trigger				Personalize Find View All		First 1-5 of 5 Last
Field Name	Dependent on Field Value	List Field Values	*Trigger Event ID			
ABSENCE_SYSTEM_CD	☐		JOB	+	-	
ACTION	☒	List Field Values		+	-	
COMPRATE	☐		COMPRATE	+	-	
GP_PAYGROUP	☐		JOB	+	-	
PAY_SYSTEM_FLG	☐		JOB	+	-	

Trigger Definitions - Field Values Page

Use the Trigger Definitions - Field Values page (GP_TRGR_SETUP_SEC) to Indicate which field values initiate actions.

Navigation

Click the List Field Values link on the Trigger Definitions page.

Image: Trigger Definitions - Field Values page

This example illustrates the fields and controls on the Trigger Definitions - Field Values page.

Trigger Setup-Values

Trigger Definitions

Field Values

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

Field Values
Personalize | Find | View All |
First 1-3 of 5 Last

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

No Match on Field Value Option

☒ Do Not Trigger
☐ Trigger Using Specified Event
Trigger Event ID

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

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

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

Extending Termination Processing

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

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

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

To override the average salary of a payee:

1. On the Create Overrides/Supporting Elements page, override the following two variables:

- TER VR LOS
- TER VR LAST OR AVG

2. On the Positive Input page, add the TER ER TRM3 element.

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

- TER DT LOS FROM
- TER DT LOS END

Example

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Managing Off Cycle Processing

Understanding Off Cycle Processing of Global Payroll for Thailand

This topic discusses:

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

The Off Cycle Process

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

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

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

Supported Features for Off Cycle Processing

The following features are supported for Global Payroll for Thailand:

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

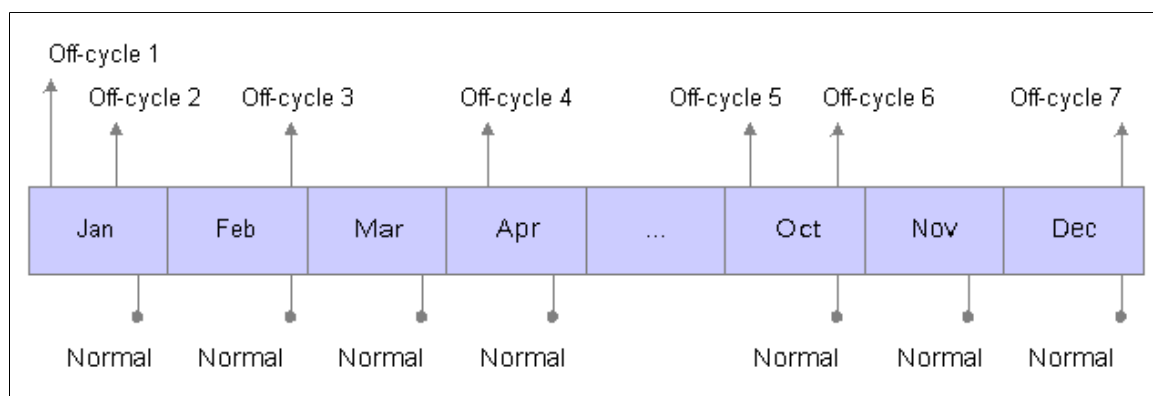
Regular incomes, regular deductions, provident fund contribution, and social security contribution are not handled in off cycle processes.
- Off cycle processing for Global Payroll for Thailand uses the same process list as the normal payroll process, so you must indicate which elements are processed in the off cycle process:
 - Any elements in positive input.
 - Any elements in the limited element set entered on the Off Cycle Request page.
- Withholding, gross up all cycle, and gross up one cycle tax calculation methods are supported for off cycle processing.

Target Period for Off Cycle Processing

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

Image: Possible timing points of off cycle processing

This diagram illustrates the possible timing points of off cycle processing in PeopleSoft Global Payroll for Thailand.



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

Types of Off Cycle Transactions

The four types of off cycle transactions are:

1. Manual payments.

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

2. Corrections.

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

3. Unscheduled payments.

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

4. Advances.

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

Viewing Delivered Elements

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

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

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

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

Related Links

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

Off Cycle Processing

This topic describes how to create off cycle requests.

Pages Used in Off Cycle Processing

Page Name	Definition Name	Usage
Off Cycle On Demand Page	GP_ONDEMAND	Use the pages to: • Create or edit an off cycle request. • Create or edit an off cycle calendar group. • Process the off cycle calendar group. You can calculate, cancel, or finalize the run from this page.
Off Cycle Request Page	GP_OFFCYCLE_REQ	Use the detail pages of the off cycle transaction types for the employee IDs that are entered.
<u>Off Cycle Request - Additional Payment Detail Page</u>	GP_OFFCYCLE_U_SEC	Enter instructions for processing additional payments.

Off Cycle Request - Additional Payment Detail Page

Use the Additional Payment Detail page (GP_OFFCYCLE_U_SEC) to enter instructions for processing additional payments.

Navigation

Select the Payment Details icon in the Additional Payments section on the Off Cycle Request page, or select Global Payroll & Absence Mgmt > Absence and Payroll Processing > Off Cycle > Off Cycle Request > Off Cycle Request.

Image: Off Cycle Request - Additional Payment Detail page

This example illustrates the fields and controls on the Off Cycle Request - Additional Payment Detail page.

The screenshot displays the 'Advance Payment Detail' page for an 'Off Cycle Request'. The page is titled 'Additional Payment Detail' and contains several sections:

- Header Information:** Pay Group (GCASE24_K), Employee ID (KAREN02), Calendar ID (06M01###1), Period ID (06M01), Name (KARENTEST02 ZHAN), and Off Cycle Group (GCASE24_0601_OC).
- Calendar Controls:** *Payment Date (01/12/2006), *Period Begin Date (01/01/2006), and *Period End Date (01/31/2006).
- Processing Controls:** *Run Type (KTPAYROLL) and *Payment Method (Use Normal Distribution).
- Element Selection:** Radio buttons for All, Elements with Positive Input, and Limited Element Set. The Limited Element Set Name field is set to EG-OFFCYCLE.
- Payment Key Overrides:** Company (KTB).

At the bottom, there are links for 'Positive Input' and 'Supporting Element Overrides'.

Enter instructions for processing an additional payment. Select the *EG-OFFCYCLE* element group in the Limited Element Set Name field. The EG-OFFCYCLE element group limits the elements to be processed for off cycle.

Extending Off Cycle Processing

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

Adding New Elements to Off Cycle Processing

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

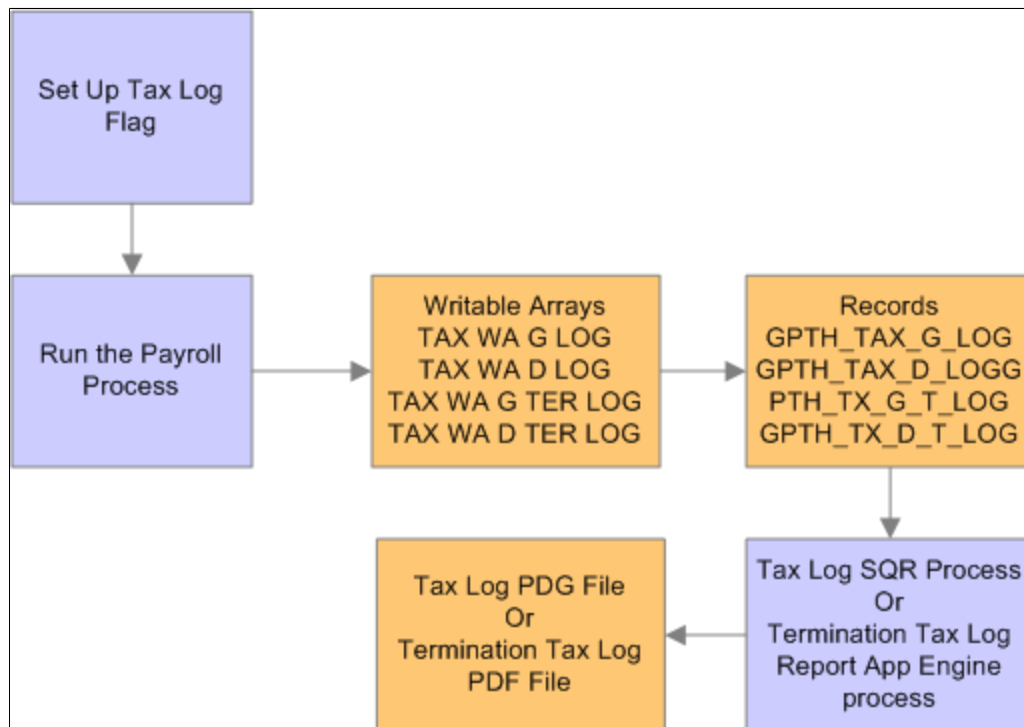
Configuring Tax Log Reporting

Understanding Tax Log Reporting

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

Image: Tax Log process flow

This diagram illustrates the overall Tax Log process flow.



The following steps describe the Tax Log process:

1. Set up the Tax Log flag.

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

2. Run the payroll process.

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

- GPTH_TAX_G_LOG is used for the TAX WA G LOG writable array.
- GPTH_TAX_D_LOG is used for the TAX WA D LOG writable array .
- GPTH_TX_G_T_LOG is used for the TAX WA G TER LOG writable array.
- GPTH_TX_D_T_LOG is used for the TAX WA D TER LOG writable array.

3. Run the tax log reports.

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

The Termination Tax Log Report process (GPTH_T_TX_AE) retrieves the detailed tax calculation data from the appropriate records and then uses the PeopleTools Business Intelligence Publisher (PeopleSoft BI Publisher, or BIP) to print the Termination Tax Log report into a PDF file.

See the product documentation for *PeopleTools: BI Publisher for PeopleSoft*.

Setting Up the Tax Log Flag

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

Pages Used to Set up the Tax Log Flag Variable

<i>Page Name</i>	<i>Definition Name</i>	<i>Usage</i>
<u>Variable Name Page</u>	GP_PIN	Define a variable element.
<u>Supporting Elements Page</u>	GP_PAYEE_SOVR	Override the value of a supporting element for a payee.
<u>Pay Groups - Supporting Element Overrides Page</u>	GP_PYGRP_SOVR	Define supporting element overrides for a pay group.
<u>Pay Entities - Supporting Element Overrides Page</u>	GP_PYENT_SOVR	Define supporting element overrides for a pay entity.

Variable Name Page

Use the Variable Name page (GP_PIN) to define a variable element.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Elements > Supporting Elements > Variables > Variable Name

Image: Variable Name page

This example illustrates the fields and controls on the Variable Name page.

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

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

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

Supporting Elements Page

Use the Supporting Elements page (GP_PAYEE_SOVR) to override the value of a supporting element for a payee.

Navigation

Global Payroll & Absence Mgmt > Payee Data > Create Overrides > Supporting Elements > Supporting Elements

Image: Supporting Elements page, Values tab

This example illustrates the fields and controls on the Supporting Elements page, Values tab.

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

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

Pay Groups - Supporting Element Overrides Page

Use the Pay Groups - Supporting Element Overrides page (GP_PYGRP_SOVR) to define supporting element overrides for a pay group.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Pay Groups > Supporting Element Overrides

Image: Pay Groups - Supporting Element Overrides page

This example illustrates the fields and controls on the Pay Groups - Supporting Element Overrides.

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

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

Pay Entities - Supporting Element Overrides Page

Use the Pay Entities - Supporting Element Overrides page (GP_PYENT_SOVR) to define supporting element overrides for a pay entity.

Navigation

Set Up HCM > Product Related > Global Payroll & Absence Mgmt > Framework > Organizational > Pay Entities > Supporting Element Overrides

Image: Pay Entities - Supporting Element Overrides page, Values tab

This example illustrates the fields and controls on the Pay Entities - Supporting Element Overrides page, Values tab.

The screenshot shows the 'Supporting Element Overrides' page for the 'Pay Entity' 'KTTHBI' (Thailand Business Institute). The 'Values' tab is selected, showing a table with the following data:

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

Navigation controls include 'First', '1 of 1', and 'Last'. There are also buttons for 'Personalize', 'Find', 'View All', and a search icon.

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

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

Running the Payroll Process

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

Tax Log Report Writable Arrays and Records

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

- TAX WA G LOG
- TAX WA D LOG

There are two records for these arrays: GPTH_TAX_G_LOG and GPTH_TAX_D_LOG. The Tax Log SQR Report process retrieves the detailed tax calculation data from these records and then prints the information into a PDF file.

Termination Tax Log Report Writable Arrays and Records

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

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

There are two records for these arrays: GPTH_TX_G_T_LOG and GPTH_TX_D_T_LOG. The Termination Tax Log Report process (GPTH_T_TX_AE) retrieves the detailed tax calculation data from these records and then uses the PeopleTools BI Publisher to print the Termination Tax Log report into a PDF file.

Running the Tax Log Reports

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

Pages Used to Run Tax Log Reports

Page Name	Definition Name	Usage
Tax Log THA Page	GPTH_RC_TAX_LOG	Generate the Tax Log report for Global Payroll for Thailand.
Termination Tax Log THA Page	GPTH_RC_TER_LOG	Generate the Termination Tax Log report for Global Payroll for Thailand.

Tax Log THA Page

Use the Tax Log THA page (GPTH_RC_TAX_LOG) to generate the Tax Log report for Global Payroll for Thailand.

Navigation

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Review Absence/Payroll Info > Tax Log THA > Tax Log THA

Image: Tax Log THA page

This example illustrates the fields and controls on the Tax Log THA page.

The screenshot shows the 'Tax Log THA' page. At the top, there's a header with 'Tax Log THA'. Below it, there are several controls: 'Run Control ID 001', a 'Report Manager' link, a 'Process Monitor' link, and a 'Run' button. A 'Language' dropdown menu is set to 'Thai'. A 'Report Parameters' section is visible, containing a '*Calendar Group ID' field with the value 'G03CG0612' and a magnifying glass icon, and an 'Empl ID' field with a magnifying glass icon.

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

1. On the Tax Log THA page, click the Process Monitor link.
2. Locate the desired GPTH TX10 process in the Process List region on the Process List page and select the Details link to open the Process Detail page.
3. On the Process Detail page, select the View Log/Trace link to open the View Log/Trace page.

- On the View Log/Trace page, select the link to report file, in PDF format. The file name is a combination of the process name, GPTHTX10, and the process instance number.

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

For information about using Report Manager and using Process Monitor, see the product documentation information for *PeopleTools: PeopleSoft Process Scheduler*.

Termination Tax Log THA Page

Use the Termination Tax Log THA page (GPTH_RC_TER_LOG) to generate the Termination Tax Log report for Global Payroll for Thailand.

Navigation

Global Payroll & Absence Mgmt > Absence and Payroll Processing > Review Absence/Payroll Info > Termination Tax Log THA > Termination Tax Log THA

Image: Termination Tax Log THA page

This example illustrates the fields and controls on the Termination Tax Log THA page.

The screenshot displays the 'Termination Tax Log THA' page. At the top, there are links for 'Run Control ID 001', 'Report Manager', and 'Process Monitor', along with an orange 'Run' button. Below these is a 'Language' dropdown menu set to 'Thai'. A section titled 'Report Parameters' contains two input fields: '*Calendar Group ID' with the value 'G01CG0601' and a magnifying glass icon, and 'Empl ID' with an empty field and a magnifying glass icon. The value '01CG0601' is also visible next to the first field.

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

For information about using Report Manager and Process Monitor, see the product documentation information for *PeopleTools: PeopleSoft Process Scheduler*.

Chapter 11

PeopleSoft Global Payroll for Thailand Reports

PeopleSoft Global Payroll for Thailand Reports: A to Z

The table in this topic lists the Global Payroll for Thailand reports, sorted by report ID.

For more information about running the reports, refer to:

- The corresponding topic in this product documentation.
- *PeopleTools: Process Scheduler*
- *PeopleTools: BI Publisher for PeopleSoft*.
- *PeopleTools: SQL Language Reference for PeopleSoft*

For samples of the reports, see the [Report Samples](#) that are published with this online documentation.

Report ID and Report Name	Description	Navigation	Run Control Page
50BIS/50BISCPY 50BIS Form Report	Generate and print 50BIS Form Original /Copy Report	Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > 50BIS Form THA	GPTH_RC_50BIS
GPTHLY01 Allowances Declaration Form	Generate and print Allowances Declaration Form/ Certification Report	Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Allowances Declaration THA	GPTH_RC_LYOR
GPTHLY03 Parent Allowances Declaration	Generate and print Parent Allowance Certification Report	Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Allowances Declaration THA	GPTH_RC_LYOR
GPTH_PD65 Privilege Declaration Form 65	Generate and print Privilege Declaration Form Report	Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Privilege Declaration 65 THA	GPTH_RC_PD65
GPTH_PIT90 Personal Income Tax 90 Form	Generate and print Personal Income Tax Return 90 Report	Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > PIT90 Form THA	GPTH_RC_PIT90

Report ID and Report Name	Description	Navigation	Run Control Page
GPTH_RCN Reconciliation Report THA	Generate and print a report to compare and reconcile payroll results between two payroll periods.	Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Reconciliation Report THA	GPTH_RC_RCN
GPTH_REG Payroll Register Report THA	Generate and print a report of payroll information.	Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Payroll Register Report THA	GPTH_RC_REGIST
GPTHS10C Social Security Form 1-10 Cover	Generate and print Social Security Form 1-10 Cover Page.	Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Social Security Form 110 THA	GPTH_RC_SSO110
GPTHS10D Social Security Form 1-10 Detail	Generate and print Social Security Form 1-10 Detail Page	Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Social Security Form 110 THA	GPTH_RC_SSO110
GPTH_SS103 Social Security Form 1-03	Generate and print Social Security Form 1-03 Report	Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Social Security 6-10/1-03 THA	GPTH_RC_SSO3
GPTHSS11 Social Security Form 1-10/1 THA	Generate and print Social Security Form 1-10/1 Report	Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Social Security Form 1-10/1 THA	GPTH_RC_SSO1101
GPTHSS31 Social Security Form 1-031	Generate and print Social Security Form 1-03/1 Report	Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Social Security 6-09/1-031 THA	GPTH_RC_SSO2
GPTHSS0609 Social Security Form 6-09	Generate and print Social Security Form 6-09 Report	Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Social Security 6-09/1-031 THA	GPTH_RC_SSO2
GPTHSS0610 Social Security Form 6-10	Generate and print Social Security Form 6-10 Report	Global Payroll & Absence Mgmt > Absence and Payroll Processing > Reports > Social Security 6-10/1-03 THA	GPTH_RC_SSO3

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

